



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, February 04, 2025
[immediately following Village Board Meeting]

CALL TO ORDER**ROLL CALL****APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Committee of the Whole from **January 21, 2024.**

PUBLIC COMMENT (limited to 3 minutes per speaker)**OLD BUSINESS**

2. Discussion of the **FY2025 Budget & Appropriations**

NEW BUSINESS

- 3. Discussion and Recommendation** to extend the contractual tree maintenance and removal contract with **Tree Care Enterprises, Inc.**
- 4.** Discussion of entering into an **alternate supply agreement for the natural gas services** to Village-owned buildings and facilities.
5. Discussion and Recommendation of a potential of a new **Village sponsored summer special event.** [Trustee Wright]
- 6.** Discussion of the **committee of the whole structure.** [Trustee Plock]

PUBLIC COMMENT (limited to 3 minutes per speaker)**PRESENTATIONS****EXECUTIVE SESSION (IF NECESSARY)****ADJOURNMENT**



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, January 21, 2025

CALL TO ORDER

Administrator Kurlinkus called meeting to order 754pm

ROLL CALL

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **December 17, 2024**

Administrator Kurlinkus entertained a motion to approve minutes,

Motion made by Trustee Plock, Seconded by Trustee Wright.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

1. Discussion of the FY2025 Budget & Appropriations

Administrator Kurlinkus started the discussion by providing an overview of the handout, explaining the multiple account numbers that have changed over the years, with multiple account numbers with the same names and line numbers. The staff went through and standardized names across all departments many of the line numbers. Administrator Kurlinkus gave an overview of the operating expenses for the Village. Village has a fund reserve policy stating 33% of operating expenses must be held aside in the general fund. Administrator Kurlinkus stated the ending fund balance for 2024 was 5.5 million dollars. Administrator Kurlinkus presented the information from ClearGov, providing the board with information on

how to view the information for the 2025 budget and giving a demonstration of how to view the information in ClearGov. Trustee Sima requested a tutorial with this application for the board. Trustee Mallicoat asked Administrator Kurlinkus when the budget needs to be finalized. Administrator Kurlinkus stated it by end of first four months.

Highlights:

Troy of Public Works provided an overview of his department's budget to the board.

24' Mower Trailer, Leland Park LED Baseball Field Lights, Leland Park Tennis and Basketball Court Resealing, New Pavillion at Riverside Park, New Table and Chairs for Porter Park Cabin, Swanson Park LED Baseball field lights, 2 zero turn mowers

Chief Hawley provided an overview of requests from the PD, Axon Core Bundle, Police Academy has gone up, toughbook laptops.

President Gustafson stated that the capital budget amount is \$3,744,346.79, however there are already 3 projects committed with a total amount is \$3,480,049.00. If you subtract from the budget amount, you will only have \$264,000.00 to use for 20 items listed. (Hodges Run, Main Street Multi Use Parking Lot, Porter Park)

Trustee Sima requested training on the ClearGov for the board, which would be helpful for navigating the ClearGov.

2. **Discussion and Recommendation** of the solicitation of proposals for development of Village owned property located at **11243 Main Street.**

Administrator Kurlinkus summarized the recommendation to the board and called on Trustee Sima to address the board with his request. Trustee Sima would like the board to move forward earlier with an RFQ proposal. He stated there is interest in developing the LaBree property. Trustee Wright said there is a developer interested in the property and would like to see the board move faster than wait. President Gustafson addressed Trustee Wright stating that she would like to know what the drawings look like and what is the satisfaction. There has been no conversation yet of what should be there and that is the concept for what will be built for the property, reiterating that is what the RFP is for. Trustee Petty had suggested marketing for the property, so there are two different options Marketing with a sign or an RFP. Trustee Plock stated he would like to know the difference between the RFP and RFQ. Is an RFP faster? An RFQ the developer would suggest their idea, where an RFP would be bidding on what we want.

Motion made by Trustee Sima to open up for proposals for RFQ by March 1, 2025;

Seconded by Trustee Mallicoat.

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

NEW BUSINESS

3. **Discussion and Recommendation** of issuing a **Special Use Permit** (SUP) for continued operation of an auto body and repair business located at **5414 Edith Lane** (PIN 04-28-327-003).

[Applicant: R & L Auto Body (Katie Stadler)]

ZBA recommends approval voting 5-0-0 on January 8, 2025.

Administrator Kurlinkus summarized the recommendation for the Special Use Permit. The request is due to change in ownership, it is the same business on the same property. Staff recommended to approve the Special Use Permit at 5414 Edith Lane.

Motion made by Trustee Sima, Seconded by Trustee Babcock.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

Trustee Wright requested executive session at 938pm for land acquisition

Motion made by Trustee Wright to move to closed session, Seconded by Trustee Sima.

