

ORDINANCE NO. 18-13

AN ORDINANCE CREATING THE OFFICE OF CODE ENFORCEMENT OFFICER
FOR THE VILLAGE OF BELGIUM

WHEREAS, the Village of Belgium, acting through its corporate authorities, and pursuant to 65 ILCS 5/3.1-30-5 has the authority to appoint officers necessary to carry into effect the powers conferred upon municipalities; and

WHEREAS, the Village of Belgium, acting through its corporate authorities, has determined it to be in the best interests of the Village and its citizens, to protect, promote and improve the health, safety, and welfare of the same by enforcing the Village's Code of Ordinances within the municipality; and

WHEREAS, the Village, acting through its corporate authorities, has determined the creation of an appointed office titled "Code Enforcement Officer" and the appointment of an individual to serve as said Officer are necessary for the enforcement of said Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the Board of Trustees of the Village of Belgium as follows:

Section 1: Office Created.

There is hereby created the office of Code Enforcement Officer for the Village of Belgium.

Section 2: Appointment and Removal.

Such office shall be filled by appointment by the Mayor, subject to the approval of the Council. Said officer shall serve a term of two years. Notwithstanding the foregoing, said officer may be removed at the discretion of the Mayor, subject to the approval of the Board.

Section 3: Compensation.

Compensation for the position of Code Enforcement Officer shall be fixed and determined from time to time by the Village Board.

Section 4: Acting Code Enforcement Officer.

In the absence of the Code Enforcement Officer or in the case of the Code Enforcement Officer's inability to act for any reason, the Village Board may designate a person to act on

behalf of the Code Enforcement Officer and to exercise all the powers conferred upon the Code Enforcement Officer.

Section 5: Relief from Personal Liability

The Code Enforcement Officer, shall not while acting on behalf of the Village of Belgium render himself liable personally because of any act or omission as required or permitted in the discharge of his or her official duties. Any suit instituted against such Code Enforcement Officer because of any act performed by him or her in the lawful discharge of his or her duties shall be defended by the Village of Belgium and in no case will said officer be personally liable for costs in any action, suit or proceeding.

Section 6: Duties.

The Code Enforcement Officer shall enforce and administer all applicable codes and ordinances within the Village limits and said officer's duties shall include the receipt of applications, the issuance of permits, notices, certificates and orders, the making of inspections to determine conformance with applicable codes and ordinances, the undertaking of research and investigations, the keeping of records, the issuance of at minimum annual reports and such other activities as may be required.

Section 7: Enforcement Authority.

The Code Enforcement Officer shall have the power to make or cause to made an entry into or onto any building or premises wherein an alleged violation may exist and to serve violation notices, make and process complaints for Code violations and make court appearances, both municipal and otherwise, as necessary in connection therewith.

Section 8: Records and Reports.

The Code Enforcement Officer shall keep permanent official records of all transaction and activities conducted by him or her, including all applications received, plans approved, permits and certificates issued, fee charged and collected, inspection reports, all policies and procedures promulgated by him or her with the consent of the Village Board and all notices and orders issued. All such notices shall be public records open for public inspection during normal business hours with reasonable notice provided.

Section 9: Succession.

Every Code Enforcement Officer, upon the expiration of his term for any reason whatsoever, shall deliver to his or her successor all books and records which may be the property of the Village of Belgium. If no successor has been appointed within 7 days after termination of such office, such property shall be delivered to the Village Mayor.

Section 10: Requirements and Training.

Code Enforcement Officers shall have at a minimum a High School Diploma or equivalent and be at least 18 years of age. The Village shall provide reasonable training and equipment to any such Officer.

This ordinance shall be in full force and effect on its adoption.

PASSED this 4th day of September 2018.

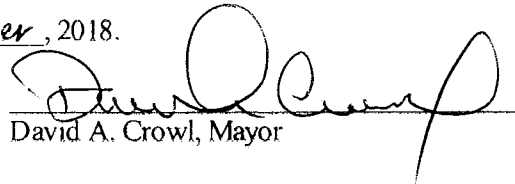
AYES 5

NAYES 0

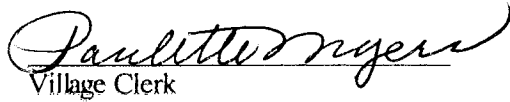
ABSTENTIONS 0

ABSENTEES 1

APPROVED this 4th day of September, 2018.


David A. Crowl, Mayor

ATTEST:


Village Clerk