

## **ADMINISTRATION COMMITTEE MINUTES**

**April 6, 2020**

Chairman Winters called the regular meeting of the Administration Committee to order at 5:33 pm. Members present: Mayor Adams (by phone), Arianne Honkamp, John Peterson and Dave Winters Also present: Dan Barber, Chief Dickson, Tricia Diduch (Cisco Webex), Scott Fridly and Corine Hughes

Motion by Mr. Peterson, second by Mrs. Honkamp to waive the reading of and approve the minutes of March 16, 2020. All ayes. Motion approved 3-0.

### **PUBLIC COMMENT**

None.

### **THE MAYOR – DALE ADAMS**

None.

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

None.

### **COMMUNITY DEVELOPMENT & BUDGET – JOHN PETERSON**

Mr. Peterson discussed assistance for the downtown businesses and holding an event when the shelter in place order is lifted with the Committee. Mr. Peterson said that this could take place in June or July and that they could possibly incorporate this with Old Settlers Days. Mr. Peterson stated that he will have something at the next meeting. Ms. Diduch advised that the business owners should also apply for assistance through their banks due to the Covid-19 pandemic.

Mr. Peterson also discussed designing a new website for the Village. Ms. Diduch stated that she has received a few proposals to design the website to be more interactive and focused on events. Ms. Diduch added that the design would also give a more tourism type feel for the Village. Ms. Diduch stated that she also received another proposal that was less expensive this afternoon from Jumping Trout. Ms. Diduch stated that Jumping Trout charges by the hour and that she can get some examples of their work for the Committee to look at. Ms. Diduch encouraged the Committee to have anyone they know that does this type of work to submit a proposal to the Village. Mr. Peterson stated that it would be beneficial to have presentations for the Committee from those that submit a proposal as well.

Mr. Peterson spoke with the Committee in reference to banning leaf burning/yard waste in the Village. Mr. Peterson said that other municipalities are banning this right now due to the Covid-19 pandemic. Mr. Fridly stated that he was all for putting a ban on it. Mr. Winters said that Mayor Adams can ban this as part of an executive order at the next Village Board meeting on April 7, 2020. Mayor Adams inquired if the police department would be able to enforce this and Chief Dickson stated that if it is banned that they would be able to take action and enforce it.

### **ADMINISTRATION – ARIANNE HONKAMP**

Mrs. Honkamp discussed the FMLA and sick pay changes due to Covid-19 with the Committee. Ms. Hughes explained the changes and stated that there was a loop hole in the Emergency Sick Pay Leave Act. Ms. Hughes stated that the Village doesn't have to extend this to first responders. Mayor Adams advised that he spoke with Chief Dickson and Mr. Barber (Public Works Director) and stated that the Village should extend this to them as part of being a good employer. Ms. Hughes added that if an employee is affected by the Covid-19 virus that they would have to submit proof to verify this. Mr. Winters inquired if the Village would be able to submit an insurance claim for this because it could potentially be quite costly if the Village has to pay salaries for employees. Ms. Hughes stated that she would check with the insurance company and look

into this further. Mr. Winters added that the Village should be avoiding as much overtime as possible right now. Chief Dickson stated that he has encouraged police department employees to use as much of their vacation/personal time.

**THE CHIEF– STEVE DICKSON**

None.

**PLANNING & DEVELOPMENT ADMINISTRATOR – TRICIA DIDUCH**

Ms. Diduch explained the DCO grant application process and stated that it's a lot of paperwork on her end for the Village. Ms. Diduch said that businesses that have been in business for three years or longer and are making a profit will benefit from this and that businesses that aren't making a profit will not qualify. Ms. Diduch agreed that the Village should actively plan for a celebration when the shelter in place order is lifted.

**EXECUTIVE SESSION**

None.

**ANY OTHER BUSINESS ALLOWED BY LAW**

Mayor Adams stated that Senator Dave Syverson would like to cater lunch for the first responders in the Village.

**ADJOURN**

Motion by Mr. Peterson, second by Mrs. Honkamp to adjourn at 6:01 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk