

**Village of Pecatonica Regular Board Meeting  
Tuesday, September 19, 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 6:00 p.m. on Tuesday, September 19, 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, Kim Gipe, Kathy Doty, Collin Hardy, Tom Gipe were present. Trustee Gerald Howard was not present.

Also present: Clerk Gwenn Shirley, Engineer Jason Stoll, Public Works Director Nick Berry, Police Chief Matt Summers, and Treasurer Sherry Bessert.

5. **A quorum was established.** President Heister stated that the agenda should read August 15, 2023 Minutes not August 3, 2023 Minutes as these were already approved.
6. **Approve August 15, 2023 Minutes** – A motion was made by Trustee Determan and seconded by Trustee Hardy to approve the August 15, 2023 minutes. There was no discussion. A roll call vote was taken. Trustees Determan, Kim Gipe, Tom Gipe and Hardy voted yes. Trustee Doty abstained. Motion approved 4-0-2.

**Approve March 21, 2023 Minutes** – A motion was made by Trustee Tom Gipe and seconded by Trustee Determan to approve the March 21, 2023 minutes. There was no discussion. A roll call vote was taken. Trustee Doty, Tom Gipe, and Determan voted yes. Trustees Kim Gipe and Hardy abstained. 3 yes, 2 abstained, 1 absent. (will be added to the next agenda for approval)

**Additions/Corrections to the Agenda** – None.

7. **Approval of Agenda** –

A motion was made by Trustee Gipe and seconded by Trustee Hardy to approve the agenda as presented. There was no discussion. A roll call vote was taken. All Trustees voted yes. Motion approved 5-0-1.

8. **Call to the Public**- None.

**Agenda Items**

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**A. Village President-**

1. **Contractors Currently Performing Work for the Village of Pecatonica-** President Heister stated that Jetco is working on the tower and information to come later in the meeting.
2. **Approve Date and Hours for 2023 Trick or Treating** – Board members discussed the date and hours for trick or treating. It was mentioned that there will be a truck or treat on October 28<sup>th</sup>. Some Board members thought that perhaps it might work better for parents if it were on the weekend as they would not have to be in such a

rush. A motion was made by Trustee Tom Gipe and seconded by Hardy to have trick or treating on October 29, 2023 from 4:00 p.m. – 6:30 p.m. There was no discussion. A roll call vote was taken. Trustees Tom Gipe, Hardy, Determan and Kim Gipe voted yes. Trustee Doty voted no. Motion approved 4-1-1.

3. **Liquor Commission** – President Heister stated he will serve as Chairman along with Trustees Collin Hardy and Gerald Howard as members for the Liquor Commission. There will be a meeting very soon as we have a request for a new license.

**B. Unfinished Business – None.**

**C. New Business –**

1. **Resolution No. 2023-R-3 A Resolution Approving the Establishment of a 401(A) Retirement Benefits Plan for its Eligible Employees with Security Benefit and Authorizing the Village President to Execute Documents Necessary to Establish the Plan -**

President Heister stated that when Chief Summers was hired this was part of his compensation package that we agreed upon. He cannot participate in the IMRF program. It was agreed that the percentage that we pay into IMRF for an employee we would pay that same percentage for him to this fund. This is what this fund is about and the Chief will be the only one using this fund and these documents were reviewed by our Attorney. A motion was made by Trustee Determan and seconded by Trustee Tom Doty to approve Resolution No. 2023-R-3 A Resolution Approving the Establishment of a 401 (A) Retirement Benefits Plan for its Eligible Employees with Security Benefit and Authorizing the Village President to Execute the Documents Necessary to establish the Plan. It is stated in the plan for a specific position not a person. There was no further discussion. A roll call vote was taken. Trustees Hardy, Determan, Kim Gipe, Doty and Tom Gipe voted yes. Motion approved 5-0-1.

2. **Resolution No. 2023-R-4 A Resolution Approving the Establishment of a 457(B) Retirement Benefits Plan for its Eligible Employees with Security Benefit and Authorizing the Village President to Execute Documents Necessary to Establish the Plan -**

President Heister stated that this plan would also be available for the Chief or any of the employees to contribute to. The Village does not contribute to this plan and our Attorney has reviewed these documents. A motion was made by Trustee Hardy and seconded by Trustee Tom Gipe to approve Resolution No. 2023-R-4 A Resolution Approving the Establishment of a 457 (B) Retirement Benefits Plan for its Eligible Employees with Security Benefit and Authorizing the Village President to Execute Documents Necessary to Establish the Plan. There was no discussion. A roll call vote was taken. Trustees Determan, Kim Gipe, Doty, Tom Gipe, and Hardy voted yes. Motion approved 5-0-1.

3. **2023-14 An Ordinance to Supplement the Appropriation Ordinance for Fiscal Year 2022-2023 for the Village of Pecatonica, Illinois (Second Supplement) – 1<sup>st</sup> Reading**

Treasurer Bessert stated that based on the audit there were some discrepancies between the ordinance and what is in the system. Once this is approved then we will be able to move forward with the audit. A motion was made by Trustee Determan and seconded by Trustee Tom Gipe to waive the rules to approve Ordinance 2023-14 An Ordinance to Supplement the Appropriation Ordinance for Fiscal Year 2022-2023 for the Village of Pecatonica, Illinois (Second Supplement). There was no discussion. A roll call vote was taken. Trustees Kim Gipe, Doty, Tom Gipe, Hardy and Determan voted yes. Motion approved 5-0-1.

A motion was made by Trustee Tom Gipe and seconded by Trustee Determan to approve Ordinance 2023-14 An Ordinance to Supplement the Appropriation Ordinance for Fiscal Year 2022-2023 for the Village of Pecatonica, Illinois (Second Supplement). There was no discussion. A roll call vote was taken. Trustees Doty, Tom Gipe, Hardy, Determan and Kim Gipe voted yes. Motion approved 5-0-1.

**D. Legal (Attorney Kurlinkus)** – President Hester reported that they did receive a draft from the Playhouse Attorney for the land swap. I will be meeting with them and if a Trustee would like to be in attendance at this meeting, please let me know.

**E. Finance (Chairman Determan)**

1. **Next meeting:** Tuesday, October 10, 2023 at 6:00 p.m.

2. **Chairman Report** – Trustee Determan stated that job descriptions will be discussed as to who will handle what duties here in the office as every year we are dinged on the audit in regards to separation of duties. There is no comprehensive description of who does what. The audit booklets should be ready for presentation in October as it will be distributed prior for Board members to review.

**F. Planning Commission/Zoning Board**

1. **Next meeting:** Thursday, October 12, 2023 at 6:00 p.m.

President Heister stated that he along with Attorney Kurlinkus attended their last meeting. As they do work with the Attorney on different issues. There was very good discussion. This use to be two separate groups and they have struggled with this. Attorney Kurlinkus provided some clarification as to get things reorganized. The committee does need another members and if anyone knows of someone please recommend them. I encourage everyone to come to their meetings.

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

1. **Next meeting:** Monday, October 2, 2023 at 6:00 p.m.

2. **Chairman Report** – No report.

3. **Public Work's Report-** Nick reported he is working closely with Jetco on the water tower project.

4. **Approve Engineer's Payment Application No. 1 in the amount of \$124,368.66 to Jetco, Ltd. on the project known as Village of Pecatonica Water Tower Rehabilitation IEPA Loan L 17-5996**

A motion was made by Trustee Tom Gipe and seconded by Trustee Determan to approve Engineer's Payment Application No. 1 in the amount of \$124,368.66 to Jetco, Ltd. on the project known as Village of Pecatonica Water Tower Rehabilitation IEPA Loan L 17-5996. Jason reported that this is a pay request for Jetco. A roll call vote was taken. Trustees Tom Gipe, Hardy, Determan, Kim Gipe and Doty voted yes. Motion approved 5-0-1.

5. **Approve Engineer's Payment Application No. 2 in the amount of \$200,937.42 to Jetco, Ltd. on the project known as Village of Pecatonica Water Tower Rehabilitation IEPA Loan L 17-5996**

A motion was made by Trustee Tom Gipe and seconded by Trustee Kim Gipe to approve Engineer's Payment Application No. 2 in the amount of \$200,937.42 to Jetco, Ltd. on the project known as Village of Pecatonica Water

Tower Rehabilitation IEPA Loan L 17-5996. There was no discussion. A roll call vote was taken. Trustees Hardy, Determan, Kim Gipe, Doty and Tom Gipe voted yes. Motion approved 5-0-1.

