

CHAPTER 32: DEPARTMENTS, BOARDS, AND COMMISSIONS

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GENERAL PROVISIONS

§ 32.001 REPLACEMENT OF COMMISSION MEMBERS.

Whenever a member of any commission designated in this chapter shall either resign, cease to be a legal voter in the village, neglect to perform required duties, be absent without just cause from three consecutive regular meetings in any quarter, or be absent without just cause from 50% of regularly scheduled meetings in any quarter, the chairperson of the said commission shall so advise the President and Board of Trustees and may recommend that the person be removed from the commission. The replacement shall be made in the same manner as the original appointment to fill the unexpired term as provided herein.

('79 Code, § 32.200) (Ord. 1327, passed 7-20-87)

§ 32.002 COMPENSATION OF LIQUOR CONTROL COMMISSIONERS.

The compensation of the Municipal Liquor Control Commissioner is hereby fixed at the sum of \$5,000 per fiscal year or such sum as is appropriate for any partial year served, paid on a bi-weekly basis.

('79 Code, § 32.40) (Ord. 820, passed 4-16-73; Am. Ord. 1089, passed 2-17-81; Am. Ord. 1458, passed 1-28-91; Am. Ord. 1837, passed 3-18-2002; Am. Ord. 2004, passed 10-4-2004)

EMERGENCY TELEPHONE SYSTEM BOARD**§ 32.025 ESTABLISHMENT.**

There is established a municipal board to be known as the Emergency Telephone System Board for the purpose of performing duties with regard to the establishment and operation of the village's 911

Emergency Telephone Number System as required by the “Illinois Emergency Telephone Number Act,” as provided in ILCS Ch. 50, Act 750, § 15.4.
(’79 Code, § 32.155) (Ord. 1401, passed 6-5-89)

§ 32.026 MEMBERSHIP.

(A) All appointments to the Emergency Telephone System Board shall be made by the Village President with the advice and consent of the Board of Trustees. All of the said appointments shall be made on the basis of their ability or experience.

(B) The Board shall consist of five members, which shall include one member from the Police Department, and one member from the Fire Department. At all times, at least three members of the Board shall be residents of the village.

(C) The original appointments to the Board shall consist of two members to be appointed for terms of one year, two members to be appointed for terms of two years, and one member to be appointed for a term of three years. Such terms shall commence on the date of the original appointments. At the expiration of the initial term, all successor members shall be appointed in the same manner. All successors shall hold office for a period of three years from the date of appointment, except in the case of an appointment to fill a vacancy, or until his/her successor is duly appointed and qualified.

(D) The chairperson of the Board shall be designated by the Village President.
(’79 Code, § 32.156) (Ord. 1401, passed 6-5-89)

§ 32.027 COMPENSATION OF MEMBERS.

The Emergency Telephone System Board shall serve without compensation, however, they shall be entitled to reimbursement for all of their actual and necessary expenses.
(’79 Code, § 32.157) (Ord. 1401, passed 6-5-89)

§ 32.028 POWERS AND DUTIES.

The Emergency Telephone System Board shall have the following powers and duties:

(A) Planning a 911 system.

(B) Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.

(C) Receiving monies from the surcharge imposed under the “Illinois Emergency Telephone Number Act,” as provided in ILCS Ch. 50, Act 750, § 15.3, and from any other source, for deposit into the Emergency Telephone System Fund.

(D) Authorizing all disbursements from the fund.

(E) Hiring, on a temporary basis, any staff necessary for the implementation or upgrade of the system.

('79 Code, § 32.158) (Ord. 1401, passed 6-5-89)

§ 32.029 CREATION OF FUND AND EXPENDITURES.

(A) All monies received by the Board pursuant to a surcharge imposed under the “Illinois Emergency Telephone Number Act,” as provided in ILCS Ch. 50, Act 750, § 15.3, shall be deposited into an Emergency Telephone System Fund. The Treasurer of the village shall be custodian of the fund. All interest accruing on the fund shall remain in the fund. No expenditures may be made from such fund except upon the direction of the board by resolution passed by a majority of all members of the Board.

(B) Expenditures may be made only to pay for the costs associated with the following:

(1) The design of the Emergency Telephone System.

