

VILLAGE OF ROSCOE
ORDINANCE NO. 2025-_____

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 22, ARTICLE I, SEC. 2-121 OF THE VILLAGE CODE OF ORDINANCES RELATED TO THE POSITION OF VILLAGE ADMINISTRATOR OF THE VILLAGE OF ROSCOE

WHEREAS, Chapter 22, Article I, Sec. 2-121 of the Village of Roscoe Code of Ordinances concerns the appointment and duties of the Village administrator of the Village of Roscoe; and

WHEREAS, the Committee of the Whole has recommended to amend Sec. 2-121 of the Village of Roscoe Code of Ordinances to modify the process in which the holder of such position is selected, and to restate the duties and responsibilities of said position.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ROSCOE, COUNTY OF WINNEBAGO as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Chapter 22, Article I, Sec. 2-121 of the Village of Roscoe Code of Ordinances entitled "Village Administrator" is hereby amended to read in its entirety as follows:

- **See Exhibit "A"** -

Section 3. Any portion of any other ordinance in conflict with this ordinance is hereby expressly repealed to the extent of the conflict.

Section 4. All other portions of the Code of Ordinances of the Village of Roscoe shall remain in full force and effect.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED THIS ____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED THIS ____ day of _____, 2025.

Village President

ATTEST:

Clerk

EXHIBIT A

Sec. 2-121. Village administrator.

- (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, an ad-hoc selection committee consisting of the village president, and two trustees then serving on the village board shall initiate the recruitment process of qualified candidates to fill the position. The trustee members of the selection committee shall be selected by lottery from all trustees wishing and willing to serve in the position. Should any member resign from the selection committee, a replacement member shall be selected in the same manner as the original selection.
 - (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, most senior trustee (as defined by consecutive years of service, with ties to be determined by lottery), 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.