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ORDINANCE CREATING THE OFFICE OF VILLAGE SUPERINTENDENT

An Ordinance creating and establishing the office of Village Superintendent for the Village of Calumet; providing for the appointment, compensation, qualifications and discharge of such official; specifying the branches of the Village government and activities under his management and control and defining and limiting his rights, powers and liabilities.

The Village of Calumet ordains:

SECTION 1.

In accordance with the authority for the appointment of such village officers as the Council shall deem necessary for the execution of the powers granted to the Village contained in Section 2 of Chapter II of Act 3 of the Public Acts of 1895 as amended, which is the charter of this village, there is hereby created the position of Village Superintendent.

SECTION 2.

The President shall, within ninety days after a vacancy exists in the position appoint by, and with consent of the Council, a Village Superintendent to serve for such period as the Council may determine. He shall be selected solely on the basis of his professional qualifications with special reference to his training and experience, without regard to his race, religious or political preferences. Registration as a Professional Engineer shall be considered a desirable, but not necessary, qualification. The Village Superintendent must be a citizen of the U. S. A. and may not within one (1) year prior to his appointment have been an acting elected officer of the village; and if not a resident of Calumet at the time of his appointment, he shall become a resident within six months thereafter and shall continue to reside in the Village during his term of office. He may be removed by the President at any time the President, for cause shown, shall deem it in the public interest, but only after a full hearing before the Council. The termination of services and employment of the Village Superintendent shall not take effect until sixty (60) days after such hearing before the Council, and only upon action by two-thirds of the Council elect, of which he shall be advised by formal written notice. The Village Superintendent shall not be removed within sixty (60) days after any regular Village election. The Village Superintendent must notify the Village Council by formal written notice at least sixty (60) days prior to date of his resignation.

SECTION 3.

The Village Superintendent shall receive such compensation as the Council shall fix from time to time by resolution.

SECTION 4.

The President and Council may appoint or designate an Acting Village Superintendent during the period of a vacancy in the office of Superintendent or during the absence of the Superintendent from the Village.

SECTION 5.

The Village Superintendent shall be responsible to the President and Council for the proper administration of all affairs of Water, Public Works, Police and Fire Departments, and shall supervise and advise the Clerk, Treasurer and Assessor, and to that end he shall have the power to be required to

- (a) Act in behalf of, and carry out the instructions of, and be the authorized representative of, the Village Council;
- (b) Recommend to the President and Council the employment and discharge of the officers and employees in the departments under his jurisdiction;
- (c)- Be solely responsible to the President and Council for directing all the departments of the Village under his jurisdiction, and the personnel therein, within the limits set by law;
- (d) Attend all meetings of the Village Council with the right to take part in discussions but without the right to vote;
- (e) Be a member ex-officio of all committees of the Village Council;
- (f) Recommend to the Council for adoption such measures as he may deem necessary or expedient for improvement or betterment of the Village;
- (g) Prepare an annual budget, submit it to the Council, recommend its adoption and be responsible for the administration thereof, provided, however, the raising of money shall in all cases be with the consent and approval of the Council;
- (h) Be responsible for the purchase and sale of all Village property excepting real estate, providing that in all purchases or sales in excess of Two Hundred Dollars (\$200.00) the purchase or sale shall in all cases be with the consent and approval of the Council;

- (i) Exercise and perform all administrative functions that are not imposed by charter or ordinance upon some other officials;
- (j) Present to the Council periodic reports and special reports when requested by the Council covering the activities of the Village administration for which he is responsible;
- (k) Recommend to the Council the salaries to be paid each appointive officer and employee of the Village under his jurisdiction;
- (l) Prepare plans and specifications, to be approved by the Council prior to publication of a request for bids;
- (m) Prior to each regular meeting of the Council prepare an agenda of business he suggests be done at that meeting and deliver it to the President for his inclusion in his agenda, at least 24 hours before the meeting;
- (n) Perform such other duties as may be required of him from time to time by the Council, not inconsistent with the charter of the Village, or with statute, or ordinances.

#### SECTION 6.

Neither the Council nor the Village President, nor any of the members or committees of the Council shall dictate the recommendations of the Superintendent as to the appointment of any person to office or to the employment of any person by the Village Superintendent, or in any way interfere with the Superintendent to prevent him from exercising his judgment therein or in the direction of the departments under his jurisdiction. Except for the purpose of inquiry, the President and the Council and its members shall deal with the departments under the jurisdiction of the Superintendent through the Superintendent.

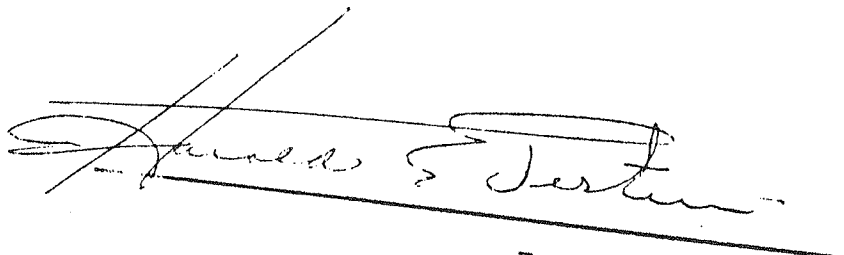
#### SECTION 7.

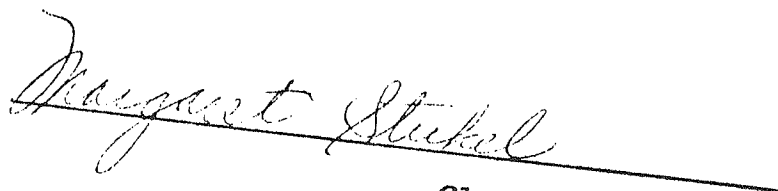
If any portion of this ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion, or application, provided that such remaining portions or applications are not determined by said court to be inoperable, and to this end this ordinance is declared to be severable.

SECTION 8.

This ordinance shall take effect on the 28 day of August, 1967.

Adopted at a regular meeting of the Village Council held on the 8th day of August, 1967.

  
President

  
Clerk