

## **ADMINISTRATION COMMITTEE MINUTES**

**May 4, 2015**

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30pm.  
Members present: Dale Adams, Pat Hoey, John Peterson and Dave Winters  
Staff present: Steve Dickson, Tricia Diduch, Scott Fridly (5:55pm), and Cory Magnus (6:09pm)  
Also present: Jodi May

Motion by Mr. Hoey, second by Mr. Peterson, to waive the reading of and approve the minutes of April 20, 2015. All ayes. Motion approved 3-0.

### **PUBLIC COMMENT**

None.

### **THE MAYOR – DALE ADAMS**

Mayor Adams stated that he received the empowerment resolution that was approved by the Illinois Municipal League (IML) Executive Board, but the IML full board wanted to table it because most of them didn't have a chance to look at it. Mayor Adams added that there will be a newly revised version and that the Village should receive that by May 15<sup>th</sup> or 16<sup>th</sup>.

Mayor Adams inquired if the Committee was okay with increasing the tree expense from \$200 to \$265 for the retiring board member's gift and they were okay with that. Mayor Adams stated that Mrs. Nelson was going to take care of purchasing the plaque that will be displayed next to the tree and that the Village was going to find a rock to mount the plaque onto.

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

Mr. Winters discussed the Administration copier proposals. It was decided that the Village would buy out the current copier from Stateline Copy Products at a cost of \$1,128.78 which is a lump sum payment. The Committee was okay with this and this is up for approval at the Village Board meeting on May 5, 2015.

Mr. Winters also discussed the ordinance creating an administrative hearing and an ordinance imposing an administrative tow fee. Mr. Winters stated that by creating an administrative hearing it allows the offenders, whether it pertains to code enforcement or traffic/criminal offenses, to attend a hearing which would be held on a monthly basis by a hearing officer that the Village appoints. It was noted that the hearing officer cannot be from the same firm as the Village attorney. Ms. Diduch was in favor of the administrative hearings because the hearing officer, or third party, would set the fines for the offenses. Ms. Diduch stated that the Village currently has a couple of cases where they are at the fine level. Ms. Diduch added that the Village does not have a tier fine system for different levels of offenses at this time in the Village Code Book. Mr. Winters stated that he could talk to Atty. Szeto and have him draw something up to clarify the fines for various code offenses. The Committee also discussed the administrative tow fee and agreed that they would like to charge \$500 instead of \$300. Both of these ordinances will be up for approval at the Village Board meeting on May 19, 2015.

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

Mr. Peterson discussed the preliminary budget proposal with the Committee and various changes were made. Mayor Adams stated that Chief Dickson was able to decrease some of the police department budget. Mayor Adams said that the Village needs to come up with some sort of payback for the sales tax rebate, primarily for Aldi. Mayor Adams added that they also need to figure out the payback for Fat Wallet. Atty. Szeto was trying to get the payment down to two payments for Fat Wallet which would total approximately \$44,000.

Mr. Peterson inquired about the number of police vehicles that the police department has. The police department included one vehicle in the new budget. The police department purchased three vehicles last year and deferred the payments to begin in June 2015. Chief Dickson stated that they need to replace vehicles when they are spending more on repairs than what the vehicle is worth. Mr. Winters stated that the police department skipped a year and then fell behind in replacing them. Chief Dickson stated that next year at this time the police department may need another vehicle.

Mr. Winters asked if the Village has been collecting the green space fees on the new single family homes. Ms. Diduch stated that certain subdivisions that are building out have been prepaid, such as Old River Hills. Ms. Diduch stated that the process is going to be changed and that it is going to be billed on her end from the get go instead of at the time they pay water/sewer fees. Ms. Diduch is going to have to go back and look at the development agreements. Ms. Diduch stated that according to the code, the fees should be paid up front.

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

Mr. Hoey stated that the Village would like to send up to 8 people to the Illinois Municipal League Conference in Chicago, IL from September 17<sup>th</sup>-19<sup>th</sup>. Mayor Adams stated that it is in the budget for 8 people. This is up for approval at the Village Board meeting on May 5, 2015.

Mr. Hoey said that the Lions Club will be assisting with the downtown plantings on Sunday, May 17<sup>th</sup> from 8-10 am. Mr. Hoey inquired about the amount that was paid last year for downtown plantings. Mr. Hoey will let Mr. Winters know what types of plants that they are interested in purchasing from Menards. This is also up for approval at the Village Board meeting on May 5, 2015.

#### **THE CHIEF – STEVE DICKSON**

None.

#### **EXECUTIVE SESSION**

None.

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

None.

#### **ADJOURN**

Motion by Mr. Peterson, second by Mr. Hoey, to adjourn at 6:23 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk