

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday, January 21, 2020

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator Sanders on Tuesday, January 21, 2020 at 6:58 pm.

2. ROLL CALL

Present: Trustees Dunn, Gustafson, Mallicoat, Petty, Keene and Plock.

3. APPROVAL OF MINUTES

3.1 Approval of January 7, 2020 COTW Minutes. Administrator Sanders entertained a motion to **approve** the minutes. Trustee Plock made the **motion**; seconded by Trustee Keene. Voice Call Vote: All Ayes present, No Nays heard. **Motion Passed 6-0-0**

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

None

5. NEW BUSINESS

5.1 Discussion and Recommendation to Board for approval of a **Special Event** Permit for the RVC Flyers use of Chicory Ridge Park on two separate occasions, including the use of a retrieval boat on June 20, 2020 and August 15, 2020 Trustee Keene asked if they will have someone there to provide first aid if needed. Chief Evans states that the fire department is aware that they will be there. Administrator Sanders entertained a **motion** Trustee Plock made the **motion**;seconded by Trustee Keene. Roll Call Vote: Trustees Plock, Mallicoat, Petty, Dunn, Gustafson and Keene – YES – **Motion Passed: 6-0-0**

5.2 Discussion and Recommendation to the Board for approval of revisions to Village of Roscoe Personnel Policy No. 04-03 “Time off Benefits: sick days concerning sick time accrual for Sergeants in the Village Police Department. This issue was pointed out as a deficiency or ‘gap’ in Village policy during the last annual audit. Patrolman in the FOP can accrue up to 1,008 hours, while the rest of the Village employees can only accrue up to 420. When the sergeants are promoted they typically already have accrued more than the 420 hours, and their position is not specifically addressed by policy. His recommendation was for the sergeant’s sick time align with the patrolman. Administrator Sanders entertained a **motion**. Trustee Gustafson made the motion to approve; seconded by Trustee Plock. Roll Call Vote: Trustees Keene, Petty, Plock, Gustafson, Dunn and Mallicoat – YES **Motion Passed: 6-0-0**

5.3 Discussion and **Recommendation to the board** for approval of revisions to Village of Roscoe Personnel Policy No 06-02, 'Vehicle Policy' concerning employee use of administrative vehicle and occasional take home usage of Village vehicles by sergeants with the village. Administrator Sanders request this be laid over. Trustee Mallicoat made the **motion**; seconded by Trustee Plock. Roll Call Vote: Trustees Mallicoat, Plock, Keene, Dunn, Gustafson and Petty **Motion Passed: 6-0-0**

5.4 Discussion and **Recommendation to the board** for approval of amendments to the Village Code of Ordinances related to the penalties for the possession and transportation of cannabis. Attorney Kurkinkus stated that now that the State Law allows cannabis the Village of Roscoe needs to align their ordinances with the new law. This will allow violations to be against the Village Code of Ordinances. Administrator Sanders entertained a **motion**, Trustee Mallicoat made a **motion**; seconded by Trustee Keene. Roll Call Vote: Dunn, Gustafson, Mallicoat, Petty, Keene and Plock - YES **Motion Passed: 6-0-0**

6. OLD BUSINESS

6.1 Discussion and **Recommendation to the Board** for approval of a Resolution approving entering into an annual agreement with Lexipol for Local Government Administration Policy Manual and Daily Training Bulletin service. Administrator Sanders explained that this is a personnel policy platform geared specifically to municipal government agencies. An initial step will be the integration of existing policies into a more standardized format. The Roscoe Police Department has been using this for 5-6 years now. Once implemented, policies will be automatically updated to reflect changes to state and federal laws, and employees will have regular training opportunities through weekly training bulletins, ensuring that everyone remain informed about Village personnel policies. Trustee Gustafson indicated that other software purchased by the Village has not been used to their full potential, and expressed concern that this too would 'sit on the shelf'. Mr. Sanders indicated that he, Attorney Kurlinkus, and HR Director Anne Hanson would all be working to ensure a smooth roll out of the platform. Sanders entertained a **motion**, Trustee Plock made the **motion**, seconded by Trustee Keene. Roll Call Vote: Trustees Plock, Keene, Dunn, Mallicoat and Petty – YES Trustee Gustafson – NO **Motion Passed: 5-1-0**

7. PUBLIC COMMENT

None

8. EXECUTIVE SESSION (If necessary)

None

9. ADJOURNMENT

Scott Sanders entertained a motion to adjourn at 7:33 pm. Trustee Keene made the motion; seconded by Trustee Plock. Voice Call Vote: All Ayes Present – No Nays heard.
Motion approved 6-0-0

Prepared by: Christina LaBree, Village Clerk

APPROVED: Christina LaBree