

VILLAGE OF PEOTONE
ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES
Minutes of February 21, 2023

CALL TO ORDER, ROLL CALL

THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING WAS CALLED TO ORDER AT 6:00 PM AT THE MUNICIPAL COMPLEX HALL, 208 E. MAIN STREET, PEOTONE, ILLINOIS, BY THE CHAIR, PATRICK BOWDEN. IN ATTENDANCE WERE TRUSTEE BOWDEN, TRUSTEE HUDSON AND TRUSTEE SLUIS. ALSO PRESENT WAS THE MAYOR, THE VILLAGE ADMINISTRATOR AND INTERIM TREASURER/THIRD PARTY CONSULTANT, ANN MARIE MAMPE.

MINUTES

MOTION BY HUDSON, SECONDED BY SLUIS TO APPROVE THE ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES FROM OCTOBER 13, 2022 WITH THE CORRECTION TO THE ADJOURNMENT ROLL CALL VOTE AS TRUSTEE MAREVKA WAS NOT PRESENT BUT IT SHOULD READ TRUSTEE HUDSON INSTEAD OF TRUSTEE MAREVKA. ALL VOTING YES; MOTION CARRIED.

PUBLIC COMMENT

NONE

REVIEW THE PROPOSED FY 2024 BUDGET

ANN MARIE GAVE A POWER POINT PRESENTATION AND WENT OVER SOME HIGH LEVEL ITEMS WHICH INCLUDED BEST PRACTICES, POTENTIAL INCREASES IN REVENUE IN THE FUTURE AND CAPITAL IMPROVEMENT FUND STANDARD BEST PRACTICES. THE POLICE PENSION FUND WAS FUNDED BASED ON RECOMMENDED CONTRIBUTION FROM THE ACTUARY. EXCESS BOND PROCEEDS ARE IN AN INVESTMENT ACCOUNT AND WILL BE DRAWN ON AS SPENDING OCCURS. CLOSED OUT SOME SMALLER FUNDS INCLUDING THE VEHICLE SERVICE FUND WHICH BALANCE WAS TRANSFERRED TO THE GENERAL FUND AND WILL BE USED TO PURCHASE POLICE VEHICLES. SHE GAVE AN OVERVIEW OF THE GENERAL FUND REVENUE AND WHERE IT COMES FROM AND ALSO ON THE EXPENDITURE SIDE BY TYPE OF EXPENDITURE WHICH INCLUDES ADJUSTED SALARIES, IMRF, POLICE PENSION, DEBT SERVICES, CAPITAL IMPROVEMENT AND SNOW REMOVAL EQUIPMENT. BOWDEN ASKED HOW MANY YEARS LEFT ON THE STREET SWEEPER – FEW MORE YEARS. CAPITAL IMPROVEMENT FUND PROJECTS OVERVIEW, BDD FUND-GRANT FUNDED AND MOVED TO 2025, TIF INCLUDES BONDS WHICH PROCEEDS SHOULD BE FULLY SPENT AND EXCESS WILL BE USED FOR INTEREST PAYMENTS.

THE MAYOR WENT OVER A FEW PROJECTS LISTED IN THE PROPOSED BUDGET WHICH INCLUDED; ENGINEERING FOR PHASE 2 ON WEST STREET, MILL TRACE, OAK STREET AND CORNING SIDEWALKS.

ANN MARIE STATED THERE WON'T BE MONEY GOING INTO THE BDD, THAT THERE IS A REIMBURSEMENT GRANT THAT WON'T BE SPENT UNTIL 2025. THE BUDGET AND AUDIT WILL BOTH BE SUBMITTED TO GFOA FOR GFOA AWARDS. IF AWARDED THEY CAN HELP WITH BOND RATINGS AND GOING OUT FOR DEBT. THEY SHOW GOOD FINANCIAL MANAGEMENT, TRANSPARANCY AND FULL DISCLOSURE.

ANN MARIE GAVE A SUMMARY OF THE REPORT AND FUNDS AND HOW IT IS LAYED OUT. BOWDEN ASKED WHY THE GENERAL FUND SUMMARY ON THE REVENUE SIDE INTERGOVERNMENTAL AMOUNTS WERE DIFFERENT- A GRANT WAS BUDGETED IN FY23 THAT WE DID NOT RECEIVE AND IT WAS REPLACED BY BONDS. BOWDEN ASKED WHY BUDGET FOR SOMETHING THAT WE DIDN'T GET-PRACTICE IS MORE CONSERVATIVE. CHANGES HAVE BEEN MADE TO DIFFERENTIATE BY UTILITY TYPE. SALES, CANNABIS AND USE TAX WERE ALL IN ONE BUT HAVE BEEN SEPARATED OUT. VEHICLE LICENSES – MAYOR STATED NOT SENDING OUT LETTERS OR TICKETS BUT WILL CONTINUE UNTIL REVENUE IS REPLACED. UTILITY AND FRANCHISE TAX FROM AQUA WILL BE INCREASING SIGNIFICANTLY. MAY STILL OWE A REMAINING BALANCE ON RAILROAD STREET PROJECT BUT NOT BUDGETED, FUNDS USED FOR IT WERE NOT BUDGETED IN 2023 BUT IT OCCURRED IN 2023 AND WILL BE TRANSFERRED BACK INTO BDD ONCE AN INVESTMENT MATURES AT THE BEGINNING OF MARCH. BUILDING DEPT PERSONNEL INCLUDES AN INCREASE TO BE ABLE TO PAY SALARY OF CODE AND NEW BUILDING/ZONING POSITION. BOWDEN ASKED WHY AFTER HIRING A MORE EXPENSIVE CHIEF THE SALARIES WENT DOWN-ANN MARIE EXPLAINED THAT LAST YEAR THERE IT WAS BUDGETS TO COVER THE CROSSOVER OF TWO CHIEFS AND PRIOR YEARS OVERTIME WAS BUDGETED IN SALARIES INSTEAD OF THE OVERTIME LINE ITEM. POLICE VEHICLES WILL INCLUDE A NEW TRUCK AND USED SQUAD THIS YEAR, TWO SQUADS NEXT YEAR AND ONE VEHICLE AFTER NEXT YEAR. FORFEITURE FUNDS TRANSFERRED TO PAY FOR 2023 AND VEHICLE SERVICE FUND IS WHERE 2023 REVENUE IS COMING FROM FOR 2024 PURCHASES. NO CONCERNS, SEEING A BETTER PICTURE OF WHAT ACTUALLY COSTS TO RUN THE VILLAGE. THE MAYOR ASKED IF A FOOD & BEVERAGE TAX WOULD BE A SOURCE OF REVENUE-VILLAGE WOULD HAVE TO COLLECT, THERE IS ALREADY A HOTEL/MOTEL TAX ON THE BOOKS OF 1%. CAPITAL BUDGET IS MOSTLY FUNDED BY IMPACT FEES, SPENDING MORE THIS YEAR AND VILLAGE WON'T BE ABLE TO SUSTAIN AND THE BOARD CAN DESIGNATE WHAT WOULD BE A CAPITAL FUNDING SOURCE. HISTORICALLY THE VILLAGE HAS PUT REVENUE IN THE MFT FUND AND BUDGETED ROAD PROJECTS, STILL A SOURCE OF REVENUE BUT VERY LITTLE ON EXPENDITURE SIDE. A GAS TAX OR LOCAL MOTOR FUEL TAX COULD BE AN OPTION AND WOULD COME DIRECTLY TO THE VILLAGE AND WOULD NOT BE ON A PER CAPITA BASIS. ADMINISTRATOR STATED IN THE TRAVEL CENTER ANNEXATION AGREEMENT THE DEVELOPER AGREED TO PAY A CERTAIN AMOUNT ON GAS TO THE VILLAGE LOCALLY. THE MAYOR STATED MFT COULD GO DOWN PER CAPITA WITH THE RISE OF ELECTRIC VEHICLES.

PROPOSED BUDGET WILL BE PRESENTED TO THE BOARD ON FEBRUARY 27TH AND THEN PUBLIC HEARING AND FINAL BUDGET APPROVAL WILL BE SCHEDULED FOR MARCH 13TH.

GENERAL DISCUSSION

POSITION FOR FULL TIME BUILDING/CODE/ZONING HAS BEEN POSTED. ADMINISTRATOR HAS RECEIVED A COUPLE RESUMES AND HOPING TO START GOING THROUGH THEM IN ABOUT THREE WEEKS. GOV HR OFFERED TO RECRUIT AND CAN ALSO POST ON THEIR WEBSITE.

DEMOLITION FOR HOUSE ON SECOND STREET IS STILL WAITING ON COM ED. ADMINISTRATOR HAS RECOMMENDATIONS FOR A COUPLE OTHER HOUSES FOR DEMO INCLUDING 528 SCHROEDER. WILL GO ON FUTURE AGENDA FOR DISCUSSION. DALY HAS NOT PAID TICKET ON SECOND STREET PROPERTY, WILL BE GOING TO COURT.

ADJOURNMENT-MOTION BY SLUIS, SECONDED BY HUDSON TO ADJOURN THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING AT 6:03 PM. ALL VOTING YES; MOTION CARRIED.