



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, January 06, 2026
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **December 16, 2025.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

2. Introduction and Swearing in of **Rodolfo Gonzalez & Alidia Smith** as a Village of Roscoe Police Officers.
3. **Nomination** by the Village President and **confirmation** by the Village Board of the appointment of **Randall Woehler to fill a vacancy in the office of Village Trustee of the Village of Roscoe.**

TREASURER'S REPORT

- 4.** Cash Report and Bills
- 5.** Approval of Bills
- 6.** Year to Date, Revenues and Expenditures

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

MOTIONS AND RESOLUTIONS (Final action)

- 7.** Approval of Resolution 2026-R01, approving a **Parking Lot Surface Waiver** for the property located at **5714 Elevator Road [Pietro's Pizzeria]**

NEW BUSINESS (First reading or suspend rules)

- 8.** Approval of Resolution 2026-R02, authorizing an Agreement with Fehr-Graham & Associates, LLC for design engineering services for the **2026 Residential Streets Program** for the quoted amount of **\$39,550.00**
- 9.** Approval of Resolution 2026-R03, authorizing entering into an **Engineering Outsourcing Agreement** with Fehr-Graham & Associates, LLC to provide Municipal Engineering Services (2026) jointly for the Village of Roscoe and the City of South Beloit, for the Village's quoted portion of **\$104,600.00 (\$8,716.67 per month) plus \$8,500 for Meeting Attendance, for a total of \$113,100 per year.**

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, December 16, 2025
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:31 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **December 2, 2025.**

President Gustafson asked for a motion for the approval of the bills.

Motion was made by Trustee Mead, second by Trustee Sima. Voting yes: Trustees Wright, Sima, Broda, Mead, Babcock 5-0-0.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Beau Gyllenswan a 22-year Marine Corps veteran, addressed the board regarding what he described as inconsistent code enforcement. He explained that after suffering a severe injury in April and being unable to work for nine months, he recently returned to work only to receive a code violation. His children had built a small privacy fence for him, and he was cited for issues related to the fence and for having a trailer parked on gravel, which he did not know was considered a non-improved surface.

Mr. Gyllenswan expressed frustration that he was told the fence must be painted a neutral color, despite not living in an HOA. He emphasized that he pays taxes, has served the country, and is willing to comply with regulations, but he wants clarity and fairness. He requested a FOIA to identify who has

repeatedly reported him and asked for written copies of all relevant ordinances so he can ensure full compliance going forward.

Terry Arnold and Michelle Smithy from Michelle's Pet Center raised concerns about a requirement to enclose their dumpster. They explained that due to the building's layout, enclosing the dumpster would block the parking lot. For the past two winters, they were granted permission to place the dumpster next to their loading dock for safety reasons, but this year the request was denied.

They described hazardous conditions created by the current dumpster locations, including icy sidewalks, deep snow, and long walking distances. One owner had already fallen while transporting trash. They provided photos showing the unsafe conditions and examples of other businesses with unenclosed dumpsters. The board acknowledged the issue, stated they believed it had already been resolved, and committed to following up with Code Enforcement.

PRESIDENT'S REPORT

2. **Nomination** by the Village President and **confirmation** by the Village Board of the appointment of **Molly Butz to fill a vacancy in the office of Village Trustee of the Village of Roscoe.**

President Gustafson asked for a motion to approve the appointment of Molly Butz to fill a vacant trustee seat.

Motion was made by Trustee Babcock, and no other Trustee would make a motion. Motion failed due to the lack of a second motion. This prompted Trustee Babcock to express disappointment, noting that the candidate was qualified, articulate, and a long-time resident. He emphasized that the board, composed entirely of men, declined to approve a woman for the position, which he found troubling.

Tom Green Village Attorney clarified the procedural timeline. the 30-day window for appointment continues to run, and if no candidate receives advice and consent by January 1, the president may submit a new nominee.

3. Presentation of **ILEAP Re-Accreditation Award** to the Roscoe Police Department
(*Presenter: Joel Givens, Retired Deputy Chief, Rockford Police Department*)

Joel Given retired Rockford Police Department Deputy Chief, with 22 years of service presented the Roscoe Police Department with its second Illinois Law Enforcement Accreditation Program (ILEP) award. He described the accreditation process as rigorous, involving extensive file reviews, policy evaluations, on-site inspections, ride- alongs, and community interaction assessments. Roscoe is one of only about 70 accredited agencies in Illinois, out of roughly 750 statewide.

Given praised the department for its professionalism, strong policies, and commitment to community policing. He highlighted the work of Sergeant Aaron Weber, who managed the extensive documentation and compliance requirements. Chief Hawley followed with remarks thanking the accreditation team, the officers, and the board for their support. Sergeant Weber was formally recognized for his contributions.

TREASURER'S REPORT

4. Cash Report and Bills
5. Approval of Bills

President Gustafson asked for a motion for the approval of the bills.

Expenditures are \$393,180.79 payroll expenses are \$120,783.65 totaling \$513,964.44.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Sima, Babcock, Broda, Wright, Mead 5-0-0.

6. Year to Date, Revenues and Expenditures

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

7. Approval of **Ordinance No. 2025-25**, Amending Chapter 22, Article I, Sec. 2-121 relating to the Village Administrator.

President Gustafson asked for a motion for approval of Ordinance 2025-25.

Motion was made by Trustee Babcock, second by Trustee Wright. Voting yes: Trustees Babcock, Wright, Mead, Broda, Sima 5-0-0.

MOTIONS AND RESOLUTIONS (Final action)

8. Approval of **Ordinance 2025-26**, establishing the 2025 Property Tax Levy
(*Tentative Levy Approved on 11/18/2025*)

President Gustafson asked for a motion for the approval of Ordinance 2025-26.

The 2025 property tax levy is \$1,833,692.88.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Broda, Sima, Wright, Babcock, Mead 5-0-0.

9. Approval of **Ordinance 2025-27** approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2017**

President Gustafson asked for an approval of Ordinance 2025-27.

Motion was made by Trustee Babcock, second by Trustee Broda. Voting yes: Trustees Sima, Mead, Wright, Broda, Babcock 5-0-0.

10. Approval of **Ordinance 2025-28**, approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2018**

President Gustafson asked for a motion for approval of Ordinance 2025-28.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Mead, Broda, Sima, Babcock, Wright 5-0-0.

NEW BUSINESS (First reading or suspend rules)

- 11. Approval of **Resolution 2025-R67**, a resolution entering into an agreement with **TKB Associates, Inc.** for the licensing, installation, and training for Laserfishe Cloud Document Management System.

President Gustafson asked to suspend the rules and make this a final vote.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes Trustee Wright, Sima, Broda, Babcock, Mead 5-0-0.

President Gustafson asked for a motion for approval of Resolution 2025-R67.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Sima, Babcock, Broda, Mead, Wright 5-0-0.

The contract will be a 3-year contract \$27,969.05.

QUESTIONS AND REPORTS

Brandon Boggs from Fehr Graham explained he and Troy Taylor Public Works Supervisor is actively developing the Village's Capital Improvement Plan and recently completed the annual street condition study. With updated pavement data in hand, staff wants to begin preparing the 2026 Residential Road Program early so engineering work can start promptly. Before requesting a formal proposal from Fehr Graham, Brandon presented the board with recommended road segments and cost estimates. He emphasized that road selection is based on multiple factors, including pavements condition ratings, traffic volume, and proximity to recent or upcoming improvements. The goal is to prioritize roads strategically, grouping them in ways that reduce mobilization costs and maximize efficiency.

He provided a spreadsheet outlining estimated construction cost-each including a 10% contingency-along with projected engineering and materials testing expenses. The recommendations were organized into roughly \$250,000. funding tiers, giving the board flexibility depending on budget availability, Brandon also noted that trustees had previously discussed the possibility of allocating an additional \$300,000 from capital funds to expand the program. Based on the data and planning considerations, staff identified Crystal Hills Subdivision, Saddle Club Subdivision, and Hawks Pointe Trail as the strongest candidates for 2026 improvements. He concluded by stating that once the board provides direction, staff will move forward with engineering proposals and incorporate the selected projects into upcoming budget discussions.

Tom Green Village attorney stated that he had spoken with Dennis McKinney asking him to provide some financial information for the fast pitch softball program he stated he will provide something to be submitted to the board.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Sharon Sima states I would like to extend the sincerest gratitude to the many individuals who contributed to the success of this year's Hometown Holiday. This event was the result of more than five months of planning meetings, coordination, and dedication from volunteers, committee members, staff, sponsors, and board members.

First, thank you to the volunteers and Village Board members who stepped up in the bitter cold, especially Trustee Dayne Mead and Mike Sima, who braved the elements to assist with event setup. A special thank-you as well to Stacey Wright for her continued support to this event and Mr. Ray Kenyon for donating his time on the graphic design services used to produce brochures and posters.

We are deeply grateful to our committee members and the important roles they played:

Keli Freedlund, Superintendent, for organizing the choirs and youth group participation as well as staffing the indoor snowball fight.

Sharon Heccox, for proving the beautifully decorated and heated SMTD shuttle.

Doris Tropp, and the Roscoe Methodist Church, for hosting choir performances and the indoor snowball fight.

Bob Nowicki and Chuck Gilbert, from Elev 815 for providing a wide variety of children's activities at the fire station and helping coordinate high school volunteers.

John Bergeron, Harlem Roscoe Fire Department.

Sam Hawley, Chief of Police, Village of Roscoe.

Troy Taylor, Supervisor, Village of Roscoe Public Works Department.

We would also like to recognize our Village staff members, whose behind-the-scenes work was critical to the event's success:

Joe Kurlinkus, who assisted throughout the entire planning process and remained on site during the festivities, enduring the cold from start to finish.

Ann Hanson, Janelle Reidinger, and Emma Clausen for their support and coordination.

Troy Taylor and John Dahle, Chris Roskopp, Dylan Ross and Darren Starnes form Public Works Department, for expediting logistics, setup and takedown, and ensuring the Christmas tree was lit despite heavy snow at the Liberty Lot.

Sam Hawley, for ensuring public safety by closing streets and stationing Det. Anna Podgorny and Sgt, Aaron Weber who also endured the bitter cold.

We are sincerely thankful for the generosity of our sponsors: SMTD for the Christmas Shuttle; Williams Tree Farm for the Christmas trees at Christmas Tree Lane; Elev 815 for the kids' activities at the Fire Department; Members Alliance Credit Union for Santa Claus; Jim Blevins State Farm for Mount Krumpet; Maintain your smile for the indoor snowball fight; Stillman Bank for Sunshine Farms; The detail Guys for the s'more station; as well as First Community Credit Union, Linkt, and R & L Ceramics.

Finally, I would like to offer our deepest and most sincere thanks to Trustee Mike Wright, our volunteer Committee Chair. Mike's commitment to Hometown Holiday goes far beyond what is asked or expected. He donated countless hours of his personnel time to this event from start to finish, overseeing every detail with care, patience, and genuine passion for our community.

Mike personally recruited food and drink vendors including Mary's Market, Sebastian's and Poison Ivy; organized youth groups to staff the s'more and hot chocolate stations; secured fire pits and s'more supplies through GoRockford; and worked tirelessly to collect more than \$3000. in location sponsorships and donations, helping offset the cost to the Village. He also brought fresh ideas and new attractions-such as Mount Krumpet- to draw new visitors and keep the event growing.

Despite difficult weather conditions over the past two years, Mike never lost sight of the goal: creating a welcoming, festive, and memorable experience for families and visitors, His leadership, creativity, and unwavering dedication have played a major role in the continued success and improvement of Hometown Holiday year after year. The Village is incredibly grateful for his service, his time, and his heart for this community.

This event truly reflects the spirit of Roscoe, and it would not be possible without the dedication, generosity, and teamwork of everyone involved. Thank you all for helping make Hometown Holiday a success.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Babcock, Wright, Broda, Mead, Sima 5-0-0.

Meeting was adjourned at 7:35 pm.

Village of Roscoe
Bills Submitted for Approval on January 6, 2026

Pooled Expenditures:

Checking account balance before expenditures	\$	106,623.41
Pooled Money Market		93,635.16
Illinois Funds Balance		7,980,897.77
Total pooled cash and equivalents		8,181,156.34

Expenditures per list 137,440.70

Additional invoices

137,440.70

Total expenditures 137,440.70

Payroll expense:

Gross Wages	12/13/2025	112,015.75	
Payroll tax and IMRF	12/13/2025	9,265.84	121,281.59

Total General Fund Expenditures 258,722.29

Pooled checking account balance after expenditures \$ 7,922,434.05

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		2,141,136.55
Total Motor Fuel cash and equivalents		2,155,147.65

Expenditures:

Vendor	Date	Invoice	Description	Amount
MORTON SALT	12/16/2025	5403912494	BULK SALT	\$ 8,297.74
MORTON SALT	12/17/2025	5403916807	BULK SALT	\$ 2,868.51
MORTON SALT	12/26/2025	5403933371	BULK SALT	\$ 5,745.03

Total Motor Fuel Fund Expenditures 16,911.28

Motor Fuel cash and equivalent balance after expenditures 2,138,236.37

Total expenditures for all funds: 275,633.57

Report Criteria:
 Detail report.
 Invoices with totals above \$0.00 included.
 Only unpaid invoices included.
 Invoice Detail.GL account (2 Characters) = {<>} "50"

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	11DT-GKJH-CT	IPAD CASES FOR POLICE COMMISSI	01-041-5951 Information Technology - H	12/10/2025	36.72	.00		
311	AMAZON CAPITAL SERVICES	16LN-3GGY-C	Paper Towels	01-040-6020 Office Supplies	12/10/2025	33.99	.00		
311	AMAZON CAPITAL SERVICES	16LN-3GGY-C	HOMETOWN HOLIDAY EXPENSES	01-010-6091 Special Events	12/10/2025	25.99	.00		
311	AMAZON CAPITAL SERVICES	17WM-4YM6-F	TONER CARTRIDGES	01-010-6020 Office Supplies	12/15/2025	75.99	.00		
311	AMAZON CAPITAL SERVICES	17XK-37XQ-R	WINTER WEATHER WEAR - PW STRE	01-030-4611 Personal Protective Equip	12/09/2025	241.79	.00		
311	AMAZON CAPITAL SERVICES	17XK-37XQ-R	WINTER WEATHER WEAR - PARKS	01-050-4611 Personal Protective Equip	12/09/2025	75.96	.00		
311	AMAZON CAPITAL SERVICES	19JW-WGFJ-L	WALL MOUNT, SOUNDBAR & BRAIDE	01-030-7130 Capital Improvements - Bui	12/22/2025	114.11	.00		
311	AMAZON CAPITAL SERVICES	1CHR-HCP7-Q	CHARGERS & CORDS - PW CELLS	01-030-6040 Operating Supplies	12/09/2025	102.95	.00		
311	AMAZON CAPITAL SERVICES	1CHR-HCP7-Q	NO ALCOHOL BEYOND THIS POINT SI	01-030-6200 Street Sign Installation & R	12/09/2025	51.96	.00		
311	AMAZON CAPITAL SERVICES	1HK9-H16C-H6	WATERPROOF WORK GLOVES & HI VI	01-030-4611 Personal Protective Equip	12/23/2025	100.66	.00		
311	AMAZON CAPITAL SERVICES	1HWR-NHP3-6	FIBER OPTIC CABLES	01-010-5951 Information Technology - H	12/10/2025	210.91	.00		
311	AMAZON CAPITAL SERVICES	1WCH-C3L4-L	SIPHON PUMP - PW SHOP	01-030-6040 Operating Supplies	12/09/2025	74.72	.00		
311	AMAZON CAPITAL SERVICES	1XNL-TG3C-49	Toilet Paper	01-040-6020 Office Supplies	12/22/2025	54.98	.00		
311	AMAZON CAPITAL SERVICES	1YX1-YXXY-P	Brown - Socks	01-040-4612 Uniforms	12/15/2025	14.99	.00		
Total AMAZON CAPITAL SERVICES:						1,215.72	.00		
Applied Concepts Inc									
10036	Applied Concepts Inc	468977	Stalker Lidar Radar PD	01-040-6051 Equipment Purch - Non Ca	12/05/2025	1,859.37	.00		
Total Applied Concepts Inc:						1,859.37	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BT3433324	Progress Bill #2 Audit 2025	01-014-5210 Accounting/Auditing	12/18/2025	115.50	.00		
Total BAKER TILLY US, LLP:						115.50	.00		
BONNELL INDUSTRIES INC									
905	BONNELL INDUSTRIES INC	0224769-IN	DUAL AXIS WITH BLAST & PASS LEVE	01-030-5122 Maintenance & Repairs - V	12/13/2025	417.47	.00		
Total BONNELL INDUSTRIES INC:						417.47	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AH14L1K	IT RACK DRAWER	01-010-5951 Information Technology - H	12/02/2025	112.75	.00		
1161	CDW GOVERNMENT, INC.	AH1QW3C	VENTED 1U RACK	01-010-5951 Information Technology - H	11/26/2025	47.37	.00		
1161	CDW GOVERNMENT, INC.	AH2331S	3 APPLE IPADS FOR POLICE COMMIS	01-041-5951 Information Technology - H	12/10/2025	992.13	.00		
Total CDW GOVERNMENT, INC.:						1,152.25	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301122	INTERNET - PW	01-030-5320 Telephone & Data	12/21/2025	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	120425 2222	11/4/25-12/4/25 LITE RT/25 BRIDGE LIG	01-030-5411 Electricity - Street Lights	12/04/2025	140.50	.00		
1411	COMMONWEALTH EDISON	121025 1222	11/10/25-12/10/25 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	12/10/2025	41.85	.00		
1411	COMMONWEALTH EDISON	121025 3000	11/6/25-12/8/25 6545 WINDFLOWER	01-050-6010 Building Utilities (Gas & EI	12/10/2025	108.83	.00		
1411	COMMONWEALTH EDISON	121225 32000	11/10/25-12/10/25 5785 BROAD - LELA	01-050-6010 Building Utilities (Gas & EI	12/12/2025	110.59	.00		
1411	COMMONWEALTH EDISON	121225 42000	11/10/25-12/10/25 5802 HARRISON - LE	01-050-6010 Building Utilities (Gas & EI	12/12/2025	61.60	.00		
Total COMMONWEALTH EDISON:						463.37	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	12/12/2025	146.22	.00		
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - HR	01-017-4330 Disability Insurance	12/12/2025	50.58	.00		
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - PD ADJ	01-030-4330 Disability Insurance	12/12/2025	37.07	.00		
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - PW	01-030-4330 Disability Insurance	12/12/2025	261.34	.00		
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - PD	01-040-4330 Disability Insurance	12/12/2025	999.96	.00		
1721	DEARBORN LIFE INSURANCE C	121225	DISABILITY INS - PK	01-050-4330 Disability Insurance	12/12/2025	42.64	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,463.67	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	DENTAL - ADMIN	01-010-4310 Health Insurance	01/01/2026	66.96	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	VISION INS - ADMIN	01-010-4310 Health Insurance	01/01/2026	11.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	DENTAL - HR	01-017-4310 Health Insurance	01/01/2026	69.27	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	VISION INS - HR	01-017-4310 Health Insurance	01/01/2026	11.04	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	DENTAL - PW	01-030-4310 Health Insurance	01/01/2026	358.41	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	VISION INS - PW	01-030-4310 Health Insurance	01/01/2026	50.23	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	DENTAL - PD	01-040-4310 Health Insurance	01/01/2026	1,785.81	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	VISION INS - PD	01-040-4310 Health Insurance	01/01/2026	254.49	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	DENTAL - PK	01-050-4310 Health Insurance	01/01/2026	121.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1995353	VISION INS - PK	01-050-4310 Health Insurance	01/01/2026	16.55	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,745.82	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	120525 0100N	9/5/25-10/3/25 10631 MAIN ST	01-010-6010 Building Utilities (Gas & El	12/05/2025	97.07	.00		
5881	FRSA-PAYMENTS	120525 9902N	9/5/25-10/3/25 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	12/05/2025	30.03	.00		
5881	FRSA-PAYMENTS	121225 11PS	10/2/25-12/4/25 5783 BROAD - LELAND	01-050-6010 Building Utilities (Gas & El	12/12/2025	2.53	.00		
Total FRSA-PAYMENTS:						129.63	.00		
GREGORY E COX									
2650	GREGORY E COX	123125	ADMINISTRATIVE HEARINGS	01-013-5231 Legal Services - Village Pr	12/31/2025	500.00	.00		
Total GREGORY E COX:						500.00	.00		
ILLINOIS MUNICIPAL LEAGUE									
3101	ILLINOIS MUNICIPAL LEAGUE	010126	2026 MEMBERSHIP DUES	01-018-5510 Memberships & Dues - El	01/01/2026	1,250.00	.00		
Total ILLINOIS MUNICIPAL LEAGUE:						1,250.00	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	96700	2025 MONTHLY INSTALLMENT W/C IN	01-015-5812 Workers Compensation Ins	05/01/2025	8,629.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						8,629.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	010126	VOLUNTARY LIFE	01-000-2211 Life Insurance-Additional V	01/01/2026	465.85	.00		
3231	IPBC - HEALTH BENEFITS	010126	DEP LIFE	01-000-2212 Life Insurance-Dependent	01/01/2026	71.94	.00		
3231	IPBC - HEALTH BENEFITS	010126	INDEMNITY	01-000-2215 Indemnity - Vol	01/01/2026	148.39	.00		
3231	IPBC - HEALTH BENEFITS	010126	HEALTH INS - ADMIN	01-010-4310 Health Insurance	01/01/2026	1,594.00	.00		
3231	IPBC - HEALTH BENEFITS	010126	LIFE INS - ADMIN	01-010-4320 Life Insurance	01/01/2026	10.50	.00		
3231	IPBC - HEALTH BENEFITS	010126	PLANSOURCE FEES	01-014-6059 Bank Fees	01/01/2026	6.30	.00		
3231	IPBC - HEALTH BENEFITS	010126	COMPSPYCH FEES	01-014-6059 Bank Fees	01/01/2026	38.92	.00		
3231	IPBC - HEALTH BENEFITS	010126	ACA BILLING FEE	01-014-6059 Bank Fees	01/01/2026	14.40	.00		
3231	IPBC - HEALTH BENEFITS	010126	WEX FEES	01-014-6059 Bank Fees	01/01/2026	60.00	.00		
3231	IPBC - HEALTH BENEFITS	010126	HEALTH INS - HR	01-017-4310 Health Insurance	01/01/2026	1,626.49	.00		
3231	IPBC - HEALTH BENEFITS	010126	LIFE INS - HR	01-017-4310 Health Insurance	01/01/2026	3.50	.00		
3231	IPBC - HEALTH BENEFITS	010126	HEALTH INS - PW	01-030-4310 Health Insurance	01/01/2026	6,769.04	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3231	IPBC - HEALTH BENEFITS	010126	LIFE INS - PW	01-030-4320 Life Insurance	01/01/2026	17.31	.00		
3231	IPBC - HEALTH BENEFITS	010126	HEALTH INS - PD	01-040-4310 Health Insurance	01/01/2026	34,908.46	.00		
3231	IPBC - HEALTH BENEFITS	010126	LIFE INS - PD	01-040-4320 Life Insurance	01/01/2026	66.50	.00		
3231	IPBC - HEALTH BENEFITS	010126	HEALTH INS - PK	01-050-4310 Health Insurance	01/01/2026	1,651.74	.00		
3231	IPBC - HEALTH BENEFITS	010126	LIFE INS - PK	01-050-4320 Life Insurance	01/01/2026	3.50	.00		
Total IPBC - HEALTH BENEFITS:						47,379.00	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	564173	OIL FILTER - TRUCK #205	01-030-5122 Maintenance & Repairs - V	12/17/2025	8.95	.00		
3401	JERRYS AUTO PARTS	564173	OIL FILTER - TRUCK #308	01-030-5122 Maintenance & Repairs - V	12/17/2025	31.95	.00		
3401	JERRYS AUTO PARTS	564173	CONTOUR WIPER BLADES - STOCK	01-030-6040 Operating Supplies	12/17/2025	111.60	.00		
3401	JERRYS AUTO PARTS	564330	TIES FOR SHOP	01-030-6040 Operating Supplies	12/23/2025	5.19	.00		
3401	JERRYS AUTO PARTS	564330	AIR FILTER - TRUCK #207	01-050-5122 Maintenance & Repairs - V	12/23/2025	39.00	.00		
Total JERRYS AUTO PARTS:						196.69	.00		
JOHNSON CONTROLS FIRE PROTECTION LP									
3459	JOHNSON CONTROLS FIRE PR	53617520	REBUILD OF BACKFLOW DEVICES AT	01-030-5121 Maintenance & Repairs - B	12/10/2025	4,483.33	.00		
Total JOHNSON CONTROLS FIRE PROTECTION LP:						4,483.33	.00		
KELLEY WILLIAMSON CO.									
3615	KELLEY WILLIAMSON CO.	IN-377604	KW DEF 55 GAL DRUM OIL & DEPOSIT	01-030-6030 Gasoline & Oil	12/09/2025	1,290.30	.00		
Total KELLEY WILLIAMSON CO.:						1,290.30	.00		
LASHLY & BAER PC									
3814	LASHLY & BAER PC	366014-0097	PAYTON J. VS VOR	01-010-5231 Legal Services - General L	12/16/2025	175.00	.00		
Total LASHLY & BAER PC:						175.00	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	550821	SNOW BLOWER RENTAL	01-030-6051 Equipment Purchase (Non-	12/09/2025	579.00	.00		
3961	LINCOLN RENT-ALL	551105	GENERATOR, LIGHT TOWERS, HEATE	01-010-6091 Special Events	12/15/2025	1,544.72	.00		
Total LINCOLN RENT-ALL:						2,123.72	.00		
MENARD'S									
4411	MENARD'S	62052	GORILLA TAPE & UPLIGHTS - CHRIST	01-030-6040 Operating Supplies	12/09/2025	209.82	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4411	MENARD'S	62142	REPLACEMENT MAILBOX - 9139 LEIC	01-030-6040 Operating Supplies	12/10/2025	78.65	.00		
4411	MENARD'S	62536	85LB ALL SEASON SPREADER	01-030-6040 Operating Supplies	12/16/2025	146.99	.00		
4411	MENARD'S	62847	DRILLBITS - PW SHOP	01-030-6040 Operating Supplies	12/22/2025	83.91	.00		
Total MENARD'S:						519.37	.00		
NICOR GAS									
4931	NICOR GAS	120825 2000 9	11/5/25-12/5/25 6545 WINDFLOWER LN	01-050-6010 Building Utilities (Gas & EI	12/08/2025	187.55	.00		
Total NICOR GAS:						187.55	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	122225	VILLAGE HALL WATER SERVICE	01-010-6010 Building Utilities (Gas & EI	12/22/2025	39.19	.00		
4971	NORTH PARK PUBLIC WATER D	122225	POLICE DEPT WATER SERVICE	01-040-6010 Building Utilities (Gas & EI	12/22/2025	39.18	.00		
Total NORTH PARK PUBLIC WATER DIST.:						78.37	.00		
O'BRIEN CIVIL WORKS, INC.									
5205	O'BRIEN CIVIL WORKS, INC.	121625 CATCH	CATCH BASIN WORK	01-030-5141 Class "D" Patching Progra	12/16/2025	24,900.00	.00		
Total O'BRIEN CIVIL WORKS, INC.:						24,900.00	.00		
PHYSICIANS IMMEDIATE CARE, LTD									
5411	PHYSICIANS IMMEDIATE CARE,	6553	DOT DRUG SCREENS - J.FOLTMAN, F.	01-030-4370 Medical Screening / Drug T	12/06/2025	474.00	.00		
Total PHYSICIANS IMMEDIATE CARE, LTD:						474.00	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	121425	POSTAGE	01-010-5310 Postage	12/14/2025	207.65	.00		
Total PITNEY BOWES BANK INC:						207.65	.00		
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0209.17	2024-0209 ROSCOE ECON DEV	01-010-5240 Consulting	12/29/2025	6,500.00	.00		
Total PLACE FOUNDRY LLC:						6,500.00	.00		
POLICE LAW INSTITUTE									
5455	POLICE LAW INSTITUTE	15559	1 Year Subscription- PD	01-040-5530 Training & Seminars	01/01/2026	1,805.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total POLICE LAW INSTITUTE:						1,805.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	59044	SET UP 2 NEW LAPTOPS - PW TRAINI	01-030-5953 Information Technology - M	12/18/2025	417.50	.00		
Total PREMIER TECHNOLOGIES:						417.50	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_00130636	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	12/24/2025	191.40	.00		
5780	RINGCENTRAL INC	CD_00130636	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	12/24/2025	191.40	.00		
5780	RINGCENTRAL INC	CD_00130636	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	12/24/2025	191.40	.00		
Total RINGCENTRAL INC:						574.20	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	328424	2.20 TON COLD MIX	01-030-6060 Road Repair Bulk Material	12/18/2025	374.00	.00		
Total ROCK ROAD COMPANIES:						374.00	.00		
SAFELITE AUTOGLASS									
6265	SAFELITE AUTOGLASS	05120-229181	Squad 6 Repair	01-040-5120 Maintenance & Repairs - V	12/19/2025	92.00	.00		
Total SAFELITE AUTOGLASS:						92.00	.00		
SIRCHIE									
6541	SIRCHIE	0723162-IN	TEST Kits - PD	01-040-5990 Departmental Operating S	12/12/2025	125.00	.00		
Total SIRCHIE:						125.00	.00		
THAYER LIGHTING, INC.									
7051	THAYER LIGHTING, INC.	57165	70WATT METAL HALIDE T6 G12 & SHI	01-010-5121 Maintenance & Repairs - B	12/10/2025	92.78	.00		
Total THAYER LIGHTING, INC.:						92.78	.00		
T-MOBILE									
6789	T-MOBILE	122125	HOT SPOT @ PORTER CABIN	01-030-5320 Telephone & Data	12/21/2025	31.00	.00		
Total T-MOBILE:						31.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
TREE CARE ENTERPRISES, INC.									
7301	TREE CARE ENTERPRISES, IN	59984	REMOVE 2 TREES - BRIDGE & MAIN S	01-030-5160 Tree Maintenance & Rem	10/31/2025	4,680.00	.00		
Total TREE CARE ENTERPRISES, INC.:						4,680.00	.00		
U S CELLULAR									
7401	U S CELLULAR	0776169260	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	12/16/2025	185.70	.00		
7401	U S CELLULAR	0776169260	CELL PHONES - PW	01-030-5320 Telephone & Data	12/16/2025	308.24	.00		
7401	U S CELLULAR	0776169260	CELL PHONES - PD	01-040-5320 Telephone & Data	12/16/2025	325.78	.00		
Total U S CELLULAR:						819.72	.00		
ULINE									
7431	ULINE	201491211	HI-VIS PARKAS - PW	01-030-4611 Personal Protective Equip	12/08/2025	233.23	.00		
7431	ULINE	201491211	HI-VIS PARKAS - PARKS	01-050-4611 Personal Protective Equip	12/08/2025	116.61	.00		
7431	ULINE	201607920	HI-VIS POLAR PARKAS - PW	01-030-4611 Personal Protective Equip	12/09/2025	460.67	.00		
7431	ULINE	201620871	HI-VIS POLAR OVERALLS - PW	01-030-4611 Personal Protective Equip	12/09/2025	192.48	.00		
7431	ULINE	201620871	HI-VIS POLAR OVERALLS - PARKS	01-050-4611 Personal Protective Equip	12/09/2025	96.24	.00		
7431	ULINE	201696586	HI-VIS POLAR OLVERALLS & PARKAS	01-030-4611 Personal Protective Equip	12/11/2025	238.24	.00		
7431	ULINE	201845592	POLAR SOFTSHELL	01-030-4611 Personal Protective Equip	12/15/2025	131.60	.00		
Total ULINE:						1,469.07	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390031706	UNIFORMS & MATS W/EXCHANGE & S	01-030-4610 Uniforms	12/15/2025	226.11	.00		
7460	UNIFIRST CORPORATION	3390031706	UNIFORMS - PARKS	01-050-4610 Uniforms	12/15/2025	10.51	.00		
7460	UNIFIRST CORPORATION	3390032112	UNIFORMS & MATS - PW	01-030-4610 Uniforms	12/22/2025	125.91	.00		
7460	UNIFIRST CORPORATION	3390032112	UNIFORMS - PARKS	01-050-4610 Uniforms	12/22/2025	10.51	.00		
Total UNIFIRST CORPORATION:						373.04	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	98009-03	Gonzalez - Helix II/Low Profile Carrier/So	01-040-4620 Bullet Proof Vests	12/18/2025	754.50	.00		
7441	UNIFORM DEN EAST, INC	98010-01	Smith - Helix II/Low Profile Carrier/Soft Tr	01-040-4620 Bullet Proof Vests	12/18/2025	754.50	.00		
7441	UNIFORM DEN EAST, INC	98011-01	Gonzalez - APB w/Dress Pockets/Molle/L	01-040-4612 Uniforms	12/18/2025	401.28	.00		
7441	UNIFORM DEN EAST, INC	98013-01	Smith - APB w/Dress pockets/molle/letter	01-040-4612 Uniforms	12/18/2025	401.28	.00		
7441	UNIFORM DEN EAST, INC	98083-02	Caltagerone - Helix II/Low Profile Carrier/	01-040-4620 Bullet Proof Vests	12/18/2025	754.50	.00		
7441	UNIFORM DEN EAST, INC	99060-01	Farone - Shirt / Sew on Emblems/Person	01-040-4612 Uniforms	12/22/2025	81.00	.00		
7441	UNIFORM DEN EAST, INC	99462	Smith - Double Pistol Taco	01-040-4612 Uniforms	12/19/2025	59.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total UNIFORM DEN EAST, INC:						3,206.06	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6130699434	HOT SPOTS PD	01-040-5320 Telephone & Data	12/10/2025	396.11	.00		
Total VERIZON WIRELESS:						396.11	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13713	911 PSAP AGREEMENTJAN-MAR 2026	01-040-5912 PSAP/911 Contribution	01/01/2026	14,395.42	.00		
Total WINNEBAGO COUNTY FINANCE OFFICE:						14,395.42	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	7274-R	LIGHTS FOR CHRISTMAS TREE	01-030-6040 Operating Supplies	12/11/2025	19.98	.00		
102	ZIEGLER'S ACE HARDWARE	7278-R	LIGHTS FOR CHRISTMAS TREE	01-030-6040 Operating Supplies	12/12/2025	65.23	.00		
102	ZIEGLER'S ACE HARDWARE	7300-R	CABLES & CONNECTOR FOR TV MOU	01-030-5121 Maintenance & Repairs - B	12/17/2025	19.98	.00		
102	ZIEGLER'S ACE HARDWARE	7300-R	CREDIT - OVERPAYMENT	01-030-5121 Maintenance & Repairs - B	12/17/2025	7.13-	.00		
102	ZIEGLER'S ACE HARDWARE	7311-R	AA BATTERIES - SHOP	01-030-6040 Operating Supplies	12/23/2025	10.99	.00		
102	ZIEGLER'S ACE HARDWARE	7311-R	SANDBELT - SUBDIVISION SIGNS	01-030-6200 Street Sign Installation & R	12/23/2025	13.98	.00		
Total ZIEGLER'S ACE HARDWARE:						123.03	.00		
Grand Totals:						137,440.70	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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- Department Key
- 010 Administration
 - 012 Village Clerk
 - 015 Liability Insurance
 - 030 Public Works
 - 040 Police/Public Safety
 - 050 Parks and Recreation

