



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Wednesday, August 07, 2024
[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 **June 18, 2024**.
2. **Approval of the Minutes** for the meeting of the Committee of the Whole from **July 16, 2024**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

3. **Discussion and Recommendation** of adoption of a policy related to the maintenance of subdivision entrance signs and landscaping.

NEW BUSINESS

4. **Discussion and Recommendation** to eliminate the position of Lieutenant from the roster of authorized ranks in Village of Roscoe Police Department.
5. **Overview and Presentation** of the **Village's 3rd Annual Truck or Treat at Porter Park**.

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 Meeting
Tuesday, June 18, 2024

CALL TO ORDER

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

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

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

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

None

NEW BUSINESS

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

Motion made by Trustee Plock, Seconded by Trustee Petty.

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

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

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

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

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

Tracking analytics will be easier.

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

Trustee Mallicoat went over the amounts stating:

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

Troy provided the following to the board;

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

current year.

With MaintainX:

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

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

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

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

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

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

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

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

Wright



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, July 16, 2024

CALL TO ORDER

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **July 16, 2024.**

Motion to Layover:

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

1. **Discussion and Recommendation** of a Text Amendment to the Village's Zoning Ordinance related to **Residential Driveway Width Standards.**

Administrator Kurlinkus summarized the recommendation stating, this is an item which was referred to the ZBA by the Village Board of Trustees for consideration. The proposal being brought forward extends the distance that the driveway can remain at full garage width and reduces the distance from the ROW line where the taper to the roadway begins. This would extend for full width of garage of 25 feet, tapering within five feet of the right of way line.

Motion made by Trustee Petty, Seconded by Trustee Plock. Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

2. Discussion and Recommendation of a Text Amendment to the Village's Zoning Ordinance related to Residential Accessory Structure Exterior Facade Materials.

Administrator Kurlinkus summarized the recommendation; stating the proposal there are currently no guidelines for façade materials for accessory structures in residential zoning districts. The proposal being brought forward identifies the types of materials that may be used on an accessory structure in a residential zoning district so as to maintain the characteristics of residential neighborhoods. Administrator Kurlinkus stated there is no zoning code for any exterior material guidelines or standards for residential garages, accessory buildings, and accessory structures. In order to ensure consistent character and development quality of accessory buildings and structures in residential neighborhoods, the Code should be amended to add additional language that specifies the types of exterior materials that should be used in the development of accessory structures.

Motion made by Trustee Plock, Seconded by Trustee Sima.

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

NEW BUSINESS

3. Discussion and Recommendation of a labor agreement with Sergeants of the Village of Roscoe Police Department.

Administrator Kurlinkas called on Chief Hawley to provide overview to board members. Chief Hawley stated the version of the Sergeant Agreement originally started in 2020 to mirror the patrol FOP contract however it was never signed. I have worked with the Police Departments new law firm to update the agreement. Two noticeable changes in the agreement are the eligibility of Administrative Sergeant and the position, along with legal protections to Sergeants when acting in their official capacity.

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

4. Discussion and Recommendation of a Special Event Permit for the Roscoe Lions Club Fall Festival and Parade to be held at Leland Park on September 6th, 7th, & 8th.

Administrator Kurlinkus summarized the request:

The request is for a special event permit for the 114th Fall Festival. Festival Event Dates & Times: September 6th 5pm-10pm, September 7th 12pm-10pm, September 8th 12pm-8pm

Parade Date: September 8th 11am. As of now, no alcohol permit has been requested for this event. If requested, the temporary liquor license will have to be approved by the Liquor Commission.

President Gustafson introduced Mr. Bill Gibbard to the board who is the organizer of the festival. Mr. Gibbard stated he appreciates the Village for allowing them to use Leland Park for the festival. The festival is looking for volunteers, if interested please reach out.

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

5. Discussion and Recommendation of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Open Presented by Nick Sommer, Country Financial** to be held at **Porter Park** on **September 28, 2024**.

Administrator Kurlinkus summarized the recommendation, The request is for a special event permit for a disc golf tournament to be held at Porter Park on September 28th. This event will be a 2 round Disc Golf tournament as a season closer for the 2024 Disc Golf Season.

