



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Wednesday, August 07, 2024
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 **July 2, 2024**.
- 2. Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 16, 2024**.

PUBLIC COMMENT (Limited to 3 minutes per speaker)**PRESIDENT'S REPORT****TREASURER'S REPORT**

- 3. Cash Report and Bills**
- 4. Approval of Bills**

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.

- 5. Approval of the issuance of a Special Event Permit** for the **Roscoe Lions Club Fall Festival and Parade** to be held at **Leland Park** on **September 6th, 7th, & 8th**.
- 6. Approval of the issuance of a Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Open Presented by Nick Sommer, Country Financial** to be held at **Porter Park** on **September 28, 2024**.

ACTION FROM THE LIQUOR COMMISSION

7. **Approval of issuance of a Class “T” (Temporary) liquor license to Rybo Ventures Inc d/b/a Poison Ivy Pub** for three days in conjunction with the **Lions Club Fall Festival** at the **Village’s Leland Park - September 6, 7, 8, 2024.**
8. Approval of **Ordinance 2024-08**, amending §114 of the Village of Roscoe Code of Ordinances to **increase the number of authorized Class “F” (Full Liquor - On Premises Consumption)** liquor licenses,
9. Approval of **issuance of a Class “F” (Full Liquor, on premise only) liquor license to Whiskey Hotel Barbecue LLC d/b/a Whiskey Hotel Barbecue**
[Licensed Premises: 5522 Elevator Road, Roscoe, IL, Roscoe, IL 61073]
10. Approval of **Ordinance 2024-09**, amending §114 of the Village of Roscoe Code of Ordinances to **increase the number of authorized Class “A” (Full Liquor - On and Off Premises Consumption)** liquor licenses.
11. **Approval of issuance of a Class “A” (Full Liquor, on and off premises) liquor license to Mary’s Market Roscoe LLC**
[Licensed Premises: 4866 Bluestem Road, Roscoe, IL, Roscoe, IL 61073]

MOTIONS AND RESOLUTIONS (Final action)

12. **Approval of Resolution 2024-R34**, authorizing the execution of a labor agreement with the Sergeants of the Village of Roscoe Police Department.

NEW BUSINESS (First reading or suspend rules)

13. **Approval of Resolution 2024-R35**, authorizing the purchase of materials for concrete work and railing installation at the RRL Jr. Indians Riverside Park concessions building for an amount not to exceed \$15,000.00
14. Approval of **Resolution 2024-R36**, authorizing the purchase of materials to be used for the by the Hononegah High School construction trades class as part of the Village's small business incubators project.
15. **Approval of Resolution 2024-R37**, approving a professional services agreement with Place Foundry, LLC for grant writing services related to the **Illinois DCEO "Rebuild Downtowns & Main Streets/RISE Grant"** related to the Village's Main Street Small Business Incubator Project.

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, July 02, 2024

6:30 PM

CALL TO ORDER

President Gustafson called to order meeting at 6:35pm

PLEDGE OF ALLEGIANCE**ROLL CALL****PRESENT**

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee Justin Plock

APPROVAL OF THE MINUTES**1. Approval of the Minutes for the meeting of the Village Board of Trustees for June 4, 2024.**

President Gustafson entertained a motion.

Motion made by Trustee Sima, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

2. Approval of the Minutes for the meeting of the Village Board of Trustees for June 18, 2024.

President Gustafson entertained a motion.

Motion made by Trustee Sima, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

PRESIDENT'S REPORT

President Gustafson recognized the achievements of Avery Taylor, Troy Taylor of Public Works daughter, who finished third in a statewide contest for her book. Avery took a trip to Washington DC, and was in competition with over 3300 kids, although she didn't finish in the top 10, it is still a great achievement. Avery's book was about struggles and achievements and the book will possibly be published. Trustee Petty requested that we draft a certificate of achievement.

President Gustafson thanked Trustee Petty who sent forward for a date of a public meeting for North Pointe's request for a neighborhood hospital. There will be a meeting with local legislators in John Cabellos office on July 30, 2024. North Pointe will be able to acquaint people with their concept and hopefully get state representatives on board. The public meeting will be August 13, 2024, at the Township Community Center on Hononegah Road around 130pm. Trustee Petty requested to attend the July 30th meeting, and it was stated this will be an informational piece for state legislators only.

TREASURER'S REPORT

3. Cash Report and Bills

President Gustafson provided a summary of the expenditures:

Expenditures \$187,240.60, leaving cash on hand in the general fund of \$8,847,930.20

MFT \$0 leaving cash on hand in the MFT fund of \$1,521,807.86

4. Approval of Bills

President Gustafson entertained a motion to pay the bills;

Motion made by Trustee Wright, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

5. Year to Date, Revenues and Expenditures

None

ACTION FROM THE LIQUOR COMMISSION

Village Board of Trustees
Meeting Minutes - July 02, 2024

6. **Approval of the issuance of a Class "F"** (On Premise Full Liquor) liquor license to **PIETRO'S OF ROSCOE LLC** (Licensed Premises: 5724 Elevator Road, Roscoe, IL 61073)

President Gustafson entertained a motion;

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

7. **Approval of the issuance of a Class "D"** (On Premise Beer & Wine) liquor license to **USKANA HOSPITALITY GROUP - JESSICAS RESTAURANT LLC** (Licensed Premises: 5091 Edgemere Court, Roscoe, IL 61073)

President Gustafson entertained a motion;

Motion made by Trustee Wright, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

CONSENT AGENDA

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8. **Approval of the issuance of a Special Event Permit for National Night Out.** The event is scheduled to take place on **Tuesday, August 6, 2024** on Main Street from Bridge Street to the bridge.

President Gustafson entertained a motion;

Motion made by Trustee Wright, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

9. **Approval of Resolution 2024-R31** approving an **agreement with MaintainX, Inc** for work order/CMMS software for the quoted amount of \$5,439.60

President Gustafson entertained a motion;

Motion made by Trustee Wright, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

MOTIONS AND RESOLUTIONS (Final action)

- 10. Approval of Resolution 2024-R33** approving a change order with **Rock Road Companies, Inc.** for PCC curb replacement and other related appurtenances for the amount of **\$65,626.40**

President Gustafson entertained a motion;

Motion made by Trustee Sima, Seconded by Trustee Wright.

Discussion: Brandon stated the pre construction inspection did not show the issues, therefore a change order is needed for the necessary repairs. The cost of the change order was \$65,626.40, and it was deemed essential after preconstruction inspections revealed deteriorated curbs in several spots. The Village negotiated with Rock Road to reduce the cost, resulting in an agreement that was presented to the board. The total project budget was initially estimated at over \$1 million, and the contract award to Rock Road was \$687,000, with the change order accounting for 10% of the contract. Despite the change order's cost, the Village anticipated saving around \$50,000 to \$60,000 on the contract through measured savings from other pay items. The estimated completion date is July 19th, provided weather and other conditions remain favorable. The project, which includes removing and replacing curves, was delayed avoiding construction during the holiday weekend. Brandon also addressed the drainage issue within Promontory, where the standing water was identified. Troy and the Public Works Department will assist with resident drainage to alleviate this issue.

Trustee Sima thanked Public Works for the help out in Promontory as they went over and above to deal with the complaints. Trustee Sima stated the HOA thanks them as well and would like to address the pooling of water. Brandon stated it didn't pool previously and the curb hasn't changed, therefore they will be bringing out a contractor out to review and currently addressing. The area is already paved, and it may be a pavement patch. Brandon stated it is on the radar and they are working on the issue. There are a few areas of concerns around the pooling water.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

NEW BUSINESS (First reading or suspend rules)

- 11. Approval of Resolution 2024-R32**, authorizing an agreement with **Homer Industries** for the purchase and installation of playground safety mulch at five (5) Village parks for the quoted amount of **\$33,202.50**

President Gustafson entertained a motion to suspend rules;

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

President Gustafson entertained a motion to approve.

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

Discussion: This will be placed in five of the village parks, it is safety mulch and will be installed.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

QUESTIONS AND REPORTS

None

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

EXECUTIVE SESSION (IF NECESSARY)

President Gustafson entertained a motion to move to executive session;

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

NO ACTION TAKEN

Motion made by Trustee Wright, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

ADJOURNMENT

Motion made by Trustee Petty, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright, Village President Gustafson



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees

Tuesday, July 16, 2024

6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

Motion to layover

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 2, 2024.**

Motion to layover Minutes to August 7, 2024 meeting

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima,
Trustee Wright

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

PRESIDENT'S REPORT

Village Board of Trustees
Meeting Minutes - July 16, 2024

President Gustafson introduced Jeff Smitley as the new Code Enforcement Officer for the Village of Roscoe. Jeff is a retired firefighter, and currently a resident of Roscoe. Jeff will be working approximately 20-30 hours a week.

President Gustafson introduced Andy West and Brian LaPier of the Roscoe Rockton Junior Indians Tackle Program. Mr. LaPier provided an overview of the program stating that there are 20 plus board members, 70 coaches, 40 Cheer Coaches, 14 tackle teams between ages of 6-15years old. Currently there are 353 football players, and 243 cheerleaders in the current program. As well as 40 prep camp kids, who aren't quite ready for tackle. The goal there is to let them experience the play and training to see if they would like to play. Making the total of 641 kids. They call Riverside Park home for the last 41 years.

President Gustafson expressed her gratitude towards the Roscoe Rockton Lions Tackle Program and noted that their program has become a model for other communities. Andy West shared their financial impact, stating the program has invested \$100,000 for capital improvements in the last two years, all funded by donations and fundraising efforts. The Village emphasized their commitment to making their programs accessible to all, regardless of financial need.

2. Introduction of New Employees:

Jeff Smitley - Code Enforcement Officer

President Gustafson introduced Jeff Smitley as the new Code Enforcement Officer for the Village of Roscoe. Jeff is a retired firefighter, and currently a resident of Roscoe. Jeff will be working approximately 20-30 hours a week.

TREASURER'S REPORT

3. Cash Report and Bills

President Gustafson provided a summary of the expenditures: Expenditures \$712,101.05

MFT \$21, 428.25 leaving cash on hand in the MFT fund of \$1,521,807.86

4. Approval of Bills

Motion made by Trustee Wright, Seconded by Trustee Sima.

Trustee Plock and Trustee Malicoat are both a NO for Invoice #104561 in the amount of \$2520.00. Trustee Plock inquired as to when the last payment would be made to Ancel & Glink. It was stated either this month "July" or August.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

5. Year to Date, Revenues and Expenditures

President Gustafson provided a brief overview of the Year-to-Date Revenues and Expenditures, reporting thru June 30, 2024. President Gustafson reported that there are still revenues sources to be received, and expenditures pending for 2024. President Gustafson stated there will be a transfer from the surplus in the General Fund to offset the shortfall.

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

ACTION ITEMS FROM THE LIQUOR COMMISSION

6. **Discussion and Recommendation** of amending Chapter 114 of the Village of Roscoe Code of Ordinances to create a **Class T-2 (Temporary) liquor license type** allowing for temporary liquor licenses to be issued to licensees with licensed retail premises located outside of the Village of Roscoe.

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

NEW BUSINESS (First reading or suspend rules)

7. Discussion and **Approval of** Entering into an **Agreement with Crimson Valley Landscaping** for Landscaping Services at Village Hall & Porter Park Cabin.

Motion made by Trustee Babcock, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Discussion:

As part of the ongoing Porter Park Cabin remodel, Village representatives met with several landscaping companies for proposals for the following:

1-General Landscaping maintenance & clean-up of Village Hall/ Police Department which is in need of clean up and pruning. As well as installation of new plantings in front median at Village Hall.

2-Porter Park as part of the Cabin renovations.

Spring/Fall Cleanup & Pruning at Village Hall: \$5,039

Median Plantings at Village Hall: \$1,126

Porter Park Landscaping: \$14,292 + \$250.00 per watering as needed (optional)

The plants are guaranteed for a year, this would be a one-time expense for Porter Park. Trustee Mallicoat inquired about the water truck, and it was stated that it was agreed to have the vendor do it, as they can maintain and replace the plants that would need to be replaced. Trustee Petty wanted clarification of the amount; it was stated the cost is per visit for the watering (\$250) but only when the Village calls. Trustee Plock asked about grass instead of the planting, saving the money for that portion.

President Gustafson asked to consider separating to two sections:

Village Hall- Trustee Mallicoat asked to have the bridge looked at since it is overgrown. Village Hall cost is \$6165 spring and fall cleanup.

President Gustafson entertained a motion for Landscaping Village Hall in the amount of \$6165;

Motion made by Trustee Plock for Village Hall, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

President Gustafson entertained a motion for Landscaping Porter Park Cabin for \$14,292

Motion made by Trustee Babcock, Seconded by fail.

Trustee Sima stated it should be divided out, new motion:

Motion made by Trustee Sima to Landscape Cabin only (around cabin), Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

President Gustafson summarized:

Village Hall and The Porter Park Cabin Only will be landscaped along with watering. The board will explore median next season.

QUESTIONS AND REPORTS

Brandon reported that a contractor had resumed work to address erosion and washouts caused by past storms with paving expected to begin over the weekend. A significant issue of standing water on a 125-foot stretch of curb was identified in Hidden Creek, and Brandon was exploring alternative contractors to repair this area at a lower cost. The village planned to prioritize this repair with the Public Works Department due to potential hazards from ice. No update on the Class D Patching as it is up for consideration as to go back out to bid, Troy and Brandon are working with others to determine how to make the bid more attractive since there were no bids last time.

Troy stated Riverside Park is currently closed, only opened for the pick-up for helmets and equipment for the Roscoe Rockton Lions Tackle Program.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

711pm adjourned

Motion made by Trustee Plock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Village of Roscoe
Bills Submitted for Approval on August 7, 2024

Pooled Expenditures:

Checking account balance before expenditures	\$ 317,276.16
Pooled Money Market	37,023.62
Illinois Funds Balance	7,971,887.64
Total pooled cash and equivalents	<u>8,326,187.42</u>

Expenditures per list \$ 149,003

Additional invoices
149,002.51

Total expenditures 149,002.51

Payroll expense:

Gross Wages	7/27/2024	95,556.80	
Payroll tax and IMRF	7/27/2024	8,006.72	103,563.52

Total General Fund Expenditures	252,566.03
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Pooled checking account balance after expenditures \$ 8,073,621.39

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$ 10,019.48
Motor Fuel Money Market	10,392.01
Illinois Funds Balance	1,466,499.36
Total Motor Fuel cash and equivalents	<u>1,486,910.85</u>

Expenditures:

Vendor	Date	Invoice	Description	Amount
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Total Motor Fuel Fund Expenditures	-
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Motor Fuel cash and equivalent balance after expenditures 1,486,910.85

Total expenditures for all funds:	252,566.03
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice Detail.GL account (2 Characters) = {<>} "50"

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5508888808	CYLINDER RENTAL - PW	01-030-5860 Rentals/Leases	06/30/2024	59.38	.00		
Total AIRGAS USA, LLC:						59.38	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	11VP-KPHW-4	Trailer Hitch - PD	01-040-7410 Equipment	07/24/2024	38.78	.00		
311	AMAZON CAPITAL SERVICES	199V-HMXM-P	POISON IVY TREATMENTS, SOAPS, S	01-050-5990 Other Miscellaneous Expe	07/14/2024	285.74	.00		
311	AMAZON CAPITAL SERVICES	1GQ9-HVXR-1	TRASH LINERS, PAPER TOWELS, TOR	01-010-5121 Maint&Repairs - Bldg & Gr	07/13/2024	211.60	.00		
311	AMAZON CAPITAL SERVICES	1GQ9-HVXR-1	PAPER TOWELS, TORK MATIC TOWEL	01-030-6040 Operating Supplies	07/13/2024	151.98	.00		
311	AMAZON CAPITAL SERVICES	1LDQ-6H6C-46	OFFICE SUPPLIES VH	01-010-6020 Office Supplies	07/23/2024	120.93	.00		
311	AMAZON CAPITAL SERVICES	1LHY-F71H-C1	Coburn - Belt	01-040-4612 Uniforms - Full time	07/24/2024	31.28	.00		
311	AMAZON CAPITAL SERVICES	1LM7-R6JK-M	MIWLUAKE M18 XC6.0 STARTER KIT -	01-030-6040 Operating Supplies	07/08/2024	163.00	.00		
311	AMAZON CAPITAL SERVICES	1LM7-R6JK-M	MILWUAKE M18 XC6.0 STARTER KIT -	01-050-6051 EQUIPMENT NON-CAPIT	07/08/2024	163.00	.00		
311	AMAZON CAPITAL SERVICES	1MXH-HLLV-TJ	EMERGENCY STROBE LIGHT - KUBOT	01-030-6050 Repair Parts (In House)	07/21/2024	29.99	.00		
311	AMAZON CAPITAL SERVICES	1MXH-HLLV-TJ	ROOF TOP STROBE LIGHTS - HIGH VI	01-050-5990 Other Miscellaneous Expe	07/21/2024	27.99	.00		
311	AMAZON CAPITAL SERVICES	1MXH-HLLV-TJ	ROOF TOP STROBE LIGHTS - HIGH VI	01-050-5990 Other Miscellaneous Expe	07/21/2024	27.99	.00		
311	AMAZON CAPITAL SERVICES	1Y97-PCTM-V	INDUSTRIAL HOLE PUNCH	01-010-6020 Office Supplies	07/15/2024	44.98	.00		
Total AMAZON CAPITAL SERVICES:						1,297.26	.00		
BAKER TILLY VIRCHOW KRAUSE, LLP									
635	BAKER TILLY VIRCHOW KRAUS	BT2864937	Progress Bill #4 Audit 2023	01-010-5210 Accounting/Auditing	07/26/2024	4,299.00	.00		
Total BAKER TILLY VIRCHOW KRAUSE, LLP:						4,299.00	.00		
BOBCAT OF ROCKFORD									
901	BOBCAT OF ROCKFORD	01-282640	OIL SEALS - WOODS BATWING	01-050-6050 REPAIR PARTS	07/17/2024	56.18	.00		
Total BOBCAT OF ROCKFORD:						56.18	.00		
BURRIS EQUIPMENT CO									
1061	BURRIS EQUIPMENT CO	PS3017671-1	NUT WHEEL MOTOR, HUB, NUT LOCK	01-050-6050 REPAIR PARTS	07/18/2024	1,085.48	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BURRIS EQUIPMENT CO:						1,085.48	.00		
CERTIFIED LABORATORIES									
1172	CERTIFIED LABORATORIES	8780303	ACCEL AEROSOL - PW SHOP	01-030-6040 Operating Supplies	07/25/2024	219.42	.00		
Total CERTIFIED LABORATORIES:						219.42	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301072	INTERNET - PW	01-030-5320 Telephone	07/22/2024	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
CIVIC SYSTEMS LLC									
1341	CIVIC SYSTEMS LLC	CVC25368	ACCOUNTS PAY ACH MODULE	01-010-5952 IT - Software	07/03/2024	2,000.00	.00		
Total CIVIC SYSTEMS LLC:						2,000.00	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	070924 619634	6/6/24-7/8/24 6545 WINDFLOWER LN -	01-050-5410 Utilities	07/09/2024	165.50	.00		
1411	COMMONWEALTH EDISON	071024 068776	6/10/24-7/10/24 BIKE PATH LIGHTS	01-050-5410 Utilities	07/10/2024	46.39	.00		
1411	COMMONWEALTH EDISON	071024 717067	6/10/24-7/10/24 RIVER ST R25	01-030-5411 Street Lights	07/10/2024	35.41	.00		
1411	COMMONWEALTH EDISON	071124 357363	6/10/24-7/10/24 5785 BROAD ST	01-050-5410 Utilities	07/11/2024	226.67	.00		
1411	COMMONWEALTH EDISON	071124 503142	6/10/24-7/10/24 5802 HARRISON	01-050-5410 Utilities	07/11/2024	37.45	.00		
1411	COMMONWEALTH EDISON	071724 489003	6/12/24-7/10/24 9811 N 2ND ST SIGN	01-030-5410 Utilities	07/17/2024	57.36	.00		
1411	COMMONWEALTH EDISON	071924 753947	6/19/24-7/19/24 LITE RT/23	01-030-5411 Street Lights	07/19/2024	3,989.31	.00		
Total COMMONWEALTH EDISON:						4,558.09	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	07/12/2024	141.16	.00		
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - ADMIN ADJ	01-010-4330 Disability Insurance	07/12/2024	35.36	.00		
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - HR	01-017-4330 Disability Insurance	07/12/2024	49.69	.00		
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - PW	01-030-4330 Disability Insurance	07/12/2024	294.41	.00		
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - PD	01-040-4330 Disability Insurance	07/12/2024	934.26	.00		
1721	DEARBORN LIFE INSURANCE C	071224	DISABILITY INS - PK	01-050-4330 Disability Insurance	07/12/2024	41.96	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,496.84	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
DELL MARKETING L.P.									
1781	DELL MARKETING L.P.	10759508382	OFFICE 365 RENEWAL	01-010-5952 IT - Software	07/11/2024	8,903.38	.00		
Total DELL MARKETING L.P.:						8,903.38	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	DENTAL - ADMIN	01-010-4310 Health Insurance	08/01/2024	65.00	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	VISION INS - ADMIN	01-010-4310 Health Insurance	08/01/2024	11.10	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	DENTAL - HR	01-017-4310 Health Insurance	08/01/2024	67.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	VISION INS - HR	01-017-4310 Health Insurance	08/01/2024	10.83	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	DENTAL - PW	01-030-4310 Health Insurance	08/01/2024	348.52	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	VISION INS - PW	01-030-4310 Health Insurance	08/01/2024	54.81	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	DENTAL - PD	01-040-4310 Health Insurance	08/01/2024	1,740.42	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	VISION INS - PD	01-040-4310 Health Insurance	08/01/2024	238.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	DENTAL - PK	01-050-4310 Health Insurance	08/01/2024	118.70	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1824070	VISION INS - PK	01-050-4310 Health Insurance	08/01/2024	16.23	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,671.67	.00		
EMBROID THIS INC.									
2011	EMBROID THIS INC.	113165	CODE ENFOCEMENT SHIRTS	01-010-3990 Miscellaneous	07/12/2024	39.75	.00		
Total EMBROID THIS INC.:						39.75	.00		
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	124245	PROJ 24-728 HODGES RUN GEO SVC	01-010-5220 Engineering	06/28/2024	6,300.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	124664	PROJ 20-580 MAIN STREET RECONST	90-010-7150 Projects	07/26/2024	14,350.75	.00		
2161	FEHR-GRAHAM & ASSOCIATES	124665	PROJ 23-246C 2024 RSP CONSTRUCT	90-010-5220 ENGINEERING	07/26/2024	5,974.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	124667	PROJ 24-560 ENGINEERING SVCS	01-010-5220 Engineering	07/26/2024	6,975.00	.00		
Total FEHR-GRAHAM & ASSOCIATES:						33,599.75	.00		
FIRST SUPPLY LLC-ROCKFORD									
2231	FIRST SUPPLY LLC-ROCKFORD	14242988-00	REPAIR KIT - SLOAN VALVE - PD	01-040-5121 Maint&Repairs - Bldg & Gr	07/08/2024	40.64	.00		
2231	FIRST SUPPLY LLC-ROCKFORD	14255767-00	BLACK A17 INSIDE COVER - PD	01-040-5121 Maint&Repairs - Bldg & Gr	07/12/2024	9.50	.00		
Total FIRST SUPPLY LLC-ROCKFORD:						50.14	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	89544	2024 MONTHLY INSTALLMENT W/C IN	01-015-5810 Liability Insurance	07/25/2024	6,666.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ILLINOIS PUBLIC RISK FUND:						6,666.00	.00		
INTOXIMETERS, INC.									
3221	INTOXIMETERS, INC.	764660	Intoximeter Set - PD	01-040-7410 Equipment	07/12/2024	1,120.00	.00		
Total INTOXIMETERS, INC.:						1,120.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	080124	VOL LIFE	01-000-2211 Life Insurance-Additional V	08/01/2024	361.75	.00		
3231	IPBC - HEALTH BENEFITS	080124	BANK FEES	01-000-2211 Life Insurance-Additional V	08/01/2024	18.22	.00		
3231	IPBC - HEALTH BENEFITS	080124	DEP LIFE	01-000-2212 Life Insurance-Dependent	08/01/2024	218.94	.00		
3231	IPBC - HEALTH BENEFITS	080124	HEALTH INS - ADMIN	01-010-4310 Health Insurance	08/01/2024	1,358.14	.00		
3231	IPBC - HEALTH BENEFITS	080124	LIFE INS - ADMIN	01-010-4320 Life Insurance	08/01/2024	10.50	.00		
3231	IPBC - HEALTH BENEFITS	080124	HEALTH INS - HR	01-017-4310 Health Insurance	08/01/2024	1,385.82	.00		
3231	IPBC - HEALTH BENEFITS	080124	LIFE INS - HR	01-017-4320 Life Insurance	08/01/2024	3.50	.00		
3231	IPBC - HEALTH BENEFITS	080124	HEALTH INS - PW	01-030-4310 Health Insurance	08/01/2024	6,572.06	.00		
3231	IPBC - HEALTH BENEFITS	080124	LIFE INS - PW	01-030-4320 Life Insurance	08/01/2024	23.27	.00		
3231	IPBC - HEALTH BENEFITS	080124	HEALTH INS - PD	01-040-4310 Health Insurance	08/01/2024	28,769.62	.00		
3231	IPBC - HEALTH BENEFITS	080124	LIFE INS - PD	01-040-4320 Life Insurance	08/01/2024	63.00	.00		
3231	IPBC - HEALTH BENEFITS	080124	HEALTH INS - PK	01-050-4310 Health Insurance	08/01/2024	1,407.34	.00		
3231	IPBC - HEALTH BENEFITS	080124	LIFE INS - PK	01-050-4320 Life Insurance	08/01/2024	3.50	.00		
Total IPBC - HEALTH BENEFITS:						40,159.22	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	543361	GEAR OIL - WOODS BATWING MOWE	01-050-6050 REPAIR PARTS	07/11/2024	45.00	.00		
3401	JERRYS AUTO PARTS	543525	UNI 30 FOR COMPRESSOR	01-030-6040 Operating Supplies	07/15/2024	7.90	.00		
3401	JERRYS AUTO PARTS	543525	OIL & FILTER - TRUCK#205	01-030-6050 Repair Parts (In House)	07/15/2024	49.15	.00		
3401	JERRYS AUTO PARTS	544294	NYLON TIE - PW SHOP	01-030-6040 Operating Supplies	07/31/2024	17.75	.00		
3401	JERRYS AUTO PARTS	544294	FUEL CLEANER - PARKS	01-050-6050 REPAIR PARTS	07/31/2024	21.90	.00		
3401	JERRYS AUTO PARTS	544294	WHEEL NUTS - JACOBSEN	01-050-6050 REPAIR PARTS	07/31/2024	7.38	.00		
Total JERRYS AUTO PARTS:						149.08	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	502673	SHARPEN BRUSH CUTTER BLADES -	01-050-5121 Maint&Repairs - Bldg & Gr	07/17/2024	84.00	.00		
Total LINCOLN RENT-ALL:						84.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1714	TREASURER SVCS	01-014-4211 Treasurer Services	08/01/2024	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1714	ROSCOE POLICE PENSION ACCOUNT	01-014-4211 Treasurer Services	08/01/2024	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARD'S									
4411	MENARD'S	28342	BLACK UMBRELLA BASE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	06/14/2024	124.95	.00		
4411	MENARD'S	28342	WEED & GRASS CONC 2.5G - LELAND	01-050-5121 Maint&Repairs - Bldg & Gr	06/14/2024	20.58	.00		
4411	MENARD'S	28342	FOLDING SIDE TABLE	01-050-5121 Maint&Repairs - Bldg & Gr	06/14/2024	79.99	.00		
4411	MENARD'S	29826	BLACK UMBRELLA BASE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/08/2024	29.99	.00		
4411	MENARD'S	29826	MEDIUM THERMOSTAT GAURD - POR	01-050-7130 BUILDING IMPROVEMEN	07/08/2024	15.99	.00		
4411	MENARD'S	29907	CLEAR WOOD PROTECTOR - PORTE	01-050-7130 BUILDING IMPROVEMEN	07/09/2024	84.00	.00		
4411	MENARD'S	30105	PEDESTAL FANS, METAL PRIMER & B	01-010-5121 Maint&Repairs - Bldg & Gr	07/12/2024	142.79	.00		
4411	MENARD'S	30392	2 60 PINT DEHUMIDIFIERS - VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/17/2024	659.98	.00		
Total MENARD'S:						1,158.27	.00		
MINUTEMAN PRESS									
4612	MINUTEMAN PRESS	111629	(5) BUSINESS CARDS	01-010-6020 Office Supplies	07/28/2024	287.85	.00		
4612	MINUTEMAN PRESS	111685	BUSINESS CARDS - CODE ENFORC	01-010-6020 Office Supplies	07/25/2024	49.57	.00		
Total MINUTEMAN PRESS:						337.42	.00		
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	850762024060	Radio Subscription- PD	01-040-5953 PD Subscriptions	07/01/2024	1,056.00	.00		
Total MOTOROLA SOLUTIONS, INC:						1,056.00	.00		
MPH Industries, Inc.									
10060	MPH Industries, Inc.	6023754	Speed Trailer PD	01-040-7410 Equipment	06/28/2024	11,353.00	.00		
Total MPH Industries, Inc.:						11,353.00	.00		
MUNICIPAL ELECTRONICS INC									
4701	MUNICIPAL ELECTRONICS INC	070754	RADAR CERTIFICATIONS - PD	01-040-5124 Radar Calibration	07/12/2024	410.00	.00		
Total MUNICIPAL ELECTRONICS INC:						410.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
NICOMM									
4921	NICOMM	74691	PHONE PROGRAMMING - VH	01-010-5320 Telephone	07/18/2024	95.00	.00		
Total NICOMM:						95.00	.00		
NICOR GAS									
4931	NICOR GAS	070824 2000 9	6/5/24-7/5/24 6545 WINDFLOWER	01-050-5410 Utilities	07/08/2024	44.13	.00		
4931	NICOR GAS	071924 2000 9	6/18/24-7/18/24 5402 SWANSON	01-030-5410 Utilities	07/19/2024	141.12	.00		
4931	NICOR GAS	072524	10631 MAIN ST.	01-010-5410 Utilities	07/25/2024	158.92	.00		
Total NICOR GAS:						344.17	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	073024	WATER- VH	01-010-5410 Utilities	07/30/2024	63.73	.00		
4971	NORTH PARK PUBLIC WATER D	073024 30000-	6/3/24-7/2/24 6545 WINDFLOWER - PO	01-050-5410 Utilities	07/30/2024	26.70	.00		
Total NORTH PARK PUBLIC WATER DIST.:						90.43	.00		
P.F. PETTIBONE & CO.									
5251	P.F. PETTIBONE & CO.	186264	PATCHES - PD	01-040-4612 Uniforms - Full time	07/29/2024	439.80	.00		
Total P.F. PETTIBONE & CO.:						439.80	.00		
Paper Recovery Service Corporation									
10043	Paper Recovery Service Corporati	96785	Document Shredding PD	01-040-6020 Office Supplies	07/29/2024	105.00	.00		
Total Paper Recovery Service Corporation:						105.00	.00		
PER MAR SECURITY SERVICES									
5361	PER MAR SECURITY SERVICES	3363795	SECURITY SVC - VH	01-010-5320 Telephone	07/08/2024	150.30	.00		
Total PER MAR SECURITY SERVICES:						150.30	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	071424	POSTAGE	01-010-6020 Office Supplies	07/14/2024	200.00	.00		
Total PITNEY BOWES BANK INC:						200.00	.00		
PLANET EARTH ANTIFREEZE									
5431	PLANET EARTH ANTIFREEZE	64264	ANTIFREEZE & WASHER SOLVENT - P	01-030-6040 Operating Supplies	07/16/2024	158.15	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PLANET EARTH ANTIFREEZE:						158.15	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	A-124267	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Rentals/Leases	07/26/2024	120.00	.00		
5471	PORT-A-JOHN	A-124271	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Rentals/Leases	07/26/2024	120.00	.00		
5471	PORT-A-JOHN	A-124272	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Rentals/Leases	07/26/2024	120.00	.00		
Total PORT-A-JOHN:						360.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	54041	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Contractual	08/01/2024	3,364.53	.00		
Total PREMIER TECHNOLOGIES:						3,364.53	.00		
ROBCO SALES, INC.									
5803	ROBCO SALES, INC.	125369	50X90X10 OIL SEAL - WOODS BATWIN	01-050-6050 REPAIR PARTS	07/30/2024	65.06	.00		
Total ROBCO SALES, INC.:						65.06	.00		
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	070724 4000	6/1/24-7/1/24 MCCURRY & WILLOWBR	01-030-5410 Utilities	07/07/2024	15.55	.00		
5851	ROCK ENERGY COOPERATIVE	070724 5000	6/1/24-7/1/24 MCCURRY & WILLOWBR	01-030-5410 Utilities	07/07/2024	24.55	.00		
5851	ROCK ENERGY COOPERATIVE	070724 8001	6/1/24-7/1/24 MCCURRY RD	01-030-5410 Utilities	07/07/2024	23.24	.00		
Total ROCK ENERGY COOPERATIVE:						63.34	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	321064	2.07 TON HOT MIX	01-030-6060 Repair Materials - Roads	07/12/2024	152.97	.00		
5901	ROCK ROAD COMPANIES	321319	1.96 TONS HOT MIX - PW	01-030-6060 Repair Materials - Roads	07/29/2024	144.84	.00		
Total ROCK ROAD COMPANIES:						297.81	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	26616	CLEANING - VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/01/2024	1,140.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26616	CLEANING - PW	01-030-5121 Maint&Repairs - Bldg & Gr	07/01/2024	394.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26616	CLEANING - PD	01-040-5121 Maint&Repairs - Bldg & Gr	07/01/2024	1,290.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26616	CLEANING - PORTER PARK	01-050-5121 Maint&Repairs - Bldg & Gr	07/01/2024	325.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ROCK VALLEY INDUSTRIES, LLC:						3,149.00	.00		
ROCK VALLEY PUBLISHING									
5911	ROCK VALLEY PUBLISHING	062924	POLICE OFFICER AD FOR PFC	01-040-5890 Police commission Expens	06/29/2024	62.99	.00		
Total ROCK VALLEY PUBLISHING:						62.99	.00		
TKB ASSOCIATES, INC.									
7191	TKB ASSOCIATES, INC.	15392	CANON SCANNER - LIC/PERMITTING	01-010-5951 IT - Hardware	07/19/2024	611.00	.00		
Total TKB ASSOCIATES, INC.:						611.00	.00		
U S CELLULAR									
7401	U S CELLULAR	219635595	CELL PHONES - ADMIN	01-010-5320 Telephone	07/16/2024	197.00	.00		
7401	U S CELLULAR	219635595	CELL PHONES - ADMIN	01-010-5320 Telephone	07/16/2024	190.10	.00		
7401	U S CELLULAR	219635595	CELL PHONES - PW	01-030-5320 Telephone	07/16/2024	312.95	.00		
7401	U S CELLULAR	219635595	CELL PHONES - PW	01-030-5320 Telephone	07/16/2024	306.03	.00		
7401	U S CELLULAR	219635595	CELL PHONES - PD	01-040-5320 Telephone	07/16/2024	316.09	.00		
7401	U S CELLULAR	219635595	CELL PHONES - PD	01-040-5320 Telephone	07/16/2024	309.19	.00		
7401	U S CELLULAR	219635595	CREDIT ON ACCOUNT	01-040-5320 Telephone	07/16/2024	20.00-	.00		
Total U S CELLULAR:						1,611.36	.00		
ULINE									
7431	ULINE	180569628	U CHANNEL SIGN POST & STORAGE	01-030-6060 Repair Materials - Roads	07/15/2024	455.90	.00		
Total ULINE:						455.90	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390002306	UNIFORMS & MATS - PW	01-030-4610 Uniforms	06/03/2024	119.55	.00		
7460	UNIFIRST CORPORATION	3390002306	UNIFORMS - PARKS	01-050-4610 Uniforms	06/03/2024	10.01	.00		
7460	UNIFIRST CORPORATION	3390004181	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/08/2024	123.62	.00		
7460	UNIFIRST CORPORATION	3390004181	UNIFORMS - PARKS	01-050-4610 Uniforms	07/08/2024	10.01	.00		
7460	UNIFIRST CORPORATION	3390004547	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/15/2024	158.81	.00		
7460	UNIFIRST CORPORATION	3390004547	UNIFORMS - PARKS	01-050-4610 Uniforms	07/15/2024	10.01	.00		
7460	UNIFIRST CORPORATION	3390004549	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/15/2024	25.54	.00		
7460	UNIFIRST CORPORATION	3390004902	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/22/2024	123.81	.00		
7460	UNIFIRST CORPORATION	3390004902	UNIFORMS - PARKS	01-050-4610 Uniforms	07/22/2024	10.01	.00		
7460	UNIFIRST CORPORATION	3390004904	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/22/2024	25.54	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7460	UNIFIRST CORPORATION	3390005288	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/29/2024	123.81	.00		
7460	UNIFIRST CORPORATION	3390005288	UNIFORMS - PARKS	01-050-4610 Uniforms	07/29/2024	10.01	.00		
Total UNIFIRST CORPORATION:						750.73	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	91135	Gomez - APB / name tags / badge	01-040-4612 Uniforms - Full time	07/15/2024	401.85	.00		
7441	UNIFORM DEN EAST, INC	91787	Hartman - Helix II low profile carrier/ soft	01-040-4612 Uniforms - Full time	07/16/2024	651.95	.00		
7441	UNIFORM DEN EAST, INC	92519	Wilder - Pants / SS Shirts / Socks / Cap /	01-040-4612 Uniforms - Full time	07/09/2024	363.80	.00		
7441	UNIFORM DEN EAST, INC	92596	Tirado - SS Shirts / LS Shirt	01-040-4612 Uniforms - Full time	07/06/2024	208.40	.00		
7441	UNIFORM DEN EAST, INC	92634	Tirado - Nameplate	01-040-4612 Uniforms - Full time	07/19/2024	17.60	.00		
7441	UNIFORM DEN EAST, INC	92694	Coburn - Shirt / emblems	01-040-4612 Uniforms - Full time	07/12/2024	57.50	.00		
Total UNIFORM DEN EAST, INC:						1,701.10	.00		
UNIVERSITY OF ILLINOIS CHICAGO									
10032	UNIVERSITY OF ILLINOIS CHIC	H1203	Blood & Urine Testing - PD	01-040-5994 Chem/Tox Testing ATFL	08/28/2023	290.00	.00		
10032	UNIVERSITY OF ILLINOIS CHIC	H1253	Blood & Urine Testing - PD	01-040-5994 Chem/Tox Testing ATFL	12/01/2023	190.00	.00		
Total UNIVERSITY OF ILLINOIS CHICAGO:						480.00	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202407075	Planning Services	01-016-5241 Spec Projects-Consulting	07/18/2024	1,637.50	.00		
7483	VANDEWALLE & ASSOCIATES	202407076	Planning Services	01-016-5241 Spec Projects-Consulting	07/28/2024	2,000.00	.00		
Total VANDEWALLE & ASSOCIATES:						3,637.50	.00		
WEX BANK									
7663	WEX BANK	98871058	FUEL-PW	01-030-6030 Gas & Oil	07/31/2024	1,171.30	.00		
7663	WEX BANK	98871058	FUEL - PARKS	01-050-6030 Gas & Oil	07/31/2024	758.29	.00		
Total WEX BANK:						1,929.59	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	5167-R	PIPE THREAD COMPOUND - SHOP	01-030-6040 Operating Supplies	07/12/2024	1.99	.00		
102	ZIEGLER'S ACE HARDWARE	5176-R	PAINT BRUSH SET -VH	01-010-5121 Maint&Repairs - Bldg & Gr	07/15/2024	12.99	.00		
102	ZIEGLER'S ACE HARDWARE	5187-R	TELESCOPIC LOPER & CABLE - PARK	01-050-5121 Maint&Repairs - Bldg & Gr	07/16/2024	62.74	.00		
102	ZIEGLER'S ACE HARDWARE	5204-R	TOILET PLUNGERS - PW	01-030-5121 Maint&Repairs - Bldg & Gr	07/19/2024	29.98	.00		
102	ZIEGLER'S ACE HARDWARE	5204-R	ACE BEST RLR 5PK - PARKS	01-050-5121 Maint&Repairs - Bldg & Gr	07/19/2024	21.98	.00		
102	ZIEGLER'S ACE HARDWARE	5241-R	QUICKCRETE - DRAIN REPAIR	01-030-6060 Repair Materials - Roads	07/30/2024	17.98	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
102	ZIEGLER'S ACE HARDWARE	5242-R	MASON MIX - PW	01-030-6060 Repair Materials - Roads	07/30/2024	17.98	.00		
102	ZIEGLER'S ACE HARDWARE	5248-R	KEYS FOR NEW EMPLOYEE - PW	01-030-6040 Operating Supplies	07/31/2024	99.79	.00		
Total ZIEGLER'S ACE HARDWARE:						265.43	.00		
Grand Totals:						149,002.51	.00		

- 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.

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice Detail.GL account (2 Characters) = {<>} "50"

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 5.

Agenda Item: 2024 Fall Festival & Parade

Date: 7/24/2024

Meeting: Board 8/7/2024

Prepared by: Janel

Department: Admin

Overview/Background Information

The request is for a special event permit for the 114th Fall Festival.

Festival Event Dates & Times: September 6th 5pm-10pm, September 7th 12pm-10pm, September 8th 12pm-8pm

Parade Date: September 8th 11am

Event Highlights:

Amusement rides for all ages

Exhibitors showcasing local vendors and products

Bingo tent

A variety of food and beverage options available

Key Issues

**A temporary liquor license was submitted by Poison Ivy Pub on 7/23/2024 and is on the agenda for approval as well.

A kickoff meeting has already been held with the Hibbards, Public Works, Administration and the Police Department with additional meetings planned.

Fiscal Note/Budget Impact

In 2023 the Public Works cost of this event was \$1204.79 which the village was reimbursed for.

The Fall Festival is a fundraiser for the Roscoe Lions Club.

Prior Legislative Actions

Approved at COTW 7/16/2024

Action Required/Recommendation

Approval of special event permit

Attachments

Special event application



Special Event
Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Roscoe Lions Club Fall Festival and Parade

Nature of Event:

114th Annual Fall Festival, Community Celebration, Parade and Lions Club Fundraiser

Location of Event: Leland Park (Festival) and Main St (Parade) Projected Attendance: estimated 10,000

Address of Organizer: [REDACTED] Phone Number: [REDACTED]

Event Date(s): Sept 6, 7 & 8 2024 (Parade Sept 8)

Event Hours: 5:00pm-10:00pm 9/6 am/pm until 12:00pm-10:00pm 9/7 am/pm 12:00pm-8:00pm 9/8

Setup/Assembly Date: Sept 3, 4 & 5 2024 Start Time: 7:00 am am/pm

Dismantle Date: Sept 9 2024 am/pm Completion Time: Sept 10 12:00pm am/pm

Please describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)

Amusement Rides, tents, & trailer setup

40ft x 120ft exhibitors tent along Harrison St

Food Vendor tents and trucks

Will this event require use of fireworks?	☐ Yes	☒ No
Will this event require street closures	☒ Yes	☐ No
Will alcohol be served?	☒ Yes	☐ No
Will signage be posted?	☒ Yes	☐ No
Will food be served?	☒ Yes	☐ No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



Special Event Application Form

Who is your point of contact for this event? (must be available during entire duration of event)

Name: Bill & Gladys Hibbard Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Each food vendor is responsible for their own food Permit from the Winnebago Health Department

Applicant Signature: _____

Date: _____

Return completed application to: Roscoe Village Hall
10631 Main Street
Roscoe, Illinois 61073
permits@villageofroscoe.com

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____

Signature

Village Board (if necessary): _____ Date: _____

Signature

Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale

\$50 Special Event: Assembly

\$25 Special Event: Block Party

Receipt

Cc: Police Department, Public Works, Zoning, HRFPD, WCHD



Special Event
Hold Harmless Agreement

I, Roscoe Lions Club / Bill Hibbard indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event known as Roscoe Lions Club Fall Festival & Parade to be held Sept 6 7 & 8

Signed this _____ day of _____, 20_____

Roscoe Lions Club / Bill Hibbard

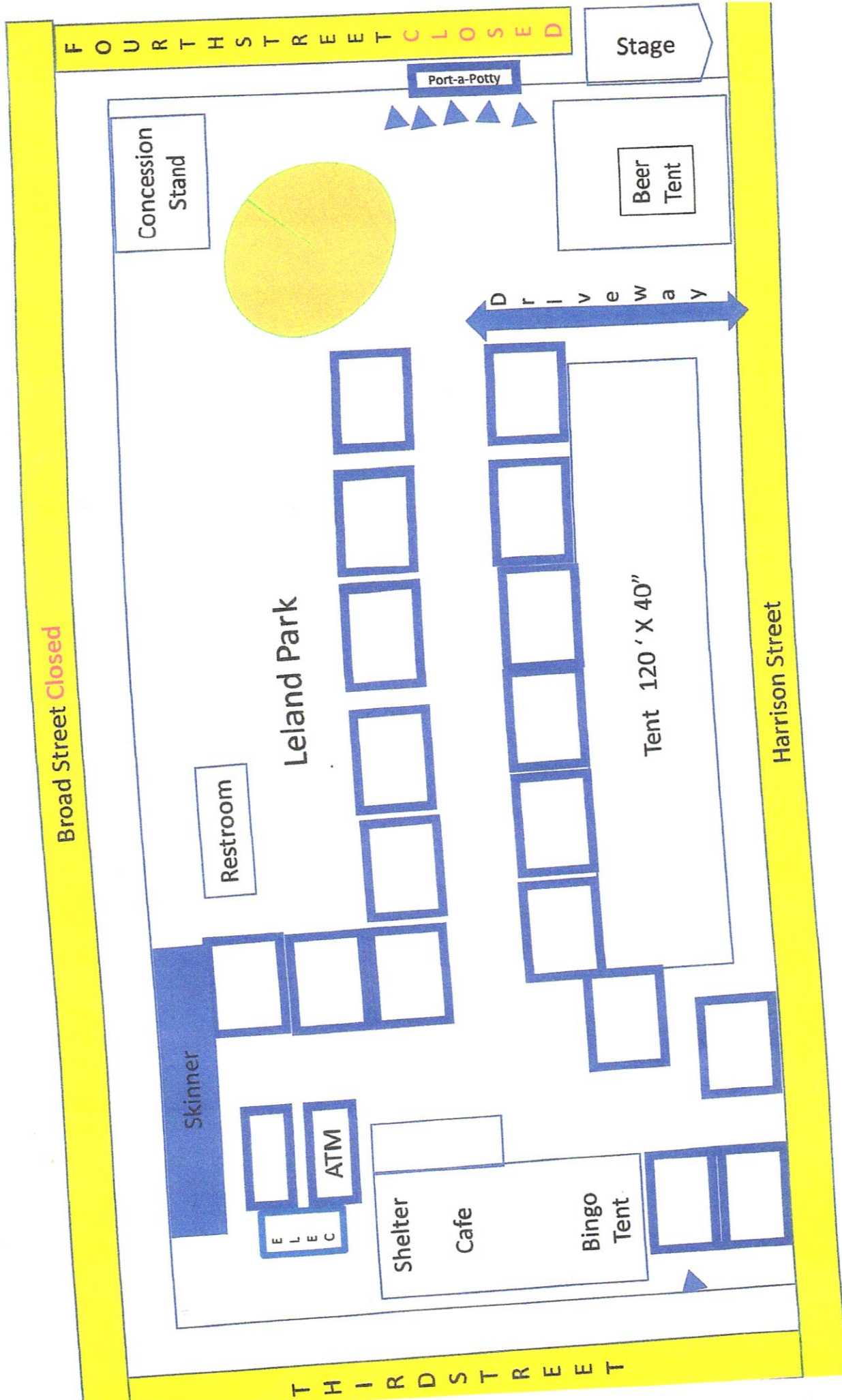
Name

P. O. Box 304 Roscoe, Illinois 61073

Address

Signature

Witness



Item # 5.



CERTIFICATE OF LIABILITY INSURANCE

DATE (Item # 5.)
08/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
INSURED Roscoe Lions Club Roscoe Illinois	E-MAIL ADDRESS: lionsclubs@dspins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 22667		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			HDO G48333205	09/01/2023	09/01/2024	MED EXP (Any one person) \$ 5,000
	☒ Agg. Per Named Insured is \$2,000,000						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 10,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO			ISA H10778906	09/01/2023	09/01/2024	BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☒ NON-OWNED AUTOS						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						\$
	DED						\$
	RETENTION S						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Roscoe Lions Club Fall Festival, September 5, 6, 7, 8, 9, 10, 11, 12, 2023

*** The Village of Roscoe, its elected & appointed officials, officers, employees, agents and representatives are listed as additional insureds on a primary non-contributory basis. ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THIS POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

Village of Roscoe 10631 Main Street Roscoe Illinois 61073	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 6.

Agenda Item: SDGA Open Presented by Nick Sommer Country Financial

Date: 7/24/2024

Meeting: Board 8/7/2024

Prepared by: Janel

Department: Admin

Overview/Background Information

The request is for a special event permit for a disc golf tournament to be held at Porter Park on September 28th. This event will be a 2 round Disc Golf tournament as a season closer for the 2024 Disc Golf Season. This tournament is hosted by the Stateline Disc Golf Association and presented by Nick Sommer Country Financial. This event is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

Key Issues

Projected attendance is 72.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Approved at COTW 7/23/2024

Action Required/Recommendation

Approval of special event permit

Attachments

Special event application

Special Event
Application Form

Return completed form to Roscoe Village Hall * 10631 Main St. * PO Box 283 * Roscoe, IL 61073

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

SDGA Open Presented by Nick Sommer Country Financial (Stateline Disc Golf Association)

Nature of Event:

Disc Golf Tournament

Location of Event: Porter Park Projected Attendance: 72

Address of Organizer: [REDACTED] Phone Number [REDACTED]

Event Date(s): 9/28/24

Event Hours: 8:00 am am/pm until 6:30 pm am/pm

Setup/Assembly Date: 9/28/24 Start Time: _____ am/pm

Dismantle Date: 9/28/24 am/pm Completion Time: _____ am/pm

Please describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)

Will this event require use of fireworks?

☐ Yes

☒ No

Will this event require street closures

☐ Yes

☒ No

Will alcohol be served?

☐ Yes

☒ No

Will signage be posted?

☒ Yes

☐ No

Will food be served?

☒ Yes

☐ No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



Special Event Application Form

Who is your point of contact for this event? (must be available during entire duration of event)

Name: Joshua Garcia Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Applicant Signature:

Date:

Return completed application to: Roscoe Village Hall
10631 Main Street
Roscoe, Illinois 61073
permits@villageofroscoe.com

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____
Signature

Village Board (if necessary): _____ Date: _____
Signature

Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block Party

Receipt

Cc: Police Department, Public Works, Zoning, HRFPD, WCHD

Special Event
Site Plan Exhibit

Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:



Special Event
Hold Harmless Agreement

I, Joshua Garcia indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event

known as SDGA Open Presented by Nick Sommer Country Financial

to be held September 28, 2024

Signed this 17 day of April, 202024

Joshua Garcia

Name

[Redacted Address]

Address

Signature

Nick Sommer

Witness



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/1/2016
Item # 6.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ledgestone 410 N. Main Street East Peoria IL 61611		CONTACT NAME: Gabe Meiss PHONE (A/C, No, Ext): 309-266-2507 FAX (A/C, No): 309-263-2510 E-MAIL ADDRESS: gabe@ledgestone.com	
License#: 20705893 PROFDIS-01		INSURER(S) AFFORDING COVERAGE	
INSURED Professional Disc Golf Association 3828 Dogwood Lane Appling GA 30802		NAIC #	
		INSURER A : Everest National Insurance Company 10120	
		INSURER B : UNITED STATES FIRE INS CO 21113	
		INSURER C : Hartford Insurance Company of the Midwest 37478	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1101304471 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y Y	SI8ML03323241	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		SI8ML03323241	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	Y	SI8EX02603241	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	39WECA01126	9/6/2023	9/6/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Participant Accident		US2092286	1/1/2024	1/1/2025	Accident Aggregate 25,000
A	Participant Liability		SI8ML03323241	1/1/2024	1/1/2025	Per Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is an additional insured on the General Liability and Excess Liability policies if required by a written contract with the insured, only to the extent provided in policy forms ECG 20 600 and EUM 00 522, which are attached. The General Liability and Excess Liability policies contain Primary and Noncontributory provisions, only to the extent provided in policy forms ECG 24 520 and EUM 04 590, which are attached. The General Liability policy contains a Waiver of Subrogation provision, only to the extent provided in policy form ECG 04 704, which is attached.

CERTIFICATE HOLDER

Village of Roscoe
10631 Main St
Roscoe IL 61073

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Don Endress

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10631 MAIN STREET
 PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@villageofroscoe.com

TEMPORARY SIGN/BANNER PERMIT APPLICATION

SIGN LOCATION (exact address) 6598 Windflower Ln, Roscoe, IL 61073
 BUSINESS NAME Nick Sommer Country Financial
 BUSINESS ADDRESS 10514 Main St, Roscoe, IL 61073
 MOBILE [REDACTED] EMAIL [REDACTED]

REASON FOR TEMPORARY SIGN/BANNER

Sponser advertisement

DATE FOR PLACEMENT September 28, 2024
 DATE FOR REMOVAL September 28, 2024
 SIZE OF BANNER LENGTH 2' HEIGHT 2'
 SIZE OF SIGN LENGTH 2' HEIGHT 2'

Concurrent display. All nonresidential developments shall be permitted to display three temporary signs of any type concurrently.

Display period. The permitted display period of a temporary sign in a nonresidential district shall be a maximum of 30 days.

A total of three nonconcurrent display periods shall be permitted per single-tenant building or unit of a multitenant building per calendar year. Nonconcurrent display periods shall be separated by a minimum of 30 days.

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION FURNISHED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE APPLICANT AGREES TO REMOVE TEMPORARY SIGN BY THE REMOVAL DATE ABOVE.

[Signature]
 SIGNATURE

6/28/24
 DATE

FOR OFFICE USE ONLY

DATE _____

PROPERTY ZONED _____

TOWNSHIP _____

PERMIT APPROVED/NOT APPROVED _____

 Zoning Administrator

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 7.

Agenda Item:

Review and Recommendation of issuance of a Class “T” (Temporary) liquor license to Rybo Ventures Inc d/b/a Poison Ivy Pub for three days in conjunction with the Lions Club Fall Festival at the Village’s Leland Park - September 6, 7, 8, 2024.
(Licensed Premises: 5727 Broad St, Roscoe, IL, Roscoe, IL 61073)

Date: 7/29/2024**Meeting:** Liquor/Village Board 8/7/2024**Prepared by:** Janel Reidinger**Department:** Admin

Overview/Background Information

The request is for a Temporary Liquor License for the 114th Fall Festival.

Festival Event Dates & Times: September 6th 5pm-10pm, September 7th 12pm-10pm, September 8th 12pm-8pm

Event Highlights:

Amusement rides for all ages

Exhibitors showcasing local vendors and products

Bingo tent

A variety of food and beverage options available

Key Issues

Hours of liquor sales will be as follows:

Friday 9/6/2024 5:00 P.M. – 10:00 P.M.

Saturday 9/7/2024 12:00 P.M. – 10:00 P.M.

Sunday 9/8/2024 12:00 P.M. – 8:00 P.M.

Fiscal Note/Budget Impact

Temporary liquor licenses for current village license holders are \$100 per day.

\$300 fee collected.

Prior Legislative Actions

There have been several years of a temporary liquor license issued to Poison Ivy Pub in conjunction with the Fall Festival.

Action Required/Recommendation

Approval or denial of issuance of class “T” Temporary Liquor License to Rybo Ventures dba Poison Ivy Pub

Attachments

Liquor License Application



Class T Temporary Liquor License Application

Applicant Information

Applicant: STEVE QUIES (RYBD VENTURES)
Business Name (d/b/a): POISON IVY PUB
(Must have current Village of Roscoe Liquor License)
Village of Roscoe Liquor License Number: 459-24 License Class: F (full liquor)
Primary Contact Person /Agent: STEVE QUIES
Mailing Address: 5765 ELEVATOR
Email: [REDACTED]
Business Phone: 815 623 1180 Other Phone: [REDACTED] Fax: [REDACTED]

General Information

Type of Event FALL FEST
Address/Location of Event 5727 BROAD ST
Set up dates and times THUR
Tear down dates and times MON
Event Date 9/6/24 Alcohol Sales Start Time: 5:00 PM Alcohol Sales End Time: 10:00 PM
Event Date 9/7/24 Alcohol Sales Start Time: 12:00 PM Alcohol Sales End Time: 10:00 PM
Event Date 9/8/24 Alcohol Sales Start Time: 12:00 PM Alcohol Sales End Time: 8:00 PM
Event Date _____ Alcohol Sales Start Time: _____ Alcohol Sales End Time: _____

Dram Shop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Coyle-Kiley Insurance Agency
Address: 810 N. Alpine Rd, Rockford, IL 61107
Policy Number: LL10012154 Coverage Limits: \$1,000,000⁰⁰

License Information

Number of Days Requested 3 Class T Temporary (One Day) \$ 100.00/day

Office Use Only

Date Issued: _____ Expires: _____ Fee: _____ License No: _____

☐ Check # _____ ☐ Cash ☐ Credit Card Receipt # _____

**VILLAGE OF ROSCOE
ORDINANCE NO. 2024-08**

AN ORDINANCE AMENDING SECTION §11-342 OF THE VILLAGE OF ROSCOE CODE OF ORDINANCES CONCERNING THE REGULATION OF LICENSED LIQUOR ESTABLISHMENTS WITHIN THE VILLAGE OF ROSCOE INCREASING CLASS “F” (FULL LIQUOR, ON PREMISE ONLY)

WHEREAS, Sec. 11-342 of the Village of Roscoe’s Code of Ordinances defines the classification, scope and fees for liquor licenses available in the Village; and

WHEREAS, the Village of Roscoe desires to amend Sec. 11-342 by **increasing** the total number of **Class “F”** Liquor Licenses authorized and available for issuance by the Village of Roscoe; and

WHEREAS, this Ordinance is not intended to deprive any currently licensed liquor establishment from maintaining their current liquor license classifications, nor from restricting those establishments from renewing their licenses pursuant to the regulations set forth under the Village of Roscoe Code of Ordinances; and

WHEREAS, the Village of Roscoe is authorized and empowered by statute to amend and enforce the provisions of this Ordinance.

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

Section 1. The foregoing recitals are incorporated herein as findings of the Village of Roscoe Board of Trustees.

Section 2. That section **Sec. 11-342** of the Village of Roscoe Code of Ordinances is hereby amended to reflect as follows:

“The number of **Class “F” (Full Liquor, On Premise Only)** licenses which may be in force and effect at any given time shall be limited to **seven (7).**“

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.

2024-08				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED AUGUST 07, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

2024 LIQUOR LICENSES

Class A	
FIESTA CANCUN AUTHENTIC MEXICAN RESTAURANT OF ROSCOE, INC. dba FIESTA CANCUN MEXICAN RESTAURANT	460-24
PENNY INC dba QUIK MART	462-24
SCHNUCK MARKETS INC DBA SCHNUCKS MARKET	458-24
DORIS DESCHLER INC dba WHIFFLETREE BAR & GRILL	457-24
MARY'S MARKET ROSCOE LLC	
Class BL	
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 6	496-24
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 4	493-24
MILLION MILE LLC dba CECE'S LUCKY SLOTS	482-24
DANDY'S INC dba DANDY'S SLOTS	488-24
EMPIRE SLOTS ROSCOE LLC dba EMPIRE SLOTS	494-24
JACKPOT JOE'S LLC dba JACKPOT JOE'S	442-24
ADRI'S GAMING BUTIQUE, INC dba LUCKY HORSESHOE	480-24
SUZZIE, LLC dba MAMA SUE'S DELI & SLOTS	484-24
PINEWOODS RESTAURANT GROUP LLC dba MOLLY'S DELI	463-24
NEXT STOP ENTERPRISES LLC dba NEXT STOP GAMING	481-24
PIPITONE INC dba SLOTS OF FORTUNE	467-24
A G P 18 INCORPORATED dba SLOTS OF FORTUNE	492-24
Class C	
CASEY'S RETAIL COMPANY dba CASEY'S GENERAL STORE #3536	479-24
HIGHLAND PARK CVS LLC dba CVS/PHARMACY #8524	449-24
GPM MIDWEST, LLC dba FAS MART #5155	464-24
GPM MIDWEST, LLC dba FAS MART #5224	465-24
KELLEY WILLIAMSON CO dba HONONEGAH MOBIL	443-24
KELLEY WILLIAMSON CO dba ROSCOE MOBIL	444-24
THORNTONS LLC dba THORNTONS #331	489-24
WALGREEN CO dba WALGREENS #6001	451-24

Class F	
RJR GAMING INC dba BENNY'S SLOTS WINE & SPIRITS	491-24
HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB	447-24
LOU'S TAP, INC dba LOUIE'S TAP HOUSE	477-24
RYBO VENTURES INC dba POISON IVY PUB	459-24
VFW POST #2955 dba VFW POST 2955	450-24
PIETRO'S OF ROSCOE LLC dba PIETRO'S PIZZERIA	498-24
WHISKEY HOTEL BARBECUE LLC dba WHISKEY HOTEL BARBECUE	
Class G	
LOVES TRAVEL STOPS & COUNTRY STORE dba LOVE'S TRAVEL STOP #322	441-24
SPEEDWAY LLC dba SPEEDWAY 3962	485-24
Class CT	
PERFECTLY SEASONED LLC dba PERFECTLY SEASONED	490-24
Class D	
Tomar LLC dba Anna Maria's 2	497-24
Uskana Hospitality Group dba Jessica's Restaurant	499-24
Class BP	
CRAZY LLAMA BREWING COMPANY LLC dba CRAZY LLAMA BREWING COMPANY	486-24
Class T	
LOU'S TAP, INC dba LOUIE'S TAP HOUSE -Pour in the Park	477-24P
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (FRI)	
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (SAT)	
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (SUN)	

Liquor License Classifications	Current Fee		Total Licenses	Fee Totals
Class A On & Off Premises (Full Liquor)	\$4,000		5	\$20,000
Class BL Boutique Gaming	\$6,000		12	\$72,000
Class BP Brew Pub	\$2,500		1	\$2,500
Class C Package Store (Full Liquor)	\$3,000		8	\$24,000
Class D Beer & Wine (on Premises)	\$2,500		2	\$5,000
Class F Full Liquor (on Premises Only)	\$3,000		7	\$21,000
Class G Package Store (Beer & Wine)	\$2,000		2	\$4,000
Class CT - Caterer Retailer	\$500		1	\$500
Class T Temporary One Day	\$100		4	\$400
			42	\$149,400

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 9.

Agenda Item: Review and Recommendation of Issuance of a Class “F” (On Premise Full Liquor) liquor license to Whiskey Hotel Barbecue LLC (Licensed Premises: 5522 Elevator Road, Roscoe, IL 61073)

Date: 7/27/2024

Meeting: Liquor/Village Board 8/7/2024

Prepared by: Janel Reidinger

Department: Admin

Overview/Background Information

Whiskey Hotel Barbecue LLC is requesting approval for a Class F liquor license. The owner, Will Hendrickson, operated his food trailer successfully in the Schnucks parking lot throughout 2023. In April 2024, he transitioned to a brick-and-mortar establishment located at Roscoe Center, 5522 Elevator Road.

Key Issues

There are currently six Class F licenses. The Board will have to vote to increase the maximum number of Class F licenses to seven.

Current Class F license holders:

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

PIETROS OF ROSCOE LLC DBA PIETROS PIZZERIA

No alcohol will be allowed outside until a barrier is constructed. Will is currently working with the landlord and village on the plans for this barrier.

Fiscal Note/Budget Impact

Fee for licenses after July 1st are ½ price so the fee for the Class F for the remainder of 2024 would be \$1,500.

Prior Legislative Actions

The prior two tenants of this same space were both issued Class F licenses. (Sabor and Sabrosa)

Action Required/Recommendation

Approval or denial of issuance of class “F” On Premise Full Liquor License to Pietro’s of Roscoe LLC

Attachments

Liquor License Application



10631 Main Street, P.O. Box 283, Roscoe IL 61073
 Phone) 815-623-2829 Fax) 815-623-1360 Email) frontdesk@villageofroscoe.com
RETAIL LIQUOR DEALER'S LICENSE APPLICATION
 §114 of Village of Roscoe Code of Ordinances

SECTION 1: Applicant Information

Applicant: ~~William E. Hendrickson~~ Whiskey Hotel Barbecue LLC
 Business Name (d/b/a): Whiskey Hotel Barbecue
 Primary Contact Person /Agent: Amy Bayliss or William Hendrickson
 Mailing Address: 13954 Dorr Rd. South Beloit IL 61080
 Premise Address: 5522 Elevator Rd. Roscoe IL 61073
 Email: [REDACTED]
 Business Phone: 815 540 7812 Other Phone: [REDACTED] Fax: [REDACTED]

Corporate Information (if applicable)

Illinois Corporate Registration Number: 11822703 Date of Incorporation/Formation: 06/16/2022
 Is corporation in good standing with Illinois Secretary of State: ☒ Yes ☐ No
 If foreign corporation, date qualified to do business in Illinois: [REDACTED]

DramShop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Erie Insurance - Gary Bach Insurance Agency
 Address: 100 Erie Insurance Place, Erie Pennsylvania, 16530
 Policy Number: Q81 0436183 Coverage Limits: 1,000,000 - per occurrence

Anticipated Revenue

Indicate anticipated percentage of total annual revenue from each of the following categories Percentages must total 100%

Alcohol Sales:	<u>20</u>	<u>%</u>
Food Sales:	<u>75</u>	<u>%</u>
General Merchandise (or other):	<u>5</u>	<u>%</u>
Net Terminal Income (gaming revenue):	<u>0</u>	<u>%</u>

License Information

Check one box. If license class selected is different than previous year a five-hundred-dollar application fee is required.

- | | | |
|---|-------------------------------|------------|
| ☐ Class A | On & Off Premises Full Liquor | \$4,000.00 |
| ☐ Class D | On Premise Only Beer & Wine | \$2,500.00 |
| ☒ Class F | On Premise Only Full Liquor | \$3,000.00 |
| ☐ Class G | Package Store Beer & Wine | \$2,000.00 |
| ☐ Class C | Package Store Full Liquor | \$3,000.00 |
| ☐ Class BL | Boutique Gaming Full Liquor | \$6,000.00 |
| ☐ Class BP | Brew Pub Full Liquor | \$2,500.00 |
| ☐ Class CT | Caterer Retailer Full Liquor | \$ 500.00 |
| ☒ Application Fee | | \$ 500.00 |
| (new licenses and license class changes only) | | |

**VILLAGE OF ROSCOE
ORDINANCE NO. 2024-10**

AN ORDINANCE AMENDING SECTION §11-339 OF THE VILLAGE OF ROSCOE CODE OF ORDINANCES CONCERNING THE REGULATION OF LICENSED LIQUOR ESTABLISHMENTS WITHIN THE VILLAGE OF ROSCOE INCREASING CLASS “A” (FULL LIQUOR, ON AND OFF PREMISES)

WHEREAS, Sec. 11-339 of the Village of Roscoe’s Code of Ordinances defines the classification, scope and fees for liquor licenses available in the Village; and

WHEREAS, the Village of Roscoe desires to amend Sec. 11-339 by **increasing** the total number of **Class “A”** Liquor Licenses authorized and available for issuance by the Village of Roscoe; and

WHEREAS, this Ordinance is not intended to deprive any currently licensed liquor establishment from maintaining their current liquor license classifications, nor from restricting those establishments from renewing their licenses pursuant to the regulations set forth under the Village of Roscoe Code of Ordinances; and

WHEREAS, the Village of Roscoe is authorized and empowered by statute to amend and enforce the provisions of this Ordinance.

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

Section 1. The foregoing recitals are incorporated herein as findings of the Village of Roscoe Board of Trustees.

Section 2. That section **Sec. 11-339** of the Village of Roscoe Code of Ordinances is hereby amended to reflect as follows:

“The number of **Class “A” (Full Liquor, On and Off Premises)** licenses which may be in force and effect at any given time shall be limited to **five (5).** “

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.

2024-09				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED AUGUST 07, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

2024 LIQUOR LICENSES

Class A	
FIESTA CANCUN AUTHENTIC MEXICAN RESTAURANT OF ROSCOE, INC. dba FIESTA CANCUN MEXICAN RESTAURANT	460-24
PENNY INC dba QUIK MART	462-24
SCHNUCK MARKETS INC DBA SCHNUCKS MARKET	458-24
DORIS DESCHLER INC dba WHIFFLETREE BAR & GRILL	457-24
MARY'S MARKET ROSCOE LLC	
Class BL	
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 6	496-24
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 4	493-24
MILLION MILE LLC dba CECE'S LUCKY SLOTS	482-24
DANDY'S INC dba DANDY'S SLOTS	488-24
EMPIRE SLOTS ROSCOE LLC dba EMPIRE SLOTS	494-24
JACKPOT JOE'S LLC dba JACKPOT JOE'S	442-24
ADRI'S GAMING BUTIQUE, INC dba LUCKY HORSESHOE	480-24
SUZZIE, LLC dba MAMA SUE'S DELI & SLOTS	484-24
PINEWOODS RESTAURANT GROUP LLC dba MOLLY'S DELI	463-24
NEXT STOP ENTERPRISES LLC dba NEXT STOP GAMING	481-24
PIPITONE INC dba SLOTS OF FORTUNE	467-24
A G P 18 INCORPORATED dba SLOTS OF FORTUNE	492-24
Class C	
CASEY'S RETAIL COMPANY dba CASEY'S GENERAL STORE #3536	479-24
HIGHLAND PARK CVS LLC dba CVS/PHARMACY #8524	449-24
GPM MIDWEST, LLC dba FAS MART #5155	464-24
GPM MIDWEST, LLC dba FAS MART #5224	465-24
KELLEY WILLIAMSON CO dba HONONEGAH MOBIL	443-24
KELLEY WILLIAMSON CO dba ROSCOE MOBIL	444-24
THORNTONS LLC dba THORNTONS #331	489-24
WALGREEN CO dba WALGREENS #6001	451-24

Class F	
RJR GAMING INC dba BENNY'S SLOTS WINE & SPIRITS	491-24
HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB	447-24
LOU'S TAP, INC dba LOUIE'S TAP HOUSE	477-24
RYBO VENTURES INC dba POISON IVY PUB	459-24
VFW POST #2955 dba VFW POST 2955	450-24
PIETRO'S OF ROSCOE LLC dba PIETRO'S PIZZERIA	498-24
WHISKEY HOTEL BARBECUE LLC dba WHISKEY HOTEL BARBECUE	
Class G	
LOVES TRAVEL STOPS & COUNTRY STORE dba LOVE'S TRAVEL STOP #322	441-24
SPEEDWAY LLC dba SPEEDWAY 3962	485-24
Class CT	
PERFECTLY SEASONED LLC dba PERFECTLY SEASONED	490-24
Class D	
Tomar LLC dba Anna Maria's 2	497-24
Uskana Hospitality Group dba Jessica's Restaurant	499-24
Class BP	
CRAZY LLAMA BREWING COMPANY LLC dba CRAZY LLAMA BREWING COMPANY	486-24
Class T	
LOU'S TAP, INC dba LOUIE'S TAP HOUSE -Pour in the Park	477-24P
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (FRI)	
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (SAT)	
RYBO VENTURES dba POISON IVY- FALL FESTIVAL (SUN)	

Liquor License Classifications	Current Fee		Total Licenses	Fee Totals
Class A On & Off Premises (Full Liquor)	\$4,000		5	\$20,000
Class BL Boutique Gaming	\$6,000		12	\$72,000
Class BP Brew Pub	\$2,500		1	\$2,500
Class C Package Store (Full Liquor)	\$3,000		8	\$24,000
Class D Beer & Wine (on Premises)	\$2,500		2	\$5,000
Class F Full Liquor (on Premises Only)	\$3,000		7	\$21,000
Class G Package Store (Beer & Wine)	\$2,000		2	\$4,000
Class CT - Caterer Retailer	\$500		1	\$500
Class T Temporary One Day	\$100		4	\$400
			42	\$149,400

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 11.

Agenda Item:	Review and Recommendation of Issuance of a Class “A” (On and Off Premise Full Liquor) liquor license to Mary’s Market Roscoe LLC (Licensed Premises: 4866 Bluestem Road, Roscoe, IL 61073)		
Date:	7/29/2024	Meeting:	Liquor/Village Board 8/7/2024
Prepared by:	Janel Reidinger	Department:	Admin

Overview/Background Information

Mary’s Market held a Class A liquor license from 2020 through 2022 when they closed their daily operations. The facility remained open for private events. They are ready to resume daily operations and are applying for the Class A, (on and off premise) liquor license.

Key Issues

There are currently four Class A licenses. The board will have to vote to increase the number of Class A licenses to five.

Current Class A license holders:

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

PENNY INC dba QUIK MART

SCHNUCK MARKETS INC DBA SCHNUCKS MARKET

DORIS DESCHLER INC dba WHIFFLETREE BAR & GRILL

Fiscal Note/Budget Impact

Fee for licenses after July 1st are ½ price so the fee for the Class A for the remainder of 2024 would be \$2,000.

Prior Legislative Actions

Class A license was approved for 2020, 2021 and 2022.

Action Required/Recommendation

Approval or denial of issuance of class “A” On and Off Premise Full Liquor License to Mary’s Market Roscoe LLC

Attachments

Liquor License Application



10631 Main Street, P.O. Box 283, Roscoe IL 61073
 Phone) 815-623-2828 Fax) 815-623-1360 Email) frontdesk@villageofroscoe.com

Item # 11.

RETAIL LIQUOR DEALER'S LICENSE APPLICATION

§114 of Village of Roscoe Code of Ordinances

SECTION 1: Applicant Information

Applicant: Mary's Market Roscoe LLC
 Business Name (d/b/a): _____
 Primary Contact Person /Agent: Chensh Ruenger
 Mailing Address: 4343 E. State St Rockford, IL 61108
 Premise Address: 4866 Blue Stem Rd Roscoe, IL 61073
 Email: [REDACTED]
 Business Phone: 815-312-5778 Other Phone: _____ Fax: _____

Corporate Information (if applicable)

Illinois Corporate Registration Number: 43-2870717 Date of Incorporation/Formation: 12/18/18
 Is corporation in good standing with Illinois Secretary of State: ☒ Yes ☐ No
 If foreign corporation, date qualified to do business in Illinois: _____

Dram Shop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Arthur J. Hallacher Risk Management
 Address: 555 S. Perryville Rd Rockford, IL 61108
 Policy Number: BPFL 3028755923 Coverage Limits: 1,000,000

Anticipated Revenue

Indicate anticipated percentage of total annual revenue from each of the following categories Percentages must total 100%

Alcohol Sales: 5 %
 Food Sales: 95 %
 General Merchandise (or other): N/A %
 Net Terminal Income (gaming revenue): N/A %

License Information

Check one box. If license class selected is different than previous year a five-hundred-dollar application fee is required.

- | | | | |
|---|---------------------------------|-----------|--|
| ☒ Class A | On & Off Premises (Full Liquor) | \$4000.00 | ☒ Application Fee \$500.00 |
| ☐ Class C | Package Store (Full Liquor) | \$3000.00 | (new licenses and license class changes only) |
| ☐ Class D | Beer & Wine (On Premises) | \$2500.00 | |
| ☐ Class F | Full Liquor (On Premise Only) | \$3000.00 | |
| ☐ Class G | Package Store (Beer & Wine) | \$2000.00 | |
| ☐ Class T | Temporary (One Day) | \$ 100.00 | |
| ☐ Class BL | Boutique Gaming | \$6000.00 | |
| ☐ Class BP | Brew Pub | \$2500.00 | |
| ☐ Class CT | Caterer Retailer (Full Liquor) | \$ 500.00 | |

Office Use Only

Date Issued: _____ Expires: _____ Fee: _____
☐ Check # _____ ☐ Cash ☐ Credit Card Receipt # _____

License No: _____

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 12.

Agenda Item: Sergeant's Agreement

Date: 08-07-24

Meeting: Board

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

A version of the Sergeant Agreement originally started in 2020 to mirror the patrol FOP contract however it was never signed. I have worked with the Police Departments new law firm to update the agreement. Two noticeable changes in the agreement are 1) the eligibility of Administrative Sergeant and the position, 2) legal protections to Sergeants when acting in their official capacity.

Key Issues

Having a signed version of the Sergeants Agreement to include the changes

Fiscal Note/Budget Impact

Cost for legal counsel when needed for Sergeants when acting in their official capacity.

Prior Legislative Actions

Approved in COTW on 07-16-24

Action Required/Recommendation

Approving Sergeant's Agreement

Attachments

Sergeant Agreement

**VILLAGE OF ROSCOE
RESOLUTION NO. 2024-R34**

Item # 12.

**A RESOLUTION OF THE VILLAGE OF ROSCOE APPROVING AN AGREEMENT
RELATED TO THE EMPLOYMENT AND BENEFITS FOR SERGEANTS OF THE
VILLAGE OF ROSCOE POLICE DEPARTMENT**

WHEREAS, the Village of Roscoe Police Department currently employs both patrol officers and sergeants within the ranks of the department; and

WHEREAS, the Village and the Sergeants of the Village of Roscoe Police Department have come to an accord as to the terms of an agreement concerning wages, hours, healthcare benefits, terms and other conditions of employment for those members of the Village Police Department with the rank of Sergeant; and

NOW THEREFORE, be it resolved by the President and Board of Trustees of the Village of Roscoe, Illinois, as follows:

SECTION 1: That the Village of Roscoe Police Department “Sergeants Agreement” is hereby approved and adopted, in substantially similar form, as to the agreement attached hereto as Exhibit “A”.

SECTION 2: That such agreement shall become effective upon the passage of this resolution..

2024-R34				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED AUGUST 07, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”

(Resolution 2024-R34)

Sergeants Agreement

VILLAGE OF ROSCOE

Sergeant's Agreement (Agreement)



Effective Date: _____, 2024

Termination Date: December 31, 2026

SECTION 1: NON-DISCRIMINATION

1.1 Non-Discrimination.

Neither the Employer nor the Roscoe Police Department Sergeants shall discriminate against any employee in a manner which would violate any applicable state or federal law. Neither the Council nor the Employer shall discriminate against any employee as a result of an employee's choice to engage in protected concerted activities, including membership or other proper activities on behalf of the Council, or who refrain therefrom.

1.2 Use of Pronouns.

Use of either masculine or feminine pronoun in this document shall be construed to also refer to the other. Use of singular form or plural form in this document shall be construed to also refer to the other.

SECTION 2: MANAGEMENT MEETINGS

2.1 Exclusivity of Meetings.

The parties expressly acknowledge that such conferences are neither collective bargaining nor for the purpose of formally or in any binding manner considering any matter being processed as a Grievance. The conference is solely for the exchange of information and opinion designed to enhance communication between the parties.

SECTION 3: INDEMNIFICATION

3.1 Scope of Indemnification.

The Employer's obligations for indemnifying employees for conduct and actions arising from and within the scope of employment shall be defined and limited by applicable Illinois statute; provided, however, the dollar limits of liability shall be that amount provided by the Employer's insurance carrier according to the terms of the liability insurance policy.

3.2 Cooperation.

An employee shall be required to fully and unequivocally cooperate with the Employer during the course of any investigation and the administration or litigation of any claim arising under this Article. An employee who fails to provide such cooperation shall be subject to loss of indemnification.

3.3 Sergeant's Legal Representation

Any Sergeant who is the subject of an investigation arising out of the performance of their duties shall be entitled to legal representation paid for by the Village, until such time as a determination is made whether or not to charge the Sergeant with criminal conduct.

SECTION 4: HOURS OF WORK AND OVERTIME

4.1 No Guarantee of Work.

This Article defines the basic hours of work and shall not be construed as a guarantee of work per day or per week or of days of work per week.

4.2 Departmental Work Schedule

Schedules shall be negotiated internally through the Roscoe Police Sergeants with final approval through the Chief of Police should a conflict arise. This shall consist of a 12-hour schedule A and Schedule B shift from 0600-1800 and 1800-0600. Sergeant's shall determine by seniority the manner in which each Sergeant works the 0600-1800 or the 1800-0600 shift from January 1 through July 1, and July 1 through January 1.

The normal workday for Sergeants shall consist of twelve (12) hours (including a paid lunch period and paid breaks). The normal hours of work shall consist of two (2) permanent shifts (0600 hours – 1800 hours and 1800 hours - 0600 hours). The normal workweek shall consist of two (2) consecutive workdays, followed by two (2) consecutive days off; followed by three (3) consecutive workdays, followed by two (2) consecutive days off; followed by two (2) consecutive workdays, followed by three (3) consecutive days off.

Employees shall bid shifts on a seniority basis once a year thirty days prior to October 1st of each year. Seniority shall be based upon continuous full-time service and/or based on date of promotion to Sergeant within the department. Sergeants shall switch shifts (days to nights) based on their bids on January 1st, and July 1st of each year.

The work schedule shall not be changed or adjusted (exclusive of voluntary trades) except in cases of emergencies. A work cycle shall consist of fourteen (14) days.

Schedules for Sergeants shall be posted in October of each year for the following calendar year.

4.3 Administrative Sergeant

There shall be an Administrative Sergeant, and the duties of the Administrative Sergeant shall be designated by the Chief. The Administrative Sergeant shall rotate every two (2) years. The rotation shall be based on seniority (the Sergeant must have a minimum of three years' experience to be

eligible for the position of Administrative Sergeant). Any Sergeant due to become the Administrative Sergeant may turn down the position and remain a Patrol Sergeant, and in that event the Administrative Sergeant position shall be offered to the next eligible Senior Sergeant. The Administrative Sergeant serves at the discretion of the Chief, any Administrative Sergeant removed from the position will return to Patrol Sergeant in the open shift position created by the incoming Administrative Sergeant.

4.4 Shift Assignments.

Prior to October 15, the Chief of Police shall make schedules for shift assignments for the following calendar year. Shift assignments shall be on a yearly basis. Shift assignments may be temporarily changed by the Chief of Police in an emergency or to accommodate an articulated and demonstrated need for special assignments outside of normal assignments. Such assignments shall not be made solely for the purpose of avoiding the payment of overtime

4.5 Trading Shifts.

Employees shall be allowed to trade shifts, within the same pay period, when it is requested in writing by an employee, signed by the employee involved and approved by the Shift Supervisor or his/her designee, the approval of which shall not be unreasonably denied.

4.6 Overtime Pay.

The Employer shall have the right to require an employee to work overtime, provided, however, no employee shall work overtime without prior approval of a supervisor.

An employee shall be paid one and one-half times the regular straight-time hourly rate-of-pay for all hours worked in excess of the employee's normal work day or any hours over the employee's scheduled two (2) week pay period. At the employee's request compensatory time may be elected in lieu of overtime, at the rate of one and one half (1 ½) hours for each hour of overtime worked. Paid lunch and break time shall be included in "hours worked" for purposes of computing overtime under this section. For purposes of calculating overtime, all compensable hours shall count as hours worked.

4.7 No Pyramiding.

Compensation shall not be paid more than once for the same hours under any provision of this document.

4.8 Court Time.

A. Employees who are required to attend court or inquests outside their regularly scheduled work hours shall be compensated at the overtime rate of time and one-half (1 ½) with a guaranteed minimum of two (2) hours or time served whichever is greater.

Each employee subpoenaed to appear in any court, whether it be criminal, civil, Police and Fire Commission Hearing or Administrative Hearing, concerning matters arising in the course of their duties, during non-duty hours (on a scheduled work day), shall be compensated at the overtime rate of time and one-half (1 ½) with a guaranteed minimum of two (2) hours or time served whichever is greater. If an officer is subpoenaed on their scheduled day off, said officer shall receive two (2) times their regular hourly rate of pay with a guaranteed minimum of three (3) hours or time served whichever is greater. Officers will be paid for lunch periods if required to return for further testimony after the lunch period on said day.

B. Officers subpoenaed to appear in a court outside of Winnebago County shall, in addition, be reimbursed for mileage, meals and other reasonable, necessary expenses, upon submission of the receipts for such.

C. Subpoena cancellations not given with a four (4) hour notice, will result in the minimum court allowance payment to the officer as provided for above.

4.9 Stand-By (On-Call) Pay

Whenever an employee is required to be on stand-by (on-call), excluding court time, on his/her off time, the employee shall be compensated at the overtime rate of time and one-half (1 ½) with a guaranteed minimum of two (2) hours of stand-by (on-call) time or time served, whichever is greater. If designated as being on stand-by (on-call), the employee shall be available at all times during the designation by cell phone or pager. Failure to be so available will disqualify the employee from receiving pay under this section. Outside of stand-by (on-call) it is expected that as part of the Sergeant's responsibilities, Sergeants should be available at all times (including when off-duty) for phone calls from the Chief or the Chief's designee, and/or shall return calls as soon as possible, and within a reasonable period of time.

4.10 Computation of Hourly Salary.

For the purposes of determining overtime compensation, an employee's hourly salary shall be computed based upon an annual work year of 2184 hours and their base pay.

4.11 Overtime Work.

Whenever practicable, overtime will be scheduled on a voluntary basis. Employees who are held over on their shift shall be given overtime payment for the additional hours worked or compensatory time in a like amount at the option of the employee. The Chief of Police shall maintain a list of employees who wish to be considered for overtime assignments, and the Chief shall contact those employees in order to offer them an overtime assignment. The next occasion for overtime shall be offered first to the employee who would next have been on the list for the preceding overtime offer. If no employee volunteers for an overtime assignment, the Chief shall contact an employee on the opposite shift from the overtime and assign the overtime to that employee.

4.12 Call Back.

An employee who has completed his or her work for the day and who has left the Employer's premises and who is called back for unscheduled duty shall be paid for a minimum of two (2) hours work at the appropriate overtime rate of time and one-half (1 ½) or the actual time worked, whichever is greater.

4.13 Compensatory Time.

Compensatory time may be paid in lieu of overtime payment if the employee so elects. Compensatory time will be calculated and accumulated at the appropriate overtime rate of pay as earned. Compensatory time shall be taken at a minimum of one-half (½) hour increments. Forty-eight (48) hours of compensatory time may be accumulated and twenty-four (24) hours may be carried forward from year to year.

The employee shall be paid out annually for all hours in excess of twenty-four (24) hours. Unused time shall be paid at the employee's regular straight time hourly rate of pay as of the one day prior to the Employee's anniversary date of employment.

The Employee shall have the alternate option of receiving payout in excess of any mandatory payout as provided for above, up to the remaining accrued amount in the Employee's bank. The Employee must submit requests no later than thirty (30) calendar days prior to their anniversary payout date, or forfeit the option of the additional payout, until their next anniversary date of employment.

Compensatory time off shall be at the discretion of the Chief of Police, but compensatory time off shall not be unreasonably denied. Upon separation, any accrued and unused time shall be paid at the employee's final regular rate of pay.

4.14 Payroll Checks.

Payroll checks shall be ready for issuance and issued by 0700 hours on Friday on a bi-weekly basis.

SECTION 5: EMPLOYEE SECURITY

The Roscoe Police Department will follow Roscoe Police Policy #1013 Personnel Complaints (See attached)

SECTION 6: GRIEVANCE PROCEDURE

The Roscoe Police Department will follow Roscoe Police Policy #1003 Grievance Procedure (See Attached)

SECTION 7: HOLIDAYS

7.1 Holidays.

The employees shall receive a regular day's pay, of eight and 4/10ths (8.4) hours, for each of the following paid holidays per year:

New Year's Day
 Friday before Easter
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve

Holidays shall accrue for all employees when they are observed.

7.2 Personal Days.

In addition to the holidays specified above, each employee shall annually be entitled to three (3) Personal Days of twelve (12) hours with pay. The taking of a Personal Day shall be scheduled with the employee's supervisor, and shall not be unreasonably denied.

7.3 Holiday Pay.

In order to be eligible for pay under this section, the employee must have worked the scheduled day immediately preceding the holiday and the scheduled day immediately after the holiday. Holiday pay shall be based on a workday of 8.4 hours.

When their regularly scheduled day off falls on the actual day of the holiday, shall be paid a regular day's pay of 8.4 hours.

When an employee's regular workday falls on the actual day of a holiday, the employee shall receive the appropriate overtime rate of time and one-half (1 ½) for all hours worked in addition to Holiday Pay. When an employee is called in from his or her regular day off on the actual day of a holiday, the employee shall be paid at the appropriate overtime rate of time and one-half (1 ½) for all hours worked in addition to Holiday Pay of 8.4 hours.

7.4 Holiday Holdover Pay.

On a recognized holiday, any employee held over beyond their regular shift hours shall be paid

at the rate of double-time their regular straight time hourly rate of pay for all such holdover hours of work.

7.5 Holiday During Vacations.

When a holiday falls during an employee's vacation, the employee shall have the option of receiving a regular day's pay for the holiday, having an additional day off at the beginning or end of his/her vacation or within thirty (30) days thereof, in lieu of holiday pay or not be charged vacation leave for said days. This election must be made by the employee when he/she schedules his/her vacation.

If an employee is called back from vacation to work, it shall be for the entire shift. Additionally, at the employee's option, said employee will be allowed to rebank said vacation day, to be taken at a later date, or receive the additional day's pay.

7.6 Holiday Hours Defined.

A holiday shall cover a twenty-four (24) hour period beginning at 0600 hours on the day of the holiday and continue until 0600 hours the following day.

SECTION 8: SENIORITY, LAYOFF AND RECALL

8.1 Definition of Seniority.

Seniority shall be based on the length of time from the last date of hire beginning continuous full-time employment as a Police Officer for the Village (based on promotion date). Seniority shall be used when determining layoffs, vacation preferences, shift bidding, overtime eligibility and all other past practices in which seniority is a factor. If hired on the same date, ranking on the eligibility list shall establish seniority, with the employee higher ranking being the most senior.

8.2 Seniority List.

On or before January 1st each year, the Employer shall prepare and forward to the Sergeants a list setting forth the present seniority dates and the list shall become effective on or after the date of execution of this document. This list shall resolve all questions of seniority affecting employees employed. Thereafter, on or before January 1st each year the Employer will post and provide the Sergeants with a seniority list setting forth each employee's seniority date. Disputes as to seniority listing shall be resolved through the grievance procedure.