(2) The coding of an initial master street address guide data base, and update and maintenance thereof.

(3) The repayment of any monies advanced for the implementation of the system.

(4) The charges for automatic number identification and automatic location identification equipment, and maintenance, replacement and update thereof.

(5) The non-recurring charges related to the installation of the emergency telephone system and the ongoing network charges.

(6) Other products and services necessary for the implementation, upgrade and maintenance of the system. However, such costs shall not include personnel or facilities, nor shall such costs include equipment which is not directly associated with the 911 Emergency Telephone System.

('79 Code, § 32.159) (Ord. 1401, passed 6-5-89)

BOARD OF FIRE AND POLICE COMMISSIONERS**§ 32.040 CREATED; COMPOSITION.**

There is created a Board of Fire and Police Commissioners consisting of three members, as provided by statute.

(ILCS Ch. 65, Act 5, §§ 10-2.1-1 *et seq.*) ('79 Code, § 32.01) (Ord. 533, passed 5-1-61)

§ 32.041 APPOINTMENT; TERMS.

The Board of Fire and Police Commissioners shall be appointed by the President of the municipality by and with the consent of the Board of Trustees. The terms of office of the members of the Board of Fire and Police Commissioners shall be three years and until their respective successors shall be appointed and qualified; provided that no such appointments shall be made by any President within 30 days before the expiration of his/her term of office; and provided further that the President shall appoint the first members of such Board, one of whom is appointed to serve until the end of the current municipal year in which such appointment is made, another shall serve until the end of the municipal year next ensuing, and the third shall serve until the end of the municipal year second next ensuing. Each of the first members of the Board shall serve until his/her successor is appointed and qualified.

('79 Code, § 32.02) (Ord. 533, passed 5-1-61)

§ 32.042 QUALIFICATIONS; OATH; BOND; REMOVAL.

The members of the Board of Fire and Police Commissioners shall have such qualifications as are now, or may hereafter be, required of them by law. Each member of the Board of Fire and Police Commissioners shall take oath or affirmation of office and shall execute and deliver to the Village Clerk a bond in the sum of such sureties as the President and Board of Trustees shall require, conditioned for the faithful performance of the duties of his/her office. The members of the Board of Fire and Police Commissioners shall be subject to removal from office in the same manner as other officers of the municipality.

('79 Code, § 32.03) (Ord. 533, passed 5-6-61)

§ 32.043 POWERS AND DUTIES.

The Board of Fire and Police Commissioners shall have such powers and duties as are now, or as may hereafter be, given to it by law.

('79 Code, § 32.04) (Ord. 533, passed 5-1-61)

§ 32.044 COMPENSATION OF SECRETARY AND MEMBERS.

The compensation of the Secretary of the Board of Fire and Police Commissioners and the members of such Board shall be as established by the President and Board of Trustees in the annual budget ordinance, or such sum as is appropriate for any partial year served, paid on a semi-annual basis at the end of the months of April and October.

('79 Code, § 32.05) (Ord. 533, passed 5-1-61; Am. Ord. 1710, passed 10-19-98)

BOARD OF LOCAL IMPROVEMENTS**§ 32.055 CREATED; COMPOSITION.**

(A) There is created a Board of Local Improvements.

(B) The Village President is designated as the President of the Board of Local Improvements; the Village Clerk is designated as the Secretary of the Board of Local Improvements; and the Trustees of the municipality are designated as members of the Board of Local Improvements. (ILCS Ch. 65, Act 5, § 9-2-7) ('79 Code, § 32.30) (Ord. 732, passed 6-15-70)

§ 32.056 COMPENSATION OF PRESIDENT.

The compensation of the President of the Board of Local Improvements shall be in the sum fixed from time to time by the Board of Trustees.

('79 Code, § 32.31) (Ord. 820, passed 4-16-73; Am. Ord. 1029, passed 2-17-81)

MUSEUM ADVISORY BOARD**§ 32.065 ESTABLISHMENT.**

The Board of Trustees does hereby establish a Museum Advisory Board for the purpose of advising the Board of Trustees regarding matters related to the operation of the museum by the village pursuant to an agreement entered into between the village and the Matteson Historical Society to create and operate a Historical Museum.

