

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday, December 19, 2017

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Scott Sanders on Tuesday, December 19, 2017 at 7:40 P.M.

2. ROLL CALL

Present: Trustees Baxter, Gustafson, Petty, Swanson, Szula and Mallicoat.

3. APPROVAL OF MINUTES

3.1 Approval of November 21, 2017 COTW minutes. Administrator Sanders entertained a motion to approve the minutes. Trustee Swanson made a motion to approve the minutes; seconded by Trustee Petty. Roll Call Vote: All Ayes Present- No Nays heard. Motion approved 6-0-0

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

None

5. OLD BUSINESS

5.1 A discussion and recommendation of the reclassification of the position of Human Resource Administrator to the position of Human Resource Director/Office manager. Administrator Sanders suggested adopting a revised job description and setting a salary for the position at an increase of 15% higher than the previous hourly rate. Trustee Baxter voiced his concern for the increase and suggested smaller increments of a pay raise eventually leading up to that amount. Both President Krienke and Administrator Sanders agreed that the employee in this position is invaluable not only to the Village but to the PD and Public Works as well, and both support the change. Administrator Sanders stated that the proposed wage was established after comparative analysis of compensation for comparable positions in other northern Illinois communities. Trustee Gustafson **made a motion** to send to the Board for the reclassification HR Administrator to reflect the title of Human Resources Director/Office Manager at the salary that was identified in the 2018 budget of \$54,226 for final reading. The motion was seconded by Szula. Roll Call Vote: Trustees Mallicoat, Petty, Szula, Gustafson, Swanson –Yes. Baxter - **No Motion approved 5-1-0**

5.2 Discussion and recommendation of an Agreement with the Harlem Roscoe Fire Protection District for cost share of project costs associated with Willowbrook Road sanitary sewer design and installation. Administrator Sanders presented options for the East and West side of the Road. West side has an advantage over East side including a more favorable cost. No action necessary – update only. This will be on the January Board Agenda

5.3 Recommendation of raising residential Zoning fees was discussed. There have been no comparisons done at this time but with the significant rise in residential construction, steps to change the Ordinance were discussed. President Krienke suggested that the process be expedited and that ZBA should initiate the change. Administrator Sanders said he would make the request and provide comparable fees from surrounding communities.

5.4 A Review of notes from initial Strategic Planning meeting and scheduling of the next session took place with February 15, 2018 being the primary date and February 13, 2018 being the secondary date for the next session.

5.5 A discussion about the consolidation of 911 Police dispatch services from Winnebago County to Rockford Fire district and the status of the merger took place. President Krienke, Administrator Sanders and Chief Evans have all attended meetings regarding this transition. Questions about the operating costs and feasibility still exist.

5.6 Administrator Sanders gave an update from Treasurer Olson stating that the Financial Policy and Procedure Manuel should be completed by January 5, 2018 for review on the January 16, 2018 Agenda

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

Trustee Swanson asked if we send out letters to residents who are in close proximity to gaming facilities and requested that it be brought up at the next COTW. Administrator Sanders agreed to put the item on the next Agenda.

Trustee Petty asked for an update on the Hometown Holiday. Administrator Sanders reported that it was a success both with the businesses as well as the residents of the Village.

7. EXECUTIVE SESSION (If necessary)

None

8. ADJOURNMENT

Scott Sanders made a motion to adjourn. Trustee Gustafson made a motion to adjourn the meeting at 8:25P.M.; seconded by Trustee Szula. Voice Call Vote: All Ayes Present – No Nays heard. **Motion approved 6-0-0**

Prepared by: Lori Taylor

APPROVED: _____