

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes

Tuesday, January 5, 2021
[Immediately following the Village Board Meeting]

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by
Administrator Sanders on Tuesday, January 5, 2021 at 7:08 pm

2. ROLL CALL

Present: Administrator Sanders, Trustee Mallicoat, Petty, Plock, Dunn, Gustafson and Keene
Absent: None

3. APPROVAL OF MINUTES

3.1 Approval of December 15, 2020 COTW minutes.

Administrator Sanders entertained a **motion** to approve the minutes.

Trustee Plock made the **motion**;

Seconded by Trustee Keene

Voice Call Vote: Trustee Gustafson, Keene, Dunn, Plock, Petty and Mallicoat -YES

Motion Passed 6-0-0

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

5. NEW BUSINESS

5.1 Discussion and Recommendation to Board for approval of a job description for the
position of a full time code enforcement officer.

Discussion:

Administrator Sanders began summarizing the recommendation reminding the board this is in regards to Officer Weston, who has retired as part time police officer. Officer Weston was previously both a part time officer as well as part time code enforcement. He will now be working as a full time code enforcement exclusively. This job description was created to define this new position. Trustee Gustafson addressed everyone regarding the job description, she feels the qualifications are a little too light for the position. She recommends that the job description have municipal experience added, instead of just having a high school diploma. Trustee Dunn asked Administrator Sanders if this was for immediate hire? Administrator Sanders stated it was for Officer Weston who is currently in the position, but moving to the position full time as a code enforcement officer. Administrator Sanders stated we are just redefining his position from part time to full time. Attorney Kurlinkas stated this is currently just for Officer Weston in regards to the job description. He stated when he retires then we could review the description again. Attorney Kurlinkas stated he was comfortable with the current job description.

Trustee Gustafson again addressed what will be used as a determining factor for people who are eligible for this position? She stated that leaving it as just a high school diploma does not help determine who is a better applicant. Administrator Sanders stated he is open to suggestions, but that he is concerned about establishing qualification requirements that may exclude viable candidates, that not all applicants will come with previous municipal experience. Mr. Sanders stated that any new hire would involve review of submitted resumes and candidate interviews to determine if someone was an appropriate fit for the position. Both he and Chief Evans looked at other municipalities when creating the description. Administrator Sanders stated that this job description presented this evening was specifically written for Officer Weston and that it will likely change later down the road. Trustee Dunn inquired where this falls within the budget, Administrator Sanders stated that the position will now be allocated exclusively to the Code Enforcement portion of the budget and will no longer be split between Code Enforcement and Public Safety.

Administrator Sanders entertained a **motion**;

Trustee Keene made the **motion**;

Seconded by Trustee Mallicoat

Voice Call Vote: Trustee Dunn, Petty, Gustafson, Mallicoat, Plock and Keene-YES

Motion Passed 6-0-0

5.2 Discussion and Recommendation to Board for approval of amendments to the IGA for the countywide Record Management System, and countywide data sharing agreement.

Discussion:

Administrator Sanders summarized the recommendation regarding the amendments to the IGA for the Record Management System (RMS). He stated that this addresses data sharing. Attorney Kurlinkas stated essentially there isn't much to the agreement, we are entering into a county wide agreement to share data. This amendment addresses how the agencies will share the data over the next 5-10 years and maintenance. The agreement states who controls what, and how many votes each municipality has over future financial decisions. Administrator Sanders stated that the current IGA is a 10 year agreement, and the first 5 years is split into two categories, the purchase of system and maintenance. The total is about \$10,000 a year for the first 5 years, the system is purchased after 5 years and yearly maintenance fees after that which is estimated at approximately \$7,500 per year.

Administrator Sanders entertained a **motion**;

Trustee Plock made the **motion**;

Seconded by Trustee Mallicoat

Voice Call Vote: Trustee Mallicoat, Plock, Keene, Gustafson, Petty and Dunn-YES

Motion Passed 6-0-0

5.3 Discussion and Recommendation to Board for approval of a Memorandum of Understanding modifying the Agreement between the Village of Roscoe and the Illinois Fraternal Order of Police Labor Council providing for 'lateral hires' to the Village of Roscoe Police Department

Discussion:

Administrator Sanders began with summarizing the recommendation of the FOP providing for lateral hires for the Roscoe Police Department. This would provide a 'side letter' to the FOP contract to allow the Village of Roscoe to hire law enforcement officers from another department. Administrator Sanders explained, the transfer of the applicant/new employees' placement on the wage scale, no higher than Step 5, the new laterally transferred employee shall not progress to the next wage step until the employee has satisfied the appropriate amount of service time accrual to do so. This in no way shall act as a waiver of the general, annual increases provided for in the current Labor Agreement at the wage step of the initial lateral placement of the employee until satisfying the appropriate service time as provided for herein. Trustee Gustafson inquired whether the language was clear on this placement, Attorney Kurlinkas and Administrator Sanders stated yes it was clear.

Administrator Sanders entertained a **motion**;

Trustee Keene made the **motion**;

Seconded by Trustee Mallicoat

Voice Call Vote: Trustee Gustafson, Petty, Dunn, Keene, Mallicoat and Plock -YES

Motion Passed 6-0-0

5.4 Discussion and Recommendation to Board for approval of entering into an agreement with Power DMS for the 'Power DMS Lite' software package for the quoted amount of \$2,480 for calendar year 2021.

Discussion:

Administrator Sanders summarized the recommendations and explained that Power DMS Software is for our accreditation process. This is used for training and tracking equipment that can track system expiration dates. Power DMS Lite is more of a management tool, it may also change some of the training components and other softwares we are using. Chief Evans confirmed it will help track training for the department, and it is a powerful tool. Trustee Gustafson mentioned that she would like to reconcile some of the numbers that are between purchase orders and descriptions. She made the suggestion that we set the amount to not exceed \$2,600 since there are different totals. Trustee Dunn thanks Chief Evans for all that she does and keeping everything current and updated. Trustee Keene if this tool has any capability to track code enforcement, Chief Evans stated it could be used for tracking when time expires on an enforcement. So yes it can be used.

Administrator Sanders entertained a **motion**;

Trustee Gustafson made the **motion to approve purchase not to exceed \$2600.00** ;

Seconded by Trustee Plock

Voice Call Vote: Trustee Dunn, Mallicoat, Plock, Keene, Gustafson and Petty -YES

Motion Passed 6-0-0

6. OLD BUSINESS

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

8. EXECUTIVE SESSION

9. ADJOURNMENT

Administrator Sanders entertained a **motion** to for adjournment at 8:03pm

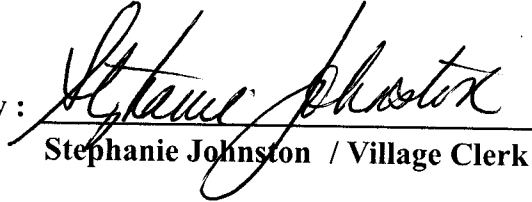
Trustee Keene made the **motion**;

Seconded by Trustee Plock

Voice Call Vote: Trustee, Gustfason, Petty, Dunn, Plock, Keene and Mallicoat -YES

Motion Passed 6-0-0

Prepared and Approved by :


Stephanie Johnston / Village Clerk

Date: 1-14-2020