

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday September 6, 2016

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, September 6, 2016 at 7:49 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of August 16, 2016 minutes. DeGrave entertained a motion to approve. Trustee Gustafson made the motion to approve; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – No. Motion approved 5-1-0.

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

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend changes to Employee Manual relative to Time Clock Procedures.

Administrator DeGrave stated the procedure is in google drive (**Attachment 1**). There were no questions. Trustee Muradian made a motion to send to the Board for approval; seconded by Trustee Swanson. Roll call vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board approved 6-0-0.

5.2 Discuss and recommend text amendment for signage design review. Zoning Administrator Scott Sanders presented to the Board a recommendation for an Ordinance amendment change giving the Zoning Administrator the authority to approve design review of signs that conform to Village's ordinances without going through the ZBA. His reasoning being sometimes there are five weeks between ZBA meetings and two days after a meeting a new owner will come in with a name change to replace an existing sign, but will have to wait another month for a ZBA hearing before proceeding. If the Board agrees with Mr. Sanders' recommendation for an ordinance text amendment change, it will have to go before the ZBA Board and require a public hearing. Trustee Gustafson made a motion the Zoning Administrator take all necessary procedural steps to expedite the change he noted in Section 155; seconded by Trustee Swanson. Roll call vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board approved 6-0-0.

Mr. Sanders stated Houseal Lavigne Associates would be getting chapters of the zoning rewrite to him to review in August and September for completion of the rewrite at the end of September. As of yet he has received nothing. He left a voicemail with Doug Hamel stating he could no longer defend his company and needs something by the end of the week.

5.3 Discuss and recommend repairs to the police department roof. Administrator DeGrave stated this will move forward to the next COTW meeting, whereby it will be packaged together with other repairs to the police department. By that time Kluber should have a response back to the Board as to why they recommended demolition.

5.4 Discuss and recommend garbage billing procedure. Administrator DeGrave stated he has emails out to Bob Pfister and as soon as he receives anything back he will share and put on the next COTW agenda.

5.5 Discuss and recommend expenditures for the community banner program. A summary has been put in google drive (**Attachment 2, 3 pages**). Administrator DeGrave is waiting for input from two businesses before he can send in the order. Litigation is moving forward. Cost of banners is \$9,000.00 and will come from the contingency fund. Trustee Muradian made a motion to send to the Board; seconded by Trustee Mallicoat. Roll call vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board approved 6-0-0.

5.6 Discuss 2017 budget. All Board members received a 2017 draft budget book. There were no questions regarding the letter sent to the Board members on the Proposed 2017 Budget (**Attachment 3, 2 pages**) from DeGrave, Olson and Stromquist. The Board went through the Revenue portion of the budget (**Attachment 4, 4 pages**) and called it a night.

6. OLD BUSINESS

- Trustee Baxter asked where the Denali Heights parkland dedication stands. DeGrave and Attorney Kurlinkus stated this was not part of the discussions they had with Petty, but it will be talked about shortly.

7. NEW BUSINESS

- Trustee Baxter stated he had heard the announcement about the International Baseball Hall of Fame coming to Rockford, and along with the Sportscore Center downtown, feels there are not enough hotels in the area to accommodate all those needs. DeGrave stated he and Scott had met with two developers and their feedback was the Village is too far away from the action to be feasible.
- Trustee Muradian stated the ‘for sale’ sign on the interstate is way too small. Maybe next year put up a sign that is twice the size.
- Trustee Swanson stated Checkers restaurant is looking for suggestions for 11 places to build their business. Can someone call them?

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

None

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Administrator DeGrave entertained a motion to adjourn. Trustee Swanson made a motion to adjourn the meeting at 8:10 P.M.; seconded by Trustee Petty. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____