

**CHAPTER 3**  
**VILLAGE ADMINISTRATION**

*(Ord. 2013-18)*

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3.01 PRESIDENT

(a) The President shall be the chief executive and finance officer of the Village and shall perform all such duties as may be required by statute or ordinance. The President shall have general supervision over all the officers of the Village and over all of the employees of the Village and shall have the power and authority to inspect all books and records kept by any Village officer or employee at any reasonable time.

(b) Designation of Duties: The President shall settle any question as to the respective powers or duties of any appointed Village officer or employee. The President shall have the power to delegate to any such officer any duty which is to be performed when no specific officer has been directed to perform the duty.

(c) Appointments: The President shall appoint, by and with the advice and consent of the Board of Trustees, any officer whose appointment is not otherwise provided for by law. Whenever a vacancy occurs in any office, it shall be filled pursuant to applicable Illinois law.

(d) Removal of Officers: The President shall have the power to remove any officer appointed by him on any formal charge whenever he is of the opinion that the interests of the Village demand such removal. He shall report the reasons for such removal to the Board of Trustees at a meeting to be held not less than five days, or more than 10 days after such removal. If the President fails or refuses to file with the Clerk a statement of the reasons for such removal or if the Board, by a two-thirds vote of all its members authorized by law to be elected, by “yeas” and “nays” to be entered upon its record, disapprove of such removal, such officer shall thereupon become restored to the office from which he was removed, and shall be required to give a new bond and take a new oath of office as required in Section 3.10. No officer shall be removed a second time for the same offense.

(e) Licenses: The President shall grant licenses for the purposes authorized by this Code to such persons as he may deem proper, unless the Board of Trustees shall otherwise provide, and he may revoke the same for cause.

(f) Signature: The President shall sign all Village warrants, commissions, permits and licenses granted by authority of the Board of Trustees, except as otherwise provided, and such other acts and deeds as law or ordinance may require his official signature.

(g) Calling Out Inhabitants and Militia: When necessary, the President may call on every inhabitant of the Village over the age of 18 years, to aid in enforcing laws and ordinances. Subject to the authority of the Governor as Commander-in-Chief of the militia, the President may call out the militia to aid in suppressing riots and other disorderly conduct, or to aid in carrying into effect any law or ordinance.

### 3.02 CLERK

(a) Appointment: The office of Clerk shall be filled by appointment of the President, with the advice and consent of the Board of Trustees. Because the position of Clerk requires special expertise, the appointee need not be a resident. However if determined feasible by the President, a qualified resident should be appointed.

(b) Salary: The salary of the Clerk shall be determined by the Corporate Authorities.

(c) Duties: The Clerk shall perform the duties as required by the Illinois Compiled Statutes and those duties assigned by the Corporate Authorities including supervising administration employees and attending all meetings of the Corporate Authorities and closed session meetings except if the Clerk is the subject of the meeting and his or her presence creates a conflict of interest, in which case, the Deputy Clerk shall attend said meeting.

(d) Deputy Clerk:

1. Appointment: One deputy clerk may be appointed by the Clerk with the advice and consent of the Corporate Authorities for a term which shall not exceed the term of the then existing Clerk. The deputy clerk shall be under direct supervision of the Clerk and need not be a resident of the Village.
2. Duties and Responsibilities: The deputy clerk's duties shall be co-extensive with the duties of the Clerk subject to the absence of the Clerk from the Village and/or the specific direction by the President to act in the stead of the Clerk or upon the specific direction from the Clerk as part of the Clerk's supervisory powers over the deputy clerk.
3. Compensation: The compensation of the deputy clerk shall be determined from time to time by the Corporate Authorities.

3.03 TREASURER

- (a) Office Created: There is hereby created the office of Treasurer of the Village.
- (b) Appointment: The President shall appoint, by and with the advice and consent of the Board of Trustees, a competent citizen of the Village as Treasurer for the ensuing fiscal year.
- (c) Money, Warrants: The Treasurer shall receive all moneys belonging to the Village Corporation and shall pay all warrants signed by the President and countersigned by the Clerk. The Treasurer shall keep a separate account of each fund or appropriation, and all the debits and credits belonging thereto. The Treasurer shall give to every person paying money into the treasury a receipt therefor specifying the date of payment and upon what account paid, and shall file copies of such receipts with the records of the Treasurer's office with the Clerk at the time of making monthly reports of such office.
- (d) Register of Warrants: The Treasurer shall keep an accurate 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 shall cancel all warrants as soon as redeemed.
- (e) Lost Warrants: When any Village warrant is lost or destroyed, so that it cannot be presented to the Treasurer for payment by the person entitled thereto, such person shall apply by petition to the Corporate Authorities for relief. The Corporate Authorities may order the Clerk to issue a duplicate warrant to the person so entitled to payment upon his filing an affidavit of the loss or destruction of the original and giving bond and security to the Village to refund the amount of such warrant and pay all costs in case the original or lost warrant should be presented and the Village compelled to pay the same.
- (f) Special Assessments: All money received by the Treasurer as a special tax or assessment shall be held as a special fund, to be applied to the payment of the improvement for which such special tax or special assessment was made, and the money so received shall be used for no other purpose except to reimburse the Village for money expended for such improvement.
- (g) Separation of Funds: The Treasurer shall keep all moneys belonging to the Village separate and distinct at all times from personal moneys or funds, and is prohibited from using directly or indirectly the Village money or warrants in the Treasurer's custody and keeping for personal use or benefit, or that 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 office vacant and appoint a successor for the unexpired portion of term in manner prescribed for regular appointment.
- (h) Monthly Reports: At the end of every month, and more often if required by the Corporate Authorities, the Treasurer shall render an account under oath to the Corporate Authorities showing the state of the treasury at the date of the account and the balance of money in the treasury. The Treasurer shall accompany the account with a statement of all money received into the treasury and on what account, together with all warrants redeemed and paid by

the Treasurer. Said monthly account and warrant shall be handled as required by 65 ILCS 5/3.1-35-45.

(i) Annual Reports: Within six months after the end of each fiscal year, the Treasurer shall prepare and file with the Clerk an account of monies received and expenditures incurred during the preceding fiscal year. The annual report shall be prepared and published in accordance with 65 ILCS 5/3.1-35.65.

(j) Delinquent Officers: The Treasurer shall report to the Corporate Authorities any officer authorized to receive money for the use of the Village who fails to make a return of the moneys received by him at the time required by law or ordinance.

(k) Accounts: The Treasurer shall keep the books and accounts in such manner as to show with accuracy all moneys received and disbursed for the Village, stating from whom and on what account received, and to whom and what account paid out, and in such way that the books and accounts may be readily investigated and understood. Such books and accounts and all files and papers in his office shall be at all times open to examination by the Corporate Authorities.

(l) Checks: Any check issued by the Village shall be properly signed by any two of the following: President, Clerk, Deputy Clerk or Treasurer.

#### 3.04 VILLAGE ATTORNEY

(a) Appointment: A Village Attorney may be appointed by the President, by and with the consent of the Board of Trustees. The Village Attorney shall have the status of an independent contractor.

(b) Qualifications: No person shall be appointed Village Attorney who is not a bona fide resident and voter of the State of Illinois. He need not be a resident of the Village, but shall be a regularly licensed attorney of this State.

(c) Duties and Responsibilities: The Village Attorney shall:

1. Prosecute and defend any and all traffic and non-traffic related, civil 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 person as an officer of the Village, whenever directed to do so by the Corporate Authorities;
2. Oversee the full enforcement of all judgments or decrees rendered or entered in favor of the Village, and of all similar interlocutory orders;
3. Serve as the legal advisor of the Village, and render advice on all legal questions affecting the Village whenever requested to do so by any member of the Corporate Authorities. When so requested to render legal advice to any member of the Corporate Authorities, the Village Attorney shall inform, forthwith, the other members of the Corporate Authorities of the advice given. Upon request by any member of the

Corporate Authorities, the Village Attorney shall reduce any such opinion to writing; and upon request by the President, the Village Attorney shall render an opinion to any officer of the Village with regard to his/her duties or powers. Further, the Village Attorney shall have an affirmative duty to call to the Corporate Authorities attention any substantive legal issue under discussion or consideration by the Corporate Authorities at any meeting of the Corporate Authorities at which the Village Attorney is present regardless of whether any member of the Corporate Authorities has requested advice or counsel on the topic.

4. Oversee the completion of all special assessment proceedings and condemnation proceedings.
5. Draft or supervise the phraseology of any contracts, leases, or other documents or instruments to which the Village may be a party.

(d) **Compensation:** The Village Attorney shall be paid such compensation as is determined by the Corporate Authorities. Such compensation shall be paid out of the Village's existing budget for legal services. The Village Attorney shall submit invoices for legal services rendered.

(e) **Additional Counsel:** The Village may employ other counsel from time to time.

### 3.05 SUPERINTENDENT OF PUBLIC WORKS

(a) **Created:** A Superintendent of Public Works shall be appointed by the President by and with the consent of the Board of Trustees.

(b) **Duties:** The Superintendent of Public Works shall supervise the maintenance, repair and care of all public properties in the Village including, but not limited to parks, municipal buildings, waterworks, sewers, sidewalks, alleys and streets, and all equipment and material pertaining to such work.

### 3.06 COLLECTOR

(a) **Created:** There is hereby created the office of Collector.

(b) **Appointment:** The President shall appoint, by and with the advice and consent of the Board of Trustees, the Collector.

(c) **Duties:** The duties and responsibilities of the Collector shall include, but not be limited to:

1. Preserve all warrants returned to the Collector's office;
2. Keep books and accounts in such manner as designated by the Corporate Authorities;

3. Pay over to the Treasurer, weekly, all monies collected from any source and file a receipt for same in the Clerk's office;
4. Make such reports as may be required by the Corporate Authorities of all monies collected and filed with the Clerk's office in an annual report as required by Statute;
5. Receive all monies due the Village except those paid directly to the Treasurer
6. Is prohibited from keeping the Village's money beyond the time prescribed for payment to the Treasurer;
7. Provide administrative assistance to the President and the Finance Committee;
8. Maintain Village office hours Monday through Friday from 9 a.m. to 4 p.m. (includes ordering necessary office supplies as authorized by the Corporate Authorities, handling telephone requests and dispatching for all Village departments during normal office hours and receiving and distributing daily mail);
9. Serve as payroll clerk (prepare payroll checks, maintain employee files, prepare federal and State reports);
10. Handle all accounts payable (receive and code invoices, prepare warrants for department and Corporate Authorities' approval, prepare checks, and maintain vendor files);
11. Handle all accounts receivable including all water and sewer collection responsibilities such as making out all bills for water and sewer service and collection of same, prepare meter reading books for quarterly readings and compile usage;
12. Perform all other duties pertaining to the office as are and may be imposed by law or resolution of the Corporate Authorities.

### 3.07 BUILDING INSPECTOR

(a) Created: The Building Inspector shall be selected by the President with the advice and consent of the Board of Trustees.

(b) Duties: The Building Inspector shall enforce the ordinances of the Village relating to the construction and maintenance of buildings, and the zoning regulations. He shall perform such other duties as are prescribed by ordinance or directed by the Superintendent of Public Works.

(c) Electrical Duties: The Building Inspector shall enforce the ordinance of the Village relating to electrical equipment and electrical installations in the Village.

(d) Plumbing Duties: The Building Inspector shall enforce the laws of the State and the ordinances of the Village relating to plumbing inspections in the Village, and connections to the water and sewer systems of the Village. He shall be the administrative authority of the Plumbing Code adopted by this Code.

### 3.08 VILLAGE ENGINEER

(a) Created: The Village Engineer shall be appointed by the President by and with the advice and consent of the Board of Trustees.

(b) Duties: The Village Engineer shall have charge of and supervision over the making of all surveys, plans, specifications, maps, reports and investigations regarding public works and other Village facilities, any other matter that requires the expertise of a professional engineer, and shall perform such other duties as required by law.

(c) Fees:

1. Whenever any person is required by the Village to submit plans, specifications or other documents to the Village Engineer for review, comments and approval or disapproval, such person shall be responsible for the fees charged by the Village Engineer in connection therewith.
2. Whenever any person shall, of his own volition, submit plans, specifications or other documents to the Village Engineer, acting in his official capacity as Village Engineer, for his review, approval, disapproval or comments upon said plans, specifications or other documents, the person submitting the same shall be responsible for the fees charged by the Engineer in connection therewith.

### 3.09 OFFICERS AND EMPLOYEES

(a) Appointments: The President, with the advice and consent of the Board of Trustees, shall make appointments to fill all appointive offices. Employees of all departments shall be selected by the President, in the absence of provision to the contrary.

(b) Terms of Office; Vacancies: Every appointive officer of the Village shall hold office for a term of one year or until his successor is appointed and qualified unless it is otherwise provided by the provision of this Code. Employees selected shall be at-will employees unless they are employees covered under a collective bargaining agreement in which case that agreement shall govern.

(c) Assignment of Duties: The President shall have the power to assign to any appointive officer any duties which is not assigned by ordinance to some other specific officer and shall determine disputes or questions relating to the respective powers or duties of officers.

