

**10631 MAIN STREET  
ROSCOE, ILLINOIS 61073  
Committee of the Whole Minutes  
Tuesday, March 3, 2020**

**1. CALL TO ORDER**

The Committee of the Whole meeting was called to order by Administrator Sanders on Tuesday, March 3, 2020 at 6:49 PM

**2. ROLL CALL**

Present: Trustees Dunn, Keene, Gustafson, Plock and Petty  
Absent: Trustee Mallicoat

**3. APPROVAL OF MINUTES**

**3.1 Approval of February 18, 2019 COTW Minutes.** Administrator Sanders entertained a motion to approve the February 18, 2019 Minutes. Trustee Keene made the motion; seconded by Trustee Petty. Voice Call Vote: All Ayes present, No Nays heard. **Motion Passed 5-0-1**

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

None

**5. NEW BUSINESS**

**5.1 Discussion and Recommendation** to the Board for approval of a resolution appointing Mark Szula as the PSAP Board of Representative for The Village of Roscoe. Trustee Gustafson made a **motion** to appoint Trustee Dunn as the PSAP Board Representative; Seconded but Trustee Petty. Trustee Dunn stated that he would take on the role. He expressed his concern the President Szula has multiple duties to attend to and might not have time for this position. Trustee Dunn feels that there has been lack of updates via the Presidents Report on issues and developments within the Village. President Szula stated that it is not ethical for him to speak on the behalf of another party. Sanders advised the Trustees that he will begin to send out more memos in an effort to keep Trustees more infirmed of ongoing activity. Administrator Sanders entertained a **motion**. Trustee Gustafson made a **motion to recommend approval to the Board** for the appointment of Trustee Dunn as the PSAP Board Representative; Seconded but Trustee Petty Roll Call Vote: Trustees Gustafson, Petty and Dunn – YES Trustees Plock and Keene - NO **Motion Passed: 3-2-1**

**5.2 Discussion and Recommendation** to the Board for approval of electrical supply bids and contracts for Village of Roscoe street lights accounts as solicited by Rock River Energy Services. Administrator Sanders stated that are in a 3-year contract with Constellation Energy for 54 street lights that is set to expire in September 2020 currently the Village of Roscoe pays \$8,500 a year. Sanders reached out as the

contract will be expiring to see what the options are for the upcoming years. They were able to lock in a lower rate of \$5,711 a year. Administrator Sanders entertained a **motion**. Trustee Plock made the **motion to recommend approval to the Board**; seconded by Trustee Keene Roll Call Vote: Trustees Dunn, Keene, Gustafson, Plock and Petty - YES Motion **Passed: 5-0-1**

**5.3 Discussion and Recommendation to Board** for approval. To the Board approving updates to the Village of Roscoe Anti-Harassment Policy NO. 02-02 addressing 'Elected Official Complaint Process.' Administrator Sanders and Ann Hanson from Human Resources explained that it is a mandatory requirement by the state of Illinois. After discussion regarding the process for filing an harassment complaint, it was recommended that an initial complaint be registered with the acting Detective in the Roscoe Police Department who would then recommend the issue on to an appropriate independent authority for subsequent investigation, This independent entity might be the State Police, an Attorney, or the Illinois EEOC. Administrator Sanders entertained a **motion**, Trustee Plock made a **motion to approve**; seconded by Trustee Keene. Roll Call Vote: Trustees Petty, Gustafson, Dunn, Plock and Keene– YES **Motion Passed: 5-0-1**

**5.4 Discussion and Recommendation** to the Board for approval of a resolution to enter into and agreement with Fehr Graham for Civil Engineering design and Construction Engineering services associated with the 2020 Residential Streets Program for the quoted amount of **\$13,800.00** This proposal id for preparation of all documents necessary for the solicitation of public bids, as well as Construction Administration (CA). CA scope involves observation of work as it is completed by the contractor, confirmation of final quantities, and review and approval of contractor pay requests. Administrator Sanders entertained a **motion**, Trustee Petty made a **motion to approve**; seconded by Trustee Plock. Roll Call Vote: Trustees Keene, Petty, Dunn, Gustafson and Plock – YES **Motion Passed: 5-0-1**

