

**REGULAR MEETING OF  
THE PRESIDENT AND THE BOARD OF TRUSTEES  
THE VILLAGE OF WAYNE  
5N430 Railroad Street Wayne, Illinois 60184**

**Wednesday, July 5, 2023  
7:30pm**

**Link to Join Webinar  
<https://us06web.zoom.us/j/85036473381>**

- I. Pledge of Allegiance**
- II. Call to Order - Roll Call**
- III. Public Comment - (please limit your comments to three minutes)**  
*The Public Comment section is intended to give the public an opportunity to present a comment or opinion to the Board of Trustees. It is not intended to be a time for questions and answers or debate on political issues. Speakers are requested to be respectful. For questions please email members of the Board directly and a Board member or staff will respond directly. Public Comment should be limited to this portion of the agenda and the public should not interrupt the Board during the remainder of the meeting. Written comments received by the Clerk will be distributed to the Board.*
- IV. Reports of Boards, Commissions, Staff, and Action Items**
  - A. Plan Commission**
  - B. Zoning Board of Appeals**
  - C. Engineering**
  - D. Park Commission**
- V. Consent Agenda**
  - A. Minutes June 20, 2023 – Open & Closed Sessions**
  - B. New Squad Emergency Equipment Changeover – Not to Exceed \$10,600**
  - C. Sister Cities International Membership - \$190/year**
- VI. Items Removed from Consent Agenda**
- VII. Ordinances and Resolutions**
  - A. Ord. 23-09; Amending Title 1, Chapter 8, Rules & Regulations for Police Dept.**
  - B. Res. 23-R-14; Adopting Public Comment Policy**
- VIII. Reports of Officers and Action Items**
  - A. Clerk’s Report – Patti Engstrom**
  - B. Treasurer’s Report – Howard Levine**
  - C. President’s Report – Eileen Phipps**
  - D. Village Attorney’s Report – Mickey, Wilson, Weiler, Renzi, Lenert & Julien, P.C.**

- IX. Appointments – Village Commissions and Committees – President Phipps**
- X. Reports of Trustees and Action Items**
  - A. Public Safety – Pete Connolly**
  - B. Public Works – Mike Dimitroff**
  - C. Finance – Pete Connolly**
  - D. Administration – Emily Miller**
  - E. Development/Historic and Rural Preservation – Ed Hull**
  - F. Building & Zoning – Gary Figurski**
    - 1. Closed Session–Item B. Appointment, Employment & Compensation of Village Employees**
  - G. Parks – Emily Miller**
  - H. Technology – Guy Bevente**
    - 1. Social Media Policy**
- XI. Closed Session**
  - A. Pending, Imminent or Probable Litigation – Open Meetings Act, 5 ILCS 120/2 (c) (11)  
Open Meetings Act, 5 ILCS 120/2 (c) (1)B**
  - B. Appointment, Employment and Compensation of Village Employees–Open Meetings Act,  
5 ILCS 120/2 (c)(1)**
  - C. Purchase or Lease of Real Property – Open Meetings Act, 5 ILCS 120/2 (c) (6)**
  - D. The Setting of a Price for Sale or Lease of Village Property, 5 ILCS 120/2 (c) (6)**
  - E. Security Procedures, Personnel, Equipment in Response to Threat of Potential  
Danger to Employees, Staff, Public or Public Property, 5 ILCS 120/2 (c) (8)**
  - F. Discussion of Closed Minutes for Purposes of Approval or Semi-Annual Review,  
5 ILCS 120/2 (c) (21)**
  - G. The Selection of a Person to Fill Public Office, 5 ILCS 120/2 (c) (3)**
- XII. Old Business**
- XIII. New Business and Action Items**
  - A. Approval of Appointment & Compensation Action Discussed in Closed Session**
- XIV. Adjournment**

*Any Public Comments submitted in writing to the Village Clerk at [clerk@villageofwayne.org](mailto:clerk@villageofwayne.org) prior to noon on the Thursday before the meeting will be distributed to the Board with their packets.*

*Note: Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact ADA Compliance Officer Mon-Thurs 8:00am–12:00pm Village of Wayne, 5N430 Railroad Street, P.O. Box 532, Wayne, IL 60184, or call (630) 584-3090. Requests for a qualified interpreter require five (5) working days' advance notice.*

V B.



**Village of Wayne**

**Police Department**

31W680 Army Trail Road

Wayne, IL 60184

Tel: 630-584-3031

Fax: 630-524-9151

**MEMORANDUM**

Date: June 28, 2023  
To: Village President and Board of Trustees / Public Safety  
From: Tim Roberts, Chief of Police **TR**  
Subject: **Emergency Equipment Purchase/Changeover for one (1) Police Vehicle**

**Issue:**

The Police Department recently took delivery of (1) one new police vehicle to replace an outgoing patrol car with nearly 100k miles on the odometer.

**Analysis:**

In the current Fiscal Year (FY24) budget, the Police Department requested to purchase a replacement police vehicle. The 2023 Ford Explorer Police Interceptor model has been received. The vehicle needs to be outfitted with the necessary emergency lighting, striping, changeover, setup, installation, and labor to be completed and suitable for proper police service. Whenever possible and appropriate, it is the practice of the police department to reuse any currently owned emergency lighting and equipment from outgoing police vehicles that meets the needs of the department and has not reached the end of service life. The outgoing police vehicle is a 2018 model Ford Explorer. Several equipment items, such as the siren/siren box have rusted, and some exterior lights are at the end of life. Additionally, several items, such as the rear prisoner cage will not fit the current design of the 2023 model and will need to be replaced. However, installers were able to locate a kit to upfit the currently owned forward prisoner cage so it can be reused. The items identified requiring replacement have been included in the estimate provided.

