



Village of Bourbonnais

REGULAR VILLAGE BOARD MEETING - AGENDA -

December 7, 2015

5:30 p.m.

CALL TO ORDER: President Paul Schore

PLEDGE OF ALLEGIANCE

1. **ROLL CALL:** Clerk Simeur

2. **APPROVAL OF MINUTES:** November 16, 2015

a. Regular Board Minutes

3. **REPORTS FROM COMMISSIONS AND ADVISORY BOARDS**

4. **BIDS AND QUOTES**

a. Snow Plow Equipment Bid Opening

- i. Kankakee Equipment, Inc. \$36,588.00
- ii. Teleward, Inc. \$37,694.00

5. **CORRESPONDENCE**

6. **FINANCE COMMITTEE**

Trustee Vera Amiano, Chair

a. Consideration to Approve Accounts Payable December 7, 2015

b. Treasurer's Report

c. Ordinance No. 15-2007 (An Ordinance Abating the Tax Heretofore Levied for the Year 2015 to Pay the Principal of and Interest on \$4,255,000 General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2012a, of the Village of Bourbonnais, Kankakee County, Illinois). Second Reading.

d. Ordinance No. 15-2008 (An Ordinance Abating the Tax Heretofore Levied for the Year 2015 to Pay the Principal of and Interest on \$1,645,000 General Obligation Refunding Bonds (Sewerage Alternate Revenue Source), Series 2012b, of the Village Of Bourbonnais, Kankakee County, Illinois). Second Reading.

This notice posted
this 4th day of
December 2015 in
accordance with the
Open Meetings Act.

- e. Ordinance No. 15-2009 (An Ordinance Levying Taxes for all Corporate Purposes for the Village Of Bourbonnais, Kankakee County, Illinois for the Fiscal Year Commencing on the First Day of May 2015 and Ending on the 30th Day Of April 2016). Second Reading.

7. **POLICE COMMITTEE**

Trustee Bruce Greenlee, Chair

- a. Police Officer and Tele-Communicator LifeSaver Recognition - Officer Garcia, Officer Boudreau and Tele-Communicator Hennessy for their roles in saving the life of a teenager on 8/14/15.

8. **COMMUNITY & ECONOMIC DEVELOPMENT**

Trustee Vera Amiano, Chair

9. **PUBLIC WORKS COMMITTEE**

Trustee Bruce Greenlee, Chair

10. **PARKS & RECREATION COMMITTEE**

Trustee Jeff Keast, Chair

11. **FRANCHISE, LICENSE & ADMINISTRATION**

Trustee Rick Fischer, Chair

- a. Ordinance No. 15-2010 (An Ordinance Amending Chapter 2, Article VIII, Section 2-128 of the Municipal Code of the Village of Bourbonnais, Illinois regarding the Village Administrator). First Reading.
- b. Ordinance No. 15-2011 (An Ordinance Authorizing, Approving and Ratifying a Personal Service Contract for the Village Administrator). First Reading.
- c. Resolution No. 15-1236 (A Resolution Appointing Michael J. Van Mill as Village Administrator)

12. **ANNEXATION, BUILDING & ZONING COMMITTEE**

Trustee Rick Fischer, Chair

13. **COMMUNITY AFFAIRS & SERVICES COMMITTEE**

Trustee Vera Amiano, Chair

14. **UTILITY COMMITTEE**

Trustee Jack Littrell, Jr., Chair

15. **BUILDINGS & GROUNDS COMMITTEE**
Trustee Randy King, Chair
16. **COMMITTEE MEETINGS SET** – See Calendars
17. **VILLAGE ADMINISTRATOR’S REPORT**
Michael Van Mill, Village Administrator
18. **VILLAGE ATTORNEY’S REPORT**
Patrick Dunn, Attorney
19. **VILLAGE PRESIDENT’S REPORT**
Paul Schore, Village President
20. **OLD BUSINESS**
21. **NEW BUSINESS**
22. **PUBLIC COMMENTS**
23. **ADJOURNMENT**

VILLAGE OF BOURBONNAIS

ORDINANCE NO. 15-2007

ANNUAL ABATEMENT ORDINANCE

**ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015 TO
PAY THE PRINCIPAL OF AND INTEREST ON \$4,255,000 GENERAL OBLIGATION
BONDS (SALES TAX ALTERNATE REVENUE SOURCE), SERIES 2012A, OF THE
VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS**

**ADOPTED BY THE BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS
THIS ____ DAY OF _____, 2015**

Published in pamphlet form by Authority of the Board of Trustees of the Village of Bourbonnais,
Kankakee County, Illinois, this ____ day of _____, 2015.

ORDINANCE NO. 15-2007

ANNUAL ABATEMENT ORDINANCE

ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL OF AND INTEREST ON \$4,255,000 GENERAL OBLIGATION BONDS (SALES TAX ALTERNATE REVENUE SOURCE), SERIES 2012A, OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS

WHEREAS the President and Board of Trustees (the "*Board*") of the Village of Bourbonnais, Kankakee County, Illinois (the "*Village*"), by Ordinance Number 12-1913, adopted on the 20th day of August, 2012, as supplemented by a related notification of sale (collectively, the "*Ordinance*"), did provide for the issue of \$4,255,000 General Obligation Bonds (Alternate Revenue Source), Series 2012A (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and,

WHEREAS the Pledged Revenues (as defined in the Ordinance) have been determined by the Village Treasurer to provide an amount not less than 1.25 times debt service on the Bonds and any additional bonds payable from the Pledged Revenues, as described in the Ordinance, in the next succeeding bond year (December 1 and June 1); and,

WHEREAS it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2015 to pay the principal of and interest on the Bonds be abated; and,

Now THEREFORE be it Ordained by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2015 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk shall file a certified copy hereof with The County of Kankakee, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2015 in accordance with the provisions hereof.

Section. 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its passage by the Board and signing and approval by the President.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2015.

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE)

SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____, 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

ORDINANCE NO. 15-2007

ANNUAL ABATEMENT ORDINANCE

ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL OF AND INTEREST ON \$4,255,000 GENERAL OBLIGATION BONDS (SALES TAX ALTERNATE REVENUE SOURCE), SERIES 2012A, OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities and that said ordinance was published in pamphlet form as required by state statute on the date printed on the Title sheet attached hereto.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk

VILLAGE OF BOURBONNAIS

ORDINANCE NO. 15-2008

ANNUAL ABATEMENT ORDINANCE

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015
TO PAY THE PRINCIPAL OF AND INTEREST ON \$1,645,000 GENERAL
OBLIGATION REFUNDING BONDS (SEWERAGE ALTERNATE REVENUE SOURCE),
SERIES 2012B, OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY,
ILLINOIS**

**ADOPTED BY THE BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS
THIS ____ DAY OF _____, 2015**

Published in pamphlet form by Authority of the Board of Trustees of the Village of Bourbonnais,
Kankakee County, Illinois, this _____ day of _____, 2015

ORDINANCE NO. 15-2008

ANNUAL ABATEMENT ORDINANCE

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015
TO PAY THE PRINCIPAL OF AND INTEREST ON \$1,645,000 GENERAL
OBLIGATION REFUNDING BONDS (SEWERAGE ALTERNATE REVENUE
SOURCE), SERIES 2012B, OF THE VILLAGE OF BOURBONNAIS, KANKAKEE
COUNTY, ILLINOIS**

WHEREAS the President and Board of Trustees (the "*Board*") of the Village of Bourbonnais, Kankakee County, Illinois (the "*Village*"), by Ordinance Number 12-1914, adopted on the 20th day of August, 2012, as supplemented by a related notification of sale (collectively, the "*Ordinance*"), did provide for the issue of \$1,645,000 General Obligation Refunding Bonds (Sewerage Alternate Revenue Source), Series 2012B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and,

WHEREAS the Pledged Revenues (as defined in the Ordinance) have been determined by the Village Treasurer to provide an amount not less than 1.25 times debt service on the Bonds and any additional bonds payable from the Pledged Revenues, as described in the Ordinance, in the next succeeding bond year (December 1 and June 1); and,

WHEREAS it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2015 to pay the principal of and interest on the Bonds be abated;

Now THEREFORE be it Ordained by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2015 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk shall file a certified copy hereof with The County of Kankakee, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2015 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its passage by the Board and signing and approval by the President.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this ____ day of _____, 2015.

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
 TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

**ORDINANCE NO. 15-2008
ANNUAL ABATEMENT ORDINANCE**

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL OF AND INTEREST ON \$1,645,000 GENERAL OBLIGATION REFUNDING BONDS (SEWERAGE ALTERNATE REVENUE SOURCE), SERIES 2012B, OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities and that said ordinance was published in pamphlet form as required by state statute on the date printed on the Title sheet attached hereto.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk

VILLAGE OF BOURBONNAIS, ILLINOIS

ORDINANCE NO. 15-2009

AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2015 AND ENDING ON THE 30TH DAY OF APRIL 2016

**ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNAIS
THIS ____ DAY OF _____, 2015.**

Published in pamphlet form by authority of the Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this ____ day of _____, 2015

ORDINANCE NO. 15-2009

AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2015 AND ENDING ON THE 30TH DAY OF APRIL 2016

WHEREAS, the Village President and the board of Trustees of the Village of Bourbonnais, in the County of Kankakee and the State of Illinois, did on July 20, 2015 approve the annual Appropriation Ordinance for said Village for the fiscal year beginning on the first day of May 2015, as Ordinance 15-1990.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS AS FOLLOWS:

Section One: That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of One-Million-Five-Hundred-Thirty-Eight-Thousand-One-Hundred-Ninety- and -No-Cents (\$1,538,190.00)

Section Two: That the sum of One Million-Five-Hundred-Thirty-Eight-Thousand-One-Hundred-Ninety-and-No-Cents (\$1,538,190.00) being the total of appropriations heretofore legally made which are to be collected from the tax levy of the current fiscal year of the Village of Bourbonnais for all corporate purposes of the village as appropriated for the current fiscal year by the annual appropriation ordinance of the Village of Bourbonnais for the year 2016, passed by the President and the Board of Trustees of the Village at the legally convened meeting of the board on July 20, 2015, be, as shown in Exhibit A, which is attached to and considered part of this ordinance, and the same is hereby levied upon all of the taxable property in the Village of Bourbonnais subject to taxation for the current year, the specific amounts as levied for the various funds hereto named, the total of which has been ascertained and being as follows:

ITEM	HEREIN LEVIED
GENERAL FUND	349,382
CIVIL DEFENSE	25,398
IMRF	123,407
PARKS	67,402
LIABILITY INSURANCE	138,059
POLICE PROTECTION	229,231
POLICE PENSION	215,229
AUDIT	39,073
SOCIAL SECURITY	155,317
SCHOOL CROSSING GUARDS	35,817
STREET LIGHTING	123,407
WORKERS COMPENSATION	18,234
UNEMPLOYMENT INSURANCE	18,234
SUBTOTAL	1,538,190

SERVICE/SPECIAL DEBT LEVIES

ITEM	APPROPRIATION	SPECIAL LEVIES
DEBT SERVICE	0.00	0.00
SUBTOTAL	0.00	0.00

TOTAL

1,538,190

RECAPITULATION

ITEM	HEREIN LEVIED
GENERAL FUND	349,382
CIVIL DEFENSE	25,398
IMRF	123,407
PARKS	67,402
LIABILITY INSURANCE	138,059
POLICE PROTECTION	229,231
POLICE PENSION	215,229
AUDIT	39,073
SOCIAL SECURITY	155,317
SCHOOL CROSSING GUARDS	35,817
STREET LIGHTING	123,407
WORKERS COMPENSATION	18,234
UNEMPLOYMENT INSURANCE	18,234
SUBTOTAL	1,538,190

DEBTSERVICE/SPECIAL LEVIES

DEBT SERVICE	0
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TOTAL

1,538,190

Section Three: That the total amount of One-Million-Five-Hundred-Thirty-Eight-Thousand-One-Hundred-Ninety-and-No-Cents (\$1,538,190.00) ascertained above, be and is hereby levied and assessed on all property subject to taxation within the Village of Bourbonnais according to the value of said property as assessed and equalized for state and county purposes in the current year.

Section Four: This Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code.

Section Five: That there is hereby certified to the Kankakee County Clerk, the several sums above, constituting said total amount and the total amount of One-Million-Five-Hundred-Thirty-Eight-Thousand-One-Hundred-Ninety-and-No-Cents (\$1,538,190.00) which total amount the Village of Bourbonnais requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk of the Village is hereby ordered and directed to file with the Kankakee County Clerk on or before December 29, 2015, a certified copy of this Ordinance.

Section Six: That it is hereby found and determined that the total tax extended by the County Clerk of the County of Kankakee for Corporate and other purposes of the Village of Bourbonnais was One-Million-Four-Hundred-Eighty-Thousand-Five-Hundred-Forty-Nine-and-Thirty-Six-Cents (\$1,480,549.36) for the tax year 2014, and that the forgoing proposed levy represents an increase from 2014, including amounts levied for debt service.

Section Seven: That if any time or part of the foregoing shall, for any reason, be deemed invalid, it shall not be held to affect the validity of any other item or items or any other part of this Ordinance which would otherwise be valid.

Section Eight: This Ordinance shall become effective from and after its passage, approval and publication in pamphlet form, as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2015.

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

 PAUL SCHORE, Village President

ATTEST:

 BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

ORDINANCE NO. 15-2009

AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2015 AND ENDING ON THE 30TH DAY OF APRIL 2016

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities and that said ordinance was published in pamphlet form as required by state statute on the date printed on the Title sheet attached hereto.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE PRESIDING OFFICER OF THE Village of Bourbonnais, Kankakee County, Illinois, and as such presiding officer, I certify that the levy ordinance, a copy of which is attached hereto, was adopted pursuant to, and in all respects in compliance with the provisions of Sections 18-60 through 18-785 of the "Truth in Taxation" law.

CHECK ONE

The Taxing District published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation law.

The Taxing District's aggregate levy did not exceed a five (5) percent increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a five (5) percent over the year's extension. Therefore a hearing was not held.

The adopted aggregate levy exceeded five (5) percent of the prior year's extension and a notice was published within fifteen (15) days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A Second notice was published within fifteen (15) days of the adoption in accordance with the Truth in Taxation law.

Certificate applies to the 2015 levy.

Date: _____

Presiding Officer: _____

VILLAGE OF BOURBONNAIS

ORDINANCE NO. 15-2010

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VIII, SECTION 2-128 OF THE
MUNICIPAL CODE OF THE VILLAGE OF BOURBONNAIS, ILLINOIS REGARDING
THE VILLAGE ADMINISTRATOR**

**ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNAIS
THIS ___ DAY OF _____, 2015.**

Published in pamphlet form by authority of the Board of Trustees of the Village of Bourbonnais,
Kankakee County, Illinois this _____ day of _____, 2015.

ORDINANCE NO. 15-2010

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VIII, SECTION 2-128 OF THE MUNICIPAL CODE OF THE VILLAGE OF BOURBONNAIS, ILLINOIS REGARDING THE VILLAGE ADMINISTRATOR

WHEREAS, The President and Board of Trustees (the "Corporate Authorities") of the Village of Bourbonnais, Kankakee County, Illinois, an Illinois Municipal Corporation, (the "Village"), desire to promote orderly and efficient open meetings; and

WHEREAS, The Illinois Municipal Code, 65 ILCS 5/1-1-1 et al, in general allows the Village President appoint officials for village purposes, and more specifically in 65 ILCS 5/3.1-30-5 authorizes the Village President to make appointments of officials carry into effect the powers conferred upon municipalities; and

WHEREAS, The Corporate Authorities determine that Chapter 2, Article VII, Section 2-128 should be amended by deleting the following language that has a strikethrough and inserting the following underlined language:

Sec. 2-128. - Offices within the administration department.

(a) Village administrator.

- (1) Office created. There is hereby created the office of village administrator, an appointed position in the municipal service.
- (2) Qualifications for office. The individual selected for the office of village administrator shall meet or exceed such standards as may be prescribed by the president and board of trustees. Position announcements and other information utilized in the selection process shall clearly detail prescribed qualifications.
- (3) Term of office. The village administrator shall be appointed for a term concurrent with the fiscal year by the village president with the advice and consent of the village board of trustees.
- (4) Selection. ~~Subsequent to the initial appointment, the~~ The village administrator shall be chosen from a list of candidates. Such list shall be prepared at the direction of the village president by a committee comprised of the village president, one ~~three~~ village trustees ~~appointed~~ selected by the village president and any third parties selected by the village president. ~~Appointment of the committee initiating the preparation of the list shall be with the advice and consent of the trustees.~~

~~The committee shall use its best efforts to submit a list of at least three candidates to the village president. No elected official shall receive said appointment during a term for which he has been elected. The village administrator shall be appointed after the selection process by the village president with the advice and consent of the village board and serve at the will and discretion of the village president.~~

- (5) Compensation. The village administrator shall receive compensation and employment benefits in such amount and manner as shall be fixed from time to time by resolution of the board.
- (6) Residency. At the time of his appointment he need not be a resident of the village or state, but within 90 days after assuming his duties and during his tenure of office he shall establish and maintain his primary place of residency within the Village of Bourbonnais.

At the discretion of the village president an extension of the time herein provided may be granted. Such extension shall not exceed 60 days and shall only be granted where extenuating circumstances can be clearly demonstrated.

- (7) Absence from the village. In the event that the village administrator shall be absent from the village or incapacitated from performing the duties of his positions, he may appoint a member of the staff to act as administrator during his absence or incapacity, such appointment not to exceed three consecutive days. In the event that the administrator's absence or incapacity exceeds three days, the village president may appoint an acting village administrator to serve during his absence or incapacity.
- (8) Removal from office. ~~The village administrator may be removed from office only for cause, and pursuant to the provisions of Ill. Rev. Stat. Ch. 24, § 3-11-1.~~ The village administrator is an at-will employee of the village and the village president shall have full authority to terminate the village administrator with or without cause.
- (9) Resignation. The village administrator may resign from his office. If the administrator does resign, he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint a new administrator or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and qualified. If such administrator ceases to perform his duties by reason of death, permanent physical or mental disabilities, conviction of a felony or dismissal from or abandonment of office, the village president may appoint a temporary successor.
- (10) Powers and duties generally. The village administrator shall be charged with ensuring the efficient and effective conduct of all municipal affairs and the proper administration of the government. In addition, he shall be required to execute the following responsibilities:
 - a. Administrative responsibilities.
 1. To serve as the chief administrative officer of the municipality.
 2. To exercise, under the authority and supervision of the president and board of trustees, administrative supervision of village departments, programs and services;
 3. To assist the village president in carrying forward his executive responsibilities;

4. To receive and investigate all complaints and/or inquires in relation to matters concerning the administration of the government of the village and the services maintained and provided by the village;
 5. To establish, implement and enforce operating procedures for the village government subject to the approval of the village president;
 6. To perform administrative analysis studies to upgrade and strengthen municipal services and programs;
 7. To recommend to the president and the board of trustees the adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the village, or for the improvement of the services rendered by the village when such measures require action by the village president and board of trustees;
 8. To attend all village board meetings unless excused therefrom and to report to the president and board of trustees regarding the administrative affairs of the government, and to respond to any and all inquires from the president and board of trustees regarding municipal operations;
 9. To furnish the president and/or board of trustees or member of the board with such background support information as may be requested on any subject to enable them to make a decision;
 10. To meet regularly with the president to keep him currently informed about activities of the administrator's office.
- b. Fiscal responsibilities.
1. To prepare an annual municipal budget as directed by the village president;
 2. To administer the municipal budget and to recommend to the president and board of trustees such budget control procedures as may be necessary and appropriate;
 3. To, in cooperation with the village treasurer and finance committee, monitor all village funds and accounts, and report to the president and board of trustees on the financial condition of the municipality;
 4. To function as the chief municipal purchasing agent exercising approval over departmental purchasing requisitions of all materials, supplies, equipment and equipment repair for which funds are provided in the budget; to certify vendors and ensure compliance with statutory provisions regarding purchasing; to enforce appropriate control systems as may be established and approved by the village president and board of trustees;
 5. To recommend to the president and board of trustees such fiscal planning and management programs as may be necessary.
- c. Personnel responsibilities.
1. To establish and maintain a centralized personnel records system for the entire village service;

2. At the direction of the president and board of trustees to implement, coordinate and evaluate all municipal personnel functions;
 3. To strive for and enforce high standards of performance by village employees by establishing and implementing an employee training and development program; and to act as the approving authority for all requests presented by department heads relating to attendance at conferences, seminars, training schools, etc., on behalf of their employees;
 4. To assure that all village employees have proper working conditions and to work closely with department heads to promptly resolve any personnel problems or grievances;
 5. To establish for recommendation to the president and board of trustees an employee evaluation system and to administer said system as a continuous ongoing program to identify training needs and ascertain existing competency levels.
- d. Planning responsibilities.
1. To initiate programs to upgrade the village comprehensive plan;
 2. To establish short and long range planning capacities for land use, budget, capital facilities and government operations;
 3. To perform such planning and management studies as directed by the president and board of trustees;
 4. To report to the village president and board of trustees regarding planning projects and activities.
- e. Economic-commercial development responsibilities.
1. To work in close cooperation with area business and economic development organizations;
 2. To assist the president and board of trustees in the development of a comprehensive economic development plan;
 3. To work closely with firms, individuals and organizations interested in locating within the village;
 4. To assist in the conduct of the village annexation programs and to recommend a standard annexation program to the president and board of trustees;
 5. To assist in efforts to retain local businesses and work to encourage expansion of local commercial and industrial establishments;
 6. To carry forward such other economic development programs as may be directed by the village president.
- f. Liaison requirements.
1. To represent the village on such boards and commissions as directed by the village president;

2. To assist in village media relations and to establish a program for the dissemination of public information regarding village services and programs;
3. To establish and maintain liaison relationships with other levels and units of government.

g. General duties.

1. To identify current state and federal funding sources and to ascertain the municipality's eligibility for same;
2. To submit, with the concurrence of the village president, grant applications for state and/or federal funding programs;
3. To serve as a liaison between the president, board of trustees and members of the municipal services, and to receive and act upon all matters required action by village departments, offices and employees;
4. To establish and enforce, with the concurrence of the president and board of trustees, a chain of command for the village service, and to receive from village departments all matters requiring action or consideration by the president and board of trustees.

(11) Professional conduct.

1. The person occupying the office of village administrator shall conduct the affairs of his office in conformance with the standards of professional public service as contained in the code of ethics of the International City Management Associations, to-wit:

The administrator shall:

- a. Recognize that his role is subordinate to that of the elected members of the governing body;
- b. Refrain from the use of his positions for personal aggrandizement or financial benefit;
- c. Refrain from participation in the election or reelection of members of the local governing body and avoid any partisan political activity that would impede his ability to serve;
- d. Provide the governing body with sufficient information to enable effective policy development;
- e. Recognize that the elected members of the governing body should receive due credit for their decisions and avoid publicly criticizing a decision of the local governing body after that decision has been finalized;
- f. Devote significant effort to superintending the affairs of the municipality and avoid activities that would in any way prejudice or impede his ability to faithfully discharge the duties of his office;
- g. Seek no favors or special benefits because of his position;

- h. Conduct his office and its affairs in conformance of the highest standards of personal integrity;
 - i. Serve as an example for other employees with regard to commitment to the community and to the profession of public service.
 - j. Actively work to expand and enhance his professional expertise and carry forward the standards of the city management profession.
2. Complaints alleging violation of this section may be initiated and filed by any member of the local governing body.
 3. Complaints filed under the provisions of this section shall be resolved in accordance with the following procedure:
 - a. The complaint shall be discussed with the administrator in an executive session of the president and board of trustees not more than 30 days after the date the complaint was initiated.
 - b. If the complaint cannot be satisfactorily resolved in executive session, the village president shall convene a hearing within seven days of the date of the executive session to hear evidence and render a decision.

Notwithstanding the above provisions, the administrator may request a formal inquiry into the alleged violation in accordance with guidelines established by the I.C.M.A. ethics committee.

- c. Penalties imposed under this section shall conform to disciplinary actions authorized under Village of Bourbonnais Personnel Policies and Procedures, as amended.
- d. In the event of termination of the administrator, the village shall adhere to the provisions of applicable statutes and local law.

(12) Limitations. Nothing herein shall be construed as to limit the power or authority of the president and board of trustees to develop and execute policy or to exercise final authority over the affairs of the government.

(b) Administrative assistant.

(1) Established. The position of administrative assistant is hereby established. The administrative assistant shall be an employee of the Village of Bourbonnais and shall be entitled to and subject to all of the provisions of personnel rules and regulations as adopted from time to time by the president and board of trustees of the Village of Bourbonnais. The administrative assistant shall report directly to the village administrator.

(2) Duties. The standards and specifications for his position are as follows:

1. Distinguishing features of work. Under general direction, performs highly responsible and confidential secretarial functions for the village administrator; receives difficult and/or complex secretarial assignments which involve the taking and transcribing of direct oral dictation and require independence of action within the confines of standard operating procedures, a broad knowledge of village

policies, procedures and operations, and the ability to represent the office of the village administrator and the Village of Bourbonnais positively in their accomplishment; types at a standard typewriter and computer terminal.