(Ord. 1671, passed 6-16-97)

§ 32.066 MEMBERSHIP.

The membership of the Board shall consist of seven members, with each member having knowledge or needed skills to contribute. Members will be sought who have background or expertise in one or more of the following fields: business, public relations, marketing, personnel and volunteer administration, teaching, village cultural life, archiving, history – particularly local and agricultural, and museum operation. Since the desired talent and expertise may not always be available among residents of Matteson, residency in Matteson, although desirable, is not a requirement for appointment. The members shall consist of the following:

(A) One member of the Village Board of Trustees and five at-large members, all six of which shall be appointed by the Village President with the advice and consent of the Village Board of Trustees.

(B) An officer or board member of the Matteson Historical Society, as appointed by the Matteson Historical Society.

(C) Of the seven members appointed pursuant to divisions (A) and (B) above, two shall serve for a period of one year, two for a period of two years, two for a period of three years and one for a period of four years, or until a successor has been appointed and has qualified. Vacancies shall be appointed for unexpired terms only. The successors to each member originally appointed shall serve for a period of three years.

(D) The acting Museum Director shall serve as an ex-officio non-voting member of the Board.

(E) The Chairperson of the Board shall be named by a majority vote of its members each year before June 1.

(Ord. 1671, passed 6-16-97; Am. Ord. 1853, passed 6-17-2002)

§ 32.067 PURPOSE AND SCOPE.

The purpose of the Museum Advisory Board shall include, but not be limited to recommendations to the Board of Trustees for the operation, funding and other matters related to the operation of the Historical Museum. However, the Advisory Board shall have no authority to make any expenditures on behalf of the village without the express consent of the Village Board of Trustees. Members of the Board will commit to regular attendance at monthly meetings of the Board, to be held at a mutually acceptable time. Members will address various issues, concerns, and problems relating to the operation of the museum. Working as an advisory group, they will seek creative ways in which the museum can better fulfill its mission in the community. They will recommend ways in which the museum can become an attractive destination for village residents, as well as for persons outside the community; attract and effectively use volunteers in the museum operation; enhance the collection and the way it is presented; and attract additional funding from other than tax moneys.

(Ord. 1671, passed 6-16-97; Am. Ord. 1853, passed 6-17-2002)

ZONING BOARD OF APPEALS**§ 32.080 CREATED; MEMBERS.**

There shall be a Zoning Board of Appeals consisting of seven members.
(‘79 Code, § 32.20) (Ord. 422, passed 4-5-54)

Statutory reference:

Zoning Board of Appeals, see ILCS Ch. 65, Act 5, § 11-13-3

§ 32.081 TERM OF OFFICE.

The members of the Zoning Board of Appeals shall be appointed by the Board of Trustees and shall serve respectively for the following terms: one for one year, one for two years, one for three years, one for four years, one for five years, one for six years, and one for seven years. The successor to each member so appointed shall serve for a term of five years. All appointed members shall serve until a successor is duly appointed and has qualified.
(‘79 Code, § 32.21) (Ord. 422, passed 4-5-54)

ECONOMIC DEVELOPMENT COMMISSION**§ 32.090 ESTABLISHMENT.**

There is established a citizens' commission that shall be known as the Economic Development Commission for the purpose of structuring sound economic development programs, and of conducting the research and inventory of resources necessary to the preparation of industrial fact profiles for distribution to prospective employers considering expansion or location in the Matteson area. The Commission will make its findings and recommendations, as appropriate, to the President and Board of Trustees, as well as other governmental agencies, upon direction.
(‘79 Code, § 32.130) (Ord. 1261, passed 7-15-85)

§ 32.091 COMMISSION TO FUND SURVEYS AND STUDIES.

The Commission shall, from time to time, either by itself or in cooperation with other governmental entities or private concerns, fund or assist in funding surveys or other studies, as required.
(‘79 Code, § 32.131) (Ord. 1261, passed 7-15-85)

§ 32.092 EXPENDITURES.

