

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

**Village Board Minutes
Tuesday, April 19, 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 Keene, Mallicoat, Petty, Plock, Dunn
Absent: Trustee Gustafson

Keene lost connection during roll call, rejoined at 6:37pm

- 4. PUBLIC COMMENT (Limited to 3 minutes per speaker)**
- 5. PRESIDENT'S REPORT – Mark Szula**
 - 5.1. Issuance of a Proclamation establishing May 2022 as Motorcycle Awareness Month in the Village of Roscoe**

President Szula summarized the Proclamation declaring the Month of May as Motorcycle Awareness Month.
 - 5.2. Swearing in of Ryan Sarver as Police Officer for the Village of Roscoe Police Department**

President Szula recognized the newest member of the Roscoe Police Department; Chief Evans swore Officer Ryan Sarver into the department.

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 **\$198,646**

Payroll expenses: **\$83,879.89**

Cash on hand after payment of the bills **\$7,693,275**

Motor Fuel expenditures: **\$9,169**

Cash on hand in the Motor Fuel fund is: **\$1,210,934**

6.2. Approval of Bills

President Szula entertained a **motion**,

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

Second by Trustee Mallicoat.

Discussion: Trustee Petty inquired about the repair work on the furnaces, with the understanding that Miller Engineering was to access what is needed for the preventative maintenance? Administrator Sanders stated correct, several meetings back the Village was entering into a preventative maintenance agreement, which has not been executed yet, as originally it was just for Village Hall, it was then expanded for other properties. It was also requested to get competitive costs, and this has not happened, however currently happening now. The replacement issue is the Village would have paid for replacement, and the Village has not double paid. Trustee Petty inquired how old the furnace was, and it was stated 3-4 years.

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

Motion Passed: 5-0-0

7. CONSENT AGENDA (NO DISCUSSION REQUIRED)

President Szula read through the consent items and inquired if there was any objection to vote. Trustee Petty stated, she had not read the minutes and requested to vote them separate.

7.1. Approval of Minutes from the April 5, 2022, Village Board Meeting.

President Szula entertained a **motion for 7.1**,

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

Second by Trustee Keene.

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

Trustee Petty - NO

Motion Passed: 4-1-0

President Szula requested motion to approve 7.2-7.5;

7.2. Approval of Resolution 2022-R27, declaring surplus Equipment, and Authorizing its Disposal (Public Works)

7.3. Approval of Resolution 2022-R28, declaring surplus Equipment, and Authorizing

its Disposal (Village Hall)

- 7.4. Approval of a **Special Event Permit** to Rock Valley Flyers for use of Chicory Ridge Park and Pond for events to be held June 25, 2022, and August 27, 2022.
- 7.5. Approval of **Resolution 2022-R29**, Approval of an extension to the Park Usage Agreement with Stateline Baseball for the continued use of Leland Park & Porter Park through December 31, 2024

President Szula entertained a **motion for 7.2-7.5**,

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

Second by Trustee Mallicoat.

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

Motion Passed: 5-0-0

8. MOTIONS AND RESOLUTIONS (FINAL ACTION)

- 8.1. Approval of **Resolution 2022-R30**, Authorizing public solicitation of bids for the Village of Roscoe 2022 Residential Streets Maintenance and Repair program

President Szula entertained a **motion**,

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

Second by Trustee Keene.

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

Motion Passed: 5-0-0

9. NEW BUSINESS (FIRST READING or SUSPEND RULES)

- 9.1. Presentation of revisions to the Village of Roscoe Special Events Permit regulations and application forms

First Reading: President Szula called on Administrator Sanders to present the first reading: Administrator Sanders summarized the Special Event Guidelines in order;

Special Events are separated into two categories, Assembly and Block Party as defined below. The special events have been separated into two categories and kept language of what triggers a special event permit.

