

**VILLAGE OF FOREST VIEW**

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**ORDINANCE NO. 23-04**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF  
THE FOREST VIEW VILLAGE CODE**

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**PASSED AND APPROVED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF FOREST VIEW,  
COOK COUNTY, ILLINOIS, this 25<sup>th</sup>  
day of April, 2023.**

**Published in pamphlet form  
by authority of the President  
and Board of Trustees of the  
Village of Forest View, Cook  
County, Illinois, this 25<sup>th</sup> day  
of April, 2023.**

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**BE IT ORDAINED** by the President and Board of Trustees of the Village of Forest View, Illinois as follows:

**SECTION 1: Amendment:** Section 1-6-2 of the Forest View Village Code, “Duties; Powers,” is hereby amended to provide as follows: [New language highlighted]:

1-6-2: DUTIES; POWERS:

(A) The President shall preside at all meetings of the Board of Trustees but shall not vote except in case of a tie vote of the members of the Board of Trustees, and except concerning matters which, by statute, require the vote of the corporate authorities.

(B) He shall appoint all officers, **full-time employees, and part-time employees** with the advice and consent of the Board of Trustees with the exception of those taking office by election. He shall have power to remove any officer appointed by him as provided by law.

(C) He may exercise within the Village limits, the powers conferred upon sheriffs to suppress disorder and keep the peace; he may release persons imprisoned for violation of any Village ordinance, reporting such release and the cause therefor at the next Board meeting.

(D) He may annually and from time to time, give the Board information relative to the Village affairs and recommend measures he deems expedient for their consideration.

(E) He shall have the power to suppress riot and other disorderly conduct and to enforce Village ordinances by calling on all inhabitants of the Village eighteen (18) years of age or more for assistance.

(F) He shall have power at all times to examine the books, records and papers of any agent, officer or employee of the Village.

**SECTION 2: Amendment:** Section 1-31-6 of the Forest View Village Code, “Powers and Duties,” is hereby amended by repealing subsection (D), and reidentifying the subsections as shown:

1-31-6: POWERS AND DUTIES:

The Village Administrator shall be the chief administrative employee of the Village. The Village Administrator shall be responsible to the President and Board of Trustees for the proper administration of the affairs of the Village and to that end shall have the power and shall be required to:

(A) See to it that all the laws and ordinances of the Village are enforced.

(B) Attend all Village Board meetings, unless excused. The Village Administrator shall have the right to take part in the discussion of all matters coming before the Village Board but shall have no right to vote. The Village Administrator shall be entitled to notice of all special and regular meetings of the Village Board.

(C) Recommend to the Village Board adoption of such measures as the Administrator may deem necessary to protect the health, safety or welfare of the community, or for the improvement of the services rendered by the Village.

~~—(D) Appoint and remove all employees of the Village within staffing and budgetary constraints established by the Village Board. This appointment and removal authority of the Village Administrator shall not apply to the following:~~

~~—1. Chief of Police.~~

~~—2. Fire Chief.~~

~~—3. Full time members of the Police Department and Fire Department.~~

~~—4. Superintendent of Public Works (Streets and Water).~~

~~—5. Independent contractors with the Village.~~

(D) Provide on behalf of the President and Board of Trustees, management, supervision and coordination of all departments of the Village now in existence, or that may hereafter be established.

(E) Make recommendations to the President and Board of Trustees, through the President and Board of Trustees, on the following subjects:

1. Creation or abolition of positions of employment with the Village.
2. Wages and benefits for all Village employees.

3. Personnel regulations for Village employees.

(F) Recommend to the President and Board of Trustees rules and regulations for the conduct and structure of the various departments of the Village.

(G) Investigate all complaints in relation to matters concerning the administration of the government of the Village and the services maintained and provided by the public utilities of the Village.

(H) Supervise purchasing and bidding for all materials, supplies, services and equipment within the limits established by the annual appropriation ordinance and the working budget. All Department heads spending authority is one thousand dollars (\$1,000.00). The Village Administrator, with the approval of the President, shall also have the authority to expend up to ten thousand dollars (\$10,000.00) on any item authorized by the working budget as approved by the Village Board, and up to twenty thousand dollars (\$20,000.00) in the case of an emergency. An emergency would be defined as meaning an imminent threat to the public health, safety or welfare of the general public. The Village Administrator shall be authorized to make such purchase and advise the Village Board of said purchase immediately.

(I) Prepare the budget annually and submit it to the Village Board together with a message describing the important features and be responsible for its administration after adoption.

(J) Prepare each year the annual appropriation ordinance in time for consideration and enactment by the Village Board during the first quarter of the fiscal year, and prepare the tax levy ordinance for passage and filing a certified copy thereof with the County Clerk within the time required by law; keep current accounts of the amounts appropriated and the amounts spent out of each appropriation, showing the unexpended appropriations at all times.

(K) Prepare and submit to the President and Board of Trustees a written report summarizing the activities of each department, office and operation of the Village, including appropriate financial information annually at the end of each fiscal year.

(L) Keep a current inventory showing all real and personal property of the Village and the location of such property and be responsible for the care and custody of all such property, including equipment, buildings, land and all such property which is not by law assigned to some other officer or body for care and control.

(M) Devote full time to the discharge of the duties assigned to the Village Administrator.

(N) See to it that all terms of any contract to which the Village is a party are fully performed.

(O) To enforce such work rules and other personnel procedures as may be from time to time adopted by the corporate authorities by ordinance, resolution or motion.

**SECTION 3: Effective Date.** This Ordinance shall go into effect on immediately upon its passage.

PASSED BY THE FOLLOWING ROLL CALL VOTE this 25<sup>th</sup> day of April, 2023.

AYES: Trustee Grossi, Hubacek, Sudkamp, Ramirez, Nevarez, Liska

NAYS: None

ABSENT: None

APPROVED this 25<sup>th</sup> day of April, 2023.

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Nancy L. Miller  
Village President

ATTEST:

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Laura D. McGuffey  
Village Clerk