



## 3<sup>RD</sup> WARD MEETING MINUTES – ALDERMAN DENISE RODD

December 14, 2016

### AGENDA:

- City Clerk's Office – Gloria Ludwig

### WELCOME:

Gloria Ludwig, Des Plaines' City Clerk will be talking about the duties and responsibilities of the office and services the Clerk's office provide residents.

We also have the "Honorary Mayor of Candy Cane Lane," which is celebrating its 25th Anniversary this year. Take time to visit Candy Cane Lane before the season is over.

### CITY CLERK'S OFFICE:

Madam Clerk: Gloria Ludwig

Elected in 2009 and finishing up 2<sup>nd</sup> term. Office was dropped from a full time position to part time with a cut in salary from \$30K to \$6K. The responsibilities did not change from that of a full time job.

Gloria's Background: Started working for a city government right from High School by working at Hanover Park and went on to Deputy Clerk position there. This sparked interest in volunteering, community involvement and government work.

Duties of the Clerk's Office: The processes and procedures were out of date; started by looking for ways to streamline systems and bring it up to date.

- In the past residents would need to come into City Hall fill out a form, which was then sent to the particular department. An updated software program was brought in for citizens to use by going on line and submitting requests, which were sent to the particular department through the system with the online program. Citizens receive a reply back and a resolution. (This is the CAR system – which is being updated to the 311 process.)

What about city documents: It is the Clerk's Office responsibility to work with document retention. Lot of documents are still in paper form and it will be up to the next clerk who takes office, to decide on how to store and when to purge the paper forms. There are now a lot of documents in boxes stored on shelves in the basement. Document retention is an ongoing process.

Scanning the document is an option, but expensive. Some documents are on microfiche, microfiche is not used much anymore, besides microfiche can cut off part of the document, which will not be considered legal. Document retention needs to be in a readable format. A lot of our documents are in the cloud. (IT team is amazing.) IT has streamlined and brought in newer equipment.

City Clerk Credentials: When you took this job, did you know all of this or did you have to learn it? To do the job you need to know what you are doing and the elected position needs some administrative skills. Yet, there is no way to learn it all. There are seminars, and I took them all, continuing education through the Clerk Association that helps and assists in learning the job. Benefits to the city are in the way the Clerk's Office can reach out to other departments to assist both residents and city.

Does the City pay for your education? When I first came on, there was no budget. The education seminars and classes, which are held in Springfield, IL. (Why? Central to the whole state.) I paid for my courses and hotel expenses. The Counsel will be discussing amount of money for training.

Election Process: Paper Packets are not provided to candidates. All information comes through an on-line system. Election process is done through State Board of Elections – Election Laws. Clerk's office just stamps the Election Form that it was received. (There has been some concern that the process is on line only and no longer paper.)

As of today (12/14/2016) no one has filed for the Clerk's position.

Petitions filed to date – Deadline to submit petition is 5:00 p.m. on Monday.

- 2 for Mayor
- 1 for 1<sup>st</sup> Ward
- 2 for 3<sup>rd</sup> Ward
- 1 for 5<sup>th</sup> Ward
- 1 for 7<sup>th</sup> Ward

Should the Clerk's Office have term limits? No. Because the Clerk's office is considered a political elected office, term limits apply. There was a referendum (twice) if Clerk's office should be an elected office, and both times passed 2-1 to be an elected office.

What if no one applies? Clerk's office may have to be appointed by Mayor with Counsel Approval.

There is a Deputy Clerk that works with Gloria and appointed by Gloria. The Deputy Clerk is not a resident of Des Plaines and would need to be a resident at least a year to run for the office of City Clerk.

#### Services Offered by City Clerk's Office:

- New Resident Packet:
- Resource Guide to the Community
- Directory with Council Member's Contact List
- Chamber of Commerce Calendar
- Voter Registration
- Announcements at Council Meeting:
- Newsletters and News Releases
- Website – Can go through website to Chamber of Commerce Businesses
- Cook County Clerk – Election Process: If a candidate up for an election is question.
- Freedom of Information Requests
- Notary Service. (Do not do Real Estate Documents)
- Questions Called In - Resource Information Center

Alderman Packet: Who does the Alderman Packet? Preparation of Agenda is done by the City Manager's office. Packets are available for pick up by each Alderman at Police Station and can be picked up at any time since the Police Department is open 24/7. Some officials feel that a Police Officer or CSO should delivered the packets to the Aldermen's house....some still have this done. Gloria has brought the number of items in a packet down, saving paper in the process.

The Clerk has been asked the best way to properly and concisely announce the agenda items.

Are you looking to the end of your term? Going to Disney World!

#### ILLINOIS STATE TREASURE – ICASH

To find out if you have money in the State Vault; go to <http://www.illinoistreasurer.gov/ICASH>.

#### CITYWIDE:

- Over the Rainbow - Graceland: This is for Assisted Living. Project is being worked.
- Parking Enforcement: If a street is designated a Snow Route, tickets are not issued unless a call is made by a resident to complain. There are not enough police personnel to go around side streets to issue tickets for cars parked on Snow Routes. To submit a complaint, Dial 911 from your Smartphone. An App can be downloaded. For the online version go to [www.desplaines.org/DP311](http://www.desplaines.org/DP311). (This has replaced the CAR form.)
  - What does it take to get a street designated as a Snow Route? Council has to approve and then it goes to the traffic advisory committee.
- City Nurse: Does the City Nurse still come out to check on residents? The nurse that was in the position left and there is no longer anyone available to do the wellness checks.
- Area north of the United Stationers property is being considered for Development. A 4-Story apartment building. It will be situated near Golf and East River Road. Not sure if all of the property is to be developed or a portion of the property.
- Mariano's: Construction has stopped for the weather.
- New Bakery - Amazing Breads and Cakes: Opened at the corner of Lee and Miner Streets. Tables are available and coffee
- Train Station Coffee Shop: Still open and busy

- Littlefuse Construction: Moving along.
- New Era Tool: Property on North Avenue: Contractors have reduced the size and floors of the construction. Residents are still opposed. Nothing formal has been submitted to the city for this property.

Merry Christmas – Happy Holidays – Happy New Year.  
See you in 2017.

NEXT MEETING

January 11, 2017

Prairie Lakes – 7:00 p.m.

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TO CONTACT DENISE

- Phone: 847-514-6318
- Email: [denise@3rdward.org](mailto:denise@3rdward.org)
  - Facebook: DP3
- Twitter: @Denise Rodd
  - [www.3rdward.org](http://www.3rdward.org)