

1-6A-1. - DUTIES OF THE VILLAGE CLERK.

- A. The duties of the Village Clerk shall include, without limitation, those required by state statute and also include the following.
- (1) Be the custodian of the Village seal and affix its impression on documents whenever required;
 - (2) 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;
 - (3) 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;
 - (4) Keep and maintain a proper index of all documents and records kept by the Village Clerk so that ready access thereto may be had. The Village Clerk shall be the primary person in charge of the recordkeeping system, such as Laserfiche, and, if no recordkeeping system is set up, to establish such recordkeeping system;
 - (5) Be the custodian of all documents belonging to the Village which are not assigned to the custody of some other Village Officer;
 - (6) Shall attend all regular and special meetings of the Board and all committee meetings, with the exception of any ad hoc subcommittees created by the Board, 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 Board and its subcommittees, including ad hoc subcommittees;
 - (7) Shall deliver to the Board 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;
 - (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;
 - (9) Shall countersign or attest all orders or warrants drawn on the treasury and deliver the same when called for, taking a receipt therefor; and
 - (10) Shall attest all deeds, leases and contracts made by the Board of Trustees, and in conjunction with the Village President, sign all ordinances, bonds, licenses, and orders on the Village Treasurer.
- B. Keep Documents In Office. The Village Clerk shall not suffer any record or paper or other instrument of writing to be taken out of his office by any other person than himself. The Village President or a committee appointed by the Board of Trustees and Village President to examine accounts under a penalty of \$50.00 and a further forfeiture of the amount of all damage that accrues by the loss or obliteration of any records or papers of the Village, and should any be lost or obliterated and should the Village President or any committee of examination as aforesaid, suffer any paper or record entrusted to him or them to be lost or damaged or obliterated, he or they shall be responsible for the damage that may accrue by reason of such loss or obliteration.

(Ord. 20, 5-19-1896; Amd. 1984 Code)

- C. Chief Information Officer. Pursuant to 5 ILCS 140/3.5, every public body shall designate one or more of its Officers or employees to serve as its Freedom of Information Officer or Officers. The Village Clerk, or any deputy appointed by the Village Clerk, shall serve as the Freedom of Information Officer in compliance with Section 3.5 of the Freedom of Information Act. As Freedom of Information Officer, the Village Clerk, or any deputy appointed for this purpose, shall ensure that all provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.) are

complied with fully in consultation with the Village Attorney. Moreover, the Village Clerk, or any deputy appointed for the purpose, shall provide periodic updates to the Village website by uploading new information for public consumption.

(Amd. Ord. 2018-01, 4-18-2018; Ord. No. 2021-13, § 2, 5-19-2021)