ORDINANCE NUMBER: 2021-13

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING VARIOUS PROVISIONS OF TITLE 1 ADMINISTRATION, CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES, ARTICLE A VILLAGE CLERK OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has adopted a Village Code of Ordinances ("Code"); and

WHEREAS, Article A of Chapter 6 governs the Village Clerk; and

WHEREAS, the Village desires to amend various sections of Article A as set forth herein to provide additional clarification regarding the Village Clerk's duties; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. That Section 1-6A-1(8) of the Village Code of Ordinances entitled "Duties of the Village Clerk" is amended to read as follows (deletions shown as strikethroughs and new language as bold and underlined):

   "(8) Shall be responsible for issuing all process papers for any code enforcement proceeding conducted under this Code**, shall be responsible for issuing all Village building permits and other permits, and shall have supervision and control over the Code Enforcement Officer and the Building Official**;"

3. That Section 1-6A-3 of the Village Code of Ordinances entitled "Deputy Clerk" is amended to read as follows (deletions shown as strikethroughs and new language as bold and underlined):

   "1-6a-3. – DEPUTY CLERK**S**.

   A. The Village Clerk shall appoint **one or more** ~~a~~ Deputy Clerk**s**. The Deputy Clerk**s** shall be ~~an~~ employee**s** who ~~is~~ **are** hired and supervised by the Village Clerk.

   B. The Deputy Clerk**s** shall be authorized to perform any duties of the Village Clerk under the direct supervision of the Village Clerk.

   C. ~~A~~ **The** Deputy Clerk may execute all documents required by law to be executed by the Village Clerk, and may affix a seal of the clerk whenever required.

D. The Deputy Clerk**s** shall execute a bond in accordance with Section 1-6A-2.3 herein.

E. The Deputy Clerk**s** may assist other Village Officers in carrying out their duties with the prior written consent of the Village Clerk."

4. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2021

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2021

ATTEST:

_____ _____

CLERK PRESIDENT