

AGENDA ANALYSIS FOR BOARD OF TRUSTEES MEETING
May 18, 1964

BOARD OF LOCAL IMPROVEMENTS
Roll Call

Public Hearing on Special Assessment #105, Adjourned from 5/4/64.
A report on this is included with the distribution. It would appear that the Board can drop this special and vote to proceed on a cash basis if you wish. This method will result in substantial saving for the Village.

BOARD OF TRUSTEES

Roll Call

Minutes of Previous Meeting

OLD BUSINESS

M-1 Ordinance granting Front Yard Variation for Village Development Co. 2nd R.
This was in a previous distribution. Recommend passage.

M-2 Report of Plan Commission and Ordinance annexing Tennaqua and granting conditional Use. This will have to be held over to the June meeting as the Plan Commission is holding the hearing on the 28th of May.

M-6 Ordinance of annexation of Raymond Baumann Property. 1st Reading.
Despite the fact that I wrote him after the last board meeting as directed by the Board no word has been received on when or if he will send in the signed petition. Recommend this be passed over unless petition is received.

M-7 Ordinance amending Municipal code establishing Yield signs at Osterman and Jonquil intersection. 2nd reading. Recommend passage.

REPORTS

R-A-2 Report of Safety Council on Vehicle Check Program. Report not received.

R-M-2 Report of Boards and Commissions, Resume and Projections. Nothing new has been received. Police Commission Report in last distribution.

NEW BUSINESS

M-11 Proposed amendment to the Electrical Permit Fees. This proposed ordinance would tighten up the electrical code and would be desirable. This was included in the previous distribution. Recommend 1st reading be had.

M-12 Open Bids on Police Cruisers. These will come in at the meeting.

M-13 Authorization for Mayor to sign Berkly Court Sewer Extension Request. This is in connection with the recently approved subdivision in this area.

M-14 Ordinance creating Commission on Human Relations. 1st Reading. This was hand carried on Tuesday to the homes of the Mayor and Trustees.

M-15 Request of Kennedy Development Co. regarding Street Lights. This is a request that he be allowed to install a gas light for every home at the street line and dispense with the regular street light installation. A somewhat similar request was made by Joe Horwitz for Briarwood Vista that

The Agenda Analysis Continued. May 18, 1964 meeting.

Kennedy request continued:

was denied, however (this was for electric lights on the house circuit and controlled with individual photo electric cells. The fear was that the people would not replace the bulbs when they burned out and leave a dark street that we could do nothing about. To a degree the same objection can be raised to this proposal. The gas lights need mantles once a year to maintain brilliance. There is no doubt however that with a gas light for each lot the area would be better lighted and would be attractive. Another factor would be that no cost for their operation would fall on the village. The permission to Bleitz to use antique fixtures for his street lights in King's Cove has resulted in many problems for the public works department as they are very vandal prone and require washing from time to time.

M-16 Discussion of draft letter on Brickyard use as Federal Mint. This was in a previous distribution;

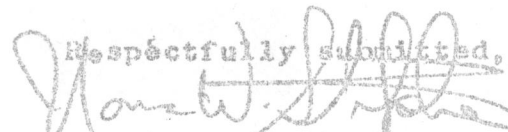
M-17 Discussion of National Brick Company landfill permit request to Lake County. This is included as an item as it was felt that the Board might wish to discuss this and possibly take some action to acquaint the County with Village opposition. This however might be a bit premature.

M-18 Discussion of Village representation at 5th Town Affiliation Conference. Material is included with this distribution on this. The question is whether you wish to send Art Uilman to this meeting in Washington.

M-19 Petition for Annexation by Lyle Petersen for Tract West of Wilmot and ordinance covering same. Petition is in this distribution and the Ordinance will be brought by Seymore on Monday. This is vacant property and the owner wishes to build a home on it.

Reports of the Village Manager. I have a few minor informational items such as Sara Lee's payment of the last bill for work at the treatment plant and their assurance that they will be glad to work with us on any noise problem. A grant of permit for the reenforcing sewer from Pine-Hackberry intersection to the treatment plant has been received. And such other items as come in. The Schaps letters were included for information. He was not notified of this meeting as I felt that the Board might wish to discuss the matter with Seymore before inviting him to a meeting as he requested.

Respectfully submitted,


Morris W. Stilphen
Village Manager

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M-7 Ordinance amending Municipal Code establishing Yield signs at Osterman and Jonquil intersection. 2nd Reading.

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-A-2 Report of Safety Council on Vehicle Check Program.

R-M-2 Report of Boards and Commissions, Resume and Projections.

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M-12 Open bids on Police Cruisers.

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M-16 Discussion of draft letter on Brickyard use as Federal Mint.

M-17 Discussion of National Brick Company landfill permit request to Lake Co.

M-18 Discussion of Village representation at 5th Town Affiliation Conference.

M-19 Petition for Annexation by Lyle Petersen for tract West of Wilmot Rd.

Reports of the Village Manager.

May 17, 1964

BARRINGTON MANAGER BILL TO BE VETOED

Barrington Village President John Blanke will veto an ordinance establishing the post of village manager passed unanimously by the five village trustees present at the last board meeting, THE TRIBUNE has learned.

The unsigned ordinance will be returned to the board at the next regular meeting, May 25, with an attached veto message, Blanke said. It would take a three-quarter vote by board members to override the president's veto; since all six board members have expressed approval of the measure, Blanke predicts they'll pass the ordinance over his veto.

President May Quit

Withholding his signature is Blanke's way of expressing disapproval of adoption of the ordinance, he said. The Barrington village president earlier told trustees he'd resign if the measure were approved, saying "When the manager takes office, I go out."

Following the board action, Blanke again vowed to "step out" when the village manager takes office. He says he believes Barrington's needs do not justify the expense of the office which he predicts will run between \$22,000 and \$25,000 per year.

Village board members, however, believe Barrington needs an executive to hold responsible for the day-to-day operations of the village. The manager, they said, would aid in routine work, freeing the president for long-range planning.

Blanke Works Full Time

Blanke claims village offices now are being run efficiently and that he is able to find them for both day-to-day details and long-range planning. Blanke, who has been village president since 1961, was a member of the village board from 1934 to 1961. Now retired, he devotes almost full time to the office at an annual salary of \$1,200.

Board members have directed the finance committee to include a salary for the manager in the 1964-'65 fiscal budget, but no figure has yet been determined. The budget, now in committee, is scheduled to be forwarded to the village board at one of the next few board meetings.

In approving the ordinance for the manager, trustees approved village code amendments which give the manager authority to appoint department heads and to hire and fire village employees.

Board members have scheduled a meeting for Wednesday at which Deerfield Village Manager Norris Stilphen will discuss the role of a village manager with village employees and personnel.

Thursday.

May 10, 1964

Village President May Quit**Barrington Eyes Village Manager Post**

Barrington trustees will consider an ordinance tomorrow to create the post of village manager in the face of Village President John Blanke's threat to

resign if the measure is approved.

At its last meeting, the board unanimously directed the finance committee to include a salary for the manager in the

1964-65 budget, and it directed the village attorney to prepare for tomorrow's meeting an ordinance creating the office.

Both actions were moved by Trustee Frank Wyatt, who said the idea of a village manager has been considered by trustees for some time and has come under serious consideration in the last nine months.

Wyatt said Barrington needs a chief executive to be responsible for day-to-day village operations. Under state statutes

no day-to-day duties are required of a village president, Wyatt said; he is president of the board of trustees and he works thru committees.

"We want the best government possible to take care of our problems and to keep our tax rate as low as possible," Wyatt said. "The committee system of running a village is an inefficient system in my opinion and that of the other trustees."

At the board meeting, trust-

tees assured Mayor Blanke that the move was not a reflection on his conduct as village president. The manager, they said, would aid in routine work, freeing the president for long-range planning.

Blanke refused to be appeased, saying, "When the manager takes office, I go out." He said he opposes creation of the post because he believes Barrington's needs do not justify the expense. He predicted salary and operating costs of the office would be \$22,000 to \$25,000.

"Personally, I don't feel the village is large enough to support the office," he said.

Terms Expansion Normal

Barrington, which had a population of 5,434 in 1960, now has approximately 6,000 residents. Blanke said this was a normal increase, and low density zoning and geographical boundaries do not leave much room for large expansion in the future.

He noted that Barrington has had a president-trustee form of government since the village was incorporated in 1863. Village offices now are being run efficiently, he said, and he is able to find time for both day-to-day details and long-range planning.

Blanke was a member of the village board from 1934 to 1961 and has been village president since 1961. His term of office expires in April, 1965. Now retired, he devotes almost full time to the office at an annual salary of \$1,200.

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At the board meeting, trust

Home Copy

May 14, 1964

Mr. Frederick J. Voss
236 W. Lake Street
Barrington, Illinois

Dear Fred:

I am enclosing your copies of the Village Manager Ordinances that you were kind enough to lend me at the last Board Meeting. I hope that we will have a good meeting on Thursday, May 21.

Sincerely,

J. Frank Wyatt

JFW:LAC

Attachments

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 6, 1964

C
O
P
Y

Mr. Frank J. Wyatt,
640 Grove
Barrington, Illinois

Dear Mr. Wyatt:

I am sending a revision of the ordinance to establish the position of village manager, in accordance with our 'phone conversation the other day. The companion ordinance to change the municipal code so as to make certain positions places of employment rather than offices will also be sent shortly.

The trustees who receive this should be careful not to mix them, because they are two alternative drafts of an ordinance on the same subject.

Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

Ordinance No. _____

Village Manager

BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, that:

The Municipal Code of Barrington of 1957 be and the same is hereby amended by adding thereto and inserting therein following Article VIII of Chapter 4 thereof, the following:

"Article IX. Village Manager

4.901 Position created.) There is hereby created the position of village manager, an administrative position in the village government.

The village manager shall be appointed by the president and board of trustees, voting jointly.

4.902 Qualifications.) The village manager shall be a person qualified to perform the duties of the position.

The fidelity bond of the manager shall be in the amount of fifty thousand dollars.

4.903 Term - removal.) The village manager shall have no specified term of position, but shall remain as manager so long as he performs his duties to the satisfaction of the president and board of trustees.

The president and board of trustees, voting jointly, may remove the village manager at any time.

4.904 Acting manager.) In the event of the temporary absence or disability of the village manager, or in the event the position becomes vacant for any reason, the president and board of trustees, voting jointly, may appoint an acting manager who shall serve until the manager returns to his duties or

until a regular appointment is made.

4.905 Powers and duties in general.) The village manager shall perform all his duties and exercise all powers granted to him subject to the control of the president and board of trustees.

He shall have supervision over all appointed officers of the village, and all village employees other than library employees, and all such persons shall perform their duties subject to his direction.

The manager shall recommend to the president and board of trustees any measures desirable for the improvement of the village government or for the enhancement of the general welfare of the residents of Barrington.

He shall attend all meetings of the president and board of trustees and give the corporate authorities all information possible on matters before them.