Dated: _____

Administrator: _____

Trustees: _____

These signatures approve all invoices in this report. Any invoices not approved are circled in Red.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = {<-> "50"

Report Criteria:
 Detail report.
 Invoices with totals above \$0.00 included.
 Only unpaid invoices included.
 Invoice Detail.GL account (2 Characters) = {=} "50"

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	GL Per	Net Invoice Amount	Amount Paid	Date Paid	Voided
MORTON SALT, INC.										
4662	MORTON SALT, INC.	5403912494	72.52 TONS BULK SNOW SLICER	50-030-6040 Operating Su	12/16/2025	1225	8,297.74	.00		
4662	MORTON SALT, INC.	5403916807	25.07 TONS BULK SNOW SLICER	50-030-6040 Operating Su	12/17/2025	1225	2,868.51	.00		
4662	MORTON SALT, INC.	5403933371	50.21 TONS BULK SNOW SLICER	50-030-6040 Operating Su	12/26/2025	1225	5,745.03	.00		
Total MORTON SALT, INC.:							16,911.28	.00		
Grand Totals:							16,911.28	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	GL Per	Net Invoice Amount	Amount Paid	Date Paid	Voided
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- Department Key
- 010 Administration
 - 012 Village Clerk
 - 015 Liability Insurance
 - 030 Public Works
 - 040 Police/Public Safety
 - 050 Parks and Recreation

Dated: _____

Administrator: _____

Trustees: _____

These signatures approve all invoices in this report. Any invoices not approved are circled in Red.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = {=} "50"

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Approval of Resolution RXX approving a Parking Lot Surface Waiver for the property located at 5714 Elevator Road [Pietro's Pizzeria]		
Date:	12/10/2025 (updated 12/17/2025)	Meeting:	Board 1/6/2026
Prepared by:	Janel Reidinger	Department:	Permits

Overview/Background Information

The property located at 5724 Elevator Road, operating as Pietro’s Pizza, utilizes an adjacent gravel lot (PIN 04-28-453-005) to accommodate customer parking. Under Title XV, Chapter 155, Article X, Section 15-617(i) of the Village of Roscoe Code of Ordinances, all off-street parking and loading areas are required to be surfaced with concrete or bituminous pavement. The existing gravel surface does not conform to current code requirements.

The property owner has expressed the intent to complete full site improvements, including paving, but requires additional time to complete a lot combination, prepare engineering documents, and undertake construction. A temporary waiver is requested to allow continued use of the gravel parking surface while the required improvements are being designed and permitted.

This waiver establishes deadlines and conditions necessary to bring the property into full compliance.

Key Issues

1. **Temporary Waiver Period:**
The waiver would be valid from December 16, 2025, through August 1, 2026. The site must be fully improved and compliant by the expiration date.
2. **Lot Combination:**
The owner must complete a combination of the primary parcel and the gravel parking parcel and provide documentation of the recorded lot combination no later than February 1, 2026.
3. **Interim Surface Improvements:**
Additional gravel must be installed as needed to stabilize the parking area. The lot must be maintained in a safe and orderly condition throughout the waiver period, and adjacent roadways must be kept free of sediment.
4. **Engineering Submittal Deadline:**
By April 1, 2026, the property owner must submit complete civil engineering plans, an erosion and sediment control plan, a stormwater management report, and an overall project schedule. All review fees incurred by the Village and its consultants will be the responsibility of the property owner.
5. **Construction Timeline:**
Construction consistent with approved plans must begin within 30 days of site plan approval. All parking, loading areas, and access drives must be fully paved by August 1, 2026.
6. **Enforcement:**
Failure to meet any conditions or deadlines will result in revocation of the waiver and may trigger enforcement actions under applicable municipal code provisions.

