

**Central Illinois Municipal  
Clerks Organization  
Annual Meeting**



**Wednesday, October 18, 2017**

**5:00 p.m.**

**East Peoria, Illinois**



## ***2016-2017 CIMCO OFFICERS***

***PRESIDENT: VICE***

**Morgan Cadwalader**  
(East Peoria 309-698-4715)

***PRESIDENT:***

**Jenny Hayden**  
(Quincy 217-228-4510)

***SECRETARY:***

**April Silver**  
(West Peoria 309-674-1993)

***TREASURER:***

**Patricia Brown**  
(Washington 309-444-1137)

***IMMEDIATE PAST  
PRESIDENT:***

**Ericka Gillenwater**  
(Galesburg — 309-345-3611)

**Central Illinois Municipal Clerks Organization**  
**Wednesday, October 18, 2017**  
**5:00 PM**

**Jonah's Seafood House & Oyster Bar, 2601 N. Main St., East Peoria, Illinois**

1. Call to Order by President Morgan Cadwalader
2. Pledge of Allegiance
3. Roll Call of Officers
4. Distribution of Annual Report
5. Approval of Minutes of the Meeting held August 9, 2017
6. Approval of the Treasurer's Report
7. Approval of Report of Officers and Committees as Presented in the Annual Report.
8. Unfinished Business
9. New Business
10. Other Business
11. Recognition of Officers and Members by President
  - A. Recognition of 2016-2017 Officers
    - i. Immediate Past President — Ericka Gillenwater, Galesburg
    - ii. Vice President — Jenny Hayden, Quincy
    - iii. Secretary — April Silver, West Peoria
    - iv. Treasurer — Pat Brown, Washington
  - B. Recognition of 2016-2017 Committee Chairs
    - i. Auditing — Wendy Briggs, Normal
    - ii. By-Laws — Jenny Hayden, Quincy
    - iii. Historian — Susan Trevor, Monmouth

- iv. Legislative Liaison — Jeremy Reale, Thomasboro
- v. Membership — Beth Ball, Peoria
- vi. Mentoring — Diana Pavley-Rock, Canton
- vii. Nomination — Kelli Bennewitz, Galesburg
- viii. Programing — Jenny Hayden, Quincy
- ix. Scholarship — Tracey Covert, Bloomington
- x. Telephone Directory — Kelli Bennewitz, Galesburg
- xi. Yearbook — Sue McMillan, Pekin

C. Recognition of 2016-2017 Hostesses

- i. December 2016 —Kelli Bennewitz and Ericka Gillenwater, Galesburg
- ii. February — Beth Ball and Stefanie Tarr, Peoria
- iii. April — Wendy Briggs and Angie Huonker, Normal
- iv. June — Back to Basics Training, Champaign
- v. August — Margaret Hurd, Chillicothe
- vi. October — Morgan Cadwalader, East Peoria

D. 2016-2017 President's Award Presentation

12. Election of Officers for 2017-2018

- A. Report of Nominating Committee
- B. Open Nominations from the Floor
- C. Motion to close nominations
- D. Motion to accept slate of officers for 2017-2018 as

presented 13.Oath of Office Administered to New Officers

14. Election of Nominating Committee (1st person is chairman)

A. Motion to close nominations

B. Motion to accept Nominating Committee as presented

15. General Announcements

A. Proposed 2017-18 Meeting Schedule:

December 13, 2017

February 14, 2018

April 11, 2018

June 13, 2018

August 8, 2018

October 10, 2018

16. Adjourn

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**  
**Wednesday, August 9, 2017**  
**5:30 P.M.**  
**Cedar House Restaurant, 223 W. Cedar Street, Chillicothe, IL**

**CALL TO ORDER**

Morgan Cadwalader called the meeting to order at 6:01 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

President Morgan Cadwalader, Treasurer Pat Brown (Washington), and Secretary April Silver (West Peoria) were present for roll call. Absent was Immediate Past President Gillenwater (Galesburg) and Vice President Jenny Hayden (Quincy).

**OTHER MEMBERS OF CIMCO PRESENT**

Janet Gray (Rantoul), Sue McMillan (Pekin), and Margaret Hurd (Chillicothe).

**APPROVAL OF THE APRIL 12, 2017 MINUTES**

A motion was made by Janet Gray, seconded by Margaret Hurd, to approve the June 22, 2017 minutes. Pat Brown noted a correction to her attendance at the meeting. Minutes approved with corrections. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

Treasurer Pat Brown distributed a copy of the Treasurer's Report dated April 1, 2017 - June 30, 2017. Margaret Hurd made a motion to receive and file the Treasurer's Report, Sue McMillan seconded the motion. Treasurer Brown commented stated that expenses outstanding are believed to be complete and that MCI scholarships are not reflected as a registrant couldn't make it. Brown also commended the sponsorships found this year for the Back to Basics seminar. Motion carried.

**UNFINISHED BUSINESS**

Janet Gray reported pending more information from Cookie Aldis, the CIMCO website discussion is on hold. The 2018 clack to Basics Seminar is anticipated to be held in Peoria. Sue McMillan and Janet Gray discussed the clerk's roundtable held at the recent conference and the need for more participants.

**NEW BUSINESS/ANNOUNCEMENTS**

President Cadwalader report attending the retirement party of Wendy Briggs on behalf of CIMCO. Pat Brown made a motion to approve the honorary CIMCO membership for Wendy Briggs. Sue McMillan seconded the motion. Motion carried.

**OTHER BUSINESS**

President Morgan Cadwalader reviewed the dates for upcoming conferences and seminars as listed below, noting that the August and October CIMCO meetings are believed to be evening meetings:

- a. IML Annual Conference — September 21-23, 2017 — Chicago, IL
- b. MCI Institute & Academy — October 8-13, 2017 — Springfield, IL
- c. Upcoming CIMCO Meetings & Locations for 2016-2017
  - i. October 18, 2017 East Peoria, IL


**ADJOURNMENT**

A motion to adjourn was made by Janet Gray, seconded by Pat Brown to adjourn the meeting at 6:20 p.m. The motion carried.

**Respectfully Submitted,**

**April L. Silver**  
**City Clerk, West Peoria, IL**

## 2016-2017 CIMCO COMMITTEES



<b>AUDITING:</b>	Wendy Briggs — Normal
<b>BY-LAWS:</b>	Jenny Hayden - Quincy
<b>HISTORIAN:</b>	Susan Trevor — Monmouth
<b>MEMBERSHIP:</b>	Beth Ball - Peoria
<b>MENTORING:</b>	Diana Pivley-Rock - Canton
<b>NOMINATING:</b>	Kelli Bennewitz Galesburg, <b>Chair</b> Sue McMillan - Pekin Stefanie Tarr - Peoria
<b>PROGRAM:</b>	Jenny Hayden - Quincy
<b>PUBLICITY:</b>	
<b>SCHOLARSHIP:</b>	Janet Myers — Danville, <b>Chair</b> Tracey Covert — Bloomington Beth Ball — Peoria
<b>TELEPHONE DIRECTORY:</b>	Kelli Bennewitz - Galesburg
<b>LEGISLATIVE LIAISON:</b>	Jeremy Reale - Thomasboro
<b>YEAR BOOK:</b>	Sue McMillan – Pekin

DATE: October 9, 2017

FROM: CIMCO Audit Committee

In accordance with Rule 5(c) of the Standing Rules adopted by the Central Illinois Municipal Clerk's Organization, an audit of the accounts of the Treasurer has been completed for the fiscal year ended September 30, 2016.

