

Chapter 6 - Other Provisions Relating to Village Affairs

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Article 1 - Officers and Employee

601 Effect

The provisions of this article shall apply alike to all officers or employees of the Village, regardless of the time of the creation of the office or of the time of the appointment of the officer.

602 Appointments

The President, with the consent of the Board of Trustees, shall make appointments to fill all appointed offices and department heads; employees shall be hired by the department heads as authorized by Village approved budget.

603 Oath

Before entering upon the duties of their respective offices, all Village officers, whether elected or appointed, shall take and subscribe the oath or affirmation as set forth in the Illinois Municipal Code.

604 Assignment of Duties

The President shall have the power to assign to any appointive officer any duty, which is not assigned by ordinance to some other specific officer; and shall determine disputes or questions relating to the respective powers of duties of officers.

605 Bond

Every officer and employee shall, if required by the Board of Trustees, before entering upon the duties of his/her office, give a bond in such amount as may be determined by the Board of Trustees and with such sureties as it may approve, conditioned upon the faithful performance of the duties of the office or position of employment.

606 Salaries

All officers and employees of the Village shall receive such salaries as may be provided from time to time by ordinance.

607 Interfering with Officers

It shall be unlawful to interfere with or hinder any officer or employee of the Village while engaged in the duties of his/her office.

608 Personnel Policy Manual

In the administration of provisions relating to the employment of personnel and terms of conditions of employment, the Village may from time to time enact or revise by Ordinance personnel policies and procedures which shall be embodied in the Village of Spring Grove Personnel Policy Manual (“the Manual”). Subject to applicable federal and state law, the provisions of the Manual may be enacted, modified, or abolished by Ordinance. (*Revised Ord. 2005-75*)

609 Contracts

Department Heads, the Village President and the Parks and Public Works Chairpersons shall have the authority to enter into contracts and to bind the Village on any agreement or change order, subject to the following restrictions:

1. Any expenditure must be within the then-approved budget for the Village.
2. Any expenditure must comply with all applicable laws, ordinances or regulations.
3. Any Department Head and the Parks and Public Works Chairpersons acting individually shall have spending authority up to \$5,000. The Village President and Executive Assistant to the Village President each, acting individually, shall have spending authority up to \$15,000. Expenditures in excess of that shall require the approval of the Village Board. However, in the case of any emergency expenditure, where the Department Head or the Parks or Public Works Chairperson, Executive Assistant to the Village President and Village President agree and acknowledge that a true emergency exists which requires the expenditure of additional funds, in a circumstance where the expenditure is unavoidable and delay until a Village Board meeting is impractical, e.g. the failure of a lift station pump requiring immediate repair to maintain sanitary sewer service for the Village, those persons acting jointly may authorize the expenditure of up to \$30,000, subject to restrictions in paragraphs 1 and 2 above. (*Revised Ord. 2020-04*)

Article 2 - Other Regulations Pertaining to the Village

610 Corporate Seal

The corporate seal of the Village shall be as follows: A circular disc with the words "Incorporated October 6, 1902" inscribed in the outer circle and "Village of Spring Grove, Illinois" in the inner circle thereof.

611 Fiscal Year

The fiscal year of the Village shall begin on the 1st day of May each year and end on the 30th day of April of the year following.

612 Injury to Public Property

It shall be unlawful to injure, deface or interfere with any property owned by the Village.

613 NSF Fees

A fee of \$15.00 shall be due and payable to the Village for each check written or endorsed by the Village, which is dishonored and returned by the payor bank for any reason.

614 Requests for Taxpayer Information

(Revised Ord. No. 2009-07)

Any request pursuant to the Freedom of Information Act or otherwise for information required of any taxpayer or resident in connection with the assessment or collection of any tax by the Village shall be denied pursuant to 5 ILCS 140/7(1)(b)(iv), unless disclosure is otherwise required by state statute or consented to in writing by the individual subject of the information or such request is made by an officer of the Village in the exercise of his or her statutory duties. In addition, such information may be produced pursuant to a lawful court order requiring that the same be produced.

615 Payment of all Village Obligations Prior to any Village Action

The Village shall not enter into any contract, neither shall the Village take any action on any request for a license, permit, certificate of occupancy, business license, annexation, rezoning or development if the person seeking the license, permit, certificate, contract or action owes any fees, fines, water or sewer bills or collection fees, vehicle stickers, loan payments, liens, forfeitures, administrative adjudication or court judgment, taxes or other amount of money to the Village of Spring Grove or is in violation of any laws or ordinances of the Village of Spring Grove or other laws, ordinances or regulations that the Village is authorized to enforce. The Village may process an application which is filed to remedy or correct a violation of a law or ordinance so long as no fees, fines, water or sewer bills, forfeitures, administrative adjudication or court judgment, taxes, or other amount of money is owed to the Village of Spring Grove. *(Revised Ord 2019-21)*