

ORDINANCE NUMBER: 2016-39

**AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION",
ARTICLE III, "OFFICERS AND EMPLOYEES", DIVISION 4, "CLERK",
SECTION 2-202, "COMPENSATION; DUTIES" AND SECTION 2-204, "DUTIES", OF
THE CODE OF ORDINANCES FOR THE
VILLAGE OF CHERRY VALLEY, ILLINOIS**

WHEREAS, the Board of Trustees for the Village of Cherry Valley, Illinois has been reviewing the Village Clerk ordinance and as such has reviewed Section 2-202 and Section 2-204 regarding the Clerk's qualification and duties; and,

WHEREAS, in order to reflect the proposed changes to the position and job description of the Clerk, it is necessary to amend Section 2-202 and Section 2-204 of the Village Code of Ordinances.

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

SECTION 1: Section 2-202 and Section 2-204, shall and hereby are deleted in their entirety.

SECTION 2: Section 2-202 entitled "Compensation; benefits", shall and hereby is amended to read as follows (new language reflected in **bold**):

Sec. 2-202. – Compensation; benefits.

The position of the Village Clerk shall be appointed at the beginning of each fiscal year.
The Clerk may also serve as the Administrative Assistant to the Village if so designated.

SECTION 3: Section 2-204 entitled "Duties", shall and hereby is amended to read as follows (new language reflected in **bold**):

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 be the custodian of the village seal and shall fix its impression on documents whenever required.
- (b) 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.

- (c) 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 Board of Trustees. The Village Clerk is the primary person in charge of the recordkeeping system i.e. laserfiche.
- (d) 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.
- (e) 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.
- (f) The Village Clerk, **or his or her designee**, 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 secure area**, a full and faithful record of all meetings. The Village Clerk, **or his or her designee**, shall issue notice of all meetings of the Village Board of Trustees and its committees, including advisory committee meetings.
- (g) 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.
- (h) The Village Clerk shall assist the auditors with the annual Village audits.
- (i) The Village Clerk may attend seminars authorized by the Village Treasurer and the **Committee of the Whole** 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.
- (j) 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: GARY MAITLAND

SECONDED BY: STEPHEN APPELL

BY ROLL CALL VOTE THIS 1ST DAY OF NOVEMBER, 2016

AS FOLLOWS:

VOTING "AYE": STEPHEN APPELL, JEFF FUSTIN, SALLY HOLLEMBEAK,
GARY MAITLAND, DAVID SCHROEDER

VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: NANCY BELT

ATTEST:

APPROVED: NOVEMBER 1, 2016



KATHY TRIMBLE, DEPUTY CLERK



JIM E. CLAEYSSEN, PRESIDENT