

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

**Committee of the Whole Meeting Agenda
Tuesday, September 19, 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**

1. CALL TO ORDER

2. ROLL CALL

Present: President Gustafson

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

3. APPROVAL OF MINUTES

3.1. Approval of Minutes from the August 15, 2023 COTW Meeting

Administrator Sanders entertained a motion,

Trustee Sima made a motion to approve minutes.

Second by Trustee Plock,

Discussion: None

Roll Call Vote: Trustee Babcock, Petty, Plock, Wright, Mallicoat and Sima - 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 approval of a Map Amendment from the R1: Single-Family Residential District to the CR: Commercial Retail District for a property commonly known as 10915 Main Street (PIN: 04-33-404-101)

Administrator Sanders summarized the recommendation stating the applicant has entered into a purchase agreement for a 0.96-acre parcel at 10915 Main Street. The property is currently zoned for single family residential, and the residential structure dates back to 1929. The owner of the property has co-signed this request for a change in zoning as part of the referenced purchase agreement. While the requested action at this point is simply for the approval of a Map Amendment, we understand that the applicant will be opening an insurance agency, with possible future plans to develop an additional retail facility on the exec property to the north of the existing structure. If the map amendment is ultimately approved, the commercial/office development will go through the Design Review process, with an expectation of full ordinance compliance with respect to parking, landscaping, and signage. Administrator Sanders presented the property to the board outlining the property. Trustee Plock inquired if they presented some type of visual? Would be doing anything different for the house, will it remain to look like a house. Administrator Sanders

stated no, and tonight it is only for rezoning. Trustee Plock stated he knows this isn't design review, however he doesn't want to see houses converted to businesses. President Gustafson agreed, that having these houses converted to business is not the vision for Main Street. Administrator Sanders stated currently there are no design standards for commercial buildings. Trustee Babcock inquired if the Village can create the design standards, can we go back and make them abide by the standards. Trustee Plock stated if the house remains as is, it does not fit the vision of our downtown. He would prefer to see updated, and not look like a house. Trustee Babcock asked what can they do, Administrator Sanders stated the board could deny the rezone. Trustee Mallicoat stated that if we can convert the property and get the zoning correct it will be zoned the way the Village wants it. What the village should be thinking it's the first step, and at least getting the zoning to commercial. Trustee Mallicoat stated we are not going to get our vision in a year, it will take and this is the first step. Trustee Mallicoat stated we should take this in steps, and this is a first step. Attorney Kurlinkas inquired if it would be good for a single property PUD? It won't change the house but would establish the designs elements all together. President Gustafson stated wasn't the purchase contingent on receiving the zoning change? President Gustafson agreed with Trustee Mallicoat that what is to stop the owner from selling the property as residential if this doesn't go thru?

Administrator Sanders entertained a motion,
Trustee Plock made a motion to send to board with requirements to provide a development plan
Second by Trustee Mallicoat,
Roll Call Vote: Trustee Sima, Mallicoat, Plock, Babcock, Wright and Petty - YES
Motion Passed: 6-0-0

5.2. Discussion and recommendation to the Board for approval of a Variance to increase the maximum allowable height of a privacy fence in the front yard setback from 4'-0' to 6'-0" at 5267 Frankies Lane (PIN: 04-33-353-005)

Administrator Sanders summarized the request for variance, applicant resides at 5267 Frankies Lane, and wish to enclose the rear portion of their property within a 6'-0" privacy fence. The applicant has expressed concerns about the high visibility of the unique parcel, and hopes to effectively screen a private area from both an adjacent resident, and from frequent passers-by along the public R.O.W. The property in question is indeed unique as it is bound on three sides by public streets, Frankies to the north, Rowena to the east, and River to the south. Additionally, there is a public access multi-use path that runs along the streets both to the south and east of the parcel. The property is also in very close proximity to IL 251, and the owner feels she does not have any privacy. Administrator Sanders provided a visual to the board of the property and fence lines. Trustee Sima asked what side of the fence would it be on from the trees, and it was stated it would be on her side. Trustee Wright asked if the board can dictate the type of fence, and Administrator Sanders stated the only thing dictated is it cannot be chain link, or in front setback it will be a privacy fence.

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

5.3. Discussion and Recommendation to the Board for approval of revisions to the Village of Roscoe Handbook Vacation policy 04-02.

Administrator Sanders introduced HR director Anne Hanson to present issue to the board. Currently employees are earning 6.6 hours of vacation a month. The request is to provide the two weeks' vacation time after 90 days for new employees versus the currently policy of waiting almost 2 years. Request is to approve a change to the payout roll over policy. The options would be to request payout of 10 days or a payout of a week and roll out of 5 days. Trustee Plock inquired if this would be retroactive date, and it was stated that new employees are already still in the 90 days.

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

5.4. Discussion and Recommendation to the Board for approval of revisions to the Village of Roscoe Handbook Sick policy 04-03.

Administrator Sanders introduced HR director Anne Hanson to present issue to the board. The request is for IMRF employees, where there is a bonus if you are within 90 days of retiring, you can purchase one year of service credits. You cannot use the year to bridge your gap, currently employees can earn up to 420 hours of sick time, if you leave you can get paid out 210 hours. The request is to allow IMRF employees to accrue up to 1920 hours to purchase the one year of service credit in IMRF. This won't utilize often, employees would need to stay until 62 or 65 years of age. This is not applicable for separation. In order to take advantage, you must have it in written policy. Trustee Plock asked if the purchasing the purchase credit does it allow them to retire early, it was stated no. President Gustafson s

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

5.5. Discussion and Recommendation of entering into an agreement with Morton Salt for the purchase of salt for the 2023-2024 Ice and Snow Season.

Troy Taylor, Superintendent of Public works summarized the request stating the Village of Roscoe is part of the Winnebago County joint Co-Op agreement salt contract. Morton salt is who this salt contract is through. This Co-Op has 10 different municipalities that participate in the salt contract. This leads to a higher tonnage of salt that will be ordered and this leads to a cheaper rate than what it would be if just the Village of Roscoe ordered salt. The contract begins June 1st, 2023 thru May 31st, 2024. This year we ordered 1,800 tons of salt. This can be ordered in either treated salt for lower air temperatures or regular non treated salt. The contract states the we have to order at least 80%, 1440 tons, and not to exceed 130% ,2340 tons. The Village has ordered 1,800 tons of salt for the last couple of years and the average usage is around 1,500 tons of salt. This year's contract has 6% increase. Last year's untreated salt was \$81.35 a ton, now it is \$86.23 a ton. Treated salt last year was \$107.16 a ton, now it is \$113.59 a ton. Trustee Babcock inquired if we pay this all at once, and it was stated no, only on delivery.

Administrator Sanders entertained a motion,
Trustee Mallicoat made a motion to send to board,
Second by Trustee Plock

Roll Call Vote: Trustee Sima, Petty, Babcock, Mallicoat, Plock, Wright - YES
Motion Passed: 6-0-0

5.6- (**not on agenda**) Discussion and Recommendation of entering into an intergovernmental agreement with Kinnikinnick Community School District relating to handle with care notification.

Chief Hawley summarized the request to participate in the Handle with Care MOU. This program is designed to notify the school when a student is exposed to trauma. For the purpose of this MOU, the phrase "exposed to trauma" shall include any event where a child is a victim or witness, experiences or is involved in, or is questioned relative to, any of the following: the abuse of a family member, loved one, or pet; abuse or neglect; child custody, visitation or support or other domestic relations controversy where there is law enforcement intervention; community violence; the commission of a crime; loss of a family member or friend; an overdose; the arrest of a family member; racism or any other form of discrimination; homelessness; mental illness and/or substance abuse by a parent or caregiver; hospitalization or family illness; incarceration of a parent or family member; sudden, unexpected or frequent changes in caregiver, school, program or home life; natural disasters; or similar acts or experiences. Should a law enforcement officer be uncertain as to whether or not to give notice to the school, judgement should be exercised in favor of notification.

Chief Hawley stated that the following would happen:

- Send a notification to **Kinnikinnick Community Consolidated School District No.131** identifying children that have been present for police interactions or otherwise exposed to violence or trauma in the community following the notification protocol as outlined below.
- Notification shall be given by sending an email to the school
- Notifications will contain no specific information about the incident in order to maintain privacy of the student and their family.
- Otherwise maintain the confidentiality of students and their families.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to send to board,
Second by Trustee Wright
Roll Call Vote: Trustee Sima, Petty, Babcock, Mallicoat, Plock, Wright - YES
Motion Passed: 6-0-0

6. **OLD BUSINESS**

President Gustafson recognized Administrator Sanders hard work in the OSLAD grant application. He did not add the parking lot, but adding new disc golf holes, fitness plaza, more landscaping, more path work, restroom facility as well as new pedestrian bridge. Administrator Sanders provided the board with a presentation of the area showing more information on the disc golf additions.

President Gustafson mention there is much excitement regarding the Disc Golf at Porter Park. With more tournaments coming in people will play their first round, attend local restaurants and then play their next round.

Trustee Petty inquired about the flags for the bridge, Administrator Sanders he was going to order

those today. The Flags are for the light poles and railings above the Bridge for the seasons/holidays. Trustee Petty also mentioned about the fence for Public Works, what is going on? The building addition one is still being closed out. The other fence has been completed.

7. PRESENTATIONS

None

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

None

9. EXECUTIVE SESSION

None

10. ADJOURNMENT

Administrator Sanders entertained a motion,
Trustee Petty made a motion to send to board,
Second by Trustee Plock
Roll Call Vote: all in favor AYE - YES
Motion Passed: 6-0-0