

ROSCOE TOWNSHIP

MEETING OF THE DECENNIAL COMMITTEE OF EFFICIENCY

July 12th, 2023

- I. **Call to Order:** The meeting was called to order by Committee Leader Bob Nowicki at 7:35pm.
- II. **Roll Call:** Gary Blascoe called the roll; present were Committee Members Bob Nowicki, Elizabeth Lindquist, Phil Rhymer, Chuck Gilbert, Pat Henderson, Steve Schreier, Dawn Cassady, and Rick Kurtz. Also attending was Township Attorney Tom Green.
- III. **Public Comments:** Bob Nowicki asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Bob Nowicki closed public comments.
- IV. **Approval of May 10th, 2023, Committee Meeting Minutes:** A motion was made by Phil Rhymer to approve the May 10th, 2023, meeting minutes. Seconded by Elizabeth Lindquist. All voted yes, motion carried.
- V. **Review and Discussion of Townships' Governing Statutes & Purpose:** Dawn Cassady provided a copy of the working document that she, Elizabeth, Bob and office staff have been working on via email for review. The Township and Road District have reviewed all of our statutes and there are no changes being recommended.
- VI. **Review and Discussion of Township Ordinances, Rules & Procedures:** In reviewing the Roscoe Township Ordinances, Rules and Procedures, the Committee finds that we are in need of updating the following items:
 - A. Park Rules and Regulations: The existing document was created in 1991, and last updated in 2013. With the new park being built and annexation of the park into the Village, this document is in need of updating a few of the rules. Staff will work on completing that document.
 - B. Employee Manual: We do not have an all-inclusive Township Employee Manual. The Assessment Office has a minimal policy that they follow as far as holidays, sick leave, etc., as does the Highway Department. For many years, the General Township office had only one employee, so the Highway Department policy was followed. The Township Board and office staff will work to create a document that is sufficient for our Township.
 - C. Review of Closed Session Meeting Minutes & Recordings: This has not been done in quite a while. Staff will begin gathering of these items for review at a future meeting to consider for release.
- VII. **Review and Discussion of Township Programs & Services:** All members are happy with the current programs and services that we provide. With the Community Center now up and running, more programming is being developed. Some of the programs offered so far have been:
 - A. Drug Education/Awareness classes
 - B. Intro to Computers / Cellphones
 - C. Scrapbooking
 - D. Game Days
 - E. Gardening
 - F. Yoga

We continue to seek out new activities for our residents.

- VIII. **Review and Discussion of Township Shared Services & Intergovernmental Agreements:** All of these were reviewed. None are in need of updating at this time.
- IX. **Survey of Residents in Attendance:** Committee Leader Bob Nowicki asked if there were any residents in the audience that would like to comment or provide input on the matters discussed. No comments were received.
- X. **Adjournment:** A motion was made by Phil Rhymer to adjourn the meeting, seconded by Elizabeth Lindquist. All voted yes, motion carried. The meeting was adjourned at 7:42pm.

Respectfully submitted,

Gary W. Blascoe

Roscoe Township Clerk

The Third and Final Meeting of the Decennial Committee is scheduled for September 13, 2023