

Village of Virgil

5N939 Meredith Road, Suite 2
Virgil, IL 60151
Phone: (630) 365-6677 Fax: (630) 365-6489

Email: clerk@villageofvirgil.net
Website: villageofvirgil.net

*President: Jamie LeBlanc
Treasurer: Darlene Hankes
Clerk: Daniela LeBlanc
Trustees: Penny Dyer
Cheryl Hackbarth
David Kosarek
Karen Kosarek
Robert Neisendorf
Debbie Washburn
Zoning Enforcement: Mike Stoffa*

Board Meeting November 12, 2020 - 7:00 p.m.

CALL TO ORDER:

The meeting was called to order by President LeBlanc at 7:00 PM.

PLEDGE OF ALLEGIANCE:

President LeBlanc led the Pledge of Allegiance.

ANNOUNCEMENT OF ELECTRONIC ATTENDANCE REQUEST BY BOARD MEMBERS:

President LeBlanc stated that two board members asked to attend via conference call due to COVID-19. No objections were raised and the meeting proceeded.

ROLL CALL:

| | | | |
|--|----------------------|---------------------------|----------------------|
| President Jamie LeBlanc | Present | Trustee Karen Kosarek | Present (phone call) |
| Trustee Penny Dyer | Present | Trustee Robert Neisendorf | Present |
| Trustee Cheryl Hackbarth | Present | Trustee Debbie Washburn | Present |
| Trustee David Kosarek | Present (phone call) | | |
| Treasurer Darlene Hankes | Present | | |
| Treasurer Darlene Hankes | Present | | |
| Clerk Daniela LeBlanc | Present | | |
| Zoning Enforcement Officer Mike Stoffa | Absent | | |

All those answering "present" were physically present at the meeting unless noted above. Phone call means the trustees attended virtually via conference call.

Present also: Alex McTavish (Village Attorney), Deputy Humm; Mae Stroebel

APPROVAL OF AGENDA:

President LeBlanc requested that the Board approve the November 12, 2020, agenda as stated.

MOTION: Trustee Neisendorf - to approve the agenda
SECOND: Trustee Hackbarth
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0

APPROVAL OF MINUTES:

President LeBlanc requested that the Board approve the October 8, 2020 Board minutes as stated.

MOTION: Trustee Hackbarth - to approve the minutes.
SECOND: Trustee Washburn
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek

NAYS: None
ABSENT: None
Motion Carried: 6:0:0

PUBLIC COMMENT: NONE

SHERIFF'S REPORT:

- October was very busy, over 100 service calls were logged
- Unemployment Fraud is rampant, they are getting 8-10 calls a day on this matter
- If you get a check or debit card even though you did not file for unemployment, immediately contact the State of IL Unemployment Dept online and report it via a special form so they can cancel the check or account. Otherwise the money will be moved out of the account or the check will be cashed by the person committing the fraud and you will be responsible to pay taxes on it next year
- This is a form of identity theft
- IC Trail activity was busy
- Tools were stolen out of an unlocked van
- Several calls regarding domestic violence, one of them being a mental health crisis

VILLAGE ENGINEER:

- President LeBlanc has a call in to the State regarding a date for the inspection of the IC Trail bridge

RESOLUTIONS AND ORDINANCES:

Resolution 2020-09 Approving The Meeting Schedule for 2021

MOTION: Trustee Neisendorf - to approve the resolution
SECOND: Trustee Hackbarth
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0 per roll call

Ordinance 2020-02 For the Levy And Assessment Of Taxes for the Fiscal Year Beginning May 1, 2020, and Ending April 30, 2021, For The Village of Virgil, Kane County, Illinois

MOTION: Trustee Washburn - to approve the ordinance
SECOND: Trustee K Kosarek
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0 per roll call

Ordinance 2020-03 Amending the Village Code (Chapter 1- Administration, Subchapter 1 – Officers and Subchapter 3 – Compensation)

MOTION: Trustee Neisendorf - to approve the ordinance
SECOND: Trustee Washburn
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0 per roll call

PRESIDENT’S REPORT:

- Projects are done for this year
- The Seal Coat Project is eligible for the River Boat Fund Grant, we need a copy of the cancelled check from the contractor so we can collect the grant money
- The Seal Coat Project will require additional work (included in the bid approved) to allow the work already performed to settle over winter
- Since residents inquired why the village did not just repave the entire street portion, President LeBlanc obtained rough estimates and the cost for material and labor would be \$383,253 plus \$10,000-\$15,000 in engineering cost
- Tree removal along Ditch 2 is completed, drain tiles were replaced and proper guarding was installed at the outlets
- The contracting firm advised that the ditch is pretty silted in and he will give us a quote for clearing it next year
- The ditch 2 portion from IC Trail to Rte 64 needs to have the trees removed at some point, President LeBlanc contacted the Kane County Forest Preserve to share the cost of this project

ATTORNEY’S REPORT: NONE

CLERK’S REPORT: see attached report

FINANCE COMMITTEE:

Treasurer Hanks presented the November bills 2020 for approval as follows:

| | |
|----------------------------------|--------------------|
| Baxter & Woodman | \$2,031.68 |
| Foote, Mielke, Chavez & O’Neil | \$744.00 |
| Office Max – Printer | \$311.37 |
| Illinois Municipal League RMA | \$4,710.93 |
| Fox Excavating Inc | \$42,550.00 |
| BLP Construction Inc | \$28,948.00 |
| | |
| | |
| Pre-Approved Bills | |
| | |
| STs Peter & Paul Church | \$300.00 |
| AT&T | \$196.35 |
| Fox Valley Internet | \$24.95 |
| Jason Kralka Consulting Services | \$125.00 |
| | |
| Total | \$79,942.28 |

MOTION: Trustee Neisendorf to approve the bills.
 SECOND: Trustee Washburn
 AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
 NAYS: None
 ABSENT: None
 Motion Carried: 6:0:0 per roll call

ZONING ENFORCEMENT OFFICER:

- See clerk’s report

ZONING BOARD OF APPEALS: Meeting must be set for the Morales application for a variance

COMMITTEE OF THE WHOLE:

President LeBlanc requested that the Board approve the October 22, 2020 Committee minutes as stated.

MOTION: Trustee Washburn - to approve the minutes.
SECOND: Trustee D Kosarek
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0

COMP. PLAN COMMITTEE: None

FINANCE COMMITTEE: None

OTHER BUSINESS: NONE

PUBLIC COMMENT: Resident Mae Stroebel inquired regarding the tax levy and was advised that there was a less than 5% increase

ADJOURN: at 7:44pm

MOTION: Trustee D Kosarek
SECOND: Trustee Dyer
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf, K Kosarek
NAYS: None
ABSENT: None
Motion Carried: 6:0:0

Respectfully Submitted,

Daniela LeBlanc
Clerk of the Village of Virgil

VILLAGE OF VIRGIL

RESOLUTION NO. 2020-09
A RESOLUTION APPROVING MEETING SCHEDULE

Be it resolved by the president and the board of trustees of the Village of Virgil, Kane County, Illinois that:

1. The annual schedule of meetings of the Board of Trustees and all subsidiary bodies of the Village on file in the clerk's office is approved and the clerk is directed to publish the schedule according to law.

Adopted on November 12, 2020.

[Signature page follows.]

| Trustee | Yes | No | Absent | Abstain |
|------------|-----|----|--------|---------|
| Dyer | | | | |
| Hackbarth | | | | |
| Kosarek, K | | | | |
| Kosarek, D | | | | |
| Neisendorf | | | | |
| Washburn | | | | |
| LeBlanc | | | | |
| Totals | | | | |

Approved November 12, 2020.

President

Attested and filed in my office on
November 12, 2020.

Clerk of the Village of Virgil, Kane County,
Illinois

VILLAGE OF VIRGIL
5N939 Meredith Rd., Suite 2
Virgil, IL 60151
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Regular Monthly Meetings

| | |
|--|---|
| Village Board | 2nd Thursday of each month at 7:00 pm. |
| Committee of the Whole | 4th Thursday of each month at 7:00 pm. Scheduled as needed if there is an agenda. |
| Planning and Zoning Board | 1st Tuesday of the month at 7:00 pm. Scheduled as needed if there is an agenda. |
| Comprehensive Land Use Plan Committee | 3rd Tuesday of the month at 7:00 pm. Scheduled as needed if there is an agenda. |

- All meetings are open to the public.
- All meetings are held at S.S. Peter and Paul Parish Center located at 5N939 Meredith Road in Virgil.
- Notice of “Special” meetings other than the above regularly scheduled meetings will be posted here and/or published on our website with at least 24 hours notice.
- Approved minutes of the Village of Virgil Board Meetings will be posted on our website after approval.

SCHEDULED VILLAGE BOARD MEETINGS FOR 2021

JANUARY 14
APRIL 08
JULY 08
OCTOBER 14

FEBRUARY 11
MAY 13
AUGUST 12
NOVEMBER 11

MARCH 11
JUNE 10
SEPTEMBER 09
DECEMBER 09

VILLAGE OF VIRGIL

ORDINANCE NO. 2020-02

**AN ORDINANCE FOR THE LEVY AND
ASSESSMENT OF TAXES FOR THE FISCAL YEAR
BEGINNING MAY 1, 2020, AND ENDING APRIL
30, 2021, FOR THE VILLAGE OF VIRGIL, KANE
COUNTY, ILLINOIS**

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF VIRGIL
November 12, 2020**

**Published in pamphlet form by authority of the
President and Board of Trustees of the Village of Virgil,
Kane County, Illinois**

November 12, 2020

ORDINANCE NO. 2020-02

**AN ORDINANCE FOR THE LEVY AND
ASSESSMENT OF TAXES FOR THE FISCAL YEAR
BEGINNING MAY 1, 2020, AND ENDING APRIL
30, 2021, FOR THE VILLAGE OF VIRGIL, KANE
COUNTY, ILLINOIS**

BE IT ORDAINED by the president and the board of trustees of the village of Virgil, Kane County, Illinois, as follows:

§ 1. Ascertainment of tax levy

The total amount of appropriations for all corporate purposes to be collected from the tax levy of the current fiscal year is hereby ascertained to be \$31,200.

§ 2. Tax Levy

The sum of \$31,200 of the amount appropriated for the current fiscal year by the annual appropriation ordinance of the village for the year 2020, passed by the president and board of trustees of the village at the legally convened meeting of June 11, 2020, is hereby levied upon all property within the village of Virgil subject to taxation for the current year. The specific amounts levied for each object and purpose is placed in a separate column under the heading *To Be Raised by Tax Levy* as follows:

Village of Virgil

Appropriations 5/1/2020 through 4/30/2021

| Account | | Total Appropriation | Estimated Receipts from Sources Other than Tax Levy | To be Raised by Tax Levy |
|----------------------|--------------------------------|---------------------|--|-----------------------------|
| General Fund | | | | |
| Administration | | | | |
| Personnel | | | | |
| 421 | Expense Allowance / Appointed | \$0 | \$0 | \$0 |
| 430 | Expense Allowance / Elected | \$5,000 | \$5,000 | \$0 |
| 461 | FICA/Medicare/Payroll taxes | \$3,500 | \$3,500 | \$0 |
| 470 | State Contributions | \$1,700 | \$1,700 | \$0 |
| 420 | Salaries - Employees | \$20,000 | \$20,000 | \$0 |
| | Total Personnel | \$30,200 | \$30,200 | \$0 |
| Contractual Services | | | | |
| 952 | Meeting Place -- Reimbursement | \$5,000 | \$5,000 | \$0 |
| 533 | Legal | \$20,000 | \$20,000 | \$0 |
| | Accounting Services | \$0 | \$0 | \$0 |
| 554 | Printing | \$1,000 | \$1,000 | \$0 |
| 591 | Insurance / Liability | \$6,000 | \$6,000 | \$0 |
| | Code Hearing Officer | \$1,000 | \$1,000 | \$0 |
| | Insurance / Bonds | \$3,000 | \$3,000 | \$0 |
| 552 | Telephone/Internet | \$5,000 | \$5,000 | \$0 |
| | Workers Compensation | \$0 | \$0 | \$0 |
| 549 | Other Professional Services | \$6,000 | \$6,000 | \$0 |
| | Total Contractual Services | \$47,000 | \$47,000 | \$0 |
| Commodities | | | | |
| 651 | Office Supplies | \$2,000 | \$2,000 | \$0 |
| 551 | Postage | \$2,000 | \$2,000 | \$0 |
| | Total Commodities | \$4,000 | \$4,000 | \$0 |

| <u>Account</u> | | <u>Total Appropriation</u> | <u>Estimated Receipts from Sources Other than Tax Levy</u> | <u>To be Raised by Tax Levy</u> |
|----------------|---------------------------------|----------------------------|--|---------------------------------|
| | Other Expenditures | | | |
| 911 | Community Relations | \$1,000 | \$1,000 | \$0 |
| | Training & Education | \$1,000 | \$1,000 | \$0 |
| | Communications | \$0 | \$0 | \$0 |
| | Liquor Commission | \$0 | \$0 | \$0 |
| 900 | Bank Fees | \$550 | \$550 | \$0 |
| 562 | Travel | \$1,000 | \$1,000 | \$0 |
| | Subscriptions | \$0 | \$0 | \$0 |
| 561 | Dues | \$1,250 | \$1,250 | \$0 |
| 565 | Publications | \$1,000 | \$1,000 | \$0 |
| 567 | Misc. Expenditures | \$5,000 | \$5,000 | \$0 |
| | Total Other Expenditures | <u>\$10,800</u> | <u>\$10,800</u> | <u>\$0</u> |
| | Capital Outlay | | | |
| | Equipment | \$3,000 | \$3,000 | \$0 |
| | Furniture | \$1,000 | \$1,000 | \$0 |
| | Total Capital Outlay | <u>\$4,000</u> | <u>\$4,000</u> | <u>\$0</u> |
| | Total Administration | <u>\$96,000</u> | <u>\$96,000</u> | <u>\$0</u> |
| | Public Works | | | |
| | Contractual Services | | | |
| 532 | Engineering | \$20,000 | \$20,000 | \$0 |
| 516 | Snow Removal | \$25,000 | \$25,000 | \$0 |
| | Salt Storage | \$0 | \$0 | \$0 |
| 514 | Maintenance Services -- Streets | \$22,000 | \$22,000 | \$0 |
| 517 | Maintenance Services -- Mowing | \$2,500 | \$2,500 | \$0 |
| | Capital Improvements | \$75,100 | \$43,900 | \$31,200 |
| | Total Contractual Services | <u>\$144,600</u> | <u>\$113,400</u> | <u>\$31,200</u> |
| | Commodities | | | |
| | Bulk & Signs | \$500 | \$500 | \$0 |
| | Total Commodities | <u>\$500</u> | <u>\$500</u> | <u>\$0</u> |
| | Other Expenditures | | | |
| | Training & Education | \$0 | \$0 | \$0 |
| | Total Other Expenditures | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| | Total Public Works | <u>\$145,100</u> | <u>\$113,900</u> | <u>\$31,200</u> |

| <u>Account</u> | | <u>Total Appropriation</u> | <u>Estimated Receipts from Sources Other than Tax Levy</u> | <u>To be Raised by Tax Levy</u> |
|----------------|---|----------------------------|--|---------------------------------|
| | Development | | | |
| | Contractual Services | | | |
| | Engineering | \$0 | \$0 | \$0 |
| | Building Inspections | \$0 | \$0 | \$0 |
| 538 | Planning | \$0 | \$0 | \$0 |
| 539 | Zoning | \$0 | \$0 | \$0 |
| | Total Contractual Services | \$0 | \$0 | \$0 |
| | Other Expenditures | | | |
| | Training & Education | \$0 | \$0 | \$0 |
| | Publication | \$0 | \$0 | \$0 |
| | Total Other Expenditures | \$0 | \$0 | \$0 |
| | Total Development | \$0 | \$0 | \$0 |
| | Finance | | | |
| | Other Expenditures | | | |
| | Training & Education | \$500 | \$500 | \$0 |
| | Total Other Expenditures | \$500 | \$500 | \$0 |
| | Total Finance | \$500 | \$500 | \$0 |
| | Other Contractual Services | | | |
| | Police Protection | \$5,000 | \$5,000 | \$0 |
| | Total Other Contractual Services | \$5,000 | \$5,000 | \$0 |
| | Contingencies | \$10,000 | \$10,000 | \$0 |
| | Total General Fund | \$256,600 | \$225,400 | \$31,200 |
| | Motor Fuel Fund | | | |
| | Street Contractual Services | \$0 | \$0 | \$0 |
| | Street Maintenance Services | \$20,000 | \$20,000 | \$0 |
| | Total Motor Fuel Fund | \$20,000 | \$20,000 | \$0 |

| <u>Account</u> | <u>Total Appropriation</u> | <u>Estimated Receipts from Sources Other than Tax Levy</u> | <u>To be Raised by Tax Levy</u> |
|---|----------------------------|--|---------------------------------|
| Schramer Special Service Area | | | |
| Contractual Services | | | |
| Snow Removal | \$0 | \$0 | \$0 |
| Mowing | \$0 | \$0 | \$0 |
| Mosquito Control | \$0 | \$0 | \$0 |
| Commodities | \$0 | \$0 | \$0 |
| Administration | \$0 | \$0 | \$0 |
| Legal | \$0 | \$0 | \$0 |
| Total Schramer Special Service Area | \$0 | \$0 | \$0 |
| Total Appropriations | \$276,600 | \$245,400 | \$31,200 |

§ 3. Certification

There is hereby certified to the county clerk of Kane County, Illinois, the total amount of \$31,200, which amount the village of Virgil requires to be raised by taxation for the current fiscal year of the village.

§ 4. Filing

The clerk shall file a certified copy of this ordinance with the county clerk within the time provided by law.

§ 5. Savings clause

If any section, subdivision, or sentence of this ordinance is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

§ 6. Effective Date

This ordinance is effective after its passage, approval and publication as provided by law.

Adopted on November 12, 2020 pursuant to a roll call vote as follows:

[Signature page follows.]

| Trustee | Yes | No | Absent | Abstain |
|-------------|-----|----|--------|---------|
| Dyer | | | | |
| Hackbarth | | | | |
| Kosarek, D. | | | | |
| Kosarek, K. | | | | |
| Neisendorf | | | | |
| Washburn | | | | |
| LeBlanc | | | | |
| Totals | | | | |

Approved November 12, 2020

President

Attested, filed in my office, and published in pamphlet form on
November 12, 2020

Clerk of the village of Virgil, Kane County, Illinois

VILLAGE OF VIRGIL
SUMMARY SHEET OF 2019 TAX LEVY PAYABLE IN 2020

| Rate Limit | Fund No. | Name | Amount |
|-------------------|-----------------|---------------------------------------|---------------|
| .25% | 1 | General Corporate Fund | \$31,200.00 |
| 1.00% | 3 | Special Service Area No. 1 - Schramer | \$0.00 |
| Total Levy | | | \$31,200.00 |

Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANE)

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, Jamie LeBlanc, hereby certify that I am the duly elected and acting President of the Village of Virgil, Kane County, Illinois and as President I certify that the ordinance to which this certificate is attached, Ord. No. 2020-02 - AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021, FOR THE VILLAGE OF VIRGIL, KANE COUNTY, ILLINOIS, was adopted pursuant to, and in all respects in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the Truth in Taxation Act, no public hearing being required because the amount levied does not exceed 105% of the amount extended for the previous year.

Dated: November 12, 2020.

Village President

Subscribed and Sworn to on
November 14, 2020.

