

ADMINISTRATION COMMITTEE MINUTES
January 19, 2015

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30pm.
Members present: Dale Adams, Steve Dickson, Pat Hoey, John Peterson (5:45pm), and Dave Winters
Staff present: Tricia Diduch, Scott Fridly and Gordy Nygren

Motion by Mr. Hoey, second by Mr. Winters, to waive the reading of and approve the minutes of January 5, 2015. All ayes. Motion carried 2-0.

PUBLIC COMMENT

None.

THE MAYOR – DALE ADAMS

Mayor Adams discussed vacation time carryover. The current policy states that Village of Rockton employees can carryover their vacation time 90 days past the end of the service year. It was agreed that employees can carryover their vacation time this year until August 2015, but when they receive more vacation time starting June 1, 2015 Village employees must use their vacation time by May 31, 2016. This policy had been discussed before, but was never officially changed. This will be added to the next Village Board meeting for approval.

Mayor Adams discussed an administrative tow fee. Chief Dickson stated that other municipalities have administrative tow fees and it generates a lot of revenue for those municipalities. The administrative tow fee can be used for criminal offenses and allows the police department to implement additional fines to those committing various offenses and the opportunity to seize vehicles if they choose to do so. The only expenses associated with this fee will be for the attorney. Chief Dickson stated the officers would be completing the proper paperwork. Atty. Szeto has a draft of the administrative tow fee. Chief Dickson and the Administration Committee would like to review the draft when it's available.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

None.

ADMINISTRATION & BUDGET – JOHN PETERSON

Ms. Hughes explained to the Committee the benefits of adding a cash receipts module to the LOCIS program that is currently being used by the Village. This would allow Ms. Hughes and other employees authorized to access that information to keep better track of the money that is posted to different accounts/areas. The cost to add this program would be \$10/month. Ms. Hughes also stated that it would be beneficial to have additional options for Village of Rockton residents to access online utility accounts and have the option of making online payments with credit cards. Ms. Hughes will research what needs to be done to implement this with LOCIS and Payment Service Network (PSN).

COMMUNITY DEVELOPMENT – PAT HOEY

Mr. Hoey discussed the ordinance regarding electronic attendance that will be on the Village Board agenda for approval on January 20, 2015. This ordinance would allow any voting member to attend electronically. Mr. Hoey stated that he will be out of town this summer in Virginia for 10 weeks and this would allow him to electronically be present at the meetings. There was some discussion if this would be by telephone, laptop or by placing a monitor somewhere in the meeting room.

Mr. Hoey spoke about renewing their membership with RAEDC in the amount of \$5000. Mr. Hoey stated that they had \$4900 left in the budget for this so they would be \$100 over. Ms. Diduch felt that there was a lot of value in remaining members of RAEDC. There are programs and other developments that are beneficial to the Village.

Mr. Hoey also spoke about the downtown TIF district. Ms. Diduch discussed the timelines that were e-mailed to her late Friday. There are two ordinances and a resolution up for approval at the Village Board meeting on January 20, 2015. The ordinances and resolution would start kicking the timelines into place. The date in the timeline for the final vote whether to make this happen is April 21, 2015. The items listed in the timeline are all state statute requirements. Mr. Winters inquired about a final map and Ms. Diduch stated that she has a copy of the final map. Ms. Diduch clarified that the two ordinances and the resolution are not establishing the TIF, they are just formal declarations that the Village is pursuing this. Mr. Peterson inquired how the taxing bodies felt about the TIF. Ms. Diduch stated that most of the taxing bodies are showing support for this, but that Rock Valley College would probably vote against the TIF.

THE CHIEF – STEVE DICKSON

None.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

Ms. Diduch stated that they had something come up today in reference to the Rockton Fire Department working with a local restaurant that has had fire code violations for over a year. Ms. Diduch spoke with Dick Roth last summer and he questioned whether the Village could withhold a liquor license if the restaurant was not in compliance with the fire code. Mayor Adams was not in favor of this. Mr. Roth came back today and wanted to know if the Village could add a check off list so that has to OK'd by other departments, such as police and fire, in order to maintain their liquor license status. Mr. Hoey stated that the fire department has the authority to take care of this by contacting the building inspectors from Winnebago County for an inspection. Ms. Diduch stated that the fire department contacted the county and that Steve Girard, a Winnebago County Building Inspector, had inspected the building, but nothing was enforced. Mr. Hoey added that the fire department can go to court and seek an injunction as well. Mayor Adams will talk to Chief Wilson and Mr. Girard and try to resolve this issue.

ADJOURN

Motion by Mr. Peterson, second by Mr. Hoey, to adjourn at 6:06 pm.

Respectfully submitted,

Christina Stewart
Village Clerk