



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, February 03, 2026
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 **January 20, 2026.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

TREASURER'S REPORT

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

- 5. Approval of Ordinance 2026-01**, making appropriations for the fiscal year beginning **January 1, 2026 and ending December 31, 2026.**

Full Budget Documents are also available on the Village's Website at:
<https://village-roscoe-il-clear.doc.cleargov.com/20527/789463/d>

- 6. Approval of Resolution 2026-R04**, extending the contractual tree maintenance and removal contract with **Tree Care Enterprises, Inc.**

Village Board of Trustees
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- 7.** Approval of **Resolution 2026-R05**, relating to the expiration of the Village Administrator Employment Agreement.

NEW BUSINESS (First reading or suspend rules)

- 8.** Approval of **Resolution 2026-R06**, accepting the public improvements within the **Hawks Pointe Plat 5** subdivision.
- 9.** Approval of **Resolution 2026-R07**, approving agreement with **Northern Contracting, Inc.** for the quoted amount of **\$3,091.92** for **guardrail repairs** on Willowbrook Rd.

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, January 20, 2026
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:33 pm.

President Gustafson states that Attorney Jim Stevens will be here filing in for half of the meeting for Attorney Tom Green.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
Trustee Dayne Mead
Trustee Michael Sima - Remotely
Trustee Michael Wright
Village President Carol Gustafson

Motion was made for Trustee Sima to join the meeting remotely by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Sima, Broda, Wright, Mead, Babcock 5-0-0.

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **January 6, 2026.**

President Gustafson asked for a motion to approve the minutes.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

LeAnn Jone she is the President of the Police and Fire Commission for the Village of Roscoe. She states she has been working with the Village Administrator Joe Kurlinkus with setting up some iPads, she was directed to call Premier Technology to set them up the iPads, but they are wanting to charge her \$500, for a \$300 iPad, she is wanting to know if there is another vender she can use since they are a bit pricey.

President Gustafson states that she will look into this matter and get back with here as soon as possible.

PRESIDENT'S REPORT

TREASURER'S REPORT

2. Cash Report and Bills

President Gustafson states the expenditures are \$256,006.71. Payroll is \$112,545.45 Salt for Motor Fuel \$33,555.29 Totaling \$402,107.45

3. Approval of Bills

President Gustafson asked for a motion to pay the bills.

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

4. Year to Date, Revenues and Expenditures

MOTIONS AND RESOLUTIONS (Final action)

5. Discussion and Recommendation of Tentative FY2026 Budget & Appropriation

*Full Budget Documents are also available on the Village's Website at:
<https://village-roscoe-il-clear.doc.cleargov.com/20527/789463/d>*

President Gustafson discusses an overview of projected revenues and expenditures pressures, noting that FY 2026 assumptions were intentionally conservative due to uncertainty in sales tax trends and state-shared revenues. She highlighted that most departmental increases were tied to contractual obligations, inflationary adjustments, and essential service needs rather than program expansions.

Treasurer Mark Olson provided clarification on fund balances, confirming that the General Fund remained within acceptable reserve levels and that no structural deficit was projected. Trustee Broda asked targeted question regarding line-item changes, with attention to public safety staffing, public works operating costs, and rising insurance premiums. President Gustafson emphasized the importance of maintaining service stability while avoiding unnecessary spending growth.

The Board then reviewed FY 2026 capital priorities, Trustees reaffirmed that residential road maintenance, stormwater improvements, and park upgrades should remain the Village's highest capital commitments. Larger discretionary projects were acknowledged but deferred pending mid-year revenue performance. the discussion also included the statutory Appropriation Ordinance, with Administrator Kurlinkus explaining that the appropriation serves as the Village's legal spending authority and is intentionally set above the adopted budget to comply with Illinois municipal finance law.

Mark Olson Treasurer confirmed that the proposed appropriation followed historical practice and did not alter policy direction. Trustees expressed consensus to advance the FY2026 Budget

and Appropriation Ordinance for approval, with the understanding that revenue trends would be closely monitored and capital priorities revisited if financial conditions improved.

President Gustafson explained that this is why we do a budget if there is money left it could go back to the general fund for next year.

Joe Kurlinkus stated that there will be a public hearing on February 3, 2026, at the Roscoe Village Hall, for the Proposed Annual Appropriation Ordinance (FY2026) at 6:15 pm. It will be published in the paper on January 21, 2026.

6. Approval and Announcement of Roscoe Restaurant Week 2026 to take place April 10 – April 18, 2026.

President Gustafson asked for a motion to suspend the rules and make it a final vote.

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

President Gustafson asked for a motion for the approval of Roscoe restaurant week.

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

NEW BUSINESS (First reading or suspend rules)

QUESTIONS AND REPORTS

None

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Trustee Sima states that he would like to make sure that everything gets resolved for LeAnn Jones and that she gets everything she needs.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to adjourn the meeting.

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

Meeting was Adjourn at 7:21 pm.

Village of Roscoe

Bills Submitted for Approval on February 3, 2026

Pooled Expenditures:

Checking account balance before expenditures		\$	302,255.71
Pooled Money Market			99,782.60
Illinois Funds Balance			7,702,251.40
Total pooled cash and equivalents			<u>8,104,289.71</u>

Expenditures per list 88,506.72

Additional invoices

88,506.72

Total expenditures 88,506.72

Payroll expense:

Gross Wages	1/10/2026	115,642.03	
Payroll tax and IMRF	1/10/2026	9,268.06	124,910.09

Total General Fund Expenditures 213,416.81

Pooled checking account balance after expenditures \$ 7,890,872.90

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures		\$	163,605.49
Motor Fuel Money Market			10,392.01
Illinois Funds Balance			2,192,755.86
Total Motor Fuel cash and equivalents			<u>2,366,753.36</u>

Expenditures:

<u>Vendor</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
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Total Motor Fuel Fund Expenditures -

Motor Fuel cash and equivalent balance after expenditures 2,366,753.36

Total expenditures for all funds: 213,416.81

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
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	17PD-LCHF-LT	Gold Pins PD	01-040-5990 Departmental Operating S	01/23/2026	220.25	.00		
311	AMAZON CAPITAL SERVICES	17PD-LCHF-M	Shoulder Holster PD	01-040-5990 Departmental Operating S	01/23/2026	89.99	.00		
311	AMAZON CAPITAL SERVICES	1F3F-4LTR-6T	Lewis - Tactical Backpack	01-040-4612 Uniforms	01/12/2026	95.99	.00		
311	AMAZON CAPITAL SERVICES	1FKC-7L4P-4Q	O-RING KIT - PW	01-030-5120 Maintenance & Repairs - E	01/16/2026	54.14	.00		
311	AMAZON CAPITAL SERVICES	1GY4-NMWC-L	Air Compressor PD	01-040-5120 Maintenance & Repairs - V	01/23/2026	32.98	.00		
311	AMAZON CAPITAL SERVICES	1MKW-17N6-P	W2 & 1099 ENVELOPES	01-017-5990 Departmental Operating E	01/26/2026	57.72	.00		
311	AMAZON CAPITAL SERVICES	1R7N-796L-NG	PAPER TOWELS, TOILET PAPER & TIS	01-010-5121 Maintenance & Repairs - B	01/14/2026	128.01	.00		
311	AMAZON CAPITAL SERVICES	1R7N-796L-NG	PAPER TOWELS, TOILET PAPER & TIS	01-030-6040 Operating Supplies	01/14/2026	145.43	.00		
311	AMAZON CAPITAL SERVICES	1RLN-N43M-97	Brown - LS Shirts exchange	01-040-4612 Uniforms	01/21/2026	34.99	.00		
311	AMAZON CAPITAL SERVICES	1RLN-N43M-W	USB THUNDERBOLT CABLE	01-010-6020 Office Supplies	01/22/2026	45.98	.00		
311	AMAZON CAPITAL SERVICES	1Y1M-6T39-GT	Yalden - Socks	01-040-4612 Uniforms	01/27/2026	44.00	.00		
Total AMAZON CAPITAL SERVICES:						949.48	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSIN	30990-0126	PUBLISHING OF 2026 APPROPRIATIO	01-010-5330 Printing & Publishing	01/20/2026	26.07	.00		
Total APG OF SOUTHERN WISCONSIN:						26.07	.00		
CALEB BROWN									
1071	CALEB BROWN	012026	TOBACCO COMPLIANCE PROGRAM	01-040-5993 Tobacco Enforcement Prog	01/26/2020	100.00	.00		
Total CALEB BROWN:						100.00	.00		
CHARLES P KOSTANTACOS									
1211	CHARLES P KOSTANTACOS	103125	OCT 2025 - LEGAL - F&P COMMISSION	01-041-5230 Legal Services	10/31/2025	100.00	.00		
1211	CHARLES P KOSTANTACOS	113025	NOV 2025 - LEGAL - F&P COMMISSIO	01-041-5230 Legal Services	11/30/2025	381.25	.00		
Total CHARLES P KOSTANTACOS:						481.25	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301012	INTERNET - PW	01-030-5320 Telephone & Data	01/21/2026	9.99	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CHARTER COMMUNICATIONS:						9.99	.00		
CHERRY VALLEY LANDSCAPE CENTER									
1241	CHERRY VALLEY LANDSCAPE	166108	SALT DOGG AUGER TRAY - TRUCK #3	01-030-5122 Maintenance & Repairs - V	01/21/2026	759.99	.00		
Total CHERRY VALLEY LANDSCAPE CENTER:						759.99	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	011226 1222	12/10/25-1/12/26 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	01/12/2026	56.66	.00		
1411	COMMONWEALTH EDISON	011326 3000	12/8/25-1/9/26 6545 WINDFLOWER LN	01-050-6010 Building Utilities (Gas & El	01/13/2026	114.44	.00		
1411	COMMONWEALTH EDISON	011426 32000	12/10/25-1/12/26 5785 BROAD ST	01-050-6010 Building Utilities (Gas & El	01/14/2026	93.14	.00		
1411	COMMONWEALTH EDISON	011426 42000	12/10/25-1/12/26 5802 HARRISON	01-050-6010 Building Utilities (Gas & El	01/14/2026	64.42	.00		
1411	COMMONWEALTH EDISON	011626 2000	12/10/25-1/12/26 RIVER ST LITE R25	01-030-5411 Electricity - Street Lights	01/16/2026	20.20	.00		
1411	COMMONWEALTH EDISON	012026 1222	12/10/25-1/12/26 N 2ND ST SIGN	01-030-5411 Electricity - Street Lights	01/20/2026	78.53	.00		
Total COMMONWEALTH EDISON:						427.39	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	011326	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	01/13/2026	146.22	.00		
1721	DEARBORN LIFE INSURANCE C	011326	DISABILITY INS - HR	01-017-4330 Disability Insurance	01/13/2026	50.58	.00		
1721	DEARBORN LIFE INSURANCE C	011326	DISABILITY INS - PW	01-030-4330 Disability Insurance	01/13/2026	383.52	.00		
1721	DEARBORN LIFE INSURANCE C	011326	DISABILITY INS - PD	01-040-4330 Disability Insurance	01/13/2026	1,052.50	.00		
1721	DEARBORN LIFE INSURANCE C	011326	DISABILITY INS - PK	01-050-4330 Disability Insurance	01/13/2026	42.64	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,675.46	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	DENTAL - ADMIN	01-010-4310 Health Insurance	02/01/2026	66.96	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	VISION INS - ADMIN	01-010-4310 Health Insurance	02/01/2026	11.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	DENTAL - HR	01-017-4310 Health Insurance	02/01/2026	69.27	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	VISION INS - HR	01-017-4310 Health Insurance	02/01/2026	11.04	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	DENTAL - PW	01-030-4310 Health Insurance	02/01/2026	425.37	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	VISION INS - PW	01-030-4310 Health Insurance	02/01/2026	61.55	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	DENTAL - PD	01-040-4310 Health Insurance	02/01/2026	1,785.81	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	VISION INS - PD	01-040-4310 Health Insurance	02/01/2026	254.49	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	DENTAL - PK	01-050-4310 Health Insurance	02/01/2026	121.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	2004742	VISION INS - PK	01-050-4310 Health Insurance	02/01/2026	16.55	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total DELTA DENTAL OF ILLINOIS-RISK:						2,824.10	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	011426 11PS	12/4/25-1/2/26 5783 BROAD - LELAND	01-050-6010 Building Utilities (Gas & El	01/14/2026	2.53	.00		
Total FRSA-PAYMENTS:						2.53	.00		
I3 BROADBAND - ROCKFORD IL									
2000	I3 BROADBAND - ROCKFORD IL	49191019-1	FIBER INTERNET - 10631 MAIN ST (2	01-010-5320 Telephone & Data	01/07/2026	2,096.63	.00		
2000	I3 BROADBAND - ROCKFORD IL	49191019-1	FIBER INTERNET - 5204 SWANSON R	01-030-5320 Telephone & Data	01/07/2026	149.99	.00		
Total I3 BROADBAND - ROCKFORD IL:						2,246.62	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	103326	2026 MONTHLY INSTALLMENT W/C IN	01-015-5812 Workers Compensation Ins	01/19/2026	9,237.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						9,237.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	020126	VOLUNTARY LIFE	01-000-2211 Life Insurance-Additional V	02/01/2026	1,144.85	.00		
3231	IPBC - HEALTH BENEFITS	020126	DEP LIFE	01-000-2212 Life Insurance-Dependent	02/01/2026	136.94	.00		
3231	IPBC - HEALTH BENEFITS	020126	INDEMNITY	01-000-2215 Indemnity - Vol	02/01/2026	159.57	.00		
3231	IPBC - HEALTH BENEFITS	020126	HEALTH INS - ADMIN	01-010-4310 Health Insurance	02/01/2026	1,594.00	.00		
3231	IPBC - HEALTH BENEFITS	020126	LIFE INS - ADMIN	01-010-4320 Life Insurance	02/01/2026	10.50	.00		
3231	IPBC - HEALTH BENEFITS	020126	WEX FEES	01-014-6059 Bank Fees	02/01/2026	60.00	.00		
3231	IPBC - HEALTH BENEFITS	020126	ACA BILLING FEE	01-014-6059 Bank Fees	02/01/2026	18.00	.00		
3231	IPBC - HEALTH BENEFITS	020126	COMPSYCH FEES	01-014-6059 Bank Fees	02/01/2026	41.70-	.00		
3231	IPBC - HEALTH BENEFITS	020126	HEALTH INS - HR	01-017-4310 Health Insurance	02/01/2026	1,626.49	.00		
3231	IPBC - HEALTH BENEFITS	020126	LIFE INS - HR	01-017-4310 Health Insurance	02/01/2026	3.50	.00		
3231	IPBC - HEALTH BENEFITS	020126	HEALTH INS - PW	01-030-4310 Health Insurance	02/01/2026	8,363.04	.00		
3231	IPBC - HEALTH BENEFITS	020126	LIFE INS - PW	01-030-4320 Life Insurance	02/01/2026	24.31	.00		
3231	IPBC - HEALTH BENEFITS	020126	HEALTH INS - PD	01-040-4310 Health Insurance	02/01/2026	34,908.46	.00		
3231	IPBC - HEALTH BENEFITS	020126	LIFE INS - PD	01-040-4320 Life Insurance	02/01/2026	66.50	.00		
3231	IPBC - HEALTH BENEFITS	020126	HEALTH INS - PK	01-050-4310 Health Insurance	02/01/2026	1,651.74	.00		
3231	IPBC - HEALTH BENEFITS	020126	LIFE INS - PK	01-050-4320 Life Insurance	02/01/2026	3.50	.00		
Total IPBC - HEALTH BENEFITS:						49,729.70	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	565011	POWER SERVICE DIESEL ADDITIVE -	01-030-5120 Maintenance & Repairs - E	01/19/2026	113.70	.00		
3401	JERRYS AUTO PARTS	565096	FUEL FILTER - TRUCK #306	01-030-5120 Maintenance & Repairs - E	01/22/2026	124.00	.00		
3401	JERRYS AUTO PARTS	565096	FUEL FILTER - TRUCK #307	01-030-5120 Maintenance & Repairs - E	01/22/2026	124.00	.00		
3401	JERRYS AUTO PARTS	565096	FUEL FILTER - TRUCK #308	01-030-5120 Maintenance & Repairs - E	01/22/2026	124.00	.00		
Total JERRYS AUTO PARTS:						485.70	.00		
Kar Kraft									
10042	Kar Kraft	FDBD3761	Squad 3 Repairs PD	01-040-5120 Maintenance & Repairs - V	01/14/2026	3,049.89	.00		
Total Kar Kraft:						3,049.89	.00		
LEANN JONES									
3885	LEANN JONES	012126	CANDIDATE INTERVIEWS/MEETING E	01-041-5990 Departmental Operating S	01/21/2026	115.59	.00		
Total LEANN JONES:						115.59	.00		
MAGGIO TRUCK CENTER, INC									
4181	MAGGIO TRUCK CENTER, INC	260597	WRECKER SERVICE - WINCH & HOLD	01-030-5122 Maintenance & Repairs - V	12/07/2025	1,425.00	.00		
Total MAGGIO TRUCK CENTER, INC:						1,425.00	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1750	TREASURER SVCS	01-014-5233 Treasurer Services - Gener	02/01/2026	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1750	ROSCOE POLICE PENSION ACCOUNT	01-014-5234 Treasurer Services - Police	02/01/2026	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARD'S									
4411	MENARD'S	64264	CLASSIC POST MOUNT COMBO - MAI	01-030-6040 Operating Supplies	01/21/2026	173.55	.00		
Total MENARD'S:						173.55	.00		
MINUTEMAN PRESS									
4612	MINUTEMAN PRESS	118341	NO SMOKING/VAPING & NO WEAPON	01-030-6200 Street Sign Installation & R	01/16/2026	80.00	.00		
Total MINUTEMAN PRESS:						80.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	011426	POSTAGE	01-010-5310 Postage	01/14/2026	308.25	.00		
Total PITNEY BOWES BANK INC:						308.25	.00		
REGION 1 PLANNING COUNCIL									
5665	REGION 1 PLANNING COUNCIL	COG-FY26-001	COUNCIL OF GOV Q3 2026	01-018-5510 Memberships & Dues - EI	01/01/2026	625.00	.00		
5665	REGION 1 PLANNING COUNCIL	FY26-0066-3	WINGIS: FY26 QUARTER 3	01-016-5881 Geographical Inform Syste	01/01/2026	1,138.13	.00		
Total REGION 1 PLANNING COUNCIL:						1,763.13	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_00133364	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	01/25/2026	190.80	.00		
5780	RINGCENTRAL INC	CD_00133364	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	01/25/2026	190.79	.00		
5780	RINGCENTRAL INC	CD_00133364	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	01/25/2026	190.79	.00		
Total RINGCENTRAL INC:						572.38	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	328463	2.27 TONS COLD MIX	01-030-6060 Road Repair Bulk Material	01/15/2026	385.90	.00		
Total ROCK ROAD COMPANIES:						385.90	.00		
S & H NURSERY									
6221	S & H NURSERY	2652	PALLET OF SIZZLE ICE - 12/09/25 PUR	01-030-6040 Operating Supplies	01/09/2026	499.00	.00		
Total S & H NURSERY:						499.00	.00		
T-MOBILE									
6789	T-MOBILE	020126	HOT SPOT @ PORTER CABIN	01-030-5320 Telephone & Data	02/01/2026	31.00	.00		
Total T-MOBILE:						31.00	.00		
TREE CARE ENTERPRISES, INC.									
7301	TREE CARE ENTERPRISES, IN	59984-2	REMOVAL OF 4 MAPLE TREES - RIVE	01-050-5160 Tree Maintenance & Rem	01/12/2026	3,600.00	.00		
Total TREE CARE ENTERPRISES, INC.:						3,600.00	.00		
U S CELLULAR									
7401	U S CELLULAR	0783556200	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	01/16/2026	185.70	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7401	U S CELLULAR	0783556200	CELL PHONES - PW	01-030-5320 Telephone & Data	01/16/2026	308.24	.00		
7401	U S CELLULAR	0783556200	CELL PHONES - PD	01-040-5320 Telephone & Data	01/16/2026	325.78	.00		
Total U S CELLULAR:						819.72	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390033217	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	01/12/2026	38.22	.00		
7460	UNIFIRST CORPORATION	3390033575	UNIFORMS & MATS - PW	01-030-4610 Uniforms	01/19/2026	114.43	.00		
7460	UNIFIRST CORPORATION	3390033575	UNIFORMS - PARKS	01-050-4610 Uniforms	01/19/2026	10.51	.00		
7460	UNIFIRST CORPORATION	3390033954	UNIFORMS & MATS - PW	01-030-4610 Uniforms	01/26/2026	114.43	.00		
7460	UNIFIRST CORPORATION	3390033954	UNIFORMS - PARKS	01-050-4610 Uniforms	01/26/2026	10.51	.00		
Total UNIFIRST CORPORATION:						288.10	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6133212739	HOT SPOTS PD	01-040-5320 Telephone & Data	01/10/2026	396.11	.00		
Total VERIZON WIRELESS:						396.11	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	7387-R	ORANGE SPRAYPAINT, SHELF BRACK	01-030-6040 Operating Supplies	01/15/2026	36.33	.00		
102	ZIEGLER'S ACE HARDWARE	7401-R	KEYS & KEY RING - PW	01-030-6040 Operating Supplies	01/20/2026	176.22	.00		
102	ZIEGLER'S ACE HARDWARE	7403-R	KEYS & KEY RING - PW	01-030-6040 Operating Supplies	01/20/2026	28.54	.00		
102	ZIEGLER'S ACE HARDWARE	7420-R	SPPING CLAMPS - SHOP	01-030-6040 Operating Supplies	01/27/2026	7.59	.00		
102	ZIEGLER'S ACE HARDWARE	7426-R	CABLE TIES, LUMBER CRAYONS - SH	01-030-6040 Operating Supplies	01/28/2026	20.14	.00		
Total ZIEGLER'S ACE HARDWARE:						268.82	.00		
Grand Totals:						88,506.72	.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 # 5.