(SEAL)

Notary Public

VILLAGE OF VIRGIL

ORDINANCE NO. 2020-03

AN ORDINANCE AMENDING THE VILLAGE CODE

**(Chapter 1—Administration, Subchapter 1—Officers and
Subchapter 3— Compensation)**

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF VIRGIL**

November 12, 2020

Published in pamphlet form by authority of the President and Board of Trustees of
the Village of Virgil, Kane County, Illinois

November 12, 2020

ORDINANCE NO. 2020-03

AN ORDINANCE AMENDING VILLAGE CODE

**(Chapter 1—Administration, Subchapter 1—Officers and
Subchapter 3— Compensation)**

BE IT ORDAINED by the President and the Board of Trustees of the Village of Virgil, Kane County, Illinois, that the Village Code, as amended, be further amended as follows:

§ 1. Amending Village Code

Chapter 1—Administration, Subchapter 1—Officers, §§ 103 and 104, and Subchapter 3— Compensation, §§122 and 123 are amended to read as follows:

§ 103. Clerk

(a) The clerk is appointed by the president with the concurrence of the board of trustees. The clerk serves for a four- year term and until a successor is appointed and qualifies by taking the oath of office.

(b) Before entering upon the duties of office, the clerk shall execute a bond in an amount not less than \$3000 with such sureties as may be required by the board of trustees, conditioned upon the faithful performance of the duties of the clerk.

(c) The clerk shall attend all meetings of the corporate authorities, including executive sessions, and keep the minutes and records of their proceedings except if the clerk is the subject matter of the meeting and the clerk’s presence creates a conflict of interest. The clerk shall make the record of those proceedings available for public inspection within seven days after being approved or accepted by the corporate authorities as the official minutes of their proceedings. The clerk has custody of the ordinances, resolutions, written motions, and all other documents

pertaining to the business and affairs of the village, the custody and control of which are not given to other officers.

(d) The clerk shall seal and attest all contracts of the village and all licenses, permits and other documents that require this formality. The clerk shall turn over all money received on behalf of the village to the treasurer promptly upon receipt and shall keep an account showing all money received by the clerk on behalf of the village and the source and disposition thereof and such other accounts as are required by statute or ordinance. In addition to the record of ordinances and other records which the clerk is required by statute to keep, the clerk shall keep a register of all licenses and permits issued and the payments made therefor, and a record showing all of the officers and regular employees of the village and such other records as may be required by the board of trustees.

(e) Upon receipt of the annual account from the treasurer, the clerk shall publish the account at least once in a newspaper published in the village or, if no newspaper is published in the village, then in a newspaper having a general circulation within the village. If the village has a population of less than 500 and no newspaper is published in the village or has a general circulation within the village, publication may be made by posting a copy of the account in three prominent places within the village.

(f) The clerk is the custodian of the village seal and shall affix its impression on documents whenever this is required.

(g) The clerk is the collector of the village.

(h) Any duty assigned to the clerk in this code or in any existing or future motion or resolution enacted by the corporate authorities, including the authority to sign permits and contracts, except those duties which cannot be delegated by law, may be delegated to such village personnel as the president may determine from time to time.

§ 104. Treasurer

(a) The treasurer is appointed by the president with the concurrence of the board of trustees. The treasurer serves for a four-year term and until a successor is appointed and qualifies by taking the oath of office.

(b) The treasurer shall give a bond in an amount not less than \$3000 with such surety as may be required by the board of trustees, conditioned upon the faithful performance of the duties of office and to indemnify the village for any loss due to any neglect of duty or unlawful act on the part of the treasurer.

(c) The treasurer shall receive all money belonging to the village and shall keep the treasurer's books and accounts in the manner prescribed by ordinance. The treasurer shall make these books and accounts available for inspection to any member of the corporate authorities upon request.

(d) The treasurer shall keep a separate account of each fund or appropriation and the debits and credits belonging to that fund or appropriation.

(e) The treasurer shall give every person paying money into the treasury a receipt, specifying the date of payment and upon what account paid. The treasurer shall file copies of these receipts with the clerk, with the treasurer's monthly reports. If the treasurer has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the treasurer, the treasurer shall pay the money specified in the warrant to the person designated by the warrant.

(f) At the end of every month, and more often if required by the corporate authorities, the treasurer shall render an account under oath to the corporate authorities, or to an officer designated by ordinance, showing the state of the treasury at the date of the account and the balance of money in the treasury. The treasurer shall accompany the account with a statement of all money received into the treasury and on what account, together with all warrants redeemed and paid by the treasurer. On the day the treasurer renders an account, the treasurer shall deliver these warrants, with all vouchers held by the treasurer, to the clerk and who shall file them, together with the account, in the clerk's office. The treasurer shall mark all

paid warrants as “paid”. The treasurer shall keep a register of all warrants, which describes each warrant, showing its date, amount, and number, the fund from which paid, the name of the person to whom paid, and when paid.

(g) The treasurer may be required to keep all funds and money in the treasurer’s custody belonging to the village in places of deposit designated by ordinance. When requested by the treasurer, the corporate authorities shall designate one or more banks or savings and loan associations in which may be kept the funds and money of the village in the custody of the treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as a depository until 10 days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities required by this section. When a new depository is designated, the corporate authorities shall notify the sureties of the treasurer of that fact in writing at least 5 days before the transfer of funds. The treasurer will be discharged from responsibility for all funds or money that the treasurer deposits in a designated bank or savings and loan association while the funds and money are so deposited.

(h) The treasurer may require any bank or savings and loan association to deposit with the treasurer securities or mortgages that have a market value at least equal to the amount of money the village has on deposit with the bank or savings and loan association that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation.

(i) The treasurer may enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of village funds.

(j) (1) The treasurer may—

(A) combine moneys from more than one fund for the purpose of investing such moneys;

(B) join with any other official custodians or treasurers of other municipal, intergovernmental risk management entities, self-insurance pools, waste

management agencies, or other intergovernmental entities composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

(C) enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

(2) When funds are combined for investment purposes as authorized in this section, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity, as the case may be, for which the investment was acquired.

(3) Joint investments may be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental, and in addition to all other power or authority granted by any other law and is not a limitation of any power and authority otherwise granted.

(k) The treasurer shall not deposit village funds as permitted by this section in any bank or savings and loan association unless it has complied with the requirements established by Section 6 of the Public Funds Investment Act.

(l) In addition to any other investments or deposits authorized under this Code, the treasurer is authorized to invest the funds and public moneys in the custody of the treasurer in accordance with the Public Funds Investment Act.

(m) The treasurer shall keep all money belonging to the village and in the treasurer's custody separate and distinct from the treasurer's own money and shall not use, either directly or indirectly, the village's money or warrants for the personal use and benefit of the treasurer or of any other person. Any violation of this

provision is grounds for the immediate removal of the treasurer from office by the corporate authorities, who may declare the treasurer's office vacant.

(n) The treasurer shall report to the corporate authorities, as often as they require, a full and detailed account of all receipts and expenditures of the village, as shown by the treasurer's books, up to the time of the report.

(o) Within six months after the end of each fiscal year, the treasurer shall prepare and file with the clerk an account of moneys received and expenditures incurred during the preceding fiscal year as specified in this section. The treasurer shall show in the account:

(1) All moneys received by the village, indicating the total amounts, in the aggregate, received in each account of the village, with a general statement concerning the source of receipts. In this paragraph, the term "account" does not mean each individual taxpayer, householder, licensee, utility user, or other persons whose payments to the municipality are credited to a general account.

(2) Except as provided in paragraph (3) of this subsection, all moneys paid out by the village where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each person to whom moneys were paid and the total paid to each person.

(3) All moneys paid out by the village as compensation for personal services, giving the name of each person to whom moneys were paid and the total amount paid to each person from each account, except that the treasurer may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

- (A) under \$25,000.00;
- (B) \$25,000.00 to \$49,999.99;
- (C) \$50,000.00 to \$74,999.99;
- (D) \$75,000.00 to \$99,999.99;

(E) \$100,000.00 to \$124,999.99; or

(F) \$125,000.00 and over.

(4) A summary statement of operations for all funds and account groups of the village, as excerpted from the annual financial report as filed with the appropriate State agency.

(p) Within six months after the end of each fiscal year the treasurer shall file with each town or county collector of taxes who collects taxes levied by the village a copy of the annual account that is required to be filed with and published by the clerk, together with an affidavit of the clerk stating that the copy is a true and correct copy of the annual account filed with the clerk, that it was published or posted as required by § 103(e), the date of the filing and publication or posting, and, if published, the newspaper in which it was published.

* * * * *

§ 122. Clerk

The village will pay the clerk \$750 for 32 hours of work each month, plus \$18.75 for each hour worked over 32 hours per month.

§ 123. Treasurer

The village will pay the treasurer \$575 for 20 hours of work each month, plus \$20 for each hour worked over 20 hours per month.

§ 2. Repealer

Any ordinance or any provision of any ordinance in conflict with the provisions of this ordinance is, to the extent of such conflict, repealed.

§ 3. Effective Date

This ordinance is fully effective from and after its passage, approval and publication as provided by law.

Adopted on November 12, 2020 pursuant to a roll call vote as follows:

| Trustee | Yes | No | Absent | Abstain |
|------------|-----|----|--------|---------|
| Dyer | | | | |
| Hackbarth | | | | |
| Kosarek, K | | | | |
| Kosarek, D | | | | |
| Neisendorf | | | | |
| Washburn | | | | |
| LeBlanc | | | | |
| Totals | | | | |

Approved November 12, 2020.

President

Attested, Filed in my office, and published in pamphlet form on November 12, 2020.

Clerk of the Village of Virgil, Kane County, Illinois

Village of Virgil

5N939 Meredith Road, Suite 2
Virgil, IL 60151
Phone: (630) 365-6677 Fax: (630) 365-6489

Email: clerk@villageofvirgil.net
Website: villageofvirgil.net

*President: Jamie LeBlanc
Treasurer: Darlene Hanks
Clerk: Daniela LeBlanc
Trustees: Penny Dyer
Cheryl Hackbarth
David Kosarek
Karen Kosarek
Robert Neisendorf
Debbie Washburn
Zoning Enforcement: Mike Stoffa*

Board Meeting October 08, 2020 - 7:00 p.m.

CALL TO ORDER:

The meeting was called to order by President LeBlanc at 7:00 PM.

PLEDGE OF ALLEGIANCE:

President LeBlanc led the Pledge of Allegiance.

ROLL CALL:

| | | | |
|---|---------|---------------------------|---------|
| President Jamie LeBlanc | Present | Trustee Karen Kosarek | Absent |
| Trustee Penny Dyer | Present | Trustee Robert Neisendorf | Present |
| Trustee Cheryl Hackbarth | Present | Trustee Debbie Washburn | Present |
| Trustee David Kosarek | Present | Treasurer Darlene Hanks | Present |
| Treasurer Darlene Hanks | Present | Clerk Daniela LeBlanc | Present |
| Zoning Enforcement Officer Mike Stoffa Present (7:04pm) | | | |

All those answering "present" were physically present at the meeting.

Present also: Alex McTavish (Village Attorney), Deputy Humm; Mae Stroebel

APPROVAL OF AGENDA:

President LeBlanc requested that the Board approve the October 8, 2020, agenda as stated.

MOTION: Trustee D Kosarek - to approve the agenda
SECOND: Trustee Neisendorf
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf
NAYS: None
ABSENT: Trustee K Kosarek
Motion Carried: 5:0:1

APPROVAL OF MINUTES:

President LeBlanc requested that the Board approve the September 10 Board minutes as stated.

MOTION: Trustee Washburn - to approve the minutes.
SECOND: Trustee Hackbarth
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf
NAYS: None
ABSENT: Trustee K Kosarek
Motion Carried: 5:0:1

PUBLIC COMMENT: NONE

SHERIFF'S REPORT:

- Business as usual
- Some accidents, numerous traffic stops (over 5) due to Rt 38 closure and rerouting of traffic
- Some burglaries although none in the Village of Virgil
- Reminder that hunting season started
- Crimes of opportunity during broad daylight are still happening so keep garages closed and doors/vehicles locked

VILLAGE ENGINEER:

See President's report

RESOLUTIONS AND ORDINANCES:

NONE

PRESIDENT'S REPORT:

- Drainage Project was started and should be done by the Monday following the meeting
- Engineer looked at both projects and also marked the damaged pavement for seal contract
- IDOTS needs to still approve the seal coating contract
- Farmer Brian Petit is currently harvesting the soybeans and the ditch project will commence once he is finished
- Weight limit on IC Trail bridge is posted by the State, an inspection is scheduled in November and the weight limit will be reviewed at that time
- We could pass an ordinance regarding the weight limit but the question is on how we would enforce it

ATTORNEY'S REPORT: NONE

CLERK'S REPORT: see attached report

FINANCE COMMITTEE:

Treasurer Hanks presented the October 2020 for approval as follows:

| | |
|--|------------|
| Baxter & Woodman | \$1,211.31 |
| Darlene Hanks – Travel | \$94.01 |
| Gordon Flesch Company Inc | \$427.00 |
| The School of Extended Learning, Eastern Illinois Univ - Municipal Clerks of Illinois-On-line Course | \$25.00 |
| Illinois Department of Revenue | \$213.09 |
| United States Treasury | \$804.13 |
| | |
| | |
| Pre-Approved Bills | |
| BOARD COMPENSATION FOR MEETINGS ATTENDANCE: | |
| Jamie LeBlanc | \$250.00 |
| Penny Dyer | \$70.00 |
| Cheryl Hackbarth | \$105.00 |
| David Kosarek | \$105.00 |
| Karen Kosarek | \$35.00 |
| Bob Neisendorf | \$70.00 |
| Debbie Washburn | \$105.00 |
| | |

| | |
|----------------------------------|-----------|
| STs Peter & Paul Church | \$300.00 |
| AT&T | \$196.51 |
| Fox Valley Internet | \$24.95 |
| Jason Kralka Consulting Services | \$125.00 |
| | |
| Total | \$4161.00 |

MOTION: Trustee Hackbarth to approve the bills.
SECOND: Trustee Neisendorf
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf
NAYS: None
ABSENT: Trustee K Kosarek
Motion Carried: 5:0:1 per roll call

ZONING ENFORCEMENT OFFICER:

- Wedding party inquiring about noise ordinance and permitting has not set a specific date
- (3) building permits were issued but none of them were started
- Out of mosquito pellets

ZONING BOARD OF APPEALS: None

COMMITTEE OF THE WHOLE: None

COMP. PLAN COMMITTEE: None

FINANCE COMMITTEE: None

OTHER BUSINESS: Trustee Neisendorf spoke with BLP Construction regarding drainage problems on west side of Meredith Rd that also causes issues under Neisendorf Residence on East side of Meredith, Trustee Neisendorf is working with BLP Construction to remedy this situation and tying into the new tile being laid down; Attorney McTavish stated that this is all on private property and the consent of those property owners needs to be obtained; he also stated that the project would need to be inspected; President LeBlanc will forward the contact for the owner of the nursery to Trustee Neisendorf

PUBLIC COMMENT: NONE

ADJOURN: at 7:34pm

MOTION: Trustee D Kosarek
SECOND: Trustee Dyer
AYES: Trustees D Kosarek, Hackbarth, Dyer, Washburn, Neisendorf
NAYS: None
ABSENT: Trustee K Kosarek
Motion Carried: 5:0:1

Respectfully Submitted,

Daniela LeBlanc
 Clerk of the Village of Virgil

Village of Virgil

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Karen Kosarek
Robert Neisendorf
Debbie Washburn*

Board Meeting – Clerk Report October 8, 2020 7:00 p.m.

