

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Meeting Minutes
Tuesday, February 2, 2021
[Immediately following the Village Board Meeting]

NOTE: PURSUANT TO SECTION §7(e)(2) OF THE ILLINOIS OPEN MEETINGS ACT THE VILLAGE BOARD AND MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THIS MEETING REMOTELY VIA VIDEO AND TELECONFERENCE.

REMOTE ATTENDANCE INFORMATION WILL BE MADE AVAILABLE AT:
VILLAGEOFROSCOE.COM

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Administrator Sanders on Tuesday, February 2, 2021 at 6:55 pm

2. ROLL CALL

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

3. APPROVAL OF MINUTES

Approval of January 19, 2021 COTW Minutes. Administrator Sanders entertained a **motion** to approve the minutes.

Trustee Plock made the **motion**;

Seconded by Trustee Keene

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

Motion Passed 6-0-0

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

5. NEW BUSINESS

5.1 Discussion and Recommendation to the Board for approval of a Resolution authorizing entering into an Agreement with Clarke Environmental Mosquito Management Inc. for the 2021 Environmental Mosquito Management (EMM) Program for the quoted price of \$23,308.00

Administrator Sanders summarized the agreement with Clarke Environmental
Administrator Sanders entertained a **motion**
Trustee Mallicoat made the **motion**;
Seconded by Trustee Plock

Discussion:

Trustee Dunn asked how the price compares to last year, and Administrator Sanders confirmed that it had gone up approximately \$1200 more. It's an annual increase due to labor and product cost. Same treatment plans as well as number of treatments as last year.

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

Gustafson - NO

Motion Passed 5-1-0

5.2 Discussion and **Recommendation to the Board** for approval of a Resolution authorizing entering into an agreement with Fehr Graham Engineering and Environmental for 2021 Municipal Engineering Services, to be offered jointly with the City of South Beloit, for the quoted price to the Village of Roscoe of \$73,800.00

Administrator Sanders summarized the agreement for Fehr Graham acknowledging both Roscoe and South Beloit municipalities are sharing engineering. Fehr Graham submitted a written proposal outlining the scope of work to provide helping reduce cost. Fehr Graham will provide a full-time (40 hours/week) staff member who will report directly to the Village and City facilities on a daily basis to maintain and address the municipal engineering responsibilities. This person will be the primary point of contact with regards to the Villages and Cities engineering matters and the designated full-time employee will split time between the two municipalities in a manner commensurate with the cost-share of the overall agreement, currently set at a 60% share for the Village of Roscoe (3 days per week) and 40% for the City of South Beloit (2 days per week).address the day-to-day programs.

Administrator Sanders entertained a **motion** to move to the board

Trustee Plock made the **motion**;

Seconded by Trustee Petty

Discussion:

Trustee Gustafson asked how it would be tracked on how much between the Municipalities? Administrator Sanders stated it would be tracked through a timesheet, he suggested a mid year evaluation to see how many hours are being spent for both. Trustee Gustafson stated in summary, it would be revisited in 6 months to see how the time is being spent.

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

Motion Passed 6-0-0

5.3 Discussion and **Recommendation to the Board** for approval of a Resolution authorizing entering into an Agreement with Fehr Graham Engineering and Environmental for engineering and construction administration services related to the Village of Roscoe 2021 Residential Streets repair and maintenance program.

Administrator Sanders outlined the scope of work and summarized the proposal. Trustee Keene inquired about the residential road projects, what else is in the scope for the rest of the year? Administrator Sanders stated the only one is the large class "D" road patching project. Administrator Sanders offered to go back to look at the 5 year road plan to see what the next set of streets would be next after Remington and obtain some cost assessments for those. President Szula mentioned to the board to keep in mind in reference to the class "D" patching that this upcoming polar vortex will impact some of the Roscoe Streets that are thin and the intersections take a hit, and that the village will probably need a little extra money to

fix those issues that will arise in the spring. Trustee Gustafson motioned that we send for approval a more comprehensive Remington Creek rebuild and leave what class D patching, suggesting that when spring blooms all of the problems, the Village would be ready to put money towards those repairs.

Administrator Sanders entertained a **motion** to move to the board

Trustee Gustafson made the motion to advance to board scope of service as \$16,200 for full repair of Remington;

Seconded by Trustee Keene

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

Motion Passed 6-0-0

Administrator Sanders entertained a motion to go to Executive Session:

Trustee Dunn made a motion

Second by Plock

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

Motion Passed 6-0-0

Administrator Sanders entertained a motion to return to Open Session

Trustee Dunn

Second Keene

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

Motion Passed 6-0-0

5.4 Discussion and **Recommendation to the Board** for approval of a Resolution authorizing entering into an Agreement with Stateline Technologies IT for information technology consulting and support services for the quoted price of \$1,520 per month (\$18,240.00 annual)

Administrator Sanders summarized the Agreement and pointed out that a goal this year is to make a comprehensive list of who the Village of Roscoe has agreements with, along with the terms, the length. This agreement is for IT Support costs and fee which is \$1520 per month. Agreement with this contract includes no travel time charges, emergency hours charges or holiday charges, remote and onsite services.

Administrator Sanders entertained a **motion** .

Trustee Petty made the **motion**;

Seconded Plock by Trustee

Discussion:

Trustee Gustafson, inquired what covers the \$1520 a month, if you call for support is included? Administrator Sanders' answer is correct. Trustee Gustafson inquired how this will be divided up between budgets. Administrator Sanders stated it would be divided up with equal portions with Village Hall, Police Department and some to Public Works. He stated the majority would be Village Hall and Police Department. Administrator Sanders we need to think about the idea of the 3 year contract/agreement. Trustee Gustafson said she agrees with 3 years, as it helps with stability and aids in planning. Trustee Petty agreed.

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

Motion Passed 6-0-0

5.5 Discussion and **Recommendation to the Board** for approval of a Resolution authorizing entering into an Agreement with Stateline Technologies IT for cloud based backup disaster and recovery service for the quoted price of \$900.00 per month and a one time setup fee of \$750.00 for a total 2021 cost of \$11,550.00

Administrator Sanders summarized the agreement, and explained about the annual agreement with Stateline with a one time setup fee of \$750.00 then \$900 per month. It was originally budgeted for \$900 per month and \$2200 for the VSB equipment. Trustee Gustafson inquired what the life span is of the equipment and Administrator Sanders stated it was 5-7 years. He stated that it would be housed in the IT room of the Police Department. Trustee Gustafson also made a suggestion to replace the chromebooks for next budget cycle.

Administrator Sanders entertained a **motion** .

Trustee Petty made the **motion**;

Seconded by Trustee Dunn

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

Motion Passed 6-0-0

5.6 Discussion and **Recommendation to the Board** for issuing bid documents for the public solicitation of competitive bids for 2021 tree trimming and removal services budgeted at \$15,000.00

Administrator Sanders summarized the resolution, and explained the last two times it has been put out to bid only 1 person has responded. Administrator Sanders stated they will be publishing this and making it more visible for more bids. Trustee Mallicoat stated that he had spoken to a few companies and they were under the impression they could not bid. He requested that everyone be included and ensured we sent to the companies in the past.

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

Trustee Petty made the **motion**;

Seconded Mallicoat by Trustee

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

Motion Passed 6-0-0

6. OLD BUSINESS

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

8. EXECUTIVE SESSION

9. ADJOURNMENT

Administrator Scott Sanders entertained a **motion** to adjourn

Trustee Petty made a **motion to adjourn**;

Seconded by Trustee Plock

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

Motion Passed: 6-0-0

Prepared by: Stephanie Johnston
Deputy Clerk

Approved by:  Date: 2/16/2021