2. Illustrative examples of work.

- a. Types, at a standard typewriter or computer terminal, all official and/or confidential material originating from the office of the village administrator to include important records, reports, correspondence, memoranda, ordinances, resolutions, minutes of meetings, and related materials; types from rough draft, outline, verbal instruction, and mechanical dictating equipment; utilizes discretion in the selection or design of appropriate format; checks for correctness of content and form all typed material requiring the signature of the village administrator, mayor, and/or village trustees.
- b. Receives, opens, reads for subject matter, and screens for importance and priority incoming correspondence; retains correspondence which may be personally handled to conserve the time of the village administrator and that which pertains to the position's assigned areas of responsibility; prepares outgoing correspondence for mailing to include the initiation and/or composition of correspondence as delegated or assigned.
- c. Receives and announces dignitaries, officials, citizens and others to the office of the village administrator; receives and screens incoming calls; places calls, schedules appointments, and makes travel arrangements; handles requests for information/assistance as possible and uses discretion and knowledge of village operations in the appropriate routing of some calls to other sources for disposition; maintains and develops positive public relations through telephone and personal contacts.
- d. Establishes and maintains the general, personal and confidential files of the office of the village administrator; searches files for information at the supervisor's request.
- e. Liaisons with vendors and requisitions office supplies as authorized; maintains log of expenditures, using some judgment in the proper allocation of expenditure to fund; maintains running totals and monitors expenditures, notifying the village administrator of budgetary line items nearing depletion.
- f. Gathers, assembles, and compiles information from varied sources and performs diversified recording functions which are particular to the administrative operations of the village administrator's office, which require knowledge of that office's functions, and which necessitate considerable independence of action within established parameters of authority.
- g. Represents the village administrator at pre-bid conferences with office supply vendors, informal staffings with village clerical staff, and at similar meetings as delegated.
- h. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

(c) Benefits coordinator/payroll clerk. There is hereby created the position of benefits coordinator/payroll clerk, who shall report to the village administrator.

WHEREAS, the Corporate Authorities of the Village find that it is necessary, appropriate and in the best interests of the Village and its citizens to amend the above section by deleting language with a strikethrough and inserting the underlined language as written above.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BOURBONNAIS, KANKAKEE, COUNTY, ILLINOIS AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be and are hereby incorporated into and made part of this Section One as though they were fully set forth in this Section One.

SECTION TWO: Chapter 2, Article XI, Division 1 of the Code of Ordinances of the Village of Bourbonnais, Kankakee County, Illinois should be amended to read as follows:

Sec. 2-128. - Offices within the administration department.

(a) Village administrator.

- (1) Office created. There is hereby created the office of village administrator, an appointed position in the municipal service.
- (2) Qualifications for office. The individual selected for the office of village administrator shall meet or exceed such standards as may be prescribed by the president and board of trustees. Position announcements and other information utilized in the selection process shall clearly detail prescribed qualifications.
- (3) Term of office. The village administrator shall be appointed for a term concurrent with the fiscal year by the village president with the advice and consent of the village board of trustees.
- (4) Selection. The village administrator shall be chosen from a list of candidates. Such list shall be prepared at the direction of the village president by a committee comprised of the village president, one village trustees selected by the village president and any third parties selected by the village president.

No elected official shall receive said appointment during a term for which he has been elected. The village administrator shall be appointed after the selection process by the village president with the advice and consent of the village board and serve at the will and discretion of the village president.

- (5) Compensation. The village administrator shall receive compensation and employment benefits in such amount and manner as shall be fixed from time to time by resolution of the board.
- (6) Residency. At the time of his appointment he need not be a resident of the village or state, but within 90 days after assuming his duties and during his tenure of office he

shall establish and maintain his primary place of residency within the Village of Bourbonnais.

At the discretion of the village president an extension of the time herein provided may be granted. Such extension shall not exceed 60 days and shall only be granted where extenuating circumstances can be clearly demonstrated.

- (7) **Absence from the village.** In the event that the village administrator shall be absent from the village or incapacitated from performing the duties of his positions, he may appoint a member of the staff to act as administrator during his absence or incapacity, such appointment not to exceed three consecutive days. In the event that the administrator's absence or incapacity exceeds three days, the village president may appoint an acting village administrator to serve during his absence or incapacity.
- (8) **Removal from office.** The village administrator is an at-will employee of the village and the village president shall have full authority to terminate the village administrator with or without cause.
- (9) **Resignation.** The village administrator may resign from his office. If the administrator does resign, he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint a new administrator or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and qualified. If such administrator ceases to perform his duties by reason of death, permanent physical or mental disabilities, conviction of a felony or dismissal from or abandonment of office, the village president may appoint a temporary successor.
- (10) **Powers and duties generally.** The village administrator shall be charged with ensuring the efficient and effective conduct of all municipal affairs and the proper administration of the government. In addition, he shall be required to execute the following responsibilities:
 - a. **Administrative responsibilities.**
 1. To serve as the chief administrative officer of the municipality.
 2. To exercise, under the authority and supervision of the president and board of trustees, administrative supervision of village departments, programs and services;
 3. To assist the village president in carrying forward his executive responsibilities;
 4. To receive and investigate all complaints and/or inquires in relation to matters concerning the administration of the government of the village and the services maintained and provided by the village;
 5. To establish, implement and enforce operating procedures for the village government subject to the approval of the village president;
 6. To perform administrative analysis studies to upgrade and strengthen municipal services and programs;

7. To recommend to the president and the board of trustees the adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the village, or for the improvement of the services rendered by the village when such measures require action by the village president and board of trustees;
 8. To attend all village board meetings unless excused therefrom and to report to the president and board of trustees regarding the administrative affairs of the government, and to respond to any and all inquiries from the president and board of trustees regarding municipal operations;
 9. To furnish the president and/or board of trustees or member of the board with such background support information as may be requested on any subject to enable them to make a decision;
 10. To meet regularly with the president to keep him currently informed about activities of the administrator's office.
- b. Fiscal responsibilities.
1. To prepare an annual municipal budget as directed by the village president;
 2. To administer the municipal budget and to recommend to the president and board of trustees such budget control procedures as may be necessary and appropriate;
 3. To, in cooperation with the village treasurer and finance committee, monitor all village funds and accounts, and report to the president and board of trustees on the financial condition of the municipality;
 4. To function as the chief municipal purchasing agent exercising approval over departmental purchasing requisitions of all materials, supplies, equipment and equipment repair for which funds are provided in the budget; to certify vendors and ensure compliance with statutory provisions regarding purchasing; to enforce appropriate control systems as may be established and approved by the village president and board of trustees;
 5. To recommend to the president and board of trustees such fiscal planning and management programs as may be necessary.
- c. Personnel responsibilities.
1. To establish and maintain a centralized personnel records system for the entire village service;
 2. At the direction of the president and board of trustees to implement, coordinate and evaluate all municipal personnel functions;
 3. To strive for and enforce high standards of performance by village employees by establishing and implementing an employee training and development program; and to act as the approving authority for all requests presented by department heads relating to attendance at conferences, seminars, training schools, etc., on behalf of their employees;

4. To assure that all village employees have proper working conditions and to work closely with department heads to promptly resolve any personnel problems or grievances;
 5. To establish for recommendation to the president and board of trustees an employee evaluation system and to administer said system as a continuous ongoing program to identify training needs and ascertain existing competency levels.
- d. Planning responsibilities.
1. To initiate programs to upgrade the village comprehensive plan;
 2. To establish short and long range planning capacities for land use, budget, capital facilities and government operations;
 3. To perform such planning and management studies as directed by the president and board of trustees;
 4. To report to the village president and board of trustees regarding planning projects and activities.
- e. Economic-commercial development responsibilities.
1. To work in close cooperation with area business and economic development organizations;
 2. To assist the president and board of trustees in the development of a comprehensive economic development plan;
 3. To work closely with firms, individuals and organizations interested in locating within the village;
 4. To assist in the conduct of the village annexation programs and to recommend a standard annexation program to the president and board of trustees;
 5. To assist in efforts to retain local businesses and work to encourage expansion of local commercial and industrial establishments;
 6. To carry forward such other economic development programs as may be directed by the village president.
- f. Liaison requirements.
1. To represent the village on such boards and commissions as directed by the village president;
 2. To assist in village media relations and to establish a program for the dissemination of public information regarding village services and programs;
 3. To establish and maintain liaison relationships with other levels and units of government.
- g. General duties.
1. To identify current state and federal funding sources and to ascertain the municipality's eligibility for same;

2. To submit, with the concurrence of the village president, grant applications for state and/or federal funding programs;
3. To serve as a liaison between the president, board of trustees and members of the municipal services, and to receive and act upon all matters required action by village departments, offices and employees;
4. To establish and enforce, with the concurrence of the president and board of trustees, a chain of command for the village service, and to receive from village departments all matters requiring action or consideration by the president and board of trustees.

(11) Professional conduct.

1. The person occupying the office of village administrator shall conduct the affairs of his office in conformance with the standards of professional public service as contained in the code of ethics of the International City Management Associations, to-wit:

The administrator shall:

- a. Recognize that his role is subordinate to that of the elected members of the governing body;
 - b. Refrain from the use of his positions for personal aggrandizement or financial benefit;
 - c. Refrain from participation in the election or reelection of members of the local governing body and avoid any partisan political activity that would impede his ability to serve;
 - d. Provide the governing body with sufficient information to enable effective policy development;
 - e. Recognize that the elected members of the governing body should receive due credit for their decisions and avoid publicly criticizing a decision of the local governing body after that decision has been finalized;
 - f. Devote significant effort to superintending the affairs of the municipality and avoid activities that would in any way prejudice or impede his ability to faithfully discharge the duties of his office;
 - g. Seek no favors or special benefits because of his position;
 - h. Conduct his office and its affairs in conformance of the highest standards of personal integrity;
 - i. Serve as an example for other employees with regard to commitment to the community and to the profession of public service.
 - j. Actively work to expand and enhance his professional expertise and carry forward the standards of the city management profession.
2. Complaints alleging violation of this section may be initiated and filed by any member of the local governing body.

3. Complaints filed under the provisions of this section shall be resolved in accordance with the following procedure:
 - a. The complaint shall be discussed with the administrator in an executive session of the president and board of trustees not more than 30 days after the date the complaint was initiated.
 - b. If the complaint cannot be satisfactorily resolved in executive session, the village president shall convene a hearing within seven days of the date of the executive session to hear evidence and render a decision.

Notwithstanding the above provisions, the administrator may request a formal inquiry into the alleged violation in accordance with guidelines established by the I.C.M.A. ethics committee.
 - c. Penalties imposed under this section shall conform to disciplinary actions authorized under Village of Bourbonnais Personnel Policies and Procedures, as amended.
 - d. In the event of termination of the administrator, the village shall adhere to the provisions of applicable statutes and local law.

(12) Limitations. Nothing herein shall be construed as to limit the power or authority of the president and board of trustees to develop and execute policy or to exercise final authority over the affairs of the government.

(b) Administrative assistant.

- (1) Established. The position of administrative assistant is hereby established. The administrative assistant shall be an employee of the Village of Bourbonnais and shall be entitled to and subject to all of the provisions of personnel rules and regulations as adopted from time to time by the president and board of trustees of the Village of Bourbonnais. The administrative assistant shall report directly to the village administrator.
- (2) Duties. The standards and specifications for his position are as follows:
 1. Distinguishing features of work. Under general direction, performs highly responsible and confidential secretarial functions for the village administrator; receives difficult and/or complex secretarial assignments which involve the taking and transcribing of direct oral dictation and require independence of action within the confines of standard operating procedures, a broad knowledge of village policies, procedures and operations, and the ability to represent the office of the village administrator and the Village of Bourbonnais positively in their accomplishment; types at a standard typewriter and computer terminal.
 2. Illustrative examples of work.
 - a. Types, at a standard typewriter or computer terminal, all official and/or confidential material originating from the office of the village administrator to include important records, reports, correspondence, memoranda, ordinances, resolutions, minutes of meetings, and related materials; types from rough draft, outline, verbal instruction, and mechanical dictating equipment; utilizes

discretion in the selection or design of appropriate format; checks for correctness of content and form all typed material requiring the signature of the village administrator, mayor, and/or village trustees.

- b. Receives, opens, reads for subject matter, and screens for importance and priority incoming correspondence; retains correspondence which may be personally handled to conserve the time of the village administrator and that which pertains to the position's assigned areas of responsibility; prepares outgoing correspondence for mailing to include the initiation and/or composition of correspondence as delegated or assigned.
 - c. Receives and announces dignitaries, officials, citizens and others to the office of the village administrator; receives and screens incoming calls; places calls, schedules appointments, and makes travel arrangements; handles requests for information/assistance as possible and uses discretion and knowledge of village operations in the appropriate routing of some calls to other sources for disposition; maintains and develops positive public relations through telephone and personal contacts.
 - d. Establishes and maintains the general, personal and confidential files of the office of the village administrator; searches files for information at the supervisor's request.
 - e. Liaisons with vendors and requisitions office supplies as authorized; maintains log of expenditures, using some judgment in the proper allocation of expenditure to fund; maintains running totals and monitors expenditures, notifying the village administrator of budgetary line items nearing depletion.
 - f. Gathers, assembles, and compiles information from varied sources and performs diversified recording functions which are particular to the administrative operations of the village administrator's office, which require knowledge of that office's functions, and which necessitate considerable independence of action within established parameters of authority.
 - g. Represents the village administrator at pre-bid conferences with office supply vendors, informal staffings with village clerical staff, and at similar meetings as delegated.
 - h. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
- (c) Benefits coordinator/payroll clerk. There is hereby created the position of benefits coordinator/payroll clerk, who shall report to the village administrator.

SECTION THREE: Should any provision or section of this Ordinance be declared invalid by any Court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part hereof other than the part so declared to be invalid.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2015 by the following vote:

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
 TOTAL:	 Aye	 _____	 Nay	 _____	 Absent	 _____	 Abstain	 _____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

ORDINANCE NO. 15-2010

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VIII, SECTION 2-128 OF THE MUNICIPAL CODE OF THE VILLAGE OF BOURBONNAIS, ILLINOIS REGARDING THE VILLAGE ADMINISTRATOR

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk

VILLAGE OF BOURBONNAIS, ILLINOIS

ORDINANCE NO. 15-2011

**An Ordinance Authorizing, Approving and Ratifying a Personal Services Contract
for the Village Administrator**

**ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNIAS
THIS ____ DAY OF _____, 2015**

Published in pamphlet form by authority of the Board of Trustees of the Village of
Bourbonnais, Kankakee County, Illinois this ____ day of _____, 2015.

ORDINANCE NO. 15-2011

An Ordinance Authorizing, Approving and Ratifying a Personal Services Contract for the Village Administrator

WHEREAS, the Finance Committee (the “Committee”) of Village of Bourbonnais, Kankakee County, Illinois (the “Village”) has recommended that the Corporate Authorities enter into a Village Administrator Employment Agreement (the “Agreement”) with Michael J. Van Mill (the “Administrator”); and

WHEREAS, the Corporate Authorities are authorized by the Illinois Municipal Code and more specifically 65 ILCS 5/8-1-7 to enter into contracts for Administrator’s services; and

WHEREAS, Administrator and the Village have negotiated a Village Administrator Employment Agreement, the Agreement, attached hereto and made part hereof as Exhibit “A”; and

WHEREAS, the Village Board voted in open session to approve the appointment of Michael J. Van Mill as the Village Administrator; and

WHEREAS, the Corporate Authorities of the Village believe it is in the best interests of the Village and its citizens to approve the Agreement and to authorize, approve and ratify the Mayor and Clerk to execute said agreement in substantially the same form as attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are hereby found to be true and correct and hereafter shall be and are hereby incorporated into and made part of this Section One as though they were fully set forth in this Section One.

SECTION TWO: That the Village President and Clerk are hereby authorized and directed to execute a document entitled “VILLAGE ADMINISTRATOR EMPLOYMENT AGREEMENT” by and between the Village and Michael J. Van Mill, in substantially the same form as is attached hereto as Exhibit “A”.

SECTION THREE: Should any provision or section of this Ordinance be declared invalid by any Court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part hereof other than the part so declared to be invalid.

SECTION FOUR: That this Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2015 by the following vote:

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the “Municipality”), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the “Corporate Authorities”).

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

ORDINANCE NO. 15-2011

An Ordinance Authorizing, Approving and Ratifying a Personal Services Contract for the Village Administrator

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality’s seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk

VILLAGE ADMINISTRATOR EMPLOYMENT AGREEMENT

This Agreement, dated this ___ day of _____, 2015, is entered into by and between the Village of Bourbonnais, Illinois ("Village") and Michael J Van Mill ("Administrator").

Whereas, The Village is a non-home rule municipal corporation, and is entering into this Employment Agreement as an exercise of its powers and functions as granted in the Constitution of the State of Illinois.

In consideration of the mutual covenants, promises and agreements herein contained, the Village and Administrator hereby agree as follows:

1. The Administrator hereby agrees and authorizes the Village of Bourbonnais to do a background search including but not limited to criminal and financial activities prior to his taking office. Administrator specifically agrees that this Agreement is subject to his successfully passing any and all background checks to the Mayor and Corporate Authorities satisfaction. Should the Administrator not successfully pass a background check hereunder, as determined by the Mayor and the Village Board, the Mayor shall inform the Administrator in writing prior to his taking office and this Agreement shall become null and void, and no payment or remuneration shall be required to be paid to Administrator hereunder.

2. After successfully passing any and all background checks, the Village agrees to employ, at will, Administrator as its full-time Village Administrator, effective on December 7, 2015. The term of this agreement shall commence on December 7, 2015 and continue through May 1, 2017. This agreement shall not automatically renew. Administrator accepts such employment and agrees to devote his full time attention to and faithfully perform any and all the duties of the Village Administrator as, from time to time, may be prescribed by law or by direction of the Village President and the Corporate Authorities of the Village, to the best of his abilities. At all times, Administrator shall maintain his principal residence within the Village corporate limits, unless otherwise approved by the Village Board in writing.

3. During the term of this Agreement, the Village agrees to provide Administrator with the following salary and employment benefits:

- a. Administrator's annual salary shall be ONE HUNDRED and EIGHT THOUSAND dollars (\$108,000.00) payable by installments at the same time as other employees of the Village are paid.
- b. The Village will fund health, dental, and vision insurance policies for Administrator with deductibles, co-payments and other out of pocket expenses as it does for other Village employees. Administrator shall pay his share of said

insurance costs as other Village employees. Administrator may elect coverage for his family under the same program as other employees.

- c. Administrator shall be entitled to fifteen (15) business days paid vacation to be used during Calendar year 2016. Each January 1st thereafter Administrator will receive fifteen (15) business days of vacation to be used during the following respective calendar year. The Administrator is eligible to take vacation time as approved by the Village President. The Administrator shall be bound by all non-conflicting provisions of the Village of Bourbonnais employee Handbook which shall govern the vacation days granted herein.
 - d. Administrator shall be credited with seven (7) sick days upon entering into this agreement. The Administrator shall be bound by all non-conflicting provisions of the village of Bourbonnais Employee Handbook which shall govern said sick days.
 - e. Administrator shall be paid for holidays in accordance with the Village employee holiday schedule.
 - f. The Village shall provide a cellular telephone for Administrator to properly perform the duties of Village Administrator.
 - g. The Village shall indemnify Administrator in his performance of the duties of Village Administrator and shall bear the full cost of any bond.
 - h. Administrator, in accordance with the approved budget, shall be authorized to participate in and attend civic club functions, meetings, courses, institutes, seminars and conferences which are necessary and desirable for professional development in accordance with Village Board approval.
4. Either party may terminate this Agreement, at any time, as follows:
- a. The Corporate Authorities of the Village may terminate this Agreement at any time, for any reason or no reason at all. In the event the Village so terminates this Agreement, the Village shall pay two (2) months severance to Administrator, provided, however, no severance pay shall be due Administrator where the termination is based on Administrator's conviction of any misdemeanor or felony charge in anyway relating to the position of Village Administrator, or that would in any way interfere with Administrator's duties as assigned from time to time.
 - b. Administrator may terminate this Agreement upon sixty (60) days written notice to the Village, unless the parties agree otherwise. In the event Administrator terminates this Agreement, Administrator shall not be entitled to severance pay.

5. In the event either party to this Agreement files suit to enforce its terms, the prevailing party shall be entitled to recover its reasonable attorney fees against the non-prevailing party. Any lawsuit filed relating to this Agreement, shall only be filed in Kankakee County, Illinois.

6. Unless otherwise provided herein, the terms and conditions of the Village of Bourbonnais Employee Handbook, and the Code of Ordinances of the Village of Bourbonnais not in conflict with this agreement, as in effect from time to time, shall apply to the employment of Administrator.

7. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois and the Ordinances of the Village of Bourbonnais. For purposes of venue and jurisdiction, the parties agree that this document is being executed at the offices of the Village of Bourbonnais, in Bourbonnais, Illinois.

8. All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of all of the successors and assigns of the parties hereto.

9. The Village and Administrator agree that this Agreement is for the benefit of the parties hereto and not for the benefit of any third-party beneficiary. Except as otherwise provided herein, no third party shall have any rights or claims against the Village arising from this Agreement.

10. Time is of the essence under this Agreement, and all time limits set forth are mandatory and cannot be waived except by a lawfully authorized and executed written waiver by the party excusing such timely performance.

11. No recourse shall be had pursuant to this Agreement against any officer, employee, attorney, or elected or appointed official, or consultant past, present, or future of the Village.

12. Failure of any party to this Agreement to insist on the strict and prompt performance of the terms, covenants, agreements, and conditions herein contained, or any of them, on any other party imposed shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement, or condition, which shall continue in full force and effect.

13. All section headings or other headings in this Agreement are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions thereunder whether covered or relevant to such heading or not.

14. This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between Administrator and the Village relative to the subject matter thereof, and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them related thereto, other than as herein set forth. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding on the parties hereto unless authorized in accordance with law and reduced in writing and signed by them. However,

whenever under the provisions of this Agreement any notice or consent of the Village or Administrator is required, or the Village or Administrator is required to agree or to take some action at the request of the other, such approval or such consent or such request shall be given for the Village, unless otherwise provided herein, by the Village Board.

15. This Agreement may be executed in two or more counterparts, each of which taken together shall constitute one and the same instrument.

16. In the event of any material default under or violation of this Agreement, the party not in default or violation shall serve written notice on the party or parties in default or violation, which notice shall be in writing and shall specify the particular violation or default. All parties hereto reserve the right to cure any violation of this Agreement or default by any of them hereunder within 30 days after receipt of written notice of such default; provided, however, that said 30-day period shall be extended (a) if the alleged violation or default is not reasonably susceptible to being cured within this 30-day period, (b) if the party in default has promptly initiated a cure of the violation or default, and (c) if the party in default diligently and continuously pursues a cure of the violation or default until its completion.

17. If any provision of this Agreement is held invalid by a court of competent jurisdiction, such provision shall be deemed to be excised here from and the invalidity thereof shall not affect any of the other provisions contained herein.

IN WITNESS WHEREOF, the Village and Administrator have executed this Agreement on the date above first written.

Village of Bourbonnais, Illinois

Administrator

By: _____
Paul Schore, President

Michael J. Van Mill

VILLAGE OF BOURBONNAIS, ILLINOIS

RESOLUTION NO. 15-1236

**A RESOLUTION APPOINTING MICHAEL J. VAN MILL AS VILLAGE
ADMINISTRATOR**

**ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNAIS
THIS ____ DAY OF _____, 2015**

Published in pamphlet form by authority of the Board of Trustees of the Village of
Bourbonnais, Kankakee County, Illinois this ____ day of _____, 2015.

RESOLUTION NO. 15-1236

A RESOLUTION APPOINTING MICHAEL J. VAN MILL AS VILLAGE ADMINISTRATOR

WHEREAS, the President of the Village of Bourbonnais, an Illinois Municipal Corporation, hereafter referred to as “the Village” is allowed to appoint certain and various officers and officials necessary to carry into effect the powers conferred upon municipalities; and

WHEREAS, the appointment of said various and certain officers and officials requires the advice and consent of the Corporate Authorities of the Village; and

WHEREAS, the previous Village Administrator vacated his position before the next annual appointment of officers and officials occurred, and there remains an unexpired amount of time between now and the next annual appointment; and

WHEREAS, the Village President, after much thought, has determined that Michael J. Van Mill should be appointed as the Village Administrator, and that he meets the qualifications of said appointment and therefore the President requests the Corporate Authorities advice and consent to said appointment; and

WHEREAS, the Corporate Authorities after a thorough review of Michael J. Van Mill and having considered the qualifications of said individual hereby determine and grant their advice and consent by approving of said appointment; and

WHEREAS, the Corporate Authorities hereby determine that it is in the best interests of the Village to approve and consent to said appointment of Michael J. Van Mill to the position of Village Administrator for the unexpired term for fiscal year 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS, AS FOLLOWS:

Section One: The corporate authorities of the Village hereby find that all of the recitals contained in the preamble to this Resolution are true, correct and complete, and are hereby incorporated by reference hereto and made part hereof as if fully set forth in this Section One.

Section Two: The Corporate Authorities hereby approve and consent to the appointment of Michael J. Van Mill as Village Administrator, to fill the remainder of fiscal year 2015 appointment for said position.

Section Three: This resolution shall be in full force and effect from and after its passage and publication in pamphlet form as required by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2015 by the following vote:

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2015, insofar as the same relates to the adoption of an ordinance numbered and entitled:

RESOLUTION NO. 15-1236

A RESOLUTION APPOINTING MICHAEL J. VAN MILL AS VILLAGE ADMINISTRATOR

a true, correct and complete copy of which resolution as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2015.

(SEAL)

Village Clerk