

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Public Works Training Room Update

Date: 10/21/2025

Meeting: Committee of The Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This request is for updating the training room at the Public Works facility. This room also serves as the break room and the morning meeting room. This update will include new chairs and a couple of tables. The chairs we have now are hand me downs of hand me downs from the Village Hall and some from the Police Department. They are in bad shape with the fake leather peeling off and sticking to you and falling on the floor. Also, we do not have enough chairs or tables for when the whole crew, including the part-time, are present for the morning meeting or training.

With these new chairs and tables, there will be room to have all the full-time and part-time crews in at the same time for meetings and training. One of the new tables will be set up for the two new laptops that the crew can use for training, time sheets, looking up parts, etc. The other table will be in the back of room that can fold down out of the way when it is not needed.

These new chairs are the same ones the Police Department bought a couple of years ago for their training room. They are heavy duty and have been holding up great with no known issues.

Staff have received three other quotes, and they were quoted at \$6,425.30 from Uline, \$6,785 from Office furniture center, and \$7,911.90 from The Bradley Company.

Key Issues

- Old chairs falling apart
- Mismatched and not enough chairs and tables for whole crew
- New desk/table for the two new laptops for crews to use for training, time sheets, etc.

Fiscal Note/Budget Impact

This project was budgeted for in 2025 (\$8,000) and will be under budget at \$5,809.00

Prior Legislative Actions

This is the first hearing at the Committee of The Whole.

Action Required/Recommendation
Staff are recommending Michalsen Office Furniture, Inc, with the quoted amount of \$5,809.00 for the upgraded chairs and tables and to send to the Village Board.
Attachments
Michalsen Quote Pictures