

**ADMINISTRATION COMMITTEE MINUTES**  
**November 7, 2011**

Chairman Winters called the regular meeting of the Administration Committee to order at 5:05 pm. Present were: Dave Winters, Zachary Baker, Mayor Adams, Attorney Nicolosi and Chief Dickson. Also present Gail Beach, Cory Magnus and John Peterson. Joshua Brown was absent.

Motion by Mr. Baker, second by Mr. Winters to waive the reading of and approve the minutes of October 17, 2011. Motion carried 2-0.

**MAYOR**

**Annual RAEDC Meeting & Dinner**

The Mayor asked the committee how many people they would like to authorize to attend the Annual RAEDC Meeting & Dinner. Mr. Baker moved, Mr. Winters second to send one person to represent the village at this dinner at a cost of \$75. Roll call, Motion approved 2-0.

**Village Key Chains**

The Mayor talked to the committee members about possibly ordering key chains with the village logo on them. The cost would be \$220 for 300 key chains. The committee decided to table the issue until the next meeting.

The Mayor also talked about the fact that he had met with the owners of the Quonset Huts. The owners are interested in selling the properties and are wondering if the village would be willing to pay for a Phase II Environmental Study. The Mayor shared that the property is located within the Chemtool TIF district and so TIF funds could be used to pay for the study. The village could also apply for Brownfield funds to possibly cover the cost. The cost of the Phase II is expected to be around \$10,000. The Mayor stated he would share this request at the Board meeting and ask for a consensus to proceed.

The Mayor also shared that Mr. Brown wanted the committee to talk about the Elderberry Tea House's request to waive the \$5,000 liquor license application fee and reinstate their license. The committee asked that the ordinance be reviewed to see what it says and add this request it to the agenda for the next committee meeting.

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

**Repair on Dodge Durango**

Chief Dickson shared that two of the department's Dodge Durangos are in need of some rust repairs. One is covered under warranty. The Chief had received quotes from Rockton Automotive and R & L Auto Body for repairs for the other Durango. R & L Auto Body was low with a quote of \$744.00. Winter moved, Baker second to authorize the payment of \$744.00 to R&L for the repairs. Roll call. Motion approved 2-0.

**Hire Part-time Officer & Authorize Part-time Academy for Part-time Officer**

The Chief shared with the committee that he would like to hire a part-time police officer using the eligibility list. One of the village's part-time officers resigned a few months ago and one of the full-time officers plans on resigning sometime next year. The Chief would like to send the new part-time officer to the Part-time Police Academy in Rockford that starts in January. He would only be paid eight hours a month for training. Once he has completed the part-time academy he would only have to complete a two week course to go full-time. Mr. Winters will ask for approval at the Board Meeting.

**ADMINISTRATION & BUDGET – Mr. Brown**

**Approval of Sonoco Contract**

Mr. Brown was absent and so the committee tabled the approval of the Sonoco Contract. Sonoco also had not obtained an appraisal of the property yet.

**COMMUNITY DEVELOPMENT – Mr. Baker**

**Christmas Lights – Fire Department**

Mr. Baker received clarification from Mr. Magnus regarding Christmas Lights for the Fire Department. The Fire Department wants a price for obtaining the same lights to put on their building as the rest of the downtown businesses. Mr. Nygren will forward the quoted price to them.

Mr. Baker moved. Mr. Winters second to adjourn at 5:37pm

Respectfully submitted,

Brenda Warren  
Village Clerk