

ORDINANCE NO. 2022-30

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY

WHEREAS, the Village of Cherry Valley (“Village”) has enacted a Code of Ordinances (“Code”); and,

WHEREAS, periodically the Village undertakes review of its Code to determine if revisions are necessary,

WHEREAS, the Village wishes to amend or add language to certain sections of Chapter 2 of the Code; and,

WHEREAS, the Village wishes to amend or add language that reflects the changes in Illinois state law; and

WHEREAS, the Village wishes to amend or add language that reflects the changes in the Village’s procedures; and

NOW THEREFORE, be it ordained by the President and Board of Trustees for the Village of Cherry Valley, Illinois, as follows:

SECTION 1: Chapter 2, Administration, of the Code of Ordinances for the Village of Cherry Valley, shall and hereby is amended, in relevant part, as follows:

Sec. 2-3. - State officials and employees ethics act.

(a) The State Officials and Employees Ethics Act, 5 ILCS 430/1-1, et seq., is hereby adopted as required by 5 ILCS 430/70-5.

(b) The following terms shall be given these definitions:

1. *Campaign for elective office* means any activity in furtherance of an effort to influence the selection, nomination, elections or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.
2. *Candidate* means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for

placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

3. *Collective bargaining* has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
4. *Compensated time* means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
5. *Compensatory time off* means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
6. *Contribution* has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
7. *Employee* means a person employed by the Village of Cherry Valley, whether on full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
8. *Employer* means the Village of Cherry Valley.
9. *Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
10. *Leave of absence* means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards

pension benefits, and (iii) health insurance benefits paid for by the employer.

11. *Officer* means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
12. *Political activity* means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
13. *Political organization* means a party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that required filing with the State Board of Elections or a county clerk.
14. *Prohibited political activity* means:
  - i. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
  - ii. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
  - iii. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
  - iv. Planning, conducting, or participating in a public opinion in connection with a campaign for elective officer or on behalf of a political organization for political purposes or for or against any referendum question.
  - v. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in

connection with a campaign for elective officer or on behalf of a political organization for political purposes or for or against any referendum question.

- vi. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- vii. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- viii. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- ix. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- x. Preparing or reviewing responses to candidate questionnaires.
- xi. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective officer or for or against any referendum question.
- xii. Campaigning for any elective officer or for or against any referendum question.
- xiii. Managing or working on a campaign for elective office or for or against any referendum question.
- xiv. Serving as a delegate, alternate, or proxy to a political party convention.
- xv. Participating in any recount or challenge to the outcome of any election.

15. *Prohibited source* means any person or entity who:

- i. is seeking official action (a) by an officer or (b) by an employee, or by the officer or another employee directing that employee;

- ii. does business or seeks to do business (a) with the officer or (b) with an Employee, or with the officer or another employee directing that employee;
- iii. conducts activities regulated (a) by the officer or (b) by an employee, or by the officer or another employee directing that employee; or
- iv. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

16. *Protected Activity* means:

- i. Disclosing or threatening to disclose to a supervisor or to a public body an activity, policy, or practice of any officer or employee that the employee reasonably believes is in violation of a law, rule, or regulation.
- ii. Providing information to or testifying before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer or employee.
- iii. Assisting or participating in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

17. *Retaliatory action* means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee, that is taken in retaliation for an employee's involvement in protected activity.

(c) All officers and employees shall complete an ethics training program as required by this Act annually.

(d) All officers and employees shall complete a harassment and discrimination prevention training program as required by this Act at least annually.

(e) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Village in connection with any prohibited political activity.

At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that officer or employee's duties, (2) as a condition of employment, or (3) during any compensatory time off (such as holidays, vacation time, or personal time off).

No officer or employee shall be required at any time to participate in prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

Nothing in this prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or an employee on a voluntary basis which are not prohibited by this Ordinance.

No person either (1) in a position that is subject to recognized merit principles of public employment or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

(f) No officer or employee and no spouse of immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this.

Exceptions:

18. Opportunities, benefits, and services that are available on the same condition as for the general public.
19. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
20. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

21. Educational materials and missions.
22. Travel expenses for a meeting to discuss business.
23. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
24. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
25. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
26. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of any officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
27. Intra-governmental and inter-governmental gifts. For the purpose of the Gift Ban Act, "intra-governmental gift" means any gift given to an



officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.

28. Bequests, inheritances, and other transfers at death.

29. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed are mutually exclusive and independent of each other.

(g) No officer or employee may take any retaliatory action against an employee.

(h) There is hereby created an Ethics Commission. The president shall appoint three persons to the Ethics Commission, with the advice and consent of the Board of Trustees.

1. The Ethics Commission shall provide guidance to the elected and appointed officials and employees of the Village concerning the interpretation of and compliance with the provisions of this Act and State ethics laws, and shall report its actions to the Board of Trustees.

2. The Ethics Commission shall perform such other duties as may be delegated by the Board of Trustees.

(i) The Village Attorney shall investigate all allegations of employee violations of this Act. The Village shall contract out investigations for allegations of violations by the President or a Trustee.

(j) Complaints will adhere to the following procedure:

1. Complaints alleging a violation of this Act shall be filed with the Ethics Commission.

2. Within five business days after the receipt of the complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by regular mail and email a confirmation of the receipt of the complaint to the complainant within five business days after receipt by the Commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.



3. Upon not less than forty-eight (48) hours public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this chapter, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint, and if necessary, on probable cause to proceed within seven business days after receiving the complaint.
  - i. If the complaint is deemed sufficient to allege a violation against an employee and there is a determination of probable cause, then the Commission shall forward the matter to the Village Attorney for investigation. The Village Attorney shall send notice to the parties which shall include a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the Village Attorney to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.
  - ii. If the complaint is deemed sufficient to allege a violation against the President or a Trustee, then the Commission shall notify in writing the Village Attorney to retain the services of an outside consultant to prosecute such actions and shall transmit to the Village Attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.
4. On the scheduled date and upon at least forty-eight (48) hours public notice of the meeting, the Village Attorney, or outside consultant, shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
5. Within thirty days after the date of the hearing or any recessed hearing is concluded, the Village Attorney, or outside consultant, shall notify the Commission of the results of the hearing. The Commission shall either dismiss the complaint or issue a recommendation for discipline to the alleged employee violator and to the President, or impose a fine upon

the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

6. If a complaint is filed during the sixty days preceding the date of any election at which the responded is a candidate, the Commission shall render its decision as required under subsection (c) hereof within seven business days after the complaint is filed, and during the seven business days preceding that election, the Commission shall render such decision before the date of that election, if possible.
7. The Commission may fine an officer or employee who intentionally solicits or accepts any gift from any prohibited source or may fine a prohibited source who intentionally offers or makes a gift to an officer or employee in an amount of at least \$1,001 and up to \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Act in an amount of at least \$1,001 and up to \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.
8. A complaint alleging a violation of this Chapter must be filed within one year after the alleged violation.

(k) 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).

(l) 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 gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the village.

(m) 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 hearings. 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.

(n) 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.

Sec. 2-64. - Quorum; required votes.

A majority of the board of trustees shall constitute a quorum to conduct business, but no amendment to this code or any ordinance shall be passed except by a vote total required pursuant to State Statute.

Sec. 2-65. - Order of business.

The order of business at meetings of the board of trustees shall be as follows:

- (1) Call to order;
- (2) Pledge of Allegiance;
- (3) Roll call;
- (4) Adoption of agenda;
- (5) Approval of minutes;
- (6) Treasurer's report;
- (7) Public comment;
- (8) President's report;
- (9) Administrator's Report;
- (10) Attorney's report;
- (11) Engineer's report;
- (12) Planning and zoning commission;
- (13) Recreation board;
- (14) Committees:
  - a. Ordinance;
  - b. Finance;
  - c. Public safety;
  - d. Public works;
  - e. Planning and development;
  - f. Personnel, compensation and benefits;
- (15) Board comments;
- (16) Executive session;
- (17) Reconvene to open session;
- (18) Adjournment.

Sec.2-72. – Teleconference meeting.

(a) Trustees of the board of trustees shall be allowed to participate in village board meetings and committee meetings by way of telephone conference, provided that the absent trustee participating is on a speaker phone so that such trustee can be heard by all other members of the board and the trustee can in turn hear all participants at the meeting. Should a problem exist with the audio portion of the teleconference, the trustee shall be prohibited from participating in the teleconference meeting. A trustee may only participate in a public meeting by way of teleconference if the trustee is medically unable to attend the meeting or the trustee is geographically unable to attend the meeting. A trustee shall be prohibited from attending a scheduled board meeting or committee meeting by way of teleconference if the physical absence of the trustee is based merely upon an inconvenience or if the trustee just refuses to attend.

(e) Trustees shall be allowed to participate by way of teleconference.

Sec. 2-103. - Oath of office.

Every officer of the village shall, before entering upon their duties, take the oath prescribed by state law.

Sec. 2-104. – Bond.

Every officer and employee shall, if required by the board of trustees, 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 their office or position.

Sec. 2-117. - Employment of personnel.

All prospective employees for the village must have the approval of the appropriate committee and a favorable majority vote of the board of trustees prior to their actual employment. The board of trustees may delegate the responsibility and the authority to the chairperson of the appropriate committee or other village officials for the purpose of seeking out and filling existing vacancies for approved positions. Compensation for approved positions shall be as recommended by the department head and as approved by the full board of trustees. For specific employment practices refer to division 9 of this article.

**Sec. 2-144. - Compensation.**

- (a) The president of the board of trustees for the Village of Cherry Valley, Illinois, shall be paid an annual salary effective May 1, 2023 and thereafter of \$23,400.00 unless changed by the board of trustees. In addition to the annual salary set forth immediately above, the village president shall receive \$25.00 in additional compensation per committee meeting attended for those committees designated on the agenda for the village as well as for attending any and all recreational board meetings and planning and zoning commission meetings.
- (b) In addition to the annual compensation referred to in subsection (a) of this section, the village president shall be reimbursed \$25.00 per meeting attended for all committee meetings for those committees designated on the agenda for the village as well as for attending any and all recreational board meetings, and planning and zoning commission meetings. In no event is this section to be construed as providing for reimbursement to the village president for attending liquor commission hearings unless set forth in separate and independent ordinance. The \$25.00 per meeting reimbursement for expenses is a reimbursement for unverified expenses. If the president can substantiate, on an annual basis, that he has incurred actual expenses exceeding \$25.00 per meeting attended by the president during any fiscal year, the president shall then receive additional reimbursement for those expenses.
- (c) The \$25.00 per meeting reimbursement to the president of the board of trustees shall be payable on a biweekly basis.

**Sec. 2-174. Full time administrative assistant.**

- (a) Creation. The position of administrative assistant is hereby created and is under the direct supervision of the village administrator.

**Sec. 2-201. - Office created; appointment.**

Pursuant to 65 ILCS 5/3.1-15-5, there is hereby created the office of a village clerk. Further, pursuant to 65 ILCS 5/3.1-25-90, the office of village clerk shall be an appointed office with the appointment being made by the village president with the concurrence of the village board of trustees by a majority vote of those then holding office. Such appointment shall be made within the first month of the election of the village president. The person appointed village clerk shall serve a term concurrent with the term of the village president.

Sec. 2-203. - Education; experience; bond; oath; office hours.

- (a) The village clerk shall be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. All other areas of the job description for the village clerk will be placed under the direct control, supervision and direction of the village administrator. The village clerk's performance of their statutory duties as prescribed by the Illinois Compiled Statutes shall also be monitored by the village administrator for performance and the manner in which such tasks are completed.

Sec. 2-204. - Duties.

The duties of the village clerk shall include, but not be limited to, those required by state statute and also include the following:

- (a) The village clerk shall be the custodian of the village seal and shall fix its impression on documents whenever required.
- (b) The village clerk shall turn over all monies received on behalf of the village promptly to the village treasurer, together with a statement as to the source of the monies.
- (c) In addition to the record of ordinances, and other records which the village clerk is required by statute to keep, the village clerk shall keep a register of all licenses and permits issued and payment thereon; and records showing all officers and regular employees of the village; and such other records as may be required by the village president and board of trustees. The village clerk is the primary person in charge of the recordkeeping system i.e. laserfiche.
- (d) The village clerk shall file Form 1099-MISC.
- (e) The village clerk shall be the custodian of all documents belonging to the village which are not assigned to the custody of some other officer.
- (f) The village clerk shall keep and maintain a proper index of all documents and records kept by the village clerk so that ready access thereto may be had.
- (g) The village clerk, or his or her designee, shall attend all regular and special meetings of the village board of trustees and all committee meetings, excluding advisory committee meetings, unless excused therefrom and shall keep, in a secure area, a full and faithful record of all meetings. The village clerk, or his or her designee, shall issue notice of all meetings of the village board of trustees and its committees, including advisory committee meetings.

- (h) The village clerk shall deliver to the village board of trustees and its committees all petitions, communications, reports, orders, claims and other papers referred to those committees. The village clerk shall also deliver to the village president all ordinances or resolutions which may be required to be approved or acted upon by the village president.
- (i) The village clerk shall assist the auditors with the annual village audits.
- (j) The village clerk may attend seminars authorized by the village administrator and the committee of the whole which are subsequently approved by the village board of trustees and which are consistent with the seminar policy set forth in the employee's handbook for the village.
- (k) The village clerk shall also perform those other duties prescribed and assigned by the village administrator.

**Sec. 2-231. Office created; appointment.**

Pursuant to 65 ILCS 5/3.1-30-5, there is hereby created the office of village attorney. The village attorney 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. Such appointment shall be made within the first month of the fiscal year. The person or firm appointed village attorney shall serve a term concurrent with the term of the village president.

**Sec. 2-234. - Advice.**

The attorney shall be the legal advisor of the village and shall render advice on all legal questions affecting it, whenever requested to do so by any village official. Upon request by the president of the board of trustees, they shall reduce any such opinion to writing.

**Secs. 2-411—2-430. - Reserved.**

**Sec. 2-261. Office created; appointment.**

Pursuant to 65 ILCS 5/3.1-30-5, there is hereby created the office of village engineers. The village engineers 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. Such appointment shall be made within the first month of the fiscal year. The persons or firms appointed village engineers shall serve a term concurrent with the term of the village president.



**Sec. 2-291. Office created; appointment.**

Pursuant to 65 ILCS 5/3.1-30-5, there is hereby created the office of a full-time village treasurer. The office of village treasurer shall be an appointed office with the appointment being made by the village president with the advice and consent of village board of trustees by a majority vote of those then holding office. Such appointment shall be made within the first month of the fiscal year. The person appointed treasurer shall serve a term concurrent with the term of the village president. The village treasurer shall serve under the direct supervision of the village administrator.

**Sec. 2-293. Duties.**

The village treasurer shall have the following duties:

(1) Be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. The village treasurer shall be in charge of all areas of municipal government which are placed under that person's control by the village president and the village board of trustees and shall be directly responsible to ensure compliance with such duties. The village treasurer shall perform those statutory duties set forth and required by the Illinois Compiled Statutes. The village treasurer shall report directly regarding the administration of the office to the village president and village board of trustees.

(2) Receive all money paid to the village either directly from the person paying the money or from the hands of any other officer or employee who may receive it or a validated deposit slip or duplicate thereof from the village clerk, or administrative assistant indicating the source, date, amount of deposit, and shall pay out money only after the village board has approved payment of such amounts according to regular village billing approval procedures.

(3) Keep the records showing all money received by such person, showing the source from which it was received, and the purpose for which it was paid. The village treasurer shall keep records at all times showing the financial status of the village.

(4) Keep such books and accounts as may be required by state law, this Code of Ordinances, or other ordinances of the village, and shall keep them in a manner as required by the village board of trustees. Competency with current computer software to maintain the various accounts. Also, responsible for purchase orders and bill payment. Knowledge of various accounts and monitoring of same.

(5) Make monthly reports to the village board of trustees showing the state of the finances of the village and the amounts received and spent during each month. The village treasurer shall prepare and file an annual report within six months from the end of each fiscal year with a total of all receipts and expenditures of the village and transactions conducted by the village treasurer during the preceding fiscal year.

(6) Keep a register of all warrants, bonds, or other accounts paid by the village treasurer and all vouchers as required by state law. Shall maintain a register of payments of all utility bills.

(7) Keep and maintain a proper index to all documents and records maintained by the village treasurer so that access to such records may be readily obtained.

(8) Assist the auditors with the annual village audits.

(9) Be responsible for all duties associated with water utility bills in operation of its related computer software, and work cooperatively with the public works department in matters related to the administration of tasks within the water department, including, but not limited to, final readings, appointment scheduling, billing disputes, etc.

(10) Attend all regular and special meetings of the village board of trustees and those committee meetings deemed necessary by the village president and the village board of trustees, unless excused therefrom.

(11) Various duties related to the administration of downstate police pension, including maintaining checkbook, issuing checks for retired officers and paying bills as submitted by the committee, submitting taxes and various year-end reports and forms, depositing monthly tax liabilities.

(12) Assist budget director and department heads in creation of annual budget.

(13) Responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.

(14) Responsible for all aspects related to the village's investments, ensure availability of funds for payment of monthly bills, payroll, and daily expenses. Pay monthly bond transfers, contact banks and secure bids for the investments, manage CD's, money market accounts and the Illinois Fund.

(15) The village treasurer may attend seminars authorized by the village's finance committee which are subsequently approved by the village board of trustees and which are consistent with the seminar policy set forth in the employee's handbook for the village.

In addition to the statutory duties and responsibilities prescribed by the Illinois Compiled Statutes, the village treasurer shall perform such other duties as prescribed by the village president and the village board of trustees.

#### Sec. 2-296. Compensation and benefits.

The position of village treasurer shall be a full-time, salaried position appointed at the beginning of the term of the Village President. The treasurer's salary shall be as established from time to time by the village board and shall be set prior to the beginning of each fiscal year that the treasurer takes office, and the treasurer shall receive the same benefits as set forth in the employee's manual for the village (sections 2-341 through 2-343), that the village clerk, the director of public works, the chief of police and the village administrator receive.

Sec. 2-471. - Public works department created; public works director office created; appointment.

There is here created a department of public works for the village. The department shall consist of the office of director and such other positions as the board of trustees may authorize from time to time. Pursuant to 65 ILCS 5/3.1-30-5, there is hereby created the office of public works director. The office of public works director shall be appointed by the village president with the advice and consent of village board of trustees by a majority vote of those then holding office. Such appointment shall be made within the first month of the fiscal year. The person appointed public works director shall serve a term concurrent with the term of the village president. Prior to accepting the office of public works director, 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 public works director shall serve under the direct supervision of the village administrator.

SECTION 2: All other provisions of Chapter 2 of the Village Code of Ordinances shall remain in effect unchanged and unamended by this Ordinance.

SECTION 3: This Ordinance shall be in full force and effect ten (10) days after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

BY ROLL CALL VOTE THIS 1ST DAY OF AUGUST 2022, AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, SALLY HOLLEMBEAK, MIKE NEVILLE, BRANDI PEARSE, CARL WEDIG.

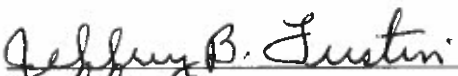
VOTING "NAY": NONE.

ABSENT, ABSTAIN, OTHER: NONE.

APPROVED AUGUST 1ST, 2022

ATTEST:

  
KATHY TRIMBLE,  
VILLAGE CLERK

  
JEFFREY B. FUSTIN,  
VILLAGE PRESIDENT PRO TEM