

Be it ordained by the President and Board of Trustees of the Village of Carlock, Illinois, as follows:

CHAPTER 1 GENERAL PROVISIONS

1.01 CARLOCK MUNICIPAL CODE.

- (a) Title. This code of ordinances may be known and cited as the Carlock Municipal Code.
- (b) Amendments. Any additions or amendments to this code are incorporated in this code so that a reference to the Carlock Municipal Code includes such additions and amendments.
- (c) Numbering of Sections. Each section number of this code shall consist of two component parts separated by a period, the figure before the period referring to the chapter number and the figure after the period referring to the position in the section within the chapter.
- (d) Numbering Additions. The decimal system shall be used for all additions and amendments to this code. When a chapter or section is added, the new chapter or section shall be given a decimal character.

1.02 DEFINITIONS.

- (a) Terms used in this code, unless specifically defined in this code, have the meanings prescribed by the Illinois Revised Statutes for the same terms;
- (b) Terms used in this code have the following meanings:

Village: Village of Carlock

County: McLean County

State: State of Illinois

Village Board or Board of Trustees: The Board of Trustees of the Village of Carlock

Village Clerk or Clerk: The Village Clerk of the Village of Carlock and similarly the title of any other officer, board or commission shall mean such officer, board or commission of the Village of Carlock unless otherwise stated.

Person: Any natural individual, firm, partnership, trust estate, club, association, or corporation. As applied to partnerships or associations the word includes the partners or members thereof; as applied to corporations it includes the officers, agents, or employees thereof who are responsible for the act referred to. The singular includes the plural, and the plural includes the singular. The masculine gender includes the feminine and neuter genders.

Illinois Revised Statutes: The 1981 edition of the Illinois Revised Statutes and when later editions are published the latest publication thereof.

Illinois Municipal Code: Chapter 24 of the Illinois Revised Statutes.

This code: The Carlock Municipal Code.

1.03 REPEAL OF ORDINANCES.

- (a) All general ordinances or parts thereof adopted by the President and Board of Trustees and not included in this code are repealed, except the following which are hereby continued in full force and effect:
1. Ordinances authorizing contracts or the issue of municipal notes or bonds;
 2. Ordinances levying taxes or making special assessments;
 3. Ordinances appropriating funds or establishing salaries;
 4. Ordinances granting franchises or rights to corporations;
 5. Ordinances relating to the establishments, dedication, opening, grade, naming, improvement, altering, widening or vacating of any streets, alleys, sidewalks, parks or public grounds;
 6. Ordinances respecting the annexation of territory to the village, or the conveyance or acceptance of real property or easements in real property;
 7. Ordinances authorizing or relating to particular public improvements;
 8. Any special ordinances not in conflict with the provisions of this code.
- (b) The provisions of this code, so far as they are the same in substance as those of heretofore existing ordinances are continuations of such ordinances and not new enactments. Any act done, offense committed, or right accruing or acquired, or liability, penalty, forfeiture or punishment incurred prior hereto shall not be affected, but may be enjoyed, asserted, enforced, prosecuted or inflicted as fully and to the same extent as if the repeal had not been effected.

1.04 ORDINANCES REPEALED NOT REENACTED. No ordinance or part of any ordinance heretofore repealed shall be considered reordained or reenacted by virtue of this code, unless specifically reenacted. The repeal of any curative or validating ordinance does not impair or affect any cure or validation already effected thereby.

1.05 JURISDICTION. Unless otherwise provided in this code, this code applies to acts performed within the corporate limits of the village. Provisions of this code also apply to acts performed outside the corporate limits and up to the limits prescribed by law where the law confers power on the village to regulate such particular acts outside the corporate limits.

1.06 GENERAL PENALTY PROVISION.

(A) Any person found guilty of violating, disobeying, omitting, neglecting, or refusing to comply with, or resisting or opposing the investigation or enforcement of any of the provisions of this code, upon conviction thereof, shall be punished by a fine of not less than \$200.00, nor more than \$750.00 for the first offense, and not less than \$300.00, nor more than \$750.00 for the second and each subsequent offense. Each day any violation of any provision of this Code or of any ordinance shall constitute a separate offense. In addition, the court may impose a requirement that the defendant perform some reasonable public service work such as, but not limited to, picking up litter in public parks or along public highways or the maintenance of public facilities. Any such "public service" must be ordered by the Circuit Court of McLean County.

