

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

**Committee of the Whole Meeting Minutes  
Tuesday, May 16, 2023  
[Immediately following the Village Board Meeting]**

**MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THIS MEETING IN PERSON OR REMOTELY VIA VIDEO OR TELECONFERENCE.**

**REMOTE ATTENDANCE INFORMATION IS AVAILABLE AT:  
VILLAGEOFROSCOE.COM**

**MINUTES**

**1. CALL TO ORDER**

**2. ROLL CALL**

**Present: Trustee Babcock, Mallicoat, Petty, Plock, Sima and Wright**

**3. APPROVAL OF MINUTES**

**3.1. Approval of Minutes from the May 02, 2023 COTW Meeting**

Administrator Sanders entertained a motion,

Trustee Petty made a motion to approve.

Second by Trustee Wright,

Discussion:

Roll Call Vote: Trustee Sima, Mallicoat, Plock, Wright, Babcock and Petty - YES.

Motion 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 award of the 2023 Class "D" pavement patching contract to Stenstrom Excavating, for the appropriated amount of \$50,000.00.**

[presented by: Brandon Boggs - Village Engineer]

Administrator Sanders summarized the recommendation, Department of Public Works is seeking approval and award of the 2023 Class D Patching Program to Stenstrom Excavation, following the review of the submitted bids which were opened on Thursday, May 11th at 10am at Village Hall. The budget for this project shall be appropriately managed by the Public Works Department to ensure that the \$50,000 is not exceeded without prior approval from the Board.

Administrator Sanders entertained a motion,  
Trustee Plock made a motion to approve.

Second by Trustee Wright,

Discussion: Village Engineer Brandon Boggs, gave an overview of what the Class D patching is, and how the bid process went. Currently there were only two bidders, and Stenstrom was the lowest bidder.

Roll Call Vote: Trustee Wright, Babcock, Sima, Petty, Mallicoat and Plock - YES.

Motion Passed: 6-0-0

## 6. OLD BUSINESS

### 6.1. Village Administrator Report (update on current projects)

6.1.1. Subdivision Entrance Signs – the signs are being refreshed and some have been removed and spruced up and painted as well as landscaping on the islands. Currently working on the designs for Chicory Ridge (2) Shepherd Hills (3) and Sage Hills (2) waiting for the quote and hoping to have by June 20<sup>th</sup> meeting. Trustee Babcock inquired how many signs in Roscoe? Trustee Wright stated there are a few signs that are old and not appealing. Administrator Sanders stated that there are several signs that are from 2016 and asked if the Village should reinvent/rebranding of the Roscoe Signs? President Gustafson stated there are 50 varieties of signs in Roscoe, but all the Danica Patrick signs have disappeared. Troy stated there is a list of all the signs.

6.1.2. Chicory Ridge Park Lighting  
No Update, Administrator Sanders has called and left message with ComEd.

6.1.3. Porter Park Projects  
Need solicitation quotes for the cabin, and need a new request from the two previous. There are repairs needed at the cabin, and there is a master list of improvements. Administrator Sanders gave overview of the improvements needed. President Gustafson, would like a quote for new lighting both interior and exterior. Troy stated he sent out requests for two quotes and expecting them by the end of week. Administrator Sanders stated that there is already movement on the acquired land with adding more disc golf.

Trustee Plock inquired if there was any consideration on expanding parking lot on the acquired land at Porter Park? Administrator Sanders stated there is nothing concrete yet, but will need to be appropriated. Trustee Babcock asked if there was any way to solicit private contributions to improve the Village as a whole? Get the community involved, is there a way to combine and help develop? Trustee Babcock stated that the Village should get the community involved, get some fund raising for some of the projects that the Village can't fund. Can we combine fundraising and the appropriated funds? Administrator Sanders stated that the Chamber itself has no money, but there are the members. Trustee Babcock stated we need to get the community involved, businesses involved and make it exciting. Trustee Babcock stated Roscoe ranks 84 out of 320 places to live in Illinois. Trustee Petty inquired if the Village is members of elv815 or Chamber and Administrator Sanders stated municipalities are not members.

## 7. PRESENTATIONS:

### 7.1. Presentation of Village of Roscoe Procurement Policies and Procedures [presented by: Scott Sanders - Village Administrator]

Administrator Sanders wanted to give overview of procurement policies and procedures. An overview was provided, stating according to Village of Roscoe Policies.

- Village Administrator and President shall have the authority to authorize up to, not exceeding \$5,000 per invoice without Village Board Approval, provided the expenditure had been previously appropriated and budgeted.
- The Chief of Police and the Public Works Supervisor shall have the authority to authorize up to, not exceeding \$2,500 per invoice without Village Board Approval, provided the expenditure had been previously appropriated and budgeted. Since there is now a purchase order policy, it will be either President Gustafson or Administrator Sanders will be authorizing.
- From \$5000 to \$20,000 it is required to solicit quotes. Some times it is a specialized trade and there are not many to get quotes from.
- When it is \$20,000 or above it will be publicly advertised for bidding in newspapers and trade publications. For this there is a public bid opening and the board will award the bid document.
- There are a few unique variations which are State Regulation called a QBS Qualification Based Selection; for planning, architecture, engineering, surveying, not allowed to issue based on a fee proposal. It is awarded by the most qualified to do the work. There are two different things RFP Request for Proposal or RFQ Request for Qualifications. The submittals are ranked and then a fee negotiation is done with the #1. If you are so apart on fee, you have to go over process again with new scope.

### 7.2. Discussion of Ordinance governing creation, purpose, membership, and rules of procedure of the **Committee of the Whole**.

Administrator Sanders gave an overview of the Committee of the Whole. Trustee Plock stated he would like to vote and have the Village Administrator chair the Committee of the Whole. Trustee Petty asked if a new ordinance is needed, and President Gustafson stated no, it is to be voted in every two years. Trustee Plock said it hasn't been voted on the last two years, and that the language should be updated. President Gustafson stated that it just wasn't done, Trustee Petty asked if this should be voted on tonight. Attorney Kurlinkas stated you can do it tonight, someone just needs to make a motion.

- Trustee Petty made a motion to vote on this tonight, making the Village Administrator the chair of COTW the next two years.  
This was second by Trustee Wright.  
Roll Call was: Trustee Babcock, Sima, Plock, Mallicoat, Petty and Wright.  
Passed 6-0-0 Official Chair is Village Administrator Scott Sanders.

President Gustafson asked the board if they would be comfortable to make suggestions for COTW on a Monday to give staff time to put together packets or do research for the agendas to go out on Wednesday. Trustee Plock stated maybe it should be two weeks to give time to look into it instead of 48 hours. Administrator Sanders stated sometimes you

can bring something to Committee to just have a discussion, which may be discussed a few times. The goal is to bring the draft agendas to Trustees on Wednesday to have final drafts go out on Friday.

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

None

**9. EXECUTIVE SESSION**

None

**10. ADJOURNMENT**

Administrator Sanders entertained a motion,  
Trustee Plock made a motion to approve.  
Second by Trustee Petty,  
Roll Call Aye: Trustee Wright, Petty, Mallicoat, Plock, Sima and Babcock - YES.  
Motion Passed: 6-0-0