

Mayor
Merton F. Duvall

C O P Y

Town Administrator
Patrick J. Gaffigan

Councilmen
Quentin V. Frey
John W. Griffith
William N. Hurley, Jr.
Harold C. Morris
Milton M. Walker

Clerk-Treasurer
Mrs. Mildred I. Adelman

Telephone 926-0022
948-3220

Sept. 18, 1964

J. Frank Wyatt, Jr.
640 Grove Avenue
Barrington, Illinois

Dear Mr. Wyatt:

The only matter I felt that the Board should be aware of is my new address shown below, and my vacation plans. We are leaving here Tuesday, Sept. 22, arriving in Springfield, Illinois on the 23rd, staying c/o Mrs. Albert Kunz, 709 South Lincoln, until Sunday, Sept. 27th. On that date we are going to Chicago for the ICMA conference at the Hotel Sherman, until Wednesday, the 30th. The Message center phone number is 312-263-5741 at the conference. We will then go to Detroit until Sunday, October 4th to visit my wife's parents, Mr. & Mrs. Lester Kosnik, 17928 Norwood, after which we will return to Gaithersburg.

I note from the paper that you furnished that the Board was considering the Illinois Municipal League meeting on the 28th in Chicago -- if any of you attend, I'd be happy to see you and introduce my wife and son. Hopefully, if we have time, I would like to drive out and show her our potential new community of Barrington.

After digesting the manner and method of my personal interview plus the newspaper and ordinances, I feel more than ever that I can do the job that the Village Board expects to be accomplished. I look forward to being able to serve under such a governing body as that in Barrington, and trust that a decision will be forthcoming shortly. Thank you for your consideration.

Sincerely yours,

/s/ Patrick J. Gaffigan

ADDRESS REPLY TO:
6 Cedar Avenue
Gaithersburg, Maryland

Questions for Applicants - Village Manager

1. Describe your background which makes you believe you would be a good Village Manager for Barrington.
2. What do you think are the major responsibilities of the job?
3. What do you think Barrington has to offer you as an applicant?
4. What salary bracket are you thinking of? *present salary.*
5. Family - children, wife, etc.
6. Why did you decide to enter "Village Management" as a profession?
7. Do you feel you can handle people who might be uncertain about Barrington changing to a Village Manager type of government? Why?

8. What areas would you anticipate that you could reduce expenditures.

9. Would you expect to be able to keep present personnel for period of time.

10. How would you answer Q. "Why does Barrington need a Village Manager?"

11. Interview by visit by trustees and references.

12. Contract or not? (not over 1 year)

13. Situation with Blauke.

14. Building Codes.

Expense for Trip send letter - re. expense.

9/10/64

William M. Mills.

Wife + one child.

Divorced & re-married. ~~1 child 1st marriage~~
~~2 children 2nd marriage.~~

Mark Keane. City Mgr. Tucson.

Roger O'Mare. Asst City Manager.

Public works strong on these items. Eng. Bldg. Sanitation, etc.

Straight forward on answers.

Salary \$8400. (10 to 12) > Voss + McCaw Pagnelli.

726

Village of Barrington

COOK AND LAKE COUNTIES, ILLINOIS

206 South Hough Street

Barrington, Illinois 60010

Phone DUnkirk 1-2141 (Area Code 312)



Office of Village Clerk
MAY L. PINKERMAN

September 12, 1964.

VILLAGE MANAGER APPOINTMENTS:

- { WED. SEPT. 16, 1964: A. H. SCHERTZ from Auburn Alabama, arrives O'Hare Eastern 4.15PM
8 P.M.
- { THURS. " 17, 1964: P. J. GAFFIGAN from Gaithersburg, Md. " " American 2.10 PM
8 P.M. LEAVES Friday at 8.50 AM
- " 17, 1964: A. W. JOHNSON from Reed City, Mich. " by car (with wife-vacation)

WM. M. MILLS of Tucson, Ariz. was interviewed Thur. 9-11-64 enroute from Ohio to Ariz.

