

Clerk/Treasury



Clerk Roles and Responsibilities



Oaths of office



Employee contracts
& Village Contracts



Manages General
Liability &
Property insurance
renewals and Claims



Assists Village
Manager with daily
operations

Roles & Responsibilities cont.



Publishes public notices,
Village Charter &
Ordinances



Minutes and Agendas for
all Boards



Keeper of all Village
records including FOIA

Employees

Sonja Stout

- Hired May 2023
 - Attends 1st Council meetings of the month, DDA every other month, BZA when recording secretary isn't present
- Clerk duties are split

Lynsey Blough

- Hired April 2024
 - Attends 2nd Council meetings of the month, DDA every other month, Planning Commission when recording secretary isn't present.
- Clerk duties are

Treasury and Finance



Investments (Oakland County handles most), debt administration



Payroll, Accounts Payable and Receivables, Utility Billing



Employment benefits administration, Escrow accounts maintenance, audit preparation



Cash handling and receipting, bank deposits and reconciliations, budget development



Fixed assets accounting and reporting, general ledger accounting

Employees

Sonja Stout

- Debt administration, cash handling & receipting, bank deposits & reconciliations, budget development & administration, audit preparation, financial statement preparation, general ledger accounting, DDA financial management, computer software and maintenance, utility billing, general ledger accounting.

Lynsey Blough

- DDA financial management, debt administration, cash handling and receipting, Building permits & special events, payroll, utility billing, general ledger accounting.

Employees Cont.

Corinne Hall (Retiring in May/June 2025)

- Payroll, Accounts Payable & Receivables, fixed assets accounting and reporting, escrow accounts maintenance, employment benefit administration

Cherie Hedrick (Retiring in next couple years)

- Handles employment benefits administration, taxes, cash handling and receipting, budget development and administration, general ledger accounting, utility billing, escrow maintenance, cemetery financial management.

Employees Cont.

Barb Rice (Retiring in next couple years)

- Assists the front counter, cash receipting/handling, Special Events and building permits, Utility Billing

Challenges and Goals



Challenges

Losing half the Administration to retirement

- Corrine May/June 2025
- Barb 2026-2027
- Cherie 2026-2028

Training upcoming staff with current policies could result in mistakes



Goals

Cross train in every position to offer flexibility

Replace, retain and train new personnel in skilled areas