**6. Approve Engineer's Payment Application No. 1 in the amount of \$9,277.20 to Fehr Graham on the project known as Village of Pecatonica Water Tower Rehabilitation IEPA Loan L 17-5996**

A motion was made by Trustee Tom Gipe and seconded by Trustee Kim Gipe to approve Engineer's Payment Application No. 1 in the amount of \$9,277.20 to Fehr Graham on the project known as Village of Pecatonica Water Tower Rehabilitation IEPA Loan L 17-5996. President Heister stated that we already paid Fehr Graham but we will be reimbursed from IEPA. A roll call vote was taken. Trustees Determan, Kim Gipe, Doty, Tom Gipe and Hardy voted yes. Motion approved 5-0-1.

**7. Engineer's Report** – Jason reported that water tower project is progressing very well, it was a very good decision on the paint colors and will be working on finalizing a date as to when to start to fill the water tank. The lead line service replacement project will have a bid opening on October 17, 2023 here at Village Hall, had the preconstruction meeting with Civil yesterday here at Village Hall as they are very anxious to get started and the contracts were brought to Village Hall today for signature.

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

1. **Next meeting:** Wednesday, October 4, 2023 at 6:00 p.m.
2. **Chairman Report** – No report.
3. **Police Department Report-** Matt reported the new Tahoe will be in service very soon and Al will start to shadow the new officer. This will allow him to be close by and then she should be ready to be on her own by November.

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

1. **Next Meeting: Monday, October 16, 2023 at 6:00 p.m.**
2. **Chairman Report** – Trustee Doty reported that the committee reviewed the business grant application for the Bicycle Hub and approved to send to the Board for final approval, ISMA came to the meeting and reported that they will have a Kite Day on September 23<sup>rd</sup> as they were not requesting funds they only wanted the committee to promote the event, approved the street closure request for Pec Women's Club and they requested \$1200 for bounce houses, but the committee only approved a donation of \$1,000.00, discussed having a float in the Memorial Day parade, there will not be a scarecrow event this year and working on planning a Labor Day Festival and all ideas need to be in by December so that the planning can begin with a tentative date being August 31, 2024 and the last movie night will be on September 30.
3. **Approve Recommendations for Business Grant Awards –**

A motion was made by Trustee Hardy and seconded by Trustee Kim Gipe to approve a \$2,500.00 business grant to The Bicycle Hub, LLC for an outdoor table, trash cans, repair stand, umbrella, flower pots and shade cloth for better curb appeal. Board members reviewed the application and there was no discussion. A roll call vote was taken. Trustees Kim Gipe, Doty, Tom Gipe, Hardy and Determan voted yes. Motion approved 5-0-1.

**J. Treasurer (Sherry Bessert)**

1.

A motion was made by Trustee Determan and seconded by Trustee Kim Gipe to approve warrant list #970 in the amount of \$ 25,609.23. There was no discussion. A roll call vote was taken. Trustees Doty, Tom Gipe, Hardy, Determan and Kim Gipe voted yes. Motion approved 5-0-1.

A motion was made by Trustee Kim Gipe and seconded by Trustee Doty to approve credit card purchases for the period of July 26- August 24, 2023 in the amount of \$1,273.07. There was no discussion. A roll call vote was taken. Trustees Tom Gipe, Hardy, Determan, Kim Gipe and Doty voted yes. Motion approved 5-0-1.

A motion was made by Trustee Hardy and seconded by Trustee Doty to approve the payroll total of \$34,434.37. There was no discussion. A roll call vote was taken. Trustees Hardy, Determan, Kim Gipe, Doty and Tom Gipe voted yes. Motion approved 5-0-1.

**K. Clerk's Items (Gwenn Shirley) – No report.**

**L. Executive Session – None.**

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

**M. Adjournment –**

A motion was made by Trustee Doty and seconded by Trustee Tom Gipe to adjourn. All Trustees voted aye. Motion approved 5-0-1. Meeting adjourned at 6:51 p.m.