



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, July 01, 2025
[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Committee of the Whole from **June 17, 2025**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

2. Discussion of **Subdivision Identification Signs** for the entrance of the **Chicory Ridge Subdivision & Hawks Pointe Subdivision**.
- 3. Discussion of use of public funds to paint over or remove the CRE8IV mural** at 10534 Main Street.
- 4. Discussion and Recommendation** of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [On-Call Services].

NEW BUSINESS

- 5. Discussion of Elected Officials attendance at the 2025 IML Conference** in Chicago, IL
- 6. Discuss and recommend a change to the PPE policy for Parks/Public Works**

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, June 17, 2025

CALL TO ORDER

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee John Broda
Trustee Dayne Mead

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **June 3, 2025.**

Trustee Wright asked for a motion for the Approval of the Minutes for June 3rd, 2025.

Motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Trustees Sima, Babcock, Plock, Wright 4-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Terry Brack Presented a petition with 32 signatures of people living in Winnebago County who don't like the mural.

OLD BUSINESS

1. Discussion and Recommendation of Bid Specifications for **Hodges Run Small Business Incubator Site**

Trustee Wright stated the last meeting the Board had asked for a better picture or a 3D more visual of the Bid Specifications for Hodges Run Small Business Incubator Site.

Mr. Kurlinkus, Village Administrator, presented Bid Specifications for Hodges Run Phase 1.

There were concerns based on the blueprints how they were going to get all that stuff in such a small space. They felt that it was crowded. He asked if the Bid Specifications were for public consumption. He would like to get this out on social media to make people aware of what is going on.

Mr. Kurlinkus stated that this information is public. There was a brief segment on WTO news and he has received some calls already from people interested in coming to fill out an application. He agrees once the public starts to see this development people will get excited about it.

Trustee Plock asked if he had the cost for how much this project would be to run annually.

Mr. Kurlinkus stated no not until we move forward with the Bid Specifications and get them back.

Plock stated that he is all for putting it out for Bid. However, he would like to sit down and figure out what the revenues will be verses our expenditures so we are not spending additional money every year to take care of it.

Trustee Wright motioned to send it to the Board, second by Trustee Plock. Voting yes: Sima, Babcock, Plock, Wright 4-0-0.

2. **Discussion and Recommendation** of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [On-Call Services].

Mr. Kurlinkus stated that Place Foundry, LLC contract is up at this point. The Village is working on a month to month at this point. He asked the Board what they would like to see for that position. There are some options that the Board has which they will take into to consideration.

There are 3 main projects that the Village has going on right now. There were suggestions on just focusing on a project and completing that one and moving forward on to the next project, to cut the cost per month until the Village can find someone to hire at the Village. The Board recommended David Sidney from Place Foundry to come in at the next Board meeting to discuss his future plans for the Village.

NEW BUSINESS

3. **Discussion and Recommendation for Approval** of a **Planned Unit Development (PUD)** for the properties commonly known as PINs 04-29-251-010, 04-29-251-013, 04-29-251-011, 0429-251-014, 04-29-251-012, 04-29-277-003, 04-29-277-007, 04-29-277-004, 04-29-27-08, 04-29-277-009, 04-29-277-005, and 04-29-277-006

[Applicant: Anthony Pipitone]

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

Jeff Linkenheld of Arc Design is here today along with Athony Pipitone to discuss the PUD.

Mr. Jeff Linkenheld of Arc Design summarized the PUD. The applicant, Anthony Pipitone, answered questions about size, style, and finished exteriors of the planned duplexes.

Trustee Babcock made a motion to send approval to the Board. Second was Trustee Sima. Voting yes: Trustees Plock, Sima, Wright, Babcock 4-0-0.

4. Discussion and Recommendation of Approval of a Tentative and Final Plat of Prairie Garden Plat No. 3

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

This is for the Approval of a Tentative and Final Plat of Prairie Garden Plat No. 3

Mr. Pipitone would like to take all 12 parcels and combine them into one property and all the easements get reallocated where the sewer and water are going to be built public easement throughout. There are a few minor things to that need to be done. There were concerns on if there is going to be a HOA fee Mr. Pipitone explained there is no fees he will be handling all of the landscaping, mowing, plowing, roads. There will be a 1-year lease after that year is up if they would like to sign another lease they can sign for longer. The name of the Plat 3 Mr. Pipitone would like to call is Bella Rose Drive after his daughter.

Motion was made by to send to the Board by Trustee Plock, second by Trustee Sima. Voting yes: Babcock, Wright, Sima, Plock 4-0-0.

5. Discussion and Recommendation of a Special Event Permit for Louiepalooza 2025. The event will take place at 5689 Elevator Road on August 9, 2025, from 12:00 pm - 10:30 pm.

Joe Giacone, Louie's Tap Manager, presented an overview and details of the event. Roscoe Chief of Police, Sam Hawley, answered questions about traffic control.

Motion was made to send to the Board by Trustee Sima, second by Trustee Plock. Voting yes: Trustees Babcock, Wright, Plock, Sima 4-0-0.

6. Discussion and Recommendation of adding flying radio controlled float planes as a year-round park use at Chicory Ridge Park.

Mr. Kurlinkus, Village Administrator, stated that the Rockford Radio Flyers Club would like to make the area in Chicory Ridge Park a flying field. The flying field it is already FAA designated flying area.

The Club has rules permits to fly and the insurance coverage. The planes will all be electric no gas planes.

Trustee Sima asked if this will be year-round. It will be from March to October when there is no ice on the pond.

The club would also like to have a small space for a container to store a boat used to retrieve the aircraft landing in the water.

The flying club will pay the cost of the storage container.

The Board would like to have the Radio Flyer Club come in and do a presentation for the Board.

7. **Discussion and Recommendation** of renewing a **boundary agreement** with the Village of Machesney Park.

Mr. Kurlinkus stated that the Village has had a boundary agreement with Machesney Park for the last 24 years. Essentially it is an agreement between two municipalities establishing boundaries.

No motion was made bring back to the COTW.

8. **Discussion and Recommendation** of the **elimination of the Grocery Tax** by the State of Illinois.

President Gustafson stated information on the topic has been in the shared documents for weeks. The tax has been in place for decades but recently repealed by Gov. Pritzker. However, communities can reinstate the 1% tax. Surrounding communities will reinstate the tax effective January 2026.

Motion was made to send it to the Board without a recommendation by Trustee Sima, second by Trustee Plock. Voting yes: Trustees Babcock, Plock, Voting no: Trustees Wright, Sima 2-2-0.

9. Discussion of **use of public funds to paint over or remove the CRE8IV mural** at 10534 Main Street.

Mr. Kurlinkus stated that he did a social media survey asking the community whether or not the to use or not to use public funding to remove and replace the mural on the Mason Building.

Discussions were made about getting a local high school student to do the mural; how much it would cost to paint the building; getting private funds to repaint something over on the building. The Masons would like to be more involved this time when something is decided.

Motion was made to layover to the next meeting.

10. **Discussion and Recommendation** regarding the future use, development, or disposition of Village-owned property located at 11243 Main Street.

Trustee would like to find out what they can do to the LaBree Property.

The main purpose for the Village was to get the property developed with what they wanted, something that fits Main Street. Questions were raised about getting business owners to come in and see if they would be interested in developing the property.

11. **Discussion and Recommendation** regarding the future use, development, or disposition of Village-owned property located at 10517 & 10531 Main Street.

Trustee Wright asked what they could do to the Liberty Lot property.

The main purpose for the Village was to get the property developed with what they wanted, something that fits Main Street. Questions were raised about getting business owners to come in and see if they would be interested in developing the property.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

Trustee Wright asked Kimberly Garza Village Clerk about the Clerk's class that she attended.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Wright made a Motion to Adjourn.

Motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Trustees Sima, Wright, Babcock, Plock 4-0-0.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 3.

Agenda Item: Discussion of use of public funds to paint over or remove the CRE8IV mural at 10534 Main Street.

Date: June 13, 2025

Meeting: COTW – 6/17/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

In 2022, the Village of Roscoe participated in a regional public art initiative in partnership with *CRE8IV: Transformational Art*, a program organized through the Rockford Area Convention and Visitors Bureau (RACVB). As part of this initiative, the Village contributed \$30,000 in public funds to sponsor the creation of a large-scale mural on the privately-owned building located at 10534 Main Street. The mural, developed by a professional artist selected through a juried process, was intended to serve as a placemaking feature and contribute to the revitalization and identity of Main Street.

Since its completion, the mural has received a mixed response from the public. While some residents have expressed appreciation for the artwork, the Village has also received feedback from several community members voicing disapproval of the mural's appearance. A number of those individuals have requested that the Village take action to remove or paint over the mural—potentially through the allocation of additional public funds.

It is important to note that the mural is not located on a Village-owned building. As such, any future modifications, including removal or alteration of the artwork, would require the cooperation and consent of the property owner.

Public Feedback and Survey Results

In response to public comments and concerns, the Village conducted a survey in June 2025 to better understand community sentiment regarding the potential use of public funds to alter or remove the mural. The survey was conducted through the Village's official Nextdoor platform, with participation limited to verified residents of Roscoe and surrounding neighborhoods. Respondents were asked to confirm their residency and select one of six statements best reflecting their views.

Qualitative Insight

The response options were designed to capture a range of nuanced perspectives—not just simple support or opposition. This approach provided insight into residents' underlying values, including:

- Concern about removing art based on individual opinion
- Emphasis on fiscal responsibility and limited use of tax dollars
- Preference for private, rather than municipal, solutions to aesthetic disagreements

This qualitative layer is especially important in public policy contexts where values, priorities, and perceptions of fairness often matter as much as statistical representation.

The survey received a total of **22 verified responses**. While the sample size is small and not statistically representative of the entire community, the results are still informative:

- **2 respondents (9.1%)** supported using Village funds to paint over or remove the mural
- **10 respondents (45.5%)** opposed using any additional public funds and believe the mural should remain as is
- **2 respondents (9.1%)** were neutral or had no strong opinion
- **1 respondent (4.5%)** indicated they were unaware of the mural and would need more information
- **4 respondents (18.2%)** expressed that public art is valuable and should not be removed based on subjective opinions
- **3 respondents (13.6%)** opposed public funding for removal but would support private efforts to alter the mural

In total, **18 of 22 respondents (81.8%)** expressed opposition to the use of additional taxpayer funds to alter or remove the mural—either by supporting the mural outright, discouraging removal based on aesthetics, or preferring privately-funded alternatives.

