



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, December 16, 2025
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 2, 2025.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

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

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.

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

MOTIONS AND RESOLUTIONS (Final action)

- 8.** Approval of **Ordinance 2025-26**, establishing the 2025 Property Tax Levy
(Tentative Levy Approved on 11/18/2025)
- 9.** Approval of **Ordinance 2025-27** approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2017**
- 10.** Approval of **Ordinance 2025-28**, approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2018**

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.

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 02, 2025
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:30 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 **November 18, 2025.**

President Gustafson asked for motion to approve the minutes.

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

- 2. Approval of the Minutes** for the meeting of the Village Board of Trustees from **November 4, 2025.**

President Gustafson asked for motion to approve the minutes.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Roxann Smith and Diane Laforge are here from 50 North which is a senior organization. It's a 501C3 and they both board members, they are here tonight to seek some financial help to keep their

organization going. Their organization meets twice a month every first and third Tuesday from 1 to 3 at the Rockton Township Community Center in Rockton for anyone who would like to join.

Diane states since Covid was done, they have seen their numbers increase. They have been visiting every town to seek funding.

PRESIDENT'S REPORT

3. **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 would like to formally introduce Molly Butz, she is going to put her name in for official nomination for the vacant Trustee position at the next board meeting in two weeks.

Molly Butz explains that she grew up in the Roscoe/Rockton area, built a 20-year career in association management, and now wants to serve because she was concerned by now many local election seats went uncontested.

She says she hopes to help Roscoe grow by attracting more businesses, restaurants, and community activities that residents have been wanting.

4. Introduction of **New Fehr-Graham Personnel** and Transition of Village Engineer Responsibilities.

Brandon Boggs Village Engineer from Fehr Graham explains that he has accepted a new position beginning in early 2026, which requires the Village to transition its outsourced engineering role to a new lead engineer, Garrett Flores. Brandon notes that Garrett has already been working alongside him for about a month, helping with permit reviews and other tasks so the handoff is smooth. Brandon emphasizes that although Garrett is early in his career, he will have the full support of Fehr Graham's 250 expert team and won't be operating without assistance. He outlines a phased transition in which Garrett's hours and responsibilities will steadily increase, with a mix of onsite work in Roscoe and time at the firm's office to access additional expertise.

TREASURER'S REPORT

5. Cash Report and Bills
6. Approval of Bills

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

Expenditures are \$593,500.62, payroll is \$111,933.77. Totaling \$705,434.39.

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

7. Year to Date, Revenues and Expenditures

President Gustafson explained the report covers financial activity through October 31st with 83% of the year complete.

Overall, the village is mostly on track with both revenues and expenditures. Some categories appear over or under budget due to timing differences in when revenues arrive or expenses are paid. The state of Illinois changes to the local use tax and sales tax continue to affect revenue. These changes are not a one-to-one replacement, meaning the village loses more revenue than it gains. Certain unexpected expenses occurred during the year, such as: The Collapse of the retaining wall behind the building, requiring unplanned spending. Despite fluctuations, the village is aligned with its appropriated budget overall. Any unspent funds at year-end will roll into the general fund, contributing to the projected fund balance used for the next year's budget.

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.

8. Approval of 2026 Meeting Dates for Village Board & Committee of the Whole

President Gustafson asked for a motion for the approval of 2026 Meeting dates.

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

9. Discussion and approval of the 2026 Holiday Schedule

President Gustafson asked for a motion for approval of 2026 Holiday schedule.

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

10. Approval of Resolution 2025-R65 declaring certain items of personal property surplus, and authorizing their disposition. [13 Chairs and 2 Wooden Desk]

President Gustafson asked for the approval of Resolution 2025-R65.

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

11. Approval of Resolution 2025-R49, authorizing entering into an agreement with **i3 Broadband** for fiber services for the Village of Roscoe.

President Gustafson asked for the approval of Resolution 2025-R49.

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

ACTION FROM THE LIQUOR COMMISSION

12. Approval of Ordinance 2025-23 decreasing the maximum number of authorized Class "F" (Full Liquor On Premise Only) liquor licenses to six (6) [7 currently authorized, Whiskey Hotel Barbeque closed].

President Gustafson asked for an approval of Ordinance 2025-23.

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

13. Approval of Six (6) Class "A" On & Off Premise Full Liquor renewal applications

FIESTA CANCUN AUTHENTIC MEXICAN RESTAURANT OF ROSCOE, INC. dba FIESTA CANCUN MEXICAN RESTAURANT

PENNY INC dba QUIK MART (5755)

PENNY INC dba QUIK MART (5526)

SCHNUCK MARKETS INC DBA SCHNUCKS MARKET

DORIS DESCHLER INC dba WHIFFLETREE BAR & GRILL

MARY'S MARKET ROSCOE LLC

President Gustafson asked for a motion for the approval of Six Class "A" renewal applications.

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

14. Approval of Eleven (11) Class "BL" Boutique Gaming Full Liquor renewal applications:

ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 4

ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 6

MILLION MILE LLC dba CECE'S LUCKY SLOTS

DANDY’S INC dba DANDY'S SLOTS

EMPIRE SLOTS ROSCOE LLC dba ROYALTY SLOTS

JACKPOT JOE'S LLC dba JACKPOT JOE’S

ADRI’S GAMING BOUTIQUE, INC dba LUCKY HORSESHOE

SUZZIE, LLC dba MAMA SUE'S DELI & SLOTS

NEXT STOP ENTERPRISES LLC dba NEXT STOP GAMING

PIPITONE INC dba SLOTS OF FORTUNE

A G P 18 INCORPORATED dba SLOTS OF FORTUNE

President Gustafson asked for the approval of Eleven Class "BL" renewal applications.

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

15. Approval of Eight (8) Class "C" Package Store Full Liquor renewal applications:

- CASEY’S RETAIL COMPANY dba CASEY'S GENERAL STORE #3536
- HIGHLAND PARK CVS LLC dba CVS/PHARMACY #8524
- US PETRO INC dba LUNA FOOD MART
- GPM MIDWEST, LLC dba FAS MART #5224
- KELLEY WILLIAMSON CO dba HONONEGAH MOBIL
- KELLEY WILLIAMSON CO dba ROSCOE MOBIL
- THORNTONS LLC dba THORNTONS #331
- WALGREEN CO dba WALGREENS #6001

President Gustafson asked for an approval of Eight Class "C" renewal applications.

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

16. Approval of Two (2) Class "D" On Premise Only Beer & Wine renewal applications

- TOMAR LLC dba 815 PIZZA
- USKANA HOSPITALITY GROUP dba JESSICA'S RESTAURANT

President Gustafson asked for a motion for the approval of Two Class "D" renewal applications.

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

17. Approval of Six (6) Class "F" Full Liquor On Premise Only renewal applications

- RJR GAMING INC dba BENNY'S SLOTS WINE & SPIRITS
- HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB
- LOU’S TAP, INC dba LOUIE'S TAP HOUSE
- RYBO VENTURES INC dba POISON IVY PUB
- VFW POST #2955 dba VFW POST 2955

PIETRO'S OF ROSCOE LLC dba PIETRO'S PIZZERIA

President Gustafson asked for a motion for the approval of Six Class "F" renewal applications.

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

18. Approval of Two (2) Class "G" Package Store Beer & Wine renewal applications:

LOVES TRAVEL STOPS & COUNTRY STORE dba LOVE'S TRAVEL STOP #322

SPEEDWAY LLC dba SPEEDWAY 3962

President Gustafson asked for a motion for the approval of Two Class "G" renewal applications.

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

19. Approval of Two (2) Class "CT" Caterer Retailer Full Liquor applications:

PERFECTLY SEASONED LLC dba PERFECTLY SEASONED

HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB

President Gustafson asked for a motion for the approval of Two Class "CT" renewal applications.

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

MOTIONS AND RESOLUTIONS (Final action)

20. Approval of Resolution **2025-R66**, approving an extension to the agreement with **Stateline Fastpitch Softball** for the use of Swanson Park. (Term January 1, 2026 through December 31, 2028.)

President Gustafson asked for a motion for the approval of Resolution 2025-R66.

Motion was made with the request providing the financials from Stateline fastpitch softball by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Mead, Wright, Sima, Babcock, Broda 5-0-0.

- 21. Approval of Ordinance 2025-24 for a Map Amendment** rezoning 47 properties to newly adopted districts: **MS-C Main Street -Core or MS-E Main Street-Edge** as listed below:

1 Parcel Number 04-33-176-016 Commonly known as 11212 Main Street from CG General Commercial District. to MS-C Main Street Core District

2 Parcel Number 04-33-176-017 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-C Main Street Core District

- 3 Parcel Number 04-33-177-001 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 4 Parcel Number 04-33-177-006 Commonly known as 11172 Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 5 Parcel Number 04-33-177-007 Commonly known as 11162 Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 6 Removed**
- 7 Parcel Number 04-33-177-017 Commonly known as 5290 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District
- 8 Removed**
- 9 Parcel Number 04-33-177-013 Commonly known as 11114 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 10 Parcel Number 04-33-177-014 Commonly known as 11094 Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 11 Parcel Number 04-33-177-015 Commonly known as 11076 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 12 Parcel Number 04-33-180-001 Commonly known as 5473 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District
- 13 Parcel Number 04-33-180-002 Commonly known as 5487 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District
- 14 Parcel Number 04-33-180-003 Commonly known as 5459 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District
- 15 Parcel Number 04-33-251-009 Commonly known as 5501 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District
- 16 Parcel Number 04-33-251-002 Commonly known as 11087 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 17 Parcel Number 04-33-251-003 Commonly known as 11073 Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 18 Parcel Number 04-33-251-004 Commonly known as 11059 Main Street from R1 One-Family Residential District to MS-C Main Street Core District
- 19 Parcel Number 04-33-381-010 Commonly known as 6556 Franklin Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 20 Parcel Number 04-33-381-009 Commonly known as 5360 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

- 21 Parcel Number 04-33-382-001 Commonly known as 10544 Main Street from IL Light Industrial District to MS-C Main Street Core District
- 22 Parcel Number 04-33-382-002 Commonly known as 10544 Main Street from IL Light Industrial District to MS-C Main Street Core District
- 23 Parcel Number 04-33-382-003 Commonly known as 5408 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 24 Parcel Number 04-33-382-004 Commonly known as 5412 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 25 Parcel Number 04-33-382-010 Commonly known as 5440 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 26 Parcel Number 04-33-382-011 Commonly known as 5454 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 27 Parcel Number 04-33-382-007 Commonly known as 5466 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 28 Parcel Number 04-33-382-008 Commonly known as 10534 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 29 Parcel Number 04-33-382-009 Commonly known as 10514 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 30 Parcel Number 04-33-455-009 Commonly known as 10567 Main Street from IL Light Industrial District to MS-C Main Street Core District
- 31 Parcel Number 04-33-455-003 Commonly known as 10531 Main Street from IL Light Industrial District to MS-C Main Street Core District
- 32 Parcel Number 04-33-455-007 Commonly known as 10517 Main Street from CG General Commercial District to MS-C Main Street Core District
- 33 Parcel Number 04-33-455-008 Commonly known as 5560 Bridge Street from R1 One-Family Residential District to MS-C Main Street Core District
- 34 Parcel Number 08-04-127-012 Commonly known as 5365 Bridge Street from CG General Commercial District to MS-C Main Street Core District
- 35 Parcel Number 08-04-127-006 Commonly known as 5411 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 36 Parcel Number 08-04-127-011 Commonly known as 10458 Mulberry Street from RM Multifamily Residential District to MS-E Main Street Edge District
- 37 Parcel Number 08-04-127-008 Commonly known as 10432 Mulberry Street from RM Multifamily Residential District to MS-E Main Street Edge District

- 38 Parcel Number 08-04-127-007 Commonly known as n/a Grove Street from R1 One-Family Residential District to MS-E Main Street Edge District
- 39 Parcel Number 08-04-128-010 Commonly known as 5467-5441 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District
- 40 Parcel Number 08-04-128-008 Commonly known as 5460 Grove Street from RM Multifamily Residential District to MS-E Main Street Edge District
- 41 Parcel Number 08-04-128-004 Commonly known as 10458 Main Street from CG General Commercial District to MS-C Main Street Core District
- 42 Parcel Number 08-04-128-005 Commonly known as 10460 Main Street from RM Multifamily Residential District to MS-C Main Street Core District
- 43 Parcel Number 08-04-128-006 Commonly known as 10440 Main Street from RM Multifamily Residential District to MS-C Main Street Core District
- 44 Parcel Number 08-04-128-009 Commonly known as 5488 Grove Street from RM Multifamily Residential District to MS-C Main Street Core District
- 45 Removed**
- 46 Removed**
- 47 Removed**
- 48 Removed**
- 49 Removed**
- 50 Parcel Number 08-04-129-001 Commonly known as 5453 Grove Street from R1 One-Family Residential District to MS-E Main Street Edge District
- 51 Parcel Number 08-04-129-002 Commonly known as 10373 Mulberry Street from R1 One-Family Residential District to MS-E Main Street Edge District
- 52 Parcel Number 08-04-129-008 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-E Main Street Edge District
- 53 Parcel Number 08-04-129-009 Commonly known as 10374 Main Street from R1 One-Family Residential District to MS-E Main Street Edge District
- 54 Parcel Number 08-04-129-004 Commonly known as 10360 Main Street from R1 One-Family Residential District to MS-E Main Street Edge District

President Gustafson asked for a motion for the approval of Ordinance 2025-24.

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

NEW BUSINESS (First reading or suspend rules)

22. **Approval of contracting Safety-Kleen for Trap Basins Cleaning** not to exceed the amount of \$5,000.00.

President Gustafson asked for a motion to suspend the rules and make this a final vote to do a cleanup within the public works department as quickly as possible.

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

President Gustafson asked for a motion for the approval of contracting Safety-Kleen for Trap Basins Cleaning.

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

23. **Approval of the hotel and travel expenses for Chief Hawley and Deputy Chief Farone** related to their attendance at the NILEEA winter retreat & training.

President Gustafson asked for a motion to suspend the rules and make this a final vote due to the timing schedule for winter retreat.

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

President Gustafson asked for a motion for the approval for Chief Hawley and Deputy Chief Farone winter retreat.

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

24. **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 to approve Ordinance 2025-25.

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

QUESTIONS AND REPORTS

Brandon Boggs Village Engineer gives a detailed update on engineering and development activity as the construction season wraps up. Brandon explains that many residents have been asking when the Hawk's Pointe Trail road extension will open to the public. He stated the road was built as part of Hawk's Pointe Plat 5 and has been completed. It will not open until the village formally accepts the roadway. Acceptance is expected before the end of January, when the developer's letter of credit expires. Once accepted, the village will begin maintaining the road and open it to the public.

Brandon notes that when the village accepts the road, the developer must provide a two-year maintenance bond. This bond ensures the developer fixes any defects that appear during that period. If they fail to do so, the village can draw from the bond to make repairs.

Brandon states that the next phase for Hawk's Pointe is phase 6. The developer has already begun earthwork, mainly stripping topsoil. In spring, major work begins Installation of utilities of water, sewer. Roadway construction for the next phase. Brandon says the developer is motivated and expects a busy 2026 construction season.

Brandon addresses past concerns about the Petri development group. He states that everything has gone smoothly under the current settlement agreement. The developer has been cooperative and meeting expectations.

Trustee Sima states that this is a very important project and would like to know if Brandon or Tyler will be assisting Garrett with this project.

Brandon explains how Garrett is being integrated into the engineering workflow. He stated he has been working with Garrett one on one. Brandon and Hillary from Vandewalle will be preparing a checklist and documentation to ensure a smooth transition. The goal is to have Garrett fully prepared before the heavy spring construction period.

Troy Taylor Public Works Supervisor explains that the recent snowstorm required a full team effort, with 11 workers operating in two rotating shifts to keep roads clear from early Saturday morning through early Sunday. The storm response totaled 209 labor hours, costing just under \$7000. in wages. Because snow fell continuously, crews used salt strategically mainly on intersections, curves, and hills resulting in 75 tons of salt used at a cost of about \$6500. Snow operations also consumed 340 gallons of fuel, adding a little over \$1300. to the total. Altogether, the storm cost the village \$14,720.

Troy notes that under FEMA's reimbursement formula, which includes equipment rates, the total would be \$32,724. He emphasizes how quickly expenses accumulate during major storms.

President Gustafson expresses how grateful she is to Troy and the staff for a job well done.

25. FY2026 Budget Process - Discussion of Operating Budget

President Gustafson presented a financial overview operating expenditures were projected at \$8,452,100. against revenues of \$7,102,209.80., leaving a shortfall that would need to be covered by transfers from the general fund. She explained that the general fund balance at the end of 2025 was expected to be \$5,133,439., with \$139,983.57 available after reserves. Capital projects already committed included Porter Park Phase 2, the Riverside Park pavilion replacement, and annual residential road improvements, totaling \$1,767,000. President Gustafson proposed adding the remaining \$387,317.57 to the road program, bringing the total to about \$800,000. for residential road upgrades in 2026, emphasizing that parks and roads would be the year's capital priorities.

Trustee Mead raised concerns about the projections, questioning whether revenues were being underestimated and expenditures overstated. He noted that year-to-date financials looked strong and worried the budget might be too conservative. President Gustafson responded that past audits were inflated by one-time ARPA and state COVID relief funds, which had already been spent on projects like the public works garage, Porter Park Cabin, Bridge Street Parking lot. She also highlighted that state tax changes particularly reductions in the local use tax and grocery tax were cutting into revenues, and Roscoe's lack of a local sales tax limited potential gain. Trustee Mead pressed further, suggesting the retail occupation tax could improve compliance and yield more revenue. Trustee Sima asked whether projects like the pavilion,

multi-use parking lot, and popups were accounted for in the 2026 budget. President Gustafson clarified that the popups phase 1, estimated at \$1.5 million, was deferred until future funding, possibly in 2027. She also clarified that the current capital commitments (Porter Park Phase 2, Riverside Park Pavilion replacement, and residential roads) had already consumed most of the available capital allocation. Trustee Sima questioned if there is anticipated expenses for the Bridge Street Parking lot. President Gustafson stated yes there will be about \$60,000. set aside for final work like painting and striping, making it a recognized completion expense rather than a new capital project. Trustee Broda noted that focusing on residential roads was a practical choice, given the visible impact on residents and the ability to stretch dollars further when contractors bid on larger packages. Trustee Babcock emphasizing that the board's responsibility was to balance ambition with fiscal reality. He agreed that while projects like the popup and parking lot were valuable, the village needed to concentrate on essentials in 2026. With these contributions, consensus formed across the board the 2026 capital priorities would be Porter Park Phase 2, Riverside Park Pavilion replacement, and approximately \$800,000 in residential road improvements. Nothing was decided until Mark Olson Village Treasurer comes in two weeks to discuss the budget with the board.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson asked for a motion to adjourn the meeting.

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

Meeting Adjourned at 8:20 pm.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 3.

Agenda Item: Presentation of ILEAP Re-Accreditation Award to the Roscoe Police Department			
Date: 12/16/2025		Meeting: Board	
Prepared by: DC Tom Farone		Department: Police Department	

Overview/Background Information

Accreditation is the ongoing process whereby agencies evaluate policy and procedure against established criteria, and have compliance with those criteria verified by an independent and authoritative body, the **Illinois Law Enforcement Accreditation Council (ILEAP)**. The criteria, or standards, are policy development guidelines that represent a level of quality service delivery. The true indicator of compliance, however, lies with an evaluation by trained, independent professional peers. The establishment of meaningful and professional standards and an evaluation for compliance to those standards are, therefore, the two fundamentals of an accreditation program.

Key Issues

The Roscoe Police Department received its initial Tier One accreditation in 2021, which is comprised of **69 Standards**, each of which are evaluated by an independent assessor. To stay compliant, departments are required to maintain said Standards each year, with re-accreditation occurring every four years. During the re-accreditation process, assessors evaluate the department for the previous 4-year period, to ensure adherence to the established Standards. This will be the Roscoe Police Department’s first re-accreditation, which was overseen by Sgt. Aaron Weber.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

N/A

Action Required/Recommendation

N/A

Attachments

N/A

Village of Roscoe

Bills Submitted for Approval on December 16, 2025

Pooled Expenditures:

Checking account balance before expenditures		\$	487,708.86
Pooled Money Market			87,928.41
Illinois Funds Balance			<u>7,990,897.77</u>
Total pooled cash and equivalents			8,566,535.04

Expenditures per list		391,580.79
-----------------------	--	------------

Additional invoices

Sunshine Farms	Horsedrawn Carriage	1,600.00
		<u>393,180.79</u>

Total expenditures	393,180.79
--------------------	------------

Payroll expense:

Gross Wages	12/25/2229	111,636.91	
Payroll tax and IMRF	12/25/2229	9,146.74	120,783.65

Total General Fund Expenditures	513,964.44
--	-------------------

Pooled checking account balance after expenditures	\$ <u>8,052,570.60</u>
--	------------------------

Motor Fuel Tax Expenditures

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

Expenditures:

Vendor	Date	Invoice	Description	Amount
Morton Salt	12/3/2025	4147	Salt	8,065.37
Morton Salt	12/3/2025	4148	Salt	14,886.76
Morton Salt	12/3/2025	8488	Salt	2,073.60

Total Motor Fuel Fund Expenditures	25,025.73
---	------------------

Motor Fuel cash and equivalent balance after expenditures	<u>2,130,121.92</u>
---	---------------------

Total expenditures for all funds:	538,990.17
--	-------------------

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.	5403874147	92.26 TONS BULK SAFE-T-SALT	50-030-6040 Operating Su	12/03/2025	1225	8,065.37	.00		
4662	MORTON SALT, INC.	5403874148	170.29 TONS BULK SAFE-T-SALT	50-030-6040 Operating Su	12/03/2025	1225	14,886.76	.00		
4662	MORTON SALT, INC.	5403878488	23.72 TONS BULK SAFE-T-SALT	50-030-6040 Operating Su	12/04/2025	1225	2,073.60	.00		
Total MORTON SALT, INC.:							25,025.73	.00		
Grand Totals:							25,025.73	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	GL Per	Net Invoice Amount	Amount Paid	Date Paid	Voided
--------	-------------	----------------	-------------	----------------------	--------------	--------	-----------------------	-------------	-----------	--------

- 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.
 Paid and 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
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5520831860	CYLINDER RENTAL - PW	01-030-5860 Equipment Rentals	11/30/2025	88.80	.00		
Total AIRGAS USA, LLC:						88.80	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	17MG-MRQR-	Trash Bags PD	01-040-6020 Office Supplies	12/01/2025	54.14	.00		
311	AMAZON CAPITAL SERVICES	1J6Q-6HF4-LW	1 OFFICE CHAIR	01-010-6052 Office Furnishings	11/25/2025	122.97	.00		
311	AMAZON CAPITAL SERVICES	1JQ3-PWHQ-4	2026 DESK CALENDAR & POWER STR	01-010-6020 Office Supplies	12/04/2025	34.98	.00		
311	AMAZON CAPITAL SERVICES	1NW3-6CXM-	Mordt - Batteries	01-040-4612 Uniforms	11/26/2025	10.39	.00		
311	AMAZON CAPITAL SERVICES	1PQF-1CTH-6	HOMETOWN HOLIDAY EXPENSES	01-010-6091 Special Events	11/26/2025	39.99	.00		
311	AMAZON CAPITAL SERVICES	1TVW-JDTG-9	Hawley - Scope	01-040-4612 Uniforms	07/15/2025	299.00	.00		
311	AMAZON CAPITAL SERVICES	1WCH-C3L4-G	OFFICE SUPPLIES	01-010-6020 Office Supplies	12/09/2025	63.29	.00		
311	AMAZON CAPITAL SERVICES	1WH7-TKV9-N	TOILET PAPER & PAPER TOWELS - V	01-010-5121 Maintenance & Repairs - B	12/08/2025	81.93	.00		
311	AMAZON CAPITAL SERVICES	1WH7-TKV9-N	2026 CALENDARS - PW	01-030-6020 Office Supplies	12/08/2025	27.92	.00		
311	AMAZON CAPITAL SERVICES	1WH7-TKV9-N	TOILET PAPER & PAPER TOWELS - P	01-030-6040 Operating Supplies	12/08/2025	81.93	.00		
Total AMAZON CAPITAL SERVICES:						816.54	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BT3412703	Progress Bill #1 Audit 2025	01-014-5210 Accounting/Auditing	11/26/2025	651.00	.00		
Total BAKER TILLY US, LLP:						651.00	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	160772	HOMETOWN HOLIDAY BROCHURES/P	01-010-6091 Special Events	12/04/2025	443.00	.00		
Total BALSLEY PRINTING:						443.00	.00		
BARRICK, SWITZER, LONG, BALSLEY & VAN EV									
661	BARRICK, SWITZER, LONG, BA	891000-000Z 1	TRAFFIC & MISDEAMEANOR PROSEC	01-040-5230 Legal Services - Village Pr	12/02/2025	3,500.00	.00		
661	BARRICK, SWITZER, LONG, BA	89106-001Z 2	ROSCOE PD GENERAL MATTERS	01-040-5231 Legal Services - Other	12/02/2025	405.00	.00		
661	BARRICK, SWITZER, LONG, BA	89109-000Z 17	ADMINISTRATIVE HEARINGS	01-013-5231 Legal Services - Village Pr	12/02/2025	750.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-000Z 15	GENERAL VILLAGE MATTERS	01-010-5231 Legal Services - General L	12/02/2025	12,555.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
661	BARRICK, SWITZER, LONG, BA	89110-001Z 13	SWANSON PARK USE AGREEMEN	01-010-5231 Legal Services - General L	12/02/2025	202.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-002Z 5	PERSONAL MATTER	01-010-5231 Legal Services - General L	12/02/2025	315.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-017Z 6	MACHESNEY PARK-ROSCOE BOUND	01-010-5231 Legal Services - General L	12/02/2025	157.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-018Z 5	ROSCOE ADVS HEIMER	01-040-5231 Legal Services - Other	12/02/2025	360.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-019Z	ZBA	01-010-5231 Legal Services - General L	12/02/2025	1,057.50	.00		
Total BARRICK, SWITZER, LONG, BALSLEY & VAN EV:						19,302.50	.00		
Cardmember Service									
1091	Cardmember Service	120225 PD	Palm Microphone / Poster PD	01-040-5990 Departmental Operating S	12/02/2025	136.69	.00		
1091	Cardmember Service	120225 VH	LANG LIGHTING - SERVICE	01-010-5121 Maintenance & Repairs - B	12/02/2025	158.25	.00		
1091	Cardmember Service	120225 VH	LANG LIGHTING - SERVICE	01-010-5121 Maintenance & Repairs - B	12/02/2025	343.78	.00		
1091	Cardmember Service	120225 VH	DUAL DOCKING CHARGER WITH PS	01-010-5951 Information Technology - H	12/02/2025	239.99	.00		
1091	Cardmember Service	120225 VH	PLAUD NOTE TAKING DEVICE	01-010-5951 Information Technology - H	12/02/2025	189.00	.00		
1091	Cardmember Service	120225 VH	AI VOICE FOR RING CENTRAL	01-010-5952 Information Technology - S	12/02/2025	5.00	.00		
1091	Cardmember Service	120225 VH	ZOOM CHARGES/STORAGE	01-010-5952 Information Technology - S	12/02/2025	199.90	.00		
1091	Cardmember Service	120225 VH	ANNUAL PLAN FOR AI NOTE TAKING	01-010-5952 Information Technology - S	12/02/2025	99.99	.00		
1091	Cardmember Service	120225 VH	GIFT CARD HOLDERS	01-010-6091 Special Events	12/02/2025	55.09	.00		
1091	Cardmember Service	120225 VH	SOUNDTRACK TO YOUR BRAND	01-010-6091 Special Events	12/02/2025	39.00	.00		
1091	Cardmember Service	120225 VH	EMPLOYEE APP GIFTS	01-010-6091 Special Events	12/02/2025	1,600.00	.00		
Total Cardmember Service:						3,066.69	.00		
CASELLE, LLC									
1130	CASELLE, LLC	INV-14233	SEMI ANNUAL MAINT/SUPPORT 01-01-	01-014-5952 Information Technology - S	12/04/2025	7,019.60	.00		
Total CASELLE, LLC:						7,019.60	.00		
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AG94F9Z	2 LAPTOP CHARGERS	01-010-5951 Information Technology - H	11/21/2025	348.70	.00		
1161	CDW GOVERNMENT, INC.	AG9XR4X	LOGITECH RALLY MIC POD AND MOU	01-010-5951 Information Technology - H	11/20/2025	826.74	.00		
Total CDW GOVERNMENT, INC.:						1,175.44	.00		
CHARLES P KOSTANTACOS									
1211	CHARLES P KOSTANTACOS	120325	SEP 2025 - LEGAL - F&P COMMISSION	01-041-5230 Legal Services	12/03/2025	87.50	.00		
Total CHARLES P KOSTANTACOS:						87.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301112	INTERNET - PW	01-030-5320 Telephone & Data	11/21/2025	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
CHRISTOPHER ROSKOPP									
1293	CHRISTOPHER ROSKOPP	120825 CR	BOOT REIMBURSEMENT - PARKS	01-050-4611 Personal Protective Equip	12/08/2025	175.00	.00		
Total CHRISTOPHER ROSKOPP:						175.00	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	111225 32000	10/10/25-11/10/25 5785 BROAD - LELA	01-050-6010 Building Utilities (Gas & El	11/12/2025	167.30	.00		
1411	COMMONWEALTH EDISON	111225 42000	10/10/25-11/10/25 5802 HARRISON - LE	01-050-6010 Building Utilities (Gas & El	11/12/2025	62.22	.00		
1411	COMMONWEALTH EDISON	111425 2000	10/10/25-11/10/25 5251 RIVER ST LITE	01-030-5411 Electricity - Street Lights	11/14/2025	6.90	.00		
1411	COMMONWEALTH EDISON	111825 1222	10/10/25-11/10/25 N2ND ST SIGN	01-030-5411 Electricity - Street Lights	11/18/2025	63.82	.00		
1411	COMMONWEALTH EDISON	111925 3000	10/21/25-11/19/25 STREET LIGHT RT23	01-030-5411 Electricity - Street Lights	11/19/2025	4,229.48	.00		
Total COMMONWEALTH EDISON:						4,529.72	.00		
Enterprise Fleet Management									
10016	Enterprise Fleet Management	FBN5505391	Monthly Vehicle Repairs - PD	01-040-5120 Maintenance & Repairs - V	12/03/2025	141.47	.00		
10016	Enterprise Fleet Management	FBN5505391	Monthly Lease Charges - PD	01-040-6070 Vehicle Leases (Fleet)	12/03/2025	10,348.43	.00		
10016	Enterprise Fleet Management	FBN5512538	RAV 4 #1 - FULL MONTH	01-010-6070 Vehicle Leases (Fleet)	12/03/2025	481.86	.00		
10016	Enterprise Fleet Management	FBN5512695	MONTHLY LEASE CHARGES - TRUCK	01-030-6070 Vehicle Leases (Fleet)	12/03/2025	17,326.43	.00		
Total Enterprise Fleet Management:						28,298.19	.00		
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	135914	PROJ 20-512 LOVE ROAD	01-019-5246 Engineering & Design Serv	11/21/2025	797.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	135915	PROJ 25-560 ENGINEERING SVC	01-010-5220 Engineering - General (Vill	11/21/2025	9,683.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	135916	PROJ 25-793 2026-2030 CAP IMP PLA	01-019-5246 Engineering & Design Serv	11/21/2025	6,418.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	135917	PROJ 405.0251745.000 PORTER PARK	01-010-5220 Engineering - General (Vill	11/21/2025	10,200.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	135918	PROJ 405.0251749.000 PORER PHASE	01-010-5220 Engineering - General (Vill	11/21/2025	21,532.25	.00		
Total FEHR-GRAHAM & ASSOCIATES:						48,630.25	.00		
GALLS, LLC									
2471	GALLS, LLC	033145572	Sarver - Pants, Cap, Leggings, Shirt, Bat	01-040-4612 Uniforms	11/13/2025	257.71	.00		
2471	GALLS, LLC	033173385	Sarver - Tactical Duty Padd	01-040-4612 Uniforms	11/15/2025	38.46	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total GALLS, LLC:						296.17	.00		
HALL SIGNS, INC.									
2673	HALL SIGNS, INC.	153612	SNOW ORDINANCE SIGNS	01-030-6200 Street Sign Installation & R	11/27/2025	921.00	.00		
Total HALL SIGNS, INC.:						921.00	.00		
I3 BROADBAND - ROCKFORD IL									
2000	I3 BROADBAND - ROCKFORD IL	483221-1	FIBER INTERNET - 5204 SWANSON R	01-030-5320 Telephone & Data	12/07/2025	172.53	.00		
Total I3 BROADBAND - ROCKFORD IL:						172.53	.00		
ILLINOIS MUNICIPAL INSURANCE COOPERATIVE									
3140	ILLINOIS MUNICIPAL INSURANC	123125	2026 PACKAGE POLICY	01-015-5810 General Liability Insurance	12/01/2025	209,018.00	.00		
Total ILLINOIS MUNICIPAL INSURANCE COOPERATIVE:						209,018.00	.00		
IMAGINE NATION, LLC									
3143	IMAGINE NATION, LLC	1386	PLAYWORLD GLIDE SLIDE, PLAYWOR	01-050-5123 Maintenance & Repairs - P	11/26/2025	1,678.42	.00		
Total IMAGINE NATION, LLC:						1,678.42	.00		
INTEGRA BUSINESS SYSTEMS									
3171	INTEGRA BUSINESS SYSTEMS	INV120064	COPIER - PW	01-030-6020 Office Supplies	10/01/2025	49.14	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV120888	COPIER-PW	01-030-5860 Equipment Rentals	12/01/2025	50.60	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV120975	COPIER USAGE - PD	01-040-6020 Office Supplies	12/02/2025	157.41	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV121017	COPIER - VH	01-010-5330 Printing & Publishing	12/02/2025	81.34	.00		
Total INTEGRA BUSINESS SYSTEMS:						338.49	.00		
Jack's Tire Sales & Service									
10012	Jack's Tire Sales & Service	1-356868	Squad 4- Tires	01-040-5120 Maintenance & Repairs - V	12/02/2025	705.50	.00		
Total Jack's Tire Sales & Service:						705.50	.00		
JACK'S TIRE SALES & SVC, INC.									
3251	JACK'S TIRE SALES & SVC, INC	1-355706	TIRES, PARTS, LABOR & FEES FOR B	01-030-5120 Maintenance & Repairs - E	11/15/2025	2,260.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total JACK'S TIRE SALES & SVC, INC.:						2,260.00	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	563606	OIL FILTER - TRUCK #308	01-030-5122 Maintenance & Repairs - V	12/01/2025	31.95	.00		
3401	JERRYS AUTO PARTS	563606	OIL FILTER - TRUCK #204	01-030-5122 Maintenance & Repairs - V	12/01/2025	31.95	.00		
3401	JERRYS AUTO PARTS	563740	AIR FILTER - TRUCK #204	01-030-5122 Maintenance & Repairs - V	12/04/2025	88.01	.00		
Total JERRYS AUTO PARTS:						151.91	.00		
LADD'S GOLF & TURF									
3794	LADD'S GOLF & TURF	01-86483	HYD CYL - JACOBSEN	01-050-5120 Maintenance & Repairs - E	12/02/2025	498.88	.00		
Total LADD'S GOLF & TURF:						498.88	.00		
LEXIPOL LLC									
3921	LEXIPOL LLC	INVLEX112609	ANNUAL SUBSCRIPTION - PD	01-040-5952 Information Technology - S	12/01/2025	6,631.51	.00		
Total LEXIPOL LLC:						6,631.51	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	549723	POST HOLE AUGER RENTAL	01-030-5860 Equipment Rentals	11/25/2025	95.01	.00		
Total LINCOLN RENT-ALL:						95.01	.00		
LUXE PRODUCTIONS CHICAGO INC									
4112	LUXE PRODUCTIONS CHICAGO	6461	DJ SERVICES HOMETOWN HOLIDAY	01-010-6091 Special Events	12/04/2025	2,230.00	.00		
Total LUXE PRODUCTIONS CHICAGO INC:						2,230.00	.00		
MICHALSEN OFFICE FURNITURE									
4491	MICHALSEN OFFICE FURNITUR	34954	13 CHAIRS, 8 SIDE CHAIRS, 2 TABLES	01-030-7130 Capital Improvements - Bui	11/05/2025	5,809.00	.00		
Total MICHALSEN OFFICE FURNITURE:						5,809.00	.00		
MONROE TRUCK EQUIPMENT									
4641	MONROE TRUCK EQUIPMENT	57292	7 CUTTING PLOW EDGES & WI TAX	01-030-5122 Maintenance & Repairs - V	12/03/2025	2,193.42	.00		
Total MONROE TRUCK EQUIPMENT:						2,193.42	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	989052025110	Radio Subscription- PD	01-040-5990 Departmental Operating S	12/01/2025	1,135.00	.00		
Total MOTOROLA SOLUTIONS, INC:						1,135.00	.00		
MUNICIPAL CODE ENFORCEMENT, LLC									
4696	MUNICIPAL CODE ENFORCEME	1734	CODE ENFORCEMENT CONSULTING	01-013-5953 CODE ENFORCEMENT C	12/01/2025	3,849.74	.00		
Total MUNICIPAL CODE ENFORCEMENT, LLC:						3,849.74	.00		
NICOR GAS									
4931	NICOR GAS	111925 2000 9	10/20/25-11/18/25 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	11/19/2025	392.92	.00		
4931	NICOR GAS	112525	VILLAGE HALL	01-010-6010 Building Utilities (Gas & El	11/25/2025	249.08	.00		
4931	NICOR GAS	112525	POLICE DEPARTMENT	01-040-6010 Building Utilities (Gas & El	11/25/2025	249.07	.00		
Total NICOR GAS:						891.07	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	112525	VILLAGE HALL WATER SERVICE	01-010-6010 Building Utilities (Gas & El	11/25/2025	37.52	.00		
4971	NORTH PARK PUBLIC WATER D	112525	POLICE DEPT WATER SERVICE	01-040-6010 Building Utilities (Gas & El	11/25/2025	37.52	.00		
4971	NORTH PARK PUBLIC WATER D	112525 30000-	10/3/25-11/1/25 6545 WINDFLOWER - P	01-050-6010 Building Utilities (Gas & El	11/25/2025	26.17	.00		
4971	NORTH PARK PUBLIC WATER D	112525 90200-	10/3/25-11/1/25 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	11/25/2025	41.77	.00		
Total NORTH PARK PUBLIC WATER DIST.:						142.98	.00		
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0209.16	2024-0209 ROSCOE ECON DEV	01-010-5240 Consulting	12/03/2025	6,500.00	.00		
Total PLACE FOUNDRY LLC:						6,500.00	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	16898	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	11/29/2025	130.00	.00		
Total PORT-A-JOHN:						130.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	58747	PUBLIC WORKS IT RESTRUCTURE	01-030-5953 Information Technology - M	11/26/2025	3,000.00	.00		
5502	PREMIER TECHNOLOGIES	58884	SLA - WORKSTATION MANAGEMENT	01-010-5950 Information Technology - C	12/01/2025	3,294.00	.00		
5502	PREMIER TECHNOLOGIES	58979	Windows 11 update PD	01-040-5952 Information Technology - S	12/04/2025	1,080.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PREMIER TECHNOLOGIES:						7,374.00	.00		
RAY O'HERRON CO., INC.									
5641	RAY O'HERRON CO., INC.	2447937	5.56mm Ammo PD	01-040-5990 Departmental Operating S	12/01/2025	874.00	.00		
Total RAY O'HERRON CO., INC.:						874.00	.00		
RISK PROGRAM ADMINISTRATORS									
10048	RISK PROGRAM ADMINISTRAT	5892237	CYBER LIABILITY - 2026	01-015-5810 General Liability Insurance	12/04/2025	9,371.00	.00		
Total RISK PROGRAM ADMINISTRATORS:						9,371.00	.00		
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	120725 4000	11/1/25-12/1/25 MCCURRY & WILLOWB	01-030-5411 Electricity - Street Lights	12/07/2025	15.62	.00		
5851	ROCK ENERGY COOPERATIVE	120725 5000	11/1/25-12/1/25 MCCURRY & WILLOWB	01-030-5411 Electricity - Street Lights	12/07/2025	24.62	.00		
5851	ROCK ENERGY COOPERATIVE	120725 8001	11/1/25-12/1/25 MCCURRY	01-030-5411 Electricity - Street Lights	12/07/2025	23.76	.00		
Total ROCK ENERGY COOPERATIVE:						64.00	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	28708	CLEANING - VH	01-010-6021 Cleaning Services	12/01/2025	1,197.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28708	CLEANING - PW	01-030-6021 Cleaning Services	12/01/2025	413.70	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28708	CLEANING - PD	01-040-6021 Cleaning Services	12/01/2025	1,354.50	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28708	CLEANING - PORTER PARK	01-050-6021 Cleaning Services	12/01/2025	341.25	.00		
Total ROCK VALLEY INDUSTRIES, LLC:						3,306.45	.00		
ROCK VALLEY PUBLISHING									
5911	ROCK VALLEY PUBLISHING	479823	POLICE OFFICER AD FOR PFC	01-041-6090 Marketing & Outreach	11/28/2025	76.00	.00		
Total ROCK VALLEY PUBLISHING:						76.00	.00		
SHERWIN INDUSTRIES, INC.									
6461	SHERWIN INDUSTRIES, INC.	SS109737	6 26" BLACK MANHOLE PROTECTION	01-030-6060 Road Repair Bulk Material	11/25/2025	1,793.50	.00		
Total SHERWIN INDUSTRIES, INC.:						1,793.50	.00		
STRATUS NETWORKS									
6890	STRATUS NETWORKS	242820	MONTHLY FIBER CONNECTION FEE	01-010-5320 Telephone & Data	12/01/2025	1,147.16	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total STRATUS NETWORKS:						1,147.16	.00		
THE BLUE LINE									
7071	THE BLUE LINE	48365	POLICE RECRUITMENT LISTING	01-041-6090 Marketing & Outreach	11/19/2025	298.00	.00		
Total THE BLUE LINE:						298.00	.00		
THORNS GOLF CARTS									
7145	THORNS GOLF CARTS	1086	GOLF CART RENTAL - TRUCK OR TRE	01-010-6091 Special Events	12/01/2025	480.00	.00		
Total THORNS GOLF CARTS:						480.00	.00		
T-MOBILE									
6789	T-MOBILE	112125	HOT SPOT @ PORTER CABIN	01-030-5320 Telephone & Data	11/21/2025	28.06	.00		
Total T-MOBILE:						28.06	.00		
TROY TAYLOR									
7352	TROY TAYLOR	120825 TT	BOOT ALLOWANCE - TROY TAYLOR -	01-030-4610 Uniforms	12/08/2025	108.75	.00		
Total TROY TAYLOR:						108.75	.00		
U S CELLULAR									
7401	U S CELLULAR	0769766123	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	11/16/2025	185.70	.00		
7401	U S CELLULAR	0769766123	CELL PHONES - PW	01-030-5320 Telephone & Data	11/16/2025	308.24	.00		
7401	U S CELLULAR	0769766123	CELL PHONES - PD	01-040-5320 Telephone & Data	11/16/2025	325.78	.00		
Total U S CELLULAR:						819.72	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390030923	UNIFORMS & MATS - PW	01-030-4610 Uniforms	12/01/2025	130.52	.00		
7460	UNIFIRST CORPORATION	3390030923	UNIFORMS - PARKS	01-050-4610 Uniforms	12/01/2025	10.51	.00		
7460	UNIFIRST CORPORATION	3390030925	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	12/01/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390031280	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	12/08/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390031326	UNIFORMS & MATS - PW	01-030-4610 Uniforms	12/08/2025	125.77	.00		
7460	UNIFIRST CORPORATION	3390031326	UNIFORMS - PARKS	01-050-4610 Uniforms	12/08/2025	10.51	.00		
Total UNIFIRST CORPORATION:						353.75	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	98928	Harris - Pants	01-040-4612 Uniforms	11/28/2025	97.95	.00		
7441	UNIFORM DEN EAST, INC	99004	Sarver - Shirt	01-040-4612 Uniforms	11/25/2025	105.50	.00		
7441	UNIFORM DEN EAST, INC	99059	Hawley - Pants, SS Shirts x2, LS Shirt x1	01-040-4612 Uniforms	11/28/2025	415.40	.00		
7441	UNIFORM DEN EAST, INC	99060	Farone - Pants	01-040-4612 Uniforms	11/28/2025	195.90	.00		
Total UNIFORM DEN EAST, INC:						814.75	.00		
VALLEY VIEW FARM LLC									
7479	VALLEY VIEW FARM LLC	594074	2-48" WREATH & 1-60" WREATH - VH	01-010-5121 Maintenance & Repairs - B	12/02/2025	191.00	.00		
Total VALLEY VIEW FARM LLC:						191.00	.00		
WEX BANK									
7663	WEX BANK	108998453	FUEL - VH	01-010-6030 Gasoline & Oil	11/30/2025	35.68	.00		
7662	WEX BANK	109005684	FUEL pd	01-040-6030 Gasoline & Oil	11/30/2025	2,675.46	.00		
7663	WEX BANK	109013783	FUEL - PW	01-030-6030 Gasoline & Oil	11/30/2025	1,269.71	.00		
7663	WEX BANK	109013783	FUEL - PARKS	01-050-6030 Gasoline & Oil	11/30/2025	389.02	.00		
Total WEX BANK:						4,369.87	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13701	INTERNET SERVICE/PUBLIC IP ADDR	01-010-5953 Information Technology - M	11/30/2025	55.00	.00		
Total WINNEBAGO COUNTY FINANCE OFFICE:						55.00	.00		
WOW Full Service Carwash & Detail Center									
6161	WOW Full Service Carwash & Det	113025 PD	CAR WASHES - PD	01-040-5120 Maintenance & Repairs - V	11/30/2025	23.00	.00		
Total WOW Full Service Carwash & Detail Center:						23.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	7184-R	SCOOPS - SALT	01-030-6040 Operating Supplies	11/18/2025	9.98	.00		
102	ZIEGLER'S ACE HARDWARE	7215-R	EXTENSION CORD & FUSE CART - CH	01-010-5121 Maintenance & Repairs - B	11/25/2025	66.96	.00		
102	ZIEGLER'S ACE HARDWARE	7232-R	LITHIUM BATTERIES - PW SHOP	01-030-6040 Operating Supplies	12/01/2025	12.99	.00		
Total ZIEGLER'S ACE HARDWARE:						89.93	.00		
Grand Totals:						391,580.79	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
--------	-------------	----------------	-------------	----------------------	--------------	-----------------------	-------------	-----------	--------

- 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.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = {<->} "50"

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 7.

Agenda Item:	Ordinance No. 2025- _____ Amending Chapter 22, Article I, Sec. 2-121 relating to the Village Administrator		
Date:	12/2/2025	Meeting:	Village Board DATE 12/2/2025
Prepared by:	Attorney Tom Green	Department:	Admin

Overview/Background Information

In 2023 the Village amended Section 2-121 regarding the Village Administrator (VA). That amendment significantly modified and simplified the selection and appointment process under Section (b), the qualifications/required knowledge under Section (d), and the compensation under Section (f). The Committee of the Whole voted to change Section 2-121 back to the way it was written prior to the 2023 amendment/change.

Key Issues

Reverting back to the former version of Section 2-121 regarding the Village Administrator will significantly change the process for appointment and compensation and will modify other language within the Section. The appointment process will be overseen by an ad hoc committee of the President and 2 Trustees, and calls for the use of a qualified executive recruiting firm. Also, an extensive interview process is outlined.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Section 2-121 was originally passed in 2013, the Section was amended in 2023.

Action Required/Recommendation

If the Village Board desires to change the Village Administrator Ordinance back to before the 2023 change, then passing this Ordinance will achieve that end.

Attachments

Ordinance No. 2025- _____, Amending Chapter 22, Article I Section 2-121 relating to the Village Administrator.

**VILLAGE OF ROSCOE
ORDINANCE NO. 2025-_____**

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 22, ARTICLE I, SEC. 2-121 OF THE VILLAGE CODE OF ORDINANCES RELATED TO THE POSITION OF VILLAGE ADMINISTRATOR OF THE VILLAGE OF ROSCOE

WHEREAS, Chapter 22, Article I, Sec. 2-121 of the Village of Roscoe Code of Ordinances concerns the appointment and duties of the Village administrator of the Village of Roscoe; and

WHEREAS, the Committee of the Whole has recommended to amend Sec. 2-121 of the Village of Roscoe Code of Ordinances to modify the process in which the holder of such position is selected, and to restate the duties and responsibilities of said position.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ROSCOE, COUNTY OF WINNEBAGO as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Chapter 22, Article I, Sec. 2-121 of the Village of Roscoe Code of Ordinances entitled "Village Administrator" is hereby amended to read in its entirety as follows:

- **See Exhibit "A"** -

Section 3. Any portion of any other ordinance in conflict with this ordinance is hereby expressly repealed to the extent of the conflict.

Section 4. All other portions of the Code of Ordinances of the Village of Roscoe shall remain in full force and effect.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED THIS _____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED THIS _____ day of _____, 2025.

Village President

ATTEST:

Clerk

EXHIBIT A

Sec. 2-121. Village administrator.

- (a) *Establishment.* The village has created by the president and board of trustees of the village the full-time position of the village administrator, who shall be an employee of the village, and who shall be charged with the implementation of the policies and directives of the president and board of trustees of the village.
- (b) *Selection and appointment; term; removal.*
- (1) Upon a vacancy occurring in the village administrator position, an ad-hoc selection committee consisting of the village president, and two trustees then serving on the village board shall initiate the recruitment process of qualified candidates to fill the position. The trustee members of the selection committee shall be selected by lottery from all trustees wishing and willing to serve in the position. Should any member resign from the selection committee, a replacement member shall be selected in the same manner as the original selection.
 - (2) The selection committee shall then seek out proposals from, and contract with, a qualified executive recruiting firm with knowledge and experience in the area of municipal recruiting. The firm shall be charged with the recruitment of candidates and the preparation of an initial list of no more than five eligible persons qualified for the position to be presented to the selection committee.
 - (3) The human resources administrator shall then coordinate interviews with the listed candidates to be scheduled with, and at such times that are convenient to the candidate, the village president, the board of trustees, village department heads, and other any other such staff deemed necessary by the village board of trustees.
 - (4) The selection committee shall then, in consultation with the firm, and in light of and taking into full consideration any responses and comments from the trustees and staff, review and rank the candidates.
 - (5) The village president, most senior trustee (as defined by consecutive years of service, with ties to be determined by lottery), and the village's human resources administrator, shall then proceed to negotiate the terms of employment with the top candidate (within those parameters set by the village board of trustees), and bring the name of the candidate and the terms of employment to the village board for approval.
 - (6) The village board shall then, by an affirmative vote of two-thirds of the village board of trustees then serving, select and appoint the candidate brought before it, or approve the candidate but with conditions to the terms of employment, select an alternate candidate from the list, or reject the full list of candidates, and request that the selection committee recruit and prepare a list of additional candidates.
 - (7) Once selected, the village administrator shall serve at the pleasure of the village board of trustees and may be removed with or without cause by an affirmative vote of two-thirds of the village board of trustees then serving.

- (c) *Duties and responsibilities.* The primary duties and responsibilities of this position shall be set by the village president and board of trustees, and shall include, but not be limited to, the following:
- (1) Carrying out the directives and policies of the village president and board of trustees that require administrative implementation, and promptly reporting to the village president and board of trustees any difficulties encountered with such implementation.
 - (2) Preparation and overseeing the implementation of the annual operating budget in accordance with all statutory requirements and the needs of the village.
 - (3) Administration of the day-to-day operation of the village.
 - (4) Increasing the efficiency of the village government according to the best practices in local government.
 - (5) Promoting the economic and business development of the village through public and private sector cooperation.
 - (6) Overseeing all aspects of personnel and benefits administration, including, but not limited to, discipline, pay and wage recommendations, health insurance claims, and when necessary, collective bargaining negotiations.
 - (7) Overseeing the engagement of outside consultants, reviewing bids and proposals, and making selection recommendations for final approval by the village president and board of trustees.
 - (8) Facilitating and encouraging open communication between village residents and village officials to address complaints, grievances, and other matters of public concern.
 - (9) Assisting in the preparation of agendas of meeting of the village board and committees.
 - (10) Assisting as necessary, the president and board of trustees in the carrying out of their statutory duties and responsibilities.
 - (11) Regularly reporting to the president and board of trustees on the status of projects and activities occurring under the purview of office of the village administrator.
 - (12) Overseeing the development and maintenance of an organized and informative village website.
 - (13) Assisting the village president and the village board of trustees in the recruitment of residents for service on appointed village boards and committees (e.g., zoning board of appeals, police and fire commission).
 - (14) Performing such other duties that may be assigned from time to time by the village president and board of trustees.
- (d) *Qualifications/required knowledge and abilities.* Possession of, at a minimum, a bachelor's degree from an accredited college or university in the field of business administration, public administration, finance, or the equivalent in experience and education in a related field.

- (e) *Review of performance; evaluation.* The village administrator shall be subject to an annual or semi-annual performance review by the village president and board of trustees, as set forth in the village's personnel handbook, as may be amended from time to time.

- (f) *Compensation and benefits.*
 - (1) The president and village board shall, from time-to-time, review and adjust as necessary the compensation of the village administrator, which shall take into consideration knowledge, qualifications and experience of the person then holding the position.
 - (2) The village administrator shall be entitled to all benefits for which full-time employees of the village are eligible.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Ordinance Adopting the 2025 Tax Levy		
Date:	December 9, 2025	Meeting:	Village Board – 12/19/2024
Prepared by:	Josef Kurlinkus	Department:	Administration / Finance

Overview/Background Information

The tax levy provides funding for essential municipal services, including public safety, infrastructure maintenance, and community enhancements. The amounts set forth in the tax levy ordinance are the same amounts as established by the estimate resolution passed on November 18, 2025.

Key Factor Influencing the Levy - Increase in Equalized Assessed Value (EAV):

The Village’s total EAV increased significantly due to market-driven value adjustments and new property growth, including an additional \$4,196,951 equalized *new* property value (\$12,590,853 market value).

Levy Proposal:

At the November 18, 2025, Village Board meeting, the Board discussed and adopted an estimate levy tax levy in the amount of **\$1,817,794.11** (**\$1,833,692.88 including revenue recapture**) representing a **3.23% increase in total dollars** over the 2024 levy.

Impact on Tax Rate:

Despite the increase in the total levy amount, the overall growth in EAV results in an **6.47% decrease in the tax rate** assessed against individual properties.

Effect on Property Owners:

For most property owners, any increase in property taxes will be driven by higher assessed values stemming from current market conditions, rather than the Village’s tax levy. This year’s levy adjustment mitigates the financial impact on homeowners by offsetting tax rate increases, ensuring fair and manageable taxation levels.

Key Issues

2025 Estimate Tax Levy = **\$1,817,794.11** (4% increase in total dollars)
 2025 Estimate Tax Rate = .4973 (6.47% decrease in individual property tax rate)

Fiscal Note/Budget Impact

CORPORATE	(65 ILCS Para 5/8-3-1)	\$572,269.79
POLICE PROTECTION	(65 ILCS Para 5/11-1-3)	\$568,381.13
POLICE PENSION	(40 ILCS Para 5/3-125)	\$561,154.42
TORT LIABILITY	(745 ILCS Para 10/9-107)	\$102,619.35
SOCIAL SECURITY	(65 ILCS Para 5/21-110)	\$13,369.42
REVENUE RECAPTURE	(35 ILCS 200/18-233)	<u>\$15,898.77</u>
TOTAL AMOUNT TO BE RAISED BY TAX LEVY:		<u>\$1,833,692.88</u>

VILLAGE OF ROSCOE, ILLINOIS

Tax Levy Ordinance

Ordinance No. 2025-26

**VILLAGE OF ROSCOE, ILLINOIS
ORDINANCE NO. 2025-26
TAX LEVY ORDINANCE**

AN ORDINANCE FOR THE PURPOSE OF LEVY, ASSESSMENT AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

WHEREAS, the duly elected President and the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois have heretofore adopted an annual appropriation ordinance (Ordinance 2025-05) which was prepared and adopted in accordance with the Illinois Municipal Code (65 ILCS 5/8-2-9), and

WHEREAS, the Board of Trustees, at its November 18, 2025 meeting, established the estimated tax levy for tax year 2025 (to be collected in 2026) to be \$1,833,692.88 which is less than 105% of the final aggregate levy extension for the 2024 taxes of the Village; and

WHEREAS, in accordance with the Truth in Taxation requirements, the Village of Roscoe is not required to hold a public hearing on the proposed tax levy.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois:

SECTION 1: That the Board of Trustees of the Village of Roscoe has ascertained the total amount necessary to be raised by taxation during the year beginning January 1, 2025 and ending December 31, 2025 (to be collected in 2026).

SECTION 2: That the amount set forth below, or as much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the boundaries of Village of Roscoe as that property is assessed and equalized for the tax year 2025, with the amount levied for each object and purpose placed in a separate column and summarized for the year beginning January 1, 2025 and ending December 31, 2025 (2026 tax year) as follows:

CORPORATE	(65 ILCS Para 5/8-3-1)	\$572,269.79
POLICE PROTECTION	(65 ILCS Para 5/11-1-3)	\$568,381.13
POLICE PENSION	(40 ILCS Para 5/3-125)	\$561,154.42
TORT LIABILITY	(745 ILCS Para 10/9-107)	\$102,619.35
SOCIAL SECURITY	(65 ILCS Para 5/21-110)	\$13,369.42
REVENUE RECAPTURE	(35 ILCS 200/18-233)	<u>15,898.77</u>
TOTAL AMOUNT TO BE RAISED BY TAX LEVY:		<u>\$1,833,692.88</u>

SECTION 4: That the Clerk of the Board of Trustees of Village of Roscoe shall make and file with the County Clerk of Winnebago County, on or before December 30, 2025, a duly certified copy of this ordinance, as required by 35 ILCS 200/18-15.

SECTION 5: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 6: That all ordinances or resolutions or parts thereof in conflict herewith be and the same hereby are repealed and amended.

SECTION 7: That this ordinance shall be in full force and effect after its adoption, as provided by law.

2025-26				
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 DECEMBER 16, 2025

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Published in pamphlet form by order of the Board of Trustees on December 16, 2025.

Village Clerk

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION ACT

I, Carol Gustafson, hereby certifies to the Winnebago County Clerk that the Village of Roscoe, Winnebago County, Illinois ("Village") has complied with all provisions of 35 ILCS 200, Article 18 as amended, the Truth in Taxation Law, with respect to the adoption of the **2025 Tax Levy** as evidence by the following:

 X The Village levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate levy extension of the preceding year, thereby requiring no truth-in-taxation hearing.

-OR-

_____ The Village levied an amount of ad valorem tax that is greater than 105% of the final aggregate levy extension of the preceding year and complied with the publication and public hearing provisions of sections 6 or 7 of the Act.

(President, Board of Trustees Presiding Officer)

Dated this: December 16, 2025

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATE OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois (the "Board"), and such Clerk I am the keeper of the records and files of the Board.

I do further certify that the attached and foregoing is a true, full and complete transcript of that portion of the minutes of the meeting of the Board held on the 16th day of December 2025 insofar as same relates to the adoption of Ordinance No. 2025-26 entitled:

AN ORDINANCE FOR THE PURPOSE OF LEVY, ASSESSMENT AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

A true, correct and complete copy of which said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature and corporate seal of the Village of Roscoe, Winnebago County, Illinois, at Roscoe, Illinois, this 16th day of December 2025.

[SEAL]

Clerk, Board of Trustees
Village of Roscoe,
Winnebago County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly elected and qualified and acting County Clerk of the County of Winnebago, Illinois, and as such official do further certify that on the _____ day of December 2025, there was filed in my office a duly certified copy of Ordinance No. 2025-26 entitled:

AN ORDINANCE FOR THE PURPOSE OF LEVY, ASSESSMENT AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

duly passed by the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, on the 16th day of December 2025 and that the same had been deposited in the official’s files and records of my office.

GIVEN under my hand and the seal of said Winnebago County, Illinois this the ____ day of December 2025.

County Clerk of the County of Winnebago, Illinois

[SEAL]

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Abatement of Tax Levy for Series 2017 & Series 2018 Alternate Revenue Bonds		
Date:	December 12, 2025	Meeting:	Village Board – 12/16/2025
Prepared by:	Josef Kurlinkus	Department:	Administration

Overview/Background Information

The Village of Roscoe has two outstanding general obligation alternate revenue bonds which were issued in 2017 & 2018. These bonds are funded through alternate revenue sources (telecommunications and sales taxes) and backed by property taxes as a security pledge. As part of the issuance, the Village files the bond ordinances with the Winnebago County Clerk pre-authorizing an annual property tax levy for the debt service. However, the Village may abate (reduce) this levy when sufficient alternate revenue is available, in this case, telecommunications & sales taxes (with general fund revenues supplementing any shortfall).

Series 2017 General Obligation Alternate Bonds

Purpose: Funded the construction of the Roscoe Police Department.

Issued Amount: \$1,100,000 in 2017.

Repayment Timeline: Scheduled to be fully paid off by the end of 2026.

Revenue Source: Sales Tax Alternate Revenue.

Series 2018 General Obligation Refunding Alternate Bond

Purpose: Refinanced the Series 2008 Bond (\$3,500,000), originally issued to fund:

1. Extension of trunk sewer mains.
2. Improvements to the North Park water supply, treatment, and distribution system.
3. Construction and renovation of an addition to Roscoe Village Hall.

Issued Amount: \$2,095,000 in 2018

Repayment Timeline: Scheduled to be fully paid off by the end of 2027.

Revenue Source: Telecommunications Tax Alternate Revenue.

Fiscal Note/Budget Impact

Tax Levy Abatement. Each year, the Village has the option to abate the property tax levy associated with these bonds by utilizing available alternate revenue sources. The attached tax levy abatement ordinance authorizes the Winnebago County Clerk to abate the debt service tax levy for the Series 2017 and Series 2018 Bonds.

Series 2017 - \$137,868.76 in principal and interest

Series 2018 - \$247,095.00 principal and interest

Action Required/Recommendation

Staff recommends that the Village Board approve the attached tax levy abatement ordinance for the Series 2017 and Series 2018 Alternate Revenue Bonds.

Attachments

- Tax Levy Abatement Ordinance for Series 2017 Bonds.
- Tax Levy Abatement Ordinance for Series 2018 Bonds.

VILLAGE OF ROSCOE, ILLINOIS
General Obligation Alternate Bonds Series 2017
2025 Real Estate Tax Abatement
Ordinance No. 2025-27

**VILLAGE OF ROSCOE
ORDINANCE NO. 2025-27**

**AN ORDINANCE ABATING THE 2025 TAX LEVY FOR THE VILLAGE OF ROSCOE
GENERAL OBLIGATION ALTERNATE BOND SERIES 2017**

WHEREAS, THE Village of Roscoe adopted on August 15, 2017, its Ordinance 2017-18 regarding the authorization of \$1,100,000 in General Obligation Alternate Bonds (Sales Tax Alternate Revenue Source), Series 2017 (“Bonds”); and

WHEREAS, said bond provides for the levy of a tax for the calendar year 2026 sufficient to produce the sum of \$137,868.76 in principal and interest up to and including December 15, 2026; and

WHEREAS, it was and still is the intention of the Village of Roscoe to pay the principal and interest for the Bond from revenue sources other than a tax levy, including but not limited to income from local sales taxes; and

WHEREAS, there is sufficient income to the Village to pay the interest of \$1,434.38 due June 15, 2026 and principal and interest of \$136,434.38 due December 15, 2026 without the need for a tax levy for 2025 in said amount; and

WHEREAS, it is in the best interest of the people of the Village of Roscoe that the Village of Roscoe abate the 2025 levy of \$137,868.76 for the \$1,100,000.00 General Obligation Bond, Series 2017, in its entirety; and

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

SECTION ONE: That the preambles hereto are true and correct and are incorporated herein by reference as fully set forth at this point.

SECTION TWO: The Village of Roscoe hereby abates the 2025 tax levy of \$137,868.76 for the \$1,100,000.00 Village of Roscoe General Obligation Bonds, Series 2017, in its entirety, leaving a balance be to levied for said purposes in the amount of zero dollars.

SECTION THREE: That the Clerk of the Village of Roscoe is hereby directed to and shall certify a copy of this ordinance and provide the same to the Winnebago County Clerk.

SECTION FOUR: This ordinance shall be in full force and effect from and after its approval, passage and publication in pamphlet form.

2025-27

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 DECEMBER 16, 2025

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Published in pamphlet form by order of the Board of Trustees on December 16, 2025.

Village Clerk

CERTIFICATE

STATE OF ILLINOIS)
) ss.
WINNEBAGO COUNTY)

I, Kimberly Garza, Clerk of the Village of Roscoe, in the County of Winnebago, State of Illinois, do hereby certify that the above and foregoing is a full, true and complete copy of **Ordinance 2025-27** entitled “**AN ORDINANCE ABATING THE 2025 TAX LEVY FOR THE VILLAGE OF ROSCOE GENERAL OBLIGATION ALTERNATE BOND SERIES 2017**” passed by the Board of Trustees of said Village of Roscoe and approved by the President of said Board of Trustees on **December 16, 2025** , as the same appears from the records and files of said Village of Roscoe in my office remaining. I further certify that I am, by virtue of my said office of Clerk, keeper of the records and files of said Village of Roscoe.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on December 16, 2025.

Kimberly Garza, VILLAGE CLERK

VILLAGE OF ROSCOE, ILLINOIS
General Obligation Alternate Bonds Series 2018
2025 Real Estate Tax Abatement
Ordinance No. 2025-28

**VILLAGE OF ROSCOE
ORDINANCE NO. 2025-28**

**AN ORDINANCE ABATING THE 2025 TAX LEVY FOR THE VILLAGE OF ROSCOE
GENERAL OBLIGATION ALTERNATE BOND SERIES 2018**

WHEREAS, The Village of Roscoe adopted on October 3, 2017, its Ordinance 2017-23 regarding the authorization of \$2,095,000 in General Obligation Refunding Alternate Bonds (Telecommunications Tax Alternate Revenue Source), Series 2018 (“Bonds”);

WHEREAS, said bond provides for the levy of a tax for the calendar year 2026 sufficient to produce the sum of \$247,095.00 principal and interest up to and including December 15, 2026; and

WHEREAS, it was and still is the intention of the Village of Roscoe to pay the principal and interest for the Bond from income sources other than a tax levy, including but not limited to income from telecommunications taxes; and

WHEREAS, there is sufficient income to the Village to pay the interest of \$3,547.50 due June 15, 2026 and principal and interest of \$243,547.50 due December 15, 2026 without the need for a tax levy for 2025 in said amount; and

WHEREAS, it is in the best interest of the people of the Village of Roscoe that the Village of Roscoe abate the 2025 levy of \$247,095.00 for the \$2,095,000 General Obligation Bond, Series 2018, in its entirety;

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

SECTION ONE: That the preambles hereto are true and correct and are incorporated herein by reference as fully set forth at this point.