Estimates were obtained from our vendors, as follows –

- o Radco/Illinois Communications (Explorer) not to exceed \$9,900.
- o Eby Graphics / Striping (Explorer) not to exceed \$700.

**Recommendation:**

I recommend the Village Board approve Police Department staff to purchase the necessary emergency lighting, changeover, setup, installation, and labor for (1) one new police vehicle, not to exceed \$10,600.



**Estimate #6239**

**6/28/2023**

**Prepared For:**

Village of Wayne  
Tim Roberts

**Prepared By:**

Matthew Eby  
Eby Graphics, Inc  
764 Tek Dr.  
Crystal Lake, IL 60014 USA

**Phone:**

**Fax:**

**Phone:** 815-479-1616

**Fax:** 815-479-1818

**Alt. Phone:**

**Alt. Phone:**

**Email:** t.roberts@villageofwayne.org

**Email:** meby@ebygraphics.com

**Description:** 2023 Ghosted SUV

**Estimated Time For Production:** 5 working days

Quantity	Description	Each	Total	Taxable
1	28.00 in x 8.70 in graphic cut out of 3M 7125 Wht	62.8096	\$62.81	
1	45.00 in x 60.00 in graphic cut out of 3M 5100R Blk	239.6576	\$239.66	
1	26.00 in x 16.00 in 3M 5100R Blk Top laminated with Oracal ORAGuard 290G	106.0944	\$106.09	
4	Installation	71.30	\$285.20	
		<b>Subtotal</b>	\$693.76	
		Municipal Discount	(\$17.34)	
		<b>Total</b>	<b>\$676.42</b>	

**Terms:** Payment terms not yet discussed

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

**Signed by**

**Date**

**Amt. Paid Today**

# Radco/Illinois Com

# Quotation

145 Covington Dr.  
Bloomingdale, IL 60108  
(630) 858-5212

**DATE** June 28, 2023  
**Quotation #** 23626

**Customer:**  
Village of Wayne  
Police Department  
5N430 Railroad Street  
Wayne, IL 60184  
Steve Abruzzo

*Quotation valid until:* 30 Days  
*Prepared by:* Chuck Daniello  
(630)878-9297

## Comments or special instructions:

Description	QTY	Cost	AMOUNT
Brackets for conversion of existing windshield light	1	\$593.00	\$593.00
C3RNRDC-60L BWRW Running Board Left	1	\$337.00	\$337.00
C3RNRDC-60R BWRW Running Board Right	1	\$337.00	\$337.00
3492L6S Excell Siren	1	\$400.00	\$400.00
RNRBKT-P1U20 Running Board Bracket Kit	2	\$22.00	\$44.00
42-3PRBA-CM Citadel	1	\$1,019.00	\$1,019.00
LINEARMTCC Strobe Lamp Opticom	1	\$164.00	\$164.00
C3900X Siren Speaker	1	\$153.00	\$153.00
SPKR-BKT-DS-P1020 Speaker Bracket	1	\$38.00	\$38.00
T08779 Opticom Power Supply	1	\$160.00	\$160.00
ULTMC-RB Open Hatch LED	2	\$101.00	\$202.00
V7X9J Red/Blue LED Brake Housing	2	\$106.50	\$213.00
V7X609C Clear LED Brake Housing	2	\$102.00	\$204.00
ECVDMLTALOO Dome Light	1	\$85.00	\$85.00
C-VS-1012-INUT Console	1	\$527.00	\$527.00
C-ARM-101 Arm Rest	1	\$94.00	\$94.00
CUP2-1004 Cup Holder	1	\$57.00	\$57.00
B4705UNIT20 Cargo Barrier Only	1	\$600.00	\$600.00
PT2185ITU207M Partition Tras Kit	1	\$483.00	\$483.00
MCRNTJX	2	\$128.25	\$256.50
REMOVAL OF PARTITION FROM OLD SQUAD	1	\$160.00	\$160.00
INSTALLATION MATERIAL INCLUDING HARDWARE, WIRE, LOOM, TERMINALS,ETC	1	\$225.00	\$225.00
INSTALLATION LABOR	1	\$3,520.00	\$3,520.00
<b>TOTAL</b>			<b>\$ 9,871.50</b>

If you have any questions concerning this quotation, contact Jerry Zombolas at (630) 902-1207.

**THANK YOU FOR YOUR BUSINESS!**

**Warranty**

- a. 2 year warranty on wiring and basic build of squad
- b. 1 year no cost warranty replacement service on products purchased through Radco
- c. Warranty service on equipment not purchased from Radco will be a billable service. Radco will work with the vender to replace the equipment under the manufacturer's warranty.
- d. Warranty does not apply to physically damaged equipment

V.C.



## THE IMPORTANCE OF HAVING A SISTER CITIES PROGRAM IN YOUR COMMUNITY TOOLKIT

### What is a sister city?

When a community of any size or character joins with a community in another nation to learn more about each other and to develop friendly and meaningful exchanges, the two may propose a formal affiliation leading to official designation as "sister cities." The ideal affiliation involves many citizens and organizations in both communities who are engaged in continuing projects of mutual interest.

This interchange helps to further international understanding at all levels of the community on a continuing long-term basis. Within the program, cities and their citizens exchange people, ideas, and culture in a variety of educational, municipal, professional, technical, and youth projects.

The sister city program was launched at a White House conference in 1956 when President Dwight D. Eisenhower called for massive exchanges between Americans and the peoples of other lands.

Hundreds of American cities responded to that call and are continuing to carry out meaningful exchanges with their partners in 136 nations around the world.

### Why have a sister city?

A sister city program enables the citizens of both communities become directly involved in international relations in unique and rewarding exchanges that benefit everyone. It enables all who participate to: exchange ideas and develop friendships with their counterparts in another culture on a direct personal basis; establish an identity as members of the global family involved in the constructive process of building world peace; develop a way for the many and diverse elements of each community to come together to enjoy and profit from a cooperative program; open new dialogues with the people of another culture to find unique solutions to improving the quality of life of all citizens; participate in a program with a real partner in another country so all members of the community can feel they are contributing to international understanding in a direct, personal way; and better understand their own community by interpreting their way of life to the people of another culture.

### What to do first?

Hundreds of communities of all sizes around the world have discovered the rewards of participating in an international program in which each member can realize deep personal satisfaction and benefits. Your community can join this growing movement, but you should first develop support for the idea in your own community.

This can be easy and fun. You will have a lot of help from Sister Cities International, the national membership association for sister city programs in the United States, as well as from hundreds of volunteer leaders across the country who are available to share their experiences in the program.

The sister city concept, like all good programs, must have broad support if it is to succeed. If your community understands the program, it can succeed and the rewards will be well worth the effort.

Once you've secured community-wide support for a sister cities program, begin your search for a partner. Nearly every member of your community, young or old, belongs to some kind of organization or another. Nearly everyone works in a business or industry, has a hobby, goes to school, belongs to a service or professional society, or volunteers his or her time in any number of local organizations that can be linked to counterparts in another country. Thus, the linking of skills, crafts, and interests of people and organizations in both cities can enrich your newly formed sister city committee, open new avenues for program adventure, and secure the initial contacts you'll need to find an appropriate partner community.

No catalog could possibly list all the ways in which sister cities operate because the varieties of exchanges are only limited by the imagination and resources of the two communities.

There are two principal objectives to keep in mind when planning your activities. You don't establish and maintain friendships by a single effort. It requires continuing activity. You do establish such continuity by a broad base of activity in which many people and organizations participate.

### Everyone Can Participate

The concept is simple once two communities have taken the initial step of actually affiliating as sister cities. A catalog of organizations should be developed that will give you an idea of the potential areas of exchange possible. Don't forget to include your schools, hobby groups, business and professional organizations, scouting groups, service clubs, and so on. This list can then be sent to your partner to determine which organizations they have in their community to match yours. In some cases, a similar organization won't exist. Perhaps you can start one.

Sister city programs must always strive to ensure that each project undertaken by its members reflects the diversity of its network. Specifically, you should promote the inclusion of ethnic and racial minorities, people with disabilities, youth, women, and people of diverse socio-economic status in all sister city activities.

Each project should be planned with the knowledge that each person will be able to individually become a part of a person-to-person, organization-to-organization, city-to-city approach to citizen diplomacy.

Above all, remember that the uniqueness of the sister city program is that it is two-way. The give and take is shared by both communities through planned and continuous contact.

### Projects That Work

Sister City programs and projects are developed out of mutual desires and interest. There is no cut-and-dry pattern. Through visits and exchange of correspondence, cities discuss the types of projects they would like to carry out. When one or more projects are agreed upon, the program is developed and can take place.



As you start out, send promotional materials (e.g., photographs, brochures, videos) to offer a comprehensive introduction to your community. Remember, language barriers can be overcome very easily through simple visual presentations. Your new partner city may want to publish these in their local newspaper. You should ask for photos and news of the city as well so your local newspaper can acquaint your own citizens with your sister city.

Here are some of the types of projects that have been carried out successfully by other communities. The projects you choose may be more comprehensive, depending upon your resources and ingenuity.

- Exchanges of visitors, officials, prominent citizens, musicians, students, teachers, professionals, media, radio and TV, labor, etc.
- Organized tours, including hospitality and ceremonies for visiting groups.
- Club affiliations, such as the development of relationships between such groups as Rotary, Lions, Boy and Girl Scouts, women's clubs, hobby clubs, etc. with their counterparts in the sister city.
- School affiliations can be a stimulating activity if organized within your educational system. They can be a strong adjunct to your school's language, history, cultural, and other programs.
- Technical and professional exchanges can have benefits both communities far in excess of the limited costs involved. Many communities have exchanged experts in transportation, housing, health care, the environment, public safety, and more.
- Art exhibits. Both school children and members of local art clubs exchange artwork with their international counterparts. The material is often exhibited publicly in both communities.
- Photo exhibits. Camera clubs exchange stills, slides, and documentary motion pictures.
- Sending of mementos, not on a charitable basis, but of mutual interest and respect. Gifts are generally modest.
- Exchange of music, recordings, and plays.
- Publications and preparation of food recipes with your international partner.

A successful sister city program builds on the history of cooperation between the two cities, incorporates the present needs of the communities and prepares for the needs of the program as it matures, adapts and expands.



## QUICK GUIDE TO ESTABLISHING A SISTER CITY TOOLKIT

### Overview

A sister or friendship city relationship is formally created when the mayors or highest elected or appointed officials from two communities sign an Agreement or Memorandum of Understanding (MOU) establishing the partnership. However, this is usually the result of a long process that involves the local sister city organization along with the municipality and other local institutions. While the process can also be very different for each community and can vary from culture to culture, this guide can serve as a point of reference in guiding communities through the process.

### The steps

- **Planning process:** The first step in developing a new sister city relationship is to ensure everyone is in agreement.\* This would include the local sister city organization and the highest elected/ranking official, provided this individual approves and formalizes the partnership. The contact information for local sister city organizations may be found by visiting the Sister Cities International website at <http://www.sistercities.org/>.
  
- **Research phase:** Sister city relationships are strategic, long-term partnerships that should be mutually beneficial. Identifying potential partners is the foundation to developing a successful relationship. If you don't already have a potential sister city in mind, below is a list of data points that communities should look for similarities when identifying potential partners:
  - **Population size:** Some variance in city sizes is natural, but choosing a sister city of a similar size usually ensures good symmetry between municipal governments, community groups, private organizations, as well as similar challenges/opportunities
  - **Geography:** Similar geographic qualities, whether it's ports, deserts, lakes, mountains, climate, etc. often means that cities will be able to share valuable knowledge related to the respective challenge or opportunity associated with each quality
  - **Industries:** Potential commerce and trade partnerships
  - **Academic institutions:** High school and university exchanges, which are often a part of any relationship, require similar counterpart institutions that should be identified early in the process
  - **Cultural institutions:** This may include museums, music venues, community centers
  - **Preexisting Relationships:** This may include, but is not limited to: mayoral relationships, trade relationships, expatriate/diaspora communities, faith-based groups, and personal experiences ranging from study/work abroad to marriages
  - **Historical or ancestral connections:** Ethnic and/or cultural links

\*Many communities have developed criteria or policies to guide their research or to evaluate inbound inquires, whether from cities abroad or local residents, in order to manage the volume of requests as well as ensure that potential relationships are both appropriate and sustainable. If you are interested in developing such a policy please email [membership@sistercities.org](mailto:membership@sistercities.org) for more assistance as part of our Governance and Policy Services.

- **Develop lines of communication:** The next step in the process is to develop a line of communication with the prospective sister city community may start by sending a letter of introduction from one mayor to the other. This letter should introduce your community, identify why you are interested in developing a sister city relationship, identify potential program/exchange opportunities, and identify a point of contact for this initiative. This is when international protocol should be followed in order to ensure a positive experience. Provided symmetry is a key aspect of international protocol, if your local sister cities organization operates through the work of community volunteers it is good practice to identify a volunteer contact as well as a contact within the mayor's office. If you need assistance in targeting appropriate contacts within the international community, please contact [info@sistercities.org](mailto:info@sistercities.org).
- **Correspondence phase:** Once the letter has been received by the perspective sister city and a line of communication has been established, the next several months should be focused on learning more about the each other's communities, identifying program/exchange opportunities, discussing local involvement, and developing a work plan that establishes short and long term goals for the partnership. Many cultures will recommend a physical exchange during this phase, but often various means of technology is used to effectively communicate. This period is also a great opportunity to implement a program to "test the waters." This program could include a youth pen pal exchange, municipal/professional best practice, or other knowledge-sharing exchange, among many other opportunities. Many communities may send non-mayoral delegations during the correspondence and planning stages-whether that be the city manager, council members, local business professionals, or volunteers.
- **Develop partnership agreement:** Both communities have decided to move forward and formalize the relationship. In order for a sister city, county, or state partnership to be recognized by Sister Cities International, the two communities must sign formal documents which clearly endorse the link. The partnership agreement can range from the ceremonial, with language focusing on each city's commitment to fostering understanding, cooperation, and mutual benefit to the precise, with particular areas of interest, specific programs/activities, or more concrete goals related to anything from numbers of exchanges to economic development. Sister Cities International has developed a toolkit and template that will assist in creating this document and can be found under the toolkits and templates section of the SCI Member Area.
- **Signing ceremony:** Once the partnership agreement has been developed and both communities have approved the document, the two highest ranking officials will sign the document, which is often done during a formal signing ceremony. This ceremony is usually an in-person event, but can be virtual. While it is important to tailor these ceremonies to fit your specific communities, Sister Cities International has developed a guide to this process and can be found under the toolkits and templates section of the SCI Member Area. Once the agreement has been signed, please send an electronic copy of that agreement to Sister Cities International at [membership@sistercities.org](mailto:membership@sistercities.org).
- **Implementation and evaluation:** It is time to implement programs and plan exchanges outlined in the cooperative plan developed during the early months of this process. It is a good practice to set a date, whether within the next six months to two years, to evaluate the partnership and make adjustments if needed. If you ever come across any issues, concerns, or are looking for program ideas, please do not hesitate to contact Sister Cities International.