Messrs. Schertz & Gaffigan to be met by either Chief Muscarello or Sgt. Mittelhauser.

MOTEL RESERVATIONS MADE AT HOFFMANN'S MOTOR LODGE

EXPENSES FOR MESSRS. SCHERTZ & GAFFIGAN ON LIST BUT FOR MILLS & JOHNSON TO BE SET LATER a/c
MILEAGE.



Swyatt

City of Coffeyville

MUNICIPAL BUILDING

COFFEYVILLE, KANSAS

September 4, 1964

Miss May L. Pinkerman
Village Clerk
206 South Hough Street
Barrington, Illinois

Dear Miss Pinkerman:

Thank you for your letter of August 27, inviting me to an interview with the Board of Trustees of Barrington. This letter was forwarded to me from Fort Worth, and was only received last Friday, and this is the first chance I have had to answer.

I recently accepted the position of City Manager of Coffeyville, Kansas, and, of course, would not be available at this time; however, I understand that **→* Mr. Barrett Jones, who is my predecessor at the city, is seeking employment at this time, and possibly would be available for interview with you on this date. If this be agreeable with the Board of Trustees, Mr. Jones' address in Coffeyville is 408 North Maple Street, and his phone number is Clinton 1-5326.

Sincerely,

J. E. Keaton
J. E. Keaton
City Manager

JEK/bc

** rec. + rtd 9/8/64*

ALLEN H. SCHERTZ.

- Code &
- Village merge
odum

9/14/64.

Prepared Budget
prepared purchases.

ala. not favorable legislation.

7260 -
10,000 -

Moving expenses
Automobile.
30 days notice.

9/17/64. Patrick J. Gaffigan.
\$8400 - 10,000

9/17/64. Allan W. Johnson.

Purdue
Honduras.

C. & N.W. RR.

Miller Industries, Inc.
Samuel E. Miller, President.

1956-62

Reed City - 2200.

John Kane
George Granger.

Page Allen
Architectural. Impact.

\$9300 - 10,000

Wyatt

COPY

Ordinance No. 841

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 11th day of May, 1964.

APPROVED:

* _____
Village President

ATTEST:

* _____
Village Clerk

* - Passed on May 11, 1964.

Vetoed on May 25, 1964.

Repassed on May 25, 1964.

J. Mayor Study

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

TELEPHONE CENTRAL 8-2500

BEYMOUR C. AXELROOD

September 20, 1963

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

Byron S. Matthews

BSM/hv

and employees of the village. In case of circumstances creating an emergency the village manager may, without the prior consent of the board of trustees, award contracts and make purchases for the purpose of meeting said emergency. But he shall promptly file with the board of trustees a report of such emergency and the necessity of such action, together with an itemized account of all such expenditures. No expenditure involving "sales tax" moneys shall be made without prior approval of the board of trustees.

j. Prepare, or cause to be prepared, on or before May 15th of each year, a budget report indicating the funds necessary to defray the estimated expenses of the village for the fiscal year; prepare, or cause to be prepared, the annual appropriation ordinance in time for consideration and enactment by the board of trustees as required by statute; and prepare, or cause to be prepared, the annual tax levy.

k. Submit to the board of trustees, promptly following the end of the fiscal year, a complete report on the finances and administrative activities of the village for said fiscal year.

l. Present to the president and board of trustees each month a statement showing the exact financial condition of the village as of the end of the preceding month and showing amounts expended and unexpended balances for each department in accordance with the annual budget.

m. Keep a current inventory of all real and personal property of the village and the location of such property. He shall be responsible for the care and custody of all village property which is not by statute or ordinance assigned to some other officer or body for care and control.

n. Devote his entire time to the discharge of his official duties.

o. Perform such other lawful duties as may be required by resolution or ordinance of the board of trustees.

p. In the absence of a director of finance, the village manager shall be ex-officio village comptroller and perform all the statutory duties of that office.

