

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**10/2/2018**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Deputy Village Clerk Appointment	David Fieldman Village Manager

**SYNOPSIS**

A Resolution has been prepared designating two existing staff members as Deputy Village Clerks.

**STRATEGIC PLAN ALIGNMENT**

The strategic goals for 2017-2019 include *Exceptional Municipal Organization*.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval on the October 2, 2018 consent agenda.

**BACKGROUND**

This item recommends that two current staff members, Assistant to the Village Manager Megan Miles and Management Analyst Dan Carlsen, be designated to serve as Deputy Village Clerks due a reduction in available staffing within the Village Clerk's Office. This action will help ensure that work requirements of the Village Clerk's Office continue to be performed in a timely and accurate manner.

Village Clerk April Holden recently announced her retirement from full-time service effective September 7, 2018. April has served as Village Clerk since November 18, 1996. She will continue to serve as Village Clerk in a part-time capacity for the foreseeable future. In her part-time position, April will:

- Oversee and be responsible for all duties of the Office of Village Clerk
- Attend and participate in Village Council meetings

Since the Village Clerk's work schedule has been reduced from 40+ hours per week to approximately 18 hours per week, it is necessary to provide for additional staffing resources and expertise to ensure that all of the required functions of the Village Clerk's Office are performed. These functions generally include the following:

- Freedom of Information Act (FOIA) Response
- Election Administration
- Open Meetings Act Compliance
- Village Council Agenda Management
- Document Management

- Preparation of Minutes
- Licensing Administration

In addition, the designation Deputy Village Clerk will also allow these two employees to execute official Village documents in the absence of the Village Clerk.

At the time that the Village Clerk indicates her plans to fully retire from the Village, the Village Council will be consulted regarding the process by which her permanent successor will be appointed.

#### **ATTACHMENTS**

Resolution  
Section 2.26 and 2.26.1 of the Municipal Code

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPOINTING  
MEGAN MILES AND DANIEL CARLSEN  
AS DEPUTY VILLAGE CLERKS  
FOR THE VILLAGE OF DOWNERS GROVE**

WHEREAS, the Council of the Village of Downers Grove has determined it to be necessary and desirable to appoint Megan Miles and Daniel Carlsen as Deputy Village Clerks.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That Megan Miles and Daniel Carlsen are hereby appointed as Deputy Village Clerks for the Village of Downers Grove, effective October 2, 2018 to serve thereafter at the pleasure of the Village Council and until they are removed by the Village Council or otherwise separated from employment with the Village of Downers Grove.

2. That as Deputy Village Clerks, they shall have such powers, rights, duties and obligations of the Village as outlined in Section 2.26.1 of the Downers Grove Municipal Code.

3. That all resolutions or motions or parts of resolutions or motions in conflict with the provisions of this Resolution are hereby repealed and all previous appointments of Deputy Village Clerk are hereby rescinded.

4. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

## Downers Grove Municipal Code

**Section 2.26. Duties of the Village Clerk.**

In addition to the statutory duties, and those contained elsewhere in this Code imposed upon the Village Clerk, there are hereby imposed the following:

- (a) To publish all proceedings of, and all ordinances, by statute required to be published, and which are passed by the Council in the official publication of the Village, within ten days of the approval thereof;
- (b) To keep an index of all Council proceedings, and of all ordinances and resolutions presented or passed, and of all petitions filed;
- (c) To issue and sign all licenses except liquor licenses, subject to the requirements of applicable law, and to keep an accurate record thereof;
- (d) To serve or cause to be served all notices, which are required by statutes, ordinance, or order of the Mayor or Village Council to be served in the manner required by law, unless some other person is given the duty to serve a notice by statute or ordinance;
- (e) To act as the sole custodian of the Village seal;
- (f) To keep a complete and accurate file of the official papers and documents of the Village and to arrange the same in systematic order for ready reference;
- (g) To countersign all contracts, bonds or other agreements in writing, or evidence of indebtedness, made in the name of the Village and by authority of the Village Council;
- (h) To keep a list of all committees, boards and commissions and of the business from time to time referred to them respectively, and a memorandum of all reports made by them;
- (i) To perform all, and such duties as are, from time to time imposed upon the Village Clerk by the Council;
- (j) To keep a record of all the maps, plats and subdivisions of the property within the boundaries of the Village; and, to be the custodian of the Village plat book;
- (k) To keep a record of all ordinances and resolutions of the Village. (R.O. 1925, § 19; Ord. No. 2167, § 2; Ord. No. 2261, § 13; Ord. No. 2393, § 2; Ord. No. 2725, § 4; Ord. No. 3266, § 16.)

**Section 2.26.1. Deputy Village Clerk.**

In the absence of the Village Clerk, any Deputy Village Clerk appointed by the Village Council shall have the duty to exercise any power vested in the Village Clerk or to perform any duty which the Village Clerk is required to perform, unless otherwise expressly provided in this Code. The Deputy Clerks may execute official documents as Deputy Clerk, and their signatures thereon shall have the same effect as if signed by the Village Clerk. (Ord. No. 3293, § 1.)