

ADMINISTRATION COMMITTEE MINUTES
JANUARY 17, 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 Galluzzo

Motion by Mr. Brown, second by Ms. Davey to waive the reading of and approve the minutes of January 4, 2011 as presented. Motion carried 3-0.

THE MAYOR

The Mayor informed the committee that they had not received a proposal yet regarding the health insurance, but that he expected to receive one soon. Hopefully they will have something before the village's first meeting in February.

The Mayor also talked to the committee about the fact that the village's personnel manuals do not cover jury duty. An employee in the public works department just received notice to appear for jury duty and the Mayor said the village should add something to the personnel manuals to address this issue. Ms. Warren informed that committee that most companies pay people their regular wages while they are on jury duty, but they are often required to remit any per diem (excluding any mileage) they receive for jury service back to their employer. The committee members said something should be written up and added to the personnel manuals to spell out how the village will handle someone who is called for jury duty.

The Mayor also talked about the seven acres at the south end of the Rockton Athletic Fields. The person who is purchasing it will be growing trees on it. The land is zoned agricultural not commercial. There is no access to the land and no water or sewer. The committee members talked about the fact that they would have to give him access to the land somehow, but were concerned that if he was using heavy equipment he might tear up the Athletic Field roads and/or parking lot.

PUBLIC SAFETY AND LEGAL- Mr. Winters

Village Clerk Duties/Office Structure

Mr. Winters handed out a proposal to change the clerk's position and said he was looking for different ideas. His proposal would lock in the clerk's salary in for four years and set regular hours for the clerk. Mr. Winters proposed the salary be around \$38,000 to 40,000 per year plus \$25/meeting to take minutes. His proposal also listed the duties of the clerk and that he would like it if the clerk would be required to fill in for the zoning officer if that position when that position was vacant. The committees discussed his proposal and talked about whether or not they might want the clerk position to become part-time after the 2013 elections. The reasoning being that anyone can run for the elected position of clerk, and there is always the risk of someone being elected who might not be qualified to carry out all of the current duties as listed. If the position was part-time, the board could limit the duties of the clerk to those as assigned by state law. The village board could then

hire someone to act as a full time comptroller or office manager to carry out all the other administrative responsibilities. This would give the board more control. Attorney Galluzzo stated that there are pros and cons to doing it either way. Mr. Winters stated that he just wanted to get the discussion started so the board could begin thinking about any changes they might like to make. Mr. Winters asked Mayor Adams, Judy, and Brenda to come up with a listing of the number of hours that they feel would be needed in order to make sure all of the responsibilities are covered. The committee could then determine whether the village needs two full time people or one full-time and one part-time person.

Mr. Winters also talked about the information he had gather at the IML conference regarding AmAudit out of Naperville. AmAudit is a company that comes in and takes a look at any franchise agreements, taxes that are being collected, the village's use of gas/electric, etc. and then they come up with a proposal of recommended changes. AmAudit would receive 50% of any savings for three years that the village received because of making the recommended changes. The committee talked about whether or not it would be worthwhile, and if so the need to make sure the contract terms were carefully looked over before any kind of agreement was signed. Gino stated that he had some information about a similar company that he would get to Mr. Winters so he could compare what they had to offer.

Ms. Davey moved. Mr. Brown second to adjourn at 6:20pm.

Respectfully submitted,

Brenda Warren
Office Manager