(B) In lieu of the provisions of (A) of Section 1.06 persons who have received a citation for a violation of the provisions of the Village Code hereinafter listed may settle an Ordinance violation charge by paying the amount set forth in this Section. Violation of the following Sections of the Village Code may be settled by payment of the following fines:

<u>Section</u>	<u>Fine</u>		
	1 st	2 nd	3 rd
Ch. 37	\$25.00	\$100.00	\$250.00
Ch. 38-Parking	\$25.00	\$100.00	\$250.00
Ch. 13-Animals	\$50.00	\$100.00	\$250.00
Ch. 42-Fireworks	\$50.00	\$100.00	\$250.00
Ch. 42-Open Burning	\$25.00	\$50.00	\$100.00
Ch. 42-Noise Control	\$50.00	\$100.00	\$250.00
Ch. 12-Nuisances	\$25.00	\$100.00	\$250.00
Ch. 47-Park Rules	\$25.00	\$100.00	\$250.00
Ch. 32-Peddlers/Solicitors	\$50.00	\$100.00	\$250.00
Ch. 42-General Offense	\$100.00	\$250.00	\$500.00
Sec. 42.10; 42.11;42.12; 42.13; 42.14; 42.15			
Ch. 42-Weapons	\$100.00	\$250.00	\$500.00
Any other section of the Village Code that are hereinafter enacted unless otherwise specified	\$25.00	\$50.00	\$100.00

(C) To settle a first, second or third ordinance violation the person charges must within fifteen days of the date of a citation pay the required settlement amount, sign the citation issued and return the signed citation and payment amount to the Village Clerk. (Ord. 2011-06, 2017-09)

1.07 RESPONSIBILITY FOR ACTS. Every person concerned in the commission of an act prohibited by this code, whether he directly commits the act, or prosecutes, counsels, aids, or abets in its commission, may be prosecuted and on conviction is punishable as if he had directly committed such act.

1.08 SEPARABILITY OF PROVISIONS. Each section, paragraph, sentence, clause and provision of this code is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this code nor any part thereof, other than that part affected by such decision.

1.09 EFFECTIVE DATE. This code of ordinances shall take effect 10 days after passage and publication in book form under the authority of the Board of Trustees, as provided by law.

CHAPTER 2
BOARD OF TRUSTEES

2.01 GOVERNMENT OF VILLAGE. The Village of Carlock shall be governed by a Board of Trustees which shall be elected at large and shall consist of a President and six trustees.

2.02 ELECTIONS AND TERMS OF VILLAGE BOARD.

- (a) The term of office of the trustees shall be four years and until their successors are elected and have qualified. After the first election, three trustees shall be elected by the electors of the village for a four year term at the regular village election held on the third Tuesday in April of each odd numbered year, as provided by statute.
- (b) The term of office of the Village President shall be four years. He shall be elected by the electors of the village at the regular village election held on the third Tuesday in April, 1985 and each fourth year thereafter.
- (c) Vacancies in the offices of Trustees or Village President shall be filled as prescribed by the Illinois Municipal Code. (ref. IMC 3-5-1)

2.03 SALARIES. The salary for the Village President shall be \$100.00 per month, the term beginning April 2017, and continuing at a like rate until this ordinance is amended. The salary that each Village Trustee shall receive shall be fixed at \$25.00 per meeting, effective April 2017 for all newly elected trustees and in April 2019 for trustees whose seat does not expire in April 2017, and continuing at a like rate until this ordinance is amended. (Ordinance 2016-04)

2.04 BOARD MEETINGS.

- (a) The Board of Trustees shall hold its regular meetings at the Village Hall, unless otherwise ordered, on the fourth Tuesday of each month at 7:00 p.m., except when such date falls on a legal holiday in which event the meeting shall be held on the preceding Third Tuesday, or at such other times as it may by ordinance prescribe. No notice of regular meetings shall be required. (ordinance 2013-08)
- (b) The President or any three of the Trustees may call special meetings of the board at any time. The Clerk shall notify all members of the board of such meeting at least two days before the same is held, by delivering a written notice, stating the time and place of such meeting, to each member personally, or by leaving the notice at his residence.

Whenever all of the members of the Board of Trustees are present at any special meeting, the requirement of notice of such special meeting shall be deemed waived. (ref. IMC 3-11-13)

2.05 COMMITTEES. The President shall appoint the members of the standing and special committees, and shall designate the chairman of each committee.

The standing committees shall be as follows:

- 1. Building and Zoning
- 2. Finance
- 3. Streets and Alleys
- 4. Water

2.06 ORDER OF BUSINESS. If a quorum is present, a meeting of the Board of Trustees shall proceed in the following order:

1. The reading of the minutes of the last meeting. Amendments and approval of the same; the minutes standing approved unless objected to.
2. Receiving petitions.
3. Receiving written communications.
4. Reports of standing committees.
5. Reports of special committees.
6. Reports of officers.
7. Unfinished business of previous meetings.
8. New business.
9. Ordinances and resolutions.
10. Adjournment.

2.07 BOARD OF TRUSTEES PROCEDURE. The following rules shall govern meetings of the Board of Trustees:

- (a) Speaking on the Question. No member shall speak more than twice on the same question without unanimous consent of the board, nor more than once until every member wishing to speak shall have spoken. Speeches on all questions shall be limited to ten minutes.
- (b) Voting. Every member present when a question is taken, shall vote, unless excused by the board, or unless he may be directly interested in the question, in which case he shall not vote. Every motion shall be reduced to writing if the president or any member desires it.
- (c) Question to be Stated. Every question or motion when seconded shall be stated by the President distinctly before it is open for debate. The President may call any member to perform the duties of the chair, but such substitution shall not extend beyond an adjournment.
- (d) Votes to be Recorded. If any member requires it, the ayes and nays upon any question shall be taken and entered on the journal.
- (e) Motion to Lay on Table. A motion to lay on the table simply shall not be debatable; but a motion to lay on the table with any condition shall be subject to amendment and debate.
- (f) Clerk to Forward Papers. The Clerk shall forward all papers to the appropriate committee and officers, as early as the third day after the reference shall have been made.
- (g) Written Communications. Written communications received by the village need not be read in full but the Clerk may report the substance thereof only to the board and thereafter the President may refer the communication to the appropriate committee, provided, however, that any such communication shall be read in full and separately acted upon by the board if so requested by the President or any member of the board. Upon completion of the reading or Reporting of all communications a motion shall be made and a vote taken relative to the referrals of such communications made by the President.

- (h) Addressing the Board. No person not a member of the board, except village officials, elective or appointive, shall have the privilege of addressing the board without the consent of two-thirds of all members present.
- (i) Robert's Rules of Order. In all matters not particularly specified in the above rules, the board shall be governed by Robert's Rules of Order for parliamentary and legislative practice.
- (j) Suspension of Rules. These rules of procedure shall not be suspended unless by concurrence of two-thirds of all the Trustees elected.

CHAPTER 3
VILLAGE ADMINISTRATION

3.01 PRESIDENT.

- (a) Board of Trustees President. The Village President shall be President of the Board of Trustees as provided by statute. The President may be designated Mayor of the village.
- (b) Supervisory Powers. The President shall be the chief executive officer of the village and shall perform all such duties as may be required of him by statute or ordinance. He shall have general supervision over all the executive officers of the village and over all of the employees of the village. He shall have the power and authority to inspect all books and records kept by any village officer or employee at any reasonable time.
- (c) Designation of Duties. The President shall settle any question as to the respective powers or duties of any appointed officer or employee of the village. He shall have the power to delegate to any such officer any duty which is to be performed when no specific officer has been directed to perform the duty.
- (d) Appointments. The President shall appoint by and with the advise and consent of the Board of Trustees, all officers whose appointment is not otherwise provided for by law; and whenever a vacancy occurs in an office, which by law or ordinance he is empowered and required to fill, he shall within 30 days after the happening of such vacancy, communicate to the board the name of his appointee to such office, and pending the concurrence of the board in such appointment, he may designate some suitable person to discharge the functions of such office. (ref. IMC 3-8-1)
- (e) Removal of Officers. The President shall have the power to remove any officer appointed by him on any formal charge whenever he is of the opinion that the interests of the village demand such removal. He shall report the reasons for such removal to the board at a meeting to be held not less than five days, nor more than ten days after such removal. If the President shall fail, or refuse to file with the Clerk a statement of the reasons for such removal or if the board, by a two-thirds vote of all its members authorized by law to be elected, by "yeas" and "nays," to be entered upon its record, disapprove of such removal, such officer shall thereupon become restored to the office from which he was removed, but he shall give a new bond and take a new oath of office. No officer shall be removed a second time for the same offense. (ref. IMC 3-11-1)
- (f) Licenses. The President shall grant licenses for the purposes authorized by this code to such persons as he may deem proper, unless the board shall otherwise provide, and he may revoke the same for cause.
- (g) Signatures. The President shall sign all village warrants, commissions, permits and licenses granted by authority of the board, except as otherwise provided and such other acts and deeds as law or ordinance may require his official signature.
- (h) Peace Officer. The President may exercise within the village limits the powers conferred upon sheriffs by law to suppress disorder and keep the peace. (ref. IMC 3-9-4)
- (i) President Pro Tem. During the temporary absence or disability of the President, the board shall elect one of its number to act as President Pro-Tem, who during the absence or disability of the President shall perform the duties of the office. (ref. IMC 3-11-7)