8.3 Layoff.

The Employer and the Sergeants recognize that the work of law enforcement is vital to the keeping of the peace and orderly enforcement of laws for all of the citizens within the Village of Roscoe. Consistent therewith, when, in the Employer's discretion, it becomes necessary to reduce the work force, employees will be laid off in accordance with their length of service

with the employer as provided in 65 ILCS 5/10-2.1-18 as follows:

A. Temporary, part-time and probationary employees in the affected classification shall be laid off first, in that order.

B. Full-time employees in the affected classification shall then be laid off in inverse order of seniority provided the remaining employees have the current capability to perform the work.

Individual employees shall receive notice in writing of the layoff not less than thirty calendar (30) days prior to the effective date of such layoff, with copies thereof sent to the Council.

8.4 Termination of Seniority.

An employee's continuous service shall be broken, and his seniority shall cease, and his employment shall be terminated upon:

- (1) Quitting;
- (2) Discharge for just cause;
- (3) Failure to report to work at the end of a vacation or authorized leave of absence. However, the employee shall be allowed to present mitigating circumstances that may be considered by the Chief of Police;
- (4) Being laid off or otherwise absent from work for any other reason for a length of time longer than the lesser of his total seniority at the beginning of the layoff or twenty-four (24) months, except for work related injuries;
- (5) Seeking or engaging in gainful employment during a leave of absence unless such is specifically granted during that leave, or the collection of unemployment compensation during a leave of absence;
- (6) Absence for three (3) consecutive scheduled work days without proper notification, jurisdiction thereof, or authorization. However, the employee shall be allowed to present mitigating circumstance that may be considered by the Chief of Police;
- (7) Retirement; or
- (8) Proven medical inability to perform essential functions of the job, even with requested accommodation.

8.5 Recall.

When there is an increase in the work force and there are currently capable employees on layoff who are still retained on the seniority list, recall within each classification shall be in reverse order of layoff. No new employee shall be hired into a classification while there is a

qualified employee on layoff who is still retained on the seniority list.

In the event of recall, an eligible employee shall receive notice of recall by certified mail, return receipt requested. It is the responsibility of all employees eligible for recall to notify the Chief of Police of their current address. Upon issuance of such notice of recall, an employee shall have seven (7) calendar days to notify the Chief of Police of acceptance of the recall. The employee shall have seven (7) calendar days thereafter to report to duty.

8.6 Seniority and Authorized Leave of Absence.

Seniority shall be calculated to include time spent on an authorized leave of absence by an officer.

8.7 Physical Examination upon Recall.

The Employer may require an employee recalled from layoff to pass a physical examination conducted at the Employer's expense by an Employer-designated physician, as a prerequisite to returning to work.

SECTION 9: VACATIONS

9.1 Eligibility and Allowances.

Sergeants shall be eligible for paid vacation time after the completion of their probationary period with the Village. Employees shall begin to accrue vacation allowance as of the successful completion of their probationary period. Upon successful completion of their probationary period, vacation accrual shall be retroactive to the date of hire. Vacation allowance shall be earned as follows:

After completion of one (1) year of Service	2 Weeks (84 hours)
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After completion of five (5) years of Service	3 Weeks (126 hours)
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After completion of six (6) years of service employees shall earn one (1) additional paid vacation (8.4 hour) day per year for each additional year of service up to a maximum annual accrual of 4 weeks (168 hours).

9.2 Vacation Pay

Vacation pay shall be paid at the employee's regular straight-time hourly rate of pay in effect on the payday immediately preceding the employee's vacation.

9.3 Scheduling.

Vacations shall be scheduled insofar as practical at times desired by each employee, with a determination of preference in one-week increments being made on the basis of the employee's

seniority as defined in this document. All vacation requests shall be submitted to the Chief of Police no earlier than December 1st and no later than December 15th of the preceding year for selection of vacations to be taken during the following calendar year. The vacation schedule shall be posted no later than December 31st of the preceding year. Vacation requests submitted after December 15th of the preceding year will be granted on a first-come first-serve basis. Vacation days must be taken in a minimum one-half (1/2) day increment.

9.4 Vacation Carry-Over.

Employees may carry over up to one week (42 hours) of accrued and unused vacation time for ninety (90) days past the fiscal year in which vacation was earned, of which may be extended by mutual agreement with the Employer and the Employee.

9.5 Vacation Pay at Separation.

Any and all unused vacation pay remaining through the last day of employment, shall be payable upon separation, to the employee at his or her current regular hourly rate.

SECTION 10: SICK LEAVE

10.1 Days Earned.

A regular full-time employee who has completed the probationary period shall be entitled to paid sick leave on the following basis:

1. The injury or illness prevents the employee from working hours she or he is otherwise scheduled to work.
2. The employee is not entitled to compensation under the Illinois Workers Compensation Act or any other paid leave of absence.
3. Each twelve (12) hour employee shall receive 8.4 hours of sick time monthly at their normal hourly base rate of pay until the accrual amounts set forth in 4 below are achieved subject to the use of sick time set forth herein.
4. Employees will accrue unused sick time and may carry that sick time over from year to year until the employee accumulates a maximum of one thousand eight (1008) hours (one hundred twenty (120) days).
5. Paid sick leave hours used by an employee shall be subtracted from the employee's accumulated total.
6. Hours paid as sick leave shall be hours worked for overtime purposes.
7. An employee shall continue to accrue and receive the other benefits outlined during use of paid sick leave.

8. An employee shall not be vested in and thus shall not be paid any amount for accrued paid sick leave at the time the employment relationship is ended except as provided herein.

9. At the Employee's separation from the Employer, if such separation is not for cause, the Employer will pay the Employee for one-half (1/2) of his or her accumulated sick hours to the Employee at his or her then current regular hourly rate. If the Employee retires from the employment of the Village, the employee shall have the option of utilizing this amount towards insurance premiums until the amount is exhausted.

10. The Chief of Police may, in his discretion, require a physician's statement from any employee to substantiate receipt of or to permit return from paid sick leave in excess of three (3) days or when the Chief has just cause to believe that an employee is abusing sick leave.

10.2 Sick Leave Utilization.

Sick leave may also be utilized for immediate family member illness or injury.

10.3 Sick Leave Utilization Incentive

Employees who use sick time on two (2) or less days during a calendar year will receive five-hundred dollars (\$500.00). Employees who qualify will receive the annual sick leave incentive check with their pay earned for the final pay period of the calendar year.

SECTION 11: ADDITIONAL LEAVE OF ABSENCE

11.1 Unpaid Leave of Absence.

The Village may grant an unpaid leave of absence under this Article to any employee where the Village determines there is good and sufficient reason.

An unpaid leave of absence may be granted to a requesting employee who has at least one (1) year seniority by the Employer. When any such leave exceeds thirty (30) calendar days, an employee may continue enrollment in the Employer's insurance plan by arranging to repay the premiums, on a monthly basis, during said leave or any extension thereof. An employee on unpaid leave of absence for more than thirty (30) calendar days shall not receive any other pay or benefits (including vacation, sick days, personal days, etc.) during such leave. Unless excepted by mutual agreement between the Employer and the Council, expressed in writing prior to any leave of absence, an employee will continue to accumulate seniority during a leave of absence.

11.2 Application for Leave.

Any request for a leave of absence shall be submitted in writing by the employee to the Chief of Police or his/her designee as far in advance as practicable. The request shall state the reason for the leave of absence and the approximate length of time off the employee desires.

Authorization for leave of absence shall, if granted, be furnished to the employee by the Employer, and it shall be in writing.

11.3 Extended Illness or Injury Leave.

Upon request from an employee, supported by written certification from the employee's physician that the employee is, and/or will become, temporarily disabled and unable to work for a specified period of time due to illness or injury, which request must contain the reason for the leave, the date the leave is to begin, and the anticipated date of return from leave, an employee may be granted an unpaid leave of absence for a maximum of twelve (12) weeks subject to extensions supported by a medical progress report and any other information showing justification for additional time off to an aggregate maximum of six (6) months.

11.4 Emergency Leave.

Upon written request from an employee stating the reason, beginning date, and anticipated ending date for an emergency or Council business, a leave may be granted for up to thirty (30) calendar days. No request for such leave will be arbitrarily denied. For any leave, an employee shall be guaranteed the right to return to said employee's job or the job to which the employee would have been transferred absent such leave. Absent a prior written guarantee to the contrary upon the return of an employee from such leave, the Employer shall make a reasonable attempt to return the employee to his original position or to one of comparable skill and compensation.

11.5 Military Leave.

Military leave and benefits shall be granted in accordance with the applicable State and Federal laws.

11.6 Family and Medical Leave

To comply with the Family and Medical Leave Act ("FMLA") as amended, the Village shall grant eligible employees' unpaid family and medical leaves of absence under the following terms and conditions. The Village may allow employees to be absent for reasons not covered by this policy or for periods beyond those required by the FMLA. Such additional periods of absence, if allowed, are discretionary with the Village.

1) Eligibility

To be eligible for family or medical leave, an employee must:

- a) Have been employed by the Village for at least 12 months (not necessarily consecutive, and
- b) Have worked at least 1,250 hours during the previous 12-month period (hours of work are defined within the meaning of the Fair Labor Standards Act and Regulations).

2) Purpose of Leave

Leave under this policy will be granted for the following purposes:

- a) Medical Leave: If the employee is needed to care for a child, spouse or parent with a serious health condition (as defined in paragraph 5 (c) of this policy) or if the employee is unable to perform the essential functions of her or his job because of the employee's own serious health condition.
- b) Family Leave: To care for a child after the birth or placement of the child with the employee for adoption or state-sanctioned foster care. Any family leave must be completed within 12 months of the child's birth or placement.

3) Duration and Scheduling of Leaves

- a) The Village will grant up to 12 weeks of family and medical leave in any 12-month period subject to Section 6 (a) of this policy.
- b) Leave may be taken:
 - i) In one 12-week period;
 - ii) In two or more leaves for different reasons totaling 12 work weeks;
 - iii) Intermittently in the case of a medical leave, when medically necessary, with the hours/days/weeks of leave equaling an equivalent of 12 work weeks;
 - iv) As part of a reduced work schedule in the case of a medical leave, when medically necessary, with the hours/days of leave equaling 12 work weeks.
- c) Where both husband and wife are employed by the Village and eligible for FMLA leave, they are permitted to take only a combined total of twelve weeks of leave during any 12-month period if the purpose of the leave is for.:
 - i) the birth of a son or daughter or to care for the child after birth;
 - ii) for placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
 - iii) to care for a parent (but not a parent "in-law") with a serious health condition.

4) Employee Notice of Leave

- a) An employee requesting a family or medical leave must provide notice to the Village as soon as practicable. Where the need for a leave is foreseeable, e.g. for the birth of a child or planned medical treatment, the employee must provide 30 days notice. In the event the employee fails to provide 30 days notice for a foreseeable leave, the Village may delay the start of the employee's leave until 30 days after notice is provided.
- b) In the case of a request for intermittent or reduced schedule leave or leave for a planned medical treatment, the employee shall, at the Village's request, schedule such treatment so as not to unduly disrupt the Village's operations.

5) Medical Certification

- a) In requesting a leave, an employee must provide sufficient facts to demonstrate that the leave qualifies under the FMLA.
- b) In the case of a request for a medical leave, the employee must provide, within 15 days of the Village's request, a medical certification, from the employee's or family member's health care provider that the leave is necessary because of her or his serious health condition or the need to care for a spouse, child or parent with a serious health condition.
- c) For purposes of this policy only, a serious health condition is an illness, injury, impairment or physical or mental condition that involves:
 - i) A period of in-patient care in a hospital, hospice or residential medical facility; or
 - ii) A period of incapacity requiring absence from work, school or other regular daily activities for more than three calendar days and involving continuing treatment by a health care provider; or
 - iii) Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three days
- d) The Village, at its expense, may require a second opinion of a second health care provider. When a second opinion conflicts with the first, the Village may require a third opinion from a health care provider to be approved jointly by the employee and Village.
- e) An employee on leave must report every 30 days on her or his status and intention to return to work and, in the case of a medical leave, provide recertification every 30 days by a health care provider.
- f) The Village may deny or delay leave to employees who do not provide proper or timely medical certification.
- g) Employees who fail to return to work on their scheduled return date without obtaining management approval for extension of leave will be treated as voluntary quits and removed from the payroll.

6) Compensation and Benefits

- a) Family and medical leave granted under this policy are unpaid except that the employee is required to use accrued paid vacation in excess of forty (40) hours, and sick leave as part of family or medical leave provided under this policy. Accrued sick time may be taken before vacation time at the employee's discretion. The accrued vacation and sick leave used for these purposes will be treated as paid family and medical leave

under this policy. The total of paid and unpaid leave for family and medical leave purposes under this policy may not exceed 12 weeks during any 12-month period. The 12-month period will be a rolling period measured backward from the date the employee uses any leave under this policy.

- b) An employee on family or medical leave will continue to be covered under the Village's group health plan and other group benefit plans under the same terms as the employee had been continuously working during the leave period, subject to Section 7 below, provided that:
 - i) Coverage shall end when the employee notifies the Village of his or her intent not to return to work, fails to return on the scheduled date, or exhausts her or his family and medical leave rights under this policy;
 - ii) The employee must pay her or his share (if any) of applicable premium payments at the same time as these payments would be made if by payroll deduction. Coverage shall cease if the employee's payment is more than 30 days late.
- c) Any employee who fails to return to work after an unpaid leave under this policy (except for reasons beyond her or his control) will be required to reimburse the Village for the cost of coverage during the leave.

7) Employment Status

- a) During a leave under this policy, the employee will not accrue any benefits that accrue according to length of service (e.g. paid vacations).
- b) The employee will not lose any previously accrued benefits because of a leave taken under this policy.
- c) Upon the conclusion of an approved leave, the employee will be restored to her or his former position or to an equivalent position (with respect to pay, benefits, and other terms and conditions of employment) with any general pay increases or benefits enhancements granted during the leave, provided that:
 - i) An employee returning from a personal medical leave will be required to obtain and present certification from her or his health care provider that the employee is able to resume work.
 - ii) An employee returning from leave has no greater rights to a position or benefits than had he/she been continuously working during the leave period (e.g. in the case of lay-off).
 - iii) Where the employee seeks an intermittent or reduced scheduled medical leave, the Village may temporarily transfer the employee to an available alternative position

with equivalent pay and benefits for which the employee is qualified if the transfer better accommodates the requested recurring periods of leave.

- iv) An employee on an approved leave may not perform work for another employer during that leave.

11.7 Falsifying Leave.

False statements made to secure or support a leave of absence, or extension thereof, of during which the employee seeks remunerative employment elsewhere, shall result in discipline up to and including discharge.

11.8 Bereavement Leave.

Bereavement Leave is a herein established as a category of compensated time off.

- A) Covered Events. Bereavement leave shall be available for the following covered events:

1. grieving the death of the covered family member; or
2. make arrangements necessitated by the death of the covered family member;
3. attending the funeral or alternative to a funeral of a covered family member;
4. experiencing one of the following: (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; (vi) a stillbirth.

- B) Covered Immediate Family Member. Immediate Family Member is defined as:

1. the employee's spouse,
2. domestic partner (used with respect to an unmarried employee, includes:
 - a. the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or
 - b. an unmarried adult person who is in a committed, personal relationship with the employee to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.);
3. children, step-children, adopted children, foster children;
4. parents, parents of spouse or domestic partner, and step-parents;
5. brother, stepbrother, brother-in-law and sister, stepsister, sister-in-law;
6. grandparents, spouse's or domestic partner's grandparents;
7. grandchildren; or
8. any relative residing with the employee or with whom the employee is residing

C) Covered Extended Family Member.

1. Aunts or uncles (Siblings of employee's parents only – does not include great aunts/uncles)
2. Nieces or nephews (Children of employee's siblings only – does not include great niece or nephew)
3. First cousins

D) Use of Bereavement Leave. The employee will be granted compensated bereavement leave in the following manner:

1. Immediate Family Member In the event of a covered event of a covered immediate family member, an employee shall be granted up to five (5) consecutive calendar days without loss of pay, as bereavement leave, and up two (2) additional consecutive calendar days without loss of pay if the attending to the covered event takes place five hundred (500) miles or more from the Village of Roscoe.
2. Extended Family Member: In the event of a covered event of a covered extended family member, an employee shall be granted up to three (3) consecutive calendar days without loss of pay as bereavement leave.

E) Documentation. The Village of Roscoe may require reasonable documentation of the purpose for which bereavement leave is requested. Documentation may include a death certificate, a published obituary, or a written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

F) Hours Worked. Bereavement leave will be paid and counted as hours worked when taken during an Employee's scheduled day to work. Days taken as bereavement leave shall not be deducted from sick leave or any other paid leave.

G) Non-consecutive leave. For activities related to a covered bereavement event that are scheduled on non-consecutive calendar days, the Employee may request the use of bereavement leave on non-consecutive days, the approval of which shall be at the sole discretion of the Chief of Police, or Deputy Chief.

H) Additional Leave. The Chief or Deputy Chief may grant additional leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable compensated bereavement leave days. Such leave will be taken without pay, or accrued vacation or personal time may be used.

11.9 Line of Duty Injury.

An employee who sustains an injury or illness arising out of and in the course of employment with the Village shall be covered by the provisions of the Public Employees Disability Act, 5 ILCS 345/0.01 *et seq.*, and shall suffer no loss of, and will continue to accumulate, any and all

benefits outlined in this document.

11.10 Benefits While on Leave.

- A. Unless otherwise stated in this Article or otherwise required by law, length of service shall accrue for an employee who is on an approved non-pay leave status (including maternity).
- B. Upon the return of an approved leave of absence, the employee will be restored to their former position, or an equivalent position. If the employee would have been eligible for layoff according to his/her seniority except for his/her leave, he/she shall have the option to go directly on layoff.
- C. During the approved leave of absence or layoff under this document, the employee shall be entitled to coverage under applicable group and life insurance plans to the extent provided in such plan(s), provided the employee decides for the change and arrangements to pay their portion, if any, of the insurance premium involved.
- D. Employees while on illness leave shall be entitled to holiday pay during the first thirty (30) days of such leave.

11.11 Jury Duty.

Any employee who is called for or selected to serve on a jury trial shall receive their usual rate of pay for every scheduled day of work missed because of jury duty, provided they turn the stipend received for jury duty on these days over to the Employer. Leave for jury duty will not be charged against the employee's annual leave or sick leave and all benefits will continue to accumulate during each day of jury duty leave.

11.12 Court Attendance.

Employees shall be granted leave, with pay, for attending court as a subpoenaed witness in their official capacity as a police officer of the Village outside the 17th Judicial Circuit. Employees subpoenaed to appear in court shall be paid in full but will turn into the Village the amount paid to the employee as a witness fee including any travel and expense fees.

SECTION 12: UNIFORM ALLOWANCE

12.1 Quartermaster System.

The Chief of Police shall establish a list of minimum required uniforms and related equipment, which each employee shall be required to maintain. It shall be the responsibility of each employee to maintain in proper quantity, and in presentable and good working order, all minimum required uniforms and related equipment. The Village shall provide each employee with an annual allotment of seven hundred dollars (\$700.00) per fiscal year (prorated if employed less than three (3) months) for use by each employee to obtain uniforms and related equipment, provided that up to two hundred dollars (\$200.00) may be carried over from one fiscal year to

the next fiscal year.

In addition, the Employer will provide at no cost to the employee, a ballistic vest (minimum Level II-A) and replacement vest panels as recommended by the manufacturer (or government recalls). The Employer will also provide at no cost to the employee all equipment required when initially hired consisting of a flashlight, weapon, OC (oleo-resin capsicum) spray, one pair of handcuffs, asp, all carriers for equipment, and replacement batteries, for the protection of those employees performing patrol or investigation duties. All items shall be returned to the Village upon separation of employment.

12.2 Uniform Changes.

In addition to the above, the Employer agrees that any initial changes to the uniform presently being worn will be provided for by the Employer. This includes any departmental uniform changes.

12.3 Replacement of Damaged Clothing.

The Employer agrees to replace the clothing of any employee which is damaged as a result of the employees' duties, excluding ordinary wear and tear. Such incident shall be documented to the employee's immediate supervisor.

12.4 Replacement of Personal Property.

The Employer agrees to repair or replace corrective lenses, percent sun glasses, wrist watch or other item of personal property which is worn or carried by the Employee, and which is not prohibited by the Employer, when same is damaged or destroyed as a result of the Employee's performance of duty. Such claims for replacement or repair shall be accompanied by receipts and shall be limited to \$500.00 per fiscal year per employee. Such claims shall be documented by the Employee to the Chief of Police and shall be reviewed by the Chief of Police.

SECTION13: TRAVEL & GENERAL

13.1 Schools, Seminars, and Conferences.

Registration fees for required attendance at any school, seminar, or conference, shall be paid by the Village.

13.2 Tuition Reimbursement Program

The Village will reimburse tuition and books for approved courses or degree programs at universities under the following conditions:

- (a) The individual course or degree related course of study is job-related to the employee's present or future job responsibilities;

- (b) The individual course or degree related course of study is approved by the Chief of Police and the Village Board of Trustees prior to the employee's enrollment;
- (c) The employee achieves a grade of "C" or better or pass, if pass/fail;
- (d) Employees who anticipate requesting reimbursement should do so by October 31 of the year preceding the fiscal year in which they will request such reimbursement; and
- (e) Employees shall receive reimbursement within thirty (30) days upon proof of completion of course and grade achieved, to the Village.
- (f) Employees who receive reimbursement from the Village for expenses covered under this Section and who leave the employment of the Village within five (5) years of such payments shall agree to reimburse the Village for its payment of reimbursements paid to that employee.

13.3 Use of Personal Vehicle for Official Business.

Employees required to use their personal vehicle for required attendance at any school, seminar, conference, or for official business shall be compensated at the current IRS per mile rate and reimbursed for such use on a monthly basis.

13.4 Reporting of Unsafe Equipment.

The Employer shall not require an employee to use any equipment which has been determined to be defective until such time as that defect has been rectified. When an assigned departmental vehicle or item of equipment is found to have a disabling defect or is in violation of laws, an employee shall notify a supervisor, complete required reports, and follow the supervisor's direction relating to requests for repairs, replacement or operation of said vehicle or item of equipment. No employee shall fail to obey a direct order of the supervisor concerning use of a vehicle or piece of equipment unless the employee has reasonable fear of an immediate and significant danger which might arise from such use. Any such fear shall be immediately detailed in writing and fully investigated by the parties.

13.5 Working Conditions.

The Employer shall use all reasonable effort to provide reasonably safe working conditions for the employees.

13.6 Reporting of Unsafe Conditions.

All employees will follow all reasonable safety rules and regulations established by the Employer and will report to the Chief of Police any condition that appears to be unsafe.

13.7 Travel Expense Reimbursement.

For meetings and conferences held outside the Village, which require an overnight stay, employees will receive per diem according to the GSA per diem rate for the community in which the meeting or conference is taking place to cover meals, tips and all other incidental expenses. In addition, the following expenses shall be reimbursed to the employee upon presentation of appropriate receipts:

- 1) Direct travel, including air, bus, train, and taxi fares, parking, tolls, and other reasonable expenses;
- 2) Direct travel by personal vehicle at the established rate per mile;
- 3) Overnight lodging;
- 4) Other reasonable and related expenses subject to review by the Chief of Police; and
- 5) A travel reimbursement form shall be completed within ten (10) days of returning from trip for an amount due the employee, and the employee upon presentation of the required receipts, shall receive the appropriate amount due on the employee's following pay period.

13.8 Firearms Training or Qualifications.

For the purposes of firearms training or firearms qualifications, the Village shall provide all ammunition required, to be used for such purposes, at no cost to the officer. Ammunition provided under this Section shall be limited to ammunition for the employee's duty weapon only.

SECTION 14: HEALTH AND LIFE INSURANCE

14.1 Life Insurance.

The Employer shall provide each full-time employee term Life Insurance in the amount of forty thousand dollars (\$40,000.00).

14.2 Group Insurance Coverage.

The Village shall provide group health, dental (including orthodontics), vision, and prescription coverage for all employees and their dependents subject to the employee payments below. The coverage and type of policies shall be at the minimum as is set forth and existed. The Village shall have the right to change insurance carriers provided that said carriers shall provide comparable coverage.

14.3 Cost.

The Employee shall pay the following towards HMO or PPO insurance coverage, whichever the Employee so selects, including Dental and Vision Insurance:

Single Coverage (employee only): 0% of the Total Premium Cost

All Other Coverage Options*: 6% of any Total Premium Costs in excess of Single Coverage

*Other coverage options include: employee plus one, employee plus children; and family.

14.4 Worker's Compensation Insurance.

The Village shall comply with the Illinois Worker's Compensation Act. All Employees shall be covered by a worker's compensation policy for job related injuries. The applicable state law and insurance policies will determine the employee's benefits for job-related injuries.

14.5 Inoculation.

The Employer agrees to pay full expenses for inoculation or immunization shots for the employee and for members of an employee's household when such becomes necessary as a result of said employee's exposure to contagious diseases (including AIDS, tuberculosis and hepatitis) where said officer has been exposed to said disease in the line of duty.

14.6 Line of Duty Death.

The Village of Roscoe will provide forty thousand dollars (\$40,000.00) term accidental death and dismemberment insurance payable to the estate of any officer of the Police Department killed in the line of duty. The funds shall be used to defray or reimburse all reasonable funeral and burial expense and shall be in addition to the term life insurance policy provided in Section 18.1 above.

14.7 Spouses and Dependents of Officer Killed in the Line of Duty.

The Village agrees to comply with the terms of the Public Safety Employees Benefits Act, 820 ILCS 320/10, as amended from time to time.

SECTION 15: WAGES

Wage scale in accordance with Resolution 2014-R45

15.1 Base Pay.

Sergeant's base pay shall be ten percent (10%) above the highest paid patrol officer under the current Agreement with the Fraternal Order of Police and the Village of Roscoe.

15.2 Longevity Pay.

Each employee shall receive on May 1st of each year longevity pay based on his/her years of service since his last date of hire as a full-time employee of the Police Department in accordance with the following schedule:

Five (5) years of completed service	1.5% of base wage
Ten (10) years of completed service	3% of base wage
Fifteen (15) years of completed service	4.5% of base wage
Twenty (20) years of completed service	6% of base wage

SECTION 16: SUBSTANCE AND ABUSE TESTING

16.1 Statement of Village Policy.

It is the policy of the Village of Roscoe that the public has the right to expect persons employed by the Village to be free from the effects of drugs and alcohol. The Village, as the employer, has the right to expect their employees to report to work fit and able for duty. The purposes of this policy shall be achieved in such a manner as to not violate any established rights of the employees.

16.2 Prohibitions.

Employees shall be prohibited from:

- A. consuming or possessing alcohol or illegal drugs at any time during the work day or anywhere on any Village premises or job sites, including all Village buildings, properties, vehicles and the employee's personal vehicle while engaged in Village business, except as required in the line of duty;
- B. illegally selling, purchasing or delivering any illegal drug, except as required in the line of duty;
- C. being under the influence of alcohol or illegal drugs during the course of the work day;
- D. failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

16.3 Drug and Alcohol Testing Permitted.

a.) Reasonable Suspicion: Where the Village has reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs during the course of the work day, the Village shall have the right to require the employee to submit to alcohol or drug testing. There shall be no random or unit-wide testing of employees, except random testing of an individual employee as authorized in Section 16.4 below. The foregoing shall not limit the right of the Village to conduct such test as it may deem appropriate for persons seeking employment as police employees prior to their date of hire.

b.) Officer Involved Shooting: Pursuant to 50 ILCS 727/1-25, when an officer discharges his or her firearm, causing injury or death to a person or persons, during the performance of his or her official duties or in the line of duty, such officer must submit to drug and alcohol testing. The drug and alcohol testing must be completed as soon as practicable after the officer involved shooting but no later than the end of the involved officer's shift or tour of duty.

16.4 Reasonable Suspicion Standard.

Reasonable suspicion shall be based upon the following:

- a. Observable phenomena such as direct observation of the use or the verifiable physical symptoms resulting from using or being under the influence of drug or alcohol; or,
- b. Firsthand information provided by an identifiable, reliable and credible third party that an employee has recently used illegal drugs, or is consuming or under the influence of alcohol during the course of the work day.

16.5 Order to Submit to Testing.

At the time an employee is ordered to submit to testing, the Village shall provide the employee with a written notice of the order, setting forth all of the objective facts and reasonable inferences drawn from those facts which have formed the basis of the order to test, except when the testing is ordered pursuant to 50 ILCS 727/1-25. The employee shall be permitted a reasonable opportunity, not to exceed one hour, to consult with an Attorney at the time the order is given. No questioning of the employee shall be conducted without first affording the employee the right to legal counsel. Refusal to submit to such testing shall subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may have.

16.6 Tests to be Conducted.

The Village shall:

- a. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the Substance Abuse Management Safety and Health Administration (SAMSHA);

- b. insure that the laboratory or facility selected conforms to all SAMSHA standards;
- c. establish a chain of custody procedure for both sample collection and testing will insure the integrity of the identity of each sample and test result. No employee below the rank of sergeant shall be permitted at any time to become a part of such chain of custody.
- d. collect a sufficient sample of the same bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the employee;
- e. collect samples in such a manner as to preserve the individual employee's or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise right to privacy, insure a high degree of security of the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory the accuracy of the testing procedure;
- f. confirm any sample that test positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug metabolites;
- g. provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Chief of Police within seventy-two (72) hours of receiving the results of the tests;
- h. require that the laboratory or hospital facility report to the Village that a blood or urine sample is positive only if both the initial screening and confirmation test are positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Village inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the Village will not use such information in any manner or forum adverse to the employee's interests;
- i. require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that showing any alcohol concentration of .05 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive;
- j. provide each employee tested with a copy of all information and reports received by

the Village in connection with the testing and the results;

k. ensure that no employee is the subject of any adverse employment action except emergency temporary reassignment with pay during the pendency of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

16.7 Right to Contest.

The employee shall have the right to file a grievance concerning any testing, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or results or any other alleged violation of this document. Such grievances shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impair any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue to same in their own discretion, with or without the assistance of legal counsel.

16.8 Voluntary Requests for Assistance.

The Village shall take no adverse employment action against an employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Village may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The Village shall make available through appropriate agencies a means by which the employee may obtain referrals and treatment. All such requests shall be confidential and any information received by the Village, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above.

The foregoing shall not be construed as an obligation on the part of the Village to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing the duties of the police employee or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employees' ability to perform his normal duties may be temporarily reassigned with pay to other more suitable police duties.

16.9 Discipline.

Use of illegal controlled drugs at any time while employed by the Village, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on

duty (except as may be required in the line of duty), shall be cause for discipline, up to and including termination, subject to confirmation by the grievance and arbitration procedure or the Village of Roscoe Board of Fire and Police Commission. While all such disciplinary issues shall be subject to the jurisdiction of an arbitrator or Board of Fire and Police Commission, all other issues relating to the drug and alcohol testing process (e.g., whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this document.

16.10 Random Testing.

In the first instance that an employee is found to be under the influence of alcohol, and for whom the Employer, arbitrator, or commission has deemed appropriately should undergo treatment in lieu of or in addition to some disciplinary action, and all employees who voluntarily seek assistance with drug and/or alcohol related problems, shall be subject to the following conditions:

- A. the employee agreeing to appropriate treatment as determined by the physician(s) involved;
- B. the employee discontinues his use of illegal drugs or abuse of alcohol;
- C. the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve months;
- D. the employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing, or who test positive a second or subsequent time for the presence of alcohol during the hours of work shall be subject to discipline, up to and including discharge.

Furthermore, employees voluntarily assigned to the position of D.A.R.E. Officer, or drug enforcement task force or unit may be subject to random drug and alcohol testing.

SECTION 17 MISCELLANEOUS

17.1 Effects of Conflict with Law.

If any provision or the enforcement or performance of any provision of this Agreement is or shall at any time be contrary to law, such provision shall not be applicable or enforced or performed, except to the extent permitted by law. If at any time thereafter such provision or its enforcement or performance shall no longer conflict with the law, it shall be deemed restored in full force and effect as if it had never been in conflict with the law.

17.2 Partial Invalidity.

If any provision of this Agreement or the application of such provision to any person or circumstances shall be held invalid, the remainder of this Agreement or the application of such provision to the other persons or circumstances shall not be affected thereby.

17.3 Valid Substitute to be Bargained.

If any provision of this Agreement or the application of such provision to any person or circumstances shall at any time be contrary to law, the parties shall meet to negotiate a substitute provision which shall remain in effect until the expiration of the Agreement or until the affected provision is restored pursuant to the above paragraphs. Should the parties bargain to impasse over the substitute provision, such shall be resolved in accord with the impasse procedures contained in the Act.

17.4 Maintenance of Standards.

All economic benefits and work practices which are not set forth in this Agreement and are currently in effect shall continue and remain in effect for the term of this Agreement.

17.5 Term of Agreement.

This Agreement shall be effective from 12:01 A.M. on _____, 2024, (Effective Date) and shall remain in full force and effect until 12:59 P.M. on December 31, 2026. It shall continue in effect from year to year thereafter. A request to bargain for a new agreement can be made by either party.

17.6 Continuing Effect.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or resolution of impasse are continuing for a new Agreement or part thereof between the parties.

17.7 Good Faith Bargaining.

Recognizing that this Agreement is the product and the demonstration of the strength of the bargaining process engaged in good faith and recognizing the uniqueness of this Agreement between these parties, and notwithstanding any provisions to the contrary, both parties hereby affirm their intent that this Agreement shall remain in full force and effect after expiration until a new Agreement is reached.

Executed this ____ day of _____, 2024.

Village of Roscoe

Sergeant’s Negotiating Unit

Village President Carol Gustafson

Sergeant Robert Lewis

Chief of Police Samuel Hawley
Roscoe Police Department

Sergeant Caleb Brown

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 13.

Agenda Item: Riverside Concessions Concrete & Railings

Date: 08/07/2024

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This project is working with the RRL (Roscoe/Rockton Lions) Jr Indians with replacing all the concrete and wooden railing at the Riverside park concessions area. The concrete around the concessions building is unlevel, cracked, and falling apart which is a safety concern for the Village and RRL Jr Indians. RRL Jr Indians has a sponsor that is willing to replace all the concrete around the concessions and the walkway to the parking lot for a discounted price totaling \$11,000.00.

The Village has a great working relationship with RRL Jr Indians and is wanting/willing to pay \$7,500.00 towards the new concrete work. RRL Jr Indians will pay the other \$3,500.00. The Village would also replace all the wooden railing with steel railing and new ADA railing at the new walkway for an additional \$5,500.00. There could be more cost with different brackets and mounting, but the total would not exceed \$15,000.00 for the Village.

Key Issues

- Safety concerns with the unlevel, cracked, and falling apart concrete.
- Safety concerns with the old wooden railing with rotting and splinters.
- Adding ADA handrails for the walkway from the parking lot to the concessions building

Fiscal Note/Budget Impact

This project was not budgeted for, but there are funds in the parks budget to support this project.

Prior Legislative Actions

First Reading

Action Required/Recommendation

Staff would recommend to suspend the rules for 1st reading at the Committee of the Whole so this project can be completed by RRL Jr Indians opening weekend on August 17th.

Staff recommends to support this project with RRL Jr Indians to make the concessions area safe and ADA compliant.

Attachments

- Quote from RRL Jr Indians

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R35**

A RESOLUTION APPROVING THE PURCHASE MATERIALS FOR CONCRETE WORK AND RAILING INSTALLATION AT THE RRL JR. INDIANS RIVERSIDE PARK CONCESSIONS BUILDING FOR AN AMOUNT NOT TO EXCEED \$15,000.00

WHEREAS, the Village of Roscoe wishes to protect the health, welfare and safety of its residents by providing well maintained roads, parks, and other public places; and

WHEREAS, the Village of Roscoe is in need of repairs to the concession building located at the Village's Riverside Park as part of the regular and ongoing maintenance of such public parks and playgrounds; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents to purchase said materials for installation by members of the **RRL JR. INDIANS; and**

WHEREAS, the Village of Roscoe is authorized and empowered by statute to adopt and enforce the provisions of this resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that:

Section 1. The Village Public Works Director, to expend the funds necessary to provide for the concrete repairs and railing installation at the concession building located at the Village's Riverside Park, including but not limited to the payment of the invoice for the reimbursement for materials and installation to the RRL Junior Indians, as further specified set forth in Exhibit "A", for a total amount not to exceed \$15,000.