SECTION TWO: The Village of Roscoe hereby abates the 2025 tax levy of \$247,095.00 for the \$2,095,000 Village of Roscoe General Obligation Bonds, Series 2018, in its entirety, leaving a balance to be levied for said purposes in the amount of zero dollars.

SECTION THREE: That the Clerk of the Village of Roscoe is hereby directed to and shall certify a copy of this ordinance and provide the same to the Winnebago County Clerk.

SECTION FOUR: This ordinance shall be in full force and effect from and after its approval, passage and publication in pamphlet form.

2025-28

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 DECEMBER 16, 2025

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Published in pamphlet form by order of the Board of Trustees on December 16, 2025.

Village Clerk

CERTIFICATE

STATE OF ILLINOIS)
) ss.
WINNEBAGO COUNTY)

I, Kimberly Garza, Clerk of the Village of Roscoe, in the County of Winnebago, State of Illinois, do hereby certify that the above and foregoing is a full, true and complete copy of **Ordinance 2025-28** entitled “**AN ORDINANCE ABATING THE 2025 TAX LEVY FOR THE VILLAGE OF ROSCOE GENERAL OBLIGATION ALTERNATE BOND SERIES 2018**” passed by the Board of Trustees of said Village of Roscoe and approved by the President of said Board of Trustees on **December 16, 2025**, as the same appears from the records and files of said Village of Roscoe in my office remaining. I further certify that I am, by virtue of my said office of Clerk, keeper of the records and files of said Village of Roscoe.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on December 16, 2025.

Kimberly Garza, VILLAGE CLERK

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Resolution authorizing the Village Administrator to enter into an agreement with TKB Associates, Inc. for licensing, installation, configuration, and training services necessary to implement the Laserfiche Cloud Document Management System.

Date: December 9, 2025 **Meeting:** 12/09/2025 – Village Board

Prepared by: Josef Kurlinkus **Department:** Administration

Overview/Background Information

The Village currently utilizes an on-premises Laserfiche server that requires ongoing hardware maintenance and annual licensing. While the system has been reliable, the on-premises environment limits our ability to automate workflows, offer public submission portals, and manage records that are currently distributed across multiple platforms (network drives, email archives, department-specific systems, etc.). Many electronic records that must be retained under the Local Records Act exist only in email or isolated digital folders, creating long-term compliance and retrieval challenges.

Laserfiche Cloud provides a modern, centralized document management and workflow automation platform. The upgrade will allow the Village to implement **public-facing portals** for licenses, zoning applications, and other document submissions, and will support automated internal routing, approvals, and standardized retention procedures. Migrating to a single cloud-based repository will also allow the Village to consolidate multiple existing systems into Laserfiche, improving searchability, consistency, and long-term archiving.

Key Issues

The proposal from TKB Associates (Estimate #2750, dated 11/26/2025) provides the Village with a **municipal site license** for Laserfiche Cloud, including:

- Up to 100 business users and 10TB of cloud storage
- Laserfiche Workflow & Process Automation
- Laserfiche Forms Professional, with **unlimited public portal** and forms portal access
- Records management, advanced audit trails, and Quick Fields
- Microsoft Office and email integration
- Import Agent, SDK, Direct Share, and related tools
- 24 hours of installation, onboarding, configuration, workflow design, and staff training

Fiscal Note/Budget Impact

Total Year 1 Cost: \$11,890 (includes licensing and 24 hours of implementation/training)
Year 2 Cost: \$7,920.70
Year 3 Cost: \$8,158.35

This was previously approved as part of the FY2025 Capital Budget.

Action Required/Recommendation

Staff recommends approval of **Resolution 2025-XX**, authorizing the Village Administrator to enter into an agreement with **TKB Associates, Inc.** for licensing, installation, configuration, and training services necessary to implement the **Laserfiche Cloud Document Management System**.

Attachments

TKB Associates Scope of Services and Pricing Proposal
 Resolution Authorizing Agreement.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R67**

A RESOLUTION AUTHORIZING THE VILLAGE OF ROSCOE TO ENTER INTO AN AGREEMENT WITH TKB ASSOCIATES, INC. FOR THE LICENSING, INSTALLATION, AND TRAINING SERVICES NECESSARY TO IMPLEMENT THE LASERFICHE CLOUD DOCUMENT MANAGEMENT SYSTEM

WHEREAS, the Village of Roscoe currently utilizes an on-premises Laserfiche document management system that requires ongoing hardware maintenance and annual licensing; and

WHEREAS, the Village seeks to improve its records management capabilities, enhance workflow automation, establish public-facing digital submission portals, and consolidate electronic records currently stored across multiple systems; and

WHEREAS, Laserfiche Cloud provides a centralized, cloud-hosted document management and workflow platform that supports public application portals, automated routing and approvals, standardized retention procedures, and enhanced archiving capabilities; and

WHEREAS, TKB Associates, Inc. is the authorized regional provider of Laserfiche licensing, installation, configuration, and training services for municipal clients, and has provided a proposal to the Village; and

WHEREAS, the proposal includes a municipal site license for Laserfiche Cloud, associated annual subscription services, and twenty-four (24) hours of professional services for installation, onboarding, configuration, and staff training, along with a customer-loyalty discount applied to Year 1 licensing; and

WHEREAS, the Agreement supports the Village’s goals of improving public access to digital services, meeting statutory records retention requirements, and reducing long-term technology maintenance overhead; and

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, as follows:

Section 1. The Village of Roscoe hereby approves the proposal from TKB Associates, Inc. for the licensing, installation, configuration, and training necessary to implement the Laserfiche Cloud Document Management System, as set forth in the attached Exhibit “A”.

Section 2. The Village Administrator is hereby authorized to execute the Agreement and related documents on behalf of the Village, and to take all actions necessary to effectuate the implementation of Laserfiche Cloud.

Section 3. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

2025-R67				
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 DECEMBER 16, 2025

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

EXHIBIT "A"
[Resolution 2025-R67]

TKB & ASSOCIATES PROPOSAL



TKB Associates, Inc.

9459 Enterprise Drive
Mokena, IL 60448

Item # 11.

Proposal

Date	Estimate #
11/26/2025	2750

Name / Address
Village of Roscoe PO Box 283 Roscoe, IL 61073

Terms	Rep
Due on receipt	JB

Item	Description	Qty	Cost	Total
CLXGOV15	Quote Number: QU-00088185 Quote Name: SOD-3346 (3-year contract with 3%YOY increases, Contract Terms on PO) Quote Expires 12/25/2025 CLXGOV15 - Laserfiche Cloud Municipality Site License - Population less than 15,000 - Annual Subscription Fee Laserfiche Cloud for Municipalities under 15K in Population includes the following features: Single Laserfiche Repository with up to 100 Business Users 10TB of Cloud Storage Laserfiche Workflow Process Automation Laserfiche Forms Professional Unlimited Public Portal Unlimited Forms Portal Unlimited Direct Share Laserfiche Advanced Audit Trail Laserfiche Quick Fields Complete with Agent Laserfiche SDK Laserfiche Records Management Laserfiche DocuSign Integration Laserfiche Snapshot Laserfiche E-mail and Laserfiche Integration with Microsoft Office Laserfiche Connector Laserfiche Import Agent	1	17,035.00	17,035.00

It's been a pleasure working with you!

Please visit our Web Site at www.tkbassociates.com

Phone #	Fax #
708-478-4100	708-478-4167



TKB Associates, Inc.

9459 Enterprise Drive
Mokena, IL 60448

Item # 11.

Proposal

Date	Estimate #
11/26/2025	2750

Name / Address
Village of Roscoe PO Box 283 Roscoe, IL 61073

Terms	Rep
Due on receipt	JB

Item	Description	Qty	Cost	Total
Discount	CLXGOV15 - Laserfiche Cloud Municipality Site License Discount - Customer Loyalty		-9,450.00	-9,450.00
CCSX1	CCSX1 - Laserfiche Cloud Scan Connect Annual Subscription Fee (1 User)	1	105.00	105.00
9991L	Laserfiche LSAP Credit as of 11/26/2025 - We need to keep existing on-premise Laserfiche for police Department for LF Cloud is not CJIS compliant as of yet. target date July 2026.	1	0.00	0.00
Installation & Trai...	On-Site/Remote LaserFiche Installation & Training professional Services Block of Hours: Typical Services Covered: - Installation and Configuration of Laserfiche Software - Laserfiche Upgrades on existing or New Server - Training - Custom Integrations - Product Consultations - Workflow, Forms, & Quick Fields System Designs On-Site Traveling - If a technician is traveling on-site, service hours will be billed at 1/2 rate for travel time plus any parking fees. Total Investment for Laserfiche Cloud	24	175.00	4,200.00
	Terms: This has a 3 year contract agreement and will have a 3% YOY increase applied Year 1 would be \$7,690.00 (This proposal) Year 2 would be \$7,920.70 Year 3 would be \$8,158.35 Sales Tax Exempt		0.00%	0.00
				11,890.00

It's been a pleasure working with you!

Please visit our Web Site at www.tkbassociates.com

Phone #	Fax #
708-478-4100	708-478-4167