

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Agreement with Municipal Code Enforcement, LLC for Code Enforcement Services

Date: June 27, 2025

Meeting: VB – 7/1/2025

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Department: Planning & Community Development

Overview/Background Information

The Village of Roscoe has historically filled the role of Code Enforcement Officer with part-time, in-house staff. This approach has worked to varying degrees depending on availability and individual fit, but over the past year, the Village—like many other area municipalities—has struggled to recruit and retain individuals with the appropriate combination of technical understanding, attention to detail, and the interpersonal skills necessary to enforce ordinances in a manner that is both firm and respectful. In response to this ongoing staffing challenge, the Village has explored contracted service options and is recommending approval of an agreement with Municipal Code Enforcement, LLC (MCE).

MCE is a professional firm currently serving multiple municipalities in Wisconsin and Illinois, including the City of South Beloit. Their flexible enforcement model is tailored to the needs and policies of each municipality and is capable of supporting complaint-driven enforcement, proactive patrols, or a hybrid of both. The Village intends to utilize a hybrid approach, allowing MCE to conduct proactive monitoring while also responding to resident complaints.

The scope of services includes enforcement of property maintenance violations such as tall grass and weeds, unsightly debris, and abandoned or unlicensed vehicles. MCE will also assist in construction oversight by verifying foundation setbacks, monitoring compliance with stormwater and erosion control (MS4) requirements, and reporting unpermitted work. Additional responsibilities include coordination of abatement, issuance of municipal citations, and preparation of documentation to support administrative hearings or legal action. MCE will maintain detailed case records and provide monthly summary reports to staff and the Village Board.

The proposed agreement would begin with services provided 20 hours per week, with the ability to adjust based on seasonal workload and staffing needs. The firm does not require office space at Village Hall but will integrate with the Village's existing code enforcement phone line and email address. Field personnel will carry Village-issued identification and display "Village of Roscoe Code Enforcement" signage on their vehicles.

Action Required/Recommendation

Staff recommends approval of Resolution 2025-R32, authorizing a professional services agreement with Municipal Code Enforcement, LLC to provide code enforcement services on behalf of the Village of Roscoe. The agreement reflects a scalable, professional solution to a growing enforcement challenge and will improve responsiveness, documentation, and capacity without requiring additional full-time staff.

Upon approval, Village staff will coordinate with MCE to finalize startup logistics and schedule a kickoff meeting to align expectations and communication protocols.

Attachments

- Resolution 2025-R32
- Code Enforcement Services Agreement (Exhibit A)