

**VILLAGE OF ROSCOE
10631 Main Street
Roscoe, Illinois 61073**

**Committee of the Whole Meeting Minutes
Tuesday, February 15, 2022
[Immediately following the Village Board Meeting]**

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

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

MINUTES

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF MINUTES

3.1. Approval of February 1, 2022, COTW minutes.

Administrator Sanders entertained a motion,

Trustee Keene made a motion to approve;

Seconded by Trustee Plock

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

Motioned Passed: 6-0-0

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

5. NEW BUSINESS

5.1. Informational presentation by TextMyGov

Administrator Sanders called on Spencer and Preston to provide presentation of the TEXTMYGOV program for the Village of Roscoe. TextMYGov works exclusively with local government to engage and increase communication with residents.

5.2. Discussion and recommendation to the Board for approval of revisions to Special Event Permit ordinance and application forms.

Administrator Sanders summarized the purpose of the discussion, and briefly went through the revision's memo. Administrator Sanders started with discussing when a special event permit is required: Currently a SEP is required only when an event will be held on Village owned property, will involve the closure of a public street (except for block parties), or will create an 'interference' with traffic on Village Streets or sidewalks. Revision: We will keep the proposed 'trigger events' but will expand to include any event or gathering on private property that involves the use of designated parking areas for any use other than parking, for an event that results in a gathering of people more than what

Administrator Sanders summarized the recommendation.

Administrator Sanders entertained a motion,
Trustee Dunn made a motion to approve;
Seconded by Trustee Plock
Roll Call Vote: Trustee Keene, Plock, Mallicoat, Dunn, Gustafson, Petty- YES
Motioned Passed: 6-0-0

5.5. Discussion and recommendation to the Board for approval of a resolution to enter into an agreement with Miller Engineering of annual preventative maintenance for Village HVAC systems for the quoted price of \$2,160.00

Administrator Sanders summarized the recommendation providing overview of the proposal for preventative maintenance with Miller Engineering. Administrator Sanders stated we could go 1 year or 3 years. Trustee Gustafson wanted to know if there were any other quotes or consideration besides Miller Engineering. Trustee Gustafson requested proposals from other companies as well as a list of all the equipment that would be included in the maintenance. Administrator Sanders stated we would hold off until next meeting, to receive the additional quotes. Troy stated he had received from three different companies; Miller was the lowest quotes. Trustee Gustafson inquired what type of system would be going into the new Public Works Building. Troy stated it was just a furnace no air conditioning, new addition and office (front building). Trustee Petty asked for a list of all furnaces, equipment and condition within the Village. Administrator Sanders stated to move to the next meeting.

6. OLD BUSINESS

Trustee Petty wanted to know why the board wasn't notified of the meeting and public hearing for Petty? She received a call from constituent about the meeting to be held next week.

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

8. EXECUTIVE SESSION

9. ADJOURNMENT

Administrator Sanders entertained a motion,
Trustee Plock made a motion to lay over until the agreement is ready;
Seconded by Trustee Dunn
Roll Call Vote: Trustee Dunn, Petty, Gustafson, Mallicoat, Keene and Plock- YES
Motioned Passed: 6-0-0

Approved on 3/1/2022 *Stephanie Johnston*
Village Clerk

would generally be expected during regular business operations, or for an event that involves live entertainment. Administrator Sanders discuss the “tiered system and event size” We propose to create two separate Special Event permits, a Special Event: Block Party and a Special Event: Assembly. The Block Party permits will continue to be authorized directly by the Chief of Police, will not require insurance, and will not involve Board approval. Expenses related to providing barricades for street closures will be reimbursed by the applicant, and all block parties must be concluded prior to sunset. Special Event: Assembly will be for all other events that meet the previously mentioned trigger criteria. These permits will need to be submitted at least 45 days prior to the event and will require Board approval. Another revision recommend would a ‘Code Compliance Inspection’ will be required prior to the start of the event. The Inspection will be completed jointly by a Winnebago County Building Inspector and a representative of the Harlem Roscoe Fire Protection District. This is something already currently being offered in other communities in Winnebago County and will cost the applicant \$60.00. The Village can elect to also participate in these inspections. A signed Code Compliance form will need to be submitted 24 hours prior to event start time. For smaller assemblies, the Inspection requirement can be waived at the sole discretion of the Chief of Police. Administrator Sanders discussed adding in a permit for garage sales requiring any organized neighborhood garage sales to obtain a Special Event Permit. A neighborhood or community garage sale will be anything that is advertised as a being a group sale, or any collection of garage sales conducted simultaneously that amount to either 50 homes or 10% of any individual neighborhood. Administrator Sanders stated currently the Village does not charge a fee, however he proposes to charge a fee of \$100.00 for Assembly permits, which will be in addition to the \$60.00 ‘Code Compliance Inspection Fee’. Trustee Gustafson wanted to know if a citizen textsmygov, who answers that? Administrator Sanders it would start with the application form with a reply of filling out application. Trustee Gustafson wanted to know if we were going to stick with the 45-day application deadline? Administrator Sanders stated he would expect it to stay to the 45 days, as the new program would be rolling out there may be some special instances. Discussion around the garage sales and permits - this will be further discussed on next meeting.

5.3. Discussion and recommendation to the Board to approve a MOU between the Office of the Attorney General and the Village of Roscoe regarding participation in the ‘Illinois Internet Child Exploitation Task Force’

Administrator Sanders called on Chief Evans to summarize the agreement. Chief Evans stated this is the 2nd time the Village has participated. The purpose of the Illinois Internet Child Exploitation Task Force is to investigate, prosecute and deter the distribution of child pornography and the targeting of children for illegal activities via the computer. Trustee Gustafson inquired if there was someone in mind for this program, Chief Evans stated Brian Kelly.

Administrator Sanders entertained a motion,

Trustee Plock made a motion to approve;

Seconded by Trustee Mallicoat

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

Motioned Passed: 6-0-0

5.4. Discussion and recommendation to the Board to approve amendments to the Intergovernmental Agreement with the Winnebago-Boone Counties Integrity Task Force.