



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Wednesday, August 06, 2025
6:30 PM

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 15, 2025**.

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

- 2. Introduction of New Staff Members:**

Emma Clausen - Administrative Assistant (Village Hall)
Hilary Rottmann - Zoning Consultant (Vandewalle & Associates)

TREASURER'S REPORT

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

CONSENT AGENDA

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

- 6. Approval of Anne Hanson to attend the Civic Symposium September 11-12, 2025**
- 7. Approval of Resolution 2025-36**, for authorizing an agreement approving **Hasting Asphalt Services INC** for the quoted amount of **\$9,819.70** for resurfacing of **Leland Park Tennis, Pickleball, and Basketball courts**.

- 8. Approval of Resolution 2025-R37 approving Metal Culverts INC. for the quoted amount of \$5,373.25 for the purchase of Metal Culverts For Road Projects.**

MOTIONS AND RESOLUTIONS (Final action)

- 9. Approval of Resolution 2025-R35 authorizing funding to paint over the mural located on the north exterior wall of the Roscoe Masonic Lodge #75 at 10534 Main Street.**

NEW BUSINESS (First reading or suspend rules)

- 10. Approval of Annual Truck or Treat Special Event**

[October 18, 2025 from 3-6 pm at Porter Park]

- 11. Approval of a Special Event Permit for the Stateline Disc Golf Association (SDGA) Open Tournament to be held at Porter Park on September 20, 2025.**

- 12. Approval of Troy Taylor attending the APWA PWX 2025 Conference**

[August 18, 2025 - Chicago, Illinois]

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees

Tuesday, July 15, 2025

6:30 PM

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****PRESENT**

Trustee John Broda
Trustee Dayne Mead
Trustee Justin Plock
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee William Babcock
Trustee Michael Sima

APPROVAL OF THE MINUTES

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

President Gustafson asked for a motion for the approval of the minutes for July 1, 2025.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Mead, Broda, Plock, Wright.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

PRESIDENT'S REPORT

2. Promotion of Ofc. Greg Yalden to the rank of Sergeant.

President Gustafson stated that the Board was invited to Forest City Gear 20th Annual Cornboil on July 26, 2025.

President Gustafson stated that there was another public hearing for NorthPoint and its neighborhood hospital. There will be another meeting in the middle of August where the State Board will make a decision whether or not they can proceed.

President Gustafson invited Chief Hawley up for the Swearing in of Officer Greg Yalden for his Promotion to the rank of Sergeant.

Officer Yalden started his career at the Winnebago Sherriff's Department in 1996. He then went on to work for the Rockford Police Department in 2005 where he worked his way up in the ranks to Detective Sergeant until he Retired.

Yalden started his second career with the Roscoe Police Department in May of 2023. His daughter Bella who is his youngest child had the opportunity to pin him with his badge.

TREASURER'S REPORT

3. Cash Report and Bills
4. Approval of Bills

President Gustafson asked for a motion to pay the bills.

Expenditures are \$207,054.70, Payroll is \$113,812.11, Total \$320,866.81 No motor fuel.

Motion was made by Trustee Plock, second by Trustee Wright. Voting yes: Trustees Plock, Mead, Wright, Broda 4-0-2.

5. Year to Date, Revenues and Expenditures

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

6. **Approval of travel expenses** for elected officials' attendance at the Illinois Municipal League Annual Conference in Chicago, IL September 18-20, 2025, estimated expenses of **\$1,325.00 per attendee.**

President Gustafson asked for a motion for the approval of travel expenses for 3 Board members to IML Conference in Chicago on September 18-20, 2025.

Motion was made by Trustee Plock, second by Trustee Broda. Voting yes Trustees Mead, Wright, Broda, Plock 4-0-2.

7. **Approval of Resolution 2025-34**, adopting amendments to the Village's personnel handbook regarding the reimbursement of PPE expenses for permanent part time employees.

President Gustafson asked for a motion for the Approval of Resolution 2025 -R34 for reimbursement of PPE expenses for permanent part-time employees.

Motion was made by Trustee Broda, second by Trustee Plock. Voting yes Trustees Plock, Mead, Wright, Broda 4-0-2.

NEW BUSINESS (First reading or suspend rules)

No New Business.

QUESTIONS AND REPORTS

None

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session Needed.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

Motion was made by Trustees Plock, Broda, Wright, Mead all in favor yea.

Meeting was Adjourned at 6:45 pm.

Village of Roscoe

Bills Submitted for Approval on August 6, 2025

Pooled Expenditures:

Checking account balance before expenditures	\$	284,808.56
Pooled Money Market		119,952.37
Illinois Funds Balance		8,356,606.45
Total pooled cash and equivalents		<u>8,761,367.38</u>

Expenditures per list 360,348.59

Additional invoices	
Title Underwriters - Liberty Lots	<u>218,180.10</u>
	578,528.69

Total expenditures 578,528.69

Payroll expense:

Gross Wages	7/12/25	102,728.34	
Payroll tax and IMRF	7/12/25	8,578.33	111,306.67

Total General Fund Expenditures	689,835.36
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Pooled checking account balance after expenditures \$ 8,071,532.02

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,895,509.41
Total Motor Fuel cash and equivalents		<u>1,909,520.51</u>

Expenditures:

Vendor	Date	Invoice	Description	Amount
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Total Motor Fuel Fund Expenditures	-
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Motor Fuel cash and equivalent balance after expenditures 1,909,520.51

