

STATE OF ILLINOIS - COUNTY OF BOND
CITY OF GREENVILLE

ORDINANCE NO. 3173

AN ORDINANCE MODIFYING §31.070-§31.079 OF THE GREENVILLE
CODE OF ORDINANCES
OF THE CITY OF GREENVILLE,
BOND COUNTY ILLINOIS

ADOPTED BY THE
CITY COUNCIL OF
THE CITY OF GREENVILLE
THIS 8th DAY OF MAY, 2018

Published in pamphlet form by authority of the City Council of the
City of Greenville, Bond County, Illinois, this 9th day of May, 2018.

STATE OF ILLINOIS - COUNTY OF BOND
CITY OF GREENVILLE

ORDINANCE NO. 3173

AN ORDINANCE MODIFYING §31.070-§31.079 OF THE GREENVILLE CODE OF
ORDINANCES OF THE CITY OF GREENVILLE, BOND COUNTY, ILLINOIS

BE IT HEREBY ORDAINED by the Mayor and City Council of the City of
Greenville, Bond County, Illinois, as follows:

WHEREAS, §31.070-§31.079 previously adopted, combines the role of the City
Clerk and Finance Director; and

WHEREAS, the City Council has determined that the City Code for the City Clerk
for the City of Greenville be modified to separate the office of the City Clerk and Finance
Director position to be in compliance with Illinois state statute;

NOW THEREFORE, let it be ordained:

SECTION 1 – GENERAL STATEMENT: That §31.070-§31.079 of the Greenville Code of
Ordinances is hereby amended as set forth on Exhibit A (attached hereto).

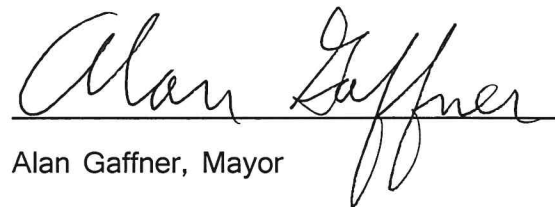
SECTION 2 – EFFECTIVE DATE: This Ordinance shall be in full force and effect from
and upon its passage and publication in pamphlet form as provided by law.

SECTION 3 – REPEAL: All prior Ordinances which are inconsistent with the provisions of
the Ordinance are hereby repealed.

SECTION 4 – SAVINGS PROVISION: In the event any section, subsection, sentence or phrase of the Ordinance should be declared invalid, all other provision hereof shall not be affected by such invalidity and shall remain in full force and effect.

Adopted this 8th day of May, 2018, at a regular meeting of the Mayor and City Council with a quorum present upon a vote of the City Council as follows:

Jes Adam	<u>Aye</u>
John Gillard	<u>Aye</u>
Mike Heath	<u>Aye</u>
Kyle Littlefield	<u>Aye</u>
Alan Gaffner	<u>Aye</u>


Alan Gaffner, Mayor

Attest: Sue Ann Nelson

Sue Ann Nelson, City Clerk

EXHIBIT A

CITY CLERK

§ 31.070 APPOINTMENT.

The Mayor, at the last regular meeting prior to the termination of the existing term of the office of City Clerk, shall appoint by and with the advice and consent of the City Council, some competent citizen to act as City Clerk for a four-year period matching the term of the mayor, subject to satisfactory performance of duty. The City Clerk shall reside in Bond County.

§ 31.071 OATH OF OFFICE.

Before entering upon the duties of the office City Clerk, the City Clerk shall take and subscribe the oath or affirmation required by the Illinois Constitution. The subscribed oath or affirmation shall be filed in the office of the city or village clerk.

§ 31.072 BOND.

Before entering upon the duties of the office of City Clerk, the City Clerk shall execute bonds in the manner provided by Section 5-3-9, which bond shall be filed with the clerk of the council or clerk of the city or village board. (65 ILCS 5/5-3-9)

§ 31.073 CUSTODY OF SEAL AND RECORDS.

The City Clerk shall be the keeper and custodian of the Corporate Seal of the city, and shall carefully preserve in his or her office all books, records, papers, maps and effects of every description belonging to the city or pertaining to his or her office, and not in actual use and possession of other city officers and, upon the expiration of his or her official term, he or she shall deliver all such records, books, papers and effects to his or her successor in office.

§ 31.074 MINUTES; NOTICES.

The City Clerk shall attend all meeting of the City Council and shall keep in a suitable books to be styled the "Journal of the City Council", a full and faithful record of its proceedings. He or she shall issue, and cause to be served upon all Council members,

notices of all special meetings of the Council, and to all other persons whose attendance may be required before any such committee when so directed by the Chairperson thereof.

§ 31.075 RECORD ORDINANCES.

The City Clerk shall record and properly index in a book kept for that purpose, all ordinances passed by the Council, within five days after passage and approval by the Council and at the foot of each ordinance so recorded, he or she shall make a memorandum showing dates of passage, approval, posting of publication and the page on which it is recorded. He or she shall attest and fix the City Seal to each original copy.

§ 31.076 PREPARE LICENSES.

The City Clerk shall prepare all commissions, licenses, permits and other official documents required to be issued by him or her under the laws and ordinances of the city, and shall attest the same with the Corporate Seal; and, he or she shall in like manner attest all deeds for the sale or transfer of real estate owned by the city; and all bonds issued by said city.

§ 31.077 RECORD OF LICENSES; NOTICE.

The City Clerk shall number in numerical order all licenses made out by him or her, and before delivery thereof, shall register them in like order in a book kept for that purpose, giving number, date, period of time for which issued, to whom issued, for what purpose, fee and definite location of business of licensee. He or she shall also on May 1 of each year, prepare and mail notices for renewal of licenses and payment of fees to the city to all persons engaged in or carrying on a business or occupation as prescribed by license regulations.

§ 31.078 VITAL STATISTICS.

The City Clerk shall prepare and record all births, deaths and burial permits and shall keep a permanent file of such records.

§ 31.079 ELECTIONS.

The City Clerk shall prepare the necessary ballots, tally sheets, poll books and all necessary supplies for the conduct of elections and materials necessary for the counting of

the ballots, making returns and preservation of the ballots as required by the general election law.

§ 31.080 APPOINTMENT OF DEPUTY.

The City Clerk, when necessary, and upon the approval of the city authorities, may appoint a deputy, who during the temporary absence or disability of the City Clerk, shall be empowered to perform all duties of the City Clerk, and he or she shall be liable for such deputy's actions.

§ 31.081 OTHER DUTIES.

In addition to the foregoing duties, the City Clerk shall perform all such other and further duties pertaining to his or her office as are or may be imposed upon him or her by law or ordinance.

STATE OF ILLINOIS - COUNTY OF BOND
CITY OF GREENVILLE

CERTIFICATE

I, Sue Ann Nelson, certify that I am the duly appointed and acting City Clerk of the City of Greenville, Bond County, Illinois.

I further certify that on May 8, 2018, the Corporate Authorities of such municipality passed and approved Ordinance No. 3173 entitled:

“AN ORDINANCE MODIFYING §31.070-§31.079 OF THE GREENVILLE CODE OF ORDINANCES
OF THE CITY OF GREENVILLE, BOND COUNTY, ILLINOIS”

which provided by its terms that it should be published in pamphlet form.

Dated at Greenville, Illinois, this 9th day of May, 2018.

{SEAL}



Sue Ann Nelson, City Clerk