## BENEFITS OF MEMBERSHIP FOR GLOBAL MEMBERS

Membership in Sister Cities International is open to cities of all sizes, counties, states, international cities, and individuals. Members are a part of a network of citizen diplomats from over 500 U.S. communities with partnerships in nearly 2,000 cities in more than 140 countries around the globe. Membership in the SCI network benefits your local sister city program in several ways. SCI is the clearinghouse for local programs nationwide, providing services to its members, compiling statistics, promoting the SCI mission, publicizing the efforts of sister city programs, projects and volunteers, recognizing young artists and international scholars and offering various grant programs to its members each year.

### **Dues-paying global members receive access to:**

- **Membership Directory:** All members and their sister cities are listed in Sister Cities International's Membership Directory. This directory is the go-to resource for sister city partnerships and can be found on our website. Global Members will have all their international partnerships listed, not simply those with U.S. communities.
- **Certificates:** Sister Cities International provides certificates to commemorate new partnerships or milestone anniversaries of sister cities at no cost to members.
- **Toolkits:** Sister Cities International provides best practices toolkits for exchanges, economic development, advocacy, and other topics relevant to sister city development.
- **Member Badge:** Sister Cities International provides certification to members in good standing to verify they are part of our network of communities. Members have broad usage of our Member Badge in their communications to show they are a part of the largest sister cities network in the world.
- **Young Artists and Young Authors Showcase:** The Young Artists and Authors Showcase is an art and writing competition among all U.S. and foreign sister cities. Winners are promoted throughout the network and the top selections travel the country for display in various U.S. cities. Sister city programs tap SCI's resources to find contacts, to network globally and to glean ideas about how to develop projects that benefit U.S. communities and their affiliations.
- **Global Conversations and Roundtables:** Our Global Conversations and roundtables focus on issues pertinent to citizen diplomats and link cities around the world, including networking with Ambassadors and other diplomats.
- **Conferences:** Global members are eligible for reduced registration and exhibit fees for regional, national and international conferences, which provide invaluable networking opportunities.



## BENEFITS OF MEMBERSHIP

### Joining the sister cities network

Membership in the SCI network benefits your local sister city program in several ways. SCI is the clearinghouse for local programs nationwide, providing services to its members, compiling statistics, promoting the SCI mission, publicizing the efforts of sister city programs, projects and volunteers, recognizing young artists and international scholars and offering various grant programs to its members each year.

Dues-paying members receive:

- Access to the SCI affiliations database and SCI guidance and support during the affiliation process
- Technical assistance on building, funding and managing a local sister city program
- International training, cross-cultural expertise, protocol advice and development materials
- Participation in virtual global roundtables linking cities around the world, including networking with Ambassadors and other diplomats
- Participation in virtual Global Conversations regarding issues pertinent to citizen diplomats
- Access to municipal professionals and political leaders throughout the world
- Up-to-date information on leading NGOs, foundations and government initiatives that support sister city activities
- SCI publications, including SCI News, Report to the Membership, the SCI directory, and the annual convention and awards programs
- Guides and brochures for program development, practical training, teacher and youth exchange, fundraising and proposal writing
- Reduced registration and exhibit fees for regional, national and international conferences
- Voice and vote for SCI leadership and association policies
- Eligibility for innovative grant programs, from youth exchange to municipal training
- Eligibility for the annual awards program
- Discounted group and incentive travel programs
- Eligibility for the Young Artist and Authors competition
- Opportunity to identify and send young adults to the SCI Youth Leadership Conference
- Access to J-1 Visas for practical training and various insurance policies
- Invaluable networking opportunities through state, regional, bilateral and international SCI conferences and meetings
- Hands-on assistance from your SCI State Representative
- Networking with other world leaders in the Sister Cities International network

Sister city programs tap SCI's resources to find contacts, to network globally and to glean ideas about how to develop projects that benefit U.S. communities and their affiliations.

Although one person may serve as the driving force to start a program, all successful sister city programs have many people involved in the planning process. These citizens guide the sister city

program while it is being structured and organized. It is not necessary to have a sister city to establish a sister city program and become a member of SCI.

## SCI Membership Programs and Benefits

For more member benefits, please visit our website at [www.sistercities.org/membership](http://www.sistercities.org/membership)

### Global Networking

- Peer-to-peer networking with sister cities programs
- Connect with foreign communities
- Support from foreign and domestic Diplomatic Corps

### Telling Your Story

- Marketing & communications assistance
- Recognition through Annual Awards
- Crisis communications

### Resources That Matter

- Governance & policy services
- Discounted affinity benefits
- Toolkits & templates

### City Connection Marketplace

Sister Cities International has helped dozens of communities develop partnerships in countries around the world. Let us help you find your next sister city.

*"Concord might never have paired with Freeport, Bahamas had it not been for the assistance of this program."*

### High School Homestay

As a J-1 Visa sponsor, Sister Cities International can help you provide the experience of a lifetime to an international youth. Host students for a semester or year-long stay in your sister city.

*"I improved my English, I made a lot of friends, I developed a good relationship with my host family, and I learned to understand American culture better. Now I feel more like a citizen of the world."*



## MEMBERSHIP LEVEL OWNER

You have selected the **U.S. Member (Under 5,000 Annual Cost: \$190)** membership level.