The Economic Development Commission shall be authorized to expend funds as appropriated and approved by the President and Board of Trustees, but limited to their annual appropriation. However, the Commission is authorized to encourage the creation of a nonprofit Economic Development Corporation, subject to prior approval by the Village Board of Trustees, as a legal entity to raise funds, as needed, and handle other financial responsibility in the performance of their duties.

('79 Code, § 32.132) (Ord. 1261, passed 7-15-85)

§ 32.093 VOLUNTEER SERVICES; STANDING COMMITTEES.

Recognizing that community involvement will help to assure community support, the Economic Development Commission is authorized to enlist the volunteer services of other members of the community who shall assist in achieving the goal of sound economic growth. Further, the Commission is authorized to establish standing committees chaired by any of the several commissioners that will assist in coordinating activities between other municipal commissions or organizations, or that may prove beneficial in guaranteeing that specific interests are recognized.

('79 Code, § 32.133) (Ord. 1261, passed 7-15-85)

§ 32.094 MEMBERSHIP.

(A) The membership of the Economic development Commission shall be composed of 12 members. The commissioners will be appointed by the President of the Village with the advice and consent of the Board of Trustees. The members of the Commission shall serve for a two-year period, or until a successor has been duly appointed and qualified, and shall represent the community as follows:

- (1) At least one commissioner appointed from the commercial retail sector of the village;
- (2) At least one commissioner appointed from the financial institutions in the village;
- (3) At least one commissioner who is active in real estate sales, leasing or development in the village;
- (4) At least one commissioner appointed from the hospitality sector (such as hotels/motels, restaurants) of the village;
- (5) At least one commissioner appointed from the education sector of the village;
- (6) At least one commissioner who is active in the Matteson Area Chamber of Commerce;
- (7) The Village President or his/her representative;
- (8) The balance of the commissioners (five) will be appointed at large but may include representatives of major utilities or transportation entities, the industrial sector of the village, the small business sector of the village, the Plan Commission, and/or community organizations that support the village.

(B) The terms of office for the commissioners will be on a rotating basis; however, the first members appointed shall have the following terms of office:

- (1) Six commissioners shall serve for a two-year term;
- (2) Six commissioners shall serve for a one-year term.

('79 Code, § 32.134) (Ord. 1261, passed 7-15-85; Am. Ord. 1389, passed 4-3-89; Am. Ord. 1767, passed 6-5-2000)

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§ 32.095 COMPENSATION.

The commissioners of the Economic Development Commission shall receive such compensation, if any, as shall from time to time be determined by the Village Board of Trustees.
('79 Code, § 32.135) (Ord. 1261, passed 7-15-85)

HOUSING ADVISORY COMMISSION**§ 32.105 ESTABLISHMENT.**

The Board of Trustees of the village does hereby establish a Housing Advisory Commission, to pursue an ongoing study of the community's housing needs.
('79 Code, § 32.150) (Ord. 1388, passed 4-3-89)

§ 32.106 APPOINTMENT SUBCOMMITTEE.

This Housing Advisory Commission shall take the form of an appointed subcommittee consisting of the Community Relations Commission and the Plan Commission, including the Directors of Community Relations and Community Development and any Trustee liaisons to those commissions.
('79 Code, § 32.151) (Ord. 1388, passed 4-3-89)

§ 32.107 ADDITIONAL MEMBERS.

The Board of Trustees may vote to designate additional members for the Housing Advisory Commission from within the Village Board or the community at large.
('79 Code, § 32.152) (Ord. 1388, passed 4-3-89)

§ 32.108 PURPOSE AND SCOPE.

The purpose of the Housing Advisory Commission shall include, but not be limited to, study and evaluation of the community's housing needs and recommendations to the Board of Trustees for policies and programs to address those needs.
('79 Code, § 32.153) (Ord. 1388, passed 4-3-89)

PARKS AND RECREATION COMMISSION

§ 32.120 PURPOSE.

The purpose of this commission shall be to act as a liaison between the citizens of the village and the Parks and Recreation Department, in order to communicate citizen opinions, needs, desires, and interests, thereby making the actions and decisions of the Park and Recreation Commission and the Village Board of Trustees responsive to the citizenry. The Parks and Recreation Advisory Commission created herein shall be known as the “Park and Recreation Commission.” Any and all references in this code of ordinances to the Parks and Recreation Advisory Commission, shall be and the same is hereby amended to read “the Park and Recreation Commission.”
(‘79 Code, § 32.140) (Ord. 1287, passed 3-17-86; Am. Ord. 1440, passed 8-6-90)

§ 32.121 MEMBERSHIP.

