

ADMINISTRATION COMMITTEE MINUTES

March 21, 2011

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm. Present were: Dave Winters, Joshua Brown, Trisha Davey, Mayor Adams, Chief Dickson, and Attorney Cox. Also present Scott Fridly, John Peterson, Linda Sonneson, Diana Peters, Lucy Adrignola, and Marilyn Mohring.

Motion by Mr. Brown, second by Ms. Davey to waive the reading of and approve the minutes of March 7, 2011 as presented. Motion carried 3-0.

VSITOR COMMENTS

Several ladies from the Macktown Restoration Foundation and Rockton Historical Society addressed the board concerning the upcoming Northern Illinois Quilt Fest to be held this summer. They updated the committee members on their planning and requested a financial donation of \$1,000 from the Village of Rockton. They would also like the village to create a link to their website from the village's website. Committee members discussed the request and Mr. Brown made a motion to approve a donation of \$500 out of this year's village budget from Marketing and Downtown Development, and to add \$500 into next year's budget for this event to be paid out of Special Events. Ms. Davey second. Roll Call. Approved 3-0. The checks will be made out to the Rockton Historical Society.

CHIEF DICKSON

Chief Dickson talked to the committee about wanting to enter into a contract with a Company called Lexipol who specialize in risk management to write/update the police department's employee policy manual. The initial cost for their services would be \$5950 for the first year. Lexipol would allow the payment to be split into two installments. The cost for each of the following years to keep the manual up to date with changes in the law would be \$2450/year. Committee members discussed the idea and the Chief explained that he felt it would pay for itself by helping the village avoid potential personnel issues by having the right policies in place. Mr. Winters stated that he felt the part of the cost could perhaps come out of the police department's training, travel and supply budget this year. The Chief said the company has a good understanding of Illinois law. Mr. Winters said he would bring up the request at the board meeting and asked Attorney Cox to have Attorney Galluzzo look over the contract before then.

THE MAYOR

Mayor Adams talked to the committee regarding a letter from Sands Nursery in which the owner made several requests of the village. The committee talked about how the requests the owner was making were not ones they were interested in approving.

The Mayor also talked to the committee about a request to put a stop sign in the Kensington Subdivision on Glen Cree. The Mayor and Chief Dickson shared how they did not feel it was necessary to put one in there because it does not have a cross intersection.

The Mayor also shared with the committee that the potential boundary agreement with Roscoe had fallen through.

ADMINISTRATION & BUDGET – Mr. Brown

Village Officials Picture Display

The Mayor talked to the committee about purchasing a custom frame and mat to display pictures of the village of Rockton officials. The pictures could be changed out as needed. Ms. Warren shared quotes from three different vendors to supply the custom frame and mat. Committee member discussed wanting to support the local vendor. The quote from All Things Framed was for \$256. Mr. Brown made a motion to approve the project and to purchase a custom frame and mat from All Things Frame, but to try and negotiate a lower price. Ms. Davey - yes, Mr. Winters – no, Mr. Brown – yes. Approved 2-1.

COMMUNITY DEVELOPMENT –Ms. Davey

Request for Donation for Easter Egg Hunt

Ms. Davey informed committee members that the village had received a request for a donation from Marianne Mueller the 2011 Amazing Easter Egg Hunt. This is an annual event and money is already in the village budget for it. Ms. Davey made a motion to approve a donation of the budgeted amount of \$300. Mr. Brown second. Roll Call. Approved 3-0.

Ms. Davey moved. Mr. Brown second to adjourn at 6:10pm.

Respectfully submitted,

Brenda Warren
Office Manager