



# Meeting Agenda

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Committee of the Whole**

Tuesday, June 18, 2024

[immediately following Village Board Meeting]

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE MINUTES**

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

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

**OLD BUSINESS**

**NEW BUSINESS**

- 2. Discussion and Recommendation** of the issuance of a **Special Event Permit** for **National Night Out**. The event is scheduled to take place on **Tuesday, August 6, 2024** on Main Street from Bridge Street to the bridge.
- 3. Discussion and Recommendation** of an agreement with **MaintainX Inc.** to provide **work order management software** for the Village of Roscoe Public Works Department.

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

**PRESENTATIONS**

**EXECUTIVE SESSION (IF NECESSARY)**

**ADJOURNMENT**

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



**Agenda Item:** National Night Out – Special Event

**Date:** 06-18-24

**Meeting:** Committee of the Whole

**Prepared by:** Chief Sam Hawley

**Department:** Police Department

### Overview/Background Information

This is a community-building campaign that promotes police-community partnerships. This event is held throughout the United States on the first Tuesday of August. The Roscoe Police Department hosts this event every year.

Date of event: August 6<sup>th</sup>, 2024

### Key Issues

Closure of Main St. from Bridge St. to the bridge just north of Village Hall.

### Fiscal Note/Budget Impact

1. The Police Department is approved to spend \$1,000 which is figured into the 2024 special events budget.
2. Overtime for Officers to assist with the event which is figured into the 2024 budget for special events overtime

### Prior Legislative Actions

This will be the first hearing in COTW

### Action Required/Recommendation

Discussion and recommendation to approve closure of Main St along with the approval of the event to be sent before the Village Board.

### Attachments

Special Event Permit



Special Event Application Form

Return completed form to Roscoe Police Department \* 10595 Main St. \* PO Box 312 \* Roscoe, IL 61073

- Assembly [checked] Block Party [ ] Neighborhood Garage Sale [ ]

Name of the Event and Sponsoring Organization:

National Night Out/Village of Roscoe

Nature of Event:

Community Outreach Event

Location of Event: 10500 Block of Main Street Projected Attendance: 1000

Address of Organizer: 10595 Main Street, Roscoe IL Phone Number: 815-623-7338

Event Date(s): August 6th, 2024

Event Hours: 6pm am/pm until 8pm am/pm

Setup/Assembly Date: August 6th, 2024 Start Time: 4:30pm am/pm

Dismantle Date: August 6th, 2024 am/pm Completion Time: 9pm am/pm

Please describe, in specific details, the scope of your setup/assembly work: (submit separate document if necessary)

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live.

- Will this event require use of fireworks? [ ] Yes [x] No
Will this event require street closures [x] Yes [ ] No
Will alcohol be served? [ ] Yes [x] No
Will signage be posted? [x] Yes [ ] No
Will food be served? [x] Yes [ ] No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829 \* Fax: (815) 623-1360 \* Email: permits@villageofroscoe.com



### Special Event Application Form

Who is your point of contact for this event? (must be available during entire duration of event)

Name: Sgt. Aaron Weber Phone Number: [REDACTED]

Email: aweber7890@roscoepolice.com

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Date:

06/11/2024

Return completed application to: Roscoe Village Hall  
10631 Main Street  
Roscoe, Illinois 61073  
permits@villageofroscoe.com

OFFICIAL USE ONLY

Date Filed: \_\_\_\_\_

Village Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Village Board (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale  
\$50 Special Event: Assembly  
\$25 Special Event: Block Party

