

CHAPTER 2

ADMINISTRATION

Section 2-050 General

Section 2-051 Definitions (Amended Ord. 06-08-02; 11-10-02)

The following definitions apply to Chapter 2.

Corporate Authorities shall be defined as the Village of Oakwood Hills Village President and Board of Trustees.

The terms President and Mayor may be used interchangeably.

Materiality shall be defined as that which is important; that which is not merely of form but of substance. An item is material if users would have done something differently if they had not known about the item.

Police Officer or Patrol Officer shall be defined as any full or part-time sworn police officer hired by the Village President with the advice and consent of the Board of Trustees to preserve peace and order within the Village of Oakwood Hills and its environs.

Section 2-100 Village of Oakwood Hills President

Section 2-101. Village President Election and Term of Office. The Village President shall be elected as an officer of the Village of Oakwood Hills for a term of four years and preside over the Board of Trustees as is provided by statute.

Section 2-102. Village President Duties. The Village President shall be the Chief Executive Officer of the Village, and shall perform all duties that may be required by statute or ordinance and is required to see that all laws and ordinances are faithfully executed. The Village President shall have supervision over all appointed officials, employees, independent contractors and volunteer members of an advisory board or commission of the Village. The Village President shall act as the chief executive of the Village on all significant Village policies and procedures and is responsible for their implementation and oversight. The Village President shall have the power and the authority to inspect all books and records kept by any Village official or employee at any reasonable time. The Village President shall provide to the Board of Trustees information concerning the Village of Oakwood Hills. The Village President shall serve as Liquor Control Commissioner for the Village and shall have the power to enforce all laws relating to the regulation and the sale of alcoholic liquor as provided by state statutes and village ordinances.

Section 2-103. Delegation of Authority. Whenever there is a question as to the respective duties or powers of any appointed official of the Village, the Village President shall settle this, and shall have the power to delegate to any such official any duty which is to be performed when no specific official has been directed to perform that duty.

Section 2-104. President's Bond-Oath-Compensation. Before entering upon the duties of his office, the President shall give a bond with sureties (Section 2-1007 applies) to be approved by the Board of Trustees conditioned upon the faithful performance of his duties, in an amount directed by the Board of Trustees. The Village President shall take the oath of office prescribed

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by statute and shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-105. President Pro-Tem. During a temporary absence (an absence from the Village for a length of time as would reasonably call for the appointment of a fully empowered replacement) or provable physical or mental inability to perform the general functions and duties of the office of Village President, the Board of Trustees shall elect one of its numbers to act as president pro-tem, who during the absence or disability of the President shall perform the duties pertinent to the office.

Section 2-106. Compensation/Reimbursement. The Village President shall receive a reimbursement stipend for reasonable and normal expenses in the amount of \$1,200 per annum. Recoverable expenses beyond \$1,200 shall require supporting documentation.

Section 2-107. President's Appointments. The President, with the advice and consent of the Board of Trustees, shall appoint all non-elected officers of the Village. The act of appointment shall specify the individual's name, position being appointed to and the length of the appointment. In no case shall the term of the appointment exceed the term of the appointing Village President.

Section 2-108. Removal of Appointed Officer. Except where otherwise provided by statute, the Village President may remove any appointed officer, whenever the Village President is of the opinion that the interests of the Village demand removal, but shall report written reasons for the removal to the Board of Trustees at a meeting to be held not less than five (5) nor more than ten (10) days after the removal. If the Village President fails or refuses to report to the Board of Trustees the reasons for the removal, or if the Board of Trustees by a vote of two thirds of all its members authorized by law to be elected, disapprove of the removal, then the appointed official removed by the President thereupon shall be restored to the position from which the appointed officer was removed. The vote shall be by yeas and nays, which shall be entered upon the journal of the corporate authorities. Upon restoration, the person shall give a new bond, if required and take a new oath of office. No appointed official shall be removed a second time for the same offense. Every appointed officer and employee of the Village, upon the termination of his term for any cause whatsoever, shall deliver to the Village President or Village Clerk, within five (5) days, all property, books, and records of the Village.

Section 2-200 Village of Oakwood Hills Board of Trustees and Board Meetings

Section 2-201. Trustees' Election-Functions. The Board of Trustees shall consist of six members who shall be elected to office for a four-year term as provided by statute.

Section 2-202. Village Trustees' Duties. The Board of Trustees shall be the Legislative Department of the Village government and shall perform such duties and have such powers as may be delegated to it by statute. The Board of Trustees may pass ordinances, resolutions, and motions and its other duties include, but are not limited to, to judge the election to the office of Village Trustee; to meet in accordance with the Open Meetings Act; to determine its own rules of proceeding; to provide the Village President with its advice and consent; to regulate matters expressly within the Board's authorized powers pertaining to its government and the affairs of the municipality or incidental thereto; and any other powers that have not been specifically designated to some other office or Board of the municipality.

Section 2-203. Trustees' Oath-Compensation/Reimbursement. The members of the Board of Trustees shall take the oath of office prescribed by statute, and shall receive a reimbursement stipend for reasonable and normal expenses in the amount of \$1,200 per annum. Recoverable expenses beyond \$1,200 shall require supporting documentation.

Section 2-204. Vacancies. A vacancy occurs in an office by reason of resignation, failure to elect or qualify (in which case the incumbent shall remain in office until the vacancy is filled), death, permanent physical or mental disability rendering the person incapable of performing the duties of his or her office, conviction of a disqualifying crime or an admission of guilt of a criminal offense that would, upon conviction, disqualify the municipal officer from holding that office, abandonment of office, removal from office, or the removal of residence from the municipality or as otherwise provided by state statute. A vacancy shall be filled in the manner provided by state statute.

Section 2-205 Meetings. (Amended by Ord. #17-09-01) A Meeting of the Corporate Authorities, whether of Standing Committees, Special Committees or of the entire Corporate Authorities is hereby defined as: any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Meetings shall be held at specified times and places which are convenient and open to the public. No meeting shall be held on a legal holiday unless the regular meeting day falls on that holiday. The regular meetings of the Corporate Authorities shall be held monthly, on the second Thursday of the month beginning at 7:30 PM. The meeting place of said Board shall be the Village Hall, unless otherwise ordered by the Corporate Authorities.

Section 2-206. Emergency or Special Meetings. If the transaction of business is imperative before the next regular meeting, an emergency or special meeting may be called and the proof thereof properly recorded. The procedure for calling an emergency or special meeting shall be as follows:

- Emergency or Special Meetings may be called by the Village President or by three (3) Trustees.
- A written notice announcing a Special Meeting shall be delivered to each Trustee and to the President of the Village at least forty-eight (48) hours in advance of said meeting.
- A written notice of at least forty-eight (48) hours shall be posted on the Village Hall exterior bulletin board. Notice of an Emergency meeting shall be given as soon as practicable as provided by state statute.
- If the call of any Emergency or Special Meeting is announced at any regular meeting of the Board of Trustees, written notice thereof shall be given in the above manner only to those members of the Board, and Village President, who were absent from the meeting at which such call was made.

Section 2-207. Presiding Officer. The Village President shall be the presiding officer of all regular and special meetings of the Board of Trustees and at all times when the Board meets as a committee of the whole. The Village President shall vote when any of the following conditions occur:

1. Where a vote greater than a majority of the Corporate Authorities is required by State statute or local ordinance to adopt an ordinance, resolution or motion.
2. In the event of a tie vote of the trustees.
3. Where one-half of the Trustees elected have voted in favor of an ordinance, resolution or motion, even though there is no tie vote.

Section 2-208. Temporary Chair. In the event that the Village President fails to attend a meeting, the Board of Trustees shall select a temporary chair who shall have only the power of a presiding officer and a right to vote in the capacity as trustee on any ordinance, resolution or motion. A temporary chair may also be elected from the Board of Trustees to serve in the absence of an acting Village President or a previously selected president pro tem.

Section 2-209. Quorum. A quorum of members of the Corporate Authorities must be physically present at the location of an open meeting. If a quorum of the Corporate Authorities is physically present, a majority of the Corporate Authorities may vote to allow a member of the Corporate Authorities to attend the meeting by other means if the member is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the Corporate Authorities; or (3) a family or other emergency. "Other means" is by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the Clerk before the meeting unless advance notice is impractical. The minutes shall include what members attended the meeting and whether they attended physically or "by means of video or audio conference".

A majority of Corporate Authorities is required for a quorum. When less than a quorum remains at a meeting, business must be suspended. Actions without a quorum are void. When a quorum is not present, the members present assemble and declare no legal meeting. The members who constitute less than a quorum have the option to adjourn the regular meeting to another time within 48 hours' notice required prior to said meeting or take action to schedule an Emergency or Special Meeting.

Section 2-210. Standing Committees. There shall be standing committees established to conduct the business of the Village of Oakwood Hills. Committee structure and responsibilities shall be as determined by the Corporate Authorities.

Section 2-211. Special Committees. Special committees shall be created from time to time as requested by either the Village President with the advice and consent of the Board of Trustees or as requested by the Board of Trustees.

Section 2-212. Committee Membership. All standing and special committees shall be composed of two or more Trustees, including the chairperson. The Village President shall appoint all committee members and committee chairperson with each Trustee serving as Chairperson on a minimum of one committee.

