

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

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, July 5, 2016 at 7:17 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of June 21, 2016 minutes. DeGrave entertained a motion to approve. Trustee Gustafson made the motion; seconded by Trustee Petty. 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 the next step in constructing/reconstructing the police department.

Administrator DeGrave stated Kluber is done with their work as far as they can take it. President Krienke asked the Board to hold off on this discussion so he, the Administrator and Council could sit down and come up with a recommendation on how the civil engineer is chosen based on qualifications. This issue cannot be brought up again under the bid process unless someone on the prevailing side brings it up for a new vote. Administrator DeGrave stated if the engineering does not get done, it basically kills the project. DeGrave has the plans in his office for the Board to review. Trustee Gustafson made a motion to take whatever means necessary to go forward and bring to the Board names of qualified firms to do the Engineering; seconded by Trustee Muradian. President Krienke asked the Board to hold off on the vote until Friday, where DeGrave will come up with a plan and put it in his Staff Report. This will then come back to COTW on July 19, 2016. Trustee Gustafson withdrew her motion.

5.2 Discuss and recommend policy on the complete publication of all staff and elected officials' compensation.

A form containing all employees, including elected officials, total compensation paid for by the Village was discussed. There were discrepancies on the numbers. Administrator DeGrave stated the Board should only be looking at the form, not the data as it will be cleaned up. The Board is asking for a policy for this form to be updated, and posted to the website when the budget is posted. DeGrave and Attorney Kurlinkus will work on a policy for the next COTW meeting.

5.3 Discuss and recommend a policy relative to money management, cash flow, invoicing, and internal controls.

Trustee Gustafson is asking “who does what; where does it go; and who’s tracking it?” Her concern is there is no tracking of monies spent by Police Pension or Fire & Police Commission bills. The Board does not see these bills until they have been put on the Treasurer’s Report for payment. DeGrave stated the audit will be on the next Board meeting and this should be addressed at that time. The Board can then discuss it along with the audit’s findings. Trustee Gustafson stated she would like to make a suggestion they go with a P.O. process. DeGrave and Attorney Kurlinkus will get with the auditor and see if they can put together a policy.

5.4 Discuss and recommend a village policy prohibiting personal use of Village property. Attorney Kurlinkus is working on the policy. This will be brought to the next COTW meeting.

5.5 Discuss and recommend policy of use for Village of Roscoe credit cards. Administrator DeGrave has been looking at credit cards that are chip encrypted with cash back. He is looking at Capital One, whereas President Krienke would have to be the main card holder. From the main card, several names could be added onto the card. The Board agreed there has to be a Village credit card. Who needs one is the discussion. There is concern if Village business is put on a personal credit card; it leaves the possibility of opening up that person's personal business. DeGrave stated to move things along and if there were no objections, he would replace the credit card with a Capital One card – getting one for President, Clerk and Administrator. If anyone else needs a credit card they can be added.

5.6 Discuss and recommend the potential uses of the general fund money save by the transition to garbage/recycling billing. Trustee Gustafson suggested with the funds saved and the rising cost of doing business in the Village, part of those savings should be used to supplement the police pension for which the Village is \$2.5M short of being fully funded – which must be fully funded by 2042. The other part of the fund savings could be put towards operational cost of the Village (insurance, wages, cost of FOP contract). Trustee Baxter stated he would not support Trustee Gustafson's suggestions as his understanding the reason for residents paying their own garbage was the savings would go towards funding road repairs. Trustee Gustafson stated the approval of the sales tax referendum would take care of the roads. Trustee Muradian stated if residents have to pay for their garbage, they would probably vote down the sales tax referendum.

5.7 Discuss timeline for developing a 2017 budget. Administrator DeGrave stated he and Treasurer Mark will put together a timeline for developing the 2017 budget and bring to the next COTW meeting. Trustee Muradian stated he would like to meet every week to get the budget done quicker.

6. OLD BUSINESS

- Trustee Muradian asked about progress on the sales tax referendum. Administrator DeGrave stated Attorney Kurlinkus is working on the wording and it will be on the next COTW meeting.
- Trustee Gustafson presented Rock River Disposal garbage contract management analysis report (**Attachment 1, 6 pages**) from Attorney Jamie M. Rein, Hepler Broom LLC. Trustee Gustafson explained what the management analysis told her as she read it. Trustee Gustafson asked Clerk Marks to put the report in the records as an attachment and to record her comments accurately in (**Attachment 2**).

Administrator DeGrave stated some of the Board received the report a couple days ago and some got the report just tonight. He suggested the Board read over the report and if they want to discuss further at another committee meeting let him know.

7. NEW BUSINESS

None

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

Terry Brock said there are three garbage trucks going down his street every single garbage day. One picking up garbage, one picking up recycles and late in the afternoon a third comes through picking up leaves and grass clippings. Three trucks is a lot for the roads.

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Administrator DeGrave entertained a motion to adjourn. Trustee Muradian made a motion to adjourn the meeting at 8:20 P.M.; seconded by Trustee Baxter. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____