

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
VILLAGE BOARD MEETING MINUTES
Tuesday February 7, 2017

1. CALL TO ORDER

President Krienke called the Village Board meeting to order at 6:30 PM on Tuesday, February 7, 2017.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

President Krienke called for Roll: Present: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson. Absent: Trustee Muradian.

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

None

5. PRESIDENT'S REPORT – Dave Krienke

A draft questionnaire checklist was distributed to Trustees regarding *Retail Liquor Dealers License, Administrative Review (Attachment 1)*. Zoning Scott Sanders and President Krienke felt with so many new liquor establishment applications coming in there needed to be a checklist of questions for evaluation and guidance, as another avenue for making informed decisions in allowing new liquor establishments. Once draft changes have been made and approved, it will be attached to the liquor application. The plan is for Zoning Administrator to receive liquor application and fill out checklist before a decision is made to grant a liquor license.

5.1. Designate two Trustees to serve on ad hoc committee for selection of Village

Administrator. Trustees Baxter and Muradian ask not to serve on the committee. A number drawing was held with the remaining Trustees. Trustee Swanson and Gustafson will serve on the ad hoc committee with President Krienke. The ad hoc committee will meet to outline a process to develop in-house a short list. Once that is done the Trustees will be notified.

6. TREASURER'S REPORT – Mark Olson

6.1. Cash Report and Bills. Treasurer Stromquist gave the Treasurer's report. Total expenditures submitted for approval on February 7, 2017 are \$189,998.21 from the General Fund. MFT expenditures are \$24,382.36.

6.2. Approval of the Bills. President Krienke entertained a motion to pay the bills. Trustee Petty made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – Absent. Motion to pay the bills approved 5-0-1.

7. CONSENT AGENDA

7.1. Approval of January 17, 2017 Village Board minutes.

President Krienke entertained a motion to approve the Consent Agenda, 7.1. Trustee Baxter made the motion; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – Absent. Motion approved 5-0-1.

8. COMMITTEE OF THE WHOLE

8.1. Approval of Resolution 2017-R03, a Resolution authorizing Fehr-Graham to create bid specifications for Police Department building repairs (sewer, air quality, south door and roof) (Final reading). President Krienke entertained a motion to approve. Trustee Petty made a motion to approve; seconded by Trustee Swanson. There is no appropriation set aside for these repairs in 2017. An appropriation ordinance has to be done along with a Public Hearing before it can go forward. This will be layed over until the process is complete. Trustee Gustafson made a motion to lay over; seconded by Trustee Swanson. Roll call vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Baxter – No. Trustee Muradian – Absent. Motion to lay over approved 4-1-1.

8.2. Approval of Resolution 2017-R04, a Resolution approving bid specifications for the purchase of security cameras at Village Hall and Police Department and authorizing Stateline Technologies to send out for bids (Final reading). President Krienke entertained a motion to approve. Trustee Gustafson made the motion; seconded by Trustee Mallicoat. Funds have been appropriated though 2017 final budget under the IT Technology accounts line item. Stateline Technology's breakdown for hardware at Village Hall is (\$16,295.00) and Police Department is (\$35,000.00). (**Attachment 2, 4 pages**). Roll Call Vote: Trustees Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Baxter – No. Trustee Muradian – Absent. Motion approved 4-1-1.

8.3. Approval of Resolution 2017-R05, a Resolution approving an agreement with Fehr-Graham for environmental and engineering services for reconstruction of south frontage road (1st reading). President Krienke stated this will be layed over as the appropriations have not been done. The appropriation process will take about 30 days. Mr. Gill emphasized to the Board the additional appropriation process delay may jeopardize completing the project for 2017.

9. OLD BUSINESS

- Trustee Swanson asked status of zoning re-write. Mr. Sanders talked with Doug Hamill and he anticipates a presentation to the Board around mid-March. Target date of March 14, 2017. The ad hoc zoning committee's role is at an end; however, they will be invited to the final zoning presentation to the Board.
- Trustee Mallicoat inquired when the banners will be up. Mr. Bates stated they will be up by Memorial Day.

10. NEW BUSINESS

None

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

None

12. EXECUTIVE SESSION (if necessary)

President Krienke entertained a motion to go into executive session at 7:16 PM regarding *potential litigation (5 ILCS 120/2(2)(11))*. Trustee Swanson made a motion to go into executive session; seconded by Trustee Mallicoat. Attendees: Village President, Clerk, Trustees and Village Attorney. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustee Muradian – Absent. Motion approved 5-0-1.

RECONVENE TO OPEN SESSION

President Krienke entertained a motion to go back into open session at 7:31 P.M. Trustee Petty moved; seconded by Trustee Swanson to return to open session. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson - Yes. Trustee Muradian – Absent. Motion approved 5-0-1.

No action was taken in executive session.

13. ADJOURNMENT

There was no further business to be discussed at this Village Board meeting. President Krienke entertained a motion to adjourn the meeting at 7:31 P.M. Trustee Petty made the motion; seconded by Trustee Swanson. Voice Call Vote: All Ayes present, no Nays heard. Motion approved 5-0-1.

Christina K. Marks

Christina K. Marks, Village Clerk

APPROVED: February 21, 2017

David A. Krienke
President
Christina K. Marks
Clerk
Mark D. Olson
Treasurer



TRUSTEES
Robert Baxter
Carol Gustafson
Stacy Mallicoat
Kevin Muradian
Susan Petty
Lindsey Swanson

To: President Krienke and Village Trustees
From: Scott L Sanders
Date: February 7, 2017
Re: Retail Liquor Dealers License, Administrative Review

1. Have all question contained in General Information section of the Application been satisfactorily answered? ((Consider Expanding)) Yes___ No___
2. Does the Applicant owe any outstanding debt to the Village of Roscoe? Yes___ No___
3. Is the physical establishment associated with this request a permitted use in its current Zoning District? Yes___ No___
4. Is there sufficient parking provided as required in section 155.070 of adopted Village Ordinance? (1 per 75 SF food/drink, 1 per 200 SF Retail) Yes___ No___
5. Is the physical establishment associated with this request located within 100 (500) feet of a church, synagogue or regular place of worship? Yes___ No___
6. Is the physical establishment associated with this request located within 100 (500) feet of a church, synagogue or regular place of worship? Yes___ No___
7. Is the physical establishment associated with this request located within 100 (500) feet of a public or private elementary, secondary school, or daycare facility? Yes___ No___
8. Is the physical establishment associated with this request located within 100 (500) feet of any property legally zoned and used for residential purposes? Yes___ No___
9. Is the physical establishment associated with this request located within 100 (500) feet of an existing establishment currently in possession of a Retail Liquor Dealer's License? Yes___ No___
10. Have adjacent property owners been notified of the pending request for a Retail Liquor Dealer's License? Yes___ No___

ATTACHMENT 2
(4 Pages)

Village of Roscoe
Administration Budget
Budget Worksheet 2017

Administration

Account No	Description	2015		2015	2016		2017	
		Budget	Actual	Budget	Budget	Budget		
01 010 4100	Salaried Personnel	95,000	91,391	95,000	95,000	95,000		
01 010 4110	Wages - Full time	120,500	124,853	27,540	32,800			
01 010 4130	Overtime	1,000	2,616					
01 010 4210	Wages - part Time							
01 010 4310	Health Insurance	52,000	37,462	34,900	35,773			
01 010 4320	Life Insurance	1,800	469	129	171			
01 010 4330	Disability Insurance	2,000	1,937	950	1,525			
01 010 4340	Unemployment Insurance							
01 011 4510	Employer FICA	132,000	131,479	9,374	9,777			
01 010 4540	IMRF	35,000	31,805	7,058	8,090			
01 010 4541	Special Pension Contribution	9,500	9,583	9,500				
01 010 5120	Maint & Repairs - Equipment							
01 010 5121	Main & Repairs - Bldg & Grounds	20,000	18,872	20,000	20,000			
01 010 5210	Accounting/Auditing/Actuary	29,000	30,926	18,000	23,000			
01 010 5220	Engineering	120,000	134,067	120,000	122,400			
01 010 5231	Legal	125,000	93,459	125,000	82,800			
01 010 5240	Consulting	10,000	7,123					
01 010 5260	Transportation - SMTD	25,000	25,000	25,000	25,000			
01 010 5320	Telephone	9,500	13,975	9,500	10,000			
01 010 5330	Printing & Publishing	3,800	2,684	3,800	4,000			
01 010 5410	Utilities	5,000	3,494	5,000	5,000			
01 010 5530	Staff Training	2,000	508	3,500	3,500			
01 010 5840	Sales Tax Rebates - Auto Land	30,000	28,872	30,000	38,000			
01 010 5841	Sales Tax Rebates/WC	80,000	52,240	80,000	120,000			
01 010 5850	Economic Development	2,500		10,000	10,000			
01 010 5860	Rentals and leases	2,500	592	2,500	2,500			
01 010 5880	Long range planning	65,000	10,049					
01 010 5901	Liquor Commission Exp		1,760	1,000	2,000			
01 010 5950	Information Technology	37,600	37,579	44,060	40,000			
01 010 5960	Computer Software	41,700	253	5,000	5,000			

Now in the Code Enforcement Budget

23,000 Two-year engagement proposed by Stepert for 2016 & 2017 Audits

122,400 Fehr Graham, \$10,200.

82,800 Average of \$5,900 per month plus \$10,000 for outside legal

25,000 Statline Mass Transportation District - no increase anticipated by SMTD

10,000 All Village Hall land line and cellular phone cost, including I-Fiber line

4,000 All newspaper publication costs, employment, public hearings, etc

5,000 Gas and electric

3,500 ILCMA Spring and summer conference and IML conference in the fall

38,000 Offset by sales tax proceeds

120,000 Offset by sales tax proceeds

10,000 ICSC Conference other development opportunities

2,500

1,000

44,060 IT consulting, hardware, and licensing

5,000 Software as needed

Village of Roscoe
Public Safety
Budget Worksheet 2017

Account No	Description	2015 Budget	2015 Actual	2016 Budget	2017 Budget
Police Department Expenditures					
040 4110	Wages - Full Time	96,000	94,767	96,000	98,400
040 4111	Salaries - Police Chief	248,000	236,416	248,000	394,747
040 4114	Salaries - Non-union supervisors	475,000	472,736	561,176	417,000
040 4112	Salaries - Patrolman	37,000	36,554	37,000	38,873
040 4113	Salaries - Police Secretary	73,000	84,715	73,000	70,000
040 4130	Overtime	58,000	62,806	58,000	46,125
040 4210	Wages - part Time	197,000	168,671	179,000	164,000
040 4310	Health Insurance	2,000	1,418	1,150	1,150
040 4320	Life Insurance	9,500	7,504	8,000	8,400
040 4330	Disability Insurance	-	398	-	-
040 4370	Drug Testing	-	-	83,245	81,484
010 4510	Employer FICA	-	-	235,000	275,000
040 4530	Police Pension Expense	229,000	234,762	3,662	2,460
040 4540	IMRF	-	-	-	600
040 4611	Uniforms - Chief	6,000	7,459	6,600	7,800
040 4612	Uniforms - Full time	1,200	878	1,200	600
040 4613	Uniforms - Part Time	10,000	14,392	10,000	2,400
040 5121	Building & Grounds	85,000	77,920	25,000	25,000
040 5122	Equipment & Vehicle - Repairs	30,000	27,622	30,000	30,000
040 5230	Legal	10,000	14,821	10,000	10,000
040 5320	Telephone	2,400	1,629	2,400	2,400
040 5410	Utilities	17,450	14,619	9,900	8,249
040 5530	Training	10,000	8,399	20,000	12,660
040 5890	Police commission Expense	12,000	13,166	13,824	13,850
040 5910	Animal Control	7,500	3,994	12,500	35,000
040 5950	Information Technology	13,000	19,038	7,000	13,000
040 5990	Other Miscellaneous Expense	-	370	150	300
040 5993	Misc Exp - Tobacco Sting Expense	8,000	7,899	8,000	8,000
040 6020	Office Supplies	45,000	26,271	45,000	45,000
040 6030	Gas & Oil	15,000	14,658	25,000	18,741
040 7410	Equipment	-	-	-	-
040 7411	Equipment - Building & Grounds	-	-	-	-
040 7412	Vehicles	-	-	-	-
040 9000	Contingency	12,500	-	-	55,000
Total Police Expenditures		1,709,550	1,654,452	1,809,807	1,886,238
School Crossing Guards Revenues/Expenditures					
01 041 4210	Wages - part Time	14,900	10,907	15,000	15,000

ammo, supplies-starcom radios will be 2016 exp/ amendment
body camera
Vehicle rotation - two new squad cars

Part of expenses 7 11

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 \$40,000 2.



Village of Roscoe
2017-2018 Budget Recommendations

Item	Qty Needed	Unit Cost	Extended Cost	Notes
Amazon S3 - Cloud Backup	1	\$400.00	\$400.00	
Symatec Endpoint Protection	1	\$350.00	\$350.00	Servers and Workstations
Symantec Endpoint Protection Add. Lic	5	\$25.00	\$125.00	Additional Lic
Watchguard Live Security (Annual)	1	\$220.00	\$220.00	
LaserFiche Support	1	\$0.00	\$0.00	
Civic Systems Annual Support	1	\$0.00	\$0.00	
iFiber	1	\$800.00	\$800.00	Internet Hardware Connection
County ISP	1	\$50.00	\$50.00	Internet Provider
Total Software			\$1,945.00	
Computers and Monitors				
Switch	3	\$850.00	\$2,550.00	Computer Replacment Vhall
Synology NVR	1	\$1,100.00	\$1,100.00	POE CCTV/Switch Replacement
NVR HardDrives	1	\$850.00	\$850.00	CCTV NVR
CCTV Cameras	5	\$200.00	\$1,000.00	CCTV NVR
APC Personal SurgeArrest 7 Outlet 120V	12	\$400.00	\$4,800.00	Village Hall CCTV Coverage
Scanner	10	\$40.00	\$400.00	Additional Coverage, Spares
UPS Replacement	1	\$350.00	\$350.00	Laserfiche Replacement
Wireless Access Point	1	\$1,000.00	\$1,000.00	Server Room UPS Replacement
			\$300.00	Wireless AP Replacement
Total Hardware			\$12,350.00	
Unforeseen Purchases				
	1	\$2,000.00	\$2,000.00	
Total			\$16,295.00	

For Police Dept: Info tech # 5950

Village of Roscoe 2017-2018 Budget Recommendations				
Item	Qty Needed	Unit Cost	Extended Cost	Notes
Amazon S3 - Cloud Backup	1	\$325.00	\$325.00	
LaserFiche Support	1	\$713.00	\$713.00	
Crimestar Support	1	\$900.00	\$900.00	
Microsoft Office	2	\$240.00	\$480.00	
Total Software			\$2,418.00	
Computers and Monitors	2	\$850.00	\$1,700.00	Computer Replacment
Squad Laptop	3	\$3,000.00	\$9,000.00	Squad Replacment Laptops/Tablets
Synology NVR	1	\$1,500.00	\$1,500.00	CCTV NVR
NAS Storage Drives	8	\$200.00	\$1,600.00	CCTV NVR Hard Drives
CCTV Licenses	9	\$64.00	\$576.00	NVR CCTV Licenses
Server Memory	1	\$400.00	\$400.00	Server RAM
Server Power Supply	1	\$200.00	\$200.00	Additional Power Supply for Server
Cameras	9	\$450.00	\$4,050.00	PD CCTV Indoor/Outdoor Cameras
Switch	1	\$1,100.00	\$1,100.00	POE Switch for CCTV
Switch	1	\$825.00	\$825.00	Switch Replacment
Switch	1	\$300.00	\$300.00	Spare Management Switch
Wireless AP	1	\$300.00	\$300.00	Squad/Body Cam CCTV
APC Personal SurgeArrest 7 Outlet 120V	10	\$40.00	\$400.00	Additional Coverage, Spares
Patch Cords	1	\$150.00	\$150.00	Replacement Patch Cords
UPS Replacement	1	\$1,250.00	\$1,250.00	Servers
UPS	1	\$750.00	\$750.00	Switch Area
Total Hardware			\$24,101.00	
Unforseen Purchases	1	\$2,000.00	\$2,000.00	
Stateline Technoloiges, LLC	1	\$7,920.00	\$7,920.00	
Total			\$36,439.00	

Part of acct. 01-040-5950

total appropriation \$35,000