

Committee of the Whole Meeting
Thursday December 6, 2018 at 6:30 pm
Village Hall 405 Main St. Pecatonica, IL

1. **Call to Order** – Village Clerk Gwenn Shirley called to order the Village of Pecatonica Committee of the Whole meeting on Thursday, December 6, 2018 at 6:31 p.m. Village Clerk Shirley stated that at this time we needed a nomination of a Temporary Chairman for the Village of Pecatonica Committee of the Whole meeting being held on Thursday, December 6, 2018.

A motion was made by Trustee Johnson and seconded by Trustee Metz to nominate Trustee Bill Determan to the position of Temporary Chair for the December 6, 2018 Village of Pecatonica Committee of the Whole meeting.

Discussion.

A roll call vote was taken. Trustees Hachmeister, Wilke, Gipe, Johnson and Metz voted yes. Trustee Determan abstained. Motion approved 5-0-1.

2. **Silent moment observed.**
3. **The Pledge of Allegiance to the American Flag.**
4. **Roll call** -. Trustees Bill Determan, Paula Hachmeister, Marilyn Wilke, Tom Gipe, Jennifer Johnson, and Tricia Metz were present.

Others in attendance were, Village Clerk Gwenn Shirley, Temporary Public Works Director Nick Berry, Police Chief Bob Smith, Village Engineer Jason Stoll and Attorney Darron Burke.
5. **A quorum was established.**
6. **Additions/Corrections to the Agenda-** add B. 2. Trustee Johnson requested to address how the rate of pay will be handled for when the Clerk's office was closed and Public Works Department employees working were on site for a sewer line repair on December 5, 2018 the day of President Bush's funeral. Trustee Wilke requested to add the Emergency Call System Procedure would like to know what the process is and who is responsible. Trustee Determan stated that this will be A-8.
7. **Approval of Agenda-** Motion to approve the agenda as amended by Trustee Johnson second by Trustee Hachmeister. Discussion. All Trustees present voted aye. Motion approved. 6-0-0.
8. **Call to the Public:** None

Agenda Items

A. Village President's Items (President Smull)

1. Review and Approve Agreement Between RRD Holding Company DBA Gill's Freeport Disposal –

Attorney Burke stated that this details are still being worked out and this will be on the December 18, 2018 Regular Board meeting agenda.

2. 2018-19 An Ordinance for the Levy and Assessment of Taxes for the Village of Pecatonica in the County of Winnebago and State of Illinois for 2018-2019 –

Temporary Chair Determan stated that this Ordinance is on here for discussion only and provided some background information as to what the Tax Levy represents and asked if there were any questions. Attorney Burke stated that this will need to be passed and filed with the Winnebago County Clerk's office by December 21, 2018. Temporary Chair Determan stated this is on the December 6, 2018 Special Board meeting agenda for approval.

3. 2018-20 An Ordinance Authorizing the Sale and/or Disposal of Personal Property Deemed Surplus by the Village of Pecatonica –

Temporary Chair Determan stated that this Ordinance is on here for discussion only and explained that this is allowing the Public Works Department to trade in the old trailer towards the new trailer and asked if there were any questions. It was also stated this is on the December 6, 2018 Special Board meeting agenda for approval.

4. 2018-21 an Ordinance Amending Title III, "Administration," Chapter 32, "Village Policies". Sections 32.075, 32.076, 32.078-32.083 and Adding Section 32.084, "Policy Prohibiting Sexual Harassment", of the Code of Pecatonica, Village of Pecatonica, Illinois –

Temporary Chair Determan stated that this Ordinance is on here for discussion only and explained that this is an amendment that will be added to the employee handbook that was previously approved and asked if there were any questions. It was also stated that this is on the December 6, 2018 agenda for approval. Attorney Burke also pointed out that one other change to this Ordinance is the sexual harassment policy is being transferred from the code of ordinances to the employee handbook which is specified in the ordinance and that way it can be changed without it needing a formal ordinance.

5. Motion to Terminate WIPFLI Contract and Send Written Notification of Termination –

Temporary Chair Determan stated that under our current contract with WIPFLI they only do the accounting and we have to contract out for instance to Bernie Mrugala Consulting for help with the tax levy, appropriations ordinance, budgets. They don't provide these services. WIPFLI uses QuickBooks and we previously used LOCIS and even though we have been at this transition for two years, it has not been too pretty and we are having problems. Bill Smull and I have discussed this and we have also talked with Bernie about this who has been assisting us in preparing everything. Bernie is very knowledgeable as he use to work for LOCIS. LOCIS is specifically designed for municipal accounting

as it takes into consideration everything that a municipality could probably run into when they do their accounting.

Bill and I have been discussing this and because of the problems we have been having and one of our biggest problems was evident with our Audit which we normally would have approved in September as we have in the past years was almost to the last day that we could possibly file it. The Auditors ran into extreme problems getting information that they needed from WIPFLI. When they did receive the information the original trial balance for the end of the fiscal year did not balance. It took until almost July to get everything taken care of and we were still scrambling to get the information to the Auditor so that we could get it filed on time.

Bill and I have discussed this and Bernie is willing to take this on and he has given us his proposed agreement which we will bring up at the meeting in about two weeks specifically, December 18, 2018. There is an escape clause in WIPFLI contract where we can give them a thirty day notice to cancel the contract. We would like to do this tonight if possible so that come the first of the year Bernie would take over the system and complete out the fiscal year so that we aren't trying to close a fiscal year and start a fiscal year with two different systems we will transition it in.