Fiscal Note/Budget Impact

Item # 7.

n/a

Prior Legislative Actions

The owner, Matthew Yaunke has agreed to the conditions listed in the waiver.

Action Required/Recommendation

Staff recommends approval of the Parking Lot Surfacing Waiver for Pietro's Pizza at 5724 Elevator Road, consistent with the conditions outlined in the waiver and summarized in this report. The petitioner shall be fully compliant with all provisions of the Village Code no later than August 1, 2026, or the waiver shall be revoked.

Attachments

Parking Lot Surface Waiver

**VILLAGE OF ROSCOE
RESOLUTION NO. 2026-01**

A RESOLUTION APPROVING THE PARKING LOT SURFACING WAIVER FOR THE PROPERTY LOCATED AT 5714 ELEVATOR ROAD (PIETRO'S PIZZA).

WHEREAS, the Village of Roscoe ("Village") Code of Ordinances has provisions pertaining to off-street parking; and

WHEREAS, the property located at 5724 Elevator Road, operating as Pietro's Pizza, utilizes an adjacent gravel lot (PIN 04-28-453-005) to accommodate customer parking; and

WHEREAS, under Title XV, Chapter 155, Article X, Section 15-617(i) of the Village of Roscoe Code of Ordinances, all off-street parking and loading areas are required to be surfaced with concrete or bituminous pavement; and

WHEREAS, The existing gravel lot surface referenced above does not conform to current code requirements; and

WHEREAS, the property owner has expressed the intent to complete full site improvements, including paving, but requires additional time to complete a lot combination, prepare engineering documents, and undertake construction. A temporary waiver is requested to allow continued use of the gravel parking surface while the required improvements are being designed and permitted; and

WHEREAS, this waiver establishes deadlines and conditions necessary to bring the property into full compliance; and

WHEREAS, the Committee of the Whole has considered the issue and has made a recommendation to the Corporate Authorities regarding the Parking Lot Surfacing Waiver requested by the Property Owner.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

1. The foregoing recitals are incorporated herein and made a part hereof,
2. By the adoption of this Resolution the Corporate Authorities approve the Parking Lot Surface Waiver attached and authorize the Village Administrator to execute same.
3. The Village Clerk of Roscoe shall attest the same after the signature of the Village Administrator.

2026-R01

1st Read:

PASSED BY ROLL CALL VOTE ON:

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED JANUARY 06, 2026

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit "A"
Resolution 2026-R01

Off-Street Parking Waiver

5724 Elevator Road
PIN: 04-28-453-005

- SEE ATTACHED -

VILLAGE OF ROSCOE, ILLINOIS
PARKING LOT SURFACING WAIVER

DATE OF WAIVER: December 16, 2025

RESOLUTION AUTHORIZING WAIVER: 2025-XX

EXPIRATION OF WAIVER: August 1, 2026

SECTIONS WAIVED: Title XV – Land Use, Chapter 155 – Zoning Regulations, Article X – Off Street Parking and Loading, Section 15-617(i) Surfacing (Article X)

ADDITIONAL CONDITIONS OF WAIVER:

1. A temporary waiver of the requirements set forth in Article X of the Village of Roscoe Code of Ordinances, pertaining to Off-Street Parking and Loading Surfacing, for Pietro’s Pizza located at 5724 Elevator Road, shall be valid until August 1, 2026. The Property Owner shall be in full compliance with the Village’s Code of Ordinances prior to the expiration of waiver.
2. The Property Owner shall complete a lot combination to create a single, unified lot containing both the building and the vacant lot used as a parking area located on PIN 04-28-453-005. The Village shall be provided with documentation confirming completion no later than February 1, 2026.
3. The Property Owner shall install additional gravel, as needed, to improve and stabilize the parking surface to the satisfaction of the Village Engineer. The parking lot shall be maintained in safe and orderly condition throughout the temporary approval period. The Property Owner shall also be responsible for ensuring the adjacent public roadways are kept clean and free from any sediment leaving the site.
4. The Property Owner shall engage a qualified consultant to prepare a submittal of the following documents required for the site improvements no later than April 1, 2026:
 1. Detailed civil site plans and specifications showing the proposed improvements to the entire site, consistent with Article X (Off-Street Parking and Loading) and Article XI (Landscaping) of the Code of Ordinances.
 2. Erosion and Sediment Control Plan consistent with Chapter 152 of the Code of Ordinances.
 3. Stormwater management report consistent with Chapter 151 of the Code of Ordinances.
 4. Project schedule showing estimated dates of completion for all major phases of the project.

Once the submittal has been received by Village, staff will advance the review of the documents as soon as possible. All review fees incurred by Village staff and its consultants shall be reimbursed by the property owner in accordance with Article II (Administration and Enforcement) of the Code of Ordinances. The property owner shall also be responsible for securing any necessary local, State, and Federal permits (and paying permit fees) to complete the proposed project.

5. Installation of a paved surface and ancillary site improvements compliant with the approved site plans and specifications shall start within 30 days of site plan approval. Parking and loading spaces and access drives shall be paved with concrete or bituminous pavement by August 1,2026.
6. Failure to meet the above deadlines or conditions shall result in the revocation of the temporary parking authorization and may be subject to enforcement action in accordance with applicable municipal code provisions.

Reviewed By:

Village Engineer

Village Administrator

Acknowledgement of Conditions.

OWNER

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 8.

Agenda Item: 2026 Residential Streets Program – Engineering Design Services

Date: 01/06/2026

Meeting: Village Board of Trustees

Prepared by: Brandon Boggs

Department: Public Works

Overview/Background Information

An engineering services proposal was submitted by Fehr Graham for the 2026 Residential Streets Program. The general project scope is pavement removal and replacement, driveway tie-ins, turf shoulder installation, and other miscellaneous appurtenances. The attached location maps show the specific roadways to be improved, separated by expected base bid and alternate bid limits.

Key Issues

Prior to bidding, the Village will need limited topographic survey and design engineering (plans, specifications proposal book, bidding services to successfully bid the project in accordance with IDOT standards. Below is a comparison of the engineering services pricing between 2025 and 2026:

Year	Topo Survey	Design Eng	Construction Eng	Materials Testing
2025	\$3,150	\$25,550	\$33,250	\$17,250
2026	\$3,350	\$36,200	TBD	TBD

Totals: 2025 (\$79,200), 2026 (\$39,550 – not including Construction Eng and Materials Testing)

In 2025, approximately 14,000sy of roadways were improved, compared to 23,500sy (18,000sy for the base bid and 5,500sy for the anticipated alternate bids) for the overall 2026 project. Fehr Graham is recommending that the Construction Engineering and Materials Testing Services proposals be postponed until the bids are opened and the bid recommendation is prepared, which would allow for more accurate fee estimates based on the overall estimated construction cost for the project.

Fiscal Note/Budget Impact

After reviewing the proposal, staff recommends entering into an agreement with Fehr Graham, for the quoted amount of **\$39,550.00**.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff is recommending entering into a contract with Fehr Graham for design engineering services.

Attachments

Fehr Graham Proposal for Engineering Services
 Location Maps and Preliminary EOPCs
 Resolution

December 23, 2025

Mrs. Carol Gustafson
Village President
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

Re: 2026 Residential Street Program Engineering Services Proposal

Dear Mrs. Gustafson:

Fehr Graham is pleased to present you with the following proposal for civil engineering design services as they relate to the above-referenced project. As we understand, the Village of Roscoe would like to improve various streets within Roscoe for the 2026 Residential Street Program. The selected streets are shown on the attached site location maps, and a description of the streets is provided below.

SCOPE OF PROJECT

This project includes improvements to the following roadways:

Base Bid

- » Crystal Hills Subdivision
 - Leana Drive from Roscoe Road to End (approx. 150' south of Overture Way)
- » Hawks Pointe Subdivision
 - Hawks Pointe Trail from Acadia Street to End (approx. 150' north of Goosedown Drive)
- » Saddle Club Subdivision (all streets)
 - Arena Drive from Equine Drive to Love Road
 - Equine Drive from Saddle Club Drive to End (cul-de-sac)
 - Saddle Club Drive from Equine Drive to Love Road

Alternate Bids

- Charlemont Lane from Lismore Road to Leana Drive
 - Elberon Way from Lismore Road to Leana Drive
 - Rosemare Drive from Lismore Road to Leana Drive
-
- » The proposed general scope for these roads includes complete pavement removal (assumed 2-2.5"), aggregate base shaping and grading, HMA/PCC driveway replacements, and 3" of new HMA surface course (approx. 18,000 SY). Along Leana Drive, a portion of the existing landscaped median island will be removed and restored as roadway pavement, reducing the overall length of the median. Drainage improvements are not anticipated as part of the proposed project scope.

It is our understanding that the Village will use local funds to complete the improvements as described above.

SCOPE OF SERVICES

Limited Topographic Survey

Limited topographic survey data will be collected at the Leana Drive landscaped median island to verify impacts to the roadway drainage and anticipated striping layout. Supplemental WinGIS data will be obtained for use throughout the remainder of the project limits.

Design Engineering and Bidding Services

Fehr Graham will prepare the following engineering design drawings for the proposed improvements:

- » Preparation of engineering exhibits necessary to satisfy the requirements of the Village of Roscoe, as well as facilitate construction of the improvements through the preparation of:
 - Removal and Replacement Plan Sheets detailing roadway improvements.
 - Typical Sections detailing roadway improvements.
 - Standard details for pavement improvements and inlet replacement.
 - Necessary details and Illinois Department of Transportation (IDOT) Highway Standards.
- » Preparation and inclusion of special provisions relating to the work described above.
- » IDOT Standard proposal book forms will be utilized for bidding purposes.
- » One design plan addendum.

Pursuant to our discussions with the Village, it is anticipated that alternate bids will be utilized within the project to maximize the Village's available funds. Fehr Graham will prepare and publish the bid advertisement, evaluate bids, and prepare a recommendation for the selection of the Contractor.

NOTE:

As a result of the utilization of alternate bids, at this time, we do not know the full value of the construction contract. Thus, Fehr Graham recommends that the Construction Engineering and Materials Testing Services proposals be postponed until the bids are opened and the bid recommendation is prepared, which would allow for more accurate fee estimates based on the overall estimated construction cost for the project.

EXCLUSIONS

The following items are **not** included in the scope of services proposed here within:

- » Construction Engineering Services.
- » Materials Testing Services (including pavement cores).
- » Topographic (beyond the scope listed above) and Boundary survey.
- » Stormwater pollution prevention plans and NPDES permitting.
- » Geotechnical investigation beyond the coordination of pavement cores.
- » IDOT ROW and Utility permitting.
- » IDOT coordination related to use of MFT funding.
- » Traffic Studies.
- » Utility Design.

- » Storm Sewer design.
- » Maintenance of Traffic plans (assume IDOT Highway Standards will suffice).
- » Landscape and Irrigation plans.
- » Structural Design.
- » Lighting plans.
- » Plan Cross Sections (assume Typical Sections will suffice).
- » Multiple bidding processes.
- » Coordination with impacted adjacent property owners.
- » Environmental investigations and studies.
- » Permit fees.
- » Platting.
- » Easement or ROW acquisition, procurement and coordination.
- » Ecological investigations.
- » Archaeological investigations.
- » As-Built survey.
- » Title searches.

Any of the above services can be performed as an additional cost to the project upon request.

FEES

Based on the information currently available, we are prepared to provide these services on a lump sum basis per the following fee schedule:

Limited Topographic Survey	\$3,350
Design Engineering and Bidding Services	\$36,200
TOTAL	\$39,550

Payment for the services rendered will be requested via a monthly invoice.

December 23, 2025
Mrs. Carol Gustafson, Village of Roscoe
2026 Residential Street Program Engineering Services Proposal
Page 4

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with this project, please sign the attached Agreement for Professional Services and return one (1) copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to provide timely and competent solutions to ensure this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact me at 815.394.4700.

Respectfully submitted,



Tyler Nelson
Senior Project Manager



Brandon Boggs
Project Designer

TVN/BMB:lar

Attachments

N:\Proposals\2025\Brandon Boggs\Village of Roscoe\RSP 2026\Roscoe RSP 2026 Engineering Services Proposal.docx

**AGREEMENT
FOR PROFESSIONAL SERVICES**

Client Mrs. Carol Gustafson
Village President
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

815.623.2829

Description of Services:

2026 Residential Street Program Engineering Services

Fehr Graham will provide professional civil engineering design services for the above-referenced project, as detailed in our proposal letter dated December 23, 2025.

COST:

The fixed fee for performing the above services is \$39,550.

Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Chris DeSilva, PE

Title Chief Operating Officer

Date Proposed December 23, 2025

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

2026 Residential Streets Program - Original Roadway Recommendations

Subdivision	Street Name	From	To	Length	Width	SY	X-Sect.	2025 PCR	Estimated Construction Cost
Existing Rural (Mill & Overlay, 3")									\$ 93.03
Crystal Hills	Leana Dr	Roscoe Rd	Dead End	2615	22	6392	Rural	70	\$ 243,283.52
	Subtotal								\$ 243,283.52
Saddle Club (all)	Arena Dr	Equine Dr	Love Rd	1075	22	2628	Rural	83	\$ 100,011.39
	Equine Dr	Saddle Club Dr	Cul-de-sac	755	22	1846	Rural	79	\$ 70,240.56
	Saddle Club Dr	Love Rd	Equine Dr	760	22	1858	Rural	80	\$ 70,705.73
Subtotal								\$ 240,957.67	
Hawks Pointe	Hawks Pointe Trail	Denali Heights Plat 1	Hawks Pointe Plat 5	1975	24	5267	Rural	78	\$ 183,741.85
	Subtotal								\$ 183,741.85
Construction Total									\$ 667,983.05
Engineering Design Services									\$ 29,000.00
Construction Engineering Services									\$ 36,000.00
Materials Testing									\$ 17,500.00
RSP 2026 Overall Project Cost									\$ 750,483.05

2026 Residential Streets Program - Updated Roadway Recommendations

Subdivision	Street Name	From	To	Length	Width	SY	X-Sect.	2025 PCR	Estimated Construction Cost
Existing Rural (Mill & Overlay, 3")									\$ -
Crystal Hills	Leana Dr	Roscoe Rd	Dead End	2615	22	6392	Rural	70	\$ 243,283.52
	Charlemont Ln	Leana Dr	Lismore Rd	520	22	1271	Rural	79	\$ 48,377.60
	Elberon Way	Leana Dr	Lismore Rd	800	22	1956	Rural	76	\$ 74,427.08
	Rosemare Dr	Leana Dr	Lismore Rd	900	22	2200	Rural	72	\$ 83,730.47
Subtotal								\$ 449,818.67	
Saddle Club (all)	Arena Dr	Equine Dr	Love Rd	1075	22	2628	Rural	83	\$ 100,011.39
	Equine Dr	Saddle Club Dr	Cul-de-sac	755	22	1846	Rural	79	\$ 70,240.56
	Saddle Club Dr	Love Rd	Equine Dr	760	22	1858	Rural	80	\$ 70,705.73
Subtotal								\$ 240,957.67	
Hawks Pointe	Hawks Pointe Trail	Denali Heights Plat 1	Hawks Pointe Plat 5	1975	24	5267	Rural	78	\$ 183,741.85
	Subtotal								\$ 183,741.85
Construction Total									\$ 874,518.19
Engineering Design Services									\$ 39,550.00
Construction Engineering Services									TBD
Materials Testing									TBD
RSP 2026 Overall Project Cost									\$ 914,068.19

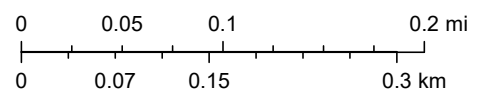
Hawks Pointe and Crystal Hills Subdivisions

Item # 8.



12/22/2025

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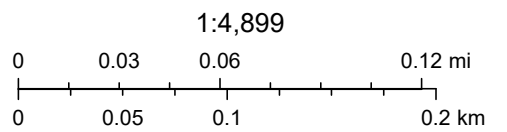
WinGIS

Saddle Club Subdivision

Item # 8.



12/22/2025



WinGIS

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-R02**

A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO AN AGREEMENT WITH FEHR-GRAHAM AND ASSOCIATES, LLC TO PROVIDE DESIGN ENGINEERING AND BIDDING SERVICES RELATED TO THE VILLAGE OF ROSCOE 2026 RESIDENTIAL STREETS PROGRAM

WHEREAS, the Village of Roscoe is in need of design engineering and bidding services related to the Village of Roscoe’s **2026 Residential Streets Program**; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have determined that it is necessary to have a qualified engineering firm perform such engineering services; and

WHEREAS, Fehr-Graham and Associates, LLC (“Fehr-Graham”) is knowledgeable and experienced in such engineering and environmental services, and the Village has had a preexisting and satisfactory relationship with such engineering firm in the past; and

WHEREAS, the Village acknowledges that these tasks are above and beyond the scope of services which are the contractual duties of the Village engineer or any of its current employees or consultants; and

WHEREAS, the Village desires to engage the services of Fehr-Graham to perform such services; and

WHEREAS, the Fehr-Graham has experience in performing such services, the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents of the Village to hire Fehr-Graham to perform these services; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village President is authorized to hire Fehr-Graham & Associates, LLC to perform the design engineering and bidding services related to the Village of Roscoe’s **2026 Residential Streets Program**, but explicitly excluding construction engineering and administration, as outlined in the scope of services, attached hereto, and incorporated herein as **Exhibit “A”**, and to accept and sign an agreement for services with Fehr-Graham & Associates, LLC for the same for an amount **not to exceed \$ \$39,550**.

2026-R02				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED JANUARY 06, 2026

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

**Exhibit “A”
Resolution 2026-R02**

[Agreement for Services]

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 9.

Agenda Item:	2026 General Engineering Agreement – Fehr Graham		
Date:	01/06/2026	Meeting:	Village Board of Trustees
Prepared by:	Brandon Boggs	Department:	Public Works

Overview/Background Information

Fehr Graham has submitted a proposal to provide Engineering Outsourcing Services for calendar year 2026 for both the Village and the City of South Beloit. The proposed outsourcing model continues the Village’s approach of utilizing a dedicated engineer supported by Fehr Graham’s broader technical staff, rather than employing a full-time in-house engineer.

Under the proposal, Fehr Graham would provide a full-time (40 hours per week) dedicated staff member (Garrett Flores), serving as the primary point of contact for municipal engineering matters. The engineers’ time would be allocated between the Village of Roscoe (60 percent / 3 days per week) and the City of South Beloit (40 percent / 2 days per week), with tracking and reporting provided as needed.

Key Issues

- The outsourcing structure allows the Village to leverage Fehr Graham’s broader technical resources (senior engineers, specialists, peer review) while maintaining a single, consistent on-site point of contact.
- The agreement attached provides a list of services included and exclusions.
- Special meeting attendance beyond routine day-to-day operations is proposed to be billed separately on a time-and-materials basis, allowing the dedicated engineer to remain focused on regular municipal operations and provide flexibility for other Fehr Graham team members (Brandon Boggs, Tyler Nelson, etc.) to attend meetings as requested by the Village.

Fiscal Note/Budget Impact

Fehr Graham proposes a lump-sum fee of **\$174,400.00** for Engineering Outsourcing Services for calendar year 2026. The Village of Roscoe’s 60 percent share of this agreement equals **\$104,600.00**, billed monthly at **\$8,716.67** per month.

In addition, the proposal includes an allowance of **\$8,500.00** for Special Meeting Attendance services to be billed on a time-and-materials basis, bringing the Village’s total not-to-exceed cost to **\$113,100.00** for 2026.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff is recommending approval of the contract with Fehr Graham for general engineering services.

Attachments

Fehr Graham Proposal for Engineering Services
Resolution

December 15, 2025

Mayor Tom Fitzgerald
City of South Beloit
519 Blackhawk Boulevard
Suite 2
South Beloit, Illinois 61080

Village President Carol Gustafson
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

Re: Proposal for 2026 Engineering Outsourcing Services

Dear Mayor Fitzgerald and President Gustafson,

I would like to thank you for allowing Fehr Graham the opportunity to provide Municipal Engineering Services for both the Village of Roscoe (Village) and the City of South Beloit (City). As requested, Fehr Graham is submitting a written proposal outlining the scope of work to provide a high level of service while helping reduce costs through our Engineering Outsourcing Services.

MUNICIPAL ENGINEERING OUTSOURCING

Our Municipal Engineering Outsourcing Service would include the completion of day-to-day operations and administrative functions as outlined by the Roscoe Village Board and the South Beloit City Council. Whereas it has been our experience that there is some difficulty in drawing specific lines with respect to the limits of the duties to be included as part of this scope of 'day to day' work, we feel that the list of services included, as well as the list of exclusions, outline the general areas of responsibilities to be considered part of this contract. The outsourcing would continue to provide an efficient and comprehensive engineering department that will address the specific needs of both the Village and the City. The following is a breakdown of the details regarding the outsourcing service.

- » Fehr Graham will provide a full-time (40 hours/week) staff member who will be dedicated to the Village and City on a daily basis to maintain and address the municipal engineering responsibilities. This person will be the primary point of contact for the Village's and City's engineering matters and will address day-to-day programs. (This position will require an office, including desk, internet availability, and access to applicable files and associated documentation.) In the event the full-time staff member is on vacation or is otherwise out of the office, Fehr Graham will have another staff member available on call to assist the two municipalities remotely during the full-time staff member's absence.
- » The designated full-time employee will split time between the two municipalities in a manner commensurate with the cost-share of the overall agreement, currently set at 60% for the Village of Roscoe (3 days per week) and 40% for the City of South Beloit (2 days per week). This time distribution shall be tracked and allocated over the course of a calendar year, with the understanding that either municipality may require a greater share of the hours over a shorter period of time.

- » All reasonable efforts will be made by all parties to achieve the intended distribution of hours commensurate with the 60/40 split of fee. The municipalities reserve the right on an annual basis to revisit the allocation of the time and fee established herein, acknowledging that the total scope of services shall remain at 40 hours per week. At the request of the Village or City, the assigned engineer will provide weekly time reports identifying the activities and projects being worked on under the scope of this agreement.
- » The designated full-time employee will be expected to report directly to the Village and City facilities a minimum of eight (8) hours per week for each municipality. Said onsite hours shall be in full-day increments. The remainder of the weekly hours may be worked onsite or remotely in the Fehr Graham office, depending on anticipated weekly responsibilities. Verification of the weekly schedule, and which days will be worked onsite, will be communicated to the Village and City staff in advance so proper planning may occur.
- » Said full-time person may or may not be a Professional Engineer (PE) licensed to practice in the State of Illinois, but will have sufficient knowledge of the principles and practices of engineering, working knowledge of the typical operations of a municipality, and an understanding of each form of government. In the event that person is not a PE, he/she will be working under the direct supervision of a PE from our office as needed to perform the described duties.
- » Fehr Graham staff (Project Manager and/or other staff who are familiar with municipal operations) will also be responsible for conducting a peer review of the applicable reports, plans, etc., that are completed for the Village or City.
- » The Village and the City hereby acknowledge and agree they will continue to maintain all responsibility and liability for compliance with laws and regulations as applicable. Under this type of agreement, the Village and the City would continue to be responsible for ensuring that general municipal operations are conducted in a manner consistent with applicable Federal, State, and Local requirements.

EXAMPLES OF ROSCOE ENGINEERING OUTSOURCING SERVICES INCLUDED

- » Identify, schedule, or otherwise plan for regular construction or maintenance projects. Regular construction and maintenance projects shall include those that do not require other Fehr Graham office and technology resources, such as CAD or surveying equipment. Examples of these types of projects include pavement crack sealing, pavement marking, Class D Patching, and other general maintenance activities that can be bid utilizing performance specifications and that do not require full construction plans. ⁽¹⁾
- » Prepare Engineer's opinions of probable construction costs for proposed Village projects for budgeting purposes.
- » Assist with the supervision of street department and other public works routine maintenance construction activities.
- » Assist Village staff with drafting, interpretation and/or enforcement of ordinances, including, but not limited to, zoning, subdivision, stormwater, soil erosion and sediment control, and illicit discharge ordinances, as required; conduct inspections as required to assist with Village Code Enforcement activity.

- » Assist with the development of ordinance language and make recommendations for zoning changes or amendments.
- » Participate and/or assist with communications and/or negotiations between the Village and outside parties, such as County officials, Town officials, utility companies, etc., as necessary. ⁽²⁾
- » Supervise the preparation of plans and specifications for maintenance projects. ⁽¹⁾
- » Supervise the preparation of contracts and the calling for bids for routine maintenance construction projects.
- » Review and approve permits, including, but not limited to, Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, site development permits, fence permits, and/or Erosion Sediment Control Plan applications.
- » Maintain and update municipal stormwater Pollution Prevention Plans (SWPPP) and Municipal Separate Storm Sewer System (MS4) inspections, including the completion and submission of any annual reports or filings.
- » Authorize construction material purchase orders as directed by the Board.
- » Keep records of MFT and other applicable construction expenditures and oversee the preparation and filing of any related MFT resolutions and any other documentation required as part of MFT program participation.
- » Maintain a record of time expended in review of development projects for which a Reimbursement of Fees Agreement (Escrow) has been established. Escrow accounts shall be established by the Village prior to official review commencing.
- » Attend Village Staff and development team meetings.
- » Prepare general overview reports on a variety of subjects and activities as a basis for recommendations to the Village Board of Trustees. In-depth specialty reports will be considered an additional service contract.
- » Field inspections of public improvements being made as part of excavation, sidewalk, and driveway permits. Inspection of restoration work associated with excavation and ROW permits.
- » Provide a quarterly engineering update report on project statuses for inclusion in the Board agenda packet.
- » Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year. Facilitate incorporation of map updates, provided by the Village, with WinGIS personnel to ensure consistency and depiction of municipal boundary and zoning districts. ⁽³⁾
- » Ensure all project documents and official correspondence done on behalf of the Village are saved within the Village's filing system and Laserfiche database.

⁽¹⁾ Preparation of construction plans, specifications and bid documents, as well as construction administration services for municipal projects for other projects not

itemized, shall be completed as an additional service under a separate contract or completed by others.

- (2) Should a specific task require a technical specialty to enhance the Village's negotiation position, the use of other Fehr Graham staff as part of an additional service contract may be appropriate.
- (3) Revisions to the municipal Boundary/Zoning Map beyond the included annual update shall be completed as an additional service under a separate proposal.

EXAMPLES OF SOUTH BELOIT ENGINEERING OUTSOURCING SERVICES INCLUDED

- » Work with the City to identify, schedule or otherwise plan routine construction and maintenance projects.
- » Prepare Engineer's Estimate of the costs of construction of paving, curbs, sewers, sidewalks and other routine projects.
- » Assist City staff with drafting, interpretation and/or enforcement of ordinances, including, but not limited to, zoning, subdivision, stormwater, soil erosion and sediment control, and illicit discharge ordinances, as required, and conduct inspections as required to assist with City Code Enforcement activity.
- » Participate and/or assist with communications and/or negotiations between the City and outside parties, such as County officials, Town officials, utility companies, etc., as necessary.⁽¹⁾
- » Supervise the preparation of plans and specifications for maintenance projects.⁽²⁾
- » Supervise the preparation of contracts and the calling for bids for routine maintenance construction projects.
- » Review and approve permits, including, but not limited to, ROW Excavation Permits, Site Development Permits, Sidewalk and Driveway Permits and/or Erosion Sediment Control Plan applications.
- » Maintain a record of time expended on permitting review where such engineering costs are billed back to developer/property owner.
- » Attendance at monthly development team meetings.
- » Maintain a record of time expended in review of development projects for which the City will be seeking reimbursement of the review fees from the developer. Said reimbursement agreements shall be established by the City prior to official review commencing.
- » Prepare general overview reports on a variety of subjects and activities as a basis for recommendations to the South Beloit City Council. In-depth specialty reports will be considered an additional service contract.
- » Field inspections of public improvements being made as part of excavation, sidewalk, and driveway permits. Inspection of restoration work associated with excavation permits.

