

**VILLAGE OF VERNON HILLS
ORDINANCE 2025-126**

**AN ORDINANCE AMENDING CHAPTER 2 “ADMINISTRATION”
OF THE VILLAGE CODE OF THE VILLAGE OF VERNON HILLS, ILLINOIS**

WHEREAS, the Village of Vernon Hills is a home rule municipality pursuant to Article VII, Section 6, of the Illinois Constitution and is acting in accordance with its home rule authority in enacting this Ordinance; and

WHEREAS, the Corporate Authorities of the Village of Vernon Hills recognize that there are certain times during the year when the interval between regular Village Board meetings exceeds the typical two-week cycle; and

WHEREAS, the Corporate Authorities find that during such intervals it is necessary to provide for the timely payment of Village obligations in order to avoid late fees, maintain good standing with vendors, and ensure uninterrupted Village operations; and

WHEREAS, the Corporate Authorities further find that establishing a formal process in the Village Code for the review, authorization, and ratification of expenditures made between meetings will promote administrative efficiency while preserving the Board’s fiscal oversight; and

WHEREAS, the Corporate Authorities have determined that adoption of this Ordinance is in the best interests of the Village and its residents, and is necessary for the protection of the public health, safety, and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: INCORPORATION

The recitals set forth above shall be and are hereby incorporated in Section 1 as if restated herein.

SECTION 2: APPROVAL OF AMENDMENTS

That Chapter 2, Article III, Division 4 of the Vernon Hills Village Code is hereby amended by adding Section 2-211, which shall read in its entirety as follows:

“Sec. 2-211 Authorization of Payment of Invoices and Warrants.

- (a) On the first and third Tuesdays of each month, in conjunction with the regular meetings of the Village Board, the Finance Director/Treasurer, or designee, shall prepare for the Village President and Board of Trustees a full and detailed report of all invoices and warrants proposed for payment.

- (b) Approval by the Village President and Board of Trustees of the report of invoices and warrants described in subsection (a) at a regular or special meeting of the Village Board shall constitute approval for payment of each listed invoice or warrant. Any member of the Village Board may request that a specific invoice or warrant be excluded from such approval for separate consideration. Any invoice or warrant so excluded shall not be authorized for payment until such time as it has been approved by a majority vote of the Village Board.
- (c) In the event that a regularly scheduled meeting of the Village Board is cancelled, or if the adopted Village Board meeting schedule deviates from the customary schedule of the first and third Tuesdays of each month, resulting in only one regular meeting being held during a given month, the Finance Director/Treasurer, or designee, shall be permitted to distribute the report of invoices and warrants to the Village President and each Trustee for individual review and comment. The Finance Director/Treasurer shall be authorized to make the payments set forth in such report, provided that:
1. At least seven (7) days have passed since the date the report was submitted to the Village President and Board of Trustees; and
 2. If any invoice or warrant is specifically excluded from approval by any member of the Village Board during this time, such invoice or warrant shall be withheld from payment. All other invoices and warrants listed in the report shall be paid as authorized herein.

All payments made pursuant to this subsection shall be subject to ratification at the next meeting of the Village Board. Any invoice or warrant specifically excluded from approval pursuant to this subsection shall be withheld from payment until considered by the Village Board at such meeting.”

SECTION 3: EFFECTIVE DATE

This ordinance shall be in full force and effect from its passage, approval, and publication as provided by law.

SECTION 4: ORDINANCE NUMBER

This ordinance shall be known as ordinance number 2025-126

Dated the 4th day of November, 2025.

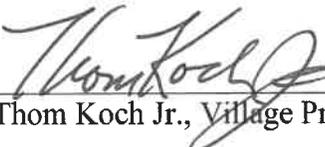
[Signature Page to Follow]

Adopted by roll call vote as follows:

AYES: 6 – Marquardt, Oppenheim, Forster, Schenk, Lundeen, Koch

NAYS: 0 - None

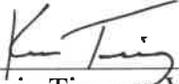
ABSENT AND NOT VOTING: 1- Takaoka


Thom Koch Jr., Village President

PASSED: 11/04/2025

APPROVED: 11/04/2025

ATTEST: 11/04/2025


Kevin Timony, Village Clerk



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THE 4th DAY OF NOVEMBER 2025

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
4th day of November, 2025

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2025-126 AN ORDINANCE AMENDING CHAPTER 2 "ADMINISTRATION" OF THE VILLAGE CODE OF THE VILLAGE OF VERNON HILLS, ILLINOIS TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM NOVEMBER 4, 2025 TO NOVEMBER 14, 2025.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 4th DAY OF NOVEMBER, 2025



Notary Public

