

**ADMINISTRATION COMMITTEE MINUTES**  
**December 5, 2011**

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm. Present were: Dave Winters, Joshua Brown (arrived at 5:55pm), Zachary Baker, Mayor Adams, Attorney Cox and Chief Dickson. Also present Gail Beach, and John Peterson.

Motion by Mr. Baker, second by Mr. Winters to waive the reading of and approve the minutes of November 21, 2011. Motion carried 2-0.

**CHIEF DICKSON**

The Chief shared that they had made it through the Christmas Walk weekend without any major issues.

**MAYOR**

**2012 Meeting Dates**

Mayor Adams verified with committee members that they were okay with the proposed meeting date schedule for 2012.

**Village Clerk/High School Office Internship Program**

The Village Clerk shared with the committee her desire to start an unpaid internship program with the high school. She would like to start a program that allowed one or at the most two students to intern in her office for a couple of hours a day. Committee members asked her to bring the idea back to the next committee meeting.

Mayor Adams also shared that Winnebago County would be giving the Village of Rockton \$50,000 toward the development of the Rockton Athletic Fields.

**PUBLIC SAFETY & LEGAL – Mr. Winters**

**Replace Police Desktop Computers**

Mr. Winters shared with the committee that the police department would like to replace seven desktop computers at a cost of \$400 each or a total of \$2800. This item is on the board agenda for approval.

**Laserfiche – Scanner & Software Upgrade**

Mr. Winters and Chief Dickson explained that the Laserfiche Program was in need of a software update and a new scanner. The total cost for these items was \$1874.50. The committee members asked that the need for all of the user licenses be verified. The approval for the upgrade is on the board agenda for approval.

**ADMINISTRATION & BUDGET – Mr. Brown**

**Sonoco Contract**

Attorney Cox shared with the committee two documents that he had prepared regarding the Sonoco Property. One was a Real Estate Purchase Agreement and the other was a Purchase Option Agreement. The agreements would be assignable. He asked for direction from the committee with regard as to how they wanted to proceed. Committee members

stated that the goal was not for the village to own the property, but for the village to facilitate the purchase of the property so as to direct its development. Committee members also discussed that they felt there would need to be some kind of tax incentive put in place with regards to the Sonoco Property and possible some other nearby properties. Attorney Cox will refine the documents further so they are ready for the trustees before the next meeting. Committee members would like to get something to Sonoco by the end of the year.

**COMMUNITY DEVELOPMENT – Mr. Baker**

Mr. Baker shared information regarding a resolution in support of the Rock River Trails Initiative. Committee members asked that the language of the sample resolution be cleaned up and put on the agenda for the next meeting in order to give people time to look it over.

Mr. Baker moved. Mr. Winters second to adjourn at 6:10pm

Respectfully submitted,

Brenda Warren  
Village Clerk