



**VILLAGE OF PINGREE GROVE**

**ORDINANCE NO. 2010-13**

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**AN ORDINANCE CREATING THE POSITION OF VILLAGE ADMINISTRATOR  
IN THE VILLAGE OF PINGREE GROVE,  
KANE COUNTY, ILLINOIS**

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PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
THIS 19 DAY OF July, 2010.

PUBLISHED IN PAMPHLET FORM BY AUTHORITY  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS  
ILLINOIS, THIS 20 DAY OF July, 2010.

ORDINANCE NO. 2010-13

AN ORDINANCE CREATING THE POSITION OF VILLAGE ADMINISTRATOR  
IN THE VILLAGE OF PINGREE GROVE,  
KANE COUNTY, ILLINOIS

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois, as follows;

**WHEREAS**, the Village of Pingree Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

**WHEREAS**, the Village finds it is in the best interests of the Citizens of the Village of Pingree Grove to create the position of Village Administrator in the Village of Pingree Grove, Illinois;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois, as follows:

**SECTION ONE:** Ordinance Adopted

Article IV, Chapter 5 of the Village Code of Ordinances is hereby adopted as follows:

§4.501 Office Created: The office of Village Administrator is hereby created subject to the provision of this Chapter.

§4.502 Appointment and Qualifications: The Village Administrator shall be chosen by the President and Board of Trustees solely on the basis of executive and administrative qualifications with special reference to specific professional education for, actual experience in, and knowledge of accepted practice in respect to the administration of local government and to the duties of the office as specified below. The appointment shall be made without consideration of the candidates' race, sex, politics, or religious beliefs. The person appointed to this office need not be a resident of the Village or of the State at the time of appointment. Neither the President nor any member of the Village Board shall receive appointment during their terms of office or within two (2) years after the expiration of that term.

§4.503 Term of Office: The Village Administrator shall be appointed to an indefinite term as prescribed by an employment agreement or memorandum of understanding as between the Village and the Administrator. The Village Administrator shall be appointed by the Village President, with the advice and consent of the Village Board.

§4.504 Compensation and Employment Contract:

A. Compensation: The rate of compensation of the Village Administrator shall be set by the Village Board and may be adjusted from time to time as the Board deems appropriate.

B. Employment Contract: Subject to the terms and conditions of State law and this Chapter, the Village Board and the Village Administrator may enter into an employment contract which specifies in writing the level of compensation of the Village Administrator, fringe benefits, agreements for separation pay upon termination of the Village Administrator's employment (if any), other appropriate agreements describing the working relationship between the Administrator and elected officials, and Board's performance expectations for the Administrator. This agreement should be reviewed and revised by mutual agreement of the parties at periodic intervals of not more than one year's duration. In addition, the Village Administrator's term, if any, shall not extend beyond the term of the then-current Village President.

§4.505 Bond Required: The Village Administrator shall furnish a surety bond in the amount of ten thousand dollars (\$10,000.00) to be approved by the Village Board. The bond shall be conditioned on the faithful performance of the duties of the office. The premium for the bond shall be paid by the Village.

§4.506 Powers and Duties: The Village Administrator shall be responsible to the President and Board of Trustees for the proper administration of all affairs of the Village. In discharging this responsibility, the Village Administrator shall:

A. Administration and Coordination: Direct, supervise, and coordinate the administration of all departments, offices, and agencies of the Village, except as otherwise provided by law.

B. Board Meetings: Attend all Village Board meetings. The Village Administrator shall have the right to take part in all discussions, but shall not vote.

C. Law And Ordinances: Provide for the enforcement of all laws and ordinances within the Village.

D. Operations Of Departments: Make such other reports as the Village Board may require concerning the operations of Village departments, offices, and agencies.

E. Commodities And Services: Be responsible for procurement of commodities and services for all Village departments, offices, and agencies, and promulgate purchasing rules which shall be followed by employees in the procurement of goods and services.

F. Personnel Rules And Regulations: Propose to the Village Board such personnel rules and regulations as the Administrator deems necessary to manage the personnel policies of the Village.

G. Public Policy: Advise the Village Board on pending decisions of public policy and recommend to the Board the adoption of such measures as the Administrator may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

H. Staff Support Services: Provide staff support services for the President and members of the Board of Trustees.

I. Contracts: The Village Administrator shall have the power to enter into agreements with contractors on any contract, agreement or change order, unless otherwise prohibited by law. The Village Administrator shall only have such authority where the total amount of said contract or agreement is \$5,000.00 or less, or the cumulative amount for all change orders on a given project is \$5,000.00 or less. The Village Administrator shall report to the board any such contract, agreement or change order entered into, within 30 days of execution of such contract, agreement or change orders. The Village Administrator shall have full authority to bind the Village up to said amounts, unless otherwise prohibited by law or unless the Village Administrator is directed, by the Village Board or Village President, to refrain from entering into any Agreement.

J. Additional Duties: Perform such other duties as may be specified by law or Village ordinance or as may from time to time be requested by the Village Board

§4.507 Removal from Office: The Village Administrator shall be subject at all times to removal from office by a majority vote of the total membership of the Village Board, except as otherwise provided by Village ordinance, Illinois statute or other law.

§4.508 Acting Administrator: If, because of a temporary absence, disability, or illness, the Village Administrator is unable to carry out the functions of this office, the President and Board of Trustees may appoint a member of the Village's administrative staff to serve as Acting Administrator and carry out the duties of the Administrator during the Administrator's absence.

§4.509 Authority of Other Officers: Nothing in this Chapter shall be deemed to diminish or detract from the statutory powers and authority of the Village's elected officials.

## **SECTION TWO: GENERAL PROVISIONS**

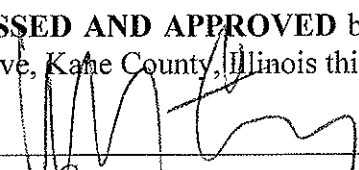
**REPEALER:** All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

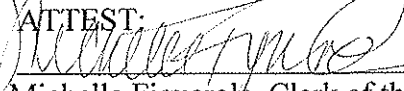
**SEVERABILITY:** Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Ordinance.

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect on and after its approval, passage and publication in pamphlet form as provided by law.

CODIFICATION: The Village of Pingree Grove is presently undergoing codification of its ordinances into a unified Code Book. To that end, the chapter numbers identified above have been selected based upon the Village's estimation of what the actual chapter number shall be. That said, the Village Administrator and Village Clerk shall be expressly authorized to change or amend the identifying chapter numbers as shall be necessary to conform such numbering to the codification of the Village's Ordinances, provided that the text of the ordinances (other than the numbering) shall not be changed. This ordinance shall remain in full force and effect without regard to the renumbering or relabeling of the paragraphs.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois this 19 day of July, 2010.

  
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 Wyman Carey,  
 President of the Board of Trustees of the Village of Pingree Grove

**ATTEST:**  
  
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 Michelle Figuerola, Clerk of the Village of Pingree Grove

	Aye	Nay	Absent	Abstain
Trustee Steve Wiedmeyer	_____	<u>X</u>	_____	_____
Trustee Stephanie Mette	_____	<u>X</u>	_____	_____
Trustee Greg Marston	_____	<u>X</u>	_____	_____
Trustee Joshua Cossiboon	<u>X</u>	_____	_____	_____
Trustee Larry Gillie	<u>X</u>	_____	_____	_____
Trustee Cathie Vavra	<u>X</u>	_____	_____	_____
Village President Wyman Carey	<u>X</u>	_____	_____	_____