

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

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator Sanders on Tuesday, November 6, 2018 at 7:08P.M.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1 Approval of October 23, 2018 COTW Minutes. Administrator Sanders entertained a motion to approve the minutes. Trustee Szula made the motion; seconded by Trustee Mallicoat. Voice Call Vote: All Ayes present, No Nays heard. **Motion Passed**

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

5. NEW BUSINESS

5.1 Discussion and Recommendation to Board for approval of entering into a professional services agreement with Baker Tilly for performance of annual municipal auditing services for a term of three years, for the submitted fee of \$61,625.00. An award letter was available for review which broke down the submitted prices and clarifies that the amount of \$61,625.00 reflects the combined three years of annual audit services. Trustee Petty made a motion to move to the Board for final approval; seconded by Trustee Swanson. Roll call Vote: Trustees Mallicoat, Petty, Swanson, Baxter, Szula and Gustafson – Yes. **Motion Passed 6-0-0**

5.2 Discussion and Recommendation to for approval of entering into a software agreement with Civic Systems for annual support for 2019 including the upgrade from Clarity to Connect for the proposed amount of \$7,945.00 Administrator Sanders stated that this amount was accounted for in the IT software line of the 2019 annual budget. Trustee Szula made a motion to send to Board for final approval; seconded by Trustee Szula. Roll call Vote: Trustees Baxter, Mallicoat, Swanson, Petty, Szula and Gustafson – Yes. **Motion Passed 6-0-0**

5.3 Discussion and Recommendation to Board for approval of the 2019 Village of Roscoe Holiday Schedule. Trustee made a motion to approve; seconded by Trustee. Roll Call Vote: Trustees Gustafson, Swanson, Petty, Szula, Mallicoat and Baxter – Yes. **Motion Passed 6-0-0**

5.4 Discussion and Recommendation to Board for approval of 2019 Board Meeting Dates. Administrator Sanders pointed out that there are two dates that deviate from the standard schedule. The first one is January 1, 2019 which is a Holiday. He requested that the Board approve Wednesday January 2, 2019. The second date is April 2, 2019 which is Election Day. The Board agreed not to reschedule the April 2nd date. Trustee Gustafson made a motion to approve; seconded by Trustee Baxter Roll Call Vote: Trustees Mallicoat, Szula, Petty, Gustafson and Swanson – Yes. Trustee Baxter - No. **Motion Passed 6-0-0**

5.5 Discussion and Recommendation to Board for approval of 2018 IMRF Election of Executive Trustee. Trustee Gustafson made a motion to send to Board for final approval the nomination of Sue Stanish for Executive Trustee. Trustee Swanson seconded the motion. Roll Call Vote: Trustees Mallicoat, Gustafson, Swanson, Baxter, Szula and Petty – Yes. **Motion Passed 6-0-0**

5.6 Presentation of playground development options, associated costs, and procurement timeline for Chicory Ridge Park. Administrator Sanders presented several different options and price ranges for playground equipment for the Chicory Ridge Park. An important factor that he reminded the Board to consider is that there were many requests to accommodate the needs of multiple age groups when considering the equipment choices. There is a fall clearance sale on several of the packages if they are purchased before the end of this year. The Board made a decision to move forward with the last minute entry of an option 4 with an addition of swings. Ken Ramsey from Chicory Ridge was present and happy with the Boards decision. Trustee Swanson made the motion to move forward for final approval with a final cost estimate to be presented as part of the requested Board action; seconded by Trustee Petty. Roll Call Vote: Trustees Swanson, Petty, Gustafson, Mallicoat, Baxter and Szula –Yes. **Motion Passed 6-0-0**

5.7 Discussion of Vacation Pay Out Policy Administrator Sanders requested the Boards approval to move the Vacation Pay Out Policy forward with the change of reducing the maximum time down to one week. Trustee Mallicoat made the motion; seconded by Trustee Swanson. Roll Call Vote: Trustees Szula, Gustafson, Mallicoat, Petty, Swanson and Baxter – Yes. **Motion Passed 6-0-0**

6. OLD BUSINESS

None

7. PUBLIC COMMENT

8. EXECUTIVE SESSION (If necessary)

None

9. ADJOURNMENT

Scott Sanders entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 7:38PM; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard. **Motion approved 6-0-0**

Prepared by: Lori Taylor, Village Clerk

APPROVED: _____