Trustee Hachmeister asked if we should be getting quotes for this and Attorney Burke stated that we are not obligated to get additional quotes as this falls under the Treasures position. Temporary Chair Determan stated that the overall cost of Bernie will be less than what we are paying now. Also we will not have to pay the additional cost related to the levy, appropriations, etc. as this will be included in his contract. We will be going back to using LOCIS and we have had to keep the program updated since this is the system that is used for the water billing. It will not cost us anything additional. Right now we are paying a fee to WIPFLI for using Quick Books and we have paid a fee for LOCIS because of the billing system. At this time it is recommended that we give the thirty day notice to WIPFLI and this is on the December 6, 2018 agenda for approval.

Attorney Burke stated that they do have the document drafted so if the Board does approve it the document go out tomorrow.

6. Status Report on Contractors Performing Work for the Village of Pecatonica –

Trustee Wilke discussed the issues with the website and it is time we get someone else in here to look at it.

A motion was made by Trustee Johnson and seconded by Trustee Metz to add to the December 18, 2018 agenda update and correct problems with the website.

Discussion

A roll call vote was taken. All Trustees present voted yes. Motion approved 6-0-0.

7. 150 Year Celebration Committee Update Report –

Trustee Johnson reported that they are not having another meeting until December 15, 2018. So far everything is on track for January, the subcommittee is still working on the Murder/Mystery Dinner scheduled for February, we currently have the 501c3 but not the sales tax exemption yet and everything else is progressing. A local band would like to also participate in an event.

8. Emergency Call System Procedure-

Trustee Wilke stated that the delay for trash pickup and the rules for the snow ordinance should have been transmitted through the emergency call system. Would like to know who is responsible for this system and what the procedure is. Temporary Chair Determan stated this will be added to the December 18, 2018 agenda for further discussion.

B. Finance (Liaison Determan)

1. Liaison Report – Trustee Determan stated that the levy for this year is \$874 less than last year, provided some additional information, the budget is within the limits and asked if anyone had any questions.
2. Rate of Pay of when the Clerk’s Office was Shut Down and the Public Works Department Worked on a Sewer Line Repair –

Discussed what procedure should be followed that pertains to the offices being shut down and stated that there should be better communication with all Board members being notified and this will be addressed and discussed further.

C. Public Safety (Liaison Gipe)

1. Liaison Report- Trustee Gipe shared complaints that he has received in regards to the local Post Office.
2. Police Chief’s Monthly Report (Bob Smith) – Chief Smith reviewed the monthly report.

Police Chief Smith updated everyone on the Consolidated Records Management Intergovernmental Agreement that is being worked on. Would like to have passed by the 1st of the year and it will be on the December 18, 2018 regular board agenda. Details are still being worked out.

D. Public Works (Liaison Johnson)

1. Liaison Report – Trustee Johnson complimented the Public Works staff about being able to take care of the water main break without having to turn the water off.
2. Public Works Director Report (Nick Berry) –Nick reviewed the monthly report.

Director Berry reported that we have received the motor back for well # 1 and Cahoy will

be working on getting this set back up, will try to do one more round of cold patching, still receiving some infiltration of water in the system which might be coming from sump pumps.

3. Review and Approve Payment of \$95, 670.60 to Michel's Corporation for the Sanitary Sewer Televising Project –

Engineer Stoll stated that he is recommending payment of this bill. This bill is initially higher than the original quote due more protruding than estimated. This is on the December 6, 2018 special board agenda for approval. We have received a full report from Michel's which was saved on an external hard drive and delivered to Village Hall. In addition to the hard drive there are also saved in three different locations.

4. Engineers Report.-

Engineer Stoll reviewed the map with the Trustees that outlined the rating condition of the sanitary sewer mains that Michel's and VisuSewer televised. They are color coded and rated as good, fair and poor. This is Michel's recommendation not ours. The poor and fair are candidates for some type of lining or replacement project. The point repairs will be the most expensive part of the project. With the fair and poor rating they saw lots of root intrusion, infiltration and break in services. Most of the town is done as we did not do Valley View and the Parkview areas.

A cost estimate was looked at which is included with this report for your review. Between the two companies about 7.50 miles of pipe was televised. If all the work is completed it would be about a \$1.5 million project. There is a grant program available to assist which involved the surveys that we tried about a year ago. We need to get this back on the radar as this would give us about \$500,000 towards this project. Trustee Hachmeister asked if there was a firm available to assist with the surveys and it was stated that there is. Trustee Johnson asked if it could be determined how many surveys we have so far so that we can see where we stand. Jason stated that they are being stored in their Freeport office. It was stated that this needs to be coordinated with the water project upgrade so that we are not tearing up the streets more than once. The next step will be to determine the point repairs and develop a scope on that. It was pointed out that the Village also authorized us to put together a project plan for a sanitary sewer lining loan.

Lastly, spoke with the reviewer for the water loan and we should have some feedback by Christmas.

E. Executive Session- None

F. Adjourn- A motion was made to adjourn at 7:52 p.m. Johnson/Metz

Next Committee of the Whole meeting: **Thursday, February 7, 2019 Village Hall at 6:30 pm**