

Chapter 4 - Other Appointive Officers

401	Village Attorney
402	Village Engineer
403	Village Treasurer
404	Building and Zoning Officer
405	Planning & Zoning Commission
406	Economic Development Commission
407	Police Pension Board
408	Architectural Review Commission
409	Board of Police Commissioners

401 Village Attorney

- 401.1 **Creation of Office and Appointment.** There is hereby created the office of Village Attorney. The Village Attorney shall be appointed by the Village President by and with advice and consent of the Board of Trustees and shall hold office for a one-year terms and until a successor is appointed and qualified. (*Revised Ord. No. 2005-13*)
- 401.2 **Suits and Actions.** The Village attorney shall prosecute or defend any and all suits or actions at law or equity to which the Village may be a party, or in which it may be interested, or which may be brought against, or by, any officer of the Village on behalf of the Village, or in the capacity of such persons as an officer of the Village.
- 401.3 **Judgments.** It shall be the duty of the Village attorney to see to the full enforcement of all judgments or decrees rendered or entered in favor of the Village, and of all similar interlocutory orders.
- 401.4 **Advise.** The Village Attorney shall be the legal advisor of the Village, and shall render advice on all legal questions affecting the Village, whenever requested to do so by any Village official, upon request of the President or by the Board of Trustees.

402 Village Engineer

- 402.1 **Creation of Office and Appointment.** There is hereby created the office of Village Engineer. The Village Engineer shall be appointed by the Village President by and with advice and consent of the Board of Trustees and shall hold office for a one-year terms and until a successor is appointed and qualified. (*Revised Ord. No. 2005-13*)
- 402.2 **Duties.** The duties of the Engineer shall be to act as technical and engineering advisor to the Village Board; such duties shall include, but shall not be limited to, the reviewing of all plats of land which shall involve the construction of roads, waste disposal problems, sewer, water and drainage tile installations, operations and maintenance, sewer treatment plants, projects of the Village Board. Upon direction by the Village Board, the Village Engineer shall submit reports on the projects listed above, and shall submit reports and recommendations in any other areas where the Village Board shall require.

403 Village Treasurer

- 403.1 **Creation of Office and Appointment.** There is hereby created the office of Village Treasurer. The Village Treasurer shall be appointed by the Village President by and with advice and consent of the Board of Trustees and shall hold office for a one-year terms and until a successor is appointed and qualified. The Village Treasurer shall be paid a salary to be determined by the Board of Trustees. (*Revised Ord. No. 2005-13*)

403.2 **Bond.** Before entering upon the duties of office, the Village Treasurer shall execute a bond in such amount and with such sureties as may be required by law and by ordinance, conditioned upon the faithful performance of the duties of the office, and to indemnify the Village against any loss due to any neglect of duty or wrongful act on the part of the Treasurer. The penalty of bond for the Village Treasurer shall be \$50,000 and the Village shall pay the premium on such bond.

403.2 **Job Duties and Responsibilities**

- A. Receive all money paid in to the Village, either directly or from other Village Officers, and shall make out all checks of the Village and pay out Village funds only on vouchers, orders or checks properly signed by the President, Treasurer, and/or Clerk.
- B. Deposit the Village funds in such legal depositories as may be designated by the Village Board by resolution or ordinance, and shall keep the Village funds separate and distinct from the Treasurer's own funds or any others with the Village funds, and shall not make private or personal use of the Village funds.
- C. Shall keep and maintain accurate books and records of account showing all monies received by the Treasurer, the source thereof, and all monies paid out by the Treasurer, and the purpose for which such money was paid out, and shall keep a record showing at all times the financial condition of the Village, and shall make monthly reports available to the Village Board showing the funds received and disbursed during the month, and shall make an annual report as required by the Village Board of the total amount of all receipts and expenditures of the Village, and showing all of the transactions as Village Treasurer during the preceding year.
- C. The Village Treasurer shall notify the President and Board of Trustees of a withdrawal from a deposit for any project with retained personnel funds.
- D. Shall keep and register all warrants, bonds or orders filed with the Village Treasurer or paid by the Village Treasurer, and of all vouchers, as provided by law or by ordinance.
- E. From time to time the Village Treasurer may invest Village funds not immediately necessary in such depositories or in such securities as the Village Treasurer may deem in the best interest of the Village, provided however that at the next regular meeting of the Village Board, the Village Treasurer shall request ratification of his/her action in making any investments.
- F. Coordinate audit and assist auditor both independent and state.

- G. Responsible for the preparation of the annual budget and appropriations in conjunction with the Finance Committee and submit to the Village Board for approval.
- H. Receive time sheets for all employees semi-monthly and officials quarterly; perform data entry for all payroll functions. Maintain payroll records including medical and pension and print those reports. Maintain and prepare monthly, quarterly, and annual state and federal payroll withholding reports.
- I. Reconcile bank statements, balance checkbooks and prepare monthly reports. Make appropriate entries to properly credit all funds accurately.
- J. In addition, the Village Treasurer shall perform such other duties as may be required by statute or ordinance.

