

**VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday March 7, 2017**

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Trustee Mallicoat on Tuesday, March 7, 2017 at 7:29 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of February 21, 2017 COTW minutes. Trustee Petty made a motion to approve the minutes; seconded by Trustee Gustafson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Muradian, Swanson – Absent. Motion to approve the minutes 4-0-2.

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

None

5. DISCUSSION AND RECOMMENDATIONS

Trustee Mallicoat asked to do 5.5 first.

5.5 Discuss and recommend keyless entry for Village Hall. Mike VanOfferen, IT, was directed to put together a bid package for the purchase of keyless entry locks. There is \$20,000.00 set aside in funding to start with the three outside doors and adding on as many locks as the funds would stretch. The new system should allow for potential add-ons. There was no preference between key fobs or cards; whichever is most cost efficient.

5.1 Discuss and recommend replacement of Truck #10 with a Ford F550. Trustee Gustafson made a motion to send to the Board for final approval the purchase of a new F550 truck (**Attachment 1, 2 pages**) NTE \$69,000.00; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Muradian, Swanson – Absent. Motion approved 4-0-2.

Trustee Gustafson made a motion to send to the Board for final approval to send Truck #10 to the auction; seconded by Trustee Baxter. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Muradian, Swanson – Absent. Motion approved 4-0-2.

5.2 Discuss and recommend 2017 salt purchase with Winnebago County. Bates stated we have been asked to join in with Winnebago County for the purchase of 2017 salt. Trustee Gustafson made a motion to send to the Board for 1st and final reading joining the 2017 salt purchase with Winnebago County; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty, Swanson – Yes. Trustees Muradian, Swanson – Absent. Motion approved 4-0-2.

5.3 Discuss and recommend replacement of Christmas decorations. Bates stated there is a 50% discount on decorations. He will send out for quotes from Tempo and Northern Illinois Lighting for angel and snowflake decorations. Trustee Gustafson made a motion to send to the Board for final reading to waive the competitive bid process and approval specifications and to just get comparative quotes NTE \$10,000.00; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty – Yes. Trustees Muradian, Swanson – Absent. Motion approved 4-0-2.

5.4 Discuss and recommend replacing “Welcome to Roscoe” signs. President Krienke stated he talked to Dave Forshay regarding the sign on his property. Forshay owns the sign, but would be willing to remove it if the four public signs are incorporated into the new “Welcome to Roscoe” sign. He also agreed to move his sign only if he does not have to go through the sign review process. Attorney Kurlinkus and Mr. Bates will work out the details. Trustee Gustafson made a motion to send to the Board for final approval the purchase of three “Welcome to Roscoe” signs, approximately \$7,200.00, to be expended out of the Capital Projects fund; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty – Yes. Trustees Muradian, Swanson – Absent. Motion approved 4-0-2.

5.5 Discuss and recommend keyless entry for Village Hall. See above.

5.6 Discuss and recommend updating back wall behind council table. Bates presented several different styles of lettering for the “Village of Roscoe” back wall. Trustee Gustafson asked that the corridor be repainted. Color to be decided.

5.7 Discuss police department update – repair vs. new. Zoning Scott Sanders stated the missing part to the police department repair vs new is the site plan for \$11, 780.00 (**Attachment 2, 7 pages**). It is a critical part of the \$145,000 already spent. He would like this to go to the Board for approval. Trustee Gustafson made a motion to send to the Board for final approval the engagement of Fehr-Graham to do a site study for the PD in the amount of \$11, 780.00; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Mallicoat, Petty – Yes. Trustee Baxter – No. Trustees Muradian, Swanson – Absent. Motion approved 3-1-2.

5.8 Review revised documents for Village Administrator interviews. There are interview questions in Google Drop (**Attachment 3, 2 pages**). Dates for interviews are: Tuesday, March 14 at 6:30 PM and Saturday, March 25 at 10:00 AM and 1:00 PM.