Special Event: Assembly A 'Special Event: Assembly' is any activity that occurs upon public property that affects the ordinary use of parks, public streets and right-of-way, or sidewalks. Additionally, 'Special Event: Assembly' is any activity held on private non-residential property that results in a crowd size that is significantly larger than that expected during day-to-day operation or normal business conditions, which includes live entertainment of any kind, or that utilizes an outdoor parking lot for any activity other than parking. Special events may include but are not limited to such activities as festivals, fairs, concerts, holiday celebrations, neighborhood garage sales, open-air public meetings, farmers markets, grand opening celebrations, outdoor

business promotional events, bicycle races, runs, parades, marches, and motorcades. Event sponsors shall submit applications no less than 60 days prior to the proposed event.

Fee: \$100 Special Event Assembly

\$50 Special Event Block Party

Special Event: Block Party A Special Event: Block Party is any activity or event promoted, or conducted in order to encourage the gathering of residents of a block, upon a local street, or the sidewalks or parkways abutting a local street at a specified location within an area zoned as residential, and where sponsors of said event reside on the block where the gathering is to take place. Event sponsors shall submit applications no less than 30 days prior to the proposed event.

Application Fee: \$50.00 which will include drop-off and pick-up of barricades

If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including approval of both Class 'T' temporary liquor license and any applicable corresponding State liquor license. No person shall consume or possess any intoxicating liquor on public property or within any park other than that obtained through a licensed vendor. Any event that allows liquor consumption, regardless of attendance numbers, may need security personnel present (police, private, or volunteer). The number and type of security must be approved by the Chief of Police prior to the issuance of the permit

Garage Sales was added, Any neighborhood wide garage sale that is advertised or marketed as a collective event, or instances of more than 25 garage sales occurring simultaneously in one neighborhood shall require a Special Event Permit.

Inspections is new, which is for assembly only. Special Event: Assembly' shall require a Code Compliance Inspection conducted jointly by representatives of the Winnebago County Building Department and the Harlem Roscoe Fire Protection District. Inspections must be scheduled through the Winnebago County Building Department at (815) 319-4350. Fee for inspection is \$60.00 (subject to change) and evidence of successful inspection must be provided 24 hours prior to start of event, or immediately upon receipt in the case of same day set-up.

Insurance is the same a sample form has been added, for reference. On larger events usage agreement will be entered into on the large events which will outline responsibilities of both parties with anticipated expenses.

Trustee Petty requested that this be considered first reading, and Administrator Sanders stated yes it was the First Reading.

Trustee Plock stated that if the Village does this, he feels it should be pushed out 60 days from approval date. Administrator Sanders wanted clarification, Trustee Plock stated the Village expects the residents to give a 60-day notice, he feels the fees should go into effect 60 days after this is effective. Administrator Sanders stated this would only currently affect the Chicory Ridge Garage Sales, and that he has been in contact with the organizer and stated they are aware of the up coming fees and his intention is that the new ordinance will be followed. Trustee Plock stated he did not want that dropped into their lap 2 weeks before event. Trustee Plock would also like to see that non-profit should not be charged application fees. Trustee Dunn stated each event should

be taken at its own merit. Trustee Keene wanted to know if the Chicory Ridge was in coordination with the Road Improvements within Chicory Ridge, and it was stated the garage sales would be prior.

10. OLD BUSINESS

10.1. Village Engineer update on capital projects

Brandon summarized the road projects:

- Love Road: additional comments were received from IDOT and working towards addressing the comments and hoping to resubmit by end of month
- Structure design on the road culvert was completed, and it will be resubmitted to IDOT when overall plans are submitted.
- Willowbrook Road: No update
- Main Street: Need design input on specific areas and then plans will be finalized
- Residential Streets: Spoke to Administrator Sanders, goal is to make final edits to plans with minor edits and tidying up information, does not need to submit for IDOT Project Schedule out for bid May 2, Bid Opening on May 12 and turn around with recommendation on May 17 board meeting. Schedule is to complete projects by September.

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

12. EXECUTIVE SESSION (if necessary)

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

Second by Trustee Petty,

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

Motion Passed: 5-0-0

Board entered into Executive Session to discuss Personnel and Litigation

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

Second by Trustee Plock.

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

Motion Passed: 5-0-0

13. ADJOURNMENT

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

Second by Trustee Petty.

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

Motion Passed: 5-0-0

Approved May 3, 2022
Spelt