These results suggest a community concern regarding the use of public funds for aesthetic modifications to a previously approved and publicly funded art project.

Action Required/Recommendation

This agenda item has been placed for continued discussion and public comment regarding whether the Village should consider allocating additional taxpayer funds to remove, obscure, or modify the existing mural.

Below are some items the Board may wish to consider as part of its discussion:

- Should public funds be used for the removal or modification of a project that the Village itself previously sponsored and funded?
- What are the implications of altering or removing public art based on subjective or fluctuating public preferences?
- What would be the feasibility, cost, and process involved in removal or repainting, should the Village choose to pursue such action?
- What authority or responsibility does the Village have in regulating or modifying artwork located on private property?
- What precedent might be set by altering or reversing a publicly funded art installation?
- What options, if any, exist for addressing resident concerns without undoing the original investment or interfering with the integrity of the regional initiative?

Attachments

Public Sentiment Survey.docx

Photo of Main Street Mural.pdf

Artist Proposal for Mural.pdf

RACVB_Roscoe Partnership Agreement.pdf

Public Sentiment Survey – Removal of Main Street Mural

In 2022, the Village of Roscoe contributed toward the creation of a community mural at 10534 Main Street, as part of a regional public art initiative in partnership with CRE8IV. The total cost of the mural was \$30,000, with the Village providing public funds to support the project. In recent months, the Village Board has received feedback from several residents expressing dislike for the mural's appearance, with some suggesting that the Village allocate additional public funds to have it painted over or removed.

The Village is now seeking input from the public to better understand community sentiment regarding the potential use of tax dollars for this purpose.

How do you feel about the use of public funds to paint over or remove the mural at 10534 Main Street?

I **support** using Village funds to paint over or remove the mural.

I **oppose** using any additional public funds on this matter — the mural should remain as is.

I am **neutral** or do not have a strong opinion either way.

I was **not aware** of the mural prior to this survey, and would need more information.

I believe **public art is valuable**, even if not everyone likes it, and should not be removed based on subjective opinions.

I **oppose** using public funds to alter the mural, but I would support private efforts to do so.





PARTNERSHIP AGREEMENT

5/25/2022

Scott Sanders
Village of Roscoe
10631 Main St.
Roscoe, IL 61073

Dear Scott,

On behalf of the Rockford Area Convention & Visitors Bureau and the RACVB Charitable Foundation, thank you for your commitment to partner on the 2022 CRE8IV Transformational Murals. We believe that this placemaking effort and regional initiative will benefit residents and visitors alike.

This letter serves to confirm our partnership parameters and agreed support for the 2022 CRE8IV Transformational Murals.

With your agreement, the terms and benefits to be provided are as follows:

Partnership Details

- The **RACVB** will coordinate the completion of **one** mural at an agreed-upon location. Coordination includes wall prep, artist selection, art production, paint, equipment rental, signage installation, permitting, and on-site production.
- The **RACVB** will manage all payments for artists, supplies, and required materials to complete the mural.
- The **RACVB** will send an itemized invoice to the Village of Roscoe for all associated charges, including a 15% administration fee for the staff time used during mural production.
- The **RACVB** will manage all sponsorship benefits as communicated on the sponsorship deck.
- The **RACVB** will promote the project as part of the CRE8IV initiative and partnership with the Village of Roscoe.



If the aforementioned terms and benefits are not keeping with what you believe to be correct, please let me know at your earliest opportunity. If this agreement is accurate, please sign and return a copy to Kristen Paul by email to kpaul@gorockford.com by April 30, 2022.

Again, thank you for this very significant partnership.

Signed by:

**Rockford Area Convention & Visitors Bureau
RACVB Charitable Foundation Representative**

John Groh, President & CEO

Date _____

Village of Roscoe Representative

Scott Sanders, Village Administrator

Date _____

CC: Jennifer Furst, RACVB Board Chair
Joanne Nold, RACVB Director of Finance & Administration
Kristen Paul, Director of Destination Development

Hi!

Let me just start by saying I've never been more excited about a mural! I've dreamt for years of being able to do a project like this and I am beyond thrilled that you guys have expressed such interest in this direction. There are very few murals out there that are painted with an open hand, and read more as a fine-art painting than a graphic and designer-y motif. I think this project is going to be something truly special and unusual.

The watershed around Roscoe and the Rockford area is simply magnificent. The sections of unchannelized switchbacks in the river, snaking their way across the landscape, is a lovely compositional element to play with. The contrast and interactions of the midwestern grid, the agricultural landscape, with the wildness of the river is not only aesthetically pleasing and dynamic, it defines the landscape, character, and history of this area – agriculture, and industry, sewn together by the Rock River. One of the reasons I really love this idea is that this mural speaks as much to place as almost anything could! The landscape would be rendered accurately, so curious viewers might be able to orient themselves and identify elements of the view. Some simple signage indicating the subject can help viewers of the mural connect with it and discuss it – something not everyone always feels comfortable doing, helping make the mural more accessible, and public art in general.

The wall is a perfect rectangle to make home for a grand painting. The mortar joints and tuck pointing on the brick is worn in a lot of areas, typical for a building of this age, and a painterly loose, open hand will work well on this surface vs. working for harder edges and smooth gradients. The impressionistic and gestural handling of the paint for a piece like this is a very good match for the surface, and will also help the mural age well over time as the busyness and “noise” of the image is visually resilient if the wall loses integrity in any areas.

I've used satellite imagery of Roscoe to generate the compositions. I'm not tied specifically to these two, I may tweak just a bit, but I wanted to provide two examples that show the range of how a painting like this could be developed. One is a little simpler and the other significantly more detailed and complex. Either would be great!

The first composition focuses a little closer to the ground, has the gentle twists of the river as the primary motif, and is a little more simplified. This level of rendering would be achievable at the lower end of your budget range, and I think would look great. The atmospheric qualities of the view as the landscape drops back is a defining motif, with the river as the primary subject. This would be closer to the \$20,000 mark of your budget.

The second composition pulls back the scope of vision a little more and allows for more nuance of color and value, a greater quantity of marks, and broader range and subtlety of color. It's a view that drops back dramatically, and creates atmospheric space in a striking way. Even more so than the first composition, the painting reads very realistically from a distance, and as viewers approach the wall closer up, it dissolves into a dense, loose, and abstract field of

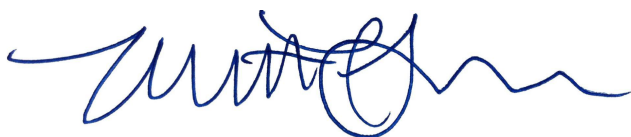
energetic marks. Something like this would take about twice as long to execute for me, and would be at a \$30,000 to \$35,000 budget.

I've done a lot of paintings like this over the years, many of which are in private and public collections, including the Cedar Rapids Museum of Art, and bringing this body of work off the gallery wall and out into the world is something I think could be really powerful and unique. Because of how I have generated these mockups, the colors are a little more naturalistic. I can tweak the colors to be more chromatic to really play up the full range of color in the landscape while still having the view read realistically. In these mockups the windows and door are white, but if it's ok, I'd paint them out so they are less obtrusive.

I look forward to hearing what excites you! I know that your budget is a bit of a moving target, and I hope these two proposals help give visuals to that conversation. I can thoughtfully scale the design and level of detail to your final budget. I think the more ambitious we can be with the painting the better, but I feel confident I can execute a compelling piece of art for your community wherever the numbers ultimately fall.

Thank you so much for the opportunity to dream on this, interest in working with me generally, and I can't wait to work with you all and get to know your community better. I am of course available to conference call or zoom to help clarify or expand upon anything, gather feedback, etc!

