

Village of Pecatonica Finance Committee Meeting
Tuesday, September 10, 2024, at 6:00 p.m.
Village Hall 405 Main Street. Pecatonica, Illinois

1. **Call to Order** - Village Trustee Bill Determan called the meeting to order at 6:30 p.m. on Tuesday, September 10, 2024, at Village Hall.
2. **Roll call**– Chairman Determan, Trustees Cheryl Bean, and Gerald Howard were present. Also present were President Tom Heister and Village Treasurer Sherry Bessert.
3. **Additions or Corrections**– President Heister adds an item regarding Admin Wages.
4. **Approve the Agenda as Presented**–

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the agenda as amended. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.
5. **Call to the Public** – None.
6. **Approve the Following Finance Committee Meeting Minutes**

| | |
|---------------------------|----------------------------|
| Wednesday, July 13, 2022 | Tuesday, December 13, 2022 |
| Tuesday, August 9, 2022 | Tuesday, January 10, 2023 |
| Tuesday, October 11, 2022 | Tuesday, February 14, 2023 |
| Tuesday, November 8, 2022 | Tuesday, March 14, 2023 |

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Wednesday, July 13, 2022, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, August 9, 2022, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, October 11, 2022, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, November 8, 2022, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, December 13, 2022, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, January 10, 2023, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, February 14, 2023, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Howard and seconded by Trustee Bean to approve the Tuesday, March 14, 2023, Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

Agenda Items

7. Discuss Assistant Clerk Position–

President Heister states the 90-day interim Village Clerk position is approaching an end. He has received Darla's resume for the Clerk position, as well as a resume from a candidate for the Assistant Clerk position. There was discussion regarding posting positions for Village Hall. Discussion regarding updating the job descriptions was brought up by Chair Determan. The committee spoke about the process for hiring a new Assistant Clerk and making a recommendation to the board for hiring Darla Stram for the Village Clerk position and approval of the Assistant Clerk hiring process.

A motion was made by Chair Determan and seconded by Trustee Bean to recommend Darla Stram as Village Clerk to the full board. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

A motion was made by Trustee Bean and seconded by Trustee Howard to allow the mayor to move forward with Jordan Hartman as a candidate to recommend to the board. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

a. Admin Wages

The committee discussed and voted on the wage for the Administrative Assistant position at \$22.00.

A motion was made by Trustee Bean and seconded by Chairman Determan to recommend to the board the salary of Administrative Assistant at \$22.00 and continuation of the Clerk's salary.

8. Update on Locis and Audit–

Treasurer Sherry discussed the Locis updating that was just started. She has been speaking with Rick at Locis and the auditor, Bradley. There was an issue with the trial balance not being correct. The auditor stated it is a software issue, which Rick at Locis is working on correcting. Treasurer Sherry stated she is now working with upper management at Locis to hopefully expedite the resolution, as the original representative at Locis was not prioritizing the issue. Treasurer Sherry is hoping that by the next finance meeting, the audit results will be finished.

9. Approval to Pay Regular Monthly Invoices–

The committee discusses the recurring monthly invoices. Treasurer Sherry informs the committee that there is a page in the packet showing the monthly bills, prices, and discounts that are applied for some items. Treasurer Sherry wanted to make sure the committee was fine with the warrant lists before presenting them to the full board.

10. Approve Release of Pledged Bank Revenues to German American Stat Bank (since moving into the new Insured Sweep Program)

Treasurer Sherry discussed the account sweeping that German American State Bank does daily. The Insured Sweep Program will allow for the best interest to be earned in the accounts. The committee decided it would be best to present this to the full board for approval.

11. **Review the Changes to Ordinance on Solicitors Licenses and Make Recommendation to Full Board**

The committee discusses changes to the Solicitors Licenses Ordinance. The fees have been increased. The company or organization will now need a license for the solicitors, as well as the representatives soliciting. There was a limit of 4 solicitors per company placed.

A motion was made by Trustee Bean and seconded by Trustee Howard to recommend to the board to revise Title 9 Chapter 110: Commercial Solicitor's License as presented with the addition of limiting the representatives of companies to four representatives. No discussion. A roll call vote was taken. All in favor. Motion approved 3-0-0.

12. **Treasurer Report**

The Treasurer's report has not been sent out due to the issues with the Locis software currently.

13. **Executive Session - None**

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

15. **Adjournment**

A motion was made by Trustee Howard and seconded by Trustee Bean to adjourn the meeting. No discussion. All in favor. Motion approved 3-0-0. Meeting adjourned at 7:25 p.m.