

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Update on Code Enforcement Activity & Services

Date: May 1, 2026

Meeting: Village Board - 05/05/2026

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village currently contracts with Municipal Code Enforcement, LLC (MCE) to provide code enforcement services for the Village of Roscoe. This agreement was approved by the Village Board in July 2025 and is structured as an hourly services contract. The current service model provides the Village with flexibility to respond to seasonal fluctuations in enforcement activity while maintaining consistent coverage across the community.

The agreement provides for:

- Up to 20 hours per week
- Hourly Rate: \$49/hour (2025) / \$50/hour (2026)

Under the agreement, MCE serves as the Village's primary contact for property maintenance enforcement, complaint response, inspections, issuance of notices, and coordination of compliance and enforcement actions.

Services include a mix of:

- Field inspections
- Resident communication (calls/emails)
- Preparation of notices and letters
- Case tracking and follow-up
- Administrative hearing preparation

Summary of Activity

Based on a review of case tracking data from August 2025 through March 2026, approximately **144 unique properties** were subject to code enforcement activity during this period. This reflects ongoing case management, with many properties requiring multiple follow-ups, inspections, and enforcement actions over time.

Monthly activity ranges from approximately **140 to 240 case-related actions**, reflecting a multi-step enforcement process rather than one-time inspections.

MCE conducts regular weekly inspections of properties within the Village, typically grouped for efficiency, with follow-up work completed remotely. In addition to field inspections, MCE is responsible for case follow-up, documentation, and resident communication necessary to move violations toward resolution.

Enforcement actions (letters/notices) represent the primary mechanism for achieving compliance, with mailed notices generally ranging from **10 to 30 per month**.

Fiscal Note/Budget Impact

Code enforcement activity is seasonally driven, with monthly costs fluctuating based on workload and demand. Activity is generally lower during the winter months and increases during the spring and summer due to:

- Tall grass and weed violations
- Property maintenance issues
- Increased resident complaints

MCE provides monthly invoices for review and approval by the Village Board, which include detailed breakdowns of work performed, including violation type, case status, and notices issued.

- **Average Monthly Invoice:** ~\$4,000
- **FY 2026 Budget:** \$45,000

Reporting Code Enforcement Issues

As the Village enters the peak enforcement season, residents are encouraged to report concerns directly through:

- **Email:** CodeEnforcement@RoscoeIL.gov
- **Phone:** (815) 846-7098

Direct reporting allows for more efficient tracking, assignment, and response to complaints.