

**VILLAGE OF ROSCOE**  
**10631 MAIN STREET**  
**ROSCOE, ILLINOIS 61073**  
**Committee of the Whole Minutes**  
**Tuesday July 19, 2016**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, July 19, 2016 at 7:15 P.M.

**2. ROLL CALL**

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

**3. APPROVAL OF MINUTES**

**3.1 Approval of July 5, 2016 minutes.** DeGrave entertained a motion to approve. Trustee Petty made the motion to approve; seconded by Trustee Mallicoat. Madame Clerk will ensure attachments are entered into Laserfische and the website per Trustee Gustafson's request. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty – Yes. Trustee Swanson – No. Trustees Baxter, Muradian – Absent. Motion approved 3-1-2.

**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 he, Dave and Joe have met and Attorney Kurlinkus is finishing up the RFQ. It will be advertised and sent out looking for engineering firm to do the field work and will include the scope of work. President Krienke stated he wanted to compare Fehr-Graham's proposal vs. the RFQ first.

Trustee Petty asked how we can go about approving another engineering firm if it has already failed. DeGrave stated what failed is the work being awarded to Fehr-Graham. There was concern that this could fail again with a 3-3 tie. DeGrave stated then the Board must decide whether or not they want to proceed with the new police department. He stated the police department can still be built without the work being done in advance. Kluber can have their Engineers do the work as part of the construction project at an increased cost. Trustee Petty stated the Board has already voted 'no' on the Engineering and wants to know what the total cost would be. Most Board members agreed knowing the cost was a factor in their original vote. Administrator DeGrave stated he would bring to the August 16<sup>th</sup> Board meeting a vote on whether or not the Board wants to proceed with building the new police department or put it on hold until a future date. If there is not a full Board present, the vote will be layed over until there is a full Board to vote.

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

Attorney Kurlinkus has drafted a policy (**Attachment 1**). Administrator DeGrave entertained a motion to approve. Trustee Gustafson made a motion to send to the Board; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Baxter, Muradian – Absent. Motion approved to send to the Board 4-0-2.

**5.3 Discuss and recommend a policy relative to money management, cash flow, invoicing, and internal controls.** Administrator DeGrave stated he is still waiting for U.S. Bank's report. He plans to have a draft version of a flow chart and policy at the next COTW meeting for review.

**5.4 Discuss and recommend a policy for reimbursement of purchases.** Administrator DeGrave stated a P.O. policy that was discussed previously was not a good fit; however, a reimbursement policy would fit nicely (**Attachment 2, 2 pages**). It would take two sign-off signatures and reimbursement would be in the form of a separate check. DeGrave entertained a motion. Trustee Gustafson made a motion to send to the Board the in-house use of the reimbursement form for expenses; seconded by Trustee Petty. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Baxter, Muradian – Absent. Motion approved 4-0-2.

**5.5 Discuss and recommend a village policy prohibiting personal use of Village property.** The policy is in process, but not yet finalized. Trustee Gustafson made a motion to lay over; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Baxter, Muradian – Absent. Motion to lay over approved 4-0-2. This will be brought before the next COTW meeting.

**5.6 Discuss timeline for developing a 2017 budget.** Administrator DeGrave presented the timeline for developing the 2017 budget (**Attachment 3, 2 pages**). The Board will meet every week in September to complete the budget in a timely manner. Trustee Gustafson made a motion to send to the Board for approval with the stipulation that the draft goes out to all Trustees so they can look at in the intervening two weeks; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Baxter, Muradian – Absent. Motion approved 4-0-2. DeGrave will attach the schedule to his weekly memo.

**5.7 Discuss and recommend wording for sales tax referendum.** Attorney Kurlinkus presented options for sales tax referendum wording (**Attachment 4, 3 pages**). Trustee Gustafson stated Option 3 clearly identifies how it's going to be used, what it's going to be used for and gives a consistent message. Administrator DeGrave entertained a motion. Trustee Gustafson made a motion to send to the Board; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Baxter, Muradian – Absent. Motion approved to send to the Board 4-0-2.

**5.8 Discuss and recommend garbage billing procedure.** Administrator DeGrave stated the person from Advanced Disposal was on vacation so he did not get the material he was looking for. He will put this on the next COTW meeting.

## **6. OLD BUSINESS**

- Zac Gill, Engineer, stated he is working out a plan for allocating funds saved from the garbage. The current 10-year road maintenance plan would be done in 2025 and none of the subdivision streets would be done. However, over the next three years if the Board allocated \$300-400,000 of the garbage money per year, by 2019 the 10-year plan could very likely be finished and some of the subdivision roads could be done. This would be in addition to the normal budgeted monies for street maintenance. If the Board chooses, he will put a plan together and bring it to the Board for consideration. Trustee Gustafson asked Mr. Gill in his plan to include the 1% sales tax, if passed.

## **7. NEW BUSINESS**

- Trustee Swanson asked how long Advanced Disposal picks up yard waste. President Krienke stated April 1<sup>st</sup> through November 30<sup>th</sup>.

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

None

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

None

**10. ADJOURNMENT**

Administrator DeGrave entertained a motion to adjourn. Trustee Gustafson made a motion to adjourn the meeting at 8:03 P.M.; seconded by Trustee Petty. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

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