5.9 Discuss and recommend dedicated use of CDAP funds. This has already been addressed. The funds have been transferred to infrastructure.

6. OLD BUSINESS

- Trustee Petty stated she and Mr. Weston are putting together the setup for RoRo. Discussion held on having a big raffle item (bike mentioned) instead of small giveaway items to draw people into the booth. President Krienke will look into soliciting raffle items. Nancy is working on a promotional one-page sheet for Village of Roscoe.

7. NEW BUSINESS

None

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

None

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Trustee Mallicoat entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 8:11 P.M.; seconded by Trustee Mallicoat. Voice Call Vote: All Ayes Present – No Nays heard.

Christina K. Marks

Christina K. Marks, Village Clerk

APPROVED: March 21, 2017



March 1, 2017

Village of Roscoe Illinois

Rick Bates PH: 815-543-9097 rbates@villageofroscoe.com

We have figured the following truck chassis for your consideration.

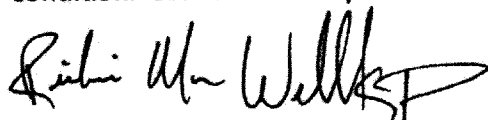
1 New 2016 Ford F550 Regular Cab and Chassis 4x4 60" CA

- White Exterior, 40/20/40 Vinyl Seat
- 19,500# GVWR Package, High Capacity Rear Axle
- 6.7L V8 Turbo Diesel Engine, Engine Block Heater
- H.D. 6-Speed Automatic Transmission w/PTO Provision
- H.D. 200 AMP Alternator, Up-Fitter Switches
- Limited Slip Rear Axle, 4-Traction Tires
- Roof Clearance Lights, Air-Conditioning
- AM/FM/CD-Stereo, Electronic Shift on Fly 4x4
- H.D. Front Suspension Package, Chrome Front Bumper
- Power Windows, Locks, Mirrors
- Heated Exterior Mirror Glass
- Remote Keyless Entry
- Daytime Running Lights
- Full Length Cab Steps
- 2 Front Splash Guards, Trailer Brake Controller
- 9' Dump Body, Cab Shield, Fold-Down Sides
- Rear Hitch Plate and Receiver, Trailer Socket
- Rear Warning and Auxiliary Brake Lights
- Fire Extinguisher, Extra Key
- New "M" License/Title, Delivery
- All other standard equipment

REAR AXLE UPGRADE
FREIGHT FROM ONDO

Illinois Government Price \$54,270.00*

Chassis is ***in stock** at the time of this quote available first come first serve. Additional options can be added as required. Any and all trade in vehicles are welcome regardless of miles or condition. Let me know if you have any questions. Thank you.


Richie Morrow Wellenkamp
Fleet Manager/Vice President
Morrow Brothers Ford, Inc.

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

2017 Ford F550 Purchase

Morrow Brother Ford 2016 Ford F550 with a 9' dumps body. See attached spread sheet.
\$54,270.00

Boss 10' Super Duty Plow Purchased from Finley GMC \$6100.00 Installation by Monroe
Truck \$1,100.00 There should be a \$400... Rebate available after initial purchase.

Salt Dog Electric salt spreader Purchased from Badger Truck \$4200.00 Installation by
Monroe Truck \$800.00

Brigade 7" Backup Camera and installation from Monroe truck \$1800.00

Light bar from truck #10 "New" \$400.00

Complete Package for New F550 completed \$67,970.00

If time allows Public Works can install a few item to save about \$2500.00 This above price
is worse case.

ATTACHMENT 2
(7 pages)

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: March 7, 2017
Re: Update, Police Department Design Revisions

Dave and I spoke with Mike Elliot of Kluber Architects + Engineers regarding our solicitation of a proposal to revise the current Police Department construction documents in an effort to reduce the project budget. To facilitate the discussion, we marked up a current floor plan to indicate potential modifications that might reduce costs while still meeting the needs of the Department (attached). We also reached out to Fehr Graham to request an updated proposal for the necessary Civil design services (site, grading, utility, and landscaping).

