

**Village of Pecatonica Regular Board Meeting**  
**Thursday, February 1, 2024 at 6:00 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 Thursday, February 1, 2024, at Village Hall.
2. **Silent moment observed.**
3. **The Pledge of Allegiance to the American Flag was recited**
4. **Roll call** - Trustees Bill Determan, Cheryl Bean, Tom Gipe, Collin Hardy, and Gerald Howard were physically present. Trustee Kim Gipe was absent.

Also present: President Tom Heister, Clerk Gwenn Shirley, Public Works Director Nick Berry, Police Chief Matt Summers, and Attorney David Kurlinkus.

5. **A quorum was present.**
6. **Electronic Participation** – President Heister read an email dated January 31, 2024 from Trustee Kim Gipe requesting to attend the meeting via phone due to being in Idaho helping her Daughter. A motion was made by Trustee Tom Gipe and seconded by Trustee Howard to allow Trustee Kim Gipe to attend the meeting via phone. There was no discussion. A roll call vote was taken. Trustees, Determan, Bean, Tom Gipe, Hardy and Howard voted yes. Motion approved 5-0-1. Trustee Kim Gipe joined the meeting electronically at 6:05 p.m.
7. **Approve December 7, 2023 Regular Board Minutes** – A motion was made by Trustee Determan and seconded by Trustee Hardy to approve the December 7, 2023 Regular Board Minutes. A roll call vote was taken. Trustees Bean, Tom Gipe, Hardy, Kim Gipe, Howard and Determan voted yes. Motion approved 6-0-0.

**Approve January 16, 2024 Regular Board Minutes** - A motion was made by Trustee Tom Gipe and seconded by Trustee Howard to approve the January 16, 2024 Regular Board Minutes. A roll call vote was taken. Trustees Tom Gipe, Hardy, Kim Gipe, Howard, Determan, and Bean voted yes. Motion approved 6-0-0.

8. **Additions/Corrections to the Agenda** – None.
9. **Approval of Agenda** – A motion was made by Trustee Hardy and seconded by Trustee Howard to approve the agenda as presented. A roll call vote was taken. Trustees Hardy, Kim Gipe, Howard, Determan, Bean and Tom Gipe voted yes. Motion approved 6-0-0.
10. **Call to the Public**- Marilyn Wilke pointed out that the Village needs to get the Farmers Market on the radar as this season will be forthcoming soon, rules, who to contact and the dates the market will be open to the public.

Jen Alvarez spoke on behalf of Surf Internet offering their services to the Pecatonica area.

**Agenda Items**

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- A. **Village President-**

1. **Marg Herbig- Emergency Notification System** – Marg has concerns in regard to the emergency notification system, how much we pay for the system and Gwenn stated about \$1300.00 per year, when is the system used, President Heister stated for emergency situations, boil orders and if you are not in the area that is affected you will not receive a call. She thought a notification should have went out about the water bills being late. President Heister stated that there were so many unknowns with this issue that it would have confused people even more. Would like to see the system utilized more in the future as she does not have a computer or any other means to receive a message.
2. **Contractors Currently Performing Work for the Village of Pecatonica-** President Heister stated there are no contractors performing work at this time.

**B. Unfinished Business – None.**

**C. New Business –**

1. **Approve The Stevens Company Proposal for Upgrading the Website** - President Heister stated last October he sent out a notice on the internet that he was looking for a company that can do web design that we can use to update the website and notifications are still being received.. The one company that did reach out is located in Dubuque, IA and they designed the Lena website. This company builds a website from the ground up and it will be a lot easier to update information versus a template. They build it to what you want. This did pass at the Economic Development committee not to exceed \$5,160.00. If the Board chooses we can get more quotes. It will take 30/60 days to design the site. There is a hosting fee due each year for \$500.00. This will help with listing the businesses and forms .

A motion was made by Trustee Determan and seconded by Trustee Howard to enter into a contract with the Stevens Company to develop a website not to exceed \$6,000.00 and the \$560 annual fee and authorize the President to sign. Attorney Kurlinkus stated that he would like to review the contract to ensure that it has what we want in it. Trustee Determan and Trustee Howard amended the motion state to include that the final contract is subject to Board approval. A roll call vote was taken. Trustees Kim Gipe, Howard, Determan, Bean, Tom Gipe and Hardy voted yes. Motion approved 6-0-0.

2. **Review Draft Ordinance for the Matching Grant Program** – President Heister stated that the biggest change with the ordinance is dates as to when a business can apply and they will have to present to the Economic Development Committee. The Bicycle Hub will need to notified of the changes and that there is a possibility that he might have to reapply. President Hester stated that he will contact him.

**D. Legal (Attorney Kurlinkus)** – The changes were made on the Theatre ordinances and court for Traffic is now on Tuesdays and still working on resolving the issue with the property.

**E. Finance (Chairman Determan)**

1. **Next meeting:** Tuesday, February 13, 2024 at 6:00 p.m.
2. **Chairman’s Report** –

Trustee Determan stated the committee will be discussing at the next meeting the general fund budget, water and sewer rates employee health insurance and raises..

**F. Planning Commission/Zoning Board**

1. **Next meeting:** Thursday, February 8, 2024 at 6:00 p.m.

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

1. **Next meeting:** Tuesday, February 5, 2024 at 6:00 p.m.

2. **Chairman’s Report** –No report.

3. **Public Work’s Report-** Nick reviewed the January report, on Friday dealt with a watermain break on 3<sup>rd</sup> Street under the new black top with a minimum amount of damage to the new blacktop and ordered the remaining salt that was due on this years order.

4. **Approve Fehr Graham Proposal for Structural Engineering Professional Services for the Jackson Street Bridge Inspection - \$3,200.00** President Hester stated that we are required to have this inspection completed as it gets reported back to the county, it gets done every 2 year and this is a formality that has to get done.

A motion was made by Tom Gipe and seconded by Trustee Howard to Approve Fehr Graham Proposal for Structural Engineering Professional Services for the Jackson Street Bridge Inspection - \$3,200.00. A roll call vote was taken. Trustees Howard, Determan, Bean, Tom Gipe, Hardy and Kim Gipe voted yes. Motion approved 6-0-0.

5. **Engineer’s Report** – President Hester reported that the lead line letter is being work on which includes access into the house as the water meters will need to be reset with new valves.

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

1. **Next meeting:** Wednesday, February 7, 2024 at 6:00 p.m.

2. **Chairman’s Report** – No report.

3. **Police Department Report-** Matt reviewed the monthly report, January was a slow month and watching some of the problem areas..

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

1. **Next Meeting:** Monday, February 12, 2024 at 6:00 p.m.

2. **Chairman’s Report** – Collin reported that the Labor Day event is being worked on and have received lots of good ideas. On February 26, 2024 the committee will meet with businesses and organizations about the event and August 31, 2024 is the actual day of the event.

**J. Treasurer (Sherry Bessert) –**

Warrant List #987 February 1, 2024	\$ 49,556.02
Payroll for Period Ending January 14, 2024	\$ 35,801.09

A motion was made by Trustee Hardy and seconded by Trustee Howard to approve warrant list #987 in the amount of \$49,556.02. There was no discussion. A roll call vote was taken. Trustees Determan, Bean, Tom Gipe, Hardy, Kim Gipe and Howard voted yes. Motion approved 6-0-0.

A motion was made by Trustee Hardy and seconded by Trustee Howard to approve the payroll total of \$35,801.09 for the period ending January 14, 2024. There was no discussion. A roll call vote was taken. Trustees Bean, Tom Gipe, Hardy, Kim Gipe, Howard and Determan voted yes. Motion approved 6-0-0.

**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 Tom Gipe and seconded by Trustee Howard to adjourn. All Trustees voted aye. Motion approved 6-0-0. Meeting adjourned at 6:48 p.m.