404 Building and Zoning Officer

404.1 **Creation of Office and Appointment.** There is hereby created the office of Building Inspector. The Building and Zoning Officer shall be appointed by the Village President by and with advice and consent of the Board of Trustees and shall hold office for a one-year term and until a successor is appointed and qualified. The Building and Zoning Officer shall be paid a salary to be determined by the Board of Trustees. (*Revised Ord. No. 2005-13*)

404.2 Job Duties and Responsibilities

- A. Responsible for administration and enforcement of all Village building codes and zoning and other ordinances.
- B. Recommend suggestions for amendments of modifications to the building code.
- C. Attend Village Board meetings and prepare verbal or written reports as directed by the President or Board of Trustees.
- D. Receive applications for building permits and administer the issuance of building permits. In connection therewith, examine blue prints and other documents for compliance with the building and zoning ordinance.
- E. Inspect all new construction, and renovations to existing structures, for compliance with the building code and municipal code.

- F. Conduct field examinations of new construction and renovation projects as pertains to, but not limited to, footings, foundations, electrical, plumbing, and structural requirements. Field examinations will be done to determine compliance with building code and municipal code requirements. Deviations are to be noted, correct of action will be recommended, and final inspections will be conducted prior to the issuance of occupancy permits.
- G. Conduct related permit administration activities.
- H. Respond to inquiries from the general public, developers, and construction individuals regarding the building code and other applicable ordinances.
- I. Administer the enforcement of all building and zoning ordinances, including the inspection of a building determined to be in violation of the building code and other ordinances; investigate complaints and maintain supporting documentation for all ordinance violations.
- J. Interpret, administer and enforce all regulations regarding materials and workmanship in construction, repairs and maintenance of building, structures and premises.
- K. Assist the Village Engineer and other Village officers in the coordination of the development process for new subdivisions, annexations, zoning reclassification, variations, conditional uses and other development activities.
- L. Such other duties and assignments as may be directed by the President or the Board of Trustees.

405 Planning & Zoning Commission

405.1 Membership, Appointments and Term of Office

- A. The Planning and Zoning Commission (hereinafter “the Commission”) shall consist of a total of 7 members appointed by the Village President with the approval of the Board of Trustees. The Village President shall designate one member as Chairperson of the Commission. Members of the Commission shall reside within the Village of Spring Grove.
- B. Each member of the Commission shall serve for a term of 5 years. The terms of Commission members shall be staggered such that one member’s term expires each year. All members shall serve until their successors have been appointed and approved.

- C. Appointments to fill a vacancy shall be for the remainder of the unexpired term.
- D. All members of the Commission shall receive \$35 per meeting attended. The Chairperson of the Commission shall receive \$60 per meeting attended.

405.2

Powers and Duties

- A. The Commission shall exercise all powers and duties assigned by state law to a Zoning Board of Appeals pursuant to 65 ILCS 5/11-13-1 *et seq.*
- B. The Commission shall exercise all powers and duties assigned by the Zoning Ordinance.
- C. The Commission may prepare from time to time and recommend for consideration and adoption by the Board of Trustees a statement of goals and objectives to help guide growth and development in the Village and its environs.
- D. The Commission may prepare from time to time and recommend for consideration and adoption by the Board of Trustees a Comprehensive Plan and Map for the present and future development of and redevelopment of the Village. Such plan may be adopted in whole or in separate geographical or functional parts, each of which, when adopted by the Board of Trustees shall be the Official Comprehensive Plan or part thereof.
- E. The Commission may review and make recommendations for neighborhood or area renewals, conservation, redevelopment, urban aesthetics and civic design.
- F. The Commission may call upon any official of the Village for aid and advice upon any matter properly within the scope of interest of the Commission and to provide aid to the officials of the Village and other governmental agencies charged with the direction of projects for improvements included in the Official Map, to further the making of such improvements and to generally promote the realization of the Official Comprehensive Plan. If the Commission deems it advisable to secure technical assistance or service, it may do so upon authority from and with appropriations made by the Board of Trustees.

