

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday March 1, 2016

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, March 1, 2016 at 7:20 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of February 16, 2016 minutes. DeGrave entertained a motion to approve. Trustee Muradian made the motion; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – Absent. Motion approved 5-0-1.

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

Bradley Brown was present representing the girls' softball association. He thanked the Board for all they do. Public Works has a tractor they are selling and the Association is looking at possibly buying it to do the mowing and work on the fields.

5. DISCUSSION AND RECOMMENDATIONS

5.1 Presentation and discussion on Denali Heights Subdivision bond. President Krienke stated there was a request from the developer to reduce the \$1M bond to \$100,000. When the developer was told 'no', he asked to speak to the Board. The Board discussed and agreed that the \$1M bond would stay in place. The Village attorney will meet with the developer's attorney to discuss.

5.2 Review 2015 completed parks projects (expenses) and designated 2016 items - \$28,000. Trustee Gustafson stated there was an extensive list for park improvements during the budget discussions. (**Attachment 1**) is a list of the greatest priorities for spending in each of the respective parks during 2016. Mowing has not been calculated in the park's \$28,000.00 budget.

5.3 Review and discuss draft utility franchise agreement with Rock Energy Cooperative. A draft franchise agreement with Rock Energy (**Attachment 2, 8 pages**) was put before the Board for their review. Without the agreement in place, putting up poles and lights would be cost prohibited (i.e., light at Willowbrook and McCurry Roads). The agreement would be in lines with ComEd agreement where poles and transformers would not be duplicated. There is a franchise fee of approximately \$35,000.00 per year. It is suggested that some of the money be put in a dedicated fund (\$10,000.00) so if there is project that the Village has to contribute towards, there would be money in the account to pay for the project. \$10,000.00 would be dedicated to the replacement of Christmas decorations. The rest could be put in the general fund. Trustee Muradian made a motion to send to the Board; seconded by Trustee Mallicoat. The motion was to move the agreement to the Board. Included in the motion is to draft a secondary Resolution earmarking a 3-way dedication of funds as stated above. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – Absent. Motion approved 5-0-1.

5.4 Discuss and recommend Engineering Permit and fee revision consideration. Engineer, Zac Gill asked for a revision to the R.O.W. and Driveway permit forms and fees to make it more user friendly (**Attachment 3, 3 pages**). Trustee Muradian made a motion the send to the Board for revisions;

seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – Absent. Motion approved 5-0-1.

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

Attorney Kurlinkus handed out copies to the Board listing the permits and fees issued by the Village. Discussion was held and changes were made to the list (**Attachment 4**). A new permit flow chart is included (**Attachment 5**). Trustee Petty made a motion for Attorney Kurlinkus will clean up the list and bring it back to the next COTW meeting; seconded by Trustee Muradian. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – Absent. Motion approved 5-0-1.

5.6 Review and discuss reducing speed limit on Willowbrook Road between Elevator and McCurry Road to 45 MPH.

Trustee Petty requested the speed limit be reduced on Willowbrook Road to 45 MPH (**Attachment 6, Request Form**). There was concern about school buses stopping to let off children. Trustee Muradian made a motion to send to the Board; seconded by Trustee Petty. Willowbrook Road is a jurisdictional transfer from the County who established the speed limit for a reason. Safety would be a reason – a study by the Engineer would have to justify making the change. The Engineer was directed to do a study and bring back to Committee. Trustee Muradian asked that the motion be changed to bring back to Committee. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – Absent. Motion approved 5-0-1.

5.7 Discuss business recruitment and retention.

Administrator DeGrave stated Trustee Swanson asked that this be layed over to the next COTW meeting when she would be present. DeGrave stated he is working with the Village's IT person to put a new tab on the Village's website for Community Development linking it to Retail Coach and other websites promoting the Village.

5.8 Review and discuss status report on realignment within the code enforcement process.

This is a continuing process. It was stated the Village should not be in the grass mowing business. Attorney Kurlinkus was asked to draft a RFP for outsourcing mowing of non-Village owned property (private property) that is under a cut order for the next COTW meeting.

5.9 Discuss and recommend final plat approval for Erickson Commercial Subdivision Plat #2.

Zoning Administrator Sanders attested the Plat conforms to all applicable sections of the ordinance and the Engineer is attesting the bonds are in place with proposed improvements. The Plat is ready to go to the Board for approval. Trustee Gustafson made a motion to send to the Board final approval for Erickson Commercial Subdivision Plat #2; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty – Yes. Trustee Muradian – No. Trustee Swanson – Absent. Motion approved 4-1-1.

6. OLD BUSINESS

- Trustee Gustafson asked that a need for a balanced fund policy be developed for the next COTW meeting. Questions to consider: "The amount of risk we are willing to tolerate; how much money do we want to have in reserve; and how we are going to restore the reserves should we have to tap into them."
- Trustee Muradian asked Mr. Sanders the status of Firehouse structure. The installation of wall on street side should be done in the spring. He will send Firehouse a letter indicating they would like the wall completed by Memorial Day weather permitting.

- Trustee Muradian said there were eight permits for houses in his subdivision. The builder is Petry and Trustee Muradian wanted to make sure they followed all ordinances. Most lots were at random locations. Originally they were four-families and changes had to be made with the addressing to make the houses one-family.
- DeGrave stated it has been brought to his attention as the new police department is moving along there are questions on the condition of the building. He has asked that a couple of open houses be held at the police department so people can come in and see for themselves the condition of the building to make up their own minds. The Board concurred.

7. NEW BUSINESS

None

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

- Bob Nowicki stated he was on the ad hoc zoning rewrite committee and was inquiring on the status. Mr. Sanders stated in two weeks Houseal Lavigne Associates will share the new outline and structures.

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Mr. DeGrave entertained a motion to adjourn. Trustee Muradian made a motion to adjourn the meeting at 8:48 P.M.; seconded by Trustee Mallicoat. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____