

Village of Rossville
Police, Health & Safety Committee Meeting
May 17, 2021
6:15 p.m.

A quorum was established as Chairman Black and Trustee Hackett were physically present at the committee meeting held at the Rossville Municipal Building, located at 120 East Attica Street in Rossville, Illinois. Trustee Cornell was absent. Guests present were Mayor Queen, Clerk White and Chief Kelnhofer.

Chairman Black called the meeting to order at 6:15 p.m. The purpose of the meeting was to review/approve past meeting minutes, review property damage complaint, review draft job descriptions, review draft performance review and review Step program in the Police Policies & Procedures manual.

Minutes of the February 14, 2021 committee meeting were presented. Motion was made by Hackett, seconded by Black to dispense with the reading of the minutes and approve them as presented. Vote: Black, yes; Hackett, yes.

Property Damage Complaint – Trustee Black spoke with Kathy Zehr, owner of 109 East Attica, regarding juveniles causing damage on/to her property. Officer Greene has spoken with Mrs. Zehr, found 4 juveniles causing damage, talked to the juveniles’ parents and increased patrols in area of the damaged property. Chief Kelnhofer reported to board members that the building can be accessed in the back since there are no back doors. Trustee Black will follow up on the complaint with Mrs. Zehr. Trustee Black suggested instead of multiple complaints, Mrs. Zehr should file police reports.

Job Descriptions – Trustee Black printed copies of two job descriptions-1) Chief of Police and 2) Patrol Officer, that were approved in the Police Policies & Procedures for board members. Trustee Black asked members to review the copies to be discussed at the next committee meeting. Trustee Black also gave a copy of the performance Review form and a glossary.

Step Program – Trustee Black reported Section 24.3 of the Police Policies & Procedures came into question during a previous board meeting. Section 24.3 was questioned since the section states it is the responsibility of the Chief of Police to develop and maintain a tiered compensation plan. A board member thought the Board is responsible for decisions related to compensation. Mayor Queen suggested adding “upon the Board’s approval”. It will be placed on the next committee agenda and Board meeting agenda.

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Trustee Hackett's phone number will be changed on the contact list for the Board.

Motion was made by Hackett, seconded by Black to adjourn the meeting. Vote:
Black, yes; Hackett, yes. The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Chris White
Village Clerk

Committee approved 7/8/2021