

August 28, 2026

TO: President Gustafson & Members of the Village Board of Trustees

FROM: Scot Wrighton, Interim Village Administrator

RE: Committee-of-the-Whole Item #3: Administrative Staffing Discussion

The September 1st Village Board agenda includes action on a resolution approving a new job description for an Administrative Coordinator (the new name for the post being vacated on September 1st by Janel Reidinger). Besides the new job title, the position description has been enlarged to include deputy village clerk duties, and other minor updates enabling the Village's administrative personnel to support each other in performing a broad range of admin tasks.

At the same time that this employee transition is occurring, the village has, this month, brought on a new administrative assistant at the front entrance; and there have been informal discussions in my meetings with trustees about whether additional administrative staff capacity should, at some point, be scaled-up to more fully support economic development activities; and separately, whether staffing capacity can or should be augmented to more aggressively support local celebrations, festivals and other special events that would both provide more opportunities for citizen interactions and fun activities that build the culture and spirit of the Village, and bring new people to the Village from outside its corporate boundaries.

As the Board knows, staff is currently engaged in building a recommended budget for the fiscal year beginning January 1, 2027 for the Village Board's review. So, a discussion at this time about whether additional staff should be evaluated for inclusion in the 2027 budget is timely. Both the Village of Rockton and Roscoe Township employ half-time staff to coordinate, create, recruit and manage local community events, cultural activities, festivals, celebrations and more uses of community meeting spaces. In the Village of Roscoe, these duties have been assigned to Anne and Janel. While they have performed these responsibilities well, it is impractical to assume that the people in these positions can substantively grow the quantity, extent and scope of local events while still performing all of the other administrative job duties assigned to them.

At the same time, I perceive that the Village Board also wants to see an increase in staff time dedicated to recruiting and encouraging more economic development in the Village. I have included this item on the September 1st Committee-of-the-Whole agenda to ascertain if the governing body has an interest in eventually staffing-up to include additional part-time or outsourced personnel focused *either* on special event creation/facilitation, **OR** on economic development. If so, which of the two categories does the Village Board believe should be expanded first (or maybe neither one yet) as they work with staff to complete the FY 2027 budget?

It is my belief that the duties currently delegated to the village administrator (along with others that may be added in the future) will not and should not prevent him/her from also dedicating a sizeable amount of their work hours to economic development, without the need to add staff *exclusively assigned* to economic development. In today's governmental and development environments, most complex economic development projects and proposals* run through the village administrator's office anyway—as most involve developer agreements and planning documents that must be negotiated and ultimately prepared for approval by the elected governing body. In other words, economic development in a municipality like Roscoe is intrinsically in the “wheelhouse” of the administrator anyway. That is not the case with special events creation, community functions planning and festival facilitation.

A decision about whether to include a part-time staff addition to the FY2027 budget as set forth herein would not, of course, be finalized until the budget is discussed and adopted this Fall, but by discussing the questions raised here at the Committee-of-the-Whole meeting, the Board can give staff more direction on how staff should proceed in assembling the recommended budget.

*Meeting with developers, preparing key corridors (like Main Street, Rockton Road and Willowbrook Road) for marketing to prospective developers, meeting with local businesses thinking of expanding to ensure that they know the Village of Roscoe can assist them and provide incentives to expand inside Roscoe, etc.