

The Village Clerk is responsible for keeping and preserving all of the official records for the Village of Shabbona - including ordinances, resolutions, meeting minutes, and policies. The Clerk is the Freedom of Information Act (FOIA) Officer. The clerk is responsible for preparing meeting agendas, attending Village Board meetings, recording meeting minutes for the Village Board meetings, accounts payable, Village payroll, publishing ordinances, publishing legal notices in the local newspaper, and administering oaths. All liquor licenses, amusement device licenses, golf cart/UTV licenses, food truck permits, solicitation permits, special event and parade permits, chicken permits, and community garden plot registrations are issued by the Village Clerk. The Village Deputy Clerk assists with clerk responsibilities.



Foreclosure Notices

With respect to notices of foreclosure (pursuant to 735 ILCS 5/15-1503), foreclosure notices shall be sent to:

Village of Shabbona
Attention: Village Clerk
PO Box 263
Shabbona IL 60550

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