

**VILLAGE OF ROSCOE  
10631 MAIN STREET  
ROSCOE, ILLINOIS 61073  
Committee of the Whole Minutes  
Monday, August 6, 2018**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator Sanders on Monday, August 6, 2018 at 6:42 P.M.

**2. ROLL CALL**

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

**3. APPROVAL OF MINUTES**

**3.1 Approval of July 17, 2018 COTW Minutes.** Administrator Sanders entertained a motion to approve the minutes. Trustee Swanson made a **motion to approve** the minutes; seconded by Trustee Petty. Voice Call Vote: All ayes heard, no nays **Motion Passed**  
4-0-2

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

None

**5. NEW BUSINESS**

**5.1 Discussion regarding creation of new Village of Roscoe Site Development Permit and associated application and fee structure.** Administrator Sanders reminded the Board that this item was discussed at the previous COTW meeting and was brought back with more details to determine if the permit would be supported. He suggested that the Trustees look at the available draft of the Permit form for a better understanding of its structure. The cost of a residential permit would be \$50 to \$100 max. commensurate with other residential permits issued by the Village. The cost for commercial permits would be similar to what other municipalities are charging, but more research will be required. No action was taken. This item will be brought back for consideration at a future COTW meeting.

**5.2 Discussion and Recommendation of the issuance of a Special Event Permit, including the use of Village owned property, for: Nellie's Barn Sale" to take place Thursday, October 4, 2018 through Saturday October 7, 2018 at 10985 Main Street, Roscoe, Il.61073.** This event will require a \$50 per day usage fee (total \$150). Administrator Sanders entertained a motion to move on to the Board. Trustee Swanson made the motion; seconded by Trustee Mallicoat. Roll Call Vote: Trustees Szula, Swanson, Mallicoat and Petty – Yes. **Motion Passed 4-0-2**

**5.3 Discussion and Recommendation for signing a one year agreement (through Dec. 31, 2019) with J&J Auctioneering for the Police Department and Public Works Department to auction Village owned vehicles.** Administrator Sanders explained that this is a company used specifically for auctioning titled merchandise such

as vehicles. The Village has used J&J Auctioneering for the past several years; however, our contract has expired and thus requires approval to continue using their services. Chief Evans stated that signing the agreement would allow the Village to participate in the upcoming online September auction. Trustee Mallicoat made a motion to send to Board for approval; seconded by Trustee Swanson. Roll Call Vote: Trustees Petty, Szula, Swanson and Mallicoat – Yes. **Motion Passed 4-0-2**

**5.4 Discussion regarding cleaning operation for Village Properties, continued use of professional consulting services vs. new Village staff position.** This item was requested by Trustee Gustafson to be brought before the COTW. Administrator Sanders has been gathering quotes for this service. The goal is to evaluate the new needs of the Village and Police Department and determine whether a professional service should be bought in or if we should pursue creating a Village staff position for cleaning operations. The numbers reflect 5 cleanings per week as opposed to the 1.5 cleanings per week currently being provided. At this time cleaning service quotes are being evaluated against a theoretical baseline position of \$15 per hour full time with benefits. Trustee Swanson asked if 40 hours a week was necessary. Discussion ensued about adding other projects along with the cleaning. Trustee Petty thought a service that could be held accountable for the work performed would be the best choice. Other topics brought up were references, scope of services. Bonding and cost of services. Trustee Mallicoat asked if the quotes included Public Works and Porter Park Cabin. Administrator Sanders stated that they had been excluded at the direction of the Village President. Trustee Petty asked that the quote be updated to include these additional facilities. Trustee Szula made a motion to move on to the next COTW meeting; seconded by Trustee Swanson. Roll Call Vote: Trustees Swanson, Mallicoat, Szula and Petty – Yes. **Motion Passed 4-0-2**

**6. OLD BUSINESS**

None

**7. NEW BUSINESS**

None

**8. PUBLIC COMMENT**

None

**9. EXECUTIVE SESSION (If necessary)**

None. Trustee Szula requested information regarding the status of Mr. Paris's property. Attorney Kurlinkus stated that we do have a pending contract.

**10. ADJOURNMENT**

Scott Sanders entertained a motion to adjourn. Trustee Swanson made a motion to adjourn the meeting at 7:02PM; seconded by Trustee Petty. Voice Call Vote: All Ayes Present – No Nays heard. **Motion approved 4-0-2**

Prepared by: Lori Taylor, Village Clerk

APPROVED: \_\_\_\_\_