

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON APRIL 20, 2020

VILLAGE HALL

APRIL 20, 2020

7:30PM

Mayor Braun called the meeting to order at 7:34 p.m.

Mayor Braun took roll.

PRESENT: Mayor Braun, Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros and Williams; Village Clerk Ananda Billings

ALSO PRESENT: Village Manager Bridget Wachtel, Finance Director Scott Bordui, Chief of Police Tod Kamleiter, Interim Fire Chief Greg Berk; Assistant Fire Chief Keith Damm, Public Works Director John Brunke, Village Attorney Kathi Orr, 17 citizens.

Introductory Comments

Mayor Braun stated that in order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, the Village has been advised and directed by the State to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Act that members of the public body be physically present. Further, all members of public bodies are allowed and encouraged to participate remotely. Citizens were informed of this decision in advance and invited to submit comments and questions ahead of the Board meeting.

This meeting along with all subsequent remotely held Board meetings will be recorded. He then noted that public comment will be only available during the portion of the meeting during which the public is invited to address the Board. As communicated to the public earlier, those questions that were submitted to staff in advance of the meeting would also be addressed during this time.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON APRIL 6, 2020

Mayor Braun asked the Board if they had any changes or comments. He called for a motion to approve the minutes of April 6, 2020. Trustee Williams so moved, seconded by Trustee Driscoll, and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

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CITIZENS WISHING TO ADDRESS THE BOARD:

There were no citizens wishing to address the Board however Allison Matson, Assistant Village Manager did receive a written comment prior to the meeting. The comment was from Michelle Nelson: Congratulations to Pastor Lyons! I'm sorry we cannot be together to celebrate his accomplishments and the indelible mark he has left on Flossmoor. Although my family is not a member of FCC, I appreciate how welcoming and community-minded Pastor Lyons has always been. Thank you for letting my family be a part of many of your celebrations and volunteer efforts over the years! Best wishes to you always!

REGULAR BOARD AGENDA ITEMS:

Mayor Braun referred to Agenda Item #1: Resolution Honoring Pastor Fred Lyon

Pastor Fred Lyon was called to Flossmoor Community Church in November 2010. He has served the community in numerous ways over the past ten years and has become an integral and cherished member of the community. He has decided to move to North Carolina to be closer to his family but will always hold Flossmoor and its residents dear in his heart. As such, Mayor Braun honored Pastor Fred Lyon with a resolution thanking him for his years of service. Mayor Braun read the proclamation and Pastor Lyon thanked the Mayor and all residents for making his time here so wonderful.

No vote was required.

Mayor Braun referred to Agenda Item #2: Consideration of an Ordinance of the Village of Flossmoor, Cook County, Illinois, Amending Chapter 103, Article 1 and Chapter 150, Article 10 of the Village of Flossmoor Municipal Code (Liquor Licenses)

Village Manager Bridget Wachtel introduced the item. At the March 16, 2020 Village Board meeting, the Village Board received a request for a liquor license from Maureen Mader, owner of Dunning's Market & Deli. She requested a license to sell alcohol for consumption on site as well as the retail sale of alcohol. Ms. Mader was not present at the meeting, but the Village Attorney and Village Manager had subsequent conversations with her, and she is agreeable to restrict her ability to apply for a video gaming license upon receipt of a liquor license. As such the cost of this license will be half of the cost of a regular combination license, or \$1,500 annually. Upon passage of this ordinance, Ms. Mader will make the administrative application to the Village and State of Illinois.

Ms. Mader was given the opportunity to address the Board and she stated that she has no interest in pursuing a video gaming license in the future, and she is looking forward to the time when she can reopen her doors and see the members of our community again.