\_\_\_\_\_  
Receipt

Cc: Police Department, Public Works, Zoning, HRFPD, WCHD

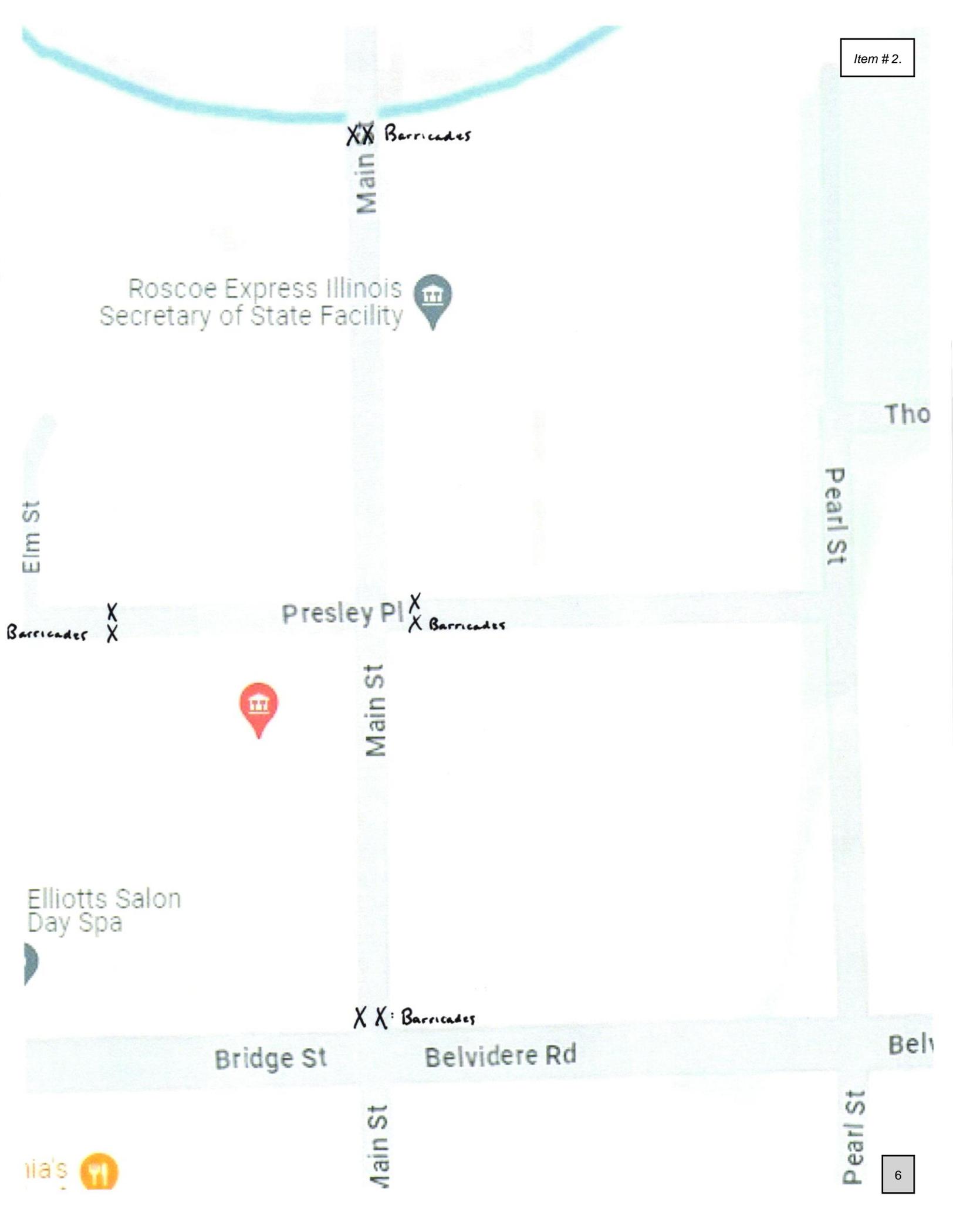


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Special Event  
Site Plan Exhibit

Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:



XX Barricades

Main

Roscoe Express Illinois Secretary of State Facility



Tho

Pearl St

Elm St

X  
X

Presley Pl

X  
X Barricades

Main St



Elliotts Salon Day Spa

X X: Barricades

Bridge St

Belvidere Rd

Belv

ia's

Main St

Pearl St



Special Event  
Hold Harmless Agreement

I, \_\_\_\_\_ indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event

known as **National Night Out**

to be held August 6th, 2024 in the 10500 block of Main Street, Roscoe, IL

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



Item # 3.

<b>Agenda Item:</b>	MaintainX Maintenance (Work Order) Software		
<b>Date:</b>	June 13, 2024	<b>Meeting:</b>	Committee of the Whole – June 18, 2024
<b>Prepared by:</b>	Troy Taylor	<b>Department:</b>	Public Works

### Overview/Background Information

This Software is a replacement for the old-style public works work order system. This new software will make writing workorders more efficient by being able to write them faster, get them to the crews faster, more specific with the type of work that needs to be done, use less paper, etc.

Please see Christine’s (Public Works Admin. Assistant) attached summary of how she processes the old work orders compared to the new process of MaintainX.

### Key Issues

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

### Fiscal Note/Budget Impact

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

### Prior Legislative Actions

This is a first read.

### Action Required/Recommendation

Staff recommends the purchase of MaintainX maintenance software for use of creating work orders for Public Works.

### Attachments

- Price quote from MaintainX
- Comparison of current process vs. MaintainX

## Public Works Work Order Process vs. MaintainX

6/12/24

We are currently using Excel spreadsheets to track Work Order numbers, status updates and create new Work Orders. When we need to create a new Work Order we check the Work Order Log to get the next #, then open the template for Work Orders, save as the new number and input information based on the request. Often, we will need to include a Word document with a screenshot from WinGis of the address as well to ensure that teams are in the right location. All are saved in a folder for the current year.

We then print and hand the paper copy to whomever it is assigned to. That team member or crew will go complete the work when they have the time and materials barring any emergency in the Village that would take precedence.

Once the work is complete, the team member will write on the paper copy what materials and any notes pertinent to the task, sign it and put it in the inbox for Troy to review and sign off on the work completed. Once signed it comes back to admin assistant, the Work Order Log is updated with date, who and what was done, then they are filed in the file for the current year.

### **With MaintainX:**

Eliminate the need to use Excel to track the work orders manually. Saving time and space as all Work Orders are printed and filed physically. Crew can use Smartphone to check, update, complete and return all work orders.

Work orders will be searchable through location, date, etc.

Analytics will keep track of how long a task took, and cost associated with that Work Order.

The program keeps track of the status of the work orders - Admin users (Troy, myself, etc.) are able to see all Work orders and assign or reassign as needed. So, if someone is out sick, but a task they had is time sensitive, we can move it to another employee for completion.

Can set up teams based on skill sets for assigning tasks or assign individually to one team member.

Can create checklists for work orders for inspections or safety check as well as link receipts & pictures associated with the task. Can set up scheduled Work Orders to be sent automatically to the same team.

Example: Checking garbage cans at parks can be automatically reassigned each week to the Parks Crew.

Locations can be added to the system and show up as clickable links to google maps for directions if needed.

Assets such as Fleet vehicles, heavy equipment can be added and set up on a schedule for maintenance.

“Requesters” can be added so that other locations/ dept. heads can request Work orders be written through MaintainX, and admins are then notified to approve the work and assign to a team member.

Program should have the ability to grow with the department, and has 24/7 IT support for the app.



# SALES QUOTE

Q-71624

PREPARED FOR

**Village of Roscoe, IL**

, , Illinois, US  
Josef Kurlinkus

**TERM START DATE**

2024-06-28

**EXP. DATE**

2024-06-28

**TERM END DATE**

2025-06-28

ITEM	Charge Type	QTY	UNIT PRICE	DISC (%)	Net Price	SUB-TOTAL
Premium Subscription - Annual Users (Full Users + Admin Users)	Recurring	10.00	\$588.00	33.00	\$393.96	\$3,939.60
* Unlimited Requester Users						
Expert-Led Implementation	One-Time	1.00	\$2,000.00		\$2,000.00	\$2,000.00
						<b>Total</b>
						<b>USD: \$5,939.60</b>

You may have to pay Taxes on your MaintainX Service and Implementation Service, depending on the billing zip code or country associated with your account. Any applicable Taxes will appear as a line item on your billing invoices and receipts.

**THIS QUOTE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

1. Any additional Users added to your account must be paid for within 30 days or risk deactivation. Pricing listed in this quote will be honored for additional Users during the initial Subscription Term and can be prorated based upon the outstanding length of your initial payment.
2. MaintainX's Terms of Service located at [www.getmaintainx.com/terms-of-service](http://www.getmaintainx.com/terms-of-service) as well as the MaintainX Privacy Policy located at <https://www.getmaintainx.com/privacy-policy/> are incorporated herein and apply to this quote. Upon acceptance, this quote will be deemed an Order Form as defined in the Terms of Service. Capitalized terms not defined in this quote will be as defined in the Terms of Service.
3. Subject to your agreement to the terms and conditions of this quote, you may accept this quote by paying with any of the following options:
  - a. Via credit card or ACH through your billing page at <http://app.getmaintainx.com/settings/billing>
4. Alternatively, you may accept this quote by sending MaintainX written notice of acceptance, subject to your agreement to the terms and conditions of this quote.
5. If you have purchased Implementation Services set forth in this quote, the following terms and conditions apply to the provision and use of the Implementation Services:
  - a. For Guided or Expert-Led Implementation Services, MaintainX will provide the Implementation Service for the applicable plan described at <https://software.getmaintainx.com/implementation>.
  - b. For Custom Implementation Services: MaintainX will provide the Custom Implementation Services specified and as described in the Statement of Work entered into between You and MaintainX referencing this quote. In the event of any conflict between the terms of this quote and the Statement of Work, the Statement of Work shall control, solely with respect to the applicable Custom Implementation Services.

Upon acceptance of this quote, the Terms of Service and Privacy Policy listed above, including any MaintainX ordering document, supersede the terms in any purchase order or other non-MaintainX document and no terms included in any such purchase order or other non-MaintainX document apply to the services ordered. If you do not agree to the foregoing, this quote is withdrawn.

The Parties have caused this Agreement to be executed by their duly authorized officers or representatives with intent to be bound as of the Effective Date.

**Village of Roscoe, IL**

**MaintainX, Inc.**

\_\_\_\_\_  
By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date