

Village Clerk/Treasurer

The Village Clerk is the legal custodian of the Village's official records, serves as the public information officer and liaison between the Village and county, state and federal agencies, is responsible for the administration of elections, legal notifications to the public, the issuance of licenses and permits and preparation of the official minutes and agendas. The Clerk's Office provides administrative support to the Village President, Village Board, commissions and committees, and responds to informational requests from the general public. Maintains the park rental schedule and contracts and also the web-site.

The Treasurer's Office is responsible for the accounting and financial reporting of all Village operations and is entrusted with collecting, depositing and investing all Village funds. Activities include maintenance of all financial records, billing and collections, accounts payable, payroll for all Village employees, investment and cash management, and property tax collection for the Village and other governments.