

ADMINISTRATION COMMITTEE MINUTES

January 3, 2018

Chairman Winters called the regular meeting of the Administration Committee to order at 5:00 pm.

Members present: Mayor Adams, Arianne Honkamp, John Peterson and Dave Winters

Staff present: Chief Dickson & Tricia Diduch

Motion by Mr. Peterson, second by Mrs. Honkamp, to waive the reading of and approve the minutes of December 18, 2017. All ayes. Motion approved 3-0.

PUBLIC COMMENT

None.

THE MAYOR – DALE ADAMS

Mayor Adams updated the Committee in reference to the City of Rockford taking over the 9-1-1 center for Winnebago County. Mayor Adams stated that they are still going back and forth and that the Village may want to contribute funds along with other communities to hire a consultant to look into this further. Chief Dickson said that Chairman Haney wants to get rid of the Winnebago County 9-1-1 center and that this will be a big fight for the Village and other communities. Mayor Adams advised that the amount they are looking to have the Village pay is approximately \$207,000/year, but that number will change.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

Mr. Winters discussed the pre-annexation fees for Sturbridge Subdivision with the Committee. Mayor Adams explained that Sturbridge Subdivision had a pre-annexation agreement with the Village and that it had expired, but numerous residents in the subdivision would like to extend the pre-annexation agreement. Ms. Diduch wanted input from the Committee about how they would like to charge the fees for the pre-annexation agreement whether the fees are paid now or at the time of annexation. Mayor Adams said that it would take Atty. Szeto less than an hour to complete the paperwork because all he would need to do is change the dates on the pre-annexation agreement. Ms. Diduch advised that they can be charged for the pre-annexation agreement which would be approximately \$400. Mr. Winters suggested charging them whatever time it takes Atty. Szeto to complete the document and if they annex into the Village whatever fees are applicable at the time of annexation. The Committee was okay with this.

Mr. Winters also discussed the interpretation service for the Village. Chief Dickson stated that this is federally mandated and that the Village has to have it. The Village Clerk advised that she received information from Deputy Chief Hollinger in reference to the Voiance interpretation plan and that there are no setup fees and that they would charge a flat rate of \$2.98/minute for the service. The Committee was okay with this.

COMMUNITY DEVELOPMENT & BUDGET – JOHN PETERSON

Mr. Peterson discussed the ICSC Recon Conference in Las Vegas with the Committee and stated that it was up for approval at the Village Board meeting later in the evening. Mr. Peterson added that he and Ms. Diduch would be attending the conference and that the expenses shouldn't exceed \$2,840. The Committee was okay with this.

Mr. Peterson discussed the Downtown Streetscape master plan draft comments with the Committee again. Ms. Diduch stated that Mr. Fridly had reached out and that some of the parking stalls were adjusted for the ease of plowing. Ms. Diduch added that Mayor Adams wanted to address Hawick Street parking west of Blackhawk Boulevard and that she was going to discuss this with the consultant. Ms. Diduch stated that there are decorative pavers in the plan for the crosswalks, but the bulk of the street will still be concrete or asphalt. Mayor Adams and Mr. Peterson stated that they like the idea of the pavers, but Mr. Fridly doesn't like this idea. Mr. Winters commented that the Village is on the right track with the ideas that were presented.

ADMINISTRATION – ARIANNE HONKAMP

None.

THE CHIEF – STEVE DICKSON

None.

PLANNING AND DEVELOPMENT ADMINISTRATOR – TRICIA DIDUCH

Ms. Diduch advised that the Village received the invoice for the RAEDC contribution in the amount of \$5,000. Ms. Diduch stated that she would like to give it another year because the RAEDC has had some transition over the past year. Ms. Diduch said that this doesn't need approval before it's paid, but that she wanted to mention it to everyone. Mr. Winters inquired about the hotel study and if the RAEDC would be able to help the Village with resources to transition the parcel. Ms. Diduch advised that the study should be done any day now, but that the RAEDC doesn't get involved in the retail end of it, but may be able to pull together investors and make some introductions.

Mr. Peterson inquired about Yeti Fest and Ms. Diduch stated that she will have the special events application up for approval at the next set of meetings and touch base with the Rockton Lions Club to see if they are going to have a chili dinner. Ms. Diduch stated that she has six teams for the snow sculpting competition, but that she needs help with more sponsors if they want more teams involved.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

None.

ADJOURN

Motion by Mr. Peterson, second by Mrs. Honkamp, to adjourn at 5:35 pm.

Respectfully submitted,

Christina Stewart
Village Clerk