



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, May 06, 2025
[immediately following Village Board Meeting]

CALL TO ORDER**ROLL CALL****APPROVAL OF THE MINUTES****PUBLIC COMMENT (limited to 3 minutes per speaker)****NEW BUSINESS**

- 1.** **Discussion and Recommendation** of approving **Northern Illinois Service Company** for the quoted amount of **\$8,850.00** for the demolition of the Riverside Park Pavilion.
- 2.** Discussion and Recommendation of engaging Fehr Graham & Associates, LLC for **design engineering services** for a **pedestrian crosswalk at the intersection of Main Street & Bridge Street**.
- 3.** Discussion of **Willowbrook & Rockton Road** Intersection Improvement Project.
- 4.** **Discussion and Recommendation of** declaring certain items of personal property surplus, and authorizing their sale and disposition. [F550 Crew Cab Dump Truck, F550 Dump Truck, Peterbilt Dump Truck, Case Loader, JGL bucket lift, and Dayna Weld trailer]

PUBLIC COMMENT (limited to 3 minutes per speaker)**PRESENTATIONS**

- 5.** Staff Introductions and Departmental Overviews

EXECUTIVE SESSION (IF NECESSARY)**ADJOURNMENT**

NORTHERN ILLINOIS SERVICE Co.

4781 Sandy Hollow Road · Rockford, Illinois 61109
Phone: (815) 874-4422 · www.northernillinoiservice.com

April 14, 2025

Proposal
No. P24239A

Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

Re: Demolition of Pavilion at Riverside Park

We propose the following:

Base Bid:

1. Obtain Winnebago County demolition permit and pay permit fee.
2. Demolish pavilion structure which is approx. 75' x 35' down to slab elevation and remove all debris from site.
3. Leave slab in broom-clean condition.

Base Bid Price: \$3,500.00

Alternate Bid:

1. Remove concrete slab and dispose of rubble off site.
2. Import topsoil and finish grade disturbed area.
3. Seed area with lawn seed mixture and cover with straw blanket.

Add to base bid: \$5,350.00

Aerial photo showing structure to be demolished:



NORTHERN ILLINOIS SERVICE Co.

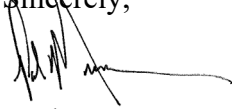
4781 Sandy Hollow Road · Rockford, Illinois 61109
Phone: (815) 874-4422 · www.northernillinoiservice.com

Notes / Exclusions:

- Utility disconnections are excluded.
- Watering and maintenance of seeded areas is excluded.

Thank you for the opportunity to provide a proposal for this project. Please contact our office if you have any questions or require additional information.

Sincerely,



Paul Munson

Northern Illinois Service Co.

Office: 815-874-4422

Mobile: 815-378-7880

E-mail: paul@northernillinoiservice.com



11850 N 2nd Street
Machesney Park, IL. 61115

PROPOSAL
Item # 1.

DATE	PROPOSAL #
4/25/2025	2025-32285

BILL TO
Village of Roscoe P.O. Box 283 Roscoe, IL. 61073 1-815-623-2829 O 1-815-623-1360 F ATTN: Troy Taylor

SERVICE ADDRESS
Pick-up @ Shop

TERMS	REP
Net 30	LS

ITEM	DESCRIPTION	AMOUNT
EXCAVATING	Demolition of Pavilion at 100 River St Roscoe IL, haul away all material and concrete, bring in black dirt and finish grade, seed and straw roll all disturbed areas	9,300.00

To Accept This Proposal Please Sign, Date and Return to Slabaugh Services. By Signing This Agreement Customer Agrees to Pay All Attorney Fees, Collection Fees, Plus 2% Interest per Month.

Phone #	Fax #	E-mail	Web Site
1-815-633-3164	1-815-636-1606	slabaughservicesinc@yahoo.com	www.slabaughservicesinc.co

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 1.

Agenda Item: Demolition of Riverside Park Pavilion

Date: 05/06/2025

Meeting: Committee of The Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This demolition is for the larger pavilion that is on the South-East side of the football field. This pavilion had a couple of the supports fall through the concrete pad which is causing the pavilion to sag. This pavilion also has a bad roof/shingles that needs replacing. The concrete pad also has cracks throughout it. The condition of this pavilion is causing an eyesore to the park which has a lot of resident usage.

Staff contacted four companies to ask for proposals for the demolition of the pavilion and has only received two back. The other companies said they were going to send their proposal, which we never received and the other never responded. Staff is recommending Northern Illinois Service Co, which has done other demolitions in the Village and are the lowest quote that we have received.

Key Issues

- Pavilion is falling apart
- Pavilion is an eyesore to the park
- Needs to be taken down to start construction of new pavilion

Fiscal Note/Budget Impact

This project was budgeted for in 2025 along with rebuilding a new Riverside Park Pavilion.

Prior Legislative Actions

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

Action Required/Recommendation

Staff is recommending entering into a contract with Northern Illinois Service Co. for the demolition of the Riverside Park Pavilion.

Attachments

1. Northern Illinois Service Co. quote
2. Slabaugh Services Inc. quote
3. Picture of pavilion



Riverside Park Pavilion

April 30, 2025

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

**Re: Civil Engineering Design Services Proposal
Main Street Pedestrian Crossing**

Dear Mrs. Gustafson:

Fehr Graham is pleased to present you with the following proposal for professional services related to the above-referenced project. As we understand, the Village of Roscoe would like to have design engineering completed for a pedestrian crossing at the north leg of the Main Street and Bridge Street intersection as depicted in the attached exhibit. While this location is within the limits of the future Main Street Reconstruction project, this crossing will need to be designed to accommodate the intersection's current geometrics and configuration due to the significant geometric changes that will be constructed with the future project. Topographic survey of this location was completed under the Main Street project and thus is excluded from this proposal. It should be noted that the requested improvements will direct pedestrian traffic to the northeast corner of the intersection that is not currently served with sidewalk and thus ADA compliance is not achieved by way of this project. We understand this project is to be completed with local funds.

The following is our proposed scope of services, fees, and timeline to complete these tasks:

SCOPE OF SERVICES

Design Plans, Specifications, and Estimate

Topographic survey of this location as identified on the attached exhibit was completed under the Main Street project, and thus is excluded from this proposal. If the pedestrian crossing termini are expanded beyond the limits of the Main Street project and supplemental topographic survey is required, that can be completed as an additional service to this project.

Based on the previously completed topographic survey data and in accordance with the proposed project limits, Fehr Graham will prepare the following:

- » Final engineering plans, including:
 - ♦ Cover/general notes.
 - ♦ Removal and replacement plans.
 - ♦ Sidewalk and ADA detail plans (all proposed sidewalk designed in accordance with current ADA standards).
 - ♦ Pavement marking, traffic control and other applicable details.
- » Preparation of Illinois Department of Transportation bid proposal documents, including specifications and special provisions for project-related pay items.
- » Preparation of an Engineers Opinion of Probable Cost prior for budgeting purposes.

- » Completion of an independent, in-house Fehr Graham quality control review of all project documents prior to bidding.

Bidding Documents and Services

Fehr Graham will prepare and advertise bidding documents. In addition to facilitating the bidding process, Fehr Graham will answer requests for information during the bidding process. We will prepare and distribute addenda and clarifications as needed. We will attend the bid opening, review and tabulate the bids received and provide the Village with a recommendation of award. All services following bid recommendation, will be part of a future construction services proposal.

EXCLUSIONS

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

- » Topographic and boundary survey.
- » Construction observation, construction management, or construction staking services.
- » Material testing.
- » Civil off-site design services not listed above.
- » Utility coordination for utility relocation.
- » Platting, ROW acquisition or easement acquisition services.
- » Stormwater detention design and report (assumed not required).
- » Geotechnical studies.
- » Traffic studies and report.
- » Landscape design.
- » Irrigation design.
- » Traffic control or management plans.
- » Permit fees.
- » NPDES/SWPPP permit preparation and submittal (assumed not required as impact is less than 1 acre).
- » Pedestrian signal design (assumed not required, intersection is stop-controlled).
- » As-Built survey and drawings.
- » Community engagement.
- » Graphic presentation displays and/or renderings.
- » Contract management services.

