

**ORDINANCE NUMBER: 2016-06**

**AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION",  
ARTICLE III, "OFFICERS AND EMPLOYEES", DIVISION 4, "CLERK",  
SECTION 2-203, "EDUCATION; EXPERIENCE; BOND; OATH; OFFICE HOURS",  
AND SECTION 2-204, "DUTIES", OF THE CODE OF ORDINANCES  
FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS**

WHEREAS, the Village Board of Trustees for the Village of Cherry Valley, Illinois has been reviewing the administrative office structure and as such has reviewed Section 2-203 and Section 2-204 regarding the Village Clerk's qualification and duties; and,

WHEREAS, in order to reflect the proposed changes to the qualifications and job description of the Village Clerk, it is necessary to amend Section 2-203 and Section 2-204 of the Village Code of Ordinances.

NOW, WHEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, AS FOLLOWS:

**SECTION 1:** Section 2-203 and Section 2-204, shall and hereby are deleted in their entirety.

**SECTION 2:** Section 2-203 entitled "Education; Experience; Bond; Oath; Office Hours", shall and hereby is amended to read as follows:

Sec. 2-203.- Education; Experience; Bond; Oath; Office Hours.

- (a) The Village Clerk shall be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. All other areas of the job description for the Village Clerk will be placed under the direct control, supervision and direction of the Village Treasurer. The Village Clerk's performance of their statutory duties as prescribed by the Illinois Compiled Statutes shall also be monitored by the Village Treasurer for performance and the manner in which such tasks are completed.
- (b) The Village Clerk's position requires a general knowledge of bookkeeping, recordkeeping and office management, as well as working knowledge of computer software such as Microsoft Office and Quickbooks which is used in day to day administrative duties.
- (c) Before entering into the duties of this position, the appointed person shall take the oath administered by the Village President or his designated party, and the Village Clerk shall be bonded for an amount of \$100,000.00, conditioned upon the faithful performance of their duties prescribed by state statute with the cost of such bond being paid for by the Village.

- (d) The Village Clerk shall keep office hours at the Village Hall and such office hours shall be determined from time to time by the Village President and the Board of Trustees.

**State law reference-** Bond of Municipal Employees, 65 ILCS 5/3.1-10-30.

**SECTION 3:** Section 2-204 entitled "Duties", shall and hereby is amended to read as follows:

Sec. 2-204.- Duties.

The duties of the Village Clerk shall include, but not be limited to, those required by state statute and also include the following:

- (a) The Village Clerk shall also serve as a Freedom of Information Act (FOIA) officer for the Village.
- (b) The Village Clerk shall be the custodian of the village seal and shall fix its impression on documents whenever required.
- (c) The Village Clerk shall turn over all monies received on behalf of the Village promptly to the Village Treasurer, together with a statement as to the source of the monies.
- (d) In addition to the record of ordinances, and other records which the Village Clerk is required by statute to keep, the Village Clerk shall keep a register of all licenses and permits issued and payment thereon; and records showing all officers and regular employees of the Village; and such other records as may be required by the Village President and Village Board of Trustees. The Village Clerk is the primary person in charge of the record keeping system i.e. laserfiche.
- (e) The Village Clerk shall be the custodian of all documents belonging to the Village which are not assigned to the custody of some other officer.
- (f) The Village Clerk shall keep and maintain a proper index of all documents and records kept by the Village Clerk so that ready access thereto may be had.
- (g) The Village Clerk shall attend all regular and special meetings of the Village Board of Trustees and all committee meetings, excluding advisory committee meetings, unless excused therefrom and shall keep, in a suitable book, a full and faithful record of all meetings. The Village Clerk shall issue notice of all meetings of the Village Board of Trustees and its committees, including advisory committee meetings.
- (h) The Village Clerk shall deliver to the Village Board of Trustees and its committees all petitions, communications, reports, orders, claims and other papers referred to those committees. The Village Clerk shall also deliver to the Village President all ordinances or resolutions which may be required to be approved or acted upon by the Village President.

- (i) The Village Clerk shall assist the auditors with the annual Village audits.
- G) The Village Clerk may attend seminars authorized by the Village Treasurer and the Village's Finance Committee which are subsequently approved by the Village Board of Trustees and which are consistent with the seminar policy set forth in the Employee's Handbook for the Village.
- (k) The Village Clerk shall also perform those other duties prescribed and assigned by the Village Treasurer.

**State law reference--** Authority to have and change seal, 65 ILCS 5/2-3-8; clerk's duties generally, 65 ILCS 5/3.1-35-90.

**SECTION 4:** This Ordinance shall become in full force and effect from and after its approval, passage and publication in pamphlet form.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

BY ROLL CALL VOTE THIS 5TH DAY OF JANUARY, 2016

AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, SALLY HOLLEMBEAK,  
GARY MAITLAND, DAVID SCHROEDER

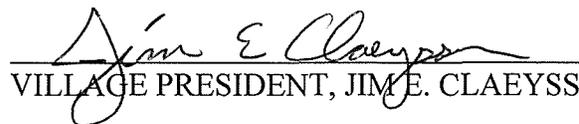
VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: STEPHEN APPELL

ATTEST:

APPROVED JANUARY 5, 2016

  
DEPUTY VILLAGE CLERK,  
KATHLEEN TRIMBLE

  
VILLAGE PRESIDENT, JIM E. CLAEYSSEN