Agenda Item: Discussion and Recommendation of Tentative FY2026 Budget & Appropriation			
Meeting Date: February 03, 2026		Meeting: Village Board of Trustees	
Prepared by: Josef R. Kurlinkus		Department: Administration	

Overview/Background Information

Based upon the input of the Village Board of Trustees, Staff has prepared the FY2026 Budget and related FY2026 Appropriation amounts for the fiscal year beginning January 1, 2026 and ending December 31, 2026. The Village’s annual budget and appropriation process provides the financial plan for operations, capital investments, and debt service while maintaining compliance with the Village’s reserve policies and statutory requirements.

The FY2026 Budget includes projected revenues, operating expenditures, interfund transfers, capital projects, and Motor Fuel Tax (MFT) funded projects. A high-level summary of the FY2026 budget and appropriation assumptions is provided in the Budget Summary & Calculations document.

Budget Summary

The FY2026 Budget Summary reflects the following key totals and assumptions:

General Fund:

Projected Revenues: \$7,360,393.50

Budgeted Expenditures (General Fund): \$9,361,014.69

Capital Fund:

Total Available for Capital Projects: \$2,219,716.85

Planned capital projects selected for completion in 2026 include:

- **Residential Roads:** \$980,068.20
- **Porter Park – Phase 2:** \$1,087,000.00
- **Main Street Parking – Final Pay Application:** \$103,000.00
- **Riverside Park Pavilion:** \$30,000.00

General Fund Reserve Policy / Spendable Fund Balance

The Village maintains a reserve policy requiring the General Fund to maintain unassigned fund balance equal to at least four months (33%) of non-capital General Fund expenditures. The FY26 reserve calculation is based on total estimated non-capital operating expenses in the amount of \$8,871,014.69, establishing the required reserve of \$2,927,434.85. Based on the current estimated ending fund balance for FY2025, this will result in \$2,206,004.15 of spendable fund balance to be used to offset the deficit budget, with the remainder being transferred to the Capital Projects Fund for FY2026 projects.

Appropriation Overview (Statutory Appropriation Ordinance)

The FY2026 Budget and Appropriation establish the Village's authorized spending framework for FY2026 and reflect planned expenditures across operating, debt service, capital, and MFT activities. Total estimated expenditures are **\$12,351,428.29** with total estimated revenues of **\$9,057,443.79**, with differences addressed through available fund balances and planned transfers as reflected in the budget summary and reserve calculations.

Major expenditure totals by fund include:

- **General Fund: \$9,566,396.53**
- **Motor Fuel Tax: \$200,000.00**
- **Debt Service Fund: \$384,963.76**
- **Capital Fund: \$2,200,068.00**

Action Required/Recommendation

Approval of the FY2026 Budget and proposed FY2026 Appropriation Ordinance, including a recommendation to advance the tentative budget and appropriation for public review and the required public hearing/adoption process.

Attachments

1. **Budget Summary_Draft5_Rev2**
2. **Fund Balance_Draft5_Rev2**
3. **Budget for Appropriation_Draft5_Rev2**
4. **Exhibits for Appropriation_Draft5_Rev2**
5. **2026-01: Appropriation Ordinance (FY2026)**

Full Budget Documents are publicly available on the Village's [website](#) and at Roscoe Village Hall.

**VILLAGE OF ROSCOE,
WINNEBAGO COUNTY, ILLINOIS**

ORDINANCE NO. 2026-01

**AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR
THE FISCAL YEAR BEGINNING JANUARY 1, 2026
AND ENDING DECEMBER 31, 2026**

**VILLAGE OF ROSCOE
WINNEBAGO COUNTY, ILLINOIS
ORDINANCE NO. 2026-**

AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026 (APPROPRIATION ORDINANCE FY2026)

WHEREAS, the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, caused to be prepared in tentative form an Annual Appropriation Ordinance, and the Village Clerk has made the same conveniently available to public inspection for at least ten days prior to the holding a public hearing thereon; and

WHEREAS, a public hearing was held as to such Appropriation Ordinance on February 03, 2026, and notice of said hearing was given by publication of notice thereof in the Beloit Daily News at least ten days prior thereto as required by the provisions of the Illinois Municipal Code, and all other legal requirements have been complied with; and

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

Section 1. That the following sums, or so much thereof as hereby may be authorized by law, be and the same are hereby appropriated to pay all necessary expenses and liabilities of the Village of Roscoe, Winnebago County, Illinois, for the fiscal year beginning January 1, 2026, and ending December 31, 2026.

Section 2. Such appropriations, identified in **Exhibit “A”**, attached hereto, and incorporated herein by reference, are hereby made for the following objects and purposes:

SEE EXHIBIT “A”

Section 3. That an estimate of revenues by source anticipated to be received by the Village of Roscoe, Winnebago County, Illinois for the fiscal beginning January 1, 2026, and ending December 31, 2026, is attached hereto as **Exhibit “B”**, and is incorporated herein by reference.

SEE EXHIBIT “B”

Section 4. That this Appropriation Ordinance is adopted pursuant to procedures set forth in the Illinois Municipal Code.

Section 5. That, by a vote of two-thirds of the President and Board of Trustees of the Village of Roscoe, this Appropriation Ordinance may be revised by deleting, adding to, changing, or creating new objects or purposes for which appropriations have been or may be made. No revision of this ordinance shall be made by adding to the total amount appropriated unless additional funds have been made available during the fiscal year in the amount of the total appropriation so increased.

Section 6.: That the Village Clerk be and hereby is authorized and directed to publish this Ordinance in pamphlet form, and this Ordinance shall be in full force and effect upon its adoption, approval, and publication as provided by law.

Section 7. That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion and provisions of this Ordinance.

Section 8. That a certified copy of this Ordinance shall be filed with the Winnebago County Clerk within 30 days after its adoption.

2026-01				
1st Read: January 20, 2026				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED FEBRUARY 03, 2026

ATTEST:

Published in pamphlet form by order of the Board of Trustees on February 03, 2026:

Village Clerk

EXHIBIT "A"
(Ordinance 2026-01)

BUDGET & APPROPRIATIONS

EXHIBIT "B"
(Ordinance 2026-01)

ESTIMATED REVENUES

CERTIFICATE

STATE OF ILLINOIS)
) ss.
WINNEBAGO COUNTY)

I, Kimberly Garza, Clerk of the Village of Roscoe, in the County of Winnebago, State of Illinois, do hereby certify that the above and foregoing is a full, true and complete copy of **Ordinance 2026-01** entitled “**AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026 (APPROPRIATION ORDINANCE FY2026)**”, passed by the Board of Trustees of said Village of Roscoe and approved by the President of said Board of Trustees on **February 03, 2026**, and the same appears from the records and files of said Village of Roscoe in my office remaining. I further certify that I am, by virtue of my said office of Clerk, keeper of the records and files of said Village of Roscoe.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this **3rd day of February 2026**.

Kimberly Garza, Village Clerk

FILING CERTIFICATE

STATE OF ILLINOIS)
) ss.
WINNEBAGO COUNTY)

I, the undersigned, do hereby certify that I am the duly elected and qualified and acting County Clerk of the County of Winnebago, Illinois, and as such official do further certify that on the _____ day of February 2026, there was filed in my office a duly certified copy of Ordinance No. 2026-01 entitled:

AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026 (APPROPRIATION ORDINANCE 2026)

duly passed by the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, on the 3rd day of February 2026 and that the same has been deposited in the official's files and records of my office.

GIVEN under my hand and the seal of said Winnebago County, Illinois this the _____ day of February 2026.

County Clerk of the County of Winnebago, Illinois

[SEAL]

VILLAGE OF ROSCOE, ILLINOIS
FY2026 - Appropriation Ordinance
 January 1, 2026 to December 31, 2026

Exhibit "A"
Estimated Expenditures

Expenditures by Fund

Category	FY26 - In Progress
General Fund	
Administration	\$2,115,223.87
Salaries & Wages	\$249,181.67
Employee Benefits	\$57,689.41
Operating Supplies & Purchased Services	\$285,215.92
Professional & Technical Consulting	\$450,000.00
Contracted Services	\$50,500.00
Employee Expenses	\$11,200.00
Information Technology	\$42,090.02
Interfund Transfers	\$969,346.85
Village Clerk	\$40,163.88
Salaries & Wages	\$16,960.00
Employee Benefits	\$1,309.68
Operating Supplies & Purchased Services	\$8,500.00
Professional & Technical Consulting	\$1,000.00
Employee Expenses	\$4,200.00
Information Technology	\$8,194.20
Code Enforcement	\$67,350.00
Operating Supplies & Purchased Services	\$100.00
Professional & Technical Consulting	\$66,000.00
Contracted Services	\$1,000.00
Employee Expenses	\$250.00
Finance & Accounting	\$156,362.70
Operating Supplies & Purchased Services	\$2,000.00
Professional & Technical Consulting	\$121,800.00
Information Technology	\$32,562.70
Liability Insurance	\$329,050.00
Contracted Services	\$329,050.00
Zoning Administration	\$123,090.92
Salaries & Wages	\$5,280.00
Employee Benefits	\$403.92
Operating Supplies & Purchased Services	\$2,700.00
Professional & Technical Consulting	\$110,000.00

Category	FY26 - In Progress
Contracted Services	\$4,707.00
Human Resources	\$172,195.05
Salaries & Wages	\$81,227.60
Employee Benefits	\$27,233.64
Operating Supplies & Purchased Services	\$56,900.00
Employee Expenses	\$1,749.00
Information Technology	\$5,084.81
Village Board	\$92,139.93
Salaries & Wages	\$63,120.00
Employee Benefits	\$5,019.93
Operating Supplies & Purchased Services	\$7,500.00
Employee Expenses	\$9,000.00
Information Technology	\$7,500.00
Public Works	\$1,738,978.50
Salaries & Wages	\$511,703.53
Employee Benefits	\$182,043.47
Operating Supplies & Purchased Services	\$885,248.00
Contracted Services	\$123,000.00
Employee Expenses	\$20,000.00
Information Technology	\$16,983.51
Police Department	\$4,134,322.11
Salaries & Wages	\$2,030,868.63
Employee Benefits	\$1,168,316.78
Operating Supplies & Purchased Services	\$558,288.00
Professional & Technical Consulting	\$62,000.00
Contracted Services	\$163,765.00
Employee Expenses	\$70,205.00
Information Technology	\$80,878.70
Police & Fire Commission	\$39,531.70
Salaries & Wages	\$9,100.00
Employee Benefits	\$137.70
Operating Supplies & Purchased Services	\$9,900.00
Professional & Technical Consulting	\$10,000.00
Employee Expenses	\$6,100.00
Information Technology	\$4,294.00
Parks and Recreation	\$278,237.86
Salaries & Wages	\$92,261.49
Employee Benefits	\$26,426.37
Operating Supplies & Purchased Services	\$124,500.00
Contracted Services	\$31,000.00
Employee Expenses	\$4,050.00
Planning & Community Development	\$279,750.00
Operating Supplies & Purchased Services	\$4,000.00
Professional & Technical Consulting	\$275,000.00
Employee Expenses	\$750.00
Total General Fund	\$9,566,396.53

Item # 5.

Category	FY26 - In Progress
Motor Fuel Tax	
Public Works	\$200,000.00
Contracted Services	\$200,000.00
Total Motor Fuel Tax	\$200,000.00
Debt Service Fund	
Administration	\$384,963.76
Debt Service	\$384,963.76
Total Debt Service Fund	\$384,963.76
Capital Fund	
Administration	\$103,000.00
Capital Outlay	\$103,000.00
Public Works	\$980,068.00
Capital Outlay	\$980,068.00
Parks and Recreation	\$1,117,000.00
Operating Supplies & Purchased Services	\$30,000.00
Capital Outlay	\$1,087,000.00
Total Capital Fund	\$2,200,068.00
Total Expenditures	\$12,351,428.29

Exhibit "B"

Estimated Revenues

Revenues by Fund

Category	FY26 - In Progress
General Fund	
Local Taxes	\$1,833,692.88
Intergovernmental	\$4,714,375.62
Charges for Services	\$166,000.00
Licenses and Permits	\$187,825.00
Fines and Forfeitures	\$72,500.00
Reimbursements	\$93,500.00
Interest Income	\$225,000.00
Interfund Transfers	\$13,500.00
Other Revenue	\$54,000.00
Total General Fund	\$7,360,393.50
Street and Bridge Fund	
Local Taxes	\$20,000.00
Total Street and Bridge Fund	\$20,000.00
Motor Fuel Tax	
Intergovernmental	\$501,703.44
Interest Income	\$40,000.00
Interfund Transfers	\$55,000.00
Total Motor Fuel Tax	\$596,703.44
Debt Service Fund	
Local Taxes	\$111,000.00
Interfund Transfers	\$273,964.00
Total Debt Service Fund	\$384,964.00
Capital Fund	
Interfund Transfers	\$695,382.85
Total Capital Fund	\$695,382.85
Total Revenues	\$9,057,443.79

VILLAGE OF ROSCOE, ILLINOIS

FY2026 - Departmental Budgets

January 1, 2026 to December 31, 2026

Budgeted Expenditures by Department & Fund

Category	Account ID	FY26 - In Progress
Administration		
General Fund		\$2,115,223.87
Salary - Full Time Employees	01-010-4100	\$143,221.50
Wages - Full Time Employees	01-010-4110	\$105,960.17
Health Insurance	01-010-4310	\$29,671.80
Life Insurance	01-010-4320	\$252.00
Disability Insurance	01-010-4330	\$1,750.00
Unemployment Benefits	01-010-4340	\$3,000.00
FICA - Employer Contribution	01-010-4510	\$18,993.47
Pension (IMRF) - Employer Contribution	01-010-4540	\$4,022.15
Uniforms	01-010-4610	\$750.00
Maintenance & Repairs - Equipment	01-010-5120	\$15,000.00
Maintenance & Repairs - Buildings & Grounds	01-010-5121	\$64,000.00
Maintenance & Repairs - Vehicles	01-010-5122	\$1,000.00
Other Contracted Services	01-010-5162	\$3,000.00
Engineering - General (Village Engineer)	01-010-5220	\$250,000.00
Legal Services - General Legal (Village Attorney)	01-010-5231	\$150,000.00
Legal Services - Other	01-010-5232	\$50,000.00
Mass Transit System (SMTD)	01-010-5260	\$25,000.00
Postage	01-010-5310	\$1,700.00
Telephone & Data	01-010-5320	\$12,770.00
Printing & Publishing	01-010-5330	\$800.00
Memberships & Dues - Employees	01-010-5510	\$2,350.00
Training & Seminars	01-010-5530	\$8,100.00
Equipment Rentals	01-010-5860	\$10,000.00
Memberships & Dues - Organization/Departmental	01-010-5870	\$2,500.00
Information Technology - Consulting Services	01-010-5950	\$13,924.00
Information Technology - Hardware Purchases	01-010-5951	\$8,500.00
Information Technology - Software / SAAS	01-010-5952	\$11,666.02
Information Technology - Maintenance & Service Agreements	01-010-5953	\$8,000.00
Departmental Operating Supplies & Expenses	01-010-5990	\$30,500.00
Building Utilities (Gas & Electric)	01-010-6010	\$4,400.00
Office Supplies	01-010-6020	\$10,000.00
Cleaning Services	01-010-6021	\$22,500.00
Gasoline & Oil	01-010-6030	\$1,000.00
Equipment Purchase (Non-Capital)	01-010-6051	\$21,000.00
Office Furnishings	01-010-6052	\$10,000.00
Vehicle Leases (Fleet)	01-010-6070	\$5,815.92

Item # 5.

Category	Account ID	FY26 - In Progress
Marketing & Outreach	01-010-6090	\$5,730.00
Special Events	01-010-6091	\$29,000.00
Contingency	01-010-9000	\$60,000.00
Interfund Transfers - Debt Service	01-010-9990	\$273,964.00
Interfund Transfers- Capital Projects	01-010-9991	\$695,382.85
Debt Service Fund		\$384,963.76
Debt Service Payments (Bonds) - Principal	80-010-8010	\$137,868.76
Debt Service Payments (Bonds) - Interest	80-010-8020	\$247,095.00
Capital Fund		\$103,000.00
Bridge Street Multi-use Parking Lot	90-010-6210	\$103,000.00
Total Administration		\$2,603,187.63
Village Clerk		
General Fund		\$40,163.88
Salary - Village Clerk	01-012-4114	\$16,960.00
FICA - Employer Contribution	01-012-4510	\$1,309.68
Memberships & Dues - Elected Officials	01-012-5510	\$200.00
Training & Seminars	01-012-5530	\$4,000.00
Ordinance Codification	01-012-5550	\$3,000.00
Special Projects	01-012-5575	\$1,000.00
Information Technology - Consulting Services	01-012-5950	\$948.00
Information Technology - Hardware Purchases	01-012-5951	\$500.00
Information Technology - Software / SAAS	01-012-5952	\$6,746.20
Departmental Operating Supplies & Expenses	01-012-5990	\$5,000.00
Office Supplies	01-012-6020	\$500.00
Total Village Clerk		\$40,163.88
Code Enforcement		
General Fund		\$67,350.00
Uniforms	01-013-4610	\$250.00
Legal Services - Admin Hearings Prosecutor	01-013-5231	\$15,000.00
Legal Services - Administrative Hearing Officer	01-013-5232	\$6,000.00
Postage	01-013-5310	\$100.00
Code Enforcement - Outsourcing	01-013-5953	\$45,000.00
Mowing & Weed Abatement - Code Enforcement	01-013-5989	\$1,000.00
Total Code Enforcement		\$67,350.00
Finance & Accounting		
General Fund		\$156,362.70
Accounting/Auditing	01-014-5210	\$52,500.00
Treasurer Services - General	01-014-5233	\$63,000.00
Treasurer Services - Police Pension	01-014-5234	\$6,300.00
Information Technology - Consulting Services	01-014-5950	\$1,896.00
Information Technology - Software / SAAS	01-014-5952	\$30,666.70
Bank Fees	01-014-6059	\$2,000.00
Total Finance & Accounting		\$156,362.70
Liability Insurance		
General Fund		\$329,050.00
General Liability Insurance	01-015-5810	\$208,839.00

Item # 5.

Category	Account ID	FY26 - In Progress
Cyber Liability Insurance	01-015-5811	\$9,371.00
Workers Compensation Insurance	01-015-5812	\$110,840.00
Total Liability Insurance		\$329,050.00
Zoning Administration		
General Fund		\$123,090.92
Stipends - Zoning Board of Appeals	01-016-4223	\$5,280.00
FICA - Employer Contribution	01-016-4510	\$403.92
Planning Services - Zoning Administration (General)	01-016-5241	\$70,000.00
Engineering Services - Zoning Administration (General)	01-016-5243	\$20,000.00
Legal Services - Zoning Administration (General)	01-016-5244	\$10,000.00
Planning Services - Special Projects	01-016-5245	\$5,000.00
Legal Services - Special Projects	01-016-5247	\$5,000.00
Postage	01-016-5310	\$200.00
Printing & Publishing	01-016-5330	\$1,000.00
Geographic Information System (WINGIS)	01-016-5881	\$4,707.00
Departmental Operating Supplies & Expenses	01-016-5990	\$1,000.00
Marketing & Outreach	01-016-6090	\$500.00
Total Zoning Administration		\$123,090.92
Human Resources		
General Fund		\$172,195.05
Salary - Full Time Employees	01-017-4110	\$81,227.60
Health Insurance	01-017-4310	\$19,214.16
Life Insurance	01-017-4320	\$84.00
Disability Insurance	01-017-4330	\$625.00
FICA - Employer Contribution	01-017-4510	\$6,032.92
Pension (IMRF) - Employer Contribution	01-017-4540	\$1,277.56
Uniforms	01-017-4610	\$250.00
Memberships & Dues - Employees	01-017-5510	\$299.00
Training & Seminars	01-017-5530	\$1,200.00
Information Technology - Consulting Services	01-017-5950	\$948.00
Information Technology - Software / SAAS	01-017-5952	\$4,136.81
Departmental Operating Expenses	01-017-5990	\$2,000.00
Employee Recognition & Retention	01-017-5991	\$2,400.00
Marketing & Outreach (Employee Recruitment)	01-017-6090	\$52,500.00
Total Human Resources		\$172,195.05
Village Board		
General Fund		\$92,139.93
Salaries - Village Trustees	01-018-4212	\$24,000.00
Salaries - Village President	01-018-4213	\$38,000.00
Stipends - Liquor Commission	01-018-4234	\$1,120.00
FICA - Employer Contribution	01-018-4510	\$5,019.93
Memberships & Dues - Elected Officials	01-018-5510	\$4,500.00
Training & Seminars	01-018-5530	\$4,500.00
Municipal Officials - Miscellaneous Expenses	01-018-5870	\$5,500.00

Item # 5.

Category	Account ID	FY26 - In Progress
Liquor Commission - Miscellaneous Expenses	01-018-5871	\$2,000.00
Information Technology - Consulting Services	01-018-5950	\$5,000.00
Information Technology - Software / SAAS	01-018-5952	\$2,500.00
Total Village Board		\$92,139.93
Public Works		
General Fund		\$1,738,978.50
Salary - Full Time Employees	01-030-4100	\$84,136.61
Wages - Full Time Employees	01-030-4110	\$357,491.92
Wages - Overtime Pay	01-030-4130	\$15,000.00
Wages - Part Time Employees (Summer)	01-030-4210	\$4,000.00
Wages - Part Time Employees (Winter)	01-030-4216	\$48,075.00
Health Insurance	01-030-4310	\$128,994.62
Life Insurance	01-030-4320	\$603.19
Disability Insurance	01-030-4330	\$3,125.00
Unemployment Benefits	01-030-4340	\$3,000.00
Medical Screening / Drug Testing	01-030-4370	\$2,000.00
FICA - Employer Contribution	01-030-4510	\$39,209.74
Pension (IMRF) - Employer Contribution	01-030-4540	\$7,110.93
Wages - Special Pay	01-030-4541	\$3,000.00
Uniforms	01-030-4610	\$9,000.00
Personal Protective Equipment	01-030-4611	\$3,500.00
Maintenance & Repairs - Equipment	01-030-5120	\$15,000.00
Maintenance & Repairs - Buildings & Grounds	01-030-5121	\$180,000.00
Maintenance & Repairs - Vehicles	01-030-5122	\$25,000.00
Maintenance & Repairs - Highways & Streets	01-030-5123	\$25,000.00
Highway & Street Repair - Contracted Services	01-030-5140	\$50,000.00
Class "D" Patching Program	01-030-5141	\$100,000.00
Residential Sidewalk Repair Program (50/50)	01-030-5150	\$10,000.00
Tree Maintenance & Removal - Contracted Services	01-030-5160	\$40,000.00
Other Contracted Services	01-030-5162	\$1,500.00
Mosquito Abatement - Contracted Services	01-030-5165	\$26,000.00
Telephone & Data	01-030-5320	\$7,048.00
Printing & Publishing	01-030-5330	\$600.00
Electricity - Street Lights	01-030-5411	\$62,000.00
Memberships & Dues - Employees	01-030-5510	\$500.00
Training & Seminars	01-030-5530	\$5,000.00
Equipment Rentals	01-030-5860	\$16,000.00
Information Technology - Consulting Services	01-030-5950	\$5,392.00
Information Technology - Hardware Purchases	01-030-5951	\$5,000.00
Information Technology - Software / SAAS	01-030-5952	\$6,591.51
Departmental Operating Supplies & Expenses	01-030-5990	\$15,300.00
Building Utilities (Gas & Electric)	01-030-6010	\$12,000.00
Office Supplies	01-030-6020	\$2,500.00
Cleaning Services	01-030-6021	\$5,500.00
Gasoline & Oil	01-030-6030	\$25,000.00

Item # 5.

Category	Account ID	FY26 - In Progress
Operating Supplies	01-030-6040	\$13,300.00
Equipment Purchase (Non-Capital)	01-030-6051	\$23,000.00
Road Repair Bulk Materials	01-030-6060	\$30,000.00
Vehicle Leases (Fleet)	01-030-6070	\$278,000.00
Street Sign Installation & Replacement	01-030-6200	\$12,000.00
Subdivision Sign Installation & Maintenance	01-030-6201	\$3,500.00
Contingency	01-030-9000	\$30,000.00
Motor Fuel Tax		\$200,000.00
Operating Supplies	50-030-6040	\$200,000.00
Capital Fund		\$980,068.00
Residential Streets Program	90-030-6100	\$980,068.00
Total Public Works		\$2,919,046.50
Police Department		
General Fund		\$4,134,322.11
Salary - Police Chief	01-040-4111	\$131,545.86
Wages - Patrol Officers	01-040-4112	\$950,303.00
Wages - Full Time Employees (non-sworn)	01-040-4113	\$58,606.91
Wages - Sergeants	01-040-4114	\$529,725.71
Salary - Deputy Chief	01-040-4115	\$119,587.15
Wages - Crossing Guards	01-040-4116	\$12,600.00
Wages - Overtime Pay	01-040-4130	\$200,000.00
Wages - Overtime (Special Events)	01-040-4131	\$20,000.00
Health Insurance	01-040-4310	\$452,222.64
Life Insurance	01-040-4320	\$1,680.00
Disability Insurance	01-040-4330	\$13,500.00
Unemployment Benefits	01-040-4340	\$3,000.00
FICA - Employer Contribution	01-040-4510	\$135,824.32
Pension (Police) - Employer Contribution	01-040-4530	\$561,154.42
Pension (IMRF) - Employer Contribution	01-040-4540	\$935.40
Wages - Special Pay	01-040-4541	\$8,500.00
Personal Protective Equipment	01-040-4611	\$1,500.00
Uniforms	01-040-4612	\$15,100.00
Bullet Proof Vests	01-040-4620	\$4,100.00
Maintenance & Repairs - Vehicles	01-040-5120	\$95,000.00
Maintenance & Repairs - Buildings & Grounds	01-040-5121	\$47,300.00
Maintenance & Repairs - Equipment	01-040-5122	\$20,700.00
Legal Services - Village Prosecutor (Traffic DUI)	01-040-5230	\$42,000.00
Legal Services - Other	01-040-5231	\$20,000.00
Postage	01-040-5310	\$2,670.00
Telephone & Data	01-040-5320	\$19,108.00
Printing & Publishing	01-040-5330	\$2,000.00
Memberships & Dues - Employees	01-040-5510	\$2,500.00
Training & Seminars	01-040-5530	\$47,005.00
Equipment Rentals	01-040-5860	\$2,000.00
Memberships & Dues - Organization/Departmental	01-040-5870	\$5,214.00

Item # 5.

Category	Account ID	FY26 - In Progress
Animal Control	01-040-5910	\$21,500.00
CAD/RMS Subscription & Maintenance	01-040-5911	\$7,515.00
PSAP/911 Contribution	01-040-5912	\$57,000.00
Information Technology - Consulting Services	01-040-5950	\$17,632.00
Information Technology - Hardware Purchases	01-040-5951	\$24,550.00
Information Technology - Software / SAAS	01-040-5952	\$34,696.70
Information Technology - Maintenance & Service Agreements	01-040-5953	\$4,000.00
AXON Agreements	01-040-5960	\$59,500.00
Departmental Operating Supplies & Expenses	01-040-5990	\$63,700.00
Tobacco Enforcement Program - Reimbursable Expenses	01-040-5993	\$2,500.00
Building Utilities (Gas & Electric)	01-040-6010	\$4,400.00
Office Supplies	01-040-6020	\$15,000.00
Cleaning Services	01-040-6021	\$18,250.00
Gasoline & Oil	01-040-6030	\$47,000.00
Equipment Purchase (Non-Capital)	01-040-6051	\$31,696.00
Vehicle Leases (Fleet)	01-040-6070	\$150,000.00
Contingency	01-040-9000	\$50,000.00
Total Police Department		\$4,134,322.11
Police & Fire Commission		
General Fund		\$39,531.70
Wages - Commission Secretary	01-041-4210	\$3,000.00
Stipends - Board of Fire and Police Commissioners	01-041-4223	\$6,100.00
Medical Screening / Drug Testing	01-041-4370	\$3,000.00
FICA - Employer Contribution	01-041-4510	\$137.70
Legal Services	01-041-5230	\$10,000.00
Memberships & Dues - Employees	01-041-5510	\$100.00
Training & Seminars	01-041-5530	\$3,000.00
Memberships & Dues - Organization/Departmental	01-041-5870	\$400.00
Information Technology - Consulting Services	01-041-5950	\$2,904.00
Information Technology - Hardware Purchases	01-041-5951	\$800.00
Information Technology - Software / SAAS	01-041-5952	\$590.00
Departmental Operating Supplies & Expenses	01-041-5990	\$1,000.00
Entry Level Testing	01-041-5991	\$4,000.00
Promotional Level Testing	01-041-5992	\$2,000.00
Lateral Eligibility List	01-041-5993	\$500.00
Marketing & Outreach	01-041-6090	\$2,000.00
Total Police & Fire Commission		\$39,531.70
Parks and Recreation		
General Fund		\$278,237.86
Wages - Full Time Employees	01-050-4110	\$62,237.04
Wages - Overtime Pay	01-050-4130	\$4,500.00
Wages - Part Time Employees	01-050-4210	\$25,524.45
Health Insurance	01-050-4310	\$20,073.00

Item # 5.

Category	Account ID	FY26 - In Progress
Life Insurance	01-050-4320	\$84.00
Disability Insurance	01-050-4330	\$500.00
Medical Screening / Drug Testing	01-050-4370	\$400.00
FICA - Employer Contribution	01-050-4510	\$4,761.13
Pension (IMRF) - Employer Contribution	01-050-4540	\$1,008.24
Uniforms	01-050-4610	\$1,500.00
Personal Protective Equipment	01-050-4611	\$650.00
Maintenance & Repairs - Equipment	01-050-5120	\$15,000.00
Maintenance & Repairs - Buildings & Grounds	01-050-5121	\$47,500.00
Maintenance & Repairs - Vehicles	01-050-5122	\$3,000.00
Maintenance & Repairs - Parks	01-050-5123	\$10,000.00
Parks Repair - Contracted Services	01-050-5140	\$5,000.00
Tree Maintenance & Removal - Contracted Services	01-050-5160	\$20,000.00
Other Contracted Services	01-050-5162	\$1,500.00
Memberships & Dues - Employees	01-050-5510	\$500.00
Training & Seminars	01-050-5530	\$1,000.00
Equipment Rentals	01-050-5860	\$8,000.00
Departmental Operating Supplies & Expenses	01-050-5990	\$7,500.00
Building Utilities (Gas & Electric)	01-050-6010	\$8,000.00
Cleaning Services	01-050-6021	\$4,500.00
Gasoline & Oil	01-050-6030	\$8,500.00
Equipment Purchase (Non-Capital)	01-050-6051	\$2,000.00
Park Sign Installation & Replacement	01-050-6200	\$5,000.00
Contingency	01-050-9000	\$10,000.00
Capital Fund		\$1,117,000.00
Riverside Park Capital Projects	90-050-6201	\$30,000.00
Porter Park Phase II - OSLAD	90-050-6410	\$1,087,000.00
Total Parks and Recreation		\$1,395,237.86
Planning & Community Development		
General Fund		\$279,750.00
Uniforms	01-019-4610	\$250.00
Economic Development Services - General	01-019-5241	\$15,000.00
Economic Development Services - Special Projects	01-019-5242	\$200,000.00
Planning Services - Special Projects	01-019-5245	\$15,000.00
Engineering & Design Services - Special Projects	01-019-5246	\$15,000.00
Legal Services - Special Projects	01-019-5247	\$30,000.00
Memberships & Dues - Employees	01-019-5510	\$500.00
Departmental Operating Expenses	01-019-5990	\$4,000.00
Total Planning & Community Development		\$279,750.00
Total Expenditures		\$12,351,428.29

Budget Summary & Calculations

The table below provides a high-level summary of the assumptions and estimates made as part of the Village's FY2026 budget and appropriation process. This includes funds available in the General, Capital & MFT funds, as well as estimates of revenue and fund balances available for operations and capital projects in FY2026.

FY2026 BUDGET SUMMARY	
Projected Revenues (General Fund)	\$ 7,360,393.50
Budgeted General Fund Operating Expenditures	\$ 8,597,050.69
Interfund Transfer - Debt Service (Shortfall)	\$ 273,964.00
Interfund Transfer - Residential Roads	\$ 490,000.00
Total Budgeted Expenditures (General Fund)	\$ 9,361,014.69
Deficit / Surplus	\$ (2,000,621.19)
Spendable Fund Balance (General Fund)	\$ 2,207,159.04
Excess General Fund Balance	\$ 205,382.85

Calculation of Maximum Capital Fund Expenditures (FY2026)	
Capital Project Fund (12/31/2025)	\$ 1,524,334.00
Spendable General Fund Balance for Capital	\$ 205,382.85
Residential Road Transfer (GF Transfer)	\$ 490,000.00
Total Available for Capital Projects	\$ 2,219,716.85

Calculation of Maximum MFT Expenditures (FY2026)	
Motor Fuel Tax Funds (12/31/2025)	\$ 2,323,261.00
Estimated MFT Revenue FY2026	\$ 556,703.44
Total Available for MFT Projects	\$ 2,879,964.44

Calculation of General Fund Reserve (FY2026)	
Total Non-Capital General Fund Expenses	\$ 8,871,014.69
General Fund Required Balance (33% of Operating Expenditures)	\$ 2,927,434.85
FY2025 Ending Fund Balance - General Fund	\$ 5,133,439.00
Funds in Excess of Policy - General Fund (spendable fund balance)	\$ 2,206,004.15

Planned Capital Fund Projects

These are the capital projects that have been selected by the Village Board for completion in 2026. Full project details can be found in the "Capital Projects" section of the Budget Book.

Capital Project - Committed	Engineering	Construction	Total
Residential Roads	\$ 105,550.00	\$ 874,518.20	\$ 980,068.20
Porter Park - Phase 2	\$ 187,000.00	\$ 900,000.00	\$ 1,087,000.00
Main Street Parking - Final Pay Application			\$ 103,000.00
Riverside Park Pavilion	\$ 30,000.00	\$ -	\$ 30,000.00

Capital Project Fund	\$ 2,219,716.85
Total Projects Cost	\$(2,200,068.20)
Remaining Balance	\$ 19,648.65



Fund Balance Reports

The Fund Balance Estimate Reports are provided to summarize the projected financial position of each of the Village's major governmental funds and to support ongoing financial monitoring throughout the budget year. Each report begins with the estimated starting (beginning) fund balance for the applicable fiscal year and then incorporates anticipated revenues and expenditures to calculate an estimated ending fund balance.

Beginning fund balances reflect the Village's best available estimate of available resources at the start of the year, based on prior-year activity and current financial information. Projected revenues include expected receipts such as taxes, state-shared revenues, charges for services, permits, interest earnings, and interfund transfers, while projected expenditures include personnel costs, operating expenses, contractual services, professional services, capital outlay, debt service payments, and other budgeted obligations.

The ending fund balance is calculated by adding total projected revenues and subtracting total projected expenditures from the beginning fund balance, resulting in an estimate of the resources expected to remain available at year-end. These estimates are intended to provide transparency into the Village's fund structure, demonstrate how restricted and unrestricted resources are managed across different purposes, and assist the Village Board and the public in evaluating the Village's financial capacity to maintain services, complete planned projects, and meet long-term obligations.



General Fund

The General Fund is the Village's primary operating fund and accounts for the majority of day-to-day municipal services. It includes core functions such as Police, Public Works, Administration, Community Development, and general governmental activities. The General Fund is supported largely by state-shared revenues, local taxes, permits, fees, and charges for services. This fund provides for essential service delivery, regulatory functions, and the general administrative operations of the Village. Because it has the broadest financial activity and the greatest impact on residents, the General Fund serves as the central focus of the annual budget process.

Fund Balance Summary - General Fund

Category	FY26 - In Progress
Beginning Fund Balance	\$5,133,438.89
Revenues	
Local Taxes	\$1,833,692.88
Intergovernmental	\$4,714,375.62
Charges for Services	\$166,000.00
Licenses and Permits	\$187,825.00
Fines and Forfeitures	\$72,500.00
Reimbursements	\$93,500.00
Interest Income	\$225,000.00
Interfund Transfers	\$13,500.00
Other Revenue	\$54,000.00
Total Revenues	\$7,360,393.50
Expenditures	
Salaries & Wages	\$3,059,702.91
Employee Benefits	\$1,468,580.91
Operating Supplies & Purchased Services	\$1,944,851.92
Professional & Technical Consulting	\$1,095,800.00
Contracted Services	\$703,022.00
Employee Expenses	\$127,504.00
Information Technology	\$197,587.94
Interfund Transfers	\$969,346.85
Total Expenditures	\$9,566,396.53
Total Revenues Less Expenditures	-\$2,206,003.03
Ending Fund Balance	\$2,927,435.86



Capital Fund

The Capital Projects Fund is used to plan, finance, and track major investments in Village infrastructure and long-lived assets. Typical projects include roadway improvements, facility construction and renovations, park enhancements, stormwater projects, and major equipment purchases. Funding sources may include transfers from other funds, grants, developer contributions, bond proceeds, or one-time revenues. This fund provides a structured approach for managing multi-year projects and supports the Village's Capital Improvement Plan (CIP), ensuring long-term sustainability of public assets.