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

Administrator Kurlinkus entertained a motion to move to open session;

Motion made by Trustee Wright, Seconded by Trustee Sima.

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

ADJOURNMENT

Administrator Kurlinkus entertained a motion to adjourn;

Trustee Plock motion to adjourn, Seconded by Trustee Petty.

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 3.

Agenda Item: Contractual Tree Maintenance & Removal Contract Extension

Date: 02/04/2025

Meeting: Committee of The Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

The contractual tree maintenance & removal has been granted to Tree Care Enterprises, Inc. for over 10 years now and the last RFP was in 2021 and Tree Care Enterprises were the only ones to bid on the RFP. The Village has had great working relations with Tree Care and would like to continue to use them.

Tree Care Enterprises has extended the same contract for the year 2025 and would like to continue working with the Village.

Key Issues

- Tree Care Enterprises, Inc has been the only company to bid in the last RFP
- Tree Care Enterprises, Inc has a tremendous team that can trim, prune, cut down, stump grind any size tree safely and in an efficient time.

Fiscal Note/Budget Impact

This contract is in the 2025 budget if approved. There is \$40,000 budgeted for streets and \$20,000 budgeted for parks.

Prior Legislative Actions

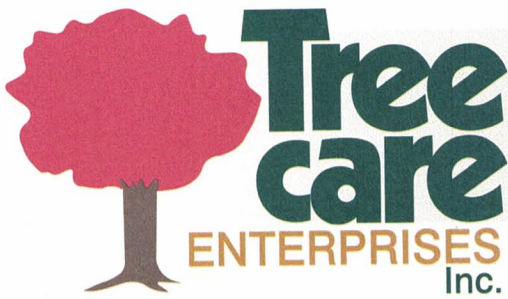
First hearing at the Committee of The Whole.

Action Required/Recommendation

Board approval to send to the Village Board.

Attachments

- Contractual extension letter from Tree Care Enterprises, Inc.



5563 Kilburn Avenue • Rockford, Illinois 61101

Phone: 815/965-5757

Item # 3.

December 20, 2024

Village of Roscoe (Public Works)
5402 Swanson Road
Roscoe, IL 61073
Attn: Mr. Troy Taylor

Dear Mr. Taylor

As discussed yesterday it would be the intentions of Tree Care Enterprises, LLC to extend the contract for Tree Maintenance / Emergency Response for the Village of Roscoe. I feel that we have formed a good working relationship between your needs and the service that Tree Care Enterprises has provided. Tree Care Enterprises continues to provide services, as dictated by the contract we entered in 2021. In addition, we guarantee that we offer ISA Certified Arborists, ISA Certified Tree Risk Assessment Qualified Arborists, Certified Training Specialist and Tree Care Enterprises continues to be an Accredited Company by the Tree Care Industry Association (TCIA)

If I could be of any further assistance, or if you would like me to meet with any of the Board Members of the Village of Roscoe, please let me know.

Respectfully,

Doug Edwards
Vice President, Tree Care Enterprises, LLC
ISA Certified Arborist IL-504-A
ISA Certified Tree Risk Assessment Qualified
TCIA-CTSP Certified



Email: info@treecareenterprises.com
Website: www.treecareenterprises.com



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 4.

Agenda Item: Discussion of an alternate supply agreement for the natural gas services to Village-owned buildings and facilities.

Date: 02/04/2025

Meeting: Village Board

Prepared by: Anne Hanson

Department:

Overview/Background Information

Current contract with Santana Energy will expire in March of 2025. This contract covers 3 accounts for the Village of Roscoe. Current rate is a fixed rate at .4465 per therm.

Fiscal Note/Budget Impact

The budget impact is based upon which option is approved. However, both fixed and index prices are higher than our current rate and therefore, there will inevitably be an increase. The current draft budget will be updated to reflect the increase.

Prior Legislative Actions

The last two agreements were for fixed prices with Santana due to the fact that Santana had the lowest price available.

Action Required/Recommendation

Rock River Energy Services is recommending a one-year commitment at the NGI (Natural Gas Index) and then reevaluate.

Fixed pricing has taken a large jump since December due to the colder weather that moved across the country. Temps are to increase but those future rates are still holding high. Any term with pricing out into the future is really showing that. The NGI did go up in December and January but still not as high as fixed rates.

Attachments

Comparison list is included but a new one will be sent on the day of the meeting so that the most current rates are presented.



