

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Meeting Minutes
Tuesday, July 17, 2018
[Immediately following the Village Board Meeting]

1. **CALL TO ORDER** Administrator Sanders called the COTW meeting to order at 7:36 P.M.
2. **ROLL CALL** Present: Trustees Baxter, Gustafson, Mallicoat, Swanson, Petty and Szula.
3. **APPROVAL OF MINUTES**

3.1 Approval of July 3, 2018 COTW minutes. Trustee Swanson made a motion to approve the July 3, 2018 minutes; seconded by Trustee Petty. Voice Call Vote: All ayes, no nays heard.
Motion Passed 6-0-0

4. **PUBLIC COMMENT (limited to 3 minutes per speaker)**
None

5. **NEW BUSINESS**

5.1 Discussion and Recommendation to Board for approval of revision to the Village of Roscoe Policy and Procedure Manual, Section VI (D): Cell Phone Procurement and Usage. Administrator Sanders explained that this is an entirely new policy. It is much more thorough than the previous one. Administrator Sanders, the director of Human Resources the department heads and the Village Intern have been updating the entire policy and procedure manual. Administrator Sanders entertained a motion to approve the revision and send to the Board for approval. Trustee Gustafson requested that the phones be a planned item and part of the budget process, using the I.T. line item for purchasing. Trustee Swanson made the motion to send to Board with modified additions; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Gustafson, Swanson, Petty, Mallicoat, Szula and Baxter – Yes. **Motion Passed 6-0-0.**

5.2 Discussion and Recommendation regarding creation of new Village of Roscoe Site Development Permit and associated application and fee structure. Administrator Sanders elucidated that he and Village Engineer Zac Gill have been in discussion regarding the need of new permits. The only permit the Village has at this time for any type of development on a piece of property is the Zoning permit which is done through a process called design review. Building permits are taken care of through Winnebago County. If an individual does any type of development on their property that does not involve a structure, none of our permits apply. A Site Development Permit would be for anyone altering their property. It would be listed on our website. Trustee Gustafson questioned the cost associated with the permit. Administrator Sanders replied that the cost would be based on the type of project. He also stated that the goal should be an accurate reflection of the staff time involved with it. No action was taken. This item will come back to the COTW.

6. OLD BUSINESS

None

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

None

8. EXECUTIVE SESSION (if necessary)

- 9. ADJOURNMENT** Administrator Sanders entertained a motion to adjourn the meeting at 7:50P.M. Trustee Petty made the motion; seconded by Trustee Swanson. Voice Call Vote: All ayes no nays heard. Motion Passed 6-0-0