

**VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday September 20, 2016**

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, September 20, 2016 at 7:17 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of September 6, 2016 COTW minutes. Administrator DeGrave entertained a motion to approve. Trustee Muradian made the motion; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

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

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend authorizing staff to take the necessary actions as required to create the bid specifications for the sewer, roof and south door repairs at Roscoe Police Department. Trustee Swanson asked the projects be bid separately. A Structural Engineer will need to write a bid package for each project that needs to be done. Not included on the agenda to be included for bid is air quality testing. During the walk-through if there is anything else that needs fixing the Structural Engineer should add to the list. Trustee Muradian made a motion to have Fehr-Graham's Structural Engineer give an estimate on their services authorizing what repairs are necessary to put out for bid; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Muradian, Petty, Swanson – Yes. Trustees Gustafson, Mallicoat – No. Motion approved 4.2.0. Administer DeGrave will make a phone call to Fehr-Graham. This will remain on the next COTW agenda.

5.2 Discuss and recommend garbage billing procedure. The procedure contract (**Attachment 1, 7 pages**) was written by Advanced Disposal. All recommendations were accepted. Administrator DeGrave recommended moving forward to the Board for final reading. Trustee Baxter made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Petty, Swanson – Yes. Trustees Mallicoat, Muradian – No. Motion to send to the Board for final reading approved 4-2-0.

5.3 Discuss and recommend purchase of StarCom radios by December 1, 2016. Purchasing or leasing the radios will be mandatory next year when Winnebago County switches over to StarCom (**Attachment 2, 15 pages**). The Village's radios will then become obsolete. It is recommended that we purchase the StarCom radios before December 31, 2016 to receive a 35% discount with the cost coming out of 2016 Capital Budget account. Trustee Petty made a motion to send to the Board for final reading and taking purchase cost from the Capital Improvement Fund; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board for final reading approved 6-0-0.

5.4 Discuss and recommend Engagement Letter with Siepert for 2016-2017 audit. DeGrave stated the cost is higher because of inflation. The Treasurers feel Siepert can offer them a great deal of assistance on creation of the financial statements. They feel it is in the Villages best interest to stay with Siepert

for consistency and continuity for the new Village employees. Trustee Petty made this in the form of a motion; seconded by Trustee Swanson. Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – No. Motion approved to send to the Board for 1st reading 5-1-0.

5.5 Discuss 2017 budget. Budget documents handed out with changes made.

- Public Safety, Account 4530, Police Pension Expense. There will be more full-time officers; therefore, the Police Pension expense needs to be adjusted up from \$250,000 to \$275,000. Revenue was discussed leaving the tax levy the same.
- 2017 Village Clerk Budget. The Clerk’s salary will remain the same at \$18,160.00 for years May 1, 2017 thru April 30, 2020. Deputy Clerk’s salary will reflect 24 hours per week pay at \$18,000. Starting September 19, 2016 Deputy Clerk’s salary will increase to \$14.00 per hour to be commensurate with other Village staff employees. Dues will increase from \$200 to \$250.00. Training reduced from \$1,500 to \$1,000. Codification increased from \$2,500 to \$7,500 to include codification of new zoning ordinances. Information Technology - \$1,200 and Office Supplies - \$600 will remain the same. Clerk Marks asked the Board to consider paying \$40 for each COTW meeting. This would be consistent with all other meetings the Clerk is required to attend. Effective date for the change would be with the incoming Clerk. Attorney Kurlinkus stated it would require an ordinance change. Attorney Kurlinkus was directed to write an ordinance for the next COTW meeting.
- Wish List – surplus money. There is \$20,000 surplus. Trustee Swanson suggested taking \$50,000 from the garbage savings to purchase a new truck for Public Works. The truck Mr. Bates is looking at fully loaded cost \$67,800. Public Safety discussion is looking at promoting two officers to Sergeant. DeGrave stated by the next meeting Mark and Steve should have a pretty good year to date with projections to the end of the year leaving a possible surplus of \$200,000. Wish list for Public Works and Public Safety (**Attachment 3, 2 pages**). At the next COTW meeting it should be more accurate at the surplus dollars and the wish list can be discussed further. The September 27th meeting will be skipped.

6. OLD BUSINESS

None

7. NEW BUSINESS

None

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 Petty made a motion to adjourn the meeting at 8:08 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____