

October 1, 2026

TO: President Gustafson & Roscoe Village Trustees
FROM: Scot Wrighton, Interim Village Administrator
RE: Revisions to Title II of the Village Code

On September 15, 2026, the Village of Roscoe Committee-of-the-Whole voted to approve a series of amendments to Title II of the Village Code recommended by the village administrator to update village ordinances in accordance with some best practices, to clarify the role of the village president where a village administrator acts as the CAO, provide a mechanism for adopting alternative and simplified meeting rules other than those set forth in **Robert's Rules of Order**, eliminating the requirement for first and second readings for resolutions and motions, and other changes. The Committee's affirmative vote only advanced Title II (Administration), Article I (In General) and Article II (President & Board of Trustees). This is part of a much larger project to update all eight chapters of Title II, which was discussed during the September 15 Committee-of-the-Whole meeting. The Committee-of-the-Whole decided to postpone discussion and action on the other recommended changes to Title II until the next Committee-of-the-Whole meeting on October 6, so governing body members could more fully evaluate the proposed revisions.

Due to the imminent pendency of collective bargaining meetings, the Committee-of-the-Whole also voted to recommend that Article III, Section 2-57 be amended to change the positions serving on the village's collective bargaining team. Since an initial collective bargaining meeting was coming up on October 1, trustees also directed that a Special Meeting of the Village Board be convened on September 22 for purposes of conducting a final vote on the recommended collective bargaining representation ordinance language, and moving this new language out of the "Committees" chapter of Title II. This ordinance has already been adopted. The Special Village Board meeting was also called to act on a time-sensitive recommendation from the Zoning Board of Appeals.

During the general comments section of the September 22 Special Village Board meeting, there was informal discussion about changing the salary of Village President (which is included in Title II, Article II of the Village Code). No vote and no formal action was taken on

September 22 as a result of this discussion; but the Village Board requested that the village attorney and the village administrator place an ordinance amendment on the October 6 Village Board meeting agenda that would decrease the annual salary of the Village President by twenty percent (20%), effective after the next municipal election. Although this ordinance amendment was advanced separately from the other provisions of Title II, Articles I & II, the applicable salary provision is, nevertheless, part of Title II, Article II (Section 2-25), which was already advanced by the Committee-of-the-Whole. State Statutes require that any change to the salaries of local elected officials not take effect until after the next election for the impacted office(s), and that no such ordinance can be enacted less than 180 days prior to the next municipal election. October 6 is 182 days before the April 2027 municipal elections.

Consequently, the village president salary change revision requested by the Board has been included in the language of the other amendments to Title II, Articles I & II (see attached). In other words, the ordinance updating the language of Title II, Articles I & II from September 15, **AND** the salary revision requested on September 22, are all in the same ordinance, and can all be approved with the same motion. However, since the latter amendment was not formally recommended by the Committee-of-the-Whole, it will be necessary for the Village Board to suspend the rules and waive the 2-reading rule.

During the Board's discussion of elected officials' salaries, the trustees also requested that staff examine whether it was possible to adopt an ordinance providing for periodic cost-of-living adjustments (COLAs) to these elected governing body position salaries. We found very little precedent for this. Given the staggered terms of village board members, and the requirement that any change in compensation be made at least 6 months before an election, the only legally unassailable approach to advance the corporate authority's stated objective would be to set out fixed dollar increments for members in the text of the ordinance. This seemed to go beyond the trustees' inquiry, so no automatic increase language has been included at this time.