

TITLE 2
BOARDS AND COMMISSIONS

Subject	Chapter
Plan Commission	2
Board Of Local Improvements	3
Board Of Fire And Police Commissioners	4
Police Pension Fund Board	5
Emergency Services And Disaster Agency	6
Board Of Appeals	7
Business District Development and Redevelopment Commission	8
Tourism Committee	9

CHAPTER 2
PLAN COMMISSION

SECTION:

- 2-2-1: Organization
2-2-2: Powers Of The Board
2-2-3: Rules Of Procedure

2-2-1: **ORGANIZATION:**

(A) A Plan Commission is hereby established in accordance with the provisions of the Statutes applicable thereto. Regular meetings of the Commission shall be held at such time and place within the Village as the Commission may determine. Special meetings may be held at the call of the Chairman, or as determined by the Commission. Such Chairman, or in his absence the Acting Chairman, may administer oaths and compel attendance of witnesses. All meetings of the Commission shall be open to the public. Such Commission shall keep minutes of its proceedings showing the vote of each member on every question. If any member is absent, or fails to vote, the minutes shall indicate such fact. The Commission shall adopt its own rules of procedure not in conflict with Statutes or the provisions of Title 10 of this Code. (Ord. 500, 10-6-69; amd. Ord. 01-43, 4-15-02)

(B) The Plan Commission shall consist of nine (9) members who shall be appointed by the President, subject to confirmation by the Village Trustees, on the basis of their particular fitness and competency for their duties on said Commission. The successor of each member heretofore appointed shall serve for a term of five (5) years. Each member of the Plan Commission shall receive compensation at the rate of fifty dollars (\$50.00) per each Plan Commission meeting attended. Vacancies shall be filled for the unexpired term of any member whose place has become vacant. No hearing shall be conducted without a quorum of the Commission being present, which shall consist of a majority of all the members. (Ord. 77-1, 77; amd. Ord. 84-19, 2-4-85; amd. Ord. 01-43, 4-15-02; amd. Ord. 04-31, 9-7-04)

2-2-2: **POWERS OF THE BOARD:** No plans, plats, or replats of land within the corporate limits of the Village or in contiguous territory outside of and distant not more than one and one-half (1 1/2) miles from such limits shall be entitled to record or shall be valid unless the subdivision shown thereon shall provide for streets and public grounds in conformity with the recommendation of the Commission. In case of the disapproval by the Commission of any such plat, the reasons for such disapproval shall be submitted to the Village Board which may overrule such disapproval by majority vote of its members. The failure of the Commission to disapprove any properly submitted plat within a period of sixty (60) days from the date of its filing shall be deemed acceptance of such plat. (Ord. 500, 10-6-69)

2-2-3: **RULES OF PROCEDURE:** The Plan Commission is authorized to adopt Rules of Procedure governing public hearings conducted before the Plan Commission so long as such Rules of Procedure do not conflict with any provisions of the Morton Municipal Code. In the event of a conflict between the provisions of the Morton Municipal Code and the Rules of Procedure adopted by the Plan Commission, the provisions of the Morton Municipal Code shall apply. (Ord. 17-10, 7-17-17)

CHAPTER 3

BOARD OF LOCAL IMPROVEMENTS

SECTION:

- 2-3-1: Appointments
2-3-2: General Duties

2-3-1: **APPOINTMENTS:** There is hereby established a Board of Local Improvements for the Village, which shall consist of the President of the Village, who shall be the President of the Board of Local Improvements, and all of the members of the Board of Trustees of the Village. The President with the approval of the members of the Board of Local Improvements shall appoint a member of said Board to serve as Clerk.¹

2-3-2: **GENERAL DUTIES:** The Board of Local Improvements shall have the powers and perform the duties assigned to it by Statute or provision of this Code, and shall have the power of employing the services of an engineer for any local improvement originated by it. (Ord. 82; 6-1-53)

¹ For Statute authority, see S.H.A. Ch. 24, Sec. 9-2-7.

CHAPTER 4

BOARD OF FIRE AND POLICE COMMISSIONERS

SECTION:

- 2-4-1: Commission Created
- 2-4-2: Appointment
- 2-4-3: Qualifications Of Members; Oath; Bond
- 2-4-4: Powers And Duties
- 2-4-5: Secretary; Compensations
- 2-4-6: Meeting And Examination Rooms

2-4-1: **COMMISSION CREATED:** There is hereby created a Board of Fire and Police Commissioners consisting of three (3) members, as provided by Statute.¹

2-4-2: **APPOINTMENT:** The Board of Fire and Police Commissioners shall be appointed by the President, 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 (3) years and until their respective successors shall be appointed and qualified; provided, that no such appointments shall be made by any President within thirty (30) days before the expiration of his term of office; provided further, that the President shall appoint the first members of such Board, one of whom shall 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; and provided further, that each of the first members of the Board shall serve until his successor is appointed and qualified.²

2-4-3: **QUALIFICATIONS OF MEMBERS; OATH; BOND:** 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 a bond in the sum of one thousand dollars (\$1,000.00) with such sureties as the President and Board of Trustees shall approve, conditioned for the faithful performance of the duties of his 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 Village.³

2-4-4: **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, but is hereby specifically prohibited from appointing a Chief of Police, which said right of appointment shall be exercised solely by the President and Board of Trustees of the Village. It shall not be mandatory that the Chief of Police be a member of the Police Department.

2-4-5: **SECRETARY; COMPENSATIONS:** The Board may employ a Secretary or designate one of its own members to act as Secretary. The Secretary shall be paid a reasonable compensation for their services to be fixed by the corporate authorities. Members of the Board shall receive compensation at the rate of twenty five dollars (\$25.00) per month. (amd. Ord. 01-43, 4-15-02)

2-4-6: **MEETING AND EXAMINATION ROOM:** The corporate authorities shall provide suitable rooms for the Board and shall allow reasonable use of public buildings for holding examinations by the Board. (Ord. 233, 12-19-60)

¹ For Statute authority, see S.H.A. Ch. 24, Sec. 10-2.1-1 amd. 1965.

² For Statute authority, see S.H.A. Ch. 24, Sec. 10-2.1-2 amd. 1965, 1967.

³ For Statute authority, see S.H.A. Ch. 24, Sec. 10-2.1-3 amd. 1965.

CHAPTER 5

POLICE PENSION FUND BOARD

SECTION:

- 2-5-1: Fund Established
 2-5-2: Pension Board Of Trustees
 2-5-3: Deposits; Deductions

2-5-1: **FUND ESTABLISHED:** There shall be a Police Pension Fund established in the Village as provided by law.

2-5-2: **PENSION BOARD OF TRUSTEES:** The Board of Trustees of the said Fund shall consist of five (5) members, two (2) appointed by the President, two (2) elected by the members of the Police Department, and one (1) elected by the beneficiaries of the Pension Fund. The elections shall be held on the third Monday in April, and the term of each member shall be two (2) years. The Pension Board shall meet at least quarterly as provided by law, and shall hold such additional meetings as may be called by the President of the Pension Board.

2-5-3: **DEPOSITS; DEDUCTIONS:** There shall be deposited in the Pension Fund the sums required by law, which shall include seven percent (7%) per month deducted from the salary of each member of the police force; and the proceeds of an annual tax at the rate on the dollar of all such taxable property which will produce an amount which, when added to the deductions from the salaries or wages of policemen, will equal a sufficient sum to meet the annual requirements of said Pension Fund established under the provisions of "An Act to provide for the setting apart, formation, and disbursement of a police pension fund in cities, villages, and incorporated towns having a population of not more than two hundred thousand (200,000) inhabitants", known as Section 892 of Chapter 24 of the Illinois Revised Statutes, and all Acts amendatory thereto.¹ (Ord. 234, 12-19-60)

¹ For Statute authority, see S.H.A. Ch. 24, Sec. 10-8-1 et seq.

CHAPTER 6

EMERGENCY SERVICES AND DISASTER AGENCY

SECTION:

- 2-6-1: Organization Created
- 2-6-2: Coordinator
- 2-6-3: Functions
- 2-6-4: Service As Mobile Support Team
- 2-6-5: Mutual Aid Agreements
- 2-6-6: Emergency Action
- 2-6-7: Compensation
- 2-6-8: Reimbursement By State
- 2-6-9: Purchases And Expenditures
- 2-6-10: Oath
- 2-6-11: Office
- 2-6-12: Appropriation

2-6-1: **ORGANIZATION CREATED:** There is hereby created the Morton Emergency Services and Disaster Agency 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."

The ESDA shall consist of the Coordinator and such additional members as may be elected by the Coordinator.

2-6-2: **COORDINATOR:** The Coordinator of the Village ESDA shall be appointed by the President of the Board of Trustees and shall serve until removed by same.

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 of the Board of Trustees as provided by Statute.

In the event of the absence, resignation, death, or inability to serve as the Coordinator, the President of the Board of Trustees or any person designated by him, shall be and act as Coordinator until a new appointment is made as provided in this Chapter.

2-6-3: **FUNCTIONS:** The Village ESDA shall perform such ESDA functions within the Village 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, and in addition 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 of 1975."

2-6-4: **SERVICE AS MOBILE SUPPORT TEAM:** All or any members of the Village 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 Village ESDA organization.

Any member of a mobile support team who is a Village 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 Village, while so serving, shall receive from the State reasonable compensation as provided by law.

2-6-5: **MUTUAL AID AGREEMENTS:** 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 of the Board of Trustees and by the State Director of ESDA.

2-6-6: **EMERGENCY ACTION:** If the Governor proclaims that a disaster emergency exists in the event of actual enemy attack upon the United States or the occurrence within the State of Illinois 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 Village ESDA to cooperate fully with the State ESDA and with the Governor in the exercise of emergency powers as provided by law.

2-6-7: **COMPENSATION:** Members of the ESDA who are paid employees or officers of the Village, 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 such Village employees or officers shall receive for such training time such compensation as may be established by the President of the Board of Trustees.

2-6-8: **REIMBURSEMENT BY STATE:** The State Treasurer may receive and allocate to the appropriate fund, any reimbursement by the State to the Village 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 Village 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.

2-6-9: **PURCHASES AND EXPENDITURES:** The President of the Board of Trustees may, on recommendation of the Village Coordinator of ESDA, authorize any purchase of contracts necessary to place the Village 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.

In the event of enemy caused or other disaster, the Village Coordinator of ESDA is authorized, on behalf of the Village 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 Village contracts or obligations, as authorized by "The State ESDA Act of 1975," provided that if the President of the Board of Trustees meets at such time he shall act subject to the directions and restrictions imposed by the body.

2-6-10: **OATH:** Every person appointed to serve in any capacity in the Village ESDA organization shall, before entering upon his duties subscribe to the following oath, which shall be filed with the Coordinator:

I, _____ do 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 Morton 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.

2-6-11: **OFFICE:** The President of the Board of Trustees is authorized to designate space in a Village building, or elsewhere, as may be provided for by the President of the Board of Trustees for the Village ESDA as its office.

2-6-12: **APPROPRIATION:** The President of the Board of Trustees 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 five cents (\$.05) per one hundred dollars (\$100.00) of the assessed value of all taxable property in addition to all other taxes, as provided by "The State ESDA Act of 1975;" however, that amount collectable under such levy shall in no event exceed twenty five cents (\$.25) per capita. (Ord. 78-16, 9-18-78)

CHAPTER 7

BOARD OF APPEALS

SECTION:

- 2-7-1: Organization
 2-7-2: Procedures And Powers
 2-7-3: Appeals To Court

2-7-1: **ORGANIZATION:**

(A) A Board of Appeals is hereby established in accordance with the provisions of the Statutes applicable thereto. Regular meetings of the Board shall be held at such time and place within the Village as the Board may determine. Special meetings may be held at the call of the Chairman, or as determined by the Board. Such Chairman, or in his absence the Acting Chairman, may administer oaths and compel attendance of witnesses. All meetings of the Zoning Board shall be open to the public. Such Board shall keep minutes of its proceedings showing the vote of each member on every question. If any member is absent, or fails to vote, the minutes shall indicate such fact. The Board shall adopt its own rules of procedure not in conflict with Statutes or the provisions of Title 10 of this Code. (Ord. 500, 10-6-69; amd. Ord. 01-43, 4-15-02)

(B) The Board of Appeals shall consist of seven (7) members who shall be appointed by the President, subject to confirmation by the Village Trustees. The successor of each member heretofore appointed shall serve for a term of five (5) years. Each member of the Zoning Board of Appeals shall receive compensation at the rate of fifty dollars (\$50.00) per each Zoning Board of Appeals meeting attended. Vacancies shall be filled for the unexpired term of any member whose place has become vacant. No hearing shall be conducted without a quorum of the Board being present, which shall consist of a majority of all the members. Any absent member who has certified that he has read the transcript of the proceedings before the Board may vote upon any question before the Board. (amd. Ord. 01-43, 4-15-02; amd. Ord. 04-31, 9-7-04)

2-7-2: **PROCEDURES AND POWERS:** The Zoning Board of Appeals proceedings and powers shall be governed by the provisions of Title 10 of the Morton Municipal Code. The Zoning Board of Appeals is hereby authorized to adopt Rules of Procedure governing public hearings conducted before the Zoning Board of Appeals so long as such Rules of Procedure do not conflict with any provisions of the Morton Municipal Code. In the event of a conflict between the provisions of the Morton Municipal Code and the Rules of Procedure adopted by the Zoning Board of Appeals, the provisions of the Morton Municipal Code shall apply. (amd. Ord. 17-10, 7-17-17)

2-7-3: **APPEALS TO COURT:** All final administrative decisions of the Board of Appeals under the terms of this Chapter and Title 10 of the Morton Municipal Code shall be subject to judicial review pursuant to the provisions of the "Administrative Review Act," approved May 8, 1945, and all amendments and modifications thereof, and the rules adopted pursuant thereto. (Ord. 78-33, 3-5-79)

CHAPTER 8

BUSINESS DISTRICT DEVELOPMENT AND REDEVELOPMENT COMMISSION

SECTION:

- 2-8-1: Creation
- 2-8-2: Composition; Appointment
- 2-8-3: Terms; Vacancies; Compensation
- 2-8-4: Organization; Meetings
- 2-8-5: Duties, Functions, And Responsibilities
- 2-8-6: Authority

2-8-1: **CREATION:** There is hereby created a commission which shall be known as the Business District Development and Redevelopment Commission.

2-8-2: **COMPOSITION; APPOINTMENT:** The Commission shall consist of nine (9) voting members and three (3) non-voting members. The non-voting members of the Commission shall consist of a member of the Board of Trustees, with another member of the Board of Trustees serving as an alternate, the Treasurer of the Village of Morton or his/her designee, and the Executive Director/Chief Executive Officer of the Morton Economic Development Council. Members of the Commission shall be appointed by the President, by and with the advice and consent of the Board of Trustees. (amd. Ord. 11-31, 1-3-12)

2-8-3: **TERMS; VACANCIES; COMPENSATION:**

(A) Upon initial appointment, the voting members of the Commission shall be appointed for one-, two-, or three-year terms of office, as designated by the President at the time of appointment. Voting members of the Commission appointed after the initial appointments creating the Commission shall hold office for a term of three (3) years, or until a successor has been chosen and has qualified.

(B) All vacancies occurring on the Commission shall be filled by appointment for the remainder of the unexpired term in the same manner as original appointments.

(C) Members of the Commission shall serve without compensation.

2-8-4: **ORGANIZATION; MEETINGS:**

(A) The Commission shall designate one of its members to serve as Chairperson of the Commission and one of its members to serve as Vice-Chairperson of the Commission. Such designations shall be for a period of one (1) year.

(B) The Commission shall meet at such times and places as it shall determine. Special meetings of the Commission may be called by the Chairperson of the Commission or by any three (3) members of the Commission. All meetings of the Commission shall be held in accordance with the provisions of the Open Meetings Act (5 ILCS 120/1 et seq.). A majority of the voting members of the Commission shall constitute a quorum to do business.

2-8-5: **DUTIES, FUNCTIONS, AND RESPONSIBILITIES:** The Commission shall have the following duties, functions, and responsibilities:

- (A) Prepare policies and procedures, and amendments thereto, pertaining to the administration of any grant or loan program that may be established by the Village pursuant to the Business District Development and Redevelopment Act (65 ILCS 5/11-74.3-1 et seq.), as may be amended from time to time, and in accordance with the Morton Business District Development and Redevelopment Plan, as may be amended from time to time, for approval and adoption by the President and Board of Trustees.
- (B) Review applications for assistance submitted pursuant to any grant or loan program that may be established by the Village pursuant to the Business District Development and Redevelopment Act (65 ILCS 5/11-74.3-1 et seq.), as may be amended from time to time, and in accordance with the Morton Business District Development and Redevelopment Plan, as may be amended from time to time, and make recommendations regarding same for action by the President and Board of Trustees.
- (C) Make such recommendations to the President and Board of Trustees as it may deem necessary to achieve the goals and objectives of the Morton Business District Development and Redevelopment Plan and to perform its duties, functions, and responsibilities.
- (D) Report periodically to the President and Board of Trustees on the progress of the Commission in the performance of its duties, functions, and responsibilities.
- (E) Perform such other duties, functions, and responsibilities that may be assigned to it by the President and Board of Trustees from time to time.

2-8-6: **AUTHORITY:**

- (A) The Commission shall have no independent authority, but shall serve strictly as an advisory body to the President and Board of Trustees with only those powers expressly delegated to it and shall have no authority to act on behalf of the Village.
- (B) The Commission shall expend no monies except as provided in the Annual Appropriation Ordinance of the Village and only upon the prior approval of the President and Board of Trustees.

CHAPTER 9

TOURISM COMMITTEE

SECTION:

- 2-9-1: Committee Created
- 2-9-2: Appointment
- 2-9-3: Qualifications of Members; Oath; Bond
- 2-9-4: Powers and Duties
- 2-9-5: Secretary
- 2-9-6: Meetings; Organization

2-9-1: **COMMITTEE CREATED:** There is hereby created a Tourism Committee consisting of seven (7) members.

2-9-2: **APPOINTMENT:** The members of the Tourism Committee shall be appointed by the Village President with the advice and consent of the Board of Trustees. The terms of office of the members of the Tourism Committee shall be two (2) years and until their respective successors shall be appointed and qualified, provided that no such appointment shall be made by any President within thirty (30) days before the expiration of his term of office. The terms of the members of the Tourism Committee shall be staggered so that in each year, at least three (3) terms on the Tourism Committee shall expire.

2-9-3: **QUALIFICATIONS OF MEMBERS; OATH; BOND:** The members of the Tourism Committee shall be subject to the following qualifications. Each member of the Tourism Committee shall not have been convicted of any felony, and shall not be in arrears on any indebtedness to the Village of Morton. Each member of the Tourism Committee shall take an oath or affirmation of office and shall execute and deliver to the Village of Morton a bond in the sum of One Thousand Dollars (\$1,000.00) with such sureties as the President and Board of Trustees shall approve, conditioned for the faithful performance of the duties of his office. Members of the Tourism Committee shall be subject to removal from office in the same manner as other officers of the Village.

2-9-4: **POWERS AND DUTIES:** The Tourism Committee shall have such powers and duties as are now, or may hereafter be, given to it by law, or by express delegation from the Board of Trustees. The principal duty of the Tourism Committee shall be to review and consider applications for grants from the Village's Tourism Fund and to make advisory recommendations to the Board of Trustees. Then Village Administrator may establish a process to be followed by the Tourism Committee for accepting requests for funding, reviewing requests for funding, and for determining which requests shall be recommended for approval to the Board of Trustees. The Tourism Committee shall adhere to any process established by the Village Administrator. The Tourism Committee shall not have the authority to take final and binding action on requests for grants. The Tourism Committee shall make advisory recommendation only. Final decisions on expenditures from the Tourism Fund shall be made at the sole discretion of the Board of Trustees. The Tourism Committee shall further have the authority and discretion to make such recommendations to the President and Board of Trustees as it may deem necessary to achieve the goals and objectives of promoting tourism and conventions to and within the Village, or otherwise attracting nonresident overnight visitors to the Village. The Tourism Committee shall report periodically to the President and Board of Trustees on the progress of the Committee and the performance of its duties, functions, and responsibilities, and shall provide such further additional information as may be requested by the President and Board of Trustees.

2-9-5: **SECRETARY:** The Village Administrator, or her designee, shall serve as Secretary of the Tourism Committee. The Secretary of the Tourism Committee shall take minutes of all meetings of the Tourism Committee and shall prepare and post all meeting agenda.

2-9-6 : MEETINGS; ORGANIZATION:

- (A) The Tourism Committee shall designate by a majority vote of its members one of its members to serve as Chairperson of the Committee and one of its members to serve as Vice-Chairperson of the Committee. Such designation shall be for a period of one (1) year.
- (B) The Committee shall meet at such times and places as it shall determine. Special meetings of the Committee may be called by the Chairperson of the Committee or by the Village Administrator. All meetings of the Committee shall be held in accordance with the provisions of the Illinois Open Meetings Act (5ILCS 120/1 et seq.) A majority of the voting members of the Committee shall constitute a quorum to do business.

(Ord. 16-16, 3-6-17)