

ORDINANCE NO. 2022-01

AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE III OFFICERS AND EMPLOYEES, DIVISION 3 ADMINISTRATOR OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS CREATING THE VILLAGE ADMINISTRATOR POSITION

WHEREAS, the Village of Cherry Valley, Illinois (“Village”) wishes to amend the Code of Ordinances (“Code”) of the Village; and

WHEREAS, the Village wishes to add to its Code the position of Village Administrator; and

WHEREAS, the Village has determined that creating such a position, as set forth herein, is in the best interest of the Village and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Cherry Valley, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That Section 2-171 to be entitled “Office created; appointment” is hereby created to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

“Sec. 2-171.– ~~Reserved~~ **Office created; appointment.**

Pursuant to 65 ILCS 5/3.1-30-5, there is hereby created the office of a full-time, salaried, village administrator. The office of village administrator shall be appointed by the village president with the advice and consent of the village board of trustees by a majority vote of those then holding office. The village administrator shall serve until such time as his or her successor has been appointed and qualified.

3. That Section 2-172 to be entitled “Duties; education and experience; compensation and bond” is hereby created to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

“Sec. 2-172. – ~~Reserved~~ **Duties; education and experience; compensation.**

(a)The village administrator shall be in charge of all areas of municipal government which are placed under his supervision, direction or control by the village president and board of trustees and shall be directly responsible to the village president and the board of trustees. Prior to accepting the office of the village administrator, the individual so appointed by the president, with the approval of the board of trustees, shall reside within ten miles from any village boundary. The village administrator’s duties shall include those specifically set forth in subsection (d) of this section and generally include the supervision of the staff in the administrative offices of the village, which includes the village clerk, deputy clerk, if any, and village treasurer as well as supervision of the police chief and public works director.

(b) A bachelor's degree or master's degree in public administration or a closely related field is preferred, or a minimum of five years of municipal management experience. The position also requires a thorough knowledge of principles and practices of local government administration. The village administrator must also be proficient in Microsoft Office and workable knowledge of QuickBooks Financial software.

(c)The village administrator shall receive such compensation as is fixed from time to time by the board of trustees.

(d)The duties of the village administrator shall include, but not be limited to, the following:

(1) Attend all regular and special meetings of the village board of trustees and all committee meetings deemed to be appropriate unless excused therefrom.

(2) Investigate complaints directed to the village and make recommendations to the village board.

(3) Assist the finance chair and the Budget Director in the preparation of the annual budget.

(4) Propose ordinances or amendments to the appropriate committee as deemed necessary.

(5) With the assistance of department heads, conduct and maintain an inventory of all village real and personal property.

(6) Investigate areas of concern and provide written and/or oral reports as requested by the board of trustees.

(7) To assist the department head to ensure the upkeep of all village real and personal property, including leased properties.

(8) Assist the appropriate committee chairperson in the development of a short-term and long-term capital improvements program.

(9) Act as liaison for the village with outside individuals and organizations.

(10) Be responsible for contact between the village and all other local, county, state and federal governments.

(11) Be responsible for the execution of work related to the federal census.

(12) As directed by the village board, be responsible for various aspects of community development, economic development, annexation, and general well being of the municipality.

(13) The village administrator shall act as the office manager for the corporate offices for the village. Nothing in this section shall be construed as changing the duties or responsibilities as set forth statutorily for the village clerk and the village treasurer. The office manager, as set forth in this section, shall dictate office policy and administer the office to the best of his ability.

(14) The village administrator shall act as the zoning officer for the village and shall perform all functions and duties required of that office as set forth in section 82-51 of this Code of Ordinances.

(15) Plat officer.

(16) The village administrator shall act in the supervisory capacity with respect to all department heads and administrative staff for the village. This supervisory capacity includes the supervision of the police chief, public works director, village clerk, deputy clerk, if any, village treasurer, administrative assistant, secretarial staff, clerical staff, and any other employee of the village employed to work in the administrative offices of the village. This supervision includes, but is not necessarily limited to, the following:

a. All department heads will report to the village administrator and village president as needed in regards to the operation of their respective departments and operations.

b. Supervision of all functions and activities performed by the police chief, public works director, village clerk, deputy clerk and treasurer, as well as all other administrative staff. The supervision of the village clerk, deputy clerk and treasurer is not meant to remove the statutory duties prescribed by the Illinois Compiled Statutes for the various offices. The supervisory capacity with respect to these offices and positions is limited to the monitoring of the performance of the completion of these statutory duties.

c. Establish a monitoring mechanism to ensure compliance with directives from the village administrator.

d. Preparation and submittal of annual performance appraisals of the staff to the board of trustees.

e. Staff assignments and dedication of tasks.

f. Establish and implement policy and practice for the administrative offices of the village.

g. Supervision of all personnel-related matters and issues in the administrative offices of the village, including the monitoring of vacation time, personal time, sick time and job performance.

h. Freedom of Information Act (FOIA) Officer.

i. Process all license application requests and collection of fees.”

4. That Section 2-173 to be entitled "Removal from office" is hereby created to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

"Sec. 2-173. – ~~Reserved~~ **Removal from office.**

The corporate authorities may remove the village administrator at any time by a two-thirds vote of the village board without incurring liability to the village administrator for any compensation due him for the remainder of his annual appointment."

5. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
6. This ordinance shall be in full force and effect immediately upon its passage and approval by the Board of Trustees.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: MIKE NEVILLE

BY ROLL CALL VOTE THIS 18TH DAY OF JANUARY, 2022

AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTN, SALLY HOLLEMBEAK,
MIKE NEVILLE, BRANDI PEARSE, DAVID SCHROEDER

VOTING "NAY": NONE

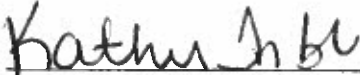
ABSENT, ABSTAIN, OTHER NONE

APPROVED JANUARY 18, 2022

ATTEST:



Jim E. Claeysen, Village President



Kathy Trimble, Village Clerk