(d) Records: All records kept by any officer of the Village shall be open to inspection by any member of the Corporate Authorities, at all times, whether or not such records are required to be kept by statute or a provision of this Code.

(e) Moneys Received: At least daily, every officer of the Village shall turn over all moneys received by him in his official capacity to the Clerk's office with a statement which shows the source from which the same was received.

(f) Oath: Every officer of the Village shall, before entering upon his duties, take the oath prescribed by law. Oaths of office shall be filed with the Clerk.

(g) Bond: Before entering upon the duties of their respective offices, all officers, except Trustees, Village Attorney and Village Engineer shall execute a bond with security, to be approved by the Corporate Authorities and pursuant to 65 ILCS 5/3.1-10-30. The Village shall pay the premium for such bond.

(h) Salaries: All officers and employees of the Village shall receive such salaries as may be provided from time to time by ordinance. No officer or employee receiving a salary from the Village shall be entitled to retain any portion of any fees collected in performance of his duties as municipal officer or employee in the absence of a specific ordinance provision to that effect.

(i) Termination of Office: Every officer of the Village, upon the termination of his office, shall deliver to his successor all books and records which may be the property of the Village; and if no successor has been appointed within one week after the termination of office, such property shall be delivered either to the Clerk or to the Treasurer.

### 3.10 INDEMNIFICATION

In the event a lawsuit is filed against any former or current elected Village official for acts relating to Village business affairs while in office, the Village shall retain and pay counsel of its choice to defend the official. The Village shall also indemnify the official for any acts for which he or she is found liable within the scope of his or her office. The protection afforded to officials in this Section shall apply where defense and indemnity is not adequately provided for, without any conflict of interest by the Village's liability insurance carrier. In the event of a conflict of interest reasonably deemed to exist by the Village Attorney or the Corporate Authorities, separate counsel chosen by the Village official shall be retained at the Village's cost. At no time shall the hourly rate paid to any such attorney chosen by the official, paid for under these provisions, exceed the hourly rate of the then acting Village Attorney. Nothing in this Section shall be construed as providing indemnification for any portion of a judgment representing an award of punitive or exemplary damages.

### 3.11 POLICE DEPARTMENT

(a) Created: There is hereby created a Police Department of the Village which shall consist of the Chief of Police, a Lieutenant, a Sergeant and such other ranks of police officers prescribed by ordinance. The Chief of Police shall be appointed by the President with the advice and consent of the Board of Trustees on such terms and conditions as may be fixed by ordinance, resolution or written agreement with such person. The President is authorized to remove the Chief of Police. (*Ord. 2016-03*)

(b) Board of Police Commissioners: The Board of Police Commissioners shall perform all duties imposed and have all privileges conferred upon it by law. Commissioners

shall be appointed by the President, with the advice and consent of the Board of Trustees pursuant to applicable law.

(c) Duties: The Chief of Police and members of the Police Department shall enforce the ordinances of the Village and the laws of the State. They shall preserve order, prevent infraction of the law and violation of the laws or ordinances of the Village and perform such other duties as may be lawfully prescribed by the Chief of Police.

(d) Residence: The Chief of Police shall reside within an area no further than five miles from the corporate limits of the Village. All other full-time members of the Police Department shall reside within 15 miles from the corporate limits of the Village.

### 3.13.1 PART-TIME POLICE

(a) Employment: The Village may employ part-time police officers from time to time as it is deemed necessary.

(b) Duties: A part-time police officer shall have all the responsibilities of a full-time police officer and such specific duties as delineated in the General Orders of the Richmond Police Department, but the number of hours a part-time officer may work within a calendar year is restricted. Part-time police officers shall not be assigned to supervise or direct full-time police officers.

(c) Hiring Standards: Any person employed as a part-time police officer must meet the following standards:

1. Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties.
2. Be at least 21 years of age.
3. Pass a medical examination.
4. Possess a high school diploma or GED certificate.
5. Possess a valid State of Illinois driver's license.
6. Possess no prior felony convictions.
7. Any individual who has served in the U.S. military must have been honorably discharged.
8. Be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1, *et seq.*) and the rules and requirements of the ILETSB.

(d) Discipline: Part-time officers shall be under the disciplinary jurisdiction of the Chief of Police. Part-time police officers serve at the discretion of the Village authorities, shall not have any property rights in said employment and are at-will employees. Part-time police officers shall comply with all applicable rules and General Orders issued by the Police Department.

