



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, September 15, 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 **September 1, 2026.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

NEW BUSINESS

- 2. 2027-2031 Capital Improvement Plan (CIP).**
- 3. Proposed Village Code Revisions, Part 1.**

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, September 01, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 6:51 pm.

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee Michael Sima

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **August 18, 2026**.

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

Motion was made by Trustee Broda, second by Trustee Butz. Voting yes: Trustees Butz, Wright, Babcock, Mead, Broda 5-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Rob Baxter, Parkway Drive, asked whether construction of the final plant at Hawk's Point had been stopped, noting that he had heard rumors about the project. President Gustafson said she would look into it. Trustee Butz noted that some concrete and curb work had continued recently, although construction appeared to be moving slowly.

Baxter also asked about code enforcement, saying that previous complaints had been referred to Winnebago County with little or no action. Village Administrator Scot Wrighton explained that some issues fall outside the county's building-permit authority or the code enforcement company's nuisance enforcement scope. Residents can contact the village directly, and police may handle certain emergencies such as excessive noise. The village contracts with an outside code enforcement company

that patrols approximately 20 hours per week, and complaints can be made through the village's main phone line or online.

OLD BUSINESS

1. Solar Energy System Installations

Village Administrator Scot Wrighton presented Pivot's proposed community solar garden south of AAE Industries and asked for feedback on a revised layout before the developer proceeded with detailed plans. Nick Standiford, land use attorney, and Ajla Halilovic, developer with Pivot, presented the proposal, which would move the solar panels farther from the roadway to preserve frontage for potential future commercial development. They also discussed an agricultural fence, property subdivision, access, the 20- to 40-year project term, decommissioning, and pollinator-friendly landscaping. The property owner supported the proposal and preserving the frontage. Board members were generally receptive to the concept but wanted additional review and clarification of the village's long-range planning goals before moving forward. No formal vote was taken.

NEW BUSINESS

2. Code Enforcement Options

Village Administrator Scot Wrighton presented an analysis of the costs and pros and cons of continuing to outsource code enforcement to Municipal Code Enforcement (MCE) versus bringing the service in-house. He explained that the cost comparison was an estimate because staffing needs can vary, but the analysis considered personnel and administrative costs as well as service quality and the amount of staff time required. He recommended continuing with MCE, noting that the company provides a thorough monthly report and that creating a comparable in-house reporting system would require additional time and software. He also recommended conducting an annual review of the service and determining whether the current 20 hours per week remains sufficient as the village's needs change. Trustees agreed with continuing the contract and requested that MCE's reports be provided to the board regularly, preferably monthly, so trustees can stay informed and assist residents with questions or complaints. The board also discussed creating a shortened public summary of the reports, since the full reports contain some property-specific information. MCE has also agreed to use a village vehicle while working in Roscoe, which could provide a small cost savings and make the code enforcement vehicle more easily identifiable to residents. No formal vote was taken, but the board gave general direction to continue with MCE and maintain regular reporting and annual evaluations.

3. Administrative Staffing Discussion

Village Administrator Scot Wrighton discussed administrative staffing needs as part of the upcoming 2027 budget process. He explained that the board had expressed interest in increasing efforts related to economic development, special events, and community outreach, but current staff are already near capacity. Trustee Wright discussed improving the village's website and social media presence, with some suggesting that social media and website work could potentially be outsourced or handled by an intern. The board generally identified economic development and external communication/social media as the highest priorities, while noting that special events could potentially be supported by community members rather

than additional village staff. Scot Wrighton indicated that a new part-time position could be considered, but an internship or other temporary option may also be explored. Any new position would be subject to available funding and would be considered as part of the 2027 budget, with no changes expected before January 1, 2027.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Rob Baxter raised concerns about the poor condition of the railroad crossings, particularly the crossing near Chicory Ridge, which he said has been an ongoing issue for at least two years. He referenced a railroad crossing in Rockton that Mayor Peterson had recently gotten repaired within three weeks and said the improvement had made a significant difference for residents. He asked whether the board could take similar action to address the Chicory Ridge crossing, especially now that the nearby bridge is closed and the crossing is being used more frequently. He expressed frustration that the issue has not been resolved and suggested that residents in that area may feel overlooked.

Trustee Babcock Agreed that the Chicory Ridge railroad crossing is in poor condition and said he had previously raised the issue as well. He recalled that the village engineer had explained that the problem involved the county road and that it might not be addressed until 2027. He said he has repeatedly brought up the condition of the crossing because it is so bad. He also acknowledged that, because of the current bridge closure, people in Chicory Ridge are now experiencing the crossing regularly themselves and understands the concern firsthand.

Bob Nowicki Township Supervisor: Thanked the board for allowing Hannah to speak and praised her contributions and ideas. He also addressed code enforcement, recommending that code enforcement personnel use a clearly marked village/township vehicle rather than a personal vehicle when taking photographs or documenting properties. He noted that residents may become suspicious or upset when they see an unmarked personal vehicle taking pictures and may post about it on social media.

Village Administrator Scot Wrighton explained that the code enforcement company currently uses a removable decal identifying the vehicle as Village of Roscoe, although the vehicle has Wisconsin plates. He agreed with the recommendation that the vehicle be clearly identified.

PRESENTATIONS

None.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Butz, second by Trustee Broda. All in favor Yea, no opposed.

Meeting Adjourned at 7:44 pm.

September 10, 2026

TO: President Gustafson & Members of the Village Board of Trustees

FROM: Scot Wrighton, Interim Village Administrator

RE: Committee-of-the-Whole Item #1: 2027-2031 Capital Improvement Plan (CIP)

Presented for consideration is a proposed 5-Year capital improvement plan (CIP) for the Village of Roscoe. This document cannot be finally approved by the Board until we are closer to approving the 2027 budget—since the CIP relies on dedicated financing for the implementation of its first two years; but it is requested that the Village Board amend and shape this draft CIP so it reflects the governing body's priorities moving forward. Even though the CIP is a 5-year planning document, it is common for municipal governments to update all parts of their CIPs every year. I recommend that the Village Board follow this pattern. An annual CIP update process allows the Board to change and revise its capital project priorities more often, even though the CIP spans five years, and adjust to changing grant availability and other external and internal funding circumstances.

A municipality's CIP should reflect its values, goals and vision. Although the village's strategic plan is now more than 10 years old, I have surmised (though, with just 5 weeks to do so) that the Board's capital improvement project goals largely align with their long-term goals for the village generally, and roughly fall into three categories: 1) Creating a new town center with an attractive and walkable commercial district, with higher density, and adjoining residential development on either side of Main Street between Bridge Street on the south and either Williams Drive, or the Post Office (Glenn Drive), on the north; 2) Accelerating the development of commercial, retail and industrial projects adjacent to the Rockton, Willowbrook and Love Roads corridors (all in the vicinity of the Rockton Road tollway interchange) and arranging infrastructure for the same area; and 3) maintaining current and future residential areas in ways that strengthen and sustain safe, well-maintained and attractive residential and commercial neighborhoods that foster a sense of community and belonging. Nearly all of the projects studied by Fehr-Graham at the request of the village in recent years align with one of these three goal areas; but they have never been put into a 5-Year Plan.

In addition to alignment with these 3 goal categories, the proposed 5-Year CIP makes the following additional assumptions: 1) The Board will provide for General Fund, Motor Fuel Tax Fund, grants, developer funding, donations, or other funding sources in the aggregate of between \$2.4 & \$3.0 million per year; 2) The Board desires to improve the Village's overall pavement condition index or pavement condition rating (PCI/PCR) over a period of several years so that it reaches, and can be maintained, at about 90; 3) The Board wants to maintain its village-owned park and open spaces in ways that provide ample opportunities for safe recreation,

enjoyment of the outdoors, in ways that attract new residents to Roscoe; and 4) To advance many of the non-residential components of the CIP will require strategies far beyond just looking for grants; the Village will need to revise land use planning documents, and seek financial assistance using tools like tax increment financing, the creation of one or more business improvement districts, and agreements with developers for sharing the costs of infrastructure. More details about these assumptions follows below.

1. The Village of Roscoe has accumulated significant unrestricted reserve balances available for capital projects in both its Motor Fuel Tax Fund and in the General Fund. For at least the next two years these unrestricted reserve balances can help support a higher funding level for CIP projects. After that, the Village Board can determine if development and tax base growth will be sufficient to sustain this allocation of resources to capital projects, or if revenue enhancement strategies targeted specifically to capital projects should be enacted. In addition, I have met with the regional planning commission (R1) to discuss strategies for obtaining county, state and federal funding for infrastructure improvements near the Rockton Road interchange. There is a viable strategy for achieving this, but it will take several years to yield funding authorizations. That is why capital projects in the vicinity of the Rockton Road interchange, and south of there on Willowbrook, are parked in the CIP's out-years.
2. The village's overall PCI/PCR is in the low 80s. A complete description of the PCI/PCR method, scores for each residential street, the different street improvement methods that collectively make-up an annual street improvement program, and a comparison of how different street improvement funding levels can impact the village's PCI/PCR are all included in the attached report from Fehr-Graham. If the village can sustain annual funding for the residential street improvement program at or slightly above \$1 million, it should, over the next several years, move the PCI/PCR to about 90. This is will visibly and demonstrably improve the condition of the residential street inventory. A Fehr-Graham representative will be attending the September 15 committee of the whole meeting to provide more background on, and answer questions about, their report.
3. The Village has made some progress in planning for significant improvements in the Main Street area, and in the vicinity of the Rockton Road tollway interchange (see attached future land use maps for the interchange area). Place Foundry's report on the Main Street corridor makes useful recommendations about likely and recommended land uses, but it does not address overall exterior design, or the look and feel of the streetscape. This is a critical element, and one that prospective developers should know about in advance. The Board needs to provide this missing piece as soon as possible. Tax increment financing would aid both the Main Street corridor AND the tollway interchange areas; so, it may make sense to create one large TIF district joining these priority areas.

On the next page, I have placed the various projects mentioned in this memo, and those discussed by the Village Board over the past few years, into a 5-Year schedule. It is only a draft, and the Board needs to decide if this schedule reflects their priorities. Most project cost estimates were prepared by Fehr-Graham. A Village Board-approved CIP will become part of the new budget.

2027

\$1,000,000 for residential street maintenance
 1,400,000 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 Chicory Ridge pond bank stabilization & parking lot
 130,000 for trail paving from Stone Bridge Trail to Chase Bank
 el 90,000 for finalizing Main Street design, create a TIF* district
 & Business Improvement District*
 \$3,000,000 **TOTAL**

Comments & Notes

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

This paves a rock trail section adjoining Stone Bridge Trail
 Two small consultancies for streetscape drawings and word-
 ing and BID documents + larger contract for TIF work.

2028

\$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
 \$2,486,000 **TOTAL**

Assumes eventual funding availability through the state for
 boat launch projects and other Riverside Park improvements

CIP anticipates incremental approach to funding the streetscape

2029

\$1,100,000 for residential street maintenance
 800,000 for Willowbrook Road maintenance
 750,000 Main Street ROW streetscape improvements, Phase 2
 \$2,650,000 **TOTAL**

Allocation increases 5% per year

Though held back for planning reasons, some work required

2030

\$1,150,000 for residential street maintenance
 1,750,000 EDP/STBG funding match for infrastructure (Rockton/
 Willowbrook area)
 \$2,900,000 **TOTAL**

R1 has the following Roscoe projects on its planning list as
 eligible for grant funding: Love Rd construction, Willowbrook
 construction and various trail & pathway projects

2031

\$1,200,000 for residential street maintenance
 1,500,000 infrastructure/utility subsidies for Willowbrook &
 Rockton Road, Love Road area parcels
 \$2,700,000 **TOTAL**

PROJECT OVERVIEW

Introduction

As part of their planning efforts, the Roscoe Village Board has requested that a multi-year street study and maintenance plan be completed for all streets currently maintained by and under the jurisdictional authority of the Village of Roscoe. The following report and supporting documents present the basis of the study and the resulting proposed five-year street maintenance program for said streets. The supporting documents include maps which depict the current condition of the Village Roadway network, set forth priorities for proposed maintenance to said streets, and identify the areas within the Village limits currently not served by public water and sewer utilities and the impact this has on the proposed street maintenance program. These documents are also supported by data summarized in tabular format, including projected costs for various maintenance solutions, pavement condition rating summaries for road segments, street functional classification, and existing utilities. It is anticipated that this study and maintenance recommendations will function as a vital planning component to assist with the Village's upcoming five-year Capital Improvement Program initiative.

Objectives

In order to most effectively establish a maintenance plan for the Village of Roscoe, street inspections were performed to determine the current conditions, and a supplemental report summarizing the findings of the inspection and providing recommendations for maintenance procedures and priorities were developed. The street inspections were performed to determine the pavement conditions for all the street segments currently maintained by the Village. The various roadway segments were rated based on a variety of pavement defects that are further explained with greater detail in Appendix A. The segments were then prioritized for roadway maintenance based on the ratings given and additional data gathered. Supporting documents, including maps and summary tables, were created to most effectively present the results of the study and prioritization process.

Approach

As is the case with most studies, there are limitations to the analysis and/or the data, which require assumptions to be made. The potential limitations identified at the beginning of the study include the following:

- » No industry standard for a Pavement Condition Rating system.
- » Non-uniform roadway segments.
- » Potential variation in condition rating and scoring by participants.
- » Roadway improvement funds are limited to the Village's local funds. The Village's Motor Fuel Tax (MFT) Allotment is not used for residential streets.

There are many pavement condition rating systems used throughout the state of Illinois and the country. Locally, the Illinois Department of Transportation has developed their own pavement condition rating system. The basis of all the rating systems is consistently based on the pavement failure types, ride-ability, functional class of the roadway, and average daily trips (ADTs). Upon further research and investigation, it was determined that access to these programs is limited, and their applicability did not meet the needs of this study. The pavement condition rating system utilized on this project has been used by Fehr Graham to complete similar studies throughout the region and was also used for the

Village’s 2014 Street Study, thus providing consistency and comparability with the previously completed study. The pavement condition rating system is based on the frequency and severity of the different pavement defects.

The pavement conditions were not completely uniform throughout any roadway segment. The pavement conditions for various roadway segments were typically scored and compiled based on overall condition of the segment with emphasis given to the worst sections of each segment. Based on Fehr Graham’s prior experience, it is not appropriate to compile a multi-year street program that addresses segments of one block or less of the Village roadway network. This is based on the inefficiencies realized during construction for multiple mobilizations by the contractor to address small segments throughout the community. Therefore, the roadway segments were appropriately scored considering the pavement conditions so that maintenance to the roadways would occur in a timely fashion.

The subjectivity in the pavement condition ratings is typically a concern facing the data collection portion for this type of project. To establish a more controlled pavement rating approach for the entire project, Fehr Graham’s standard of practice is to limit the inspection and rating effort to one trained technician. Although the street ratings reflected herein may be debated, as the severity of the condition is based on the independent views of the inspector. Our approach ensures that all ratings throughout the Village are consistent and relative to each other.

As shown in the map provided as Exhibit C, there are several areas within the Village that are not yet provided with public water and sewer service. In preparing for street maintenance, unserved utility areas always require additional planning, consideration, and funding. Extending water and sanitary sewer service through developed neighborhoods is challenging and often raises considerable costs for street maintenance. Besides the cost for the utility work alone, street maintenance repairs made prior to utility work will likely be significantly impacted. Additional challenges include extending sanitary sewer lines to the unserved area, obtaining concurrence from residents in that area to connect to the proposed extension, and participating in the cost of construction, as well as assessing the extent and possible conflicts with existing private utilities. The maintenance plan does not account for presence of utilities and is solely based on pavement conditions; however, it is recommended that the Village align road maintenance schedules with North Park Public Water District (NPPWD) and Four Rivers Sanitation Authority (FRSA) when they are installing new or replacing utilities to reduce costs and prevent replacement of new pavement. The plan described below does not take these utility improvements into account, as that information is not available at this time.

All roads within the Village’s jurisdiction were examined and given a PCR; however, only roads classified as residential are discussed and included in the maintenance plan, as non-residential roads use separate funding. The functional classification field in the shapefile received from WinGIS was used to filter out collector minor arterial roads. Non-residential roads in Roscoe include Main Street, Love Road, Willowbrook Road, Chestnut Street, and McDonald Road.

STREET INSPECTION PROCESS

Explanation of the Pavement Condition Rating Approach

As discussed above, the Pavement Condition Rating (PCR) approach from the Village’s 2014 Street Study was used. This approach is similar to other street studies previously performed by Fehr Graham. Pavement deteriorations in each segment were graded using a scale of one to three with three

indicating severe pavement deterioration based on the inspector’s opinion of severity as well as the frequency and density of the defect in the roadway segment. Definitions for the various types of pavement deteriorations considered are presented in Appendix A. A ride-ability rating was also established at the time of inspection in order to consider the impacts to the motoring public. The riding condition rating ranged from zero to four, with four being the most uncomfortable riding experience. A maximum possible score of 100 reflects a pavement segment in excellent condition.

Inspection Procedure

The first step in the inspection procedure was to fully understand how the pavement deterioration types, and PCR worked in conjunction. The deterioration types were examined and previously completed PCR forms were studied. The inspector then drove a variety of the streets within the Village to get an idea of the vast differences in pavement deterioration that currently exists within the sample set.

Street segments were then individually inspected and rated. The streets were rated in continuity so that the opinion of the inspector remained as controlled as possible. The results of said inspection were documented in the field on rating forms. An example of one such form is provided in Appendix E. Upon completion, quality control of the field investigation was performed by an independent inspector to verify that the data obtained was reasonable and consistent. After reviewing the results of the two inspections, it was determined that the results were reasonably accurate. The quality control inspector did not have an opinion that resulted in a PCR that significantly varied from the original inspection. This final check concluded the inspection procedure.

Inspection Results

Appendix D shows the PCR and other data for each inspected roadway segment. A map displaying the distribution of the PCRs throughout the community is provided as Exhibit A. The map shows that approximately 12.3% miles have a PCR of 64 or less and, thereby, are identified as primary candidates needing immediate attention. Streets with the lowest PCRs typically require a major resurfacing operation or reconstruction.

The table below indicates the condition classification and maintenance activity required based on PCR. Severely deteriorated roadways require more extensive maintenance activities. The maintenance activities are described in Appendix B.

Condition Classification	Score Range	Maintenance Type
Poor	< 65	Full Reconstruction
Fair	65 – 79	Mill & Overlay
Good	80 – 89	Microsurfacing
Great	90 - 100	Crack Sealing

MULTI-YEAR MAINTENANCE PLAN

Introduction

Over 60 lane miles within the Village of Roscoe were inspected for the purpose of developing a multi-year maintenance plan. The overall goal of the multi-year maintenance plan was to rate the existing streets by condition and prioritize the needed repairs based on the determined conditions so that the Village can most effectively allocate available funds to maintain their roadway network. Based on our findings, similar to most communities, the Village of Roscoe has a number of streets that require immediate maintenance (PCR scoring below 65) and others that are in fair to great condition (PCR scoring 65 or greater) and are not candidates for expensive maintenance operations at this time. However, care should be taken to identify possible lower-cost maintenance operations that would be appropriate to extend the useful life of those roadway segments that are in fair condition, thereby extending the timeframe of the more costly operations, such as complete reconstruction, that can be necessitated when the pavement begins to fail. Studies show that operations such as crack sealing are cost effective measures that can extend the life of a pavement segment and mitigate more rapid failure. This approach can result in an increase in overall pavement performance and save maintenance dollars in the long term. Exhibit B shows the priority streets maintained each year of the plan.

Pavement Condition Ratings (PCR)

The streets with a PCR equal to or less than 64 were identified as needing immediate maintenance, with even more emphasis given to those with the lowest PCRs. The five year plan emphasizes maintenance for streets in dire need of resurfacing or reconstruction to address a low PCR while also giving consideration to the inexpensive maintenance operations to segments that are in fair condition with the intent to extend the useful life. Traffic volumes and presence of utilities were not considered in the maintenance plan.

Funding

It is estimated the Village will have an annual budget of \$500,000 for residential roadways based on historical funding levels. Non-residential roads are separately funded and therefore excluded from the Five-Year Maintenance Plan. The table below shows the impact increasing the annual funding to either \$1,000,000, or \$1,500,000.

Annual Budget	Length of Road Rehabilitated (mi)	Overall PCR for Residential Streets at End of 5 Years
\$ 500,000	7.88	83.3
\$ 1,000,000	15.72	87.8
\$ 1,500,000	23.69	91.8

Note: The 2025 PCR is 84.0. PCRs are projected to decrease by 1.2 points every year.

As shown above, the historical \$500,000 annual budget does not raise the overall PCR but can reduce the annual overall PCR decrease by one tenth of the original value, keeping the Village’s PCR almost static, but still decreasing. Additional funding would be required to improve the average roadway condition.

Because the maintenance plan prioritizes roads with the lowest PCRs, the plans based on the budgets in the above table only include reconstruction and mill and overlay. Microsurfacing and crack sealing cost only a fraction of the other maintenance activities; however, these methods are only effective for roadways with a PCR of 80 or greater. A proactive approach to road maintenance with significant additional funding that keeps PCRs at 80 or greater would keep future costs down.

Yearly Maintenance Plan

Based on the above, prioritization was limited to a five year window. The Five-Year Plan provides the Village an overall idea of which street segments should be maintained based on pavement condition and establishes a symmetric timeline with the Village’s upcoming five-year Capital Improvement Program. As such, the roadway maintenance plan should be used in conjunction with the capital improvement program planning and help guide the Village with infrastructure funding decisions. The plan is not to be used definitively as it can be easily adjusted in future circumstances. Cost estimates were generated in conjunction with different maintenance methods in order to determine the number of streets which could be maintained each year. A description of the different maintenance methods considered for this study is provided in Appendix B. The estimates included within the plan were developed based on the roadway conditions and should not be taken as in-depth estimates. The price for each maintenance activity is based on recent local construction bids. The maintenance cost summary table and cost breakdown table can be found in Appendix C. Using the cost estimates for each roadway maintenance type in conjunction with determined priority streets, Fehr Graham established which road segments could be maintained during each year of the plan. The Five Year Roadway Maintenance Plan map depicting the following paragraph is provided as Exhibit B.

It is not feasible for the Village to reconstruct all roads requiring it in year one as complete road reconstruction costs approximately twice the cost of mill and overlay. If the worst streets were all reconstructed first, roads that only require mill and overlay in 2025 would need to be fully reconstructed by the time the worst roads were fixed, as PCRs decrease by 1.2 points every year (based on experience and observation). Thus, reconstructing roads in order of worst PCR causes the Village’s overall PCR to decrease when using a \$500,000 annual budget, albeit at a slower rate than if no road maintenance was performed. Therefore, it was determined that the most judicious and equitable usage of the Village’s existing funds would result in the maintenance plan only including one road reconstruction per year with the remainder of the funds being allocated to mill and overlay projects. Seven roads and 1.43 miles require complete reconstruction based on their 2025 PCRs. Of these seven roads, Cinnabar Drive and Geneva Drive have the highest PCRs and therefore would not be replaced as part of the Five Year Roadway Maintenance Plan. If additional infrastructure funding is available, we recommend prioritizing these roads.

As previously stated, the maintenance plan based on the Village’s \$500,000 annual budget prevents the overall PCR from greatly decreasing but does not improve it as the condition of the unmaintained roads continue to deteriorate. The proposed maintenance plan described below is designed to maximize the overall PCR for the Village’s residential roads with the expected funding available.

Year 1

The roadway segments shown as blue in Exhibit B represent year one maintenance. The reconstruction of Frankies Lane and the mill and overlay of the remaining Year One street segments are expected to total about \$480,000. At the end of Year Five, the overall PCR for residential roads is projected to be 83.1.