- (j) Oath, Bond. The President and the President Pro-Tem, before entering upon the duties of their office, shall take the oath of office prescribed by law, and shall execute a bond to the village in the penal sum of \$3,000.00, or such amount as may be fixed by resolution, with sureties as shall be approved by the Board of Trustees, conditioned for the faithful performance of the duties of their office, and the payment of all moneys that may be received by them according to law and ordinance. The bond shall be filed with the Treasurer. One bond may be used for all village officers, but the penal sum shall apply individually to each.

3.02 CLERK.

- (a) Appointment and Term. Pursuant to the provisions of 65 ILCS 5/3.1-25-90(a) the position of Village Clerk shall no longer be an elected position but shall instead be an appointed position. The Village Clerk shall be appointed by the Village President with the concurrence of the village board. The compensation for the Village Clerk shall be established from time to time by the Village Board of Trustees. (by Resolution, December 20, 2004)
- (b) Oath, Bond. The Clerk before entering upon the duties of his office, shall take the oath of office prescribed by law, and shall execute a bond to the village in the penal sum of \$3,000.00 or such amount as may be fixed by resolution, with sureties as shall be approved by the Board of Trustees, conditioned for the faithful performance of the duties of his office, and the payment of all moneys that may be received by him, according to law and ordinance. The bond shall be filed with the Treasurer. One bond may be used for all officers but the penal sum shall apply individually to each.
- (c) Office. The Clerk shall keep his office in the Village Hall or at such other place as the Board of Trustees may direct.
- (d) Minutes, Notices. The Clerk shall attend all meetings of the Board of Trustees, and shall keep in a suitable book a full and faithful record of its proceedings. He shall issue and cause to be served upon all trustees notices of all special meetings of the board; also notices to the members of the different committees of the board; and to all other persons whose attendance may be required before any such committee when so directed by the chairman thereof.
- (e) Custody of Seal and Records. The Clerk shall be the keeper and custodian of the corporate seal of the village. He shall carefully preserve in his office all books, records, papers, maps and effect of every description belonging to the village or pertaining to his office, and not in actual use and possession of other village officers. Upon the expiration of his official term he shall deliver all such records, books, papers, and effects to his successor in office.
- (f) Record of Ordinances. The Clerk shall record and properly index in a book kept for that purpose, all ordinances passed by the board, within five days after passage and approval by the President, and at the foot of each ordinance so recorded, he shall make a memorandum showing dates of passage. (ref. IMC 1-2-5)
- (g) Preparation of Documents. The Clerk shall prepare all commissions, licenses, permits and other official documents required to be issued by him under the laws and ordinances of the village and shall attest to deeds for the sale or transfer of real estate owned by the village and all bonds issued by the village.
- (h) Purchase of Supplies. The Clerk shall, by and with the advice and consent of the board, purchase all necessary office and election supplies.

- (i) Record of Licenses. The Clerk shall number in numerical order all licenses made out by him, and before delivery thereof, shall register them in like order in a book kept for that purpose, giving number, date, period of time for which issued, to whom issued, for what purpose, fee, and definite location of business of licensee. He shall also on May 1 of each year prepare and mail notices for renewal of licenses and payment of fees to the village to all persons engaged in or carrying on a business or occupation required to be licensed by this code.
- (j) Other Duties. In addition to the duties set forth in this section, the Clerk shall perform all other duties pertaining to his office as are and may be imposed upon him by law or resolution of the Board of Trustees.

3.03 TREASURER

- (a) Office Created. There is hereby created the office of Treasurer of the Village.
- (b) Appointment. The President, at the first regular meeting in the month of May of each year, shall appoint, by and with the advice and consent of the Board of Trustees, some competent citizen from inside or outside the village, Treasurer for the ensuing fiscal year. (ref. IMC 3-8-1) (Res. 2012-02)
- (c) Oath, Bond. The Treasurer, before entering upon the duties of his office, shall take the oath of office prescribed by law, and shall execute a bond to the village in the penal sum of \$3,000.00, or such amount as may be fixed by resolution, with sureties as shall be approved by the Board of Trustees, conditioned for the faithful performance of the duties of his office, and the payment of all moneys that may be received by him, according to law and ordinance. The bond shall be filed with the Clerk. One bond may be used for all officers, but the penal sum shall apply individually to each.
- (d) Money, Warrants. The Treasurer shall receive all moneys belonging to the Village Corporation and shall pay all warrants signed by the President and countersigned by the Clerk. The Treasurer shall further pay all just debt of the village as directed by the Board. He shall keep a separate account of each fund or appropriation, and all the debits and credits belonging thereto. He shall give to every person paying money into the treasury a receipt therefor specifying the date of payment and upon what account paid, and shall file copies of such receipts with the records of the Treasurer's office with the Clerk at the time of making monthly reports of such office.
- (e) Register of Warrants. The Treasurer shall keep an accurate register of all warrants redeemed and paid, showing the number, date and amount of each, the fund from which paid, and the name of the person to whom and when paid; and shall cancel all warrants as soon as redeemed.
- (f) Lost Warrants. When any village warrant is lost or destroyed, so that it cannot be presented to the Treasurer for payment by the person entitled thereto, such person shall apply by petition to the Board of Trustees for relief. The board may order the Clerk to issue a duplicate warrant to the person so entitled to payment upon his filing an affidavit of the loss or destruction of the original and giving bond and security to the village to refund the amount of such warrant and pay all costs in case the original or lost warrant should be presented and the village compelled to pay the same.
- (g) Special Assessments. All money received by the Treasurer as a special tax or assessment shall be held as a special fund, to be applied to the payment of the improvement for which such special tax or special assessment was made, and the money so received shall be used for no other purpose except to reimburse the village for money expended for such improvement. (ref. IMC 3-10-6)

- (h) Separation of Funds. The Treasurer shall keep all moneys in his hands belonging to the village separate and distinct at all times from personal moneys or funds, and he is prohibited from using directly or indirectly the village money or warrants in his custody and keeping for personal use or benefit, or that of any other person. Any violation of this provision shall subject the Treasurer to immediate removal from office by the President and Board of Trustees, who may declare the office vacant and appoint a successor for the unexplained portion of term in manner prescribed for regular appointment. (ref. IMC 3-10-4)
- (i) Reports. The Treasurer shall prepare for the President and Board of Trustees, as often as required, a full and detailed report of all receipts and expenditures of the corporation, as shown by the books of his office, up to the time of the report. He shall annually within 30 days of the end of the fiscal year prepare and file with the Clerk a full and detailed report of all receipts and expenditures of all accounts of the office during the preceding fiscal year. The report shall reflect the state of the treasury at the close of the fiscal year. The Clerk shall keep the report on file in his office for the inspection of the general public. (ref. IMC 3-10-2, 3-10-5)
- (j) Delinquent Officers. The Treasurer shall report to the President and Board of Trustees any officer authorized to receive money for the use of the village who fails to make a return of the moneys received by him at the time required by law or ordinance.
- (k) Accounts. The Treasurer shall keep his books and account in such manner as to show with accuracy all moneys received and disbursed by him for the village, stating from whom and on what account received, and to whom and what account paid out, and in such way that the books and accounts and be readily investigated and understood. Such books and accounts and all files and papers of his office shall be at all times open to examination by the President or Board of Trustees.