Section 2-213. Board of Trustees' Vote. The vote of the Board of Trustees upon any question shall be taken and entered in the minute book. Every member of the Board of Trustees who shall be present when a question is stated from the Chair shall vote thereon unless precluded from doing so by a conflict of interest in which case the member shall request the Clerk to record such member as "Not Voting". Except the failure of a member to vote either "Nay" or "Yea" shall be interpreted as provided by state statute.

Section 2-214. Withdrawal of Motions. If the maker of the motion desires to withdraw the motion, he may do so. The seconded maker of the motion may renew the motion as its maker and seek a new seconded. If the seconded maker of a motion wishes to withdraw his second, he may do so. The maker of the motion may seek an additional seconded maker before the motion is ruled out of order for lack of a second. Neither the motion maker nor seconded maker of a motion may withdraw the motion, except with the consent of a majority of the Board, once discussion on the motion has ceased.

Section 2-215. Reconsideration. A vote or question may be reconsidered at any time during the same meeting in which the vote sought to be reconsidered was taken or at the first regular meeting held thereafter for those topics discussed over a period of meetings. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation. Where a motion to reconsider such a motion is made at the same meeting as the passage of the original motion, it may be tabled to a later date certain.

A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law, provided, however, that where a motion has received a majority vote in the affirmative but is declared lost solely on the ground that a greater number of affirmative votes are required by statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made only by those who voted in the affirmative on such question. A motion to reconsider need not be seconded. A second maker may be any member, no matter how he or she voted.

Section 2-216. Order of Business. The order of business at all regular meetings of the Corporate Authorities shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Moment of Reflection
5. Changes or Additions to the Agenda
6. Consideration and Approval of Prior Meeting Minutes
7. Presentation of Warrants for Payment of Village Bills
8. Open Forum
9. President's Report
10. Trustee's Motions, Resolutions, and Action Items
11. Communications and Reports from Trustees, Village Clerk, Department Heads, and Consultants
12. Executive Session, if required
13. Any Other Business
14. Adjournment

The Corporate Authorities may, in its discretion, adopt by resolution, such rules of order to govern the conduct of all meetings of the Village Board of Trustees, its committees and its advisory boards and commissions (provided such resolutions are consistent with the provisions of existing law) and/or revise the order of business specified herein for the regular meetings of the Village Board of Trustees.

Section 2-217. Addressing Meetings. During all public meetings of the Village Board of Trustees, its committees and its advisory boards and commissions, a time of Open Forum shall be provided to allow members of the public to address the Village public body. The presiding officer is responsible for the amount of time allocated to any member of the public with a nominal time of five (5) minutes per person to be used as a guide. No person who is not a member of the public body shall be permitted to speak at any public meeting of the Village Board, any committee thereof, or any other committee, board, commission, agency, or any other public body of the Village except upon consent of a majority of the members of the public body present at the public meeting.

Section 2-218. Suspension of Rules. The rules of order, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

Section 2-219. Roberts Rules of Order. The rules of parliamentary practice comprised in the latest published edition of “Roberts Rules of Order – Revised” shall govern all regular, special, or emergency meetings of the Oakwood Hills Corporate Authorities and all duly authorized village committees, boards, and/or commissions to the extent they are not inconsistent with the rules or procedures specified in village ordinances or in Illinois statutes.

Section 2-220. Open Meetings. All regular and special meetings of the Board of Trustees and its appointed committees shall be open to audit by the Public, except the executive or closed portions thereof authorized pursuant to the Open Meetings Act.

Section 2-221. Disturbing Meetings. It shall be unlawful for any person to disturb any meeting of the Board of Trustees or of any committee thereof, or to behave in a disorderly manner at any such meeting. Any person violating this provision may, after due warning, be removed from the meeting area.

Section 2-222. Publication of Ordinances. Unless otherwise expressly required by statute, all ordinances imposing any penalty for a violation thereof or making any appropriation shall be published in pamphlet form by and under the authority of the Corporate Authorities of the Village of Oakwood Hills.

Section 2-223. Materiality of Legal Review. (Amended Ord. 06-08-02) When the financial risk to the Village of Oakwood Hills for a legal review of a documentation package (i.e. contract, purchase order, etc.) is less than 2% of the Village's annual gross revenue, Village officials and employees shall not incur such legal costs unless said action is approved by the Board of Trustees but shall instead use existing resources and proceed as would a prudent person acting upon known circumstances.

Section 2-300 Village of Oakwood Hills Clerk

Section 2-301. Village Clerk's Term of Office. The Village Clerk is an officer of the Village and shall be appointed by the President by and with the advice and consent of the Board of Trustees. The Village Clerk's compensation shall be established as may be set from time to time by the Corporate Authorities.

Section 2-302. Village Clerk's Bond-Oath-Salary. Before entering upon the duties of such office, the Village Clerk shall execute a bond (Section 2-1007 applies) in such amount and with such sureties as is provided by statute, conditioned upon the faithful performance of the duties thereof. The bond of the clerk shall be filed with the municipal treasurer. The Village Clerk shall take the oath of office required by statute, and shall receive such compensation as may be set from time to time by the Board of Trustees.

Section 2-303. Attestation of Documents. The Clerk shall seal and attest all ordinances, resolutions, contracts of the Village, and all licenses, permits and such documents as shall require this formality.

Section 2-304. Publication and Notice. The Village Clerk shall publish, file, and/or record all proceedings of the Corporate Authorities and all ordinances as required by law to be published, filed, and/or recorded. The Village Clerk shall serve all notices, either by personal service, by publication or by posting, required by law or direction of the Village President or Board of Trustees, unless such notices are expressly designated to be served by some other person.

Section 2-305. Money Collected by Clerk. The Clerk shall turn over all money received on behalf of the Village by one of two processes and shall give a statement as to the source thereof.

- Provide said money directly to the Village Treasurer promptly upon receipt of same.
- Execute a deposit of said money into an account at a Financial Institution that has been pre-approved by the Treasurer.

Section 2-306. Clerk to Keep Accounts. The Clerk shall keep the accounts showing all monies received by the Clerk and the source and disposition thereof, and such other accounts as may be required by statute or ordinance.

Section 2-307. Clerk's Records. In addition to the record of ordinances and other records which the Clerk is required by statute to keep, the Clerk shall keep a register of all licenses and permits issued, transferred, or revoked and the payments thereon; a record showing all of the Officers and regular employees of the Village; and such other records as may be required by the Board of Trustees. The Clerk shall attend all meetings of the corporate authorities and keep a record of all proceedings in the journal. The record of the proceedings shall be made available for public inspection within seven (7) days after being approved or accepted by the corporate authorities as the official minutes of their proceedings.

Section 2-308. Village Seal. The Clerk shall be the custodian of the Village seal, and shall affix its impression on documents whenever this is required.

Section 2-309. Custodian of Village Records. The Clerk shall be the custodian of all documents belonging to the Village, which are not assigned to the custody of some other officer. Copies of all papers duly filed in the Clerk's office and transcripts from the journals and other records and files of the Clerk's office, certified by the Clerk under the corporate seal, shall be evidence in all courts in like manner as if the originals were produced.

Section 2-310. Custodian of Municipal Code Book. The Clerk shall be the custodian of the Municipal Code Book of Oakwood Hills and shall keep at least one copy, which shall be in loose-leaf form and be marked in the following manner:

A. Whenever any ordinance that amends or makes an addition to the Municipal Code is passed and approved, the Clerk shall note on the margin of the section or sections amended that such amendment has been made, with a reference to the amendment, as hereinafter described, where the amendment may be found, and in the case of an addition, the Clerk shall mark in the appropriate place, a notation that such addition has been made, with a similar reference to the aforementioned amendment book.

B. The Village Clerk shall then insert every amendment or addition passed to this Code into the official copy of the Code with reference on each copy of such amendment or addition as to the place on the record of ordinances, where the original ordinance may be found.

C. The above-mentioned records shall be kept in addition to the record of ordinances, which the Clerk is required to keep by statute.

Section 2-311. Administer Oath of Office. The Village Clerk shall administer the oath of office to each such person so elected or appointed, unless directed otherwise by the Village President and except that the Village President or delegated designee shall administer such oath of office to the Village Clerk.

Section 2-312. Record Indices. The Clerk shall keep and maintain a proper index to all documents and records kept by the Clerk, so that ready access thereto may be had.

Section 2-313. Clerk's Additional Duties. In addition to the duties herein provided, the Clerk shall perform such other duties and functions, which may be required by statute, ordinance or as designated by the Village President or the Board of Trustees.

Section 2-314. Clerk's Vacancy. In the event the office of Village Clerk shall become vacant for any reason, the Village President by and with the advice and consent of the Board of Trustees shall appoint a successor to serve the remainder of the unexpired term.

Section 2-315. Ex-Officio Collector. There is hereby created the office of Village Collector; the Village Clerk may serve ex-officio as Village Collector and perform the statutory duties of that office.

Section 2-400 Village of Oakwood Hills Deputy Clerk

Section 2-401. Deputy Clerk Appointment, Tenure and Salary. The Village Clerk may appoint a Deputy Village Clerk and have the Deputy Village Clerk(s) report to the Village Clerk. The position of Deputy Clerk is that of a temporary part-time employee with a term of employment set by the Corporate Authorities. The position of Deputy Village Clerk shall receive such compensation as may be from time to time provided or set by the Corporate Authorities.