2024-R32				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED JULY 02, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2024-R35

[Quote / Purchase Order]

RRL Jr Indians
PO Box
Roscoe, IL 61073 US
608-481-0591
rrljrindians@gmail.com

BILL TO
Village Of Roscoe 10631 Main St Roscoe, IL 61073

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1001	07/31/2024	\$7,500.00	08/30/2024	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	New concrete around concession stand - Riverside Park	1	11,000.00	11,000.00
Services	RRL contribution	1	-3,500.00	-3,500.00

Remit payment to:
RRL
P.O. Box 25
Roscoe, IL 61073
Thank you for supporting the RRL Jr Indians

BALANCE DUE

\$7,500.00

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 14.

Agenda Item: Purchase of materials to be used for the by the Hononegah High School construction trades class as part of the Village's small business incubators project.

Date: August 2, 2024

Meeting: Village Board – 8/7/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village's Main Street Small Business Incubator project is set to begin a new phase soon. Despite ongoing site design and engineering at the Hodges Run property, the project will start within the next month. The Village has teamed up with Hononegah High School's construction trades program for their Fall 2024 and Spring 2025 class project. During the fall, students will frame sections of the first 4-5 incubator buildings, which will eventually be installed at the Hodges Run location. This early start is necessary because starting in Fall 2025, the construction trades program is committed to working with Habitat for Humanity for the following three school years. Until the site is ready, these buildings will be stored in space donated by Wayne Lensing at Lensing Storage.

Fiscal Note/Budget Impact

The estimate for full build out of each building is \$12,000 per unit. This estimate includes all necessary materials for completion of the buildings. We are still finalizing the timeline for construction, but the school is estimating that they can construct 4 -5 of the buildings over the course of the semester. Therefore we are requesting approval of \$60,000 in expenditures to cover the construction of 5 of the buildings.

Prior Legislative Actions

This is on the Village Board agenda under new business as a first read. The request is for suspending the rules, and taking final action.

Action Required/Recommendation

Approval of Resolution 2024-R36 authorizing the Purchase of materials to be used for the by the Hononegah High School construction trades class as part of the Village's small business incubators project.

Attachments

Resolution 2024-R36
Elevation of Incubator Building
Concept Plan for Hodges Run Small Business Incubator Project.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R36**

A RESOLUTION APPROVING THE PURCHASE MATERIALS FOR MATERIALS TO BE USED BY THE HONONEGAH HIGH SCHOOL CONSTRUCTION TRADES CLASS AS PART OF THE VILLAGE'S SMALL BUSINESS INCUBATORS PROJECT.

WHEREAS, the Village of Roscoe is pursuing a partnership with the Hononegah High School construction trades class, as part of the Village's Small Business Incubators Project; and

WHEREAS, as part of the Project, the School will assist in the framing and construction of the incubator buildings as part of the curriculum of the construction trades class, and the Village will provide the specifications and materials for such construction; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents to purchase said materials to be used as part of the construction trades program; and

WHEREAS, the Village of Roscoe is authorized and empowered by statute to adopt and enforce the provisions of this resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that:

Section 1. The Village of Roscoe authorized expenditure of the funds necessary to purchase such materials to be used for the construction of incubator buildings by the Hononegah High School Building Trades program, substantially similar to the specifications set forth in Exhibit "A", for a total amount not to exceed \$60,000.

2024-R32				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED AUGUST 07, 2024:

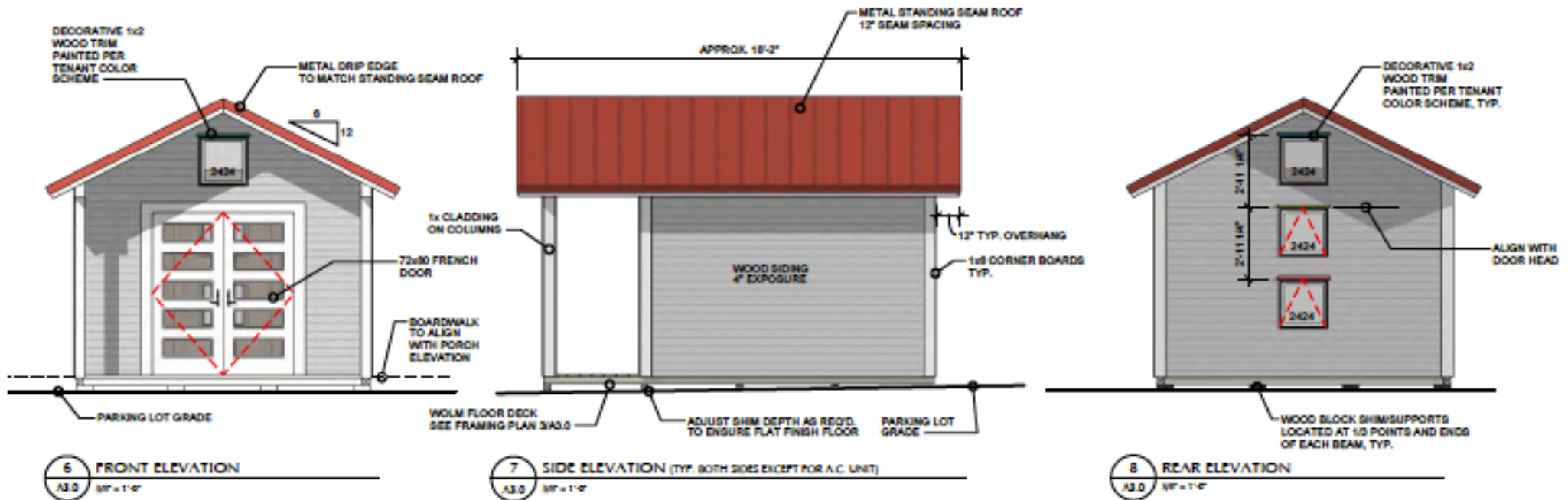
ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2024-R36

[Specifications]





Public Restrooms

Naturalized Playground

Nature Area/
Walking Path

Barrier
(Fencing/Berm)

Pedestrian Plaza
and Market Area

Food Truck Square

Parking Area

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 15.

Agenda Item: Approval of professional services agreement with Place Foundry, LLC for grant writing services for the Illinois DCEO "Rebuild Downtowns & Main Streets/RISE Grant" related to the Village's Main Street Small Business Incubator Project.

Date: August 2, 2024

Meeting: Village Board – 8/7/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Rebuild Illinois Downtowns and Main Streets Capital program (RDMS) will provide grants for construction, repair and modernization of public infrastructure and amenities to boost jobs, improve quality of life and stimulate economic activity for communities that have experienced disinvestment.

Projects eligible for RDMS grants must be located in a commercial center or downtown area and may include, but are not limited to roadways, parking and public way improvements, investments in parks and venues or plazas for public use, sustainability upgrades, structural repairs, and mixed-use or transit-oriented development.

Though a highly competitive grant, we believe that the Village's small business incubator project is a strong contender under the scope of the grant.

Fiscal Note/Budget Impact

The proposal for these services is in the amount of \$7000.00. This service is outside of the scope of the agreement with have with Place Foundry.

Prior Legislative Actions

This is on the Village Board agenda under new business as a first read. The request is for suspending the rules, and taking final action.

Action Required/Recommendation

Approval of Resolution 2024-R37

Attachments

Resolution 2024-R37
Grant writing proposal / scope of services.

June 13, 2024

**PROPOSAL FOR
2024 DCEO GRANT WRITING FOR
THE VILLAGE
OF ROSCOE**

PREPARED FOR:

Josef Kurlinkus
Village Administrator
Village of Roscoe
10631 Main Street
Roscoe, IL 61073

PREPARED BY:

David A. Sidney
Place Foundry LLC
728 North Prospect Street, Suite 101
Rockford, IL 61107
theplacefoundry.com

Dear Josef Kurlinkus,

Thank you for the opportunity to propose grant writing and project management services for the Pop-Up Retail Shops and Natural Playscape project at 5473 Main Street. At Place Foundry, we are passionate about helping communities create vibrant, engaging spaces that blend economic vitality with social and recreational benefits.

We understand that the Village of Roscoe seeks to transform the site at 5473 Main Street into a dynamic community hub featuring pop-up retail shops and a natural playscape. This innovative project has the potential to support local entrepreneurs, provide a gathering space for residents, and offer a safe, engaging environment for children and families.

Please find our detailed proposal enclosed, outlining our approach to developing a compelling grant application that captures the unique vision and impact of the Pop-Up Retail Shops and Natural Playscape project. With our expertise in placemaking, economic development, and community engagement, we are well-equipped to help the Village of Roscoe secure the funding needed to bring this transformative project to fruition.

We look forward to collaborating with you on this exciting endeavor. Please don't hesitate to contact me with any questions or to discuss the next steps.

Sincerely,



David A. Sidney
CEO + Founder | Place Foundry

PROJECT UNDERSTANDING SECTION

The proposed development at 5473 Main Street presents a unique opportunity to create a vibrant community asset in the heart of Downtown Roscoe. By combining pop-up retail shops with a natural playscape, the project seeks to attract residents and visitors, support local businesses, and provide a safe, engaging space for children and families.

However, the area faces challenges such as aging infrastructure, underutilized properties, and a need for a cohesive identity. The Pop-Up Placemaking project seeks to address these issues by investing in streetscape improvements, public space activation, and business development.

To bring this vision to life, the Village of Roscoe seeks grant funding through the Rebuild Downtowns and Main Streets Capital Grant (RDMS) program. This grant presents an exciting opportunity to leverage outside resources to create a one-of-a-kind destination that will benefit the Roscoe community for years to come.

Place Foundry proposes to develop a compelling grant application that articulates the need, vision, and impact of the Pop-Up Retail Shops and Natural Playscape project. Our team will work closely with Village staff and stakeholders to gather data, stories, and community input demonstrating the project's alignment with grant priorities and its potential to catalyze economic, social, and recreational benefits.

We view this as a partnership to help Roscoe achieve its placemaking and community development goals.

SCOPE OF SERVICES

Position the Village of Roscoe to win grant funding for the Pop-Up Retail Shops and Natural Playscape project through a compelling and compliant application that demonstrates the project's feasibility, impact, and alignment with community priorities.

TASK 1: PROJECT BRANDING AND STORYTELLING

- Review existing site plans, designs, and project documentation
- Conduct interviews with key stakeholders to understand project history, goals, and anticipated outcomes
- Develop a clear, compelling project narrative that communicates the vision and value proposition

Deliverable 1: Project story and key messaging document

TASK 2: GRANT ALIGNMENT AND COMPETITIVENESS ASSESSMENT

- Review the Placemaking Project scope and components to ensure alignment with RDMS and RISE grant objectives.
- Identify opportunities to enhance the project's competitiveness and impact through strategic additions or modifications.

Deliverable 2: Grant alignment and competitiveness assessment memo

TASK 3: STAKEHOLDER ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Facilitate stakeholder meetings to gather input, build support, and validate branding for the Placemaking Project.
- Identify and engage potential partners to strengthen the project's community impact and grant competitiveness

Deliverable 3: Stakeholder engagement meetings and partnership agreements

TASK 4: GRANT WRITING AND PROPOSAL DEVELOPMENT

- Develop a compelling needs statement and project justification that ground the proposal in the area's story and the Village's vision.
- Write grant narrative(s) that convey the Placemaking Project's goals, activities, outcomes, and alignment with grant priorities and the project's brand.
- Create a detailed budget(s) and budget justification(s) that maximize grant resources and account for all project components.
- Prepare supplementary documents, including timelines, maps, designs, letters of support, and matching fund commitments.

Deliverable 4: Complete grant proposal package(s)

TASK 5: GRANT PROPOSAL FINALIZATION AND SUBMISSION

- Conduct a thorough quality review of grant proposal(s) to ensure responsiveness, competitiveness, and brand alignment.
- Perform compliance review of grant proposal(s) to confirm eligibility and adherence to requirements.
- Submit the final grant proposal package(s) to DCEO via the designated portal by the deadline.

Deliverable 5: Proof of grant proposal submission

PROJECT TIMELINE

The following timeline provides an overview of the critical activities and deliverables for each Pop-Up Retail and Public Park Placemaking Project phase, from grant development through implementation and closeout.

PRE-AWARD (JUNE-JULY 2024)

June 2024:

- Conduct stakeholder interviews and community engagement to uncover the project area's unique story and identity (*Task 1.1*)
- Review project scope and components for grant alignment and identify opportunities to enhance competitiveness (*Task 1.2*)
- Facilitate stakeholder meetings to gather input, build support, and validate project branding (*Task 1.3*)
- Develop a compelling brand narrative and messaging framework for the Placemaking Project (*Deliverable 1.1*)

July 2024:

- Complete grant alignment and competitiveness assessment memo (*Deliverable 1.2*)
- Secure partnership agreements (*Deliverable 1.3*)
- Write grant proposal narrative(s), budget(s), and supplementary documents (*Task 1.4*)
- Conduct quality review and compliance check of grant proposal(s) (*Task 1.5*)
- Submit final grant proposal package(s) to DCEO by July 22, 2024 deadline (*Deliverable 1.5*)

PRICING

Place Foundry proposes the following fees for the Pop-Up Retail and Public Park Placemaking Project grant writing and management services:

Pre-Award	\$ 7,000
TOTAL FEE:	\$ 7,000

NOTES:

1. A 50% retainer (\$3,500.00) is due upon contract execution to initiate work.
2. Place Foundry will bill the remaining 50% upon submission of the final grant application package to DCEO.

AGREEMENT

CONTRACT AGREEMENT

This Contract Agreement ("Agreement") is entered between the Village of Roscoe ("Roscoe") and Place Foundry LLC (Place Foundry), an Illinois Corporation.

Scope of Work

Place Foundry agrees to work with Roscoe to execute grant writing for the Placemaking project at 5473 Main Street, Roscoe.

Expectations

We agree that honesty, confidentiality, and wonder are critical to the success of this consulting relationship.

Client, Roscoe, agrees to:

- Speak openly and honestly about each place development scenario created during the process.
- Remain open to new ideas and approaches.
- Engage fully in in-person and virtual work sessions.
- Ensure timely dissemination of information necessary for completing tasks and deliverables.

Consultant, Place Foundry LLC, Agrees to:

- Facilitate the discovery of creative and achievable development opportunities and options.
- Balance subjective data with self-generated ideas and solutions.
- Hold the client responsible and accountable for the client's decisions to achieve the project's overarching value proposition and return on investment.
- Provide materials and information as outlined in the description of the working agreement above.

Key Personnel

Place Foundry shall assign David Sidney and Joe Anderson from its organization as the "Key Personnel" to perform the work and other obligations of Place Foundry outlined in this Agreement. The Place Foundry team members will assist David Sidney and collaborate with Roscoe to carry out tasks and deliverables as defined above.

Conflicts of Interest

Place Foundry agrees to be responsible for ensuring that it does not have any ethical impediment to working on matters, to confirm that it does not have a conflict of interest in serving Roscoe by the terms of this Agreement, and to keep Roscoe informed should any such conflicts later arise.

Duration and Fees

This consulting relationship will begin on Monday, June 17, 2024. Place Foundry will invoice Roscoe monthly through QuickBooks Online for consulting services.

Additionally:

This contract will be for two (2) months.

Place Foundry will invoice the Village a 50% retainer at contract execution. The remaining 50% will be billed at project completion.

Place Foundry will maintain a record-keeping system to track monthly services and deliverables to Roscoe.

All invoice payments are Net 30. Unpaid invoices after 60 days shall constitute a material default of this Agreement for which Place Foundry LLC has the right to cease performing all its work and recover termination costs and damages.

Place Foundry will charge an hourly rate of \$135/hour for travel outside the Rockford, Illinois MSA, or otherwise, as required.

Place Foundry does not charge for regular business expenses except messenger/overnight services.

The Client may terminate this Agreement at any Phase upon fifteen (15) days written notice to the Chief Executive Officer. In the event of termination, the Chief Executive Officer shall be compensated for all services performed to the termination date and reimbursable expenses incurred.

This proposal is valid for 30 days from the date on the cover page.

**The monthly payment is due net 30 days.
Late payments will result in a 3% monthly fee.**

THE CONTRACT/AGREEMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Place Foundry LLC to provide professional consulting services for \$7,000.00, with a \$3,500.00 retainer due at contract execution, and agree that I/we are familiar with and accept the above terms.

CLIENT:	CONSULTANT:
SIGNATURE	SIGNATURE
	
NAME	NAME
	David Sidney
TITLE	TITLE
	CEO + Founder
DATE ACCEPTED	DATE PROPOSED:
	06/13/2024

PLACE
foundry

Place Foundry LLC
728 North Prospect Street
Suite 101
Rockford, IL 61107

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R37**

A RESOLUTION OF THE VILLAGE OF ROSCOE, ILLINOIS APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PLACE FOUNDRY, LLC FOR GRANT WRITING SERVICES FOR THE ILLINOIS DCEO "REBUILD DOWNTOWNS & MAIN STREETS/RISE GRANT" RELATED TO THE VILLAGE'S MAIN STREET SMALL BUSINESS INCUBATOR PROJECT.

WHEREAS, the Village of Roscoe ("Village") is seeking a DCEO "Rebuild Downtowns & Main Streets/RISE Grant to assist in funding the Village's Main Street Small Business Incubator Project; and

WHEREAS, the Village has received a Proposal for Professional Services from Place Foundry, LLC to complete and submit the RISE grant application in accordance with DCEO guidelines, such agreement attached hereto as Exhibit "A", and incorporated herein (the "Proposal"); and

WHEREAS, the Village has determined it is in the best interest of the Village to approve the proposal and enter into an Agreement with Place Foundry, LLC for the DCEO RISE Grant Application; and

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and approves the Proposal with Place Foundry, LLC for the completion and submittal of the DCEO RISE Grant Application, as outlined in the scope of services, attached hereto, and incorporated herein as Exhibit "A", and to accept and sign an agreement for services with Fehr-Graham & Associates, LLC for the same for an amount not to exceed \$7,000.00.
3. The Village President, Village Administrator, and the Village Clerk are hereby authorized to execute, and attest said Proposal and Agreement and any other documents necessary to effectuate the same.

2024-R37

1st Read:

PASSED BY ROLL CALL VOTE ON:

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED AUGUST 7, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2024-R37

[Agreement for Services]