

VILLAGE OF PEOTONE
ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES
Minutes of November 14, 2024

CALL TO ORDER, ROLL CALL

The Administrative Oversight Committee was called to order at 4:00pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois, by the Committee Chair, Trustee Gary Hudson. In attendance were Trustee Hudson, Trustee Marevka and Trustee Sluis. Also present was the Village Administrator and Mayor March.

MINUTES

Motion by Marevka, Second by Sluis to approve the Administrative Oversight Committee minutes from September 18, 2024. All voting Yes; Motion Carried.

PUBLIC COMMENT - None

DISCUSSION ABOUT PROPOSED STAFF REORGANIZATION

Due to some increasing demands and limited staff, current staff have been working together and the ambiguity of roles is being clarified. The goal is to utilize existing staff without adding additional staff, be streamlined, cost effective and have improved effectiveness. There is an existing position in the Community Development department that is currently vacant and also two part-time positions that are budgeted for. Diane is currently doing A/P, A/R, payroll, IMRF reporting and can assist with H/R which is minimizing time use of the financial consultant. The administration wants to keep the consultant for the budget and audit. Karen is support for the building department and vehicle/dog licenses. Currently the building permit process is started internally and then passed on to B&F for review, approval and inspections. B&F offers training to help staff and the Village will also utilize the existing Locis software for internal tracking.

DISCUSSION OF PROPERTY MAINTENANCE PROPOSAL FROM B&F CONSTRUCTION CODE SERVICES, INC.

There was discussion with B&F and they prepared a proposal for code enforcement services. They would do a town wide sweep in a responsible and respectful way with the goal of compliance. Reports would be submitted to the Village. They would make an effort to politely remind and educate residents. There would be progressive discipline starting with a warning. Complaints that are submitted can be pushed to B&F or can be investigated and handled internally. Tracking could be implemented into Locis. There was some discussion about possibly surplus the existing code vehicle.

GENERAL DISCUSSION –

There was discussion about the temporary storage unit ordinance. It is becoming more common and not necessarily complying with the current Village Code. There was discussion about the interpretation of the current code, how it is being handled, zoning district clarifications, variances and special use and allowable use. Currently no outdoor storage is allowed in the business district, it is allowable in industrial.

It was clarified that the with the levy in December, which is based on projected expenses and staffing, that the Village will not be adding any more staff and is not currently planning on filling the building department position, the Village will fill with contractual relationships.

ADJOURNMENT-Motion by Sluis, Second by Marevka to adjourn the Administrative Oversight Committee meeting at 4:57pm. All voting Yes; Motion Carried.