Please note that the contact information you are filling out in this form will be used for future communication and billing. Many of our members have separate billing contacts, for this reason, we suggest listing multiple contacts to ensure your organization receives the most up to date information. To begin your first year of membership, you will pay **\$190**. As an added convenience, you may choose to automatically renew your membership by checking the automatic renewal box below. Memberships run on two billing cycles: February 1 – January 31, and July 1 – June 30. Depending on when you sign up, you will be placed in your closest membership cycle unless specified otherwise.

VII.A.

**VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

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**ORDINANCE NO. 23-09**

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 8 OF THE VILLAGE CODE  
REGARDING RULES AND REGULATIONS FOR THE POLICE DEPARTMENT**

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**ADOPTED BY THE PRESIDENT AND  
BOARD OF TRUSTEES OF THE  
VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

**THIS \_\_\_\_ DAY OF JULY, 2023**

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**PUBLISHED by authority of the  
President and Board of Trustees  
of the Village of Wayne, DuPage  
and Kane Counties, Illinois  
this \_\_\_\_ day of July, 2023**



**VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

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**ORDINANCE NO. 23-09**

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 8 OF THE VILLAGE CODE  
REGARDING THE RULES AND REGULATIONS FOR THE POLICE DEPARTMENT**

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**BE IT ORDAINED** by the President and Board of Trustees of the Village of Wayne, DuPage and Kane Counties, Illinois, as follows:

**WHEREAS**, the Village of Wayne is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution, and accordingly, acts pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

**WHEREAS**, the Village of Wayne currently maintains a Code of Ordinances for the Village of Wayne, including Chapter 8 of Title 1 thereof, said Chapter entitled Police Department, which provides for Rules and Regulations for the Police Department of the Village of Wayne; and,

**WHEREAS**, the Village finds that such code provides an orderly and efficient manner for detailing the rights and duties of police officers employed by the Village of Wayne; and

**WHEREAS**, the Village seeks to amend certain provisions of the Village Code Sections as provided herein;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Wayne, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE: Code Sections Amended** (strike through represents deletion / underline denotes addition):

Section 1-8-2: SPECIAL CONDITIONS OF EMPLOYMENT:

A. Residency Requirements: All persons appointed to any position as an officer in the police department, including, but not limited to, the chief of police, deputy chief of police, commander, the lieutenant of police, sergeants, patrol officers, part time officers and officers holding such other rank as the village may from time to time prescribe, are hereby authorized and permitted to reside outside of the corporate limits of the village both at the time of appointment and while serving as a member of the Wayne police department in either a full time or part time capacity.

Section 1.4.4.1: Chain Of Command:

During the temporary absence or unavailability of the Chief of Police, when no other provision is made by the Chief of Police, the command shall descend in the following order:

Deputy Chief of Police

Commander

Lieutenant

Sergeant

Senior officer on duty

During the temporary absence or unavailability of the Chief of Police, the Deputy Chief of Police, or Commander, when no other provision is made by the Chief of Police, the Deputy Chief of Police, or Commander, the "supervisor" or "supervisor in charge", as those terms are used throughout these Rules and Regulations, shall also be determined by giving effect to the descending order of the forgoing.

Section 1.4.6.1: General:

Subject to direction from the Chief of Police, the Deputy Chief of Police, a Commander, a Lieutenant or Sergeant has direct control over all subordinate members and employees of the Department. In addition to general and individual responsibilities, these ranks are responsible for the following:

1. Command: The direction and control of lesser rank individuals to assure the proper performance of duties and adherence to established rules and regulations, policies and procedures of the Department.
2. Loyalty And Espirit de Corps: Its development and maintenance.
3. Discipline And Morale: Its development and maintenance.
4. Intradepartmental Action: The promotion of harmony and cooperation with other units of the Department and initiation of proper action in cases not regularly assigned to the command when delay necessary to inform the proper unit might result in a failure to perform a police duty.
5. Prompt Performance: Organization and assignment of duties to assure prompt performance of Department functions and those of the command.
6. Reports And Records: Preparation of required correspondence, reports and maintenance of records relating to the activities of the command. Assurance that information is communicated up and down the chain of command is required. To this end, each person at the conclusion of their tour of duty shall submit reports in writing as to the activity of the members (employees of the Department under their command), as well as all pertinent information necessary for the functioning of the Chief of Police.
7. Maintenance: Assurance that facilities, equipment, vehicles, supplies and material assigned to the Department are correctly used and maintained.

Section 1.4.6.2: Specific:

In addition to the general and individual responsibilities of all members and employees of the Department, the Deputy Chief of Police, Commanders, Lieutenants or Sergeants are specifically responsible for the following:

1. Supervision: Closely supervising the activities of subordinates, making corrections where necessary and commending where appropriate.
2. Leadership: Provide on the job training as needed for efficient operation and coordination of effort.
3. Direction: Exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates.

Exercise of command may extend to subordinates outside their usual spheres of supervision if the police objective or reputation of the Department so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than one's own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible.