(A) All appointments to the Park and Recreation Commission shall be made by the Village President with the advice and consent of the Village Trustees.

(B) The membership of the Commission shall consist of nine members as follows:

(1) Seven members, preferably and to the extent practical one member from each of the following geographic areas:

- (a) Original Matteson (Memorial Park).
- (b) Lincoln Terrace/Matteson Farms (New Park site).
- (c) Oakwood/Applewood (Oakwood Park).
- (d) Glenridge/Cricket Hills (Notre Dame Park).
- (e) Woodgate (Woodgate Park).
- (f) Allemong (Creekside Park) and one member serving at large for special projects.

(2) Also two members who shall be between the ages of 16 and 21 years, who shall be residents of the village.

(C) All members shall serve for a period of two years, or until a successor has been approved and has qualified.

(D) Whenever a Commission member shall either resign, cease to be a legal voter in the village, neglect to perform required duties, be absent without just cause from three consecutive regular meetings in any quarter, or be absent without just cause from 50% of regularly scheduled meeting in any quarter, the Chairperson of the Commission shall so advise the President and Board of Trustees and may recommend that the person be removed from the Commission. The replacement shall be made in the same manner as original appointments to fill the unexpired term as provided herein.

(E) The Chairperson of the Commission shall be named by a majority vote of its members each year before June 1.

(F) The members of the Commission shall also elect the Vice-Chairperson at the same time as the Chairperson.

(G) The Commission shall have the authority to establish its own rules of procedure as long as they are not inconsistent with this subchapter.
('79 Code, § 32.141) (Ord. 1287, passed 3-17-86; Am. Ord. 1322, passed 7-6-87; Am. Ord. 1894, passed 2-18-2003)

§ 32.122 GUIDELINES FOR OPERATION.

(A) All Commission meetings shall be open to the public.

(B) Regular meetings shall be monthly on a day determined by the majority vote of the members of the Commission.

(C) The Commission shall have the authority to appoint ad hoc committees consisting of non-Commission members, to study and recommend solutions where specialized areas of interest can best be served.

(D) No member of any ad hoc committee will have a vote in the Commission.

(E) Neither the Commission, nor any member thereof, nor any ad hoc committee, shall incur any expense without prior written approval of the Director of Parks and Recreation.

(F) Each member of the Commission shall receive such compensation as may be stipulated in the village budget and adopted in the village appropriation ordinance, for each fiscal year.
('79 Code, § 32.142) (Ord. 1287, passed 3-17-86)

§ 32.123 DUTIES.

(A) The Commission's duties shall include studying assignments given to it by the Village Board of Trustees or the Director of Parks and Recreation. It shall then recommend action which reflects the best interests of the citizens of the village. It shall attempt to determine citizen interests, opinions, needs, and desires as they concern parks and recreation, and shall communicate the same to the Director of Parks and Recreation.

(B) In order to properly represent their geographic areas, each Commission member is encouraged to attend meetings and communicate with their area residents regarding parks and recreation. This information should be brought back and presented to the Commission.

(C) The Commission shall have the duty to:

(1) Review, discuss, and recommend appropriate action on:

(a) Programs;

(b) Facilities;

(c) Parks and landscaping;

(d) Participant discipline;

(e) Park and facility rules;

(f) Citizen communication;

(g) Park and Recreation Commission budget;

(h) Park and Recreation Department budget (excluding salaries and personnel);

(i) Updates for capital improvements;

(j) Program structure changes;

(k) Vandalism or damage; and

(l) Upgrading or changes in facilities or structures.

(2) Call for special meetings as determined by the Chairperson or Vice-Chairperson.

('79 Code, § 32.143) (Ord. 1287, passed 3-17-86)

PLAN COMMISSION**§ 32.135 PURPOSE.**

In order that adequate provisions be made for the preparation of a comprehensive municipal plan for the guidance, direction, and control of the growth and development of the municipality, a Plan Commission, which shall be a department of the municipal government, is created under authority of ILCS Ch. 65, Act 5, § 11-12-4.