The Report is as follows:

Checking Account in the Washington Community Bank

Beginning Balance (October 1, 2015)	\$7,787.31
Receipts	\$1,590.00
Disbursements	(1150.00)
Ending Balance (September 30, 2016)	\$8,227.31

Savings Account in the Washington Community Bank

Beginning Balance (October 1, 2015)	\$7,977.49
Receipts	\$ 390.00
Interest	\$ 4.17
Ending Balance (September 30, 2016)	\$8,371.66

Upon a complete review of the financial information provided, we find the account balances to be in good order.

Respectfully submitted,

Wendy Briggs  
Retired Municipal Clerk  
Town of Normal  
Chairman of Audit Committee — CIMCO





OFFICE OF THE CITY CLERK  
CITY OF QUINCY  
VIRGINIA HAYDEN, CMC

CITY HALL SUITE 129  
730 MAINE STREET  
QUINCY, IL 62301-4056

PHONE (217) 228-4510  
FAX (217) 221-3664  
[JHayokn@ci.quincy.il.us](mailto:JHayokn@ci.quincy.il.us)

TO: Morgan Cadwalader, CIMCO President  
CIMCO Members

FROM: CIMCO By-Laws Committee  
Jenny Hayden, Chairman — Quincy

Date: October 6, 2017

RE: 2017 Annual By-Laws Committee Report

The Committee did not make any revisions or recommendations to the By-Laws this past year.

We thank you for allowing us to serve you.

**Central Illinois Municipal Clerks Organization (CIMCO)**

To: CIMCO Membership  
From: Tracey Covert, Scholarship Committee Chair  
Date: 10/10/2017  
Re: 2017 Scholarship Award Recommendation

Comments: In 2017, CIMCO offered a scholarship to attend the Back to the Basics Seminar. This Seminar was held in Champaign, **IL** on June 22 and 23, 2017. Connie Rhoden, Georgetown, submitted the lone application.

Those in attendance at the April 11, 2017 CIMCO Meeting, approved Ms. Rhoden's application for a tuition reimbursement scholarship to attend the Back to the Basics Seminar in Champaign on June 22 and 23, 2017. Ms. Rhoden was attended the seminar.

For 2017, the Scholarship Committee received two (2) applications for the Ilion Wait Crabel Memorial Scholarship. They were to attend MCI's, (Municipal Clerks of Illinois), Institute.

The members of the Scholarship Committee for 2017 were Jenny Hayden and myself. The deadline for application was Friday, June 9, 2017. On Tuesday, June 20, 2017, the scholarship applications were emailed to the Committee members for review and feedback.

Based upon CIMCO's scholarship guidelines, the Scholarship Committee presented the following recommendation to the membership:

Lori Kimmel, Forrest, full scholarship to attend MCI's Institute Year 2.

Nancy Widlacki, Fairbury, full scholarship to attend MCI's Institute Year 3. Unfortunately, Ms. Widlacki was unable to attend the Institute due to an unforeseen health issue.

The Scholarship Committee's recommendation was approved by the CIMCO membership at the June 22, 2017 meeting.

The CIMCO Scholarship Committee Chair prepared a report to MCI's Scholarship Committee regarding the action taken by the CIMCO membership.

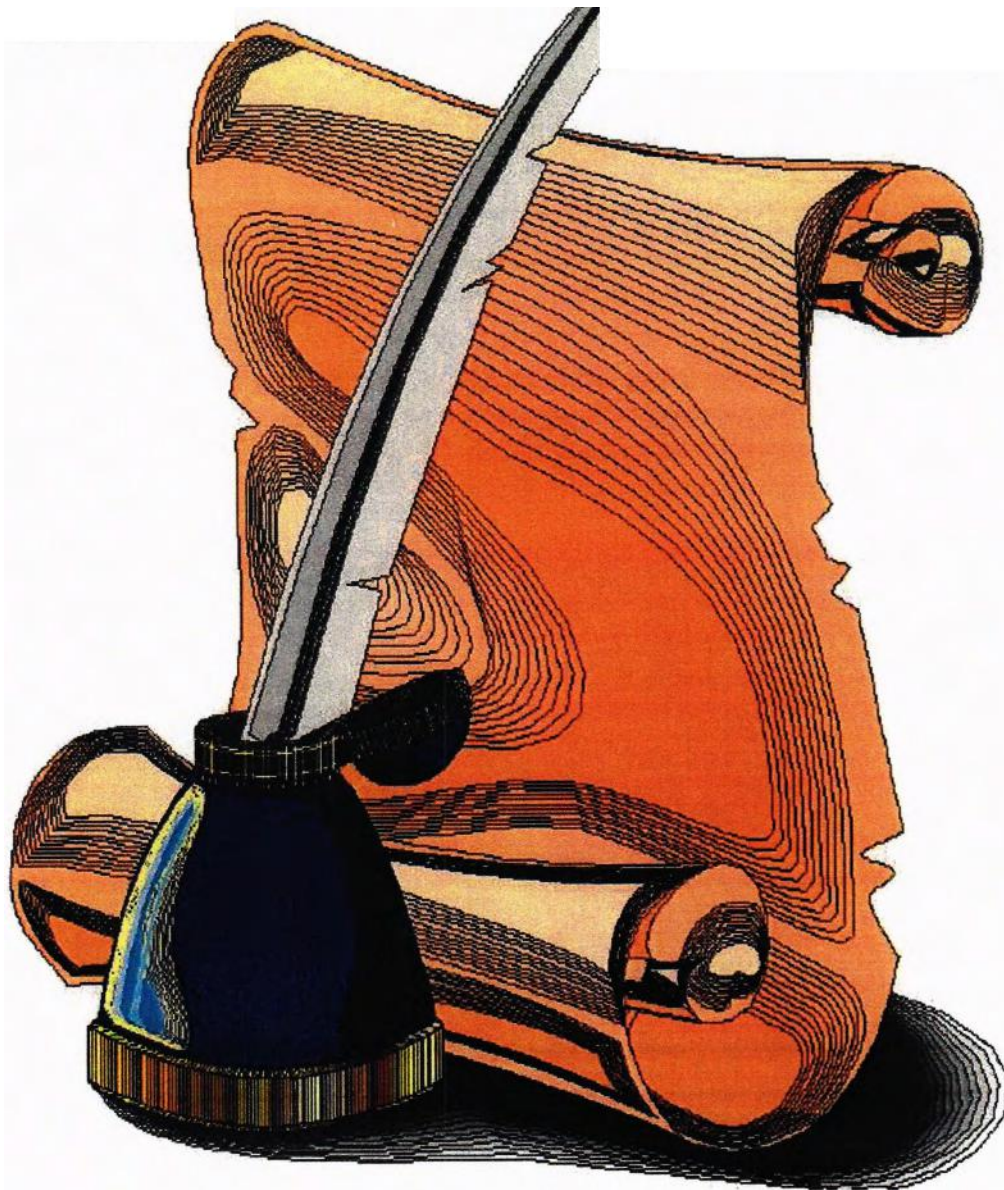
The Scholarship fund balance was \$9,378.30 prior to MCI's 2017 Institute.