Total expenditures for all funds:	689,835.36
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACTION TARGET									
10001	ACTION TARGET	0620744-IN	Rubber Panel Replacement	01-040-5990 Departmental Operating S	06/23/2025	754.17	.00		
Total ACTION TARGET:						754.17	.00		
AGHL LAW									
2472	AGHL LAW	40738	MAY & JUNE ADMINISTRATIVE HEARI	01-013-5232 Legal Services - Admin He	07/30/2025	1,000.00	.00		
Total AGHL LAW:						1,000.00	.00		
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5517369046	CYLINDER RENTAL - PW	01-030-5860 Equipment Rentals	06/30/2025	76.50	.00		
Total AIRGAS USA, LLC:						76.50	.00		
ALLEGION ACCESS TECHNOLOGIES, LLC									
273	ALLEGION ACCESS TECHNOLO	90019305	CONTROLLER PANEL FOR ADA DOOR	01-040-5121 Maintenance & Repairs - B	05/25/2025	1,537.00	.00		
Total ALLEGION ACCESS TECHNOLOGIES, LLC:						1,537.00	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	11FK-1Q7T-HG	LARGE TRASH BAGS - PARKS	01-050-5990 Departmental Operating S	07/07/2025	100.97	.00		
311	AMAZON CAPITAL SERVICES	13JD-4NCT-4Y	Brown - Tshirts	01-040-4612 Uniforms	05/02/2025	34.99	.00		
311	AMAZON CAPITAL SERVICES	13JD-4NCT-4Y	HDMI Adapter PD	01-040-6020 Office Supplies	05/02/2025	8.95	.00		
311	AMAZON CAPITAL SERVICES	16L7-Y47P-HR	PAPER TOWELS - VH	01-010-5121 Maintenance & Repairs - B	07/30/2025	22.49	.00		
311	AMAZON CAPITAL SERVICES	16L7-Y47P-HR	11X17 SHEET PROTECTORS FOR PU	01-030-6200 Street Sign Install & Rep	07/30/2025	45.98	.00		
311	AMAZON CAPITAL SERVICES	16L7-Y47P-HR	PAPER TOWELS - PD	01-040-5121 Maintenance & Repairs - B	07/30/2025	22.49	.00		
311	AMAZON CAPITAL SERVICES	17J9-4HQ4-VF	USB CARD READERS, MONITOR STA	01-030-6020 Office Supplies	07/15/2025	92.72	.00		
311	AMAZON CAPITAL SERVICES	1D14-93V9-4V	Altamirano - Tshirts PD	01-040-4612 Uniforms	07/21/2025	24.15	.00		
311	AMAZON CAPITAL SERVICES	1D14-93V9-4V	Sticky Notes PD	01-040-6020 Office Supplies	07/21/2025	14.99	.00		
311	AMAZON CAPITAL SERVICES	1KRZX-D4C9-	CONTROL CABLES, BRAKE CABLES &	01-050-5120 Maint & Repairs - Equipme	07/15/2025	52.46	.00		
311	AMAZON CAPITAL SERVICES	1KXW-11K4-7	PINION GEAR, DECK BLADE, WHEELS	01-050-5120 Maint & Repairs - Equipme	07/24/2025	66.92	.00		
311	AMAZON CAPITAL SERVICES	1QQG-FRTP-9	FILE FOLDERS, GEL PENS, PAPER CL	01-030-6020 Office Supplies	07/21/2025	81.06	.00		
311	AMAZON CAPITAL SERVICES	1RCK-KXQY-D	Monitors x4 PD	01-040-5951 IT - Hardware Purchases	05/15/2025	467.60	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
311	AMAZON CAPITAL SERVICES	1VVG-QD6W-	TOILET PAPER - PW	01-030-6040 Operating Supplies	07/10/2025	43.69	.00		
311	AMAZON CAPITAL SERVICES	1VVG-QD6W-	TOILET PAPER - PARKS	01-050-5990 Departmental Operating S	07/10/2025	43.69	.00		
311	AMAZON CAPITAL SERVICES	IVG9-MKDR-67	PAINT TRAYS, LINERS, ROLLER FRAM	01-010-5121 Maintenance & Repairs - B	07/21/2025	33.20	.00		
311	AMAZON CAPITAL SERVICES	IVG9-MKDR-67	PAINT TRAYS, LINERS, ROLLER FRAM	01-030-5121 Maintenance & Repairs - B	07/21/2025	33.22	.00		
311	AMAZON CAPITAL SERVICES	IVG9-MKDR-67	PAINT TRAYS, LINERS, ROLLER FRAM	01-040-5121 Maintenance & Repairs - B	07/21/2025	33.20	.00		
311	AMAZON CAPITAL SERVICES	IVG9-MKDR-67	PAINT TRAYS, LINERS, ROLLER FRAM	01-050-5121 Maintenance & Repairs - B	07/21/2025	33.20	.00		
Total AMAZON CAPITAL SERVICES:						1,255.97	.00		
AXON ENTERPRISE, INC.									
602	AXON ENTERPRISE, INC.	INUS358565	Pro License Bundle / Taser Certification /	01-040-5960 AXON SERVICE	07/25/2025	3,468.61	.00		
Total AXON ENTERPRISE, INC.:						3,468.61	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	158392	CAR MAGNETS FOR CE	01-010-5330 Printing & Publishing	07/22/2025	70.00	.00		
Total BALSLEY PRINTING:						70.00	.00		
BOBCAT OF ROCKFORD									
901	BOBCAT OF ROCKFORD	01-304914	KB BLADES - PARKS	01-050-5120 Maint & Repairs - Equipme	07/21/2025	61.50	.00		
901	BOBCAT OF ROCKFORD	01-305017	CREDIT - KB BLADES - PARKS	01-050-5120 Maint & Repairs - Equipme	07/22/2025	61.50-	.00		
Total BOBCAT OF ROCKFORD:						.00	.00		
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AE9L99G	CABINET FOR PW IT UPGRADE	01-030-5951 IT - Hardware Purchases	07/16/2025	265.11	.00		
Total CDW GOVERNMENT, INC.:						265.11	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301	INTERNET - PW	01-030-5320 Telephone & Data	07/21/2025	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
Charter Communications									
10065	Charter Communications	25-323557	Distinct Identifications / Targets Processe	01-040-5990 Departmental Operating S	07/17/2025	50.00	.00		
Total Charter Communications:						50.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	07075 2222	6/5/25-7/7/25 RT/25 BRIDGE LIGHTS	01-030-5411 Electricity - Street Lights	07/07/2025	132.59	.00		
1411	COMMONWEALTH EDISON	071125 1222	6/11/25-7/11/25 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	07/11/2025	31.91	.00		
1411	COMMONWEALTH EDISON	071425 3000	6/9/25-7/9/25 6545 WINDFLOWER	01-050-6010 Building Utilities (Gas&Ele	07/14/2025	208.41	.00		
1411	COMMONWEALTH EDISON	071425 32000	6/11/25-7/11/25 5785 BROAD ST	01-050-6010 Building Utilities (Gas&Ele	07/14/2025	236.29	.00		
1411	COMMONWEALTH EDISON	071525 2000	6/11/25-7/11/25 5802 HARRISON	01-050-6010 Building Utilities (Gas&Ele	07/15/2025	38.24	.00		
1411	COMMONWEALTH EDISON	072125 1222	6/11/25-7/11/25 N 2ND ST SIGN	01-030-5411 Electricity - Street Lights	07/12/2025	65.90	.00		
1411	COMMONWEALTH EDISON	072225 3000	6/20/25-7/22/25 STREET LIGHT RT/23	01-030-5411 Electricity - Street Lights	07/22/2025	4,394.20	.00		
Total COMMONWEALTH EDISON:						5,107.54	.00		
CORPRO Visual									
10064	CORPRO Visual	CP-INV001837	Wall & Window Graphics PD	01-040-5990 Departmental Operating S	05/06/2025	803.13	.00		
Total CORPRO Visual:						803.13	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	071425	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	07/14/2025	109.25	.00		
1721	DEARBORN LIFE INSURANCE C	071425	DISABILITY INS - HR	01-017-4330 Disability Insurance	07/14/2025	50.58	.00		
1721	DEARBORN LIFE INSURANCE C	071425	DISABILITY INS - PW	01-030-4330 Disability Insurance	07/14/2025	343.32	.00		
1721	DEARBORN LIFE INSURANCE C	071425	DISABILITY INS - PD	01-040-4330 Disability Insurance	07/14/2025	949.52	.00		
1721	DEARBORN LIFE INSURANCE C	071425	DISABILITY INS - PK	01-050-4330 Disability Insurance	07/14/2025	42.64	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,495.31	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	DENTAL - ADMIN	01-010-4310 Health Insurance	08/01/2025	65.00	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	VISION INS - ADMIN	01-010-4310 Health Insurance	08/01/2025	11.10	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	DENTAL - HR	01-017-4310 Health Insurance	08/01/2025	67.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	VISION INS - HR	01-017-4310 Health Insurance	08/01/2025	10.83	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	DENTAL - PW	01-030-4310 Health Insurance	08/01/2025	381.02	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	VISION INS - PW	01-030-4310 Health Insurance	08/01/2025	60.36	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	DENTAL - PD	01-040-4310 Health Insurance	08/01/2025	1,654.22	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	VISION INS - PD	01-040-4310 Health Insurance	08/01/2025	233.34	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	PD ADJ	01-040-4310 Health Insurance	08/01/2025	10.56	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	DENTAL - PK	01-050-4310 Health Insurance	08/01/2025	118.70	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1944858	VISION INS - PK	01-050-4310 Health Insurance	08/01/2025	16.23	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,628.68	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	131846	PROJ 25-793 2026-2030 CAP IMP PLA	01-019-5246 Eng & Design Svs - Specia	05/23/2025	474.00	.00		
Total FEHR-GRAHAM & ASSOCIATES:						474.00	.00		
FIRST SUPPLY LLC-ROCKFORD									
2231	FIRST SUPPLY LLC-ROCKFORD	14730101-00	40 GAL 40K WATER HEATER - PD	01-040-5121 Maintenance & Repairs - B	07/01/2025	881.25	.00		
Total FIRST SUPPLY LLC-ROCKFORD:						881.25	.00		
FRSA - WELL INVESTIGATION									
5882	FRSA - WELL INVESTIGATION	041025 18377	WELL INSPECTION - 10586 PEARL ST	01-030-6010 Building Utilities (Gas&Ele	04/10/2025	25.00	.00		
Total FRSA - WELL INVESTIGATION:						25.00	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	071225 11PS	6/5/25-7/2/25 5783 BROAD	01-050-6010 Building Utilities (Gas&Ele	07/12/2025	2.53	.00		
Total FRSA-PAYMENTS:						2.53	.00		
GALLS, LLC									
2471	GALLS, LLC	031900723	Yalden - Boots	01-040-4612 Uniforms	07/11/2025	180.39	.00		
Total GALLS, LLC:						180.39	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	96704	2025 MONTHLY INSTALLMENT W/C IN	01-015-5812 Workers Compensation Ins	07/17/2025	8,629.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						8,629.00	.00		
IMAGINE NATION, LLC									
3143	IMAGINE NATION, LLC	1317	REPLACEMENT PLANKS FOR PLAY S	01-050-5123 Maintenance & Repairs - P	07/18/2025	1,259.98	.00		
Total IMAGINE NATION, LLC:						1,259.98	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	080125	VOL LIFE	01-000-2211 Life Insurance-Additional V	08/01/2025	403.80	.00		
3231	IPBC - HEALTH BENEFITS	080125	DEP LIFE	01-000-2212 Life Insurance-Dependent	08/01/2025	54.19	.00		
3231	IPBC - HEALTH BENEFITS	080125	VOL INDEMNITY INS	01-000-2215 Indemnity - Vol	08/01/2025	64.18	.00		
3231	IPBC - HEALTH BENEFITS	080125	HEALTH INS - ADMIN	01-010-4310 Health Insurance	08/01/2025	1,447.79	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3231	IPBC - HEALTH BENEFITS	080125	LIFE INS - ADMIN	01-010-4320 Life Insurance	08/01/2025	7.00	.00		
3231	IPBC - HEALTH BENEFITS	080125	ADMIN/BANK FEES	01-014-6059 Bank Fees	08/01/2025	34.54	.00		
3231	IPBC - HEALTH BENEFITS	080125	LIFE INS - HR	01-017-4310 Health Insurance	08/01/2025	3.50	.00		
3231	IPBC - HEALTH BENEFITS	080125	HEALTH INS - HR	01-017-4310 Health Insurance	08/01/2025	1,477.28	.00		
3231	IPBC - HEALTH BENEFITS	080125	HEALTH INS - PW	01-030-4310 Health Insurance	08/01/2025	7,659.58	.00		
3231	IPBC - HEALTH BENEFITS	080125	LIFE INS - PW	01-030-4320 Life Insurance	08/01/2025	24.91	.00		
3231	IPBC - HEALTH BENEFITS	080125	HEALTH INS - PD	01-040-4310 Health Insurance	08/01/2025	29,806.53	.00		
3231	IPBC - HEALTH BENEFITS	080125	LIFE INS - PD	01-040-4320 Life Insurance	08/01/2025	66.50	.00		
3231	IPBC - HEALTH BENEFITS	080125	HEALTH INS - PK	01-050-4310 Health Insurance	08/01/2025	1,500.22	.00		
3231	IPBC - HEALTH BENEFITS	080125	LIFE INS - PK	01-050-4320 Life Insurance	08/01/2025	3.50	.00		
Total IPBC - HEALTH BENEFITS:						42,553.52	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	558164	OIL FILTER & SYB BLEND - TRUCK #20	01-030-5122 Maintenance & Repairs - V	07/15/2025	50.50	.00		
3401	JERRYS AUTO PARTS	558164	CABLE TIES - SHOP	01-030-5122 Maintenance & Repairs - V	07/15/2025	28.98	.00		
Total JERRYS AUTO PARTS:						79.48	.00		
LASHLY & BAER PC									
3814	LASHLY & BAER PC	359609-0097	PAYTON J. VS VOR	01-010-5231 Legal Services - General L	07/25/2025	75.00	.00		
Total LASHLY & BAER PC:						75.00	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	535470	FUEL PUMP & FILTER - ROLLER	01-030-5120 Maint & Repairs - Equipme	07/09/2025	38.94	.00		
3961	LINCOLN RENT-ALL	536886	TRIM LINE - SHOP	01-030-5990 Departmental Operating S	07/21/2025	63.99	.00		
3961	LINCOLN RENT-ALL	536886	SYNTH STIHL OIL - PARKS	01-050-5121 Maintenance & Repairs - B	07/21/2025	32.94	.00		
Total LINCOLN RENT-ALL:						135.87	.00		
LOWE'S									
4091	LOWE'S	972624	HOSE & NOZZLE - VH	01-010-5121 Maintenance & Repairs - B	06/18/2025	29.43	.00		
4091	LOWE'S	972624	HOSE & NOZZLE - PD	01-010-5121 Maintenance & Repairs - B	06/18/2025	29.43	.00		
4091	LOWE'S	972624	RIGHT ANGLE TOOL KIT - TRUCK #206	01-030-5990 Departmental Operating S	06/18/2025	37.98	.00		
Total LOWE'S:						96.84	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1739	TREASURER SVCS	01-014-5233 Treasurer Services - Gener	08/01/2025	5,250.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4291	Mark D. Olson, CPA, Ltd	1739	ROSCOE POLICE PENSION ACCOUNT	01-014-5234 Treasurer Services - Pensi	08/01/2025	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARDS									
4412	MENARDS	8844	RM43 VEG CONCENTRATE 2.5 GAL X2	01-030-5121 Maintenance & Repairs - B	07/30/2025	159.98	.00		
4412	MENARDS	8844	RM43 VEG CONCENTRATE 2.5GAL X2	01-050-5121 Maintenance & Repairs - B	07/30/2025	159.98	.00		
Total MENARDS:						319.96	.00		
MENARD'S									
4411	MENARD'S	52209	GLASS CLEANER - PORTER	01-050-5121 Maintenance & Repairs - B	07/07/2025	9.96	.00		
4411	MENARD'S	52227	BILGE HOSE, PRO GAS & BINDER CH	01-030-5990 Departmental Operating S	07/07/2025	49.02	.00		
4411	MENARD'S	52341	BATTERY & RECYCLING FEE	01-030-5120 Maint & Repairs - Equipme	07/09/2025	56.99	.00		
4411	MENARD'S	52364	2GAL SPRAY TANK & W&G CONCENT	01-030-6040 Operating Supplies	07/09/2025	36.90	.00		
4411	MENARD'S	52364	CANOPY - LELAND	01-050-5121 Maintenance & Repairs - B	07/09/2025	153.78	.00		
4411	MENARD'S	52498	HP UTIL PUMP AND REPLACEMENT P	01-030-5990 Departmental Operating S	07/11/2025	149.96	.00		
4411	MENARD'S	53139	GRASS SEED MIX - PW	01-030-6040 Operating Supplies	07/21/2025	339.95	.00		
4411	MENARD'S	53336	RUBBER WASHERS - PW	01-030-6040 Operating Supplies	07/24/2025	1.79	.00		
4411	MENARD'S	53336	TREE WATERING BAG - PORTER PAR	01-050-5121 Maintenance & Repairs - B	07/24/2025	9.99	.00		
4411	MENARD'S	53336	WATERING BAGS & SUPER DUTY HO	01-050-5123 Maintenance & Repairs - P	07/24/2025	149.89	.00		
4411	MENARD'S	53352	HUSQVARNA 22" DECK 3-N-1	01-030-5990 Departmental Operating S	07/24/2025	19.99	.00		
Total MENARD'S:						978.22	.00		
MUNICIPAL ELECTRONICS INC									
4701	MUNICIPAL ELECTRONICS INC	071616	RADAR CERTIFICATIONS - PD	01-040-5122 Maintenance & Repairs -	07/14/2025	425.00	.00		
Total MUNICIPAL ELECTRONICS INC:						425.00	.00		
NICOR GAS									
4931	NICOR GAS	070925 2000 9	6/6/25-7/8/25 6545 WINDFLOWER - PO	01-050-6010 Building Utilities (Gas&Ele	07/09/2025	53.64	.00		
4931	NICOR GAS	072225 2000 9	6/20/25-7/21/25 5402 SWANSON RD	01-030-6010 Building Utilities (Gas&Ele	07/22/2025	149.55	.00		
Total NICOR GAS:						203.19	.00		
NITE EQUIPMENT, INC.									
4941	NITE EQUIPMENT, INC.	5684	LH/RH ELECTRIC BRAKE, DOUBLE LIP	01-050-5120 Maint & Repairs - Equipme	07/11/2025	164.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total NITE EQUIPMENT, INC.:						164.00	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	68146	ROADSTONE - PW	01-030-6060 Road Repairs Bulk Materia	07/17/2025	305.03	.00		
5031	NORTHERN ILLINOIS SERVICE	68146	SMALL LOAD ASPHALT - PW	01-030-6060 Road Repairs Bulk Materia	07/17/2025	40.67	.00		
Total NORTHERN ILLINOIS SERVICE:						345.70	.00		
Paper Recovery Service Corporation									
10043	Paper Recovery Service Corporati	102424	Document Shredding PD	01-040-5990 Departmental Operating S	07/21/2025	95.00	.00		
Total Paper Recovery Service Corporation:						95.00	.00		
PER MAR SECURITY SERVICES									
5361	PER MAR SECURITY SERVICES	3629244	SECURITY SVC - VH	01-010-5320 Telephone & Data	07/08/2025	229.95	.00		
Total PER MAR SECURITY SERVICES:						229.95	.00		
PHYSICIANS IMMEDIATE CARE, LTD									
5411	PHYSICIANS IMMEDIATE CARE,	4467796	R. Gonzalez - Hep B Vaccine PD	01-040-5990 Departmental Operating S	07/18/2025	126.00	.00		
5411	PHYSICIANS IMMEDIATE CARE,	4467796	R. Gonzalez - New Emplment Exam	01-041-5991 Entry Level Testing	07/18/2025	695.00	.00		
Total PHYSICIANS IMMEDIATE CARE, LTD:						821.00	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	071426	POSTAGE/SUPPLIES	01-010-5310 Postage	07/14/2025	329.21	.00		
Total PITNEY BOWES BANK INC:						329.21	.00		
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0209.12	2024-0209 ROSCOE ECON DEV	01-010-5240 Consulting	07/24/2025	5,900.00	.00		
5430	PLACE FOUNDRY LLC	0243.03	2024-0243 POP UP PARK	90-010-6200 Hodges Run	07/30/2025	54,238.00	.00		
Total PLACE FOUNDRY LLC:						60,138.00	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	14808	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Equipment Rentals	07/17/2025	130.00	.00		
5471	PORT-A-JOHN	14873	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Equipment Rentals	07/22/2025	130.00	.00		
5471	PORT-A-JOHN	14874	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	07/22/2025	130.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PORT-A-JOHN:						390.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	57295	Projecy Labor / Service PD	01-040-5952 IT - Software/SAAS	06/27/2025	2,625.13	.00		
Total PREMIER TECHNOLOGIES:						2,625.13	.00		
REGION 1 PLANNING COUNCIL									
5665	REGION 1 PLANNING COUNCIL	FY26-0066-1	WINGIS: FY26 QUARTER 1	01-016-5881 Geographical Inform Syste	07/01/2025	1,138.13	.00		
Total REGION 1 PLANNING COUNCIL:						1,138.13	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_001172517	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	07/24/2025	180.05	.00		
5780	RINGCENTRAL INC	CD_001172517	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	07/24/2025	180.05	.00		
5780	RINGCENTRAL INC	CD_001172517	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	07/24/2025	180.05	.00		
Total RINGCENTRAL INC:						540.15	.00		
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	070725 4000	6/1/25-7/1/25 WILLOWBROOK EAST	01-030-5411 Electricity - Street Lights	07/07/2025	15.58	.00		
5851	ROCK ENERGY COOPERATIVE	070725 5000	6/1/25-7/1/25 WILLOWBROOK WEST	01-030-5411 Electricity - Street Lights	07/07/2025	24.58	.00		
5851	ROCK ENERGY COOPERATIVE	070725 8001	6/1/25-7/1/25 MCCURRY	01-030-5411 Electricity - Street Lights	07/07/2025	22.58	.00		
Total ROCK ENERGY COOPERATIVE:						62.74	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	325504	2 TONS - HOT MIX - STREETS	01-030-6060 Road Repairs Bulk Materia	07/14/2025	150.00	.00		
5901	ROCK ROAD COMPANIES	325635	2.02 TONS - HOT MIX - PW	01-030-6060 Road Repairs Bulk Materia	07/18/2025	151.50	.00		
Total ROCK ROAD COMPANIES:						301.50	.00		
ROSCOE POLICE PENSION FUND									
6091	ROSCOE POLICE PENSION FU	062425	PROP TAX PAYMENT	01-040-4530 Pension (Police) - Emplr C	06/24/2025	201,942.97	.00		
Total ROSCOE POLICE PENSION FUND:						201,942.97	.00		
RYAN SARVER									
6197	RYAN SARVER	071725	HOTEL FOR TRAINING	01-040-5530 Training & Seminars	07/17/2025	264.72	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total RYAN SARVER:						264.72	.00		
SHERWIN-WILLIAMS CO									
6471	SHERWIN-WILLIAMS CO	0992-8	GAL STUDIO TAUPE - VH DOORS	01-010-5121 Maintenance & Repairs - B	07/15/2025	60.01	.00		
Total SHERWIN-WILLIAMS CO:						60.01	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2025-32670	1 YARD TOPSOIL	01-030-6060 Road Repairs Bulk Materia	07/19/2025	28.50	.00		
Total SLABAUGH SERVICES:						28.50	.00		
STANARD & ASSOCIATES, INC									
6665	STANARD & ASSOCIATES, INC	SA000061963	POLICE OFFICER APPLICATION MANA	01-041-5991 Entry Level Testing	07/28/2025	2,000.00	.00		
Total STANARD & ASSOCIATES, INC:						2,000.00	.00		
THOMAS LUDGATIS									
7131	THOMAS LUDGATIS	071625 TL	BOOT REIMBURSEMENT - PUBLIC W	01-030-4611 Personal Protective Equip	07/16/2025	165.89	.00		
Total THOMAS LUDGATIS:						165.89	.00		
TKB ASSOCIATES, INC.									
7191	TKB ASSOCIATES, INC.	15730	LASERFICHE MAINT/SUPPORT RENW	01-010-5952 IT - Software/SAAS	07/07/2025	2,596.10	.00		
Total TKB ASSOCIATES, INC.:						2,596.10	.00		
U S CELLULAR									
7401	U S CELLULAR	0743582332	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	07/16/2025	190.66	.00		
7401	U S CELLULAR	0743582332	CELL PHONES - PW	01-030-5320 Telephone & Data	07/16/2025	307.24	.00		
7401	U S CELLULAR	0743582332	CELL PHONES - PD	01-040-5320 Telephone & Data	07/16/2025	315.70	.00		
Total U S CELLULAR:						813.60	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390023470	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/14/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390023648	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/14/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390023648	UNIFORMS - PARKS	01-050-4610 Uniforms	07/14/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390023835	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/21/2025	132.27	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7460	UNIFIRST CORPORATION	3390023835	UNIFORMS - PARKS	01-050-4610 Uniforms	07/21/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390023839	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/21/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390024208	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/28/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390024208	UNIFORMS - PARKS	01-050-4610 Uniforms	07/28/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390024209	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/28/2025	38.22	.00		
Total UNIFIRST CORPORATION:						564.15	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	91989	Yalden - Helix II / Low Profile Carrier / So	01-040-5990 Departmental Operating S	09/14/2024	651.95	.00		
7441	UNIFORM DEN EAST, INC	94567	Yalden - Dutyguard HT+ Jacket	01-040-4612 Uniforms	01/11/2025	179.95	.00		
7441	UNIFORM DEN EAST, INC	94947	Jordan - New Hire Necessities	01-040-5990 Departmental Operating S	01/16/2025	934.50	.00		
7441	UNIFORM DEN EAST, INC	94986	Tirado - Dutyguard HT	01-040-4612 Uniforms	01/10/2025	142.50	.00		
7441	UNIFORM DEN EAST, INC	95062	Harris - LS Shirt / SS Shirts	01-040-4612 Uniforms	01/14/2025	144.98	.00		
7441	UNIFORM DEN EAST, INC	95202	Tirado - Double Mag Case	01-040-4612 Uniforms	01/16/2025	44.50	.00		
7441	UNIFORM DEN EAST, INC	95203	Farone - Socks	01-040-4612 Uniforms	01/16/2025	37.50	.00		
7441	UNIFORM DEN EAST, INC	96076	Kelly - Tshirts	01-040-4612 Uniforms	07/10/2025	57.90	.00		
7441	UNIFORM DEN EAST, INC	97361	Altamirano = Rain Jacket	01-040-4612 Uniforms	07/10/2025	169.50	.00		
7441	UNIFORM DEN EAST, INC	97369	Kelly - Gloves / SS Shirts / Sew on Rank	01-040-4612 Uniforms	07/10/2025	178.40	.00		
7441	UNIFORM DEN EAST, INC	97373	Yalden - SS Shirt / ID Patches / Sew on	01-040-4612 Uniforms	07/22/2025	85.90	.00		
7441	UNIFORM DEN EAST, INC	97419	Brown - Shirts x3 / Sew on Rank	01-040-4612 Uniforms	07/23/2025	203.85	.00		
Total UNIFORM DEN EAST, INC:						2,831.43	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6118224005	HOT SPOTS PD	01-040-5320 Telephone & Data	07/10/2025	396.29	.00		
Total VERIZON WIRELESS:						396.29	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	6462-R	ROLLER FRAME & PAINT ROLLERS	01-030-5990 Departmental Operating S	05/14/2025	13.77	.00		
102	ZIEGLER'S ACE HARDWARE	6682-R	GEL AIRFLOW KNEEPADS	01-030-4611 Personal Protective Equip	07/09/2025	35.99	.00		
102	ZIEGLER'S ACE HARDWARE	6682-R	MORTOR MIX - CATCH BASINS	01-030-6060 Road Repairs Bulk Materia	07/09/2025	57.54	.00		
102	ZIEGLER'S ACE HARDWARE	6683-R	LEAF BLOWER - PARKS	01-050-6051 Equipment Purchase - Non	07/09/2025	499.99	.00		
102	ZIEGLER'S ACE HARDWARE	6702-R	BLACK SPRAYPAINT - VH	01-010-5121 Maintenance & Repairs - B	07/15/2025	10.99	.00		
102	ZIEGLER'S ACE HARDWARE	6704-R	DRILL BITS & BATTERIES	01-030-5990 Departmental Operating S	07/15/2025	51.97	.00		
102	ZIEGLER'S ACE HARDWARE	6707-R	AWNING CLEANER - PW	01-030-6040 Operating Supplies	07/16/2025	7.99	.00		
102	ZIEGLER'S ACE HARDWARE	6714-R	ROLLER FRAME, ROLLER, PAINT TRA	01-030-5121 Maintenance & Repairs - B	07/17/2025	27.71	.00		
102	ZIEGLER'S ACE HARDWARE	6719-R	LIQUID LAWN SYSTEMS - PW	01-030-5121 Maintenance & Repairs - B	07/21/2025	22.99	.00		
102	ZIEGLER'S ACE HARDWARE	6719-R	LIQUID LAWN SYSTEMS - PORTER	01-050-5121 Maintenance & Repairs - B	07/21/2025	45.98	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
102	ZIEGLER'S ACE HARDWARE	6723-R	LEVER FLUSH DIE CAST - PW MENS	01-030-5121 Maintenance & Repairs - B	07/21/2025	7.99	.00		
102	ZIEGLER'S ACE HARDWARE	6725-R	CHROME SIDE FLUSH LEVER - PW	01-030-5121 Maintenance & Repairs - B	07/21/2025	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	6726-R	ROTARY HAND CULT. & AIR FILTER - P	01-030-5990 Departmental Operating S	07/22/2025	59.98	.00		
102	ZIEGLER'S ACE HARDWARE	6726-R	AIR FILTER - PORTER	01-050-5121 Maintenance & Repairs - B	07/22/2025	6.99	.00		
102	ZIEGLER'S ACE HARDWARE	6733-R	FASTENERS FOR PLANKS - RALSTON	01-050-5120 Maint & Repairs - Equipme	07/24/2025	22.72	.00		
102	ZIEGLER'S ACE HARDWARE	6735-R	CREDIT - RETURN FASTENERS FOR	01-050-5121 Maintenance & Repairs - B	07/24/2025	22.72-	.00		
102	ZIEGLER'S ACE HARDWARE	6737-R	FASTENERS FOR JACOBSEN MOWER	01-050-5120 Maint & Repairs - Equipme	07/25/2025	13.32	.00		
102	ZIEGLER'S ACE HARDWARE	6759-R	MICE BAIT REFILLS - PD	01-040-5121 Maintenance & Repairs - B	07/30/2025	12.99	.00		
Total ZIEGLER'S ACE HARDWARE:						888.18	.00		
Grand Totals:						360,348.59	.00		

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

Dated: _____

Administrator: _____

Trustees: _____

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

Report Criteria:

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 6.

Agenda Item: Discussion of Civic Symposium Expenses

Date: July 15, 2025

Meeting: COTW

Prepared by: Anne Hanson

Department: Administration

Overview/Background Information

Civic Symposium is an annual conference held by Civic Systems, our current financial software distributor to discuss new product releases, train employees and discover how to fully utilize the current software.

I have attended this conference in the past with 2019 being the most recent conference that I attended. In addition to learning how to best utilize the current software applications for the Village's needs, there is an opportunity to learn about upgrades to current applications as well as new applications on the horizon. Since it's been 6 years, I would like to see what applications are newly available to the Village staff to begin preparing for the 2026 budget.

This year the annual conference will be September 11 – 12, 2025 in the Wisconsin Dells.

I added \$1,200 to the 2026 budget specifically for this conference. Expected costs are not to exceed \$620.00.

Attachments

Itemized Costs and Session Descriptions

25th Annual Symposium

Session Descriptions



Sessions have been broken down into five (5) different tracks – New User, Financial, Payroll, Utility Billing, and Miscellaneous. The following is a description of each session and the sessions being provided in all five (5) tracks.

Please note: All times are Central Standard Time (CST).

New User Sessions (Virtual)

We are providing a number of sessions to help the new employee who has not received formal training. These classes can also be a good review for those that have been using the software for some time. Each session will hit on more of the basics in each module. Please note that some of these sessions span two sessions.

General Ledger – New User

Monday, September 8, 8:30am – 10:00am (Virtual)

Accounts Payable – New User

Monday, September 8, 10:30am – 12:00pm (Virtual)

Payroll – New User (double session)

Monday, September 8, 12:30pm – 4:00pm (Virtual)

Utility Billing – New User (double session)

Tuesday, September 9, 8:30am – 12:00pm (Virtual)

Accounts Receivable – New User

Tuesday, September 9, 12:30pm – 2:00pm (Virtual)

IN-PERSON SESSIONS next page.

Session Descriptions



Financial Sessions (In-Person)

Bank Reconciliation

Thursday, September 11, 10:15am – 11:15am

This session is designed to assist with the details of the monthly bank reconciliation process including the bank reconciliation features. Learn how to reconcile receipts and disbursements, understanding adjustments, comparing the reconciled balance to the General ledger and proofing cleared totals to your bank statement.

miViewPoint Basics

Thursday, September 11, 11:30am – 12:30pm

Explore the options of getting data to your departments live with miViewpoint! This session will introduce you to the basic features of miViewPoint (General Ledger Account Lookup, Vendor Lookup, Utility Customer Lookup, Payroll Lookups and Reports). We will review the setup of users and groups.

Cash Allocations

Thursday, September 11, 1:45pm – 3:00pm

Discover the power and automation of pooled cash and cash allocations. This session will introduce you to what cash allocations are, the setup of cash allocation journal codes and troubleshooting cash allocation errors and out of balance amounts.

miViewPoint Accounts Receivable & Cash Receipting

Thursday, September 11, 3:15pm – 4:15pm

Learn how to allow multiple departments to enter receipts and accounts receivable invoice remotely! This session will introduce you to the cash receipting and accounts receivable capabilities within miViewpoint including entry, inquiry and reports.

miExcel/Civic Connect

Thursday, September 11, 3:15pm – 4:15pm

Learn how to get the most out of our powerful miExcel/Civic Connect add-in to enhance the functionality of General Ledger and Accounts Payable. Learn how it can help you with financial reporting and budgeting by using our custom Excel functions. In addition, learn how to import journal entries, budgets, invoices, and manual checks.

Budgeting

Friday, September 12, 8:30am – 9:30am

Review and explore the budgeting features in the General Ledger. This class will assist you in preparing and tracking budgets. We will cover topics such as entering your budget into the General Ledger, import your budget from Excel, budget journals, and monitoring the budget. In addition, we will review tools available in miViewPoint for departments to enter their budgets.

Session Descriptions



Financial Sessions (In-Person) (cont)

Year End Accounts Payable & General Ledger

Friday, September 12, 9:45am – 10:45am

Take the stress out of the year end process; start preparing now! This session will preview the year end steps for both Accounts Payable and General Ledger. We will review the timelines and processes of the steps to allow you to be best prepared for year end, including 1099s, registering for federal and state websites, cash versus accrual, year end reports and closing year end.

Journal Entries

Friday, September 12, 11:00am – 12:00pm

Learn the different ways to enter journal entries. We will review entering a journal entry manually, importing, setting up journal entry templates, how to handle recurring journal entries, routing a journal entry for approval, attaching supporting documentation for the journal entry and more. In addition, we will review journal codes and when you should use them.

miViewPoint Accounts Payable

Friday, September 12, 11:00am – 12:00pm

Discover how to route invoices through an electronic approval process with electronic copies of your invoices. We will walk through the process of entering, editing and approving invoices. We will show you how departments can request new vendors be set up. We will walk through the setup of the approval workflows.

Payroll Sessions (In-Person)

Pay Codes and Calculations

Thursday, September 11, 10:15am – 11:15am

This session will review the basic setup of a pay code. We will cover the different settings and how these settings control how a pay code calculates and allocates to the general ledger. We will cover each tab including how the Used In Calculations and Used For Calculation tabs work. In addition, we will cover incorporating leave rates, how to add pay codes to an employee, and how to customize these pay codes at the employee level. We will touch on custom calculations for pay codes like garnishments, longevity etc.

Payroll Reporting

Thursday, September 11, 11:30am – 12:30pm

Learn how to get the most out of canned reports and the report writer within Payroll. This session will explore using the powerful reporting tools that are available such as exporting reports to Excel, adding or removing columns on a canned report, and utilizing the report writer to create reports from scratch. In addition, we will cover the federal and state electronic filing for taxes, retirement, and SUTA.

Session Descriptions



Payroll Sessions (In-Person) (cont)

Managing Employee Records

Thursday, September 11, 11:30am – 12:30pm

This session will review maintaining employee information such as pay codes, leave time, limits, positions, and more. In addition, we will cover how to add from scratch or copy from an existing employee, how to properly terminate an employee, how to update pay rates/schedules, an overview of date fields, and employee allocations. Finally, we will review attachments and user-defined fields.

Payroll General Troubleshooting

Thursday, September 11, 1:45pm – 3:00pm

This session will cover common questions regarding processing payroll. Learn how to use multiple pay rates, handle payrolls crossing multiple fiscal years, handling an employee that doesn't start on the first step in a leave schedule, calculating checks more than once, employees that were missed on the payroll, how to handle checkout errors, and much more.

Leave Time

Thursday, September 11, 12: 3:15pm – 4:15pm

Learn how Leave Time works within Payroll. We will cover how to setup accrual schedules to accommodate how and when leave is accrued for your employees. In addition, we will cover manual adjustments to leave, leave payouts, and how we link leave to tasks in miPay.

Troubleshooting miPayOnline with Open Enrollment

Friday, September 12, 8:30am – 9:30am

This session will cover how you can provide access to payroll checks and W-2's to your employees online or through the miPay mobile app. We will cover common questions such as reusing an email address, resending welcome email, not able to see my W-2, how to use announcements and how to require acknowledgement, and much more. Finally, we will cover the capabilities of open enrollment for benefits through miPay.

miExcel Payroll

Friday, September 12, 9:45am – 10:45am

Learn how to get the most out of our powerful miExcel/Civic Connect add-in to enhance the functionality of Payroll. Learn how it can help you with enhanced reporting using our custom Excel functions. In addition, learn how to import timesheets, deductions changes, hourly rates, and more.

Troubleshooting miTime

Friday, September 12, 9:45am – 10:45am

Learn how to have employees enter their time into miTime for supervisors to approve. We will review common questions such as how to handle holidays that impact cut-off times, making corrections once a timesheet is approved, how to record time without paying it, approve time when employee/supervisor doesn't, downloading time more than once, and much more.

Session Descriptions



Year End Payroll

Friday, September 12, 11:00am – 12:00pm

Take the stress out of the year end process; start preparing now! This session will preview the year end steps for Payroll. We will review the timelines and processes of the steps to allow you to be best prepared for year end, balancing reports, reviewing pay codes and employees, registering for Federal and State websites, processing W-2s.

Utility Billing Sessions (In-Person)

Managing Customer Records I

Thursday, September 11, 10:15am – 11:15am

This session will review collecting deposits, refunding deposits through Check on Demand, adjustments and reallocating credit service balances. Learn how to stop a billing service, change a customer number, setup equal pay/budget customers and fix checkout errors.

Managing Customer Records II

Thursday, September 11, 11:30am – 12:30pm

This session is a continuation of Customer Records I. In addition, we will cover the new delinquent notice process, energy assistance and deleting inactive customers.

NSF Checks/Payment Adjustment Options

Thursday, September 11, 1:45pm – 3:00

Learn the three different ways to process NSF checks and the implications for the General Ledger. Review all the Payment Adjustment options and what the general ledger entries need to be done to keep the Utility Cash Clearing account balanced.

Service Orders

Thursday, September 11, 3:15pm – 4:15pm

The Service Orders module assists with better communication with the meter department and provides you with the ability to track what is being done at a service location or with a meter. We will also be reviewing our updated remote service order mobile application. In addition, we will cover Maintenance Orders and how public works can log and track those non-utility tasks that need to be completed like fixing a pothole or cutting fallen tree. Join us for an overview of how this module can help your office be more efficient and effective.

Citizen Portal Utility Payments

Friday, September 12, 8:30am – 9:30am

Get paid faster! Learn how to use Citizen Portal to send utility bills to customers electronically and allow customers to pay online without creating more work for you. We will explore additional electronic ways to communicate with your customers (via mass emails or text messages).

Session Descriptions



Utility Billing Sessions (In-Person) (cont)

Meter Management

Friday, September 12, 8:30am – 9:30am

We will review the timing of meter change out entry, modify meters, setting up multiple meters and other meter management activities. In addition, we will review action codes, reading codes and information for electronic reading, and importing meter change outs from miExcel.

Utility Billing Reporting and Report Writer

Friday, September 12, 9:45am – 10:45am

Learn how to get the most out of canned reports and report writer in Utility Billing. This session will explore using the powerful reporting tools that are available, such as exporting reports to Excel, adding or removing columns, filtering your report using selection criteria, and changing the report order of your report. We will also review the Utility Billing reporting capabilities of miExcel. Also, learn how to utilize the report writer wizard to quickly create and generate custom reports from scratch.

Tax Certification

Friday, September 12, 11:00am – 12:00pm

This class will review the Tax Certification process including going through the setup of the tax certification program, creating your customer letters, applying the penalty, sending the information to the tax district, and creating the entry in the General Ledger.

Miscellaneous Sessions (In-Person)

Reporting – All Modules

Thursday, September 11, 10:15am – 11:15am

Learn how to get the most out of the canned reports in Connect. This session will explore using the powerful reporting tools that are available, such as exporting reports to Excel/PDF, adding or removing columns, filtering your report using selection criteria, and changing the report order of your report.

Cash Receipting

Thursday, September 11, 10:15am – 11:15am

Cash Receipting efficiently records daily payments, transfers, and deposits for cash, checks, and credit cards. This session will review category and distribution setup along with payment types, recording NSF's, and balancing your cash drawer. It will also encompass daily deposits and online payments with respect to reconciling these to your bank statement. Finally, we will cover the new cash receipting capabilities within miViewPoint.

Citizen Portal Accounts Receivable

Thursday, September 11, 11:30am – 12:30pm

Get paid faster! Learn how to use Citizen Portal to send invoices to customers electronically and allow customers to pay online without creating more work for you. We will explore how customers can see their invoice balances and pay for miscellaneous payment options.

Session Descriptions



Miscellaneous Sessions (In-Person) (cont)

Tips and Tricks – All Modules

Thursday September 11, 1:45pm – 3:00pm

Join us if you need a refresher or want to learn fun tips and tricks related to the Connect software. We will walk through customizing your environment including modifying the steps checklist, setting up favorites, using split screens, and using zoom. We will cover modifying search screens, print from inquiry, deleting history, creating user-defined fields and much more.

Report Writer All Modules (Duplicate Session)

Thursday, September 11, 1:45pm – 3:00pm

This session will walk through how to utilize the report writer wizard to quickly create and generate custom reports from scratch. We will review the table order (assisted by the wizard), selection criteria, report order, report sections and columns

Citizen Portal Building Permits

Thursday, September 11, 3:15pm – 4:15pm

Learn how to easily process building permits, manage inspections, import and update property information from electronic files, and record and track information based on each permit type. In addition, learn how the Citizen Portal can be used to allow citizens to apply for and manage their permits, pay for permits and how you can create custom forms for use in the portal.

Forms – All Modules

Friday, September 12, 8:30am – 9:30am

This session will walk through how access forms within Connect and how to perform simple edits. We will review new and old forms designer and some of the great new features that can help you like QR codes!

