

ADMINISTRATION COMMITTEE MINUTES

July 6, 2020

Chairman Winters called the regular meeting of the Administration Committee to order at 5:31 pm.

Members present: Mayor Adams, Arianne Honkamp, John Peterson and Dave Winters

Staff present: Dan Barber, Chief Dickson, Tricia Diduch, Scott Fridly (5:50 pm) and Jodi May (5:50 pm)

Motion by Mr. Peterson, second by Mrs. Honkamp to waive the reading of and approve the minutes of June 15, 2020. All ayes. Motion approved 3-0.

PUBLIC COMMENT

None.

THE MAYOR – DALE ADAMS

None.

PUBLIC SAFETY & LEGAL – DAVE WINTERS, CHAIRMAN

Mr. Winters stated that the purchase requisition for Broadcast Microwave Services for a squad computer in the amount of \$7,302.75 is up for approval at the Village Board meeting on July 7, 2020. Chief Dickson said that the current squad computer couldn't be updated and that this was a budgeted item. The Committee was okay with this. Mr. Winters stated that the purchase requisition for Dell for two desktop computers for the police department in the amount of \$1,859.05 was also up for approval at the Village Board meeting. Mr. Winters added that the two new computers being have the Windows 10 update and that the computers were also budgeted for. The Committee was okay with this. Mr. Winters stated that the purchase requisition for Northwestern University for Sgt. Jobst to attend the police staff and command school in the amount of \$4,000 is also up for approval at the Village Board meeting. Mr. Winters advised the Committee that the cost of the school is going to be reimbursed by a donation from Country Financial. The Committee was okay with this.

COMMUNITY DEVELOPMENT & BUDGET – JOHN PETERSON

Mr. Peterson said that the special events application for the "Downtown Sidewalk Sale" to be held on July 17th and 18th is up for approval at the Village Board meeting as well. Ms. Diduch stated that there will be a barbershop quartet on Friday, July 17th from 5:30 – 6:30 pm and that they are working on other music for the weekend. Ms. Diduch said that she will see if Mr. Self, Parks & Recreation Director, can place a few picnic tables in the 100 block of W. Main since it will be closed to vehicle traffic. Ms. Diduch added that Prince of Peace church will be providing volunteers for the event and that there will be signage to maintain social distancing. Chief Dickson advised that the police department will staff one person at the event. Mr. Peterson said that he will be working on some other ideas for music.

Mr. Peterson stated that he would like the Village to participate in "National Night Out" on Tuesday, October 6th. Mr. Peterson said that he would like to challenge neighborhoods throughout the community to participate as well. Mr. Peterson added that he would like to hold all of the Committee and Village Board meetings on Monday, October 5th so that Village officials could participate in the event. Mayor Adams stated that there is plenty of time to change the meetings.

ADMINISTRATION – ARIANNE HONKAMP

Mrs. Honkamp discussed the copier proposals with the Committee. The Village received two different proposals to replace the copier for the administration side at Village Hall. Mr. Winters asked about the different tier levels in the quote from Integra. The Village Clerk advised that Ms. Hughes obtained the quotes for the copiers and that they could get more information from her at the Budget & Finance meeting before they approve the lease at the Village Board meeting. The Committee was okay with this.

Mrs. Honkamp spoke with the Committee about the Village Treasurer proposals. Mr. Winters stated that Mark Olson is more than capable to do the job. Mr. Peterson commented that he was concerned about Mr. Olson having several jobs, but that he was knowledgeable and friendly.

THE CHIEF– STEVE DICKSON

None.

PLANNING & DEVELOPMENT ADMINISTRATOR – TRICIA DIDUCH

Ms. Diduch advised the Committee that she was working on the “Downtown Sidewalk Sale” event and updated the Committee about the status of the downtown businesses. Ms. Diduch said that Vintage, Etc. has opened and that the glass shop is working on opening soon. Ms. Diduch stated that Sara’s Professional Hair Salon closed, but that there is a new owner and it will remain a hair salon. Ms. Diduch added that Erica’s Board Creations is doing well in her new location and that, overall, the downtown businesses are in a good place. Ms. Diduch stated that she has also received numerous compliments on the new garbage cans that were placed downtown.

EXECUTIVE SESSION

None.

ANY OTHER BUSINESS ALLOWED BY LAW

None.

ADJOURN

Motion by Mr. Peterson, second by Mrs. Honkamp to adjourn at 6:12 pm.

Respectfully submitted,

Christina Stewart
Village Clerk