
ORDINANCE NO. 25-26-02
An Ordinance Amending Chapter 3 Administration by adding Chapter 3.02E
Village Treasurer; Striking Section 3.03B Village Accountant;
and Revising the Lettering of the Provisions Thereafter
of the Johnsburg Municipal Code

AN ORDINANCE PASSED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF JOHNSBURG
AT A REGULAR MEETING ON MAY 20, 2025
PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF JOHNSBURG

President

Edwin P. Hettermann

Board of Trustees

Mike Fouke
Josh Hagen
Scott Letzter
Jamie Morris
James Sylvanus
Keith Von Allmen

Village Administrator

Claudett Sofiakis

ORDINANCE NO. 25-26-02
An Ordinance Amending Chapter 3 Administration by adding Chapter 3.02E
Village Treasurer; Striking Section 3.03B Village Accountant;
and Revising the Lettering of the Provisions Thereafter
of the Johnsburg Municipal Code

BE IT ORDAINED by the President and Board of Trustees of the Village of Johnsburg, McHenry County, Illinois, as follows:

SECTION 1: That Chapter 3.02 Officers of the Village be amended to add 3.02E Treasurer and revising the lettering of the provisions thereafter of the Johnsburg Municipal Code as follows:

E. Village Treasurer

1. Hiring and Term. The President may appoint one Treasurer to serve the Village with no set term. The Treasurer is under the direct supervision of the Administrator. A Bachelor's Degree in accounting is preferred with a minimum of 3 year's municipal finance experience.

2. Duties. The Village Treasurer shall:

Receive all money paid in to the Village either directly or from other Village personnel, and shall maintain ledgers for the comptroller and collector.

Make out all checks of the Village including payroll and pay out Village funds only on vouchers, orders, or checks properly signed by the President and others assigned by the Village Board.

Deposit Village funds in such legal depositories as may be designated by the Village Board by resolution or ordinance. Shall keep Village funds separate and distinct from any personal or private funds and shall not make personal or private use of the Village funds.

Be responsible for the proper coding of invoices

Maintain financial systems and records of the Village.

Research and prepare reports and analyses of financial matters of the Village.

Process utility billing

Maintain accurate books and records of accounts showing all monies received by the Treasurer, the source thereof, and all monies paid out by the Treasurer and the purpose for which such money was paid out.

Be responsible for preparation and submittal of all payroll tax reports.

Be responsible for the annual budget, appropriations and levy preparation

Assist in the preparation of the Comprehensive Annual Financial Report.

Prepare and publish the annual Treasurer's Report

Acts as the Treasurer for the police pension fund.

Invest Village funds not immediately necessary in such depositories or in such securities as the Administrator deems in the best interest of the Village.

Handle all matters dealing with developer escrow and property maintenance accounts.

Assist in carrying out communication objectives for the Village to include maintaining and updating the Village's website and other social media.

Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.

3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

SECTION 2: That Chapter 3.03B Village Accountant, be stricken in its entirety and revising the lettering of the provisions thereafter of the Johnsburg Municipal Code as follows:

B. Village Accountant

~~1. Hiring and Term. The Administrator may hire one Accountant with the advice and consent of the Village President to serve the Village with no set term. The Accountant is under the direct supervision of the Administrator. A Bachelor's Degree in accounting is preferred with a minimum of 3 year's municipal finance experience.~~

~~2. Duties. The Village Accountant shall:~~

~~Receive all money paid in to the Village either directly or from other Village personnel, and shall maintain ledgers for the comptroller and collector.~~

~~Make out all checks of the Village including payroll and pay out Village funds only on vouchers, orders, or checks properly signed by the President and others assigned by the Village Board.~~

~~Deposit Village funds in such legal depositories as may be designated by the Village Board by resolution or ordinance. Shall keep Village funds separate and distinct from any personal or private funds and shall not make personal or private use of the Village funds.~~

~~Be responsible for the proper coding of invoices~~

~~Maintain financial systems and records of the Village.~~

~~Research and prepare reports and analyses of financial matters of the Village.~~

~~Process utility billing~~

~~Maintain accurate books and records of accounts showing all monies received by the Accountant, the source thereof, and all monies paid out by the Accountant and the purpose for which such money was paid out.~~

~~Be responsible for preparation and submittal of all payroll tax reports.~~

~~Assist in the preparation of the Comprehensive Annual Financial Report.~~

~~Prepare and publish the annual Treasurer's Report~~

~~Acts as the Treasurer for the police pension fund.~~

~~Invest Village funds not immediately necessary in such depositories or in such securities as the Administrator deems in the best interest of the Village.~~

~~Handle all matters dealing with developer escrow and property maintenance accounts.~~

~~Assist in carrying out communication objectives for the Village to include maintaining and updating the Village's website and other social media.~~

~~Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.~~

~~3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.~~

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment

shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye: Trustees Letzter, Fouke, Von Allmen, Sylvanus, Hagen and Morris

Voting Nay: None

Abstain: None

Absent: None



APPROVED:

A handwritten signature in blue ink, which appears to read "Edwin P. Hettermann", is written over a horizontal line.

Village President Edwin P. Hettermann

Passed: May 20, 2025

Approved: May 20, 2025

Published: May 20, 2025

Prepared by:

Claudett Sofiakis, Village Administrator

Village of Johnsburg

1515 Channel Beach Avenue

Johnsburg, IL 60051

CERTIFICATION

I, CLAUDETT E. SOFIAKIS, do hereby certify that I am the duly appointed, acting and qualified Clerk of the Village of Johnsburg, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the President and Board of Trustees of said Village of Johnsburg.

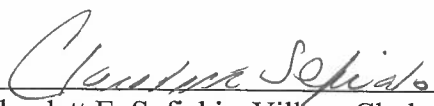
I do further certify that at a regular meeting of the President and Board of Trustees of the Village of Johnsburg, held on the 20th day of May, 2025 the foregoing Ordinance entitled *An Ordinance Amending Chapter 3, Administration by adding Section 3.02E Village Treasurer, Striking Section 3.03B Village Accountant and Revising the Lettering of the Provisions Thereafter of the Johnsburg Municipal Code*, was duly passed by the President and Board of Trustees of the Village of Johnsburg.

The pamphlet form of Ordinance No. 25-26-02 including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was available in the Village Hall, commencing on the 20th day of May, 2025 and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the Village Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said Village for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and seal of the Village of Johnsburg, this 20th day of May, 2025.





Claudett E. Sofiakis, Village Clerk
Village of Johnsburg,
McHenry County, Illinois