

ADMINISTRATION COMMITTEE MINUTES

August 17, 2015

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm.
Members present: Dale Adams, Pat Hoey(electronic means), John Peterson and Dave Winters
Staff present: Steve Dickson, Tricia Diduch and Jodi May (5:40 pm)

Motion by Mr. Peterson, second by Mr. Hoey, to waive the reading of and approve the minutes of August 3, 2015. All ayes. Motion approved 3-0.

PUBLIC COMMENT

Brian Hansmeier did not attend the Administration Committee meeting.

THE MAYOR – DALE ADAMS

None.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

Chief Dickson stated that the police department needs to upgrade the detective position to a sergeant position. Chief Dickson stated that this will help resolve other issues that have come up and that the detective that they are looking to promote to sergeant already has all of the training that she needs. No further action is required by the Village Board to approve this.

Mr. Winters stated that the Village Clerk will be attending the Municipal Clerks of Illinois Institute (Year 2) in Springfield, IL from October 11th – 16th at a cost not to exceed \$1,500. This is up for approval at the Village Board meeting on August 18, 2015. The Committee was okay with this.

ADMINISTRATION & BUDGET – JOHN PETERSON

None.

COMMUNITY DEVELOPMENT – PAT HOEY

Motion by Mr. Hoey, second by Mr. Peterson to approve the purchase order for the resident survey in regards to the comprehensive plan. The purchase order is for the postage to mail the post cards in the amount of \$671.79. Ms. Diduch stated that she didn't have the invoice from Balsley Printing to add to the purchase order at this time, but it can be added to the next agenda for approval. Roll call. All ayes. Motion approved 3-0.

Mr. Hoey stated that the purchase requisition for the Visit Beloit membership in the amount of \$2,500 was up for approval at the Village Board meeting on August 18, 2015. Mr. Hoey stated that Ms. Diduch sits on the Visit Beloit board and this is beneficial to the Village. The Committee was okay with this.

Mr. Hoey also discussed the purchase requisition for photography services from Brian Thomas Photography. Mr. Thomas will photograph the Village for marketing purposes and this will be paid out of the downtown development funds. This is up for approval at the Village Board meeting on August 18, 2015. The Committee was okay with this.

Motion by Mr. Hoey to approve the "Main Street Trick or Treat" event with a maximum cost of \$750, second by Mr. Peterson. Ms. Diduch stated that she was approached by some of the downtown businesses that would like to participate in the event to be held on October 30th from 5-7 pm. Ms. Diduch stated that the \$750 would be taken out of the funds for downtown development. The business owners will decorate the street lights with cornstalks and Ms. Diduch spoke with Deputy Chief Hollinger in reference to having an officer present for the event. Ms. Diduch stated that the businesses involved in the event would be identified and families can "trick or treat" at the downtown businesses. Chief Dickson was concerned about the traffic at that time. Ms. Diduch stated that she can talk to the business owners to see if there is a different date and/or time that the

event can take place. Mr. Hoey amended the motion to approve the event and cost, but the details as far as the date and time will be confirmed later. Roll call. All ayes. Motion approved 3-0.

Mr. Hoey stated that Ordinance 2015-28 in reference to the business district is up for approval at the Village Board meeting on August 18, 2015. The Committee was okay with this.

THE CHIEF – STEVE DICKSON

None.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

None.

ADJOURN

Motion by Mr. Hoey, second by Mr. Peterson, to adjourn at 5:55 pm.

Respectfully submitted,

Christina Stewart
Village Clerk