

**VILLAGE OF PEOTONE**  
**ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES**  
**Minutes of June 26, 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 VILLAGE ADMINISTRATOR, AIMEE INGALLS. IN ATTENDANCE WERE TRUSTEE HUDSON, TRUSTEE RICHARDS AND TRUSTEE SLUIS. ALSO PRESENT WAS THE VILLAGE ADMINISTRATOR, AIMEE INGALLS.

**MINUTES**

MOTION BY SLUIS, SECOND BY HUDSON TO APPROVE THE ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES FROM FEBRUARY 21, 2023. ALL VOTING YES; MOTION CARRIED.

**PUBLIC COMMENT - NONE**

**REVIEW AND MAKE A RECOMMENDATION TO THE VILLAGE BOARD REGARDING UPDATE TO THE POSITION STATUS (EXEMPT/NON-ENEMPT) AND SALARY OF PUBLIC WORKS MANAGER**

THERE HAS BEEN CONVERSATION WITH THE PUBLIC WORKS MANAGER AND HE IS NOT CONCERNED ABOUT HIS JOB TITLE BUT WOULD LIKE A RAISE. BEING EXEMPT WOULD MAKE HIM SALARIED AND HE WOULD NOT EARN OVERTIME, HE WOULD ALSO BE GIVEN OTHER ITEMS TO DO TO FULFILL HIS JOB SCOPE AND THERE WOULD BE A REVIEW BEFORE THE NEXT BUDGET. THE AMOUNT OF A \$5000 INCREASE WAS BASED OFF AN AVERAGE OF WHAT OVERTIME HAS BEEN IN THE PAST. THE COMMITTEE WAS OK WITH MOVING FORWARD AND THIS ITEM WILL BE ON THE REGULAR BOARD AGENDA FOR APPROVAL.

**REVIEW AND MAKE RECOMMENDATION TO UPDATE THE CURRENT RECORDS CLERK JOB DESCRIPTION IN THE POLICE DEPARTMENT**

THE CURRENT RECORDS CLERK IS RETIRING AFTER 26 YEARS. THE POLICE CHIEF CREATED A DRAFT JOB DESCRIPTION USING THE CURRENT RECORDS CLERK POSITION AND ITEMS HE FELT SHOULD BE PART OF IT. TITLE WOULD BE CHANGED TO COMMUNITY SERVICE LIASON. POLICE CHIEF WANTED TO EVALUATE THE DEPARTMENT NEEDS BEFORE POSTING THE JOB AND HAS NOT DETERMINED AT THIS TIME IF IT WOULD BE A FULL TIME OR PART TIME POSITION, SALARY HAS NOT BEEN DETERMINED AND WILL DEPEND ON EXPERIENCE. THE COMMITTEE HAD NO QUESTIONS OR ANYTHING TO ADD AT THIS TIME.

**DISCUSSION ABOUT IMPLEMENTING A FOOD AND BEVERAGE TAX AS A NEW REVENUE SOURCE IN NEXT FISCAL YEAR**

THERE WAS DISCUSSION ABOUT IMPLEMENTING A FOOD AND BEVERAGE TAX OF 1% IN THE NEXT FISCAL YEAR AS A REVENUE SOURCE. THIS TAX WOULD CAPTURE REVENUE FROM BOTH RESIDENTS AND NON RESIDENTS AND COULD TAKE SOME OF THE BURDEN OFF RESIDENTS. IT IS SOMETHING OTHER MUNICIPALITIES HAVE DONE INCLUDING OTHER NON HOME RULE COMMUNITES SUCH AS HOMEWOOD, GLENCOE AND GALENA. THE VILLAGE WOULD POSSIBLY ELIMINATE VEHICLE STICKERS IF THIS TAX IS IMPLEMENTED. THIS WOULD BE COLLECTED BY THE VILLAGE AND NOT BY IDOR AND INDIVIDUAL BUSINESSES WOULD BE RESPONSIBLE TO REPORT TO THE VILLAGE.

## **REVIEW AND RECOMMENDATION TO THE VILLAGE BOARD TO UPDATE VILLAGE OF PEOTONE CODE CHAPTER 31 – VILLAGE OFFICIALS AND EMPLOYEES**

THERE WERE SOME OUTDATED AND VACANT POSITIONS IN THE CURRENT CODE, MANY WERE PUT IN PLACE BEFORE THE VILLAGE HAD A VILLAGE ADMINISTRATOR. THE BUILDING AND ZONING COORDINATOR POSITION MAY HAVE HAD A DIFFERENT TITLE BUT WILL BE ADDED BEFORE AN ORDINANCE IS BROUGHT TO THE VILLAGE BOARD FOR APPROVAL. ANYTHING THAT HAS TO DO WITH WATER AND SEWER CAN BE ELIMINATED AS THEY NO LONGER EXIST SINCE THE WATER AND SEWER SYSTEM WAS PURCHASED BY AQUA. THE BUILDING SERVICES POSITION WILL REMAIN INCLUDED IN THE CODE AS A "PLACE HOLDER".

### **GENERAL DISCUSSION**

IT WAS ASKED IF THERE WAS ANYTHING NEW WITH THE BOWLING ALLEY; NOTHING NEW THAT THE ADMIN WAS AWARE OF. THE FAÇADE WAS DISCUSSED WITH THE BUILDING OWNER BUT THERE WERE NO PLANS AT THE TIME OF THE CONVERSATION WITH THE CHIEF OF POLICE, THE ADMIN SHARED ORDINANCES, GUIDELINES AND SUGGESTIONS WITH THE BUILDING OWNER. THE OWNER IS PLANNING ON FIXING UP, DOING TUCKPOINTING AND FIXING THE TREES. THE ADMIN WILL LOOK FOR SAMPLE ORDINANCES WITH REGULATIONS ASSOCIATED AND DESIGN GUIDELINES. HUDSON STATED THE PLANNING & ZONING COMMISSION HAD PREVIOUSLY SPENT A LOT OF TIME ON HISTORICAL GUIDELINES AND FAÇADE PROGRAMS AND THAT THERE MAY BE GRANT OPPORTUNITIES WHICH COULD ENCOURAGE PEOPLE TO ENHANCE THE DOWNTOWN

THE VACANT BUILDING ORDINANCE IS IN PLACE AND WILL BE WORKED ON BY HENRY WALTERS AND THEN CAN BE ENFORCED. IT IS ON A TOP PRIORITY LIST FOR WALTERS. THE ADMIN WILL ALSO HAVE WALTERS LOOK INTO FAÇADE PROGRAMS.

A DEMO PERMIT WAS PULLED BY DON DALY FOR THE PROPERTY LOCATED AT THE CORNER OF SECOND AND NORTH AND IS VALID UNTIL THE END OF AUGUST. WALTERS HAS BEEN IN CONTACT AND IS WORKING WITH DALY. ADMIN WILL FOLLOW UP WITH DALY IN JULY.

**ADJOURNMENT**-MOTION BY SLUIS, SECOND BY RICHARDS TO ADJOURN THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING AT 5:14 PM. ALL VOTING YES; MOTION CARRIED.