

VILLAGE OF PAWNEE
BOARD OF TRUSTEES
Minutes of July 28, 2025

Call to Order:

- President Clarke called the meeting to order at 7:01pm

Roll Call:

- Deputy Village Clerk, Leah Wise called roll
- Trustees in attendance: Dale Walters, Phillip Thompson, Troy Grant, Patrick Murphy, David Skinner, Erika Guess
- Trustees Absent: none
- Also in attendance: Treasurer Brent Wise, Chief Barclay Harris, Jeff Schober

Visitor's Recognition/Comments:

- No visitors

Clerk's Report:

- Minutes of July 14, 2025 were presented for review and approval
Motion made by Trustee Skinner to approve the minutes of July 14, 2025 as presented
Second made by Murphy
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)

Personnel & Finance Committee Report: Committee Chair, Trustee Skinner

- Trustee Skinner presented the bills payable for the week ending July 28, 2025 in the amount of \$85,653.35
Motion made by Trustee Skinner to approve the bills payable for the week ending July 28, 2025 in the amount of \$85,653.35
Second made by Trustee Thompson
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Treasurer Brent Wise presented the Monthly Budget Comparison Report for the Month ending June 30, 2025
Motion made by Trustee Skinner to approve the Monthly Budget Comparison Report for the Month ending June 30, 2025
Second made by Trustee Thompson
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Treasurer Brent Wise updated the board that he and Andy Lee met with RMA, our insurance, who performed an audit to let us know what OSHA would be looking for. They looked over the interior and the exterior of the Village Office, the maintenance shed, and the equipment shed. Two of the biggest issues are the absence of smoke detectors in the Village Office and the equipment shed. After checking the Police Department's building, we will order new

smoke detectors that will also detect carbon monoxide for all. The second issue is the shop is in need of an adequate flammable liquids cabinet. Minor things mentioned were exit signs and broken light bulbs. It will cost approximately \$2,500-5,000 to get everything taken care of. RMA also advised that they have free ongoing annual training that OSHA requires that is offered both online and in person. The training will ensure each village worker in every department will be considered a "competent person." This is to ensure that there will always be an adequately trained employee on the job.

Gas and Water Committee Report: Committee Chair, Trustee Walters

- Trustee Walters advised there were 58 red letters sent on the 21st and 2 shut offs on the 28th. They are about to wrap up the gas meter replacements for Henkle Drive. They continue to replace failing radio water meters with cellular meters.
- Trustee Walters commended Andy Lee in his handling in covering all areas of safety for the Village.

Streets, Alley and Sidewalk Committee Report: Committee Chair, Trustee Grant

- Jeff Schober said they are preparing to chip and oil, though they are still waiting to receive the date from IDOT. They have been weed eating and patching roads.

Police Committee Report: Committee Chair, Trustee Skinner

- No report

Sewers and Parks Committee Report: Committee Chair, Trustee Thompson

- Trustee Thompson advised the board that after talking with Steve and Travis that colors for the painting project at North Park have been picked out: Gray being the main color and green. The consensus was in favor of that.
- Trustee Thompson advised that the soccer goals were painted and started to take the fence down for the playground turf project.

Zoning Committee Report: Committee Chair, Trustee Murphy

- Trustee Murphy advised the board that there have only been 2 building permits since the last meeting. One on 8th St. and the other on Madison St.
- Trustee Murphy advised that the verbal complaint on the 900 block of Washington has been resolved without us needing to intervene.
- Trustee Murphy advised that the house of the 500 block of 4th St is in the lengthy process of being condemned. Attorney Don Cravens will be involved in the next steps to find the owner to see what can be done. In the meantime, Murphy suggested that we post a do not enter/ no trespassing sign on the property.

Bargaining Committee Report: Committee Chair, President Clarke

- No report

Energy Committee Report: Committee Chair, President Clarke

- No report

Infrastructure Committee Report: Committee Chair, President Clarke

- No report

Unfinished Business:

- No report

New Business:

- Consideration of Village Clerk Salary Increase from \$3,600 to \$5,000
President Clarke requested the board raise Village Clerk salary to \$5000.
Motion made by Trustee Skinner to increase the Village Clerk Salary from \$3,600 to \$5,000
Second made by Trustee Thompson
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Consideration of Ordinance Creating Office of Village Administrator
President Clarke read proposed Ordinance. Position would be appointed with advice and consent of board. Position oversees administration of village at direction of President. Coordinates with taxing bodies, oversees budget process and tax levy, and may serve as Treasurer when needed. Also advises on planning, policy and community response. Does not oversee other departments as department supervisors report to their respective committees.
Motion made by Trustee Thompson to approve Ordinance 25-06 for creating the Office of Village Administrator.
Second made by Trustee Murphy
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Consideration of Treasurer's Request for Leave of Absence
Motion made by Trustee Skinner to approve Treasurer Wise's request for leave of absence
Second made by Trustee Murphy
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Appointment of Village Administrator
President Clarke requested board's approval of appointment of Brent Wise as Village Administrator at an annual salary of \$8600.
Motion made by Trustee Murphy to accept President Clarke's appointment of Brent Wise as the Village Administrator at proposed salary.
Second made by Trustee Thompson
Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes
Motion Carried: (6-0)
- Annual Appropriation Ordinance

Administrator Wise presented the FY26 Appropriation ordinance. Notice was provided and the appropriation was made available to public Jul 10. He noted the only changes since the Appropriation was made available were additions to ESDA line items for equipment upgrades.

Motion made by Trustee Skinner to approve the Annual Appropriation Ordinance 25-07

Second made by Trustee Murphy

Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes

Motion Carried: (6-0)

- Chief Harris will address the issue of the house at 1200 7th street. There is an overflow of vehicles on and around the property.
- Christmas Committee will meet soon to discuss plans for the Village Christmas decorations. They have a budget of \$10,000 with an option to hire a rental for a lift through the Parks department budget.

Motion to Adjourn:

- **Motion** made by Trustee Murphy to adjourn

Second made by Trustee Walters

Roll Call Vote Taken: Walters-yes, Thompson-yes, Grant-yes, Murphy-yes, Skinner-yes, Guess-yes

Motion Carried: (6-0)

Meeting adjourned at 7:31pm on Monday, July 28, 2025. The next scheduled meeting of the Pawnee Village Board of Trustees is 7:00 pm, Monday, August 11, 2025 at the Village Hall.

Respectfully submitted,



Leah Wise
Deputy Village Clerk