

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

**Committee of the Whole Meeting Minutes  
Tuesday, July 18, 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: President Gustafson

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

Absent: Trustee Plock

**3. APPROVAL OF MINUTES**

**3.1. Approval of Minutes from the July 05, 2023 COTW Meeting**

Administrator Sanders entertained a motion,  
Trustee Sima made a motion to approve minutes.  
Second by Trustee Petty,  
Discussion: None  
Roll Call Vote: All in Favor Say AYE - YES.  
Absent: Trustee Plock  
Motion Passed: 5-0-0

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

Michael McGinnis – Editor in Chief Roscoe New, did a survey on the Halloween Trick-or-Treat and read off many of the Facebook comments with majority stating Halloween Trick-or-Treating should be on Halloween, one stated they like Saturday.

**5. NEW BUSINESS**

**5.1. Discussion and Recommendation of a request for a Special Event Permit for the Lions Club Fall Festival (Leland Park - September 8, 9, 10)**

Administrator Sanders summarize the request for the Special Event Permit for Fall Festival, stating the festival will be held in Leland Park September 8, 9 and 10<sup>th</sup>.

Administrator Sanders entertained a motion,  
Trustee Wright made a motion to approve to send to board,  
Second by Trustee Babcock,  
Discussion: None  
Roll Call Vote: Trustee Wright, Mallicoat, Babcock, Petty and Sima - YES.

Absent: Trustee Plock  
Motion Passed: 5-0-0

**5.2. Discussion and Recommendation of entering into an agreement for website redesign.**

Administrator Sanders summarized the recommendation, stating that there were 5 or 6 proposals received and reviewed. The top 2 were CivicPlus and Revise, city of Rockford uses CivicPlus and these two have the general structure and templates. They are also used by several municipalities locally. President Gustafson asked which company can roll the website out faster, and it was stated CivicPlus. Trustee Babcock stated his daughter uses the CivicPlus platform and it is user friendly.

Administrator Sanders entertained a motion,  
Trustee Petty made a motion to approve CivicPlus to send to board,  
Second by Trustee Wright,  
Discussion: None  
Roll Call Vote: Trustee Babcock, Wright, Sima, Petty and Mallicoat - YES.  
Absent: Trustee Plock  
Motion Passed: 5-0-0

**5.3. Discussion and Recommendation of the modification of the day and hours for Halloween Trick-or-Treating in the Village of Roscoe.**

Administrator Sanders summarized the recommendation, Trustee Mallicoat stated he has been tracking this over the last two years. Trustee Mallicoat stated that the younger families enjoyed the Saturday and the older families prefer Halloween. Trustee Mallicoat stated he feels after tracking it is recommended to go back to Halloween. Trustee Babcock and Trustee Petty thanked Trustee Mallicoat for his feedback. Trustee Sima stated he had spoke to residents and it was like 50/50 preferred Halloween. Trustee Sima stated it was more of a burden for Roscoe as no other municipalities joined the Saturday before. Trustee Mallicoat stated he enjoyed going from 5 to 20 trick-or-treaters but others had a major increase. Administrator Sanders asked the board what they thought about times. President Gustafson stated in 2022, Rockford, Loves Park and Machesney Park were 5:30pm to 7:30pm , South Beloit is from 4:00pm to 7:00pm, Rockton is from 5:00pm to 7:00pm. Administrator Sanders stated that Trustee Plock called the bus company and inquired when the last bus was coming through Chicory Ridge and it was stated 5pm. Administrator Sanders stated that many people are racing home to give out candy. Trustee Petty stated she spoke to a family in Porter Park, and they preferred the Saturday before. It was mentioned to close parking on the main streets of Chicory Ridge on both sides during the trick-or-treating hours for safety reasons.

Administrator Sanders entertained a motion,  
Trustee Petty made a motion to move trick-or-treating to Halloween October 31<sup>st</sup> and hours 5:30pm – 7:30pm,  
Second by Trustee Wright,  
Discussion:  
Roll Call Vote: Trustee Mallicoat, Babcock, Wright, Sima and Petty - YES.  
Absent: Trustee Plock  
Motion Passed: 5-0-0

#### **5.4. Discussion of Village Sponsored Special Events & Festivals**

President Gustafson wanted a brief summary of what the Village of Roscoe defines as a sponsored festival. The Fall Festival and Hometown Holiday are identified in ordinance / resolution as special events. The Lions Club does reimburse the Village for time and resources for this festival event and the Village does assist with planning of the parade. President Gustafson asked the board if they want to continue involvement with Winter Hometown Holiday. Administrator Sanders stated that in 2021 the expenditures were \$813.00. Last year was total of \$4095 and there was a donation of \$1250 from Ele815 bringing the Village under budget at \$2845. Administrator Sanders stated there was a little more spent as the signs would be re-used during the events in the future. Trustee Petty stated this is a lack luster event and would prefer to have a Winter Festival instead of doing this around Christmas. Trustee Sima asked what she was considering? Trustee Petty stated something different in January or February. Rockton has a parade at Christmas, as well as Yeti Fest in January. Roscoe does not have a parade, and Trustee Mallicoat stated the Village had one in the past, but it never took off. Trustee Petty says she doesn't see the reason to spend \$3000, and then asked how many attended. Administrator Sanders stated that it was around 1300 attendees. Trustee Sima asked if she is proposing something along with the Christmas event? Trustee Petty stated no, something different and not participating in the Christmas event. President Gustafson stated an organization meeting is next week and will report back to the board. President Gustafson stated next Thursday is a preliminary meeting for Hometown Holiday. Trustee Wright asked who attends this, Administrator Sanders provided a list of those who will be in attendance.

#### **5.5. Discussion of CDL training program for public works department employees.**

Administrator Sanders summarized the discussion and turned over to Troy to provide an overview. Troy stated that he has had a lot of applications for the open positions, and he is asking to see if the board will reconsider hiring someone without a CDL. The past board would not allow to hire without a CDL. He has looked into several programs that would provide CDL License. Blackhawk has a program which cost \$8000 per student but RVC has a better program that will reimburse by grant program if you are a resident of Winnebago County. The program is 5 weeks 8 hours a day, they have nights available at 4 hours and turns into a 10-week course. The grant goes through December, and this is the third year offering the grant. Trustee Babcock asked how many people is he hiring, Troy stated 2 public works and 1 for parks. Trustee Babcock stated looking to hire someone without CDL, but feels would need to put an agreement in place to stay with Village or if they live they need to reimburse the Village. Trustee Wright asked what the need for CDL is, and Troy stated it is for the trucks in the winter, plowing. Troy recommends that it be changed to allow to hire without CDL. Trustee Babcock stated he would support that. Trustee Petty referred to Joe, if applicant leaves before the time frame can we recoup. Attorney Kurlinkas stated yes, the Village could collect as they have done in the past.

Administrator Sanders entertained a motion,  
Trustee Babcock made a motion to recommend to board to hire without CDL,  
Second by Trustee Petty,  
Roll Call Vote: Trustee Babcock, Petty, Mallicoat, Wright and Sima - YES.  
Absent: Trustee Plock

Motion Passed: 5-0-0

**6. OLD BUSINESS**

**6.1. Discussion of the Comprehensive Land Use Plan Timeline & Process**

Administrator Sanders stated he does not know the process yet. Administrator Sanders requested to push out until information is received as more time needed for preparation.

**7. PRESENTATIONS:**

**7.1. Informational Presentation: Code Enforcement**

[presented by: Vic Wilder – Code Enforcement Officer]

Administrator Sanders called on Code Enforcement Officer Vic Wilder to provide an overview of Code Enforcement.

CEO (Code Enforcement Officer) Wilder started by stating that a code enforcement officer is an inspector/investigator employed by a county or a city and specializes in the prevention, detection, and enforcement of violations of laws. The officer ensures that businesses and people are in compliance with public health, safety, public works, consumer protection, business activities, building standards, municipal affairs, and more. CEO Wilder provided an brief overview of some of the public health and safety ordinances:

- Maintenance of property
- Storage of motor vehicles
- Weeds
- Dangerous buildings
- Zoning, buildings accessory structures, fence
- Permits
- Process of Code Enforcement

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

None

**9. EXECUTIVE SESSION**

None

**10. ADJOURNMENT**

Administrator Sanders entertained a motion,  
Trustee Wright made a motion to approve to send to board,  
Second by Trustee Petty,

Administrator Sanders stated all in favor say AYE

Motion Passed: 5-0-0