

**Village of Pecatonica Regular Board Meeting**  
**Thursday, March 21, 2023 at 6:30 p.m.**  
**Village Hall 405 Main Street. Pecatonica, Illinois**

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1. **Call to Order** - President Tom Heister called the meeting to order at 6:30 p.m. on Thursday, March 21, 2023, at Village Hall.

2. **Silent moment observed.**

3. **The Pledge of Allegiance to the American Flag was recited**

4. **Roll call** – Trustees Bill Determan, Marilyn Wilke, Kathy Doty, and Tom Gipe, and Gerald Howard were present.

Also present: Clerk Gwenn Shirley, Public Works Director Nick Berry, Interim Police Chief Al Nylund, Treasurer Bernie Mrugala and Attorney Doug Henry, and Jason Stoll.

5. **A quorum was established.**

6. **Additions/Corrections to the Agenda** – President Heister added Letter to the Village under Village President Items on the agenda.

7. **Approval of Agenda** –

A motion was made by Trustee Gipe and seconded by Trustee Determan to approve the agenda as presented. Discussion. A roll call vote was taken. All Trustees voted yes. Motion approved 6-0-0.

8. **Call to the Public-**

Marg Herbig addressed parking concerns and presented a “study” she conducted on her own, in reference to the corner of 4<sup>th</sup> Street and Main Street. On Saturday, March 11, 2023, the resident reported a red pickup truck double parked by the intersection so she could not cross. The resident reported measurements of her personal vehicle and her estimated measurements of the pickup truck blocking her view. The resident expressed issues with visibility and concerns for the corner being hazardous. The resident recommended a parking sign be placed on the streetlight on the south end of the Green Bean building as a resolution.

Richard Beuth is with Seward Township and announced a referendum from the multi township on April 4, 2023. Beuth spoke against the referendum and discussed the impact on tax bills and assessments. Beuth encouraged voters to take this information into consideration and asked the board to relay this information if they are presented with questions about the referendum.

Joanne Chambers discussed reasons to vote “no” for the Assessor’s Office referendum. Joanne stated there are other solutions without raising taxes on how to fix budget issues. Joanne referred to other townships utilizing a contracted assessor.

**Agenda Items**

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A. **Village President**

1. **Contractors Currently Performing Work for the Village of Pecatonica** – Only wellhouse contractors are currently performing work for the village.
2. **Letter to the Village** – President Heister asked Clerk Gwen Shirly read a letter to the village to the board, received on March 20, 2023 regarding CEP (Citizens Engaged Proactively) and addressed thoughts to community leaders. Thoughts and concerns in the letter included (1) toxic chemicals being sprayed on weeds and the liability of the village (2) transparent hiring processes for village employees (3) improving downtown storefronts and buildings on the east side of the community (4) the cost of returning topsoil to its original state near Pecatonica Pavilion (5) Repairs to 3<sup>rd</sup> Street in front of Bay Valley. The letter was anonymous with no return address.

B. **Unfinished Business** – None.

C. **New Business** – None.

D. **Legal (Attorney Doug Henry)** – Nothing to report.

E. **Finance (Chairman Determan)**

1. **Next meeting:** Tuesday, April 11, 2023, at 6:30 PM
2. **Chairman Report** – See below.
3. **Approve Budget for Fiscal Year Beginning May 1, 2023 and Ending April 30, 2024 for the Amount of \$3,719,856.75** – Trustee Determan made motion and seconded by Trustee Howard to approve the budget for fiscal year beginning May 1, 2023 and ending April 30, 2024 for the amount of \$3,719,856.75. Trustee Wilke made calls for amendments to the budget code numbers and payroll line items. Trustee Determan made a motion and Trustee Howard seconded to amend the budget as presented to change Code 21 Land as there is already a code 21 for the Police Department order as it appears, as well as the executive salary back to the administrative budget. There was no discussion. A roll call vote was taken. Trustees Wilke, Doty, Gipe, Howard, Determan and President Heister voted yes. Motion approved 6-0-0. Trustee Determan made a motion and Trustee Howard seconded to adopt the budget as amended. There was no discussion. Trustees Doty, Gipe, Howard, Determan, Wilke and President Heister voted yes. Motion approved 6-0-0.
4. **Approve Write-offs of Bad Debt Utility Bills Prior to January 1, 2022 for the Amount of \$20,086.03** – Trustee Howard made motion and seconded by Trustee Wilke to approve write-offs of bad debt utility bills prior to January 1, 2022 for the amount of \$20,086.83, from the list of the delinquent accruals provided by the Treasurer. Treasurer Mrugala stated that some of the accounts are over ten years old. A roll call vote was taken. Trustees Gipe, Howard, Determan, Wilke, Doty and President Heister voted yes. Motion approved 6-0-0.
5. **Approve to Request \$100,000 from Winnebago County Host Fee Program** – Trustee Determan requested board approval for these funds, to be used on land development program and debts. President Heister advised disbursement of funds would be addressed at the finance meeting, if approved. Trustee Wilke made a motion and Trustee Howard seconded to approve the request to withdrawal \$100,000 from the Host Fee Program. There was no discussion. Trustees Howard, Determan, Wilke, Doty, Gipe and President Heister voted yes. Motion approved 6-0-0.
6. **Discussion and Approval of Revising the Purchasing Limits in the Purchasing Policy** – A motion was made by Trustee Gipe and seconded by Trustee Wilke to keep the purchasing limits in purchasing policy the same. Trustee Determan, Wilke, Doty, Gipe, Howard and President Heister voted yes. Motion passed 6-0-0

7. **Discussion and Approval of Revising the Credit Card Limits and the Distribution of Credit Cards** – Trustee Gipe made a motion and Trustee Wilke seconded for the credit card limits to be as follows: Departments Employees \$500; Department Heads \$1,500; Clerk and Administrative Assistant \$2,000; Reduce Village President to \$3,000; Eliminate Committee Chairs. Discussion. Trustees Determan, Wilke, Doty, Gipe, Howard and President Heister voted yes. Motion approved. 6-0-0.