('79 Code, § 32.10) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

§ 32.136 MEMBERSHIP.

The Plan Commission shall consist of ten members to include the following: The President of the Board of Trustees and the President of the Board of Local Improvements shall be ex officio members of the Plan Commission, one member of the Board of Trustees appointed by the President of the Board of Trustees, subject to the approval of the Board of Trustees, who shall also be an ex officio member of the Plan Commission but without power to vote; and seven other members, citizens of the municipality, appointed by the President of the Board of Trustees on the basis of their particular fitness for their duty on the Plan Commission, and subject to the approval of the Board of Trustees.

('79 Code, § 32.11) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

§ 32.137 TERM OF OFFICE.

Ex officio members shall serve for the term of their elected office. Of the seven appointed citizen members, two shall serve for a period of one year, two for a period of two years and three for a period of three years, or until a successor has been appointed and has qualified. Vacancies shall be filled by appointments for unexpired terms only. The successor to each member so appointed shall serve for a term of five years. All members and the Secretary of the Plan Commission may receive such compensation as may be fixed from time to time by the Board of Trustees and provided for in the appropriation ordinance.

('79 Code, § 32.12) (Am. Ord. 1685, passed 9-15-97)

§ 32.138 PROCEDURE.

Immediately following their appointment, the members of the Plan Commission shall meet, organize, elect such officers as it may deem necessary, and adopt and later change or alter rules and regulations of organization and procedure consistent with municipal ordinances and state laws. The Commission shall keep written records of its proceedings, which shall be open at all times to public

inspection. The Plan Commission shall also file with the President of the Board of Trustees and with the Board an annual report setting forth its transactions and recommendations.

('79 Code, § 32.13) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

Statutory reference:

General power of the Plan Commission, ILCS Ch. 65, Act 5, § 11-12-5

§ 32.139 POWERS AND DUTIES.

The Plan Commission shall have all the general powers as prescribed by the municipal ordinances and the Illinois Compiled Statutes.

('79 Code, § 32.14) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

Statutory reference:

Plan Commission, see ILCS Ch. 65, Act 5, §§ 11-12-4 et seq.

§ 32.140 LAND DIVISION AND RESUBDIVISION.

Following the adoption of an official plan or part thereof in the manner prescribed by law, no map or plat of any subdivision or resubdivision presented for record, affecting land within the corporate limits of the municipality or in contiguous territory outside of and distant for not more than one and one-half miles from such limits shall be entitled to record, or shall be valid unless the subdivision thereon shall provide for streets, alleys, public ways, ways for public service facilities, storm and flood water run-off channels and basins, and public grounds, in conformity with any requirements applicable thereto of such official plan or map or part thereof, provided that a certificate of approval by the Board of Trustees, certified by the Village Clerk or a certified copy of an order of the circuit court directing the recording as provided in ILCS Ch. 64, Act 5, § 11-12-8 shall be sufficient evidence of compliance with this section upon which the recorder may accept the plat for recording.

(ILCS Ch. 65, Act 5, § 11-12-12) ('79 Code, § 32.15) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

§ 32.141 IMPROVEMENTS.

The Village Clerk shall furnish the Plan Commission for its consideration a copy of all ordinances, plans, and data relative to public improvements of any nature. The Plan Commission may report in relation thereto, if it deems a report necessary or advisable, for the consideration of the Board of Trustees.

('79 Code, § 32.16) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

§ 32.142 EXPENDITURES.

The Commission may, at the discretion of the Board of Trustees, employ necessary help whose salaries, wages, and other necessary expenses shall be provided for by adequate appropriations made by the Board of Trustees from the public funds. If the Plan Commission shall deem it advisable to secure technical advice or services, it may be done on authority from the Board of Trustees and appropriations by the Board of Trustees therefor.

('79 Code, § 32.17) (Ord. 484, passed 12-17-58; Am. Ord. 502, passed 3-7-60)

EMERGENCY SERVICES AND DISASTER AGENCY**§ 32.155 ESTABLISHMENT.**

There is created the Matteson ESDA to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile action, or from natural or man-made disaster, in accordance with the Illinois Emergency Services and Disaster Act of 1975. This ESDA shall consist of the coordinator and such additional members as may be selected by the coordinator.