Mayor Braun asked the Board if they had any questions and as they did not, he called for a motion to approve the Ordinance of the Village of Flossmoor, Cook County, Illinois, Amending Chapter 103, Article

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1 and Chapter 150, Article 10 of the Village of Flossmoor Municipal Code (Liquor Licenses), as presented. Trustee Driscoll so moved, seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #3: Consideration of a Resolution Amending the Budget for Fiscal Year 19-20 for the Village of Flossmoor

Finance Director Scott Bordui addressed the Board to note that he is requesting the approval of the resolution which the Board is required to adopt so that the budget amendments may be filed with the Cook County Clerk.

Trustee Williams noted that staff did an excellent job securing grants.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a vote to approve the Resolution Amending the Budget for Fiscal Year 19-20 for the Village of Flossmoor, as presented. Trustee Williams so moved, approved by Trustee Kimmons and passed by a voice vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #4: Public Hearing on the Adoption of the FY20-21 Budget

Mayor Braun opened the public hearing on the Fiscal Year 20-21 budget at 7:57 p.m.

Village Manager Bridget Wachtel addressed the Board and the citizens in attendance to review the Fiscal Year 2021 budget. The FY21 includes use of fund balance for planned capital projects and for operations, including a response to anticipated shortfalls related to the COVID-19 pandemic.

The General Fund, which accounts for the majority of the expenses associated with Village operations, reflects a \$2,451,311 budgeted total deficit inclusive of a \$847,249 operating deficit. It is important to note that \$437,500 of that is a direct reflection on the adjustments to revenues made in response to the pandemic. Had it not been for this situation, that budgeted operating deficit would be \$409,749, not unlike an amount we have seen in previous years. The total deficit is largely a reflection of the planned use of fund balance to cover projects in the Finance and Facilities Plan.

The operating deficit is largely attributable to the following: the economic impact of the pandemic, an increased budget in the General Fund to support street resurfacing, an unprecedented amount of carryovers as a result of our currently strained operations during the pandemic, an increase in the

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Capital Equipment Fund contribution, non-union wage adjustments and step adjustments and finally, additional funding requests. More so than usual, consistent monitoring of our revenues, expenditures and cash flow will be necessary, and we will need to remain flexible and ready to adjust if revenues aren't realized.

The Water and Sewer Fund has small operating surpluses for both projected Fiscal Year 2020 and Fiscal Year 2021 at \$132,607 and \$123,948 respectively. The total fund position for both years reflects a small deficit with the draw-down of fund balance to support non-operating costs attributable to the water meter replacement and water supply analysis. Projected Fiscal Year 2020 reflects a \$17,576 total fund deficit and Fiscal Year 2021 is budgeted at a \$211,052 deficit. Keep in mind that given the pandemic, staff has not brought the annual discussion of water and sewer rates to the Board in April as would normally occur. This could be delayed through May, but staff will need to address covering pass through and operating costs in the near future.

The Village is actively seeking and in some cases successfully receiving grant funding for several capital projects and programs, like the Brookwood Bridge grant, and in some cases even operational expenditures, such as offsetting the salaries of Fire Department Captains for the next couple of years. In recent history, grant funds have been used for operational expenses like bulletproof vests and fire turnout gear. New grants this year include the FEMA US Digital grant and the award of a CMAP Local Road Safety Grant. The Village has other grant applications pending.

Ms. Wachtel then noted that the impact of COVID-19 is still being evaluated. Like many other communities, the economic and social impact is ongoing and will need to be considered for potential expenditures and impact on revenues. The Village has made several fee and penalty adjustments, like other businesses and utilities, in response to the crisis. Examples include the waiver of late fees on vehicle stickers, waiver of water bill penalties and shut offs, and waiver of online convenience fee charges. Other revenues with known impacts include one month free on quarterly parking permits and reduced investment income interest across various funds as a result of the federal reserve bank's cuts in interest rates. Where these revenue impacts are known, it is relatively easy to make the calculation adjustment. Generally, for other revenues that are more unknown, our modifications followed this theory: a shelter in place order extends into May and social behaviors and patterns that still aren't back to normal in June and July. Those types of revenues include sales tax, non-home rule sales tax, state income tax, video gaming tax, motor fuel tax and local motor fuel tax, court fines, and administrative tow fees. In total, the COVID-19 revenue impact is estimated to reduce revenues by approximately \$573,384. This situation needs to be and will be constantly monitored. Ultimately the Village's goal is to preserve this community, protect its residents, and maintain services. Staff will remain focused and diligent on monitoring the pandemic and its impact on our community.

