



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting
Tuesday, April 02, 2024

CALL TO ORDER

Administrator Kurlinkas called to order Committee of Whole meeting for Tuesday April 2, 2024.

ROLL CALL

Administrator Kurlinkas requested Roll Call:

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

Administrator Kurlinkas entertained motion for approval of minutes for Tuesday March 19, 2024.

Approval of the Minutes for the **March 19, 2024** Committee of the Whole meeting

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

None

NEW BUSINESS

1. Discussion and recommendation of entering into an agreement with **Thayer Lighting** for upgrading interior lights at Village Hall.

Administrator Kurlinkas summarized the recommendation, calling on Troy to provide overview:

Thayer lighting, the company that did the LED light upgrades at Porter cabin and the back-conference room at Village Hall, has sent staff a lighting proposal for the Village Hall. This proposal is for upgrading all the lights in the offices, board room, bathrooms, hallways, and secretary of state to led lights. Thayer lighting works with ComEd to receive rebates for switching over to led light fixtures. The Village received \$3,802.59 in rebates dropping the total project to \$11,408.70. This is included in the budget item for Village Hall Improvements.

Motion made by Trustee Petty, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

2. **Discussion and Recommendation** of the purchase of a **general duty bucket and 12' box/push plow** from Altorfer Cat for the Villages loader.

Administrator Kurlinkas summarized the recommendation calling on Troy to provide overview:

The Villages new loader came with a 4 in 1 bucket. This bucket has hydraulic cylinders that open and close part of the bucket to be able to pick up items (trees, logs, etc.). These hydraulic cylinders will be exposed to a lot of salt (which will lead to leaking seals and rust) when we use the loader to load all the vehicles to salt the roads in. Also, these cylinders, along with the split bucket, could potentially bend if used to pick up big boulders. The proposed bucket, is a general duty bucket that does not open and close. This has no cylinders to rust or bend. Staff will use this bucket in the winter times for salt loading, bulk snow removal that could have salt in from the roads, and any summer projects that could potentially bend the 4 in 1 bucket. The Village approved \$20,000 for the bucket and box/plow in the 2024 budget. The total through Altorfer Cat for the bucket and box/plow is \$17,850.00.

Motion made by Trustee Plock, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

3. Discussion and recommendation of the creation of the position of **Permitting & Licensing Assistant**.

Administrator Kurlinkas summarized the recommendation, stating that Village's current administrative assistant, Janel Reidinger was instrumental in creating procedures that the Village has implemented to streamline the zoning permit & development review process. She

currently oversees the Village's liquor license process, and brings additional skills from her work experience prior to joining the Village. Our intent would be to promote Janel into this new role of Permitting & Licensing Assistant, and look to fill the vacant administrative assistant position.

Motion made by Trustee Mallicoat, Seconded by Trustee Petty.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

4. Discussion and recommendation for approval of the hiring of an **Administrative Assistant for Village Hall.**

Administrator Kurlinkas summarized the recommendation, providing overview to board of the request for open position for Administrative Assistant. This would be an entry level position, and it was discussed to use GovHR as a tool to hire new employees for 2024. This is a resource we have not used before, and it is competitively priced (annual subscription of \$600 for unlimited listings) when compared advertisements in the local newspapers (which usually comes with an online post as well).

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright.

Motion Passed: 6-0-0

5. Discussion of a Village of Roscoe Main Street Incubator / Shops Project

Administrator Kurlinkas provided overview of the topic of discussion; this would be working with different agencies. There have been talks with Hononegah High School having their construction class building these structures, this is still in the planning stage. The plan would be to design and have a restroom structure to be used by all businesses, and this would be located on Hodges Run Property. These would be 12x12 structures creating them and storing them by Hononegah High School, lots of moving parts stated by President Gustafson. There will need to be a business plan, discussion of rent, etc. City of Batavia has offered to give us advice and assistance to the Village. Trustee Petty asked how much? Administrator Kurlinkas stated starting at \$6000 a unit, but no totals of yet. Trustee Wright stated Martin Interiors has offered to assist and work with Hononegah High School.

No Vote

6. Discussion and Recommendation of entering into a **professional services agreement with Fehr-Graham & Associates** for completion of **soil borings and geotechnical report for the Hodges Run property** located at the southeast corner of Hodges Run and Main Street.

Public Works/Engineering Department is submitting a proposal to complete geotechnical soil borings at the Hodges Run property. Once completed, a report of the subgrade conditions will be submitted to the Village detailing water table levels and subgrade conditions with recommendations for fill placement/removal (if necessary) as needed for the potential business incubator development. The total estimated cost is \$6300.

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Motion made by Trustee Babcock, Seconded by Trustee Plock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

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PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Administrator Kurlinkas entertained motion:

Motion made by Trustee Plock, Seconded by Trustee Petty.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0