This tournament is hosted by the Stateline Disc Golf Association and presented by Nick Sommer Country Financial. This event is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

President Gustafson introduced Mr. Josh Garcia who introduced himself as co-founder and board member of the local Disc Golf Association. Mr. Garcia stated that this will be a season closer to showcase Porter Park and there should be around 70+ participants. Trustee Sima asked if this will be an annual event? Mr. Garcia stated this is the lowest floor and they want to continue to grow and make it bigger.

Motion made by Trustee Petty, Seconded by Trustee Wright.

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

6. **Discussion and Recommendation** of adoption of a policy related to the maintenance of subdivision entrance signs and landscaping.

Administrator Kurlinkus provided the board with an overview draft of the proposed policy.

The Village Board of Trustees has requested that staff create a draft policy related to the uniform maintenance of subdivision entryways and signage. The attached policy identifies the responsibilities of the Village in maintaining subdivision entryway signage and landscaping & sets a maximum \$ amount for the installation of new signage outside of what the developer has installed upon dedication of the subdivision. It also provides the process for HOAs or neighborhood associations to request more elaborate signs & landscaping to be maintained by the association.

Trustee Plock pointed out the point where the Village does not want to place subdivision signs on private property, stating that most of the subdivisions are private property where the signs were located. Trustee Plock inquired if the Village will be reaching out to the owners where the signs would be on private property. Administrator Kurlinkus stated the Village would have to work with those property owners.

Trustee Plock would like to lay this over so the board can determine how many signs would be on private property. Trustee Sima asked if all the areas in the subdivision private property are, is there any space on that property that would be allowed. A grant program for sign maintenance or upgrades was proposed by Administrator Kurlinkus, with amounts varying based on subdivision size. The Village plans to seek permission from property owners for sign access and maintenance. If denied, they may designate public areas for signs. The responsibility for upkeep could be shared between the Village and homeowner associations. The draft policy invites feedback. Moving forward, the Village considers requiring developers to install signs in new subdivisions and revisiting signage after assessing private property concerns.

Motion to layover

Motion made by Trustee Plock, Seconded by Trustee Wright.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

John Martin stated he would think the property owner would want the sign to be in good shape and keep it in good shape. Mr. Martin inquired about the letter about the electric aggregator, stating he lives in township, and wanted to know if he was included. Administrator Kurlinkus explained that residents could opt out but would likely remain in the program until they requested otherwise. He clarified that if residents already had another provider, they would receive an opt-in letter to join the village's program, but they wouldn't be automatically switched. Lastly, he emphasized that those with solar couldn't switch to the new provider and must stay with the current one to receive benefits.

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

752 pm

Motion made by Trustee Plock, Seconded by Trustee Babcock.

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 3.

Agenda Item: Discussion and Recommendation of a Policy for Subdivision Entrance Maintenance & Signage

Date: July 12, 2024

Meeting: Committee of the Whole – 7/19/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village Board of Trustees has requested that staff create a draft policy related to the uniform maintenance of subdivision entryways and signage. The attached policy identifies the responsibilities of the Village in maintaining subdivision entryway signage and landscaping & sets a maximum \$ amount for the installation of new signage outside of what the developer has installed upon dedication of the subdivision. It also provides the process for HOAs or neighborhood associations to request more elaborate signs & landscaping to be maintained by the association.

Key Issues

- Responsibility of basic maintenance of signs and landscaping on Village ROW or Property is that of the Village.
- Signs on private property remain responsibility of property owner (generally an HOA).
- HOAs may request that they be allowed to install Lighting or Irrigation, but this will be responsibility of the HOA.
- HOAs may request a grant up to the established dollar amount of replacement & repair to be set by the Board (draft policy identifies \$3500), and to install more elaborate signage / landscaping upon request of 51% of Owners in the effected Plat.

Fiscal Note/Budget Impact

Board needs to decide the maximum amount to spend on installation of new signage/repairs to be allocated to subdivision for quinquennial maintenance and repair.

Prior Legislative Actions

The draft policy is up for initial discussion by the COTW on July 19, 2024. This has not been previously reviewed by the Committee, but has been created as a starting point for discussion.

Action Required/Recommendation

Discussion and Recommendation to the Board of any changes or comments to the draft subdivision policy.

Attachments

Subdivision Entrance Maintenance Policy – Draft for Discussion Purposes.

SUBDIVISION ENTRANCE MAINTENANCE POLICY

- A. Purpose.** The purpose of this policy is to identify the Village's stance regarding the repair and/or replacement of subdivision entrance signs and support walls within the Village's Right-of-Way (ROW); the maintenance and/or replacement of said signs and/or support walls; and the addition of new features such as lighting, fencing, irrigation, seasonal color, and annual plantings.
- B. General Standards.** The repair, replacement, or alteration of an existing subdivision entrance sign and/or support wall shall adhere to the requirements identified within the Village Sign Ordinance. The Applicant shall coordinate with the Zoning Administrator and/or the Village Planning Department to ensure the requirements of this ordinance are met.
- C. Subdivision entrance signs located on private property.** Maintenance and repair of subdivision entrance signs not located within the Village's right-of-way, or upon Village owned property shall be the sole responsibility of the established HOA or owner of the parcel upon which the signage is located. An HOA or parcel owner may request that the Village assume responsibility for the repair and maintenance of such signage, however, prior to assuming any such responsibility for repair or maintenance, the HOA or owner of the parcel on which the sign is located shall be required to dedicate that portion of the of the parcel as public right-of-way or to deed the ownership of the parcel to the Village of Roscoe. The Village shall not maintain or repair subdivision entrance signs located on private property.
- D. Maintenance, repair and replacement of existing subdivision signs and/or support walls.**

The Village shall maintain, repair and/or replace all subdivision signs and/or replacement walls within the Village Right-of-Way (ROW) only and not under the jurisdiction or maintained by an established Homeowner's Association (HOA) in accordance with the following:

1. **Repair:** Repair and maintenance of current signage shall always be considered as the first option for the Village's maintenance program. Repair shall be limited to repainting the monument sign, sign panel and/or the individual letters affixed to the support walls identifying the name of the subdivision no more than once every five (5) years. A standardized palette of paint colors shall be maintained by the Village Planning & Community Development Department and shall be used to repaint existing signs.
2. **Removal and/or replacement:** Should an existing sign become damaged or deteriorated beyond economic repair, as determined by Public Works Director, the Village shall remove and dispose of said sign. The sign shall then be replaced at an amount not to exceed \$3,500 per subdivision in accordance with the following:
 - a. Signs shall be replaced in accordance with a standardized sign template as determined by the Village Planning Department to include material, color, shape, size and font.

b. Monument signs shall include the replacement of the sign panel and/ or the individual letters affixed to the monument sign. The sign panel shall be similar in size to what was removed, or shall adhere to a standardized sign template as determined by the Village Planning Department, to include color, shape, size and font.

c. Replacement of the sign panel and/ or the individual letters shall not include any repairs to the monument structure itself. Should it be determined that the monument structure itself is damaged or deteriorated beyond economic repair, as determined by Public Services Director, the Village shall remove and dispose of said monument structure and replace the monument sign with freestanding standardized sign as determined by the Village Planning Department to include material, color, shape, size and font.

C. Maintenance, repair and replacement of existing landscaping, irrigation and lighting.

1. **Landscaping:** The Village shall maintain plant material and landscape mulch at the subdivision entrances. Any new and/ or additional plant material that is above and beyond what was initially approved and accepted by the Village shall be approved in advance by the **Public Works Director**, and shall be paid for and maintained at the sole expense of the established HOA or group of homeowners within a subdivision.

2. Irrigation Systems.

a. The Village acknowledges that some subdivision entrances may have included underground irrigation systems installed by the original developer. The Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the irrigation system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

3. **Sign lighting:** It is understood that some subdivision entrances may have included overhead or directional lighting to illuminate the subdivision sign. As of this date, the Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

- a. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the lighting system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

D. Upgrade and/ or replacement – Non-standard. In the event that a subdivision sign is located within the Village ROW and a group of homeowners within a subdivision with or without an HOA desire to replace their subdivision sign with something other than the current signage, or different than the standardized sign template as determined by the Village Planning Department, the following information shall be submitted to the Village Planning Department for consideration:

1. **Petition.** A petition containing the signatures of not less than fifty (50) percent plus one (1) of the property owners within the subdivision plat where the entrance sign is located. Signatures from renters shall not be deemed as consent.

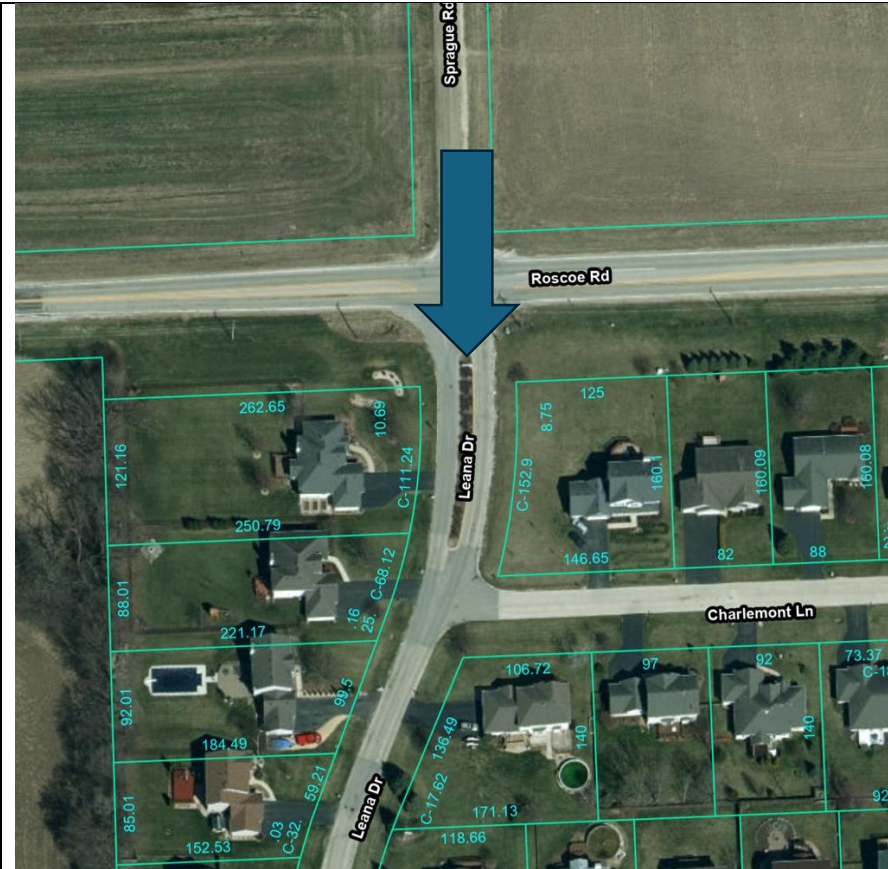
The petition shall include language indicating those signing are aware that all design and construction costs, and future maintenance responsibilities of signage and surrounding landscaping to include pruning of plants, mulching of plant beds, irrigation systems, lighting, etc. , are the sole responsibility of the established HOA or the group of homeowners within the subdivision.

2. **Sign design:** A detailed drawing of the proposed sign, prepared in accordance with the standards identified within the Village Sign Ordinance, to include material and color selection.
4. **Landscape plan:** A landscape plan identifying the exact location of the proposed sign and all landscaping enhancements.
5. **Village Board Approval:** Upgrades and replacements beyond the standard sign replacement of the Village shall require prior approval of Village Board.
6. **Sign Grant:** Should the Village Board approve this request, the group of homeowners may be eligible for a \$3,500 grant per sub-division, based upon budgeted funds. If the Village Board approves and authorizes the grant, the group of homeowners within a subdivision shall become

solely responsible for all maintenance and repair costs of associated signage and landscaping of the subdivision entrance. The Village shall not participate in any maintenance responsibility or utility costs associated with subdivision entrances.

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Crystal Hills

Closest Intersection: Roscoe Road & Leana Drive

Location of Sign: Median [Village ROW]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Hawks Pointe

Closest Intersection: Old River Rd. & Thickett Trl.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



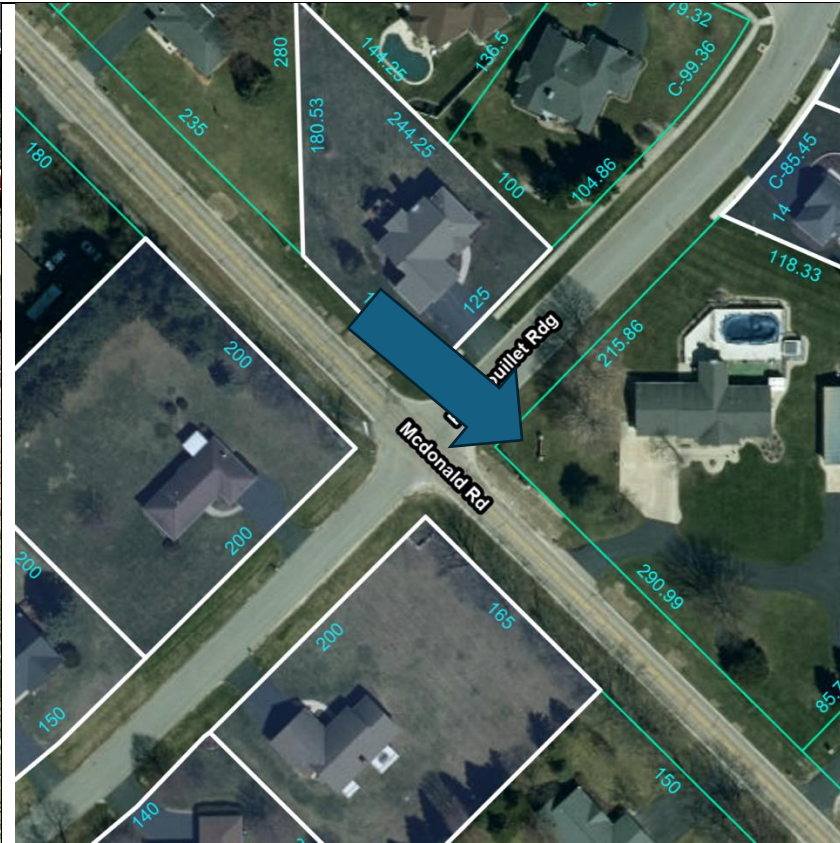
Subdivision: Prairie Ridge

Closest Intersection: Gleasant Rd. & Forest Ridge Dr.

Location of Sign: Median [Village ROW]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Deerwood

Closest Intersection: McDonald Rd. & Rambouillet Rdg.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



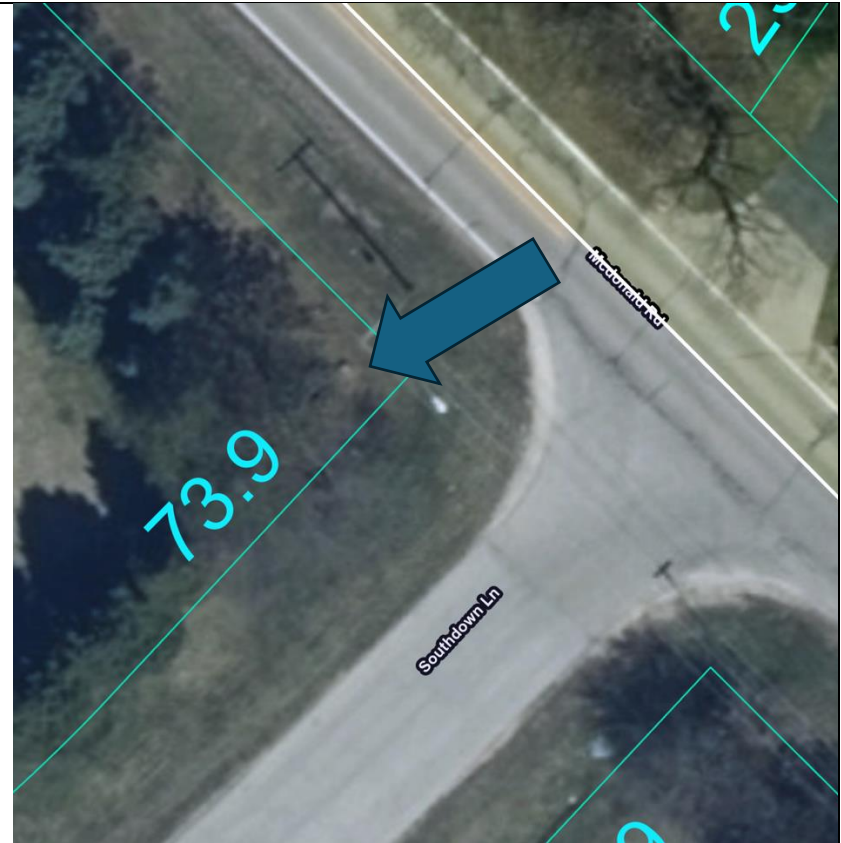
Subdivision: Shepherd Hills - 1

Closest Intersection: McDonald Rd. & Rambouillet Rdg.

Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

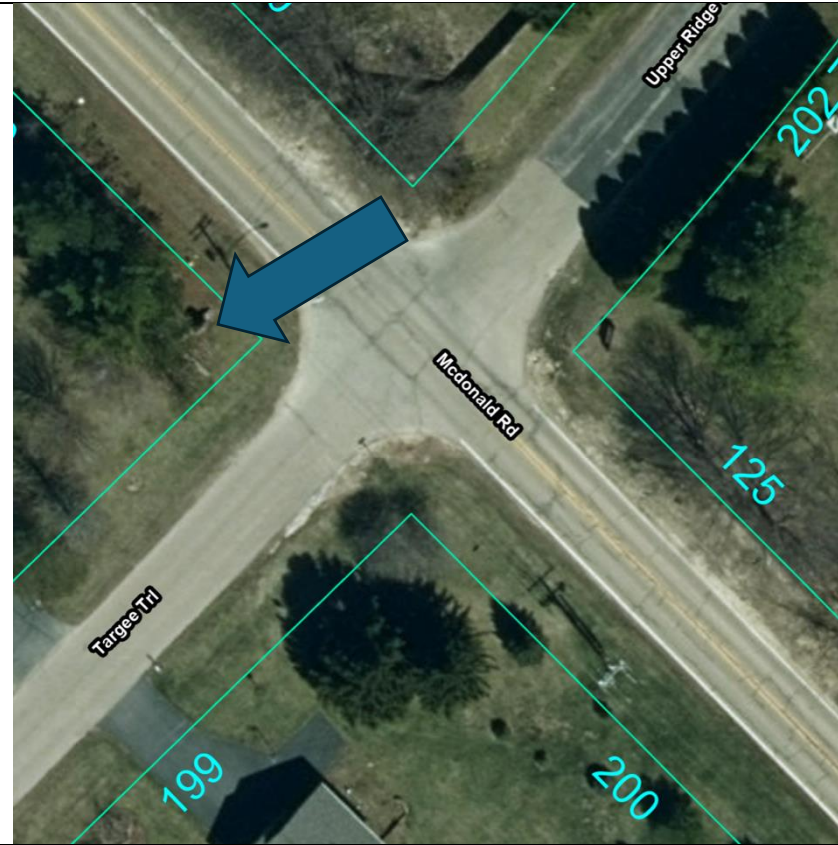
Item # 3.



Subdivision: Shepherd Hills - 2
Closest Intersection: McDonald Rd. & Southdown Lane
Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