Should the Village be in a position of holding status quo for Fiscal Year 2021, several contingency plans have been developed in order to sustain operations and Village services.

Mayor Braun noted that we owe a big thank you to Village staff as staff has had to review and change the budget at the last minute due to the COVID-19 pandemic. He believes that this is a very measured approach to the changing landscape. He also noted that the Village is solvent and remains flexible. We have a policy in place to save before spending, therefore we will weather the storm.

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All Trustees noted their support and thanks to Staff for the excellent work they do.

Mayor Braun asked if there were any comments from citizens. There being none, he closed the public hearing at 8:18 p.m.

No Vote Was Required

Mayor Braun referred to Agenda Item #5: Adoption of the Village of Flossmoor Budget for Fiscal Year 2021 (May 1, 2020 – April 30 2021)

Mayor Braun asked the Board if they had any additional questions following the public hearing and as they did not, he called for a motion to adopt the Village of Flossmoor Budget for Fiscal Year May 1, 2020 – April 30, 2021 as presented. Trustee Mitros so moved, seconded by Trustee Williams and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #6: Consideration of a Resolution Authorizing the Payment of Wages and Salaries for Fiscal Year 2021

Village Manger Wachtel informed the Board that annually, the Village is required to pass a resolution that authorizes the Village Treasurer to pay wages and salaries. The Treasurer is only authorized to pay wages and salaries in accordance with the Board authorized salary schedule and approved budget.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to approve the Resolution Authorizing the Payment of Wages and Salaries for Fiscal Year 2021, as presented. Trustee Mitros so moved, seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #7: Consideration of a Contract Extension with Kurtz Paramedic Services for Fiscal Year 2021

Assistant Fire Chief Damm addressed the Board and detailed that the existing FY 20 budget contains \$493,663 for the provision of contract firefighter/paramedics from Kurtz Paramedic Services Incorporated. In FY 20, we had our most difficult year in terms of staffing and according to Kurtz, other

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area departments are having the same struggles as Flossmoor's Fire Department and as such have increased their base pay to make these positions more attractive. Staff has completed a review to be sure Flossmoor's rates are competitive. Upon completion of the analysis, it was determined that Flossmoor's pay falls towards the bottom in comparison with other surrounding municipalities.

He is therefore proposing a FY 21 wage increase of our entry-level starting pay to \$48,000 per year and an increase of 2% for those that are currently above \$48,000. With the increase in base pay and the 2% increase for those currently above a base pay of \$48,000, this will bring the renewal cost to \$559,073.00 or \$46,589.42 per month for Fiscal Year 2021.

The Fire Department is able to defer a car replacement and AED replacement, budgeted at \$40,000 and \$11,500 respectively to help offset this large increase.

Interim Fire Chief Berk noted that this situation often occurs cyclically and usually falls in line with an economic downturn; however, he knows the Fire Department will get through this and be successful with this approach.

Trustee Williams noted that usually she would urge to rebid the contract however because of the COVID-19 pandemic, it makes sense to operate business as usual and rebid another time.

Mayor Braun asked if the increase in the contract would be included in the new budget. Bridget answered that it could be done to included it in the budget that is printed.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to approved the Contract Extension with Kurtz Paramedic Services for Fiscal Year 2021 and to reflect the new contract amount in the FY21 budget. Trustee Bradley-Scott so moved, seconded by Trustee Driscoll and passed by a voice vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #8: Consideration of a Contract Extension with Eternally Green Lawn Care for FY21 Landscape Maintenance

Public Works Director John Brunke addressed the Board. Included in the approved FY21 Budget is \$40,000 for Contract Landscape Maintenance. The contract landscape maintenance includes the maintenance of 43 locations which include 7.4 acres of turf, 339 ornamental and shade trees and 1732 shrubs of varying sizes in planting beds. The Village's FY20 Contract Landscape Maintenance project was bid on Wednesday, March 27, 2019, and Eternally Green Lawn Care Inc. of Frankfort, IL was the low bidder. The FY20 contract contains a provision that allows for the contract to be extended for up to three years after the first year of the contract, with the approval of both parties.

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Based on this information, Public Works staff is requesting that the Mayor and Village Board of Trustees waive the competitive bidding process and authorize the Village Manager to sign an extension agreement with Eternally Green Lawn Care, Inc. of Frankfort, Illinois for the FY21 Contract Landscape Maintenance Program, in the amount of \$38,930.00 and authorize the Village Manager to approve expenditures up to the budgeted amount of \$40,000.00 in the event additional mowings are needed.

Mayor Braun commented that there was a wide variety in the pricing of the bids, which was surprising.

Trustee Kimmons asked how many additional extensions would be on the contract. John answered that there could be three extensions total only if the Board agreed to that. Following that it would go to bid. Trustee Kimmons asked if it was always the lowest bidder. John said that it is the lowest responsible bidder. Staff calls references to ensure the vendor will be able to perform. Trustee Kimmons also asked if there were any contract modifications that increased the price. John answered that there are no changes to the contract.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to approve a Contract Extension with Eternally Green Lawn Care for FY21 Landscape Maintenance. Trustee Mitros so moved, seconded by Trustee Williams and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #9: Consideration of a Contract Extension with Winkler Tree Service for FY21 Parkway Tree Services

John Brunke, Public Works Director, addressed the Board. He discussed the contract extension with Winkler Tree Services for FY21 Parkway Tree Services. The approved FY21 budget for this contract is \$122,000. Out of this budgeted amount, \$52,000 is allocated for rotational tree trimming in our neighborhoods. This year, the tree trimming will take place in the Golfview/Robertson, Estates, and Flossmoor Dells neighborhoods. This contract contains a provision that the contract can be extended for up to three years after the first year of the contract, with the approval of both parties. Staff has talked with our contractor, Winkler's Tree Service, and they are willing to hold their unit pricing and extend the contract for the FY21 program. If approved, this will be the second extension of this contract. Winkler's Tree Service has been the Parkway Tree Services contractor for fiscal years 2012, 2014, and 2015 thru 2019. Each time the contract has been re-bid in this period, the unit prices have stayed consistent or gone up. Public Works has determined that the best option is to extend the contract at the same unit prices listed in the FY19 contract. Based on this information, Public Works staff is requesting that the Mayor and Village Board of Trustees waive the competitive bidding process and authorize the Village Manager to sign an extension agreement with Winkler's Tree Service of LaGrange Park, Illinois for the FY21 Parkway Tree Services Contract, and approve expenditures up to the budgeted amount of \$122,000.

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Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to approve a Contract Extension with Winkler Tree Service for FY21 Parkway Tree Services. Trustee Kimmons so moved, seconded by Trustee Driscoll and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #10: Consideration of an Ordinance Granting Emergency Powers to the Mayor of the Village of Flossmoor, Cook County, Illinois

At the April 6th 2020 Board Meeting, the Board approved granting Emergency Powers to the Mayor of the Village of Flossmoor. This was approved due to the COVID-19 pandemic and the need to ensure that Village operations continue to run and serve our community even in the event wherein the Board is unable to convene to pass regulations. This resolution stays in place and sunsets at the next Board meeting. As the COVID-19 pandemic is ongoing and Illinois remains a Shelter-in-Place State, it was recommended that the Board grant this Ordinance again until the next Board meeting at which point it will be reviewed once more.

