

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

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator DeGrave on Tuesday, November 1, 2016 at 7:30 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of October 18, 2016 COTW minutes. Administrator DeGrave entertained a motion to approve. Trustee Petty made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to approve the minutes 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, south door repairs and air quality testing at Roscoe Police Department. Administrator DeGrave shared a memo from Fehr-Graham (**Attachment 1**). The memo included more issues than what was requested: HVAC, Electrical, Asbestos Inspection and Mold. Bid for the door was not included. Fehr Graham's cost to prepare the bid specifications totaled \$58,280.00. DeGrave asked if the Board was interested, he would continue to work with Fehr Graham to gather the information on repair costs. If the cost of repairs reaches a certain point then additional remodeling costs will entail. The Board asked DeGrave to go ahead and get the information for the next Committee meeting.

5.2 Review and discuss draft franchise agreement with Charter Communication and the related franchise fee. The franchise fee is up for renewal in March 2017. DeGrave presented two ways the Board could go. The Village could stay at 2% - \$33,000 annually or go to 5% which would increase the annual revenue to \$82,000 (**Attachment 2**). Trustee Petty made a motion to raise the franchise fee to 5%; seconded by Trustee Swanson. Roll Call Vote: Trustees Petty, Swanson – Yes. Trustees Baxter, Gustafson, Mallicoat, Muradian – No. Motion failed 2-4-0.

DeGrave asked if there were any modifications or changes to the franchise agreement. Trustee Muradian made a motion to send to the Board to accept the franchise agreement; seconded by Trustee Mallicoat. Vote on the percentage amount will take place once the franchise agreement has been approved. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board 6-0-0.

DeGrave then asked the Board what fee they would like to use. The franchise fee will show up on the taxpayer's Charter bill as a separate line item as an additional tax cost payable to the Village. Trustee Muradian made a motion to keep the tax as 2%; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board 6-0-0.

5.3 Discuss and recommend amending the Code of Ordinances for zoning changes to the Sign Review process. Zoning Administrator, Scott Sanders asked the Board for a text amendment to the zoning ordinance for the sign approval process. He is asking that new signs conforming to the Villages ordinances, the Zoning Administrator be given the authority to sign the permit without first going to the ZBA Board. Any sign that does not comply with the ordinances and requires a variance will have to go before the ZBA Board. Mr. Sanders presented the text amendment changes to the ZBA Board October 19, 2016 before bringing it to the Trustees. The **ZBA Board has recommended approval 7-0-1.** This will streamline sign approvals instead of waiting 30-45 days to go through the ZBA process. Trustee Gustafson made a motion to send to the Board under Consent Agenda; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion to send to the Board for approval under Consent Agenda 6-0-0.

5.4 Review and discuss the draft of the new safety manual for the Village. The Trustees were asked to take the time to read over the manual and make their changes to Rick Bates. This will be on the next COTW agenda.

5.5 Discuss and recommend transition process for Village Administrator duties and responsibilities. DeGrave stated there is a modified ad in Google Drive (**Attachment 3**). Trustee Mallicoat made a motion to lay over until the next Committee meeting; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

5.6 Discuss 2017 budget. DeGrave stated the 2017 budget was put on the agenda in case someone had any changes (**Attachment 4, 4 pages**). With no changes, it will be taken off the next Committee meeting.

6. OLD BUSINESS

- Trustee Muradian asked the status of the new website. DeGrave stated it is in progress. Working on the photo part. The project is being actively worked on, but it is a little more extensive project than anticipated.
- Trustee Baxter asked how the police department repairs morphed into more than was originally asked for in 5.1 above which was a roof, a door and a sewer. He stated the Board is now looking at \$58,000 in the inspection bid costs. He feels this is forcing the Trustees hands to rebuild. He thought the repairs were to be done as quickly as possible and we are not anywhere close to getting the repairs done. He asked why not vacate the police department and move all the administrative people into the back room and salvage what part of the police department we can. Why not start utilizing the back room. DeGrave stated the projects must be bid out and there is no one within the Village's staff walls who has the expertise to write the bid specs. Trustee Baxter stated he wished the Village Engineer was present as he would like to hear what he had to say.

7. NEW BUSINESS

None

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

None

9. EXECUTIVE SESSION (If necessary)

None

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10. ADJOURNMENT

Administrator DeGrave entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 7:50 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks, Village Clerk

APPROVED: _____