- » Maintain and update municipal stormwater Pollution Prevention Plans (SWPPP) and Municipal Separate Storm Sewer System (MS4) inspections, including the completion and submission of any annual reports or filings.
- » Provide a quarterly engineering update report on project statuses for inclusion in the Board agenda packet.
- » Keep records of MFT and other applicable construction expenditures and oversee the preparation and filing of any related MFT resolutions, and/or any other resolutions required as a part of state/federal funding assistance and any other documentation required as part of MFT program participation and/or state/federal funding assistance.
- » Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year (information on map revisions to be provided by the City). Facilitate the incorporation of map updates with WinGIS personnel to ensure consistency in the depiction of municipal boundaries and zoning districts. ⁽³⁾
 - (1) Should a specific task require a technical specialty to enhance the City's negotiation position, the use of other Fehr Graham staff as part of an additional service contract may be appropriate.
 - (2) Preparation of construction plans, specifications and bid documents, as well as construction administration services for municipal projects issued for solicitation of public bids, shall be completed as an additional service under a separate contract or completed by others.
 - (3) Revisions to the municipal Boundary/Zoning Map beyond the included annual update shall be completed as an additional service under a separate proposal.

SPECIAL MEETING ATTENDANCE

Beyond the engineering outsourcing services listed above, it is anticipated that there will be additional meetings at which Fehr Graham staff may be required to attend on an as-needed basis during this Agreement term. Pursuant to our discussions, we propose itemizing some of these additional meetings separately from the general outsourcing services to provide for more accurate demarcation of duties and tasks, and to allocate outsourcing hours. This will allow the dedicated outsourced staff member to focus their weekly efforts on the required day-to-day functions without reducing the agreed-upon weekly hours. Below is a summary of the anticipated special meetings that may require staff attendance, to be tracked on a separate phase within the overall outsourcing agreement. These fees will be invoiced on a Time and Material (T&M) basis only as incurred.

- » Regular attendance at City Council, Village Board, and Committee of the Whole Meetings (as applicable) where agenda items are present and Fehr Graham involvement is requested.
- » Attendance at public meetings not tied to a standalone specific project that are held outside of regular business hours.
- » Attendance at any of the above meetings by additional Fehr Graham staff beyond the dedicated outsourced staff member, upon request of the City or Village.

EXCLUSIONS

- » Preparation of detailed plans and specifications for water, sewer, stormwater or roadway projects.
- » Preparation and/or review of surveys, plats, easements or any other similar work required by the State of Illinois to be completed by a Registered Professional Land Surveyor.
- » Field inspections of public improvements being made as part of new private developments. Fehr Graham would utilize Engineering Technicians to complete this work under the direction of the Engineer. All work associated with this task would be reimbursable through the Reimbursement of Fees Agreement (Escrow) established between the Village or City and the Developer.
- » Development Project review subject to Reimbursement of Fees Agreement (Escrow). Design review efforts for developments in which the City or Village receives reimbursement from the developer will be tracked separately and billed on a time-and-materials basis as an additional fee. Initial development/project coordination is covered under the general services contract up until a formal submission or request for more specialized involvement from engineering staff is requested. From this delineation point, additional services will be required. Reimbursement agreements and escrow accounts shall be established by the City or Village prior to official review commencing.
- » Special negotiations that require additional expertise from Fehr Graham staff, as authorized by the Village President/Board of Trustees or Mayor/City Council.
- » Signing of Discharge Monitoring Reports (DMR) and water reports.

FEES

We are prepared to provide the above-outlined outsourcing services for calendar year 2026 (January 2026 through December 2026) for a lump-sum fee of \$174,400.00 (\$14,533.33 per month). It is our understanding that the Village of Roscoe intends to pay for 60 percent of this fee, which equates to \$104,600.00 (\$8,716.67 per month). The City of South Beloit would then pay for the remaining 40 percent of the overall fee, which equates to \$69,800.00 (\$5,816.67 per month). The Special Meeting Attendance services will be invoiced on a time-and-materials (T&M) basis. A summary of this fee breakdown is provided below:

Village of Roscoe

Engineering Outsourcing Services (Lump Sum)	\$104,600
Special Meeting Attendance (T&M)	<u>\$8,500</u>
Total	\$113,100

City of South Beloit

Engineering Outsourcing Services (Lump Sum)	\$69,800
Special Meeting Attendance (T&M)	<u>\$6,500</u>
Total	\$76,300

Payment for services rendered will be requested via an invoice prepared monthly.

ADDITIONAL ENGINEERING SERVICE CONTRACTS

One of the benefits and advantages of outsourcing municipal engineering services with Fehr Graham is our experience with the needs and challenges of municipalities similar to the Village of Roscoe and the City of South Beloit. The staff member assigned to the Village and the City will have a wealth of experience and staff available to him/her on an as-needed basis to draw from to provide both communities with a higher level of service than can be provided by a single employee. With careful budgeting and communication, your Fehr Graham engineer can delegate tasks to additional Fehr Graham staff to complete to allow him/her to be more productive relative to the administration and management of your operations.

You and the Fehr Graham engineer have a large group of seasoned engineers and specialists available to provide the direction or technical expertise necessary to handle tough situations. Also, he/she has a direct relationship with a team that can address specific projects that the Village and the City may want to undertake with a greater level of understanding, commitment, and efficiency than is typically experienced with the Board/Council/Consulting Engineer relationship.

Any additional services (design projects, large subdivision plan review, permit modifications, map updates, etc.) would be handled by a separate engineering service contract. If requested, the fee and scope of services would be determined at that time.

TERMS AND CONDITIONS FOR ENGINEERING OUTSOURCING SERVICES

- » The structure and duration of services will be determined based on a specific start date, per the direction of the Village and the City. Typically, the contract is based on a 12-month period with an annual review and fee adjustments made accordingly.
- » The Village of Roscoe and the City of South Beloit will be invoiced separately on a lump sum basis at a rate as presented above.
- » The Village of Roscoe and the City of South Beloit hereby acknowledge and agree that they maintain all responsibility and liability for compliance with laws and regulations as applicable to the Village and the City.
- » Agree that the pricing presented herein is based on the commitment of both entities, and should one terminate for any reason, the pricing proposed for the other party will need to be modified.
- » The Engineer, including any employees, agents, or subcontractors engaged under this Agreement, shall not engage in, represent, or provide services to any private developers, businesses, or individuals for projects within the Village of Roscoe or City of South Beloit during the term of this Agreement. The Engineer further warrants that it shall not accept or pursue any contracts, agreements, or engagements that would create an actual or perceived conflict of interest with its duties and responsibilities to the Village or City under this Agreement. In the event that a potential conflict of interest arises, the Engineer shall promptly disclose the situation to the Village or City and take appropriate actions, as directed by the Village or City, to mitigate or eliminate the conflict.

December 15, 2025
Mayor Tom Fitzgerald, City of South Beloit, and
Village President Carol Gustafson, Village of Roscoe
2026 Engineering Outsourcing Services Proposal
Page 8

Fehr Graham is committed to continuing our positive and rewarding relationship with the Village of Roscoe and the City of South Beloit. We believe our record speaks for itself with regard to the type and quality of service we have provided both municipalities, as well as similar communities throughout Illinois, Iowa and Wisconsin.

We appreciate the opportunity to provide you with this proposal. Once you have had a chance to review the proposal, please feel free to contact me with any questions you may have. If this proposal meets your approval, please sign and return the attached Agreement for Professional Services. If you should have any questions, please do not hesitate to contact me.

Respectfully submitted,



Tyler V. Nelson, PE
Senior Project Manager



Brandon Boggs
Project Manager

TVN/BB:lar

Enclosure

N:\Proposals\2025\Tyler Nelson\Village of Roscoe\2026 Outsourcing Services\South Beloit Roscoe - 2026 Engineering Outsourcing Services Proposal_Revised.docx

**AGREEMENT
FOR PROFESSIONAL SERVICES**

Client Village President Carol Gustafson
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073
815.623.2829

Description of Services:
2026 Engineering Outsourcing Services

Fehr Graham will provide professional services related to Municipal Engineering Services for both the Village of Roscoe (Village) and the City of South Beloit (City), as detailed in our proposal letter dated December 15, 2025.


COST:

The fixed fee for performing the above services is \$113,100.
Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:	CONSULTANT:
Signature _____	By  _____
Name _____	Name Chris DeSilva, PE _____
Title _____	Title Chief Operating Officer _____
Date Accepted _____	Date Proposed December 15, 2025 _____

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-R03**

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE VILLAGE OF ROSCOE, THE CITY OF SOUTH BELOIT, AND FEHR-GRAHAM AND ASSOCIATES, LLC, FOR SHARED GENERAL ENGINEERING SERVICES (2026)

WHEREAS, the Village of Roscoe has previously appointed Fehr-Graham & Associates, LLC (“Fehr-Graham”) to perform general engineering services for the Village as its Village Engineer, and wishes to continue to retain them in that capacity; and

WHEREAS, City of South Beloit, Illinois has also previously appointed Fehr-Graham to perform general engineering services for the City as its City Engineer, and also wishes to continue to retain them in that capacity; and

WHEREAS, the Village desires to continue its engagement of Fehr-Graham to perform such services and wishes to enter into a written agreement with Fehr-Graham & Associates for the performance of said services; and

WHEREAS, Fehr-Graham is knowledgeable and experienced in the performance of such engineering services, and the Village has had a preexisting and satisfactory relationship with such engineering firm in the past; and

WHEREAS, the Village and the City have come to an agreement in terms in which Fehr-Graham will continue to serve as engineer for both the Village and the City as a shared resource, which will allow for a more cost-efficient use of engineering capacity; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents of the Village to enter a joint contract with the City of South Beloit and Fehr-Graham for the sharing of engineering resources, and to provide for Fehr-Graham’s continued service as Village Engineer; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village President is authorized to enter into a multi-party agreement with Fehr-Graham & Associates, LLC and the City of South Beloit for Fehr-Graham’s performance of general engineering services for both municipalities, as outlined in the scope of services attached hereto as **Exhibit “A”**, and to accept and sign an agreement for services with Fehr-Graham for the same, in an amount where the Village’s portion shall not exceed **\$113,100** per year.

SIGNATURE PAGE TO FOLLOW

2026-R03				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED JANUARY 06, 2026

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit "A"
Resolution 2026-R03

[Agreement for Services]