Mayor Braun noted that he is saddened by the situation that we are all facing but is heartened by how strongly our community is sticking together through this crisis. Each member of the Board then offered their support of the Mayor and noted their trust that he will do the right thing if such a situation, however unlikely, should arise wherein he would need to enact these emergency powers.

Trustee Kimmons did inquire if Flossmoor would be mandating face coverings as this has been mandated in other communities. Village Attorney Kathi Orr noted that the Mayor does not have the authority to do this and enforcement would be difficult.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to approve an Ordinance Granting Emergency Powers to the Mayor of the Village of Flossmoor, Cook County, Illinois as presented. Trustee Mitros so moved, seconded by Trustee Williams and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

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Mayor Braun referred to Agenda Item #11: Consideration of a Call One Customer Service Agreement Renewal

Assistant Village Manager Allison Matson addressed the Board. She explained that the Village uses Call One for telecommunications services, such as phone and fax lines. Call One's contract is bid through the Suburban Purchasing Cooperative, a joint purchasing program of several suburban Councils of Government, including South Suburban Mayors and Managers (SSMMA). Participation in a joint purchasing contract is permitted in the Village's Purchasing Policy. The subject agreement is for the analog business lines serving Village Hall and Public Works. The Village Board approved a Master Service Agreement with Call One and an agreement for the PRI system, the technology that supports calls from the Village to the outside, in February. At the time of the renewal, the Village's account representative overlooked this portion of the agreement, but the agreement will be retroactive to February. As part of the phone system hardware replacement project, the Village will review Call One and other providers to determine the best options for phone lines going forward. This will allow us to maintain the status quo until the phone upgrade is completed.

Trustee Williams asked if this contract had been presented previously. Allison answered that yes that this contract will be needed until the Village's phone upgrade is completed which was expected to be complete by now. A similar agreement with Call One for other lines was approved earlier this year.

Mayor Braun asked the Board if they had any questions, and as they did not, he called for a motion to authorize the renewal of the Call One Customer Service Agreement as presented. Trustee Mitros so moved, seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

FINANCE COMMITTEE:

Trustee Williams reviewed the Hand Checks in the amount of \$1,017.62 and invoices in the amount of \$389,859.34 for a total of \$390,876.96.

Trustee Williams made a motion to approve hand checks in the amount of \$1,017.62 and invoices in the amount of \$389,856.34 for a total of \$390,876.96. The motion was seconded by Trustee Mitros and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

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OTHER BUSINESS:

Mayor Braun informed the Board that he and Village Manager Wachtel have had numerous calls with other communities and agencies to share best practices as we work through the COVID-19 pandemic. Our school districts remained closed but e-learning is in place. The Library remains closed but is actively working on community outreach programs. The park district is also looking forward to reopening the parks following the shelter in place order.

The Flossmoor community has sadly suffered from 4 deaths due to COVID-19, 3 of which have been in our assisted living site. No Village employees have tested positive or fallen ill due to COVID-19 and employees are wearing masks and gloves.

Mayor Braun also urged everyone to patronize our Flossmoor businesses during this time. Meijer donated meals to the Police and Fire Department this past week.

Trustee Driscoll noted that we will need to focus on reopening our economy when appropriate and Trustee Williams thanked the Mayor and Village Manager for their diligence during this crisis.

Trustee Williams also welcomed back Chief Berk.

Mayor Braun referred to item #12 on the Agenda: A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition, and Litigation.

There was no need for Executive Session.

As there were no other items to discuss, Mayor Braun called for a motion to adjourn the meeting. Trustee Mitros so moved, seconded by Trustee Bradley-Scott and passed by a voice vote.

AYES:	Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT:	None
ABSTAIN:	None
NAYS:	None

The Regular Meeting adjourned at 9:12PM

Respectfully Submitted,

Ananda Billings

Ananda Billings
Village Clerk