

## **ADMINISTRATION COMMITTEE MINUTES**

**February 6, 2017**

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm.  
Members present: Mayor Adams, Pat Hoey, John Peterson and Dave Winters  
Staff present: Chief Dickson, Tricia Diduch and Jodi May (5:42 pm)

Motion by Mr. Peterson, second by Mr. Hoey, to waive the reading of and approve the minutes of January 16, 2017. All ayes. Motion approved 3-0.

### **PUBLIC COMMENT**

None.

### **THE MAYOR – DALE ADAMS**

None.

### **PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN**

Mr. Winters stated that he had three purchase requisitions up for approval at the Village Board meeting on February 7, 2017. Mr. Winters said that the police department is replacing the 2008 Chevrolet Impala with a 2017 Chevrolet Tahoe. Chief Dickson stated that they are purchasing the vehicle from Miles Chevrolet in the amount of \$37,818 (state bid) and that he had budgeted \$38,000 for the vehicle so they are paying cash for it. Mr. Winters said that that the equipment for the new police vehicle will be purchased from Ray O'Herron in the amount of \$2,516.40. Chief Dickson added that the police department would like to purchase a one-year subscription from the Police Law Institute that would allow officers to train online in the amount of \$1,710. The Committee was okay with all three purchase requisitions.

### **ADMINISTRATION & BUDGET – JOHN PETERSON**

Mr. Peterson discussed the insurance renewal rate for the Village with Williams-Manny Insurance Group and that it increased 12.9%. Mr. Peterson stated that the dental and vision didn't change significantly, but that next year the Village may want to start looking at rates and getting bids. Mr. Hoey stated that the Village should do its due diligence and shop around every three years. Mr. Winters stated that the Village did look at three optional carriers as well. Mr. Peterson advised the Committee that the insurance renewal is up for approval at the Village Board meeting on February 7, 2017. The Committee was okay with this.

Mr. Peterson also discussed the employee handbook and that the issue they had discussed at the last meeting was the vacation days and how they are accrued/earned. Mr. Peterson stated that he would approve the employee handbook at the Village Board meeting on February 7, 2017 with the understanding that there would be an amendment (letter C in the employee handbook) that states an employee can go into the negative as far as vacation hours used and if the employee leaves the Village before the hours are earned back then it would be taken out of their last paycheck from the Village. The Committee was okay with this.

Mr. Peterson stated that the travel reimbursement form had been revised and that it was up for approval at the Village Board meeting on February 7, 2017. Mr. Peterson advised that the mileage rate had changed and that the state requires all receipts to be submitted for reimbursements. The Committee was okay with this.

Mr. Peterson commented that Ms. Diduch did a wonderful job with Yeti Fest. Mr. Peterson said that the event will grow over time and that he heard a lot of positive feedback about the event. Ms. Diduch stated that she will have more details on financials regarding the event at the next meeting.

Mr. Winters inquired about the RoRo Expo. Ms. Diduch stated that it will be held on April 1<sup>st</sup> and 2<sup>nd</sup> at Roscoe Middle School.

### **COMMUNITY DEVELOPMENT – PAT HOEY**

Ms. Diduch stated that she spoke with the owner of Mark's Pizza and that he wants to run a U-Haul business out of his pizza business on Blackhawk Boulevard. Ms. Diduch stated that he would need to have a special use permit approved in order to do this. Mayor Adams stated that the Village may want to wait until after the Highway 75 project is complete because that area is going to look totally different.

Mr. Hoey advised that the conference that Ms. Diduch would like to go to in the amount of \$75 doesn't need approval by the Committee. Mr. Hoey said that if it was budgeted for then it would be under the Mayor's authority to send staff accordingly.

### **THE CHIEF – STEVE DICKSON**

None.

### **EXECUTIVE SESSION**

None.

### **ANY OTHER BUSINESS ALLOWED BY LAW**

Mr. Peterson stated that he drove by the business on Old River Road that has all of the trucks and that it looks like a disaster. Mr. Peterson said that trucks are parked in the field. Ms. Diduch stated that they have been sent letters in reference to this. Chief Dickson advised that they have parked a semi on Old River Road to unload and have blocked traffic. Chief Dickson said that they have been told numerous times not to do this or the driver of the semi could be issued a traffic citation. Ms. Diduch stated that she has made the owner aware of violations and that he remedies the situation, but soon goes back to not being in compliance. Mayor Adams asked Mr. Peterson if he had received a complaint about this and Mr. Peterson stated that he didn't receive a complaint and that he just noticed it when he drove by.

### **ADJOURN**

Motion by Mr. Peterson, second by Mr. Hoey, to adjourn at 5:54 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk