

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

**Committee of the Whole Meeting Minutes
Tuesday, November 7, 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 Wright, Sima, Mallicoat, Plock, Petty, and Babcock
President Gustafson is hosting meeting.

Remote: Administrator Sanders

3. APPROVAL OF MINUTES

3.1. Approval of Minutes from the October 17, 2023, COTW Meeting

President Gustafson entertained a motion,
Trustee Sima made a motion to approve minutes.

Second by Trustee Wright,

Discussion: None

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

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 amendments to Chapter 32, Article IV of the Village of Roscoe Code of Ordinances related to the issuance of Fireworks Permits within the Village of Roscoe

President Gustafson provided a summary of the recommendation, referring to the information in the board packets. President Gustafson provided the background of the request stating that fireworks are illegal in the State of Illinois with exception to requesting a permit and board approval. Last year there were two requests for large firework displays and both these requests were denied by the Fire Chief, stating there was no safe place. The permitting process requires the

Fire Chief to sign off that it is safe and no liability. Trustee Sima asked, “does this mean no fireworks allowed on 4th of July?”, President Gustafson stated that passing this would mean we would not permit any fireworks, due to no safe spots in the Village of Roscoe. Trustee Plock stated he did not agree with this amendment. Trustee Sima asked why couldn’t we use Riverside Park? If you remove the option, then there is no liability but also no ability to do fireworks. Trustee Mallicoat stated the Fall Festival use to shoot off fireworks behind Leland Park. Trustee Babcock asked who is driving the amendment, if it goes to the Fire Chief for approval then why do we need to do a modification? President Gustafson stated it is just a nuisance and it would clearly define that fireworks are not allowed in the Village of Roscoe. Trustee Mallicoat stated he feels it is wrong to take away the opportunity to do fireworks, every community in the area allows the fireworks. President Gustafson addressed the board and asked who was in favor of leaving the Ordinance as is? All Trustees agreed to leave as is, per President Gustafson all in favor.

No Motion – straw poll to leave language and Ordinance as is.

5.2. Discussion and Recommendation to the Board for approval of amendments to Chapter 110, Article IV, Sec. 11-93 of the Village of Roscoe Code of Ordinances eliminating the issuance of Contractor Registration within the Village of Roscoe

President Gustafson provided a summary of the recommendation to the Board, stating there was information in their board packet regarding the contractor registration. It has been an on and off thing for the Village. The registration includes providing their proof of insurance and paying a \$25.00 fee. Attorney Kurlinkas stated the Village does not enforce anything; the Village does not provide a registration number. This is only to gather information to monitor the contractors that were doing work in the Village. Trustee Mallicoat stated it was like a consumer protection to just monitor. Administrator Sanders stated this was to verify that the contractors were legitimate businesses, and a zoning permit was not issued unless an existing registration was present with the Village of Roscoe. Trustee Plock asked how many were registered? Administrator Sanders stated it was forty-nine registered contractors on the website.

President Gustafson entertained a motion,
Trustee Petty made a motion to approve eliminate the contractor registration.
Second by Trustee Wright,
Discussion: None
Roll Call Vote: Trustee Babcock, Sima, Wright, Mallicoat, Petty and Plock
Motion Passed: 6-0-0

5.3. Discussion and Recommendation to the Board for approval of a Special Event permit for the annual Hometown Holiday Community Event on December 9, 2023, including a partial closure of Main Street

President Gustafson provided a summary of the recommendation to the Board, referring to Chief Hawley to provide information about the closure of Main Street. Chief Hawley stated it would be closed from Presley to Harrison Street. The closure would be from 3pm to 7pm for the event.

President Gustafson entertained a motion,

Trustee Petty made a motion to approve to move to board,
Second by Trustee Plock,
Discussion: None
Roll Call Vote: Trustee Petty, Mallicoat, Plock, Wright, Babcock, and Sima
Motion Passed: 6-0-0

5.4. Discussion and Recommendation to the Board establishing staffing levels for the Village of Roscoe Police Department

President Gustafson summarized the recommendation, referring to Chief Hawley to provide the board with information of what he needed. Chief Hawley stated this is coming to board due to staff levels and the growth of the Village. Currently there has been testing and there are several good candidates. Chief Hawley provided a comparison of the FBI studies as well as local municipalities. Chief Hawley stated it takes over a year to have an officer trained through the academy, as well as field training. Currently there are around five officers that will be retiring soon; therefore, he would like to request additional officers to get the experience and bring the department to staffing. Trustee Sima as if the optimal is nineteen officers? Trustee Wright asked when would they officially be on the Village payroll? Chief Hawley currently two candidates on the list and one spot for January, and the Village reserves spot at the academy every single year. Chief Hawley stated in the past the Village would have ninety people testing now its roughly 30. President Gustafson asked for 2024 budget, how many positions should be allotted? Chief Hawley stated he would like nineteen totals for the Village. Trustee Babcock stated Rockton and Harvard have staffed according to the FBI average. President Gustafson asked if it is the recommendation to staff at nineteen. Trustee Plock stated he questions nineteen as since the census our population has grown and feels maybe 19 won't be enough. President Gustafson stated it could be the stated goal that the department is looking to be a certain size by 2028 and budget for the additional officers for 2024.

President Gustafson entertained a motion,
Trustee Plock made a motion to approve to appropriate twenty positions for 2024 with ancillary costs,
Second by Trustee Sima,
Discussion: None
Roll Call Vote: Trustee Petty, Plock, Babcock, Wright, Sima and Mallicoat
Motion Passed: 6-0-0

5.5. Discussion and Recommendation to the Board regarding establishment of new employment categories and corresponding wage scales in the department of Public Works

President Gustafson summarized the recommendation and referred to Troy to explain that request. Troy stated it is broken down into three tiers, and this is also at superintendent discretion. For example, he has employee of three years in public works, but 25 years of managing people. Trustee Sima asked about the CDL training, is this still being considered, and Troy stated yes, they are working on a final clause to include a contract much like the police department. Trustee Plock wanted to confirm if this would be effective January 1, 2024? Administrator Sanders stated yes, January 1.

President Gustafson entertained a motion,
Trustee Sima made a motion to approve reclassification of public works positions,
Second by Trustee Babcock

Discussion: None

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

Motion Passed: 6-0-0

- 5.6.** Discussion and Recommendation to the Board for approval of entering into a five-year agreement with Johnson Controls for inspection of backflow prevention devices and various equipment related to fire detection and suppression at various village owned properties.

President Gustafson summarized the recommendation and requested Troy to provide more information. This is a renewal five-year contract with Johnson Controls who controls control pads, sprinklers, various equipment, and this is cost is \$5,435.00 with a 3 percent annual.

President Gustafson entertained a motion,

Trustee Plock made a motion to approve,

Second by Trustee Mallicoat,

Discussion: None

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

Motion Passed: 6-0-0

- 5.7.** Discussion and Recommendation authorizing purchase by the Village of Roscoe of certain real property commonly known as 5466 Bridge Street

President Gustafson summarized the recommendation, stating the purchase price is \$107,700 and Fehr Graham will be doing the phase one environmental.

President Gustafson entertained a motion,

Trustee Petty made a motion to approve,

Second by Trustee Wright,

Discussion: Purchase price is \$107,700

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

Motion Passed: 6-0-0

- 5.8.** Discussion and Recommendation of setting the 2023 Tax Levy

President Gustafson summarized the recommendation, allowing Attorney Kurlinkas to provide the board an overview. Attorney Kurlinkas referred to the property tax information sheet that was provided to the board, as well as the various options the board can do. Attorney Kurlinkas explained the maximum amount allowed to levy which is 5% which would then require a public hearing, which is \$91,000 difference from last year. If they stay under 5% of then the board does not have to do the public hearing and taxation hearing.

President Gustafson expressed the timelines and that at this committee it must go to the board on the 21st to meet the timelines. Trustee Sima asked what the historical numbers have been from the last ten years? Attorney Kurlinkas stated it has always been well under the 5% and generally around 1% or 2%. Administrator Sanders stated to the board that the increase of the levy does not correspond to increase of tax rate. New growth can distribute the levy amount across the taxpayers. Over the last five years, the tax rate has gone down for the Village of Roscoe.

Round table discussion/poll requested from President Gustafson:

- Babcock- he is generally opposed to raising taxes, would prefer to take minimum and he is not familiar enough to make an accurate statement. President Gustafson asked if he wanted to take the same amount of \$1,598, 694 as last year or under 5% or go for max? Which Babcock responded he doesn't have enough experience and too new and would prefer to hear from the rest of the board.
- Plock- under the 5% as we are adding new officers to the Village the Village needs to cover that amount. He doesn't feel that going for the maximum is the right move either.
- Mallicoat- Agrees with Plock under 5%
- Wright- Agrees with Plock under 5%
- Petty- Agrees with Plock under 5%
- Sima- Agrees with Plock, under 5% and can avoid the hearing.

\$1,678,629.09 amount is under the 5% requiring no public hearing, with a net additional tax revenue of \$79, 934.72.

President Gustafson entertained a motion,
 Trustee Mallicoat made a motion to approve \$1,678,629.09 amount is under the 5% requiring no public hearing, with a net additional tax revenue of \$79, 934.72,
 Second by Trustee Plock,
 Discussion: Purchase price is \$107,700

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

5.9. Presentation of a first draft of the Village of Roscoe FY 2024 annual budget
 Due to Administrator Sanders being ill, this was not presented, and he will send to board prior to meeting.

6. OLD BUSINESS

None

7. PRESENTATIONS

None

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

None

9. EXECUTIVE SESSION

None

10. ADJOURNMENT

President Gustafson entertained a motion,
 Trustee Petty
 Second by Trustee Wright,
All in favor – AYE