

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday August 2, 2016

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, August 2, 2016 at 7:08 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of July 19, 2016 minutes. DeGrave entertained a motion to approve. Trustee Petty made the motion to approve; seconded by Trustee Swanson. Roll Call Vote: Trustees Gustafson, Petty, Swanson – Yes. Trustees Baxter – Abstain. Trustees Mallicoat, Muradin – 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 a policy relative to money management, cash flow, invoicing, and internal controls. Administrator DeGrave stated *Protocol for Money Movement for the Village of Roscoe (Attachment 1)* was put together by Treasurers Mark and Steve as a foundation to build from. Once the details have been worked out, it will come before the Board for discussion.

5.2 Discuss and recommend a Village policy prohibiting personal use of Village property. Attorney Kurlinkus put together a policy for the Board's review (**Attachment 2**). Trustee Gustafson asked Kurlinkus to make change to include return of electronic devices from elected officials when they leave office. DeGrave entertained a motion to send to the Board with Trustee Gustafson's addition. Trustee Baxter made a motion to send to the Board; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Petty, Swanson – Yes. Trustees Mallicoat, Muradin – Absent. Motion approved 4-0-2.

5.3 Discuss and recommend garbage billing procedure. Administrator DeGrave stated Advanced Disposal representative, Bob Pfister, Municipal Marketing Manager, was present to answer questions. An outline of their proposal for quote is attached (**Attachment 3**). This is not a formal proposal, but a start on getting the logistics in place before the first bill in December goes out. There was discussion that all 1-2 family residents would pay for garbage, including rentals and foreclosures that the banks own. No property can opt out. There was discussion on administrative fees which would be in addition to the cost of the contracted garbage cost – \$1.00. With the Board's consensus, DeGrave, Bates and Advanced Disposal will put together a contract. Trustee Baxter stated he would only support residents paying for their garbage if the \$500,000.00 savings is tied to roadway maintenance.

5.4 Discuss and recommend the use of revenue from garbage and sales tax towards roadway infrastructure. Trustee Baxter reiterated that he wants the revenue from garbage to go towards roadway maintenance. He does not want the revenue going to the general fund as he does not want to saddle the residents with another cost (garbage). If the Board is going to make the commitment to repair the roads, the \$500,000 will make a big dent over the next ten years. Administrator DeGrave stated the

\$500,000 could go into a contingency fund to disperse during the budget process for other projects. President Krienke asked if anyone has taken charge with passing the 1% sales tax. If the sales tax does not pass, the whole \$500,000 needs to go to roads.

Engineer Zac Gill stated of the \$500,000; \$400,000 could be put towards the roads and in 3-4 years the main artery roads could be done by 2019 in relations to Fehr-Graham's 10-year plan, plus in addition, work on the subdivision roads could be initiated. That would leave \$100,000 towards operational expenses. After 2019 all or a portion of the \$400,000 could be focused on subdivision roads. Attached is a synopsis of his plan (**Attachment 4, 2 pages**).

Mr. Gill then asked if he could get a consensus to move forward to the Board renting a crack sealing machine through the township at \$2,000.00 per week and purchase the material for \$2,500.00. Mr. Bates, Public Works Superintendent, would furnish in-house labor to complete the task for a total cost of \$5,500.00. The Village would be getting something for their money – crack sealing of roads. At the end there would be data collected whereby a matrix could be put together comparing the cost of a contractor vs. Village employees. Mr. Gill will prepare a proposal for the August 16, 2016 Board meeting.

5.5 Review and discuss revenue summary, budget to actual expenditures, and fund balances through June 30, 2016. Treasurer Mark Olson presented four documents (**Attachment 5, 13 pages**): *Tax Income Summary; Fund Balance Rollforward; Budget vs Actual by Department; and Summary Budget vs Actual*. He then spoke to each document. The Planning budget needs to be re-appropriated into the 2016 Zoning Department budget.

6. OLD BUSINESS

- Attorney Kurlinkus stated the sales tax referendum has to be approved at the August 16, 2016 Board meeting in order to meet the deadline for filing. If the Board wants any changes or different wording, they need to have it to him ahead of time for Board meeting approval.
- Trustee Swanson asked if there was any word on Casey's when they will start building. Sanders stated it is with Winnebago County for their design review.

7. NEW BUSINESS

None

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

- Terry Brock asked Pat if he could put in the next newsletter what the garbage would cost per quarter. Mr. DeGrave stated it would be hard to speculate the cost until the Board has a signed contract. As soon as the contract is approved an informational letter will be sent to the residents.

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 8:12 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____