

VILLAGE OF ROSCOE  
10631 Main Street  
Roscoe, Illinois 61073

Village Board Meeting Minutes  
Tuesday, January 11, 2022  
6:30 PM

**NOTE: PURSUANT TO SECTION §7(e)(2) OF THE ILLINOIS OPEN MEETINGS ACT THE VILLAGE BOARD AND MEMBERS OF THE PUBLIC ARE ENCOURAGED 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. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Trustee Plock, Gustafson, Petty, Mallicoat, Dunn, Keene

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

**5. PRESIDENT'S REPORT – Mark Szula**

President Szula welcomed the new officers of the Village of Roscoe. They were individually sworn in by Chief Evans.

**5.1.** Swearing in of Nelson Lopez as Village of Roscoe Police Officer

**5.2.** Swearing in of Phil Harris as Village of Roscoe Police Officer

**5.3.** Swearing in of Travis Coburn as Village of Roscoe Police Officer

President Szula entertained a **motion to take a brief refreshment break**

Trustee Plock made a **motion to approve**

**Second** by Trustee Keene.

Discussion: None

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

Motion Passed: 6-0-0

President Szula entertained a **motion to return to session**

Trustee Petty made a **motion to approve**

**Second** by Trustee Plock.

Discussion: None

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

Motion Passed: 6-0-0

**6. TREASURER'S REPORT – Mark Olson**

**6.1.** Cash Report and Bills

The total bills to be submitted for approval are expenditures per list of **\$318,316**

Payroll expenses: **\$202,666**

Cash on hand after payment of the bills **\$6,731,171**

Motor Fuel expenditures: **\$9,924**  
Cash on hand in the Motor Fuel fund is: **\$1,215,585**

**6.2.** Approval of Bills

President Szula entertained a **motion**,  
Trustee Plock made a **motion to approve**.

**Second** by Trustee Keene

Discussion: Trustee Gustafson inquired about the insurance liability premium asking if this was for the entire year, it was confirmed by Steve that this was for the entire year.

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

Motion Passed: 6-0-0

\*\*Administrator Sanders inquired with Attorney Kurlinkas if the Trustee's are remote can they just sign have their signatures printed and approved remotely, Attorney Kurlinkas state yes.

**7. CONSENT AGENDA (NO DISCUSSION REQUIRED)**

**7.1.** Approval of **Minutes** from the December 21, 2021 Village Board Meeting

President Szula entertained a **motion**,  
Trustee Petty made a **motion to approve**.

**Second** by Trustee Plock.

Discussion: None

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

Motion Passed: 6-0-0

**8. MOTIONS AND RESOLUTIONS (FINAL ACTION)**

**8.1.** Approval of **Resolution 2022-R01**, authorizing the Village of Roscoe to enter into an agreement with Fehr-Graham for professional engineering and construction management services for the 2022 Residential Streets Program for the quoted amount of **\$37,100**

President Szula entertained a **motion**,  
Trustee Plock made a **motion to approve**.

**Second** by Trustee Mallicoat.

Discussion: None

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

Motion Passed: 6-0-0

**8.2.** Approval of **Resolution 2022-R02**, authorizing the Village of Roscoe to enter into an agreement with Fehr-Graham for MFT funded professional engineering and construction management services for the repair and reconstruction of the North Frontage Road (north of McCurry Road) for the estimated amount of **\$55,040**

President Szula entertained a **motion**,  
Trustee Mallicoat made a **motion to approve**.

**Second** by Trustee Plock.

Discussion: None

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

Motion Passed: 6-0-0

**8.3.** Approval of **Resolution 2022-R03**, Illinois Department of Transportation Resolution for Maintenance under the Illinois Highway Code in the Amount of **\$530,000.00**

Administrator Sanders clarified that the previous resolution item 8.2 was specifically for entering the agreement for Fehr Graham a standard Village of Roscoe Resolution. The money for the design

and construction is from the MFT money. Trustee Gustafson wanted to clarify the \$530,000 number that it includes the engineer cost and construction. Trustee Gustafson also wanted to understand that this is started early because IDOT is a long process? Administrator Sanders responded correct, its maintenance. Brandon responded to Trustee Gustafson that even though it is a reconstruction of the roadway, there is nothing major being changed it is only the pavement section and classified as maintenance. Administrator Sanders summarized the amounts that was in the packet.

Szula entertained a **motion**,

Trustee Plock made a **motion to approve**.

**Second** by Trustee Mallicoat

Discussion: None

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

Motion Passed: 6-0-0

- 8.4.** Approval of **Resolution 2022-R04**, authorizing the Village of Roscoe to enter into a two-year agreement with 'Text My Gov' for a direct text communication platform for the quoted amount of **\$11,000 (\$6,000 for FY 2022)**

Szula entertained a **motion**,

Trustee Plock made a **motion to approve**.

**Second** by Trustee Mallicoat

Discussion: Trustee Gustafson stated she has been raising hand and wanted to make a motion prior to Trustee Plock making motion, President Szula stated he has already made the motion. Trustee Gustafson, stated she had raised her hand prior to the motion, President Szula called for Roll Call, Trustee Petty asked that the motion be read again. At this time, Attorney Kurlinkas inquired if this was a motion to amend? Trustee Gustafson stated her motion was to request to move this to committee so that questions could be answered and a demonstration. Trustee Gustafson stated this was not vetted or discussed prior to approving this for the budget. Trustee Gustafson stated before the Village moves into a 2 year agreement that this should be further discussed and reviewed. Attorney Kurlinkas stated that her motion to refer back to committee takes precedent over the original motion.

Szula entertained a **motion**

Trustee Gustafson made a **motion to refer back to COTW**.

**Second** by Trustee Petty

Discussion: Trustee Petty inquired about the costs a gain \$5000 this year and \$6000 next year. Administrator Sanders stated if it delayed it would be an additional \$1000. Trustee Gustafson stated that this should be negotiated and questioned how this would work.

Roll Call Vote: Trustee Plock, Keene, Mallicoat, Dunn - No

Trustee Gustafson, Petty - Yes

Motion Failed: 2-4-0

Szula entertained a **motion**,

Trustee Plock made a **motion to approve**.

**Second** by Trustee Mallicoat

Discussion: None

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

Trustee Gustafson, Petty - NO

Motion Passed: 4-2-0

- 8.5.** Approval of **Resolution 2022-R05**, authorizing the Village of Roscoe to enter into a 12-month Purchase Agreement / Equipment and Software Maintenance Agreement with Pitney Bowes for meter rental, maintenance, software, and support for the SendPro C Series postage/ mailing management system for the initial quoted amount of **\$1,940.64**.

Szula entertained a **motion**,

Trustee Mallicoat made a **motion to approve**.

**Second** by Trustee Plock

Discussion: Trustee Gustafson inquired if this was being used across all departments or just Village Hall. Administrator Sanders stated that anyone can use it but wanted to clarify that the purchase price onetime of \$1600 annual commitment is \$340 a year.

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

Motion Passed: 6-0-0

- 8.6.** Approval of **Resolution 2022-R06**, authorizing approving the Bid Specifications, Construction Documents, and Bid Letting for the construction of an addition to the Public Works Facility at 5402 Swanson Road.

Szula entertained a **motion**,

Trustee Mallicoat made a **motion to approve**.

**Second** by Trustee Plock

Discussion: None

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

Motion Passed: 6-0-0

**9. NEW BUSINESS (FIRST READING or SUSPEND RULES)**

President Szula again congratulated the new officers that were sworn in.

**10. OLD BUSINESS**

Trustee Gustafson wanted to provide a housekeeping list:

Hidden Creek Minutes Public Hearing Approval, Purging the Executive Session Minutes, Lions Club – moving to Riverside Park and Stateline Mass Transit Agreement review.

**11. PUBLIC COMMENT (limited to 3 minutes per speaker)**

**12. EXECUTIVE SESSION (if necessary)**

Szula entertained a **motion**,

Trustee Plock made a **motion to move to executive session**.

**Second** by Trustee Mallicoat

Discussion: None

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

Motion Passed: 6-0-0

Szula entertained a **motion**,

Trustee Dunn made a **motion to move to regular session**.

**Second** by Trustee Keene

Discussion: None

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

Motion Passed: 6-0-0

**13. ADJOURNMENT**

Szula entertained a **motion**,

Trustee Plock made a **motion to move to regular session**.

**Second** by Trustee Dunn

Discussion: None

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

Motion Passed: 6-0-0