

## **ADMINISTRATION COMMITTEE MINUTES**

**August 15, 2016**

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, Scott Fridly (6:01 pm), Tricia Diduch and Jodi May (5:37 pm)

Motion by Mr. Peterson, second by Mr. Hoey, to waive the reading of and approve the minutes of August 1, 2016. All ayes. Motion approved 3-0.

### **PUBLIC COMMENT**

None.

### **THE MAYOR – DALE ADAMS**

Mayor Adams stated that he would like to purchase chairs for Village Hall at a cost of \$2,100. Mayor Adams said that he received proposals for six new chairs for the conference room and eight used chairs for the table in the Village Board room. Mr. Winters verified that there was money in the budget to pay for them and Mayor Adams advised that there was. The Committee was okay with this. This is up for approval at the Village Board meeting on August 16, 2016.

Mayor Adams advised the Committee that Lubrizol filed a tax protest for their corporate headquarters again this year. Mayor Adams said that typically the Village doesn't do anything with the notification and that it was rejected last year. Mayor Adams stated Pat Hayes, a Rockford attorney, is coming up with a proposal that the taxing bodies within a given school district would contribute to a defense fund if the property taxes are protested. Mayor Adams said he didn't know if this is something that the Village would be interested in participating and that he would keep the Committee updated on this.

Mayor Adams advised that he gave everyone a copy of the letter from the Illinois Department of Transportation (IDOT) in reference to the Highway 75 project. Mayor Adams stated that the cost to the Village is \$182,000 for relocating the pipes and the hydrants and that IDOT would like eighty percent of that amount which is approximately \$142,000. Mayor Adams advised that some of the cost will come out of water and sewer, but that the budget and Finance Committee will need to set that aside in next year's budget.

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

Mr. Winters stated that the approval to send the Village Clerk to the Municipal Clerks of Illinois (MCI) Institute Year 3 in Springfield, IL from October 9<sup>th</sup> – 14<sup>th</sup> is on the agenda for the Village Board meeting on August 16, 2016. The Village Clerk stated that the total cost is approximately \$1,500 but that she received a \$500 scholarship that can be used for the MCI Institute. The Committee was okay with this.

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

The Committee discussed the Village Clerk's compensation proposal. The Village Clerk informed the Committee of the certification process for the three certificates a clerk can obtain and about how long it would take to obtain the certificates. The Village Clerk stated that if the only bumps in her hourly rate are for her certifications then the Village would also need to increase the Village Clerk's training budget. The Village Clerk would like the Committee to reconsider their overall proposal including the hourly rate and possible step increases based upon certification. Mr. Peterson said that he believed the current proposal was fair, but Mr. Hoey stated that the Village Clerk can also present a proposal to the Committee as well.

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

Mr. Hoey discussed the purchase order for S&H Nursery for the flowers in the downtown planters with the Committee. The invoice from S&H Nursery included new trellises, but Mr. Peterson and Mr. Hoey didn't believe that the six trellises were in the planters. Mr. Peterson recommended that the Village only pay for the

flowers until they know what happened with the trellises. Motion by Mr. Hoey to approve the purchase order for S&H Nursery in the amount of \$521.13, second by Mr. Peterson. Roll call. All ayes. Motion approved 3-0. Mr. Hoey will contact S&H Nursery to inquire about the trellises.

**THE CHIEF – STEVE DICKSON**

Chief Dickson stated that the police video server is failing for the squad cars. Chief Dickson advised that Winnebago County IT gave him a proposal in the amount of \$5,000, but they are also looking into using the old server and wiping that one out since the Village has a new server. Chief Dickson wanted the Committee to be aware of this because it may be on the next agenda for approval.

**EXECUTIVE SESSION**

None.

**ANY OTHER BUSINESS ALLOWED BY LAW**

Ms. Diduch stated that she has had a couple inquiries about “Main Street Trick or Treat” and that she would like to see the event held the Sunday before Halloween so that it’s a set day every year. This year the event would be held on Sunday, October 30<sup>th</sup>. Ms. Diduch asked if anyone had an issue with setting a standard day for the event and stated that if Halloween falls on a Sunday it will be held that day and not the Sunday before. The Committee was okay with this.

**ADJOURN**

Motion by Mr. Hoey, second by Mr. Peterson, to adjourn at 6:22 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk