

**VILLAGE OF THIRD LAKE
LAKE COUNTY, ILLINOIS
THIRD LAKE, ILLINOIS**

ORDINANCE NO. 21-06-04

**AN ORDINANCE ESTABLISHING THE POSITION OF
VILLAGE TREASURER FOR THE
VILLAGE OF THIRD LAKE, LAKE COUNTY, ILLINOIS
AND REPEALING ORDINANCE NO. 92-03-02**

**BOARD OF TRUSTEES
VILLAGE OF THIRD LAKE, ILLINOIS**

This 21st day of June 2021



Michelle Smith, Village Clerk

**Published in pamphlet form by the authority of the Board of Trustees of the
Village of Third, Lake County, Illinois this 21st day of June 2021**

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WHEREAS the President and Board of Trustees of the Village of Third Lake have determined that it is in the Village's best interest to establish the position of Village Treasurer.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Third Lake, Lake County, Illinois, that:

SECTION ONE: PURPOSE AND JURISDICTION

There is hereby created the office of Village Treasurer for the Village of Third Lake.

SECTION TWO: APPOINT-TERM OF OFFICE

In accordance with Section 3.1-30-5 of the Illinois Municipal Code [65ILCS 5/3.1-5] (2016 State Bar Edition), the Village Treasurer shall be appointed by the President with the advice and consent of the Board of Trustees.

SECTION THREE: TERMINATION

The Village Treasurer may be terminated at any time with a majority vote of the Board of Trustees.

SECTION FOUR: COMPENSATION

The Village Treasurer shall receive compensation as set forth by the President and Board of Trustees from time to time.

SECTION FIVE: BOND

Before entering the duties of his/her office, the Village Treasurer shall furnish a bond. Said bond shall be in an amount not less than Fifty Thousand Dollars (\$50,000.00). Said bond shall be filed with the Village Clerk. Said bond shall be paid for by the Village of Third Lake.

SECTION SIX: DUTIES

The Village Treasurer shall have the following duties:

- A. Being the custodian of all funds belonging to the municipality. He/she is authorized to receive U.S. tender and coin, current national bank notes, Village Clerk's warrants or

orders on the Village Treasurer in payment of obligation due to the Village.

- B. Directing the general accounting activities of the Village and developing and maintaining internal control systems for the Village and keeping records of his/her activities and books which shall show a separate account for each fund appropriation.
- C. Issuing receipts for money received and file copies thereof with the Village Clerk and pay out money only on warrants or bonds signed by the Village President and Village Clerk.
- D. Maintaining separate accounts for taxes levied for a specific purpose, bond funds and special assessment funds.
- E. Maintaining special funds when such have been created.
- F. Establishing accounts with accredited financial institutions with regard to the deposit, redeposit, investment, reinvestment and withdrawal of funds. The Village Treasurer is authorized to prepare and sign checks in accordance with Village of Third Lake Resolution No. R19-12-01, as amended and/or superseded from time to time.
- G. Presenting monthly reports to the Village Board showing the state of treasury at the date of the account.
- H. Preparing a copy of the Annual Treasurer's Report with the County Collector in accordance with Illinois State Statute.
- I. Annually preparing and filing the Annual Appropriation Ordinance for the Village.
- J. Annually preparing and filing the Annual Tax Levy Ordinance for the Village.
- K. From time to time, preparing and filing any Special Tax Levy Ordinances for the Village.
- L. From time to time, preparing and filing any Tax Abatement Ordinances for the Village.
- M. Coordinating the preparation of the Annual Audit for the Village.
- N. Performing any such duties as required by Illinois State Statute or as requested by the President and Board of Trustees.

SECTION SEVEN: REPEALER

Village of Third Lake Ordinance No. 92-03-02 along with all other ordinances, resolutions, or parts thereof in conflict with the provisions of this Ordinance are hereby expressly repealed.

SECTION EIGHT: EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

AYES: Hameister, Honegger, Mateja, Penny, Ruwiche
NAYES: None
ABSENT/NOT VOTING: Van Zeyl

Passed: June 21, 2021
Approved: June 21, 2021
Published: June 21, 2021



President

Attest:


Village Clerk

State of Illinois)
) ss.
County of Lake)

I, Michelle Smith, do hereby certify that I am the duly appointed, qualified and acting Municipal Clerk of the Village of Third Lake, Lake County, Illinois, and keeper of said Village, and that the attached and foregoing Ordinance is a true and correct copy of said Ordinance entitled:

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**BOARD OF TRUSTEES
VILLAGE OF THIRD LAKE, ILLINOIS**

This 21st Day of June 2021

**In Witness, I have hereunto set my hand and caused to be affixed the corporate Seal of the
Village of Third Lake, Lake County, Illinois**

Done at the Third Lake, Illinois this 21st day of June 2021

SEAL



**Michelle Smith
Village Clerk**