Best,



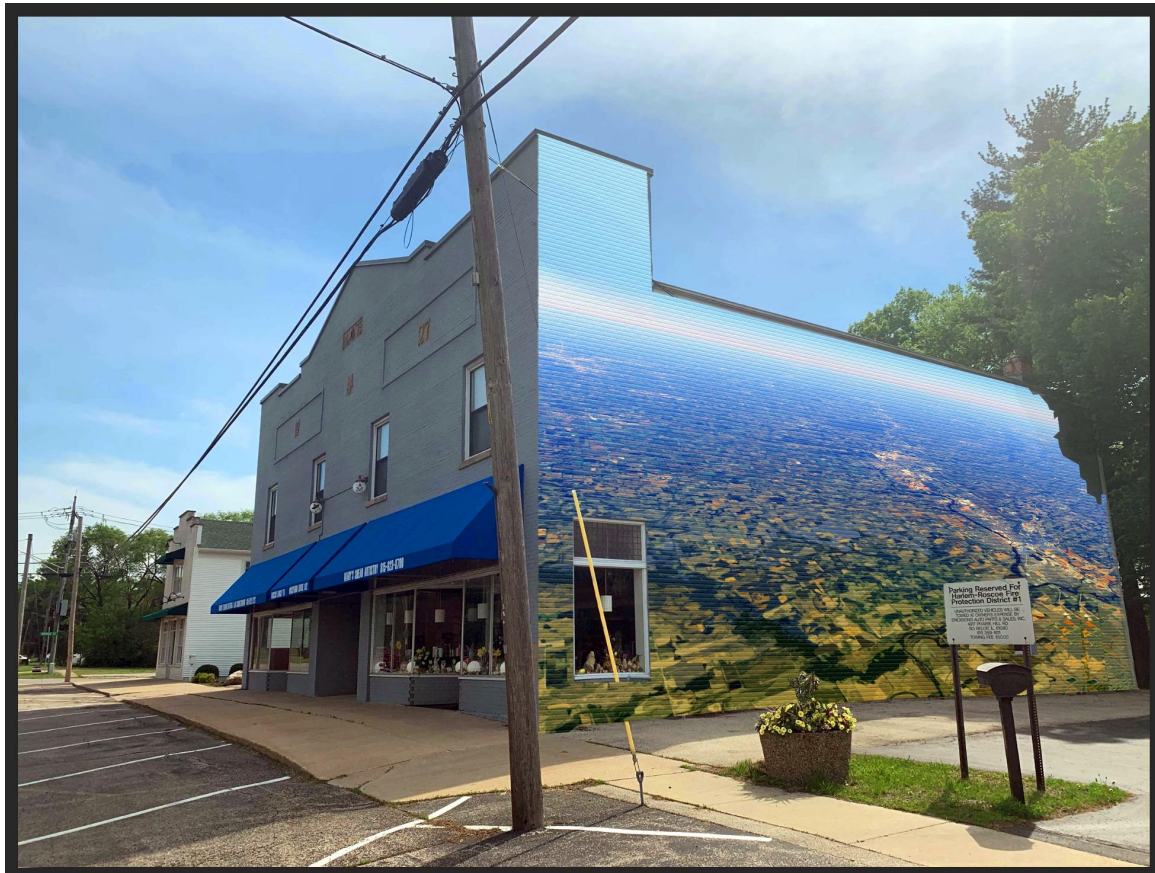
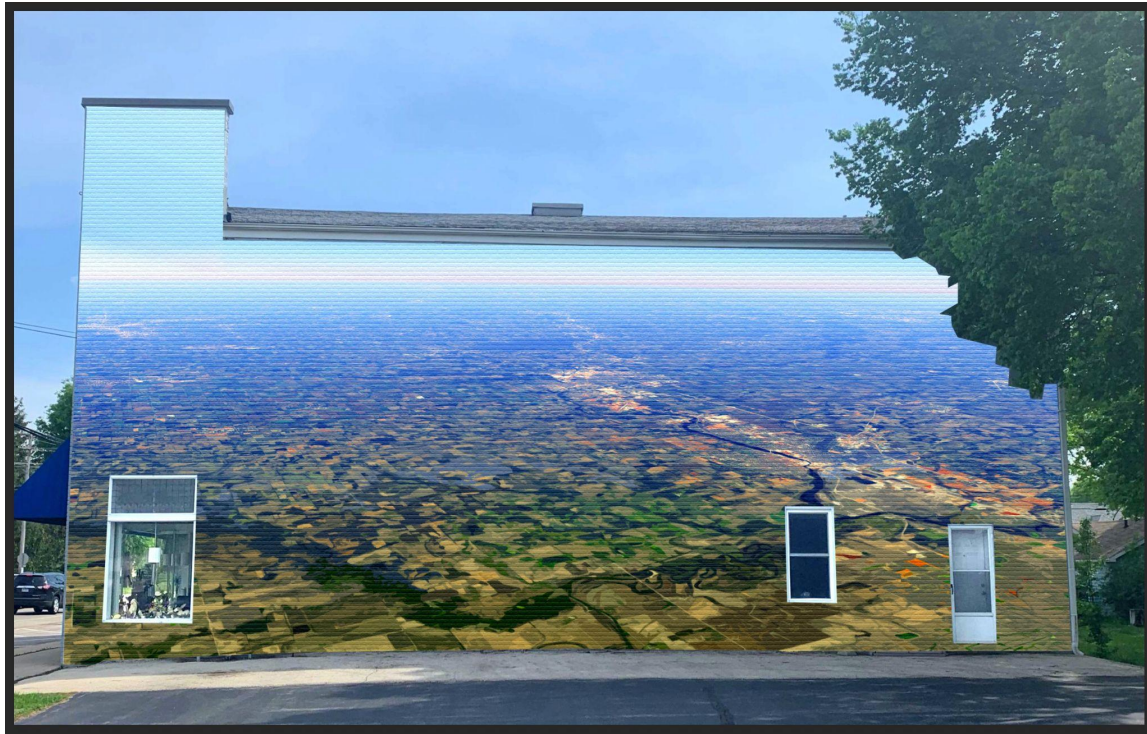
Thomas Agran

319.541.4554
thomasagran@gmail.com

Design Proposal 1:



Design Proposal 2:



Portfolio Inspiration

View of Iowa City, 6'x8'



View of Coralville, Iowa, for the Coralville Arena. Part of a suite of three murals, all 8'x16'



View of Guantanamo Bay Cuba for the historic Cedar Rapids Veterans Memorial Hall, 12'x20'



View of North Market Square Park, 6'x8'



South of Iowa City, Private Collection, 5'x7'



Near Great Bend, Kansas, in the collection of the Cedar Rapids Museum of Art, 6'x8'



Supplementary info:

Materials: I always use the highest quality materials available for mural projects. If the wall surface is bare masonry, I prime either with tinted **Loxon Masonry Primer by Sherwin Williams**, or **Nova Color Gesso 200**, and use Nova's Gesso 200 for most other wall conditions. I typically use **Nova Color artist grade acrylic paint** for murals, manufactured in California for their quality pigments and strong paint film. I limit the pigments only to those with the **highest lightfastness ratings** to ensure the vibrancy of the mural has a long life. I top coat with sprayed applications of **Nova Color Satin Exterior Varnish 216** to protect the mural, strengthen the paint film, enrich the colors, and give the mural a consistent lustrous finish. I almost always paint everything on site, but in certain circumstances I use **PolyTab** (a technique pioneered in California and Philadelphia) to allow certain elements to be painted off-site and permanently laminated to the wall on-site using **Nova Color Matte Gel 208**. This indiscernible technique absorbs the texture of the wall, is proven to have a longer life than standard mural approaches, and can open up possibilities for mural projects that may otherwise be compromised by timeline, location, or weather, helping keep projects on budget and ensuring a strong visual and physical final image.

Equipment: I have many years experience working with lifts of all sizes and configurations (boom/scissor/vertical mast/etc), as well as scaffolding and ladder work. I carry a general liability policy to cover this kind of work.

References:

Meridith McKinley, Via Partnership (St Louis / NYC)

Email: mckinley@viapartnership.com

Phone: (314) 735 9268

Relationship: I worked with Meridith on a large scale commission in Okoboji for an 8'x110' mural for the Imagine Iowa Great Lakes organization. The project was completed 50% off site using Polytab and painted and installed on site over the course of three days in coordination with the McClure Engineering Company. I have continued to work for Meridith as a consultant on mural projects.

Nancy Bird, Executive Director of the Iowa City Downtown District

Email: nancy@downtowniowacity.com

Phone: (319) 354 0863

Relationship: I worked with Nancy and the ICDD staff on varied mural and public art commissions and management of community public art projects over the past few years before joining the staff in 2017 to create and manage the Iowa City Mural Project, other public art initiatives, and arts advocacy. I worked as the Director of Public Art for the ICDD for 3 years before stepping down to focus on my own work during the pandemic. I still work as a contractor for them managing mural projects and other public art endeavors.

Mural Sentiment Survey

In 2022, the Village of Roscoe contributed toward the creation of a community mural at 10534 Main Street, as part of a regional public art initiative in partnership with CRE8IV. The total cost of the mural was \$30,000, with the Village providing public funds to support the project.

In recent months, the Village Board has received feedback from several residents expressing dislike for the mural's appearance, with some suggesting that the Village allocate additional public funds to have it painted over or removed.

The Village is now seeking input from the public to better understand community sentiment regarding the potential use of tax dollars for this purpose.

How do you feel about the use of public funds to paint over or remove the mural at 10534 Main Street?

I **support** using Village funds to paint over or remove the mural.

I **oppose** using any additional public funds on this matter — the mural should remain as is.

I am **neutral** or do not have a strong opinion either way.

I was **not aware** of the mural prior to this survey, and would need more information.

I believe **public art is valuable**, even if not everyone likes it, and should not be removed based on subjective opinions.

I **oppose** using public funds to alter the mural, but I would support private efforts to do so.

Response	#	%
I support using Village funds to paint over or remove the mural.	7	16%
I oppose using any additional public funds on this matter — the mural should remain as is.	16	36%
I am neutral or do not have a strong opinion either way.	3	7%
I was not aware of the mural prior to this survey, and would need more information.	2	4%
I believe public art is valuable , even if not everyone likes it, and should not be removed based on subjective opinions.	9	20%
I oppose using public funds to alter the mural, but I would support private efforts to do so.	8	18%
TOTALS	45	100%

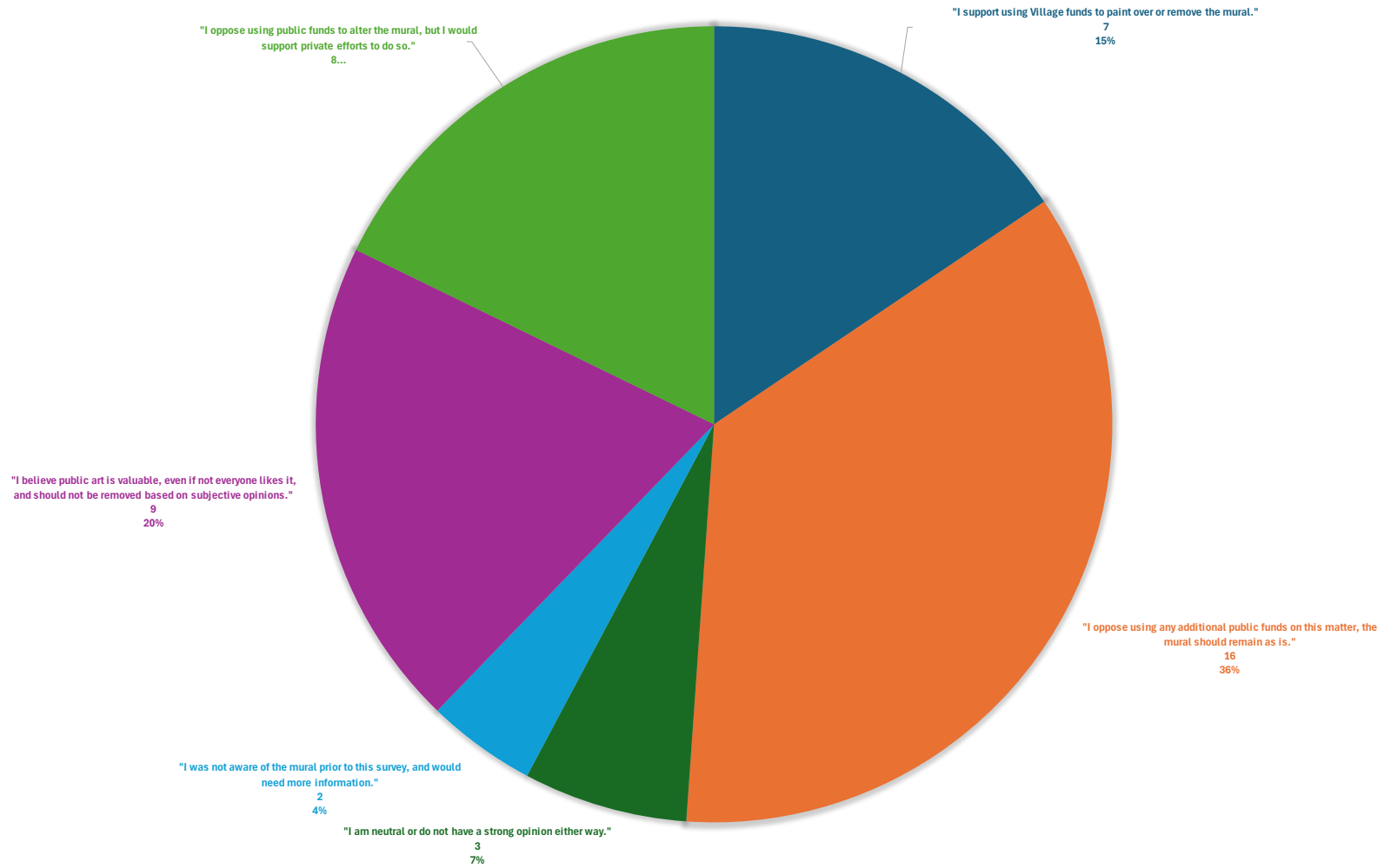
Comments:

- It's been there for a few years already, so why only now are some people complaining about it? Art is subjective and beauty is in the eye of the beholder. I think murals make a town feel more organic and lively. It shows community involvement, participation, and cultivation. While it's definitely not my favorite mural, it still has more life than just a plain brick wall that I would drive past without ever looking at it.
- You can't tell what it's supposed to be.
- It's turned out to be a less than ideal picture once it was on the wall. Maybe just leave it now until it needs to be repainted. Wasn't there some money donated by local people at the time that deserve a little recognition and possibly some input?
- I, personally think it's dark and depressing, but does not distract drivers.



- The dull colors I think is the problem. If it were to look like this I wonder if people would still object
- this is a really cool idea! Never thought of the artist adding some flair to it. The main complaint has been that it just looks like a big brown blob. The original renderings that the village was show were more vibrant in color.
- that is the problem. It's too dark.
- WoW, I like the colors!!

QUESTION: HOW DO YOU FEEL ABOUT THE USE OF PUBLIC FUNDS TO PAINT OVER OR REMOVE THE MURAL AT 10534 MAIN STREET?



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 4.

Agenda Item: Review and Consideration of Consulting Proposals from Place Foundry LLC

Date: May 30, 2025

Meeting: Committee of the Whole – 6/3/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Attached for Board review are two updated memoranda and a comprehensive consulting proposal from Place Foundry LLC, prepared by CEO David A. Sidney. These documents outline a proposed scope of services and implementation plan to support the Village's transition from planning to action on several key initiatives.

Place Foundry has been assisting the Village with the development of the Main Street District Blueprint and economic development planning for the Rockton Road Corridor. The attached materials reflect the next phase of this collaboration, with a focus on implementation of the Main Street Pop-Up Shop and Playscape initiative, formal establishment of the Business District Alliance (BDA), and targeted development planning for key opportunity sites.

Action Required/Recommendation

Staff recommends review and discussion of the attached materials in preparation for formal consideration of a 12-month professional services agreement with Place Foundry LLC.

Attachments

- Business District Alliance Update Memorandum (May 29, 2025)
- Comprehensive Place Services Contract Memorandum (May 29, 2025)
- Comprehensive Place Services Proposal (May 29, 2025)

MEMORANDUM

TO: Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator
Village of Roscoe Board of Trustees

FROM: David A. Sidney, CEO
Place Foundry LLC

DATE: May 29, 2025

RE: BDA Implementation Update

Where We Are

The Business District Alliance launched successfully in April with over 30 stakeholders forming four action teams. Now they need structured support to evolve from a Village-Led initiative to an independent economic driver—exactly as the Blueprint envisions.

The 18-Month Journey

Phase 1: Foundation (6 months)

The Village leads while volunteers build capacity:

- Team meetings underway
- October Fall Fest as first "Big Easy" win
- Forming a 3-5 person leadership core for 501(c)(3) by June 30
- File 501(c)(3) application by August 1
- Administrative support from Village staff
- Place Foundry facilitates the process

Phase 2: Transition (7-12 months)

Leadership emerges as responsibility shifts:

- Launch a quarterly events program
- Develop a membership structure and fundraising strategy

Phase 3: Independence (13-18 months)

BDA operates autonomously:

- The elected board governs
- Self-sustaining budget through dues and events
- The village holds an ex-officio seat only
- Professional staff hired

Current Momentum

What's working: Teams meet independently. Fall Fest planning advances. 30-day accountability established.

What they need:

- Professional facilitation through transitions
- 501(c)(3) filing expertise
- Grant writing for startup funds
- Organizational development guidance

Bottom Line

The Blueprint's phased approach works. Following this, it transforms our current momentum into a thriving Main Street organization with greater independence, increasing the growth of businesses and enhancing the economic impact on the Village's bottom line.

MAY 29, 2025

VILLAGE OF ROSCOE PROPOSAL FOR **COMPREHENSIVE PLACE SERVICES**

PREPARED FOR:

Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator

PREPARED BY:

David A. Sidney | CEO + Founder
Place Foundry LLC
dsidney@theplacefoundry.com
theplacefoundry.com

Dear Carol and Josef,

Thank you for the opportunity to propose a comprehensive engagement for the Village of Roscoe. Building upon our previous work developing the Main Street District Blueprint and the I-90/Rockton Road Corridor planning efforts, we're excited to present a consolidated approach that combines both.

The Main Street District Blueprint is complete, stakeholder consensus has been achieved, and the foundation for implementation is solid. Now, the Village needs focused execution - and that's exactly what this proposal delivers.

We're at a critical juncture to move from planning to implementation. This next phase requires a focused approach that brings together our full range of services:

- **Comprehensive Blueprint Implementation** for the Main Street District
- **Developer and Business Recruitment** for priority opportunity sites
- **Stakeholder Coordination** with property owners and business leaders
- **Strategic Place Branding** to elevate Roscoe's visibility in the region
- **Implementation Support** for key initiatives like the pop-up retail program

Our approach is rooted in four key principles that have proven successful in our partnerships with other communities in the region:

- **Data-Informed Decision-Making:** Leveraging market insights and analytics to guide strategy
- **Stakeholder Engagement:** Ensuring broad community support and alignment
- **Adaptive Strategy:** Maintaining flexibility to respond to emerging opportunities
- **Holistic Development:** Integrating economic, social, and environmental considerations

This proposal directly addresses your four priorities: Main Street implementation, Rockton Road strategy, property owner engagement, and strategic advisory services - all within your budget parameters.

Please review the enclosed proposal, and I look forward to discussing it further.

Sincerely,



David A. Sidney

Principal + Planning & Development Studio Lead | Place Foundry LLC

Situation Appraisal

Item # 4.

CURRENT SITUATION:

The Village of Roscoe has made significant progress in planning for the Main Street District and the I-90/Rockton Road Corridor. The foundation has been established through:

- Completion of the Main Street District Blueprint with a clear vision and implementation framework
- Development of conceptual plans for the Box Market and public plaza
- Initial stakeholder engagement and business alliance formation discussions
- Preliminary market analysis and opportunity site identification
- Establishment of priorities for economic development across key corridors

Despite this progress, Roscoe is now at a critical transition point between planning and implementation. Current challenges include:

- Maintaining momentum with stakeholders and property owners
- Advancing from concepts to buildable projects
- Developing funding and implementation strategies for key initiatives
- Coordinating multiple initiatives across different areas of the community
- Establishing sustainable organizational structures to support long-term success

DESIRED SITUATION:

The Village of Roscoe seeks to advance from planning to action with demonstrable progress on key initiatives:

- Successfully establish the Business District Alliance as a functioning 501(c)(3)
- Launch the Pop-Up Shop & Playscape initiative with physical improvements complete
- Implement coordinated marketing and communications for both the Main Street District and I-90/Rockton Road Corridor
- Attract developers and businesses to priority opportunity sites
- Secure funding and resources for public infrastructure improvements
- Create a sustainable framework for ongoing implementation

OUR CONTRIBUTION:

Place Foundry will serve as an extension of Roscoe's team, providing specialized expertise and implementation capacity:

- Providing continuity from planning to implementation phases
- Offering specialized expertise in economic development, placemaking, and development feasibility
- Facilitating relationships with property owners, businesses, and potential developers
- Maintaining focus on priority initiatives amid competing demands
- Delivering strategic guidance and practical tools for implementation

Scope of Work

Item # 4.

Based on Village leadership feedback, we propose focused services in four priority areas, delivered within your budget requirements. This streamlined approach maximizes impact while maintaining fiscal responsibility.

FOUR PRIORITY SERVICES

1. Main Street District Implementation
2. Rockton Road Strategy Development
3. Property Owner Engagement
4. Village-Wide Advisory Services

TASK 1: PLACE MAPPING

This foundational task establishes the structure and processes needed to execute Roscoe's priority initiatives successfully, with a particular focus on the Main Street District Blueprint.

Key Activities:

- Conduct market analysis for targeted areas
- Perform economic impact analysis for key projects and initiatives
- Complete land use planning and analysis
- Assess property conditions and development potential
- Research customer demographics and travel patterns
- Identify retail gaps and business opportunities

Deliverables:

- Market analysis reports for priority areas
- Economic impact assessments
- Land use recommendations
- Property assessment summaries
- Retail gap analysis
- Monthly progress reports

TASK 2: PLACE BLUEPRINT

This task focuses on attracting quality development and businesses to priority opportunity sites, with strategies customized for the Main Street District and I-90/Rockton Road Corridor.

Key Activities:

- Create development scenarios and visualizations
- Conduct corridor and site-specific planning
- Prepare development concepts for priority sites
- Perform project financial feasibility analyses
- Develop conceptual designs for public improvements
- Prepare visualization materials for stakeholder engagement
- Analyze zoning and regulatory considerations

Deliverables:

- Development scenario visuals and concept plans
- Corridor and site planning documents
- Financial feasibility analyses for key projects
- Public space design concepts
- Visualization materials for stakeholder engagement
- Zoning and regulatory recommendations

TASK 3: PLACE STORYTELLING

This task develops and implements cohesive branding, communications, and activation strategies that build visibility and create momentum for Roscoe's development initiatives.

Key Activities:

- Enhance brand development and engagement for Main Street and I-90/Rockton Road
- Develop comprehensive marketing materials
- Create targeted communication strategies
- Manage digital presence and social media engagement
- Design promotional materials for priority initiatives
- Produce content for stakeholder and public communications
- Develop messaging for developer and business recruitment

Deliverables:

- Brand strategy and guidelines
- Comprehensive marketing materials
- Digital content calendar and assets
- Social media strategy and content
- Project promotion materials
- Website updates and content
- Communications toolkit

TASK 4: PLACE IMPLEMENTATION

This task provides hands-on assistance with implementing priority projects, particularly the Pop-Up Shop & Playscape initiative and public realm improvements.

Key Activities:

- Provide developer solicitation services
 - Stakeholder/developer engagement
 - RFP/Q process management
 - Project feasibility analysis
 - Funding and incentive negotiation support
- Identify and pursue grant funding
 - Target 4 grant applications annually
 - Focus on DCEO, IEPA, USDA, and foundation opportunities
- Support Business District Association Development
 - Facilitate the establishment and organization of a Business District Association
 - Guide governance structure and operational framework
 - Support initial member recruitment and engagement
 - Assist with program development and strategic planning
- Support policy development and implementation
 - Provide economic development policy guidance
 - Support zoning and regulatory adjustments

Deliverables:

- Developer solicitation and RFP materials
- Funding strategy and grant opportunity assessments
- Business District Association formation documents
- Policy recommendations and implementation support
- Development agreement templates and guidance
- Implementation roadmap for priority initiatives

Service Delivery Framework

Item # 4.

Rather than a fixed timeline with predetermined deliverables, our on-call planning services will operate within a flexible framework that responds to the Village's evolving priorities while ensuring progress on key initiatives. This approach allows us to allocate resources efficiently while maintaining accountability for results.

PRIORITY INITIATIVES

The following initiatives have been identified as priorities, with flexibility to adjust as new opportunities emerge:

Main Street District Implementation:

- Business District Association formation and launch
- Pop-Up Shop & Playscape development
- Public space and streetscape enhancements
- Property owner engagement and coordination
- Development opportunity packaging

Rockton Road Corridor Development:

- Developer recruitment and engagement
- Site-specific opportunity prospectuses
- Infrastructure coordination planning
- Marketing and promotion strategy
- Commercial tenant recruitment

Village-Wide Economic Development:

- Grant identification and pursuit
- Development incentives framework
- Policy recommendations
- Stakeholder communication strategy
- Opportunity site assessment

SERVICE DELIVERY PROCESS

Our on-call services will follow a consistent process to ensure accountability and progress:

Monthly Priority Setting

- Review of active initiatives and emerging opportunities
- Adjustment of service priorities based on Village needs
- Resource allocation planning
- Agreement on monthly priorities

Weekly Implementation Activities

- Execution of priority tasks across all service areas
- Regular communication with key stakeholders
- Response to time-sensitive opportunities
- Documentation of progress and challenges

Communication and Reporting

- Weekly updates to Carol and Joe
- Monthly summary reports to Trustees
- Quarterly comprehensive presentations at Trustee's Planning Sessions
- Ad hoc reporting for special initiatives

Quarterly Strategic Assessment

- Review of progress against Village goals
- Identification of emerging opportunities and challenges
- Strategic adjustments to service delivery
- Long-range planning considerations

Anticipated Service Allocation

We've structured the following allocation to address your four priorities directly: Main Street implementation, Rockton Road development, property owner engagement, and village-wide advisory support. This allocation may shift quarterly based on results and emerging opportunities.

PLACE MAPPING (20%)

Data-Driven Decision Making

- Market analysis for retail recruitment
- Property inventory and assessment
- Opportunity site identification
- Economic impact analysis for key projects
- Demographic and consumer research
- Performance metrics tracking

PLACE BLUEPRINT (25%)

Strategic Development Planning

- Rockton Road corridor strategy development
- Site-specific opportunity packaging
- Financial feasibility analysis for priority projects
- Development scenario planning
- Public space and infrastructure coordination
- Zoning and regulatory recommendations
- Development standards recommendations

PLACE STORYTELLING (15%)

Building Momentum Through Communication

- Marketing materials for priority sites
- Developer and business recruitment packages
- Digital presence and social media
- Stakeholder communications and reports
- Event promotion and activation support
- Success story development

PLACE IMPLEMENTATION (40%)

Turning Plans into Reality

- Main Street Pop-Up Shop & Playscape development
- Business District Association formation and 501(c)(3) establishment
- Developer recruitment for both corridors
- Property owner engagement and coordination
- Grant writing and funding strategy (4-6 applications annually)
- Project management across all initiatives
- Project management and stakeholder coordination

Pricing

Place Foundry proposes the following comprehensive fee structure to support Roscoe's implementation priorities. Our pricing reflects the integrated nature of the services and the efficiencies gained by combining what would otherwise be separate engagements.

Comprehensive Place Services Fee of 110,400 or \$9,200 per month.

This professional fee includes:

INCLUDED SERVICES:

- All activities outlined in the four service areas: Place Mapping, Place Blueprint, Place Storytelling, and Place Implementation
- Weekly updates to Carol and Joe
- Monthly summary reports to the Village Board
- Quarterly Trustees Planning Sessions
- Strategic advisory services
- Project management and coordination

TEAM RESOURCES:

- David Sidney as dedicated Project Principal
- Jeff Macke as dedicated Project Manager
- Support staff for analysis and documentation
- Technical resources for materials development

PAYMENT TERMS:

- Monthly invoicing through QuickBooks Online
- Net 30 payment terms
- 12-month contract term beginning June 5, 2025

Risks & Assumptions

The following risks and assumptions apply to the project:

RISKS

Economic Conditions:

- Economic fluctuations may affect development feasibility and business recruitment.
- Construction costs and interest rates could impact implementation timelines.
- Retail market shifts may require adjustments to business recruitment strategies.

Implementation Challenges:

- Property owner decisions may affect development timelines
- Stakeholder alignment may require additional coordination
- Funding availability could impact project implementation schedules
- Regulatory approvals may require additional time

Organizational Capacity:

- New organizational structures like the Business District Alliance require time to develop capacity.
- Staff transitions within the Village could affect project continuity
- Competing priorities may impact implementation focus
- Volunteer capacity for new initiatives may fluctuate

ASSUMPTIONS

Village Engagement:

- Village staff will actively participate in implementation activities
- Leadership will provide timely feedback on deliverables and decisions
- The Village will identify a primary point of contact for day-to-day coordination
- Staff will assist with connecting to local resources and stakeholders

Communication Protocols:

- Regular access to Village leadership will be maintained
 - Response times to project inquiries will be less than two business days
 - Decision-making authority will be established
- Approval processes for external communications will be streamlined

Implementation Support:

- Property owners will remain engaged in the implementation process
- Community members will support activation initiatives
- The Village Board will maintain support for the implementation of the vision
- Local partners will collaborate on shared objectives

Resource Availability:

- The Village will provide access to relevant data and information
- Meeting spaces will be available for stakeholder engagement
- Basic infrastructure will support implementation activities
- The Village will coordinate internal departments as needed

Contract Agreement

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

Scope of Work

Place Foundry agrees to work with the Village of Roscoe to execute professional consulting services as defined in this proposal's comprehensive scope of work, focused on implementing the Main Street District Blueprint and related economic development initiatives.

Expectations

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

Client, the Village, 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 implementation.
- Review and process invoices according to payment terms.
- Designate a primary point of contact for the project.

Consultant, Place Foundry LLC, agrees to:

- Facilitate the discovery of creative and achievable development opportunities and options.
- Balance objective data with innovative ideas and solutions.
- Hold the client accountable for 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.
- Maintain confidentiality regarding sensitive information.

Key Personnel

Place Foundry shall assign David A. Sidney as the "Key Person" to perform the work and other obligations outlined in this Agreement. The Place Foundry team members will assist David Sidney and collaborate with the Village to carry out tasks and deliverables as defined in the scope of work.

Conflicts of Interest

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

Duration and Fees

This consulting relationship will begin on June 5, 2025. Place Foundry will invoice the Village monthly through QuickBooks Online for Comprehensive Place Services at \$9,200 per month.

Additionally:

This contract will be for twelve (12) months commencing after execution by the Village Board, unless sooner terminated or extended, in whole or in part, as provided in this contract.

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 \$145/hour for travel outside the Rockford, IL, MSA area or otherwise, as required.

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

The Village may terminate this Agreement 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.

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

Any modifications to this Agreement must be made in writing and agreed upon by both parties.

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

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

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Place Foundry LLC to provide Comprehensive Place Services at \$9,200 /month for 12 months and agree that I/we are familiar with and accept the above terms.

CLIENT:	CONSULTANT:
SIGNATURE	SIGNATURE
NAME	NAME
TITLE	TITLE
DATE ACCEPTED	DATE PROPOSED:

PLACE
foundry

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

MEMORANDUM

TO: Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator
Village of Roscoe Board of Trustees

FROM: David A. Sidney, CEO
Place Foundry LLC

DATE: May 29, 2025

RE: Comprehensive Place Services Contract

What We're Asking

Place Foundry will provide professional support to transform 12 months of planning into visible results. Place Foundry requests a 12-month contract at \$9,850/month to implement your Main Street Blueprint and advance Rockton Road development.

Why Now

The opportunity: Community momentum from BDA workshops remains strong. Grant opportunities would support visible implementation. Property owners await direction.

Our Approach

Place Foundry delivers four integrated services with flexible monthly allocation:

- **Implementation (40%)** – Direct project management for Bridge Street, Pop-Up initiatives, and BDA formation
- **Strategic Planning (25%)** – Rockton Road corridor development and site-specific opportunities
- **Stakeholder Engagement (20%)** – Property owner coordination and developer recruitment
- **Advisory Services (15%)** – Grant writing, policy guidance, Board presentations

The Value

- **One team, one fee:** No hourly charges or contract amendments
- **Proven partnership:** Building on 12 months of successful collaboration
- **Flexible priorities:** Adjust quarterly as opportunities emerge
- **Clear accountability:** Weekly updates, monthly reports, quarterly presentations

Bottom Line

Using our Short, Medium, and Long-Term approach, this investment converts planning into action and economic impact. Thank you for the opportunity to continue our partnership in achieving the Village's goals and plans for the Main Street District, Rockton Road Corridor, and the broader Village area.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 5.

Agenda Item: IML Expenses for Board

Date: July 1, 2025

Meeting: COTW

Prepared by: Anne Hanson

Department: Administration

Overview/Background Information

The Illinois Municipal League's (IML) Annual Conference is the premier educational and professional development event for all municipal officials in Illinois. The conference, held at the Hyatt Regency Chicago, 151 East Wacker Drive, attracts more than 2,000 elected officials from cities, villages and towns of all sizes. Over three days, officials and staff will be provided with an opportunity to not only learn from industry experts, but also exchange ideas and build relationships with their municipal colleagues.

This year the annual conference will be September 18, 19 & 20, 2025. Included is the conference program for newly elected officials. The program details the conference tracks specified for elected officials. Additional information can be found here: <https://www.iml.org/conference>

The estimated cost per elected official to attend Thursday and Friday, which includes a one-night hotel stay/parking, mileage and per diem, is just under \$1,000 per attendee. The estimated cost per elected official to attend Thursday, Friday and Saturday, which includes a two-night hotel stay/parking, mileage and per diem, is just under \$1,400 per attendee. There is also an option to register for one day only for approximately \$500 depending on the day and the meals provided. In 2024, Administrator Kurlinkus was the only attendee from the Village of Roscoe.

No dollars were appropriated in 2025 from the elected official's department for conferences/trainings (01-018-5530).

Once the Board identifies and approves the attendees and applicable expenditures, conference registration will be completed by Anne Hanson using the Village Credit Card. Hotel reservations should be made by the attendee(s) allowing room preference to be made by individuals. All other reimbursements should be made per the approved travel policy which is also included in the packet.

Conference registration cut off is September 5, 2025 at 4:30 pm. Hotel rooms are available on a first come basis and the hotel is already accepting reservations.

Attachments

Current Travel Policy, Conference Program, Fact Sheet, Itemized Cost and IML 2025 Registration Form.

**VILLAGE OF ROSCOE
RESOLUTION NO. 2017-R45**

**A RESOLUTION AMENDING THE TRAVEL EXPENSE AND
REIMBURSEMENT POLICY FOR THE REIMBURSEMENT OF AUTHORIZED
EXPENDITURES IN COMPLIANCE WITH THE LOCAL GOVERNMENT
TRAVEL EXPENSE CONTROL ACT.**

WHEREAS, there is a need to maintain accurate and up-to-date operational policies for employees, appointees, and elected officials of the Village as part of the Village's personnel policies and handbook; and

WHEREAS, the Local Government Travel Expense Control Act (LGTECA) (public Act 099-0604), requires local public agencies to establish specific procedures for the authorization of travel expenditures and the creation of controls for their approval and reimbursement; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have previously created a policy for the authorization, regulation, control, and reimbursement of travel expenses, which applies to employees, officers, and elected officials of the Village of Roscoe, and wish to amend said policy to better provide for its efficient administration and oversight; and

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

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

SECTION 2: That the following *amended* policy entitled "Travel Expense Reimbursement Policy", is hereby approved and adopted by the President and Board of Trustees of the Village of Roscoe, and that such policy shall be incorporated into the Village's Personnel Handbook in a form substantially similar to that as is attached hereto as Exhibit "A".

SECTION 3. Any portion of any other ordinance in conflict with this resolution 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: That such policy shall become effective upon the passage of this resolution.

2017-R45

1st Read:

PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee Robert Baxter	✓			
Trustee Carol Gustafson ②	✓			
Trustee Stacy Mallicoat	✓			
Trustee Lindsey Swanson				✓
Trustee Susan Petty	✓			
Trustee Mark Szula ①	✓			
President David A. Krienke				

APPROVED SEPTEMBER 5, 2017:


VILLAGE PRESIDENT

ATTEST:


VILLAGE CLERK

Village of Roscoe, Illinois
Travel Expense Reimbursement Policy

ARTICLE I. PURPOSE AND APPLICABILITY

- A. Purpose. The purpose of this Policy is to establish procedures for the control and documentation of expenses incurred by Elected and Appointed Officials and Employees who travel on official business, and to ensure that they are treated fairly and reimbursed at rates which are reasonable and consistent with actual, necessary costs, and through a process that will insure the protection of tax payer dollars and public funds
- B. Applicability. The policy applies to all Village Employees and Elected and Appointed Officials who travel on official business for professional development, training classes, seminars, workshops, and conferences, and any other out-of-town travel on behalf of and for the benefit of the Village of Roscoe.
- C. Designation of Funds. This policy notwithstanding, all travel and expenses, regardless of the source of funds, must have a sufficient prior appropriation corresponding to a designated budget line item, and approval prior to travel or conference registration.

ARTICLE II. AUTHORITY AND APPROVAL

- A. Approval of Travel – Village Employees.
 - 1. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. Prior to incurring any expenses, registration information and projected travel expenses must be submitted in writing to the Department Head for verification of funds availability, justification for attendance, and approval.
 - 2. Reimbursement of expenses for travel, lodging, meals & incidentals incurred by any employee in excess of \$150.00 per day must be approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Village.
 - 3. Pre-payment of registration and lodging expenses may be advanced to any employee upon approval by roll call vote at an open meeting of the Village prior to payment.

B. Approval of Travel – Appointed & Elected Officials.

1. All travel for Appointed or Elected Officials shall be approved by an affirmative roll call vote of the Village Board prior to the beginning of travel. Approval for travel shall identify the specific conferences or events being authorized, the elected or appointed officials attending, and an estimated itemized cost per official attending. This approval may take place as part of the annual budgeting process, or on a case by case basis, provided there has been an adequate prior appropriation of funds.
2. Reimbursement of expenses for approved travel, lodging, meals & incidentals incurred by *any* Appointed or Elected Official must be approved by roll call vote at an open meeting of Board of Trustees of the Village.
3. Pre-payment of conference or event registration and lodging expenses may be advanced to an Appointed or Elected Officials upon approval by roll call vote at an open meeting of the Village prior to payment.

ARTICLE III. PROCEDURES FOR TRAVEL AND REIMBURSEMENT

A. Payment Options. Village employees and appointed or elected officials choose from the following options for the payment and/or reimbursement of approved travel and conference related expenses:

1. Use of personal funds or personal credit card to be reimbursed by the Village.
2. Receive a travel advance for the following travel-related expenses:
 - i. Conference & Event Registration
 - ii. Lodging
 - iii. Car Rental
 - iv. Airfare
3. Village credit card may be used by authorized cardholders for payment the following travel-related expenses:
 - i. Conference & Event Registration
 - ii. Lodging
 - iii. Car Rental
 - iv. Airfare

B. Travel & Registration Advance After Department Head approval of travel (for employees), or Village Board Approval (elected/appointed officials) a request for a travel advance may be submitted to the Village's Compensation & Benefits Specialist.

1. A check will be submitted for approval to the Village Board, and issued in the check-run preceding the date of travel. Under normal circumstances, travel advances will be issued for the following purposes:

- i. Early registration (traditionally, a separate check is mailed to the organization conducting the conference).
 - ii. Airline or other transportation ticket purchase or Car Rental
 - iii. Room deposit at conference hotel if a cash deposit is required.
 - iv. Meals & Incidental Expenses (M&IE)
 - 2. Funds issued to an employee or officer or official as a travel advance are the responsibility of the employee or officer or official. Upon completion of travel, the travel advance must be documented on the expense report. Except for the amounts issued for M&IE, if the approved expenses were less than the amount of the travel advance, the employee or officer must return those funds with the expense report.
- C. Meals & Incidental Expenses (per diem / meal allowances). Per diem (for overnight stays) and Meal Allowances (for travel with a return occurring during the regular workday) are intended to cover the cost of meals and meal tips. Maximum reimbursable rates shall be based on the schedule of reimbursable per diem rates as are established from time to time, published, and maintained by the by the United States Government Services Administration GSA.
- 1. Breakfast is payable when an employee is on travel status and is away from or leaves headquarters or residence (if reporting directly to the destination) at or before the starting time of the workers regular workday.
 - 2. Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after the ending time of the employee's normal workday. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.
 - 3. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or entertainment. If some meals are included in the prepaid registration fees, the employee or officer of the Village may not be reimbursed or receive a per diem or meal allowance for those meals.
 - 4. Receipts need not be submitted to support per diem or meal allowance expenses.
- D. Documentation. Within ten (10) working days of completion of travel, a completed expense report, with receipts documenting all expenditures, must be submitted for review and approval to an employee's Department Head, the Chair of an appointee's board or commission, or directly to the Compensation & Benefits Specialist in the case of Elected Officials.

1. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, on a Village's Reimbursement Form:
 - i. receipts of the cost of the travel, meals, or lodging if the expenses have already been incurred (or an estimate of costs if travel has not yet occurred);
 - ii. the name of the individual who received or is requesting the travel, meal, or lodging expense;
 - iii. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
 - iv. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.
2. Reimbursement checks, if applicable, will be issued in the next regular check- run after the expense report has been approved.
3. The Village hereby adopts as its official standardized form for the submission of "**Reimbursement Form**" attached hereto and incorporated herein as Exhibit A.
4. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

ARTICLE IV. AUTHORIZED REIMBURSABLE EXPENSES

- A. Calculation of Expenses. Reimbursement rates and maximums expenses for travel expenses shall be based on the Travel Reimbursement Schedule maintained by U.S. General Services Administration (GSA) Services, as they may be amended from time to time. Actual expenses will be approved for lodging and/or meals procured at a prearranged place such as a hotel where a meeting, conference or training session is held.

GSA Travel Information: <http://www.gsa.gov/portal/category/100212s>

- B. Authorized Types of Expenses. The following expenses shall be reimbursed for employees and officers of the Village only for purposes of official business conducted on behalf of the Village, including, but not limited to, out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

1. Calculation of Travel Days. Per diem or actual expense entitlement starts on the day of departure from an authorized location (e.g home, office) and ends on the day of return to an authorized location, and shall be calculated per the GSA Travel Reimbursement Schedule.

2. Lodging.
 - a. Lodging shall be pre-approved, and shall only cover the minimum number of evenings required by the event, shall be reasonable in accommodations and expense; and the must be supported by a hotel receipt.

 - b. The Village shall pay only the single occupancy rate up to the maximum rate established by the GSA Schedule. Extra lodging expenses such as dry cleaning, vending machines, valet service, and video rental are not reimbursable expenses.

 - c. Conference lodging charges or lodging at official meeting hotels when pre-approved by the department head or the Village Board, in excess of the maximums allowed by the GSA Reimbursement Schedule are considered exceptions to this Sections, and may be reimbursed at the conference or meeting rate.

3. Overnight accommodations:
 - a. Conference/Event location *less* than 2 hours travel time from the authorized starting location:
 - i. No overnight accommodations will be authorized or reimbursed for travel prior to the first day, or after the last day, of a conference or event.

 - b. Conference/Event location *greater* than 2 hours travel time from the authorized starting location:
 - i. Overnight accommodation will be authorized or reimbursed for travel prior to the first day of a conference or event starting earlier than 10 am on the first day of the conference or event.

 - ii. Overnight accommodation will be authorized or reimbursed for travel subsequent to the last day of a conference or event that concludes later than 5pm on the last day of a conference or event.

4. General Expenses. The Village will pay or reimburse registration fees; gasoline and associated costs for Village vehicles; mileage for personal vehicle usage; parking fees; baggage handling fees; fees for transportation between home or office and the airport and between the airport and the hotel; and data use charges incurred while conducting required Village business.
5. Rental Car. The use of rental cars is discouraged. Such use will be approved on a case-by-case basis, depending on travel needs. Only a mid-size car rate will be reimbursable.
6. Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
7. Miscellaneous Expenses. Other items of reasonable expense specifically not addressed and necessary in the course of conducting Village business shall be reimbursed after review and approval by the Department Head.

ARTICLE V. OTHER CONDITIONS AND RESTRICTIONS ON TRAVEL

- A. Non-employees. Under no circumstances are any expenses to be paid by the Village when incurred by a non-employee of the Village or an unauthorized employee or appointed/elected official (employee or official whose travel has not been approved as required by this policy).
- B. Additional Travelers. Additional travelers may accompany the employee when traveling on official Village business. However, no expenses attributable to any additional traveler will be a reimbursable expense. All expenses will be calculated as if the employee were traveling alone, using the minimum cost calculation established in this policy for lodging, meals, and transportation.
- C. Employee Repayment for Disallowed Expenses. Amounts disbursed for travel expenses which are subsequently disapproved by the Department Head or Village Board, shall be refunded to the Village within fifteen (15) days. Failure to do so may result in the amount being deducted from the employee's or official's next regular payroll check.
- D. Prohibited Expenses.
 1. No alcoholic beverage expenses will be reimbursed by the Village.

2. Entertainment Expenses. No employee or official shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.



**ANNUAL
CONFERENCE
2025**

**112th Annual Conference
September 18-20, 2025**

Hyatt Regency Chicago on the Riverwalk

Registration Form

Save time - REGISTER ONLINE at iml.org/conference

The Illinois Municipal League accepts Visa or MasterCard for Annual Conference registration on our website.

Attendee Information: *(advance registration accepted prior to 4:30 p.m. on September 5, 2025)*

First: _____ Last: _____

Title: _____

Municipality/Company: _____

Municipality/Company Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email for Confirmation: _____ (Required)

☐ Special dietary needs:

Conference Advance Registration Cancellation Policy: A processing fee will be charged regardless of the reason for cancellation (including medical emergencies). Registrants who are unable to attend the conference may appoint a substitute. **All cancellations must be in writing and mailed (PO Box 5180, Springfield, IL 62705-5180), faxed (217-525-7438) or emailed (cancellation@iml.org) to the IML office prior to September 5.** Cancellations will not be accepted by telephone. ♦ \$75 processing fee, per attendee, on all cancellations before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5. ♦ Canceled extra Luncheon and Banquet tickets will have a \$25 processing fee before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5.

☐ I acknowledge that I have read, understand and will abide by the terms of cancellation for registration set forth by the Illinois Municipal League.

General Registration

☐ TOTAL CONFERENCE PACKAGE

Includes Thursday through Saturday Conference Sessions, two Receptions, one Saturday Awards Luncheon, one Saturday Annual Banquet and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit).

☐ **\$325 / \$375 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$425 / \$475 on-site***

Other Governmental or Non-profit (contract employees, retained attorneys, engineers, township/county/state officials, charitable organizations)

☐ **\$525 / \$575 on-site***

Non-governmental or Private/Corporate

☐ I will attend Attorneys Seminar ☐ I will attend TIF Seminar

SINGLE DAY

☐ Thursday

Includes all Thursday Conference Sessions, Get Acquainted Reception and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and TIF Seminar (with MCLE credit).

☐ Friday

Includes Opening General Session, all Friday Conference Sessions and Exhibit Expo

☐ Saturday

Includes all Saturday Conference Sessions and one Saturday Awards Luncheon

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

EXTRAS

☐ Saturday Awards Luncheon

\$60 / \$75 on-site*

☐ Saturday Annual Banquet

\$125 / \$150 on-site*

☐ Exhibit Expo Spouse/Guest (Non-exhibitor)

\$75 / \$75 on-site*

☐ Additional Exhibit Expo (Exhibitor)

\$225 / \$225 on-site*

☐ Municipal Attorneys Seminar Registration

Includes Thursday Municipal Attorneys Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

☐ Tax Increment Financing (TIF) Seminar Registration

Includes Thursday TIF Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

☐ Student One-Day Track Registration

Includes Opening General Session, all Friday Student Track Sessions and Exhibit Expo

☐ **\$125 / \$125 on-site*** Current full-time student ID required

Total Amount Due: \$ _____

PAYMENT BY CHECK: Make payable to Illinois Municipal League, and mail to: PO Box 5180, Springfield, IL 62705-5180

***After 4:30 p.m. on September 5, 2025, all IML Annual Conference registrations will be charged the applicable on-site registration fee.**

Don't forget to reserve your hotel room at the Hyatt Regency Chicago by Wednesday, August 27, 2025. Room rates start at \$275 and room tax is 17.4%. Check-in is 3:00 p.m.; check-out is 12:00 p.m.

Reserve your room at iml.org/hotel.

BENEFITS OF ATTENDING THE IML ANNUAL CONFERENCE



The Illinois Municipal League's (IML) Annual Conference is the premier educational and networking opportunity for all municipal officials and staff in Illinois. Below are a few reasons to join the nearly 2,000 community leaders who attend this conference annually.

NETWORKING OPPORTUNITIES

The IML Annual Conference is the largest gathering of municipal officials in the State of Illinois. Attendees have the opportunity to meet elected officials and municipal staff statewide, which includes communities of all sizes. These interactions will give you new ideas and new views to take back to your community.

EDUCATIONAL SESSIONS

The IML Annual Conference provides attendees the opportunity to attend more than 60 educational sessions most beneficial to their community through our 14 specially-designed session tracks. Included among the educational sessions are the all-day Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar, which provide in-depth sessions about TIF and recent legislation. Newly-elected officials will find sessions geared towards those new to municipal office, including sessions to earn the state-mandated Open Meetings Act certificate.

EXHIBIT EXPO

The IML Exhibit Expo brings nearly 150 vendors to meet with in one place. These vendors include state agencies and businesses who deal directly with municipalities, giving you the opportunity to learn about new products that could benefit your city, village or town.

OPENING GENERAL SESSION

The highlight of every IML Annual Conference is the Opening General Session, which includes an inspirational keynote address. From Medal of Honor recipients to famous athletes to politicians, attendees will always leave this session feeling motivated to serve and help their community.

HYATT REGENCY CHICAGO

The IML Annual Conference is held at the Hyatt Regency Chicago, one of the top conference meeting spaces in the state. The hotel is located on the Chicago Riverwalk and is just minutes from the Magnificent Mile and Millennium Park, the perfect location to explore the City of Chicago during your free time.

For more information, visit iml.org/conference, or for questions, email IMLConferences@iml.org or call (217) 525-1220.





ILLINOIS MUNICIPAL LEAGUE

112th ANNUAL CONFERENCE

CONFERENCE PROGRAM

Please choose a day:

Entire Conference



and a track:

Newly Elected Officials



Thursday, September 18, 2025

Update from the Illinois Environmental Protection Agency

Thursday, September 18, 2025 at 1:30 PM - 2:30 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

AN

Adam Nutt, Lead and Copper Coordinator, Bureau of Water - IL Environmental Protection Agency

Nidhan Singh, State Revolving Fund Manager - IL Environmental Protection Agency

Tracks:

Communications Finance Legal (Non-MCLE) Newly Elected Officials Public Safety
Public Works Risk Management Trending

Rail Safety Improvements: Understanding Illinois Funding

Thursday, September 18, 2025 at 1:30 PM - 2:30 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Aisha Jackson, Rail Safety Specialist Education & Outreach - IL Commerce Commission

CM Christopher Murauksi, Railroad Safety Specialist - IL Commerce Commission

AT Aaron Toliver, Senior Railroad Safety Specialist - IL Commerce Commission

Tracks:

Communications Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Public Works Risk Management

Mitigate Security Risks for Public Gatherings

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

SL Steven Lyddon, Protective Security Advisor - US Dept of Homeland Security

Tracks:

Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Trending

Utilizing Tourism Bureaus to Market Your Attractions and Events

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Jordan Jackovich, Communications Manager - Discover Downstate Illinois

KM [Kate Meehan, Tourism Manager - Heritage Corridor Destinations](#)

MP [Mary Patchin, President - Visit Chicago Southland](#)

Tracks:

[Communications](#) [Economic Development](#) [Newly Elected Officials](#) [Public Works](#)

The Open Meetings Act and Freedom of Information Act

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

[Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle](#)

MW [Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle](#)

Tracks:

[Clerks](#) [Human Resources](#) [Information Technology](#) [Management](#)
[Newly Elected Officials](#)

How Karina's Law and the SAFE-T Act Affects Municipalities

Thursday, September 18, 2025 at 4:00 PM - 5:00 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

[Jamie Mosser, Kane County State's Attorney - Kane County State's Attorney's Office](#)

Tracks:

[Communications](#) [Legal \(Non-MCLE\)](#) [Newly Elected Officials](#) [Public Safety](#)
[Trending](#)

Municipal Tune-Up

Item # 5.