Year 2

The roadway segments shown as cyan in Exhibit B represent Year Two maintenance. The reconstruction of Race Street and the mill and overlay of the remaining Year Two street segments are expected to total about \$500,000. At the end of Year Two, the overall PCR for residential roads is projected to be 83.2.

Year 3

The roadway segments shown as green in Exhibit B represent Year Three maintenance. The reconstruction of Wind Flower Lane and the mill and overlay of the remaining Year Three street segments are expected to total about \$505,000. At the end of Year Three, the overall PCR for residential roads is projected to be 83.2.

Year 4

The roadway segments shown as yellow in Exhibit B represent Year Four maintenance. The reconstruction of Greystone and the mill and overlay of the remaining Year Four street segments are expected to total about \$525,000. At the end of Year Four, the overall PCR for residential roads is projected to be 83.2.

Year 5

The roadway segments shown as red in Exhibit B represent Year Five maintenance. The reconstruction of Oxbow Dr and the mill and overlay of the remaining Year Five street segments are expected to total about \$505,000. At the end of Year Five, the overall PCR for residential roads is projected to be 83.3.

CONCLUSIONS

The Five Year Roadway Maintenance Plan that was presented as part of this report was determined to be the most beneficial for the Village of Roscoe to address the maintenance needs of the roadway network within the available budget. The plan includes maintenance to residential roadways only. The Village of Roscoe will need substantial additional funds to improve the condition of their roadways as an annual budget of \$500,000 cannot improve the overall PCR as it only provides maintenance for a select few priority streets. Tangible improvement to the Village’s overall road condition is only feasible with additional funding.

Appendix A

Pavement Deterioration Types

The following sections each contain a description and a photograph of the different pavement deterioration criterion used to score the pavement condition rating of the streets in Roscoe. Each section provides a description of the deterioration and the causes for its appearance.

Raveling/Loss of Cover Aggregate

A smooth asphalt surface becomes rough if the surface materials, such as asphalt binder and fine aggregate, are removed over time. This phenomenon, referred to as raveling, typically results from poor mix design, poor production practices, or poor construction practices. A pavement surface which has experienced raveling will show varying degrees of coarse aggregate at the surface. The severity of raveling is dependent on the amount of binder and fine aggregate lost.



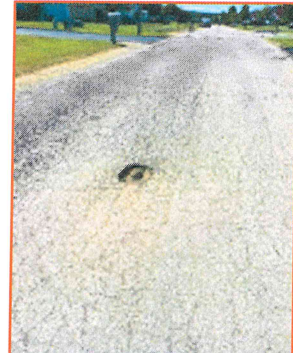
Flushing/Streaking

Flushing of bituminous pavement occurs when an excess amount of asphalt binder has reached the surface. The binder may reach the surface and become malleable and sticky because of an excess amount of asphalt binder used in the original mix design, rising temperatures, a loss of surface aggregate for chip and seal roadways, or insufficient air voids in the asphalt binder mix. Pavement which has experienced flushing is quite dangerous as the friction loss on the surface results in a surface that is more prone to hydroplaning.



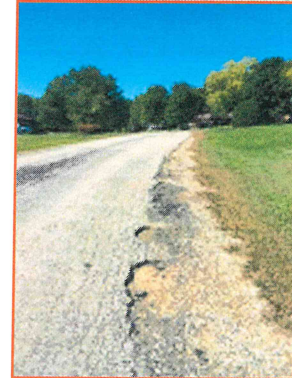
Potholes

Potholes are one of the most easily distinguishable forms of pavement failure. Potholes typically occur in areas susceptible to freeze thaw cycles as the cycle typically pushes out roadway materials leaving a hole in place. Potholes are a highly problematic pavement distress because of the significant damage they can cause to vehicles and the damage they will cause to the structure of the roadway.



Pavement Edge Break

The edge of a pavement may begin to break away from the contiguous plane because the aggregate base course along the edge of the pavement is unable to drain the water away from shoulders. This is a common occurrence for streets and roads with ditches or roadway swales. Frost action is typically a primary cause for pavement edge breaking as well. Moisture creates an unstable aggregate base which in turn leads to failure of the surface material.



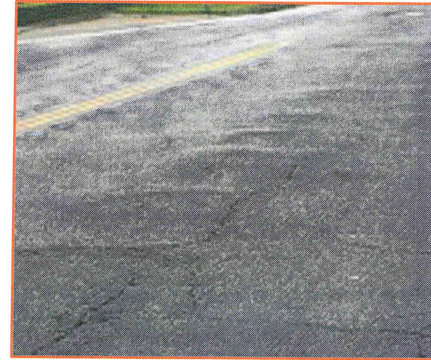
Manholes & Catch Basins

Manholes are covered openings that allow for persons to enter a cavity. A catch basin is a drainage structure that is designed to remove excess storm water from a roadway. These two structures create a surface defect when constructed in a roadway as the pavement surface will be cut and joints are created. The pavement joints around the structure are more susceptible to cracking and breaking.



Rippling & Shoving

Rippling and shoving are permanent pavement distresses that look similar to waves along the surface of the roadway. These distresses typically occur due to insufficient stability in the asphalt mix design as compared to the traffic loading. An asphalt mix designed for higher traffic counts will prevent a pavement from rippling or shoving.



Wheel Track Rutting

Wheel track rutting is a very common hot-mix asphalt pavement deterioration type mostly due to excessive loading. This deterioration type occurs when either the hot-mix pavement surface course fails or when the aggregate base fails. When the pavement surface course fails due to mix/design issues, the pavement surface shows wheel depressions. In contrast, the pavement and aggregate base will “sink” into the subbase if the subbase fails. Wheel track rutting can easily be seen after a significant rainfall event as water will hold within the depression.



Distortion

This is any deviation of the pavement surface from its original shape. Generally, these distortions result from settlement, slope failure, volume changes due to moisture and frost heave of the base, and residual effects of frost heave accumulating after each winter. The resulting deformations may take the form of a bump, dip, or rippling/shoving.



Utility Trenches

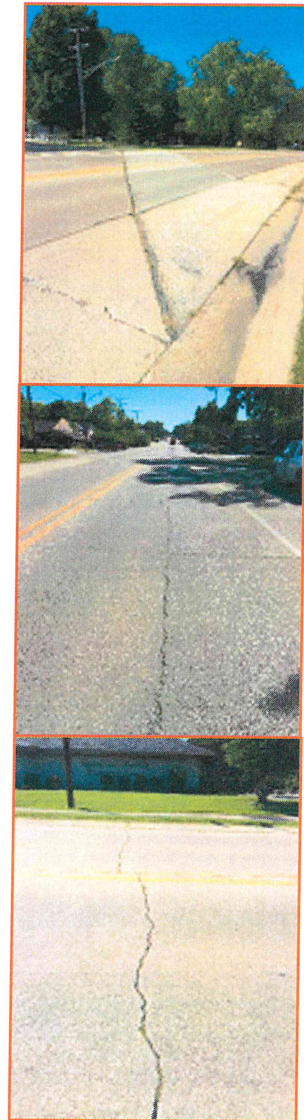
Pavement will commonly be removed and replaced when underground utility lines need to be run beneath an established roadway. These pavement patches are prone to cracking, settlement, or other distortions that may require maintenance.

Longitudinal Cracks

Longitudinal pavement cracks are found running parallel to the centerline of the roadway. This pavement distress is usually caused by the location of a pavement joint. Pavement joints that are constructed in the wheel path of vehicles are prone to premature failure because of the constant loads placed on the joint. The pavement will eventually become severely cracked if no maintenance is performed.

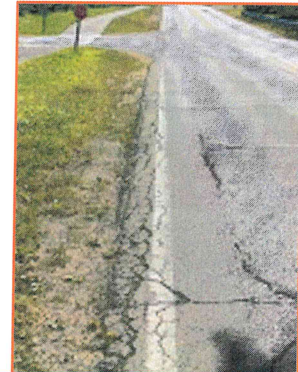
Transverse Cracks

Transverse pavement cracks are found running perpendicular to the centerline of the roadway. This pavement distress is usually formed as a result of declining temperatures. The bituminous surface course may contract too much when temperatures fall. These cracks need to be maintained properly so that moisture does not seep into the base structure.



Pavement Edge Cracking

Pavement edge cracking is a pavement distortion caused by a higher moisture content under the bituminous pavement at the location of the cracking and under the curb and gutter. Pavement edge cracks originating from the surface indicate pavement upheaval due to the freezing and thawing of the base beneath the roadway.



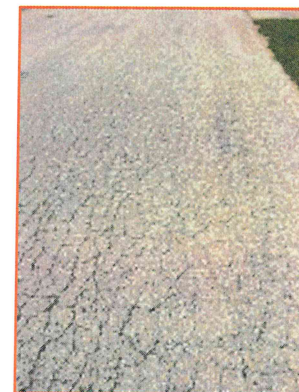
Map Cracking

Map cracking is the cracking pattern in which large, rectangular sections of a bituminous pavement have cracked. This cracking pattern occurs because of the shrinkage and expansion of bituminous pavement due to daily temperature cycles. The asphalt binder is unable to expand and contract with temperature cycles because of poor asphalt binder from the mix or old age.



Alligator Cracking

Alligator cracking is a more severe form of cracking for bituminous pavements as the pavement has developed an interconnected system of cracks. This interconnected system resembles the pattern of an alligator skin. The cracking pattern almost always shows the longer cracks in the system being longitudinal. The shorter cracks which connect the longer cracks together and create the interconnected system are typically transverse. Small sections of the pavement may become detached from the overall pavement surface in more extensive alligator cracking. Alligator cracking usually signifies that the underlying base material has failed.



Broken or Missing/Poor Cross Fill

Insufficient cross fill was also accounted for along the pavement shoulder and back of curb. The lack of fill along the shoulders of the road can create problems such as pavement edge breaks, the inability of the shoulder to drain water, and high drop-offs for vehicles. Typically, the cross fill was never established during construction or storm water has washed it away.

Breakup/Potholes/Drainage

Pavement edge breaks and potholes along the roadway gutter and ditch can arise when the roadway is unable to drain storm water. Over time, the excess moisture along the sides of the road will create a weakened base and lead to other failure types.

Appendix B

Pavement Maintenance Methods

Typical Street Maintenance Procedures

Typical pavement maintenance procedures are described in the following paragraphs. Each paragraph describes how the maintenance action is performed. An estimated life expectancy is also provided for each procedure. It should be noted that maintenance life span estimates are variables dependent on a number of factors including traffic loading, initial design and construction, environmental factors, drainage, and previous maintenance.

Crack Sealing

Crack sealing is the process where cracks in the street are filled with a hot asphaltic mixture to prevent water from seeping in. This operation is probably one of the most important maintenance operations for flexible pavements as the pavement ages. Crack filling can easily extend the life of an asphalt pavement five to ten years before an asphalt overlay is required. Crack filling and sealing should be considered when pavement cracks become greater than 1/4" or 3/8". The crack filling and sealing process includes routing of the cracks, blowing the cracks clean, and filling the cracks with a hot pliable asphaltic mixture. Crack filling or sealing has low initial costs and saves money long-term making it a highly preferred maintenance technique. It is recommended that the Village partner with a neighboring municipality to reduce costs by economics of scale.

Microsurfacing

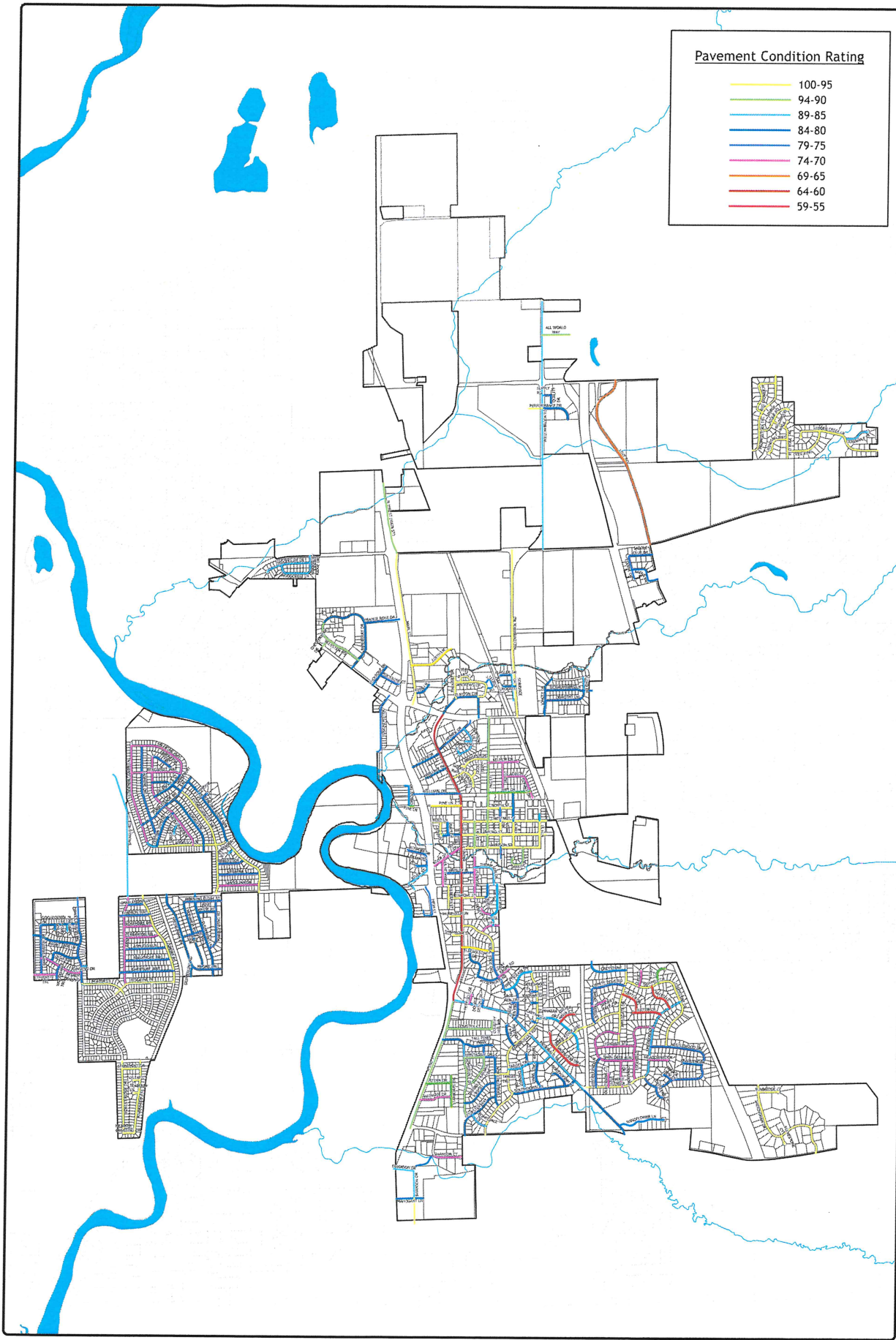
This pavement maintenance method consists of a mixture of polymer modified asphalt emulsion, crushed dense graded aggregate, mineral filler, additives, and water. Microsurfacing can be applied in multiple applications. This method can be used to fill wheel ruts up to 1-1/2" in depth in one pass and produces high surface friction. Microsurfacing is suitable for use on interstate highways as well as residential streets, and works well on streets that have a hot mix overlay that has dried and cracked. The life expectancy of this material will vary depending on the underlying pavement conditions and traffic use, but will typically last seven to ten years.

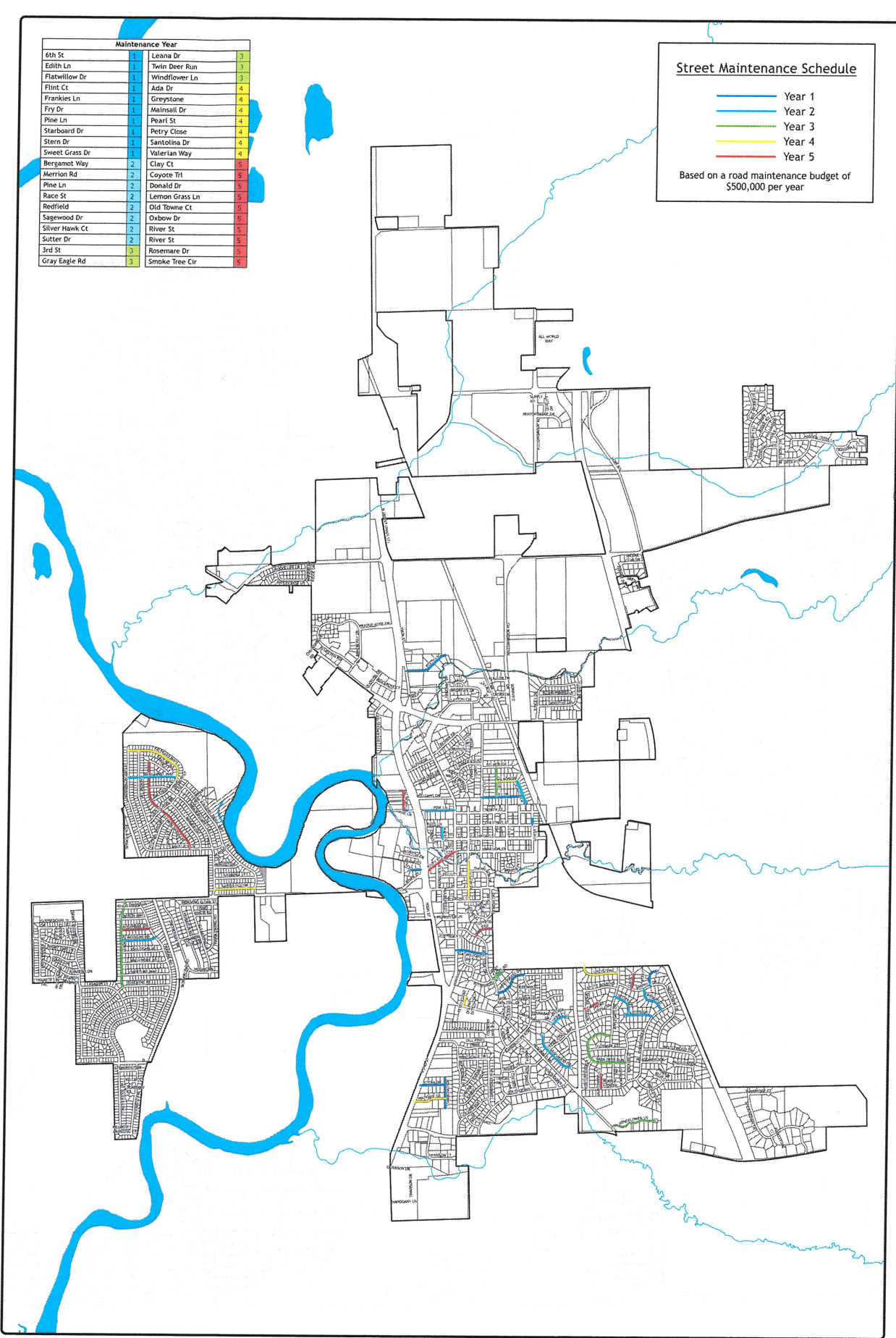
Mill & Overlay

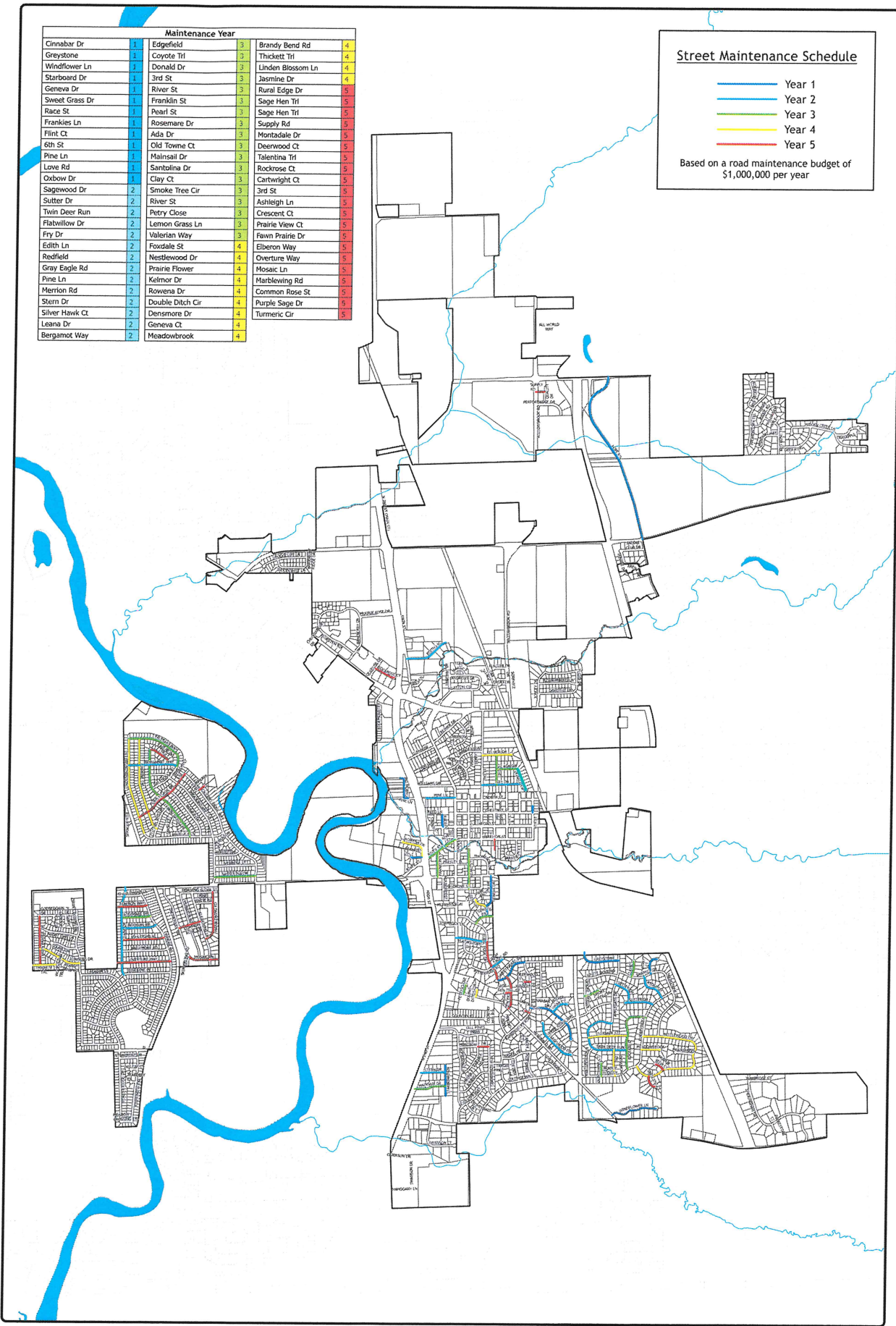
Milling is the process by which a roadway is profiled to remove old, worn out driving surfaces. The milling or profiling machine can remove existing pavement materials up to and beyond 6" in depth, but this operation is typically used to remove 2"-3" of old pavement. The application of leveling binder is important to remove or minimize the irregularities of an existing paved street surface. A new HMA surface course is then applied to the roadway. This maintenance practice is most common on streets in newer subdivisions in which structural strength and a more uniform and smooth surface are desired. Mill and overlay construction can be expected to have a lifespan of seven to ten years depending on different factors.

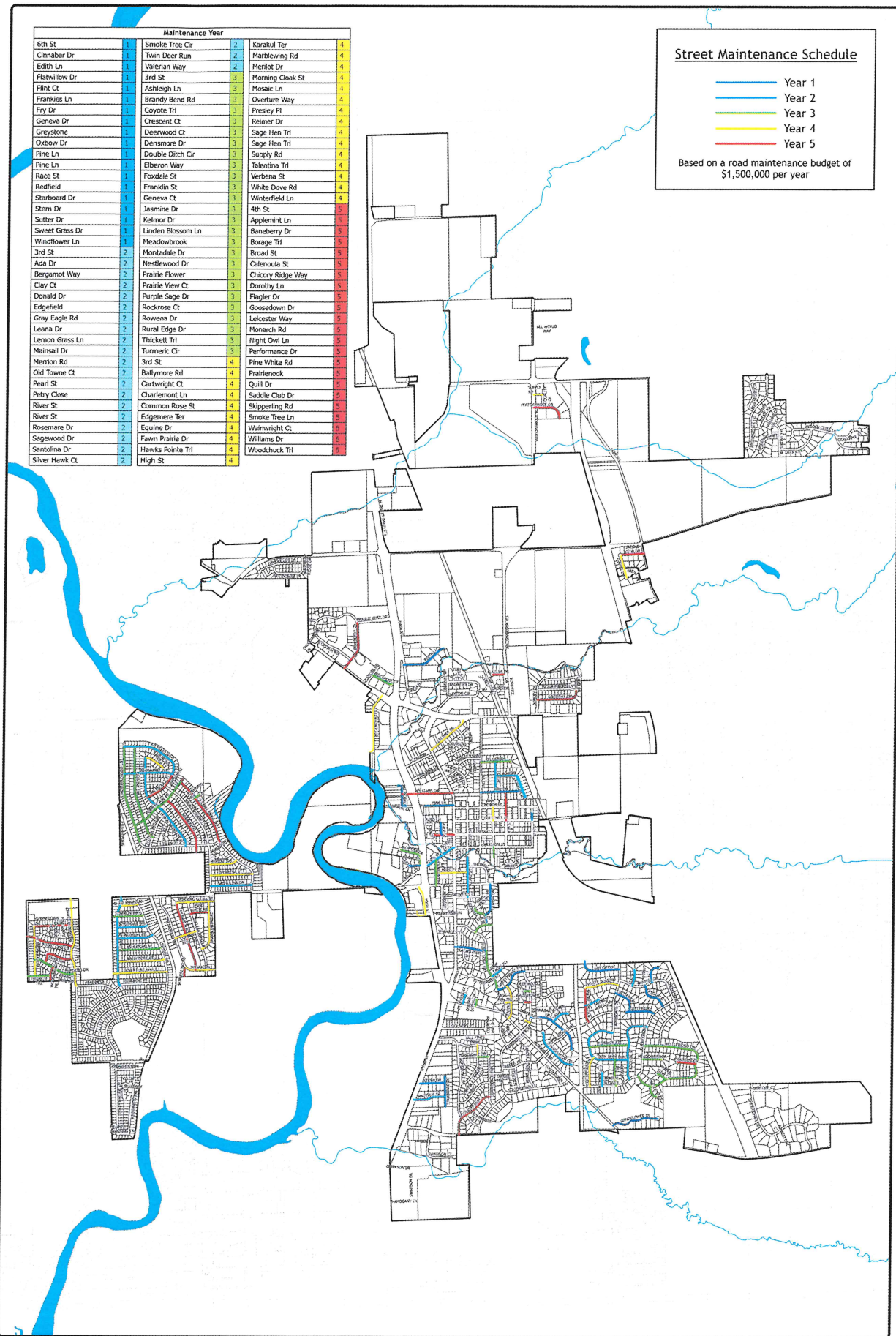
Reconstruction

Reconstruction is the most expensive form of roadway maintenance. Reconstruction typically involves the removal of existing roadway materials and placement of new aggregate subbase and base courses, HMA binder course, and surface course. Curb and gutter and sidewalk improvements may also be included with reconstruction. New HMA roadways have a lifespan of about 15 to 30 years depending on pavement design, traffic loads and amounts, and other criteria.









VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 2.

Agenda Item: 2027 Residential Streets Program – Main Street Resurfacing

Date: 09/15/2026

Meeting: Village Committee of the Whole

Prepared by: Tyler Nelson, Brandon Boggs (Fehr Graham)

Department: Public Works/Engineering

Overview/Background Information

In 2020, the Village retained Fehr Graham to evaluate potential improvements to Main Street between McDonald Road to Elevator Road. The feasibility report recommended reconstruction of the roadway into an urban section, upgrading drainage, constructing pedestrian improvements, and incorporating streetscape elements through the downtown section. Following that study, the Village authorized Fehr Graham to complete design engineering for these upgrades in accordance with IDOT requirements, to leave the Village with funding source flexibility. Since that time, design engineering has been advanced in accordance with IDOT requirements. Current estimates of probable cost for the full roadway reconstruction project are \$23,000,000.

While the Village has been exploring funding sources during the design process, the roadway surface continues to degrade. In the 2025 Street Study, this segment of Main Street had the fourth-lowest Pavement Condition Rating (PCR) in the entire Village (a value of 60/100). This is especially noticeable in the portion between McDonald Road and Bridge Street, where the existing Portland Cement Concrete (PCC) base course pavement joints have caused reflective cracking in the hot-mix asphalt (HMA) surface leading to considerable rideability and maintenance concerns. In addition, the lack of shoulders in segments of the roadway create a safety concern. Beyond these concerns, as the southern entrance to the Village that accommodates 3,000 vehicles per day, this portion of Main Street is an aesthetically unappealing gateway for residents and visitors alike.

Key Issues

Financing the entire \$23,000,000 currently is unrealistic for the Village as current fund balances and revenue sources are not sufficient. Village staff and Fehr Graham will continue to explore grant opportunities, but in the meantime the Village can use targeted investment of its existing Capital Improvement funds and Motor Fuel Tax funds to provide an improvement to the southern section of Main Street (between McDonald Road and Bridge Street) to improve the rideability, appearance, and safety issues. The reason this section is being proposed for improvement is there are much fewer design considerations as the sections north of Bridge Street (where elements such as on-street parking, shared bike lanes, and midblock pedestrian crossings exist).

This project scope would involve removal of the existing degraded HMA surface course by pavement milling, installation of a crack control fabric over the existing PCC base course (to counteract the reflective cracking), resurfacing with new HMA, installation of aggregate shoulders, and upgrades to the pedestrian crossings and sidewalk ramps at the intersection with Bridge Street (which were previously designed by Fehr Graham and bid by the Village, with the project ultimately not awarded due to inflated costs). Fehr Graham has coordinated with IDOT and confirmed this scope of work would fall within their “General Maintenance” category, which means that the Village’s MFT funds can be used for engineering and construction and minimal design efforts with no additional environmental reviews will be necessary.

The life cycle of a pavement resurfacing of this nature is approximately 12-15 years. Utilizing this approach, the Village can address the worst portions of Main Street while providing additional time to seek alternate funding and revenue sources for the overall reconstruction project.

Fiscal Note/Budget Impact

Item # 2.

Fehr Graham completed cost estimates for two potential options of resurfacing Main St:

1) McDonald Road to Grove Street = \$1,141,000

(Construction - \$992,000; Design/Construction Engineering - \$149,000)

2) McDonald Road to Bridge Street = \$1,521,000

(Construction - \$1,322,000; Design/Construction Engineering - \$199,000)

Prior Legislative Actions

N/A

Action Required/Recommendation

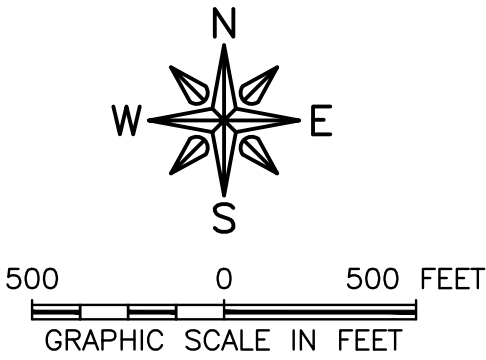
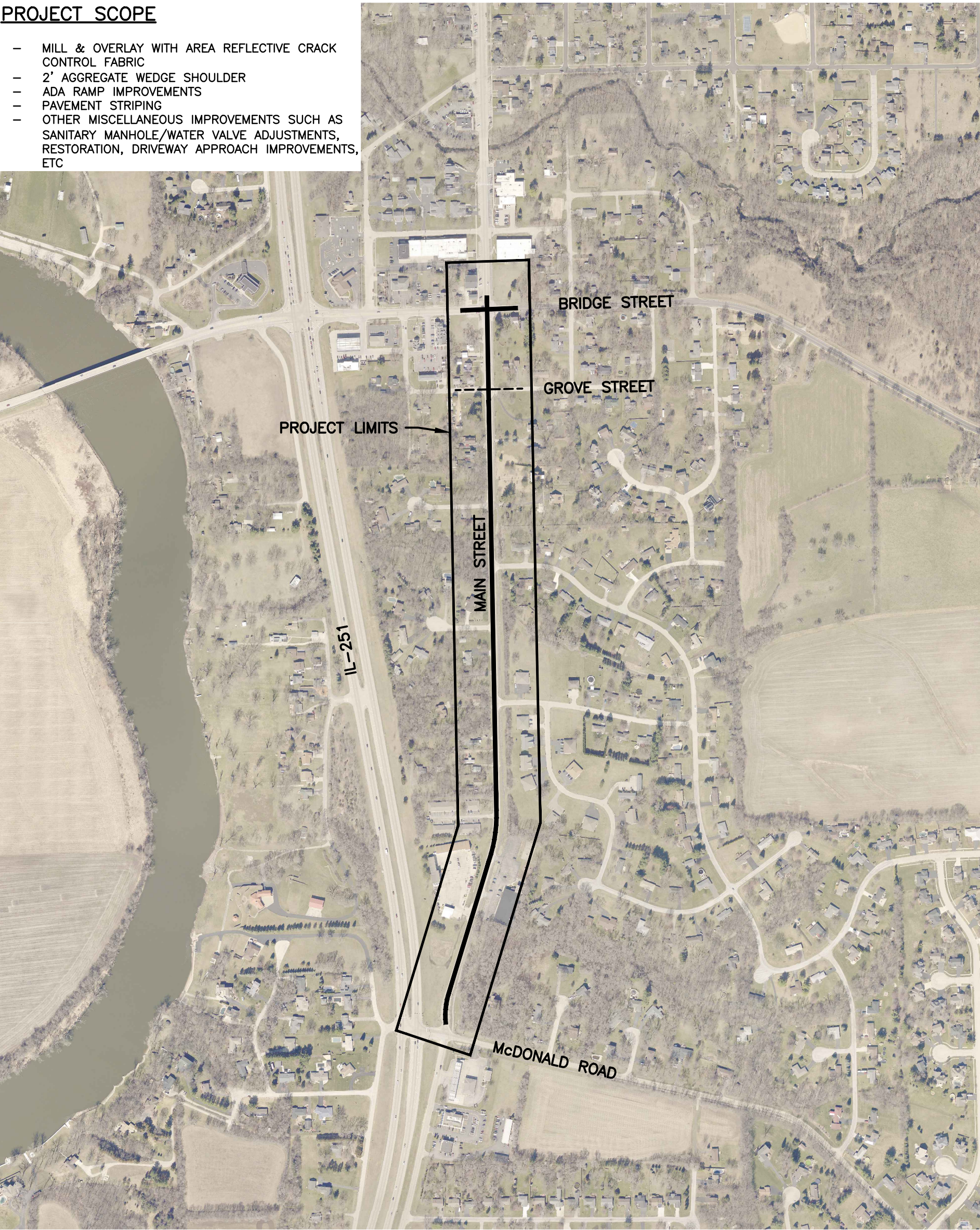
Staff is seeking approval of selecting the Main Street Resurfacing project as the 2027 Residential Streets Program. If agreed to by the Board, staff is seeking recommendations of project limits ending at either Grove Street or Bridge Street.