('79 Code, § 32.60)

Statutory reference:

*Illinois Emergency Management Agency Act of 1988, see ILCS Ch. 20, Act 3305, §§ 1 et seq.
Emergency Telephone System Act, see ILCS Ch. 50, Act 750, §§ 0.01 et seq.*

§ 32.156 COORDINATOR.

(A) The Coordinator of the Matteson ESDA shall be appointed by the President and shall serve until removed by same.

(B) The Coordinator shall have direct responsibility for the organization, administration, training, and operation of the ESDA, subject to the direction and control of the President as provided by statute.

(C) In the event of the absence, resignation, death, or inability to serve as the Coordinator, the President or any person designated by him/her shall be and act as Coordinator until a new appointment is made as provided in this subchapter.

('79 Code, § 32.61)

§ 32.157 FUNCTIONS.

The Matteson ESDA shall perform such ESDA functions within the municipality as shall be prescribed in and by the State ESDA plan and program prepared by the Governor, and such orders, rules, and regulations as may be promulgated by the Governor. In addition, he/she shall perform such duties outside the corporate limits as may be required pursuant to any mutual aid agreement with any other political subdivision, municipality, or quasi-municipality entered into as provided by the State ESDA Act.

('79 Code, § 32.62)

§ 32.158 SERVICE AS MOBILE SUPPORT TEAM.

(A) All or any of the Matteson ESDA organization may be designated as members of a mobile support team created by the Director of the State ESDA as provided by law. The leader of such mobile support team shall be designated by the Coordinator of the Matteson ESDA organization.

(B) Any member of a mobile support team who is a municipal employee or officer, while serving on call to duty by the Governor, or the State Director, shall receive the compensation and have the powers, duties, rights, and immunities incident to such employment or office. Any such member who is not a paid officer or employee of the municipality, while so serving, shall receive from the state reasonable compensation as provided by law.

('79 Code, § 32.63)

§ 32.159 AGREEMENTS WITH OTHER POLITICAL SUBDIVISIONS.

The Coordinator of ESDA may negotiate mutual aid agreements with other cities or political subdivisions of the state, but no such agreement shall be effective until it has been approved by the President and by the State Director of ESDA.

('79 Code, § 32.64)

§ 32.160 EMERGENCY ACTION.

If the Governor proclaims that a disaster emergency exists in the event of actual enemy attack on the United States or the occurrence within the state of a major disaster resulting from enemy sabotage or other hostile action, or from man-made or natural disaster, it shall be the duty of the Matteson ESDA to cooperate fully with the State ESDA and with the Governor in the exercise of emergency powers as provided by law.

('79 Code, § 32.65)

§ 32.161 EMERGENCY POWERS AND DUTIES.

(A) The Village President may exercise the emergency power and authority necessary to fulfill his/her general powers and duties. The judgment of the Village President shall be the sole criteria necessary to invoke emergency powers provided by ordinance and other appropriate authorities. The Board of Trustees may convene to perform its legislative and administrative powers as the situation demands, and shall receive reports relative to civil defense activities. Nothing in this section shall be construed as abridging or curtailing the powers or restrictions of the Board of Trustees.

(B) During any period when disaster threatens or when the village has been struck by disaster, within the definition of this section, the Village President may promulgate such regulations as he/she deems necessary to protect life and property and preserve critical resources. The regulations may include, but shall not be limited to, the following:

(1) Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of civil defense forces, or to facilitate the mass movement of persons from critical areas within or without the village.

(2) Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.

(3) Other regulations necessary to preserve public peace, health and safety.

(4) Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper and radio. ('79 Code, § 32.66) (Ord. 1385, passed 3-20-89)

§ 32.162 CIVIL DEFENSE AND DISASTER BASIC PLAN.

(A) A comprehensive civil defense and disaster basic plan shall be adopted and maintained by resolution of the Board of Trustees upon the recommendations of the Village President. In the preparation of this plan as it pertains to village organization, it is the intent that the services, equipment, facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all municipal departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness at all times. The basic plan shall be considered supplementary to this section and have the effect of law whenever a disaster has been proclaimed.

