

TITLE 2

BOARDS AND COMMISSIONS

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CHAPTER 1

PLANNING DEPARTMENT AND PLAN COMMISSION

SECTION:

2-1-1: Planning Department Created; Composition

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2-1-4: Appointment; Terms of Office

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2-1-1: PLANNING DEPARTMENT CREATED; COMPOSITION:

As authorized by State statute, there is hereby created a Planning Department, consisting of the City Administrator, Director of Public Works and the other City staff as the City Administrator deems necessary. The City Administrator shall act as head of the Planning Department. (Ord. 857, 5-10-1994)

2-1-2: POWERS OF PLANNING DEPARTMENT:

The Planning Department shall have the following powers and the same powers as are provided by law to plan commissions, and whenever the term Plan Commission is used in this Code, such term shall be deemed to include the term Planning Department:

- A. To prepare and recommend to the corporate authorities, from time to time, plans for specific improvements in pursuance of the Official Comprehensive Plan.
- B. To recommend reasonable requirements in reference to streets, alleys, public grounds and other improvements within the corporate limits and contiguous territory not more than one and one-half (1 1/2) miles beyond the corporate limits and not included in any municipality.
- C. To recommend ordinances establishing reasonable standards of design for subdivisions and resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements as provided by statute or ordinance.
- D. To schedule and hold public hearings in regard to proposed ordinances or resolutions to:

1. Receive a donation of land and/or cash contribution for a school or other public purpose.
2. Approve a subdivision or resubdivision of land.
3. Permit a special use. (Ord. 857, 5-10-1994)
4. Variation or appeal regarding any zoning ordinance of the City, only by written approval of the hearing officer. (Ord. 2017-8, 03-07-2017)

E. To exercise such other powers as may be provided by statute (65 ILCS 5/11-12-5) or ordinance. (Ord. 857, 5-10-1994)

2-1-3: PLAN COMMISSION CREATED; COMPOSITION:

As authorized by State statute, there is hereby created a Plan Commission for the City, which Commission shall consist of seven (7) members. (Ord. 857, 5-10-1994)

2-1-4: APPOINTMENT; TERMS OF OFFICE:

The membership of the Plan Commission shall be appointed by the Mayor by and with the consent of the City Council. The terms of office of the members of the Plan Commission shall be for five (5) years. The terms of the office of the members of the Plan Commission shall be for up to five (5) years, except that all terms shall expire on April 30 of the last year of each member's term. Members of the plan commission shall reside within the City or within territory contiguous to the City and not more than one and one-half miles beyond the corporate limits and not included within any other municipality.

2-1-5: VACANCIES IN OFFICE:

In the event a vacancy shall occur in the membership of the Plan Commission, the vacancy so existing shall be filled by appointment as provided herein for the membership of the Plan Commission, and a person so appointed shall complete the term of the member replaced or until their successor is duly appointed. (Ord. 857, 5-1094)

2-1-6: ORGANIZATION:

- A. Officers: The Mayor shall designate with confirmation by the City Council, one of the members of the Plan Commission as chairman for a period of (1) year.
- B. Meetings: Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings,

including any special meetings called by the Chair, shall comply with the Illinois Open Meetings Act.

- C. Rules and Procedures: Refer to Title 11, the Unified Development Ordinance. (Ord. 2017-8, 03-07-2017)

2-1-7: POWERS OF PLAN COMMISSION:

The Plan Commission shall have the following powers:

- A. To prepare and recommend to the corporate authorities a Comprehensive Plan for the present and future development or redevelopment of the City.
- B. To recommend changes, from time to time, in the Official Comprehensive Plan.
- C. To exercise authority in the conduct of matters of planning as may be referred to the Plan Commission, from time to time, by the Planning Department or the corporate authorities.
- D. To exercise such other powers as may be provided by ordinance. (Ord. 857, 5-10-94)
- E. To recommend to the City Council after holding a public hearing on application for variations from the strict enforcement of any provisions of the Unified Development Ordinance, in accordance with the rules and standards set forth therein.
- F. To recommend to the City Council, after holding a public hearing, on applications for special uses listed in each of the zoning districts.
- G. To recommend to the City Council, after holding a public hearing, on applications for planned developments referred to it by the City Council and to hear and decide other matters referred to it or upon which it is required to pass under the provisions of the Unified Development Ordinance.
- H. To recommend to the City Council, on petitions for amendment of the provisions of the Unified Development Ordinance and the boundary lines of the zoning districts established therein.
- I. To transmit to the City Council, with every recommendation, findings of fact and to refer to any exhibits containing plans and specifications relating to its recommendation, which plans and specifications shall remain a part of the permanent records of the Commission.

- J. To file immediately, in the office of the City Administrator every rule, order, requirement, decision, or determination of the Commission after any meeting or hearing, which shall be a public record.
- K. Additional duties of the Commission are also outlined in the Unified Development Ordinance and the Illinois Municipal Code.

CHAPTER 2

HEARING OFFICER

SECTION:

2-2-1: Hearing Officer Established

2-2-2: Qualification and Appointment

2-2-3: Compensation and Hearing Fees

2-2-4: Duties and Powers

2-2-1: HEARING OFFICER ESTABLISHED:

As authorized by State statute, there is hereby created the position of Hearing Officer for the City of Genoa. (Ord. 858, 4-26-94)

2-2-2: QUALIFICATION AND APPOINTMENT:

The Hearing Officer shall be appointed by the Mayor with the advice and consent of the majority members of the City Council present and voting thereon. (Ord. 2017-8, 03-07-2017)

2-2-3: COMPENSATION AND HEARING FEES:

The Hearing Officer shall receive such compensation as the corporate authorities may from time to time provide. A schedule of fees shall be established to defray the costs of a Hearing Officer. (Ord. 858, 4-26-94)

2-2-4: DUTIES AND POWERS:

The Hearing Officer shall have the following responsibilities with regard to this Title:

- A. To hear and decide appeals in which it is alleged there is an error in any order, requirement, decision, interpretation or determination (hereinafter referred to collectively as "decision") made by the Development Administrator.
- B. To hear and review all applicants for variations from the regulations and restrictions imposed by this Title and recommend with respect there to the City.
- C. To hear and report to the Mayor and the City Council on such other matters as may be referred to it by the Mayor and City Council subject to the provisions of this Title.

- D. Perform such other duties as may be assigned from time to time by the City Council. (Ord. 2017-8, 03-07-2017)
- E. Perform duties outlined in the Unified Development Ordinance.

CHAPTER 3

BOARD OF FIRE AND POLICE COMMISSIONERS

SECTION:

2-3-1: Board Established

2-3-2: Composition; Appointments and Terms

2-3-3: Powers and Duties

2-3-4: Bonds

2-3-5: Meeting Dates

2-3-1: BOARD ESTABLISHED:

There is established a Board of Fire and Police Commissioners as provided by law. (1978 Code §3.10)

2-3-2: COMPOSITION; APPOINTMENTS AND TERMS:

- A. The Board of Fire and Police Commissioners shall consist of three (3) members, to be appointed by the Mayor with the consent of the City Council, whose terms of office shall be three (3) years and until their respective successors are appointed and have qualified. No such appointment, however, shall be made by the Mayor within thirty (30) days before the expiration of his term of office.
- B. The members of the Board of Fire and Police Commissioners shall possess the qualifications set forth in 65 Illinois Compiled Statutes 5/10-2.1-3.

2-3-3: POWERS AND DUTIES:

- A. **Appoint Police Officers:** The Board of Fire and Police Commissioners shall approve the hiring of and promotion of all full-time sworn officers and sergeants of the Police Department of the Municipality, except the Chief of Police. The Chief of Police shall be appointed by the Mayor with the advice and consent of the City Council.
- B. **Other Powers and Duties:** The Board of Fire and Police Commissioners shall perform and carry out all the terms and provisions contained in the Board of Fire and Police Commissioners Act, which shall be incorporated by reference the same as if set forth at length and in detail and as from time to time amended. (1978 §3.10; 1993 Code)

2-3-4: POWERS AND DUTIES:

Before entering upon the duties of office, each Police and Fire Commissioner shall execute a fidelity bond to the City in the penal sum of one thousand dollars (\$1,000)

conditioned upon the faithful performance of duties. The City shall pay the premium of such bond.

2-3-5: MEETINGS:

Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act.

CHAPTER 4

ECONOMIC DEVELOPMENT COMMISSION

SECTION:

2-4-1: Creation, Composition, Appointments, and Terms

2-4-2: Mission and Duties

2-4-3: Meetings and Rules

2-4-4: Annual Report

2-4-5 Limitations on Powers

2-4-1: CREATION, COMPOSITION, APPOINTMENTS, AND TERMS:

- A. An Economic Development Commission is hereby authorized and established.
- B. Appointment and Terms: The Commission shall consist of five (5) members appointed by the Mayor with the consent of the City Council with each member appointed for a term of 3 years.
- C. Officers: The Mayor shall appoint with the advice and consent of the City Council, one of the members of the Economic Development Commission as chairman for a period of one year. . Committees, as deemed necessary to carry out the activities of the Commission, shall be appointed by the chairman.
- D. Vacancies: Vacancies shall be filled for the unexpired term of any member by appointment by the Mayor with the consent of the City Council.
- E. Ex Officio Members: The Mayor, the Deputy Mayor, one Alderman chosen by the Mayor, the Executive Director of the DeKalb County Economic Development Corporation, and the Executive Director of the Genoa Chamber of Commerce shall serve as ex officio members of the Commission. (Ord. 99-25-5r, 8-3-1999)

2-4-2: MISSION AND DUTIES:

The City of Genoa's Economic Development Commission is an advisory committee of forward thinking local leaders who provide leadership and strategic guidance to City Council, Staff, and Businesses.

- A. Mission: The Economic Development Commission's mission is to promote and develop business and industry for the purposes of strengthening the local economy, providing jobs, and expanding the City's tax base.
- B. The Economic Development Commission of the City shall have the following duties:
- i. To review applications for grants, loans, and other financial incentives or inducements related to economic development prospects, and recommend with respect thereto, to the City Council.
 - ii. To initiate, direct and review, from time to time, studies of the economic development characteristics of the City.
 - iii. To provide strategic recommendations for the maintenance of the economic health of the existing community which includes attracting and retaining industrial, commercial, and residential development as well as other supporting services which will provide quality job opportunities and broaden the tax base and enhance the quality of life in the City of Genoa.
 - iv. To review, and analyze various statistics, trends and reports to keep abreast on issues that may affect economic development policy in Genoa.
 - v. To cooperate with local governments, economic development organizations including the DeKalb County Economic Development Corporation, the Genoa Area Chamber of Commerce, educational institutions, convention and visitors bureaus, and other City organizations and commissions in their marketing and promotion efforts to attract new business to the Community.
 - vi. To work with community stakeholders to identify and attract key businesses and recommend infrastructure and policy improvements, such as incentive programs, to attract economic development.
 - vii. To provide assistance to City Staff as requested to meet project goals and deadlines, including assistance to the City Council in an advisory capacity in matters related to the City's activities under the State of Illinois Business Development and Redevelopment District statute.
 - viii. To provide an annual update to the City Council on the activities of the Commission.
 - ix. To recommend goals and methods for enhancing the relationship between the City and its business community.

x. To make recommendations to the City Council on how to improve the overall competitiveness of the community and how to create opportunities and developable sites for future economic development.

2-4-3: MEETINGS AND RULES:

Meetings dates and times shall be established on an Annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act.

2-4-4: ANNUAL REPORT:

Each May, the Commission shall prepare and deliver to the Mayor a report addressing business development and economic growth within the City during the past twelve (12) months and specifically include economic prospects and trends within the City of Genoa and a description of the activities of the Commission during that time.

2-4-5: LIMITATIONS ON POWERS:

The Commission shall not be authorized to expend any funds of the City and may not enter into any contract in its name or in the name of the City without prior authorization of the City Council. (Ordinance 2021-19, 06-02-2021)

CHAPTER 5

CITY TREE BOARD

SECTION:

2-5-1: Creation and Establishment

2-5-2: Terms of Office

2-5-3: Operation

2-5-4: Compensation

2-5-5: Tree Board/Director of Public Works; Duties

2-5-6: Review by City Council

2-5-1: CREATION AND ESTABLISHMENT:

There is hereby created and established a City Tree Board for the City of Genoa which shall consist of five (5) members, chosen from citizens who are residents of the City or who have a demonstrated interest in the City. Members shall be appointed by the Mayor with the advice and consent of the City Council. (Ord. 868, 7-12-94)

2-5-2: TERMS OF OFFICE:

The term of the five (5) persons to be appointed by the Mayor shall be three (3) years. In the event that a vacancy shall occur during the term of any member, the Mayor shall appoint a new member to fill the vacancy with the advice and consent of the City Council. (Ord. 868, 7-12-94)

2-5-3: OPERATION:

The Board shall choose its own officers, make its own rules and regulations, and keep a journal of its proceedings. (Ord. 868, 7-12-94) Meeting dates and times shall be established on an Annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act.

2-5-4: COMPENSATION:

Members of the Board shall serve without compensation. (Ord. 868, 7-12-94)

2-5-5: TREE BOARD/DIRECTOR OF PUBLIC WORKS; DUTIES:

A. The City's Urban Forestry Plan provides information that is essential to sustaining the City's urban forest and is used in the planning process that identifies the current

conditions of the trees to determine the future needs of the City's forestry program. Like most management plans, the plan needs to be updated from time to time to reflect current trends, new information, and to assess past practices.

- B. Urban Forestry Plan Update: The Tree Board shall make every effort on a yearly basis to review and provide the Planning Department with their recommendation to make certain changes to the Urban Forestry Plan. The Planning Department shall review the Tree Board's recommended changes and upon acceptance submit a report to the City Council. Updates or changes to the Urban Forestry Plan by the Tree Board, shall not require City Council approval, , unless otherwise recommended by the City Administrator, at which time, the matter would be placed on a regular scheduled City Council meeting agenda to be considered by the City Council.
- C. Available to the Public: The Urban Forestry Plan and the "Arboricultural Specifications Manual" and all revisions and amendments thereto, shall be made available for public inspection at the Finance Office.
- D. Information and Education Program: The Tree Board shall provide public information and education that will encourage the planting, maintenance, or removal of trees, shrubs, and other plants on private property in furtherance of the goals of the Urban Forestry Plan.
- E. Administration: The Director of Public Works shall administer the tree ordinances, and the provisions of the "Arboricultural Specifications Manual".
- F. Enforcement: In accordance with the City's budget and purchasing policy, the Director of Public Works shall cause to happen whatever acts are necessary, including the planting and maintenance of trees and the removal of undesirable trees, shrubs, and other plants located on City-owned property, to ensure that all trees, shrubs, and other plants located on City-owned property conform with the Urban Forestry Plan, the "Arboricultural Specifications Manual", and related ordinances.
- G. Permits:
 - 1. Compliance Agreement: Any permits or approvals required by this Section or the Urban Forestry Plan, shall be issued at the Municipal Building, subject to the written agreement of each person who applies for such permits that he or she will comply with the requirements of said ordinances and with the regulations and standards of the "Arboricultural Specifications Manual". (Ord 2015-19, 10-6-2015)
 - 2. Inspection: The Director of Public Works shall have the right to inspect all work performed pursuant to such permits.
 - 3. Notice of Noncompliance: If the Director of Public Works finds that the work performed is not in compliance with the requirements of said ordinances or with

the regulations or standards of the "Arboricultural Specifications Manual", the Director of Public Works shall provide written notice of his/her findings to the permit applicant. The notice shall cite appropriate sections of ordinance in violation thereof; and

- a. The permit shall be nullified and shall be void, and
- b. The Director of Public Works may issue a written order that the permit applicant cease and desist all work for which the permit was required, and
- c. The permit applicant shall be subject to penalty as prescribed by ordinance, and
- d. The Director of Public Works may take steps to correct the results of the noncomplying work, and the reasonable costs of such steps shall be charged to the permit applicant. (Ord. 868, 7-12-94) (Ord 2011-31, 10-18-2011)

2-5-6: REVIEW BY CITY COUNCIL:

The City Council shall have the right to review the conduct, acts, and decisions, of the City Tree Board. Any person may appeal from any ruling or order of the City Tree Board to the City Council who may hear the matter and make final decisions. (Ord. 868, 7-1294)

CHAPTER 6

POLICE PENSION BOARD OF TRUSTEES

SECTION:

2-6-1: Board Created; Purpose

2-6-2: Operation

2-6-3: Duties

2-6-1: BOARD CREATED; PURPOSE:

The Police Pension Board of Trustees was created for the purpose of participating in the benefits of the Police Pension Fund and shall be appointed and operated in the manner prescribed by state law at 40 ILCS 5/3-101 et. seq. Two members of the Board shall be appointed by the Mayor, the 3rd and 4th members of the Board shall be elected from the active participants of the pension fund by such active participants in accord with state law, and the 5th member shall be elected by and from the beneficiaries of the fund.

2-6-2: Operation:

Such board shall be appointed and elected as provided by law; shall exercise such powers and perform such duties that shall be required of them by law. All monies and securities belonging to said fund shall be handled in the manner required by law. An annual list of beneficiaries and report of funds shall be made as required by law. Members of said Board of Trustees of the Pension Fund shall serve without compensation. Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act.

2-6-3: Duties

The rights, powers, duties and functions of said Board and the members thereof, as such, and the rights and benefits of the various beneficiaries of the Pension Fund shall be and are hereby declared to be in accordance with the law and particularly of Article 3 of the Illinois Compiled Statutes Pension Code and all amendments thereof. (Ord. 2017-8, 03-07-2017)

CHAPTER 7

DOWNTOWN BEAUTIFICATION COMMISSION

SECTION:

2-7-1: Creation, Composition and Terms

2-7-2: Mission and Duties

2-7-3: Meetings and Rules

2-7-1: CREATION, COMPOSITION AND TERMS:

- A. A Downtown Beautification Committee is hereby authorized and established.
- B. Appointment and Terms. The Beautification Committee shall consist of five (5) members appointed by the Mayor with the consent of the City Council with each member appointed for a term of 5 years.
- C. Officers: The Mayor shall designate with the confirmation by the City Council, one of the members of the Downtown Beautification Committee as a Chairman for a period of one year. Committees, as deemed necessary to carry out the activities of the Commission, shall be appointed by the Chairman.
- D. Ex Officio Members: The Mayor and one Alderman and one Economic Development Commission member chosen by the Mayor shall serve as ex officio members of the Commission.

2-7-2 MISSION AND DUTIES:

The purpose of the Downtown Beautification Commission is to improve the aesthetics yet preserve the historic nature of the downtown in order to attract and retain businesses.

- A. To recommend to the City Council all programs of any description or variety calculated to enhance the appearance of Downtown Genoa, including but not limited to recommendations for priorities of City action and changes in the City of Genoa ordinances adopted by the City Council;
- B. To work with appropriate City personnel to establish means to elicit volunteer participation in beautification projects;
- C. To serve as an advisory body to the City Council and City Administrator and other City Officials in developing plans for projects involving City Beautification.

- D. To request, receive, and utilize staff assistance from the City Administration to enable the Commission to carry out its responsibilities.

2-7-2 MEETINGS AND RULES:

Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act. (Ordinance 2021-20, 06-02-2021)

CHAPTER 8

WASTEWATER TREATMENT COMMITTEE

SECTION:

2-8-1: Creation, Composition and Terms

2-8-2: Mission and Duties

2-8-3: Meetings and Rules

2-8-1: CREATION, COMPOSITION AND TERMS:

- E. A Wastewater Treatment Committee is hereby authorized and established.
- F. Appointment and Terms. The Wastewater Treatment Committee shall consist of three (3) members appointed by the Mayor with the advice and consent of the City Council. Each member shall be appointed for a term of 5 years.
- G. Ex Officio Members: The Mayor shall serve as an ex officio member of the Commission.

2-8-2 MISSION AND DUTIES:

The purpose of the Wastewater Treatment Committee is to evaluate the solutions to increasing the City of Genoa's Wastewater capacity, including expanding its own Wastewater Treatment Plant or connecting to the Kishwaukee Water Reclamation District. The duties of the Committee are as follows:

- E. To provide updates to the City Council regarding meetings and information on increasing the City's wastewater treatment capacity.
- F. To act as a liaison between the residents of Genoa and the City Council regarding the wastewater treatment project and provide information to either as it is received.
- G. To request, receive, and utilize staff assistance to enable the Committee to critically analyze future wastewater treatment options.

2-8-2 MEETINGS AND RULES:

Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act. (Ordinance 2022-12, 05-04-2022)

CHAPTER 9 FINANCE ADVISORY COMMITTEE

SECTION:

2-9-1: Creation, Composition and Terms

2-9-2: Mission and Duties

2-11-3: Meetings and Rules

2-9-1: CREATION, COMPOSITION AND TERMS:

H. A Finance Advisory Committee is hereby authorized and established.

I. Appointment and Terms. The Finance Advisory Committee shall consist of three (3) members appointed by the Mayor with the advice and consent of the City Council. Each member shall be appointed for a term of 5 years.

J. Ex Officio Members: The Mayor shall serve as an ex officio member of the Commission.

2-9-2 MISSION AND DUTIES:

The Finance Advisory Committee shall be advisory to the City Council. As such, the Finance Advisory Committee's role is to provide well reasoned, financially sound recommendations to the City Council. The Finance Advisory Committee shall work in cooperation with the City Council, Finance Director, and City Administrator to analyze the City's financial policies, long-term financial stability, assist in prioritization of capital expenditures and public improvements, and discuss options for greater efficiencies and possible revenue and expenditure modifications.

2-9-3 MEETINGS AND RULES:

Meeting dates and times shall be established on an annual basis and published in the City's Annual Meeting Calendar on the City website. Meetings shall comply with the Illinois Open Meetings Act. (Ordinance 2022-12, 05-04-2022)