

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday August 16, 2016

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, August 16, 2016 at 7:36 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of August 2, 2016 minutes. DeGrave entertained a motion to approve. Trustee Gustafson made the motion to approve; 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 changes to Employee Manual Policy 03-04 relative to Time Clock

Procedures. Anne Hanson, Compensation & Benefits Specialist, explained the tracking time for employees according to the Fair Labor Standards Act (**Attachment 1**). DeGrave entertained a motion to send this back to COTW. Trustee Mallicoat made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

The Board then went into Executive Session. See Item 9 below.

5.2 Discuss and recommend repairs needed at the Police Department. Rick Bates spoke to the repairs needed on the south door going into the police station. The concrete foundation is deteriorating and pinching the door. Ringland-Johnson submitted a proposal for repair - \$7,500 (**Attachment 2**). Mr. Bates spoke to the plumbing repairs. Ringland-Johnson submitted a proposal for the plumbing repair - \$32,300 (**Attachment 3**). Trustee Petty made a motion to send to the Board suspending the rules of the first and second reading to repair the door and fix the sewer problems; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Petty, Swanson – Yes. Trustees Gustafson, Mallicoat, Muradian – No. Tied vote will be sent to the Board with no recommendation.

5.3 Discuss and recommend the next step in constructing/reconstructing the police department. The new police building was voted down at the Village Board meeting; therefore, this is a mute item for discussion.

5.4 Discuss and recommend participation in the Fair Assessment Assurance Fund. Attorney Kurlinkus stated the purpose of participating in this fund is to share in the legal cost against any taxpayer disputing a property tax appraised at over \$100,000 from being lowered. The Village would put money into the fund to be used against a disputed tax appraisal. The Board agreed they did not want to get involved and to continue as we have done in the past. Trustee Muradian made a motion to send a letter to Winnebago County Assessor stating we do not want to participate; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

5.5 Discuss and recommend a policy relative to money management, cash flow, invoicing, and internal controls. Administrator DeGrave stated there is nothing to add as he and Steve Stromquist are working on budget preparation. This is 80% complete.

5.6 Discuss and recommend garbage billing procedure. Administrator DeGrave updated the Board. He, Rick Bates and Leroy (Advanced Disposal) started putting together a billing contract. They plan to have the first letter out to the residents in October, with the first bill out in the middle of December for residents to start paying for their garbage the first of January, 2017.

5.7 Discuss and recommend revisions to Village policy to comply with PA. 99-604, The Local government Travel Expense Control Act. The new travel act basically says that government travel has to be pre-approved. Administrator DeGrave stated our elected officials are essentially covered through our budgeting process. When the Board approves the budget, they are approving the travel arrangements.

6. OLD BUSINESS

- Trustee Swanson asked about the economic group going to ICSC. Administrator DeGrave stated the group is not really geared up to attending those meetings yet. The homework needs to be done before any meetings can be attended. Packets need to be put together with the property to sell delineated on a paper within the folder. We are not there yet, so this year would be money poorly spent. A much better effort can be put together for next year.

7. NEW BUSINESS

None

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

None

9. EXECUTIVE SESSION (If necessary)

Administrator DeGrave entertained a motion to go into executive session. Trustee Muradian made a motion to go into executive session at 7:42 PM regarding *potential litigation (5 ILCS 120/2(2)(11))*; seconded by Trustee Mallicoat. Attendees: Village President, Clerk, Trustees, Administrator, Compensation & Benefits Specialist. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian Petty, Swanson – Yes. Motion approved 6-0-0.

RECONVENE TO OPEN SESSION

Administrator DeGrave entertained a motion to go back into open session at 7:53 P.M. Trustee Swanson moved; seconded by Trustee Petty to return to open session. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson - Yes. Motion approved 6-0-0.

No action was taken in executive session.

10. ADJOURNMENT

Administrator DeGrave entertained a motion to adjourn. Trustee Swanson made a motion to adjourn the meeting at 8:17 P.M.; seconded by Trustee Petty. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____