5.105 Bond.) The village manager shall furnish a bond in such amount and with such surety as may be approved by the board of trustees, said bond to be conditioned on the faithful performance of his duties and shall be conditioned to indemnify the village for any loss by reason of any neglect of duty or any act of the manager. The cost of the bond shall be paid by the village.

5.106 Compensation.) The village manager shall receive such compensation as the board of trustees shall fix from time to time by ordinance or resolution.

5.107 Acting village manager.) During the temporary absence or disability of the village manager the president and board of trustees shall appoint an acting village manager, with all the powers and duties of the office without furnishing any additional bond, if such appointee shall already be under bond to the village in any other capacity. If such appointment shall be of a person not already under bond to the village such appointee shall furnish a bond in such amount and with such surety as may be approved by the board of trustees. The cost of the bond shall be paid by the village.

5.108 Vacancies.) In case of a vacancy in the office of village manager, the president with the consent of the board of trustees shall appoint a manager pro tem who shall possess the powers and duties of the manager until such time as a new village manager is appointed.

Article II. The Village Attorney

5.201 Appointment.) The village president with the advice and consent of the board of trustees may retain an attorney to act as legal advisor to the village.

5.202 Duties 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.

5.203 Advice.) The village attorney shall be the legal advisor of the village, and shall render advice on all legal questions affecting the village, whenever requested to do

Each municipal justice of the peace collecting fines or costs, which are by law to be paid to the village, shall file with the village manager a report each month of the sums collected by him and shall pay such sums into the village treasury at the time of filing such report.

CHAPTER 5 APPOINTIVE OFFICES

Article I. The Village Manager

Article II. The Village Attorney

Article III. The Village Treasurer

Article I. The Village Manager

5.101 Creation of office.) The office of village manager is hereby created.

5.102 Appointment of the village manager.) The village manager shall be appointed by the president by and with the advice and consent of the board of trustees for an indefinite term. He shall be chosen solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office hereinafter set forth. At the time of his appointment he need not be a resident of the village or the state, but during his tenure of office he shall reside within the village.

5.103 Removal of village manager.) The president may remove the village manager at any time, and report to the board of trustees of his action at the next meeting.

5.104 Powers and duties of the village manager.) The village manager shall be the chief administrative officer of the village. He shall be responsible to the president and board of trustees for the proper administration of the affairs of the village. To that end, he shall have power and shall be required to:

a. Enforce all laws and ordinances of the village.

b. Attend all meetings of the board. The village manager shall have the right to take part in the discussion of all matters coming before the board of trustees but shall have no right to vote. The village manager shall be entitled to notice of all special and regular meetings of the board of trustees.

c. Recommend to the board of trustees adoption of such measures as he may deem necessary or expedient.

d. Appoint, suspend or remove all employees of the village. Such appointments, suspensions or removals shall be based upon the merit and fitness of such employee, without regard to political belief or affiliation. The village manager may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office.

e. Exercise control of all departments and divisions thereof now in existence, or that may hereafter be.

f. Make recommendations to the board of trustees concerning compensation for each appointive office and position in the village service, including minimum, intermediate and maximum rates.

g. Recommend to the board of trustees the creating, consolidating and combining of offices, positions, departments or units of the administrative and executive departments of the village.

h. Investigate all complaints in relation to matters concerning the administration of the government of the village and services maintained by the public utilities in the village and see that all franchises permits and privileges granted by the village are faithfully observed.

i. Purchase all materials, supplies and equipment for which funds are provided in the budget, but he may not purchase any item which exceeds any budget appropriation until the board of trustees has increased the appropriation, provided, that for a purchase of more than \$500.00 he shall be required to receive two or more sealed bids, and for a purchase of more than \$1000.00 such bids shall be presented to the board of trustees for approval or rejection. The village manager shall make recommendations to the board of trustees with respect to all such bids. He may issue rules and regulations governing requisitions and the transaction of the business of purchasing between himself as purchasing agent and the heads of departments, officers