3.04 VILLAGE ATTORNEY.

- (a) Appointment. A Village Attorney shall be appointed by the President, by and with the consent of the Board of Trustees.
- (b) Qualifications. No person shall be appointed Village Attorney who is not a bona fide resident and voter of the State of Illinois. He need not be a resident of the village, but shall be a regularly licensed attorney of this state.
- (c) General Duties. The Village Attorney shall, on behalf of the village, when so requested by the President or the Board of Trustees, prosecute or defend in court all cases in which the interests of the village or officers thereof are involved. He shall be furnished and supplied by the Clerk with certified copies of any ordinance, bond or paper in his keeping necessary to be filed or used in any suit or proceeding.
- (d) Drafts of Orders. The Village Attorney shall draft all such ordinances, resolutions, contracts, agreements and other papers as may be required of him by the President, the Board of Trustees, or any committees thereof. He shall be charged with the preparation of all ordinances pertaining to local improvements, petitions and other legal papers pertaining thereof.
- (e) Contracts and Deeds. The Village Attorney shall draw all deeds, leases, contracts or other papers required by the business of the village when requested so to do by the President, the Board of Trustees or the head of any department of the village government.

- (f) Legal Opinions. The Village Attorney shall when requested so to do furnish written opinions upon subjects transmitted to him by the President or upon a vote of the Board of Trustees.
- (g) Compensation. The Village Attorney shall be paid such compensation as is determined by the Board of Trustees
- (h) Additional Counsel. The village may employ other counsel from time to time.

3.05 SUPERINTENDENT OF PUBLIC WORKS.

- (a) Created. A Superintendent of Public Works shall be appointed by the President by and with the consent of the Board of Trustees. If no such appointment is made the Village Board shall exercise all the functions and duties of the Superintendent of Public Works.
- (b) Duties. The Superintendent of Public Works shall supervise the maintenance, repair and care of all public streets, alleys, sidewalks, parks, waterworks and sewers in the Village, and all equipment and materials pertaining to such work.

3.06 COLLECTOR. The Village Treasurer shall hold the office of Village Collector.

3.08 OFFICERS AND EMPLOYEES.

- (a) Appointments. The President with the consent of the Board of Trustees shall make appointments to fill all appointive offices. Employees of all departments shall be selected by the President, in the absence of provision to the contrary.
- (b) Terms of Office; Vacancies. Every appointive officer of the village shall hold office for a term of one year or until his successor is appointed and qualified unless it is otherwise provided by provision of this code. Employees selected shall serve so long as their services are desired.
- (c) Assignment of Duties. The President shall have the power to assign to any appointive officer any duty which is not assigned by ordinance to some other specific officer and shall determine disputes or questions relating to the respective powers or duties of officers.
- (d) Records. All records kept by any officer of the village shall be open to inspection by the President, or any member of the board, at all times, whether or not such records are required to be kept by statute or provision of this code.
- (e) Moneys Received. Every officer of the village shall at least once every day turn over all moneys received by him in his official capacity to the Clerk with a statement which shows the source from which the same was received.
- (f) Oath. Every officer of the village shall, before entering upon his duties, take the oath prescribed by law.
- (g) Bond. Every officer of the village shall, if required by the board, before entering upon the duties of his office, give a bond in such amount as may be determined by the board and with such sureties as it may approve, conditioned upon the faithful performance of the duties of his office or position.

- (h) Salaries. All officers and employees of the village shall receive such salaries as may be provided from time to time by ordinance. No officer or employee receiving a salary from the village shall be entitled to retain any portion of any fees collected by him in the performance of his duties as Municipal Officer or employee in the absence of a specific ordinance provision to that effect.
- (i) Arrests. The President, Trustees, the Building Inspector, as well as members of the Police Department, are hereby declared to be conservators of the peace with such powers to make arrests as are given to the conservators of the peace by the Illinois Statutes.
- (j) Termination of Office. Every officer of the village, upon the termination of his office, shall deliver to his successor all books and records which may be the property of the village; and if no successor has been appointed within one week after the termination of office, such property shall be delivered either to the Clerk or to the Treasurer.
- (k) Impersonation. It shall be unlawful for any person to impersonate without lawful authority any village officer or employee.

3.09 POLICE SERVICES. The village may contract with McLean County or other units of the government for police services

3.10 MUNICIPAL AND FISCAL YEAR. The municipal year and the fiscal year of the Village of Carlock shall commence on May 1 of each year and end on April 30 of the following year.

3.11 VILLAGE SEAL. The corporate seal of the village shall consist of a circular disc with the words "Village of Carlock" inscribed therein.