

**VILLAGE OF ROSCOE**  
**10631 MAIN STREET**  
**ROSCOE, ILLINOIS 61073**  
**Committee of the Whole Minutes**  
**Tuesday February 2, 2016**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, February 2, 2016 at 7:00 P.M.

**2. ROLL CALL**

Present: Trustees Baxter, Gustafson, Muradian, Petty, Swanson. Absent: Mallicoat.

**3. APPROVAL OF MINUTES**

**3.1 Approval of January 19, 2016 minutes.** DeGrave entertained a motion to approve. Trustee Gustafson made the motion; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Petty, Swanson – Yes. Trustee Muradian Abstain. Trustee Mallicoat – Absent. Motion approved 4-0-2.

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

None

**5. DISCUSSION AND RECOMMENDATIONS**

**5.1 Discuss and recommend changes to policy requiring bid process.** Trustee Baxter brought to the Committee a suggestion on changing how price quotes are taken in for any type of purchasing. He suggested whenever a price quote is required at least three contractors bid and they be returned in a sealed envelope so no one contractor has the opportunity to under bid another contractor. The contractor turns in his best quote and all quotes are opened at the same time. The dollar amount for sealed quotes was discussed.

Trustee Muradian made a motion to get written estimate of price quotes from at least three separate sealed price quotes from three separate contractors; seconded by Trustee Gustafson. Trustee Gustafson asked that this procedure be tweaked and a clean copy be brought back to COTW to vote on it with recommendation to go to the Board.

- Administrator DeGrave introduced a fillable form that can be used when putting items on the COTW agenda. This will help with communication in the discussions prior to the meeting.

**5.2 Discuss and recommend street light for service road between Swanson Road and McDonald Road.**

Mr. DeGrave produced the fillable form and a write-up on the light at Swanson Road at Leicester Way; plus lights on Hwy 251 Frontage Road. (**Attachment 1, 2 pages**). Trustee Muradian made a motion to lay over Hwy 251 frontage road until the discussion on 10 year road conversation - as one of the discussions is on widening the service road; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1. The Swanson Road and Leicester Way Street light will be sent to the Board on February 16, 2016.

**5.3 Discuss and recommend draft of policy on the processing of various village permits and forms.**

Attorney Kurlinkus, Clerk Marks and Administrator DeGrave met to go over the Administrative portion of the Code of Ordinances (**Attachment 2, 16 pages**). Trustee Petty made a motion to send back to COTW on February 16, 2016 with changes discussed; seconded by Trustee Muradian. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.4 Discuss and recommend a policy for the disposal of obsolete property.** Mr. DeGrave produced the fillable form and a write-up on Policy for the disposal of obsolete property (**Attachment 3, 2 pages**). Trustee Muradian made a motion to send the policy to the Board for approval; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.5 Discuss and recommend replacement of holiday decorations.** There are 42 old decorations, so there are 42 poles that have electricity. Trustee Gustafson has no desire to rehab the old decorations. If there is any excess money from 2015, she would like to set aside x-amount of dollars and start replacing them in 2016. Trustee Gustafson made a motion to lay over for two weeks to put together some samples and prices and figure out how much to spend; seconded by Trustee Muradian. It was suggested the new decorations be consolidated down Main Street between Bridge and Chestnut. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.6 Discuss and recommend a policy for approving ordinances and resolutions with 1<sup>st</sup> and 2<sup>nd</sup> readings.** Trustee Baxter discussed (**Attachment 4, 5 pages**). The attachment includes a draft Ordinance with two options. Option #1 gives the Board more flexibility. Trustee Muradian made a motion to send to the COTW Option #1 to review; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.7 Review the Treasurer's Report.** Treasurer Mark Olson handed out (**Attachment 5, 4 pages**); then stated there were four items he would discuss in his report - the Projected General Fund (estimated); the Cash On Hand as of 12/31/2015; Series 2008 Bonds vs Future Revenue Streams; and projected Tax Income Summary. Trustee Gustafson asked if a proposed policy document could be prepared for the next COTW meeting. Mr. Olson stated the audit would be done in March; then a policy could be worked. He also stated within that policy there should be wording on how the unbudgeted (reserved cash) money that is used will be restored. Discussion was held on how much reserved money should be held to cover unexpected expenses above budgeted expenses. A good number tossed around was 7-8 months.

Cash on hand sheet shows restricted funds and general cash on hand.

Shows tax levy on bonds for new village hall. Over the years the telecommunication tax will go down and the general fund will have to cover the difference for the bond. In 2017 will probably have to start taking the difference from the property taxes.

At the next COTW in two weeks start identifying those elements of the fund balance policy.

**5.8 Review "Year 3" recommendation from Fehr-Graham multi-year street study report.** Engineer Zac Gill talked about what will or needs to be done in Year 2, 3 and 4 (**Attachment 6, 3 pages**). He will bring to the next COTW meeting the tax assessment for 2016 crack filling, a re-assessment of North 2<sup>nd</sup> Street as identified in the report and a list of where the monies are sitting that will be available for road repair.

**5.9 Review 2015 completed parks projects (expenses) and designated 2016 items.** Trustee Gustafson said during the budget process for 2016 there was an extensive wish list for public parks which was over \$200,000. The money allotted was \$28,000. Which projects are going to be done in 2016 for \$28,000.00? Treasurer Beach stated she will have a list ready for the March COTW meeting.

**5.10 Discuss and recommend changes to the job description for the Public Works Superintendent position.** Changes were made to the job description. Under Definition replace “Administrator” with “President”. Item 6 sentence should read: “Manage the solid waste and recycling contract in conjunction with the Village Administrator”. Item 22 sentence should read: “Hire seasonal employees and assign as necessary”. Bring back clean copy for review to the next COTW meeting.

**5.11 Discuss and recommend purchase of in-car video cameras – NTE \$8,900.00.** Chief Evans stated the purchases for both (three) in-car video cameras and (four) radar units are for units that need to be fixed a lot or not working (**Attachment 7, 2 Pages**). Trustee Muradian made a motion to send to the Board combining 5.11 and 5.12 for approval; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.12 Discuss and recommend purchase of in-car radar units – NTE \$5,612.00.** See 5.11 above.

**5.13 Discuss and recommend a Resolution to restate the 457(b) Plan for the Village of Roscoe.** Administrator DeGrave stated 5.13 and 5.14 could be done together also. The Plan’s are restating what is already in place. Trustee Muradian made a motion to send to the Board 5.13 and 5.14 for restating our intent to maintain these programs; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Absent. Motion approved 5-0-1.

**5.14 Discuss and recommend a Resolution to restate the 401(a) Plan for the Village of Roscoe.** See 5.13 above.

**5.15 Review and discuss status report on realignments within the administrative hearing process.** Trustee Gustafson stated there were several topics related to the hearing process. Part of this process would be looking at Code Enforcement; part would be looking at the Administrative Hearing Process and our ability to make collections; part of it would be to move this process into a separate department. An end result is to get a better understanding of balance between expenses vs revenue. Because this is such a huge discussion area, a policy on mowing will be discussed at the next COTW meeting.

## **6. OLD BUSINESS**

- Trustee Swanson asked for an update from the attorney on Rock River Disposal. Administrator DeGrave stated everything she had requested which was a fairly extensive list has been sent.
- Trustee Gustafson was concerned that the anti-virus software had expired. The devices will be updated.

## **7. NEW BUSINESS**

- Monday, February 22, 2016 at 7:00 PM, there will be a town hall forum at Kinnikinnick School regarding garbage pickup.
- Trustee Swanson asked Administrator DeGrave if he would put in the newsletter the names of new businesses that are opening.

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

None

## **9. EXECUTIVE SESSION (If necessary)**

None

**10. ADJOURNMENT**

Mr. DeGrave entertained a motion to adjourn. Trustee Gustafson made a motion to adjourn the meeting at 8:30 P.M.; seconded by Trustee Muradian. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

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