

**VILLAGE OF PEOTONE**  
**ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES**  
**Minutes of September 18, 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 Trustee Sandberg.

**MINUTES**

Motion by Sluis, Second by Marevka to approve the Administrative Oversight Committee minutes from February 13, 2024. All voting Yes; Motion Carried.

**PUBLIC COMMENT** - None

**DISCUSSION AND RECOMMENDATION ABOUT FINANCE DIRECTOR/TREASURER POSITION AND CONTRACT**

The Village has had a consultant for a while through a contract which has ended and the company has merged with another company and they want to implement a new contract. The Administrator stated the new contract would be from 9/24/24-5/2/25 and there was discussion about extending it to include the budget and audit, it also has a two-week notice to end contract and increased hourly rate. He reviewed the numbers of hours billed and the total cost for 2024. He explained that if the Village hired someone full time they would not get the caliber of employee for that amount and would have additional cost for benefits. The current consultant can help implement utilizing the current software instead of purchasing additional software and training current staff to take on additional duties where applicable and she would handle the more extensive and detailed duties and projects. She would also help the Administrator as he becomes acclimated. The committee consensus was to make a recommendation to the Board to renew the contract.

**DISCUSSION REGARDING TRAVEL POLICY AND EMPLOYEE HANDBOOK UPDATES**

The Administrator had provided a copy of the latest employee handbook from October 2020 to review. The guidelines for travel reimbursement do not currently detail what reasonable expenses consist of and he is recommending they be more specific in regard to what is covered and the range. He also suggested that it is more appropriate for expense reimbursement and approvals be submitted to him instead of the Board as currently stated in the employee handbook. He will review and revise and bring the updated handbook to the Board for approval and then distribute it to employees for review and signature. The union contract does supersede the handbook but usually is taken into consideration, he will submit to the union for review prior to final approval. The committee consensus was to have the Administrator review and update the employee handbook and then present it to the Board.

**DISCUSSION ABOUT CLEANING AND INFORMATION TECHNOLOGY (IT) SERVICE CONTRACTS**

The Village currently has a cleaning service that was originally budgeted at \$400 once a month. The service has increased to \$500 per cleaning and is coming twice a month and it is exceeding the budgeted amount. The Administrator suggested cutting it back to once a month immediately. There was previous

discussion about utilizing Public Works for some of the cleaning services, the Administrator recommends having Public Works complete some of the items that fall under their duties but not cleaning bathrooms. The Administrator will streamline the scope of work, reassess needs and get additional quotes.

The Administrator has some concerns with the current IT coverage in regard to cybersecurity and archived items. He has had some difficulties getting accurate responses to his inquiries and that could be concerning in regards to FOIA and transparency to the public, protections and policies need to be in place. He is researching and looking into improvements and will bring back to the Board information and recommendations if necessary.

#### **GENERAL DISCUSSION –**

Trustee Sluis inquired about the Rural Economic Development Grant. The Administrator stated that the Village did not get it, the Village did not meet all criteria. He stated that there are other options that the Village should be looking into and he is working with the Travel Center on a few things, talking to other property owners in the area, looking into potential opportunities for development and other grant and economic opportunities that are available.

**ADJOURNMENT**-Motion by Sluis, Second by Marevka to adjourn the Administrative Oversight Committee meeting at 4:55pm. All voting Yes; Motion Carried.