### 3.12 MUNICIPAL AND FISCAL YEAR

The municipal year and the fiscal year of the Village shall commence on May 1 of each year and end on April 30 of the following year.

### 3.13 VILLAGE SEAL

The corporate seal of the Village shall be heretofore adopted by the Village.

### 3.14 EMERGENCY SERVICES AND DISASTER AGENCY

(a) Creation: There is hereby created the Richmond Emergency Services and Disaster Agency (RESDA) to prevent, minimize, repair and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or from natural or manmade disaster, in accordance with the Illinois Emergency Management Agency Act (20 ILCS 3305/1 *et seq.*). (“State EDSA”)

(b) Personnel: The personnel of RESDA shall consist of the coordinator and such additional members as may be selected by the coordinator.

(c) Coordinator: The coordinator of the RESDA shall be appointed by the President and shall serve until removed by same.

The coordinator shall have direct responsibility for the organization, administration and training of RESDA subject to the direction and control of the President, as provided by statute.

In the event of the absence, resignation, death or inability to serve as coordinator, the President or any person designated by the President shall be and act as coordinator until a new appointment is made as provided in this Section.

(d) Functions: RESDA shall perform such emergency and disaster service functions within the Village as shall be prescribed in and by the State ESDA plan and program prepared by the governor, and in addition shall perform such duties outside the corporate limits as may be required pursuant to any mutual aid agreement with any other political subdivision, municipality or quasi-municipality entered into as provided by the State ESDA.

(e) Mobile Support Team: All or any members of RESDA may be designated as members of a Mobile Support Team created by the State ESDA director, as provided by law.

The leader of such Mobile Support Team shall be designated by the RESDA coordinator.

Any member of the Mobile Support Team, who is a Village employee or officer while serving on call to duty by the governor, or the State ESDA director, shall receive the compensation and have the powers, duties, rights and immunities incident to such employment or office. Any such member who is not a paid officer or employee of the Village, while so serving, shall receive from the State reasonable compensation as provided by law.

(f) Mutual Aid Agreements: The RESDA coordinator may negotiate mutual aid agreements with other political subdivisions of the State, but no such agreement shall be effective until it has been approved by the Corporate Authorities and by the State ESDA director.

(g) Emergency Action: If the governor proclaims that a disaster emergency exists in the event of actual enemy attack upon the United States or the occurrence within the State of a major disaster resulting from enemy sabotage or other hostile action, or from manmade or natural disaster, it shall be the duty of RESDA to cooperate fully with the State ESDA and with the governor in the exercise of emergency powers as provided by law.

(h) Compensation: Members of RESDA who are paid employees or officers of the Village, if called for training by the State ESDA director, shall receive for the time spent in such training the same rate of pay as it attached to the position held; members who are not such Village employees or officers shall receive for such training time such compensation as may be established by the Corporate Authorities.

(i) Purchases and Expenditures: The Corporate Authorities may authorize any purchase or contracts necessary to place the Village in a position to combat effectively any disaster resulting from the explosion of any nuclear or other bomb or missile, and to protect the public health and safety, protect property and provide emergency assistance to victims in the case of such disaster, or from manmade or natural disaster. In the event of enemy caused or other disaster, the coordinator of RESDA is authorized, on behalf of the Village, to procure such services, supplies, equipment or material as may be necessary for such purposes, in view of the exigency without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by statute, provided that if the Corporate Authorities meet at such time the coordinator shall act subject to the directions and restrictions imposed by that body.

(j) Reimbursement by State: The Treasurer may receive and allocate to the appropriate fund any reimbursement by the State to the Village for expenses incident to training members of RESDA as prescribed by the State ESDA director, compensation for services and expenses of members of the Mobile Support Team while serving outside the Village in response to a call by the governor or State ESDA director, as provided by law, and any other reimbursement made by the State incident to RESDA activities as provided by law.

(k) Oath: Every person appointed to serve in any capacity in the RESDA organization shall, before entering upon his duties, subscribe to the following oath, which shall be filed with the Clerk:

“I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I nor have I been a member of any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence; and that during such times as I am affiliated with the

Village of Richmond ESDA organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence.”

(l) Office: The President is authorized to designate space in a Village Hall, or elsewhere, as may be provided for by the Corporate Authorities for RESDA as its office.

(m) Tax Levy: The Village may make an appropriation for RESDA purposes in the manner provided by law, and may levy in addition for RESDA purposes only, a tax not to exceed five cents per \$100.00 of the assessed value of all taxable property in addition to all other taxes, as provided by the statute; however that amount collectable under such levy shall in no event exceed \$.25 per capita.

(n) Local Disaster Emergency: A local disaster emergency may be declared only by the President. It shall not be continued or renewed for a period in excess of 3 days except by or with the consent of the Corporate Authorities. Any order or proclamation shall be given prompt and general publicity and shall be filed promptly with the Clerk.

The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.

(o) Emergency Interim President:

1. In accordance with and pursuant to the Emergency Interim Executive Succession Act, 5 ILCS 275, *et seq.*, which is incorporated herein by reference, the following officers are hereby designated as the emergency interim successors to the office of the President in the following order:
  - i. The Trustee with the highest number of years in office.
  - ii. The Trustee with the second highest number of years in office.
  - iii. The Trustee with the third highest number of years in office.
  - iv. The Trustee with the fourth highest number of years in office.
  - v. The Trustee with the fifth highest number of years in office.
  - vi. The Trustee with the sixth highest number of years in office.
2. The emergency interim successor shall exercise the powers and discharge the duties of the office of the President until such time as a vacancy which may exist shall be filled in accordance with the law, or until the President or the preceding emergency interim successor again becomes available to exercise the powers and discharge the duties of his office.

### 3.15 PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

(a) Findings: Article 7 of the Illinois Pension Code provides that a municipality may elect to participate in the Illinois Municipal Retirement Fund (“IMRF”) by the adoption of a resolution or ordinance of its governing body, participation to begin on the 1st day of January following receipt by the IMRF Board of Trustees of official notice of the election by the municipality.

(b) Election: The Village does hereby elect to participate in the IMRF, effective January 1, 1986.

(c) Participation: The standard for IMRF participation shall be a position normally requiring performance of duty for 1,000 hours per year.

(d) Filing: The Clerk shall promptly file a certified copy of this ordinance with the IMRF Board of Trustees.

### 3.16 TRAVEL EXPENSE REIMBURSEMENT *(Ord. 2016-29; 10/6/16)*

(a) Interpretation: This section shall be interpreted to be consistent with the Local Government Travel Expense Control Act, 50 ILCS 150.

(b) Definitions: As used in this section:

1. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

2. “Travel” means any expenditure directly incident to official travel by employees and officers of the Village or direct payment to private agencies providing transportation or related services.

(c) Official Business Requiring Expenses: Travel, meal, and lodging expenses will only be allowed for official business of the Village which is necessary to the functioning or improvement of the Village. If the business can be done remotely, no expenses will be allowed. All effort shall be taken to avoid expenses. This includes scheduling meetings within the Village as opposed to offsite.

(d) Entertainment Expenses: No entertainment expenses may be reimbursed.

(e) Maximum Reimbursement: The maximum reimbursements allowed for expenses shall be:

1. Mileage: The current rate for mileage set by the Internal Revenue Service.

2. Meals (Breakfast, Lunch, Dinner): \$50.00/day.

3. Lodging: \$175.00/night or government rate, whichever is less.

4. Other travel: \$1,000.00 per round trip.

(f) Emergencies: In emergencies, amounts in excess of the above maximum limits may be permitted by the corporate authorities.

(g) Expense Form: All anticipated and incurred expenses shall only be approved if

submitted in the proper manner, including the information listed below.

(h) Approval by the President: The Village President is responsible for approving expenses incurred by employees and officers which are under the amounts in subsection (e).

(i) Approval by Corporate Authorities: Any expenses incurred or to be incurred over the maximum levels in subsection (e), and any expenses incurred or to be incurred by members of the corporate authorities, may only be approved if the following information is provided by the employee or Board Member in writing, signed and dated and approved by the President and Board of Trustees by a roll-call vote at an open meeting:

1. Name and Position (employee, trustee, etc.);
2. Date(s) for which reimbursement is requested;
3. Nature of the official business requiring this expense;
4. Detailed estimate of anticipated expenses OR explanation of expenses incurred; and
5. Any receipts for expenses already incurred must be attached to the submission; if a longer explanation is required, please provide additional information.

(j) Public records: This policy and all forms submitted relative to this policy are public records.

(k) No Right to Reimbursement: Nothing in this policy shall be construed as a right for any employee or officer to be reimbursed for expenses. No reimbursement may be given without approval by the President or the corporate authorities. Employees and officers should, to the extent possible, obtain prior approval of their anticipated expenses before incurring any expenses.