**5.5 Discussion and Recommendation** to the Board for approval of a resolution to enter into an agreement with Fehr Graham for Topographic Survey and Civil Engineering services associated with a Main Street Reconstruction Feasibility Study the quoted amount of **\$23,700.00**. Administrator Sanders explained that as this project will utilize Motor Fuel Tax finding, it will need to be designed and constructed to Illinois Department of Transportation (IDOT) standards. The feasibility study will examine the potential impacts of compliance with these IDOT standards, and will determine final design standard, which may include issues of utility relocation, r.o.w. acquisition, and path re-alignment. A fee proposal for design services will follow under separate proposal. Administrator Sanders entertained a **motion**, Trustee Plock made a **motion to recommend approval to the Board**; seconded by Trustee Keene. Roll Call Vote: Trustees Dunn. Keene, Gustafson, Plock and Petty – YES **Motion Passed: 5-0-1**

**5.6 Discussion and Recommendation** to the Board for approval of an extension to the Park Usage Agreement with Stateline Baseball through December 31, 2022 for

continued usage of Leland Park. Administrator Sanders entertained a **motion**, Trustee Keene made a **motion to approve**; seconded by Trustee Plock. Roll Call Vote: Trustees Plock, Petty, Dunn, Keene and Gustafson– YES **Motion Passed: 5-0-1**

**5.7** Discussion and **Recommendation** to the Board for approval of an extension to the Park Usage Agreement with Stateline Fastpitch through December 31, 2022 for continues usage of Swanson Park Administrator Sanders entertained a **motion**, Trustee Keene made a **motion to approve**; seconded by Trustee Plock. Roll Call Vote: Trustees Gustafson, Plock, Petty, Dunn and Keene– YES **Motion Passed: 5-0-1**

**5.8** Discussion and **Recommendation** to the Board to declare surplus certain equipment of the Public Works department and place for sale at public auction. ‘Hot Box Wagon’ (pothole patcher) Administrator Sanders entertained a **motion**, Trustee Plock made a **motion to approve**; seconded by Trustee Keene. Roll Call Vote: Trustees Dunn, Keene, Gustafson, Plock and Petty - YES **Motion Passed: 5-0-1**

**5.9** Discussion and **Recommendation** to the Board for approval of purchase of new ‘Hot Box Wagon’ (pothole patcher) from Midwest Paving Equipment Inc, for the quoted price of **\$18,409.00** Trustee Dunn inquired as to the benefit of keeping the old patch wagon to use in tandem with this new one, Mr. Kretsinger indicated that it was no longer in sufficient condition to meet the needs of the department. Administrator Sanders entertained a **motion**, Trustee Dunn made a **motion to recommend approval to the Board**; seconded by Trustee Keene. Roll Call Vote: Trustees Petty, Gustafson, Dunn, Plock and Keene - YES **Motion Passed: 5-0-1**

**5.10** Discussion and **Recommendation** to the Board for approval of Scott Sanders travel expenses for IML Lobby Day, May 1, 2020. **NTE \$600.00** Administrator Sanders entertained a **motion**, Trustee Dunn made a **motion to approve**; seconded by Trustee Plock. Roll Call Vote: Trustees Keene, Petty, Dunn, Gustafson and Plock – YES **Motion Passed: 5-0-1**

## **6. OLD BUSINESS**

Trustee Gustafson asked if the old items on the news section of the website can be removed. Sanders stated that the residents like to be able to look back at items from the past.

Trustee Petty showed the Livia Hubert Lane sign that was dropped off but the Neighbors of the Hubert’s. Public Works will be installing these 4 signs on March 4, 2020.

## **7. PUBLIC COMMENT**

Chris Marks came forward to state that flashing stop signs at Willowbrook and McCurry would be a help. Administrator Sanders stated that the Village has been in communication with both the County and Rock Energy Alliance to install street lights at each leg of the offset intersection, and was exploring a cost share with the County.

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

None

**9. ADJOURNMENT**

Scott Sanders entertained a motion to adjourn at 8:33 P.M. Trustee Petty made the motion to approve; seconded by Trustee Keene. Voice Call Vote: All Ayes Present – No Nays heard.

**Motion approved 5-0-1**

Prepared by: Christina LaBree, Village Clerk

APPROVED: Christina LaBree