

VILLAGE OF ROSCOE
10631 Main Street
Roscoe, Illinois 61073

Committee of the Whole Meeting Agenda
Tuesday, July 05, 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 Gustafson, Keene, Mallicoat, Petty, Plock, and Dunn

3. APPROVAL OF MINUTES

3.1. Approval of June 21, 2022, COTW minutes

Administrator Sanders entertained a motion,

Trustee Mallicoat made a motion to approve;

Seconded by Trustee Dunn

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

Motioned Passed: 6-0-0

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

None

5. NEW BUSINESS

5.1. Discussion and **Recommendation to the Board** for approval, purchase of an AXON Air DJI Mavic Enterprise Advanced Drone, Training, Licensing, and Associated Equipment, for use by the Village Police Department, for the quoted price of **\$19,489.00** (FY 2022: \$3,897.80)

Administrator Sanders summarized the recommendation to the board, and asked Sargent Turman to give the board a review of the request. Sargent Turman stated that Axon provided quote, and he decided to go with Axon as this is the same company that the Village Police Department is using for the body cameras. Sargent Turman went over the costs and the benefits of the drone program, he provided information regarding the licensing as well as benefits for having the drone. Sargent Turman reviewed the training and the licensing needed to fly the drone as the user would need a pilot's license. The package includes Licensing, Drone License, Drone Kit, Training. The license would give access to the software system, can create flight plans create missions etc. The

licensing is expensive as you need to log flight times, altitude etc. The Drone License gives the drone to be registered, house evidence and livestream. The software is web-base, documents all activity of drone.

Trustee Gustafson stated the agenda has one figure and the slides have other, the insurance cost is not added on agenda, and it needs to be reconciled. Administrator Sanders stated the agreement with AXON is \$19,489. The insurance would be separate, the insurance could/would increase yearly. Trustee Petty inquired what the beacon was, and it was explained it is the blinking light which is required on aircraft. Administrator Sanders stated \$6500 of the total cost is the drone itself. Trustee Dunn stated that he supports this but wants to see two pilots certified, and President Szula agreed. Trustee Mallicoat inquired what the difference is between what the fire department has, and Sargent Turman stated it is the evidence piece and software. This ties into the body camera footage and the department already have an established relationship. Administrator Sanders stated it is the industry standard, and Axon is what everyone is using due to the platform. Trustee Gustafson inquired when this would be up and running, Sargent Turman stated it would be determined by the 107 exams, which need to be passed prior. He stated he has been told its not an easy exam, it could be end of August, September, but it all depends on the passing of exam.

Administrator Sanders entertained a motion,

Trustee Keene made a motion to approve;

Seconded by Trustee Mallicoat

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

Motioned Passed: 6-0-0

5.2. Discussion and **Recommendation to the Board** for approval, entering into an intergovernmental agreement to form the Major Crash Assistance Team of Winnebago and Boone Counties

Administrator Sanders summarized the recommendation stating this was laid over from a previous meeting.

Administrator Sanders entertained a motion,

Trustee Keene made a motion to approve;

Seconded by Trustee Mallicoat

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

Motioned Passed: 6-0-0

5.3. Discussion and **Recommendation to the Board** for approval of a Resolution to enter into an agreement with the Rockford Area Convention and Visitor's Bureau for installation of a mural as part of the 2022 CRE8IV Transformational Art program for an amount NTE \$30,000.00

Administrator Sanders summarized the recommendation, stating it was appropriated for \$20,000 by the board and he is securing private partnerships. Trustee Petty thanked him for going out to find partnerships, and inquired what type of acknowledgement is given to those? Administrator Sanders stated those donors will be acknowledged by a sign with standard graphics with those donors on it. Administrator Sanders stated he is waiting to hear from the private donors on how they want the donation listed, company or individual names. Administrator Sanders hopes to bring it to board on July 19th, with the project to start beginning of August. Trustee Gustafson would like to see the formal agreement between the owners and that they agree of the design. Attorney

Kurlinkas stated the Village agreement is with art council, and the agreement with Masons would need to be between RACB and the owner (Masons).

Administrator Sanders entertained a motion,

Trustee Petty made a motion to approve;

Seconded by Trustee Plock

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

Motioned Passed: 6-0-0

5.4. Discussion and **Recommendation to the Board** for approval of an Ordinance prohibiting parking of vehicles along either side of the ‘South 251 Frontage Road’ (N Second Street) from Swanson Road to McDonald Road, Main Street from Elevator Road to McCurry Road, and the ‘North Frontage Road’ (N Second Street) from McCurry to its’ northern cul-de-sac terminus

Administrator Sanders summarized the recommendation and location of the no parking. Administrator Sanders stated that he would provide the number of signs to Troy with costs.

Administrator Sanders entertained a motion,

Trustee Mallicoat made a motion to approve;

Seconded by Trustee Petty

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

Motioned Passed: 6-0-0

6. OLD BUSINESS

Administrator Sanders stated there have been discussions internally around the covid emergency staffing plan and feels it is time to retire the emergency staffing plan. He added, positive cases would be treated as any other illness and would use sick time. Administrator Sanders stated they are working on a policy to allow people to work from home. Administrator Sanders stated that Roscoe Village is one of the last municipalities to still have a covid emergency plan. Trustee Gustafson inquired how that works with virtually meeting attendees, how do they fit in? Attorney Kurlinkas stated the Governor reissued the emergency order, and the Village is still covered. Regarding the Village Board members, under current ordinance those that are attending virtually/remote currently would still be able to attend under the current ordinance as it pertains to work or health.

Trustee Gustafson brought up the vehicle policy her understanding is there is only one vehicle policy. Which states those who have a take home vehicle must return to the Village if they are going to be on extended vacation. Trustee Gustafson stated she believes there was a staff member who did not do that. Since currently there is only one vehicle policy, Trustee Gustafson would like to recommend that there is at least an acknowledgment from this individual that were was a slip up in observing the policy, with a suggestion that it would be adhere to. Trustee Gustafson stated or have a uniform policy where we treat everyone the same. Trustee Gustafson then asked the board to consider if the policy fits the usage of this person, if it does not then perhaps there should be consideration to change. Administrator Sanders stated he did not want to weigh in on the first question/statement as that is up to the board, but he asked what

does Trustee Gustafson mean by second question? Trustee Gustafson questioned the use of the vehicle, is it an inconvenience to drop it off for extended vacation, should it be treated as a personal vehicle. Or should the Village go with the recommendation that there is acknowledgement of policy and adherence to policy. Administrator Sanders stated he uses the vehicle throughout the day to attend meetings and does not want to mislead anyone that it is always here during the day for Village use. President Szula stated the vehicle is always here for usage, Administrator Sanders again stated he did not want to mislead anyone, it is used throughout the day for work. Trustee Gustafson stated asked if other members of the board are comfortable with this issue. President Szula stated that that the individual has worked hundreds of hours above /beyond expectation and was excited about going on vacation, the employee has not had a vacation in over 2 years, stating he made a mistake. Trustee Keene stated this is not a systemic issue and circumstances created a scenario where the person could not fulfil the obligation due to multiple things given during that day and questioned why the board would change the policy over a systemic issue. Trustee Gustafson stated no, she is not looking to change the policy she is looking to have the policy adhered to, and the policy states that it is to be returned and non-village employees are allowed to drive the vehicle. President Szula stated that he advised the employee that communication is the key, and if there is an issue to get ahold of the village. He stated this is ridiculous and borderline harassment, and it was dealt with and end of discussion.

Trustee Gustafson asked what the status is with the code-enforcement position, Administrator Sanders stated he has a candidate for the position and currently drafting the job description. The candidate is currently employed in same capacity and not available until early August. Administrator Sanders stated he would be asking for executive session to discuss the salary and compensation.

Trustee Plock inquired if there was an update about the street lighting for Chicory Ridge Park, and regarding the special events and establishing a fee. Administrator Sanders stated that Village is working with Comed regarding the two lights at the ends of the streets for entrance at Chicory Ridge as well as the farther NW Corner. It is a request that can be accommodated and there will be some upfront costs. Comed is looking into how far the poles are away from the transformers. He also stated county is willing to advance project/cost share regarding the lights at Meadows weat, which are currently just hanging on wires. They are looking at upgrading those, and the Village is waiting on Comed.

Administrator Sanders stated regarding public events- good to go with Mud Volleyball, they are not doing class T liquor license application and the final coordination will be the fencing and barricades for public safety. Trustee Plock stated he was referencing the special events for garage sales, and Administrator Sanders he has not acted on that. There is discussion if there should be a flat fee or no fee for police reimbursement for the Chicory Ridge garage sales. For the fall festival, initial meeting with Lions Club, and this is being worked on. They are working on the issues with the drop offs for kids and road closures.

Trustee Gustafson would like to add to agenda to discuss Halloween, as there was much discussion last year regarding the day and hours. She stated the Village could put on the website and poll if they prefer the traditional day or the Saturday before. She stated let the people decide what they want, as there was a

lot of push back last year. She stated let us have a discussion. Trustee Gustafson also thanked Brandon and Troy for the patch/crack sealing that was recently done in her sub-division.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

7. EXECUTIVE SESSION

8. ADJOURNMENT

Administrator Sanders entertained a motion,

Trustee Gustafson made a motion to approve;

Seconded by Trustee Dunn

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

Motioned Passed: 6-0-0