It shall be the duty of the manager to see to the enforcement of all village ordinances, to investigate all complaints relative to the government of the village, and to perform all other duties assigned to him by the board of trustees.

He shall have custody of and control over all real estate, equipment and other property of the village not assigned by law or ordinance to any officer or other employee; and he shall keep or supervise the preparation and care of all records not so assigned to any other officer.

4.906 Hiring employees.) The manager shall have the power to hire, and discharge, all employees of the village. Provided that this authority shall not extend

to members of the police or fire departments.

4.907 Contracts.) It shall be the duty of the manager to see to it that the provisions of all contracts to which the village is a party are complied with, and to report to the president and board of trustees any violation of the terms thereof.

4.908 Purchases.) The manager shall be purchasing agent for the village and shall make all purchases authorized by the president and board of trustees unless otherwise provided by the board.

Provided that no purchase of any article or commodity to cost more than five hundred dollars shall be made, except in case of emergency, or with specific approval of the board of trustees, unless bids have been asked from two or more sellers of such article or commodity, or by advertising in a newspaper in the village.

Specifications for such bids shall be available to all prospective bidders, and at least ten days shall elapse between the time of requesting or advertising for bids and the time specified for submitting bids to the village.

4.909 Budget.) On or before May fifteenth of each year the manager shall submit to the corporate authorities a budget, including information as to all anticipated revenues of the village and a detailed list of the anticipated expenditures for the current fiscal year.

The information contained therein shall be available for the preparation of the annual appropriation and tax levy ordinances required by law.

4.910 Reports to the corporate authorities.) The manager shall report to the president and board of trustees each month, or more often if required by them, the financial condition of the village, bills, payroll and other obligations then due and payable.

4.911 Hours of duty.) The manager shall devote his full time to the performance of his duties and shall not engage in any other employment without the consent of the board of trustees.

4.912 Cooperation with other officials.) The manager shall cooperate with and assist the village treasurer and village clerk in the performance of the duties imposed on them or delegated to them by law.

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

TELEPHONE CENTRAL 6-3500

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

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Dear Mr. Wyatt:

I am enclosing the companion ordinance which would make certain positions places of employment rather than offices, so that they could be filled by appointment by the manager.

Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

Ordinance No. _____

BE IT ORDAINED by the President and Board of Trustees
of the Village of Barrington, Cook and Lake Counties, Illinois,
that:

Sections 4.301, 4.401, 4.501, 4.601, 4.701 and 4.801
of the Municipal Code of Barrington of 1957 be and the same
are hereby amended to read as follows:

"4.301 Position created.) There is hereby
created the position of Health Officer, an adminis-
trative position of employment in the Village. He
shall be appointed by the village manager.

4.401 Position created.) There is hereby
created the position of Superintendent of Public
Works, an administrative position of employment in
the Village. He shall be appointed by the village
manager.

4.501 Position created.) There is hereby
created the position of Building Inspector, an
administrative position of employment in the village.
He shall be appointed by the village manager.

4.601 Position created.) There is hereby
created the position of Plumbing Inspector, an
administrative position of employment in the village.
He shall be appointed by the village manager.

4.701 Position created.) There is hereby
created the position of Electrical Inspector, an
administrative position of employment in the village.
He shall be appointed by the village manager.

4.801 Position created.) There is hereby created the position of Superintendent of Sewage Treatment Plant, an administrative position of employment in the village. He shall be appointed by the village manager. "

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

60603

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 1, 1964

C
O
P
Y

President and Board of Trustees,
Barrington, Illinois

Gentlemen:

We are enclosing an ordinance which would create the position of Village Manager. We have made the post a position rather than designating it as an office, to avoid any question of being limited to a person who has been a resident for one year prior to appointment.

The ordinance gives him the power to hire all employees; but the treasurer, health officer, building inspector, electrical inspector, and superintendent of the sewer plant would still be appointed by the president. The engineer and attorney, too, would be retained as at present by the president and board.

The manager would have supervision over all appointed officers and employees, except library employees, including the police department and the fire department. But he would have no authority over the various appointed boards and commissions, such as the board of appeals, pension boards, etc.

The general provisions of the code relating to all officers and employees would apply to the manager, so there is no need to repeat them in this ordinance.

Cordially yours,

TAM:f
Enc.

CC - all trustees

Ordinance No. _____

VILLAGE MANAGER.

BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, that:

The Municipal Code of Barrington of 1957 be and the same is hereby amended by adding thereto and inserting therein following Article VIII of Chapter 4 thereof, the following:

"Article IX. Village Manager

4.901 Position created.) There is hereby created the position of village manager, an administrative position in the village government.

The village manager shall be appointed by the president and board of trustees, voting jointly.

4.902 Qualifications.) The village manager shall be a person qualified to perform the duties of the position. He shall maintain his residence within the village after his appointment and during all times that he holds this position. Provided that if a non-resident of the village is appointed, he shall establish his residence within the village as soon as is reasonably possible after such appointment.

The fidelity bond of the manager shall be in the amount of fifty thousand dollars.

4.903 Term - removal.) The village manager shall have no specified term of position, but shall remain as manager so long as he performs his duties to the satisfaction of the president and board of trustees.

✓ He may be removed from office at any time by the village president, but such removal shall be reported by the president to the board of trustees at the next regular or special meeting of the board, together with the reasons for such removal. The action of the president in removing the manager may be overruled by vote of a majority of the board.

The president and board of trustees, voting jointly, may remove the village manager at any time.

✓ 4.904 Acting manager.) In the event of the temporary absence or disability of the village manager, or in the event the position becomes vacant for any reason, the village president may appoint an acting manager to perform the duties of the manager. Such appointment shall be subject to confirmation by the board of trustees at the next regular or special meeting thereof.

4.905 Powers and duties in general.) The village manager shall perform all his duties and exercise all powers granted to him subject to the control of the president and board of trustees.

He shall have supervision over all appointed officers of the village, and all village employees other than library employees, and all such persons shall perform their duties subject to his direction.

The manager shall recommend to the president and board of trustees any measures desirable for the improvement of the village government or for the enhancement of the general welfare of the residents of Barrington.

He shall attend all meetings of the president and board of trustees and give the corporate authorities

all information possible on matters before them.

It shall be the duty of the manager to see to the enforcement of all village ordinances, to investigate all complaints relative to the government of the village, and to perform all other duties assigned to him by the board of trustees.

He shall have custody of and control over all real estate, equipment and other property of the village not assigned by law or ordinance to any officer or other employee; and he shall keep or supervise the preparation and care of all records not so assigned to any other officer.

✓ 4.906 Hiring employees.) The manager shall have the power to hire, and discharge, all employees of the village. Provided that this authority shall not extend to members of the police or fire departments.

4.907 Contracts.) It shall be the duty of the manager to see to it that the provisions of all contracts to which the village is a party are complied with, and to report to the president and board of trustees any violation of the terms thereof.

4.908 Purchases.) The manager shall be purchasing agent for the village and shall make all purchases authorized by the president and board of trustees unless otherwise provided by the board.

Provided that no purchase of any article or commodity to cost more than five hundred dollars shall be made, except in case of emergency, or with specific approval of the board of trustees, unless bids have been

asked from two or more sellers of such article or commodity, or by advertising in a newspaper in the village.

Specifications for such bids shall be available to all prospective bidders, and at least ten days shall elapse between the time of requesting or advertising for bids and the time specified for submitting bids to the village.

4.909 Budget.) On or before May fifteenth of each year the manager shall submit to the corporate authorities a budget, including information as to all anticipated revenues of the village and a detailed list of the anticipated expenditures for the current fiscal year.

The information contained therein shall be available for the preparation of the annual appropriation and tax levy ordinances required by law.

4.910 Reports to the corporate authorities.) The manager shall report to the president and board of trustees each month, or more often if required by them, the financial condition of the village, bills, payroll and other obligations then due and payable.

4.911 Hours of duty.) The manager shall devote his full time to the performance of his duties and shall not engage in any other employment without the consent of the board of trustees.

4.912 Cooperation with other officials.) The manager shall cooperate with and assist the village treasurer and village clerk in the performance of the

duties imposed on them or delegated to them by law."

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

9304
May 4, 1964

To: Messrs: John H. Blanke
David R. Capulli
Robert J. Long
Robert F. McCaw
Paul J. Shultz
Fred J. Voss

In my opinion, it is necessary that certain changes with respect to several matters be made to the proposed Ordinance, which would create the position of Village Manager, transmitted to the President and Board of Trustees by letter, dated May 1, 1964, from Mr. Thomas A. Matthews.

On Monday, May 4, I discussed with Mr. Thomas Matthews the areas that I believe should be supplemented, changed, deleted or revised.

Mr. Matthews advises that he will endeavor to submit a revision along the lines of our discussion prior to the meeting on Monday, May 11, 1964

Very truly yours,

J. Frank Wyatt
J. Frank Wyatt

JFW:LAC

Ordinance No. _____

VILLAGE MANAGER.

BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, that:

The Municipal Code of Barrington of 1957 be and the same is hereby amended by adding thereto and inserting therein following Article VIII of Chapter 4 thereof, the following:

Article IX. Village Manager

4.901 Position created.) There is hereby created the position of village manager, an administrative position in the village government.

The village manager shall be appointed by the president and board of trustees, voting jointly.

4.902 Qualifications.) The village manager shall be a person qualified to perform the duties of the position. He shall maintain his residence within the village after his appointment and during all times that he holds this position. Provided that if a non-resident of the village is appointed, he shall establish his residence within the village as soon as is reasonably possible after such appointment.

The fidelity bond of the manager shall be in the amount of fifty thousand dollars.

4.903 Term - removal.) The village manager shall have no specified term of position, but shall remain as manager so long as he performs his duties to the satisfaction of the president and board of trustees.

✓ He may be removed from office at any time by the village president, but such removal shall be reported by the president to the board of trustees at the next regular or special meeting of the board, together with the reasons for such removal. The action of the president in removing the manager may be overruled by vote of a majority of the board. *Chung*

The president and board of trustees, voting jointly, may remove the village manager at any time.

✓ 4.904 Acting manager.) In the event of the temporary absence or disability of the village manager, or in the event the position becomes vacant for any reason, the village president may appoint an acting manager to perform the duties of the manager. Such appointment shall be subject to confirmation by the board of trustees at the next regular or special meeting thereof. *Jand*

4.905 Powers and duties in general.) The village manager shall perform all his duties and exercise all powers granted to him subject to the control of the president and board of trustees.

He shall have supervision over all appointed officers of the village, and all village employees other than library employees, and all such persons shall perform their duties subject to his direction.

The manager shall recommend to the president and board of trustees any measures desirable for the improvement of the village government or for the enhancement of the general welfare of the residents of Barrington.

He shall attend all meetings of the president and board of trustees and give the corporate authorities

all information possible on matters before them.

It shall be the duty of the manager to see to the enforcement of all village ordinances, to investigate all complaints relative to the government of the village, and to perform all other duties assigned to him by the board of trustees.

He shall have custody of and control over all real estate, equipment and other property of the village not assigned by law or ordinance to any officer or other employee; and he shall keep or supervise the preparation and care of all records not so assigned to any other officer.

4.906 Hiring employees.) The manager shall have the power to hire, and discharge, all employees of the village. Provided that this authority shall not extend to members of the police or fire departments.

4.907 Contracts.) It shall be the duty of the manager to see to it that the provisions of all contracts to which the village is a party are complied with, and to report to the president and board of trustees any violation of the terms thereof.

4.908 Purchases.) The manager shall be purchasing agent for the village and shall make all purchases authorized by the president and board of trustees unless otherwise provided by the board.

Provided that no purchase of any article or commodity to cost more than five hundred dollars shall be made, except in case of emergency, or with specific approval of the board of trustees, unless bids have been

asked from two or more sellers of such article or commodity, or by advertising in a newspaper in the village.

Specifications for such bids shall be available to all prospective bidders, and at least ten days shall elapse between the time of requesting or advertising for bids and the time specified for submitting bids to the village.

4.909 Budget.) On or before May fifteenth of each year the manager shall submit to the corporate authorities a budget, including information as to all anticipated revenues of the village and a detailed list of the anticipated expenditures for the current fiscal year.

The information contained therein shall be available for the preparation of the annual appropriation and tax levy ordinances required by law.

4.910 Reports to the corporate authorities.) The manager shall report to the president and board of trustees each month, or more often if required by them, the financial condition of the village, bills, payroll and other obligations then due and payable.

4.911 Hours of duty.) The manager shall devote his full time to the performance of his duties and shall not engage in any other employment without the consent of the board of trustees.

4.912 Cooperation with other officials.) The manager shall cooperate with and assist the village treasurer and village clerk in the performance of the

duties imposed on them or delegated to them by law."

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

60603

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 1, 1964

C
O
P
Y

President and Board of Trustees,
Barrington, Illinois

Gentlemen:

We are enclosing an ordinance which would create the position of Village Manager. We have made the post a position rather than designating it as an office, to avoid any question of being limited to a person who has been a resident for one year prior to appointment.

statutory - administrative duties. Supervise.

officer

The ordinance gives him the power to hire all employees; but the treasurer, health officer, building inspector, electrical inspector, and superintendent of the sewer plant would still be appointed by the president. The engineer and attorney, too, would be retained as at present by the president and board.

Treasurer

*Chief police
Chief fire
appointments*

The manager would have supervision over all appointed officers and employees, except library employees, including the police department and the fire department. But he would have no authority over the various appointed boards and commissions, such as the board of appeals, pension boards, etc.

Custom

The general provisions of the code relating to all officers and employees would apply to the manager, so there is no need to repeat them in this ordinance.

Cordially yours,

Appointments - can't give to manager. ✓

TAM:f
Enc.

CC - all trustees

*STEPHEN NORRIS W. 921 Wilmet.
WI 5-5848.*

*Village of Deerfield.
Village Hall 850 W. Kgr. Road
Deerfield Ill. WI 5-5000.*

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

TELEPHONE CENTRAL 6-3500

September 20, 1963

C
O
P
Y

President and Board of Trustees
Village of Barrington
Village Hall
206 South Hough Street
Barrington, Illinois

Gentlemen:

We have your direction to work on a manager ordinance for the Village of Barrington:

The manager plan may be adopted by two different means.

First, an ordinance may be passed creating the office of manager and assigning the manager's duties. This is a flexible program, which may be adopted at any time and may be abandoned at any time without a referendum. We will submit to the Board of Trustees a copy of the Deerfield manager ordinance, which is in good form legally and which is an example of this type of program.

The second method involves having a referendum on the question of adopting the manager plan. If the referendum carries, the manager plan must be in effect for four years before a referendum can be held to abandon the program; this program cannot be abandoned without a referendum. The procedure starts with the preparation and circulation of a petition, which must comply strictly with the statute, requesting an election on a manager plan.

We will be happy to discuss this further with the Board or a committee of the Board, after the Board has had an opportunity to study this letter and the Deerfield ordinance.

Cordially yours,

Byron S. Matthews

BSM/hv

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO, ILLINOIS 60603

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 5, 1964

Mr. Frank J. Wyatt,
640 Grove,
Barrington, Illinois

Dear Mr. Wyatt:

Confirming our telephone conversation yesterday:

The ordinance which you and all the trustees received with regard to the Village Manager is based on the Deerfield manager ordinance. It is not legally possible to give the manager authority to appoint the clerk, the treasurer, or the chief of police or the chief of the fire department.

You ask that the following changes be made:

1. That we eliminate the requirement that the manager reside in the Village after his appointment.
2. That the ordinance provide that the manager may be discharged by action of the President and Board of Trustees acting jointly, instead of by the President, with the requirement that that discharge be reported at the next meeting of the board of trustees.
3. That the acting manager be appointed by the President and board acting jointly, instead of by the Village President, as the ordinance now reads.

The positions of health officer, superintendent of public works, building inspector, plumbing inspector, electrical inspector, and superintendent of the sewer plant are now made offices in the code of 1957; and you ask that a companion ordinance be prepared which would amend the 1957 code to make these positions of employment rather than offices, so that the manager would have the right to appoint the heads of each such division. That is within the powers of the board.

It will not be possible to have the ordinance redrafted with these changes in it by Monday; perhaps there will be other changes suggested by other trustees, and they can

Mr. Frank J. Wyatt
May 5, 1964
Page #2

be incorporated in the redraft of the manager ordinance
before its enactment.

We are sending a copy of this letter to the Village
President and to each other trustee, as I mentioned over
the 'phone, because each has a copy of the original
draft.

Cordially yours,

Thomas A. Matthews

TAM:f

CC - Village President
Each other trustee

Code other than Articles 3 or 4.¹ The executive and administrative powers conferred on the commissioners by Article 4 shall only be exercised when delegated to the appointive officers provided in this Article 5.

The council or board shall approve for payment all expenses and liabilities of the municipality. 1961, May 29, Laws 1961, p. —, H.B.No.24, § 5-3-6.

¹ Sections 3-1-1 to 3-11-6, 4-1-1 to 4-10-1 of this chapter.

§ 5-3-7. Municipal manager—Appointment—Powers and duties

The council or board of trustees, as the case may be, shall appoint a municipal manager, who shall be the administrative head of the municipal government and who shall be responsible for the efficient administration of all departments. He shall be appointed without regard to his political beliefs and need not be a resident of the city or village when appointed. The manager shall be appointed for an indefinite term. In the case of the absence or disability of the manager, the council or village board may designate a qualified administrative officer of the municipality to perform the duties of the manager during such absence or disability. The manager may at any time be removed from office by a majority vote of the members of the council or the board.

The powers and duties of the manager shall be:

- (1) To enforce the laws and ordinances within the municipality;
- (2) To appoint and remove all directors of departments. No appointment shall be made upon any basis other than that of merit and fitness;
- (3) To exercise control of all departments and divisions thereof created in this Article 5, or that may be created by the council or board of trustees;
- (4) If the city or village was subject to the aldermanic form provisions of Article 3¹ at the time of adoption of this Article 5 to appoint and remove all officers who are not required to be elected by Article 3;
- (5) To have all the powers and exercise all the duties granted elsewhere in this Code to municipal clerks and comptrollers with respect to the preparation of a report of estimated funds necessary to defray the expenses of the city or village for the fiscal year for the consideration of the corporate authorities prior to the preparation of the annual appropriation ordinance;
- (6) To attend all meetings of the council or board of trustees with the right to take part in the discussions, but with no right to vote;

24 § 5-3-7 MUNICIPAL CODE

(7) To recommend to the council or board of trustees for adoption such measures as he may deem necessary or expedient;

(8) To perform such other duties as may be prescribed by this Article 5 or may be required of him by ordinance or resolution of the board of trustees or council. 1961, May 29, Laws 1961, p. —, H.B.No.24, § 5-3-7.

¹ Sections 3-1-1 to 3-14-6 of this chapter.

§ 5-3-8. Departments and officers

Under the general supervision and administrative control of the manager, there shall be such departments as the council or village board may prescribe by ordinance.

All officers of any city or village shall take and subscribe the oath required by Section 5-3-9. All such officers, except the mayor, president, aldermen, councilmen, and trustees, shall execute bonds in the manner provided by Section 5-3-9, which bonds shall be filed with the clerk of the council or clerk of the village board. 1961, May 29, Laws 1961, p. —, H.B.No.24, § 5-3-8.

§ 5-3-9. Oaths—Bonds

Before entering upon the duties of their respective offices all officers, whether elected or appointed, shall take and subscribe the following oath:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of ——— according to the best of my ability.

This oath, so subscribed, shall be filed in the office of the city or village clerk.

Before entering upon the duties of their respective offices, all officers, except those specified in Section 5-3-8, shall execute a bond with security, to be approved by the corporate authorities. The bond shall be payable to the city or village in whatever penal sum may be directed by resolution or ordinance, conditioned upon the faithful performance of the duties of the office and the payment of all money received by such officer, according to law and also the ordinances of that city or village. Such bond may provide that the obligation of the sureties shall not extend to any loss sustained by the insolvency, failure, or closing of any bank organized and operating either under the laws of the State of Illinois or the United States wherein such officer has placed funds in his custody, if the bank has been approved by the corporate authori-

MANAGERIAL FORM

ties as a depository for these funds. The treasurer's bond shall be in the amount of the taxes and special assessments levied during any fiscal year in the previous year, plus one-half times the largest amount of taxes estimated to be in his custody during the year. The bond shall be filed with the city or village clerk.

Subject to the limitations of the charter, the council or village board may require the posting of all officers and of all employees of the city or property. It may also require the posting of any increase or decrease in the amount of the officer's bond, and require the giving of a new original bond has become necessary upon penalty of removal from office by the council or village board by the manager to protect the interests of the city or village and shall never be used as a security in the service of the city or village. The manager, in his commission, if there be one, shall require the city employee or official who is appointed by reason of a failure to give a bond to have the right to have a hearing on the question so involved. 1961, May 29, Laws 1961, p. —, H.B.No.24, § 5-3-9.

§ 5-3-10. First meeting

At the first meeting of the council or village board after the charter becomes effective in any year, the manager shall (1) announce the conformity with this Article of the council and of each division thereof, and of each division thereof, and the powers and duties of appointed officers and employees of all a representative independent audits of all accounts shall be conducted independently by the council or the village board. The results of such audits shall be filed in the public records. The manager for the proper management of the council or board may by ordinance require the council and employees to one or more

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO, ILLINOIS 60603

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 6, 1964

Mr. Frank J. Wyatt,
640 Grove,
Barrington, Illinois

Dear Mr. Wyatt:

I am enclosing the companion ordinance which would make certain positions places of employment rather than offices, so that they could be filled by appointment by the manager.

Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO, ILLINOIS 60603

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 6, 1964

Mr. Frank J. Wyatt,
640 Grove
Barrington, Illinois

Dear Mr. Wyatt:

I am sending a revision of the ordinance to establish the position of village manager, in accordance with our 'phone conversation the other day. The companion ordinance to change the municipal code so as to make certain positions places of employment rather than offices will also be sent shortly.

The trustees who receive this should be careful not to mix them, because they are two alternative drafts of an ordinance on the same subject.

Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

*Check electronic
transmission
Eng
Attorney
except library reference*

Home Copy

May 14, 1964

Mr. Norris W. Stilphen
Village Manager
Village of Deerfield
850 Waukegan Road
Deerfield, Illinois

Dear Mr. Stilphen:

Thank you very much for taking the time to speak to the members of the Village Board of Barrington and to the employees of the Village in connection with the Village Manager Plan. As I indicated to you in our telephone conversation, the meeting will be at 8:00 P.M. on Thursday, May 21, 1964, at the Village Hall, 201 South Hough Street, Barrington, Illinois. I shall plan to meet you a few minutes before 8:00 P.M. at the Village Hall.

For your information, I am enclosing copies of the two ordinances that were passed by the Village Board at its last meeting on Monday, May 11, 1964. If you could furnish me with a very short statement as to your experience as a Village Manager, it would be very helpful to me in introducing you.

Sincerely,

J. Frank Wyatt

JFW:LAC

Enclosures

JOHN H. D. BLANKE
President

MAY L. PINKERMAN
Village Clerk

NARD J. ZELSDORF
Treasurer

HENRY M. JOHANESEN
Supt. Public Works

JOHN C. MOLLENKAMP
Building Commissioner

THOMAS A. MATTHEWS
Attorney

JOSEPH L. MUSCARELLO
Chief of Police

HAROLD E. MARTENS
Fire Chief

FRED HAGER
Supt. Disposal Plant

Village of Barrington

COOK AND LAKE COUNTIES, ILLINOIS

206 South Hough Street

Barrington, Illinois 60010

Phone DUnkirk 1-2141 (Area Code 312)



CHAIRMEN OF COMMITTEES

Ordinance & Licenses:
DAVID R. CAPULLI

Finance & Accounts:
ROBERT J. LONG

Police & Health:
ROBERT F. McCAW

Buildings & Fire:
PAUL J. SHULTZ

Street & Lights:
J. FRANK WYATT

Water & Sewer:
FREDERICK J. VOSS

May 13, 1964.

INVITATION NOTICE

THIS IS AN INVITATION TO YOU, OR YOUR REPRESENTATIVE, ON BEHALF OF:

(ORGANIZATION)

TO ATTEND AN INFORMAL MEETING WITH THE PRESIDENT & BOARD OF TRUSTEES
OF THIS VILLAGE ON THURSDAY, MAY 21st, 1964, ON THE SUBJECT OF VILLAGE
MANAGER. MEETING TIME IS 8.P.M. AT THE VILLAGE HALL - address above.

May L. Pinkerman
VILLAGE CLERK

Village of Barrington

COOK AND LAKE COUNTIES, ILLINOIS

206 South Hough Street

Barrington, Illinois

May 13, 1964

NOTICE

TO ALL DEPARTMENT HEADS & EMPLOYEES OF THE VILLAGE OF BARRINGTON:

You are invited to attend an informal meeting with the President
~~and~~ Board of Trustees to be held at 8:00 P.M. on Thursday, May 21,
1964, in the Council Chambers, Village Hall, 206 So. Hough Street.
Subject: Village Manager.

(Bd. Mtg. 5-11-64)

May L. Pinkerman
VILLAGE CLERK

to: Village Hall Offices
Police Department
Fire Department
Dept. Public Works
Sewage Disposal Plant

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

SEYMOUR C. AXELROD

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

TELEPHONE CENTRAL 6-3500

May 6, 1964

C
O
P
Y

Mr. Frank J. Wyatt,
640 Grove
Barrington, Illinois

Dear Mr. Wyatt:

I am sending a revision of the ordinance to establish the position of village manager, in accordance with our 'phone conversation the other day. The companion ordinance to change the municipal code so as to make certain positions places of employment rather than offices will also be sent shortly.

The trustees who receive this should be careful not to mix them, because they are two alternative drafts of an ordinance on the same subject.

Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

Ordinance No. _____

Village Manager

BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, that:

The Municipal Code of Barrington of 1957 be and the same is hereby amended by adding thereto and inserting therein following Article VIII of Chapter 4 thereof, the following:

"Article IX. Village Manager

4.901 Position created.) There is hereby created the position of village manager, an administrative position in the village government.

The village manager shall be appointed by the president and board of trustees, voting jointly.

4.902 Qualifications.) The village manager shall be a person qualified to perform the duties of the position.

The fidelity bond of the manager shall be in the amount of fifty thousand dollars.

4.903 Term - removal.) The village manager shall have no specified term of position, but shall remain as manager so long as he performs his duties to the satisfaction of the president and board of trustees.

The president and board of trustees, voting jointly, may remove the village manager at any time.

4.904 Acting manager.) In the event of the temporary absence or disability of the village manager, or in the event the position becomes vacant for any reason, the president and board of trustees, voting jointly, may appoint an acting manager who shall serve until the manager returns to his duties or

until a regular appointment is made.

4.905 Powers and duties in general.) The village manager shall perform all his duties and exercise all powers granted to him subject to the control of the president and board of trustees.

He shall have supervision over all appointed officers of the village, and all village employees other than library employees, and all such persons shall perform their duties subject to his direction.

The manager shall recommend to the president and board of trustees any measures desirable for the improvement of the village government or for the enhancement of the general welfare of the residents of Barrington.

He shall attend all meetings of the president and board of trustees and give the corporate authorities all information possible on matters before them.