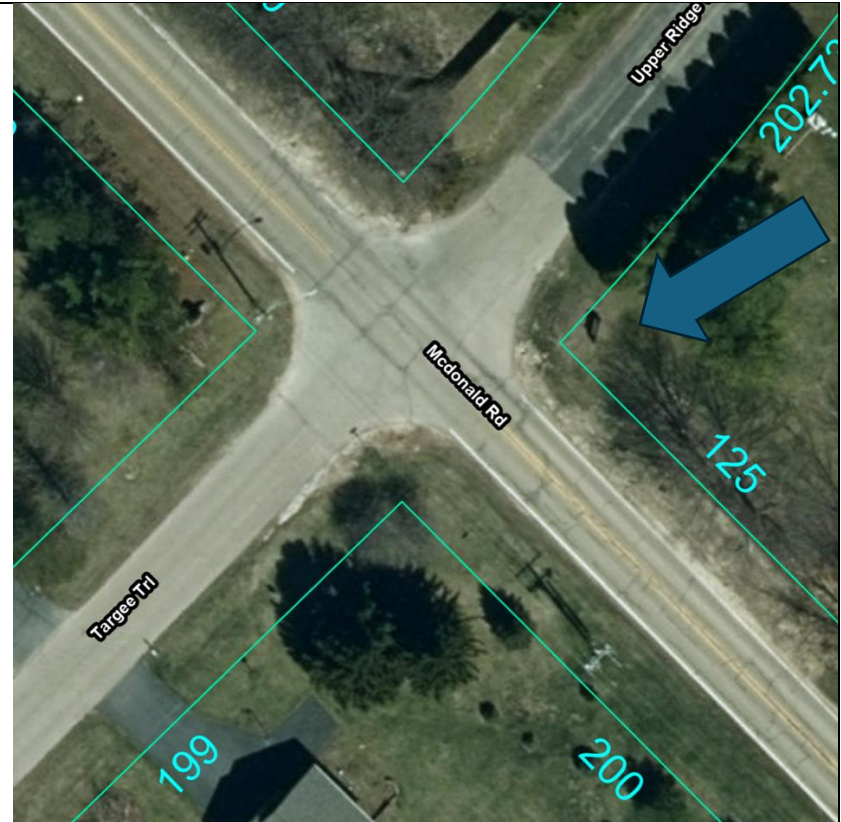
Subdivision: Shepherd Hills - 3

Closest Intersection: McDonald Rd. & Targee Trail

Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Sagewood

Closest Intersection: McDonald Rd. & Upper Ridge Way

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Remington Creek

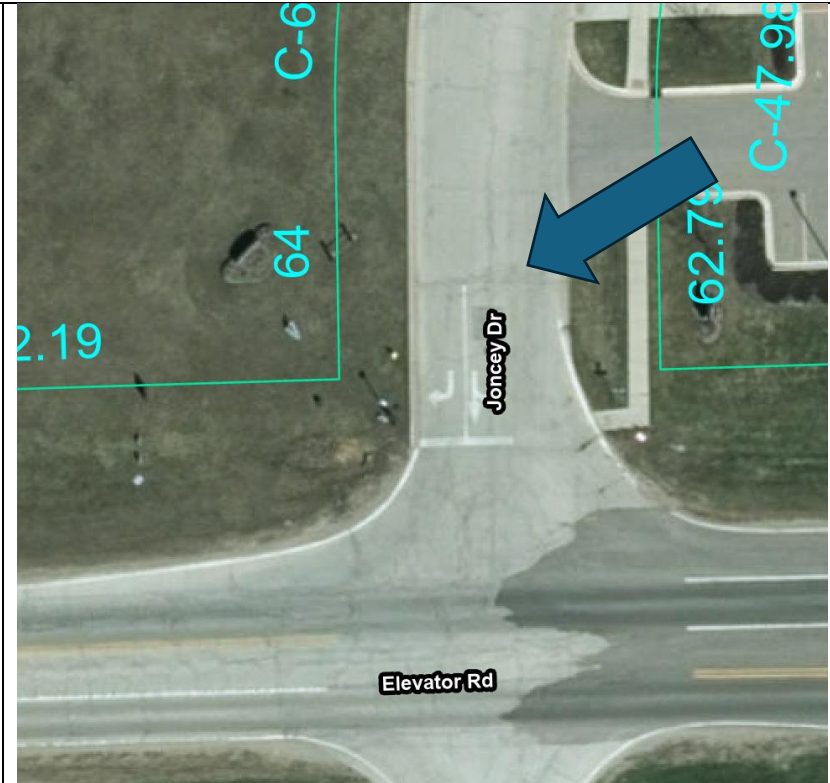
Closest Intersection: Swanson Rd. & Sheringham Dr.

Location of Sign: Private Property [No Easement/Utility Easement]

N.B. There is an Entrance Structure Easement on the west side of the road.

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



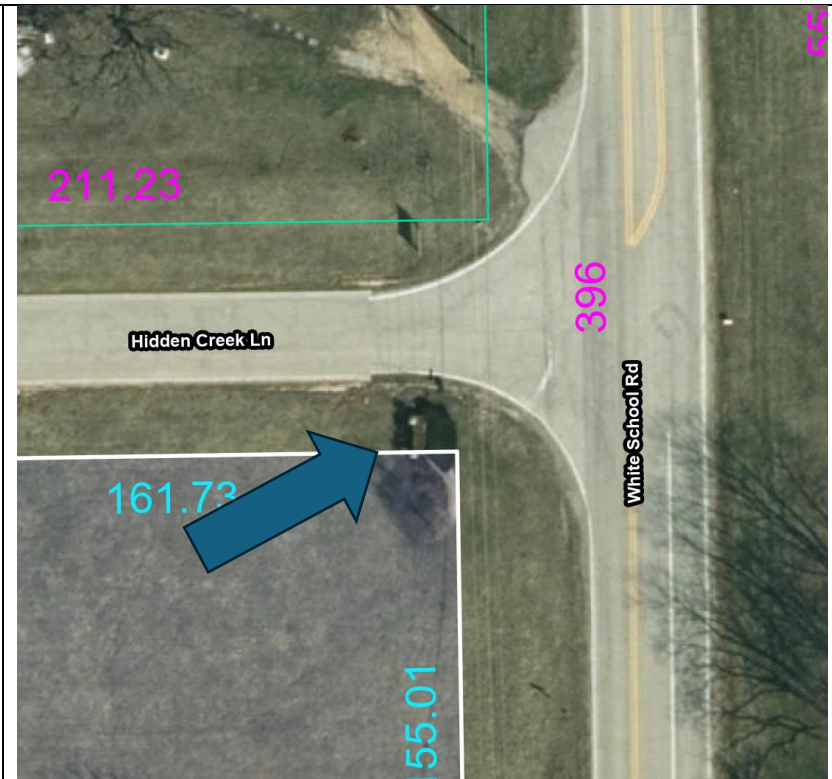
Subdivision: Kinnikinnick Creekside

Closest Intersection: Jonecy Dr. & Elevator Rd.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Hidden Creek

Closest Intersection: Hidden Creek Ln. & White School Rd.

Location of Sign: ROW [Village ROW] / Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 3.



Subdivision: Promontory Ridge
Closest Intersection: Rockton Road & Promontory Trail
Location of Sign: Median [Village ROW]

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Removal of Lieutenant Position from the Roscoe Police Department Roster

Date: 08-07-24

Meeting: COTW

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

The Lieutenant Position has remained unfilled for numerous years since the creation of the Deputy Chief position. Chairwoman Leann Jones (Police & Fire Commission) has requested and I agree to the removal of the position of Lieutenant from the Roscoe Police Department Roster. P&F is required by law to test for the position of Lieutenant every three years to keep an eligibility list which cost P&F Commission time and money for testing with the knowledge that the position will not be filled. If at such time the position is needed again, it can be brought before the Village Board to reinstate the position at which time P&F can test for promotion. Currently there is no one that holds the rank of Lieutenant.

Key Issues

- Save the Village money for testing and for P&F cost of meetings.
- Testing takes place every three years with knowledge it will not be filled.

Fiscal Note/Budget Impact

No cost to remove position

Prior Legislative Actions

N/A

Action Required/Recommendation

Discussion and Recommendation to remove the Lieutenant position from the Roscoe Police Department Roster

Attachments

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 5.

Agenda Item: Overview of 3rd annual Truck or Treat Event at Porter Park

Date: 8/02/2024

Meeting: COTW - 8/7/2024

Prepared by: Anne Hanson

Department: Administration

Overview/Background Information

This will be the 3rd year that the Village has hosted its Truck or Treat event at Porter Park. In 2022, the first year of the event, approximately 500 participants were in attendance. Last year, staff estimated that this number increased to approximately 1500 – 2000 attendees.

Because of this success (and the resulting congestion created), staff has reconfigured the layout of the event for this year, expanding the event to take better advantage of both sides of Porter Park. The Truck (trunk) or Treat portion of the event will move across the creek to the north side of the park, while the truck portion of event will remain on the south side of the creek, allowing for more participants to enjoy all aspects of the event.

The Main Parking lot has been expanded, and the annex parking will include two entrances and a better delineated traffic flow. The Village will be increasing the number of staff members dedicated to traffic control and directing vehicles in and out of parking areas.

Key Issues

- The 3rd annual Village of Roscoe Truck or Treat Event will take place on Saturday October 19, 2024 from 3pm – 6pm.
- Event has been reconfigured to allow for more capacity, and activities.

Fiscal Note/Budget Impact

Of the total special events budget, \$6,000 was earmarked for this event. The Event will not exceed budgeted amount.

Action Required/Recommendation

None needed at this time.

Attachments

Preliminary site map outlining event parking, traffic and the new set up.



Trunk or Treat 2024
Porter Park