

**VILLAGE OF PEOTONE**  
**Administrative Oversight Committee**  
**Minutes of July 27, 2022**

**CALL TO ORDER, ROLL CALL**

THE ADMINISTRATIVE OVERSIGHT MEETING WAS CALLED TO ORDER AT 5:00 PM AT THE MUNICIPAL COMPLEX HALL, 208 E. MAIN STREET, PEOTONE, ILLINOIS, BY THE CHAIRMAN, PATRICK BOWDEN. IN ATTENDANCE WERE TRUSTEE BOWDEN, TRUSTEE SLUIS AND TRUSTEE HUDSON. ALSO, PRESENT THE VILLAGE ADMINISTRATOR AIMEE INGALLS.

**MINUTES**

APPROVAL OF MINUTES FOR JUNE 29, 2022. MOTION BY SLUIS SECONDED BY HUDSON MARCH. ALL VOTING AYE; MOTION CARRIED.

**PUBLIC COMMENT-NONE**

**DISCUSSION REGARDING REPLACEMENT PLAN OF VILLAGE CLERK**

VILLAGE ADMINISTRATOR EXPLAINED NEED FOR CLERK POSITION AND DUTIES THAT ARE REQUIRED BY STATUTE AND IDEAS TO ADD OTHER DUTIES IN THE FUTURE DEPENDING ON THE INDIVIDUAL. COMMITTEE DISCUSSED WHETHER THIS SHOULD BE FULL TIME OR PART TIME. RECOMMENDATION IS TO ADVERTISE IMMEDIATELY TO FILL THE POSITION AT A PART TIME LEVEL AND DESCRIBE JOB DUTIES ACCORDING TO ADMINISTRATOR DESCRIPTION INCLUDING MEETING MANAGEMENT, FOIA, RECORDS MANAGEMENT, CUSTOMER SERVICE, BUSINESS REGISTRATIONS AND ALL OTHER LICENSES IF NEEDED, MEETING ATTENDANCE. SCHEDULE CAN BE FLEXIBLE.

**GENERAL DISCUSSION**

TRUSTEE SLUIS ASKED FOR AN UPDATE ON SERENDIPITY AND PARKING ISSUES AND ASKED IF ADMINISTRATOR COULD FOLLOW UP WITH THEM ON THE OUTSTANDING ISSUES. ADMINISTRATOR INFORMED COMMITTEE THAT SHE IS REVIEWING VOIP SERVICE PROVIDERS. ASKED IF ANYONE PRESENT WAS ATTENDING TRAVEL CENTER GROUNDBREAKING.

**ADJOURNMENT**

MOTION BY SLUIS SECONDED BY HUDSON TO ADJOURN THE ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING AT 5:45PM. ALL VOTING AYE; MOTION CARRIED.