

**VILLAGE OF ROSCOE**  
**10631 MAIN STREET**  
**ROSCOE, ILLINOIS 61073**  
**Committee of the Whole Minutes**  
**Tuesday June 21, 2016**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, June 21, 2016 at 7:07 P.M.

**2. ROLL CALL**

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

**3. APPROVAL OF MINUTES**

**3.1 Approval of June 7, 2016 minutes.** DeGrave entertained a motion to approve. Trustee Petty made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

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

None

**5. DISCUSSION AND RECOMMENDATIONS**

**5.1 Discuss and recommend a request by Harlem-Roscoe Fire District to be exempt from the new franchise fee applied by Rock Energy.** Administrator DeGrave stated the franchise fee approved included Harlem-Roscoe Fire Station #3. Chief Shovelin has requested Station #3 be exempt from the fee. He is also asking that approximately \$20.00 be rebated from the bill. His reasoning is that the Fire District is a separate taxing body and they are asking for forgiveness. It was stated that the Village either take the franchise fee from everyone or no one (includes fire department and schools). Trustee Gustafson made a motion to deny the request; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Petty – Yes to deny reimbursement. Trustees Mallicoat, Muradian, Swanson – No. 3-3-0 tie. Send to the Board with no recommendation from COTW.

**5.2 Presentation by the Winnebago County Health Department regarding their Illinois Project for Local Assessment of Needs (IPlan).** Derek and Jennifer gave an overview without a formal Power Point presentation looking for feedback relative to health issue needs. The Board filled out a form giving their feedback on health priorities and concerns for the Roscoe area (**Attachment 1, 2 pages**).

**5.3 Discuss and recommend policy on the complete publication of all staff and elected officials' compensation.** Trustee Gustafson would like to establish a policy to publicize all costs relative to employee and elected officials compensation. Trustee Gustafson made a motion to direct the Village Administrator to provide a sample of what a publication would look like to have all employees total compensation identified as well as elected officials; seconded by Trustee Baxter. President Krienke asked why the Village doesn't just go ahead and do it. We already publish employees who make \$75,000.00 and above on the website and the outside bulletin board.

Trustee Gustafson rephrased her motion to approve a policy where total compensation of all employees, including appointed and elected officials is identified and posted to the website and outside bulletin board; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

**5.4 Discuss and recommend bike path lighting repairs on Kinnikinnick bike path.** Superintendent Bates asked if the Board wanted to file a claim on the vandalized poles and lights on Kinnikinnick bike path. The claim will not affect the Village's insurance rate. This discussion refers to 5.8 regarding filing an insurance claim. If an insurance claim is filed, he would like to use the refund to purchase metal poles that are harder to destroy than the aluminum poles. Also, go with a 10-year warranty for LED light fixture and baluster. If the light or baluster goes out, they are replaced with new ones instead of trying to repair. There are 22 lights along the path. Two poles have to be replaced at a cost of \$1,400.00 per each metal pole, and as the old poles are vandalized or broken, they will be replaced with the heavy duty metal poles.

DeGrave entertained a motion on Item 5.8 to file an insurance claim with Trident. Trustee Mallicoat made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board 6-0-0.

DeGrave entertained a motion to approve the plan for replacing the aluminum poles with 7 gauge steel poles and LED lights. Trustee Mallicoat made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Mallicoat, Petty, Swanson – Yes. Trustees Gustafson, Muradian – No. Motion to send to the Board 4-2-0 for 1<sup>st</sup> reading.

**5.5 Discuss and recommend changes to the Village of Roscoe's credit card policy.** Trustee Gustafson would like to recommend limiting the amount of credit cards floating around and credit cards not be distributed to elected officials (**Attachment 2, 12 pages**). If officials go to conferences, etc. the fees can be put on personal credit card and expensed back to the Village. Most all of the current credit cards are kept in the Human Resource's office. President Krienke voiced that he should not have to put any charges involving the Village on his personal credit card or would he put any personal purchases on the Village's credit card.

DeGrave stated if the Village changes credit card company we can get 1.5% cash back and if we charge \$3,000.00 within the first 60 days we can get an additional \$200.00 back. The card is microchipped. However, to sign up requires the Chief Executive Officer (Village President) to sign for the card. Once Krienke signs for the card, 25 more people can be added on to use the card.

DeGrave asked for a motion to put on the next agenda authorizing him to apply for a new credit card through Capital One. Krienke would have to sign and anyone who wants a card can get one. The Board can either put DeGrave on as a user or not. Trustee Muradin made the motion; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board 6-0-0.

**5.6 Discuss and recommend policy regarding receipt of money as to who handles it, and the money is distributed to the right account.** Trustee Gustafson put this on the agenda in anticipation of a report from US Bank. The report has not been received, so this will be layed over to the next COTW meeting.

**5.7 Discuss and recommend forgiving the Village's portion of the sewer trunk buy-in for Schafer Industries moving into Custom Gear on Rockton Road.** Administrator DeGrave stated Schafer Industries is merging with Custom Gear. There will be considerable cost to move equipment and Schafer Industries is asking the trunk buy-in be waived (**Attachment 3**) as they would like to hook up to sewer. The trunk buy-in would cost Schafer Industries approximately \$5,500.00. There is acreage behind the building and Schaefer Industries looks to expand in the future. Trustee Muradian does not want to set precedent by forgiving the Village's portion. Trustee Baxter made a motion to send to the Board to forgive the sewer trunk line buy-in for Schafer Industries moving into Custom Gear on

Rockton Road; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Mallicoat, Swanson – Yes. Trustees Gustafson, Muradian, Petty – No. 3-3-0 tie. Send to the Board with no recommendation from COTW. **(Clerk’s Note: This will not appear on the Board agenda, as the trunk buy-in was waived in 2011 by Ordinance 2011-19. See Attachment 4, Item #6.)**

**5.8 Discuss and recommend filing an insurance claim with Trident to pay for bike path lighting vandalism.** This was handled in Item 5.4 above.

**6. OLD BUSINESS**

None

**7. NEW BUSINESS**

- Trustee Gustafson would like to propose the crafting of a policy relating to who has access and might use Village copier for personal use. She was disappointed to know that the July 4<sup>th</sup> flyer was duplicated at Village Hall. In the past it was an expense that the promotor had. Clerk Marks interrupted Ms. Gustafson to inform her flyers were not printed at Village Hall. The person in question had asked to print the flyer’s here, but was turned down, so she printed them on her own computer. Trustee Gustafson said “thank you. I’m glad because I was so distraught to hear that”. Trustee Gustafson stated the Village still needs a formal policy on copier use so no one can ask again. Administrator DeGrave will check to see if the Village does have a policy.

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

- Zac Gill gave a heads up regarding garbage. ESAL (Equivalent Single Axle Load) is how they judge how things impact the road compared to a personal vehicle. A garbage truck has an ESAL over 2500. The Board may want to restrict how many garbage companies they allow to serve the community because four different carriers going down the residential street on four different days of the week is equivalent to 10,000 cars using the road.

**9. EXECUTIVE SESSION (If necessary)**

None

**10. ADJOURNMENT**

Administrator DeGrave entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 8:07 P.M.; seconded by Trustee Muradian. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: \_\_\_\_\_