- G. The Commission may consult with municipal and county regional planning commissions, state planning agencies and the Northeastern Illinois Planning Commission so that coordinated planning for the Village, County and metropolitan area will be encouraged.
- H. The Commission may exercise such other powers germane to the powers granted by state statutes and this Article as may from time to time be conferred on the Commission by the Board of Trustees. (*Revised Ord. No. 2005-08*)

406 Economic Development Commission

- 406.1 **Purpose.** The purpose of the Economic Development Commission is to achieve the best economic health while maintaining the quality of life in the Village by providing leadership to promote the retention, expansion and attraction of business and industry in Spring Grove. From time to time, the Commission shall make reports and recommendations to the Village President and Board of Trustees concerning the above matters.
- 406.2 **Committee Membership and Term of Office Members.** The membership of the Commission shall be composed of six (6) appointed members and one (1) Trustee from the Board of Trustees. The Village President shall appoint the one (1) Trustee. The Village President shall make the remaining appointments with the advice and consent of the Board of Trustees. The term of office of appointed Commission members shall be as follows: up to one-half of the appointments shall be for a term of 2 years; the remaining appointments shall hold office for a period of 1 year for their first term and all future appointees thereafter shall be appointed for a period of 2 years. One of the appointed members shall be designated by the Village President to serve as Chairman of the Commission. All members may vote. (*Rev. Ord. 2005-17*)
- 406.3 **Funding – Authority.** The Economic Development Commission shall not be authorized to expend any monies of the Village, except such funds as may, from time to time, be awarded to it by the President and Board of Trustees. However, the Economic Development Commission is authorized to raise funds from private donations which may be expended by the Commission in the performance of its purposes and objectives. The Commission shall have authorization to apply for and/or create any revolving loan funds and any other grants which may be made available to it.
- 406.4 **Advisory Committees.** The Economic Development Commission is authorized to create such advisory committees and appoint such members thereto as it may deem desirable, to achieve broad community involvement and assure broad community support.

406.5 **Reporting Procedures.** The Commission shall submit regular quarterly reports of its activities to the Board of Trustees. These reports will include at least the following information:

- A. Summary of all the business retention visits, including all comments related to public services and infrastructure;
- B. Summary of any technical assistance provided;
- C. Summary of all marketing activities provided, including identifiable results;
- D. Summary of financial referrals and direct assistance provided and status of a grant activity; and
- E. Summary of any known or planned closing, expansions or relocations of existing businesses and of any known or planned relocations of new businesses.

407 Police Pension Board

407.1 **Board Established.** There is hereby established in the Village a Police Pension Board pursuant to Article 3 of the Illinois Pension Code.

407.2 **Membership and Terms.**

- A. The Police Pension Board shall be comprised of five (5) members, a majority of whom shall be residents of the Village, and who shall be known as the Board of Trustees of the Police Pension Fund of the Village.
- B. Two (2) members of the Board shall be appointed by the President with the advice and consent of the Village Board. Two (2) members of the Board shall be elected from the regular police force by the active members thereof. The remaining members shall be elected by and from the beneficiaries of the Fund.
- C. Members of the Police Pension Board shall serve for two (2) years or until their successors are appointed and qualified.
- D. The election provided for in this Section for elected Board members shall be held biennially on the third Monday in April at such time or times and places in the Village under the Australian Ballot System and other such regulations as shall be prescribed by the appointed members of the Board.

- E. All members of the regular police force shall be entitled to vote only for the police force members of the Board. All beneficiaries of legal voting age shall be entitled to vote only for the member to be chosen from the beneficiaries. No person shall be entitled to cast more than one ballot at any such election. Members so elected shall be elected for a term of two (2) years beginning the second Tuesday of the first May following such election.

407.3 **Meetings.** The Board shall hold annually regular quarterly meetings in July, October, January and April, and special meetings as called by the president. Notice of any meeting shall be given to all Board members in writing at least forty eight (48) hours in advance of such meeting.

407.4 **Powers and Duties.** The Board of Trustees of the Police Pension Fund of the Village shall have the following powers and duties:

- A. To control and manage exclusively the Pension Fund and all monies donated, paid or assessed for the relief or pensioning of disabled, superannuated and retired members of the Police Department, their widows, minor children and dependent parents. All such monies shall be placed by the Treasurer of the Village to the credit of the Fund subject to the order of the Board.
- B. To order and direct the payment of pensions and other benefits provided by the Illinois Pension Code, Article 3, and to issue certificates signed by its president and secretary to the persons entitled thereto of the amount ordered paid to such persons from the Fund, which certificate shall state the purpose of the payment.
- C. To submit annually to the Village Board at the close of the Village's fiscal year, a list of persons entitled to benefits from the Fund, stating the amount of the payments and their purpose, as ordered by the Board. It shall also include items of income accrued to the Fund during the fiscal year. Such lists shall be signed by the secretary and president of the Board and attested under oath. No resolution or order for the payment of money shall be valid unless approved by a majority of the members of the Board, and any order for such payment shall be signed by the president and secretary of the Board.
- D. To invest in the name of the Police Pension Fund in interest bearing direct obligations, such as savings accounts, certificates of deposit, bonds, notes, debentures, credit unions or other similar obligations of the United States of America, the State of Illinois, or of any county, township or municipal corporation of the State of Illinois that are fully guaranteed or insured as to payment of principal and interest by the federal government. Agencies include the Federal National Mortgage Assoc., federal land banks, intermediate credit banks, federal farm credit banks, and any other entity

authorized to issue direct debt obligations of the USA under the Farm Credit Act of 1971. All certificates or securities shall be deposited with the Treasurer of the Village and be subject to the order of the Board. Interest on such investments shall be credited to the account of the Pension Fund.

