

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
January 3, 2017**

**CALL TO ORDER**

President Gail Johnson called the meeting to order at 6:00 p.m.

**CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING**

There was no one who participated electronically.

**ROLL CALL**

Physically Present: President Gail Johnson; Trustees Ryan Kauffman, Karin McCarthy-Lange, Pam Parr, Luis Perez, Judy Sollinger

Absent: Trustee Joe West

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Jeff Burgner, Police Chief; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Jay Hoover, Building & Zoning Manager; Corinna Cole, Economic Development Director; Tyler Grace, Administrative Intern; and Dave Silverman, Village Attorney.

**PUBLIC FORUM**

Public Forum was opened at 6:00 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:00 p.m.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

F.1. IMRF Military Service Credit Discussion

Asst. Village Administrator Burns presented information regarding the purchase of additional IMRF service credit for Military Service. Under Illinois law, IMRF members who earned military service prior to joining IMRF, or immediately after IMRF service are eligible to purchase IMRF credit. The service credit is designed to partially compensate veterans for their service in the Armed Forces. The Village does not currently permit the purchase of IMRF military service credit. The Board may choose to adopt a resolution allowing for the purchase of either two or four years of service. The Village has at least three employees who would be eligible to convert military service to IMRF credit. The service credit purchased counts toward vesting time and overall service credit earned at retirement. The Police Pension fund permits credit for military service.

The cost of the service credit is determined using a number of factors, including date and length of service, age, date of IMF enrollment, and starting salary. The Village's cost for the program is the difference between the total cost of the service credit and the employee's contribution. The employer's cost is paid through future contribution rates beginning in the second calendar year after the member's purchase of the service.

**IMRF Military Service Credit- Updated Numbers**

- 3 employees currently eligible
- If all 3 purchased the full four years of service:
  - Village's IMRF contribution increases by approximately \$3,379 in 2018

- Village's total contribution= \$407,088
- Percentage change is 0.0865%
  - ✓ Increase from 10.42% to 10.5065%
- If the employee delays the purchase, the cost shifts to the employee

**Employer (Village) Cost**

Year of Purchase	Employee 1	Employee 2	Employee 3	Total Cost
2016	\$12,488.06	\$24,080.56	\$17,298.76	\$53,867.38

**Employee Cost (based on 4 years of service)**

Year of Purchase	Employee 1	Employee 2	Employee 3	Total Cost
2016	\$19,456.64	\$25,157.44	\$18,677.96	\$63,292.04

\*\* 2 years of service would be half of the above stated dollar amounts

Board and staff discussion focused on not a requirement to offer military service credit; cost to the Village and employee; can choose to offer two or four years; opting in for all four years and choosing how many months; employee cost paid to IMRF; option to do a payment plan; Village can choose the two year plan and then change to a four year plan; changing can impact the employee; percentage increase not a lot; would be more comfortable with more information; would like an option close to what the police department has; benefit recognizes military service; a lot of variables; need to see impact on future employees hired; impact on the budget; most municipalities allow two years; the four year option is new; benefit good from a recruitment standpoint; need to be competitive. Staff to provide a spreadsheet with 2-4 year scenarios comparing the Village to other communities. There was no further discussion.

F.2. Personnel Manual Revisions: Travel Reimbursement, Sick Leave and Tobacco Use

Asst. Administrator Burns presented information on changes to the Village Personnel Manual regarding travel, sick leave, and tobacco use. The State of Illinois recently passed legislation that impacts the Manual:

- The Local Government Travel Expense Control Act (P.A. 99-604)
- The Employee Sick Leave Act (P.A. 99-0841)

Additionally, staff identified a need to update the Tobacco Use policy to reference the increasing popularity of electronic cigarettes.

Travel Policy

The Local Government Travel Expense Control Act requires non-home rule units of government to pass regulations and a process for approving all travel and training expense. While the Village, as a home-rule unit of government, is not required to comply with the Act, it is a benefit to do so to ensure transparency in travel expenses. The Act requires any employee to receive written authorization approving estimated travel expenses and reconciling those expenses at the conclusion of travel with verified receipts. The Village only permits reimbursement for travel when it is required for Village need or approved professional development. The Act also requires the Village Board to approve

travel expenses for elected officials, or members of official boards and commissions, at a regular meeting. The current practice of approving travel expenses on the Bill List complies with this requirement of the Act. Alcoholic beverages was added to the policy as a non-allowable expense. Each department head would approve expenses for employees in their departments. The Village Administrator approves department head expenses. The Village President approves the Village Administrator's expenses.

#### Sick Leave

The Employee Sick Leave Act requires employers who offer sick leave to enable the use of such sick leave to care for family members. The Act defines family members more broadly than the Village's current policy. The Act also limits the amount of sick time that can be used to care for a family member to half of the employee's annual sick-time allotment.

#### Tobacco Use

The Village's policy currently prohibits the use of any tobacco in Village buildings or Village vehicles and restricts tobacco use to designated areas. The revision clarifies that tobacco includes all electronic cigarette devices. The State does not cover e-cigarettes with regards to business policies.

#### **CLOSED SESSION**

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to enter into Closed Session for the purposes of discussing the following:

- a. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

Aye: Ryan Kauffman                      Judy Sollinger  
Karin McCarthy-Lange              Pam Parr  
Luis Perez

Nay: None

Absent: Joe West

The motion was declared carried by a roll call vote with five (5) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 6:19 p.m.

The Board returned to open session at 7:04 p.m.; all remaining members still present.

#### **ADJOURNMENT**

The Committee of the Whole meeting adjourned at 7:04 p.m.

Tina Touchette  
Village Clerk