

**VILLAGE OF PEOTONE**  
**ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES**  
**Minutes of February 13, 2024**

**CALL TO ORDER, ROLL CALL**

THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING WAS CALLED TO ORDER AT 4:30 PM AT THE MUNICIPAL COMPLEX HALL, 208 E. MAIN STREET, PEOTONE, ILLINOIS, BY THE COMMITTEE CHAIR, TRUSTEE HUDSON. IN ATTENDANCE WERE TRUSTEE HUDSON, TRUSTEE RICHARDS AND TRUSTEE SLUIS. ALSO PRESENT WAS THE MAYOR, THE VILLAGE ADMINISTOR AND THE FINANCIAL CONSULTANT.

**MINUTES**

MOTION BY SLUIS, SECOND BY RICHARDS TO APPROVE THE ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES FROM NOVEMBER 29, 2023. ALL VOTING YES; MOTION CARRIED.

**PUBLIC COMMENT - NONE**

**REVIEW FY2025 PROPOSED DRAFT BUDGET**

ANNMARIE MAMPE, FINANCIAL CONSULTANT, PRESENTED A HANDOUT. THE SITUATION IN THE GENERAL FUND HAS TO DO WITH TRANSFERING MONEY, THE GENERAL FUND DRAW DOWN OF \$650,000 IS BEFORE THE DOWNTOWN PROJECT AND INTEREST PAYMENT ON THE I-57 ROAD PROJECT BONDS. THE MAYOR ENCOURAGED STAFF TO GO THROUGH THEIR INDIVIDUAL DEPARMENT BUDGETS AND CUT WHERE POSSIBLE. HE WOULD PREFER \$200,000-\$250,000 AND THE VILLAGE IS ON TRACK THIS YEAR TO BREAK EVEN. ANNMARIE WALKED THROUGH THE HANDOUT PACKET WHICH WILL BECOME PART OF THE BUDGET. THE OVERVIEW INCLUDED: SUMMARY LINE-ITEM DETAIL WHICH INCLUDED VILLAGE FUNDS SUMMARY, THE IMPORTANCE OF KEEPING THE GENERAL FUND AT A HIGHER BALANCE AS A SMALLER COMMUNITY WITH LIMITED FUNDS, HOW FUND BALANCES ARE CHANGING OVER TIME, CATEGORIES OF REVENUE AND SPENDING, SUMMARY OF WAGES AND DETAIL OF REVENUES. THE MAYOR STATED HE IS TRYING TO BE CONSERVATIVE WITH ESTIMATES OF NEW INCOME FROM THE TRAVEL CENTER. ANNMARIE NOTED THE VILLAGE CREATED A CENTRAL SERVICES DEPARTMENT AND ALSO COMBINED BUILDING, PLANNING AND ZONING, AND ECONOMIC DEVELOPMENT INTO A COMMUNITY DEVELOPMENT DEPARTMENT. SHE REVIEWED THE DETAILS BY DEPARTMENT BY LINE ITEM AND WHAT IS BEING SPENT WITHIN LINE ITEMS. SHE WENT THROUGH A SPREADSHEET OF CUTS AND WILL UPDATE AND MAKE CHANGES PRIOR TO IT BEING BROUGHT TO THE VILLAGE BOARD ON FEBRUARY 26<sup>TH</sup> AND FORMALLY VIA ORDINANCE ON MARCH 11<sup>TH</sup>. THE CUTS INCLUDED: REDUCING BUILDING IMPROVEMENTS AND A POLICE SQUAD IN THE POLICE DEPARTMENT; REDUCTION IN GARAGE DOOR PANELS, GENERAL MAINTENANCE ON QUIPMENT, LAPTOPS, TREE REMOVAL, STREET AND SIDEWALK MAINTENANCE AND SNOW AND LEAF REMOVAL IN THE PUBLIC WORKS DEPARTMENT; REDUCTIONS IN LEGAL HEARING OFFICER, GIS MAPPING, ENGINEERING FEES AND A LAPTOP AND SCANNER IN THE COMMUNITY DEVELOPMENT DEPARTMENT AND REDUCTIONS IN TRAVEL AND LEGAL SERVICES IN THE ADMINISTRATION DEPARTMENT. ALSO, THE DRALLE SALES TAX REBATE WILL BE ENDING. ANNMARIE WILL INPUT ALL CUTS AND PRESENT A DRAFT FOR REVIEW AND REFINEMENT. TRUSTEE SLUIS ASKED IF IT WAS BUDGETED FOR A PUBLIC WORKS EMPLOYEE, MAYOR RESPONDED NO BUT WILL POSSIBLY HIRE A PART TIME EMPLOYEE FOR YEAR-ROUND INSTEAD OF SEASONALLY.

**GENERAL DISCUSSION –**

ANDREA ARENS, EDITOR OF THE VEDETTE, ASKED IF THERE WAS ANY JUSTIFICATION FOR THE \$650,000 DRAW AND MAYOR EXPLAINED IT WAS THE TOTAL INITIAL DEFICIT OF THE CURRENT DRAFT AND WILL BE ADJUSTED AFTER THE CUTS, THE FIRST DRAFT IS A GENERAL WISHLIST AND ALSO THERE WERE SOME SALARY INCREASES. SHE ALSO ASKED IF ANY OF THE \$2.5 MILLION GRANT HAD BEEN SPENT YET, THE MAYOR SAID YES, APPROXIMATELY \$167,000 WAS SPENT ON CONSULTANTS AND ENGINEERING FOR THE PROJECT.

**ADJOURNMENT**-MOTION BY SLUIS, SECOND BY RICHARDS TO ADJOURN THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING AT 5:08 PM. ALL VOTING YES; MOTION CARRIED.