

ADMINISTRATION COMMITTEE MINUTES

July 6, 2015

Chairman Winters called the regular meeting of the Administration Committee to order at 5:30 pm.
Members present: Dale Adams, Pat Hoey, John Peterson and Dave Winters
Staff present: Tricia Diduch, Scott Fridly, Cory Magnus (7:18 pm) and Jodi May
Absent: Steve Dickson

Motion by Mr. Peterson, second by Mr. Hoey, to waive the reading of and approve the minutes of June 15, 2015. All ayes. Motion approved 3-0.

PUBLIC COMMENT

Mrs. May reviewed the employee handbooks and stated that she thought that there should be background checks completed on new employees prior to them being hired by the Village. Mrs. May also thought that public works employees should submit a schedule of their activities to Mr. Nygren in case should someone question their activity for a particular day/time. Mr. Winters stated that these items could be discussed at the time the Committee discusses and reviews the employee handbook on the Administration agenda.

THE MAYOR – DALE ADAMS

Mayor Adams said that he received a request from Fatt Cat Café to have another type or category of liquor license offered to them. Fatt Cat Café does around \$100/month in liquor sales and would like to offer beer and wine to customers. They pay \$1500/year for a full service liquor license and would like to have another category that allows them to serve just beer and wine and would cost less than \$1500/year and set a parameter up that would be less than 10% of their liquor sales. Mr. Winters questioned how this could be regulated and questioned if other communities offer a beer/wine liquor license only. Mayor Adams stated that the bulk of the sales at Fatt Cat is not liquor and asked the Committee to think about this.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

Mr. Winters discussed the employee handbooks with the Committee. Mr. Winters stated that Mrs. May had a valid point and that they may want to add something to the handbooks that a background check is completed on a potential employee before the position is offered to them. Mr. Hoey stated that hiring civilian employees for the City of Rockford is contingent upon completion of a background check. Mr. Peterson inquired if this should pertain to anyone working for the Village such as the engineer or accountant. Mr. Winters stated that it is up to the company and that they are liable for their employees. Mr. Winters added that a background check should be completed on those who receive a paycheck from the Village. The Committee discussed where to draw the line on Village employees. Mrs. May stated that for liability purposes the background checks should be done because it only takes one instance for something to go bad or wrong. Mayor Adams advised Mr. Winters to discuss this further with Atty. Szeto and see what he thinks. The Committee also discussed benefits for Village employees. Mr. Fridly stated that part-time employees are receiving benefits such as personal time, sick time, and vacation time and wanted to know why part-time employees, such as the Village Collector, receive benefits. Mrs. May stated that part-time employees receive benefits at a different rate than full-time employees. Mr. Winters stated that he remembered hiring the Village Collector at a certain amount of hours and the rate of pay, but not the benefits. Mayor Adams stated that this could always be changed since there was never an Administrative handbook for employees, but it was his understanding that this was a prorated position. The Committee also discussed personal time/sick time for all employees. Mrs. May stated that if an employee leaves they lose their sick and personal time. Mr. Peterson stated that sick time should be for when an employee is sick and if that employee leaves they shouldn't receive sick pay that they accrued. The benefits were discussed between hourly and salary employees. Mr. Hoey stated that hourly and salary should receive the same benefits. After much discussion, the Committee agreed that a trustee should meet with Ms. Hughes to discuss the benefits of employees before any final decisions are made in reference to the handbooks.

ADMINISTRATION & BUDGET – JOHN PETERSON

None.

COMMUNITY DEVELOPMENT – PAT HOEY

Motion by Mr. Hoey to send Corine Hughes, Village Collector, to a Human Resources Seminar on Wednesday, July 22nd at a cost of \$149, second by Mr. Peterson. Roll call. All ayes. Motion approved 3-0.

Ms. Diduch stated that she received three quotes in reference to the business district. Ms. Diduch said that she feels the best financial choice would be to have Ehlers complete the project with a flat fee of \$18,000. Mr. Winters stated that the Village still hasn't determined what the money from the business district is going to be used for and he has an issue with this. Mr. Winters would like a more definite plan in reference to the business district funds. Ms. Diduch stated that she felt she had been pretty clear and communicated the intent of the business district and the projects that the funds would be used for. Mr. Fridly questioned if a resolution could be written in regards to how the funds would be used. Mayor Adams stated that any expenditure would have to be approved by the Village Board. Mr. Fridly stated that the members of the Village Board will change. Mr. Hoey stated that it is the responsibility of the Village Board, whomever is elected, to make the decisions in regards to the business district. Mr. Peterson stated that Ms. Diduch is conducting a survey for the comprehensive plan and those issues may change over the years as new businesses come into the Village. Ms. Diduch stated that there are state statutes as to how the funds can be used, but the Village Board can decide if the funds can be used for public improvements. Mayor Adams stated that the Village has zero surplus and it wouldn't hurt to build up a surplus for the Village. Ms. Diduch stated that the business district would be created, similar to a TIF, and that the Village Board would vote on whether or not to proceed with the business district. Mr. Hoey stated that this is up for approval at the Village Board meeting on July 7, 2015 and he will make a motion to approve the business district contract.

THE CHIEF – STEVE DICKSON

None.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

Ms. Diduch stated that they are still in the data gathering stage for the comprehensive plan. Ms. Diduch said that she will send out an email and there are a couple public sessions coming up if they would like to attend. Ms. Diduch stated that they are completing a resident survey, that has been budgeted for, and she is hoping there will be a good sample size participating in the survey. Ms. Diduch stated that they are going to send out postcards with a link to the survey, but that there will also be hard copies available that residents can complete.

ADJOURN

Motion by Mr. Hoey, second by Mr. Peterson, to adjourn at 7:26 pm.

Respectfully submitted,

Christina Stewart
Village Clerk