

**VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday January 5, 2016**

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, January 5, 2016 at 6:50 P.M.

2. ROLL CALL

Present: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson. Absent: Trustee Muradian.

3. APPROVAL OF MINUTES

3.1 Approval of December 15, 2015 minutes. DeGrave entertained a motion to approve. Trustee Petty made the motion; seconded by Trustee Gustafson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – Absent. Motion approved 5-0-1.

4. PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend a policy for the disposal of obsolete property. Trustee Gustafson was looking for a way to streamline disposal of property so it did not need to come before the Board. Attorney Kurlinkus differentiated between garbage properties and unneeded surplus property. Surplus property that can be sold or auctioned off needs to come before the Board a couple times per year for approval. Bottom line if the obsolete property has a dollar value, it should go to auction.

Garbage properties with no sale value need a policy in place on how it can be destroyed. A policy suggestion for garbage property is to smash the item and put it in the dumpster so it cannot be repurposed. Take a before and after picture so there is no question that the item has been destroyed.

Trustee Gustafson requested from Attorney Kurlinkus a draft policy be written; then brought to the next COTW.

5.2 Discuss and recommend replacement of holiday decorations. Trustee Gustafson stated this project should be done in “baby steps”. There are 50+ old decorations that require lots of money to repair. A poll was taken to define a smaller space to start with replacing the old decorations with new ones or refabricating the wire frame decorations to make them look new; starting at the bridge on Main Street going south to the Fire Department. The Board agreed to go slow.

President Krienke mentioned Audrey Curatolo stated some of the decorations purchased years ago could be sent back to the factory for refurbishment at very little cost. President Krienke will follow-up with Ms. Curatolo.

It was suggested that maybe the businesses could be involved in raising funds to replace the decorations. In conclusion the current decorations will be segregated into newer vs older piles, and a list of which poles have electric. The replacement of decorations will continue to be a work in progress.

5.3 Discuss and recommend street light for service road between Swanson Road and McDonald Road.

Administrator DeGrave stated he is waiting for the lighting tech from ComEd to get back with him. With ComEd's recommendation, he will look at the entire stretch along the service road to determine placement and how much the street lights will cost.

5.4 Discuss and recommend a policy for approving ordinances and resolutions with 1st and 2nd readings. Trustee Baxter stated this was brought forward two years ago by Clerk Marks with ordinances coming before the Board that were incomplete. He has talked with Rockton and other surrounding communities that go with 1st and 2nd readings so if there is something that needs changing it can be done at Committee before going before to the Board. The changes are also in their Trustee's hands at least a week before the meeting.

It was suggested that ordinances/resolutions come to COTW for a 1st reading. If there are changes, the changes would be incorporated, and then sent back to COTW for 2nd reading, with the changes. If there are no changes, the Committee can send it to the next Village Board meeting for approval.

Amended changes should not be made at the Board meeting and approved with the conditions of the amended changes. The chance of error is too great. Trustee Gustafson would like to see a draft policy/resolution of what was discussed, and then review in two weeks.

5.5 Discuss and recommend changes to policy requiring bid process. Trustee Baxter recommended laying over for two weeks until Trustee Muradian was present.

5.6 Discuss and recommend draft of policy on the processing of various village permits and forms. This is for status update. This will go back to COTW on February 2, 2016.

5.7 Discuss new solar LED lights for 'Welcome to Roscoe' sign on Rockton Road and review quote. A new \$900.00 solar light was purchased, but the lighting was inadequate; so it was sent back. There will be a restocking fee. Rock Energy was contacted for electric to the sign, but the cost was prohibited. Mr. Bates is going to put up four solar lights at a cost of \$40.00 per each. It's not the best, but it is inexpensive and will work. A reflective sign was suggested.

5.8 Discuss and recommend a process for tracking Porter Park cabin expenses and quarterly reporting to Board of expenses versus revenue. Trustee Gustafson is looking for a quarterly report for expenses vs revenue for Porter Park. Mr. Bates stated he tracks expenses for each of the Village's park expenses. The only thing he does not track is the labor.

5.9 Review/update on employee health insurance; plan year dates; premium costs; audit of funding level versus actual costs; budgeting for possible funding variance (actual cost vs. premium) for 2016. Trustee Gustafson looking for current information on what the plan year is and where the premiums are for single family. Questioned whether or not the Village was covering itself with the 2016 budget because the current rate information was not available. Administrator DeGrave gave a brief overview. The premiums will stay the same until July 1st. He received an estimate where there will be a 5% increase for HMO and 8% increase for PPO. The Village should be ok because it is budgeting for the full amount (≈\$300,000.00+) of coverage, but is paying less because of employee contributions.

Trustee Gustafson stated she was looking for assurance that they would not come up substantially short in 2016 and have to move funds from other sources to cover the health care. DeGrave stated when he hears from Dan Parker or Dave Cook he would ask for a brief explanation to share with trustees in a memo on where we stand.

5.10 Discuss and recommend Public Works wage step plan and moving to percentage contribution for healthcare. Trustee Gustafson stated the Board needs to review the Public Works wage step plan to find out if it is where they want it to be. Does it adequately reward the staff? Public Works employees pay a flat rate for insurance. Would it be desirable to move to a percentage plan? Will their wages support a percentage contribution? What would be the financial impact if one moved to a percentage contribution? The Board is interested in looking at flat rate vs. percentage plan. DeGrave & Gustafson will put together some spread sheets and bring back to COTW in February.

5.11 Discuss and recommend funding an advertisement in “Illinois: The State of Innovation” publication with surrounding County jurisdictions. Administrator DeGrave stated Mike Nichols from RAEDC is asking for a contribution for an ad that is going into the publication. They would be willing to accept any amount, but \$200.00 was suggested. The Trustees were polled – Petty, Baxter, Gustafson, Mallicoat – No. Swanson and President Krienke – Yes. Whether or not the Village contributes toward the ad, it will still go into the publication.

6. OLD BUSINESS

- Trustee Petty asked if the Ro-Ro could be held in the Villages back room. Not enough room.
- The Stateline merger party for Roscoe/Rockton Chamber of Commerce will be held February 11, 2016.
- Trustee Petty asked about cars parked on gravel lot at Auto Group Sales & Service, Inc. As long as those cars are not for sale, they can be parked there.

7. NEW BUSINESS.

- Trustee Baxter read a letter from Tom George on Rock Lane questioning why Advanced Disposal will not pick up garbage on their private drive. DeGrave will have a release waiver for the property owners on Rock Lane to sign not holding Advanced Disposal responsible for any damage that is done to the road.

8. PUBLIC COMMENT (Limited to 3 minutes per speaker)

- Tom Gerney sent an email regarding his wife turning around on the Village’s property on east side of Main Street at Pine Lane. This has been a gravel parking lot for 20+ years and now it is mud pit. His wife was not aware that the parking lot was removed and when she went in to turn around she was stuck in the mud up to her hubcaps. There were no signs up or barricades blocking the driveway to prevent anyone from turning into that driveway. It cost \$125.00 to get the car towed out which he believes the Village should be responsible for. The Village also sent her a bill for \$150.00 to have the property put back to original condition. He wants to be reimbursed for the towing and ask the Village to drop the \$150.00 bill. He suggests the Village put a barricade across the driveway so no one else can drive on the property. Administrator DeGrave gave Mr. Gerney his card and asked that he call him.
- Rick Bates asked to address the Board to express his dissatisfaction with personnel names/issues being brought up in Public Comment.

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Mr. DeGrave entertained a motion to adjourn. Trustee Swanson made a motion to adjourn the meeting at 8:19 P.M.; seconded by Trustee Gustafson. Voice Call Vote: All Ayes – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____