

**VILLAGE OF ROSCOE**  
**10631 MAIN STREET**  
**ROSCOE, ILLINOIS 61073**  
**Committee of the Whole Minutes**  
**Tuesday August 15, 2017**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Scott Sanders on Tuesday, August 15, 2017 at 7:00 P.M.

**2. ROLL CALL**

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

**3. APPROVAL OF MINUTES**

**3.1 Approval of June 20, 2017 COTW minutes.** Administrator Sanders entertained a motion to approve the minutes. Trustee Petty made a **motion to approve** the minutes; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present- No Nays heard. Motion approved 6-0.

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

None

**5. NEW BUSINESS**

Treasurer Stromquist gave a review YTD Revenues and Expenses. Revenues are going to end very close to expenditures. Property tax on budget and sales tax \$100,000 over what was budgeted. Expenses over all are okay.

Administrator Sanders stated that he was talking with some Trustees gathering ideas about what to do with charitable donations to the Village. Trustee Petty asked if a group of people could get together to form a fundraising committee. Administrator Sanders explained that yes a group could. Sanders and Stromquist addressed how to acknowledge large donations. Also what happens to the money during the fundraising process? Stromquist informed they set up a trust fund for larger donation. Trustee Gustafson recommended discussing this topic at the next COTW meeting.

**5.1 Discussed and recommend Nellie's Barn Special Event Permit authorizing the use of Village owned property.** Administrator Sanders gave an explanation about the property where the event is being held. Trustee Gustafson asked if the owner has agreed to all terms yet, Sanders stated that due to a family emergency the person in charge of the event was unable to meet this week to go over event coordination. Trustee Gustafson also asked the Board how they felt about taking a deposit for any damage that may be caused. Trustee Baxter said we are too far into it now to make changes, but for next year it is defiantly something to talk about. Trustee Gustafson **makes a motion to approve**; Second by Trustee Szula. Roll Call Vote: Mallicoat, Petty, Swanson, Szula, Baxter, Gustafson-Yes. Motion approved 6-0.

**5.2 Discussed and recommend for placement of 'curb your dog' signage along the pedestrian path way located along the north edge of Swanson Road adjacent to the Shepherd Hill Subdivision as requested by Brenda Lisitza, 9007 Leicester Way.** Administrator Sanders explains Brenda Lisitza called to request a 'curb your dog' sign on the recreation path along the north side of Swanson road. Trustee Gustafson informed that this is a continuing problem and we are not going to be able to enforce it. Sanders stated that it may fall onto private property and we cannot put signs on private property. Trustee Swanson suggested that Ms. Lisitza make her own sign and staple it to her fence or mailbox.

**5.3 Discussed and recommend of revisions to current Travel Expense Reimbursement Policy.**

Administrator Sanders explains the different changes between the old policy and the most recent policy. Trustee Gustafson asked Attorney Joe if GSA acknowledge 75% as a travel day. Attorney Joe responded yes GSA does as first and last day refers to a partial day. Joe explained the difference between per diem and actual expenses. Trustee Szula stated that no matter what, the Village should be paying 100% not 75% because that person is going as representation of the Village. Trustee Mallicoat informs the Board that they would be going backwards and this is what they had done in the past. Proof of receipts did not work and was very messy. Trustee Mallicoat explained they had decided on per diem in the past because it was clean and very easy to keep organized. Treasurer Stromquist has done per diem in the past with it also being a percentage of the day. Trustee Gustafson asked Stromquist what the easiest way to handle all of this was. Stromquist responded that not keeping all receipts and go percentage of the day with also a travel report. Trustee Szula stated that employees of the Village should be reimbursed 100% no matter what. Trustee Petty on a side note brought to the Board's attention that Administrator Sanders does not have an expense account. Trustee Baxter was unaware that Sanders was not turning in receipts of his meeting that were related to the Village. Administrator Sanders addressed overnight accommodations with respect to the Travel Policy and explained that if the conference started before 10:00 AM that the night before would be covered. And if the meeting ran after 5:00 PM then the final day it would also be covered.

**5.4 Discussed and recommend to auction evidence items for the Roscoe Police Department.**

Chief Evans explained that they took into evidence, 48 brand new pieces of personal property in a 2016 case. State statutes say that we can redeem it as abandoned property after trying to get a hold of the Postal Investigator and not hearing anything back. Chief Evans will bring it back in two weeks to the Board to decide what to do with the property. For example, EBay, Action & Amazon. Trustee Mallicoat **makes a motion to move to Board;** Second by Trustee Baxter. Roll Call Vote: Mallicoat, Petty, Swanson, Szula, Baxter, Gustafson-Yes. Motion approved 6-0.

**5.5 Discussed update to Village of Roscoe Strategic Plan.** Administrator Sanders stated that the Board needs to set priorities and move forward from there. Establishing a vision plan, goals, value statement. Trustee Gustafson suggested a separate night to get together August 29<sup>th</sup> at 6:00.

**6. PUBLIC COMMENT**

Mike Dunn asked if there is a Police presence at Nellie's Barn Sale and if so, do they reimburse the Department.

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

None

**8. ADJOURNMENT**

Scott Sanders entertained a motion to adjourn. Trustee Swanson made a motion to adjourn the meeting at 7:48 P.M.; seconded by Trustee Gustafson. Voice Call Vote: All Ayes Present – No Nays heard. Motion approved 6-0.

Prepared by: Allison Cheek

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