



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Wednesday, November 04, 2026
[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 **October 20, 2026.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

ITEMS FOR ACTION AND/OR DISCUSSION

- 2. Review & Recommendation to the Village Board: Amendment of Title II of Village Code.**
- 3. Introduction to the 2027 Budget**
- 4. Revised CIP including Park & Trail Plans.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, October 20, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 7:00 pm.

ROLL CALL

PRESENT

Trustee John Broda
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee William Babcock
Trustee Molly Butz

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **October 6, 2026**.

Trustee Wright asked for a motion for the approval of the minutes.

Motion was made by Trustee Broda, second by Trustee Mead, Voting yes: Trustees Mead, Wright, Sima, Broda 4-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Sima requested clarification on the meeting procedures regarding readings of motions, resolutions, and ordinances. Scot Wrighton Village Administrator explained that motions and resolutions may require only one reading, while ordinances generally require a second reading unless they are presented as a recommendation from the Committee of the Whole, which counts as the first reading. Trustee Sima thanked Scot for the clarification and noted they were working to better understand the procedures.

PRESENTATIONS

None

ITEM FOR DISCUSSION AND/OR ACTION

1. Main Street & Village Center Project

Scot Wrighton Village Administrator explained that from his first week it was clear the board wished to restart the Main Street project, so Scot and Hillary Rottomann Zoning Consultant immediately began reviewing prior work and identifying gaps—particularly the need for clearer direction about the desired look and feel of future private building façades. During the meeting, two objectives were outlined: first, to complete an interactive design-preference exercise to help define architectural styles, building heights, setbacks, and materials that would guide development on the two village-owned parcels; and second, to gather board feedback on a revised Request for Proposals (RFP) that incorporates lessons from the previous process and reflects the board’s priorities. Scot emphasized that the Village, as the property owner and potential provider of incentives, is entitled to set higher design expectations while still giving developers flexibility through general design parameters rather than rigid drawings. Trustees discussed preferences for cohesive but not uniform architecture, appropriate materials, building codes, and how certain heights or construction methods may affect feasibility. The board expressed general support for moving forward, allowing staff to integrate survey results and trustee comments into the RFP and then distribute it to developers, with the administrator planning to personally follow up to encourage proposals. The goal is to issue the RFP in early November so developers can progress through planning and agreements before spring. Scot and Hillary were thanked for their preparation and work.

2. Revisions to Title 2 of the Roscoe Village Code

Scot Wrighton Village Administrator reopened discussion on revisions to Title II of the Village Code, explaining that the board had previously completed the first 55 sections and would now continue section-by-section review using the same markup format showing additions, deletions, and staff commentary. A major early topic was how trustees may place items on meeting agendas. Trustees expressed concern about transparency and avoiding Open Meetings Act issues, preferring an open method—such as raising requests during trustee comment time at Committee of the Whole—rather than collecting signatures privately. The board reached consensus to remove the “three trustees in writing” requirement and instead allow trustees to request future agenda items during meetings, with the presiding officer determining whether sufficient interest exists to place the item on a later agenda. Next, the board discussed revisions to sections covering village departments, appointments, the deputy clerk position, and compensation. Questions arose about who appoints a deputy clerk, statutory authority, responsibilities, and appropriate pay. Scot clarified intentions to keep the role in-house for minimal cost and to adjust pronouns and statutory references. Additional sections reviewed included the village attorney’s attendance at meetings—where the board agreed the administrator and president should jointly decide when the attorney’s presence is necessary—and creation of a separate comptroller position to strengthen financial oversight and separation of duties without adding significant cost.

A lengthy discussion followed on the rewritten Village Administrator ordinance. Trustees asked about agenda authority, residency expectations, interim versus acting administrator distinctions, and particularly the scope of the administrator’s authority over departments, including the police department. Trustees emphasized the importance of preserving departmental autonomy, ensuring an experienced police chief has input into the hiring of a

future village administrator, and preventing overly broad administrative control. Scot explained that the proposed language reflects standard council-manager best practices but agreed to add a separate section outlining a *group-based selection process* for hiring future administrators—one that allows trustee discretion and involvement of key department heads while not locking the process into ordinance form. Trustees also requested clearer language about performance evaluations, including a formalized, agreed-upon method, though not rigidly embedded in ordinance. The board agreed to conduct a six-month evaluation of the interim administrator both for accountability and as a trial run for future evaluations. The meeting ended with direction for Scot to revise Article III based on board input and return the updated draft to the next Committee of the Whole meeting before forwarding it to the Village Board for first reading.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments.

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Mead. All in favor yea, no oppose.

Meeting adjourned at 8:55 pm.

October 30, 2026

TO: President Gustafson & Village Trustees
 FROM: Scot Wrighton, Interim Village Administrator
 RE: November 4 Committee-of-the-Whole Agenda Items

Revisions to Title II of the Village Code. At the October 20 Committee-of-the-Whole(COTW) meeting, Board members made further revisions to a draft document intended to update those sections of the Village Code dealing with administration, board governance, the role and authority of the village administrator, the selection and evaluation of the village administrator, the role of the comptroller and other updates. COTW members requested that a corrected version of this ordinance be re-submitted to the COTW on November 4 for final review. The revised document is attached, and includes new language as requested by the Board. The latest version was also reviewed by the village attorney this week (and he made several minor editing changes and strengthened the ethics section). Original changes are shown in **bold red font**. Deleted language is shown in ~~green-strike-out~~. New language added as directed by the Board on October 20 is shown in ***italicized bold purple font***. It is now recommended that the COTW formally vote to recommend approval to the Village Board (and final approval at the November 17 Board meeting).

Introduction to the 2027 Village Budget. Staff has been hard at work preparing the proposed budget for FY2027. At the time of today's agenda packet distribution, however, the proposed budget was not yet complete. Budget notebooks will be passed out to governing body members at the November 4 meeting, and the first budget review session will take place as part of the November 17 COTW agenda. So, governing body members will have 13 days to review the notebooks, make notes, prepare questions and develop ideas for possible amendments. During the November 4 COTW, however, I would like to "introduce" the budget document (i.e., changes in presentation and format, how it is laid out, how best to read through it, how the different parts tie together, etc.). The budget is not just a financial document, it is also a decision and policy-making tool, and there are many policy decisions embedded in it.

Capital Improvement Plan(CIP) Refinements. On September 15, the Village Board gave tentative and broad approval to a 5-year CIP document, subject to its inclusion in the FY2027 budget, subject to additional revisions, and contingent upon an analysis of the financial impact and funding requirements of the CIP. In other words, the Board said the draft CIP document was moving in the right direction, and they looked forward to seeing it again as more pieces were added. The preliminary documents presented to the president and trustees on September 15 included all known street projects, plus a recommendation and plan for consistently increasing street maintenance funding to \$1 million per year for

the duration of the 5-year plan, the creation of one or more tax increment financing districts and a phased approach to Main Street improvements. However, it did not include all park and trail projects; nor did it include a staff recommendation on how to schedule improvements to the Bridge/Main Street intersection. These additions, plus updated CIP funding proposals, are included here. It is requested that the COTW:

1. **Discuss the updated CIP (attached), with particular attention to the 2027 and 2028 segments of the 5-year planning document.** Proposed funding is only in place for the 2027 and 2028 project lists. Improvements in years 2029, 2030 and 2031 will require the identification of, as yet, unsecured revenue sources (although the attached CIP includes ideas for what these unsecured funding sources could be). I have not altered the street and streetscape projects listed in the September 15 version of the CIP and tentatively approved by the Board. The addition of park and trail projects (in **bold red font**) can also be funded in 2027 and 2028, but only in those years. Also attached is a map showing the locations of village parks, existing trails and bike paths, and proposed trails and bike paths. Almost all of these projects have been mentioned by the Board in the past, and Fehr-Graham has been requested to develop cost estimates for them. Most of the park projects have been discussed in previous years' budget meetings. Even though the last 3 out-years of the CIP are not fully funded yet, having an approved CIP focuses the village's attention on these projects, strengthens grant applications, and allows the village to plan for them over time. And, in the event that the Village Board decided to pursue a capital improvement sales tax, the CIP will also provide a specific project list to inform voters about the improvements that would be funded in the event a tax was approved.
2. **Bridge & Main Street Intersection.** The 2027 plan includes a "mill and overlay" of Main Street between McDonald Road and Bridge Street. The CIP also envisions making Main Street Village Center improvements (in the public right-of-way) incrementally as adjacent private development on Main Street occurs. The limits of this new village center improvement will be from Bridge Street on the south to Hodges Run or Glenn on the north (the exact northern boundary will be determined later). Fehr-Graham has completed 85% of the detailed design plans and specifications for this project. They were directed to pause this engineering about 3 years ago. It is not a "mill and overlay" improvement. Rather, it is a complete reconstruction of Main Street, with lowering of the existing street elevation to facilitate a different drainage plan, the addition of streetscape features, wider and safer walking areas, elimination of some diagonal parking, new entrances and other streetscape enhancements. This project will fundamentally alter the look of the Main Street Village Center area. This raises another question: should the village end the McDonald Road to Bridge Street "mill and overlay" south of the Bridge/Main intersection, since it will eventually be reconstructed and lowered; or should the village perform minimal

maintenance now as part of the McDonald to Bridge project? Fehr-Graham's detailed plan sheets for the Grove to Presley section of the Main Street project are attached. They illustrate that replacing the Bridge/Main intersection will not be limited to the actual intersection. Because of the planned grade changes, street widening and broader turn lanes, the replacement of the intersection also requires lengthy transitions beyond the radius returns, turn lanes outside the footprint of the existing intersection, changing the drainage profile and installing a storm drainpipe that will need to run to the creek north of Village Hall. Any capital construction and maintenance work performed *in or adjacent to* the intersection in 2027 will be torn out whenever the village begins work on the reconstruction of this same intersection. Reconstruction of the Bridge/Main intersection could be two to five years away.

The Village Board can elect to: 1) terminate the McDonald to Bridge "mill and overlay" south of the Bridge Street intersection and make a fairly easy transition into the existing pavement south of the Bridge/Main intersection; or 2) include the new design of the intersection in the 2027 project scope; or 3) continue the McDonald to Bridge "mill and overlay" through the Bridge/Main intersection with only minimal surface treatments and ADA ramps (since all of it will be torn-out when the reconstruction work begins). Option 2 is not recommended in any case, as this will at least double the cost of the McDonald to Bridge Street project. Regarding Option 3, the value of street improvements to be installed and subsequently removed and lost is estimated to be between \$150,000 and \$200,000. Option #1 is therefore recommended. Financing the later Main Street project will be easier to manage if it occurs incrementally, and the first phase should be the section from Bridge Street to the creek, or to River Street.

3. **Financial Analysis.** The proposed use of General Fund and Motor Fuel Tax Fund unrestricted reserves to finance the 2027 and 2028 CIP projects will be programmed into the FY2027 budget if the Village Board tentatively approves this updated CIP, in the amounts delineated in the attached CIP plan. The unrestricted General Fund balance (meaning after the deduction of encumbered long-term payment obligations and the 33% rainy day fund) is projected to be about \$4 million on 1/1/2027. The unrestricted Motor Fuel Tax Fund balance is projected to be about \$2.7 million on 1/1/2027. The Capital Projects Fund unrestricted balance is projected to be about \$1.15 million on 1/1/2027.

The CIP is limited to street, parks, trail and other infrastructure projects, and does not include capital projects that would not be considered "infrastructure," such as vehicle and equipment purchases, other police capital, IT/electronic capital, building improvements and other non-infrastructure expenses. These are all included in the proposed FY2027 budget, but not in the CIP.

OSCOE CODE OF ORDINANCES – Proposed Revisions & Amendments

• 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 **used primarily for the following purposes: (i) to discuss broad policy initiatives for which further direction from the President and Village Board is required before an item can be readied and finalized for a vote by the President and Village Board at a future meeting, and (ii) 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, **where at least three Board members have communicated to the village president or the village administrator by way of general discussion and agreement at a regular Board meeting or Committee of the Whole meeting that an item should be added to a future agenda. in writing of their desire to add an item to a committee of the whole agenda at least one week before the next scheduled committee of the whole meeting.**

(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 **a village trustee** 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.

- Sec. 2-57. - Collective bargaining.

Replaced by new section

- Secs. 2-58—2-87. - Reserved.

- **CHAPTER 21. - VILLAGE DEPARTMENTS**

- Sec. 2-88. - Created.

(a) The village has created a **police department, a public works department, an administrative department and a planning department**, under the executive branch of the village government, **and** consisting of **a planning director, a plat officer and of** such other officials as shall be authorized by the village board of trustees.

(b) The village's zoning administrator shall serve ex officio as planning director and plat officer.

(c) The village's administrator shall serve as head of the Administrative Department, and as budget officer.

- Sec. 2-89. - Appointment of employees.

All **officers of the planning department** **village department heads** shall be appointed by the village president with the advice and consent of the village board of trustees, **except that the director of the Administrative Department, by virtue of also being the village administrator, will be appointed by members of the corporate authorities by majority vote, as provided by this ordinance.**

- Sec. 2-90. - Report of department.

The **planning** departments shall provide a report to the president and the board of trustees quarterly and annually in relation to the department's work activities for each quarter and calendar year.

~~Sec. 2-91. - Powers and duties.~~

~~The powers and duties of the planning department shall be those enumerated in 65 ILCS 5/1-1-2-5 through 5/1-1-2-7 and such further duties as are assigned to it by the village president.~~

- **Sec. 2-92. - Subdivisions to comply with official plans.**

Following the adoption of the official plan by the village board of trustees, which plan may be amended from time to time, no plat or subdivision or re-subdivision presented for recordation affecting land within the corporate limits of the village, as now or hereafter existing, or in contiguous unincorporated territory outside of and distant not more than 1½ miles from the corporate limits, shall be entitled to recordation or shall be valid unless the plat, subdivision or re-subdivision thereon shall provide for streets, alleys, ways for public service facilities, storm or floodwater runoff channels and basins and public grounds in conformity with the requirements applicable thereto of the official plan and compliance with all applicable sections of this Code, and the planning department shall be responsible for the monitoring of compliance of this section.

- **Secs. 2-93—2-112. - Reserved.**

- **CHAPTER 22. - VILLAGE OFFICIALS**

- **ARTICLE I. - IN GENERAL**

- **Sec. 2-113. - Board to prescribe duties, powers, term of appointed officers.**

The board of trustees, by ordinance not inconsistent with state law, may prescribe the duties, define the powers and fix the term of office of all appointed officers of the village **who are appointed by the village president with the advice and consent of the village trustees**, but the term of office shall not exceed that of the president.

- **Sec. 2-114. - Village clerk.**

(a) *Office created; election and term; compensation.* The village clerk shall be elected for a four-year term. The clerk shall receive compensation as follows:

- (1) The compensation of the village clerk shall be established at \$16,000.00 annually and shall be considered a part-time position.
- (2) The village clerk, or **a the clerk's** duly appointed deputy clerk, shall receive as an additional compensation, \$40.00 for each village board meeting, liquor commission meeting and public hearing attended in furtherance of **his their** official duties in the capacity of village clerk.
- (3) The village clerk, or **a the clerk's** duly **appointed and** authorized **deputy village clerk designee, for all committee meetings**, where the clerk is required to attend, in **their his/her** official capacity, and in furtherance of **their his/her** official duties as village clerk, shall receive as an additional compensation, \$40.00 per meeting for committee meetings organized under the village's committee of the whole

structure, or \$14.00 per hour for meetings of committees of the village board for which committee membership is made up of less than the whole of the village board of trustees, such amount which shall not exceed \$40.00 per day regardless of the number of individual meetings attended.

(4) The village clerk shall not receive any other benefits or compensation, including, but not limited to, health insurance, pension contributions and life insurance, for performance of their duties.

(5) The village clerk's pay shall be made in equal installments, payable biweekly, less any applicable deductions.

(b) *Oath; bond.* The village clerk, before entering upon the duties of **their his/her** office, shall take the oath of office prescribed by law, and shall execute a bond to the village in the penal sum of \$3,000.00, with security as shall be approved by the president and board of trustees, conditioned for the faithful performance of the duties of his office, and the payment of all moneys that may be received by **them him/her**, according to law and ordinance. The bond shall be filed with the treasurer.