- E. To compel witnesses to attend and testify before it, upon all matters connected with the administration of this Section, in the manner provided by law for the taking of testimony before the Circuit Court. The president or any member of the Board may administer oaths to such witnesses.
- F. To appoint a clerk and define the duties of a clerk. No person drawing a pension under this Section shall be employed by the Board.
- G. To provide for the payment from the Fund of all necessary expenses including clerk hire, printing and witness fees.
- H. To keep a public record of all its proceedings.
- I. To make necessary rules and regulations in conformity with the provisions of this Section, which shall be published by the Board and copies transmitted from time to time to all pensioners and contributors. *(Rev. Ord. 2005-17)*

408 Architectural Review Commission

(Revised Ord. 2007-19)

408.1 **Purpose, Powers and Duties.** The Architectural Review Commission shall serve as an advisory Commission to the Village Board. The Commission shall be responsible for the review and approval of construction plans for buildings and exterior alterations for business, office, office research, semi-public and industrial uses. In addition, the Commission shall hear all variances for the review and approval of construction plans for residential buildings and exterior alterations. Larger residential developments under unified control such as with a planned unit development are subject to review by the Architectural Review Commission.

The Building Department shall be responsible for the review and approval of construction plans for residential buildings and exterior alterations, such as accessory buildings or structures. However, at the Building Department's discretion, such plans may be forwarded to the Commission for its approval.

The Commission shall also be responsible for establishing and recommending architectural review policies, design and landscaping standards, and criteria for acceptable building materials in the Village, which policies, standards and criteria shall be subject to review and approval by the Village Board.

408.2 **Membership, Appointments and Term of Office.** The membership of the Architectural Review Commission (hereinafter “the Commission”) shall consist of a seven (7) and a quorum shall be required for the taking of any official action. Two members shall be Village Board members, one member shall be a Planning and Zoning Commission member and the remaining four (4) members shall be residents of the Village. The Village President shall appoint the one (1) Trustee to serve as the Chairperson of the Commission. The members shall be appointed by the Village President with the advice and consent of the Village Board. The resident members shall be appointed based upon their training or experience in architecture, landscaping, building construction or other relevant businesses or professions.

Each member of the Commission shall serve for a term of 3 years. The terms of Commission members shall be staggered such that one member’s term expires each year. All members shall serve until their successors have been appointed and approved. Appointments to fill a vacancy shall be for the remainder of the unexpired term. All members of the Commission, excluding Village Board members, shall receive \$35 per meeting attended.

408.3 **Meetings.** The Commission shall review and discuss all requests at a public meeting. Meetings shall be held on the first and third Monday of each month or at the call of the Chairperson. *(Revised Ord. No. 2007-38)*

409 **Board of Police Commissioners** *(Revised Ord. No. 2008-12)*

409.1 **Establishment.** There is hereby created a Board of Police Commissioners. It shall consist of three (3) members who shall be appointed by the Village President with the consent of the Village Board.

409.2 **Terms of Office.** The terms of office of the members of the Board of Police Commissioners shall be three (3) years and until their respective successors are appointed and have qualified. The terms of office shall be staggered; with the result that only one member shall begin a three-year term in any given year. A vacancy in an unexpired term shall be filled by appointment for the remainder of that term; provided that no such appointments shall be made by any Village President within 30 days before the expiration of his term of office.

409.3 **Qualifications.** Members of the Board of Police Commissioners shall meet such qualifications as may be required by the Illinois Compiled Statutes.

- 409.4 **Powers and Duties.** The Board of Police Commissioners shall have such powers and duties as may be prescribed by the Illinois Compiled Statutes. Charges brought against police officers shall only be initiated by the Police Chief or Village President. In addition to the powers granted by statute to suspend or discharge a police officer, the Board of Police Commissioners shall also have the power to demote a police officer to the next lowest rank.
- 409.5 **Appointment of Personnel.** The Board of Police Commissioners shall appoint all officers of the Police Department, except the Chief of Police thereof, who shall be appointed by the Village President with the consent of the Village Board.
- 409.6 **Bond.** Each member of the Board of Police Commissioners shall furnish a fidelity bond in the sum of one thousand dollars (\$1,000.00) with such sureties as the President and Village Board shall approve conditioned for the faithful performance of the duties of their office.
- 409.7 **Meetings.** The Board of the Police Commissioners shall meet upon the call of the chairperson or upon the motion of the remaining (2) members of the Commission.