- Contracts for both the drainage and sealcoat/patching project were executed, reviewed signed and delivered.
- I responded to all FOIA requests regarding the bid results and signed contracts.
- I received a phone call regarding a backyard wedding and a DJ. The inquiry was regarding a permit and I forwarded the request to our zoning officer.
- The roof was leaking into our office (in three places) and I coordinated with the church to have it fixed ASAP.
- I had to reload the Microsoft Office on our computer and reinstall it since none of the programs worked.
- The contract with Gordon Flesh/copier is up for renewal and I reported our data to them as well regarding the usage. We are well within our limits.
- We received our insurance renewal and rates are stable. We will also receive a 1% discount if we pay prior to 11/20/20 which is my recommendation
- Our printer in the office needs to be replaced.

Daniela LeBlanc
Village Clerk

Village of Virgil

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Cheryl Hackbarth
David Kosarek
Karen Kosarek
Robert Neisendorf
Debbie Washburn
Zoning Enforcement: Mike Stoffa*

Committee of the Whole Meeting October 22, 2020 - 7:00 p.m.

CALL TO ORDER:

The meeting was called to order by President LeBlanc at 7:00 PM.

PLEDGE OF ALLEGIANCE:

President LeBlanc led the Pledge of Allegiance.

ROLL CALL:

| | | | |
|--|---------|---------------------------|---------|
| President Jamie LeBlanc | Present | Trustee Karen Kosarek | Absent |
| Trustee Penny Dyer | Absent | Trustee Robert Neisendorf | Present |
| Trustee Cheryl Hackbarth | Present | Trustee Debbie Washburn | Present |
| Trustee David Kosarek | Present | Treasurer Darlene Hanks | Present |
| Treasurer Darlene Hanks | Present | Clerk Daniela LeBlanc | Present |
| Zoning Enforcement Officer Mike Stoffa | Absent | | |

All those answering "present" were physically present at the meeting.

Present also: Mae Stroebel

APPROVAL OF AGENDA:

President LeBlanc requested that the Committee approve the October 22, 2020, agenda as stated.

MOTION: Trustee Neisendorf to approve the agenda
SECOND: Trustee Washburn
AYES: Trustees D Kosarek, Hackbarth, Neisendorf, Washburn
NAYS: None
ABSENT: Trustee Dyer, K Kosarek
Motion Carried: 4:0:2

OTHER BUSINESS: Discussion of salaries for Treasurer and Clerk's position

The committee discussed increasing the salaries for both the Treasurer and Clerk's position by 25% including job performance for both employees and last increase in salaries (13 years ago). Committee members agreed to move ahead with the change in salaries.

Trustee D Kosarek asked why the Clerk and Treasurer no longer complete timesheets. This practice was stopped years ago and the clerk also responded that she responds to village business not only while at the village office which makes it difficult to keep track of exact hours. This allows for a more immediate response to inquiries etc and a fluid approach to the village's needs. Both the Treasurer and the Clerk also expressed that time spent on village business can change drastically based on inquiries, and the time of year.

PUBLIC COMMENT: Resident Mae Stroebel expressed concerns about the timing of this matter during the Pandemic. Committee members including President LeBlanc stated that even with the Pandemic, village

business still needs to be conducted.

ADJOURN: at 7:38pm

MOTION: Trustee D Kosarek
SECOND: Trustee Washburn
AYES: Trustees D Kosarek, Hackbarth, Neisendorf, Washburn
NAYS: None
ABSENT: Trustee Dyer, K Kosarek
Motion Carried: 4:0:2

Respectfully Submitted,

Daniela LeBlanc
Clerk of the Village of Virgil

Village of Virgil

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Cheryl Hackbarth
David Kosarek
Karen Kosarek
Robert Neisendorf
Debbie Washburn*

Board Meeting – Clerk Report November 12, 2020 7:00 p.m.

- The printer in the office was replaced.
- I researched mileage reimbursement per inquiry from one of the trustees.
- I reviewed the village code for several different items including a trustee participating in board meetings via Zoom, zoning inquiries, application fees etc.
- We received an inquiry into property use at 5N596 Meredith Rd and construction equipment storage and repair. This inquiry was forwarded to our zoning officer.
- We received a few inquiries regarding hours for Halloween.
- The Fiscal Year End Report for 2019-2020 was filed.
- We received an application for a zoning variance from Mr Morales and I have reached out to both Trustee D Kosarek and Jerry LeBruyne to proceed with the Zoning and Planning Board.
- The zoning officer provided the following as his report:
 - I see you have noted the receipt of the Morales application for a variance so that's one item
 - Mike Schramer has been advised that no exterior storage of any non- farming equipment is allowed on his property. He is in process of removing and then deciding whether he wants to apply for a zoning variance to allow for that kind of storage. As far as a renter repairing his equipment in one of Mike's barns, no problem. I consulted Alex and we both agree unless someone comes fourth with a formal complaint, we would allow him to continue while he makes his determination of how to proceed. He has 30 days from Nov.3. Thanks and I will send you this snow,,,,,,,,,

Daniela LeBlanc
Village Clerk