

**VILLAGE OF ROSCOE**  
**10631 MAIN STREET**  
**ROSCOE, ILLINOIS 61073**  
**Committee of the Whole Minutes**  
**Tuesday February 16, 2016**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, February 16, 2016 at 6:47 P.M.

**2. ROLL CALL**

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

**3. APPROVAL OF MINUTES**

**3.1 Approval of February 2, 2016 minutes.** DeGrave entertained a motion to approve. Trustee Swanson made the motion; seconded by Trustee Gustafson. Roll Call Vote: Trustees Baxter, Gustafson, Muradian, Petty, Swanson – Yes. Trustee Mallicoat – Abstain. Motion approved 5-0-1.

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

None

**5. DISCUSSION AND RECOMMENDATIONS**

**5.1 Review and discuss Kluber Architect's preliminary design for the police department.** Mike Elliot, Kluber Architects gave a presentation to the Board on the overview of the conceptual design for a new police department (**Attachment 1, 10 pages**). There was discussion and concern on where the money would come from to fund the new police department. Option #3 was the preferred option with tweaks being made along the way. Administrator DeGrave was instructed to contact sellers of Bonds for borrowing and financing the police department. The next stage will be the tweaking stage for making changes to Option #3.

**5.2 Discuss and recommend changes to policy requiring bid process.** Discussion on Ordinance 2016-xx. (**Attachment 2, 2 pages**). Trustee Baxter recommended forwarding to the Board the Ordinance with changes from \$2,000 to \$5,000; seconded by Trustee Muradian. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.3 Discuss and recommend computer hardware for police department – NTE \$7,000.00.** Chief Evans stated in Drop Box was a list of recommendations for 2016 (**Attachment 3**). Trustee Muradian made a motion to send to the Board for approval NTE \$7,000; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.4 Discussion of intergovernmental agreement between Winnebago County and Village of Roscoe regarding tornado siren.** Attorney Kurlinkus stated the Village is buying the siren and Winnebago County will take it over and maintain it (**Attachment 4, 5 pages**); they will own it. Trustee Muradian made a motion to send to the Board; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.5 Discuss and recommend draft of policy on the processing of various village permits and forms.** Attorney Kurlinkus stated he has finished working on the Administrative portion for permits. There may be tweaks along the way. He is working on one separate schedule listing all fees and licensing. This will go back to committee for further discussion.

**5.6 Discuss and recommend a policy for approving ordinances and resolutions with 1<sup>st</sup> and 2<sup>nd</sup> readings.** Changes were discussed on 1<sup>st</sup> and 2<sup>nd</sup> readings (**Attachment 5, 2 pages**). Trustee Baxter made a motion to send to the Board Ordinance amending the procedure by which we pass ordinances and written resolutions to include a 1<sup>st</sup> and 2<sup>nd</sup> reading; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.7 Review “Year 3” recommendation from Fehr-Graham multi-year street study report.** Engineer Zac Gill stated Year 1, McDonald Road and 2300 ft. of Willowbrook Road at Elevator, is done; which includes 15% of Year 2. Discussion was held on finishing the rest of crack sealing on Willowbrook Road. Year 3 was discussed and priorities were made. Main Street from Elevator to McCurry needs some work, but with new businesses being built off the service road and low volume of use, the Committee agreed this could wait. (**Attachment 6, 3 pages**) are Mr. Gill’s recommendations for the 10-Year Plan.

Mr. Gill stated a greater use of funds would be to widen the service road between McDonald and Swanson Roads and do the crack sealing on Willowbrook Road. By the end of Year 2016, both Year 2016 and Year 2017 would be done. Do nothing in Year 2017 – then would be back on track for Year 2018 of the multi-year street study. It was discussed on replacing the “Welcome to Roscoe” sign by Swanson Road.

Mr. Gill was tasked to do further research on Main Street service road widening and bring back to the March 15, 2016 COTW meeting. Trustee Muradian made a motion to send to the Board to crack seal Willowbrook Road; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0. The crack sealing would be paid for out of MFT funds, as those funds will not pay for the widening of the service road.

**5.8 Discuss and recommend changes to the job description for the Public Works Superintendent position.** There were no changes to the job description. Trustee Petty made a motion to send to the Board; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.9 Review and discuss status report on realignments within the administrative hearing process.** There is a brief amendment to the ordinance in Drop Box (**Attachment 7**) regarding payments from a hearing process. Trustee Muradian made a motion to send to the Board; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

**5.10 Discuss business recruitment and retention.** Trustee Swanson asked what the Board’s plans were for spending the \$10,000 in Economic Development. DeGrave will contact Ryan Rydell asking him to come to a meeting.

## **6. OLD BUSINESS**

- Administrator DeGrave stated Ryan Rydell put together a backdrop for RoRo (**Attachment 8**). It was suggested the tag line be removed from the bottom line of the page because it is similar to Loves Park. It was also suggested to replace any picture that did not relate to the Village of Roscoe. Any pictures the Board wants to share can be sent to Mr. Rydell or given to Mr. DeGrave. The cost for doing the backdrop is NTE \$3,100.00.

**7. NEW BUSINESS**

- Discussion held on sending to the Board approving the new hire for Public Works. This is in the 2016 budget; therefore it does not need to go to the Board.
- Trustee Petty asked for discussion to lower speed limit from Elevator to McCurry on Willowbrook Road be put on next COTW meeting agenda.

**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 Swanson made a motion to adjourn the meeting at 8:25 P.M.; seconded by Trustee Petty. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

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