

# Village of Lancaster



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## MEMORANDUM

To: Michael Stegmeier, Village Clerk-Treasurer

From: Lynne Ruda, Mayor

Date: July 6<sup>th</sup>, 2022

Re: Responsibilities of Village of Lancaster Climate Smart Communities Coordinator

This memo serves to formally document Michael Stegmeier's role and responsibilities as the Village of Lancaster's Climate Smart Communities (CSC) Coordinator. Mr. Stegmeier has been acting as the CSC Coordinator since his appointment to the role by the Village Board on August 22, 2016. The Coordinator's responsibilities have included and will continue to include:

- Scheduling and organizing CSC Task Force meetings
- Helping complete and providing documentation for CSC actions
- Communicating CSC progress to other Village officials
- Any other tasks needed for the Village's CSC efforts