*ILION WAIT CRABEL  
MEMORIAL SCHOLARSHIP  
AWARD 2017*

*Lori Kimmell –  
Forrest City*

*BACK TO BASICS  
SCHOLARSHIP*

*Connie Rodin - Georgetown*





TO: Morgan Cadwalader  
CIMCO President

FROM: CIMCO Nominating Committee

DATE: September 12, 2017

The Nominating Committee consisting of Kelli Bennewitz, Sue McMillan, and Stefanie Tarr served for the year of 2017-2018. We thank you for the opportunity to serve on this committee.

We submit the following slate for your consideration and ask that the Secretary prepare election notices in accordance with the Election Policy for the Central Illinois Municipal Clerks Organization (CIMCO). The election will be held at the Annual Meeting in East Peoria on October 18, 2017. The Committee will hear other nominations from the floor in addition to the slate being presented.

President:	Morgan Cadwalader
Vice President:	Jenny Hayden
Secretary:	Margaret Hurd
Treasurer:	Pat Brown

Please note that Ericka Gillenwater will continue to occupy the Immediate Past President post without election.

/s/ Kelli R. Bennewitz, Chairman



## **NOTICE OF ELECTION OF OFFICERS**

Notice is hereby given that the Central Illinois Municipal Clerks Organization (CIMCO) will conduct an Election of Officers at its Annual Meeting, to be held on Wednesday, October 18, 2017, 5:00 pm in East Peoria, Illinois. The Annual Meeting will follow the dinner.

Nominations from the floor will be in order for the offices of President, Vice President, Secretary and Treasurer for 2017-18.

Nominators and Candidates must be duly paid members of CIMCO for fiscal year 2017-18, and be a Municipal Clerk, Deputy Clerk or Assistant Clerk.

In the event two or more candidates for an office are nominated, each nominator may give a one to two-minute speech on behalf of their candidate. Candidates may address the assembly no more than two minutes.

The office of President will be voted first, then Vice President, Secretary and lastly, Treasurer.

If there is but one candidate for an office, votes will be voice. If there is more than one candidate for a particular office, votes will be by ballot. The President shall appoint judges to help conduct the election.

Those having questions are encouraged to contact the President at 309-427-7613.

Sincerely,

Morgan Cadwalader  
City Clerk, City of East Peoria  
CIMCO President

Dated September 12, 2017



## ***2016-2017 MEETING SCHEDULE***

***December 14, 2016***

***Galesburg - Chez Willy's***

***February 15, 2017 Rescheduled Peoria - Riverfront Museum***

***April 12, 2017***

***Normal - City Hall***

***June 22, 2017***

***Champaign - Hyatt Place***

***August 9, 2017***

***Chillicothe - Cedar House***

***October 18, 2017  
Seafood House***

***East Peoria - Jonah's***



# DINNER MENU

## "LOVE FOR THE LOCALS"

We love to support local ctrea businesses.  
We hope you'll do the same!  
We don't just say locally sourced, we do it.

Dixon's Fisheries + Aiwan & Sons Meat Company + teBakery

Sunday-  
Thursday  
3:00pm-11:00pm  
Kitchen 4:00pm - 10pm  
Friday and Saturday  
3:00pm - Midnight Kitchen  
4:00pm - 11pm

Coming soon Friday &  
Saturday Lunch/Sunday Brunch!



## + APPETIZER!

**Buttermilk Battered Onion Rings**  
Golden Brown and plied hig

**Poutine**  
Crispy house cut Me  
with rich brown or

**Crab Chutney Dip**  
A slightly sweE  
cream and on  
One taste and

**Catfish Bites**  
Farm raised  
Served with

**Artichoke &**  
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**Crab Reigr**  
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**Shrimp Po-Bo**  
Fried, grill  
lettuce, slic  
french br

**Chicken P**  
Have it  
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eBak  
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ato and  
ade your sandwiches  
Jambalaya \$4.00. Scalloped potato



# Central Illinois Municipal Clerks Organization



## Becoming the Clerk They Won't Want to Replace

*A Basics Course on Proper Procedures, Legal  
Obligations, and Duties of the Municipal Clerk*

Thursday & Friday

June 22<sup>nd</sup> & 23<sup>rd</sup>, 2017

Hyatt Place

Champaign, Illinois



## PROGRAM

**Thursday**  
12:30 pm

### Registration

#### Welcome

*Morgan Cadwalader, CIMCO President  
Janet Gray, MCI President*

1:45-2:45 pm

### FOIA

*Presenter: Adam Lasker, Ancel Glink, et. al.*

2:45 pm

### Break

3:00-3:15 pm

### Cody Hatfield, Peoria Visitor's Bureau

3:15-4:00 pm

### FOIA Continued

4:00-4:30 pm

### Question and Answers

5:00 pm

### CIMCO Meeting

5:00-8:00 pm

### Working Women's Expo

I-Hotel and Conference Center  
1900 S. First Street, Champaign

**Friday**

7:30-8:00 am

Continental Breakfast

8:00-8:45 am

**Welcome** Mayor Deborah Feinen, Champaign

### The Clerk's Role

*Presenters: Sue McMillian*

8:45-9:45 am

### Meetings (Open & Closed) - Notices - Agendas

*Presenters: Ericka Gillenwater*

9:45-10:00 am

### Break

10:00-11:00

### Minutes (Open & Closed, Archiving, and Releasing Closed)

*Presenter: Mary Haynes*

11:00-11:30 am

### Ordinances & Resolutions (Posting, Publication, Filing Requirements) see IML Handbook

*Presenter: Jenny Hayden*

11:30 am

12:30-1:30 pm

### Lunch at Hotel

### Local Records Act

*Presenter: Tracey Covert*

1:30-2:30 pm

### Parliamentary Procedures

*Presenter: Phyllis Clark*

2:30 pm 2:45-

3:00 pm

### Break

### Municipal Calendar, Deadlines, Filings — see IML Review

*Presenter: Janet Gray*

3:00-4:00 pm

### Best Practices: Licenses, Notary Public, and Duties of Deputy Clerk

*Presenters: Lori Lewis and Ericka Gillenwater*

4:00 pm

### Adjourn

### Networking

There are plenty of networking opportunities throughout the two days for you to catch up and talk with and meet new Clerk's from communities throughout the State of Illinois. The registration area will be a designated networking area during breaks and following meals.

### Other Opportunities

MCI and Regional Association Membership

Seminars and Institute/Academy and the Importance of Certification

IIMC Membership Advantages

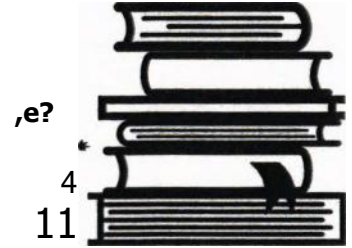
IML and Municipal Handbook

# CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION (CIMCO)

## PRESENTS

### "BECOMING THE CLERK THEY WON'T WANT TO REPLACE"

A basics course on proper procedures, legal obligations, and duties of the Municipal Clerk



Thursday, June 22, 2017 — 1:00 p.m. to 4:30 p.m. (registration begins at 11:30 a.m.)

