

**VILLAGE PRESIDENT**  
Ray Danford

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Rita Baker  
Seth Speiser  
Charlie Mattern  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies

# VILLAGE OF FREEBURG

**FREEBURG MUNICIPAL CENTER**  
14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: www.freeburg.com

**VILLAGE ADMINISTRATOR**  
Dennis Herzing

**VILLAGE TREASURER**  
Bryan A. Vogel

**PUBLIC WORKS DIRECTOR**  
Ronald Dintelmann

**POLICE CHIEF**  
Melvin E. Woodruff, Jr.

**VILLAGE ATTORNEY**  
Weilmuenster Law Group, P.C

September 2, 2011

## NOTICE

### MEETING OF LEGAL AND ORDINANCE COMMITTEES Annexation; Building; Zoning; Subdivision (Speiser/Baker/Mattern)

A Legal and Ordinance Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, September 7, 2011, at 4:30 p.m.**

### LEGAL AND ORDINANCE COMMITTEE MEETING AGENDA

I. Items to be Discussed:

A. Old Business

1. Approval of August 3, 2011 Minutes
2. Status of Public Hazard Homes
3. Unionization
4. Update Code Book
5. Nuisance Abatement Code

B. New Business

C. General Concerns

D. Public Participation

E. Adjourn

At said Legal and Ordinance Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c)(3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2).  
or real estate transactions [5 ILCS, 120/2 - (c)(5)].



VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Rita Baker  
Seth Speiser  
Charlie Mattern  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies

# VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER  
14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR  
Dennis Herzing

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
Ronald Dintelmann

POLICE CHIEF  
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY  
Weilmuenster Law Group, P.C.

Legal and Ordinance Committee Meeting  
(Annexation; Building; Zoning; Subdivision)  
(Speiser/Baker/Mattern)

Wednesday, September 7, 2011 at 4:30 p.m.

The meeting of the Legal and Ordinance Committee was called to order at 4:38 p.m. by Chairman Seth Speiser on Wednesday, September 7, 2011, in the Freeburg Municipal Center. Members attending were Chairman Seth Speiser, Trustee Rita Baker, Trustee Charlie Mattern, Village Clerk Jerry Menard and Village Administrator Dennis Herzing. Guest present: Frank Heiligenstein.

## A. OLD BUSINESS:

1. Approval of August 3, 2011 Minutes: Trustee Rita Baker motioned to approve the August 3, 2011 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Status of Public Hazard Homes: Seth has not heard anything on these issues. Frank said behind Wolf's Tavern, Jimmy Stout has 4 cars parked on the right of way that need to be checked out. Dennis said Sheets has another lawyer and thinks we may have to start foreclosure procedures to take the property.

3. Unionization:

### EXECUTIVE SESSION 5:10 P.M.

Trustee Rita Baker motioned to enter Executive Session at 5:10 p.m. to discuss collective negotiating matters between the public body and its employees or their representatives, 5 ILCS 120/2 (C)(2) and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

### EXECUTIVE SESSION ENDED 5:21 P.M.

4. Update Code Book: Frank was present to advise the committee on what could be done to make our code book better organized. The updates needed, should be done in a reasonable manner. Frank passed out a sample chapter which combines our current chapters of the code, #10, 11, 30 and 31 into one chapter and said this is how the book was originally organized. Frank went through the chapter pointing out several new sections and updates. He said we have areas in the code that are contradictory to other areas in the code. Frank also has the code on a flash drive for easy access and could also be placed on the website. If the Village decides to do this, we would readopt the entire code and all the changes at one time. Frank said if we do this, he would spread the cost of it over a couple of years at no interest. Frank thinks the zoning code needs to be revisited sometime down the road. Frank summarized by stating the whole code would be alphabetized into 40 chapters of which 10 we wouldn't use yet. The committee felt this needed to be done. It would cost

Legal and Ordinance Committee Meeting

Wednesday, September 7, 2011

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

approximately \$9300 to do this. Dennis is concerned our complete drug and alcohol program was not included in his proposal. The committee asked for copies to be provided to the other trustees and the Mayor. Frank left the meeting at 5:00 p.m.

5. Nuisance Abatement Code: Not discussed.

**B. NEW BUSINESS:** None discussed.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** See Old Business, #4.

**E. ADJOURN:** *No motion made.* End of Executive Session 5:12 p.m.



Transcribed from tape by  
Julie Polson  
Office Manager

VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Rita Baker  
Seth Speiser  
Charlie Mattern  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies

# VILLAGE OF FREEBURG

## FREEBURG MUNICIPAL CENTER

14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: www.freeburg.com

Legal and Ordinance Committee Meeting  
(Annexation; Building; Zoning; Subdivision)  
(Speiser/Baker/Mattern)  
Wednesday, August 3, 2011 at 4:30 p.m.

VILLAGE ADMINISTRATOR  
Dennis Herzing

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
Ronald Dintelmann

POLICE CHIEF  
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY  
Weilmuenster Law Group, P.C

The meeting of the Legal and Ordinance Committee was called to order at 4:34 p.m. by Chairman Seth Speiser on Wednesday, August 3, 2011, in the Freeburg Municipal Center. Members attending were Chairman Seth Speiser, Trustee Rita Baker, Trustee Charlie Mattern (absent), Village Administrator Dennis Herzing and Office Manager Julie Polson.

### A. OLD BUSINESS:

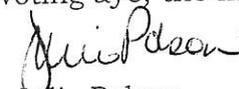
1. Approval of July 6, 2011 and Executive Session Minutes: Trustee Rita Baker motioned to approve the July 6, 2011 minutes and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried. Trustee Rita Baker motioned to approve the October 13, 2010 Executive Session Minutes and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried.
2. Status of Public Hazard Homes: Dennis said Attorney Manion sent a demand letter to Sheets' attorney regarding the fees owed to us. If the demand is ignored, Dennis said we could start foreclosure proceedings on the lot by the Village Park. Phil told Dennis in his recent conversation with Mrs. Kinzinger, they seem to be making progress on the sale of the home on N. Main St. Dennis would like to wait a little longer before we start any type of legal proceedings on that.
3. Unionization: Ongoing. Dennis said we will discuss this in the Committee as a Whole meeting on Monday, August 8th.
4. Update Code Book: Ray would like the committee to review Frank's code revision recommendations.
5. Nuisance Abatement Code: Julie needs to check with Phil on the checklist.

**B. NEW BUSINESS:** Seth asked if we heard anymore from Leon on 113 E. Apple and Dennis said no. He assumes Leon will be renovating the building into a single family residence. Rita asked about the pole leaning on the lot in Deerfield and Dennis said he needs to talk to Dave Self about that.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** See New Business.

**E. ADJOURN:** Trustee Rita Baker motioned to adjourn the meeting at 4:39 p.m. and Trustee Seth Speiser seconded the motion. All voting aye, the motion carried.

  
Julie Polson  
Office Manager

Legal and Ordinance Committee Meeting  
Wednesday, August 3, 2011







Freeburg Village Code **FOR COMPARISON**

EXHIBIT 'A'

**PURPOSES**

CHAPTER 1

ADMINISTRATION

ARTICLE I - GENERAL CODE PROVISIONS

DIVISION I - TITLE

ENABLING  
LAW TO  
ESTAB. A  
REVISED  
CODE

**1-1-1 TITLE.** Upon the adoption by the Village Board of Trustees, this Village Code is hereby declared to be and shall hereafter constitute the official "**Revised Code of Ordinances of the Village of Freeburg**". The Revised Code of Ordinances shall be known and cited as the "**Village Code**", and it is hereby published by authority of the Village Board and shall be kept up-to-date as provided in **Section 1-1-3** under the direction of the Village Attorney, acting for said Village Board. Any reference to the number of any section contained herein shall be understood to refer to the position of the same number, its appropriate chapter and article heading and to the general penalty clause relating thereto as well as to the section itself when reference is made to this Village Code by title in any legal document. **(See 65 ILCS Sec. 5/1-2-3)**

**ADDED REFERENCES**

**1-1-2 ACCEPTANCE.** The Village Code as hereby presented in printed form shall hereafter be received without further proof in all courts and in all administrative tribunals of this State as the ordinances of the Village of general and permanent effect, except the excluded ordinances enumerated in **Section 1-1-8**. **(See 65 ILCS Sec. 5/1-2-6)**

**1-1-3 AMENDMENTS.** Any ordinance amending this Village Code shall set forth the article, chapter, and section number of the section or sections to be amended, and this shall constitute a sufficient compliance with any statutory requirement pertaining to the amendment or revision by ordinance of any part of this Village Code. All such amendments or revisions by ordinance shall be forwarded to the codifiers on an annual basis and the ordinance material shall be prepared for insertion in its proper place in each copy of this Village Code. Each such replacement page shall be properly identified and shall be inserted in each individual copy of the Village Code on an annual basis. **(See 65 ILCS Sec. 5/1-2-3)**

**1-1-4 CODE ALTERATION.** It shall be deemed unlawful for any person to alter, change, replace or deface in any way, any section or any page of this Code in such a manner that the meaning of any phrase or order may be changed or omitted. Replacement pages may be inserted according to the official instructions when so authorized by the Village Board. The Clerk shall see that the replacement pages are properly inserted in the official copies maintained in the office of the Clerk.

Any person having in his custody an official copy of this Code shall make every effort to maintain said Code in an up-to-date and efficient manner. He shall see to the immediate insertion of new or replacement pages when such are delivered to him or made available to him

through the office of the Village Clerk. Said Code books, while in actual possession of officials and other interested persons, shall be and remain the property of the Village and shall be returned to the office of the Clerk upon termination of office or separation of duties.

**1-1-5**        **JURISDICTION.** Unless otherwise provided herein, this Code applies to acts performed within the corporate limits of the Village. Provisions of this Code also apply to acts performed outside the corporate limits and up to the limits prescribed by law, where the law confers power on the Village to regulate such particular acts outside the corporate limits.

**1-1-6 - 1-1-7**        **RESERVED.**

**DIVISION II - SAVING CLAUSE**

**1-1-8**        **REPEAL OF GENERAL ORDINANCES.** All general ordinances of the Village passed prior to the adoption of this Code are hereby repealed, except such as are referred to herein as being still in force or are, by necessary implication, herein reserved from repeal **[subject to the saving clauses contained in the following sections]**, from which are excluded the following ordinances, which are not hereby repealed:

Tax Levy Ordinances; Appropriation Ordinances; Ordinances Relating to Boundaries and Annexations; Franchise Ordinances and other Ordinances Granting Special Rights to Persons or Corporations; Contract Ordinances and Ordinances Authorizing the Execution of a Contract or the Issuance of Warrants; Ordinances Establishing, Naming, or Vacating Streets, Alleys, or Other Public Places; Improvement Ordinances; Bond Ordinances; Ordinances Relating to Elections; Ordinances Relating to the Transfer or Acceptance of Real Estate by or from the Village; and all Special Ordinances.

**1-1-9**        **PUBLIC UTILITY ORDINANCES.** No ordinance relating to railroads or railroad crossings with streets and other public ways or relating to the conduct, duties, service or rates of public utilities shall be repealed by virtue of the adoption of this Code or by virtue of the preceding section, excepting as this Code shall be considered as amending such ordinance or ordinances in respect to such provisions only.

**1-1-10**       **COURT PROCEEDINGS.** No new ordinance shall be construed or held to repeal a former ordinance, whether such former ordinance is expressly repealed or not, as to any offense committed against such former ordinance or as to any act done, any penalty, forfeiture or punishment so incurred, or any right accrued or claim arising under the former ordinance, or in any way whatever to affect any claim arising under the former ordinance or in any way whatever to affect any such offense or act so committed or so done, or any penalty, forfeiture or punishment so incurred or any right accrued or claim arising before the new ordinance takes effect, save only that the proceedings thereafter shall conform to the ordinance

in force at the time of such proceeding, so far as practicable. If any penalty, forfeiture or punishment be mitigated by any provision of a new ordinance, such provision may be, by the consent of the party affected, applied to any judgment announced after the new ordinance takes effect.

This Section shall extend to all repeals, either by express words or implication, whether the repeal is in the ordinance making any new provisions upon the same subject or in any other ordinance.

Nothing contained in this Chapter shall be construed as abating any action now pending under or by virtue of any general ordinance of the Village herein repealed and the provisions of all general ordinances contained in this Code shall be deemed to be continuing provisions and not a new enactment of the same provision; nor shall this Chapter be deemed as discontinuing, abating, modifying or altering any penalty accrued or to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the Village under any ordinance or provision thereof in force at the time of the adoption of this Code.

**1-1-11 SEVERABILITY OF PROVISIONS.** Each section, paragraph, sentence, clause and provision of this Code is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Code, nor any part thereof, other than that part affected by such decision.

**1-1-12 VILLAGE CLERK'S CERTIFICATE.** The Village Clerk's Certificate shall be substantially in the following form:

**VILLAGE CLERK'S CERTIFICATE**

STATE OF ILLINOIS            )  
COUNTY OF ST. CLAIR        ) ss.                    **VILLAGE CLERK'S OFFICE**  
VILLAGE OF FREEBURG        )

I, Jerry Menard, Village Clerk of the **Village of Freeburg, Illinois**, do hereby certify that the following **Revised Code of Ordinances of the Village of Freeburg, Illinois of 2011**, published by authority of the Village Board of Trustees were duly passed by the Village Board of Trustees of the **Village of Freeburg, Illinois**, approved by the Mayor and published in book form according to law on this date, and that these ordinances are true and perfect copies of the ordinances, as passed, approved and now of record and on file in my office as provided by law.

In witness whereof, I have set my hand and affixed the corporate seal of the **Village of Freeburg, Illinois**, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
**VILLAGE CLERK  
VILLAGE OF FREEBURG**

(SEAL)

**1-1-13 - 1-1-14 RESERVED.**

**DIVISION III - DEFINITIONS**

**1-1-15 CONSTRUCTION OF WORDS.** Whenever any word in any section of this Code, importing the plural number is used in describing or referring to any matters, parties or persons, any single matter, party or person shall be deemed to be included, although distributive words may not have been used.

When any subject matter, party or person is referred to in this Code by words importing the singular number only, or the masculine gender, several matters, parties or persons and females as well as males and bodies corporate shall be deemed to be included; provided that these rules of construction shall not be applied to any section of this Code which contains any express provision excluding such construction or where the subject matter or content may be repugnant thereto.

**1-1-16 DEFINITIONS.** Whenever the following words or terms are used in this Code, they shall have the meanings herein ascribed to them unless the context makes such meaning repugnant thereto:

**"AGENT"**, as used in this Code shall mean a person acting on behalf of another.

**"BOARD OF TRUSTEES"**, unless otherwise indicated shall mean the Mayor and the Board of Trustees of the Village of Freeburg.

**"CODE" OR "THIS CODE"**, shall mean the **"Revised Code of Ordinances of the Village of Freeburg"**.

**"CORPORATE AUTHORITIES"** shall mean the Mayor and the Village Board of Trustees. (See 65 ILCS Sec. 5/1-1-2(2))

**"COUNTY"** shall mean the **County of St. Clair**.

**"EMPLOYEES"** shall mean the following: Whenever reference is made in this Code to a Village employee by title only, this shall be construed as though followed by the words **"of the Village"**.

**"FEE" OR "FEES"** as used in this Code shall mean a sum of money charged by the Village for carrying on of a business, profession or occupation.

**"FISCAL YEAR"**. The "fiscal year" for the Village shall begin on **April 1<sup>st</sup> of each year and end on March 31<sup>st</sup> of the following year.** (See 65 ILCS Sec. 5/1-1-2[5])

**"KNOWINGLY"** imports only a knowledge that the facts exist which bring the act or omission within the provisions of this Code. It does not require any knowledge of the unlawfulness of such act or omission.

**"LEGAL HOLIDAY"** shall mean the holidays as authorized and recognized by the Village Board in the employee agreement.

**"LICENSE"** as used in this Code shall mean the permission granted for the carrying on of a business, profession or occupation.

**"MAY"** as used in this Code means permissible.

**"MAYOR"** as used in this Code shall mean the Village President or President of the Village Board of Trustees. (See 65 ILCS Sec. 5/1-1-2.1)

**"MISDEMEANOR"** as used in this Code shall mean any offense deemed a violation of the provisions of this Code which is a lesser offense than a felony as defined by state law.

**"NEGLECT", "NEGLIGENCE", "NEGLIGENT" AND "NEGLIGENTLY"** import a want of such attention to the nature of probable consequences of the act of omission as a prudent man ordinarily bestows in acting in his own concern.

**"NUISANCE"** shall mean anything offensive or obnoxious to the health and welfare of the inhabitants of the Village or any act or thing repugnant to or creating a hazard to or having a detrimental effect on the property of another person or to the community.

**"OCCUPANT"** as applied to a building or land shall include any person who occupies the whole or any part of such building or land whether alone or with others.

**"OFFENSE"** shall mean any act forbidden by any provision of this Code or the omission of any act required by the provisions of this Code.

**"OFFICERS AND EMPLOYEES"**, Whenever reference is made in this Code to a Village Officer or employee by title only, this shall be construed as though followed by the words "**of the Village**" and shall be taken to mean the officer or employee of this Village having the title mentioned or performing the duties indicated.

No provision of this Code designating the duties of any officer or employee shall be so construed as to make such officer or employee liable for any fine or penalty provided in this Code for a failure to perform such duty, unless the intention of the Village Board to impose such a fine or penalty on such officer or employee is specifically and clearly expressed in the section creating the duty.

**"OFFICIAL TIME"**, Central Standard Time shall be the official time for the transaction of Village business, except during applicable Daylight Savings Time set by National or State standards when the official time shall be advanced **one (1) hour**. All clocks and other timepieces in or upon public buildings or other premises maintained by or at the expense of the Village shall be set and run at the official time prescribed by this paragraph.

**"OPERATOR"** as used in this Code shall mean the person who is in charge of any operation, business or profession.

**"OWNER"** as applied to a building or land shall include any part-owner, joint-owner, tenant-in-common, joint-tenant or lessee of the whole or of a part of such building or land.

**"PERSON"** shall mean any natural individual, firm, trust, partnership, association, or corporation in his or its own capacity as administrator, conservator, executor, trustee, receiver

or other representative appointed by the Court. Whenever the word "person" is used in any section of this Code prescribing a penalty or fine as applied to partnerships or any such word as applied to corporations, it shall include the officers, agents, or employees thereof who are responsible for any violation of said section.

**"RETAILER"** as used in this Code, unless otherwise specifically defined, shall be understood to relate to the sale of goods, merchandise, articles or things in small quantities direct to the consumer.

**"SHALL"** as used in this Code means mandatory.

**"STATE" OR "THIS STATE"** unless otherwise indicated shall mean the **"State of Illinois"**.

**"STREET"** shall include alleys, lanes, courts, boulevards, public squares, public places and sidewalks.

**"TENANT"** as applied to a building or land shall include any person who occupies the whole or any part of such building or land, whether alone or with others.

**"WILLFULLY"** when applied to the intent with which an act is done or omitted implies simply a purpose or willingness to commit the act or make the omission referred to. It does not require any intent to violate law, or to injure another, or to acquire an advantage.

**"WRITTEN" AND "IN WRITING"** may include printing and any other mode of representing words and letters, but when the written signature of any person is required by law to any official or public writing or bond required by law, it shall be in the proper handwriting of such person, or in case he is unable to write, by his proper mark. **(Sec. 10.05)**

**(In Part 65 ILCS Sec. 5/1-1-2)**

**1-1-17 CATCHLINES.** The catchlines of the several sections of this Code are intended as mere catchwords to indicate the content of the section and shall not be deemed or taken to be titles of such sections, nor as any part of the section, nor, unless expressly so provided, shall they be so deemed when any of such sections, including the catchlines, are amended or reenacted.

**1-1-18 - 1-1-19 RESERVED.**

**DIVISION IV - GENERAL PENALTY**

\$75.00

WAS

**1-1-20 PENALTY.**

(A) Any person convicted of a violation of any section of this Code shall be fined not less than **One Hundred Dollars (\$100.00)** nor more than **Seven Hundred Fifty Dollars (\$750.00)** for any **one (1) offense**.

(B) Any ~~minor or person designated as a juvenile~~ by this State convicted of a violation of any section of this Code shall be fined not less than **Seventy-Five Dollars (\$75.00)** nor more than **Seven Hundred Fifty Dollars (\$750.00)** for any **one (1) offense**, but may not be confined except by provisions of the **Juvenile Court Act of the State of Illinois**.

(C) Whoever commits an offense against the Village or aids, abets, counsels, commands, induces or procures its commission is punishable as a principal.

(D) Whoever willfully causes an act to be done which, if directly performed by him or another would be an offense against the Village, is punishable as a principal.

(E) **Guilty Plea – No Court Appearance.** All municipal ordinance offenses may be satisfied without a court appearance by written plea of guilty and payment of the minimum fine, plus court costs, unless a court appearance is required by the ordinance violated. (See 65 ILCS Sec. 5/1-2-7 and 5/1-2-8)

(F) **Community Service.** Any penalty imposed for the violation of an ordinance may include, or consist of, a requirement that the defendant perform some reasonable public service work such as but not limited to the picking up of litter in parks or along public highways or the maintenance of public facilities.

**1-1-21 SERVICE BY CERTIFIED MAIL.** In all actions for violation of any municipal ordinance where the fine would not be in excess of **Seven Hundred Fifty Dollars (\$750.00)** and no jail term could be imposed, service of summons may be made by the Municipal Clerk by certified mail, return receipt requested, whether service is to be within or without the State. (See 65 ILCS Sec. 5/1-2-9.1)

**1-1-22 APPLICATION.**

(A) The penalty provided in this Chapter shall be applicable to every section of this Village Code, the same as though it were a part of each and every separate section. Any person convicted of a violation of any section of this Village Code, where any duty is prescribed or obligation imposed, or where any act which is of a continuing nature or declared to be unlawful, shall be deemed guilty of a misdemeanor. A separate offense shall be deemed committed upon each day such duty or obligation remains unperformed or such act continues, unless otherwise specifically provided in this Village Code.

(B) In all cases where the same offense is made punishable or is created by different clauses or sections of this Village Code, the prosecuting officer may elect under which to proceed; but not more than one (1) recovery shall be had against the same person for the same offense; provided that the revocation of a license or permit shall not be considered a recovery or penalty so as to bar any other penalty being enforced.

(C) Whenever the doing of any act or the omission to do any act constitutes a breach of any section or provision of this Village Code, and there shall be no fine or penalty specifically declared for such breach, the provisions of this Code shall apply and a separate offense shall be deemed committed upon each day during or on which a breach or violation occurs or continues.

**1-1-23**      **LIABILITY OF OFFICERS.** The failure of any officer or employee to perform any official duty imposed by this Code shall not subject such officer or employee to the penalty imposed for violation of this Code, unless a penalty is specifically provided for.

**1-1-24**      **LICENSE.** When a person is convicted of a violation of any Section of this Code, any license previously issued to him by the Village may be revoked by the court or by the Village Board.

**1-1-25**      **PROCEDURE FOR WRITTEN WARNINGS AND ADMINISTRATIVE CHARGES FOR CERTAIN OFFENSES.**

(A)      **Authority.** Notwithstanding any other provision in this code, any village police officer, village inspector, or code enforcement officer may, in lieu of filing of a complaint in court, issue to an alleged violator a written warning notice that is consistent with this section for any violation of this code.

(B)      **Form of Notice.**

*LOCAL  
LAW*

(1) The warning notice will state the specific section of this code that was violated and the location, date, and time of the violation.

(2) Such notice shall inform the alleged violator that he or she is liable for the payment of an administrative charge and if he or she does not dispute the administrative charge, he or she may avoid the filing of an ordinance violation complaint against him or her by making payment of the following amount within 30 days of the issuance of the warning notice:

(a) Twenty five dollars for the first warning notice.

(b) Fifty dollars for the second warning notice for the same offense committed a second time.

(c) One hundred dollars for the third warning notice for the same offense committed a third of subsequent time.

(C) All administrative charges paid pursuant to the provisions of this chapter shall be duly documented by the Police Department or the village official receiving the same and such payment shall promptly be remitted to the Village Clerk to be credited to the appropriate municipal fund. Upon receipt of the administrative fees (and receipt of proof of compliance or abatement where applicable), the Village Attorney shall be notified and the village will not file any proceedings against the alleged violator for the violation of the ordinance in relation to the incident underlying the warning notice.

(D) In the event the administrative charge is not paid within the 30-day period, or the allegation is disputed, the Village Attorney may either withdraw the warning notice and file an ordinance violation complaint in Circuit Court in county against the alleged violator, or withdraw the warning notice and notify the alleged violator that no further action need be taken.

(E) Where the warning notice involved a failure to comply with vehicle identification or equipment requirement, or a nuisance violation, then in addition to a payment of the administrative charge, the alleged violator must also show proof of compliance (or abatement of the nuisance).

(Ord. 971, passed 7-17-00)

ARTICLE II - VILLAGE OFFICIALS

DIVISION I - VILLAGE BOARD OF TRUSTEES

1-2-1 COMPOSITION AND GENERAL POWERS. The Village Board shall consist of six (6) Trustees, elected in conformity with this Code and State laws governing elections in villages and shall have such powers as are granted by Chapter 65, Illinois Compiled Statutes, as amended. The term of office shall be for four (4) years or until their successors are elected and have qualified. (See 65 ILCS Sec. 5/3.1-25-5 and 5/3.1-10-50(D)) (Sec. 30.40)

1-2-2 REGULAR MEETINGS. The regular stated meetings of the Village Board of Trustees shall be held on the first (1st) and third (3rd) Monday of each month at the hour of 7:30 P.M., provided that if the regular meeting falls on a legal holiday observed by the Village, the meeting shall take place on the following day at the same hour and place. Adjourned meetings may be held at such times as the Board may determine. (Former Code 30.42) (See 65 ILCS Sec. 5/3.1-40-25 and 5 ILCS Sec. 120/1 et seq.)

1-2-3 SPECIAL MEETINGS. Special meetings of the Village Board may be called by the Mayor or any three (3) Trustees by giving at least forty-eight (48) hours notice thereof by delivering to them personally written or printed notices of the time of such meeting at the residences of the Trustees. Such notices shall be served by mail, by the Village Clerk or a designated representative. Said notices shall specify the purpose of said special meeting and the business to be taken up at that time and place. Such notice shall be posted at the Village Hall and shall be provided to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice. Said notice shall be provided to such news media in the same manner as said notice is given to the Mayor and members of the Village Board, provided such news media has given the Village an address within the Village at which such notice may be given. (See 65 ILCS Sec. 5/3.1-40-25 and 5 ILCS Sec. 120/2.02 and 120/2.03) (Sec. 30.43)

1-2-4 COMMITTEES. The following standing committees of the Village Board are established, to-wit:

- (A) (1) Finance Committee (Finance; Budget; Industrial Park & Economic Development)
- (2) Personnel & Public Safety Committee (Personnel; Police; ESDA; Fire)
- (3) Building, Annexation and Zoning Committee (Building; Annexation; Zoning; Subdivision)
- (4) Electric Committee
- (5) Water and Sewer Committee (Water; Sewer; Trash)
- (6) Public Property Committee (Streets; Pool; Parks & Recreation; City Hall)

LEGAL ?  
COMM.

(Ord. No. 1176; 05-16-05)

- (B) The committees shall be appointed annually by the Mayor.
- (C) The Mayor shall be ex-officio Chairman of each and every standing committee.
- (D) The first named Trustee of each committee shall be the Chairman.
- (E) So far as is practicable, reports of committees shall be in writing.
- (F) As provided by law, any report of a committee of the Board shall be deferred for final action thereon to the next regular meeting of the same after the report is made, upon the request of any **two (2) Trustees** present.
- (G) Each standing committee of the Village Board shall exercise a general supervision over the affairs of the department of municipal government with which it is connected; shall ascertain the condition and needs of said department; shall, from time to time, report the same to the Mayor and Village Board so that a full understanding thereof may be had, and generally, shall do all acts necessary to promote the efficiency of the Department.
- (H) All committee meetings are subject to the Open Meeting Act requirements and minutes shall be taken. **(See 5 ILCS Sec. 120/1 and 120/2.06)**

**1-2-5**        **SPECIAL COMMITTEES.** Special Committees may be appointed by the Mayor, subject to the advice and consent of the Board of Trustees, as may be needed from time to time. **(Sec. 30.46)**

**1-2-6**        **QUORUM.** At all meetings of the Village Board, a majority of the corporate authorities shall constitute a quorum for the transaction of business, and if no such quorum attends such meeting of the Board, the Trustees may adjourn from day to day until a quorum is present; and shall have power to compel the attendance of absent members, except when such members are physically unable to attend such meetings. **(See 65 ILCS Sec. 5/3.1-40-20)**

**EDITOR'S NOTE:** When the Board has a Mayor and six (6) Trustees, a quorum is four (4), which may consist of the Mayor and three (3) Trustees, or four (4) Trustees.

**1-2-7**        **COMPELLING ATTENDANCE.** It shall be the duty of each and all Trustees to attend all regular meetings of the Village Board and all special meetings when each has been duly notified of the date and place of such meeting. If, at any meeting duly called a quorum is not present, the Trustees in attendance may adjourn the same to some stated time; and any Trustee duly notified in writing by the Clerk of the time and place of such adjourned meeting may be compelled to attend; provided that the foregoing shall not apply when any Trustee is absent from such meeting or meetings on account of sickness, unavoidable accident, or is working.

Any member of the Village Board who shall neglect to or refuse to attend at least **one (1) meeting** per month of the Village Board without good and sufficient excuse to be passed upon by the Village Board shall not receive compensation for that month. **(See 65 ILCS Sec. 5/3.1-40-20)**

**1-2-9 - 1-2-10**        **RESERVED.**

**DIVISION II - RULES OF THE VILLAGE BOARD**

**1-2-11**      **RULES OF THE BOARD.** The following rules of order and procedure shall govern the deliberations and meetings of the Village Board.

(A)      **Order of Business.** The order of business shall be as follows:

- (1) Call to order/pledge allegiance to flag.
- (2) Roll Call and establishment of quorum.
- (3) Minutes of previous meeting.
- (4) Approval of vouchers.
- (5) Finances.
- (6) Village Engineer.
- (7) Public Participation. (**See Section 1-2-13**)
- (8) Reports and correspondences.
- (9) Recommendation of Board and Commissions.
- (10) Bids.
- (11) Resolutions.
- (12) Ordinances.
- (13) Contract, agreements, and bids.
- (14) Appointments.
- (15) Old business.
- (16) New business.
- (17) Village President and Trustees.
- (18) Staff.

All questions relating to the priority of business shall be decided by the Chair without debate, subject to appeal.

(B)      **Duties of Presiding Officer.** The presiding officer shall preserve order and decorum and may speak to points of order in preference to other Trustees, and shall decide all question of order, subject to appeal.

(C)      **Duties of Members.** While the presiding officer is putting the question, no member shall walk across or out of the Board Chamber.

Every member, prior to his speaking, making a motion or seconding the same shall not proceed with his remarks until recognized and named by the Chair. He shall confine himself to the question under debate, avoiding personalities and refraining from impugning the motives of any other Trustee's argument or vote.

(D)      **Visitors.** No person other than a member of the Board of Trustees shall address that body on the same question unless such person has been recognized by the presiding officer.

(E)      **Presentation of New Business.** When a Trustee wishes to present a communication, petition, order, resolution, ordinance or other original matter, the member shall read such matter when reached in its proper order.

(F)      **Debate.** No Trustee shall speak more than once on the same question, except by consent of the presiding officer or unless **three-fourths (3/4)** of the corporate authorities agree that one's right to debate should be limited to speak only once and then not until every other Trustee desiring to speak shall have had an opportunity to do so; provided, however, that the proponent of the matter under consideration, as the case may be, shall have the right to open and close debate.

The Village Board, by motion, may limit debate. The presiding officer shall have the right to participate in debate.

While a member is speaking, no Trustee shall hold any private discussion, nor pass between the speaker and the Chair.

(G) **Call of Trustees to Order.** A Trustee, when called to order by the Chair, shall thereupon discontinue speaking and take his seat and the order or ruling of the Chair shall be binding and conclusive, subject only to the right to appeal.

(H) **Appeals from Decision of the Chair.** Any Trustee may appeal to the Board from a ruling of the Chair, and if the appeal is seconded, the Trustee making the appeal may briefly state his reason for the same, and the Chair may briefly explain his ruling; but there shall be no debate on the appeal and no other person shall participate in the discussion. The presiding officer shall have the right to participate in debate.

The Chair shall then put the question, "**Shall the decision of the Chair be sustained?**". If a majority of the Trustees present vote "**No**", the decision of the Chair shall be overruled; otherwise, it shall be sustained.

(I) **Question of Personal Privilege.** The right of a member to address the Board on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are assailed, questioned or impugned.

(J) **Voting.** Every other member who shall be present when a question is stated from the Chair shall vote thereon, unless he is personally interested in the question, in which case, he shall take whatever steps are necessary to insure that his vote is not taken.

(K) **Special Order of Business.** Any matter before the Village Board may be set down as a special order of business at a time certain if **two-thirds (2/3)** of the Trustees present vote in the affirmative, but not otherwise.

(L) **Seconding of Motions Required; Written Motions.** No motion shall be put or debated in the meeting or in committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, and every motion in the Board, except motions of procedure, shall be reduced to writing if required by a member, and the proposer of the motion shall be entitled to the floor.

(M) **Division of Questions.** If any question under consideration contains several distinct propositions, the Trustees, by a majority vote of the Trustees present may divide such question.

(N) **Record of Motions.** In all cases where a resolution or motion is entered in the journal, the name of the Trustee moving the same shall be entered also.

(O) **Announcement and Changes of Vote.** The result of all votes by yeas and nays shall not be announced by the Clerk, but shall be handed by him to the Chairman for announcement, and no vote shall be changed after the tally list has passed from the hands of the Clerk.

(P) **Precedence of Motions.** When a question is under debate, the following motions shall be in order and shall have precedence over each other in order, as listed:

- (1) To adjourn to a day certain.
- (2) To adjourn.
- (3) To take a recess.
- (4) To lay on the table.
- (5) The previous question.
- (6) To refer.
- (7) To amend.
- (8) To defer or postpone to a time certain.
- (9) To defer or postpone (without reference to time.)
- (10) To defer or postpone indefinitely.

Numbers (2), (4), and (5) to be decided without debate.

(Q) **Motions to Adjourn.** A motion to adjourn the Village Board shall always be in order, except:

- (1) When a Trustee is in possession of the floor.
- (2) While the yeas and nays are being called.
- (3) When the members are voting.
- (4) When adjournment was the last preceding motion.
- (5) When it has been decided that the previous question shall be taken.

A motion simply to adjourn shall not be subject to amendment or debate, but a motion to adjourn to a time certain shall be.

The Village Board may, at any time, adjourn over **one (1)** or more regular meetings on a vote of a majority of all the Trustees authorized by law to be elected.

(R) **Previous Question.** When the previous question is moved on the main question and seconded, it shall be put on this form: **"Shall the main question now be put?"**. If such motion be carried, all further amendments and all further motions and debate shall be excluded, and the question put without delay upon the pending amendment in proper order and then upon the main question.

(S) **Motions to Lay on the Table and to Take From the Table.** A motion simply to lay the question on the table shall not be debatable, but a motion to lay on the table and publish, or with any other condition shall be subject to amendment and debate.

A motion to take any motion or other proposition from the table may be proposed at the same meeting at which such motion or proposition was laid upon the table, provided **two-thirds (2/3)** of the Trustees vote therefor.

A motion to lay any particular motion or proposition on the table shall apply to that motion or proposition only. An amendment to the main question or other pending question may be laid on the table and neither the main question nor such other pending question shall be affected thereby.

(T) **Indefinite Postponement; Motion to Defer or Postpone Without Any Reference to Time.** When consideration of a motion or other proposition is postponed indefinitely, it shall not be again taken up at the same meeting.

A motion to postpone indefinitely shall not open the main question to debate.

A motion to defer or postpone without any reference to time shall not be construed as a motion to postpone indefinitely, but shall be considered to be of the same general nature and to possess the same general attributes so far as applicable under these rules, as a motion to postpone indefinitely or to a time certain.

(U) **Motion to Refer.** A motion to refer to a standing committee shall take precedence over a similar motion to refer to a special committee.

(V) **Motion to Amend.** A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained.

An amendment modifying the intention of a motion shall be in order; but an amendment relating to a different subject shall not be in order.

On an amendment to **"Strike Out and Insert"**, the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally, the paragraph as it will stand if so amended shall be read.

An amendment to the main question or other pending questions may be referred to a committee and neither the main question nor such other pending question shall be affected thereby.

(W) **Filling of Blanks.** When a blank is to be filled and different sums or times proposed, the question shall be taken first on the least sum or the longest time.

(X) **Motion to Substitute.** A substitute for any original proposition under debate or for any pending amendment or such proposition may be entertained notwithstanding that at such time, further amendment is admissible; and if accepted by the Trustees by a vote shall entirely supersede such original proposition or amendment, as the case may be, and cut off all amendments appertaining thereto.

(Y) **Reconsideration.** A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter. A motion for reconsideration having been once made and decided in the negative shall not be renewed, nor shall a motion to reconsider be reconsidered.

A motion to reconsider must be made and seconded by Trustees who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law; provided, however, that where a motion has received a majority vote in the affirmative, but is declared lost solely on the ground that a greater number of affirmative votes is required by statute for the passage or adoption of such motion, then in such case, a motion to reconsider may be made and seconded only by those who voted in the affirmative on such question to be reconsidered.

(Z) **Adoption of Robert's "Rules of Order Revised".** The rules of parliamentary practice comprised in the latest published edition of **Robert's "Rules of Order Revised"** shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the special rules of the Board.

(AA) **Temporary Suspension of Rules - Amendment of Rules.** These rules may be temporarily suspended by a vote of **two-thirds (2/3)** of the corporate authorities entitled by law to be elected and shall not be repealed, altered or amended, unless by concurrence of **two-thirds (2/3)** of all the corporate authorities entitled by law to be elected.

(BB) **Censure of Trustees - Expulsion of Trustees.** Any Trustee acting or appearing in a lewd or disgraceful manner, or who uses opprobrious, obscene and insulting language to or about any member of the Board, or who does not obey the order of the Chair, shall be, on motion, censured by a majority vote of the members present, or expelled by a **two-thirds (2/3) vote** of all Trustees elected. (See 65 ILCS Sec. 5/3.1-40-15)

**1-2-12 AGENDA.** An itemized agenda, along with all necessary supporting documentation shall be furnished to each member of the Village Board no later than **forty-eight (48) hours** prior to the regular Village Board meeting. In the case of matters of emergency which could not have been reasonably foreseen in sufficient time to comply with this section, a revised agenda shall be furnished to each member of the Village Board prior to the opening of the Board meeting. (See 5 ILCS Sec. 120/2.02)

**1-2-13 ADDRESS BY NON-MEMBERS.** Any person no a member of the Board of Trustees may address the Board of Trustees with regard to items of proposed business under the following rules:

(A) He or she must come by the Village Clerk's office during regular office hours on the Friday before the third Tuesday of each month and sign a request form to be placed on the Board meeting agenda to address the Board of Trustees. (See Addendum "B")

ADDENDUM

*Added*

(B) He or she shall rise (if not physically impaired) and state his or her name and address for the record and unless further time is granted by the Board to limit remarks to **five (5) minutes**. All remarks shall be addressed to the Board of Trustees, not to any member thereof.

(C) No person other than the Trustee recognizing the individual addressing the Board and the person having the floor shall be permitted to enter into any discussion directly or through a member of the Board without the permission of the Mayor. No questions shall be asked of a Trustee except through the Mayor. Any person making personal or impertinent remarks or who shall become disruptive addressing the Board of Trustees shall be forthwith evicted from the Board room by the Mayor.

The Chief of Police or his authorized designee shall be the Sergeant at Arms at the Board meetings. He or she shall carry out all orders and instructions of the Mayor for the purposes of maintaining order and decorum. The Sergeant at Arms shall remove any person violating order and decorum of the meeting. Such removal may be accompanied by further prosecution for any violation of any ordinance under this Code.

DIVISION III - ORDINANCES

1-2-14 **ORDINANCES.**

(A) **Attorney.** It shall be the duty of the Village Attorney to prepare such ordinances as may be required by the Village Board.

(B) **Introduced.** When a proposed ordinance is introduced, it shall be read one time by title only and referred to the proper committee unless the Board of Trustees shall otherwise specifically direct.

— NEW —

(C) **Vote required-Yeas and Nays Record.** The passage of all ordinances for whatever purpose, and of any resolution or motion (1) to create any liability against a Village or (2) for the expenditure or appropriation of its money, shall require the concurrence of a majority of all members then holding office on the Village Board, including the Mayor, unless otherwise expressly provided by the Code or any other act governing the passage of any ordinance, resolution, or motion; provided that, where the Board consists of an odd number of Trustees, the vote of the majority of the trustees shall be sufficient to pass an ordinance. The yeas and nays shall be taken upon the question of the passage of the designated ordinances, resolutions, or motions and recorded in the journal of the Village Board. In addition, the corporate authorities at any meeting may by unanimous consent to take a single vote by yeas or nays on the several questions of the passage on any **two (2)** or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in a single group. The single vote shall be entered separately in the journal under the designation "omnibus vote", and in such event the Clerk may enter the words "omnibus vote" or "consent agenda" in the journal in each case in lieu of entering names of the members of Village Board voting "yea" and of those voting "nay" on the passage of each of the designated ordinances, orders, resolutions and motions included in such omnibus group or consent agenda. The taking of such single or omnibus vote and such entries of the words "omnibus vote" or "consent agenda" in the journal shall be a sufficient compliance with the requirements of this Section to all intents and purposes and with like effect as if the vote in each case had been separately by yeas and nays on the question of the passage of each ordinance, order, resolution and motion included in such omnibus group, and separately recorded in the journal. Likewise, the yeas and nays shall be taken upon the question of the passage of any other resolution or motion at the request of any trustee and shall be recorded in the journal. (See 65 ILCS Sec. 5/3.1-40-40)

(D) **Ordinances - Approval-Veto.** All resolutions and motions (1) which create any liability against the Village, or (2) that provide for the expenditure or appropriation of its money, or (3) to sell any Village property, and all ordinances, passed by the Village Board shall be deposited with the Village Clerk. If the Mayor approves an ordinance or resolution, the Mayor shall sign it. Those ordinances, resolutions and motions which the Mayor disapproves shall be returned to the Village Board, with the Mayor's written objections, at the next regular meeting of the Village Board occurring not less than **five (5) days** after their passage. The Mayor may disapprove of any **one (1)** or more sums appropriated in any ordinance, resolution, or motion making an appropriation, and, if so, the remainder shall be effective. However, the Mayor may disapprove entirely of an ordinance, resolution, or motion making an appropriation. If the Mayor fails to return any ordinance or any specified resolution or motion with his written objections, within the designated time, it shall become effective despite the absence of the Mayor's signature. (See 65 ILCS Sec. 5/3.1-40-45) (Sec. 30.60)

REFERENCE TO STATUTES NOT

**1-2-15**      **RECONSIDERATION--PASSING OVER VETO.** Every resolution and motion, specified in **Section 1-2-14** and every ordinance, that is returned to the Village Board by the Mayor shall be reconsidered by the Village Board at the next regular meeting following the regular meeting at which the Village Board receives the Mayor's written objection. If, after reconsideration, **two-thirds (2/3)** of all the Trustees then holding office on the Village Board agree at that regular meeting to pass an ordinance, resolution, or motion, notwithstanding the Mayor's refusal to approve it, then it shall be effective. The vote on the question of passage over the Mayor's veto shall be by yeas and nays, and shall be recorded in the journal. **(See 65 ILCS Sec. 5/3.1-40-50)**

**1-2-16**      **NO VOTE TO BE RECONSIDERED AT SPECIAL MEETING.** No vote of the Village Board shall be reconsidered or rescinded at a special meeting unless there are present at the special meeting at least as many Village Trustees as were present when the vote was taken. **(See 65 ILCS Sec. 5/3.1-40-55)**

**1-2-17**      **RESERVED.**

**DIVISION IV - GENERAL PROVISIONS**

**1-2-18      CORPORATE SEAL.**

(A)      The Corporate Seal of the Village shall be the same as that heretofore provided and used by the Village. It shall be circular in form, with the words, "**Village of Freeburg, Illinois**" in the exterior circle and a figure of an eagle in the center.

(B)      The Corporate Seal shall be used as such seal in all cases provided for by law or by the ordinances of the Village and in all other cases in which, by law and custom, it is usual and necessary for the corporation to use a seal. The seal shall be and remain with the Village Clerk who shall be the legal custodian. **(See 65 ILCS Sec. 5/3.1-35-90)**

**1-2-19      ELECTIONS.**

(A)      **Election Procedure.** The provisions of the **Illinois Compiled Statutes, Chapter 10** concerning municipal elections shall govern the conduct of the Village elections. **(See 65 ILCS Sec. 5/3.1-10-10)**

(B)      **Inauguration.** The inauguration of newly elected Village officials shall occur at the first regular or special meeting of the Village Board in the month of May following the consolidated election in April. **(See 65 ILCS Sec. 5/3.1-10-15)**

**1-2-20      APPOINTMENT OF ELECTED OFFICIALS.** No Trustee of this Village, during the term of office for which he is elected, may accept or be appointed to or hold any office appointed by the Mayor except if such Trustee is granted a leave of absence from such office. However, such Trustee may serve as a volunteer fireman and receive compensation for such service. Any appointment in violation of this Section is void. **(See 65 ILCS Sec. 5/3.1-15-15)**

**NOTE: One (1) member may serve on the Library Board, if one exists. (See 75 ILCS Sec. 5/4-1 and 50 ILCS Sec. 105/2)**

**1-2-21      MUNICIPAL OFFICERS - REGULATIONS.**

(A)      **Effect.** The provisions of this Division shall apply alike to all officers and employees of the Village regardless of the time of creation of the office or position or the time of the appointment of the officer or employee.

(B)      **Qualifications; Appointive Office.**

(1)      No person shall be eligible for any appointive municipal office unless that person is a qualified elector of the municipality or otherwise provided by law.

(2)      The residency requirements do not apply, however, to municipal engineers, health officers, attorneys, or other officers who require technical training or knowledge, to appointed village treasurers, or to appointed village collectors (unless the Village has designated by ordinance that the Village Clerk shall also hold the office of collector). **(See 65 ILCS Sec. 5/3.1-10-6)**

(C) **Bond.** Every officer and employee shall, if required by the Village Board upon entering upon the duties of his office, give a bond in such amount and with such sureties as may be determined by the Board, conditioned upon the faithful performance of the duties of his office or position. **(See 65 ILCS Sec. 5/3.1-10-30)**

(D) **Books Delivered to Successor.** Every officer shall, upon going out of office, deliver to his successor, all books, papers, furniture, and other things appertaining to such office, and which are the property of the Village. Within **five (5) days** after notification and request, any person who has been an officer of a municipality is required to deliver to his successor in office, all property, books and effects in his possession belonging to the municipality, or pertaining to the office he has held. Upon his refusal to do so, he shall be liable for all damages caused thereby, and shall, upon conviction, be penalized according to the provisions of **Section 1-1-20** of this Code. He shall not receive his final check until his Village Code Book and keys are turned over to the Village Clerk. **(See 65 ILCS Sec. 5/3.1-10-35)**

(E) **Books Open to Inspection.** Every officer shall, at all times when required, submit the books and papers of his office to the inspection of the Mayor or any committee or member of the Board of Trustees.

(F) **Fees; Report of Fees.** No officer of the municipality shall be entitled to charge or receive any fees as against the Village. All officers of the Village entitled to receive fees shall keep a correct account thereof, and make a report thereof under oath to the Village Board prior to the regular meeting of each month. In the report, they shall specify from whom such fees were received, for what service, and when received. All fees received shall be paid over into the Village Treasury.

(G) **Other Rules and Regulations.** Every officer of the Village shall perform such other duties and be subject to such other rules and regulations as the Village Board may provide by law. **(See 65 ILCS Sec. 5/3.1-10-40)**

(H) **Conservators of Peace.**

(1) After receiving a certificate attesting to the successful completion of a training course administered by the Illinois Law Enforcement Training Standards Board, the Mayor, Trustees and policemen in municipalities shall be conservators of the peace. Those persons and others authorized by ordinance shall have power:

- (a) to arrest or cause to be arrested, with or without process, all persons who break the peace or are found violating any municipal ordinance or any criminal law of the State,
- (b) to commit arrested persons for examination,
- (c) if necessary, to detain arrested persons in custody over night or Sunday in any safe place or until they can be brought before the proper court, and
- (d) to exercise all other powers as conservators of the peace prescribed by the corporate authorities.

(2) All warrants for the violation of municipal ordinances or the State criminal law, directed to any person, may be served and executed within the limits of a municipality by any policeman of the municipality. For that purpose, policemen have all the common law and statutory powers of sheriffs. **(See 65 ILCS Sec. 5/3.1-15-25)**

(I) **Oath.** Before entering upon the duties of their respective offices, all municipal officers, whether elected or appointed shall take and subscribe to the following oath:

*ALL  
NEW*

"I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of \_\_\_\_\_, according to the best of my ability."

The Mayor and the Clerk shall have the power to administer this oath or affirmation upon all lawful occasions.

(See 65 ILCS Sec. 5/3.1-10-25)

(See "Administration of Oaths", Section 1-2-73)

**1-2-22 RESIGNATION OF APPOINTED OFFICIALS.** Any officer of the Village may resign from office. If such officer resigns he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint a Village officer, or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and has qualified. (See 65 ILCS Sec. 5/3.1-10-50)

**1-2-23 QUALIFICATIONS; ELECTIVE OFFICE.**

(A) A person is not eligible for an elective municipal office unless that person is a qualified elector of the municipality and has resided in the municipality at least **one (1) year** next preceding the election or appointment except as provided by statute. (65 ILCS 3.1-10-5(A))

(B) A person is not eligible for an elective municipal office if that person is in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony until completion of his or her sentence. (65 ILCS 3.1-10-5 and 3.1-10-5(B))

(C) If a person (i) is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, (ii) resides anywhere outside of the municipality during that active duty military service, and (iii) immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement under subsection (A). (People v. Hofer, 363 Ill. App 3d 719 (5<sup>th</sup> District))

N  
E  
W

**1-2-24 BONDS OF VILLAGE OFFICERS.**

(A) **Amount.** Bonds of Village officers required under Illinois Compiled Statutes, Chapter 65, Section 5/3.1-10-30 shall be executed in the following penal sums:

|     |                   |              |
|-----|-------------------|--------------|
| (1) | Mayor             | \$ 50,000.00 |
| (2) | Village Treasurer | 50,000.00    |
| (3) | Village Clerk     | 50,000.00    |
| (4) | Police Chief      | 50,000.00    |
| (5) | Village Collector | 50,000.00    |

U DID NOT CHANGE

NEW \$ AMOUNTS

(B) **Premium Payment by Village.** The surety bonds required by law shall be paid by the Village. (See 5 ILCS Sec. 270/1)

(C) **Surety.** The Village Board shall not receive or approve any bond or security whereon the name of the Village Board, any one of the Board of Trustees or any elected or appointed officer of the Village appear as bondsman or security. If, by mistake, a

bond containing the name of any such officer is approved by the Village Board or if any bondsman, after becoming such is elected or appointed to any Village office, this Section shall not act as a release of any such obligation incurred.

**1-2-25      LIABILITY INSURANCE.**

(A)      **Purchase Of.** The Village Board shall have the power to purchase liability insurance covering and insuring all municipal officers, employees and elected officials; said insurance to cover incidents occurring while in the performance of their duties, which insurance may insure, cover and protect any liability which the municipal corporation, officer, employee or elected official may incur. When the insurance has been purchased, the Village shall be responsible for all premiums and deductible charges called for by any valid liability insurance policy covering the municipal corporation, officer, employee or elected official.

(B)      **Indemnification.** If the Village Board elects not to purchase liability insurance covering and insuring municipal officers, elected officials and employees as provided in this Section, then the Village shall indemnify and cause to defend municipal officers, elected officials and employees from any claim filed by an individual, partnership or corporation when the claim is founded on any act or omission of the municipal officers, elected officials or employees while in the performance of their official duties, except the Village shall not indemnify, but shall defend any municipal officer, elected official or employee from any claim made by an individual, partnership or corporation wherein the claim alleges that the municipal officer, elected official or employee acted intentionally, maliciously or wantonly and further, shall not indemnify or cause to defend the officials or employees where the claim is directly or indirectly related to the negligent care or use of a vehicle as defined by the **Illinois Compiled Statutes**, and the Village shall not indemnify any municipal officer, elected official or employee from any claim made by a municipal officer, elected official or employee.

Notwithstanding any other provisions of this Code, the Village shall not indemnify or cause to defend any municipal officers, elected officials or employees if the municipal officers, elected officials or employees have liability insurance insuring the municipal officers, elected officials or employees from the alleged claim; however, the Village shall indemnify the municipal officer, elected official or employee the personal deductible limits of his personal policy. **(See 745 ILCS Sec. 10/2-201 et seq.)**

**1-2-26      SALARIES REGULATION.**

(A)      **Elected.** No salary or compensation of any elected municipal officer who is elected for a definite term of office shall be increased or diminished during such term.

(B)      **Appointed.** No salary or compensation of any appointed official who is appointed for a definite term of office shall be decreased during such term, but may be increased.

**(See 65 ILCS Sec. 5/3.1-50-5 and 5/3.1-50-10)**

**EDITOR'S NOTE:** The salary of appointed officials and employees may be established in the appropriation ordinance or annual budget. The salary of elected officials must be established in an ordinance other than the appropriation ordinance at least **one hundred eighty (180) days** before the beginning of the terms of the officers whose compensation is to be filed.

**1-2-27 CLAIMS.**

(A) **Presentation.** All claims against the Village for goods purchased, damaged, or originating in any other way, except for claims for salaries and other allowances that are fixed by ordinance must be presented on or before the **twenty-fifth (25<sup>th</sup>) day** of each month to the corporate offices. All such claims must be in writing and items shall be specified.

(B) **Exception.** This does not prohibit the Village Board from passing on any claims not previously presented to the Office Manager if, in the opinion of the Board, justice to the claimant requires it.

(C) **Payment.**

*LOCAL LAW*

- (1) As provided in **30 ILCS 20/4**, the Village shall have the Mayor, Treasurer, and Village Clerk sign all checks for disbursement of Village funds.
- (2) At least **two (2)** of the signatures shall be handwritten and not stamped signatures.
- (3) All checks needing to be signed shall be made available to the Treasurer at least **one (1) day** in advance of disbursement.

**1-2-29 MUNICIPAL YEAR.** The municipal year shall commence on **May 1<sup>st</sup>** and shall end on the following **April 30<sup>th</sup>**. No appointments shall be made during the last month of the municipal year in the year of a mayoral election. (**Sec. 11.03**)

**1-2-30 EXPENSES - REIMBURSEMENT.** Each member of the corporate authorities may receive reimbursement from the municipality for expenses incurred by the member in attending committee meetings of the corporate authorities or for other expenses incurred by the member in the course of performing official duties. (**See 65 ILCS Sec. 5/3.1-50-15(B)**)

**1-2-31 OFFICIAL RECORDS.** All official records, including the Corporate Seal, shall be kept in the Village Hall.

**1-2-32 FEDERAL OLD AGE AND SURVIVOR'S INSURANCE SYSTEM.**

(A) **Eligible employees** shall mean all employees of the Village, eligible under the Federal Act, except persons elected to office by popular election and also the Village Treasurer and Village Attorney.

(B) **Withholdings** from salaries or wages of employees for the purpose provided in sections hereof are hereby authorized to be made in the amounts and at such times as may be required by applicable State or Federal laws or regulations, and shall be paid quarterly. (**40 ILCS 5/21-101 et seq.**)

**1-2-33 ILLINOIS MUNICIPAL RETIREMENT FUND.**

(A) The Village does hereby elect to participate in the Illinois Municipal Retirement Fund.

(B) **Special Tax.** The Village includes in its levy and appropriation ordinance provision for the levying of a special tax to pay the Village's cost of participating in the Retirement Fund and appropriate therefrom funds to pay the cost of participation.

(C) **Coverage.** To be eligible to be included in the IMRF a person shall have to work a minimum of **one thousand (1,000) hours** per year.

**1-2-34** **CERTIFICATES OF INSURANCE.** All contractors and sub-contractors doing work for the Village shall first provide a Certificate of Insurance indicating Worker's Compensation and Employers' Liability coverage and the policy limits for such coverage.

**1-2-35** **SMOKING REGULATIONS.**

(A) **Prohibited.** No person shall smoke any tobacco product, and no person shall smoke any other substance in the meeting room customarily used by the Village Board. This prohibition shall be in effect at all times, not just during meetings.

(B) **Expulsion.** Any person continuing to smoke in the Village Board meeting room after a warning may be removed from the room. Such person shall be permitted to return to the meeting room as soon as such person has extinguished the smoking materials and such person is not smoking.

(Former Code, § 1-2-13)

**1-2-36 - 1-2-40** **RESERVED.**

BRAND NEW

DIVISION V - VACANCIES

1-2-41 VACANCY BY RESIGNATION. A resignation is not effective unless it is in writing, signed by the person holding the elective office, and notarized.

(A) Unconditional Resignation. An unconditional resignation by a person holding the elective office may specify a future date, not later than **sixty (60) days** after the date the resignation is received by the officer authorized to fill the vacancy, at which time it becomes operative, but the resignation may not be withdrawn after it is received by the officer authorized to fill the vacancy. The effective date of a resignation that does not specify a future date at which it becomes operative is the date the resignation is received by the officer authorized to fill the vacancy. The effective date of a resignation that has a specified future effective date is that specified future date or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(B) Conditional Resignation. A resignation that does not become effective unless a specified event occurs can be withdrawn at any time prior to the occurrence of the specified event, but if not withdrawn, the effective date of the resignation is the date of the occurrence of the specified event or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(C) Vacancy Upon the Effective Date. For the purpose of determining the time period that would require an election to fill the vacancy by resignation or the commencement of the **sixty (60) day** time period referred to in **Section 1-2-45**, the resignation of an elected officer is deemed to have created a vacancy as of the effective date of the resignation.

(D) Duty of the Clerk. If a resignation is delivered to the Clerk of the Municipality, the Clerk shall forward a certified copy of the written resignation to the official who is authorized to fill the vacancy within **seven (7) business days** after receipt of the resignation.

1-2-42 VACANCY BY DEATH OR DISABILITY. A vacancy occurs in an office by reason of the death of the incumbent. The date of the death may be established by the date shown on the death certificate. A vacancy occurs in an office by permanent physical or mental disability rendering the person incapable of performing the duties of the office. The corporate authorities have the authority to make the determination whether an officer is incapable of performing the duties of the office because of a permanent physical or mental disability. A finding of mental disability shall not be made prior to the appointment by a court of a guardian ad litem for the officer or until a duly licensed doctor certifies, in writing, that the officer is mentally impaired to the extent that the officer is unable to effectively perform the duties of the office. If the corporate authorities find that an officer is incapable of performing the duties of the office due to permanent physical or mental disability, that person is removed from the office and the vacancy of the office occurs on the date of the determination.

1-2-43 VACANCY BY OTHER CAUSES.

(A) Abandonment and Other Causes. A vacancy occurs in an office by reason of abandonment of office; removal from office; or failure to qualify; or more than temporary removal of residence from the Municipality, as the case may be. The corporate authorities have the authority to determine whether a vacancy under this Section has occurred.

If the corporate authorities determine that a vacancy exists, the office is deemed vacant as of the date of that determination for all purposes including the calculation under **Sections 1-2-45 or 1-2-46**.

(B) **Guilty of a Criminal Offense.** An admission of guilt of a criminal offense that upon conviction would disqualify the municipal officer from holding the office, in the form of a written agreement with State or federal prosecutors to plead guilty to a felony, bribery, perjury, or other infamous crime under State or federal law, constitutes a resignation from that office, effective on the date the plea agreement is made. For purposes of this Section, a conviction for an offense that disqualifies a municipal officer from holding that office occurs on the date of the return of a guilty verdict or, in the case of a trial by the court, on the entry of a finding of guilt.

(C) **Election Declared Void.** A vacancy occurs on the date of the decision of a competent tribunal declaring the election of the officer void.

**1-2-44** **ELECTION OF AN ACTING MAYOR.** The election of an acting Mayor pursuant to **Section 1-2-46 or 1-2-47** does not create a vacancy in the original office of the person on the Village Board, unless the person resigns from the original office following election as acting Mayor. If the person resigns from the original office following election as acting Mayor, then the original office must be filled pursuant to the terms of this Section and the acting Mayor shall exercise the powers of the Mayor and shall vote and have veto power in the manner provided by law for a Mayor. If the person does not resign from the original office following election as acting Mayor, then the acting Mayor shall exercise the powers of the Mayor but shall be entitled to vote only in the manner provided for as the holder of the original office and shall not have the power to veto. If the person does not resign from the original office following election as acting Mayor, and if that person's original term of office has not expired when a Mayor is elected and has qualified for office, the acting Mayor shall return to the original office for the remainder of the term thereof.

**1-2-45** **APPOINTMENT TO FILL TRUSTEE VACANCY.** An appointment by the Mayor or acting Mayor, as the case may be, of a qualified person as described in **Section 1-2-23** of this Code to fill a vacancy in the office of Trustee must be made within **sixty (60) days** after the vacancy occurs. Once the appointment of the qualified person has been forwarded to the corporate authorities, the corporate authorities shall act upon the appointment within **thirty (30) days**. If the appointment fails to receive the advice and consent of the corporate authorities within **thirty (30) days**, the Mayor or acting Mayor shall appoint and forward to the corporate authorities a second qualified person as described in **Section 1-2-23**. Once the appointment of the second qualified person has been forwarded to the corporate authorities, the corporate authorities shall act upon the appointment within **thirty (30) days**. If the appointment of the second qualified person also fails to receive the advice and consent of the corporate authorities, then the Mayor or acting Mayor, without the advice and consent of the corporate authorities, may make a temporary appointment from those persons who were appointed but whose appointments failed to receive the advice and consent of the corporate authorities. The person receiving the temporary appointment shall serve until an appointment has received the advice and consent and the appointee has qualified or until a person has been elected and has qualified, whichever first occurs.

**1-2-46**      **ELECTION TO FILL VACANCIES IN MUNICIPAL OFFICES WITH FOUR (4) YEAR TERMS.** If a vacancy occurs in an elective municipal office with a **four (4) year term** and there remains an unexpired portion of the term of at least **twenty-eight (28) months**, and the vacancy occurs at least **one hundred thirty (130) days** before the general municipal election next scheduled under the general election law, then the vacancy shall be filled for the remainder of the term at that general municipal election. Whenever an election is held for this purpose, the Village Clerk shall certify the office to be filled and the candidates for the office to the proper election authorities as provided in the general election law. If a vacancy occurs with less than **twenty-eight (28) months** remaining in the unexpired portion of the term or less than **one hundred thirty (130) days** before the general municipal election, then:

(A)            **Mayor.** If the vacancy is in the office of Mayor, the vacancy must be filled by the corporate authorities electing one of their members as acting Mayor. Except as set forth in **Section 1-2-44**, the acting Mayor shall perform the duties and possess all the rights and powers of the Mayor until a Mayor is elected at the next general municipal election and has qualified. However, in villages with a population of less than **five thousand (5,000)**, if each of the trustees either declines the election as acting Mayor or is not elected by a majority vote of the trustees presently holding office, then the trustees may elect, as acting Mayor, any other Village resident who is qualified to hold municipal office, and the acting Mayor shall exercise the powers of the Mayor and shall vote and have veto power in the manner provided by law for a Mayor.

(B)            **Trustee.** If the vacancy is in the office of Trustee, the vacancy must be filled by the Mayor or acting Mayor, as the case may be, in accordance with **Section 1-2-45**.

(C)            **Other Elective Office.** If the vacancy is in any elective municipal office other than Mayor or Trustee, the Mayor or acting Mayor, as the case may be, must appoint a qualified person to hold the office until the office is filled by election, subject to the advice and consent of the Board of Trustees, as the case may be.

**1-2-47**      **VACANCIES DUE TO ELECTION BEING DECLARED VOID.** In cases of vacancies arising by reason of an election being declared void pursuant to **Section 1-2-43(C)**, persons holding elective office prior thereto shall hold office until their successors are elected and qualified or appointed and confirmed by advice and consent, as the case may be.

(See 65 ILCS 5/3.1-10-50)

**1-2-48 - 1-2-49**      **RESERVED.**

**DIVISION VI - MAYOR**

**1-2-50**      **ELECTION.** The Mayor shall be elected for a **four (4) year** term and shall serve until a successor is elected and has qualified. **(See 65 ILCS Sec. 5/3.1-15-5 and 5/3.1-25-15)**

**1-2-51**      **MAYOR PRO-TEM; TEMPORARY CHAIRMAN.**

(A)            If the Mayor is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the corporate authorities shall elect one of their members to act as Mayor pro tem. The Mayor pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the Mayor but shall not be entitled to vote both as Mayor pro tem and as a trustee.

(B)            In the absence of the Mayor, or Mayor pro tem, the corporate authorities may elect one of their members to act as a temporary Chairman. The temporary Chairman shall have only the powers of a presiding officer and a right to vote only in the capacity as trustee on any ordinance, resolution, or motion. **(See 65 ILCS Sec. 5/3.1-35-35)**

**VACANCY - REMOVED - See DIV. IV**

**1-2-52**      **CHIEF EXECUTIVE OFFICER.** The Mayor shall be the chief executive officer of the Village and shall see to the enforcement of all laws and ordinances. The Mayor shall preside over the meetings of the Board of Trustees and perform such duties as may be required of him by statute or law. The Mayor shall have supervision over all of the executive officers and Village employees; provided, however, his or her control is subject to the power of the Village Board to prescribe the duties of various officers and employees. The Mayor shall have the power and authority at any reasonable time to inspect all books, papers and records pertaining to Village affairs and kept by any officer of the Village. **(See 65 ILCS Sec. 5/3.1-15-10 and 3.1-35-20) (Sec. 30.17)**

**1-2-53**      **MAYOR'S SIGNATURE.** The Mayor shall sign all Village warrants, commissions, permits and licenses granted by authority of the Village Board, except as otherwise provided, and such other acts and deeds as law or ordinance may require his or her official signature. **(Sec. 30.22)**

The Mayor may designate another to affix his or her signature to any written instrument that requires the Mayor's signature. The Mayor must send written notice of this designation to the Village Board stating: (1) the name of the person whom he or she has selected, and (2) what instrument the person will have authority to sign.

A written signature of the Mayor executed by the person so designated with the signature underneath the signature of the person so designated shall be attached to the notice. The notice with the signature attached shall be recorded in the journal of the Village Board and then filed with the Village Clerk. When the signature of the Mayor is placed on a written instrument at the direction of the Mayor in the specified manner, the instrument, in all respects, shall be as binding on the Village as if signed by the Mayor in person. **(See 65 ILCS Sec. 5/3.1-35-30)**

**1-2-54      APPOINTMENT OF OFFICERS.**

(A)      **Appointed.** At the first annual meeting in May, the Mayor shall appoint, by and with the advice and consent of the Village Board, all officers of the Village whose election or appointment is not otherwise provided for, and said officers shall hold their offices for the ensuing month or year, and until their respective successors are appointed and qualified. Any vacancy occurring in an appointive office shall be filled in the same manner. The Mayor shall issue a commission or certificate of appointment to all persons appointed to office in the municipality. **(See 65 ILCS Secs. 5/3.1-30-5) (Sec. 30.18) (31.003)**

(B)      **Filling Vacancies.** The Mayor shall appoint, by and with the advice and consent of the Village Board, all officers of the Village whose appointment will not otherwise be provided for by law; and whenever a vacancy shall occur in any office, which by law or ordinance the Mayor is empowered and required to fill, the Mayor shall, at the next regular meeting of the Village Board, communicate to it the name of the appointee to such office and pending the concurrence of the Village Board in such appointment, the Mayor may designate some suitable person to discharge the functions of such office. **(See 50 ILCS Sec. 105/2)**

**1-2-55      SUPERVISE CONDUCT OF OFFICERS; REMOVAL OF OFFICERS.**

The Mayor shall supervise the conduct of all officers of the Village and see that they faithfully and efficiently discharge the duties of their respective offices. Except where otherwise provided by statute, the Mayor may remove any officer appointed by the Mayor under this Code, on any written charge, whenever the Mayor is of the opinion that the interests of the municipality demand removal. The Mayor shall report the reasons for the removal to the corporate authorities at a meeting to be held not less than **five (5) days** nor more than **ten (10) days** after the removal. If the Mayor fails or refuses to report to the corporate authorities the reasons for the removal, or if the corporate authorities by a **two-thirds (2/3) vote** of all members authorized by law to be elected disapprove of the removal, the officer thereupon shall be restored to the office from which the officer was removed. The vote shall be by yeas and nays, which shall be entered upon the journal of the corporate authorities. Upon restoration, the officer shall give a new bond and take a new oath of office. No officer shall be removed a second time for the same offense. **(See 65 ILCS Sec. 5/3.1-35-10) (Sec. 30.19)**

**1-2-56      DESIGNATION OF OFFICERS' DUTIES.** Whenever there is a dispute as to the respective duties or powers of any appointed officer of the Village, this dispute shall be settled by the Mayor, after consultation with the Village Attorney; and the Mayor shall have the power to delegate to any appointive officer, any duty which is to be performed when no specific officer has been directed to perform that duty. **(Sec. 30.20)**

**1-2-57      FORMAL OCCASIONS.** The Mayor shall act for and on behalf of the Village on formal occasions and receptions, but in the absence or inability to attend any such function, the Mayor may select any other Village officer to so act.

**1-2-58      GENERAL DUTIES.** The Mayor shall perform all the duties which are prescribed by law and shall take care that the laws and ordinances are faithfully executed. **(Sec. 30.24)**

The Mayor from time to time, may and annually shall give the Village Board information relative to the affairs of the Village, and may recommend for their consideration such measures as he or she believes expedient. (See 65 ILCS Sec. 5/3.1-35-5)

**1-2-59**      **BUSINESS LICENSE COMMISSIONER.** The Mayor is hereby designated as License Commissioner to issue and revoke any and all business licenses as prescribed by law, with the advice and consent of the Village Board. (Sec. 30.26)

**1-2-60**      **LOCAL LIQUOR COMMISSIONER.** The Mayor is hereby designated as Local Liquor Commissioner with all the powers to license and/or revoke any Village liquor license according to State and Village laws. (See 235 ILCS Sec. 5/4-2) (Sec. 30.27)

**1-2-61**      **HEALTH COMMISSIONER.** The Mayor is hereby declared to be Health Commissioner with all powers to abate and remove all nuisances or health hazards within the jurisdictional boundaries of the Village authority as prescribed by law. (Sec. 30.28)

**1-2-62**      **DECIDING VOTE - MAYOR.** The Mayor shall preside at all meetings of the Village Board. The Mayor shall not vote on any ordinance, resolution or motion, except:

- (A)            Where the vote of the Trustees has resulted in a tie; or
- (B)            Where **one-half (1/2)** of the Trustees elected have voted in favor of an ordinance, resolution or motion, even though there is no tie; or
- (C)            Where a vote greater than a majority of the corporate authorities is required by the **Illinois Compiled Statutes** to adopt an ordinance, resolution or motion.

In each instance specified, the Mayor shall vote. Nothing in this Section shall deprive an Acting Mayor or Mayor Pro-tem from voting in his or her capacity as Trustee, but he or she shall not be entitled to another vote in his or her capacity as Acting Mayor or Mayor Pro-tem. (See 65 ILCS Sec. 5/3.1-40-30) (Sec. 30.29)

**1-2-63 - 1-2-65**      **RESERVED.**

**DIVISION VII - VILLAGE CLERK**

**1-2-66**      **ELECTION.** The Village Clerk shall be elected at the same election as the Mayor for a **four (4) year term** and shall serve until a successor is elected and has qualified. **(65 ILCS 5/3-5-9)**

**1-2-67**      **VACANCY.** Whenever there is a vacancy in the office of Village Clerk, the office shall be filled by the Mayor with the advice and consent of the Village Board for the remainder of the term. **(See 65 ILCS Sec. 5/3.1-25-90) (See Division V of this Chapter)**

**1-2-68**      **PUBLICATION OF ORDINANCES; BOARD MINUTES; RECORDS.**

(A)      **Ordinances.** The Village Clerk shall cause all ordinances passed by the Village Board and approved by the Mayor, imposing any fine, penalty, imprisonment or forfeiture, or making any appropriation to be published or printed in book or pamphlet form, published by authority of the corporate authorities, or be published at least once within **thirty (30) days** after passage, in **one (1)** or more newspapers published in the Village. **(See 65 ILCS Sec. 5/1-2-5)**

(B)      **Minutes; Records.**

(1)      **Open Meetings.** The Village Clerk shall attend all meetings of the Village Board and shall keep in a suitable book to be styled "**The Journal of the Village Board**", a full and faithful record of its proceedings. The Village Clerk shall record and properly index in a book kept for that purpose, all ordinances passed by the Village Board, and at the foot of the record of each ordinance so recorded, the Clerk shall make a memorandum of the date of the passage, when published, and a memorandum of the publication of such ordinance. **(See 65 ILCS Sec. 5/3.1-35-90)**

(2)      **Closed Meetings.** The Clerk shall prepare and preserve the minutes of closed meetings according to the provisions of the Closed Meetings Act. At least twice a year, corporate authorities shall meet to review minutes of all closed sessions and make a public statement as to whether there is still a need to maintain such matters in confidence or whether minutes or portions of minutes from closed meetings no longer require confidential treatment and are available for public inspection. **(See 5 ILCS 120/2.06(c))**

(C)      **Bonds.** The Clerk shall also record in proper books for the purpose, all official bonds and note upon each bond so recorded when the same was entered of record and the book and pages where recorded. **(See 65 ILCS Sec. 5/3.1-35-110)**

(D)      **Issue Notices.** The Clerk shall issue and cause to be served upon all Trustees, notices of all special meetings of the Village Board; also notices to the members of the different committees of that body and all persons whose attendance may be required before any such committee, when so directed by the Chairman thereof. **(See 65 ILCS Sec. 5/1-2-4, 5/1-2-5 and 5/3.1-35-90)**

**1-2-69      PREPARATION OF DOCUMENTS, COMMISSIONS AND LICENSES.**

The Clerk shall prepare all commissions, licenses, permits and other official documents required to be issued by him or her under this Code and shall attest the same with the corporate seal, and the Clerk shall, in like manner, attest all deeds for the sale of real estate owned and conveyed by this Village.

**1-2-70      REPORT OF LICENSES.** The Clerk shall report to the Village Board at its regular meeting each month and more often if the Board so requires the data contained in the license register with respect to licenses issued during the previous month.

**1-2-71      DELIVERY OF LICENSES.** In all cases where the Village requires a license to be obtained for the purpose of engaging in or carrying on any business or occupation, and the licensee is required to obtain plates, tags or stickers from the Clerk, it shall be the duty of the Clerk to deliver such plates, tags, or stickers to the person paying the license fee.

**1-2-72      ADMINISTRATION OF OATHS.** The Clerk shall have the power to administer oaths or affirmations for all lawful purposes. (See 65 ILCS Sec. 5/3.1-15-20)

**1-2-73      SUCCESSOR.** The Village Clerk shall carefully preserve all books, records, papers, maps and effects of every detail and description belonging to the Village or pertaining to the office, and not in actual use and possession of other Village officers; and upon the expiration of his or her official term, the Clerk shall deliver all such books, records, papers and effects to the successor in office. (See 65 ILCS Sec. 3.1-10-35)

**1-2-74      PAYMENTS.** The Clerk shall prepare monthly an itemized list of all monies received and shall deliver a copy of the same to the Village Treasurer and shall also pay over to the Treasurer all monies received in the office and take a receipt therefor.

**1-2-75      NOTIFICATION TO PERSONS APPOINTED TO OFFICE.** Within **five (5) days** after an appointment is made, the Clerk shall notify all persons appointed to office of their appointment. The office becomes vacant unless the person appointed qualifies within **ten (10) days** after such notice.

**1-2-76      OTHER DUTIES.** In addition to the foregoing duties, the Clerk shall perform all such other duties pertaining to the office as are or may be imposed upon the office by law or resolution or ordinance of the Village Board. (See 65 ILCS Sec. 5/3.1-10-40) (Ord. No. 884; 09-16-96)

**1-2-77**     **DEPUTY CLERK.**     The Village Clerk, when authorized by the Village Board, may appoint the Deputy Clerk who shall have the power and duty to execute all documents required by any law to be executed by the Clerk and affix the seal of the Village thereto whenever required. In signing any documents, the Deputy Clerk shall sign the name of the Village Clerk followed with the word, "By" and the Deputy Clerk's name and the words, "Deputy Clerk".

The powers and duties herein described shall be executed by such Deputy Clerk only in the absence of the Village Clerk from the Village Clerk's office in the Village Hall, and only when either written direction has been given by the Village Clerk to such Deputy Clerk to exercise such power or the Village Board has determined by resolution that the Village Clerk is temporarily or permanently incapacitated to perform such functions. (See 65 ILCS Sec. 5/3.1-30-10 and 5/3.1-10-45 and 5/3.1-35-95) (Ord. No. 884; 09-16-96)

**1-2-78 - 1-2-81**     **RESERVED.**

**DIVISION VIII - VILLAGE TREASURER**

**1-2-82**     **COMMITTEE ESTABLISHED.**     There is hereby established a department of the municipal government of the Village which shall be known as the "Finance Committee".

**1-2-83**     **FINANCE COMMITTEE.**     The standing committee on Finance shall exercise a general supervision over the affairs of the Finance Department. It shall ascertain the condition and needs thereof; shall, from time to time, report the same to the Mayor and Village Board so that a full understanding thereof shall be had and generally, shall do all the acts necessary to promote the efficiency of the Department. The Finance Committee shall consist of the Office Manager, Village Administrator, and **one (1)** Trustee appointed by the Mayor. The Mayor in his or her capacity shall serve as ex-officio officer of the standing committee. (Former Code, § 1-2-60) (**Ord. No. 816; 06-21-93**)

**1-2-84**     **TREASURER APPOINTED; VACANCY.**     The Treasurer shall be appointed for a **one (1) year term** by the Mayor with the advice and consent of the Village Board and shall serve until a successor is appointed and has qualified. (**See 65 ILCS Sec. 5/3.1-30-5**)

**1-2-85**     **MONEY; WARRANTS; ACCOUNTS; PAYMENTS.**     The Village Treasurer shall receive all monies belonging to this Village and shall pay all warrants signed by the Mayor and countersigned by the Village Clerk and not otherwise; and shall keep a separate account of each fund or appropriation and the debits and credits belonging thereto. The Treasurer shall give to every person paying money into the Village Treasury a receipt therefor, specifying the date of payment, and upon what account paid, and shall file copies of such receipts with the Clerk with the monthly reports. (**See 65 ILCS Sec. 5/3.1-35-40 to 3.1-35-75**)

**1-2-86**     **WARRANT REGISTER.**     The Treasurer shall keep a register of all warrants redeemed and paid, showing the number, date, and amount of each, the fund from which paid, and the name of the person to whom and when paid; and the Treasurer shall cancel all warrants as soon as they are redeemed. (**See 65 ILCS Sec. 5/3.1-35-40 and 5/3.1-35-45**)

**1-2-87**     **PERSONAL USE OF FUNDS.**     The Village Treasurer shall keep all money belonging to the Municipality and in the Treasurer's custody separate and distinct from the Treasurer's own money and shall not use, either directly or indirectly, the Municipality's monies or warrants for the personal use and benefit of the Treasurer or of any other person. Any violation of this provision shall subject the Treasurer to immediate removal from office by the corporate authorities, who may declare the Treasurer's office vacant. (**See 65 ILCS Sec. 5/3.1-35-55**)

**1-2-88**      **BOND.** The Treasurer shall give bond conditioned upon the faithful performance of his duties and to indemnify the Village for any loss due to neglect of duty or wrongful act on his part; and the amount of such bond shall not be less than **ten percent (10%)** of the highest amount of taxes and special assessments received by the Treasurer during any fiscal year in the preceding **five (5) fiscal years**, nor less than one and one-half times the largest amount which the Board estimates will be in his custody at any one time, nor less than **three (3) times** the number of residents of the Village, as determined by the last Federal Census. Such bond shall be filed with the Clerk as required by statute. **(See 65 ILCS Sec. 5/3.1-10-45) (See Section 1-2-24)**

**1-2-89**      **SPECIAL ASSESSMENTS.** The Treasurer shall collect all payments on special assessments and shall see to it that the same are properly recorded and credited to the particular account entitled thereto. **(See 65 ILCS Sec. 5/3.1-35-85)**

**1-2-90**      **BOOKKEEPING.** The Treasurer shall keep the books and accounts in such a manner as to show with accuracy, all monies received and disbursed for the Village, stating from whom and on what account received, and to whom and on what account paid out, and in such a way that the books and accounts may be readily investigated and understood, and the books and accounts and all files and papers of the office shall be, at all times, open to examination by the Mayor or the Finance Committee of the Board. **(See 65 ILCS Sec. 5/3.1-35-40)**

**1-2-91**      **STATEMENTS.** The Treasurer shall report to the corporate authorities at the regular monthly meeting, a full and detailed account of all receipts and expenditures of the municipality as shown by his books up to the time of the report. **(See 65 ILCS Sec. 5/3.1-35-45)**

**1-2-92**      **REPORT DELINQUENT OFFICERS.** It shall be the duty of the Treasurer to report to the Village Clerk any officer of the Village authorized to receive money for the use of the Village who may fail to make a return of the monies received by the Treasurer at the time required by law or by ordinances of the Village.

**1-2-93**      **YEAR-END REPORT.** Within **six (6) months** after the end of each fiscal year, the Treasurer shall prepare and file annually with the Village Clerk an account of monies received and expenditures incurred during the preceding fiscal year as specified in this Section. The Treasurer shall show the following in such account:

(A) All monies received by the Village, indicating the total amounts in the aggregate received in each account of the Village, with a general statement concerning the source of such receipts; provided, however, for the purposes of this paragraph, the term "**account**" shall not be construed to mean each individual taxpayer, householder, licensee, utility user, or such other persons whose payments to the Village are credited to the general account; and

(B) Except as provided in paragraph (C) of this Section all monies paid out by the Village where the total amount paid during the fiscal year exceeds **Two Thousand Five**

**Hundred Dollars (\$2,500.00)**, giving the name of each person to whom paid, on what account paid, and the total amount in the aggregate paid to each person from each account; and

(C) All monies paid out by the Village as compensation for personal services, giving the name of each person to whom paid, on what account paid, and the total amount in the aggregate paid to each person from each account; and

(D) A summary statement of operations for all funds and account groups of the Village as excerpted from the annual financial report, as filed with the appropriate state agency of the State of Illinois.

Upon receipt of such account from the Village Treasurer, the Village Clerk shall publish the account at least once in one or more newspapers published in the Village. (See 65 ILCS Sec. 5/3.1-35-65)

[NOTE: The Treasurer shall file a copy of the report with the County Treasurer as provided in Sec. 5/3.1-35-70 of Chapter 65 of the Illinois Compiled Statutes.]

**1-2-94**      **SUBMIT APPROPRIATION TO VILLAGE BOARD.** The Treasurer shall on or before the **fifteenth (15<sup>th</sup>) day of May in each year**, and before the annual appropriations to be made by the Village Board, submit to the Village Board a report of the estimates as nearly as may be of monies necessary to defray the expenses of the corporation during the current fiscal year. The Treasurer shall, in said report, classify the different objects and branches of expenditures, giving as nearly as may be the amount required for each; and for the purpose of making such a report, the Treasurer is hereby authorized to require of all officers their statement of the condition and expenses of their respective offices or departments with any proposed improvements, and the probable expense thereof, all contracts made and unfinished and the amount of any and all unexpended appropriations of the preceding year.

The Treasurer shall, in such report, show the aggregate income of the preceding fiscal year, from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable; and in such report, shall give such other information to the Village Board as he or she may deem necessary to the end that the Village Board may fully understand the money exigencies and demands upon the corporation for the current year. (See 65 ILCS Sec. 5/3.1-35-115)

**1-2-95**      **DEPOSIT OF FUNDS.**

(A)      **Designation by Board.** The Treasurer is hereby required to keep all funds and monies in his or her custody belonging to the Village in such places of deposit as have been designated by **Section 1-2-95(F)**. When requested by the Treasurer, the corporate authorities shall designate a bank or banks in which may be kept the funds and monies of the Village in the custody of the Treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as such depository until **ten (10) days** have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by this Section. When a new depository is designated, the corporate authorities shall notify the sureties of the Village Treasurer of that fact in writing at least **five (5) days** before the transfer of funds. The Treasurer shall be discharged from responsibility for all funds or money that the Treasurer deposits in a designated bank or savings and loan association while the funds and money are so deposited.

(B) The Village Treasurer may require any bank or savings and loan association to deposit with the Treasurer securities or mortgages that have a market value at least equal to the amount of the funds or monies of the municipality deposited with the bank or savings and loan association that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation.

(C) The Village Treasurer may enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of municipal funds.

(D) Each Village Treasurer may:

- (1) combine monies from more than one fund of a single municipality for the purpose of investing those funds and;
- (2) join with other municipal treasurers or municipalities for the purpose of investing the municipal funds of which the Treasurer has custody.

Joint investments shall be made only in investments authorized by law for the investment of municipal funds. When monies of more than one fund of a single municipality or monies of more than one municipality are combined for investment purposes, the monies combined for that purpose shall be accounted for separately in all respects and the earnings from investments shall be separately and individually computed, recorded, and credited to the fund or municipality, as the case may be, for which the investment was acquired.

(E) No bank or savings and loan association shall receive public funds as permitted by this Section unless it has complied with the requirements established by Section 6 of the Public Funds Investment Act. **(See 65 ILCS Sec. 5/3.1-35-50 and 30 ILCS Sec. 235/6)**

(F) The following bank(s) are herewith designated as places of deposit where the Treasurer of the Village is required to keep all funds and monies in his custody belonging to this municipality:

- (1) Illinois Public Treasurer's Investment Pool
- (2) Midland States Bank
- (3) Regions Bank, N.A., Freeburg Branch
- (4) Citizens Community Bank

**1-2-96 - 1-2-97 RESERVED.**

**ARTICLE IX - VILLAGE ADMINISTRATOR**

**1-2-98**     **POSITION CREATED.**   There is created the position of Village Administrator.

**1-2-99**     **APPOINTMENT AND APPROVAL.**   The Village Administrator shall be appointed by the Mayor, said appointment being subject to confirmation by the Board of Trustees.

**1-2-100**    **TERM OF OFFICE.**   The Village Administrator shall serve at the pleasure of the Mayor and the Board of Trustees.

**1-2-101**    **CRITERIA FOR OFFICE.**   The Village Administrator shall be appointed on the basis of education and professional ability. The appointment shall be made without regard to political considerations, race, religion, age, or sex. The successful candidate need not be a resident of the village at the time of appointment, but shall become a resident of the village within 180 days of assuming office, unless the residency requirement is waived by the Board of Trustees.

**1-2-102**    **DUTIES OF ADMINISTRATOR.**   The Village Administrator shall:

- (A)       Coordinate the activities of the various departments of the village.
- (B)       Oversee the day-to-day activities of each department through the appropriate department head.
- (C)       Prepare the agenda for regular meetings of the Board of Trustees.
- (D)       Keep the Village President and Board of Trustees informed of the activities of the various departments.
- (E)       Keep the Village President and Board of Trustees informed of the fiscal condition of each of the village's funds. Responsible for preparing the annual budget.
- (F)       Act as purchasing agent for the village within limitations and under conditions as established from time-to-time by the Board of Trustees.
- (G)       Recommend personnel actions to the Village President and Board of Trustees, including original appointment, salary and wage adjustments, promotions, demotions, lay-offs, suspensions, discharges, and other disciplinary actions.
- (H)       Attend and participate in all meetings of the Board of Trustees, unless excused from attending. Participation does not include the right to vote.
- (I)       Effectively and efficiently administer the policies adopted by the Board of Trustees.
- (J)       Recommend various courses of actions to the Board of Trustees along with possible alternatives.

(K) Promote good relations with other governmental agencies and the public.

(L) Coordinate the enforcement of ordinances and the codes of the Village of Freeburg.

(M) Perform such other duties which may be required of him or her from time-to-time by the Village President and Board of Trustees.

~~(Former Code, § 1-2-103)~~

**1-2-103** **SALARY.** The salary of the Village Administrator shall be as determined by the Board of Trustees from time to time. **(Ord. 790, passed 10-21-91)**

**1-2-104** **RESERVED.**

**DIVISION X - VILLAGE ATTORNEY**

**1-2-105**     **APPOINTMENT OF ATTORNEY.** The Attorney shall be appointed by the Mayor, by and with the advise and consent of the Village Board for the term of **one (1) year**, unless sooner removed for cause, and until a successor shall have been appointed and qualified. The Attorney shall have full charge of the law affairs of the Village and shall be known as the Village Attorney, and shall receive reasonable fees for services rendered when, in his or her judgment, or in the judgment of the Mayor or Village Board, the same are necessary or are for the best interests of the Village. **(See 65 ILCS Sec. 5/3.1-30-5)**

**1-2-106**     **DUTIES.**

(A)     **Prosecute for Village.** The Village Attorney shall prosecute or defend on behalf of the Village in all cases in which the interests of the corporation or any officer thereof are involved; and the Village Clerk shall furnish him or her with certified copies of any ordinance, bond or paper in keeping necessary to be filed or used in any suit or proceedings.

(B)     **Preparation of Ordinances.** The Attorney shall, when required, advise the Village Board or any officer in all matters of law in which the interests of the corporation are involved, and shall draw such ordinances, bonds, forms and contracts, or examine and pass upon the same, as may be required by the Mayor, the Village Board, or any committee thereof.

(C)     **Judgments.** The Attorney shall direct executions to be issued upon all judgments recovered in favor of the Village, and shall direct their prompt service. The Attorney shall examine all the bills of the officers of courts, and of other officers of the law, and shall certify to their correctness and the liability of the Village therefore.

(D)     **Violations of Ordinances.** The Attorney shall institute and prosecute an action in every case of violation of a Village ordinance when instructed to do so by the Mayor or the Village Board.

(E)     **Prosecution of Suits.** The Attorney shall not be required to prosecute any suit or action arising under the ordinances of the Village when, upon investigation of the same, the Attorney shall become satisfied that the complaint was instituted maliciously, vexatiously, or without just cause; and shall dismiss or discontinue any such suit or proceeding upon such terms as he or she may deem just or equitable.

(F)     **Collection of Taxes.** The Attorney is hereby authorized and instructed to enforce the collection of any and all taxes and special assessments in the collection of which the Village is interested and to attend all sales of real or personal property made to enforce the collection of such taxes or special assessments and to bid thereat on behalf of the Village.

(G)     **Commissions.** The Village Attorney shall act as the legal advisory for the Utilities Systems, for the Plan Commission, for the Zoning Board of Appeals and for all other boards and commissions hereafter established by the Village Board. The Attorney shall perform all legal services as may be required for those boards and commissions.

**1-2-107**     **PROSECUTOR'S FEE.**

(A)     For each complaint that is prosecuted on behalf of the Village to enforce the provisions of general ordinances of the Village and also enforce provisions of state statutes, statutes affecting the affairs of the Village, there shall be added as costs to be assessed against the defendant in each case the sum of **Twenty-Five Dollars (\$25.00)**, to be known as the Village Prosecutor's Fee.

(B) Upon said defendant being found guilty of the charges as set up in the complaint that is filed on behalf of the Village in any of the two above named situations, it shall be the duty of the Court before whom such matter is heard to assess a Village Prosecutor's Fee in the sum of **Twenty-Five Dollars (\$25.00)**, which shall be paid directly to the Prosecutor by the Clerk of the Circuit Court, and that the fine or penalty as assessed by the Court for the violation of the complaint shall be paid to the Village Clerk.

**1-2-108 - 1-2-109**

**RESERVED.**

**DIVISION XI - OFFICE MANAGER**

**1-2-110**    **POSITION CREATED.**    There is created the position of Office Manager.

*(SEVERAL SECTIONS WERE MIXED IN WITH THE VILLAGE CLERK'S DIVISION)*

**1-2-111**    **REQUIREMENTS.**    This position is an exempt, full-time salaried position that requires a minimum **forty (40) hour** workweek. This position requires the incumbent to be available for evening and weekend meetings. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments, and the general public.

**1-2-112**    **DESCRIPTION.**

(A)    The Office Manager shall report directly to and be under the supervision and take direction from the Mayor, Village Administrator and Village Board of Trustees.

(B)    The Office Manager shall assist the Village Clerk in the performance of duties as set forth in **Sections 1-2-69, 1-2-72, 1-2-73.**

**1-2-113**    **CRITERIA FOR SELECTION.**    The Office Manager shall be hired on the basis of education and professional ability. The selection shall be made without regard to political considerations, race, religion, age, or sex. The successful candidate need not be a resident of the Village at the time of employment, but shall become a resident of the Village within **one hundred eighty (180) days** of being hired, as set forth in **Section 11-1-13** of this Code, unless said residency requirement is waived by the Board of Trustees.

**1-2-114**    **SALARY.**    The Office Manager shall receive a salary as provided for by ordinance or resolution of the Village Board as established from time to time.

**1-2-115**    **DUTIES OF THE OFFICE MANAGER.**    Assumes supervisory responsibilities over the office staff as directed by the Administrator. Oversee the day-to-day operations of the Corporate Office and direct all clerical staff to perform tasks which provide for the effective and efficient operation of the department. Assist the Village Administrator in the day-to-day operations of the Corporate Office. Recommend course of action to the Village Administrator, which will enhance or increase productivity within feasible financial constraints of the Village.

**1-2-116 PAYROLL.** The Office Manager shall manage and prepare the Village payroll for all persons who come under appropriations for salaries.

**1-2-117 BUDGET, APPROPRIATION AND TAX LEVY.** The Office Manager shall assist the Village Administrator in preparing, on or before the **fifteenth (15<sup>th</sup>) of March** in each year, and before the annual appropriation to be made by the Village Board, a report of estimates of monies necessary to defray the expenses of the corporation during the current fiscal year. Such reports shall classify the different objects and branches of expenditures, giving as nearly as may be estimated the amount required for each; and for the purpose of making such a report, he or she is hereby authorized to require of all officers, their statement of the condition and expenses of their respective offices or departments with any proposed improvements and the probable expense thereof, all contracts made and unfinished and the amount of any and all unexpended appropriations of the preceding year. Such reports shall show the aggregate income of the preceding fiscal year, from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable and, in such report, he or she shall give such other information to the Village Board as he or she may deem necessary to the end that the Village Board may fully understand the money exigencies and demands upon the corporation for the current year.

**1-2-118 FINANCE COMMITTEE.** The Office Manager shall, under the direction of the Committee on Finance, assist the Administrator in opening and keeping a complete set of books in which, among other things, shall be set forth the appropriation, budget and tax levy amounts of the fiscal year for which each distinct object and branch of expenditures and also the receipts from each and every source of revenue so far as he or she can ascertain the same.

**1-2-119 DELINQUENT SPECIAL ASSESSMENTS.** The Office Manager shall prepare reports regarding delinquent special assessments as are required by statute and shall assist in making a monthly report to the Board of Trustees showing what money has been received and the source thereof.

**1-2-120 LICENSES.** In all cases where the Village requires a license to be obtained for the purpose of engaging in or carrying on any business or occupation and the licensee is required to obtain from the Village a printed license or certificate, it shall be the duty of the Office Manager to assist the Administrator in delivering such license or certificate.

**1-2-121 INSURANCE.** The Office Manager shall assist the Village Administrator in maintaining and filing of various insurance premiums, claims, and records necessary to operate efficiently the Village's insurance programs, which have been accepted and approved for use by the Village Board. Such records shall be maintained within the corporate office of the Village.

**1-2-122 OUTSTANDING BONDS.** The Office Manager shall keep in his office in a book or books kept expressly for that purpose a correct list of all the outstanding bonds of the Village, showing the number and amount of each, for and to whom the bonds are issued; and when the Village bonds are issued, or purchased, or paid, or cancelled, the book or books shall show that fact; [and in the annual report, the Office Manager shall describe particularly the bonds sold during the year and the terms of sale with each and every item of expense thereof]. (See 65 ILCS 5/3.1-35-110)

**1-2-123 REPORTS.** The Office Manager shall, on or before the regular meeting in each month, make out and submit to the Village Board a statement or report in writing of all the monies received and warrants drawn during the preceding month, showing therein from or what sources and on what account monies were received, and for what purposes and on what account the warrants were drawn or paid.

**1-2-124 SUCCESSOR.** The Office Manager shall carefully preserve in his or her office all books, records, papers, maps, and effects of every detail and description belonging to the Village or pertaining to his or her office and not in actual use and possession of other Village officers. Upon the expiration of his or her official term, he or she shall deliver all such books, records, papers, and effects to his or her successor in office. (Ord. No. 884; 09-16-96)

✓ **1-2-125 DELIVERY OF PAPERS TO OFFICERS.** The Office Manager shall deliver to the several committees of the Village Board and to the officers of this Village all petitions, communications, reports, and resolutions, orders, claims, and other papers referred to those committees or officers by the Board on demand therefor. He or she shall also, without delay, deliver to the Mayor all ordinances or resolutions, orders, and claims in his or her charge which may require to be approved or otherwise acted upon by the Mayor. (Ord. No. 884; 09-16-96) (See 65 ILCS 5/3.1-35-90)

**1-2-126 DUTIES OF THE FINANCE CLERK.** The Finance Clerk shall perform the bookkeeping duties of the Village, including but not limited to maintaining the General Ledger, accounts payable, accounts receivable, utility billing, and all related reports. Recommend course of action to the Office Manager, which will enhance or increase productivity within feasible financial constraints of the Village.

**1-2-127**     **BUDGET, APPROPRIATION AND TAX LEVY.** The Finance Clerk shall assist the Office Manager in preparing the annual Budget, Appropriation and Tax Levy.

**1-2-128**     **PAYMENTS.** The Finance Clerk shall assist the Village Treasurer in preparing a daily and itemized list of all moneys received and delivering a copy of the same to the Village Board and pay over to the Treasurer all moneys received by him or her and take a receipt therefore.

**1-2-129**     **WARRANT REGISTER.** The Finance Clerk shall assist the Village Treasurer in keeping an accurate register of warrants drawn upon the Treasury, specifying the date, to whom payable, the amount, and the particular fund or appropriations to which the same is chargeable.

**1-2-130**     **RECORDS.** The Finance Clerk shall maintain an accurate record of accounts of the Village's funds on hand and as relative to budgetary, appropriation and tax levy amounts. The records shall be available once a month or for inspection at a lesser time period as prescribed by the Village Board.

**1-2-131**     **QUALIFICATIONS.** Bachelors Degree in accounting and/or High School diploma and a minimum of **five (5) years** related accounting/bookkeeping experience at the discretion of the Village Board of Trustees.

**1-2-132**     **OTHER DUTIES.** The Finance Clerk shall perform other duties as assigned to her or him by the Village Administrator or Office Manager.

**1-2-133 - 1-2-134**     **RESERVED.**

(Ord. No. 1220; 06-05-06)

**DIVISION XII - VILLAGE ENGINEER**

**1-2-135**     **APPOINTMENT.** With the advice and consent of the Village Board, the Mayor may appoint an engineer for the Village, who shall serve for the term of the Mayor or for such period not exceeding the term of the Mayor, as may be designated by the Mayor and Village Board.

**1-2-136**     **DUTIES - SALARY.** The Village Engineer shall make and submit plans, estimates and specifications for any public work which may be proposed or ordered by the Village Board. The Engineer shall also examine all public works under his or her charge and see that the plans, estimates and specifications for the same are properly executed. The Engineer shall receive reasonable compensation for his services and the same will be provided for in the annual appropriation ordinance on an estimated basis. **(See 65 ILCS Sec. 5/3.1-30-5)**

**1-2-137 - 1-2-139**     **RESERVED.**

**DIVISION XIII - PUBLIC WORKS DIRECTOR**

**1-2-140**     **OFFICE ESTABLISHED.** There is created the office of Public Works Director who shall be appointed by the Mayor with the advice and consent of the Village Board.

**1-2-141**     **DUTIES.** The Public Works Director shall be responsible for the operation and maintenance of the electric, water, and sewer systems. He or she shall be responsible for the care and maintenance of the streets, alleys, sidewalks, swimming pool, park, storm sewers, cemetery, and all other facilities assigned to him or her by the Village Board. He shall have care and custody of all village-owned buildings.

**1-2-142**     **RESPONSIBILITIES; PUBLIC WORKS DIRECTOR.** The Director shall carry out and enforce the provisions of this code that are assigned to his or her office.

**1-2-143**     **SALARY.** The Director shall receive a salary as provided for in the annual appropriation ordinance.

**1-2-144**     **RESERVED.**

DIVISION XIV

*Current*

**CODE ENFORCEMENT OFFICER -- ZONING ADMINISTRATOR**

**1-2-145**     **CREATION OF POSITION.** There is hereby created the position of Zoning Administrator. The Zoning Administrator shall be hired under the provisions of the Personnel Policy. The Zoning Administrator shall also serve as the flood plain inspector and as the code enforcement officer. Additional duties shall be outlined in the zoning administrator's job description and may be amended from time to time by the Village Administrator.

**1-2-146**     **DUTIES.** The Zoning Administrator or his authorized representative shall administer and enforce the Zoning Code, as amended from time to time and is in effect, in accordance with the powers and duties therein set forth, and in furtherance of such activity shall:

- (A)           Issue all Building Permits and Zoning Certificates, and make and maintain records thereof.
- (B)           Issue all Certificates of Occupancy, and make and maintain records thereof.
- (C)           Issue Building and Zoning Occupancy Permits as authorized by the Zoning Code.
- (D)           Conduct inspections of buildings, structures, and land to determine compliance with the Zoning Code and to notify in writing the person responsible for any violation found, indicating the nature of the violation and ordering the action necessary to correct it.
- (E)           Order the discontinuance of illegal use of land, buildings or structures; removal of illegal buildings or structures or of illegal additions, alterations, or structural changes, discontinuance of any illegal work being done; or shall take any other action authorized by statute or by the Zoning Code to ensure compliance with or to prevent violation of the provisions.
- (F)           **Prepare and cause to be published on or before March 31<sup>st</sup> of each year, a map showing the existing zoning uses, divisions, restrictions, regulations, and classifications in effect on the preceding December 31<sup>st</sup>.**
- (G)           Maintain permanent and current records of the Zoning Code, including, but not limited to, all maps, amendments, special-use permits, planned building developments, variances, appeals, and applications therefor.
- (H)           Provide and maintain a source of public information relative to all matters arising out of the Zoning Code.
- (I)           Receive, file, and forward to the Plan Commission, all applications for amendments, use variances and special permits, and other matters upon which the Plan Commission is required to act under the Zoning Code.
- (J)           Receive, file, and forward to the Zoning Board of Appeals all applications for variance, appeals, and other matters upon which the Zoning Board of Appeals is required to act under the Zoning Code.
- (K)           Keep the Mayor and Village Board advised of zoning activities by written report once each month, including statements of permits and certificates issued and orders promulgated.

(L) The Zoning Administrator may request and shall receive so far as may be necessary in the discharge of his duties, the assistance and cooperation of the Chief of Police in enforcing orders, of the Village Attorney in prosecuting violators, and of other Village officials and officers.

(M) The Zoning Administrator shall perform other duties as a Code Enforcement Officer as prescribed by Laws and the Village Code and as may be specifically assigned to him or her by the Village Board. Such Laws and Code may include, but not be limited to, the Mobile Home Code, Subdivision Code, and the Building Code, as adopted and amended from time to time by the Village Board.

**1-2-147 - 1-2-150**

**RESERVED.**

NEW  
LAW

**DIVISION XV - UTILITY BILLING CLERK**

**1-2-151 POSITION CREATED.** There is created the position of Utility Billing Clerk, who shall be appointed by the Mayor with the advice and consent of the Village Board.

**1-2-152 REQUIREMENTS.** This position is a full-time hourly position that requires a **forty (40) hour** workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with the public and other departments and is responsible to the Office Manager.

**1-2-153 DESCRIPTION.** The Utility Billing Clerk shall report directly to and be under the supervision and take direction from the Office Manager.

**1-2-154 SALARY.** The Utility Billing Clerk shall receive an hourly rate of pay as provided for by ordinance or resolution of the Village Board as established from time to time.

**1-2-155 DUTIES OF THE UTILITY BILLING CLERK.** The Utility Billing Clerk shall be responsible for the administration of the Village's utility billing operations as well as coordinating with the Public Works Department with respect to meter reading, service installations, disconnections and other utility related activities. Village utilities include water, sewer, electric and trash collection. The position requires excellent people skills due to frequent interaction with the public concerning their utility bills. The duties of this position shall include, but not necessarily be limited to the following:

- (A) Produce monthly billings using LOCIS utility billing software;
- (B) Input meter readings for water and electric;
- (C) Process digital meter readings generated by automated meter reading software;
- (D) Collect payments daily from drop box;
- (E) Prepare utility deposits to bank;
- (F) Produce final utility billings for closed accounts;
- (G) Produce and send out late notices for delinquent utility accounts;
- (H) Prepare utility service disconnect listing for delinquent utility accounts;
- (I) Input and monitor monthly entries for automated direct debit collections;
- (J) Monitor suspended trash accounts;
- (K) Follow-up on unpaid final bills;
- (L) Prepare notice of lien and/or liens for delinquent utility accounts;
- (M) Coordinate with Public Works Department for meter replacements;
- (N) Assist Zoning Administrator with processing of building permits;
- (O) Coordinate and pick up utility payments at local banks;
- (P) Monitor LIHEAP payments;
- (Q) Prepare and monitor list of Medical Emergency locations;
- (R) Reconcile FSH Water Commission accounts at year-end;
- (S) Monitor NSF utility customers;
- (T) Prepare electric excise tax return monthly;

- (U) Monitor and enter monthly fuel factor adjustment to electric bills;
- (V) Prepare requests for water and/or sewer bill credits;
- (W) Prepare adjustments/corrections to utility accounts when verified;
- (X) Wait on the public at the service window;
- (Y) Balance cash register daily;
- (Z) Share phone duties with Office Manager and Finance Clerk;
- (AA) Bill mobile home parks for unmetered water usage monthly;
- (BB) Process refunds to customers on closed utility accounts;
- (CC) Invoice for water, sewer and electric services meters and materials;
- (DD) Register new utility customers and track deposits;
- (EE) Process requests for temporary electric services and track related deposits.

**1-2-156**     **OTHER DUTIES.** The Utility Billing Clerk shall perform other duties as assigned to her or him by the Village Administrator or Office Manager.

**1-2-157**     **QUALIFICATIONS.** Bachelors Degree and/or High School diploma and a minimum of **five (5) years** related experience at the discretion of the Village Board of Trustees.

**(Ord. No. 1387; 06-06-11)**

ARTICLE III - SALARIES

**1-3-1      COMPENSATION OF OFFICIALS.**

(A)      **Mayor.** The Mayor shall receive an annual salary of **Three Thousand Dollars (\$3,000.00)**, plus **Fifty Dollars (\$50.00)** per regular, special or committee meeting actually attended; provided, however, that he shall not be paid for more than **six (6)** committee meetings per month. The Mayor, while acting as Local Liquor Control Commissioner, shall also receive an annual salary of **One Thousand Dollars (\$1,000.00)**.

(B)      **Village Clerk.** The Village Clerk shall receive an annual salary of **One Thousand Eight Hundred Dollars (\$1,800.00)**, plus **Fifty Dollars (\$50.00)** per regular, special or committee of the whole board meeting actually attended.

(C)      **Trustees.** Each Trustee shall receive **Fifty Dollars (\$50.00)** per regular, special or committee meeting actually attended. No Trustee shall receive compensation for more than **six (6)** committee meetings per month exclusive of any regular or special meetings. Each Trustee shall be permitted to miss up to **four (4)** regular board meetings per fiscal year, exclusive of meetings missed for valid medical reasons. If any Trustee misses more than **four (4)** regular meetings in a fiscal year, other than meetings missed for valid medical reasons as determined by the corporate authorities, that Trustee shall not receive compensation for any meetings attended thereafter, whether regular, special or committee, during the remainder of the fiscal year.

(D)      **Treasurer.** The Village Treasurer shall receive an annual salary of **One Thousand Eight Hundred Dollars (\$1,800.00)**, plus the normal fees that are allowed by the Village Trustees and as hereinafter agreed to.

(E)      **Attorney.** The Village Attorney shall receive his or her normal fees that are allowed by the Village Trustees and as hereinafter agreed to.

**(Ord. No. 1361; 07-06-10)**

(See 65 ILCS Sec. 5/3.1-50-5; 5/3.1-50-10; 5/3.1-50-15)

[ED. NOTE: The salaries of elected officials who hold elective office for a definite term shall neither be increased nor diminished during that term and shall be fixed at least one hundred eighty (180) days before the beginning of the terms of the officers whose compensation is to be filed.

The ordinance fixing compensation for members of the corporate authorities shall specify whether those members are to be compensated (i) at an annual rate or, (ii) for each meeting of the corporate authorities actually attended if public notice of the meeting was given.]

**ARTICLE IV - MANAGEMENT ASSOCIATION**

**1-4-1 PARTICIPATION.** The Village Board of Trustees does hereby authorize and approve membership in the Illinois Municipal League Risk Management Association and directs the Mayor and Clerk to execute an Intergovernmental Cooperation Contract with the Illinois Municipal League Risk Management Association for membership for a period of **one (1) year** beginning the date the Association commences providing risk coverage to its members and each year thereafter unless this ordinance is repealed.

**1-4-2 CONTRIBUTION.** Each member hereby agrees to contribute to the Association a sum of money to be determined by the Association at the time of application based on the needs of the Association and the loss experience of the Member, which sum shall constitute the cost of the Member's first year contribution for membership in the Association. Membership contributions for second and subsequent years shall be calculated in accordance with the loss experience of the Village, and the needs of the Association including total losses and expenditures of the Self-Insured Retention Fund of the Association.

(Ord. No. 1232; 11-06-06)

PROVIDES FOR HIGHER  
BOND AMOUNTS.

**ARTICLE V – MEETING PROCEDURES**

**DIVISION I – RECORDING CLOSED MEETINGS**

*Added  
NEW  
STATUTE*

**1-5-1 RECORDING CLOSED SESSIONS.** The Village shall keep a verbatim record of all closed or executive session meetings of the corporate authorities of the Village or any subsidiary "public body" as defined by the Illinois Open Meetings Act, **5 ILCS 120/1**. The verbatim record shall be in the form of an audio or video recording as determined by the corporate authorities. **(See 5 ILCS 120/2)**

**1-5-2 RESPONSIBILITY FOR RECORDING CLOSED SESSIONS AND MAINTAINING RECORDINGS.** The Village Clerk or his or her designee shall be responsible for arranging for the recording of such closed or executive sessions. In the absence of the Village Clerk or his or her designee, the meeting Chair will arrange for the audio or video recording of the closed or executive session of the Village Board. Each subsidiary public body of the Village shall designate an individual who will be responsible for the recording of any and all closed or executive sessions of the subsidiary body and for providing the Village Clerk with a copy of such recording. The Village Clerk, or his or her designee, shall securely maintain the verbatim recordings of all closed sessions of the corporate authorities of the Village and all subsidiary public bodies of the Village.

**1-5-3 CLOSED SESSION MINUTES.** In addition to the recordings of the closed and executive session as addressed in this Division, the Village will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, **5 ILCS 120/2.06**.

**1-5-4 PROCEDURE FOR RECORDING.** At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

**1-5-5 BACK-UP EQUIPMENT/PROCEDURE FOR EQUIPMENT MALFUNCTION.** The Village shall maintain sufficient tapes, batteries and equipment for the Village to comply with this Division. The Village Clerk or his/her designee shall periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as the closed session may proceed with a functioning recording device.

**1-5-6      PROCEDURE FOR REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS.** At one meeting at least every **six (6) months**, the agenda shall include the item: "Review of the minutes and recordings of all closed sessions that have not yet been released for public review, and determination of which minutes, if any, may be released." Minutes shall be reviewed in closed session and shall not be released unless the corporate authorities of the Village find that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes not released, the corporate authorities shall find that the "need for confidentiality still exists" as to those minutes. Minutes of closed sessions shall be kept indefinitely.

**1-5-7      MAINTENANCE AND PUBLIC RELEASE OF RECORDINGS AND ACCESS TO TAPES.** The audio or video tape recordings of closed sessions shall be maintained for **eighteen (18) months** after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Village Board. Members of the corporate authorities may listen to the closed session recordings in the presence of the Village clerk or his or her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Village Board.

**1-5-8      PROCEDURE FOR DESTRUCTION OF RECORDINGS.** The Village Clerk or his or her designee is hereby authorized to destroy the audio and video recordings of those closed sessions for which:

- (A)            The corporate authorities of the Village have approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;
- (B)            More than **eighteen (18) months** have elapsed since the date of the closed session;
- (C)            There is no court order requiring the preservation of such recording; and
- (D)            The corporate authorities of the Village have not passed a motion requiring the preservation of the verbatim recording of that meeting.

**1-5-9 - 1-5-10      RESERVED.**

**DIVISION II – REMOTE MEETING PARTICIPATION**

New  
ALSO

**1-5-11**      **STATUTORY AUTHORITY FOR PARTICIPATION.** Pursuant to Public Act 94-1058 which amends the Open Meetings Act in **5 ILCS 120/7**, this municipality does hereby establish a policy that permits members of the corporate body to attend meetings by means other than physical presence.

**1-5-12**      **DEFINITION OF MEETING.** The term "meeting" shall mean "any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business" or such other definition as shall be contained within the state statutes.

**1-5-13**      **AMENDMENT OF PREVIOUS TERMS.** The definition of "meeting" set forth in **Section 1-5-12** shall supersede and replace any other definition used in any previous or existing ordinance.

**1-5-14**      **REMOTE PARTICIPATION POLICY.** The Village hereby adopts the Remote Participation Policy, as outlined in Addendum "A", that permits a member of the public body to attend and participate in any meeting of a public body as defined in the Open Meetings Act from a remote location via telephone, video, or internet connection provided that such attendance and participation is in compliance with the policy and any applicable laws.

ADDENDUM "A"

Added.

GOVERNMENTAL UNIT  
REMOTE ATTENDANCE POLICY

(A) **Policy Statement.** It is the policy of the Village that a member of any group associated with this unit of government which is subject to the provisions fo the Open Meetings Act may attend and participate in any open or closed meeting of that Covered Group from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

(B) **Prerequisites.** A member of the Covered Group of the Village shall be provided the opportunity to attend an open and closed meeting or only one of such meetings from a remote location if the member meets that following conditions and a majority of a quorum of the Covered Body votes to approve the remote attendance;

- (1) the member must notify the recording secretary or clerk of the Covered Body at least **twenty-four (24) hours** before the meeting unless advance notice is impractical;
- (2) the member must meet one of three reasons described herein why he or she is unable to physically attend the meeting, including either: (a) that the member cannot attend because of personal illness or disability; (2) the member cannot attend because of employment purposes or the business of the Village; or (3) the member cannot attend because of a family or other emergency; and
- (3) a quorum of the Covered Body must be physically present.

(C) **Voting Procedure.** After roll call, a vote of the Covered Body shall be taken, considering the prerequisites set forth in paragraph (B), on whether to allow an off-site board member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each remote participation.

(D) **Quorum and Vote Required.** A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of a quorum shall be necessary to decide the issue. For the meeting the continue there shall always need to be a quorum physically present.

(E) **Minutes.** The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting of the members is allowed to participate. The meeting minutes of the Village shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

**ADDENDUM "B"**

**NOTICE OF REQUEST FOR PLACEMENT UPON VILLAGE BOARD AGENDA**

I, \_\_\_\_\_ (name), do hereby request placement upon the agenda of the Village Board's regularly scheduled meeting on \_\_\_\_\_ (date) to address the Board with regards to:

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

(short explanation of proposed business)

Dated this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Sincerely,

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

Please keep in mind that pursuant to Section 1-2-13 that establishes rules governing the address of the Village Board, all remarks must be kept to a maximum of five minutes, shall be addressed to the Village Board, and shall not be disruptive to the business of the Board. The Mayor is empowered to remove individuals from any meeting should they fail to adhere to the rules regarding address of the Board.



## CHAPTER 22

### MANDATED POLICIES

#### ARTICLE I - IDENTITY THEFT PROGRAMS

##### DIVISION I - IDENTITY THEFT POLICY

**22-1-1**      **BACKGROUND.** The risk of the Village, its employees and customers from data loss and identity theft is of significant concern to the Village and can be reduced only through the combined efforts of every employee and contractor.

**22-1-2**      **PURPOSE.** The Village adopts this sensitive information policy to help protect employees, customers, contractors and the Village from damages related to the loss or misuse of sensitive information.

This policy will:

- (A) Define sensitive information;
- (B) Describe the physical security of data when it is printed on paper.
- (C) Describe the electronic security of data when stored and distributed; and
- (D) Place the Village in compliance with state and federal law regarding

identity theft protection.

This policy enables the Village to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the Village from fraudulent new accounts. The program will help the Village:

- (A) Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
- (B) Detect risks when they occur in covered accounts;
- (C) Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- (D) Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

**22-1-3**      **SCOPE.** This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the Village, including all personnel affiliated with third parties.

**22-1-4**      **SENSITIVE INFORMATION POLICY.**

(A)      **Definition of Sensitive Information.** Sensitive information includes the following items whether stored in electronic or printed format:

- (1) Credit card information, including any of the following:
  - (a) Credit card number (in part or whole)
  - (b) Credit card expiration date
  - (c) Cardholder name
  - (d) Cardholder address

- (2) Tax identification numbers, including:
  - (a) Social Security number
  - (b) Business identification number
  - (c) Employer identification numbers
- (3) Payroll information, including, among other information:
  - (a) Paychecks
  - (b) Pay stubs
- (4) Medical information for any employee or customer, including but not limited to:
  - (a) Doctor names and claims
  - (b) Insurance claims
  - (c) Prescriptions
  - (d) Any related personal medical information
- (5) Other personal information belonging to any customer, employee or contractor, examples of which include:
  - (a) Date of birth
  - (b) Address
  - (c) Phone numbers
  - (d) Maiden name
  - (e) Names
  - (f) Customer number
- (6) Municipal personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor.

(B) **Hard Copy Distribution.** Each employee and contractor performing work for the Village will comply with the following policies:

- (1) File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
- (2) Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
- (3) Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
- (4) Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
- (5) When documents containing sensitive information are discarded they will be placed inside a locked shred bin or immediately shredded using a mechanical cross cut shredding device.

(C) **Electronic Distribution.** Each employee and contractor performing work for the Village will comply with the following policies:

- (1) Internally, sensitive information may be transmitted using approved municipal e-mail. All sensitive information must be encrypted when stored in an electronic format.

- (2) Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail:  
*"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."*

**22-1-5 - 22-1-9 RESERVED.**

**DIVISION II - IDENTITY THEFT PREVENTION PROGRAM**

This Identity Theft Prevention Program is hereby adopted pursuant to and in compliance with the Identity Theft Rules of the Federal Trade Commission (FTC), Part 681 of Title 16 of the Code of Federal Regulations (16 VFR Part 681).

**22-1-10 PURPOSE.** The purpose of this Identity Theft Prevention Program (Program) is to protect customers of the Village's utility services from identity theft. The Program is intended to establish reasonable policies and procedures to facilitate the detection, prevention and mitigation of identity theft in connection with the opening of new Covered Accounts and activity on existing Covered Accounts.

**22-1-11 SCOPE.** This Program applies to the creation, modification and access to Identifying Information of a customer of one or more of the utilities operated by the Village (electric, water and waste water) by any and all personnel of the Village, including management personnel. This Program does not replace or repeal any previously existing policies or programs addressing some or all of the activities that are the subject of this Program, but rather it is intended to supplement any such existing policies and programs.

**22-1-12 DEFINITIONS.** When used in this Program, the following terms have the meanings set forth opposite their name, unless the context clearly requires that the term be given a different meaning.

**Covered Account.** The term "covered account" means an account that the Village offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments of transactions, (16 CFR 681.2(b)(3)(i)). A utility account is a "covered account." The term "covered account" also includes other accounts offered or maintained by the Village for which there is a reasonably foreseeable risk to customers the Village or its customers from identity theft. (16 CFR 681.2(b)(3)(ii)).

**Identity Theft.** The term "identity theft" means a fraud committed or attempted using the identifying information of another person without authority. (16 CFR 681.2(b)(8) and 16 CFR 603.2(a)).

**Identifying Information.** The term "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a

specific person, including any name, social security number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number. Additional examples of "identifying information" are set forth in 16 CFR 603.2(a).

**IT.** The term "IT" means Information Technology.

**Red Flag.** The term "Red Flag" means a pattern, practice or specific activity that indicates the possible existence of identity theft.

(A) Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC's Identity Theft Rules (16 CFR 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. §1681 *et seq.*), as amended by the Fair and Accurate Credit Transaction Act of 2003 into law on **December 4, 2003**. (Public Law 108-159).

(B) The Village has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the Village's past history with instances of identity theft, if any. The Village hereby determines that the following are the relevant Red Flags for purposes of this Program given the relative size of the Village and the limited nature and scope of the services that the Village provides to its citizens:

(1) **The Presentation of Suspicious Documents.**

- (a) Documents provided for identification appear to have been altered or forged.
- (b) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- (c) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- (d) Other information on the identification is no consistent with readily accessible information that is on file with the Village, such as a signature card or a recent check.
- (e) An application appears to have been altered or forged or gives the appearance of having been destroyed or reassembled.
- (f) The presentation of suspicious personal identifying information, such as a suspicious address change.
- (g) Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
- (h) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third party sources used by the Village. For example:
  - (i) The address on an application is the same as the address provided on a fraudulent application; or
  - (ii) The phone number on an application is the same as the number provided on a fraudulent application.

- (i) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third party sources used by the Village. For example:
  - (i) The billing address on an application is fictitious, a mail drop or a prison; or
  - (ii) The phone number is invalid, or is associated with a pager or answering service.
- (j) The SSN provided is the same as that submitted by other persons opening an account or other customers.
- (k) The address or telephone number provided is the same as or similar to the account number and telephone number submitted by an unusually large number of other persons opening accounts or other customers.
- (l) The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- (m) Personal identifying information provided is not consistent with personal identifying information that is on file with the Village.
- (n) If the Village uses challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
- (o) The unusual use of, or other suspicious activity related to a Covered Account.
- (p) Shortly following the notice of a change of address for a covered account, the Village receives a request for the addition of authorized users on the account.
- (q) A new utility account is used in a manner commonly associated with known patterns of fraud. For example: the customer fails to make the first payment or makes an initial payment but no subsequent payments.
- (r) A covered account with a stable history shows irregularities.
- (s) A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
- (t) Mail sent to the customer is returned repeatedly as undeliverable although usage of utility products or services continues in connection with the customer's covered account.
- (u) The Village is notified that the customer is not receiving paper account statements.

- (v) The Village is notified of unauthorized usage of utility products or services in connection with a customer's covered account.
- (w) Notice of possible identity theft.
- (x) The Village is notified by a customer, a victim of identity theft, a law enforcement authority or any other person that has opened a fraudulent account for a person engaged in identity theft.

The employees of the Village that interact directly with customers on a day-to-day basis shall have the initial responsibility for monitoring the information and documentation provided by the customer and any third-party service provider in connection with the opening of new accounts and the modification of or access to existing accounts and the detection of any Red Flags that might arise. Management shall see to it that all employees who might be called upon to assist a customer with the opening of a new account or with modifying or otherwise accessing an existing account are properly trained such that they have a working familiarity with the relevant Red Flags identified in this Program so as to be able to recognize any Red Flags that might surface in connection with the transaction. An Employee who is not sufficiently trained to recognize the Red Flags identified in this Program shall not open a new account for any customer, modify any existing account or otherwise provide any customer with access to information in an existing account without the direct supervision and specific approval of a management employee. Management employees shall be properly trained such that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may present themselves in connection with the opening of a new account or with modifying or access of an existing account. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

The Program Administrator shall establish from time to time a written policy setting forth the manner in which a prospective new customer may apply for service, the information and documentation to be provided by the prospective customer in connection with an application for a new utility service account, the steps to be taken by the employee assisting the customer with the application in verifying the customer's identity and the manner in which the information and documentation provided by the customer and any third party service provider shall be maintained. Such policy shall be generally consistent with the spirit of the Customer Identification Program rules (31 CFR 103.121) implementing Section 326(a) of the USA PATRIOT Act but need not be as detailed. The Program Administrator may maintain a relationship with a credit reporting agency (CRA) to perform Identity Verification services. The Program Administrator shall establish from time to time a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to or otherwise gain access to existing accounts.

If the responsible employees of the Village as set forth in the previous sections are unable, after making a good faith effort, to form a reasonable belief that they know the true identity of a customer attempting to open a new account or modify or otherwise access an existing account based on the information and documentation provided by the customer and any third party service provider, the Village shall not open the new account or modify or otherwise provide access to the existing account as the case may be. Discrimination in respect to the opening of new accounts or the modification or access to existing accounts will not be tolerated by employees of the Village and shall be grounds for immediate dismissal.

The Program Administrator shall establish from time to time a written policy setting for the steps to be taken in the event of an unresolved Red Flag situation. Consideration should be given to aggravating factors that may heighten the risk of Identity Theft, such as a data security incident that results in authorized access to a customer's account, or a notice that a customer has provided account information to a fraudulent individual or website. Appropriate responses to prevent or mitigate Identity Theft when a Red Flag is detected include:

- (1) Monitoring a Covered Account for evidence of Identity Theft;
- (2) Contacting the customer;
- (3) Changing any passwords, security codes or other security devices that permit access to a Covered Account;
- (4) Reopening a Covered Account with a new account number;
- (5) Not opening a new Covered Account;
- (6) Closing an existing Covered Account;
- (7) Not attempting to collect on a Covered Account or not selling a Covered Account to a debt collector;
- (8) Notifying law enforcement;
- (9) Determining that no response is warranted under the particular circumstances.

Utility accounts for personal, family and household purposes are specifically included within the definition of "covered account" in the FTC's Identity Theft Rules. Therefore, the Village determines that with respect to its residential utility accounts it offers and/or maintains covered accounts. The Village also performed an initial risk assessment to determine whether the utility offers or maintains any other accounts for which there are reasonably foreseeable risks to customers or the utility from identity theft. In making this determination the Village considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with identity theft and it concluded that it does not offer or maintain any such other covered accounts.

**22-1-13 - 22-1-14**

**RESERVED.**

**(Ord. No. 1308; 02-02-09)**

**DIVISION III - USE OF SOCIAL SECURITY NUMBERS**

**22-1-15      DEFINITIONS.**

**"Person"** means any individual in the employ of the Village.

**"Policy" or "Privacy Policy"** means this document, as now or hereafter amended.

**"Publicly post" or "publicly display"** means to intentionally communicate or otherwise intentionally make available to the general public.

**"Social Security Number"** means the nine (9) digit number assigned to an individual by the United States Social Security Administration for the purposes authorized or required under the United States Social Security Act of August 14, 1935, as amended (Public Law 74-271).

**22-1-16      PROHIBITED ACTIVITIES.**

(A) No officer or employee of the Village shall do any of the following:

- (1) Publicly post or publicly display in any manner an individual's Social Security Number.
- (2) Print an individual's Social Security Number on any card required for the individual to access products or services provided by the person or entity.
- (3) Require an individual to transmit his or her Social Security Number over the Internet, unless the connection is secure or the Social Security Number is encrypted.
- (4) Print an individual's Social Security Number on any materials that are mailed to the individual, through the United States Postal Service, any private mail service, electronic mail, or a similar method of delivery, unless Illinois or federal law requires the Social Security Number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, Social Security Numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Illinois Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security Number. A Social Security Number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(B) Except as otherwise provided in this policy, beginning immediately on the effective date of the Village's authorizing Ordinance, no officer or employee of the Village shall do any of the following:

- (1) Collect, use, or disclose a Social Security number from an individual, unless (i) required to do so under State or Federal law, rules, or regulations, or the collection, use, or disclosure of the

Social Security Number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the Social Security Number is documented before collection of the Social Security Number; and (iii) the Social Security Number collected is relevant to the documented need and purpose.

- (2) Require an individual to use his or her Social Security Number to access an Internet website.
- (3) Use the Social Security Number for any purpose other than the purpose for which it was collected.

(C) The prohibitions in subsection (B) do not apply in the following circumstances:

- (1) The disclosure of Social Security Numbers to agents, employees, contractors, or subcontractors of the Village or disclosure to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Village must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Village to protect an individual's Social Security Number will be achieved.
- (2) The disclosure of Social Security Numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security Numbers in order to ensure the safety of: Village employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a Village facility.
- (4) The collection, use, or disclosure of Social Security Numbers for Internal verification or administrative purposes.
- (5) The collection or use of Social Security Numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit such as a pension benefit or an unclaimed property benefit.

(D) Any standards of the Village for the collection, use, or disclosure of Social Security Numbers that are stricter than the standards under this Policy with respect to the protection of those Social Security Numbers, then, in the event of any conflict with the provisions of this Policy, the stricter standards adopted by the Village shall control.

**22-1-17 PUBLIC INSPECTION AND COPYING OF DOCUMENTS.**

Notwithstanding any other provision of this policy to the contrary, all officers and employees of the Village must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security Number. All officers and employees of the Village must redact Social Security Numbers from the information or documents before allowing the public inspection or copying of the information or documents.

**22-1-18 APPLICABILITY.**

(A) This policy does not apply to the collection, use, or disclosure of a Social Security Number as required by State or Federal law, rule, or regulation.

(B) This policy does not apply to documents that are required to be open to the public under any State or Federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

**22-1-19 COMPLIANCE WITH FEDERAL LAW.** If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Village shall follow that law.

**22-1-20 EMBEDDED SOCIAL SECURITY NUMBERS.** Beginning immediately on the effective date of the Village's authorizing Ordinance, no officer or employee of the Village may encode or embed a Social Security Number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the Social Security Number as required by this Policy.

**22-1-21 IDENTITY--PROTECTION REQUIREMENTS.**

(A) All officers, employees and agents of the Village identified as having access to Social Security Numbers in the course of performing their duties to be trained to protect the confidentiality of all Social Security Numbers. Training shall include instructions on the proper handling of information that contains Social Security Numbers from the time of collection through the destruction of the information.

(B) Only employees who are required to use or handle information or documents that contain Social Security Numbers have access to such information or documents.

(C) Social Security Numbers requested from an individual shall be provided in a manner that makes the Social Security Number easily redacted if required to be released as part of a public records' request.

