



BOARD MEETING MINUTES
MARCH 12, 2026
7:00PM

5N939 Meredith Road, Suite 2 Virgil, IL 60151
Phone: (630) 365-6677 Email: clerk@villageofvirgil.net
Website: villageofvirgil.net

PRESIDENT: Jamie LeBlanc
CLERK: Cheryl O'Brien
TREASURER: Bridget Ruf
TRUSTEES:
James Giannini
Cheryl Hackbarth
Roger Markham
Mark Thompson
Debbie Washburn
Zoning Enforcement Officer: TBD

1. CALL MEETING TO ORDER
President LeBlanc called the meeting to order at 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Present: President LeBlanc, Trustee Giannini, Trustee Hackbarth, Trustee Thompson, Trustee Washburn, Trustee Markham (Electronic attendance)
Absent: Trustee Clark, Cheryl O'Brien (Village Clerk)
Also Present: Alex McTavish (Village Attorney), Bridget Ruf (Village Treasurer)
Public/Guests: Mae Strobel, Tedora Brown, Lou Santoyo, George Barrick, Tom Ruf, William Heimbigner, Pete Walker, Nick Petit
4. ADOPT AGENDA for March 12, 2026
Motion to adopt agenda by Trustee Giannini, seconded by Trustee Hackbarth
Voice vote, Trustee Markham did not vote. motion passed.
5. APPROVE MINUTES from meeting held February 12, 2026
Motion to approve minutes by Trustee Washburn, seconded by Trustee Giannini
Voice vote, Trustee Markham did not vote. motion passed.
6. PUBLIC COMMENT (Limited to 5 minutes per person)
 - Pete Walker gave a statement regarding a letter presented at last month's meeting that will now be submitted to the State's attorney's office for review.
 - Pete Walker submitted a FOIA request.
 - Tedora Brown gave a presentation on her stance on issues as a candidate running for District 11.
 - Lou Santoyo gave a presentation on his qualifications as a candidate for Kane County Sheriff.
7. SHERIFFS REPORT – No report
8. VILLAGE ENGINEER – No report
9. RESOLUTIONS AND ORDINANCES – None
10. REPORTS FROM VILLAGE OFFICIALS
PRESIDENT – Trustee Clark has resigned from her position due to personal issues so a replacement will be appointed and voted on to finish out the remainder of her term. Meeting with Trustee Markham and Kane County was fruitful. Discussion with board for any thoughts, questions, or concerns. A final vote will be made at next month's meeting on the new ordinance.



CLERK – A summary of the various tasks completed over the last month was given. All FOIA requests received since last meeting were provided to the board for their review.

TREASURER – A complete review of the financial report was given. All bank statements were provided to the board for review.

➤ Approval of bills

Motion by Trustee Hackbarth, seconded by Trustee Thompson

Roll Call. Ayes: Trustee Giannini, Trustee Hackbarth, Trustee Markham, Trustee Thompson, Trustee Washburn. Nays: None. Motion carried.

11. REPORTS FROM BOARDS, COMMISSIONS, AND COMMITTEES

PLANNING AND ZONING BOARD - No report, however Trustee Washburn brought up a concern regarding the Zoning Board meeting minutes. Clarification on where the minutes are kept and who is responsible for taking the minutes at each meeting needs to be addressed. Trustee Thompson asked for clarification on the open positions for the Zoning Board and Trustee Washburn asked for clarification on the residency requirements.

ZONING ENFORCEMENT OFFICER – No report

STANDING COMMITTEES – No report

12. OTHER BUSINESS – See Zoning Board discussion

13. INC MENTAL HEALTH – No report

14. PUBLIC COMMENT (Limited to 5 minutes per person) - None

15. ADJOURNMENT

Motion by Trustee Markham, seconded by Trustee Thompson, to adjourn at 7: 27pm

Voice vote, motion passed unanimously.

Respectfully submitted,

Cheryl O'Brien
Clerk of the Village of Virgil

Village of Virgil

5N939 Meredith Road, Suite 2

Virgil, IL 60151

Phone: (630) 365-6677 Email: clerk@villageofvirgil.net

Clerk Report for March 12, 2026

FOIA/OMA Certification

I successfully completed my Freedom of Information Act (FOIA) certification, fulfilling the required annual renewal. I completed the OMA training as a refresher.

Professional Development and Networking

I attended board meetings for both Burlington and Lily Lake. The purpose of my attendance was to further my education on municipal matters and to build connections with colleagues from neighboring communities. I have joined both MCI and NIMCA and plan on attending the MCI April 23rd seminar and April 29th NIMCA Networking event. I successfully completed the required notary course and received my certificate of completion, bond and commission number.

Administrative Duties

This month, I delivered the liquor license to the church. Worked on the purchase of the laptops and peripherals, registered the Village of Virgil for a .gov domain and signed us up for the Cyber Navigator Program provided by the State of Illinois (handout). Received a call from ComEd regarding some upcoming work on I.C. Trail (email provided).

Website Maintenance

I dedicated approximately nine hours to reorganizing and correcting the files on the Village's website for the last year, ensuring information is accurate and easily accessible with the correct naming conventions.

FOIA Requests

I completed five FOIA requests as they were submitted. A copy of this information has been provided in the FOIA folder for the board to review.

Cheryl O'Brien
Village Clerk

Village of Virgil
5N939 Meredith Road
Maple Park IL 60151

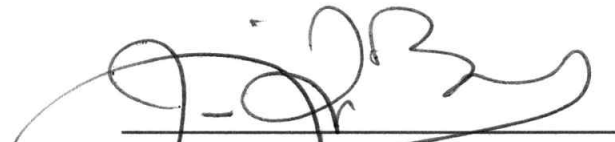
Bills - March 2026

AT&T	\$135.17
Blast Communications	\$75.00
Cheryl O'Brien - Reimbursement Notary	\$119.00
ComEd	\$50.46
Illinois Department of Revenue	\$65.59
Jason Kralka Consulting Services	\$125.00
Jamie LeBlanc - Reimbursement Equipment For Siren	\$23.03
Municipal Clerks Of Illinois - Dues	\$45.00
Municipal Clerks Of Illinois - Seminar	\$100.00
Northwestern Illinois Municipal Clerks Association	\$55.00
Payroll - Bridget Ruf	\$575.00
Payroll - Cheryl O'Brien	\$750.00
<i>Schenk Custom Builders</i>	\$320.00
Sts. Peter & Paul Church	\$300.00
	\$2,738.25

The attached bills were approved by the Board of Trustees on 03/12/26.

Attested this 12th day of March, 2026


Village Treasurer


Village President