(B) The Village President shall prescribe in the basic plan those positions within the disaster organization, in addition to his/her own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the village a current list of three persons as

successors to his/her position. The list will be in order of succession and will as near as possible designate persons best capable of carrying out all assigned duties and functions.

(C) Each department head assigned responsibility in the basic plan shall be responsible for carrying out all duties and functions assigned. Duties will include the organization and training of assigned village employees and volunteers. Each department head shall formulate the operational plan for his/her department which, when approved, shall be an annex to and a part of the basic plan.

(D) Amendments to the basic plan shall be submitted to the Village President. If approved, the Village President will submit the amendments to the Board of Trustees with his/her recommendations for their approval. The amendments shall take effect ten days from the date of approval unless action is taken by the Board of Trustees disapproving the Village President's submission. In the event an amendment is pending at the time that a disaster is proclaimed under provisions of this section, the amendment will be considered approved immediately and will remain effective unless specifically revoked by the Board of Trustees.

(E) When a required competency or skill for a disaster function is not available within the village government, the Village President is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also grant authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of a disaster. The services from persons outside of government may be accepted by the village on a volunteer basis. The persons shall be enrolled as civil defense volunteers in cooperation with the heads of departments affected.

(F) Some of the duties ascribed to the Village President in this section will ordinarily be handled as a matter of routine by the Civil Defense Director, but the responsibility and authority stem from and remain with the Village President.
('79 Code, § 32.67) (Ord. 1385, passed 3-20-89)

§ 32.163 COMPENSATION.

Members of the ESDA who are paid employees or officers of the municipality, if called for training by the State Director of ESDA, shall receive for the time spent in such training the same rate of pay as is attached to the position held. Members who are not municipal employees or officers shall receive for such training time compensation as may be established by the President.
('79 Code, § 32.68)

§ 32.164 REIMBURSEMENT BY STATE.

The State Treasurer may receive and allocate to the appropriate fund any reimbursement by the state to the municipality for expenses incident to training members of the ESDA as prescribed by the State Director of ESDA, compensation for services and expenses of members of a mobile support team while

serving outside the municipality in response to a call by the Governor or State Director of ESDA, as provided by law, and any other reimbursement made by the state incident to ESDA activities as provided by law.
(’79 Code, § 32.69)

§ 32.165 PURCHASES AND EXPENDITURES.

(A) The President may, on recommendation of the Municipal Coordinator of ESDA, authorize any purchase of contracts necessary to any place of the municipality in a position to combat effectively any disaster resulting from the explosion of any nuclear or other bomb or missile, and to protect the public health and safety, protect property, and provide emergency assistance to victims in the case of such disaster, or from man-made or natural disaster.

(B) In the event of enemy-caused or other disaster, the Municipal Coordinator of ESDA is authorized, on behalf of the municipality, to procure such services, supplies, equipment, or material as may be necessary for such purposes, in view of the exigency without regard to the statutory procedures or formalities normally prescribed by law pertaining to municipal contracts or obligations, as authorized by the State ESDA Act. However, if the President meets with the Village Board at such time, he/she shall act subject to the directions and restrictions imposed by that body.
(’79 Code, § 32.70)

§ 32.166 OATH.

Every person appointed to serve in any capacity in the Matteson ESDA organization shall, before entering on his/her duties, subscribe to the following oath, which shall be filed with the Coordinator:

“I, _____, solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am affiliated with the Matteson ESDA organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.”

(’79 Code, § 32.71)

§ 32.167 OFFICE.

The President is authorized to designate space in a municipal building, or elsewhere, for the Matteson ESDA as its office.
(‘79 Code, § 32.72)

§ 32.168 APPROPRIATION; LEVY OF TAXES.

The President may make an appropriation for ESDA purposes in the manner provided by law, and may levy, in addition, for ESDA purposes only, a tax not to exceed \$.05 per \$100 of the assessed value of all taxable property in addition to all other taxes, as provided by the State ESDA Act. However, the amount collectible under such levy shall in no event exceed \$.25 per capita.
(‘79 Code, § 32.73)