Attachments

Project Location Map

PROJECT SCOPE

- MILL & OVERLAY WITH AREA REFLECTIVE CRACK CONTROL FABRIC
- 2' AGGREGATE WEDGE SHOULDER
- ADA RAMP IMPROVEMENTS
- PAVEMENT STRIPING
- OTHER MISCELLANEOUS IMPROVEMENTS SUCH AS SANITARY MANHOLE/WATER VALVE ADJUSTMENTS, RESTORATION, DRIVEWAY APPROACH IMPROVEMENTS, ETC



PROJECT LOCATION MAP
2027 RSP PROJECT
VILLAGE OF ROSCOE
WINNEBAGO COUNTY
ROSCOE, ILLINOIS

9/8/2026

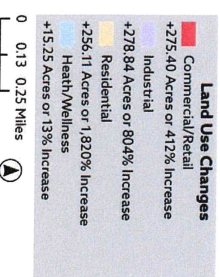
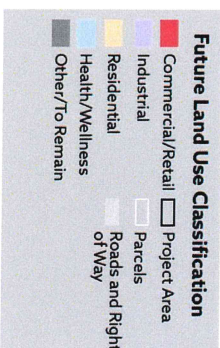
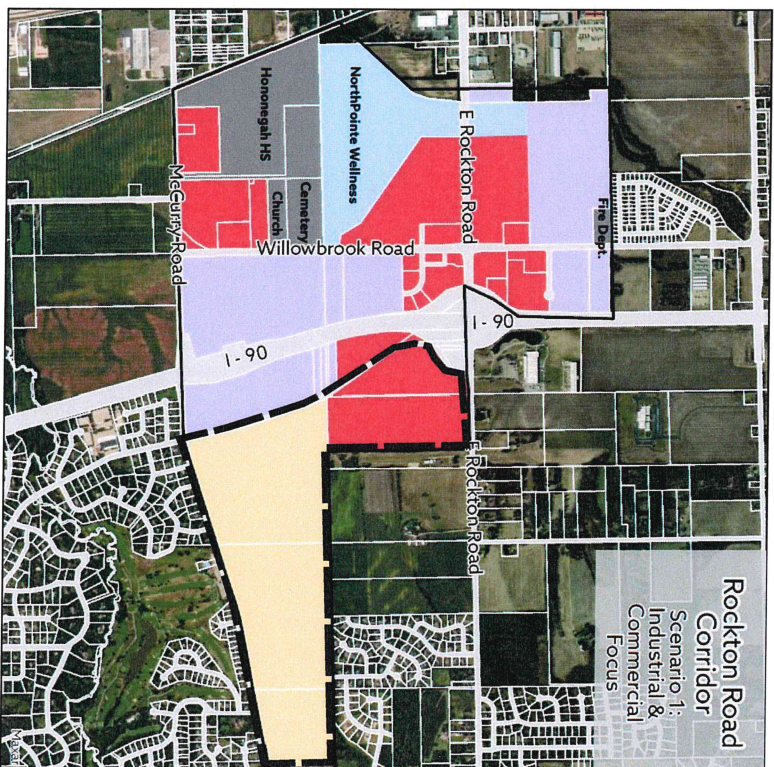
FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
ILLINOIS DESIGN FIRM NO. 184-003525

ILLINOIS
IOWA
WISCONSIN

Land Use Plan: Future Land Use Scenario 1

Uses

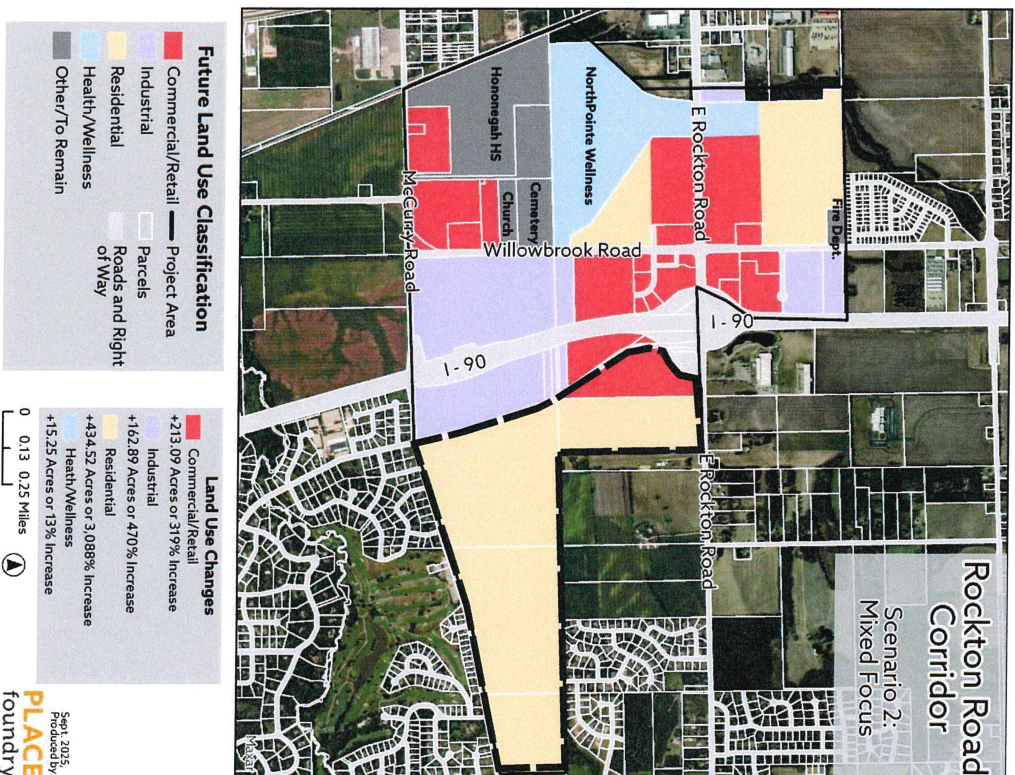
- Commercial/Retail – adjacent to Rockton Rd and Love Rd, extending east along Rockton Rd
- Residential – off Love Rd and McCurry Rd, extending east along McCurry Rd.



Land Use Plan: Future Land Use Scenario 2

Uses

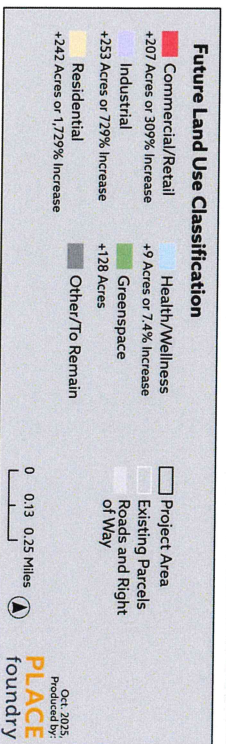
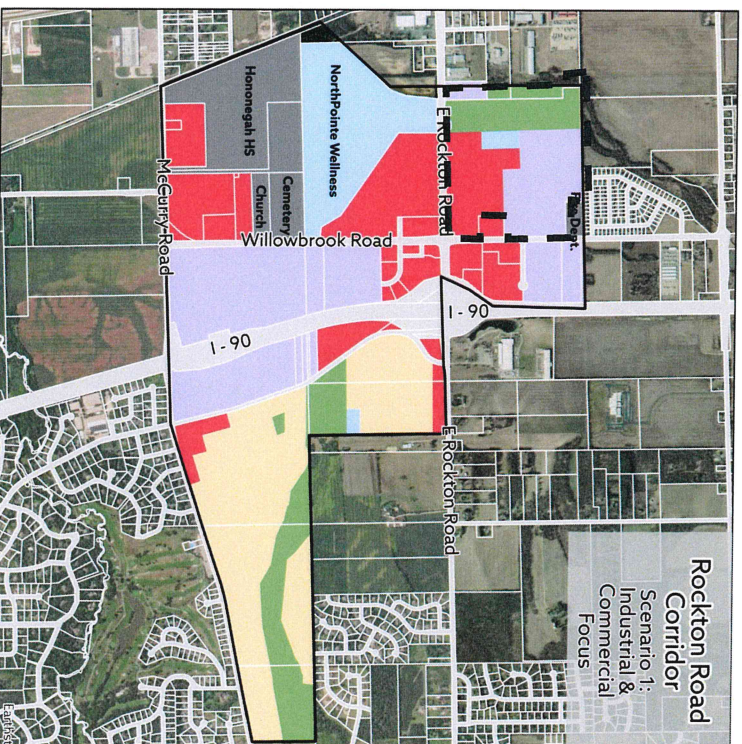
- Commercial/Retail – adjacent to Rockton Rd and Love Rd
- Residential – east of Love Rd along Rockton Rd, and south along Love Rd and McCurry Rd, extending east along McCurry Rd.



Land Use Plan: Future Land Use Scenario 1

Uses

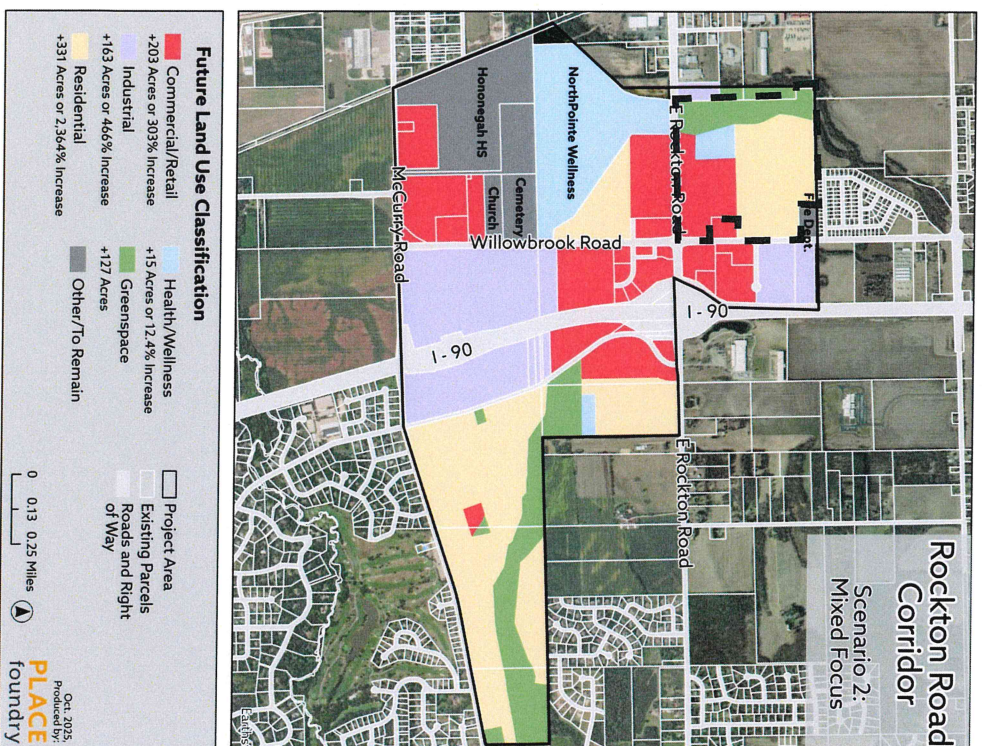
- Commercial/Retail – adjacent to Rockton Rd and near future development off McCurry Rd
- Industrial – off Willowbrook Rd away from main thoroughfare/convenience retail



Land Use Plan: Future Land Use Scenario 2

Uses

- Commercial/Retail – adjacent to Rockton Rd and near future development off McCurry Rd
- Residential – off Willowbrook Rd past main thoroughfare/ convenience retail



Potential Uses: Retail/Hotel

Strengths

- Significant traffic from I-90 that uses truck stops/convenience retail
- Existing retail/commercial corridor west on Rockton Rd creates synergy
- Lack of hotel space in immediate area

Opportunities

- Development of restaurant and shopping retail to fill voids of Rockton Rd retail corridor
- Fill hotel gap and provide rooms for interstate travelers and visitors to the area

September 10, 2026

TO: President Gustafson & Members of the Village Board of Trustees

FROM: Scot Wrighton, Interim Village Administrator

RE: Committee-of-the-Whole Item #2: **Proposed Village Code Revisions, Part 1**

Several sections of the Roscoe Village Code are in need of updating, customizing development rules to fit Roscoe, overall modernizing, and removing provisions dating from when the village was much smaller, had less staff, and when there were political turmoils that may have resulted in new ordinance language only intended to deal with isolated disputes over process and authority. I have discussed some of these issues with Village Board members, and pointed out that revising key sections of the Village Code soon—especially those tied directly to governance—will be important as the Village Board seeks to recruit a permanent village administrator next year. Prospective administrator candidates will want to know if the roles and responsibilities of the village administrator are clear, well-defined, and resemble best practices in other communities operating under the same governmental form as Roscoe. Equally important is clarifying the legislative policy-making functions of the governing body, minimizing special power carve-outs, and describing more completely how village board decision-making works.

