

**Village of Pecatonica Finance Committee Meeting**  
**Tuesday, May 13, 2025, at 6:00 p.m.**  
**Village Hall 405 Main Street. Pecatonica, Illinois**

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1. **Call to Order** - Chairman Bill Determan called the meeting to order at 6:00 p.m. on Tuesday, May 13, 2025, at Village Hall.
2. **The Pledge of Allegiance to the American Flag was recited.**
3. **Roll call** – Chairman Determan and Trustee Kim Gipe were present, Trustee Gipe was absent. Also present were Village President Collin Hardy, Trustees Heather Squires and Tanya Wurtzel, Village Clerk Darla Stram, Attorney Dave Kurlinkus and Treasurer Jordan Hartman.
4. **Additions or Corrections** – None
5. **Approve the Agenda as Presented** –  
  
A motion was made by Trustee Kim Gipe and seconded by Chairman Determan to approve the May 13, 2025, agenda. No discussion. A roll call vote was taken. All in favor. Motion approved 2-0-1.
6. **Call to the Public** – None.
7. **Approve Tuesday, April 8, 2025, Finance Committee Meeting Minutes** -  
  
A motion was made by Trustee Kim Gipe and seconded by Chairman Determan to approve the Tuesday, April 8, 2025, Finance Committee Meeting Minutes. No discussion. A roll call vote was taken. All in favor. Motion approved 2-0-1.

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**Agenda Items**

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8. **Discuss the Public Works Director's Vacation Time Request with Recommendation to the Full Board**  
  
The Committee discussed the request from Nick Berry to be paid out for some of his unused vacation time. A motion was made by Trustee Kim Gipe and seconded by Chairman Determan to send to the full board that he be paid out for 80 hours of vacation and he would need to use the additional 40 hours prior to July 31. A roll call vote was taken. All in favor. Motion approved 2-0-1.
9. **Discuss Attorney Recommendations to Changes to Employee Vacation Time Section of the Employee Handbook-**  
  
The committee and the Village Attorneys reviewed suggested changes to the wording of the Vacation Time in the Employee Handbook. The committee is considering allowing the employees to bank up to 200 hours in vacation time with accumulated time pausing at 200 hours until time is used. Discussion. The attorney is going to continue to work on this policy and bring back recommendations to the next committee meeting.

**10. Discussion of the Latest Draft of Employee Handbook-**

Discussion continued regarding the employee handbook, the attorney will make the recommended changes and bring back to the next committee meeting.

**11. Discuss Village Board Laptops-**

The committee discussed the laptops that will be outdated in October. The committee requested that the clerk work with Rockford IT to get quotes for both laptops and tablets and bring information back to the next committee meeting.

**12. Treasurer Report**

a. Audit Schedule for Fiscal Year 24-25

Jordan Hartman reviewed with the committee the schedule with the auditors for the upcoming audit. Discussion.

b. Status of Appropriation Ordinance for Fiscal Year 25-26

Jordan gave an update on the Appropriation Ordinance. Discussion.

**13. Executive Session – None**

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

**15. Next Meeting: Tuesday, June 10, 2025, at 6:00 p.m.**

**16. Adjournment-**

A motion was made by Trustee Kim Gipe and seconded by Chairman Determan to adjourn the meeting. All in favor. Meeting adjourned at 7:19 p.m.