

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday March 15, 2016

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, March 15, 2016 at 7:13 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of March 1, 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 – Abstain. Motion approved 5-0-1.

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

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend policy for Fund Balance and Reserves. Treasurer Mark Olson presented the Board a copy of the Fund Balance & Reserves policy (**Attachment 1, 5 pages**) outlining and defining the different functions of the Fund Balance and purpose. Item A) discussion on whether to maintain six or eight months of cash flow reserve. Straw poll 4-2 to maintain eight months of reserve. Trustee Muradian made a motion to send to the Board for a 1st reading; seconded by Trustee Petty. Further discussion on Item E and H). If funds go below the 25% then Board has to make another decision on how to refund. Roll Call Vote: Trustees Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Trustee Baxter – No. Motion approved to send to the Board for 1st reading 5-1-0.

5.2 Discuss and review traffic and speed study for Willowbrook Road. Engineer Zac Gill presented his findings and recommendations (**Attachment 2, 2 pages**). After his study, he indicated there was not enough development or traffic to warrant changing the speed limit from 55 to 45 MPH on Willowbrook Road. Board discussion resulted in no one making a motion; therefore, this died for lack of a motion.

5.3 Discuss and recommend license fee Ordinance changes. Attorney Kurlinkus stated changes were in Drop Box. He asked the Board to look over for the next COTW; check the numbers (**Attachment 3**) to ensure fees are what the Board wants.

5.4 Review “Year 3” recommendation from Fehr-Graham multi-year street study report. Engineer Gill stated this discussion was for widening the service road between McDonald and Swanson Road (**Attachment 4, 6 pages**). The road is within the Village’s jurisdiction and it can be widened; however, it is still on the County’s right-of-way and we will have to work with them. The project does qualify for using MFT funds. Depending on the outcome of the core sample results, Mr. Gill recommends a 22 ft. road with 4 ft. paved shoulders (Option A). The Board would like to see a sign that says “MFT Funds at work...” This will be brought back to the next COTW and core samples are done.

5.5 Discuss and recommend a RFP for grass cutting on private property. RFP for mowing on private property (**Attachment 5, 4 pages**) is ready to be sent to the Board for 1st and Final Approval. Trustee Muradian made a motion to send to the Board for 1st and Final Approval; seconded by Trustee Baxter.

Roll Call Vote to send to the Board for 1st and Final Approval: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

- 5.6 Discuss and recommend disposal of mowing tractor.** President Krienke is getting appraisals for the tractor. A comparable tractor has sold for \$10,000.00. This will re-appear on the agenda April 5, 2016 COTW meeting.
- 5.7 Discuss and recommend update to Village’s Building and Fire Codes to align them with the updated Winnebago County 2015 ICC amendments.** Attorney Kurlinkus stated Winnebago County has adopted all the 2015 ICC Codes for Building and Fire amendments. The Village currently has an ordinance accepting the building portion that matches the County; which means if the County changes, so does our ordinance. This ordinance will match both building and fire codes to Winnebago County and when changes occur there, it will automatically change the Village’s codes. Trustee Muradian made a motion to send to the Board for 1st and Final Approval; seconded by Trustee Petty. Roll Call Vote to send to the Board for 1st and Final Approval: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty – Yes. Trustee Swanson – No. Motion approved to send to the Board 5-1-0.
- 5.8 Discuss and recommend a redesign of the Village website.** Trustee Muradian made a motion to lay over until the next committee meeting. He would like more information before discussing before the committee (**Attachment 6, 6 pages**). Eli Nicolosi, Astute Web Group, was present. Discussion will be held at the next COTW meeting.
- 5.9 Discuss and recommend procedures to enter into contracts exceeding \$5,000.00.** Attorney Kurlinkus stated the Board wanted changes to include any purchase of any sort, not just Public Works area. The changes have been made. Trustee Muradian made a motion to send to the Board for 1st reading; seconded by Trustee Petty. Roll Call Vote to send to the Board for 1st reading: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.
- 5.10 Discuss and recommend joining with Winnebago County to bid road salt for the 2016-2017 season.** Winnebago County is getting ready to go out for bid and need a commitment from the Village. Public Works Superintendent Rick Bates recommends we join with the County (**Attachment 7**) to obtain a better price rate. Trustee Muradian made a motion to send to the Board for 1st and Final Approval; seconded by Trustee Petty. Roll Call Vote to send to the Board for 1st and Final Approval: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.
- 5.11 Discuss business recruitment and retention.** Trustee Swanson discussed having a Facebook page on the website so people have a place to go in searching for different activities within the Village and surrounding area. It was stated the Chamber currently has this on their website and we can link into it. Administrator DeGrave stated with Facebook, the Comment section would have to be removed or someone would have to constantly monitor it for words said that need to be removed. He does not want the website to become an advertising section for every business in town, but if there was a special event happening it could be put on our website. Mr. DeGrave will again reach out to the Chamber.
- 5.12 Discuss and recommend compensation increase for certain full-time and part-time employees of the Village of Roscoe.** The Board has had discussion and the proposed resolution information is in Drop Box. Trustee Gustafson made a motion to send to the Board for 1st and Final Approval; seconded by Trustee Petty. Roll Call Vote to send to the Board for 1st and Final Approval: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

5.13 Discuss and recommend employee contributions for Village provided health insurance. The Board has had discussion and the proposed resolution information is in Drop Box. Trustee Gustafson made a motion to send to the Board for 1st and Final Approval; seconded by Trustee Swanson. Roll Call Vote to send to the Board for 1st and Final Approval: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved to send to the Board 6-0-0.

6. OLD BUSINESS

- Trustee Baxter stated once the Board gets used to 1st reading and Final Approval it is going to be a nice process. The 1st reading and Final Approval will also be on the Resolutions and Ordinances.

7. NEW BUSINESS

None

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 Petty made a motion to adjourn the meeting at 8:23 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____