

**VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday, September 4, 2018**

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator Sanders on Tuesday, September 4, 2018 at 7:15 P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of August 6, 2018 COTW Minutes. Administrator Sanders entertained a motion to approve the minutes. Trustee Petty made a **motion to approve**; seconded by Trustee Szula. Voice Call Vote: All ayes heard, no nays **Motion Passed**
5-0-1

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

None

5. NEW BUSINESS

5.1 Discussion and Recommendation of Ordinance 2018-14, amending portions of Section 30 of the Village of Roscoe Code of Ordinances modifying the method for designating the Trustee members of the Village of Roscoe collective bargaining committee. Attorney Kurlinkus explained that previously any Trustees who wanted to participate in the collective bargaining committee would be chosen by lottery. The proposed method would be to have the two members appointed by the Village President. Administrator Sanders entertained a motion to move to the Board for final approval. Trustee Szula made the motion to approve; seconded by Trustee Petty. Roll Call Vote: Trustees Gustafson, Mallicoat, Baxter, Petty and Szula – Yes **Motion Passed 5-0-1**

5.2 Discussion and Recommendation to Board for approval of entering into a **professional Cleaning Services Agreement with Rock Valley Industries** for Village Hall, Public Works Maintenance Facility and Porter Park Cabin for the quoted amount of \$2,969.00 per month (\$35,628 Annually). Administrator Sanders pointed out that the contract does include the Police Department as well. There were 4 services that provided quotes. Rock Valley Industries had the lowest bid. Porter Park would be cleaned on Fridays for weekend rental. Any additional cleaning for the cabin would be an extra \$80 per job. Trustee Szula made a motion to send to the Board for final approval; seconded by Trustee Petty. Roll Call Vote: Trustees Szula, Petty, Baxter, Mallicoat and Gustafson – Yes. **Motion Passed 5-0-1**

5.3 Discussion and Recommendation of issuance of RFP (Request for Proposals) for selection of a qualified firm to provide services related to the Village's required Annual Audit. Treasurer Mark Olson stated that the Village has had the same auditors for quite a while. He indicated that it is fairly standard to change consulting firms for such services from time to time to allow for a new perspective, and feels that it is time to look for a new provider. The project will go out for proposals and qualifications will be reviewed. Trustee Szula made a motion to move to Board; seconded by Trustee Petty. Roll Call Vote: Trustees Baxter, Petty, Gustafson, Mallicoat and Szula – Yes. **Motion Passed 5-0-1**

5.4 Discussion and Recommendation to Board for approval of **new position classifications** for the Department of Public Works full time employees including job descriptions, experience requirements and proposed wage rates. Administrator Sanders gave an introduction to the new position classifications explaining that the reason this is being visited is because at this time there is a position available. Currently the Public Works employees are on a Step System. This current system establishes wage rates based solely on number of years of service with Public Works. Going forward the proposal is to break away from that system and base pay on a job classification system. There would be 6 different tiers; each one has years of experience and skill sets associated with it. A class A or B Driver's License would be required. Trustee Szula made a motion to move to Board for approval; seconded by Trustee Gustafson. Roll Call Vote: Trustees Gustafson, Mallicoat, Szula, Petty and Baxter. – Yes. **Motion Passed 5-0-1**

6. OLD BUSINESS

Administrator Sanders provided an update about the Police Department costs and passed out hard copies. A summary of costs were provided.

7. PUBLIC COMMENT

None

8. EXECUTIVE SESSION (If necessary)

Trustee Baxter made a motion to go into Executive Session at 7:50 PM with all Trustees and Village Clerk only, for personnel and possible litigation. Trustee Szula seconded the motion. Roll Call Vote: Baxter, Szula, Petty Mallicoat and Gustafson – Yes. Motion Passed 5-0-1

Trustee Baxter made a motion to reconvene from Executive Session at 8:27 PM. Trustee Szula seconded the motion. Roll Call Vote: Trustees Petty, Gustafson, Szula, Baxter and Mallicoat – Yes. **Motion Passed 5-0-1**

9. ADJOURNMENT

Scott Sanders entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 8:29PM; seconded by Trustee Szula. Voice Call Vote: All Ayes Present – No Nays heard. **Motion approved 5-0-1**

Prepared by: Lori Taylor, Village Clerk

APPROVED: _____