Rock River Energy Services Company
2047 S. IL Route 2
Oregon, IL 61061

2/4/2025

Village of Roscoe

3 accounts

Supplier: Santanna Energy

April 2025 start

Current Rate: Fixed \$.4465

Usage: 8895 therms

<u>Supplier</u>		<u>Fixed Price</u>	<u>Index Price</u>
Santanna Energy Services			
	12 months	\$0.5335	NGI + \$.056
	24 months	\$0.5334	
	36 months	\$0.5299	
Constellation			
	12 months	\$0.5359	NA
	24 months	\$0.5406	
	36 months	\$0.5380	
Nordic Energy			
	12 months	\$0.6033	NA
	24 months	\$0.6171	
Symmetry Energy			
	12 months	\$0.4950	NGI + \$.0665
	24 months	\$0.5050	
	36 months	\$0.4990	

	NGI	NGI + \$.056
Jan-24	\$0.2800	\$0.3360
Feb-24	\$0.3170	\$0.3730
Mar-24	\$0.1500	\$0.2060
Apr-24	\$0.1450	\$0.2010
May-24	\$0.1390	\$0.1950
Jun-24	\$0.1970	\$0.2530
Jul-24	\$0.2190	\$0.2750
Aug-24	\$0.1550	\$0.2110
Sep-24	\$0.1525	\$0.2085
Oct-24	\$0.2170	\$0.2730
November-24	\$0.2170	\$0.2730
December-24	\$0.3780	\$0.4340
January-25	\$0.4250	\$0.4810

Anne Hanson

From: marni rockriverenergyservices.com <marni@rockriverenergyservices.com>
Sent: Tuesday, February 4, 2025 8:34 AM
To: Anne Hanson
Subject: Village of Roscoe April 2025 gas bids
Attachments: gas bids (004) (005) (002) (002).xlsx

Anne,

Good morning. Attached are today's offers for the natural gas renewal and your meeting. Not much has changed on the fixed rates since the other day. I do feel if the Village does not need a fixed budget for gas, you should do the one year index program with Santanna. I feel this will offer the highest savings over the utility and due to your combined usage being under 10000 therms I think the changing of rates each month will not affect the budget as much.

Let me know what they decide!

Thanks.

Marni Henert
Rock River Energy Services



2047 S. IL Rt 2
Oregon, IL 61061
Phone: 815-766-2574
Fax: 815-768-2627

ARTICLE III. STANDING COMMITTEES

Sec. 2-56. Committee of the whole.

- (a) *Creation.* The village has established a committee of the whole, of the village board of trustees.
- (b) *General purpose.* The committee of the whole shall be responsible for investigating and issuing recommendations on any issues pertinent to village business or governance, including, but not limited to, matters of capital improvements, finance, village personnel, public safety, public works and parks, economic development, and zoning.
- (c) *Membership and voting.* The committee of the whole shall consist of all six members of the village board of trustees, who shall be full voting members. The village president shall be an ex officio member of the committee, and shall serve in an advisory, non-voting role. In the case of a tie-vote, any such motions, if presented to the village board, shall be presented with neither the positive nor negative recommendation of the committee.
- (d) *Selection of chairperson.* The chair of the committee of the whole shall be selected as follows. The chair of the committee shall be selected after nomination made by any member of the committee, and approval of a majority vote of all voting committee members. The chair's term shall run a maximum of two years. However, irrespective of the chair's tenure of service, a new chairperson shall be selected as soon as practicable after the seating of those trustees elected to office at each biennial municipal election taking place within the village. Should the chair resign, a replacement chair shall be selected in the same manner as the original selection. Should a chair be absent from any particular meeting, the members of the committee shall nominate and select a temporary chair to serve for that meeting.
- (e) *Agenda items.* Upon the request of the village administrator, the village president, or any village trustee, the village clerk shall place upon the committee agenda any item for discussion that pertains to, or is relevant to, the business or governance of the village.
- (f) *Reports to the board.* The committee of the whole shall submit for action, its findings and recommendations to the village board of trustees. Such findings shall specifically reflect a positive recommendation, a negative recommendation, or no recommendation.
- (g) *Meetings and schedule.* The committee of the whole shall convene immediately following each regularly scheduled meeting of the village board of trustees, or at such other times as shall be deemed necessary to carry out the functions and duties of the committee.

(Code 2007, § 30.15; Ord. No. 2015-17, 5-21-2015)

Sec. 2-57. Collective bargaining.

- (a) The village has established a collective bargaining committee that shall consist of the village president, the village administrator, and two village trustees selected by the village president.
- (b) One of the selected trustee members shall be designated as a primary member of the committee, and the other trustee member designated as an alternate member of the committee. The alternate trustee committee member shall participate in committee functions in the absence of the designated primary trustee.

- (c) The terms of the committee membership shall be for duration of the bargaining of each collectively bargained contract.

(Code 2007, § 30.19; Ord. No. 2006-37, 7-20-2006; Ord. No. 2015-17, 5-21-2015; Ord. No. 2018-14, § 1, 9-18-2018)

Secs. 2-58—2-87. Reserved.