

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

**Village Board Minutes
Tuesday, January 16, 2024
6:30 PM**

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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

None

5. PRESIDENT'S REPORT – Carol Gustafson

President Gustafson stated that next week will be

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 \$100,035.05

Payroll expenses: \$106,229.83

Cash on hand after payment of the bills \$8,290,139.35

Motor Fuel expenditures: \$5,963.75

Cash on hand in the Motor Fuel fund is: \$1,547,044.06

6.2. Approval of Bills

President Gustafson entertained a motion,

Trustee Sima made a motion to approve,

Second by Trustee Mallicoat,

Discussion: Trustee Mallicoat and Trustee Plock are both a no on 402, invoice # 101273 for Ancel Glink in reference to Legal Fees White Oak Homes. Trustee Plock inquired how many more invoices from Attorney Kurlinkas, Attorney Kurlinkas stated the remaining invoices will be ready for next meeting which will close out 2023.

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

Motion Passed: 6-0-0

7. CONSENT AGENDA (NO DISCUSSION REQUIRED)

7.1. Approval of Minutes from the **January 03, 2024** Village Board Meeting

President Gustafson entertained a motion,
Trustee Sima made a motion to approve,
Second by Trustee Wright,
Discussion: None
Roll Call Vote: Trustee Sima, Mallicoat, Petty, Babcock, Wright - YES.
Trustee Plock- Abstain
Motion Passed: 5-0-1

8. ACTION FROM THE LIQUOR COMMISSION

8.1. Approval of **Ordinance 2024-01, increasing the maximum number of authorized Class “D”** (On Premise Beer & Wine) liquor licenses to two (2) authorized Class “D” liquor licenses.

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

8.2. Approval of issuing a Class “D” (On Premise Beer & Wine) liquor license to Pietros of Roscoe, LLC dba Pietro’s Pizzeria. [Licensed Premises: 5724 Elevator Road, Roscoe, IL 61073]

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

9. MOTIONS AND RESOLUTIONS (FINAL ACTION)

9.1. Approval of **Resolution 2024-03**, authorizing the Village to enter into a Professional Services Agreement with **Place Foundry, LLC** related to the creation a master plan for the development of a **Main Street Roscoe**.

President Gustafson entertained a motion,
Trustee Babcock made a motion to approve,
Second by Trustee Wright,

Discussion: Trustee Petty asked which option, President Gustafson stated option 2, with the amount \$6500 per month or \$78,000 a year. President Gustafson stated the timeline and deliverables are in the board packets. Administrator Kurlinkas provided an overview of the timeframes. Trustee Petty inquired why this did not go to Committee of the Whole? Administrator Kurlinkas stated it was discussed already, Trustee Petty requested that option 2 be sent as she is having computer issues. Trustee Mallicoat asked how many times will the board be meeting with them? Administrator Kurlinkas stated there would be different stages of the plan development and number of meetings is not known at this time. Administrator Kurlinkas stated the market analysis will be the first step to determine what is needed or missing for the downtown.

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

Motion Passed: 6-0-0

9.2. Approval of Resolution 2024-04, authorizing an agreement with Fehr-Graham & Associates, LLC for additional engineering design services and construction management and administration services for the 2024 Residential Streets Program for the quoted amount of \$45,200.00

President Gustafson entertained a motion,

Trustee Sima made a motion to approve,

Second by Trustee Mallicoat,

Discussion: President Gustafson stated the number reflects the additional design cost for the two additional streets. President Gustafson inquired what HMA stands for? Brandon stated it means Hot Mix Asphalt.

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

Motion Passed: 6-0-0

10. NEW BUSINESS (FIRST READING or SUSPEND RULES)

10.1. Approval of **Resolution 2024-05**, authorizing an agreement with Fehr-Graham & Associates, LLC for professional services related to the preparation and submission of an application for a Department of Transportation (DOT) RAISE Grant for the quoted amount of **\$5,000.00**.

President Gustafson entertained a motion to suspend rules,

Trustee Sima made a motion to approve,

Second by Trustee Babcock,

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

Motion Passed: 6-0-0

President Gustafson entertained motions,

Trustee Petty made a motion to approve,

Second by Trustee Mallicoat,

Discussion: President Gustafson requested Brandon to explain what the RAISE Grant is, Brandon stated RAISE Grants help project sponsors at the state and local levels, including municipalities, Tribal governments, counties, and others complete critical freight and passenger

transportation infrastructure projects. This will be submitted for bike path project connecting Old River Road to downtown Main Street. RAISE Grant for funding for multi-use pedestrian path along Roscoe Road, stretching from the intersection of Old River Rd across the Rock River and connecting to the path network at Bridge/Main Street intersection. The amount is not to exceed \$7,900.00

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

Motion Passed: 6-0-0

10.2. Approval of **Resolution 2024-06**, authorizing an agreement with Civic Plus for the setup and annual subscription to its Agenda and Meeting Management Essentials software

President Gustafson entertained a motion to suspend rules,

Trustee Wright made a motion to approve,

Second by Trustee Petty,

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

Motion Passed: 6-0-0

President Gustafson entertained a motion,

Trustee Mallicoat made a motion to approve,

Second by Trustee Wright,

Discussion: Administrator Kurlinkas gave an overview of the product and the benefit it would provide to staff in preparation to meetings. Trustee Sima asked when the website would be redesigned. Administrator Kurlinkas stated new design should be rolling out in early February. Trustee Plock inquired which subscription, Administrator Kurlinkas stated the Premium version which is more suited for the size of our municipality.

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

Motion Passed: 6-0-0

11. OLD BUSINESS

11.1. Discussion and Approval of the Village of Roscoe FY2024 Annual Budget (in tentative form)

President Gustafson stated there is a gap of \$3,000,000.00 in the budget and she requested the board to discuss what can be cut back. President Gustafson stated this could be lay over to review and discuss. The board discussed their 2024 annual budget and identified a revenue gap of about \$3 million. The discussion also revealed some overestimated prices in their budget, which could be adjusted to cover the gap. The village decided to delay the decision until they have more accurate financial information by the first meeting in February. President Gustafson suggested postponing or scaling back some items, such as property purchases, additional officers, and repairs, to free up funds for other priorities or saving towards grant matching. The budget needs to be defined by end of March, (first quarter). Administrator Kurlinkas stated if there is any information the board wants to know to reach out to him.

Trustee Mallicoat inquired about the closing regarding property purchase, Administrator Kurlinkas stated it should close soon. Administrator Kurlinkas will be providing a list and map of all property purchases and where all the Village properties and parks are located.

President Gustafson entertained a motion,
Trustee Plock made a motion to send 11.1 back to Committee of Whole,
Second by Trustee Petty,
Roll Call Vote: Trustee Wright, Petty, Mallicoat, Plock, Sima and Babcock- YES.
Motion Passed: 6-0-0

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

Cindy Bemis, long time resident since 1930's farming family. Ms. Bemis stated there are some farm grants out there and there are many large farm families here in the Roscoe area. Ms. Bemis encouraged the board to reach out to her and other farmers to allow them to have some input and that there are some resources out there that can help.

Troy provided an update on the snow storm, over 631 hours worked, total cost of hours, salt and fuel was \$56,769.00. President Gustafson stated the Public Works did a fantastic job.

13. EXECUTIVE SESSION (if necessary)

President Gustafson entertained a motion to move to Executive Session,
Trustee Wright made a motion to approve,
Second by Trustee Plock,
Roll Call Vote: Trustee Babcock, Sima, Plock, Petty, Wright and Mallicoat- YES.
Motion Passed: 6-0-0

President Gustafson entertained a motion to suspend rules,
Trustee Wright made a motion to approve,
Second by Trustee Petty,
Roll Call Vote: Trustee Plock, Sima, Babcock, Mallicoat, Petty and Wright- YES.
Motion Passed: 6-0-0

NO ACTION TAKE IN EXECUTIVE SESSION

14. ADJOURNMENT

President Gustafson entertained a motion to suspend rules,
Trustee Wright made a motion to approve,
Second by Trustee Petty,
Roll Call Vote: All in Favor AYE
Motion Passed: 6-0-0