(D) When collecting a Social Security Number or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the Social Security Number be provided.

(E) A written copy of this Privacy Policy, and any amendment thereto, shall be filed with the Village Board within **thirty (30) days** after approval of this Policy or any amendment thereto.

(F) The Village shall advise its employees of the existence of the Policy and make a copy of this Policy available to each employee, and shall also make this Privacy Policy available to any member of the public, upon request and at no charge for a single copy of this Privacy Policy. If the Village amends this Privacy Policy, then the Village shall also advise its employees of the existence of the amended Policy and make a copy of the amended Policy available to each employee.

**22-1-22 PENALTY.** Any person who violates any portion of this Article, as now or hereafter amended, shall be subject to a fine of not less than **One Hundred Dollars (\$100.00)** for the first such violation and a fine of not less than **Seven Hundred Fifty Dollars (\$750.00)** for each violation thereafter.

**22-1-23 AMENDMENT OF PRIVACY POLICY.** The Privacy Policy adopted in this Division and Chapter shall be subject to amendment from time to time by the Village Board as the Village Board shall deem necessary in its sole discretion in order to maintain the Village's compliance with the Illinois Identity Protection Act as now or hereafter amended.

**22-1-24 CONFLICT WITH STRICTER LAWS.** This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use, or disclosure of Social Security Numbers.

**[NOTE: This Policy is to comply with Public Act 096-9874 of the State of Illinois, cited as the Identity Protection Act, and codified as Title 30, Act 5, Section 1, et seq., as now or hereafter amended.]**

**ARTICLE II - FREEDOM OF INFORMATION ACT**

**22-2-1**      **FOIA OFFICER.** The Village Clerk is hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village Clerk at 14 Southgate Center, Freeburg, Illinois, between hours of **7:00 a.m.** and **5:00 p.m.**, Monday through Friday. In the event that the Village Clerk is not available during the times described above, the Office Manager is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or his/her designees, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.

**22-2-2**      **DUTIES.** Upon receiving a request for a public record, the FOIA Officer shall:

- (A)            note the date the Village receives the written request;
- (B)            compute the day on which the period for response will expire and make a notation of that date on the written request;
- (C)            maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- (D)            create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

**22-2-3**      **TRAINING.** The FOIA Officer and Deputy FOIA Officer shall, within **six (6) months** after **January 1, 2010**, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated by the Village, that person shall successfully complete the electronic training curriculum within **thirty (30) days** after assuming the position.

**22-2-4**      **RETRIEVAL OF RECORDS.** Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of the FOIA Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

**22-2-5**      **FEES.** If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the FOIA Officer pursuant to Section 6(b) of the Freedom of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

**22-2-6**      **DENIAL OF REQUEST.** In the event that a request to inspect Village Records is denied by the FOIA Officer, the denial may be appealed to the Public Access Counselor of the State of Illinois.

**22-2-7**      **DOCUMENTS.** The Village Clerk shall prepare:

- (A) a Village Information Directory;
- (B) a block diagram of the functional Subdivisions of the Village;
- (C) a Village Records Directory; and
- (D) a Records Catalogue, all of which shall be substantially in the same form as the documents attached hereto and made a part hereof as Addendums "A", "B", "C", and "D". This information shall also be posted on the Village's website.

**(Ord. No. 1348; 03-15-10)**

**ARTICLE III - FAIR HOUSING CODE**

**22-3-1      DECLARATION OF POLICY.**

(A) In furthering the policy of the State of Illinois as expressed in its Constitution and other laws; in order that the safety and general welfare, peace and health of all the inhabitants of the Village may be ensured, it is hereby declared the policy of the Village to assure equal opportunity to all residents, regardless of race, color, religion, national origin or ancestry, sex, creed, or physical disability to live in decent, sanitary, healthful, standard living quarters.

(B) It is the policy of the Village that no owner, lessee, sub-lessee, assignee, managing agent, or other person, firm or corporation having the right to sell, rent, lease (or otherwise control) any housing accommodation and/or real property within the Village, or any agent of these shall refuse to sell, rent, lease, or otherwise deny to or withhold from any person or group of persons such housing accommodations and/or real property because of race, color, religion, national origin or ancestry, sex, creed, or disability of such person or persons or discriminate against any person or persons because of race, color, religion, national origin or ancestry, sex, creed, or disability in the conditions, terms, privileges of the sale, rental or lease of any housing accommodation and/or real property or in the furnishing of facilities and/or services in connection therewith.

(C) Relocation shall be carried out in a manner that will promote maximum choice within the community's total housing supply; lessen racial, ethnic, and economic concentrations; and facilitate desegregation and racially inclusive patterns of occupancy and use of public and private facilities.

**22-3-2      DEFINITIONS.** Unless a different meaning clearly appears from the context, the following terms shall have the meaning as described in this Section and as used in this Code:

(A) **"Decent, Sanitary, Healthful Standard Living Quarters"**. "Decent, sanitary, healthful standard living quarters" is housing which is in sound, clean, and weather tight condition in conformance with applicable local, state, and national codes.

(B) **"Discriminate"**. The terms "discriminate" or "discrimination" mean any difference expressed in any way toward a person or persons in the terms of the sale, exchange, lease, rental or financing for housing accommodation and/or real property in regard to such sale, exchange, rental, lease or finance because of race, color, religion, national origin or ancestry, sex, creed, or disability of such person.

(C) **"Financial Institution"**. The term "financial institution" means any person, institution or business entity of any kind which loans money to persons and receives as security for said loans a secured interest of any kind in the real property of the borrower.

(D) **"Housing Accommodation"**. The term "housing accommodation" includes any building, structure, or portion thereof which is used or occupied, maintained, arranged or designed to be used or occupied as a home, residence or sleeping place of **one (1)** or more human beings, or any real estate so used, designed or intended for such use.

(E) **"Owner"**. An "owner" means any person/persons who hold legal or equitable title to, or own any beneficial interest in any real property or who hold legal or equitable title to shares of, or hold any beneficial interest in any real estate cooperative which owns any real property and/or housing accommodations.

(F) **"Real Estate Broker"**. The term "real estate broker" means any person, partnership, association, corporation and/or agent thereof, who for a fee or other valuable consideration offers, sells, purchases, exchanges or rents, or negotiates for the sale, purchase, exchange or rental of a housing accommodation and/or real property of another, or collects rental for the use of housing accommodation and/or real property of another.

(G) **"Real Property"**. The term "real property" means any real estate, vacant land, building, structure or housing accommodations within the corporate limits of the Village.

**22-3-3 PROHIBITED ACTS.** It shall be an unlawful for any owner of real estate, lessee, sub-lessee, real estate broker or salesman, financial institution or employee of the financial institution, advertiser, or agent of any or all of the foregoing, to discriminate against any person or persons because of their race, color, religion, national origin or ancestry, sex, creed, or disability with regard to the sale, exchange or rental, or any dealing concerning any housing accommodation and/or real property.

In addition to the foregoing, it shall also be unlawful for any real estate broker or employee thereof, owner or other person, or financial institution dealing with housing or real property of the Village:

(A) To discriminate against any person in the availability of or the price, terms, conditions, or privileges of any kind relating to the sale, rental, lease, or occupancy of any housing accommodation or real property in the Village or in furnishing of any facilities or services in connection therewith.

(B) To publish or circulate, or cause to be published or circulated, any notice, statement or advertisement, or to announce a policy, or to use any form of application, for the purchase, lease, rental or financing of real property, or to make any record of inquiry in connection with the prospective purchase, rental or lease of such real estate, which expresses directly or indirectly any discrimination as to race, color, religion, national origin or ancestry, sex, creed or disability of any person.

(C) To discriminate in connection with lending money, guaranteeing loans, accepting mortgages or otherwise obtaining or making available funds for the purchase, acquisition, construction, rehabilitation, repair or maintenance of any housing accommodation and/or real property.

(D) To solicit for sale, lease, or listing for the sale or lease, of any housing accommodation and/or real property on the grounds of loss of value because of the present or prospective entry into any neighborhood of any person or persons of any particular race, color, religion, national origin or ancestry, sex, creed, or disability.

(E) To distribute or cause to be distributed, written material or statements designed to induce any owner of any housing accommodation and/or real property to sell or lease his or her property because of any present or prospective change in the race, color, religion, national origin or ancestry, sex, creed, or disability of persons in the neighborhood.

(F) To make any misrepresentations concerning the listing for sale or the anticipated listing for sale or the sale of any housing accommodation and/or real property for the purpose of inducing or attempting to induce the sale or listing for sale of any housing accommodation and/or real property by representing that the presence or anticipated presence of persons of any particular race, color, religion, national origin or ancestry, sex, creed, or disability in the area will or may result in the lowering of property values in the block, neighborhood or area in which the property is located.

(G) For an owner to solicit any real estate broker to sell, rent or otherwise deal with such owner's housing accommodations and/or real property with any limitation on its sale based on race, color, religion, national origin or ancestry, sex, creed or disability.

(H) For an owner to refuse to sell, rent, or otherwise deal with any housing accommodation and/or real property because of race, color, religion, national origin or ancestry, sex, creed, or disability of the proposed buyer or tenant.

**22-3-4** **PENALTY.** Any person convicted of violating any of the provisions of this Code shall be punished by a fine of not less than **One Hundred Dollars (\$100.00)** nor more than **Seven Hundred Fifty Dollars (\$750.00)**. Each day a violation continues shall constitute a separate violation. This Section shall in no way abrogate or impair the right of the Village to specifically enforce, by any legal means, any of the provisions of this Code.

**ARTICLE IV – INVESTMENT POLICY**

**22-4-1 INVESTMENT POLICY.** It is the policy of the Village to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all State and local statutes governing the investment of public funds.

**22-4-2 SCOPE.** This policy includes all public funds of the Village.

**22-4-3 PRUDENCE.** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

**22-4-4 OBJECTIVE.** The primary objective, in order of priority, shall be:  
(A) **Legality.** Conformance with federal, state and other legal requirements.  
(B) **Safety.** Preservation of capital and protection of investment principal.  
(C) **Liquidity.** Maintenance of sufficient liquidity to meet operating requirements.  
(D) **Yield.** Attainment of market rates of return.

The portfolio should be reviewed periodically as to its effectiveness in meeting the Village's needs for safety, liquidity, rate of return, diversification and its general performance.

**22-4-5 DELEGATION OF AUTHORITY.** Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who may establish written procedures for the operation of the investment program.

**22-4-6 ETHICS AND CONFLICTS OF INTEREST.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

**22-4-7 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.** The Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by creditworthiness.

**22-4-8**      **AUTHORIZED AND SUITABLE INVESTMENTS.** Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

**22-4-9**      **COLLATERALIZATION.** Collateralization may be required, at the discretion of the Village, on all funds held in banks or savings and loans above the insured limits provided by the FDIC or FSLIC. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be a minimum of **one hundred two percent (102%)** of market value of principal and accrued interest.

**22-4-10**     **SAFEKEEPING AND CUSTODY.** All security transactions, including collateral for repurchase agreements, entered into by the Village, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Treasurer and evidenced by safekeeping receipts and a written custodial agreement.

**22-4-11**     **DIVERSIFICATION.** The Village shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

**22-4-12**     **MAXIMUM MATURITIES.** To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than **two (2) years** from the date of purchase.

Reserve funds may be invested in securities exceeding **two (2) years** if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

**22-4-13**     **INTERNAL CONTROL.** The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- (A) Control of collusion.
- (B) Separation of transaction authority from accounting.
- (C) Custodial safekeeping.
- (D) Written confirmation of telephone transactions for investments and wire transfers.

**22-4-14**     **PERFORMANCE STANDARDS.**     The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio maintained by the Illinois Public Treasurer's Investment Pool (IPTIP).

**22-4-15**     **REPORTING.**     The Treasurer shall prepare an investment report at least monthly. The report should be provided to the Village Board and available upon request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Village Board. A statement of the market value of the portfolio shall be issued to the Village Board quarterly.

**22-4-16**     **INVESTMENT POLICY ADOPTION AND MODIFICATION.**     The investment policy has been adopted by ordinance. The policy shall be reviewed on an annual basis by the Treasurer, and any modifications made thereto shall be made by ordinance.

**ARTICLE V - ETHICS CODE**

**22-5-1      STATE OFFICIALS AND EMPLOYEES ETHICS ACT.**

(A)            The regulations of Sections 5-15 (**5 ILCS 430/5-15**) and Article 10 (**5 ILCS 430/10-10 through 10-40**) of the State Officials and Employees Ethics Act, **5 ILCS 430/1-1 et seq.**, (hereinafter referred to as the "Act" in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Village to the extent required by **5 ILCS 430/70-5**.

(B)            The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the Village, is hereby prohibited.

(C)            The offering or making of gifts prohibited to be offered or made to an officer or employee of the Village under the Act, is hereby prohibited.

(D)            The participation in political activities prohibited under the Act, by any officer or employee of the Village, is hereby prohibited.

(E)            For purposes of this Section, the terms "officer" and "employee" shall be defined as set forth in **5 ILCS 430/70-5(c)**.

(F)            The penalties for violations of this Section shall be the same as those penalties set forth in **5 ILCS 430/50-5** for similar violations of the Act.

(G)            This Section does not repeal or otherwise amend or modify any existing ordinances or policies, which regulate the conduct of Village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of **5 ILCS 430/70-5(a)**.

(H)            Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provision optional for adoption by municipalities shall not be incorporated into this Section by reference without formal action by the corporate authorities of the Village.

(I)            If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the Corporate Authorities of the Village if the Act is found unconstitutional by the Illinois Supreme Court.

(J)            If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of this Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Corporate Authorities of the Village.

**(Ord. No. 1144; 05-17-04)**

**ARTICLE VI - EQUAL EMPLOYMENT POLICY**

**22-6-1**     **ADOPTION OF CODES.** The Village hereby declares to uphold, defend, enforce, and advocate for all laws related to Equal Employment Opportunity including, but not limited to, the following:

(A)     **Title VI of the Civil Rights Act of 1964** which prohibits discrimination in the participation in or benefits of programs or activities receiving federal financial assistance on the basis of race, color, or national origin.

(B)     **Title VII of the Civil Rights Act of 1964** which prohibits discrimination because of race, color, religion, sex or national origin in all employment practices including hiring, firing, promotions, compensation, and other terms, privileges and conditions of employment.

(C)     **Title IX of the Education Amendments of 1972** which prohibits discrimination in federally assisted education programs.

(D)     **The Equal Pay Act of 1963** which covers all employees who are covered by the Fair Labor Standards Act. The Act forbids pay differentials on the basis of sex.

(E)     **The Age Discrimination Act of 1967** which prohibits discrimination because of age against anyone between the ages of **forty (40)** and **sixty-five (65)**.

(F)     **Federal Executive Order 11246** which requires every contract with federal financial assistance to contain a clause against discrimination because of race, color, religion, sex, or national origin.

(G)     **Section 504 of the Rehabilitation Act of 1973 and DOL Implementing Regulations at 29 CFR 32** which prohibits any discrimination based on disability.

(H)     **Section 167 of JTPA and the U.S. DOL Regulations at 29 CFR Parts 31 and 32** which provides that no person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, or national origin, under any program or activity receiving Federal financial assistance from the Department of Labor.

(I)     **Chapter 68, Article I, Section 17-19 of the Illinois Constitution** which prohibits discrimination based on race, color, creed, national ancestry, disability, and sex in the hiring and promotion practices of any employer.

(J)     **The Americans with Disabilities Act of 1990** which prohibits any discrimination against qualified individuals with disabilities on the basis of their disability.

**22-6-2**     **NON-DISCRIMINATORY PRACTICES.** The Village will assure non-discriminatory employment practices in recruitment advertising, employment, placement, layoff or termination, promotion, demotion or transfer, rate of pay or other forms of compensation and use of facilities.

**22-6-3**     **CONTRACTING WITH NON-COMPLAINTS.** The Village will not contract with other agencies, banks, businesses, vendors, etc., who practice or establish a pattern of discrimination based on sex, color, race, religion, age, national origin, political affiliation or belief.

(A) The Village will incorporate into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary of Labor or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or national origin. The contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment, without regard to their race, color, religion, sex, national origin or disability. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisement for employees places by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- (3) In the event of the contractor's noncompliance with the Equal Opportunity Clause or with any of the said rules, regulations, and orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts.
- (4) The contractor will include the provisions of this Equal Opportunity clause in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor so that such provisions will be binding upon each such subcontractor or vendor.

**22-6-4**      **OUTREACH TO ALL.** The Village assures that it will actively provide nondiscriminatory outreach, selection, and service to all individuals.

**22-6-5**      **MINORITY HIRING.** Efforts will be made to hire minority individuals for all job categories so that minority employment in all categories of the work force will represent a proportionate share of minority populations in the Village as well as surrounding areas.

**22-6-6**      **ACCOMMODATIONS FOR DISABLED.** The Village will provide accommodations to the best of its ability for employees with disabilities, contingent on budget and structural limitations.

**22-6-7**      **COMPLIANCE BY EMPLOYEES.** All Village employees are expected to adhere to the above policy and to work actively for its implementation both internally and in carrying out Village program activities.

**22-6-8**      **DESIGNATED ENFORCERS.** The Village designates the Mayor and the Village Board to carry out the EEO/AA plan.

**ARTICLE VII - DRUG FREE WORKPLACE**

**22-7-1      DEFINITIONS.**

(A)      **"Drug Free Workplace"** means any place for the performance of work for or on behalf of the Village, done by an employee of the Village, or an employee of a contractor or subcontractor performing work for the Village.

(B)      **"Employee"** as used within the meaning of this Article, means an employee of the Village as well as an employee of a contractor or subcontractor performing work for the Village.

(C)      **"Controlled Substance"** means a controlled substance as defined in the Illinois Controlled Substance Act, **720 ILCS 570/100 et seq.** (1992 State Bar Edition) or Cannabis as defined in the Cannabis Control Act, **720 ILCS 550/1 et seq.** (1992 State Bar Edition).

(D)      **"Conviction"** means a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with determining violations of the Federal or State criminal drug statutes.

(E)      **"Criminal Drug Statute"** means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

(F)      **"State"** means all officers, boards, commissions, and agencies created by the Constitution, whether in the executive, legislative, or judicial branch; all officers, departments, boards, commissions, agencies, institutions, authorities, universities, bodies politic and corporate of the State; or administrative units or corporate outgrowths, of the State government which are created by or pursuant to statute.

**22-7-2      REQUIREMENTS FOR VILLAGE.** The Village shall provide a drug free workplace by:

(A)      **Publishing a Statement.**

(1)      Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the workplace.

(2)      Specifying the actions that will be taken against employees for violations of such prohibition.

(3)      Notifying employee that, as a condition of employment, the employee will:

(a)      abide by the terms of the statement; and

(b)      notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than **five (5) days** after such conviction.

(B)      Establishing a drug free awareness program to be administered by a person appointed by the Mayor to inform employees about:

(1)      the dangers of drug abuse in the workplace;

(2)      the Village's policy of maintaining a drug free workplace;

(3)      any available drug counseling, rehabilitation, and employee assistance programs; and

(4)      the penalties that may be imposed upon employees for drug violations.

(C) A copy of the statement required by Subsection (A) above shall be given to each employee and posted in a prominent place in the workplace.

(D) If the Village receives a grant from the State or Contract for the procurement of any property or services from the State, then the Village shall notify the contracting or granting agency within **ten (10) days** after receiving notice under part (b) of paragraph (3) of Subsection (A) from an employee or otherwise receiving actual notice of such conviction.

(E) Within **thirty (30) days** from receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace, the Mayor shall take action against such employee as may be appropriate as determined by the Mayor and which may include but is not limited to reprimand; suspension for any length of time with or without pay; termination from employment; and/or a requirement to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(F) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

(G) Making a good faith effort to continue to maintain a drug free workplace through implementation of this Section.

**ARTICLE VIII – DRUG/ALCOHOL TESTING POLICY AND PROCEDURE**

**22-8-1**      **DRUG AND ALCOHOL FREE WORKPLACE POLICY.** The Village is committed to maintaining a drug free workplace pursuant to the federal and state Drug Free Workplace Acts, 41 U.S.C.A. § 701 *et seq.*, **30 ILCS 580/1 *et seq.*** It is the policy of the Village that the public has the reasonable right to expect persons employed by the Village to be free from the effects of alcohol and drugs. The Village, as the employer, has the right to expect its employees to report for work fit and able for duty. This policy is intended to ensure that Village employees are not impaired in their ability to perform assigned duties in a safe, healthy and productive manner and to protect any such employee and the public from the risks associated with the adverse effects of drugs and alcohol. Accordingly, the unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited in the workplace or while acting on behalf of the Village. Employees are required to sign a release and consent/authorization form, a copy of which is included with this policy, at the time the policy is distributed to the employee.

**22-8-2**      **DEFINITIONS.** For purposes of this policy, the following definitions apply:

(A)            **"Abuse of alcohol" or "being under the influence of alcohol"** means the consumption of any beverage, mixture or preparation, including any medication containing alcohol, which results in an employee being intoxicated. Intoxicated or a positive test for alcohol shall mean a test result which shows an alcohol concentration of .02 or more for all persons covered by Federal DOT regulations and .08 or more for all persons not covered by Federal DOT regulations.

(B)            **"Abuse of any drug"** means the use of any illegal drug, the use of any prescription drug which has not been legally prescribed and dispensed, or the misuse of any legally prescribed drug.

(C)            **"Drug"** means any controlled substances listed in the Federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or the Illinois Controlled Substances Act, **720 ILCS 570/100 *et seq.***, and cannabis as defined in the state Cannabis Controlled Act, **720 ILCS 550 *et seq.***

**22-8-3**      **PROHIBITED ACTIONS.** Employees shall be prohibited from:

(A)            Manufacture, distribution, dispensation, possession, use, sale, purchase, abuse of alcohol or being under the influence of alcohol at any time during the course of the employee's workday or anywhere on or in any Village-owned property, including Village buildings and Village-owned vehicles.

(B)            Manufacture, distribution, dispensation, possession, use, sale, purchase, being under the influence of or abuse of any drug at any time and at any place.

(C)            Failure to immediately disclose to his or her Department Head or immediate supervisor any drug or other medication-related work restrictions, or failure to disclose the taking of any drug or medication whose container has warnings that such drug or medication may affect any such employee's ability to perform his or her job, or to drive or operate machinery.

- (D) Testing positive for any drug or for the abuse of alcohol or being under the influence of any drug and/or alcohol during working hours.
- (E) Failure to comply with this policy.
- (F) Refusal to submit to any drug or alcohol test under this policy, which shall also include, but not be limited to, any attempt to tamper with or substitute any sample to be used in connection with any such test.

**22-8-4**      **APPLICABILITY.** This Drug/Alcohol Testing Policy and Procedure is not intended to replace the Drug Free Workplace Programs but to define and clarify, who will be tested, when the employees will be tested and where employees will be tested. The following four employee categories define under which category each full time, part time/temporary and volunteer employee will be tested:

(A) Any employee who drives a Village vehicle, tractor, tractor mower or similar motor powered equipment that moves under its own power will be tested under the Federal DOT testing standards.

(B) Testing for employees of the Police Department shall be controlled by the provisions set forth in their union contract.

(C) All other Village employees who are not included within the two categories listed above in (A) or (B) will be subject to testing to comply with the requirements necessary to establish a Drug Free Workplace within the Village.

(E) Part time/temporary employees and volunteer employees of the Village will remain exempt from pre-employment and random testing as defined in this testing program, but they can be included for testing if reasonable suspicion should arise, or an accident should occur during the tenure of their part time/temporary or volunteer employment. After reasonable suspicion of abuse of drugs or alcohol has been established or an accident should occur, the decision to request a drug and alcohol test for the employee must be deemed necessary and reasonable by the Mayor and/or the supervisor of the employee.

**22-8-5**      **TESTING PROCEDURE.** In conducting any drug testing under this policy, the Village shall:

(A) Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory and Blood Bank Act, **210 ILCS 25/101 et seq.**, that has been or is capable of being accredited by the National Institute of Drug Abuse ("NIDA").

(B) Insure that the laboratory or facility selected conforms to all NIDA standards.

(C) Follow all Federal DOT guidelines for the collection, testing and reporting procedures.

(D) In conducting any alcohol testing under this policy, the Village shall use a facility that:

(1) Ensures that all technicians are trained and equipment is calibrated.

(2) Conducts breath test to detect the presence of alcohol or blood tests if circumstances require.

(E) The fees for drug/alcohol testing shall be paid as follows:

(1) Pre-employment testing will be paid by the Village.

(2) Post accident tests shall be paid by the Village.

- (3) Reasonable suspicion testing will be paid by the Village.
- (4) Random testing will be paid by the Village.
- (5) Retesting at the request of the employee after a positive drug or alcohol test shall be at the employee's sole expense.
- (6) Drug/Alcohol test for renewal of CDL Driver's License shall be paid by the Village.

**22-8-6**

**SCREENING AND TESTING.**

(A)

**Pre-Employment Testing.**

- (1) All employee applicants shall be advised of the Village Drug/Alcohol testing requirements at the time of interview. After having successfully completed the interview process, the selected prospective full time employee shall then be required to successfully complete the Village's drug screening test, as part of his/her background investigation.
- (2) All applicants for full time employment shall sign a release and consent/authorization form for Drug/Alcohol testing.
- (3) An applicant will not be employed or considered for employment if:
  - the test results confirm POSITIVE;
  - he/she refuses to complete the test;
  - he/she tampers with, or adulterates the specimen;
  - he/she fails to cooperate in the testing process (including executing all required documentation).

(B)

**Testing Based on Reasonable Suspicion.**

If there is a reasonable suspicion that any Village employee, paid or volunteer, has violated any of the prohibited actions covered by this policy, such employee may be required to undergo drug and/or alcohol testing. Reasonable suspicion exists if the facts and circumstances warrant a rational inference that an employee has violated any of the acts prohibited by this policy. Reasonable suspicion shall be based upon the following:

- (1) Observable phenomena, such as direct observation of use or the verifiable physical symptoms resulting from the abuse of drugs or being under the influence of alcohol which may include by way of example but is not limited to a pattern of abnormal conduct or erratic behavior, a dramatic decline in work performance, excessive sick leave usage, difficulty in walking, slurred speech, needle marks, glazed stare, and possession of alcohol, or unauthorized banned substance or drug paraphernalia at work.
- (2) Information provided by an identifiable, reliable and credible third party that an employee has committed any of the acts prohibited by this policy.

In the event reasonable suspicion exists, the Village shall arrange for a drug and/or alcohol test. When testing is ordered, the employee may be temporarily reassigned or relieved from duty and placed on leave with pay pending the receipt of the test results by the Village. The Village shall also provide the employee with written notice setting forth the objective facts and reasonable inferences to be drawn from those facts which form the basis of the reasonable suspicion.

The employee will then be escorted to the testing facility or collection facility by a designated supervisor immediately.

After completing the test, the employee will be escorted to his/her residence or at the option of his/her supervisor to another location to await the test results, and the employee shall be off work with pay pending the results of the tests. Under no circumstances shall the employee be allowed to leave the work site or the test site driving his/her own vehicle or a Village vehicle.

Employees who test positive for either drugs or alcohol will be subject to disciplinary action, up to and including termination.

(C) **Random Testing.** Random drug testing shall be conducted during working hours. Employees will be selected at random for a drug test by a random drawing/lottery. The testing times and dates are unannounced and are with unpredictable frequency throughout the year.

When testing is ordered, the employee will be directed to the testing facility or collection facility within a reasonable period of time.

After completing the test, the employee will return to work pending the results of the test.

Employees who test positive for drugs will be subject to disciplinary action, up to and including termination.

(D) **Post Accident Testing.** Post accident drug/alcohol testing is required immediately following any accident involving a Village employee, paid or volunteer, who operates Village equipment or operates a Village vehicle where an injury to a person has occurred or where damage to equipment, or property has occurred and that damage exceeds **One Hundred Dollars (\$100.00)**, based on actual cost or reliable estimates of damage.

When testing is ordered, the employee will be escorted to the testing facility or collection facility by a designated supervisor within a reasonable period of time following the accident.

Employees who test positive for either drugs or alcohol will be subject to disciplinary action, up to and including termination.

(E) **Testing Required for Position Required to Have a CDL.** In addition to the provisions of this policy, any employee who is appointed to a position required to have a commercial driver's license ("CDL") shall be subject to drug and/or alcohol screening following any work related accident. Mandatory drug screening shall also be required of all applicants chosen to be hired for positions requiring a CDL. Those who fail the pre-employment drug screening shall not be hired for those positions.

**22-8-7** **CONFIDENTIALITY OF TEST RESULTS.** Any employee subject to a drug and/or alcohol test under this policy will be provided a copy of all information and reports received by the Village in connection with any drug and/or alcohol test and any results thereof under this policy. Any results of drug and alcohol test will be disclosed to any employee tested, the applicable supervisor, Village Attorney and those permitted by law.

**22-8-8** **CONSEQUENCES OF POSITIVE TEST RESULT OR REFUSAL TO COOPERATE.** Any employee who refuses to cooperate in testing or who fails a test or violates the Drug and Alcohol Policy shall be subject to disciplinary action, up to and including termination.

**ARTICLE IX - SEXUAL HARASSMENT POLICY**

**22-9-1 GENERAL POLICY STATEMENT.** The Village is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of Village employees by anyone, including any supervisor, co-worker, vendor, or contractor of the Village.

The Village's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting work place discrimination. Sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

The Village will not tolerate harassing conduct that affects job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. Individuals who instigate sexual harassment are subject to disciplinary action up to and including dismissal.

**22-9-2 DEFINITION OF SEXUAL HARASSMENT.** Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- (B) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- (C) 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.

Illinois Human Rights Act. (775 ILCS 5/2-101(E))

**22-9-3 GENERAL PROVISIONS.**

(A) Examples of sexual harassment situations include: Where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity or where employment opportunities are denied when an individual does not submit to unwelcome sexual advances.

(B) Other conduct commonly considered to be sexual harassment includes:

- (1) **Verbal.** Sexual innuendoes, suggestive comments, insults, foul or obscene language, sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees (even outside their presence) of a sexual nature.
- (2) **Non-Verbal.** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- (3) **Visual.** Posters, signs, pin-ups or slogans of a sexual nature.
- (4) **Physical.** Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

**22-9-4**      **RESPONSIBILITY OF INDIVIDUAL EMPLOYEES.** Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the Village's disciplinary policy and the terms of any applicable collective bargaining agreement.

**22-9-5**      **RESPONSIBILITY OF SUPERVISORY EMPLOYEES.** Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional working environment and by dealing with sexual harassment as with all other forms of employee misconduct.

Supervisors who observe an incident of sexual harassment or who receive a complaint must take prompt action to investigate it, report it, end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to instances where an employee tells the supervisor about behavior that constitutes sexual harassment but does not wish to make a formal complaint.

Supervisors must ensure that no retaliation will result against an employee who makes a sexual harassment complaint.

**22-9-6**      **PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT.** An employee who either observes or believes herself or himself to be the object of sexual harassment should deal with the incident as directly and firmly as possible by clearly communicating his or her position to the offending person and to his or her supervisor. It is not necessary for sexual harassment to be directed at the person making the complaint.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by who. No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

(A)      **Direct Communication.** If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express his or her objection to the unwelcome conduct and ask that the offending behavior stop.

(B)      **Contact Supervisor.** At the same time direct communication is undertaken, or if the employee feels threatened or intimidated by the harasser, the harassed employee must immediately report the incident orally and in writing to his or her immediate supervisor. If the harasser is the immediate supervisor, the incident should be reported to the Mayor. Oral or written complaints may also be made to the Village Attorney.

(C)      **Formal Written Complaint.** Incidents of sexual harassment may be reported directly to the Department Head. The Department Head will counsel the reporting employee and will be available to assist with filing a formal complaint. The Department Head will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation. To the fullest extent practicable, complaints and the terms of their resolution will be kept confidential.

(D)      **Discipline/Sanctions.** Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular

employee and the nature of the offense. The Village has a right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination.

Where a hostile work environment has been found to exist, the Village will take all reasonable steps to eliminate the conduct creating such an environment.

**22-9-7      EXTERNAL REMEDIES.** The Village hopes that any incident of sexual harassment can be resolved using the above procedures. All employees, however also have the right to file formal charges with the Illinois Department of Human Rights and the United States Equal Employment Opportunity Commission. An employee who has been physically harassed or threatened while on the job may also have grounds for a criminal complaint. (Charges through the Illinois Department of Human Rights) A charge shall include:

- (A) the full name and address of the complainant;
- (B) the full name and address of the harasser;
- (C) a statement of facts constituting the harassment, including date, time and place;
- (D) a statement of the specific harm the harassed has suffered, and
- (E) a notarized signature under oath of affirmation.

A charge must be filed within **one hundred eighty (180) days** after the incident. After a charge has been filed, the Department's staff shall institute an investigation to ascertain the facts relating to the civil rights violation as alleged in the charge and any amendments.

Contact information for the following state agencies:

Illinois Department of Human Rights  
217-785-5100 Springfield  
217-785-5119 TDD Springfield

Illinois Human Rights Commission  
217-785-4350 Springfield  
217-785-5119 TDD Springfield

Equal Employment Opportunity Commission  
800-353-2713 Chicago  
800-800-3302 TDD

**22-9-8      FALSE AND FRIVOLOUS COMPLAINTS.** False and frivolous charges refer to cases where the accuser files a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Charges made in good faith which are not proven are not false or frivolous. A false and frivolous charge is a serious offense which may result in disciplinary action to the individual who makes a bad faith claim.

**22-9-9      NON-RETALIATION PROVISION.** This policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating sexual harassment charges. Any employee filing a sexual harassment complaint under this policy will not be adversely affected in terms and conditions of employment not discriminated against or discharged because of such complaint.

**Policy**

As a Federal Grantee, I hereby notify employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this workplace. As a condition of employment, employees must abide by this policy.

**Drug-Free Awareness**

Drug abuse in the workplace has major adverse effects on the welfare of all citizens of the United States, and it results in lost productivity each year. Employees who use illegal drugs have three to four times more accidents while at work.

Employees with drug abuse problems should seek help. Employees desiring more information on the dangers of drug abuse in the workplace and those employees needing drug counseling, rehabilitation, or other employee assistance should contact: Community Resource Center, 580 8<sup>th</sup> St. Carlyle, IL 62231 (618) 594-4581 for assistance.

Employees will be referred to the appropriate resource for available counseling, rehabilitation or other assistance.

**Notice of Potential Personnel Actions for Illegal Drug Use On-the-Job**

Penalties may be imposed upon employees for drug abuse violations occurring in our workplaces:

1. Employees must notify this employer of any criminal drug statute conviction or a violation occurring in the workplace no later than five days after such conviction.
2. Within 30 days of receiving notice of any criminal drug statute conviction or a violation occurring in the workplace, this employer will take appropriate personnel action against such employee, up to and including termination; or
3. Within 30 days of receiving notice of any criminal drug statute conviction or a violation occurring in the workplace, this employer may require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

**Employee Certification**

- ✓ I understand the drug-free workplace policy.
- ✓ I agree, as a condition of my employment, to abide by the terms of this program.
- ✓ I agree to notify this employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

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

\_\_\_\_\_  
**Date**

**Employer Statement**

- ✓ I have explained the policy, drug-free awareness, and potential personnel action statements and have provided the employee's part of this pamphlet to the employee.

\_\_\_\_\_  
**Authorized Employer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Village of Freeburg, Illinois**  
**Name of Organization**

**ADDENDUM "A"**

**MUNICIPAL INFORMATION DIRECTORY**

Village of Freeburg - a non-home rule municipality

The Village of Freeburg is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police protection.
- B. Sewer and water service.
- C. Electric service.

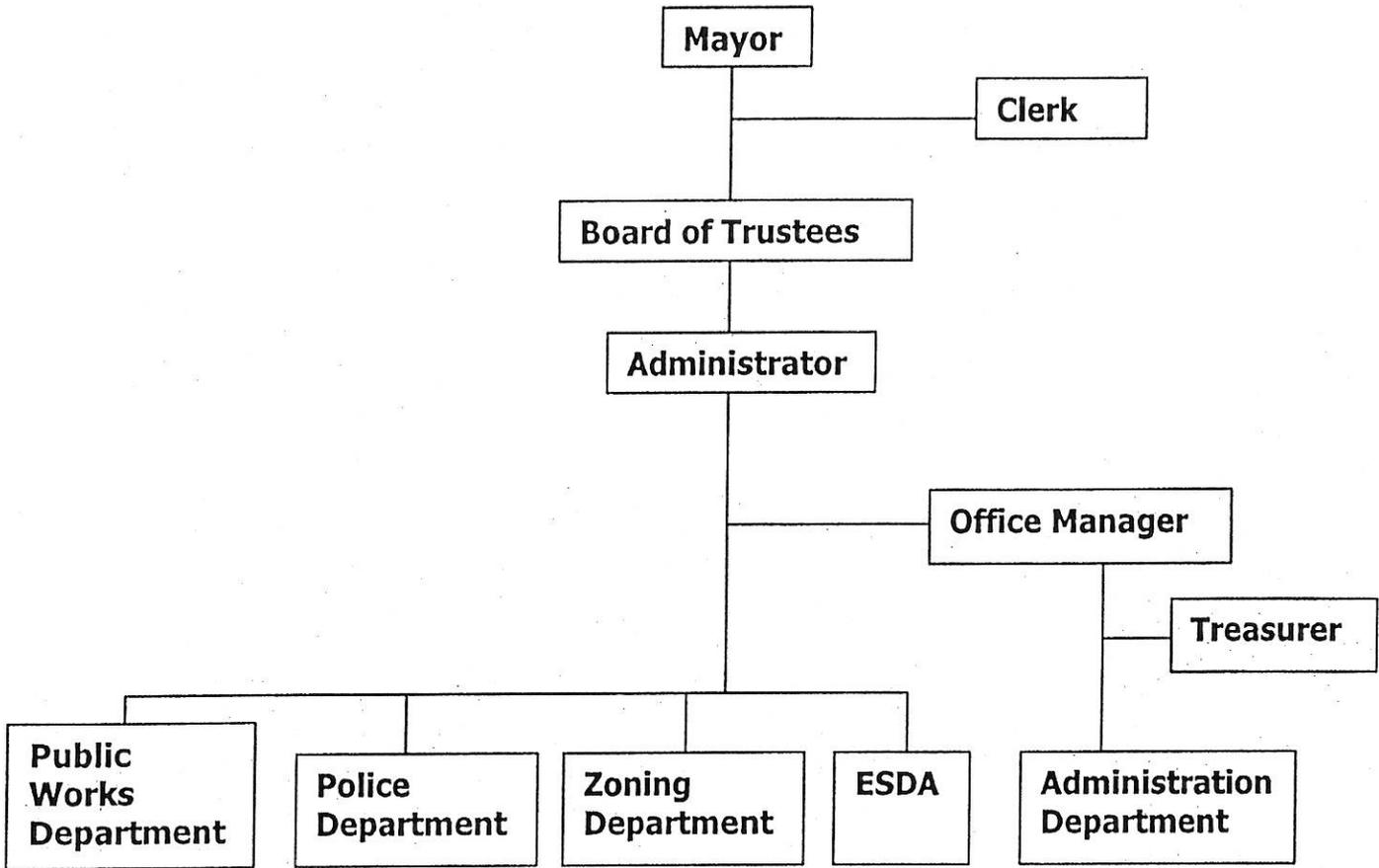
The Village of Freeburg has certain functional subdivisions which are shown on Table 1 attached hereto. The approximate amount of the operation budget of the Village of Freeburg is \$7,400,000. The Village's sole office is located at 14 Southgate Center in Freeburg. The Village currently employs approximately 30 full and part-time employees. The members of the board, commissions and committees of the Village are as follows:

- Mayor: Raymond Danford
- Board: Rita Baker, Mike Blaies, Charlie Mattern, Steve Smith, Ray Matchett Jr., and Seth Speiser
- Clerk: Jerry Menard
- Treasurer: Bryan Vogel
- Plan Commission: Steve Woodward, Dale Klohr, Mary Krieg, Sam Nold, Bill Schwartz and Bryan Vogel
- Board of Appeals: Kenneth Bald, Richard Gordon, John Dittman, Bob Koerber, Diana Kasper and Tom Kreher.

| <u>Committees</u> | <u>Member</u>    | <u>Title</u> |
|-------------------|------------------|--------------|
| Electric          | Mike Blaies      | Chairman     |
|                   | Ray Matchett Jr. | Trustee      |
|                   | Steve Smith      | Trustee      |
| Finance           | Steve Smith      | Chairman     |
|                   | Mike Blaies      | Trustee      |
|                   | Seth Speiser     | Trustee      |
| Legal/Ordinance   | Seth Speiser     | Chairman     |
|                   | Rita Baker       | Trustee      |
|                   | Charlie Mattern  | Trustee      |
| Personnel/Police  | Rita Baker       | Chairman     |
|                   | Charlie Mattern  | Trustee      |
|                   | Steve Smith      | Trustee      |
| Public Property   | Ray Matchett Jr. | Chairman     |
|                   | Rita Baker       | Trustee      |
|                   | Mike Blaies      | Trustee      |
| Public Works      | Charlie Mattern  | Chairman     |
|                   | Ray Matchett Jr. | Trustee      |
|                   | Seth Speiser     | Trustee      |

**ADDENDUM "B"**

**BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS**



The Freedom of Information Officers for the Village are:

Name:

Location:

Jerry Lynn Menard  
Village Clerk

14 Southgate Center  
Freeburg, IL 62243

Julie Polson  
Office Manager

14 Southgate Center  
Freeburg, IL 62243

**ADDENDUM "C"**

**MUNICIPAL RECORDS DIRECTORY**

Village of Freeburg

Any person requesting records of the Village of Freeburg may make such a request either in person, orally or in writing at the Village Clerk's office located at 14 Southgate Center, Freeburg, Illinois. Such request should be made to Jerry Menard, FOIA Officer at such address and if she is not present in person, you should see Julie Polson, Deputy FOIA Officer. Another method would be by mailing, faxing or emailing a written request to either Jerry Menard or Julie Polson specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Clerk's office. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

**ADDENDUM "D"**

**CATALOGUE OF PUBLIC RECORDS**

This catalogue of Village records is listed by department and is divided into various types of records and various categories of records within each type. The "type" of records is meant to be a broad general category and the category is a sub-part of the type.

**Administration Department Records      Zoning Department Records**

Financial Records  
    Budget  
    Appropriation Ordinance  
    Annual Audits  
    Purchase Orders  
    License fees

Utility Records  
    Utility bills and receipts  
    Liens

Village Board Records  
    Board Meeting Minutes  
    Committee meeting minutes  
    Ordinances  
    Resolutions

Personnel Records  
    Salary Schedules  
    Personnel Policies  
    Employee Handbook  
    Training Records  
    Pension Fund Records  
    Worker's Compensation Records

**Public Works Department Records**

Utility Records  
    Water system records  
    Wastewater system records  
    Electric system records  
    Utility Permits

**ESDA Records**

Emergency Response Plan Records

Building Permit Records  
    Building Permit Applications  
    Building Permits  
    Occupancy Permits

Zoning Records  
    Amendments  
    Variances & Special Use Permits  
    Village Maps  
    Comprehensive Plan

**Police Department Records**

Police Personnel Records  
    Union Contract  
    Salary Schedules  
    Police Policy Manual  
    Training Records

Police Equipment Records  
    Equipment Maintenance records  
    Vehicle Maintenance Logs

Police Activity Records  
    Complaint Files  
    Investigative Files  
    Mutual Aid Agreements  
    Issued Traffic Citations  
    Law Enforcement Agency  
        Data System (LEADS) Records  
    National Incident Management  
        System (NIMS) Records  
    Illinois Law Enforcement  
        Alarm System (ILEAS) Records