

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**1/7/2020**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Village Clerk and Deputy Village Clerk Appointment	Mike Baker, Deputy Village Manager

**SYNOPSIS**

Resolutions have been prepared designating one existing staff person as Village Clerk one as Deputy Village Clerk.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2019-2021 include *Exceptional Municipal Organization*.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval on the January 7, 2020 consent agenda.

**BACKGROUND**

A resolution has been prepared appointing Assistant to the Village Manager Megan Miles to the position of Village Clerk. Megan was appointed as Deputy Village Clerk on October 2, 2018. This action is the culmination of a succession planning effort following the announcement in 2018 that Village Clerk April Holden would be retiring from full-time service. As Village Clerk, Megan will perform the duties of the position as outlined in section 2.26 of the Municipal Code.

A resolution has also been prepared appointing April Holden to the position of Deputy Village Clerk. In the Deputy Village Clerk role, April would serve in a limited, part-time capacity. She would be responsible for preparation of minutes for Village Council and other Board & Commission meetings and maintaining information within the Village's document management system.

**ATTACHMENTS**

Resolutions  
 Section 2.26 and 2.26.1 of the Municipal Code

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION APPOINTING MEGAN MILES  
AS VILLAGE CLERK 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 as Village Clerk.

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

1. That Megan Miles is hereby appointed as Village Clerk for the Village of Downers Grove, effective January 7, 2020 to serve thereafter at the pleasure of the Village Council and until she is removed by the Village Council or otherwise separated from employment with the Village of Downers Grove.
2. That as Village Clerk, she shall have such powers, rights, duties and obligations of the Village as outlined in Section 2.26 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resolutions or motions or parts of resolutions or motions in conflict with the provisions of this Resolution are hereby repealed and all previous appointments of Village Clerk are hereby rescinded.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