2.04 The Village Administrator:

a. Appointment: The Village Administrator, an executive officer of the Village, shall be appointed by the President by and with the advice and consent of the Board of Trustees, and shall be the direct representative of the corporate authorities in the transaction of all village business and in all matters concerning the citizens of the village.

b. Duties: It shall be the duty and responsibility of the Village Administrator to supervise and coordinate the work of all departments of the village, maintain the Village Hall in a clean and sanitary condition, and report directly to the President and Board of Trustees.

c. Powers: The Village Administrator shall have the power to stop any public work which, in his opinion, is being executed in an improper manner. He shall receive all complaints, suggestions or requests addressed to the President or Board of Trustees, and whenever possible, adjust all such matters immediately or refer them to the President and Board of Trustees.

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

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

J. Mgr Study

THOMAS A. MATTHEWS
BYRON S. MATTHEWS
ATTORNEYS

10 SOUTH LA SALLE STREET
CHICAGO 3, ILLINOIS

TELEPHONE CENTRAL 8-3500

SEYMOUR C. AXELROOD

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BSM/hv

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640 Grove Avenue
Barrington, Ill.
September 6, 1964

Mr. S. D. Robinson
Editor & Publisher
The Barrington Press, Inc.
208 E. James Street
Barrington, Ill.

Dear Shep:

You asked for a reply to the question "Do you think Barrington needs a Village Manager?" Any resident who has assumed the obligation of serving as a trustee could have only an unequivocal "yes". A trustee should be serving on the village board so that the people may have the benefit of his experience, education and judgment to apply to the major problems of the village. He can only do this if there is a Chief Executive Officer to run the village. A person the village board can look to and hold responsible for the carrying out of the policies laid down by the village board. To act intelligently with respect to problems, the village trustee must be kept advised and given the answer to alternative methods of proceeding with respect to a particular problem. At the present time a member of the village board can only have the answers to alternative methods of proceeding by spending time and effort himself. In many instances he does not have the time.

For all the village residents, a manager should bring efficiency and economy in our village affairs. There are several areas where efficiency and economy will occur if one person can be held responsible to the village board. The manager plan almost always brings vastly improved government services and it frequently cuts the tax rate at the same time. Waste is eliminated by centralized purchasing and other modern fiscal procedures.

To each village department head will come one "boss". At the present time several departments have as bosses every member of the village board. This is not efficiency in government. This leads to inefficiency and the department head never knows what has priority.

To the individual trustee will come a release from the archaic system of running a village by committees. He will be able to spend his time examining the major problems and be able to render an informative judgment. The trustee should not be elected to personally supervise the correction of legitimate complaints such as water leaks, sewer odors, dead elm trees, broken curbs, lights out, no police protection, fire hydrants not working, vacations of employees, buildings in need of repair, etc. He was elected to decide policy and this is what he should do. The chief administrator should be hired by him. The individual trustee should be able to give his attention to such problems as industrial development, capital improvements, annexations and rezonings, long range plans for water and sewer improvements, building codes, ordinances, public relations, and a host of problems connected with future growth.

The manager plan almost always means a better administrator. Obviously a manager trained for his job and free of political ties is pretty sure to do

Mr. S. D. Robinson

-2-

September 6, 1964

a professional job as an administrator. It conforms to the sound principle that policy makers should be elected and skilled administrators appointed. If the manager fails to keep in step with the village board, the village board can fire him forthwith.

Although, in my opinion, we are fortunate in having well-qualified people in office; yet we must prepare and look to the future. The manager plan almost invariably puts better people into government. When the job of trustee is divorced from endless detail and the work is eased by a trained manager, high caliber citizens are willing to serve.

The trustees report to the residents; the manager reports to the trustees.