4. Enforcement Of Rules: Enforcement of Department rules and regulations, general and special orders, written and verbal orders and in general requiring compliance with departmental policies and procedures.
5. Inspections: Inspections of activities, personnel and equipment under supervisor and initiation of suitable action in the event of a failure, error, violation, misconduct or neglect of duty by a subordinate. Failure to act in such situations will be considered dereliction of duty and subject to disciplinary action.
6. Assisting Subordinates: Having a working knowledge of the duties and responsibilities of subordinates, observing contacts with the public, and being available for assistance or instruction as may be required. Being responsive to calls of serious emergencies, crimes in progress, assaults and others unless actively engaged in a more serious police matter. Observing the conduct of assigned personnel and taking remedial action and active charge where necessary to maintain the efficiency, effectiveness, discipline or integrity of the Department. To this end, all rules and regulations, policies and procedures, general and special orders, as well as verbal orders applicable to the position shall be respected.

Section 1.5.2.22: Unauthorized Persons In Police Vehicles: Allowing unauthorized persons to ride in police vehicles. Unauthorized persons are those who are not police personnel, prisoners or on official (authorized) police business or activity as authorized by the Chief, the Deputy Chief, a Commander, Lieutenant or Sergeant.

1.6.3: Emergency Suspension:

The following personnel have the authority to impose emergency suspension until the next business day against a member or employee when it appears that such action is in the best interest of the Department:

- Chief of Police
- Deputy Chief of Police
- Any Commander, Lieutenant, Sergeant, or Shift Commander
- The Village President in cases involving the Chief of Police

**SECTION TWO: GENERAL PROVISIONS**

REPEALER: All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

SEVERABILITY: Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Ordinance.

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its approval, passage and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF JULY, 2023

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Eileen Phipps, President

ATTEST:

\_\_\_\_\_  
Patricia Engstrom, Village Clerk

VII. B.

**VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

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**RESOLUTION NO. 23-R-14**

**A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY**

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**ADOPTED BY THE PRESIDENT AND  
BOARD OF TRUSTEES OF THE  
VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

**THIS \_\_ DAY OF JULY, 2023**

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**PUBLISHED by authority of the  
President and Board of Trustees  
of the Village of Wayne, DuPage  
and Kane Counties, Illinois  
this \_\_\_\_ day of July, 2023**

**VILLAGE OF WAYNE  
DUPAGE AND KANE COUNTIES, ILLINOIS**

---

**RESOLUTION 23-R-14**

**A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY**

---

**WHEREAS**, open communication between the public and the corporate authorities of the Village of Wayne (“Village”) is of the utmost importance; and,

**WHEREAS**, the Open Meetings Act provides that any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body (5 ILCS 120/2.06(g)); and,

**WHEREAS**, the operations of the Village require that productive meetings be held whereby the essential business of the Village is conducted in a timely and efficient manner; and,

**WHEREAS**, in general accordance with the foregoing, the Village finds that the adoption of a public comments policy is necessary and appropriate and in the best interest of the Village.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Wayne as follows:

Section 1: ADOPTION OF PUBLIC COMMENT POLICY

In order to secure the rights of the public to fair and just representation before their elected officials, and to guarantee order at public meetings, the following rules are established:

- A. The meeting agenda shall designate a time at which the public may address the Village Board. Public comment shall be made in person at the meeting.
- B. The Village President or Village Clerk may require persons wishing to speak during any portion of the meeting to sign-in for record keeping purposes.
- C. Each speaker shall be afforded one (1) opportunity during the meeting for public comment.
- D. Prior to speaking, the speaker must be recognized by the Village President, or given consent to address the Village Board by a majority of the members present.
- E. Public comment is limited to no more than three (3) minutes per person, unless extended by a consent of a majority vote of the Village Board members present.

The Village President, or their designee, shall notify the speaker when the time allotted has expired. A speaker cannot give their allotted minutes to another speaker to increase that person's allotted time.

- F. In order to expedite business and to avoid repetitious presentations, whenever any group of persons wishes to address the Village Board, it shall be in order for the Village President to encourage that a spokesperson be chosen from the group to address the Village Board.
- G. Any person who engages in threatening or disorderly conduct when addressing the Village Board shall be deemed out-of-order by the Village President and their time ceased to address the Village Board at said meeting.
- H. Public comment is not intended to require that the Village President, Village Board members, or any Village official provide any answer to the speaker. Discussion between speakers and other members of the audience will not be permitted.
- I. In lieu of making a comment in person a member of the public may submit a written comment by email, no later than noon on the day preceding the day of the meeting, addressed to [clerk@villageofwayne.org](mailto:clerk@villageofwayne.org). The comment will be read at the meeting. Written comments should be limited to 250 words or less, but are nevertheless subject to the three (3) minute time limit.

Section 2: This Resolution shall be in full force and effect from and after its adoption as provided by law.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY of JULY, 2023

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Eileen Phipps, President

ATTEST:

\_\_\_\_\_  
Patricia Engstrom, Village Clerk

## **Village of Wayne Social Media Policy**

The full text of this document will be adopted in its entirety and becomes part of the published “About” section of the Village social media platforms. The policy may be updated occasionally, but it will be done so after review by the Village Board and Attorney.

### **Purpose:**

The Village of Wayne recognizes that social media platforms, such as Facebook, are one of the most common forms of communication and often the preferred method for the public to receive information and discuss events and developments relevant to the Village. As a public entity, the Village must abide by certain standards to serve its constituents in a civil, professional, and unbiased manner.

