

# Village of Virgil

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

Email: [clerk@villageofvirgil.net](mailto:clerk@villageofvirgil.net)  
Website: [villageofvirgil.net](http://villageofvirgil.net)

*President: Jamie LeBlanc*

*Treasurer: Bridget Ruf  
Clerk: Daniela LeBlanc*

*Trustees:  
Lisa Clark  
Cheryl Hackbarth  
Roger Markham  
Robert Neisendorf  
Mark Thompson  
Debbie Washburn*

*Zoning Enforcement: TBD*

## Board Meeting July 13, 2023 - 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 Lisa Clark	Present
Trustee Cheryl Hackbarth	Present	Trustee Roger Markham	Present
Trustee Robert Neisendorf	Absent	Trustee Mark Thompson	Present
Trustee Debbie Washburn	Present	Treasurer Bridget Ruf	Present
Clerk Daniela LeBlanc	Present		
Zoning Enforcement Officer	TBD		

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

Present also: Mae Stroebe; Alex McTavish

### **APPROVAL OF AGENDA:**

President LeBlanc requested that the Board approve the July 13, 2023, agenda as stated.

MOTION: Trustee Markham  
 SECOND: Trustee Washburn  
 AYES: Trustees Clark; Hackbarth, Markham, Thompson; Washburn  
 NAYS: None  
 ABSENT: Neisendorf  
 Motion Carried: 5:0:1

### **APPROVAL OF MINUTES:**

President LeBlanc requested that the Board approve the June 8, 2023 Board minutes as stated.

MOTION: Trustee Markham

SECOND: Trustee Clark

AYES: Trustees Clark; Hackbarth, Markham, Thompson; Washburn

NAYS: None

ABSENT: Neisendorf

Motion Carried: 5:0:1

**PUBLIC COMMENT:**

- NONE

**SHERIFF'S REPORT:**

- President LeBlanc reached out to the KCSD but got no response
- Per their website the following occurred:
  - Traffic accident on Peplow/Rte64 6/16/23
  - Traffic accident on Rte 64 6/25/23
  - Harrassment Complaint 6/2/23
  - Roadway Obstruction on Rte 64/Meredith 6/10/23

**VILLAGE ENGINEER:**

- NONE

**RESOLUTIONS AND ORDINANCES:**

- Request to Pass ORDINANCE NO. 2023-02 AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES FOR THE VILLAGE OF VIRGIL, KANE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024

MOTION: Trustee Markham to pass Ordinance

SECOND: Trustee Hackbarth

AYES: Trustees Clark; Hackbarth, Markham, Thompson; Washburn

NAYS: None

ABSENT: Neisendorf

Motion Carried: 5:0:1 Roll Call

An additional discussion was had about acquiring tornado sirens, the number needed and logistics and activating them. Trustee Markham stated Lily Lake will set one up by the Fire Department

**PRESIDENT'S REPORT:**

- President LeBlanc will meet with the engineers regarding the drainage previously discussed, the IC Trail bridge project and our 5 year plan.
- President LeBlanc will meet with the road engineer regarding IC Trail and Welter Road, they were both patched by Campton Township but they need more extensive work
- Bridget Ruf suggested we ask the road engineer about microsurfacing
- President LeBlanc asked if everyone read the Safe Built contract
- Trustee Clark mentioned the protocol about the waiting time to have worksites inspected for approval, she didn't see the 30days discussed previously. Trustee Thompson will give it a closer look

- We will have a resolution on it during the August meeting

**ATTORNEY'S REPORT:**

- NONE

**CLERK'S REPORT:** see attached report

**TREASURER'S REPORT:**

Treasurer Ruf presented the treasurer report and the July bills for approval, see attached

MOTION: Trustee Clark to approve the bills.  
SECOND: Trustee Washburn  
AYES: Trustees Clark; Hackbarth, Markham, Thompson; Washburn  
NAYS: None  
ABSENT: Neisendorf  
Motion Carried: 5:0:1 Roll Call

**ZONING ENFORCEMENT OFFICER:**

- A roofing permit was approved by President LeBlanc

**PLANNING and ZONING BOARD:** Trustee Markham

- Baxter & Woodman provided the invoice for the Dumdie property with the details of work performed - \$1,748.98
- These services were required due to the work being performed without proper permitting both from the village and Kane County
- After payment, we can consider the special permit application

**COMMITTEE OF THE WHOLE:** None

**COMP. PLAN COMMITTEE:** None

**FINANCE COMMITTEE:** None

**OTHER BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN:** at 7:34pm

MOTION: Trustee Hackbarth  
SECOND: Trustee Thompson  
AYES: Trustees Clark; Hackbarth, Markham, Thompson; Washburn  
NAYS: None  
ABSENT: Neisendorf  
Motion Carried: 5:0:1  
Respectfully Submitted,

Daniela LeBlanc  
Clerk of the Village of Virgil

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*Trustees:*

*Lisa Clark*

*Cheryl Hackbarth*

*Roger Markham*

*Robert Neisendorf*

*Mark Thompson*

*Debbie Washburn*

*Zoning Enforcement Officer TBD*

## **Board Meeting – Clerk Report**

**July 13, 2023**

**7:00 p.m.**

- We received a FOIA request for payroll/payments made to all staff and board members in 2021 which was answered.
- The instructions to set up the village email was sent to Mark and Lisa.

Daniela LeBlanc  
Village Clerk

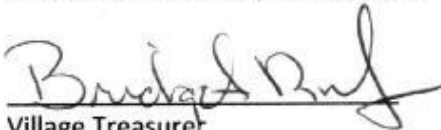
**Village of Virgil  
5N939 Meredith Road  
Maple Park IL 60151**

**Bills - July 2023**

Alex McTavish	\$ 1,317.50
Baxter & Woodman	\$ 55.00
<b>DO NOT HAVE TO BE VOTED ON BELOW:</b>	
<b>Board Compensation for Meeting Attendance April - June 2023</b>	
Jamie LeBlanc	\$ 150.00
Jamie LeBlanc - Additional Meetings	\$ 120.00
Bob Neisendorf	\$ 35.00
Cheryl Hackbarth	\$ 105.00
Mark Thompson	\$ 70.00
Debbie Washburn	\$ 105.00
Lisa Clark	\$ 70.00
Roger Markham	\$ 105.00
<b>PRE-APPROVED BILLS:</b>	
Sts. Peter & Paul Church	\$ 300.00
AT&T - Approx	\$ 48.59
Illinois Department of Revenue 7/23	\$ 65.59
Fox Valley Internet - Approx	\$ 24.95
Jason Kralka Consulting Services	\$ 125.00
Bridget Ruf	\$ 575.00
Daniela LeBlanc	\$ 750.00
<b>\$ 4,021.63</b>	

The attached bills were approved by the Board of Trustees on 07/13/23

Attested this 13th day of July, 2023

  
Village Treasurer

  
Village Clerk

VILLAGE OF VIRGIL

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ORDINANCE NO. 2023-02

AN ORDINANCE APPROPRIATING FOR ALL  
CORPORATE PURPOSES FOR THE VILLAGE OF  
VIRGIL, KANE COUNTY, ILLINOIS,  
FOR THE FISCAL YEAR BEGINNING  
MAY 1, 2023 AND ENDING APRIL 30, 2024

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ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE  
VILLAGE OF VIRGIL  
July 13, 2023

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

July 13, 2023

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Village of Virgil, Kane County, Illinois

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**ORDINANCE NO. 2023-02**

**AN ORDINANCE APPROPRIATING FOR ALL  
CORPORATE PURPOSES FOR THE VILLAGE OF  
VIRGIL, KANE COUNTY, ILLINOIS,  
FOR THE FISCAL YEAR BEGINNING  
MAY 1, 2023 AND ENDING APRIL 30, 2024**

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

**§ 1. In general**

(a) The amounts set forth in this ordinance, or so much of those amounts as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of the village are hereby appropriated for the corporate purposes of the village of Virgil, Kane County, Illinois, for the fiscal year beginning May 1, 2023 and ending April 30, 2024.

(b) The appropriation made for any purpose is the maximum amount to be expended under the respective appropriation accounts and is not a commitment, agreement, obligation or liability of the village of Virgil, and such appropriation is subject to further approval by the village board as to expenditure.

**§ 2. Appropriations**

That the amount appropriated for each object and purpose is as follows:

Village of virgil

Appropriations 5/1/2022 through 4/30/2023

<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>
General Fund				
<i>Administration</i>				
Personnel				
421	Expense Allowance / Appointed	\$0	\$0	\$0
430	Expense Allowance / Elected	\$5,000	\$5,000	\$0
461	FICA/Medicare/Payroll taxes	\$4,500	\$4,500	\$0
470	State Contributions	\$1,250	\$1,250	\$0
420	Salaries - Employees	\$25,000	\$25,000	\$0
	<b>Total Personnel</b>	<b>\$35,750</b>	<b>\$35,750</b>	<b>\$0</b>
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
	<b>Total Contractual Services</b>	<b>\$47,000</b>	<b>\$47,000</b>	<b>\$0</b>
Commodities				
651	Office Supplies	\$2,000	\$2,000	\$0
551	Postage	\$2,000	\$2,000	\$0
	<b>Total Commodities</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>



Village of virgil

Appropriations 5/1/2022 through 4/30/2023

<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>
<i>Other Expenditures</i>			
911	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
900	\$550	\$550	\$0
562	\$1,000	\$1,000	\$0
	\$0	\$0	\$0
561	\$1,250	\$1,250	\$0
565	\$1,000	\$1,000	\$0
567	\$5,000	\$5,000	\$0
<b>Total Other Expenditures</b>	<b>\$8,800</b>	<b>\$8,800</b>	<b>\$0</b>
<i>Capital Outlay</i>			
	\$3,000	\$3,000	\$0
	\$1,000	\$1,000	\$0
<b>Total Capital Outlay</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>
<b>Total Administration</b>	<b>\$99,550</b>	<b>\$99,550</b>	<b>\$0</b>
<i>Public Works</i>			
<i>Contractual Services</i>			
532	\$20,000	\$20,000	\$0
516	\$25,000	\$25,000	\$0
	\$0	\$0	\$0
514	\$25,000	\$25,000	\$0
517	\$2,500	\$2,500	\$0
	\$50,000	\$50,000	\$0
	\$225,000	\$190,850	\$34,150
<b>Total Contractual Services</b>	<b>\$347,500</b>	<b>\$313,350</b>	<b>\$34,150</b>
<i>Commodities</i>			
	\$500	\$500	\$0
<b>Total Commodities</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>
<i>Other Expenditures</i>			
	\$0	\$0	\$0
<b>Total Other Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Public Works</b>	<b>\$348,000</b>	<b>\$313,850</b>	<b>\$34,150</b>

Village of virgil

Appropriations 5/1/2022 through 4/30/2023

<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>
<i>Development</i>			
Contractual Services			
	Engineering	\$0	\$0
	Building Inspections	\$0	\$0
538	Planning	\$0	\$0
539	Zoning	\$0	\$0
	<u>Total Contractual Services</u>	<u>\$0</u>	<u>\$0</u>
Other Expenditures			
	Training & Education	\$0	\$0
	Publication	\$0	\$0
	<u>Total Other Expenditures</u>	<u>\$0</u>	<u>\$0</u>
	<u><u>Total Development</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
 <i>Finance</i>			
Other Expenditures			
	Training & Education	\$500	\$500
	<u>Total Other Expenditures</u>	<u>\$500</u>	<u>\$0</u>
	<u><u>Total Finance</u></u>	<u><u>\$500</u></u>	<u><u>\$0</u></u>
 <i>Other Contractual Services</i>			
	Police Protection	\$5,000	\$5,000
	<u>Total Other Contractual Services</u>	<u>\$5,000</u>	<u>\$0</u>
	<u><u>Contingencies</u></u>	<u><u>\$10,000</u></u>	<u><u>\$0</u></u>
Total General Fund	<u><u>\$463,050</u></u>	<u><u>\$428,900</u></u>	<u><u>\$34,150</u></u>
 Motor Fuel Fund			
	Street Contractual Services	\$0	\$0
	Street Maintenance Services	\$20,000	\$20,000
Total Motor Fuel Fund	<u><u>\$20,000</u></u>	<u><u>\$20,000</u></u>	<u><u>\$0</u></u>

Village of virgil

Appropriations 5/1/2022 through 4/30/2023

<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	  \$483,050	  \$448,900	  \$34,150

**§ 3. Savings clause**

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

**§ 4. Filing**

The clerk shall file a certified copy of this ordinance with the county clerk within 30 days after its adoption.

**§ 5. Effective Date**

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

Adopted on July 13, 2023 pursuant to a roll call vote as follows:

[Signature page follows.]

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Trustee	Yes	No	Absent	Abstain
Clark				
Hackbarth				
Markham				
Neisendorf				
Thompson				
Washburn				
LeBlanc				
Totals				

Approved July 13, 2023

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President

Attested, filed in my office, and published in pamphlet form on  
July 13, 2023

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Clerk of the village of Virgil, Kane County, Illinois

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Chief Fiscal Officers Certificate of Revenues by Source  
Village of Virgil, Kane County, Illinois for  
Fiscal Year May 1 2023 to April 30, 2024

I, Bridget Ruf, certify that I am the Chief Fiscal Officer of the Village of Virgil, Kane County, Illinois. I estimate the revenues by source of the Village for the fiscal year beginning May 1, 2023 and ending April 30, 2024 to be as shown on Exhibit A attached and made a part of this certification.

Dated: July 13, 2023

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Village Treasurer

## EXHIBIT A

### General Fund

<b>Intergovernmental</b>		
341	Income Tax	\$50,000
344	Sales Tax	\$18,000
345	Use Tax	\$19,000
343	Motor Fuel Tax	\$25,000
315	Road and Bridge	\$43,806
	American Reserve Plan	\$23,000
	Cannabis Use Tax	\$700
389	Telecommunications Tax	\$850
	Video Gaming Tax	\$12,000
<b>Licenses</b>		
321	Liquor Licenses	\$3,200
323	Business Licenses	\$0
<b>Permits</b>		
331	Building Permits	\$0
331	Amusement Devices	\$1,000
	Other Permits	\$0
<b>Miscellaneous</b>		
381	Interest Income (General Fund)	\$750
381	Interest Income (Motor Fuel Fund)	\$25
381	Interest (CDs)	\$215
381	Interest (Grant Funds)	\$100
381	Interest (Schramer SSA)	\$1
383	Donations	\$525
389	Miscellaneous Income	\$0
	American Reserve Plan	\$10
389	Zoning	\$0
389	Land Development	\$0
399	Operating Transfers	\$0
	<b>TOTAL REVENUE</b>	<hr/> \$198,182