(c) *Office location.* The village clerk shall keep **their his/her** office in the municipal building or at such other place as the board of trustees may direct.

(d) *Powers and duties.* The village clerk has those powers and duties provided for by state law. Such duties shall include as follows:

(1) The clerk shall keep the corporate seal, as provided by the corporate authorities, and shall affix its impression of documents whenever this may be required.

(2) The clerk shall keep and maintain all papers belonging to the municipality, except those where the custody and control of which have been given to other officers of the village and shall keep and maintain copies of all papers duly filed in the clerk's office.

(3) The clerk shall attend all meetings of the corporate authorities, including executive sessions, and keep a full record of their proceedings in the journal, except if the clerk is the subject matter of the meeting and **their his** presence creates a conflict of interest.

(e) *Deputy clerk.*

(1) *Authorization; appointment; term.* From time to time, as is determined necessary by the president and board of trustees for the village, there may be hired **and appointed by the president and board of trustees** a deputy village clerk **from among existing and qualified full-time village employees** to perform the functions of the village clerk in the clerk's absence. ~~The village clerk is authorized to appoint one deputy clerk.~~ Any such appointment of a deputy clerk may be revoked at any time, and a new appointment may thereafter be made if desired. Any such appointment, however, shall run concurrently with the village clerk's term of office unless sooner terminated.

(2) *Authority.* The powers and duties of a deputy clerk shall only be exercised:

- a. In the absence of the clerk from the place where the clerk's office is maintained, and only when written direction has been given by the clerk to that deputy to exercise a power; or
- b. When the president and board of trustees have determined by resolution that the clerk is temporarily or permanently incapacitated to perform a specific, enumerated function.
- (3) *Designation; oath; bond.* An original of the instrument making an appointment of a deputy ~~by the~~ village clerk shall be filed and shall remain on file in the office of the village clerk. Any person accepting an appointment as deputy ~~of the~~ village clerk hereunder shall take and subscribe the same oath or affirmation as is required of village officers and such oath or affirmation shall be filed and remain on file in the office of the village clerk. The deputy clerk shall be bonded in the same manner as the village clerk.
- (4) *Powers and duties.* When duly authorized, the deputy clerk shall have the power and duty to execute all documents, papers, receipts, orders, checks and other instruments required by any law to be executed by the village clerk, to affix the corporate seal thereto whenever required, and to make such records and perform any and all duties and functions performed by the village clerk. In signing any documents, the deputy clerk shall sign the name of the clerk with the word "by" and the deputy clerk's own name and the words "deputy clerk."

~~(5) *Pay; hours.* Upon authorization for appointment and annually thereafter until such authorization for appointment has been withdrawn, the president and board of trustees shall establish or modify the pay scale and appropriation for the deputy clerk position as part of the passage of the village's appropriation ordinance. However, the deputy clerk shall not be authorized to work more than 15 hours during any given work week, or in such a manner as to exceed the amount appropriated for that position by the village board of trustees.~~

• **Sec. 2-115. - Village treasurer.**

- (a) *Office established.* The village has established the office of village treasurer.
- (b) *Bond.* The treasurer, before entering upon the duties of ~~their~~ ~~his~~ office, shall execute a bond in the amount of \$5,000.00 to be provided by the village.
- (c) *Deposits; bank designated; liability of treasurer.* The treasurer shall keep all funds and money in ~~their~~ ~~his~~ custody belonging to the village in such places of deposit as may be designated by ordinance, and, when requested by the treasurer, the corporate authorities shall designate a bank or banks in which may be kept the funds and money of the village, in the custody of the treasurer. When a bank has been designated as a depository, it shall continue as such until ten days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by subsection (d) of this section. When a new depository is designated, the corporate authorities shall notify the sureties of the village treasurer of that fact, in writing, at least five days before the transfer of funds. The village treasurer shall be discharged from responsibility for all funds or money which ~~their~~ ~~he~~ deposits in a

designated bank while the funds and money are so deposited. If village funds or money is deposited in a designated bank, the amount of the deposits shall not exceed 75 percent of the bank's capital stock and surplus, and the treasurer shall be responsible for funds or money deposited in the bank in excess of this limitation.

(d) *Qualifications of bank.* No bank shall be qualified to receive village funds or money until it has furnished the corporate authorities with copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the state commissioner of banks and trust companies or to the state comptroller of currency. Each bank designated as a depository for the funds or money shall, while acting as the depository, furnish the corporate authorities with a copy of all statements of resources and liabilities which it is required to furnish to the commissioner or the comptroller.

(e) *Term.* The treasurer shall serve for a term of four years, commencing on May 1 of the year in which **they are he is** appointed.

- **Sec. 2-116. - Village attorney.**

(a) *Appointment; term.* The president, with the advice and consent of the board, shall appoint a qualified, competent person to be the attorney for the village. The village attorney shall serve in office until his successor has been appointed and has qualified.

(b) *Duties.* The village attorney shall:

(1) Be the legal adviser of the president, the board of trustees and each department of the village in all matters wherein the business of the village is involved. **They he** shall, at all times, carefully guard and protect the interests of the village;

(2) Attend all regular meetings of the board, **unless excused**, and all special meetings when requested by the board;

(3) Prepare such ordinances as the board may from time to time direct, present them to the board and be prepared to answer any legal questions that may arise in and about the passage of the same and any legal effect and interpretation of the ordinances. All contracts in which the village is a party and all ordinances or resolutions of the village concerning or authorizing the making of a contract shall be drawn by the village attorney, or the draft thereof examined and upon by **them him** before the same is made or adopted. All bonds in which the village is a party or interested shall be referred to the village attorney for approval before being approved by the board;

(4) Prosecute and defend, for and on behalf of the village, all suits and proceedings in any court. **The village attorney he** shall not be required to prosecute any suit or proceeding when, upon investigation of all the facts in the case, he becomes satisfied that there is no cause of action on the part of the village, unless he is required to do so by the president **and Board of Trustees**. The village attorney may discontinue any suit or proceeding upon any terms as **they he** shall deem just and equitable, provided that the president may require **them him** to prosecute any suit that **they he** shall deem necessary to the well-being of the village. When in **their his** opinion the public interest requires it, **the village attorney he** may appeal any proceeding from the judgment of the circuit court;

(5) Cause execution to issue on all judgments in favor of the village and see that all collections are made. **They** ~~he~~ shall have referred to him all court fee bills and other bills of courts for **their** ~~his~~ approval before the same are paid; and

(6) Perform all other duties incidental to **their** ~~his~~ office which may be required of **them** ~~him~~ by law.

(c) *Substitute.* In case of temporary absence or disability, the village attorney may, with the approval of the president, appoint or employ some competent person to act in **their** ~~his~~ place. No person shall be appointed or act on behalf of the village as village attorney who is not duly licensed as an attorney under the laws of the state.

- **Sec. 2-117. - Village engineer.**

The president, with the advice and consent of the board, shall appoint a qualified, competent person or firm to be the engineer for the village, who shall serve until his successor has been appointed and has qualified. The village engineer or a representative from his office shall render engineering services for the village or its officials on a consultant basis.

- **Sec. 2-118. - Retirement.**

The village shall participate in the state municipal retirement fund. The standard for participation therein shall be a position normally requiring performance of duty for 1,000 hours per year.

- **Sec. 2-119. - Commencement of terms for newly elected officers.**

The term of village officers shall begin with the **first regularly scheduled Board meeting following certification of biennial municipal election results by the county election official following April elections.** ~~second meeting in April following the proclamation of the results of the regular municipal election at which the officers were elected.~~

- **Sec. 2-120. - Administrative hearing officer.**

(a) *Creation of position; duties generally.* The position of administrative hearing officer is created to hear and adjudicate allegations of code violations brought by the village and to impose fines, costs and penalties for such violations as are proven.

(b) *Appointment.* The administrative hearing officer shall be appointed by the village president and the village president is authorized and empowered to appoint, with the advice and consent of the village board of trustees, an individual or firm to provide the services of administrative hearing officer as an independent contractor on a part-time basis with such individual or firm to serve as the pleasure of the village president. The position of administrative hearing officer shall not be a civil service position and the village president shall have

the authority to remove, replace or reappoint such individual or firm from time to time as he, in his sole discretion, may choose with any new appointment subject to the advice and consent of the village board of trustees.

(c) *Qualifications.* Every hearing officer must be an attorney licensed to practice law in the state for at least three years. Prior to conducting any proceedings, the hearing officers shall successfully complete a formal training program that includes the following:

- (1) Instruction on the rules of procedure of the hearing that they will conduct;
 - (2) Orientation to each subject area of the code violations that they will administer;
 - (3) Observation of administrative hearings; and
 - (4) Participation in hypothetical cases, including rules on evidence and issuing final orders.
- (d) *Other duties.* The administrative hearing officer shall additionally act as a hearing officer under the Public Safety Employee Benefits Act, 820 ILCS 320/1 et seq. He shall hold a hearing and make a determination if an employee subject to the Act is entitled to the benefits provided by the Act. The decision may be appealed to the circuit court under the provisions of 735 ILCS 5/3-101 through 5/3-113.

• **Sec. 2-121. - Village administrator.**

(1) **Creation of position.**

There is hereby created the position of village administrator, who shall be the chief administrative officer of the village. Any references in the Village Code of Ordinances or any other ordinance or document to the title of director of village services and personnel shall mean village administrator.

(2) **Appointment and selection of village administrator.**

(a) The village administrator shall be chosen solely on the basis of executive and administrative qualifications with special reference to actual experience in, and knowledge of, accepted practices with respect to the duties as set forth herein and in the position description as established from time to time by the village president and village board.

(b) The village president and the Village Board of Trustees shall appoint the village administrator by majority vote of the corporate authorities with the advice and consent of the village board. The village's corporate authorities shall determine a method and process for recruiting, screening, interviewing and selecting potential candidates for the position of village administrator, and select other person(s) who may assist the corporate authorities in the selection. The appointment shall be dependent upon the applicant's acceptance of the terms of a "letter of agreement — conditions of employment" that will be negotiated between the applicant and the village president. Such letter shall be approved by majority vote of the village

board. The "letter of agreement — conditions of employment" will further define and explain conditions of employment, but may not override, circumvent or subvert any parts of this article.

(c) At the time of appointment, the village administrator need not be a resident of the Village of Roscoe. During the tenure of the appointment, the village administrator may be required to reside within the corporate boundaries of Village of Roscoe, or outside those boundaries, solely in conformance with the terms of the "letter of agreement — conditions of employment."

(d) In the event of the short-term and temporary absence of the village administrator, the village administrator may appoint a *department head member of the village staff* as acting village administrator. In the event of the extended absence of the village administrator, or the death, disability, or abandonment of position by the village administrator, or in the event the position becomes permanently vacant for any other reason, the village president *and the Village Trustees may* ~~may act as village administrator or~~ appoint an interim village administrator who shall serve until the village administrator returns or until a new permanent village administrator appointment is made.

(3) Tenure of position.

The village president may remove the village administrator at any time with the advice and consent of the village board.

(4) Compensation.

The village administrator shall receive such compensation as the village president and village board shall fix from time to time by ordinance, or in the "letter of agreement—conditions of employment" document approved by the Village Board.

(5) Powers and duties—Generally.

The village administrator shall be the chief administrative officer of the village and shall be responsible for supervising and coordinating the work of all departments of the village. To that end, the village administrator shall have the authority and shall be required to:

(a) Enforce all the laws and ordinances of the village.

(b) Attend all meetings of the corporate authorities unless excused by the village president. Provide the corporate authorities all information related to matters under consideration as well as matters that come to the attention of the village administrator that require policy consideration by the corporate authorities. In consultation with the village president and trustees, the village administrator shall be responsible for preparing the agenda for all regular, committee of the whole, and special meetings of the village board and shall be entitled to notice of all regular or special meetings of the village board.

- (c) Recommend to the village president and board of trustees, adoption of such measures deemed necessary or expedient for the health, safety or welfare of the community, or for the improvement of services to the community.
- (d) At the request of the village president and village board, recommend officers of the village who are required to be appointed and recommend the removal or suspension of any such officer to the village president and village board when such removal or suspension will be consistent with the best interests of the village. All recommendations for appointment or removal shall be based upon merit and upon qualifications or disqualifications of such officer. Supervise all appointed officers of the village and all village employees, and all persons shall perform their duties subject to the village administrator's direction, except as otherwise provided or required by statute. At the request of the village president and village board, the village administrator will make reports concerning appointed officers and employees of the village.
- (e) Appoint, discipline, and remove all appointed employees of the village provided that this authority shall not extend to the chief of police, or to sworn officers in the police department, or department heads, or other employees appointed by the village president with the advice and consent of the village board; but the village administrator may make recommendations to the village president and village board as to appointment, discipline or removal of such excluded appointed employees.
- (f) Settle questions as to the respective powers or duties of any appointed officer of the village and to delegate to any such officer any duty which is to be performed when no specific officer has been directed to perform the duty. Unless otherwise directed by the village president and village board, the village administrator shall exercise the power, authority, and duties of any department head during the time when the office of such department head is vacant, except in the police department.
- (g) Direct, supervise, and coordinate the administration of all departments, offices, and agencies of the village ensuring that all municipal services and programs are efficiently and effectively managed, except as otherwise provided by law, including the direction and coordination of all village-wide and interdepartmental projects, programs, policies, and administrative matters which are applicable to all departments.
- (h) Make recommendations to the village president and village board concerning compensation for each appointive office and position in the village not otherwise provided for by statute or ordinance of the village.
- (i) Recommend to the village president and village board, the creating, consolidating and combining of offices, positions, departments or units of the village.
- (j) Monitor the affairs of the village or any department or division thereof. Investigate or provide for the investigation of all complaints in relation to matters concerning the administration of the government of the village, and in regard to service

maintained by the public utilities in the village, and see that all franchises, permits or privileges granted by the village are faithfully observed.

(k) Supervise the purchase of all services, materials, supplies and equipment for which the funds provided are included in the annual budget; let contracts for operation and maintenance of village services for amounts less than twenty thousand dollars (\$20,000.00) so long as they are authorized by the village board; receive, open and review bids for purchases or service contracts, or delegate this responsibility to the appropriate department head; and advise the village board on the advantages and/or disadvantages of a contract or vendor proposal on which bids have been received. No purchase shall be made, contract let, or obligation incurred that first requires the village board approving a budget amendment authorizing supplemental funds. No purchase, acquisition, construction or any contract of any type shall be made in excess of twenty thousand dollars (\$20,000.00) except by approval of the village board or in the case of public emergency when affirmed by the village president and subsequently ratified by the village board. A public emergency shall mean an unexpected event which places human safety or property in immediate risk of harm. The village administrator shall issue such rules governing purchasing.

(l) The village administrator, in cooperation with the village treasurer, shall prepare for consideration of the village president and village board on or before January 1 each year, an annual operating and capital budget which shall include a five-year capital improvements program (CIP); prepare the annual budget adoption ordinance for consideration and enactment; and prepare for consideration and enactment the annual tax levy ordinance and appropriations ordinance. For the purpose of preparing the annual budget and ordinances, the village administrator is authorized to require all officers and department heads to submit statements of the condition and expenses of their respective offices or departments; a description of proposed village improvements and the probable costs for these improvements, a description of all unperformed contracts; and a statement of all unexpended appropriations of the preceding year. The village administrator shall be responsible for the administration of the annual operational and capital budget.

(m) Submit to the village president and village board, a monthly report highlighting activities of each department.

(n) Represent the village in collective bargaining negotiations, determine from the Village Board appropriate parameters of labor contracts, and return tentatively agreed-upon contracts for the final approval or rejection by the Village Board.

(o) Supervise such other administrative agencies and departments and officers as may be hereafter created by the village board of trustees unless the administration and control of such departments and officers is expressly delegated elsewhere.

(p) Devote full time to the duties of village administrator and shall not engage in any other employment without the written consent of the village board.

(q) Perform such other lawful duties as may be required by resolution, ordinance or direction of the village president and village board.

(6) Conflict of interest.

The village administrator shall not be financially interested, directly or indirectly, in: (a) any existing or prospective business enterprise of an entity or private individual that has any financial, business, or development relationship with the village; or (b) any contract, work or business of the village, or (c) in the sale of any article to the village, or (d) in the purchase of any property belonging to the village, or sold for taxes or assessments, or sold by virtue of legal processes initiated by or with the village.

The village administrator shall not be financially interested, directly or indirectly, in any contract, work or business of the village, or in the sale of any article to the village, or in the purchase of any property belonging to the village, or sold for taxes or assessments, or sold by virtue of legal processes initiated by or with the village.

(7) Performance evaluation.

An initial performance evaluation of the village administrator will be completed by the village president and village board within six (6) months following the first six months of initial appointment. Another performance evaluation will be completed by the village president and village board on the first anniversary of the village administrator's hiring, and thereafter an annual evaluation of the village administrator's performance will be conducted for the duration of the village administrator's appointment. At a minimum, the performance evaluation process will include a written evaluation of the village administrator's work performance during the previous year's rating period, a meeting and discussion with the village president and board of trustees, a review of the village administrator's goals and objectives for the next year's rating period, and a written summary of the evaluation results. *Prior to any village administrator performance evaluation, the village president and village trustees shall all agree (or by majority vote if necessary) upon the details, forms and process for all aspects of the evaluation. This section shall not be interpreted to grant any substantive employment rights in the village administrator and shall not alter the employment status of the village administrator as set forth in the "letter of agreement — conditions of employment."*

(a) *Establishment.* The village has created by the president and board of trustees of the village the full-time position of the village administrator, who shall be an employee of the village, and who shall be charged with the implementation of the policies and directives of the president and board of trustees of the village.

(b) *Selection and appointment; term; removal.*

(1) Upon a vacancy occurring in the village administrator position, a selection committee consisting of the village president and all village trustees in office at the time of the vacancy ("selection committee") shall initiate the recruitment process of qualified candidates to fill the position.

- (2) The selection committee shall then seek out proposals from, and contract with, a qualified executive recruiting firm with knowledge and experience in the area of municipal recruiting. The firm shall be charged with the recruitment of candidates and the preparation of an initial list of no more than five eligible persons qualified for the position to be presented to the selection committee.
- (3) The human resources administrator shall then coordinate interviews with the listed candidates to be scheduled with, and at such times that are convenient to the candidate, the village president, the board of trustees, village department heads, and other any other such staff deemed necessary by the village board of trustees.
- (4) The selection committee shall then, in consultation with the firm, and in light of and taking into full consideration any responses and comments from the trustees and staff, review and rank the candidates.
- (5) The village president and one village trustee selected by a vote of the village board of trustees, and the village's human resources administrator, shall then proceed to negotiate the terms of employment with the top candidate (within those parameters set by the village board of trustees), and bring the name of the candidate and the terms of employment to the village board for approval.
- (6) The village board shall then, by an affirmative vote of two-thirds of the village board of trustees then serving, select and appoint the candidate brought before it, or approve the candidate but with conditions to the terms of employment, select an alternate candidate from the list, or reject the full list of candidates, and request that the selection committee recruit and prepare a list of additional candidates.
- (7) Once selected, the village administrator shall serve at the pleasure of the village board of trustees and may be removed with or without cause by an affirmative vote of two-thirds of the village board of trustees then serving.
- (c) *Duties and responsibilities.* The primary duties and responsibilities of this position shall be set by the village president and board of trustees, and shall include, but not be limited to, the following:
 - (1) Carrying out the directives and policies of the village president and board of trustees that require administrative implementation, and promptly reporting to the village president and board of trustees any difficulties encountered with such implementation.
 - (2) Preparation and overseeing the implementation of the annual operating budget in accordance with all statutory requirements and the needs of the village.
 - (3) Administration of the day-to-day operation of the village.
 - (4) Increasing the efficiency of the village government according to the best practices in local government.
 - (5) Promoting the economic and business development of the village through public and private sector cooperation.

- (6) ~~Overseeing all aspects of personnel and benefits administration, including, but not limited to, discipline, pay and wage recommendations, health insurance claims, and when necessary, collective bargaining negotiations.~~
- (7) ~~Overseeing the engagement of outside consultants, reviewing bids and proposals, and making selection recommendations for final approval by the village president and board of trustees.~~
- (8) ~~Facilitating and encouraging open communication between village residents and village officials to address complaints, grievances, and other matters of public concern.~~
- (9) ~~Assisting in the preparation of agendas of meeting of the village board and committees.~~
- (10) ~~Assisting as necessary, the president and board of trustees in the carrying out of their statutory duties and responsibilities.~~
- (11) ~~Regularly reporting to the president and board of trustees on the status of projects and activities occurring under the purview of office of the village administrator.~~
- (12) ~~Overseeing the development and maintenance of an organized and informative village website.~~
- (13) ~~Assisting the village president and the village board of trustees in the recruitment of residents for service on appointed village boards and committees (e.g., zoning board of appeals, police and fire commission).~~
- (14) ~~Performing such other duties that may be assigned from time to time by the village president and board of trustees.~~
- (d) ~~*Qualifications/required knowledge and abilities.* Possession of, at a minimum, a bachelor's degree from an accredited college or university in the field of business administration, public administration, finance, or the equivalent in experience and education in a related field.~~
- (e) ~~*Review of performance; evaluation.* The village administrator shall be subject to an annual or semi-annual performance review by the village president and board of trustees, as set forth in the village's personnel handbook, as may be amended from time to time.~~
- (f) ~~*Compensation and benefits.*~~
- (1) ~~The president and village board shall, from time to time, review and adjust as necessary the compensation of the village administrator, which shall take into consideration knowledge, qualifications and experience of the person then holding the position.~~
- (2) ~~The village administrator shall be entitled to all benefits for which full-time employees of the village are eligible.~~

• **Sec. 2-122. - Village comptroller.**

(a) *Office established.* The village has established the office of the village comptroller.

(b) *Appointment; qualifications.*

(1) ~~Unless some person is otherwise appointed and confirmed to serve in such capacity, the village treasurer shall serve ex officio as village comptroller.~~ ***The village president shall appoint a qualified member of the current village administrative staff to serve as village comptroller, with the advice and consent of the Board of Trustees. The village comptroller will be supervised by the village administrator and assist the village treasurer in executing and performing their his/her duties.***

~~(2) In such cases where the office of the village comptroller and village treasurer are to be filled by separate individuals, the village comptroller shall be appointed by the village president with the advice and consent of the village board of trustees.~~

~~(2)~~ The comptroller shall have knowledge or experience in budgeting and financial control procedures and practices.

(c) *Compensation.* The comptroller shall receive such compensation for services as may be set from time to time by the village board of trustees. ~~Should the comptroller also serve concurrently in the office of village treasurer, the comptroller shall receive no additional compensation than that received for service as village treasurer.~~

(d) *Bond.* The village comptroller shall furnish a surety bond in the amount of \$2,500.00 to be approved by the village board, the bond to be conditioned on the faithful performance of ***their his/her*** duties. The premium of the bond shall be paid by the village.

(e) *Duties.* The comptroller shall have the following duties:

(1) *Generally.* All duties as set forth in state law.

(2) *Supervision and financial controls.* In relation only to their duties as set forth herein, the village comptroller shall exercise a general supervision over ~~all the officers and employees of the village charged in any manner with~~ the receipt, collection or disbursement of village revenues and the collection and return of all such revenues into the treasury and shall supervise and control such other officers and employees as the corporate authorities shall, from time to time, authorize, ***in coordination with the village treasurer. The village comptroller shall also assist the village administrator in the preparation of the annual budget and appropriations ordinance.***

~~(3) Annual budget.~~

~~a. The comptroller shall prepare the budget annually and submit it to the corporate authorities together with a message describing the important features and be responsible for its administration after adoption.~~

~~b. The village comptroller shall, before the time of making the annual appropriations, to be made by the board of trustees, submit to the president and board of trustees, a report of estimates, as nearly as may be, of monies necessary to defray the expenses of the village during the current fiscal year.~~

(4) *Financial activities.*

a. The comptroller, **in coordination with the village treasurer**, shall prepare and submit to the corporate authorities, as of the end of the fiscal year, a complete report on the finances and financial activities of the village for the preceding year.

b. The village comptroller shall, in the report, class the different objects and classes of expenditures, giving as nearly as may be, the amount required for each. For the purpose of making such report, the village comptroller is authorized to require from all officers a statement of the condition and expenses of their respective offices and departments, with any proposed improvements and all probable expense thereof, all contracts made and unfinished, and the amount of any and all unexpended appropriations of the preceding year.

(5) *Financial conditions and future needs.* The village comptroller shall keep the corporate authorities advised of the financial condition and future needs of the village and make recommendations as **they** **he** may deem desirable.

(6) *Documents; books.* The village comptroller shall have the charge, custody and control of all municipal documents, books, and papers of any kind, related to the financial activities of the village, except those of which the custody and control have been given to another officer of the village.

(7) *Accounts.* The village comptroller shall keep strict, accurate and detailed accounts in books to be provided for that purpose, of all the monies of the village received and disbursed, having the same so classified and arranged under proper heading, that the proper debts and credits of each particular fund or account will clearly show from whom and for what account the same was received, or to whom and what account the same was paid. The comptroller's books shall also show the several funds or appropriations of the village, the unexpended balance of each, and the indebtedness of the village, whether bonded or otherwise, and the general financial condition of the village as far as it is ascertainable. The village comptroller shall countersign all vouchers and deliver the same when called, taking a receipt for the same.

(8) *Bonds.* The village comptroller shall keep in the village hall in books kept expressly for such purpose a correct list of all the outstanding bonds of the village, showing the number and amount of each, for and to whom the bonds are issued. When any village bonds are paid or canceled, the books shall show that fact. The comptroller's annual report shall describe particularly the bonds sold during the year and the terms of sale with each and every item of expense thereof.

(9) *Village funds; public money to be kept separate.* The village comptroller shall keep all monies belonging to the village that may be in the comptroller's possession, separate and distinct from the comptroller's own monies, and is prohibited from using either directly or

indirectly, the village money or property in the comptroller's custody or keeping for the comptroller's own or that of any person's benefit or use whatsoever, and shall turn over to the village all interest which shall accrue on monies in the comptroller's hands.

(10) *Other duties.* In addition to the duties specifically enumerated in this section, the village comptroller shall perform any other duties which the board of trustees may prescribe by ordinance, resolution or otherwise.

(f) *Special assessments.*

(1) *Warrants.* The village comptroller shall prepare, collect and execute all special assessments and other warrants which by law, this Code or other ordinances of the village may be executed by a village comptroller.

(2) *Delinquent.* The village comptroller shall annually, within the time required by law, make a written report or list of all delinquent special assessments on all lands, town lots and real property in the village on which the comptroller has been unable to collect the special assessments, with the amount of each, so remaining unpaid, together with the comptroller's warrant, or description of the nature of the warrant, by which the comptroller is authorized to collect the special assessment, to the county collector.

- **Secs. 2-123—2-142. - Reserved.**

- **ARTICLE II. - GIFTS**

- **Sec. 2-143. - State officials and employees' ethics.**

(a) The regulations of 5 ILCS 430/5-15 and 430/10-10—430/10-40 of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (herein "SOEEA"), are adopted by reference and made applicable to the officers and employees of the village to the extent required by 5 ILCS 430/70-5.

(b) The solicitation or acceptance of gifts prohibited to be solicited or accepted under SOEEA, by any officer or any employee of the village, is prohibited.

(c) The offering or making of gifts prohibited to be offered or made to an officer or employee of the village under the SOEEA is prohibited.

(d) The participation in political activities prohibited under the SOEEA by any officer or employee of the village is prohibited.

(e) For purposes of this section, the terms officer and employee be defined as set forth in 5 ILCS 430/70-5.

(f) The penalties for violations of this section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the SOEEA.

(g) This section does not repeal or otherwise amend or modify any existing ordinances or policies that regulate the conduct of village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this section, however, the provisions of this section shall prevail in accordance with the provisions of 5 ILCS 430/70-5.

(h) Any amendment to the SOEEA that becomes effective after the effective date of the ordinance from which this section is derived shall be incorporated into this section by reference and shall be applicable to the solicitation, acceptance, offering, and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the village.

(i) If the state supreme court declares the SOEEA unconstitutional in its entirety, then this section shall be repealed as of the date that the court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the village if the SOEEA is found unconstitutional by the state supreme court.

(j) If the state supreme court declares part of the SOEEA unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the SOEEA, then the remainder of the SOEEA as adopted by this section shall remain in full force and effect; however, that part of this section relating to the part of the SOEEA found unconstitutional shall be deemed repealed without further action by the village.

- **Secs. 2-144—2-169. - Reserved.**

- **CHAPTER 23. - BOARDS, COMMISSIONS, AND SIMILAR BODIES**

- **ARTICLE I. - IN GENERAL**

- **Secs. 2-170—2-191. - Reserved.**

- **ARTICLE II. - BOARD OF FIRE AND POLICE COMMISSIONERS**

- **Sec. 2-192. - Creation.**

The village has created a board of fire and police commissioners, consisting of three members whose terms of office shall be three years and until their respective successors are appointed and have qualified.

- **Sec. 2-193. - Qualifications.**

The members of this board shall possess the qualifications required of other offices of the village, shall take oath or affirmation of office, and give bond in the same manner as other appointive officers of the village. They shall be subject to the removal from office as the other officers.

- **Sec. 2-194. - Appointment of board.**

The board of fire and police commissioners shall appoint all full-time officers of the police department of the village. All appointments made by the fire and police commissioners shall be from the rank next below that to which the appointment shall be made, other than that of the lowest rank.

- **Sec. 2-195. - Rules.**

The board of commissioners shall make such rules and make appointments and removals except those herein reserved to the president and board of trustees and shall have any other and further powers as is provided by state law.

- **Sec. 2-196. - Secretary.**

The board may employ a secretary or may designate one of its own members to act as such. The secretary shall keep the minutes of the board's proceedings, shall be custodian of all papers pertaining to the business of the board, shall keep a record of all examinations held, and shall perform any other duties as the board shall prescribe.

- **Sec. 2-197. - Compensation.**

The board of commissioners shall each be compensated \$60.00 per meeting attended, except that the chairperson of the board of commissioners shall be compensated \$80.00 per meeting attended.

- **Secs. 2-198—2-217. - Reserved.**

END OF PART ONE RECOMMENDED REVISIONS TO THE ADMINISTRATIVE TITLE OF THE ROSCOE VILLAGE CODE

2027		Comments & Notes	
STREETS, UTILITIES, DRAINAGE & STREETSCAPES:			
\$1,000,000 for residential street maintenance			
1,300,000 for mill & overlay of Main Street from McDonald to Bridge or Grove Street (with or without reconstruction of the Bridge/Main intersection)			
170,000 for River Street bike path extensions			
210,000 for Chieery Ridge pond bank stabilization & parking lot			
130,000 for trail paving from Stone Bridge Trail to Chase Bank			
50,000 for finalizing Main Street design, create a TIF* district & Business Improvement District*		Prior to finalization of design for this project, the Board will need to determine if the northern end of this improvement should be Grove Street, or the north or south side of Bridge St. This project is intended to eliminate a gap in the trail system	
PARKS & TRAILS:			
170,000 River Street Trail Connection, Old Bridge to Main St.			
1,200,000 Porter Park Improvements, Phase 2, OSLAD Grant			
230,000 Conversion of existing park lights to LED (Leland, Swanson & Porter)			
\$3,000,000	TOTAL	This project is intended to eliminate a gap in the trail system DNR is expected to approve permit soon, with construction starting and concluding in the 2027 season (50/50 grant)	
\$3,950,000	Adjusted TOTAL with streets, parks & trails		
Funds to pay for these projects will come from four sources:			
■ OSLAD grant \$532,000			
■ General Fund Unrestricted Reserve \$1,136,000			
■ MFT Unrestricted Reserve \$1,300,000			
■ Debt & Capital Projects Reserve \$982,000			
2028			
STREETS, UTILITIES, DRAINAGE & STREETSCAPES:			
\$1,050,000 for residential street maintenance			
400,000 for Riverside Park improvements (boat launch, road/path surfaces)			
86,000 Leland Park Court Resurfacing			
950,000 Main Street ROW streetscape improvements, Phase 1		Assumes eventual funding availability through the state for boat launch projects and other Riverside Park improvements	
PARKS & TRAILS:			
400,000 Porter Park parking lot			
116,000 Bathroom roof replacements at Riverside, Swanson & Leland			
300,000 Riverside Park Boat Launch Upgrade (w/ state grant)			
230,000 Chicory Ridge Park parking lot and walking path overlays			
\$2,486,000	TOTAL	Funds to pay for these projects will come from three sources:	
\$3,046,000	Adjusted TOTAL with streets, parks & trails		
-- DNR Boat Ramp grant \$200,000			
-- General Fund Unrestricted Reserve \$1,696,000			
-- MFT Unrestricted Reserve \$950,000			
-- Debt & Capital Projects Reserve \$200,000			

2029

STREETS, UTILITIES, DRAINAGE & STREETSCAPES:

\$1,100,000 for residential street maintenance
800,000 for Willowbrook Road maintenance
950,000 Main Street ROW streetscape improvements, Phase 2

PARKS & TRAILS:

50,000 Roof Repairs & Remodeling of Porter Park Cabin
400,000 Pave rock trails: under Rt. 251 & from Chase Bank to
Stone Bridge Trail

10,000 Chicory Ridge Park pond stabilization

250,000 Playground replacements @ Leland & Swanson Parks

~~\$2,650,000~~

TOTAL
Adjusted TOTAL with streets, parks & trails

\$3,560,000

2030

STREETS, UTILITIES, DRAINAGE & STREETSCAPES:

\$1,150,000 for residential street maintenance
1,750,000 EDP/STBG funding match for street infrastructure (Rockton/
Willowbrook Road area)

PARKS & TRAILS:

\$1,100,000 Willowbrook/Upper Ridge/Applegate to Stone Bridge Trail

1,440,000 McDonald Road walking path extension to Porter Park

250,000 Hawks Pointe & Denali park site improvements

90,000 Surface sealing of selected paved trails

~~\$2,900,000~~

TOTAL

\$5,780,000
Adjusted TOTAL with streets, parks & trails

2031

STREETS, UTILITIES, DRAINAGE & STREETSCAPES:

\$1,200,000 for residential street maintenance
1,500,000 infrastructure/utility subsidies for Willowbrook &
Rockton Road, Love Road area parcels

PARKS & TRAILS:

\$8,800,000 Roscoe Road Multi-Use Path paving & Rock River Trail Bridge
700,000 Riverside Park Improvements (parking lot, bridge link, others)

~~\$2,700,000~~

TOTAL

\$12,200,000
Adjusted TOTAL with streets, parks & trails

Allocation increases 5% per year

Though held back for planning reasons, some work required

Funding Analysis: While there will still be MFT & General Fund Unrestricted reserves in 2029, they will be insufficient to fully fund these projects. Financing the 2029 plan will require grants, public/private cost sharing, additional capital taxes, or major growth in the tax base. MFT will slightly decline by 2029.

R1 has the following Roscoe projects on its planning list as eligible for grant funding: Love Rd construction, Willowbrook Road construction, and various trail & pathway projects, including the ones listed in the 2030 plan.

Funding Analysis: See comments above for 2029. The county plans a trail extension on Perryville, north to McDonald Road at some point, tying into Porter Park, Phase 2. The Willowbrook to Stone Bridge Trail project is part of the Grand Illinois Trail, and therefore more likely to attract grant funding. It is not possible without grants.

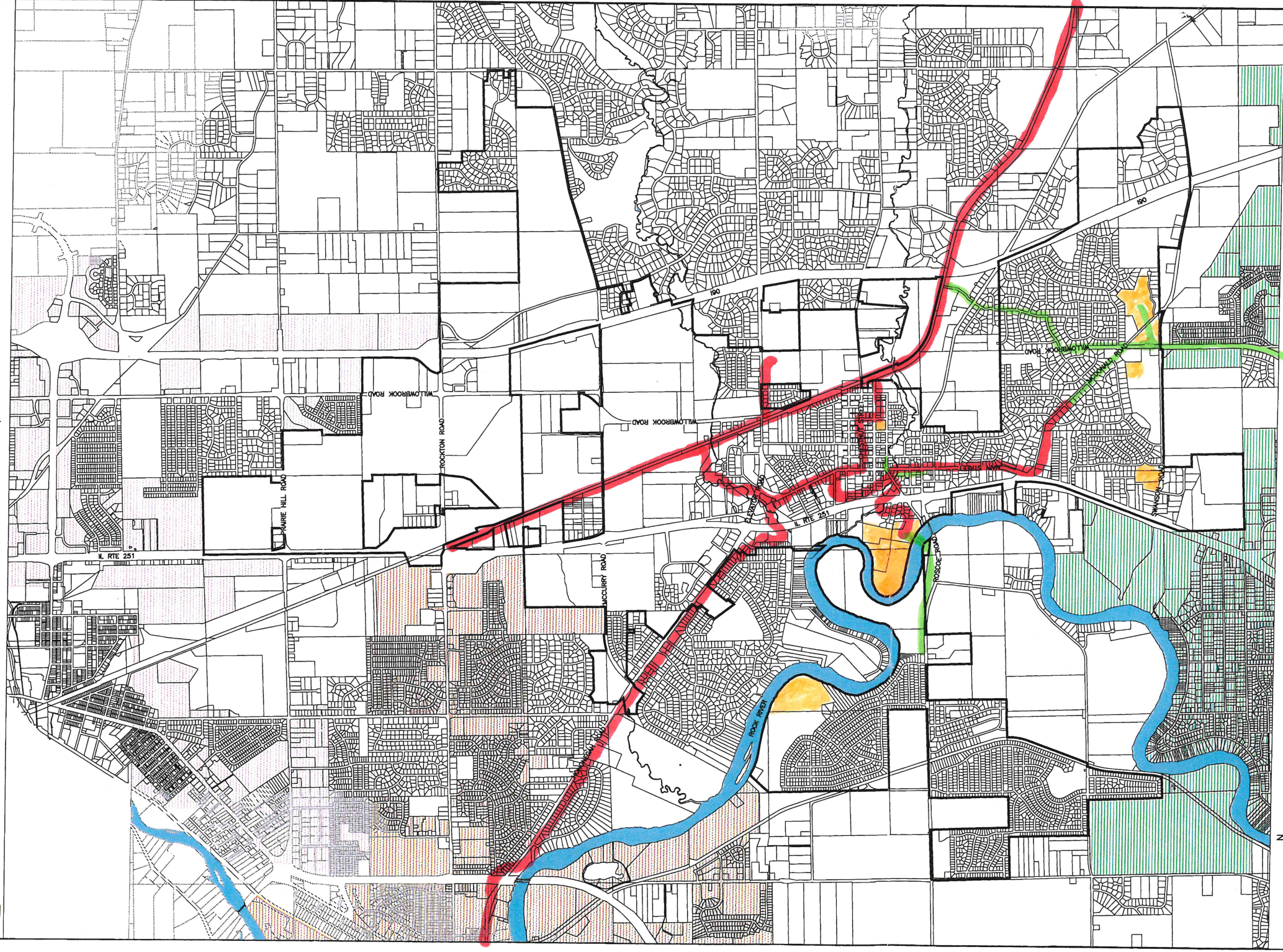
Funding Analysis: See comments above for 2029. Except for the annual residential street program, all of these projects are eligible for grants, but the Village would have to vigorously pursue them over a period of several years, which is why they have been parked at the last year of the CIP.

PARKS & TRAILS

ZONING MAP

VILLAGE OF ROSCOE
WINNEBAGO COUNTY, ILLINOIS

VILLAGE OF ROSCOE
CITY OF SOUTH BELOIT
VILLAGE OF ROCKTON
VILLAGE OF MACHESNEY PARK
WATERWAY



SCALE 1" = 1500'
0 1500 3000 4500 FEET
DESIGNED BY: FEHR GRAHAM
DATE: 03/17/2019

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
ILLINOIS DESIGN FIRM NO. 184-03353

ILLINOIS
IOWA
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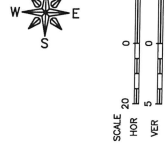
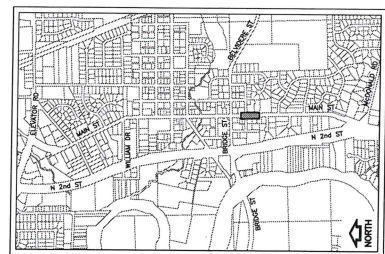
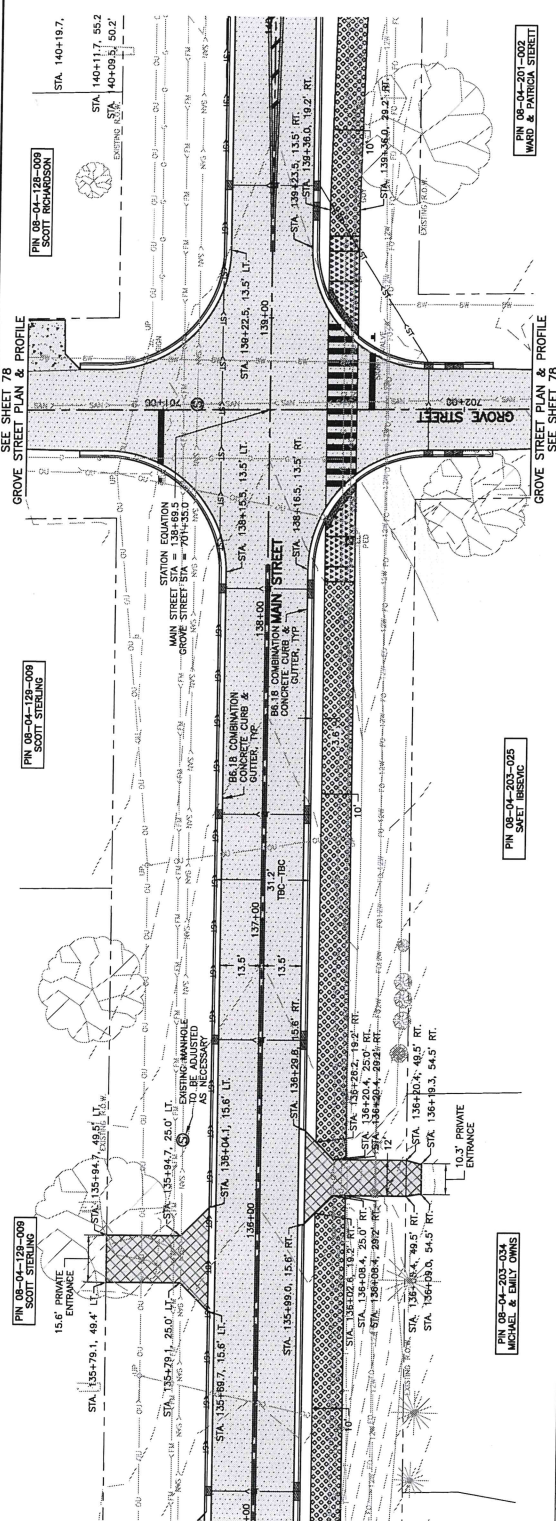
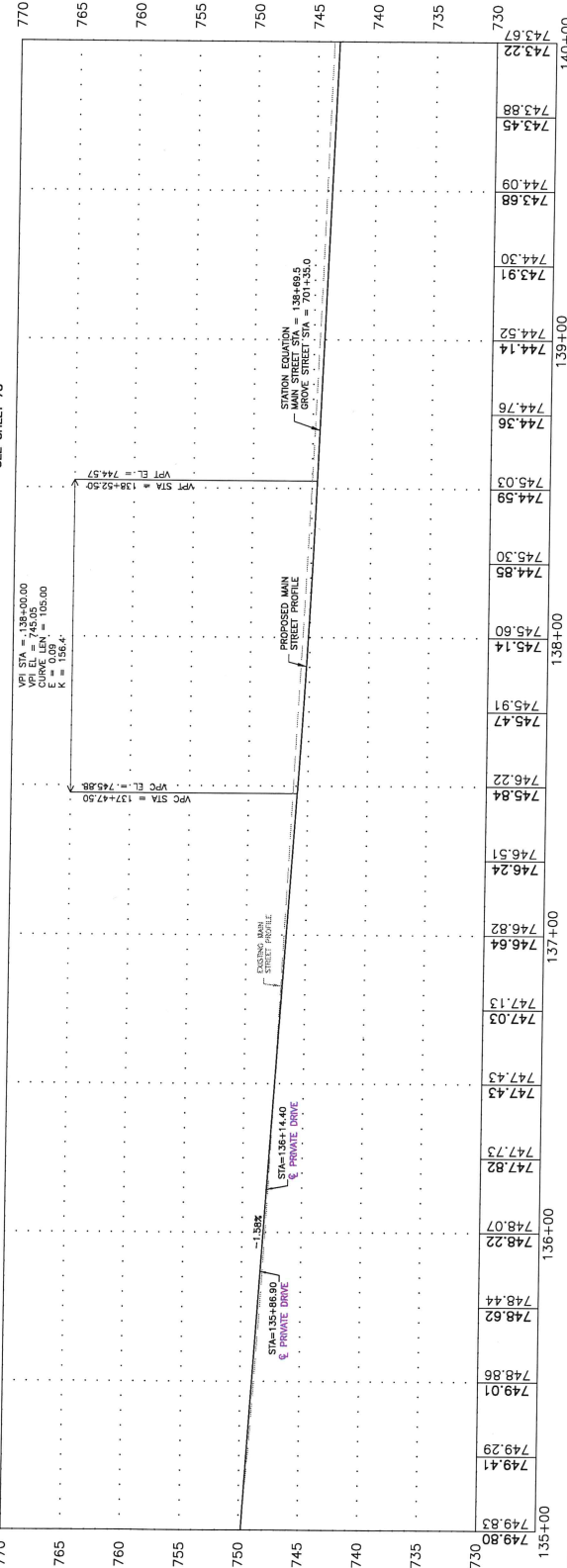
- Proposed Trails in Village of Roscoe CIP and proposed by other governmental entities
- Existing trails by Village of Roscoe and other governmental entities
- Roscoe Village Parks

LEGEND

- CONCRETE PAVEMENT, SEE DETAIL
- CONCRETE SHOULDER, SEE DETAIL
- HOT-MIX ASPHALT PAVEMENT, SEE DETAIL
- HOT-MIX ASPHALT SHOULDER, SEE DETAIL
- CONCRETE MEDIAN, SEE DETAIL
- HOT-MIX ASPHALT DRIVEWAY, SEE DETAIL
- GRAVEL DRIVEWAY, SEE DETAIL
- CONCRETE DRIVEWAY, SEE DETAIL
- CONCRETE SIDEWALK, SEE DETAIL
- HOT-MIX ASPHALT PEDESTRIAN PATH, SEE DETAIL

GENERAL NOTES

CONTRACTOR TO RESTORE ANY DISTURBED AREA TO PRE CONSTRUCTION CONDITIONS.
POSITIVE DRAINAGE SHALL BE MAINTAINED THROUGHOUT THE STATION OF THE PROJECT.



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
ILLINOIS IOWA WISCONSIN
LANSING ILLINOIS 61703
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OWNER/DEVELOPER:
VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, IL 61073

PROJECT AND LOCATION:
MAIN STREET RECONSTRUCTION
ROSCOE, IL

DESIGNER/ENGINEER:
VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, IL 61073

DATE: 7/7/24

REVISIONS

REV.	NO.	DESCRIPTION	DATE

DESIGNED BY: JCB
APPROVED BY: [Signature]
DATE: 6/30/24
SCALE: AS NOTED

DRAWING:
MAIN STREET PLAN & PROFILE STA 135+00 TO STA 140+00
SET TYPE: PRELIMINARY
SHEET NUMBER: 61 of 500

Item # 4.

