

ADMINISTRATION COMMITTEE MINUTES
December 5, 2016

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm.
Members present: Mayor Adams, Pat Hoey (by telephone), John Peterson and Dave Winters
Staff present: Chief Dickson, Scott Fridly and Jodi May
Also present: Arianne Honkamp

Motion by Mr. Peterson, second by Mr. Hoey, to waive the reading of and approve the minutes of November 14, 2016. All ayes. Motion approved 3-0.

PUBLIC COMMENT

None.

THE MAYOR – DALE ADAMS

Mayor Adams discussed attending the International Conference of Shopping Centers (ICSC) in Las Vegas (May 21st -24th). Mayor Adams said that last year the Village sent four staff and that there is a discount for early registration if they decide to go in May 2017. Mayor Adams stated that he thought the ICSC conference was more beneficial than the National League of Cities (NLC) conference. Motion by Mr. Peterson to send up to four staff to ICSC, second by Mr. Winters. Roll call. All ayes. Motion approved 3-0. This is also up for approval at the Village Board meeting on December 6, 2016.

Mayor Adams asked the Committee if they would like to put an ad in the Herald for Christmas. The Committee decided not to place an ad in the paper. No further action was taken.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

Mr. Winters stated that Resolution 2016-116: A Resolution for the Village of Rockton, Illinois Objecting to a Proposed Winnebago County Zoning Map Amendment to Allow for an Asphalt Plant is up for approval. Mayor Adams stated that the petitioner was originally going to attend the meeting and give a brief presentation, but that they will not be attending the meeting now. Mayor Adams suggested moving the approval of the resolution before the public comment portion of the Village Board meeting. Mr. Winters stated that he would like to allow everyone to speak because there may be people that are in favor of the asphalt plant at the meeting as well.

ADMINISTRATION & BUDGET – JOHN PETERSON

Mr. Peterson discussed the police pension fund for the tax levy. Mr. Peterson stated that there was a \$70,000 difference and Mayor Adams advised that the Village would have to raise the tax levy. Mr. Peterson stated that he doesn't want to raise the tax levy. Chief Dickson stated that there could possibly be three officers retiring in the next four years. Mr. Fridly said that he can see both sides, but he would like to keep the rate the same this year and plan better next year. Mr. Winters added that the recommendation this year has compounded because they did less than the recommendation last year. Mr. Hoey said that he would like to fund it as high as possible and go by the recommendation of the Committee. Mayor Adams stated that they could discuss this further at the Budget & Finance Committee meeting on December 6, 2016.

The Committee stated that they would like to table the discussion in reference to the employee handbook. The Committee discussed some of the changes in the handbook, but Ms. Diduch stated that staff has not seen them yet.

COMMUNITY DEVELOPMENT – PAT HOEY

Ms. Diduch stated that there is a quick serve restaurant that was looking at the Swanson Property on Rockton Road and now they are looking at leasing property at an out lot owned by Farm & Fleet off of Rockton Road for a potential location. Ms. Diduch advised that a contingent part is that the developer who is developing the property and leasing it to the quick serve restaurant for 20 years (with an option to renew for an additional 20

years) has not been able to obtain as high of a rent as they would like. Ms. Diduch stated that she spoke with Atty. Szeto about what has been done regionally and what the Village has done in cases like this. Ms. Diduch has some numbers from the developer and that its standard for the developer to look for 8-12% return on their investment. The developer is asking for an amount that comes to approximately \$130,000 which gets them to an 8.57% return. Ms. Diduch discussed two possible options. The first option would be a developer note in the amount \$130,000. The second option would be a sales tax rebate agreement for a defined number of years with a dollar amount cap. Ms. Diduch explained the three options within the second option and stated that she is looking for direction from the Committee. Ms. Diduch stated that the quick serve restaurant sells \$2.8M on average nationwide, but this location they are estimating \$2.5M to be safe. The Committee recommended a sales tax rebate agreement at 50% for 10 years with a cap of \$150,000. Mayor Adams recommended that a 6 month sunset clause or provision be added to the offer.

THE CHIEF – STEVE DICKSON

Chief Dickson discussed the purchase requisition for Motorola for a STARCOM 21 radio lease/purchase. Chief Dickson stated that this is a two-year lease with the first payment due in December of 2017 and they have also included one year of free airtime. The two installments are \$30,410 each. Chief Dickson stated that this is less than what they were expecting to spend. Originally, the police department thought that it was going to be over \$70,000.

Chief Dickson also discussed the purchase requisition for Adventos for Smart Force software in the amount of \$5,654. Chief Dickson explained that this will clean up all of the paper in the police department. Chief Dickson stated that the software is web-based and that the police officers would be able to access the information from their squad car and/or smartphone and allows them to search various information. Chief Dickson added that police officers are required to have a landline at their home, but he would be willing to allow them to eliminate their landline if they put this app on their smartphone and look at it. Chief Dickson said the annual subscription costs \$5,654 and he feels that it is well worth it. The police department completed a 3 month trial period and they were impressed with the software. Chief Dickson said that if they don't want to continue with the subscription that they could walk away from it.

Chief Dickson explained the next purchase of Microsoft 365 Software from Winnebago County IT and stated that they would need to purchase a seat license for every seat and it covers every Microsoft product for a year. Chief Dickson stated that he doesn't have a hard price, but that it will be approximately \$3,200/year and they are currently paying \$200/month.

The purchase requisitions are up for approval at the Village Board meeting on December 6, 2016. Chief Dickson said that the STARCOM radios was the only item not budgeted for, but that the first payment won't be due until next year's budget. The Committee was okay with the purchases.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

None.

ADJOURN

Motion by Mr. Peterson, second by Mr. Hoey, to adjourn at 6:15 pm.

Respectfully submitted,

Christina Stewart
Village Clerk