Through the use of the Facebook Page tool, the Village can convey Village information to the public such as news releases, Village-sponsored or related events, ordinances, and provide media coverage on topics relevant to Village business. Although Social Media utilization allows various forms of interaction, the adoption by the Village is for disseminating information to members of the public. As such, the Village hereby adopts this Social Media Policy, which shall apply to any official Village Social Media Account, including Facebook, and establishes the guidelines for the public’s use of, and the Village’s management of such accounts. It is recognized, however, that the Village Police Department may use a separate social media account and page for their purposes, and the management of that account and site will be governed by the Police Department social media policy.

## **Social Media Guidelines for Public Usage:**

### **A. Definitions**

Comments: Includes any and all information posted in the form of text, pictures, videos, or any digital form on the Village social media site.

Posts: Information entered on the social media platform by anyone using the social media allowed platform features for entering comments.

Site Administrator: Village appointed person responsible for managing content, overseeing use of the site, and enforcing the Village policy.

Social Media Site: Presence on the internet using electronic publishing technologies such as, but not limited to, Facebook, YouTube, Twitter, LinkedIn.

**B. Limited Public Forum.** The Village’s Social Media platforms, such as the Facebook page, are a limited public forum as that term is defined by federal law. The Village does not make its Social Media platforms available for general public discourse, but rather reserves and limits the topics that may be discussed on the page at the full discretion of the Village. The Village staff, public body, and appointed officers will not be conducting Village business through the Facebook page and will not respond to questions or comments posted on the Facebook page.



**C. Content Restrictions: Removal.** Since the Village's Social Media platform, such as the Facebook page, constitute a limited public forum, the Village reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. However, the Village shall not remove any content based solely on the viewpoint expressed therein. Rather, content that is deemed not suitable for posting by the Village's designated site administrators because it is not topically related to the particular subject being commented upon, or is deemed prohibited content based on the criteria defined below, is subject to removal by the Village. However, to the extent any removed content constitutes a "public record" under state law, it shall be retained pursuant to the Village's records retention schedule along with a description of the reason the specific content was deleted. Content posted to the Village Facebook page that contains any of the following forms of prohibited content shall not be permitted and shall be subject to removal:

- i.** Comments not topically related to the particular post or content being commented upon.
- ii.** Slanderous, libelous, malicious, offensive, threatening, violent, profane, uncivil, cyber-bullying, or insulting language.
- iii.** Content that promotes, fosters, or perpetuates discrimination on the basis of a protected class, including race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- iv.** Pornographic/Sexual content or links to pornographic/sexual content.
- v.** Solicitations of commerce and any advertisement for products and services.
- vi.** Personally identifiable information, such as address, phone number, social security number or other sensitive information.
- vii.** Promotion or advertisement in favor of, or in opposition to, a political campaign, ballot measure, or political candidate.
- viii.** Content encouraging or inciting violence or illegal activity, and information that may compromise safety or security of the public or public systems.
- ix.** Information that may tend to compromise or interfere with ongoing investigations of law enforcement, police tactics, or the safety and security of the public or public systems.
- x.** Distribution of copyrighted photographs, music, video, graphics, or other content without the express permission of the copyright holder.

Anyone who posts comments to the Village Facebook page is acknowledging acceptance of all applicable terms of use, makes such comments at the users own risk, will be held to the content restrictions mentioned herein, and is subject to being removed and blocked from the Social

Media platform at the discretion of the Village if these restrictions are violated.

**D. Notice.** Users and visitors to the Village's Facebook page shall be notified that the intended purpose of the site is to serve as a mechanism for communication of Village information such as news, services and events. They shall also be notified that the social media account constitutes a limited public forum, and that this Social Media Policy, including the provisions on removal of content, applies. The Village's Facebook Page is not a "website" as contemplated by any statute, including the Open Meetings Act and all postings by the Village are discretionary.

**E. Emergencies.** The Village's social media accounts are for informational purposes only, and are not monitored by Village staff twenty-four hours a day. Therefore, anyone wishing to report a crime or request emergency, police, or fire assistance should so by dialing 9-1-1.

**F. Disclaimer.** Any comment posted by a member of the public on any Village social media site is the opinion of the commentator only, and publication of a comment does not imply endorsement of, or agreement by the Village, nor do such comments necessarily reflect the opinions or policies of the Village. Platform actions such as "friending", "liking", and/or similar exchanges between Village employees and/or officials does not indicate Village endorsement of the users comment or actions.

**G. Content Ownership.** Content posted to the Village social media site thereafter becomes property of the Village. This includes all original wording and all posted images that come from any device. However, any documents, photos, videos, or any content that has documented copyright should not be posted and will be removed when such an infraction comes to the attention of the Village.

**H. Authority:** The Village will grant permission to post, monitor, and control content on the Village Facebook page to the Clerk and Deputy Clerk in accordance with this Village Social Media Policy, applicable federal and state policy, and policies applicable for each social media platform.

**I. Monitoring and Control:** The Village reserves the right to restrict and remove any content that is deemed in violation of this policy or applicable laws, and may be retained by the Village in digital or paper form for a reasonable period of time, including the content, date and time of post, and identity of the person posting that information when available.

**J. Rights Reserved:** The Village reserves the right to report any of the third part social media site's Statement of Rights and Responsibilities so that the third party social media site can take appropriate action and reasonable responsive action. The village also reserves the right to amend this social media policy as needed.