It shall be the duty of the manager to see to the enforcement of all village ordinances, to investigate all complaints relative to the government of the village, and to perform all other duties assigned to him by the board of trustees.

He shall have custody of and control over all real estate, equipment and other property of the village not assigned by law or ordinance to any officer or other employee; and he shall keep or supervise the preparation and care of all records not so assigned to any other officer.

4.906 Hiring employees.) The manager shall have the power to hire, and discharge, all employees of the village. Provided that this authority shall not extend

to members of the police or fire departments.

4.907 Contracts.) It shall be the duty of the manager to see to it that the provisions of all contracts to which the village is a party are complied with, and to report to the president and board of trustees any violation of the terms thereof.

4.908 Purchases.) The manager shall be purchasing agent for the village and shall make all purchases authorized by the president and board of trustees unless otherwise provided by the board.

Provided that no purchase of any article or commodity to cost more than five hundred dollars shall be made, except in case of emergency, or with specific approval of the board of trustees, unless bids have been asked from two or more sellers of such article or commodity, or by advertising in a newspaper in the village.

Specifications for such bids shall be available to all prospective bidders, and at least ten days shall elapse between the time of requesting or advertising for bids and the time specified for submitting bids to the village.

4.909 Budget.) On or before May fifteenth of each year the manager shall submit to the corporate authorities a budget, including information as to all anticipated revenues of the village and a detailed list of the anticipated expenditures for the current fiscal year.

The information contained therein shall be available for the preparation of the annual appropriation and tax levy ordinances required by law.

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4.911 Hours of duty.) The manager shall devote his full time to the performance of his duties and shall not engage in any other employment without the consent of the board of trustees.

4.912 Cooperation with other officials.) The manager shall cooperate with and assist the village treasurer and village clerk in the performance of the duties imposed on them or delegated to them by law.

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

TELEPHONE CENTRAL 6-3500

SEYMOUR C. AXELROOD

May 6, 1964

C
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Mr. Frank J. Wyatt,
640 Grove,
Barrington, Illinois

Dear Mr. Wyatt:

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Cordially yours,

Thomas A. Matthews

TAM:f
Enc.

CC - Village President
Each other trustee

Ordinance No. _____

BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, that:

Sections 4.301, 4.401, 4.501, 4.601, 4.701 and 4.801 of the Municipal Code of Barrington of 1957 be and the same are hereby amended to read as follows:

"4.301 Position created.) There is hereby created the position of Health Officer, an administrative position of employment in the Village. He shall be appointed by the village manager.

4.401 Position created.) There is hereby created the position of Superintendent of Public Works, an administrative position of employment in the Village. He shall be appointed by the village manager.

4.501 Position created.) There is hereby created the position of Building Inspector, an administrative position of employment in the village. He shall be appointed by the village manager.

4.601 Position created.) There is hereby created the position of Plumbing Inspector, an administrative position of employment in the village. He shall be appointed by the village manager.

4.701 Position created.) There is hereby created the position of Electrical Inspector, an administrative position of employment in the village. He shall be appointed by the village manager.

4.801 Position created.) There is hereby created the position of Superintendent of Sewage Treatment Plant, an administrative position of employment in the village. He shall be appointed by the village manager. "

Passed this _____ day of _____, 1964.

APPROVED:

Village President

ATTEST:

Village Clerk

WEEKLY BULLETIN AND INFORMATION

May 29, 1964

MEETINGS SCHEDULED FOR THE COMING WEEK

BOARD OF ZONING APPEALS, 8:00 o'clock at the Village Hall, Adjourned Hearing for the Dr. Mokrash property.

SHELTER MANAGEMENT COURSE, 7:00 o'clock Tuesday Evening, Village Hall.

PLAN COMMISSION, 8:00 in the evening, Public Hearings on Tennaqua Conditional Use and M-Manufacturing Zoning provisions.

CD WARNING TEST will be conducted on Tuesday morning at 10:30. The Alert signal will be sounded first and followed one minute later by the Attack signal.

VILLAGE OFFICES will be closed on Monday the 1st day of June in observance of Memorial Day. The Board meeting will be held that evening however as usual.

DEERFIELD IS A LEADER in the home building field in the Chicago area and is so reported in the Bell Savings Survey of New Building. April was the second month of 1964 where the value of permits taken out for new homes topped \$1,000,000. The average cost per home at \$33,608 was the highest in the entire Chicago area. This bears out the contention that Deerfield is destined to be the finest community on the North Shore.

A PENNY SAVED as the result of the conversion of the heating system of the Village Hall from oil to gas turned out to be \$451.00 earned. The cost of operation of the last year that oil was used amounted to \$1,055.00. The cost of operation on the first full year with the gas conversion was \$604.00. Part of the saving is due to the \$250.00 worth of gas that the Village is entitled to each year under the terms of the franchise agreement.

WORK IS UNDERWAY on the Conifers Special Assessment by Meyer Construction Co.. This will make the residents happy in this area as they have been disturbed with the delay caused by the Spring rains. Here is one more step toward the realization of finer Deerfield.

THE SEWAGE TREATMENT PLANT will be visited by the President and Trustees of South Elgin this coming Sunday. They are planning to construct such a new facility and wish to see what a fine plant looks like.

DO YOU HAVE YOUR CORN PLANTED YET? If not you should get it in soon as one of the down-on-the-farm rules of thumb is that when the leaves on the oak trees are as large as a gray squirrels ear it is time to plant corn.

THOUGHT FOR THE WEEK " Most People return small Favours, acknowledge middling ones, and repay great ones with Ingratitude."

Ben Franklin

Norris W. Stilphen
Village Manager