



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting
Tuesday, June 18, 2024

CALL TO ORDER

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

Approval of the Minutes for the meeting of the Committee of the Whole from **June 4, 2024.**

Discussion: Trustee Sima wanted clarification as to the minutes not being posted on the Village Website, and it was stated that the minutes are not loaded to the website. Trustee Mallicoat stated they do not get loaded to the website until they are approved after the meeting.

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

None

NEW BUSINESS

1. **Discussion and Recommendation** of the issuance of a **Special Event Permit** for **National Night Out**. The event is scheduled to take place on **Tuesday, August 6, 2024** on Main Street from Bridge Street to the bridge.

Motion made by Trustee Plock, Seconded by Trustee Petty.

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

Sargent Webber provided an update to the board regarding the event; the event will be held on Tuesday August 6, 2024. Sargent Webber and his wife coordinate the event and will take volunteers for the event.

2. **Discussion and Recommendation** of an agreement with **MaintainX Inc.** to provide **work order management software** for the Village of Roscoe Public Works Department.

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

Troy provided an update on the request; this will help streamline the work order process and provide analytics.

Tracking analytics will be easier.

- Searching for work orders will be faster
- Be able to track time and expenses better compared to older style work orders.
- Use less ink and paper with new program
- Ability to send new work orders to crews while they are in the field working already.
- * This software was less expensive than others we sampled.

Trustee Mallicoat went over the amounts stating:

- \$393.96 per user X 10 users = \$3,939.60
- \$1,500 onetime implementation fee
- Total for first year = \$5,439.60

Troy provided the following to the board;

Public Works is currently using Excel spreadsheets to track Work Order numbers, status updates and create new Work Orders. When we need to create a new Work Order we check the Work Order Log to get the next #, then open the template for Work Orders, save as the new number and input information based on the request. Often, we will need to include a Word document with a screenshot from WinGis of the address as well to ensure that teams are in the right location. All are saved in a folder for the current year. We then print and hand the paper copy to whomever it is assigned to. That team member or crew will go complete the work when they have the time and materials barring any emergency in the Village that would take precedence. Once the work is complete, the team member will write on the paper copy what materials and any notes pertinent to the task, sign it and put it in the inbox for Troy to review and sign off on the work completed. Once signed it comes back to admin assistant, the Work Order Log is updated with date, who and what was done, then they are filed in the file for the

current year.

With MaintainX:

Eliminate the need to use Excel to track the work orders manually. Saving time and space as all Work Orders are printed and filed physically. Crew can use Smartphone to check, update, complete and return all work orders. Work orders will be searchable through location, date, etc. Analytics will keep track of how long a task took, and cost associated with that Work Order. The program keeps track of the status of the work orders - Troy stated they are able to see all Work

orders and assign or reassign as needed. So, if someone is out sick, but a task they had is time sensitive, we can move it to another employee for completion. Can set up teams based on skill sets for assigning tasks or assign individually to one team member. Can create checklists for work orders for inspections or safety check as well as link receipts & pictures associated with the task. Can set up scheduled Work Orders to be sent automatically to the same team. Example: Checking garbage cans at parks can be automatically reassigned each week to the Parks Crew. Locations can be added to the system and show up as clickable links to google maps for directions if needed. Assets such as Fleet vehicles, heavy equipment can be added and set up on a schedule for maintenance.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Petty inquired about the backsplash in the cabin, Troy stated yes. Trustee Petty wanted to know if the pictures were taken and uploaded to website.

President Gustafson stated she would like to update the drone look on inside and outside in the future when the cabin project is completed. Windows will be installed soon, and landscaping will be completed in July at some point. The hope is for it to be completed by August 31, 2024.

Trustee Petty asked about the Osland Grant, and it was stated that RFP will go out this summer, and design services will be going out as well. The grant must be used within 2 years from last May 2024.

Trustee Mallicoat asked if Troy could take pictures with phone and send out to Trustees just to see what has been updated in the cabin. Trustee Plock requested that the board be included on the project software to get subtle updates to the projects so there isn't a two week wait.

Trustee Wright would like an update on Stateline baseball, it was advised that the numbers were not shared currently, and they are waiting.

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

Wright