Most of the “governance” revisions I would like to recommend are contained in Title II (Administration), Chapters 20 through 27. This memo, the attached document, and this September 15 committee of the whole agenda item deal only with the governance provisions of Chapters 20 through 23. That is why I call it “Proposed Village Code Revisions, Part 1” because Part 2 will address Chapters 24 through 27 at a later date. Part 2 will focus on village taxes, purchasing policies, travel, bidding and investment policies, among other governance subjects. My recommendations for ordinance amendments are detailed in the attached document wherein I have shown recommended ordinance language deletions using ~~green strike-outs~~, and proposed new language using **red bold italic type**. To more fully explain my thinking about the recommended revisions, I have frequently inserted into the text of the attached document blue-coded **COMMENTARY & OPTIONS** narratives. These interpretive notes are in a smaller type font to denote that they are only sidebar explanations, and are not intended to be retained as ordinance language. The attached document is intended as a working draft to be discussed in the Committee-of-the-Whole meeting, whereat the Village Board can hopefully reach agreement about the proposed amendments they can support, and then direct that these changes be included these in a final version to be submitted at a later time for formal action at a Village Board meeting. The changes will be submitted to the village attorney for review only after the Board has discussed them in committee of the whole and provided direction as to the way forward.

Illinois cities and villages all operate under one of three forms of local municipal government—each one outlined in detail in state statutes (in sections known collectively as the Illinois Municipal Code). The three are: commission form, city manager form, and strong mayor form. Municipalities can switch from one form to another only by referendum. However, cities and villages operating under both commission form and the strong mayor form are allowed to delegate far-reaching administrative and operations management to city administrators and village administrators by ordinance; but these delegations of power derive their legal authority from village ordinances, and not a referendum. Hundreds of Illinois municipalities operating under the strong mayor and commission forms have adopted administrator ordinances. The Village of Roscoe is currently a strong mayor form municipality with an administrator ordinance. While the Illinois Municipal Code spells out the authorities, powers and responsibilities of city and village managers, there is no statutory template for administrator ordinances, meaning some administrator ordinances are better than others. In my consulting practice, I recommend that municipalities operating under the strong mayor and commission forms adopt ordinances that track with the model administrator code produced by the National Civic League, and a model administrator ordinance distributed by the Illinois City/County Management Association (ILCMA). I have also examined ordinances from other Illinois villages operating under the exact same form of government as the Village of Roscoe. Best practices embodied in these model administrator ordinances make-up most of the proposed re-write of the village administrator section of the attached recommended updates.

A village administrator ordinance should also serve to separate the service operations, administrative and management responsibilities of the professional staff, from the policy-making, intergovernmental coordination and citizen engagement responsibilities of the village's elected officials, to the extent allowed by the Illinois Municipal Code. Current Roscoe ordinances do not sufficiently clarify this division. Accordingly, the proposed revisions to Title II—Administration—make the following substantive amendments:

1. Language laying out a detailed and proscriptive process for hiring a new administrator have been eliminated
2. Former language repeatedly saying that the administrator will “assist” or “facilitate” or “encourage” with various activities and functions of local government has been replaced with words like “supervise” and “direct” and “perform” and “appoint” and “recommend” which better characterize the role of the administrator for which he/she is fully accountable to the village president and village board.
3. Language clarifying and amplifying the role of the village president in the strong mayor/administrator form is added
4. Proposed revisions state that the administrator is responsible for leading collective bargaining negotiations, determining parameters for new labor contracts from the governing body, and returning tentatively agreed-upon labor contracts to the governing body for approval or rejection, and doing so with *less* participation by representatives of the Village Board
5. While the village president and village board appoints the police chief and other department heads, the ordinance revision clarifies that ALL department heads are supervised, coordinated and managed by the village administrator.

6. The list of administrator duties starts with broad language asserting that he/she shall “enforce all the laws and ordinances of the village.”
7. The current simultaneous appointment of the same person to serve as treasurer and comptroller is altered to separate the positions for the purposes of “separation of duties” compliance; but this revision has been constructed in a such a way that it will not require the hiring of additional staff.
8. A revision has been added to make the village attorney’s attendance at all village board meetings discretionary and optional.

It is requested and recommended that the Village Board review and discuss the proposed ordinance revisions and indicate to staff during the committee of the whole meeting which ones can proceed to final adoption at a future Board meeting.

ROSCOE CODE OF ORDINANCES – Proposed Revisions & Amendments

- CHAPTER 20. - VILLAGE GOVERNMENT

- ARTICLE I. - IN GENERAL

- Sec. 2-1. - Public records available.

The village shall make available to any person for inspection or copying all public records, as provided in the Freedom of Information Act, 5 ILCS 140/1 et seq. (Code 2007, § 10.17)

- Secs. 2-2—2-20. - Reserved.

- ARTICLE II. - PRESIDENT AND BOARD OF TRUSTEES

- Sec. 2-21. - President.

The president shall hold his/**her** office for four years and until his/**her** successor is elected and has qualified. The president shall, before he/**she** enters upon the duties of his/**her** office, execute a bond in the sum of \$3,000.00 to be provided by the village. ***Although the Village has created the position of village administrator by ordinance and therewith delegated broad administrative and management responsibilities to the post of village administrator, this does not extinguish certain powers of appointment and other duties held and enjoyed by, and specifically reserved in state law to, the village president. The village president is the head of the Village Board, the presiding officer at all meetings of the Village Board, the liquor commissioner, the leader of the policy-making process, the primary spokesperson for the village, and the chief liaison to external entities and other governments in the execution of his/her leadership role.***

COMMENTARY & OPTIONS: The Illinois Municipal Code allows the use of the term “mayor” to be used instead of “village president,” but making this change requires that the Village Code be amended by adding language allowing the use of this term. No such amendment has ever been made to the Roscoe Village Code. Does the Board wish to enact the option to allow the use of “mayor” instead of “village president”?

- Sec. 2-22. - Board of trustees.

The board of trustees shall consist of six members, who shall be elected at large by the electors residing in the village. The term of office of a trustee shall be four years. No person shall be elected to the office of trustee who is not 18 years of age or more, nor who has not been a resident of the village for at least one year, nor who is not an elector of the village. (Prior Code, § 2-22; Code 2007, § 30.02)

- **Sec. 2-23. - Rules of order.**

Except as otherwise provided by state law, **or any other provision of this Village Code**, Robert's Rules of Order shall be followed in meetings of the board of trustees. (Prior Code, § 2-23; Code 2007, § 30.03)

COMMENTARY & OPTIONS: Very few governmental bodies completely follow all provisions of Robert's Rules of Order. In its entirety, Robert's Rules of Order-Revised is more than 700 pages long and includes provisions that may not be suited for the Roscoe Village Board. Robert's Rules of Order anticipates, however, that certain entities will want to delineate unique rules suited to their organization. If adopted by ordinance, these special rules would be superior to Robert's—meaning Robert's Rules of Order will apply where the Village's customized rules are silent. By way of illustration, an example of customized council/board meeting rules (called "Bob's Rules of Order") is attached. For Roscoe, special rules could include revisions to what does and what does not require a second reading (reducing the number of times the Board suspends the rules), different rules for tabling, adding unique citizen engagement provisions, greater clarity on how to handle items going to and from committees, and more. In fact, later in this document is an ordinance change recommending second readings only for ordinances.

- **Sec. 2-24. - Compensation of trustees.**

(a) Each trustee elected to the board of trustees shall receive, commencing on the first meeting that the trustee is sworn into office, an annual salary in the amount of \$4,000.00 per year. This salary shall be inclusive of, and be considered compensation for, all village board meetings and committee meetings of which the public is given notice, ~~excepting the collective bargaining committee, for which compensation shall be set, and payable separately, as set forth elsewhere in this Code~~, and for service as ex officio members, **and** the village liquor commission; for **these meetings**, each trustee, shall be compensated in the amount of \$60.00 for each meeting attended.

(b) Village trustees 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.

(Prior Code, § 2-25; Code 2007, § 30.04; Ord. No. 1985-6, 1-3-1985; Ord. No. 1992-7B, 4-1-1993; Ord. No. 1998-11, 10-1-1998; Ord. No. 2007-25, 7-19-2007; Ord. No. 2011-37, 8-18-2011; [Ord. No. 2019-05](#), § 2, 5-21-2019; [Ord. No. 2020-10](#), § 1, 7-21-2020; [Ord. No. 2021-31](#), § 1, 12-21-2021)

- **Sec. 2-25. - Compensation of the president.**

(a) The compensation of the village president shall be established at \$38,000.00 annually and shall be considered a part-time position.

(b) The village president 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.

(c) The village president's pay shall be made in equal installments payable bi-weekly less any applicable deductions.

(d) In addition to the foregoing, when attending meetings of the liquor commission as the village liquor commissioner, the president receive the same compensation for each meeting as trustees serving as members of the liquor commission.

(Prior Code, § 2-26; Code 2007, § 30.05; Ord. No. 1986-6, 12-18-1986; Ord. No. 1992-7B, 4-1-1993; Ord. No. 1998-11, 10-1-1998; Ord. No. 2006-41, 9-7-2006; Ord. No. 2007-17, 6-7-2007; Ord. No. 2011-35, 8-18-2011; Ord. No. 2014-42, 8-21-2014; [Ord. No. 2020-10](#), § 2, 7-21-2020; [Ord. No. 2021-31](#), § 2, 12-21-2021)

• **Sec. 2-26. - Procedure for passing ordinances and written resolutions.**

(a) Prior to presentation for adoption or passage, any ordinance ~~or written resolution to be~~ read before the village board for final approval shall be first introduced through one of the methods **described herein**. Except that by a vote of a majority of the corporate authorities then holding office, any ordinance may be at its first reading **adopted** without following the procedure set forth in this section.

(b) ~~Ordinances and written resolutions introduced at a regular, adjourned, or special meeting of the board of trustees.~~ Ordinances ~~or written resolutions~~ first introduced at meetings of the village board of trustees, and/or those ordinances ~~or written resolutions~~ without prior positive committee recommendation for approval, upon the vote of a majority of the trustees present to accept the ordinance or written resolution as to its first reading, the ordinance ~~or written resolution~~ will be held over until the next regular, special or adjourned meeting. At such subsequent meeting, or at any subsequent meeting, the ordinance may be **adopted** as to its final form and passage.

(c) Ordinances ~~and written resolutions~~ originating from the committee of the whole, **and** ~~Ordinances or written resolutions~~ first introduced at, or originating from, the committee of the whole may be submitted to village board of trustees for final adoption or passage at a regular, adjourned, or special meeting of the board of trustees without additional reading or layover by the village board, if the ordinance ~~or written resolution~~ is:

(1) Accompanied by a recommendation for approval from the committee of the whole, which has been made upon the vote of a majority of the trustees present at such meeting at which the recommendation is made; and

(2) Submitted to the village board for approval in such a form that is substantially similar to its final approved form.

(Code 2007, § 30.06; Ord. No. 2016-03, 3-1-2016)

COMMENTARY & OPTIONS: There is no legal requirement that resolutions and other simple motions of the governing body be held over for second readings. The principle behind requiring first and second readings for ordinances is that these instruments are more significant, and usually embody policy changes that may warrant additional review and/or further input from citizens. The fact that a second reading is not required for all actions other than ordinances does not prevent the Village Board, where they consider it appropriate, to table or holdover an item for additional review, study, comment, or just “to think about it.”

- Secs. 2-27—2-55. - Reserved.
- **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 Board is required before an item can be readied and finalized for a vote by the 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 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.~~

COMMENTARY & OPTIONS: I believe paragraphs "e" and "f" above are not necessary or practical. The Village Clerk produces agendas, but the Village Clerk does not decide what is to be placed on the agenda. When the committee of the whole is utilized as a working group to give clarity and

direction to the staff, this direction often will not take the form of “a positive recommendation, a negative recommendation, or no recommendation.” Proposed revisions to the village administrator sections of the Code (below) make the administrator principally responsible for formulating and assembling Board agendas, in consultation with the village president and village trustees.

(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)

COMMENTARY & OPTIONS: A central tenet of local board governance is that it is a group activity—policy decisions are the result of ‘group process,’ and therefore “lone-wolf” members and vocal minority factions should not be able to take decision-making down paths unlikely to enjoy support when they come before the full Board of Trustees. However, trustees must still have recourse to deal with unresponsive village administrators and village presidents who fail to address, or do not recognize, the concerns of a significant number of trustees, and who may attempt to deny access to governing body members who want to discuss topics of major concern. Therefore, the revisions above provide a mechanism for going around the village president and village administrator, if and when necessary, in a manner consistent with the tenets of democratic group decision-making. At the same time, the process of insisting on an agenda item against the wishes of the village president and/or village administrator should not be implemented without sufficient notice for staff to prepare documentation and research on a topic, or be used as a mechanism for last-minute “gotcha” moves intended to embarrass village officials (appointed or elected). The recommended changes implement a balanced approach.

- **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)~~

COMMENTARY & OPTIONS: Proposed revisions to this Administrative Chapter delegate responsibility for conducting collective bargaining on behalf of the president and village trustees to the village administrator. Accordingly, the village administrator must obtain from the president and village trustees in advance parameters for negotiating contract revisions to be sought through collective bargaining, and must subsequently obtain the approval of the president and village trustees for enactment of any labor contract. In negotiations, the village administrator represents the collective interests of all seven (7) members of the governing body, and not just one or two of them. Having no members of the governing body routinely engaged in collective bargaining also gives the entire Board the ability to distance itself from initial results obtained by the village administrator, and greater freedom to instruct him/her to return to the bargaining table to obtain different results. Therefore, my preferred Option (#1) is for there to be no elected officials participating in collective bargaining. At all times the village administrator is accountable to the entire Board for collective bargaining decisions and processes. However, if the governing body would nonetheless like one elected representative to

participate, the ordinance could name the village president to perform this role (Option #2). Alternatively, the ordinance could allow the governing body's representative to be a trustee selected by majority vote of the Board (Option #3).

- 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.

(Code 2007, § 37.01; Ord. No. 2007-67, 12-20-2007; Ord. No. 2015-49, 12-15-2015)

COMMENTARY & OPTIONS: Nowhere does the Village Code provide a complete listing of village departments. The amendments above correct this deficiency.

- **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.

~~(Code 2007, § 37.02; Ord. No. 2007-67, 12-20-2007; Ord. No. 2015-49, 12-15-2015)~~

- **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. (Code 2007, § 37.03; Ord. No. 2007-67, 12-20-2007)

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

~~The powers and duties of the planning department shall be those enumerated in 65 ILCS 5/11-12-5 through 5/11-12-7 and such full duties as are assigned to it by the village president. (Code 2007, § 37.04; Ord. No. 2007-67, 12-20-2007)~~

- **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. (Code 2007, § 37.05; Ord. No. 2007-67, 12-20-2007)

- **Secs. 2-93—2-112. - Reserved.**

COMMENTARY & OPTIONS: In some other village documents there are references to a “community development department” that includes planning, zoning, code enforcement and economic development. The Village Code does not provide for a Community Development Department, although this title is the one most commonly used to aggregate planning, zoning, code enforcement, neighborhood improvement and economic development. As I understand it, the village president, with the advice and consent of the Board of Trustees, has historically appointed department heads, but not appointed other employees—except for those called out in statute as being appointed by the village president with the advice and consent of the Board of Trustees, such as the village attorney, village treasurer, village engineer and deputy village clerk. The Village Code does not contain a complete listing of all village departments, so it has been added here. The village is at liberty to create or abolish departments in the future; it would just require an ordinance amendment to implement such a decision.

- **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. (Prior Code, § 2-1; Code 2007, § 31.01)

- **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 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 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 his/**her** official capacity, and in furtherance of 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 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 him/**her**, according to law and ordinance. The bond shall be filed with the treasurer.
- (c) *Office location.* The village clerk shall keep 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 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.~~

(Prior Code, §§ 2-2, 2-3; Code 2007, § 31.02; Ord. No. 1986-4, 11-6-1986; Ord. No. 2000-19, 11-2-2000; Ord. No. 2004-24, 11-4-2004; Ord. No. 2004-27, 11-18-2004; Ord. No. 2011-36, 8-18-2011; Ord. No. 2012-7, 1-20-2012; Ord. No. 2016-23, 11-1-2016)

- **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 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 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 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 he is appointed. (Prior Code, § 2-4; Code 2007, § 31.03)

- **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. 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;

COMMENTARY & OPTIONS: It is not essential that the village attorney attend every village board meeting. This requirement drives up the village's legal costs. The village attorney should be asked to attend those meetings where his/her legal analysis, opinion, updates on particular legal topics, or discussion on an agenda item is needed and/or anticipated. If a legal question comes up at a village board meeting and the village attorney is not present, the question can be referred to the village attorney for discussion at a future meeting, or by other communication to 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 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. 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/or the Board of Trustees**. The village attorney may discontinue any suit or proceeding upon any terms as he shall deem just and equitable, provided that the president may require him to prosecute any suit that he shall deem necessary to the well-being of the village. When in his opinion the public interest requires it, 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. He shall have referred to him all court fee bills and other bills of courts for his approval before the same are paid; and

(6) Perform all other duties incidental to his office which may be required of 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 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. (Prior Code, § 2-5; Code 2007, § 31.04)

- **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. (Prior Code, § 2-6; Code 2007, § 31.05)

- **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. (Prior Code, § 2-8; Code 2007, § 31.06; Ord. No. 1982-4, 8-5-1982)

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

The term of village officers shall begin with the second meeting in April following the proclamation of the results of the regular municipal election at which the officers were elected. (Code 2007, § 31.07; Ord. of 4-21-2005)

- **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.

(Code 2007, § 31.08; Ord. No. 2011-24, 7-7-2011; Ord. No. 2011-41, 10-6-2011)

- **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 shall appoint the village administrator with the advice and consent of the village board. 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 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 may act as village administrator or may 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 recommend 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 budget; receive, open and review bids for purchases or service contracts in amount 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 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. 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."

COMMENTARY & OPTIONS: The village administrator ordinance language above is intended to completely replace and supplant the existing village administrator ordinance language below. While the use of an executive recruitment firm like MGT is recommended when there is a vacancy in the office of village administrator, it is inappropriate to proscribe a specific selection process in law, and thereby eliminate the Board's discretion in the matter. Besides the fact that the existing village administrator ordinance is far from best practice, there are too many vague words in the existing language like: "oversee" and "assist" and "encourage" which fall short of clarifying that the administrator is the chief administrative and operations officer of the village's departments and their service delivery apparatus, and that these management functions are separate and distinct from the village's policy-makers, to whom the administrator is fully accountable, i.e., the village president and board of trustees.

~~(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.~~

~~(Code 2007, § 31.09; Ord. No. 2013-43, 11-7-2013; Ord. No. 2023-18, § 2(Exh. A), 12-19-2023; Ord. No. 2025-25, § 2(Exh. A), 12-2-2025; Ord. No. 2026-04, § 2(Exh. A), 3-18-2026)~~

COMMENTARY & OPTIONS:

- **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 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.~~

(3) 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 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 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 debits 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. 31.10; Ord. No. 2017-10, 6-6-2017)

COMMENTARY & OPTIONS: Presently, the Roscoe Village Treasurer serves simultaneously as the Village Comptroller. However, the village's human resources manager/office manager serves as an assistant to the treasurer. While the simultaneous appointment of the same person to serve as both treasurer and comptroller is not a violation of any laws, it is not compatible with accounting policies and practices requiring rigorous separation of duties in financial transactions and financial oversight. While both posts are technically appointed by the village president and board of trustees, one is accountable to, and supervised by, the Board of Trustees, and the other is accountable to, and supervised by, the village administrator. This, revised arrangement along with other changes to the village's financial policies will satisfy audit and accounting principles, and provide appropriate checks and balances.

- **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 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. (Code 2007, § 31.20; Ord. No. 2004-5a, 5-6-2004)

- **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. (Prior Code, § 2-80; Code 2007, § 32.20; Ord. No. 1990-9, 4-18-1991)

- **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. (Prior Code, § 2-81; Code 2007, § 32.21; Ord. No. 1990-9, 4-18-1991)

- **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. (Prior Code, § 2-82; Code 2007, § 32.22; Ord. No. 1990-9, 4-18-1991; Ord. No. 1991-11, 12-5-1991)

- **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. (Prior Code, § 2-83; Code 2007, § 32.23; Ord. No. 1990-9, 4-18-1991)

- **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. (Prior Code, § 2-84; Code 2007, § 32.24; Ord. No. 1990-9, 4-18-1991)

- **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. (Code 2007, § 32.25; Ord. No. 2012-49, 6-21-2012; [Ord. No. 2021-29](#), § 1, 12-21-2021)

- **Secs. 2-198—2-217. - Reserved.**

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

Bob's Rules of Order

THE ABBREVIATED ROBERT'S RULES OF ORDER

- A. A motion must be made and seconded by a Board Member before discussion can begin on any proposal for action.
- B. A main motion may be amended, tabled or either adopted, rejected or referred back to a committee for study or action.
 - 1. An amendment to the motion can be debated, amended itself, and finally adopted or rejected by a majority vote. If it is adopted, it becomes part of the main motion. If it is rejected, the debate returns to the main motion.
 - 2. A motion to table requires a majority vote. If a main motion is tabled, it cannot be brought up again at that meeting.
 - 3. The main motion (as amended) can be adopted or rejected by a majority vote. Once the main motion has been voted upon, there can be no further discussion of it at that meeting.
 - 4. A motion may be referred to a committee for further review if a majority of Board Members determines that further research is required on that issue.
- C. Debate on a motion (or motion as amended) shall end and the meeting shall proceed to a vote when any of the following occurs:
 - 1. The meeting facilitator has determined that the allocated time for the issue has expired.
 - 2. The meeting facilitator believes that sufficient debate has taken place on the motion and asks the Board Members if they are ready to vote. If there is no objection, then voting on the motion shall begin. If a Board Member objects to ending the debate, an immediate vote is taken on ending the debate. If the majority vote wishes to end debate, then the meeting proceeds to voting on the motion. If less than a majority vote, then discussion continues until the allocated time expires.
 - 3. A voting member "calls the question." A vote is then taken on ending the debate. If a majority vote wishes to end debate, then the meeting proceeds to the voting phase of the process. If less than a majority vote, then discussion continues until the allocated time expires.
- D. A motion and second by Board Members to adjourn a meeting can be made at any time. There is an immediate vote, with no debate allowed. If a majority vote wishes to adjourn, then the meeting is adjourned. If less than a majority vote wishes to adjourn, then the meeting continues.
- E. The facilitator will grant non-Board attendees a reasonable period of time to speak. Non-Board attendees agree to address the meeting in a courteous and professional manner. Non-Board attendees that speak out of turn may be found "out of order" by the facilitator and removed from the meeting.

FROM: <http://kboo.fm/board/materials/decision/bob>