Section 2-402. Deputy Clerk Duties. The Deputy Clerk shall, during the disability or absence of the Village Clerk, have and exercise the powers of and perform the duties of the Village Clerk (except where such powers and duties may, by statute or ordinance, be exercised and performed only by the Village Clerk), and shall, at all times, perform such duties and exercise such powers as the Village Clerk may, consistent with statute and ordinance, assign and

delegate. In signing any document, a Deputy Clerk shall sign the name of the Village Clerk followed by the word “by” and the Deputy Clerk’s own name and the words “Deputy Clerk”.

Section 2-403. Deputy Clerk Bond. Before entering upon the duties of office, the Deputy Village Clerk shall execute a bond (Section 2-1007 applies) in such amount and with such sureties as specified by the Board of Trustees and conditioned upon the faithful performance of those duties.

Section 2-500 Village of Oakwood Hills Treasurer

Section 2-501. Treasurer Appointment and Tenure. The President, with the advice and consent of the Board of Trustees, shall appoint a Treasurer. The Treasurer’s compensation shall be established as may be set from time to time by the Corporate Authorities. The position of Treasurer is an office of the Village of Oakwood Hills.

Section 2-502. Treasurer Bond-Oath-Salary. Before entering upon the duties of said office, the Village Treasurer shall execute a bond (Section 2-1007 applies) in such amount and with such sureties as is provided by statute, conditioned upon the faithful performance of assigned duties. This bond shall be conditioned to indemnify the Village for any loss by reason of any neglect of duty or any wrongful act of, or by, the Treasurer. The Bond shall be filed with the municipal clerk. Treasurer shall take the oath of office required by statute and shall receive such compensation as may be set from time to time by the Board of Trustees.

Section 2-503. Duties of Treasurer. The Treasurer shall perform such duties as may be prescribed by statute or ordinance. The Treasurer shall:

- Receive all monies paid into the Village, whether directly from the person paying the money or from the hands of such other officer or employee as may receive it.
- Keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation
- Pay out the money by check drawn upon the depositories hereinafter provided for and in the manner hereinafter provided only upon receipt of warrants properly drawn upon the Treasurer and signed in the manner hereinafter provided in this Code.
- Provide reports at the end of every month.

Section 2-504. Treasurer. Deposit and Withdrawal of Funds. The Treasurer shall take control of all Village funds once deposited by the Village Collector into Village accounts in such depositories as may be selected from time to time as provided by law, and shall keep the deposit of the Village money separate and distinct from the Treasurer’s own money, and shall not make private or personal use of any Village money. The Treasurer is authorized to invest all Village funds not scheduled for current distribution in accordance with the approved Village Investment Policy. All income from allocated and unallocated funds deposited in the main operating or General Fund(s) shall be Village income. Income from separate depository funds maintained in accordance with law, Code or Village Board direction shall be added to those funds’ operation or purpose. The Treasurer shall make payments from funds on deposit, by check, ACH or other EFT in accordance with the Village Corporate Resolutions approved by the Village Board and filed with the depositories in accordance with State of Illinois law and financial

institution regulations, and issued in payment of a warrant drawn on him and conforming to the provisions of the Code with respect to warrants.

Section 2-505. Treasurer. Records. The Treasurer shall keep proper books, records, and accounts showing all money received by the Treasurer, showing the source from which it is received and the purpose for which it is paid, and the Treasurer shall keep records at all times showing the financial status of the Village.

Section 2-506. Accounting by Treasurer. The Treasurer shall keep such books and accounts as may be required by statute or ordinance and in the manner required by the Board of Trustees.

Section 2-507. Special Assessment Funds. All money received on any special assessment shall be held by the Treasurer as a special fund to be applied only to the payment of the improvement, or bonds and vouchers issued therefore, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the Village for money expended for such improvement. Payments on bonds or vouchers shall be made in accordance with statutes and the law and the Treasurer shall keep books and accounts in such a manner so that proper prorations in payments of principal and interest can be made as ascertained.

Section 2-508. Warrants. All warrants drawn upon the Treasurer must state the person to whom such warrant is payable and the particular fund and appropriation to which the warrant is chargeable; except as otherwise provided by statute with respect to particular funds, all warrants drawn upon the Treasurer must be signed by the President and countersigned by the Clerk; and no money shall be otherwise paid except as may be provided by statute.

Section 2-600 Village of Oakwood Hills Board of Local Improvements

Section 2-601. Creation of Board of Local Improvements. A Board of Local Improvements is hereby created for developing plans for public improvements or proposals of improvements within the Village.

Section 2-602. Membership. The Board of Local Improvements shall consist of the Village President (acting as President of the Committee), and six (6) members of the Board of Trustees or six (6) members appointed by the Village President with the advice and consent of the Board of Trustees.

Section 2-700 Village of Oakwood Hills Building Director

Section 2-701. Creation of Building and Zoning Department. The Department of Building and Zoning is hereby created as an executive department of the Village. The Building and Zoning Department shall consist of a Building Director and such other members as may be provided from time to time by the Village President and Board of Trustees. All members of the Building and Zoning Department shall be appointed by the Village President with the advice and consent of the Board of Trustees.

Section 2-702. Building Director Appointment, Tenure and Compensation. The Building Director shall be appointed by the Village President with the advice and consent of the Board of

Trustees. The Building Director's compensation shall be established as may be set from time to time by the Corporate Authorities.

Section 2-703. Duties of Building Director. It shall be the duty of the Building Director, and he is empowered, to administer, interpret and enforce all ordinances relating to building and to inspect all buildings or structures being erected, altered, or repaired, as frequently as may be necessary to insure compliance with Village ordinances.

Section 2-704. Deputies. In accordance with the prescribed procedures of this jurisdiction, the Village President, with the advice and consent of the Board of Trustees, shall have the authority to appoint consultants and/or Deputy Building Official(s), the related technical officers, inspectors, plan examiners and other officials. Consultants may be appointed, duties designated and compensation agreed upon between the consultant and the corporate authorities. Designated Deputy Building Officials shall have powers as delegated by the Building Director and such officials are temporary employees whose term of service shall be established by the Village President, with the advice and consent of the Board of Trustees, and shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-705. Stop Order. Building and Zoning Department members, or such other persons as may be authorized by the Village President and Board of Trustees, may order work stopped whenever any construction, alteration, or repair work is being done in violation of any provision of any statute, or Village ordinance or Code. Such stop order, when oral, shall be followed by a written stop order within twenty-four hours and shall be completed as established in Chapter 6 of the Village of Oakwood Hills ordinances.

Section 2-706. Entry Powers. A member of the Building and Zoning Department, the ex-officio plumbing inspector, ex-officio electrical inspector, ex-officio mechanical inspector, health officer, and any other person so authorized by the Village President and Board of Trustees, shall have the power to make or cause to be made an entry into a building or premises where the work of altering, repairing, or constructing is going on, for the purpose of making inspection, at any reasonable hour.

Section 2-707. Ex-Officio Plumbing Inspector. The Building Director may act as ex-officio Plumbing Inspector and have all the powers and perform all the duties connected with that office, provided said person is a State of Illinois licensed plumber and is appointed by the Village President, with the advice and consent of the Corporate Authorities. The Plumbing Inspector shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-708. Ex-Officio Electrical Inspector. The Building Director may act as ex-officio Electrical Inspector, and have all the powers and perform the duties connected with that office, provided said person is a licensed electrician and/or International Code Council (ICC) certified electrical inspector and is appointed by the Village President, with the advice and consent of the Board of Trustees. The Electrical Inspector shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-709. Ex-Officio Mechanical Inspector. The Building Director may act as ex-officio Mechanical Inspector, and shall have all the powers and perform the duties connected with the office, provided said person is an International Code Council (ICC) certified mechanical inspector and is appointed by the Village President, with the advice and consent of the Board of

Trustees. The Mechanical Inspector shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-800 Village of Oakwood Hills Director of Economic Development

Section 2-801. Creation of Position. There is hereby created the uncompensated position of Director of Economic Development who shall be appointed by the President with the advice and consent of the Village Board.

Section 2-802. Duties. The Director of Economic Development shall collect information relating to potential economic development within the plan jurisdiction area of the Village and shall report such information to the Plan Commission on a regular and timely basis. The Director shall perform such other duties as may be assigned to the Director from time to time by either the Corporate Authorities or the Plan Commission.

Section 2-900 Village of Oakwood Hills Health Officer

Section 2-901. Health Officer Appointment-Tenure-Salary. The Village President with the advice and consent of the Board of Trustees may appoint a Health Officer. The Health Officer shall receive such compensation as may be set from time to time by the Corporate Authorities.

Section 2-902. Duties of Health Officer. The Health Officer shall enforce all ordinances containing provisions for the protection of public health; shall make inspections of foodstuffs and of the premises used for storing or selling of provisions as may be provided by ordinance; and shall perform such duties and functions as may be required by statute or ordinance.

Section 2-903. Health Officer Reports. The Health Officer shall make reports to the Board of Trustees as may be required. The Health Officer shall also make recommendations for rulings, orders, or ordinances respecting public health whenever requested to do so, or whenever deemed advisable or necessary.

Section 2-904. Orders-Notice. Any person violating or refusing to obey a Public Health Order or ruling, or destroying, mutilating or concealing any notice posted by or under the authority of the Health Officer shall be fined not less than twenty-five dollars (\$25) nor more than five hundred dollars (\$500) for each offense.

Section 2-1000 Miscellaneous Provisions Relating to the Village of Oakwood Hills Government

Section 2-1001. Qualifications for Office Holders. No person shall be eligible to hold an elective office that has not been a resident of the Village for a period of one (1) year preceding his election, nor shall any person, elected or appointed, be eligible to any office that is a defaulter to the Village. Appointed officers (except the Village Clerk) and employees need not be residents of the Village, except as otherwise provided by Village ordinance or State statute.

Section 2-1002. Commencement of Elected Official's Term of Office. The terms of elected municipal officers shall commence at the first regular or special meeting of the Corporate Authorities during the month of May following the proclamation of the results of the regular municipal election at which the officers were elected.

Section 2-1003. Term of Appointive Office-Vacancies. Every appointive officer of the Village shall hold office until the first of May or the first regular or special meeting of the corporate authorities during the month of May following their appointment or until a successor is appointed and qualified, unless it is otherwise provided by ordinance. In the case of a vacancy in an appointive position, it shall be filled in the same manner as which appointments or selections are made in the absence of provision to the contrary.

Section 2-1004. Records. All Village records kept by an officer or employee of the Village shall be open to inspection by the Village President or any member of the Board of Trustees at all reasonable times, whether or not such records are required to be kept by statute or ordinance.

Section 2-1005. Monies Received. Every officer of the Village shall, at least once each week, turn over all money received by him in his official capacity, to the Village Clerk with a statement showing the source from which the same was received.

Section 2-1006. Arrests. The Village President and members of the Board of Trustees, as well as every member of the Police Department, are hereby declared to be conservators of the peace with such powers as are given to conservators of the peace by statute.

Section 2-1007. Surety Bonds. Every officer of the Village shall, if required by the Corporate Authorities before entering upon the duties of his or her office, give a bond in an amount as may be determined by the Corporate Authorities and with sureties as it may approve, conditioned upon the faithful performance of the duties of his or her office or position and the payment of all money received by the officer, according to the law and the ordinances of the Village. Whenever a surety bond to indemnify the Village is required as a prerequisite to exercising the duties of any office or position, or to the issuance of a license or permit or for the exercise of any special privilege, the surety on such bond shall be a corporation licensed and authorized to do business in the State of Illinois as a surety company, in the absence of specific provisions to the contrary by ordinance. All bonds required to be made and executed in this chapter may be written and made by a professional surety or insurance company authorized by law to so enter into bonds and the premium therefore, upon presentation of a written voucher by the officer in question, shall be paid by the Village as in the case of other claims. Whenever, in its opinion, additional sureties or an additional surety may be needed on any bond to indemnify the Village against any loss or liability because of the insolvency of the existing surety or sureties or for any other reason, the Corporate Authorities may order a new surety or sureties to be secured on such bond. If such new surety or sureties are not procured within ten (10) days from the time such order is transmitted to the principal on the bond, or his assignee, the Corporate Authorities shall declare the bond to be void and thereupon such principal or assignee shall be deemed to have surrendered the privilege or position as condition of which the bond was required. All Bonds shall be filed with the municipal Clerk, except the Clerk's Bond, which shall be filed with the Village Treasurer.

Section 2-1008. Oath of Office. Before entering the duties of their respective offices, all officers, whether elected or appointed, shall take and subscribe the oath or affirmation required by the Illinois Constitution. The subscribed oath shall be filed in the office of the Village.

Section 2-1009. Official Time. Official time for the Village shall be that time which is adopted by the State for official business. All legal or official proceedings of the Village Board and all legal and official business of the Village shall be regulated hereby, and, when by ordinance,

resolution, or action of any municipal officer or body, an act must be performed at or within a prescribed time, it shall be so according to such official time.

Section 2-1010. Fiscal Year. The fiscal year of the Village shall begin on the first day of May of each year, and shall end on the last day of April of the next year.

Section 2-1011. Accounting Method. The Accrual Method of accounting will be utilized for the Village.

Section 2-1100 Village of Oakwood Hills Planning Commission

Section 2-1101. Creation of Planning Commission. A Planning Commission is hereby created for preparation and recommending to the Corporate Authorities a comprehensive plan for the present and future development or redevelopment of the Village of Oakwood Hills and its contiguous territory not more than one and one-half miles beyond its corporate limits and not included in any municipality, and further, to participate in all public hearings conducted to implement the planning process, and also, to give preliminary approval or disapproval of applications for plat of subdivision or resubdivision.

Section 2-1102. Membership. The Planning Commission (hereinafter referred to as "Commission") which shall consist of a maximum of seven (7) regular members including a Chairman, and such ex-officio members, as the Board of Trustees deems necessary. The President, with the advice and consent of the Board of Trustees, shall appoint regular members including the Chairman of the Commission. Members of the Commission shall reside within the municipality or within territory contiguous to the municipality and not more than one and one-half miles beyond the corporate limits and not included within any other municipality.

Section 2-1103. Appointment and Term of Office. The term of appointment of a Planning Commission member shall be four (4) years following the appointment or until a successor is appointed and qualified, unless an appointment is made to fill a member's unexpired term, in which case the appointment shall run until the unexpired term expires. The expiration of the terms of office of the seven (7) member Board/Commission shall be staggered with one or two members' terms of office expiring in various different years. The term of office as a Planning Commission member shall run concurrent with a member's Zoning Board of Appeals' term of office. In the case of a vacancy in a Planning Commission position, it shall be filled in the same manner as which appointments or selections are made for appointed office vacancies. Ex-officio members of the Commission shall be appointed and shall have no vote on any issue or matter before the Commission. Regular members shall be appointed by the Village President, with the advice and consent of the Board of Trustees. If any member of the Commission maintains a record of continued absence and by such, generally hampers the work of the Commission, said member may be recommended by the Commission to the Board of Trustees for removal; any recommendation for the removal of a member of the Commission shall be made by three-fourths (3/4) vote of the members of the Commission and shall be submitted to the Village President in writing for consideration for action as provided by State statutes and Village ordinances.

Section 2-1104. Compensation. All members of the Commission shall receive such compensation as may be fixed from time to time by the Corporate Authorities.

Section 2-1105. Meetings. The Commission shall meet at such times as it may determine. All meetings and hearings of the Commission shall be held at the call of the Chairman or by any two members of the Commission and at such other times as the Board may determine. Commission meetings shall be open to the public, except when an Executive Session is authorized by law.

Section 2-1105.5. Quorum. (Amended Ord. 23-04-02) The majority of the appointed and serving members of the Planning Commission shall constitute a quorum. A quorum of members of the Planning Commission must be physically present at the location of a meeting. If a quorum of the Planning Commission is physically present, a majority of the Planning Commission may vote to allow a member of the Planning Commission to attend the meeting by other means if the member is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the Village; or (3) a family or other emergency. "Other means" is by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the Village Clerk before the meeting unless advance notice is impractical. The minutes shall include what members attended the meeting and whether they attended physically or "by means of video or audio conference."

Section 2-1106. Commission Minutes. The minutes of all meetings shall show the vote, or absence or abstention, of every member upon every official action. All decisions of the Commission shall be a public record on file in the Office of the Village Clerk. Any Board member absent during proceedings before the Board who certifies that he or she has read the transcript or listened to a tape recording of said proceedings may vote on any question heard during such proceedings.

Section 2-1107. Adoption of Rules. Rules shall be adopted by the Commission to govern its procedures. The Village Clerk is authorized to reproduce a supply of such rules for sale to the general public at \$2.00 (two dollars) per set. The adoption of the Rules and all amendments of the Rules shall be by a majority vote of all the voting members of the Commission; provided that every voting member of the Commission shall be furnished with a copy of such proposed rules and/or amendments at least seven (7) days before consideration of adoption. Until Rules of the Commission have been adopted, the most current edition of Roberts Rules of Order shall govern the conduct of the Commission meetings.

Section 2-1108. Additional Officers. As soon as possible after appointment of the Commission Chairman and the regular members of the Commission, the Commission shall meet, organize, and elect such other and additional officers, as it may deem necessary.

Section 2-1109. Comprehensive Plan. The Commission shall prepare and recommend to the Village Board of Trustees a comprehensive plan for the present and future development or redevelopment of the municipality. This plan may include reasonable requirements with reference to streets, alleys, public grounds, and other improvements hereinafter specified. The plan, as recommended by the Commission and as thereafter adopted in whole or in separate geographical or functional parts, each of which, when adopted by the Village Board of Trustees, shall be the official Comprehensive Plan, or part thereof, of the Village of Oakwood Hills, and it

may be made applicable, by the terms thereof, to land situated within its corporate limits and its contiguous territory of not more than one and one-half miles beyond the corporate limits and not included in any other municipality. Such plan shall be advisory except as to such part thereof as has been implemented by ordinance duly enacted by the Village Board of Trustees.

Section 2-1110. Changes in Comprehensive Plan. The Commission shall have power to recommend changes, from time to time, in the official Comprehensive Plan, and to prepare and recommend, from time to time, to the Village Board of Trustees, plans for specific improvements in pursuance of the official Comprehensive Plan.

Section 2-1111. Duties. The Commission may recommend reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements as herein defined; establishing reasonable requirements governing the location, width, course, and surfacing of public streets and highways, alleys, ways for public service facilities, curbs, gutters, sidewalks, street lights, parks, playgrounds, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers, and sewage collection and treatment, and may designate land suitable for annexation to the Village and the recommended zoning classification for such land upon annexation. It shall be the duty of the Commission to give aid to municipal officials charged with the direction of projects for improvements embraced within the official Plan, to further the making of these projects, and generally, to promote the realization of the official Comprehensive Plan. It shall also be the duty of the Commission to consult with municipal, regional, and state planning commissions and other agencies or groups to further the local planning program, and when desirable bring into effect a harmonious and integrated plan with other plan commissions, agencies or groups.

Section 2-1112. Recommendation of Plans & Maps to Commission. The Village Board of Trustees may originate maps, an official Comprehensive Plan or a part thereof, or an amendment thereto, and may refer it or suggested changes in an existing Comprehensive Plan to the Commission for its consideration and its recommendations thereon. The Village Board of Trustees shall adopt no map, official Comprehensive Plan or amendment, or part thereof, or amendment that has not been previously submitted to the Commission thereto. Upon submission by the Board of Trustees of any map, suggested Comprehensive Plan, part thereof, or amendment to existing Comprehensive Plan to the Commission for its consideration and recommendation, the Board of Trustees may require a report thereon from the Commission with its recommendation within ninety (90) days from date of submission, and if the Commission fails to make such report within ninety (90) days, then the Board of Trustees may proceed to consider such map, Comprehensive Plan, or part thereof, or amendment to an existing Comprehensive Plan recommended by the Commission without adopting the entire Comprehensive Plan as recommended, by the Commission, and may adopt such Comprehensive Plan, as modified or amended. Such Comprehensive Plan, when adopted, shall be the official Comprehensive Plan, or part thereof, of the Village of Oakwood Hills.

Section 2-1113. Comprehensive Plan. Scheduling Public Hearing. Upon receipt of a Comprehensive Plan or map or a proposed amendment to an existing Comprehensive Plan from the Commission, the Board of Trustees shall schedule a public hearing thereon, to be conducted before the members of the Board of Trustees. The President of the Board of Trustees shall preside over such meeting.

Section 2-1114. Publication of Notice of Hearing. Not less than fifteen (15) days notice of the hearing on the proposed Comprehensive Plan, and the time and place thereof, shall be given by publication in a newspaper of general circulation in the Village.

Section 2-1115. Comprehensive Plan. Format of Hearing. All such hearings in connection with any proposed plan, amendment or maps, shall be informal. All persons desiring to be heard in support or opposition to the Comprehensive Plan, amendments or maps shall be afforded such opportunity, and may submit their statements orally, in writing, or both. The hearing may be recessed to another date, if not concluded, provided notice of time and place is publicly announced at the meeting.

Section 2-1116. Adoption of Comprehensive Plan. Within ninety (90) days after the conclusion of the hearing, the Board of Trustees, after consideration of the recommendation of the Commission and such information as shall have been derived from the hearing, shall either adopt the Comprehensive Plan, map or amendment in whole or in part or reject the entire Comprehensive Plan, map or amendment. If no formal action is taken by the Board of Trustees within ninety (90) days from the conclusion of the hearing, the Comprehensive Plan, map, or amendment may not be acted upon without again complying with the conditions of notice and hearing heretofore provided.

Section 2-1117. Comprehensive Plan. Effective Date of Plan or Map. The Comprehensive Plan, amendment or map shall become effective upon the expiration of ten (10) days after date of filing notice of adoption of such Comprehensive Plan, map or amendment with the County Recorder of Deeds.

Section 2-1118. Comprehensive Plan. Filing and Copies. Said Comprehensive Plan and the ordinance or ordinances including the Official Map shall be placed on file with the Village Clerk and shall be available at all times during regular business hours for public inspection. Copies of said Plan, all ordinances implementing the same and including the Official Map, shall be made available to all interested parties upon payment of such sum as the Board of Trustees shall determine adequate to reimburse the General Fund of the Village for the cost of printing and distribution.

Section 2-1119. Jurisdiction, Boundary Line Agreements. The Commission shall help to effect an agreement between the Village and any other municipality, which has adopted official plans, establishing a line, which shall mark the boundaries of the jurisdiction of each municipality. Such agreements shall not become effective until copies thereof, certified as to the adoption by the Municipal Clerks of the respective municipalities, have been filed in the Recorder's Office and made available in the office of the Municipal Clerk of the agreeing municipality. In the absence of such agreement, the jurisdiction shall extend to a median line equidistant from the Village of Oakwood Hills boundary and the boundary of any other municipality, which has adopted an official map, or as provided by state statute.

Section 2-1120. The Comprehensive Plan adopted by the Village on November 8, 1993 and as thereafter amended, and the Official Map adopted by the Village on November 8, 1993 are hereby incorporated herein by reference as though fully set forth herein in full.

Section 2-1121. Secretary of the Commission. The Commission Chair may with the consent of other members, appoint a secretary to the Commission, who need not be a member of the Commission.

Section 2-1200 Village of Oakwood Hills Zoning Board of Appeals

Section 2-1201. Creation of Zoning Board of Appeals. There is hereby created a Zoning Board of Appeals (hereinafter referred to as the “ZBA”) for the Village, which shall consist of seven (7) members, including a chairman, to be appointed by the Village President by and with the advice and consent of the Board of Trustees.

Section 2-1202. Membership. Regular members shall serve on the ZBA until their successors have been duly appointed. If any member of the ZBA maintains a record of continued absence and by such, generally hampers the work of the ZBA, said member may be recommended by the ZBA to the Board of Trustees for removal; any recommendation for the removal of a member of the ZBA shall be made by three-fourths (3/4) vote of the members of the ZBA and shall be submitted to the Village President in writing for consideration for action as provided by State statutes and Village ordinances.

Section 2-1203. Compensation. Members of the Zoning Board shall receive compensation for their services. All members of the ZBA shall receive such compensation as may be fixed from time to time by the Corporate Authorities.

Section 2-1204. Appointment and Term of Office. The term of appointment of a Zoning Board of Appeals' member shall be four (4) years following the appointment or until a successor is appointed and qualified, unless an appointment is made to fill a member's unexpired term, in which case the appointment shall run until the unexpired term expires. The expiration of the terms of office of the seven (7) member Board/Commission shall be staggered with one or two members' terms of office expiring in various different years. The term of office as a Zoning Board of Appeals' member shall run concurrent with a member's Planning Commission term of office. In the case of a vacancy in a Zoning Board of Appeals position, it shall be filled in the same manner as which appointments or selections are made for appointed office vacancies.

Section 2-1205. Purpose of the Zoning Board. The Zoning Board of Appeals shall hear and decide all matters referred to it or upon which it is requested to pass under the Village Zoning Ordinance, including, but not limited to appeals from any order, requirement, decision or determination made by the Official charged with the enforcement of the Village Zoning Ordinance.

Section 2-1206. Quorum. (Amended Ord. 23-04-02) The majority of the appointed and serving members of the Zoning Board of Appeals shall constitute a quorum. A quorum of members of the Zoning Board must be physically present at the location of a meeting. If a quorum of the Zoning Board is physically present, a majority of the Zoning Board may vote to allow a member of the Zoning Board to attend the meeting by other means if the member is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the Village; or (3) a family or other emergency. “Other means” is by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the Village Clerk before the meeting unless advance notice is impractical. The minutes shall include what members attended the meeting and whether they attended physically or “by means of video or audio conference.”

Section 2-1207. Meetings. All meetings and hearings of the Board of Appeals shall be held at the call of the Chairman and at such other times as the Board may determine and shall be open to the public except when an Executive Session is authorized by law.

Section 2-1208. ZBA Minutes. The minutes of all meetings shall show the vote, or absence or abstention, of every member upon every official action. All decisions of the Zoning Board of Appeals shall be a public record on file in the Office of the Village Clerk. Any Board member absent during proceedings before the Board who certifies that he or she has read the transcript or listened to a tape recording of said proceedings may vote on any question heard during such proceedings.

Section 2-1209 ZBA Vote. (Amended 23-04-02) The concurring vote of a majority of a quorum of the Zoning Board of Appeals shall be required to take action on all such matters unless otherwise provided by State Statute or Village Ordinance. The Zoning Board is also empowered to initiate, direct and review studies of the provisions of this Ordinance and to make recommendations to the Village Board thereupon.

Section 2-1210. Adoption of Rules. Rules shall be adopted by the ZBA to govern its procedures. The Village Clerk is authorized to reproduce a supply of such rules for sale to the general public at \$2.00 (two dollars) per set. The adoption of the Rules and all amendments of the Rules shall be by a majority vote of all the voting members of the ZBA; provided that every voting member of the ZBA shall be furnished with a copy of such proposed rules and/or amendments at least seven (7) days before consideration of adoption. Until Rules of the ZBA have been adopted, the most current edition of Roberts Rules of Order shall govern the conduct of the ZBA meetings.

Section 2-1211. Secretary of the Zoning Board. The Village Clerk shall act as secretary of the Zoning Board.

Section 2-1300 Village of Oakwood Hills Attorney

Section 2-1301. Village Attorney. The Village President, with the advice and consent of the Board of Trustees, may from time to time retain a Village Attorney to represent or advise the Village on legal matters; and the Village President may likewise retain special counsel to advise or represent the Village on special matters or to assist the Attorney for the Village. The Village Attorney or special counsel shall receive such compensation as agreed upon between the Attorney or counsel and the Corporate Authorities.

Section 2-1302. Suits and Actions. The Village Attorney shall prosecute or defend any and all suits or actions at law or equity to which the Village may be a party, or in which it may be interested, or which may be brought against or by any officer of the Village on behalf of the Village, or in the capacity of such person as an officer of the Village.

Section 2-1303. Judgments. It shall be the duty of the Village Attorney to see to the full enforcement of all judgments or decrees entered in favor of the Village, and of all similar interlocutory orders.

Section 2-1304. Legal Advice. The Village Attorney shall be the legal advisor of the Village and shall render advice on all legal questions affecting it, whenever requested to do so by any

Village official. Upon request by the President or the Board of Trustees, the Village Attorney shall reduce any such opinion to writing.

Section 2-1305. Special Assessments. It shall be the duty of the Village Attorney to see to the completion of all special assessment proceedings and eminent domain proceedings

Section 2-1306. Consulting Attorneys. Nothing in this chapter shall be deemed to prohibit the Village from entering into a contract with any consulting attorney or consulting attorneys, in the manner provided by State law and Village ordinance, for any legal services.

Section 2-1400 Village of Oakwood Hills Engineer

Section 2-1401. Village Engineer. The Village President, with the advice and consent of the Board of Trustees, may from time to time:

- Retain Engineering resources to represent or advise the Village on engineering matters.
- Appoint an Engineering firm to represent the Village on engineering issues.
- Retain special engineers to advise or represent the Village on special engineering matters or to assist the Engineer for the Village.

The Village Engineer or special engineering consultants shall receive such compensation as agreed upon between the Engineer and the corporate authorities.

Section 2-1402. Engineering Advice. The Village Engineer shall render advice on all engineering matters referred to the Engineer and shall perform such duties as are provided by law or ordinance, and in addition thereto, such other duties as from time to time may be requested by the Village President, Board of Trustees, Village Officers or Consultants. Authorization to expend Village funds in compensation for these duties shall be approved by the Corporate Authorities, to the maximum extent possible, before work commences. The Engineer, shall make reports regarding public improvements, repairs of streets, bridges and sidewalks, or such other improvements or work as the Village President or Board of Trustees may request, and shall make suggestions, regarding the same, that in the Engineer's judgment seem best and proper.

Section 2-1403. Consulting Engineers. Nothing in this chapter shall be deemed to prohibit the Village from entering into a contract with any consulting engineer or consulting engineers, in the manner provided by State law and Village ordinance, for any engineering work.

Section 2-1500 Village of Oakwood Hills Police Department

Section 2-1501. Creation of Police Department. (Amended Ord. 11-10-02) A Police Department is hereby created as an executive department of the Village. All Police Department positions for Chief of Police, Supervisory ranks, patrol officers and civilian employees, whether full- or part-time employees, are at will positions and are hereby created as defined herein. It shall be the duty of the Police Department to enforce all ordinances of the Village, all statutes effective in the Village and to preserve peace and order. It shall be the duty of every employee of the Police Department to conduct themselves in a proper and lawful manner and to avoid the use of unnecessary force.

Section 2-1502. Chief of Police. The Chief of Police shall be appointed by the Village President with the advice and consent of the Board of Trustees. The Chief of Police's compensation may be set from time to time by the Corporate Authorities.

Section 2-1503. Duties and Authority of Chief of Police. The Chief of Police shall have the following duties and authority:

- Administrative authority to supervise all members of the Police Department.
- To inspect all Police Department records at all times and to compile such reports regarding the activities of the police department as may be required by statute or as requested by the corporate authorities.
- To examine all payroll time sheets and compensation records of all members of the Police Department and to approve all Police Department payroll disbursements.
- To diligently inquire into all complaints and charges of laxity or misconduct of any member of the Police Department in the performance of Police Department duties.
- To administer the Village President's orders and directions concerning the operations of the Police Department.
- To attend all meetings of the Corporate Authorities and to make such reports to the Village President and Board of Trustees as either of them may require.
- To require all members of the Police Department to file a written report daily of each trip made outside of the Village boundaries during each police officer's duty shift, specifying the time of departure from the Village and the time of return of thereto, all routes traveled outside of the Village limits, the location of all stops made outside of the Village limits, the purpose of each trip outside of the Village limits and, if the trip outside the Village limits is made pursuant to a request from mutual aid, the name of the Police Department and officer making such mutual aid request and purpose thereof, and any and all such additional information that the Chief of Police may specify.
- To make recommendations to the Village President and Board of Trustees concerning the appointment, promotion and/or discipline of any member of the Police Department and concerning the operations thereof.
- Cause to be created and assume responsibility for the maintenance and currency of the following documents:
 1. Operating Procedures for the Village of Oakwood Hills Police Department.
 2. Plans and Procedures for the Village of Oakwood Hills Police Department.
 3. Emergency Plans and Procedures for the Village of Oakwood Hills Police Department.
 4. The above documents are to be issued in a controlled process and approved by the Village President. Re-approval by succeeding Village Presidents shall not be required; however, revisions shall be approved by the current Village President.

Section 2-1504. Police Department Supervisory Ranks. *(Revised Ordinance No. 17-04-02)*
The Police Department supervisory positions shall consist of a Chief of Police and up to three (3) Supervisory positions. The three (3) Supervisory positions shall be nominated by the Village President, confirmed by the Board of Trustees and shall be designated as either full-time or part-time employees of the Village of Oakwood Hills at the time of hiring.

Section 2-1505. Police Department Patrol Officers. *(Revised Ordinance No. 17-04-02)*

All Police Department Patrol officers shall be nominated by the Village President, confirmed by the Board of Trustees and shall be designated as either full-time or part-time employees of the Village of Oakwood Hills. The term of the position shall be indefinite with no renewal actions required by this ordinance. The number of patrol officers shall be as required by the Chief of Police and the Village President, with the advice and consent of the Board of Trustees. The hiring process for new patrol officers shall be follows:

- Chief of Police, Village President or corporate authorities will determine a position vacancy or whether additional officers are required.
- Chief of Police shall follow the written and approved Village of Oakwood Hills Police Officer hiring procedure (Section 2-1503 applies) and screen candidates.
- The Chief of Police shall make a hiring recommendation to the Village President and provide supporting documentation for said recommendation. Upon approval of the Village President, the position candidate shall be reviewed by the appropriate Village of Oakwood Hills standing committee assigned oversight of the Police Department. In the event no standing committee exists for the purpose of candidate review, the recommendation for hiring shall be presented to the Board of Trustees at its regular meeting.
- A hiring recommendation (for, against, or no recommendation due to a lack of majority vote) shall be reported by the appropriate committee (when one so exists) and that shall be presented to the Board of Trustees at its regular meeting.
- Hiring action shall be confirmed by a majority vote of the Corporate Authorities (Section 2-051 applies).

B. A full-time police officer shall be defined as an officer who is employed by the Village and works more than 1,560 hours in a twelve (12) month period beginning on the first of January of any calendar year. A part-time police officer shall be defined as an officer who is employed by the Village and works 1,560 hours or less per twelve (12) month period beginning on the first of January of any calendar year.

Section 2-1506. Responsibilities of the Department. (Amended Ord. 11-10-02) All full-time and part-time police officers and other employees of the Police Department shall have duty hours assigned to them by the Village President or by such person as the Village President may designate, and when they are not so assigned, they shall be considered off duty. The number of hours a part-time police officer may work within a calendar year is restricted and shall at all times be in compliance with the current Illinois statute. Every full-time and part-time police officer shall carry out the functions of the police department, namely, the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, and the proper enforcement of all laws and ordinances, and shall be consistently direct in their efforts to accomplish that end intelligently and efficiently, they shall hold themselves in readiness at all times to answer the calls and obey the orders of their superiors, and shall be accountable to their superior officers for general conditions of the Village during the hours assigned to them. They shall, however, be held subject to call to duty at all times. In order to be able to fully execute this responsibility, all full-time and part-time police officers shall have the right to carry firearms at all times when on duty within the limits of the Village.

Section 2-1507. Order of Command. During the absence of the Village President or during a period of the Village President's inability to act, when competent authority makes no other provision, the command devolves upon such person the Village President may designate.

Section 2-1508. Witness Fees. (Amend Ord.11-10-02) Any full-time or part-time police officer or civilian employee of the Police Department shall appear as a witness whenever this is necessary in a prosecution for a violation of an Ordinance or of any state or federal law. No such officer or employee shall retain any witness fee for service as witness in any action or suit to which the Village is a party; and fees paid for such services shall be turned over to the Chief of Police, who shall deposit the same with the Village Treasurer.

