

ORDINANCE 2013-11

**AN ORDINANCE AMENDING ARTICLE ONE: ADMINISTRATION,
ADDING CHAPTER NINE: STANDING COMMITTEES**

WHEREAS, the Village of Pecatonica, Winnebago County, Illinois, has heretofore as a part of its administrative functions created and recognized the Finance Committee, the Public Safety/Public Works Committee, and the Economic Development Committee.

WHEREAS, the existence of any such standing committees is neither required nor prohibited by state statute;

WHEREAS, it is deemed to be in the best interests of the Village of Pecatonica, in order to validate the existence of said committees, to clarify their purposes and, otherwise, to assist in the efficient administration of the business of the Village of Pecatonica;

WHEREAS, it is deemed to be in the best interests of the Village of Pecatonica that the Village Code be amended to include rules and regulations regarding the functions performed by such standing committees.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF PECATONICA, COUNTY OF WINNEBAGO, STATE OF ILLINOIS, as follows:

Chapter Nine: Standing Committees

SECTION 1. Committees. The following shall be the standing committees of the Board of Trustees:

- I. Finance Committee. Shall deal with Village functions involving:
 - A. Budget and Appropriations
 - B. Tax Levy
 - C. Revenue Sources
 - D. Bill Payment

- II. Public Works/Public Safety Committee. Shall deal with Village functions involving:
 - A. Public Works
 - B. Building and Grounds
 - C. Streets and Walks
 - D. Police Department
 - E. Legal
 - F. Public Safety
 - G. Public Health

III. Economic Development Committee. Shall deal with Village functions involving:

- A. Downtown Revitalization
- B. Community Special Events
- C. Community Redevelopment

SECTION 2. Purposes. The purposes of the standing subcommittees shall be as follows:

- A. Finance Committee - to address and consider all matters related to Village finances and the levying and collection of taxes or other revenue services of the Village and the payment of any and all financial obligations of the Village. The Committee shall be responsible for gathering information from the Village departments and to prepare the annual appropriations ordinance. The Committee shall also prepare for Board approval the annual tax levy and, in so doing, investigate current and potential tax revenues, bonds, or grants.
- B. Public Works/Public Safety Committee - to address and consider all matters dealing with construction on or maintenance of property within the Village including issues involving the construction or improvements of streets, walks, curbs, gutters, public buildings or facilities, snow removal, sewer and water repair, the maintenance of same, garbage and waste collection and, generally, any other related matters shall first be referred to and be considered by the Public Works Committee. Also, to address and consider all matters dealing with public safety, public health, police operations, police protection, and law enforcement, generally, within the Village. The committee shall review the police department budget and make financial recommendations relating thereto to the Finance Committee. The Committee shall, after consideration and through one of its members, make a report and recommendation to the Village Board as a whole, as to what action, if any, should be considered. Any recommendations so made shall not be binding upon the Village Board.
- C. Economic Development Committee - to address and consider all matters related to downtown revitalization, community development and special events. The Economic Development Committee will work with the Public Works/Public Safety Committee to formulate plans for any projects in the downtown area and any safety issues connected to special events.

SECTION 3. Committee Assignments. Each Trustee shall be assigned to a minimum of one of the standing committees by the Village President. The Chairperson of each standing committee shall be appointed by the Village President from among the Trustees assigned to the particular standing committee. The Chairperson so appointed shall serve until a successor is appointed. Committee assignments and Chairperson appointments shall be reviewed by the Village President on a yearly basis. The Village President shall be an Ex-Officio non-voting member of all the committees.

SECTION 4. Committee Membership. The Finance Committee and Public Works/Public Safety Committee shall be comprised each of three (3) members of the Village board of

Trustees as determined by the Village President.

The Economic Development Committee shall be comprised of three (3) members of the Village Board of Trustees and up to three (3) community members at large. The community members at large shall be appointed by the Village President and will not be able to vote on issues but will serve as advisors. Community members appointed should have a business or marketing background if possible.

SECTION 5. Procedure. Matters relative to the standing committees shall be referred to them by the President and/or Board of Trustees. Written and/or oral committee reports shall be submitted to the President and Board of Trustees detailing committee findings, along with recommendations for such board action as may be required.

The Committee Chairperson may hold such hearings, conduct such meetings, and cause such studies to be performed as may be necessary to carry out committee assignments, consistent with committee requirements and purposes.

The Committee Chairperson shall conduct any meetings of the Committee by calling the meeting to order, determining the order of agenda items to be addressed, recognizing speakers, calling for motions on issues to be decided and performing the other functions usually recognized as required of a Committee Chair. The Chairperson, however, shall also be entitled to introduce motions for consideration and to vote on all issues brought before the committee.

SECTION 6. Meetings. Each standing committee shall meet at the Village Hall in Pecatonica on such dates and at such times as the Committee Chairman shall designate.

Special meetings may be scheduled on any date set by the standing committee at a regular committee meeting or any two Trustees who serve as members of a particular standing committee may also call for and require the holding of a special meeting. Notice of all regular and special meetings held by any standing committee must be given in compliance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*).

SECTION 7. Quorum. A majority of the Trustees assigned to any standing committee shall constitute a quorum. A quorum is necessary in order for the committee to conduct business, but a smaller number may adjourn a previously commenced meeting.

For the Economic Development Committee, a majority of the members of the Committee assigned to the Committee shall constitute a quorum. A quorum is necessary in order for the Public Safety Committee to conduct business, but a smaller number may adjourn a previously-commenced meeting.

SECTION 8. Vacancy. If a vacancy occurs in any Committee Chair, the President shall, within sixty (60) days, appoint a new Chairperson.

If a vacancy occurs in any standing committee as a result of the death or resignation of a Trustee for any other reason, the vacancy shall be filled by the new Trustee appointed or elected to the Village Board.

If a Trustee who is still a member of the Village Board refuses to serve on any standing committee, the Committee shall continue to function with its remaining members.

SECTION 9. Ad Hoc Committees. In addition to the standing committees, the Village President, or a majority of the members of the Village board of Trustees then in office, may, as needed, establish ad hoc committees to investigate, gather information, or perform such other duties as shall be assigned to them for such duration as shall be set at the time of creation or as considered from time-to-time. The President shall appoint the Chairman of any ad hoc committee. If the ad hoc committee is comprised of both Trustees and non-Board members, the Chairman must be one of the Village Trustees assigned to the ad hoc committee.

SECTION 10. That the Village Clerk shall keep available this Ordinance for inspection by any interested party in the main office of the Village.

SECTION 11. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

SECTION 12. That all other orders, resolutions, or ordinances in conflict herewith are hereby repealed insofar as such conflict exists, and the Ordinance shall take effect immediately upon its passage, approval and publication, as provided by law.

PASSED AND APPROVED this _____ day of _____, 2013.

Daniel Barber, Village President

ATTEST:

Dana Ryall, Village Clerk

Ayes____ Nays____ Absent____

Metz: _____ Sager: _____ Heister: _____

Smull: _____ Eytalis: _____ Foster: _____