Friday, June 23, 2017 — 8:00 a.m. to 4:00 p.m.

Hyatt Place, 217 N. Neil Street, Champaign, IL 61820

#### Topics to be presented

Freedom of Information  
Statutory Duties  
Business Writing and Image  
Meetings, Notices, and Agendas  
Councils, Boards, Commissions, and Committees  
Minutes — Open, Closed, Archiving and Releasing

Municipal Calendar-  
Deadlines and Filings  
Ordinances and Resolutions  
Local Records Act  
Parliamentary Procedure  
Open Meetings Act

If you are a new Clerk or Deputy, or if you have been in office and would like answers to the latest changes in the statutes, this seminar is for you! This seminar is available only to municipal clerks and deputy clerks.

Seminar Fee: \$75 per person

(Includes Friday breakfast, lunch, and all materials)

Registration Deadline: June 8, 2017 (\$25 cancellation fee will apply if after deadline)

Call the Hyatt Place at 217-531-2800 for room reservations (code: CIMCO)

\$89 single or double (plus tax). **Rate available until May 23<sup>rd</sup>**

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Name: \_\_\_\_\_ Title: \_\_\_\_\_ Municipality: \_\_\_\_\_

Address/City/Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Would you be interested in having dinner with CIMCO mentors on Thursday night?

Yes  No

Newly Elected Clerk  Yes

Newly Appointed Clerk  Yes  No

MCI Member  Yes  No

Send check and registration to:

Pat Brown, City Clerk

717 1/2 of Washington

— 301 Walnut Street

Washington, IL 61571

(Please make checks payable to CIMCO)



Questions?

Please Contact:

Janet Gray, MMC, Village of Rantoul 217-892-6802 or [j-gray@village.rantoul.il.us](mailto:j-gray@village.rantoul.il.us) Kelli R. Bennewitz, Galesburg City Clerk 309-345-3610 or [kbennewi@ci.galesburg.il.us](mailto:kbennewi@ci.galesburg.il.us)

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**

**Thursday, June 22, 2017**

**5:00 P.M.**

**Hyatt Place, 217 N. Neil, Champaign, IL 61820**

**CALL TO ORDER**

Morgan Cadwalader called the meeting to order at 5:07 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

President Morgan Cadwalader, Immediate Past President Gillenwater (Galesburg), Treasurer Pat Brown, Vice President Jenny Hayden and Secretary April Silver were present for roll call. Absent was Treasurer Pat Brown (Washington).

**OTHER MEMBERS OF CIMCO PRESENT**

Janet Gray (Rantoul), Beth Ball (Peoria), Sue McMillan (Pekin), Kelli Bennewitz (Galesburg), Mary Haynes (Peoria-retired), Margaret Hurd (Chillicothe), Kim Leese (Savoy), Brenda DeFries (Fairbury-retired), Janet Meyers (Danville-retired) and Carla Zerfowski (Long Creek) Tracey Covert (Bloomington).

**APPROVAL OF THE APRIL 12, 2017 MINUTES**

A motion was made by Janet Gray, seconded by Jenny Hayden, to approve the April 12, 2017 minutes. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

Janet Gray provided a report of expenses for the Back to Basics seminar.

**UNFINISHED BUSINESS**

MCI is providing a basic website to clerk's organizations and April Silver agreed to help with setup of the site for CIMCO.

**EW BUSINESS/ANNOUNCEMENTS**

Jenny Hayden presented a report on the CIMCO scholarship fund which currently has a balance of \$9,378.30. Two applications for the Ilion Wait Crabel Memorial Scholarship Award were received for the MCI Institute. Janet Gray made a motion to award the scholarships to Lori Kimmell (Forest City) and Nancy Widlacki (Fairbury). Ericka Gillenwater seconded the motion. Motion carried.

Kelli Bennewitz made a motion to approve honorary CIMCO memberships to Phyllis Clark (retiring May 1) and Karla Daubs (retiring May 8). Beth Ball seconded the motion. Motion carried.

**OTHER BUSINESS**

President Morgan Cadwalader announced that Wendy Briggs is retiring June 30 and reviewed the dates for upcoming conferences and seminars as listed below, noting that the August and October CIMCO meetings are believed to be evening meetings:

- Wendy Briggs is retiring June 30
- MCI Summer Seminar — July 20-21, 2017 — Bloomington, IL
- IML Annual Conference — September 21-23, 2017 — Chicago, IL
- MCI Institute & Academy — October 8-13, 2017 — Springfield, IL
- Upcoming CIMCO Meetings & Locations for 2016-2017
  - August 9, 2017                      Chillicothe, IL
  - October 18, 2017                      East Peoria, IL

**ADJOURNMENT**

A motion to adjourn was made by Jenny Hayden, seconded by Beth Ball to adjourn the meeting at 5:23 p.m. The motion carried.

**Respectfully Submitted,**

**April L. Silver  
City Clerk, West Peoria, IL**

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**  
**WEDNESDAY, APRIL 12, 2017**  
**12:00 P.M.**  
**Town Of Normal City Hall, 11 Uptown Circle in Normal**

**CALL TO ORDER**

Morgan Cadwalader called the meeting to order at 12:08 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

President Morgan Cadwalader, Treasurer Pat Brown, Vice President Jenny Hayden and Secretary April Silver were present for roll call. Absent was Immediate Past President Gillenwater (Galesburg).

**OTHER MEMBERS OF CIMCO PRESENT**

Wendy Briggs (Normal), Angie Huonker (Normal), Janet Gray (Rantoul), Ives Ruilova (Silvis), Andrea Gryp (Silvis), Cherry Lawson, Alison, Beth Ball (Peoria), Stephanie Rice (Peoria), Susan Trevor (Monmouth), Sue McMillan (Pekin), Kelli Bennewitz (Galesburg), Lori Lewis (Deer Creek), Mary Haynes (Peoria-retired), Margaret Hurd (Chillicothe), and Tracey Covert (Bloomington).

**APPROVAL OF THE FEBRUARY 15, 2017 MINUTES**

A motion was made by Jenny Hayden, seconded by Margaret Hurd, to approve the February 15, 2017 minutes. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

Treasurer Pat Brown distributed a copy of the Treasurer's Report dated January 1, 2017 - March 31, 2017. Wendy Briggs made a motion to receive and file the Treasurer's Report, Jenny Hayden seconded the motion. Motion carried. Brown reported scholarship recipient Renee Gooderham was unable to attend the designated MCI training and the scholarship would not be awarded. Tracey Covert recommended approval of scholarship applicant Connie Rodin (Georgetown). Pat own made a motion to award the scholarship to Rodin, Margaret Hurd seconded the motion . Motion carried.

**UNFINISHED BUSINESS**

Members present were encouraged to reach out to their local county clerks to reach newly elected clerks as a mechanism to invite them to CIMCO.

**NEW BUSINESS/ANNOUNCEMENTS**

President Morgan Cadwalader reviewed the upcoming dates for training and CIMCO meetings from the agenda as follows:

1. Back to Basics Seminar in Champaign, IL — June 22-23, 2017
2. MCI Spring Seminar in Oak Lawn, IL — April 20-21, 2017
3. IML Lobby Day in Springfield, IL — April 26, 2017
4. IIMC 71st Annual Conference in Montreal, Quebec — May 21-24, 2017
5. Upcoming CIMCO Meetings & Locations for 2016-2017
  - a. June 22, 2017 Champaign, IL
  - b. August 9, 2017 Chillicothe, IL
  - c. October 18, 2017 East Peoria, IL

**OTHER BUSINESS**

No other business was presented.

**ADJOURNMENT**

A motion to adjourn was made by Wendy Briggs, seconded by Susan Trevor to adjourn the meeting at 12:19 p.m. The motion carried.

**Respectfully Submitted,**

**April L. Silver**  
**City Clerk, West Peoria, IL**

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**

**WEDNESDAY, FEBRUARY 15, 2017**

**2:00 P.M.**

**Peoria Riverfront Museum-Lobby Area 222 SW Washington Street in Peoria**

**CALL TO ORDER**

Morgan Cadwalader called the meeting to order at 2:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

President Morgan Cadwalader, Treasurer Pat Brown, Immediate Past President Gillenwater (Galesburg) and Secretary April Silver were present for roll call. Absent was Vice President Jenny Hayden.

**OTHER MEMBERS OF CIMCO PRESENT**

Beth Ball (Peoria), Kelli Bennewitz (Galesburg), Karla Daubs (Mason City), Janet Gray (Rantoul), Margaret Hurd (Chillicothe), Lori Lewis (Deer Creek), Sue McMillan (Pekin), Stephanie Rice (Peoria), Diana Pavley-Rock (Canton) and guest, (Swedish foreign exchange student).

**APPROVAL OF THE DECEMBER 14, 2016 MINUTES**

A motion was made by Janet Gray, seconded by Kelli Bennewitz, to approve the December 14, 2016 minutes. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

Treasurer Pat Brown read an update of the checking and savings balances as they stand for December 31, 2016. Brown reported two outstanding scholarship reimbursements in the amount of \$1,000 which will affect the balances.

A motion was made by Ericka Gillenwater, seconded by Kelli Bennewitz, to accept the Treasurer's report and place on file. The motion carried.

**UNFINISHED BUSINESS**

Janet Gray gave an update on the Back to Basics Seminar noting that all speaker positions have been filled. Beth Ball reported on the current status of sponsorships for the Back to Basics seminar.

**NEW BUSINESS/ANNOUNCEMENTS**

President Morgan Cadwalader listed the meeting schedule for 2017 meetings as April 12, 2017 with hosts Normal, June 27, 2017 with hosts Champaign to be held at 5 on, August 9, 2017 with hosts Chillicothe and October 18, 2017 with hosts East Peoria.

Scholarships applications for Back to Basics will be sent out before the April meeting and the committee determined that the scholarship award will be decided at the April or June meeting.

**OTHER BUSINESS**

No other business was presented.

**ADJOURNMENT**

A motion was made by Ericka Gillenwater, seconded by Kelli Bennewitz to adjourn the meeting at 2:18 p.m. The motion carried.

**Respectfully Submitted,**

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**  
**WEDNESDAY, DECEMBER 14, 2016**  
**Chez Willy's, 41 S. Seminary Street in Galesburg**  
**5:30 P.M.**

**CALL TO ORDER**

President Morgan Cadwalader called the meeting to order at 5:32 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

President Morgan Cadwalader and Secretary April Silver were present for roll call. Absent was Treasurer Pat Brown and Vice President Jenny Hayden.

**OTHER MEMBERS OF CIMCO PRESENT:**

Sue Trevor (Monmouth), Sue McMillan (Pekin), Margaret Hurd (Chillicothe) and Karla Daubs (Mason City). Guests from the City of Galesburg Abra Slagel, Brooke Heiser and Fire Marshall Randy Hovind were also present.

**APPROVAL OF THE OCTOBER 19, 2016 MINUTES**

A motion was made by Kelli Bennewitz, seconded by Margaret Hurd, to approve the October 19, 2016 minutes. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

President Morgan Cadwalader read an update provided by email from Treasurer Pat Brown of the checking (\$8440.09) and savings (\$9,361.00) balances as they stand for December 14, 2016.

A motion was made by Kelli Bennewitz, seconded by Margaret Hurd, to accept the Treasurer's report and place on file. The motion carried.

**UNFINISHED BUSINESS**

No unfinished business was presented.

**NEW BUSINESS/ANNOUNCEMENTS**

President Morgan Cadwalader listed the meeting schedule for 2017 meetings as February 8, 2017 with hosts Peoria, April 12, 2017 with hosts Normal, June 27, 2017 with hosts Champaign, August 9, 2017 with hosts Chillicothe and October 28, 2017 with hosts East Peoria.

**OTHER BUSINESS**

No other business was presented.

**ADJOURNMENT**

A motion was made by Kelli Bennewitz, seconded by Margaret Hurd to adjourn the meeting at 5:36 p.m. The motion carried.

April L. Silver  
City Clerk, West Peoria, IL

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION**  
**WEDNESDAY, OCTOBER 19, 2016**  
**Johnny's Italian Steakhouse, 101 Holiday Street, East Peoria, Illinois**  
**5:00 P.M.**

**CALL TO ORDER**

President Erica Gillenwater called the meeting to order at 5:29 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF OFFICERS**

The following officers were present for roll call:

President Ericka Gillenwater, Vice President Jenny Hayden, Treasurer Pat Brown, Past President Janet Gray, and Secretary Morgan Cadwalader.

Absent: None.

**OTHER MEMBERS OF CIMCO PRESENT:**

Diana Pavley-Rock (Canton), Kelli Bennewitz (Galesburg), Beth Ball (Peoria), Stephanie Rice (Peoria), Wendy Briggs (Normal), Tracy Covert (Bloomington), Margaret Hurd (Chillicothe), April Silver (West Peoria)

**DISTRIBUTION OF ANNUAL REPORT**

A motion was made by Past President Gray, seconded by Kelli Bennewitz, to accept the Annual Report. The motion carried.

**APPROVAL OF THE AUGUST 10, 2016 MINUTES**

A motion was made by Treasurer Brown, seconded by Jenny Hayden, to approve the August 10, 2016 minutes. The motion carried.

**APPROVAL OF THE TREASURER'S REPORT**

Treasurer Brown gave an update of the checking and savings accounts for the time period July 1, 2016, through September 30, 2016.

A motion was made by Margaret Hurd, seconded by Wendy Briggs, to accept the Treasurer's report and place on file. The motion carried.

**UNFINISHED BUSINESS**

President Gillenwater discussed the Back to Basics Seminar that is planned for 2017. She asked for anyone interested in volunteering to contact her or someone on the committee. The Seminar is tentatively scheduled for June 22 and 23, 2017 at the Hyatt in Champaign.

**NEW BUSINESS/ANNOUNCEMENTS**

The next CIMCO meeting is the December Meeting to be held on December 14, 2016 in Galesburg. More details will be presented closer to the meeting.

**RECOGNITION OF 2015-2016 OFFICERS**

President Gillenwater recognized Immediate Past President Janet Gray, Vice-President Jenny Hayden, Secretary Morgan Cadwalader, and Treasurer Pat Brown, providing each with a token of appreciation and words of thanks for their efforts.

### **RECOGNITION OF 2015-2016 COMMITTEE CHAIRS**

President Gillenwater recognized the 2015-2016 Committee Chairs, providing each with a token of appreciation and words of thanks for their efforts.

### **RECOGNITION OF 2015-2016 HOSTESSES**

President Gillenwater recognized the 2015-2016 Hostesses, providing each with a token of appreciation and words of thanks for their efforts.

### **2015-2016 PRESIDENT'S AWARD PRESENTATION**

President Gillenwater awarded the 2015-2016 President's Award to Morgan Cadwalader. She spoke of Morgan Cadwalader's work for CIMCO over the past two years.

### **ELECTION OF OFFICERS FOR 2016-2017**

Nominating committee chair Beth Ball (Peoria) provided an overview of the nomination process and named the slate of officers selected for the 2016-2017 term as President Morgan Cadwalader (East Peoria), Vice President Jenny Hayden, Treasurer Pat Brown (Washington) and Secretary April Silver (West Peoria).. President Gillenwater requested nominations from the floor. Past President Gray made a motion to open the floor for nomination, Kelli Bennewitz seconded the motion, Past President Gray made a motion to close nominations, Kelli Bennewitz seconded the motion. The motion carried, Kelli Bennewitz made a motion to accept the slate of officers for 2016-2017 as presented. Wendy Briggs seconded the motion. The motion carried.

President Ericka Gillenwater administered the oath of office and turned the meeting over to President Cadwalader.

President Morgan Cadwalader recognized Immediate Past President Gillenwaters efforts as President and noted her contributions to the organization over the past two years. President Cadwalader called for nominations for the nominating committee. Beth Ball (Peoria) nominated Kelli Bennewitz (Galesburg) as Chair of the committee,, Immediate Past President Gillenwater seconded the nomination. Beth Ball (Peoria) nominated Stephanie Rice (Peoria), Janet Gray (Rantoul) seconded the motion. Immediate Past President Gillenwater nominated Sue McMillan (Pekin), Kelli Bennewitz (Galesburg) seconded the motion. Motion to accept the slate of nominating committee members was made by Janet Gray (Rantoul), seconded by Jenny Hayden. The motion carried.

### **ANNOUNCEMENTS**

President Morgan Cadwalader listed the proposed meeting schedule for 2016 -2017 as December 14, 2016 with hosts Galesburg, February 8, 2017 with hosts Peoria, April 12, 2017, June 14, 2017, August 9, 2017 noting that this date is subject to change due to a conflict with Back to Basics, and October 11, 2017.

### **ADJOURNMENT**

A motion was made by Vice President Jenny Hayden (Quincy), seconded by Stephanie Rice to adjourn the meeting at 5:53 p.m. The motion carried.

Morgan R. Cadwalader  
City Clerk, East Peoria, IL

April L. Silver  
City Clerk, West Peoria, IL



**CIMCO Treasurer's Report**  
(October 1, 2016 — December 31, 2016)

**CHECKING ACCOUNT** — Washington Community Bank

**BALANCE ON OCTOBER 1, 2016** **\$ 8,227.31**

**INCOME**

10/19	Membership Dues	\$ 675.00	
10/31	Membership Dues	\$ 45.00	
11/15	Membership Dues	\$ 45.00	
	<b>TOTAL INCOME</b>	\$ 765.00	\$ 765.00

**EXPENSES**

10/19	Jenny Hayden (President's Plaque)	\$ 27.22	
10/20	Classic Creations (President's Plaque)	\$ 25.00	
	<b>TOTAL EXPENSES</b>	\$ 52.00	\$ 52.22

**BALANCE ON 12/31/2016** **\$ 8,940.09**

**SAVINGS ACCOUNT** — Washington Community Bank

**BALANCE ON OCTOBER 1, 2016** **\$ 8,541.00**

**INCOME**

10/18	Membership Dues (Dues \$1,350; Scholarship Donation \$20)	\$ 1,370.00	
10/20	50/50 Raffle (\$10)		
	Scholarship Donation (\$25)	\$ 35.00	
10/31	Membership Dues	\$ 45.00	
10/31	Interest	.37	
11/15	Membership Dues	\$ 45.00	
11/30	Interest	.38	
12/30	Interest	.38	
	<b>TOTAL INCOME</b>	\$ 1,496.13	\$ 1,496.13

**EXPENSES**

10/19	Membership Dues Withdrawal (Bank Error, did not split into Checking)	\$ 675.00	
	<b>TOTAL EXPENSES</b>	\$ 675.00	\$ 675.00

**BALANCE ON 12/31/2016** **\$ 9,362.13**

Respectfully submitted,

*Patricia S. Brown*

Patricia S. Brown, Treasurer

Date: February 8, 2017

**CIMCO Treasurer's Report**  
 (January 1, 2017 – March 31, 2017)

**CHECKING ACCOUNT** – Washington Community Bank

<b>BALANCE ON JANUARY 1, 2017</b>			<b>\$ 8,940.09</b>
<b>INCOME</b>			
	<b>TOTAL INCOME</b>	\$ 00.00	\$ 00.00
<b>EXPENSES</b>			
1/3	City of Fairbury (MCI Institute Scholarship - Nancy Widlacki)	\$ 500.00	
	<b>TOTAL EXPENSES</b>	\$ 500.00	\$ 500.00
<b>BALANCE ON 3/31/2017</b>			<b>\$ 8,440.09</b>

**SAVINGS ACCOUNT** – Washington Community Bank

<b>BALANCE ON JANUARY 1, 2017</b>			<b>\$ 9,362.13</b>
<b>INCOME</b>			
1/31	Interest	\$ .41	
2/28	Interest	\$ .36	
3/31	Interest	\$ .40	
	<b>TOTAL INCOME</b>	\$ 1.17	\$ 1.17
<b>EXPENSES</b>			
	<b>TOTAL EXPENSES</b>	\$ 00.00	\$ 00.00
<b>BALANCE ON 3/31/2017</b>			<b>\$ 9,363.30</b>

Respectfully submitted,

*Patricia S. Brown*

Date: April 12, 2017

Patricia S. Brown, Treasurer

## CIMCO Treasurer's Report

(April 1, 2017 — June 30, 2017)

### CHECKING ACCOUNT — Washington Community Bank

**BALANCE ON APRIL 1, 2017**

**\$ 8,440.09**

#### **INCOME**

4/6	Sponsorships (\$1,800); Seminar Fees (\$600); Membership Dues (\$15)	\$ 2,415.00	
5/19	Sponsorships (\$1,500); Seminar Fees (\$1,500)	\$ 3,000.00	
6/5	Sponsorships (\$300); Seminar Fees (\$2,250)	\$ 2,550.00	
6/30	Sponsorships (\$300); Seminar Fees (\$2,065); Membership Dues (\$15)	<u>\$ 2,080.00</u>	
	<b>TOTAL INCOME</b>	\$10,045.00	\$ 10,045.00

#### **EXPENSES**

5/5	Seminar Refund (Village of Deer Park)	\$ 75.00	
6/15	Basics Seminar Fee (Hyatt Place, Champaign)	\$ 4,524.20	
6/15	Village of Rantoul (Seminar Name Tag holders)	<u>\$ 59.99</u>	
	<b>TOTAL EXPENSES</b>	\$ 4,659.19	\$ 4,659.19

**BALANCE ON 6/30/2017**

**\$13,825.90**

### SAVINGS ACCOUNT - Washington Community Bank

**BALANCE ON APRIL 1, 2017**

**\$ 9,363.30**

#### **INCOME**

4/6	Membership Dues	\$ 15.00	
4/28	Interest	.36	
5/31	Interest	.42	
6/30	Membership Dues	\$ 15.00	
6/30	Interest	<u>.39</u>	
	<b>TOTAL INCOME</b>	\$ 31.17	

#### **EXPENSES**

<b>TOTAL EXPENSES</b>	\$ 00.00	
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**BALANCE ON 6/30/2017**

**\$9,394.47**

Respectfully submitted,

Patricia S. Brown  
Patricia S. Brown, Treasurer

Date: August 9, 2017



## HONORARY MEMBERS

*Ilion Crabel*

*Robert Arnold*

*Vicki Crum*

*Marianne Edwards*

*Earlene Nelson*

*Joan Steffen*

*Cheryl Lehman*

*Sharon Gibson*

*Norma Graves*

*Juanita Josserand*

*Cindy Cody*

*Joyce Hopping*

*Patricia Ehrhart*

*Sandra Murphy*

*Anita Carlton*

*Carol Moss*

*Berta Veona Dinkins*

*Nancy Whites*

*Ann Frels*

*Mary Haynes*

*Janet Myers*

*Paula Smart*

*Kathy Mizer*

*Sharon Crabel*

*Linda Swartz*

*Chillicothe - Charter Member (deceased)*

*East Peoria - Charter Member*

*Marquette Heights - Charter Member*

*Normal - Charter Member (deceased)*

*Bloomington - Charter Member*

*Goodfield - Charter Member*

*Forsyth (2002)*

*Bloomington (2002) (deceased)*

*Springfield (2003)*

*Lincoln (2003)*

*Springfield (2003)*

*Galesburg - Charter Member (2003)*

*Neoga (2003)*

*Kewanee (2005)*

*Galesburg (2009)*

*Washington (2009)*

*East Peoria (2010)*

*Canton (2010)*

*Normal (2011)*

*Peoria (2012)*

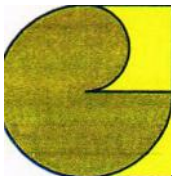
*Danville (2013)*

*East Peoria (2013)*

*Forsyth (2014)*

*Chillicothe (2014)*

*Decatur (2015)*





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***HONORARY MEMBERS***

*Tracey Covert*                      *Bloomington (2015)*

*Carole Stephens*                      *West Peoria (2015)*

*Wendy Briggs*                      *Normal (2017)*

*Phyllis Clark*                      *Urbana (2017)*

*Karla Daubs*                      *Mason City (2017)*

## *PAST PRESIDENTS*

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<i>1988-1989</i> .....	Mary Haynes	Peoria
<i>1989-1990</i> .....	Anita Carlton	Galesburg
<i>1990-1991</i> .....	Carol Moss	Washington
<i>1991-1992</i> .....	Theresa Kehl	Assumption
<i>1992-1993</i> .....	Sharon Crabel	Chillicothe
<i>1993-1994</i> .....	Penny Bright	Delavan
<i>1994-1995</i> .....	Janet Winship	Cuba
<i>1995-1996</i> .....	Sandra Murphy	Kewanee
<i>1996-1997</i> .....	Cheryl Lehman	Forsyth
<i>1997-1998</i> .....	David Fever	El Paso
<i>1998-2000</i> .....	Phyllis Clark	Urbana
<i>2000-2001</i> .....	Sue McMillan	Pekin
<i>2001-2002</i> .....	Janet Myers	Danville
<i>2002-2003</i> .....	Janet Myers	Danville
<i>2003-2005</i> .....	Susan Bachman	Roanoke
<i>2005-2006</i> .....	Beth Ball	Peoria
<i>2006-2007</i> .....	Paula Smart	East Peoria
<i>2007-2008</i> .....	Paula Smart	East Peoria
<i>2008-2009</i> .....	Kathy Mizer	Forsyth
<i>2009-2010</i> .....	Karla Daubs	Mason City
<i>2010-2011</i> .....	Kelli Bennewitz	Galesburg
<i>2011-2012</i> .....	Kelli Bennewitz	Galesburg
<i>2012-2014</i> .....	Janet Gray	Rantoul

<i>2014-2015</i> .....	Ericka Gillenwater	Galesburg
<i>2015-2016</i> .....	Ericka Gillenwater	Galesburg
<i>2016-2017</i> .....	Morgan Cadwalader	East Peoria

## ***PRESIDENTIAL AWARD***

<b>1989</b> .....	Carol Moss Robert Arnold East Peoria Berta Dinkins. East Peoria	Washington
<b>1990</b> .....	Mary Haynes	Peoria
<b>1991</b> .....	Penny Bright	Delavan
<b>1992</b> .....	Anita Carlton	Galesburg
<b>1993</b> .....	Theresa Kehl	



Date:

June 29, 2017

Time:

2:00-5:00 p.m.

Normal City Hall  
11 Uptown Circle  
4th Floor  
Normal, Illinois

**Town of**



**Normal**

Please

celebrating

Wendy's 35

years of service to

the Town of

Normal.

Join us in

**HONORING WENDY  
BRIGGS**

# CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION CHARTER MEMBERS

Chartered September 8, 1998 and November 9, 1988

1. Penny L. Bright - City of Delavan
2. Mary L. Haynes - City of Peoria \*
3. Harriett Anderson - Village of Morton \*
4. Chris Pitts - Village of Bayview Gardens \*
5. Robert L. (Lindy) Arnold - City of East Peoria \*
6. Veona (Berta) Dinkins - City of East Peoria \*
7. Wendelbyn Briggs - City of Normal \*
8. Marianne Edwards - City of Normal \*\*
9. Margaret Quinley - City of Lexington \*
10. Camilla Winterland - City of Chenoa \*
11. Nancy Whites - City of Canton \*
12. Anita Carlton - City of Galesburg \*
13. Susan Cramer - City of Peoria (not with city)
14. Vicki Crum - Village of Marquette Heights \*
15. Patricia Ehrhart - Neoga \*
16. Marion Swendsen - Village of Peoria Heights \*
17. Lucille Gibson - City of Macomb \*\*
18. Adela M. Foster - Village of Maquon \*\*
19. Margaret J. Anderson - City of Gibson \*\*
20. Phyllis Sands - City of Decatur \*\*
21. Linda Granger - City of Carthage \*
22. Francis Welch - City of Colchester \*
23. Joyce A. Hopping - City of Galesburg \*
24. Ruth Gaskell - City of Marquette Heights \*
25. Joan Steffen - City of Goodfield \*
26. Sandy Lancaster - City of Minier \*
27. Mary Howerter - City of Havana \*
28. Carol Moss - City of Washington \*
29. Ilion Crabel - City of Chillicothe \*\*
30. Sharon Crabel - City of Chillicothe \*
31. Earlene Nelson - City of Bloomington \*
32. Elmo C. Ferrenburg - City of Monmouth \*
33. Lydia West - City of Monmouth \*

\* retired

\*\* deceased



**Est. 1988**

# **CIMCO**

***FRIENDSHIP  
SUPPORT  
GROWTH***

***PROFESSIONALISM  
ALLEGIANCE  
KNOWLEDGE***

***"WE FORM THIS ORGANIZATION FOR THE SAKE OF FRIENDSHIP AND SUPPORT, AND TO PROMOTE PERSONAL GROWTH AND PROFESSIONALISM; WE OFFER OUR ALLEGIANCE TO OUR COUNTRY, OUR MUNICIPALITIES AND TO CIMCO AND PLEDGE TO SEEK KNOWLEDGE-OF THE WORLD AROUND US; OF OUR OFFICES, AS WELL AS OR OURSELVES FOR THE GREATER GOOD FOR ALL."***



**Whereas,** the profession of Municipal Clerk is an extremely vital position in local government because the Clerk is the Keeper of the Record and is charged with the responsibility of maintaining the integrity of the documents of the Municipality, and other significant, technical duties; and

**Whereas,** the duties of the Municipal Clerk cover a multitude of State Statutes, local Ordinances and Codes and a variety of timelines and deadlines, making this office the central hub of the Municipality; and

**Whereas,** such weighty responsibilities make it extremely important that the Clerk bring to the position expertise, dedication, honesty, integrity, high standards of excellence and ethics; and

**Whereas,** Karla Daubs has served the City of Mason City for sixteen years, having served the role of City Clerk. She has shown the highest degree of dedication to the profession of Municipal Clerk and the highest degree of ethics in her efforts to maintain the integrity of the ordinances, contracts and agreements of the Municipality so that the City of Mason City, to include all the citizens of Mason City, could be protected and the Courts presented with accurate certifications; and

**Whereas,** Karla Daubs has been a dedicated member of CIMCO since 2001. She was integral in assisting in the Back to Basics seminars that has become a vital training tool for all new clerks. She served as President of CIMCO in 2009-2010. She has also received recognition from the International Institute of Municipal Clerks.

**Now, Therefore, I, Morgan Cadwalader,** President of the Central Illinois Municipal Clerks Organization, do hereby present this professional commendation to

## **Karla Daubs**

For her courage and pursuit of excellence, for her dedication to the ideals and ethics of the Municipal Clerk's position, for her steadfast determination to serve her Municipality above and beyond what the Statutes and laws of the State of Illinois call for, and for her service and loyalty to CIMCO; and hereby bestow upon her Honorary Member Designation in the Central Illinois Municipal Clerks Organization.

Signed and presented this 22nd day of J u n e 2017.

*Morgan Cadwalader*  
\_\_\_\_\_  
Morgan Cadwalader, President Central  
Illinois Municipal Clerks Organization



**Whereas,** the profession of Municipal Clerk is an extremely vital position in local government because the Clerk is the Keeper of the Record and is charged with the responsibility of maintaining the integrity of the documents of the Municipality, and other significant, technical duties; and

**Whereas,** the duties of the Municipal Clerk cover a multitude of State Statutes, local Ordinances and Codes and a variety of timelines and deadlines, making this office the central hub of the Municipality; and

**Whereas,** such weighty responsibilities make it extremely important that the Clerk bring to the position expertise, dedication, honesty, integrity, high standards of excellence and ethics; and

**Whereas,** Phyllis Clark has served the City of Urbana and Cunningham Township for twenty-four years, having served the roles of City Clerk and Township Clerk. She has shown the highest degree of dedication to the profession of Municipal Clerk and the highest degree of ethics in her efforts to maintain the integrity of the ordinances, contracts and agreements of the Municipality so that the City of Urbana and Cunningham Township, to include all the citizens of Urbana, could be protected and the Courts presented with accurate certifications; and

**Whereas,** Phyllis Clark has been a dedicated member of CIMCO since 1993. She was integral in assisting in the Back to Basics seminars that has become a vital training tool for all new clerks and has also served as a presenter in other CIMCO seminars. Phyllis was the recipient of the MCI Ilion Crabel Member of the Year Award in 2006 and CIMCO Presidential Award in 2005. She is Past President of MCI and CIMCO and has chaired numerous committees in both organizations. She has served as a member of the Institute Training committee, completing her term as Chair in 2009. She has also received recognition from the International Institute of Municipal Clerks.

**Now, Therefore, I, Morgan Cadwalader,** President of the Central Illinois Municipal Clerks Organization, do hereby present this professional commendation to

### **Phyllis Clark**

For her courage and pursuit of excellence, for her dedication to the ideals and ethics of the Municipal Clerk's position, for her steadfast determination to serve her Municipality above and beyond what the Statutes and laws of the State of Illinois call for, and for her service and loyalty to CIMCO; and hereby bestow upon her Honorary Member Designation in the Central Illinois Municipal Clerks Organization.

Signed and presented this 1st day of May 2017.

*Morgan Cadwalader*  
\_\_\_\_\_  
Morgan Cadwalader, President Central  
Illinois Municipal Clerks Organization



**Whereas,** the profession of Municipal Clerk is an extremely vital position in local government because the Clerk is the Keeper of the Record and is charged with the responsibility of maintaining the integrity of the documents of the Municipality, and other significant, technical duties; and

**Whereas,** the duties of the Municipal Clerk cover a multitude of State Statutes, local Ordinances and Codes and a variety of timelines and deadlines, making this office the central hub of the Municipality; and

**Whereas,** such weighty responsibilities make it extremely important that the Clerk bring to the position expertise, dedication, honesty, integrity, high standards of excellence and ethics; and

**Whereas,** Wendellyn Briggs has served the Town of Normal for thirty-five years, having served the roles of Deputy Town Clerk and Town Clerk. She has shown the highest degree of dedication to the profession of Municipal Clerk and the highest degree of ethics in her efforts to maintain the integrity of the ordinances, contracts and agreements of the Municipality so that the Town of Normal, to include all the citizens of Normal, could be protected and the Courts presented with accurate certifications; and

**Whereas,** Wendellyn Briggs was a founding member and has been a dedicated member of CIMCO since 1988. She has chaired auditing committee, hosted several meetings, and has helped wherever needed in CIMCO. She has also received recognition from the International Institute of Municipal Clerks receiving both her registered municipal clerk and certified municipal clerk designations.

**Now, Therefore, I, Morgan Cadwalader,** President of the Central Illinois Municipal Clerks Organization, do hereby present this professional commendation to

### **Wendellyn Briggs**

For her courage and pursuit of excellence, for her dedication to the ideals and ethics of the Municipal Clerk's position, for her steadfast determination to serve her Municipality above and beyond what the Statutes and laws of the State of Illinois call for, and for her service and loyalty to CIMCO; and hereby bestow upon her Honorary Member Designation in the Central Illinois Municipal Clerks Organization.

Signed and presented this 29th day of June 2017.

Morgan Cadwalader  
Morgan Cadwalader, President Central  
Illinois Municipal Clerks Organization