Section 2-1509. Policies and Procedures/General Orders and Directives. (Amended Ord. 11-10-02) As required, Police Department Policy and Procedures are to be established to provide written instructions, definitions, policies and/or procedures for full-time and part-time police officers and civilian employees of the Police Department to follow in the performance of their assigned duties. With the assistance of the Chief of Police and Police department staff, the Village President, or his or her designee, shall be responsible for the day-to-day implementation of Village policies and procedures. The authorization process for Oakwood Hills Policy and Procedures shall be by approval under the signature of the Village President, and the Chief of Police, Oakwood Hills Police Department or their duly authorized designees. Policy and Procedures that represent significant changes to the established operation of the police department are to be provided to the Corporate Authorities for informational purposes.

Section 2-1510. Police Officer Employment Agreement

All police officers shall complete the Police Officer Employment Agreement form shown in Appendix A - Form 1.

Section 1-1511 Police Officers. (Amended Ord. 17-04-02) The Village of Oakwood Hills may appoint, discipline and discharge full-time and part-time police officers as needed for the protection of the safety of the public.

1. **Hiring Qualifications and Standards.** All full-time and part-time police officer candidates must:
 - a. Be a United States citizen or naturalized United States citizen.
 - b. Be at least the age of twenty-one (21) or older.
 - c. Possess a high school diploma or G.E.D. equivalent.
 - d. Have a valid Driver's License.
 - e. Have a valid Firearm Owner's Identification card.
 - f. Have no felony convictions or misdemeanor convictions involving perjury, false statement, moral turpitude, or domestic violence.
 - g. Be of good physical health.
 - h. Be a certified Illinois law enforcement officer trained in accordance with the procedures for part-time police officers established by the Illinois Law Enforcement Training Standards Board.
 - i. Successfully pass an in-depth background investigation, interview and pass a drug/alcohol screening prior to being nominated by the Village President and confirmed by the Village Board.
2. **Status.** Part-time police officers shall be members of the regular police department, except for pension purposes and other benefit considerations.
3. **Supervisory Authority and Supervision.** Part-time police officers, excluding police officers holding a Supervisory position, as that term is described in Section 2-1504 herein, shall not be assigned under any circumstances to supervise or direct full-time

police officers of the Police Department. Part-time police officers shall not be used as permanent replacements for permanent full-time police officers. A part-time officer hired after January 1, 1996, who has not yet received certification under Section 8.2 of the Illinois Police Training Act, shall be directly supervised.

Section 2-1601. Village of Oakwood Hills Code Enforcement Officer

The Village of Oakwood Hills Code Enforcement Officer shall be appointed by the Village President, with the advice and consent of the Board of Trustees to investigate and enforce any and all laws, ordinances, rules, and regulations relating to property, parks, beaches, and streets in the Village and the maintenance thereof. The Code Enforcement Officer may be a sworn member of the Oakwood Hills Police Department normally assigned to the Investigation Division or such other person as designated from time to time, by the Village President. The Code Enforcement Officer shall only initiate investigation by resident complaint or upon complaint, notice, or observation by others or by the Code Enforcement Officer. The Code Enforcement Officer shall generate a report on all complaints outlining his/her findings and suggested actions and may be required to submit the report to the Village President and/or the Board of Trustees for direction.

Section 2-1700 TRAVEL EXPENSE REIMBURSEMENT POLICY
(Added by Ordinance# 17-04-01)

Section 2- 1701. Purpose. To establish procedures for the control and documentation of expenses incurred by Village employees and officers for professional development and training classes, seminars, workshops, and conferences, and any other out-of-town travel on behalf of and for the benefit of the Village of Oakwood Hills.

Section 2-1702. Policy. Travel and training expenses incurred shall be within the funds budgeted for said purposes. In order to qualify for reimbursement, an employee must request prior written approval from their immediate supervisor for expenses and thereafter provide proof that the expenses were incurred on official Village business (e.g. submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the Village). Expense reimbursement requests must be submitted no later than ten (10) days from the date the expense was incurred.

The maximum allowable reimbursement for travel, meal and lodging expenses per day shall be a sum determined by the Village Board from time to time pursuant to a separate Schedule of Maximum Expenses. Any request for reimbursement of expenses of a higher amount must be approved in an open meeting by a majority roll call vote of the Board of Trustees of the Village. Expenses that exceed the maximums, and which do not receive a favorable vote of the Board will be capped at the maximum.

Section 2-1703. Options. Village employees and officers may choose from the following options for the payment of travel expenses:

- A. Use personal funds or personal credit card to be reimbursed by the Village.
- B. Receive a travel advance.

Section 2-1704. Procedures and Forms Required. Prior to incurring any expenses, registration information and projected travel expenses must be submitted to the Department

Head, or in the event of a request by a Department Head, to the Village President, for verification of funds availability, justification for attendance, and approval. This will be satisfied by the submittal of the Out-of-Town Travel Approval Checklist. (**Exhibit 1**).

A. Travel Advance. After Department Head or Village President approval, a request for a travel advance must be submitted to the Village Treasurer. A check may be issued in accord with the Village Expenditure Policy, or if in excess of the amount that can be approved by a Department Head or Village Board Member pursuant to the Village Expenditure Policy, in which event an expense may be approved by the Corporate Authorities at a meeting of the Corporate Authorities. Under normal circumstances, cash advances will be issued for the following purposes:

1. Early registration (traditionally, a separate check is mailed to the organization conducting the conference).
2. Airline or other transportation ticket purchase.
3. Room deposit at conference hotel if a cash deposit is required.
4. Cash advance for daily meals as follows: \$25 (dinner), \$15 (lunch), and \$10 (breakfast).

Funds issued to an employee or officer as a travel advance are the responsibility of the employee or officer. Upon completion of travel, the travel advance must be documented on the expense report. If the approved expenses were less than the amount of the travel advance, the employee or officer must return those funds with the expense report.

Section 2-1705. Transportation. Out-of-town travel may be accomplished by air, other common carrier, or Village vehicle, as determined by the Department Head or Village President. The number of travel days is determined by the duration of the event. Travel time of one day each way will be allowed to the destination city. If the employee or officer elects to drive a vehicle instead of travel by air, the employee or officer must determine with the Department Head or Village President what is considered vacation or personal time.

The use of Village vehicles for business travel is preferred for local or regional travel, unless a vehicle is unavailable or the employee or officer has prior written authorization from his/her Department Head or the Village President. If a personal vehicle is authorized for Village travel, it is understood that the employee or officer has a current waiver on file with the Village. Employees or officers shall be reimbursed for mileage expenses that mirror Internal Revenue Service guidelines.

If an employee or officer chooses to drive when air travel would be appropriate, an amount equivalent to air coach fare is the maximum allowed for use of private cars.

Lodging, meals, and other expenses while en route are not reimbursable during the time the employee or officer is using vacation or personal time.

Section 2-1706. Authorized Expenditures. The following expenses shall be reimbursed for employees and officers of the Village only for purposes of official business conducted on behalf of the Village, which includes out-of-town meetings related to official business and preapproved seminars, conferences and other educational events related to the employee's or officer's official duties.

Travel, meal, and lodging expenses incurred by any employee or officer in excess of the maximum allowed expense per day as set forth in the Schedule of Maximum Expenses must be approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Village.

Travel, meal, and lodging expenses incurred by any member of the Board of Trustees of the Village of Oakwood Hills must be approved by roll call vote at an open meeting of Board of Trustees of the Village.

A. Lodging. Lodging shall be pre-approved. The lodging expense shall only cover the minimum number of evenings required by the event; the lodging shall be reasonable in accommodations and expense; the lodging expense must be supported by a hotel receipt. The Village shall pay only the single occupancy rate. Extra lodging expenses such as dry cleaning, vending machines, valet service, and video rental are not reimbursable expenses.

B. General Expenses. The Village will pay or reimburse registration fees; gasoline and associated costs for Village vehicles; mileage for personal vehicle usage; parking fees; baggage handling fees; fees for transportation between home or office and the airport and between the airport and the hotel; and phone calls made for Village business.

C. Meal Allowances. Receipts must substantiate the cost of the meals. If the destination city is an area of high cost, the Village may approve reasonable expenditures in excess of the established rates: \$10 for breakfast; \$15 for lunch; \$25 for dinner. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or entertainment. If some meals are included in the prepaid registration fees, the employee or officer of the Village may not be reimbursed for those meals.

D. Rental Car. The use of rental cars is discouraged. Such use will be approved on a case-by-case basis, depending on travel needs. Only an economy class car rate will be reimbursable.

E. Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

F. Documentation. Within ten (10) working days of completion of travel, an expense report, with receipts documenting all expenditures, must be submitted to the Department Head or Village President. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Village on a Travel, Meal, and Lodging Expense Reimbursement Form:

- (1) a receipt for the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

The Village hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the “Village of Oakwood Hills Expense Report” form attached hereto and incorporated herein as **Exhibit 2**.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 2-1707. Other Conditions and Restrictions on Travel.

A. Non-employees. Under no circumstances are any expenses to be paid by the Village when incurred by a non-employee of the Village or for an unauthorized employee or officer (employee or officer whose travel has not been approved as required by this policy).

B. Family Members Accompanying Traveler. Family members may accompany the traveler when traveling on official Village business. However, no expenses attributable to any family member will be reimbursable expenses. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Village for lodging, meals, and transportation. However, if the attendance of a spouse or family member is ancillary to the employee or official's participation and attendance at certain events, reimbursement for the spouse or family member's reasonable expenses shall be made by the Village following prior approval by the Village Board.

C. Vacation Combined with Official Travel. Employees or officers wishing to combine a vacation with a business or conference trip must have the approval of their Department Head or the Village President. The employee or officer will only be reimbursed for travel and expenses related to the conference and to and from that destination.

D. Employee Repayment for Disallowed Expenses. Amounts disbursed for travel expenses which are subsequently disapproved by the Village Board, shall be refunded to the Village within fifteen (15) days. Failure to do so will result in the amount being deducted from the employee's or officer's next regular payroll check. The Village will not reimburse expenses for Alcoholic Beverages, Parking Tickets, traffic citations or other fees that could be reasonably avoided by following applicable traffic laws, and any other non-work related expenses.

E. Miscellaneous Expenses. Other items of reasonable expense specifically not addressed and necessary in the course of conducting Village business shall be reimbursed after review and approval by the immediate supervisor.

F. No alcoholic beverage expenses will be reimbursed by the Village.

G. Entertainment Expenses. Pursuant to Section 25 of P.A. 099-0604, the Village is prohibited from reimbursing any elected official, employee, or officer for any entertainment expense. An Entertainment expense includes but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

APPENDIX A - FORM 1

Chapter 2 Administration:
Police Officer Employment Agreement

THIS AGREEMENT, made this _____ day of _____, _____, by and between the Village of Oakwood Hills, a municipal corporation, (hereinafter referred to as Oakwood Hills), and _____, (hereinafter referred to as the Applicant).

WHEREAS, The Village of Oakwood Hills, as one of its governmental functions, maintains a police department known as the Oakwood Hills Police Department; and,

WHEREAS, the Applicant has applied to Oakwood Hills for employment as a police officer; and,

WHEREAS, if accepted for such employment by the Corporate Authorities of the Village of Oakwood Hills, the Applicant understands that he/she shall serve the Village as an at will employee and will be required to undergo and satisfactorily complete training at an academy approved by the Illinois Law Enforcement Training and Standards Board; and

WHEREAS, the Applicant affirms that he/she meets all the hiring qualifications for a police officer as required by Village Code; and

WHEREAS, if so accepted, the Applicant will be compensated during the aforesaid training; and,

WHEREAS, Oakwood Hills will incur substantial costs for tuition and training and other items as direct and indirect results of hiring the Applicant as a police officer and providing the training requisite therefore; and,

WHEREAS, Oakwood Hills will incur additional costs for uniforms, and/or other items of equipment (hereinafter referred to as Equipment) as a result of hiring the Applicant; and,

WHEREAS, additional on-the-job training will be given to the Applicant by Oakwood Hills as an ongoing process, especially during the first year, due to the Applicant's employment by Oakwood Hills as a police officer; and,

WHEREAS, Oakwood Hills, as a benefit of its bargain with the Applicant, expects to receive from the Applicant at least three (3) years' service as a police officer from the time the Applicant successfully completes field training, thereby recouping, in the second and subsequent years of service, the substantial expense and effort incurred by Oakwood Hills in the formal and on-the-job training of the applicant, along with uniforms and equipment costs; and,

WHEREAS, it is expected by the parties hereto that such training will benefit the Applicant both in employment by Oakwood Hills and in any other future employment the Applicant might seek in the field of police work; and,

WHEREAS, Oakwood Hills will suffer substantial detriment if the Applicant should take employment elsewhere during a period of three (3) years following the completion of field training of the Applicant.

Applicant's Initials & Date _____

Supervisor's Initials and Date _____

NOW, THEREFORE, in consideration of the premises, it is hereby agreed by and between the parties as follows:

1. If accepted by Oakwood Hills for employment as a police officer, the Applicant agrees to undertake and graduate from a training academy as approved by the Illinois Law Enforcement Training and Standards Board, to successfully complete field training, to successfully complete the prescribed probationary period and thereafter to serve as a police officer for Oakwood Hills, devoting time thereto and performing all assignments in a satisfactory manner.

2. Oakwood Hills agrees to provide the Applicant, if so accepted, with the law enforcement training at a training site approved by the Illinois Law Enforcement Training and Standards Board, together with field training and such other and further training and Equipment in the police field as Oakwood Hills customarily makes available to its police officers; and to pay the Applicant a salary during and subsequent to training during the period of employment of the Applicant as a police officer.

3. In the event the Applicant ceases employment as a police officer of Oakwood Hills prior to the expiration of three (3) years from the completion of the field training program, the Applicant will repay to the Village of Oakwood Hills, as a portion of the benefits and detriments bargained for in this Employment Agreement, a proportional amount, of the total sum, as agreed to by both parties, incurred by Oakwood Hills, as determined with reference to the following table:

Completed Months of Service	Percentage of Costs to be Paid
Less than Three	100%
Three	92%
Six	83%
Nine	75%
Twelve	67%
Fifteen	58%
Eighteen	50%
Twenty-One	42%
Twenty-Four	33%
Twenty-Seven	25%
Thirty	17%
Thirty-Three	8%
Thirty-Six	0%

4. The total sum, of which proportional amounts will be due from the Applicant under the conditions set forth in Paragraph 3, is agreed between the parties as being the costs to the Village of Oakwood Hills, both direct and indirect, in providing training and necessary Equipment to the Applicant.

5. In the event the Applicant shall fail to graduate from the Basic Law Enforcement training or cease employment during the Basic Law Enforcement training or the subsequent field training program, the Applicant shall repay to the Village of Oakwood Hills the actual costs that the Village shall have expended for his or her training and Equipment.

6. In the event the Applicant shall owe funds to the Village of Oakwood Hills in accordance with the provisions of this Agreement, the Village of Oakwood Hills may first deduct from any funds owed to the Applicant at the time of notice of the Applicant's termination of employment, in salary or other benefits due, an amount up to the sum owed to the Village. If, after the use of those funds, money is still due from the Applicant to the Village, or if the obligation occurs as a result of a later event, the Applicant shall pay such funds in twelve (12) equal monthly installments. In the event that the Applicant shall fail to pay such sums when due, the Applicant shall also pay to the Village interest, calculated at the rate of one percent (1%) per month, on the unpaid balance until such amount is paid. In the event that the Village should be required to make a claim or demand against the Applicant or to file suit to collect such unpaid amounts, the Applicant, as a condition of this Agreement, shall agree to pay the full costs to the Village, including but not limited to court costs and attorney's fees expended by the Village in the collection of the unpaid funds.

IN WITNESS WHEREAS, the parties have hereto set their hands and seals at Oakwood Hills, Illinois as and on the day and year first above stated.

APPLICANT: _____

DATE: _____

For the Village of Oakwood Hills

BY:

President

DATE: _____

ATTEST:

Village Clerk

DATE: _____

Applicant's Initials & Date _____

EXHIBIT 1

**VILLAGE OF OAKWOOD HILLS
OUT-OF-TOWN TRAVEL APPROVAL CHECKLIST**

EMPLOYEE NAME: _____ **Exempt** **Nonexempt**

PURPOSE OF TRAVEL/SPONSOR OF TRAINING: _____

DESTINATION: _____

TRAVEL DATES: _____

REGISTRATION COSTS: _____ **ACCOUNT CHARGED:** _____

HOTEL COSTS: _____ **ACCOUNT CHARGED:** _____

MEAL COSTS: _____ **ACCOUNT CHARGED:** _____

TRANSPORTATION COSTS: _____ **ACCOUNT CHARGED:** _____

OTHER MISCELLANEOUS COSTS (EXPLAIN): _____

APPROVED: _____ **DATE:** _____
(Supervisor)

***NONEXEMPT EMPLOYEE:** _____ **DATE:** _____
()

**ATTACH COPY OF REGISTRATION PACKET, PROGRAM AGENDA, MEALS COVERED
BY REGISTRATION FEE, ETC.**

EXHIBIT 2

VILLAGE OF OAKWOOD HILLS EXPENSE REPORT

Name: _____	Today's Date: _____
Department: _____	Travel Dates: _____
Destination: _____	From: _____
	To: _____
Business Purpose: _____	

ITEMIZED EXPENSES

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Hotel/								
Motel								
Breakfast								
Lunch								
Dinner								
Air Fare								
Taxi/Bus								
Vehicle Rental								
Fuel								
Tolls								
Parking								
Tips								
Mileage								
Internet								
Registration								
Other								

MILEAGE REPORT (used when a personal vehicle is authorized)

Total Miles: _____	Rate per Mile: _____	Employee Reimbursement: _____
(Multiply Miles by Rate)		

FINANCIAL SUMMARY

Employee	Village
Itemized Mileage	Advance Payment
Reimbursable Mileage	Employee Balance
Employee Total	Account Number

CERTIFICATION

I hereby certify that the above expenditures represent true and accurate expenses spent for legitimate company business only and includes no items of a personal nature.

Employee: _____ Date: _____

APPROVAL

Department Head: _____ Date: _____

(signature)

Village President: _____ Date: _____

(signature)