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October 1, 2026

TO: President Gustafson & Roscoe Village Trustees
FROM: Scot Wrighton, Interim Village Administrator
RE: Consent Agenda

The purpose of a consent agenda is to more efficiently deal with items that are routine, have already been approved in an earlier form by the Village Board, are not expected to generate any discussion, and/or appear to be matters that can be easily approved by the governing body without amendment, revision or further analysis and debate. When the governing body gets to the Consent Agenda, the appropriate action would be for the Chair to ask if there are any items individual trustees want removed from a consolidated motion approving all items on the Consent Agenda. If a governing body member requests an item be removed from the Consent Agenda, it does **not** require a second, and removal from the Consent Agenda is **not** a matter for discussion. Then the Chair requests a motion to approve the entire, or remaining consent agenda, exclusive of items members have requested be removed for discussion. If this motion receives a "second," then the Chair immediately proceeds to one roll call vote on the entire Consent Agenda, without further discussion. After this motion is approved, the Chair can return to those items that individual trustees requested be removed for discussion or questions. These are to be dealt with one item at a time. Once trustees' comments and questions are concluded, the Board can proceed to vote on matters removed from the consent agenda one at a time.

The first item on the October 6 Consent Agenda is recommended approval of a \$2635.84 Lenovo Hard Drive invoice from the Police Department. This is a non-controversial purchase, and provides additional storage for camera and other network applications. Under the provisions of the village's current procurement policies, Village Board approval is required for any purchase not a part of a master contract, and over \$2500. I anticipate asking the Village Board to revise this policy language to allow more rapid acquisition of routine items that have already been authorized by an adopted budget, but as of now this policy change has not yet been made, so Board approval is still required.

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The second item on the October 6 Consent Agenda is recommended approval of a 2027 contract extension with Municipal Code Enforcement, Inc. The Village Board discussed this last month and tentatively approved such an extension based on the comparative analysis contrasting continuing to outsource code enforcement versus bringing this service delivery function inside Village Hall by hiring new village personnel and giving them all of the equipment, software and other support to perform the job—assuming the same 20 hours per week commitment contracted from Municipal Code Enforcement (MCE). The final version of the MCE 2027 contract extension eliminates the normal contract multiplier for inflation, and provides further discounting under the assumption that MCE personnel will use the village's administrative vehicle (when they are on patrol in Roscoe, and when the administrative vehicle is available). This will also address another concern of Board members—namely, that the code enforcement vehicle be clearly marked as a Roscoe Village car with Illinois license plates while on patrol.

It is recommended that both consent agenda items be approved.