**F. Planning Commission/Zoning Board**

1. **Next meeting:** Thursday, April 13, 2023 at 6:00 PM

**G. Public Works (Chairman Gipe)**

1. **Next meeting:** Monday, April 3, 2023 at 6:00 PM
2. **Chairman Report** – Trustee Gipe discussed paint for striping and updating parking and crosswalks. Approval was granted to purchase two generators.
3. **Authorize Village President to Sign PDC Automation Change Order for Well #3 in the Amount of \$7,650.00**  
Trustee Gipe made motion and Trustee Howard seconded to authorize Village President to Sign PDC Automation Change Order for Well #3 in the amount of \$7,605. Nick stated that this was already completed as this is just getting the paper work in order. Trustee Gipe made a motion and Trustee Howard seconded to amend the amount to \$7,650.00 as the incorrect amount was stated with the original motion. Trustees Wilke, Doty, Gipe, Howard Determan and President Heister voted yes. Motion approved 6-0-0.
4. **Public Works Report** – Nick Berry presented issues with potholes and cold patching. Berry is looking into resolutions beyond cold patches to repair streets.
5. **Authorize Village President to Sign the Illinois Environmental Protection Agency Funding Nomination Form for the Lead Service Line Replacement Project** – Trustee Wilke made a motion and Trustee Doty seconded to authorize Village President to sign the IEPA funding nomination form for the lead service line replacement. Discussion. Trustees Doty, Gipe, Howard, Determan, Wilke and President Heister voted yes. Motion approved 6-0-0.
6. **Authorize Fehr Graham to Complete Engineering/Bid Documents for the Lead Service Line Replacement Project** – Contract information was reported with estimated \$26,125 left to bill. Trustee Wilke made a motion and Trustee Howard seconded to authorize Fehr Graham to complete Engineering/Bid Documents for the Lead Service Line Replacement Project. Discussion. Trustees Gipe, Howard, Determan, Wilke, Doty and President Heister voted yes. Motion approved 6-0-0.
7. **Engineer's Report** – Engineer Jason Stoll reviewed his reported that was presented and a Congressional Grant request was submitted to three government offices for the Third Street Project for \$2.5 million.

**H. Public Safety (Chairman Wilke)**

1. **Next meeting:** Wednesday, April 5, 2023 at 6:00 PM
2. **Chairman Report** – March 28, 2023 there is a Meet and Greet for newly appointed Chief Matt Summers. This event will be from 6-8 PM and is an open event for Pecatonica and surrounding villages. Estimates for the police Tahoe are anticipated to be presented at the next meeting.

3. **Police Department Report-** Interim Chief Nylund submitted an equipment disposal list for spare firearms and tasers to Clerk Gwen Shirley, to be drawn up for approval and in the process of submitting a grant request for Body Cameras.

**I. Economic Development Committee (Chairman Doty)**

1. **Next Meeting:** Monday, April 10, 2023, at 6:00 PM
2. **Chairman Report –** Trustee Doty addressed discussion to \$1,000 to Women’s Club for Easter Egg Hunt, which would go toward bounce houses. Concerns of insurance were addressed. Welcome Bags are on hold until the weather improves. The new PBA group (Pecatonica Business Advocates) will keep the board informed as needed. The Farmers Market will be conducted during the times of 8:30 AM – 12:00 PM.

**J. Treasurer (Bernie Mrugala)**

1.

Warrant List #948 March 21, 2023	\$58,415.80
Warrant List #950 Credit Card January 25, 2023 – February 23, 2023	\$725.75
Total	\$59,141.55

A motion was made by Trustee Determan and seconded by Trustee Howard to approve warrant list #948 in the amount of \$58,415.80. Discussion. A roll call vote was taken. Trustees Determan, Wilke, Doty, Gipe and Village President Heister voted yes. Trustee Howard voted no. Motion approved 5-1-0.

A motion was made by Trustee Wilke and seconded by Trustee Doty to approve the warrant list #950 in the amount of \$725.75. Discussion. A roll call vote was taken. Trustees Determan, Wilke, Doty, Gipe, Howard and Village President Heister voted yes. Motion approved 6-0-0.

Payroll for Period Ending February 26, 2023	\$ 25,826.81
Payroll for Period Ending March 12, 2023	\$23,914.82
Total	\$49,741.63

A motion was made by Trustee Howard and seconded by Trustee Gipe to approve the payroll total of \$49,741.63. Discussion. A roll call vote was taken. All Trustees voted yes. Motion approved 6-0-0.

- K. **Clerk’s Items (Gwenn Shirley)** – Clerk Shirley announced that the Electronic Waste pickup is scheduled for April 15, 2023 at Public Works from 8 AM – 12 PM, or until dumpster is full.

**L. Executive Session – None**

**M. Action on Items Arising out of Executive Session- None**

**Adjournment –**

A motion was made by Trustee Doty and seconded by Trustee Howard to adjourn. All Trustees voted yes. Motion passed 6-0-0. Meeting adjourned at 8:13pm.