Sincerely,

J. Frank Wyatt

CC: ALL TRUSTEES

ipal justice to hold court and to furnish such clerical services as may be needed for the purpose.

Each municipal justice of the peace collecting fines or costs, which are by law to be paid to the village, shall file with the village manager a report each month of the sums collected by him and shall pay such sums into the village treasury at the time of filing such report.

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- a. Enforce all laws and ordinances of the village.
- b. Attend all meetings of the board. The village manager shall have the right to take part in the discussion of all matters coming before the board of trustees but shall have no right to vote. The village manager shall be entitled to notice of all special and regular meetings of the board of trustees.
- c. Recommend to the board of trustees adoption of such measures as he may deem necessary or expedient.
- d. Appoint, suspend or remove all employees of the village. Such appointments, suspensions or removals shall be based upon the merit and fitness of such employee, without regard to political belief or affiliation. The village manager may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office.
- e. Exercise control of all departments and divisions thereof now in existence, or that may hereafter be.
- f. Make recommendations to the board of trustees concerning compensation for each appointive office and position in the village service, including minimum, intermediate and maximum rates.
- g. Recommend to the board of trustees the creating, consolidating and combining of offices, positions, departments or units of the administrative and executive departments of the village.
- h. Investigate all complaints in relation to matters concerning the administration of the government of the village and services maintained by the public utilities in the village and see that all franchises permits and privileges granted by the village are faithfully observed.
- i. Purchase all materials, supplies and equipment for which funds are provided in the budget, but he may not purchase any item which exceeds any budget appropriation until the board of trustees has increased the appropriation; provided, that for a purchase of more than \$500.00 he shall be required to receive two or more sealed bids, and for a purchase of more than \$1000.00 such bids shall be presented to the board of trustees for approval or rejection. The village manager shall make recommendations to the board of trustees with respect to all such bids. He may issue rules and regulations governing requisitions and the transaction of the business of purchasing between himself as purchasing agent and the heads of departments, officers

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j. Prepare, or cause to be prepared, on or before May 15th of each year, a budget report indicating the funds necessary to defray the estimated expenses of the village for the fiscal year; prepare, or cause to be prepared, the annual appropriation ordinance in time for consideration and enactment by the board of trustees as required by statute; and prepare, or cause to be prepared, the annual tax levy.

k. Submit to the board of trustees, promptly following the end of the fiscal year, a complete report on the finances and administrative activities of the village for said fiscal year.

l. Present to the president and board of trustees each month a statement showing the exact financial condition of the village as of the end of the preceding month and showing amounts expended and unexpended balances for each department in accordance with the annual budget.

m. Keep a current inventory of all real and personal property of the village and the location of such property. He shall be responsible for the care and custody of all village property which is not by statute or ordinance assigned to some other officer or body for care and control.

a. Devote his entire time to the discharge of his official duties.

o. Perform such other lawful duties as may be required by resolution or ordinance of the board of trustees.

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5.106 Compensation.) The village manager shall receive such compensation as the board of trustees shall fix from time to time by ordinance or resolution.

5.107 Acting village manager.) During the temporary absence or disability of the village manager the president and board of trustees shall appoint an acting village manager, with all the powers and duties of the office without furnishing any additional bond, if such appointee shall already be under bond to the village in any other capacity. If such appointment shall be of a person not already under bond to the village such appointee shall furnish a bond in such amount and with such surety as may be approved by the board of trustees. The cost of the bond shall be paid by the village.

5.108 Vacancies.) In case of a vacancy in the office of village manager, the president with the consent of the board of trustees shall appoint a manager pro tem who shall possess the powers and duties of the manager until such time as a new village manager is appointed.

Article II. The Village Attorney

5.201 Appointment.) The village president with the advice and consent of the board of trustees may retain an attorney to act as legal advisor to the village.

5.202 Duties 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.

5.203 Advice.) The village attorney shall be the legal advisor of the village, and shall render advice on all legal questions affecting the village, whenever requested to do