Thursday, September 18, 2025 at 4:00 PM - 5:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle

Ruth A Schlossberg, Attorney - Zukowski Rogers Flood & McArdle

Michael Smoron, Attorney - Zukowski Rogers Flood & McArdle

MW Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Clerks Communications Finance Human Resources Legal (Non-MCLE)

Management Newly Elected Officials Public Safety Public Works

Risk Management

Friday, September 19, 2025

Statewide Building Codes

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

RC Robert Coslow, Professional Services Administrator - Capital Development Board

MP Matt Paul, Senior Technical Specialist - Capital Development Board

Tracks:

Legal (Non-MCLE) Management Newly Elected Officials Public Safety
Public Works Risk Management Trending

Building a Cyber Incident Response Plan - the Why and How

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

JB [Jason Bowen, Statewide Chief Information Security Officer - IL Dept of Innovation & Technology](#)

[Tony Collings, Cybersecurity State Coordinator - US Dept of Homeland Security](#)

Tracks:

Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Students Trending

State Shared Revenue Update with the Illinois Department of Revenue

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

[Aaron Allen, Division Manager, Local Tax Allocation Division - IL Dept of Revenue](#)

Tracks:

Clerks Economic Development Finance Newly Elected Officials Trending

Overview of the IML Risk Management Association

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

DH [Dave Henwood, Account Manager - IML Risk Management Association \(RMA\)](#)

EL [Eric Little, Membership Specialist - IML Risk Management Association \(RMA\)](#)

JS [Jeff Skelley, Loss Control Specialist - IML Risk Management Association \(RMA\)](#)

Tracks:

Clerks Management Newly Elected Officials Public Works Risk Management

Lunch and Learn with Verizon Wireless

Friday, September 19, 2025 at 11:45 AM - 12:30 PM, Riverside Exhibit Hall (Purple Level)

Speakers:

[Michael McDermott, State & Local Government Affairs - Verizon Wireless](#)

Tracks:

Clerks Communications Economic Development Finance Human Resources
Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Public Works Risk Management Students Trending

Hiring an Administrator or Manager

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

[Reid T Ottesen, Village Manager - Village of Palatine](#)

Tracks:

Human Resources Legal (Non-MCLE) Management Newly Elected Officials

A Statehouse Briefing with Legislators

Item # 5.

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall I - Ballroom Level (Gold Level)

Tracks:

Clerks Communications Economic Development Finance Human Resources
Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Public Works Risk Management Students Trending

Public Corruption in Local Government

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

- TI [Travis Irwin, Acting Lieutenant - IL State Police](#)
- DJ [David Juergensen, Special Agent - IL State Police](#)
- NS [Nathan Schramka, Special Agent - IL State Police](#)

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials
Public Safety Students Trending

The Importance of Grassroots

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

- [Catherine M Adduci, Village President - Village of River Forest](#)
- RJ [Rick Jasculca, Chairman - Jasculca Terman Strategic Communications](#)

Tracks:

Using Technology & Innovative Programs for Public Safety

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

EB [Eric Barden, Police Chief - City of Zion](#)

CC [Christopher Curtis, Mayor - City of Kankakee](#)

CK [Christopher Kidwell, Police Chief - City of Kankakee](#)

Tracks:

Communications Information Technology Newly Elected Officials Public Safety
Risk Management Students

The Open Meetings Act and Freedom of Information Act

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

[Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle](#)

MW [Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle](#)

Tracks:

Clerks Human Resources Information Technology Management
Newly Elected Officials Students

Licensing and Regulatory Update with the Illinois Gaming Board

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

Marcus D Fruchter, Administrator - IL Gaming Board

JM Joe Miller, Dir of Policy & Special Projects - IL Gaming Board

Tracks:

Clerks Communications Economic Development Finance Human Resources
Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Public Works Risk Management Students Trending

Funding Opportunities for Rural Communities

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Molly Hammond, Deputy State Director - USDA Rural Development & Illinois Rural Partners

JH Julie Hatfield, Community Programs Director - USDA Rural Development & Illinois Rural Partners

Mary Warren, Business Programs Director - USDA Rural Development & Illinois Rural Partners

Tracks:

Clerks Finance Newly Elected Officials Public Safety Public Works

From Hate Crimes to Civic Strength: Learning from Tragedy

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

MD Mitchell R Davis III, Police Chief - Village of Hazel Crest

Elana Kahn, Executive Director - IL Commission on Discrimination and Hate Crimes

ER Eric Rosand, Executive Director - Strong Cities Network

Nancy R Rotering, Mayor - City of Highland Park

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials
Public Safety Trending

You have a Professional Administrator or Manager - Now What?

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

Reid T Ottesen, Village Manager - Village of Palatine

Tracks:

Human Resources Legal (Non-MCLE) Management Newly Elected Officials

County and Municipal Government Shared Services

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

Peter Austin, County Administrator - McHenry County

CD Chalen Daigle, Executive Director - McHenry County Council of Governments

Tracks:

Economic Development Finance Information Technology Newly Elected Officials
Public Safety Risk Management

Strengthening Municipal Budgets Through Retail Growth

Item # 5.

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

[Elliott Cook, Director of Real Estate - Retail Strategies](#)

Tracks:

Economic Development Finance Management Newly Elected Officials Students
Trending

Elevate Your Leadership

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

[Marvin Bembry, President - MKB Leadership Transformation](#)

Tracks:

Clerks Communications Economic Development Finance Human Resources
Information Technology Legal (Non-MCLE) Management Newly Elected Officials
Public Safety Public Works Risk Management Students Trending

Saturday, September 20, 2025

Keeping Up With The Ever Changing Retail Recruitment Industry

Saturday, September 20, 2025 at 9:15 AM - 10:15 AM, Grand Hall J - Ballroom Level (Gold Level)

Item # 5.

Speakers:

[Aaron Farmer, President - The Retail Coach](#)

Tracks:

Communications Economic Development Finance Legal (Non-MCLE)
Management Newly Elected Officials Public Works Trending

What Local Government Leadership Must Know About Ethics Requirements

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

[James J Hess, Partner - Tressler LLP](#)

[John M O'Driscoll, Partner - Tressler LLP](#)

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials
Risk Management

A Day in the Life of a Clerk and Treasurer

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

[Brenda K Evans, President - Municipal Clerks of IL](#)

[LaTisha Paslay, President - IL Municipal Treasurers Association](#)

Tracks:

Clerks Communications Economic Development Finance Human Resources
 Information Technology Legal (Non-MCLE) Management Newly Elected Officials
 Public Safety Public Works Risk Management Trending

From Emails to Tweets: Effective Public Communication and Legal Compliance

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

MM [Mallory Milluzzi, Shareholder/Partner - Klein Thorpe & Jenkins Ltd](#)

Tracks:

Communications Legal (Non-MCLE) Management Newly Elected Officials
 Risk Management Trending

Ideas to Action: How to Create Something Big

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

[Walter Denton, Administrator - City of O'Fallon](#)

GM [Grant Mayfield, Strategic Planning Project Manager - Shockey Consulting](#)

Tracks:

Management Newly Elected Officials Public Safety Public Works
 Risk Management

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 6.

Agenda Item: Amendment to Employee Handbook – PPE Reimbursement for Part-Time Public Works Employees

Date: July 1, 2025

Meeting: COTW

Prepared by: Anne Hanson

Department: Public Works

Overview/Background Information

Staff is requesting Village Board approval to amend the Employee Handbook to include a reimbursement policy for personal protective equipment (PPE) for part-time Public Works employees who meet eligibility requirements.

The Public Works Department routinely employs part-time seasonal workers to support operations during both summer and winter seasons. These employees often perform tasks that require safety equipment to ensure compliance with workplace safety standards and reduce risk of injury. While full-time employees receive appropriate PPE provisions, part-time employees currently do not receive reimbursement for certain essential items.

To promote safety, encourage seasonal retention, and ensure consistent standards across the department, staff recommends instituting a limited reimbursement program for qualified part-time Public Works/Parks employees.

Fiscal Note/Budget Impact

Only 2 part-time employees qualify this year, the estimated annual cost of this benefit is minimal and can be absorbed within the existing Parks PPE budget (01-050-4611).

Action Required/Recommendation

Staff recommends approval of this addition to the Employee Handbook to support employee safety and retention in seasonal Public Works/Parks roles.

Attachments

Draft Policy

PERSONAL PROTECTIVE EQUIPMENT

SECTION FIVE: Employee Benefits

POLICY NO. 05-08

The Village of Roscoe will provide Village Personnel with all necessary personal protective equipment (PPE) required to perform their assigned job duties in compliance with all applicable occupational safety and health rules and regulations. Such equipment shall be provided at no cost or deduction to the employee, and shall remain the property of the Village of Roscoe.

The Village will also provide its personnel with any uniforms and/or foul weather gear, provided such gear is necessary for completion of assigned work duties. The determination as to the necessity of the issuance of uniforms or other such articles clothing shall be made or modified at the sole discretion of the Village.

Purchase of Personal Protective Equipment

Employees may choose to purchase their own personal protective equipment (PPE) for use in relation to their job duties, provided such equipment meets all safety and manufacturing guidelines in place for the specified piece of equipment. Such equipment shall be at the employee's sole expense, and shall remain the sole property of the employee.

Prior to the use of personally owned PPE, Employees choosing to use such equipment shall first receive approval by the public works supervisor, who shall grant permission for such use at his sole discretion, and only if the granting of permission will be in the best interests of the Village of Roscoe.

Reimbursement for Personal Protective Equipment

The Village of Roscoe will reimburse all full-time Public Works employees for the following personal protective equipment:

1. One pair of steel-toe work boots. [maximum annual reimbursement: \$175.00]
2. One pair of prescription safety glasses. [maximum annual reimbursement: \$75.00]

The Village of Roscoe will reimburse all part time Public Works employees who work two consecutive seasons for following personal protective equipment:

1. One pair of steel-toe work boots. [maximum biennial reimbursement: \$175.00]

PERSONAL PROTECTIVE EQUIPMENT

Policy No. 05-08

2. One pair of prescription safety glasses. [maximum biennial reimbursement: \$75.00]

Part time employees must work two consecutive seasons (summer/winter) to be eligible for this benefit.

Reimbursement will be made only upon submission of a valid proof of purchase, or other such documentation as may be required by the Village.