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

FEES

Based on the information currently available, Fehr Graham is prepared to provide these services for the below lump sum fee:

Design Plans, Specifications and Estimate	\$9,900.00
Bidding Documents and Services	\$2,300.00
TOTAL	\$12,200.00

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

SCHEDULE

This scope of work can be advanced within 3-4 weeks of authorization to proceed. The intent is for the award to be granted at the May 6, 2025 meeting. It is expected that this project will be placed out for bid near the end of June 2025.

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 partnering with the Village on this important initiative. 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:cld

Attachments

N:\Proposals\2025\Tyler Nelson\Village of Roscoe\Main Street Pedestrian Crossing\Roscoe Main Street Pedestrian Crossing 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:

Village of Roscoe – Civil Engineering for Main Street Pedestrian Crossing

Fehr Graham will provide professional services related to the Main Street Pedestrian Crossing as detailed in our proposal letter dated April 30, 2025.

COST:

The fixed fee for performing the above services is as follows.

Design Plans, Specifications and Estimate	\$9,900.00
Bidding Documents and Services	\$2,300.00
TOTAL	\$12,200.00

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 Seth Gronewold

Title Principal

Date Proposed April 30, 2025

25-934

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 purpose 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 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 established limits of applicable insurance policies (General Commercial, Commercial Auto, Professional Liability, etc.), copies of which shall be provided to the Client and remain in force through the duration of the agreement.

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

AGENDA ITEM - STAFF REPORT



V I L L A G E of
ROSCOE

Item # 2.

Agenda Item: Main Street & Bridge Street Pedestrian Crosswalk Design Engineering Services

Date: 05-06-2025

Meeting: Committee of the Whole

Prepared by: Brandon Boggs

Department: Public Works/Engineering

Overview/Background Information

Design engineering services are required to establish a new ADA-compliant pedestrian crosswalk at the northern leg of the intersection of Main Street and Bridge Street. The general project scope is the creation of two (2) ADA-compliant curb ramps at the NE and NW corners of the intersection, complete with pavement striping and restoration to establish a new pedestrian crosswalk.

Key Issues

The northern leg of the intersection is a location used by numerous pedestrians crossing Main Street who park their vehicles in the parallel parking stalls on the west side of the road. Due to the expected increase in pedestrian traffic in the future, staff believes that designing and constructing an ADA-compliant crosswalk will increase pedestrian safety traveling in this area. It should be noted that the design of these improvements will need to be reconstructed at the time that Main Street is reconstructed due to the geometric changes proposed at this intersection, therefore this improvement is a temporary solution to increase pedestrian safety at the intersection. This intersection is controlled by Winnebago County Highway Department; therefore, the design will need to be reviewed and approved by their department prior to construction.

Fiscal Note/Budget Impact

The proposal for design engineering (\$9,900.00) and bidding services (\$2,300.00) totals
\$12,200.00.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff recommends approval to entering into a contract with Fehr Graham & Associates, LLC for the quoted amount of \$12,200.00 for design and bidding services required for the project.

Attachments

Fehr Graham Engineering Services Proposal

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 4.

Agenda Item: Declaring Surplus of Certain Village Vehicles and Equipment

Date: 05/06/2025

Meeting: Committee of The Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

Public Works is declaring certain vehicles and equipment surplus and would like Board approval for their sale and disposition. All these vehicles and equipment will be auction off by either Enterprise or JJ Kane.

Here is a list of the vehicles and equipment:

2012 F550 Crew Cab Dump Truck W/Plow & Salter (Enterprise Auction)

2015 Peterbilt Dump Truck W/Plow & Salter (Enterprise Auction)

2016 F550 Dump Truck W/Plow & Salter (Enterprise Auction)

1999 Case 621B Front-End Loader (JJ Kane Auction)

Bucket Lift JLG 40H (JJ Kane Auction)

All of these vehicles and equipment have been replaced with new vehicles and equipment.

Key Issues

- Will help storage space at the Public Works shop area
- All money will go to the general fund

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

First hearing at the Committee of The Whole

Action Required/Recommendation

Board approval to send to the Village Board.

Attachments

Pictures of Vehicles and Equipment