Citizen Portal – Interactive Web Forms

Friday, September 12, 9:45am – 10:45am

Learn about Citizen Portal General Module and how you can use this to allow citizens to pay for items (outside of Utility Management, Accounts Receivable and Business License) like vehicle stickers, garbage stickers, taxes, etc. We will walk through how you can control which items can be processed, how to setup forms and accept payments.

Report Writer All Modules (Duplicate Session)

Friday, September 12, 11:00am – 12:00pm

This session will walk through how to utilize the report writer wizard to quickly create and generate custom reports from scratch. We will review the table order (assisted by the wizard), selection criteria, report order, report sections and columns

2025 Civic Symposium					
Wisconsin Dells					
Septmeber 11 & 12, 2025					
Conference Registration		\$270.00			
Mileage 100 mi @.70		\$70.00			
Mileage 100 mi @.70		\$70.00			
Hotel incl tax and resort fee		\$155.00			
Per Diem					
Day 1		\$51.00			
breakfast provided		-\$16.00			
lunch provided		-\$19.00			
Day 2		\$51.00			
breakfast provided		-\$16.00			
		\$616.00			

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 7.

Agenda Item: Leland Park Court Resurfacing

Date: 07/15/2025

Meeting: Committee Of the Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This capital improvement is for resurfacing the tennis, pickleball, and basketball courts at Leland Park. These courts have not been resurfaced in a while and are starting to get lots of cracks in them, which is a safety concern. These cracks will only get bigger from holding water in them and then freezing and thawing over the winter months. The tennis and pickleball court are sun faded, and it is hard to see the court layout. The basketball court was never sealed, and the court layout is faded and not correct.

Staff reached out to companies for quotes to resurface (fill in the cracks, seal/paint, and layout of courts) and talked with the Rockford Park District to see who they use for all their court resurfacing projects. Staff received back 3 quotes and a couple of emails from companies not interested. The quotes range from \$9,819.70, Hastings Asphalt Services INC, Who the Park District Uses to \$99,115, Sport Court, which is a tile that is laid on top of the asphalt that has the court layout on it.

Staff are recommending Hastings Asphalt Services INC, which is the lowest bid of \$9,819.70 for the resurfacing of the Leland Park courts.

Key Issues

- These courts are not in the best condition and will only get worse when the cracks get bigger from the freeze-thaw months of winter.
- These courts are faded, and it is hard to see the layout for the sport you are playing.
- Safety concerns with the cracks in the playing surface.

Fiscal Note/Budget Impact

The capital project is budgeted for in the 2025 budget and is under budget.

Prior Legislative Actions

First hearing at the Committee of The Whole.

Action Required/Recommendation

Committee approval to send to the Village Board for approval Hasting Asphalt Services INC, with the lowest bid of \$9,819.70.

Attachments

Item # 7.

-Pictures of the courts

-Quotes

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R36**

**A RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT WITH
HASTINGS ASPHALT SERVICES, INC. FOR THE RESURFACING OF THE TENNIS,
PICKLEBALL, AND BASKETBALL COURTS AT LELAND PARK**

WHEREAS, the Village of Roscoe is committed to maintaining safe and accessible recreational facilities for its residents; and

WHEREAS, the tennis, pickleball, and basketball courts at Leland Park have deteriorated over time, resulting in visible cracking, fading of court markings, and potential safety hazards for users; and

WHEREAS, resurfacing of the courts is included in the 2025 Capital Improvement Budget and remains within budgeted appropriations; and

WHEREAS, Village staff solicited quotes for resurfacing services and reviewed proposals from three qualified contractors, including consultation with the Rockford Park District regarding recommended vendors; and

WHEREAS, Hastings Asphalt Services, Inc., submitted the lowest responsible quote in the amount of Nine Thousand Eight Hundred Nineteen Dollars and Seventy Cents (\$9,819.70); and

WHEREAS, the Committee of the Whole has reviewed and recommended approval of this contract for resurfacing services;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, that the Village Administrator is hereby authorized to enter into an agreement with Hastings Asphalt Services, Inc. in the amount of \$9,819.70 for the resurfacing of the tennis, pickleball, and basketball courts at Leland Park.

[SIGNATURE PAGE ATTACHED]

2025-R36**1st Read:****PASSED BY ROLL CALL VOTE ON:**

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

APPROVED August 06, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK





HASTINGS

ASPHALT SERVICES INC
P.O. Box 87, Harvard, IL 60033
Phone (815) 648-9099 • Fax (815) 648-9069
www.hastingsasphaltservices.com

Service Proposal

Please remit signed contract to:
P.O. Box 87, Harvard, IL 60033
Or Fax to 815-648-9069

4/11/2025

Company Name Village of Roscoe		Payment Terms Due on receipt	Date of Inspection 10/11/24	Date of Contract	Representative Dan
First Name Troy	Last Name Taylor	Email Address pwfrontdesk@villageofroscoe.com			Fax #
Billing Address 10631 Main St	Billing City, State, Zip Roscoe, IL 61073-8564	Phone (815) 877-0746	Alternate Name and Phone		
Job Name Vlg of Roscoe - 5770 Harrison St - 71440	Job Address 5770 Harrison St	Job City, State Roscoe, IL			

Previously Sealed: Yes / No

Deterioration Stage: 5 / 7

Crack Fill Approx. Ft. 520

Paving Approx. Sq. Ft. n/a

Sealcoat Approx. Sq. Ft 7270

Item	Quantity	Rate	Amount
Sealcoating Application (basketball court)	2970	\$0.170	\$504.90
Commercial Hot Rubber Crack Fill (basketball court)	70	\$1.890	\$132.30
Application of Colored Sealcoat--2 coats always recommended--Price is per coat--50% Non Refundable deposit is required for all colored sealcoat jobs.	4300	\$1.600	\$6,880.00
Crack routing (tennis / pickleball court)	450	\$0.600	\$270.00
Commercial Hot Rubber Crack Fill (tennis / pickleball court)	450	\$1.890	\$850.50
Restripe existing Full Basketball Court	1	\$380.000	\$380.00
Restripe existing Full Tennis Court	1	\$380.000	\$380.00
Restripe existing Full Pickleball Court	1	\$380.000	\$380.00
Crack routing (Basketball Court)	70	\$0.600	\$42.00

ONE-YEAR WARRANTY

Hastings guarantees all materials and workmanship, except that is applied to cracks, for a period of one year from the date of completion provided Hastings has been made aware within 30 days from date of service. This does not include base damage incurred by expansion, contraction, shifting of earth or any other natural causes.

***** Due to unpredictable weather, sealcoat is not warrantied if applied after October 15. *****

Job Description and Instructions

ASPHALT SEALCOATING: (see picture)

1. Clean all asphalt surfaces with high power blowers & steel brooms.
2. Pre-treat all oil, gas & chemical spots to ensure proper bonding of sealer.
3. Route, and seal all major cracks with hot applied rubberized crackfiller. Spider web type cracks in deteriorated areas are not included.
4. Apply one coat federally specified, commercial grade and environmentally friendly premium emulsion pavement sealer with polymer additives, and silica sand to increase durability and reduce dry time (basketball court gets black sealcoat) (tennis court gets blue and green sealcoat)
5. Re-stripe all pavement markings in area to be sealed including 1 white full basketball court striping, 1 white tennis court and 1 white pickle ball court.
6. Job is to be done in one mobilization. Additional mobilizations will require an additional charge. (Sunday work requests will be at a \$750.00 upcharge premium)
7. Rope / flag off work area. Stakes and flagging to be removed by others.
8. Prevailing wages are to be paid to all workers on this job. Failure to adhere to the prevailing wage act for any public works project is a Class B misdemeanor.

Balance to be paid in full upon completion of proposed work.

TOTAL PRICE

Total Due: \$9,819.70

An optional, 2nd coat of sealer can be applied for an additional \$ n/a



Service Proposal

Please remit signed contract to:
 P.O. Box 87, Harvard, IL 60033
 Or Fax to 815-648-9069

4/11/2025

Purchaser shall pay upon demand all Hastings costs, charges and expenses including reasonable fees of attorneys, agents and others retained by Hastings, incurred in enforcing any of the obligations of the Purchaser under this contract or in any litigation, negotiation or transaction in which Hastings shall, without fault, become involved through or on account of this contract. Returned checks will result in a \$50.00 fee plus the original amount of the check. Payment recieved after 30 days of completion is subject to a \$29.00 late fee or 1.5% per month of the total bill - whichever is higher.

Residential customers are asked to pay in full at time of service or a \$10.00 processing fee will be added to invoice.

PURCHASER WILL OBTAIN ANY NECESSARY PERMITS PRIOR TO THE START OF THE JOB.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Should I decide to cancel this contract for any reason, I will be subject to a 30% cancellation fee.

I understand prices are good for 45 days from date of inspection.

Signature: _____ Date: _____
 Purchaser or Responsible Party

Signature: _____ Date: _____
 Hastings Asphalt Services Inc Representative

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 8.

Agenda Item: Metal Culverts for Road Projects

Date: 07/15/2025

Meeting: Committee Of the Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This agenda request is for the purchase of metal culvert pipe for four different road projects in the Village. Staff have found four different areas where the culvert pipe is rusting out and starting to collapse. This will lead to road failure.

Staff have reached out to 3 different companies that supply culvert pipes and have only received one back. Metal Culverts, Inc was the only company to give the Village a quote. The other company said they use Metal Culverts, Inc, for their supplier, and the last company, even though I emailed a couple times, never supplied the Village with a quote.

Staff are requesting to waive the 3-quote policy and approve the quote from Metal Culverts, Inc with the quoted amount of \$5,373.25, because Public Works needs to start these projects before the weather turns.

Key Issues

-Time sensitive, need to get these pipes ordered

Fiscal Note/Budget Impact

These culvert projects were budgeted for in the 2025 budget.

Prior Legislative Actions

First hearing at the committee Of the Whole

Action Required/Recommendation

Committee Of the Whole approval to send to the Village Board staff recommendation of Metal Culverts, Inc with

Attachments

-Quote from Metal Culverts, Inc

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R37**

AN ORDINANCE AUTHORIZING THE PURCHASE OF METAL CULVERT PIPE FROM METAL CULVERTS, INC. FOR ROADWAY INFRASTRUCTURE IMPROVEMENTS

WHEREAS, the Village of Roscoe Public Works Department has identified four locations within the Village where culvert pipes are deteriorating and require immediate replacement to prevent roadway failure; and

WHEREAS, the Village has received a proposal from Metal Culverts, Inc. to supply the necessary metal culvert pipe in the amount of Five Thousand Three Hundred Seventy-Three Dollars and Twenty-Five Cents (\$5,373.25); and

WHEREAS, the Village of Roscoe desires to proceed with the purchase of said culvert pipe to support necessary infrastructure improvements;

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

SECTION 1: The Village hereby approves the purchase of metal culvert pipe from Metal Culverts, Inc. in the amount of \$5,373.25.

SECTION 2: The Village Administrator and the Director of Public Works are hereby authorized to execute any and all documents necessary to complete the purchase in accordance with this Resolution.

[SIGNATURE PAGE ATTACHED]

2025-R37**1st Read:****PASSED BY ROLL CALL VOTE ON:**

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

APPROVED August 06, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK



Metal Culverts, Inc.
728 Heisigner Rd PO Box 330
Jefferson City MO 65102
(573) 636-7312
(573) 634-8729 (Fax)

Quote

#QUO957

Customer:

Village of Roscoe, IL
P.O. Box 283
Roscoe IL 61073

Attn:

Troy Taylor

Job & Location

Galv CMP Pricing
Roscoe, Winnebago County, IL

Inquiry Date: 5/22/2025

Bid Date:

Sales Rep		Territory		Job Type	Quoted By		Availability	
Bret C Mathews		T1-IL		Courtney E Crum				
Qty.	Diam	Ga.	Length	Description	Rate	UOM	Amount	
2	12	16	24	RIVETED GALV 12" DIA 16 GA 24' 2.66	14.25	LF	\$688.80	
2	15	16	24	RIVETED GALV 15" DIA 16 GA 24' 2.66	17.90	LF	\$868.80	
1	18	16	10	RIVETED GALV 18" DIA 16 GA 10' 2.66	23.70	LF	\$247.00	
4	21	16	24	RIVETED GALV 21" DIA 16 GA 24' 2.66	24.60	LF	\$2,390.40	
2				12" Galv Flared End Section	85.15	EA	\$170.30	
2				15" Galv Flared End Section	105.75	EA	\$211.50	
1				18" Galv Flared End Section	137.05	EA	\$137.05	
4				21" Galv Flared End Section	164.85	EA	\$659.40	

Notes:

total \$5,373.25



QUO957



Metal Culverts, Inc.
728 Heisigner Rd PO Box 330
Jefferson City MO 65102
(573) 636-7312
(573) 634-8729 (Fax)

Quote

#QUO957

Terms: Net 30

Taxes: Without Proper Exemption, Sales Tax will be Applied.

Delivery: F.O.B. Jobsite.

Connecting Bands: Included in the Above Price.

THIS QUOTE IS SUBJECT TO ACCEPTANCE WITHIN 30 DAYS; AND TO ALL OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTE WHICH ARE A PART HEREOF. METAL CULVERTS INC RESERVES THE RIGHT TO ESCALTE PRICES OR WITHDRAW IF THESE TERMS ARE NOT ACCEPTED AS STATED.

THIS IS OUR BEST ESTIMATE OF QUANTITIES AND MATERIALS, CONTRACTOR TO VERIFY UNITS PRIOR TO LETTING.

SPECIAL ORDER ITEMS, FABRICATION AND PERFERATED PIPE ARE NON-REFUNDABLE.

THIS QUOTE IS FOR THE ABOVE QUNAITITES. IF ANY ADDITIONAL QUANTITIES FOR THIS CONTRACT ARE REQUIRED, THE PURCHASER IS REQUIRED TO PROCURE A NEW QUOTE FOR THOSE ADDITIONAL QUANTITIES.

Date accepted _____, subject to and including all of said terms and conditions on the reverse side. Final acceptance and approval of price terms and other is reserved to Corporate Office.

Buyer

Authorized by: _____

Phone: _____

Requested Delivery Date: _____

***TERMS:** Standard Price Terms are Net 30 Unless Otherwise Agreed Upon and Approved.
INTEREST: The Lesser of 1-1/2% per month or maximum amount of interest allowed by law.

METAL CULVERTS INC.

By

Bret Mathews
Sales Representative

Phone (Sales Rep) _____

(Office) _____

Final Authorization _____

Director of Sales, Metal Culverts, Inc



QUO957



Metal Culverts, Inc.
728 Heisigner Rd PO Box 330
Jefferson City MO 65102
(573) 636-7312
(573) 634-8729 (Fax)

Quote

#QUO957

TERMS AND CONDITIONS

1. Any quotation by Seller is merely an invitation for an offer from potential customers. All resulting customer offers (orders) are thus subject to acceptance at Seller's General Office at Jefferson City, Missouri before a contract is formed. All orders shall be construed under and governed by the laws of the State of Missouri. In all actions between Buyer and Seller the venue shall be in the county of Seller's principal place of business. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ALL CUSTOMER OFFERS (ORDERS) RESULTING HEREFROM MUST INCLUDE ALL TERMS AND CONDITIONS PRINTED HEREON. Buyer's assent to these terms and conditions shall be conclusively presumed from Buyer's receipt of this form without prompt written objection thereto or from acceptance by Buyer of all or any part of the goods offered. In the interpretation of this proposal, the Terms and Provisions of the Current Edition of the American Association of State Highway and Transportation Officials (A.A.S.H.T.O) shall apply except as otherwise provided.
2. Unless otherwise agreed, payment shall be made by Buyer on the 10th of each month for the value of materials and/or labor furnished during the previous month and all payments shall be payable to Seller at Jefferson City, Missouri. Payments made after the 10th of each month shall, at Seller's option, bear interest at the rate of 14% per month. In any event, full payment is due within 30 days of invoice date. Seller reserves the right to stop delivery on any contract if payment terms are not met in the time specified, or a maximum of 45 days from invoice date. The above terms of payment assume that Buyer has a favorable credit standing, and if investigations should indicate otherwise or if at any time there are unfavorable developments which, in the sole judgment of Seller, affect Buyer's credit rating, or the status of Buyer's account, Seller may require new terms of payment before proceeding further with this contract. Acceptance by Seller of less than full payment shall not be a waiver of any or Seller's rights, Production, Shipment, and deliveries are at all times subject to approval of Seller's Credit Division, and Seller may at any time refuse to manufacture or ship if Buyer fails to fulfill the terms and conditions of payment or fails to provide security satisfactory to Seller's Credit Division.
3. Prices set forth herein are binding on Seller only for a period of 30 days from the date of this quotation. All prices at the end of the 30 days shall be subject to review by Seller. No allowance will be made for labor, repairs, or alterations, performed by Buyer shall pay all applicable Federal, State or Local taxes B Sales, Use or Excise taxes (by way of illustrations, not limitation). Cash discounts, if any, apply only to the cost of the merchandise, not taxes or delivery charges. No discount will be allowed if full prices is not paid after the date established under terms.
4. Unless otherwise agreed to in writing by Seller, Buyer hereby agrees to take delivery of the materials within thirty (30) days after the wanted date set forth in this contract. In the event that Buyer does not arrange to take delivery of the materials in accordance with this contract, Seller, at Seller's Option, may: (a) invoice Buyer for the materials less freight if applicable; store the material in Seller's yard for a period not to exceed sixty (5) days from the date of invoices: charge a storage fee not to exceed 5% per month or fraction thereof of the selling price of the stored materials; all any applicable price increases listed on the face of the order; charge for any repair work to protective coating if harmed by weathering while such materials is being stored; and charge applicable freight when shipment to Buyer is made. Materials remaining in storage after sixty (60) days from the invoice date shall become the property of Seller for disposition at Seller's discretion. In that event, Buyer shall not be liable for the Invoice price of the materials, but shall be liable for the storage fee and any repair work to protective coatings; or (b) cancel the order and invoice Buyer for cancellation charges, which shall be 25% of the selling price of the materials if the materials are standard, in stock materials, or the full selling prices if the materials are specials or nonstandard in nature and were especially fabricated for Buyer.
5. There are no warranties hereunder, whether expressed or implied (including, but not by way of limitations, any implied warranty of merchantability, and implied warranty of fitness for purpose, and any warranties under the Uniform Commercial Code), except that all goods described on Seller's acknowledgment of Buyer's purchase order or on Seller's quotation form will be manufactured in accordance with the specifications there indicated subject to Seller's standard manufacturing variations. Seller warrants title to and freedom from encumbrance of the products sold hereunder. SELLER MAKES NO OTHER WARRANTY AND ALL IMPLIED WARRANTIES WHICH EXCEED OR DIFFER FROM THE WARRANTIES HEREIN EXPRESSED ARE DISCLAIMED BY SELLER AND EXCLUDED FROM THIS AGREEMENT.
6. Unless Buyer accepts delivery at Seller's plant or other agreed point, risk of loss or title to all merchandise ordered shall pass to Buyer upon delivery point of said merchandise. Delivery shall be deemed completed when said merchandise, loaded on the delivery vehicles, reaches the designated delivery point or as close thereto as the vehicle operator deems safe and practicable for loaded motor trucks and trailers operating under their own power. However, Buyer will unload all specials items at Buyer's own risk and expense, if Buyer accepts delivery at Seller's plant or other agreed point, risk of loss or title passes when loaded on Buyer's or Buyer's agent's vehicle.
7. Claims respecting the condition of goods, compliance with specifications, any other matter affecting the goods, and any action by Buyer under this contract must be made promptly by Buyer, but in no event later than ninth (90) days after receipt of the goods by Buyer or if not goods are delivered within six (6) months after the cause of action accrues. Buyer should be aside, protect and hold such goods without further processing until Seller has an opportunity to inspect such goods and advise Buyer of the disposition if any, to be made of such goods. No goods, in any event shall be returned without first securing the authority of Seller. No allowance will be made to Buyer for materials or labor involved in the movement of rejected goods from the plant of Buyer.
8. If any goods should arrive at Buyer's Destination in a damaged condition or should a shortage exist, the damage of shortage shall immediately be reported to the delivery carrier and Seller. In case of damaged goods a joint inspection of the loaded car, truck or barge shall be arranged with representatives of the carrier and Seller. Where the carrier's equipment cannot be held for inspection, the materials shall be unloaded protected and held for joint inspection. Before unloading, the alleged damage or shortage shall be noted on the carrier's delivery receipt and signed by the carrier's agent.
9. Any losses occasioned by shortage or damage in transit shall be from the account of Buyer.
10. Seller's liability hereunder shall be limited to the obligation to replace products proven to have failed to meet the inspection or to have been defective in quality or workmanship at the time of delivery (f.o.b. point), or allow credit therefore, at Seller's option. Seller shall NOT have any liability for any damages in connection herewith on the products to be delivered hereunder, in an amount exceeding the purchase price of the products sold hereunder. In no event shall Seller have any liability for commercial loss, claims for labor, cost profits, or incidental, indirect or consequential damages of any other type, if it is expressly agreed that Buyer's remedies expressed in this paragraph are Buyer's exclusive remedies.
11. In no event shall Seller be liable for any claims for labor or for any direct, incidental, indirect, or consequential or any other damages resulting from failure or delay in delivery. NO delivery dates are guaranteed. Buyer's sole and exclusive remedy for failure or delay in delivery is to cancel this order, which cancellation shall be promptly communicated in writing to Seller. Any such cancellation shall not affect Buyer's obligation to pay for goods which are not part of Seller's standard inventory and which were acquired or manufactured prior to notice of cancellation.
12. Seller shall use all reasonable efforts to comply with Buyer's request as to method of transportation, but Seller reserves the right, if such method of transportation is not available to use an alternate method of transportation, whether or not at a higher rate, in any such case, Seller shall notify Buyer of any such changes as promptly as possible.
13. It is expressly understood that any technical advice furnished by Seller with respect to the use of its goods or services is given without charge, and Seller assumes no obligations of liability for the advice given or results obtained, all such advice being given and accepted at Buyer's risk. Buyer hereby agrees to hold harmless Seller and indemnify Seller against any failure of Buyer to follow instructions from Seller as to use, applications, handling, installation or preparation of any goods, product or merchandise delivered by Seller.
14. Seller will not be liable for any delay in performance resulting in whole or in part from fires, floods, or other catastrophes; unusually severe weather conditions: strikes, lockouts or labor disruptions: wars, riots or embargo delays: mill conditions: shortages of transportation or other equipment, fuel, labor or materials: epidemics or pandemic; government orders, mandates or regulations, including but not limited to shut-down orders: or any other circumstances or causes, whether similar or dissimilar, beyond the control of Seller in the reasonable conduct of its business.
15. Buyer hereby authorizes Seller to credit toward the payment of any monies that may become due Seller hereunder, any sums which may now or hereafter be owed to Buyer or owed to any subsidiary or other affiliate of Buyer from Seller or from any subsidiary or affiliate of Seller.
16. Buyer cannot cancel or modify purchase orders or hold up releases after the product is in process, except with Seller's consent. Any such action shall be subject to conditions then agreed upon, but in all events Buyer shall pay Seller the sum of the following: (1) the contract prices for all products which have been completed prior to terminations; (2) the cost to Seller of the material or work in process as shown on the books of Seller in accordance with the accounting practice consistently maintained by Seller plus a reasonable profit thereon, but in no event more than the contract price; (3) the cost for Seller's plant of materials and supplies acquired especially for the purpose of performing this contract; and (4) reasonable cancellation charges, if any paid by Seller on account of any commitments(s) made hereunder.
17. Merchandise not a part of Seller's standard inventory, when manufactured specifically for Buyer, is the sole property of buyer and shall not be returned without Seller's prior written consent.
18. Waiver by Seller of any breach of any of the terms and conditions of this agreement shall not be construed as a waiver of any other breach, and the failure of Seller to exercise any right arising from any default of Buyer under this agreement shall not be deemed to be a waiver of such right, which may be exercised at any subsequent time.
19. Unless otherwise specifically provided for herein, agreement does not include any provision for liquidated damages liability or penalties, or the cost of any required inspection, test, or bond.
20. This agreement shall not be assigned by Buyer without first securing the prior written approval of Seller.
21. Any terms and conditions of a purchase order or other instrument issued by Buyer, in connection with the subject matter of this document, which are in addition to or inconsistent with the terms and conditions expressed herein, will not be binding on Seller in any manner whatsoever unless accepted by Seller in Writing.
22. To the full extent allowed by law, in the event Seller engages any attorney to collect amounts due Seller from Buyer, Buyer agrees that Seller shall be entitled to collect all reasonable attorney's fees and costs incurred by Seller in attempting to collect such amounts, including but not limited to pre-trial attorney fees and cost, attorney fees for trial, trial costs and expenses, expert fees, witness fees, and other out-of-pocket costs.
23. This Agreement shall be governed by the laws of the State of Missouri (without references to any conflicts of laws rules which might otherwise require reference to the laws of any other jurisdiction).



QUO957

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 9.

Agenda Item: Resolution No. 2025-R35 to provide funding for painting the north exterior wall of the Roscoe Masonic Lodge #75 at 10534 Main Street.

Date: 07/31/2025

Meeting: Village Board Meeting August 5, 2025

Prepared by: Attorney Tom Green

Department: Admin

Overview/Background Information

The north wall of the Masonic Lodge was painted with a mural at the direction of the RACVB in 2022, funding was provided by The Village. The Committee of the Whole after receiving input from citizens has recommended the Village provide funding to return the Masonic Lodge wall to its original color.

Key Issues

Masonic Lodge will retain Michael's Painting Service to paint the wall and The Village will provide funding for the project in the amount of \$3,600.00.

Fiscal Note/Budget Impact

The financial commitment of The Village will be \$3,600.00.

Prior Legislative Actions

The prior legislative action was the approval of funding for the mural in late May/early June 2022.

Action Required/Recommendation

Approval of resolution to provide funds (\$3,600.00) for completion of the project.

Attachments

- Resolution No. 2025-R35
- Quote to repaint wall/Michael's Painting Service



Michael's Painting Service

815.222.9117

Chad Michael Glaser
6484 Guilford Road
Rockford IL 61107
chadmglaser@comcast.net

Date 6.27.25

Village of Roscoe
10534 Main Street
Roscoe Illinois 61073

Quote to re-paint Mural

Per Anthony Ford

Area	Description	Total
Exterior of Building	Re-paint the mural to match the other paint on Building Prime and 2 coats of paint	\$3600.00
	Labor and material are included into this price	
	Total:	\$3600.00

AMG12172004..762023

Terms: 50% deposit, balance upon completion.

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R35**

**A RESOLUTION APPROVING THE PROVIDING OF FUNDS FOR PAINTING THE
NORTH EXTERIOR WALL OF THE ROSCOE MASONIC LODGE #75
AT 10534 MAIN STREET (MASONIC LODGE)**

WHEREAS, in 2022 the Village of Roscoe (the “Village”) provided funding to the Rockford Area Convention and Visitors Bureau for the installation of a mural on the north exterior wall of the property located at 10534 Main Street (Roscoe Masonic Lodge #75); and

WHEREAS, the Village has received feedback from the property owner and members of the public regarding the mural and a desire to undertake repainting of the wall; and

WHEREAS, the property owner has indicated an intention to contract for the repainting of the wall (the “Project”); and

WHEREAS, the Village has determined that it is appropriate to support the Project by contributing toward the associated costs; and

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

- 1) The foregoing recitals are incorporated herein by reference.
- 2) The Corporate Authorities hereby approve the allocation of funds in the amount of \$3,600.00 to be applied toward labor and materials for the Project, as described in the attached quote.
- 3) The Village Clerk shall attest this Resolution following execution by the Village President.

2025-R35**1st Read:****PASSED BY ROLL CALL VOTE ON:**

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

APPROVED August 06, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 10.

Agenda Item: Truck or Treat – Special Event

Date: 7/2/2025

Meeting: Village Board 8/6/2025

Prepared by: Anne Hanson

Department: Administration

Overview/Background Information

This year's event is planned for Saturday, October 18, 2025 from 3-6 pm at Porter Park. This will be the 4th annual event. It has been confirmed that there will be no construction happening during that event so the overflow lot will be used last year is available. Parking went smoothly last year with Joe's direction in laying out the lot as well as having parking attendants. Golf carts will be rented again to take visitors to and from the overflow lot with the addition of a "shuttle stop station" this year.

Returning this year is Party Like a Rock Star with the balloon dome and the LED photo op and balloon twisting. There will be additional port-o-pots and handwashing stations. Cabin will be closed to the public as it was last year.

This year we would like to utilize the huts with a vision to have a business or community members/groups deck them out like a Halloween (not haunted) House.

Additional details will be available as planning ramps up but we wanted to get approval first.

\$7,000 has been budgeted for this event this year. Based on current quotes, we will be within budget.

Overtime for Public Works and Village Hall hourly employees to assist with the event is figured into the 2025 budget.

Prior Legislative Actions

Event approved annually.

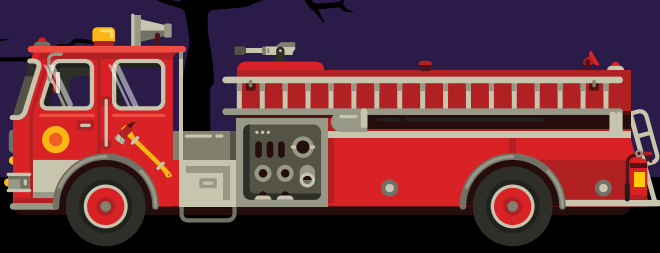
Attachments

Special Event Permit

ROSCOE EAT ONE 5 TRUCK OR TREAT

SATURDAY, OCTOBER 18

3:00PM – 6:00PM



Porter Park

6545 WINDFLOWER
ROSCOE, IL

FOOD TRUCKS

TOUCH A TRUCK

COSTUMES

**FREE KIDS GAMES
& ACTIVITIES**

YARD GAMES

A VILLAGE OF ROSCOE



EAT ONE 5 EVENT

FACEBOOK.COM/EATONE5EVENTS

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 11.

Agenda Item: SDGA Open Presented by Nick Sommer Country Financial

Date: 8/01/2025

Meeting: Board 8/6/2025

Prepared by: Janel

Department: Permits

Overview/Background Information

The request is for a special event permit for a disc golf tournament to be held at Porter Park on September 20th. This event will be a 2 round Disc Golf tournament. This tournament is hosted by the Stateline Disc Golf Association. This event is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

Key Issues

Projected attendance is 80.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Event approved in 2024

Action Required/Recommendation

Approval of special event permit

Attachments

Special event application

**Special Event
Application Form**

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

☒ **Assembly** ☐ **Block Party** ☐ **Neighborhood Garage Sale**

Name of the Event and Sponsoring Organization:

SDGA Open

Nature of Event:

Disc Golf TournamentLocation of Event: Porter Park Projected Attendance: 80Address of Organizer: 13572 Dorr rd Phone Number [REDACTED]Event Date(s): September 20, 2025Event Hours: 8 am/pm until 6 am/pmSetup/Assembly Date: September 20 Start Time: 11 am/pmDismantle Date: September 20 am/pm Completion Time: 6 am/pmPlease describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)Setting up banners, tables, fairway lines, sponsorship signs, and

Will this event require use of fireworks?

☐ Yes☒ No

Will this event require street closures

☐ Yes☒ No

Will alcohol be served?

☐ Yes☒ No

Will signage be posted?

☒ Yes☐ No

Will food be served?

☒ Yes☐ No

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

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

Special Event Application Form

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

Name: Josh Garcia Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Applicant Signature:

[REDACTED]

Date:

7/29/2025

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

OFFICIAL USE ONLY

Date Filed: 7-29-2025

Village Administrator: _____ Date: _____
Signature

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

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

Receipt

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

Special Event
Hold Harmless Agreement

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

known as SDGA open

to be held September 20, 2025

Signed this 20 day of September, 2025

Josh Garcia

Name

13572 Dorr rd South Beloit, IL

Address

[REDACTED]

Signature

Kevin Molitor

Witness

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 12.

Agenda Item: APWA PWX Conference

Date: 08/06/2025

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This request is to attend the American Public Works Association's (APWA) PWX 2025 in Chicago, Illinois, August 17-20, 2025. This conference is expected to bring together more than 5,000 public works professionals and will feature more than 175 education sessions and more than 400 exhibits all related to public works. Staff (Troy Taylor, Public Works Superintendent) would like to attend the Monday, 18th training day.

Some of the education sessions are challenges in public works and infrastructure from the public and private sectors, including new strategies in funding and budgeting, career development and workforce solutions, asset management, emerging technologies, stormwater and flood control, sustainable practices, emergency preparedness, fleet and facilities management, as well as solid waste, roads and bridges and water/wastewater.

Attending PWX will give me hands-on learning opportunities, and I will be able to network with public works leaders who are creating the best practices we follow every day. Upon my return, I will be able to share with our team ways to increase our department's productivity, implement new technologies, improve our hiring and training programs, and find solutions to challenges facing our agency today and, in the future.

Key Issues

- Great learning opportunity with all the different sessions.
- Great opportunity to meet other Public Work Superintendents/Directors.
- Great opportunity to see some of the newest equipment on the exhibit floor.

Fiscal Note/Budget Impact

As an APWA member, I will be able to register at a discounted rate of \$389.00 plus parking.

There is a Public Works training line item in the 2025 budget that this conference will fall under.

Prior Legislative Actions

First hearing and asking to suspend the rules and allow the Village Board to vote without Committee of The Whole Approval since this is a time sensitive approval.

Action Required/Recommendation

Village Board approval to send staff (Troy Taylor, Public Works Superintendent) to the APWA PWX 2025 Conference.

Attachments

PRE-REGISTRATION FORM—PAGE 1 OF 3

A ATTENDEE INFORMATION *(Please be sure to add no-reply@customreg.com to your address book to insure you receive your confirmation.)*

APWA Membership ID#
(Call 1-800-848-APWA to obtain your membership number if you don't know it)

Badge Nickname
(e.g., Dave, Jen, "Doc", "Smiley", etc.)

Prefix	First and Last Name		
Title	Organization/Company		
Street Address/P.O. Box			
City	State/Province	Zip/Postal Code	Country
Daytime Phone	Cell Number	E-mail address	
Emergency Contact Name		Emergency Contact Phone Number(s)	

B REGISTRATION SELECTIONS

PLEASE NOTE: Capacity for Tech Tours and the Get Acquainted Party is limited. First come, first served. We will add tickets if permitted.
PART 1: FULL PWX REGISTRATION Register for the full PWX below. Otherwise, skip Part 1 and go to Part 2.

FULL REGISTRATION: Full registrations include: Education Sessions; Exhibits; downloadable recordings of education sessions; CEUs; Get Acquainted Party; Rodeo Spectator Access; and lunch vouchers to be used in the exhibit hall.

☐ Full Member Registration		\$884 USD	\$984 USD	
☐ Full Nonmember Registration	Do you want a portion of your nonmember full registration fee applied toward your new individual membership? A \$124 USD value. <i>(Not valid for membership renewals. To renew your membership please contact Member Services at memberservices@apwa.org or call 1-800-848-2792).</i> ☐ Yes ☐ No	\$1152 USD	\$1252 USD	
☐ Full Retired Member Registration (applies to those with Retired Member type only)		\$495 USD		
☐ Full Young Professional (Must be 35 years or younger. Birth year: _____)		\$586 USD	\$686 USD	

PART 2: GUEST REGISTRATION

Contact pwx@apwa.org to register your guest/spouse. Guest and Spouse registration is limited to those not in the public works industry.

PART 3: OTHER REGISTRATION TYPES

If you would like to attend the education sessions and exposition by the day, please mark which day(s) you are registering for below.

ONE DAY REGISTRATION: Includes education sessions, and associated CEU credits, and Exhibits for the day of registration. (In addition: Sunday includes the Get Acquainted Party. Monday includes Rodeo spectator access.) Sunday, Monday and Tuesday include exhibit floor lunch voucher.

	MEMBER	NONMEMBER	TOTALS
☐ SATURDAY WORKSHOP: Saturday Self-Assessment and Accreditation Workshop, 8:00 a.m.–3:00 p.m. (fee includes instruction, materials, breaks and a boxed lunch. The fee does not include the Manual.)	\$300 USD	\$350 USD	
☐ SATURDAY Young Professionals Summit, 7:30 a.m.–5:30 p.m. (fee includes breakfast and lunch)	\$200 USD Starting July 1st \$225		
☐ SUNDAY ONLY	\$389 USD	\$500 USD	
☐ MONDAY OPERATIONS and MAINTENANCE (Includes access to operations and maintenance sessions, Rodeo spectator access, and Exhibits.)	\$118 USD	\$134 USD	
☐ MONDAY ONLY	\$389 USD	\$500 USD	
☐ TUESDAY ONLY	\$389 USD	\$500 USD	
☐ WEDNESDAY ONLY	\$118 USD	\$134 USD	
☐ WEDNESDAY ONLY Facilities and Grounds Management Certificate Workshop	\$125 USD Starting July 1st \$150 USD	\$175 USD Starting July 1st \$225 USD	
☐ WEDNESDAY ONLY Public Fleet Management Certificate Workshop	\$125 USD Starting July 1st \$150 USD	\$175 USD Starting July 1st \$225 USD	

PRE-REGISTRATION FORM—PAGE 2 OF 3

PART 4: DAILY EXPO ONLY (Full Registration and Daily Education Sessions and Exposition registrants skip this section.)

If you would like to attend the exposition only for one day, please mark which day you will attend. Expo Only Pass: expo access for the day of registration only.

		TOTALS
☐ SUNDAY	\$50 USD	
☐ MONDAY	\$50 USD	
☐ TUESDAY	\$50 USD	

PART 5: PWX EVENTS & WORKSHOPS Complete your PWX experience with these special events (additional fees may apply). Get Acquainted Party is already included in FULL REGISTRATION, GUEST/SPOUSE and SUNDAY ONE-DAY registration types.

		MEMBER	NONMEMBER	TOTALS
☐ SATURDAY Young Professionals Summit (7:30 a.m.–5:30 p.m.)	# of tickets _____ X	\$200 USD Starting July 1st \$225		
☐ SATURDAY WORKSHOP: Saturday Self-Assessment and Accreditation Workshop, 8:00 a.m.–3:00 p.m. (fee includes instruction, materials, breaks and a boxed lunch. The fee does not include the Manual.)	# of tickets _____ X	\$300 USD	\$350 USD	
☐ SUNDAY Additional Get Acquainted Party Badge (Limit 1 additional ticket)	# of tickets _____ X	\$125 USD		
☐ MONDAY CPWA Luncheon (12 Noon – 1:30 p.m.)	# of tickets _____ X	\$61 USD		
☐ TUESDAY People, Purpose, Presence Brunch (10:00–11:30 a.m.)	# of tickets _____ X	\$45 USD		
☐ TUESDAY SCRC Brunch (10:00 – 11:30 a.m.)	# of tickets _____ X	\$45 USD		
☐ WEDNESDAY Facilities and Grounds Management Certificate Workshop	# of tickets _____ X	\$125 USD Starting July 1st \$150 USD	\$175 USD Starting July 1st \$225 USD	
☐ WEDNESDAY Public Fleet Management Certificate Workshop	# of tickets _____ X	\$125 USD Starting July 1st \$150 USD	\$175 USD Starting July 1st \$225 USD	

PART 6: WEDNESDAY TOURS

Attendees with FULL PWX or WEDNESDAY ONE-DAY registration types may participate in the Wednesday Tours.

All tours have capacity limits and registration is on a first-come, first-served basis. Departure times will vary. Please confirm individual times by visiting the PWX web site. Due to limited capacity space is reserved for attendees with tickets only. Capacity will be added if permitted.

		MEMBER	NONMEMBER	TOTALS
☐ TOUR 1: MWRD Deep Tunnel Tour		\$50 USD		
☐ TOUR 2: Jardine Water Purification Plant Tour		\$50 USD		
☐ TOUR 3: Chicago Bike Infrastructure Tour		\$50 USD		
☐ TOUR 4: Old Post Office Redevelopment		\$50 USD		
☐ TOUR 4: Chicago Lock/Chicago River System		\$50 USD		

TOTAL 0

CANCELLATIONS:

If your plans change and you cannot attend the program, a colleague can attend in your place – just send us an email. Cancellations and requests for refunds must be in writing. A full refund, less a \$150 USD administration fee, will be made if written notice is postmarked by July 20, 2025. No registration fee or ticket refunds will be issued after July 20, 2025, or in cases where the registration fees total less than \$150. All payments will be forfeited if registration is canceled after July 20, 2025. No refunds will be granted for “no-shows.” Non-attendance does not excuse the participant’s financial obligation to pay the registration fees due to APWA. Exceptions will be given, and a full refund issued with documentation from a medical provider advising against travel or participation in PWX. Accounts left unpaid for more than 90 days may be subject to further collection efforts. The participant will be responsible for any costs or expenses associated with collections, including collection agency fees. Approved refunds will be processed within 30 days after PWX. Please send your cancellation and/or refund request to cancellations@apwa.org.

PHOTO AND VIDEO RELEASE: I grant to APWA the right to take photographs or video of me in connection with the APWA PWX. I authorize APWA, its assigns, and transferees to copyright, use and publish the same in print or electronically. I agree that APWA may use or reproduce such photographs with or without my name or biography and for any lawful purpose, including APWA educational, news, or promotional material, whether in print, electronic or other media, including the APWA website.

SPECIAL NEEDS: If you need special services or equipment pursuant to the Americans with Disabilities Act (ADA), please contact the APWA Meetings Department at 816-472-6100 or email pwx@apwa.org.

CONFERENCE CODE OF CONDUCT: APWA is dedicated to providing a secure, pleasant and harassment free environment for participants in all events and conferences. All

attendees, presenters and exhibitors are required to comply with this Code of Conduct and to cooperate with APWA and event/conference staff in implementing and enforcing compliance with this Code. Attendees, presenters and exhibitors at APWA events are expected to conduct themselves at all times in a courteous, professional and respectful manner, and to refrain from language and behavior that might bring discredit upon themselves, their companies or agencies, or APWA. Prohibited conduct includes, but is not limited to, actions disrupting the business like atmosphere of a conference, harassment of any kind, discrimination, inappropriate language, failure to comply with all local, state, and federal laws, activities that endanger self or others, and failure to comply with instructions of event/conference staff. Harassment includes the use of abusive, offensive, or degrading language or visual images, intimidation, stalking, bullying behavior, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual advances or request for sexual favors.

Attendees, presenters and exhibitors who do not comply with this Code of Conduct at any event will be subject to discipline ranging from removal from the event with no refund to being barred from attending future APWA sponsored or co-sponsored events.

WHAT TO DO IF YOU WITNESS OR ARE THE SUBJECT OF UNACCEPTABLE BEHAVIOR: If you have any concerns or wish to report violations of this Code of Conduct, please contact a member of APWA staff immediately. You may also report concerns by calling 816-472-6100 or emailing meetings@apwa.org.

Signature _____

Date _____

PRE-REGISTRATION FORM—PAGE 3 OF 3

C DEMOGRAPHICS

Is this your first PWX?

☐ (1) Yes ☐ (2) No

☐ Chapter Affiliation _____

Employer:

- ☐ (1) Public Agency
☐ (2) Private Industry
☐ (3) Other: _____

What education topics are you most interested in? _____

What is your level of authority/responsibility?
(Choose best fit)

Executive Level

- ☐ Elected Official
☐ City Manager/
Public Administrator
☐ City Engineer
☐ Director/Assistant
Director/Dept. Head
☐ President/VP/COO/
CFO/CEO

Supervisor Level

- ☐ Supervisor
☐ Foreman
☐ Crew Chief

Operations and Administration

- ☐ Operations –
Field Staff
☐ Maintenance
☐ Administration –
Support Staff
☐ Retired

Management Level

- ☐ Senior Level
Manager
☐ Mid-Level Manager
☐ Project Manager/
Engineer
☐ Sales Manager

Please mark all areas you have responsibility for or are involved with:

- | | |
|--|--|
| ☐ (1) Construction | ☐ (9) Sustainability |
| ☐ (2) Emergency Management | ☐ (10) Transportation |
| ☐ (3) Engineering & Technology | ☐ (11) Utility & Right of Way |
| ☐ (4) Environment/ Sustainability | ☐ (12) Water & Sewers |
| ☐ (5) Facilities & Grounds | ☐ (13) Winter Maintenance |
| ☐ (6) Fleet Services | ☐ (14) Sales/ Marketing |
| ☐ (7) Leadership & Management | ☐ (15) Media Relations |
| ☐ (8) Solid Waste | ☐ (16) Human Resources |

What is your role in the purchase of public works equipment and/or services? (mark all that apply)

- | | |
|--|--|
| ☐ (1) Buy | ☐ (5) Approve |
| ☐ (2) Evaluate | ☐ (6) None |
| ☐ (3) Specify | ☐ (7) Other _____ |
| ☐ (4) Recommend | |

How large is your budget for purchases of equipment and/or services?

- | | |
|--|--|
| ☐ (1) Under \$50,000 | ☐ (4) \$500,001 – 1,000,000 |
| ☐ (2) \$50,001 – 100,000 | ☐ (5) Over \$1,000,000 |
| ☐ (3) \$100,001 – 500,000 | |

What is the population of your jurisdiction?

- | | |
|---|--|
| ☐ (1) Less than 25,000 | ☐ (4) 100,001 – 250,000 |
| ☐ (2) 25,001 – 50,000 | ☐ (5) Over 250,000 |
| ☐ (3) 50,001 – 100,000 | |

Which of the following products/services do you plan to buy, evaluate, specify, recommend or approve the purchase of in the next 12 months?

(Select all that apply)

- | | | |
|---|---|---|
| ☐ Bridges | ☐ Education/ Certification | ☐ Manufacturer |
| ☐ Buildings | ☐ Engineering | ☐ Pavement |
| ☐ Castings | ☐ Environmental Equipment | ☐ Pipe |
| ☐ Cleaning | ☐ Environmental Services | ☐ Roads |
| ☐ Coatings | ☐ Equipment | ☐ Safety |
| ☐ Computers & Software | ☐ Fleet | ☐ Sewer |
| ☐ Construction | ☐ Fuel | ☐ Snow & Ice Control |
| ☐ Consulting Services | ☐ Grounds Maintenance | ☐ Sweepers |
| ☐ Demolition | ☐ Lighting Systems | ☐ Trench |
| ☐ Disaster Recovery | | ☐ Vehicles |
| | | ☐ Water/ Wastewater |

What products and services are you hoping to see on the show floor that are not listed above? _____

How did you hear about PWX?

- | | |
|--|--|
| ☐ (1) APWA Reporter Magazine Ad | ☐ (6) Previous attendee |
| ☐ (2) Industry Magazine Ad | ☐ (7) Invited by an exhibitor |
| ☐ (3) APWA Website | ☐ (8) Social Media |
| ☐ (4) E-mail | ☐ (9) Other _____ |
| ☐ (5) Referred by someone | |

What are you hoping to get out of PWX?

(Please rate based on the level of importance, with level 1 being most important 5 being least important.)

My biggest goals for PWX 2025 are:

Networking with my peers _____
 Visit with Exhibitors and discover products _____
 Attending Education Sessions _____
 Be inspired _____
 Discover ways to improve my company/ agency _____

Please let us know what year you were born
(Example: 1967)

Gender

- ☐ Male
☐ Female
☐ Prefer to self-describe _____
☐ Prefer not to answer this question

D PAYMENT* (Please complete Section A, parts 1–6 on page 1 before completing this step.)

TOTAL FROM PAGE 1: \$ _____ (Fees are in US Funds)

☐ Check # _____ enclosed (Made payable to APWA)

☐ Government Voucher or Purchase Order # _____ (PO MUST be included with registration form)

CREDIT CARD PAYMENTS: Once your registration is entered into the system you will receive a confirmation with a log in button. Please be sure to log in and process your payment to complete your registration. Do not put your credit card on this form.

*All registration fees, including those paid by credit card, will be billed and charged in U.S. Dollars only. Non-U.S. bank card holders please note when paying by credit card, fees are charged in US dollars and may be subject to an exchange rate and/or a foreign transaction fee at the time the payment is processed depending on the terms and conditions outlined in your bank card agreement.

ADJUSTMENT: IN THE EVENT THAT THE TOTAL AMOUNT DUE IS MISCALCULATED ON THIS FORM DUE TO ERROR, MEMBERSHIP STATUS, OR OTHER, APWA RESERVES THE RIGHT TO AUDIT OR ADJUST ANY TOTAL CHARGES DUE.

MAIL completed registration form with payment to:

American Public Works Association
 PO Box 7411528
 Chicago, IL 60674-1528

QUESTIONS?

Call APWA's registration company at 817-277-7791, Monday – Friday, 8:00 a.m. – 5:00 p.m. CST,
 or e-mail webreg@signup-confirmation.com.

APWA's
 Federal
 ID # is
 36-220-2880

2025 APWA PWX Conference					
Chicago, IL					
August 18, 2025					
Conference Registration		\$389.00			
Mileage: Use of Village Vehicle		\$0.00			
Mileage: Use of Village Vehicle		\$0.00			
Tolls: Village Ipass					
Parking		\$40.00			
Per Diem					
Day 1		\$69.00			
Lunch Provided		-\$26.00			
		\$472.00			