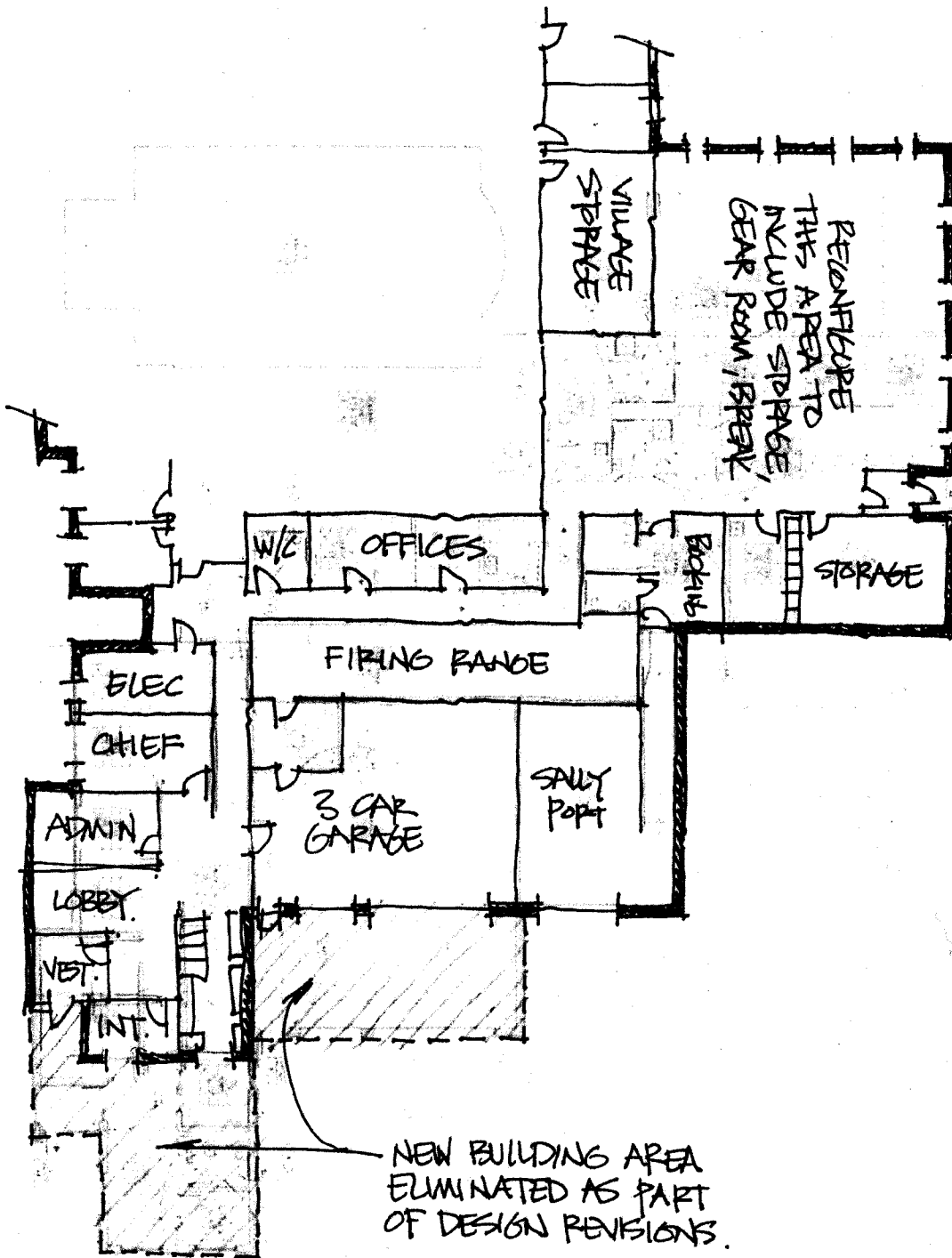
Initial costs to proceed with a redesign of the building are as follows:

- **\$39,870.00:** Kluber fee to revisit design and produce revised construction documents
- **\$11,780.00:** Fehr Graham fee to provide civil engineering services (value included in current project OPC)
- **\$42,200.00:** Kluber fee to provide Construction Administration services (value included in current project OPC)

A very preliminary estimate of project costs based solely on generic square footage costs for new construction vs. remodeled shell space puts the potential savings at \$200,000 to \$250,000. Given the \$40,000 fee for revisions, an initial estimate of net savings is \$160,000 to \$210,000.

Respectfully,

A handwritten signature in black ink, appearing to be "Scott L Sanders", written in a cursive style.



New Police Station
10595 Main Street
March 1st, 2017

PROPOSED REVISIONS



FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

March 6, 2017

Mr. Pat DeGrave
Village Administrator
Village of Roscoe
10631 Main Street
P.O. Box 283
Roscoe, IL 61073

**RE: Proposed Police Department Addition to Village Hall
Civil Site Design**

Dear Mr. DeGrave:

Fehr Graham is pleased to present you with the following proposal for civil engineering and surveying services as they relate to the above-referenced project located at 10595 and 10631 Main Street, Roscoe, Illinois. Our understanding of the project is based on the attached site concept plan as provided by Mr. Mike Elliot of Kluber Architects & Engineers which reflects the addition to the existing structure. It is our understanding that our services will be provided in support of Kluber's design of the facility. The following is our anticipated scope of services being requested at this time.

Scope of Services

Field Services

For purposes of this project, the topographic and boundary survey completed in 2008 will be utilized to minimize field efforts. Due to the time lapse, care will be taken to complete a field review of these documents to ensure that all changes that may impact the project can be noted and updated as needed.

Further, in line with our conversation, Fehr Graham staff will attempt to verify the location and size of the utilities serving the building. Our effort to locate these utilities will be limited to visual inspection, as well as record research from the as-built drawings from the original construction effort. At this time, no "pot-holing" of the services is planned.

Civil Site Design and Permitting

Using the topographic survey information referenced above, Fehr Graham will prepare the following Final Engineering Design Drawings:

- Preparation of Final Engineering Plans necessary to satisfy the permitting requirements of the Village of Roscoe, as well as facilitate construction through the preparation of:

A Site Mass Grading & Drainage Plan

- Overall site grading design indicating existing and proposed contour elevations, as well as proposed spot elevations.

- Subgrade preparation plan. Design will follow geotechnical.
- Storm sewer design and computation data, storm sewer structure design, and schedule for the site, as well as construction details, as required. It is assumed that all proposed storm sewer will be able to tie into the existing storm sewer that runs through the lot.
- Tie-in from downspouts to storm sewer line.
- Earthwork calculations and quantities.

Site Utility Plan

- Sanitary sewer service design, location, profile, and details up to the proposed buildings.
- Water services and details up to the proposed buildings.

Site Paving Plan

- Pavement design and details, including cross sections, as necessary.
- Concrete curb and gutter design and details.
- Sidewalk and ADA ramps, as necessary, around proposed building and entrance.

Soil Erosion/Sedimentation Control Plan

- Details and specifications relating to the work depicted in these drawings.
- Preparation and submittal of village or local permits to secure necessary approvals, as required. A SWPPP and IEPA NPDES permit will be required due to the project being greater than 1 acre of disturbed area.

Landscape Plan

- Details and specifications for landscaped areas and turf replacement.
- Preparation of all applicable state, village, or local permits for work associated with the above-referenced drawings.

Stormwater Detention Design and Drainage Report

Fehr Graham will prepare the necessary calculations and schematic design to adequately determine the required on site improvements to address the Village of Roscoe's storm water ordinance. Final design of the needed improvements will be reflected in the mass grading plan. All computations and final designs will be incorporated into a final drainage report for the file.

Exclusions

The following items are **not** included in the scope of services proposed here within:

- Improvements not shown on the site plan as attached.
- Lighting (Assumed by owner).
- Geotechnical Services.
- Environmental Studies.

- Bidding documents or services (Assumed by owner).
- Construction management.
- Permit fees.
- Construction staking. Fehr Graham would propose a unique solution to help eliminate the frequently encountered conflicts between developer, contractor and surveyor associated with contractor's requests for re-staking.
- Construction observation.
- As-Built survey.

Any of the above services can be performed as an additional cost to the project upon request.

Fees

Based on the information available at this time, we are prepared to provide these services as outlined for the following fee amounts:

Field Services	\$1,400
Civil Design	\$3,980
Storm Water Report	\$6,400

Payment for the services rendered will be requested via an invoice prepared monthly.

Authorization

I trust that the information we have provided is in line with your expectations. If you would like us to proceed, please contact me at your convenience and our Agreement for Professional Services will be forwarded for your signature.

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to assure that this project moves forward. We are looking forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact me at this office.

Sincerely,



Michael W. Gronewold, PE
Engineering Division Manager / Principal

enclosure

MWG:rf

 **AIA**® Document G802™ – 2007

Amendment to the Professional Services Agreement

Amendment Number: 001

TO: Scott Sanders
Acting Village Administrator
(Owner or Owner's Representative)

In accordance with the Agreement dated: December 17, 2015

BETWEEN the Owner:
(Name and address)
Village of Roscoe
10631 Main Street
Roscoe, IL 61073

and the Architect:
(Name and address)
Kluber, Inc.
10 S. Shumway Ave.
Batavia, Illinois 60510

for the Project:
(Name and address)
1024 - Village of Roscoe Police Station Design Services
Current building site, adjacent to the Village Hall

Authorization is requested
 to proceed with Additional Services.
 to incur additional Reimbursable Expenses.

As follows:

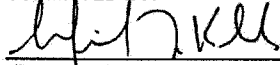
1. Incorporate proposed plan changes dated March 1, 2017, to complete construction documents dated 5/31/17.
2. Perform construction administration services per Exhibit "A" of the Agreement.

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Additional services fee for Item 1 above: \$39,870.00
Additional services fee for Item 2 above: \$42,200.00
Total: \$82,070.00

Time:
To be determined as mutually agreed.

SUBMITTED BY:



(Signature)

Michael T. Kluber, President

(Printed name and title)

March 7, 2017

(Date)

AGREED TO:

(Signature)

(Printed name and title)

(Date)

Village Administrator Interview

Circle one option (Standard/Exceeds) that best represents your impression of the candidate's experience or attribute in each category.

1. Communication & Public Relations

Standard

Exceeds

In an organization with many layers of decision making and implementation, what do you see as the greatest challenge?

What process/means would you put in place to keep all parties informed, focused, and accountable?

2. Leadership & Management Styles

Standard

Exceeds

What principles govern your interaction with: Village Mayor; elected officials; staff; and general public?

3. Personnel Management

Standard

Exceeds

Provide examples of how you have implemented performance evaluations, discipline procedures and compensation reviews.

A valuable employee's job performance is being negatively affected by a multitude of factors. How do you handle this situation?

Village Administrator Interview

Circle one option (Standard/Exceeds) that best represents your impression of the candidate's experience or attribute in each category.

4. Budget & Finance

Standard

Exceeds

How would you guide the Board in the annual budget process?

How good are you at forecasting economic trends?

Should we experience a revenue shortfall, what process would you implement to bring our expenses in line with revenue?

5. Community & Economic Development

Standard

Exceeds

Describe your experience with business attraction and retention.

Share your experiences with land use planning, zoning, and code administration.

6. Experience/Expertise

Standard

Exceeds

What do you see as our community's biggest challenge? How would you approach this task?

Comments and hiring recommendation:
