

ORDINANCE NO. 2011-O-19

AN ORDINANCE CONCERNING DEPUTY CLERK

BE IT ORDAINED by the City Council of the City of Marshall, Illinois:

Section 1. That section 2-137 f the Code of Ordinances, City of Marshall, Illinois is hereby amended to read as follows, with strikeouts indicating deletions in text and underscores indicating additions to text:

Sec. 2-137. Duties.

It shall be the duty of the city clerk to:

- (1) Keep the corporate seal provided under the directions of the city council.
- (2) Attend all meetings of the council and board of health, and keep a full and complete record of all of such proceedings in the journal, and also all contracts to which the city may be a party.
- (3) Record in a book kept for that purpose all ordinances passed by the council, and at the foot of the record of each ordinance so recorded the clerk shall make a memorandum of the date of the passage and of the publication or posting of such ordinance.
- (4) Carefully preserve all books, records, papers, maps and effects of every description belonging to the city and appertaining to such office; and upon the expiration in any way of the clerk's official term the clerk shall, on demand, deliver all such books, records, papers and effects to his or her successor in office.
- (5) Keep full and complete accounts and exhibits of all financial transactions of the city, to be entered upon such books as are provided for that purpose, including in such account all claims against the city as such claims may be allowed, and all orders for the payment of money granted, and on what account.
- (6) Preserve in his or her office all bills on which any money may be paid out by the city.
- (7) Prepare all commissions, licenses, permits, and other official documents, the granting of which may be provided for by city ordinance; and attest the same with the corporate seal of the city; and also keep a record in a suitable book or books of each commission, license, permit or other official document granted, to whom granted, for what purpose, the period of time covered thereby, and the location of the place of business of the person obtaining such commission, license, permit or other official document.

- (8) Issue and cause to be served upon the council members notices of all special meetings of the council; also notices to the members of the different committees of that body, and to all other persons whose attendance may be required before any such committee, when so directed by the chairperson thereof.
- (9) Without delay, upon the adjournment of each meeting of the city council, deliver to the several committees of that body, and to the officers of the corporation, all petitions, communications, reports, resolutions, orders, claims and other papers referred to those committees or officers by the council. The clerk shall also, without delay, deliver to the mayor all ordinances or resolutions in the clerk's charge which may be required to be approved or otherwise acted upon by the mayor.
- (10) Attest with the corporate seal of the city all deeds for the sale of real estate owned and conveyed by the city.
- (11) Perform all of the duties of the local election official under the Illinois Election Code (10 ILCS 5/1-1 et seq.).
- (12) Perform all other such duties pertaining to the clerk's office as are or may be imposed upon him or her by law or ordinance.
- (13) To appoint, when needed, one or more Deputy Clerk's necessary to discharge the functions and duties of the office of the City Clerk.

Section 2. If any provision of this Ordinance, or application thereof, is held invalid by any Court, other provisions or applications of this Ordinance which can be given effect without the invalid provision or application shall not be affected, and to this end the provisions of this Ordinance are declared to be severable.

Section 3. That this Ordinance shall be published in pamphlet form and shall take effect ten (10) days after its passage, approval and publication in pamphlet form as provided by law.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Beverly K. Church	✓		
Terry Clatfelter	✓		
John D. Ferris	✓		
Warren J. Le Fever	✓		
James McKittrick	✓		
Cheryl A. Raisner	✓		
Tim J. Sanders	✓		
James White	✓		

PASSED this 25 day of July, 2011.

APPROVED this 25 day of July, 2011.

Kenneth R. Smith
MAYOR

ATTESTED and filed in my office,
this 25 day of July, 2011.

John W. [Signature]
CITY CLERK

(SEAL)