Fund Balance Summary - Capital Projects Fund

Category	FY26 - In Progress
Beginning Fund Balance	\$1,524,334.00
Revenues	
Interfund Transfers	\$695,382.85
Total Revenues	\$695,382.85
Expenditures	
Operating Supplies & Purchased Services	\$30,000.00
Capital Outlay	\$2,170,068.00
Total Expenditures	\$2,200,068.00
Total Revenues Less Expenditures	-\$1,504,685.15
Ending Fund Balance	\$19,648.85

Motor Fuel Tax (MFT)

The Street & Bridge Fund is dedicated to the construction, repair, and maintenance of streets, bridges, rights-of-way, and related transportation infrastructure within the Village. Revenues commonly include state-distributed transportation funds, local tax support, or cost-sharing contributions. Expenditures may cover pavement maintenance, minor capital improvements, snow and ice operations, signage, striping, and other roadway safety activities. The fund helps preserve the condition and safety of the Village's transportation network and supports ongoing public works activities.

Fund Balance Summary - Motor Fuel Tax (MFT)

Category	FY26 - In Progress
Beginning Fund Balance	\$2,323,261.00
Revenues	
Intergovernmental	\$501,703.44
Interest Income	\$40,000.00
Interfund Transfers	\$55,000.00
Total Revenues	\$596,703.44
Expenditures	
Contracted Services	\$200,000.00
Total Expenditures	\$200,000.00
Total Revenues Less Expenditures	\$396,703.44
Ending Fund Balance	\$2,719,964.44

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources and the payment of principal, interest, and related costs on the Village’s outstanding long-term debt obligations. This includes general obligation bonds, special assessment debt, or other formal borrowings issued to finance major capital projects or public improvements. Revenues for this fund typically consist of dedicated property tax levies, transfers from other funds, or other pledged sources established at the time of issuance.

The Debt Service Fund ensures that debt payments are made accurately and on time, in accordance with legal requirements and bond covenants. By isolating these payments in a separate fund, the Village can clearly demonstrate compliance with fiscal policies, maintain transparency for taxpayers, and support long-term financial planning related to capital investment.

Fund Balance Summary - Debt Service Fund

Category	FY26 - In Progress
Beginning Fund Balance	\$543,969.76
Revenues	
Local Taxes	\$111,000.00
Interfund Transfers	\$273,964.00
Total Revenues	\$384,964.00
Expenditures	
Debt Service	\$384,963.76
Total Expenditures	\$384,963.76
Total Revenues Less Expenditures	\$0.24
Ending Fund Balance	\$543,970.00

Street and Bridge Fund

The Street & Bridge Fund is dedicated to the construction, repair, and maintenance of streets, bridges, rights-of-way, and related transportation infrastructure within the Village. Revenues commonly include state-distributed transportation funds, local tax support, or cost-sharing contributions. Expenditures may cover pavement maintenance, minor capital improvements, snow and ice operations, signage, striping, and other roadway safety activities. The fund helps preserve the condition and safety of the Village's transportation network and supports ongoing public works activities.

Fund Balance Summary - Street and Bridge Fund

Category	FY26 - In Progress
Beginning Fund Balance	\$363,916.00
Revenues	
Local Taxes	\$20,000.00
Total Revenues	\$20,000.00
Expenditures	
Total Expenditures	-
Total Revenues Less Expenditures	\$20,000.00
Ending Fund Balance	\$383,916.00



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Contractual Tree Maintenance & Removal Contract Extension			
Date:	01/20/2026	Meeting:	Committee of The Whole
Prepared by:	Troy Taylor	Department:	Public Works

Overview/Background Information

The contractual tree maintenance & removal has been granted to Tree Care Enterprises, Inc. for over 11 years now and the last RFP was in 2021 and Tree Care Enterprises were the only ones to bid on the RFP. The Village has had great working relations with Tree Care and would like to continue to use them.

Tree Care Enterprises has extended the same contract for the year 2026 and would like to continue working with the Village.

Key Issues

- Tree Care Enterprises, Inc has been the only company to bid in the last RFP
- Tree Care Enterprises, Inc has a tremendous team that can trim, prune, cut down, stump grind any size tree safely and in an efficient time.

Fiscal Note/Budget Impact

This contract is in the 2026 budget if approved. There is \$40,000 budgeted for streets and \$20,000 budgeted for parks.

Prior Legislative Actions

First hearing at the Committee of The Whole.

Action Required/Recommendation

Board approval to send to the Village Board.

Attachments

- Contractual extension letter from Tree Care Enterprises, Inc.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-R04**

**RESOLUTION BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE,
AWARDING THE CONTRACT FOR CONTRACTUAL TREE TRIMMING SERVICES
TO TREE CARE ENTERPRISES**

WHEREAS, in the interest of the health, welfare, and safety of its residents, it is necessary for the Village to expend Village funds from time to time to cause the removal of certain trees and foliage located within the Village of Roscoe; and

WHEREAS, the Village has previously let out for bid a contract for contractual tree trimming services and has complied with local ordinance and State Statute in the solicitation and evaluation of such bids; and

WHEREAS, the Village of Roscoe has a satisfactory relationship with Tree Care Enterprises, Inc; and

WHEREAS, the Village Board wishes to enter into an agreement with a provider of such services to provide contractual tree trimming in order to protect the safety of the residents of the Village of Roscoe.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe that the Village hereby authorizes the Village President to enter into an agreement with Tree Care Enterprises, Inc. for contractual tree trimming and foliage removal services by the Village of Roscoe, at the contract prices as set forth in **Exhibit "A"**.

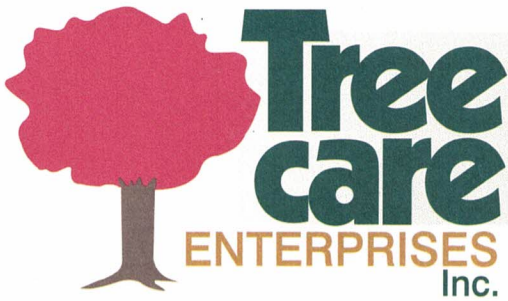
2026-R04				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED FEBRUARY 03, 2026:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK



5563 Kilburn Avenue • Rockford, Illinois 61101

Phone: 815/965-5757

Item # 6.

December 09, 2025

Village of Roscoe (Public Works)
5402 Swanson Road
Roscoe, IL 61073
Attn: Mr. Troy Taylor

Dear Mr. Taylor

As discussed yesterday it would be the intentions of Tree Care Enterprises, LLC to extend the contract for Tree Maintenance / Emergency Response for the Village of Roscoe. I feel that we have formed a good working relationship between your needs and the service that Tree Care Enterprises has provided. Tree Care Enterprises continues to provide services, as dictated by the contract we entered in 2021. In addition, we guarantee that we offer ISA Certified Arborists, ISA Certified Tree Risk Assessment Qualified Arborists, Certified Training Specialist and Tree Care Enterprises continues to be an Accredited Company by the Tree Care Industry Association (TCIA)

If I could be of any further assistance, or if you would like me to meet with any of the Board Members of the Village of Roscoe, please let me know.

Respectfully,

Doug Edwards
Vice President, Tree Care Enterprises, LLC
ISA Certified Arborist IL-504-A
ISA Certified Tree Risk Assessment Qualified
TCIA-CTSP Certified



Email: info@treecareenterprises.com
Website: www.treecareenterprises.com



PROPOSED SCHEDULE OF PRICES

Name of Bidder: Tree Care Enterprises, Inc.

1. Class II Medium Pruning:		
#	ITEM	\$ per tree
1A	1" – 6" cal	\$ 90.00
1B	7" – 12" dbh	\$ 125.00
1C	13" – 18" dbh	\$ 215.00
1D	19" – 24" dbh	\$ 300.00
1E	25" – 30" dbh	\$ 350.00
1F	31" – 36" dbh	\$ 375.00

2. Class III Hazard Pruning:		
#	ITEM	\$ per tree
2A	1" – 6" cal	\$ 110.00
2B	7" – 12" dbh	\$ 145.00
2C	13" – 18" dbh	\$ 250.00
2D	19" – 24" dbh	\$ 325.00
2E	25" – 30" dbh	\$ 375.00
2F	31" – 36" dbh	\$ 400.00

3. Tree Removal		
#	ITEM	\$ per tree
3A	1" – 6" cal	\$ 125.00
3B	7" – 12" dbh	\$ 275.00
3C	13" – 18" dbh	\$ 450.00
3D	19" – 24" dbh	\$ 800.00
3E	25" – 30" dbh	\$ 1,200.00
3F	31" – 36" dbh	\$ 1,800.00

4. Stump Grinding		
#	ITEM	\$ per tree
4A	1" – 6" cal	\$ 32.00
4B	7" – 12" dbh	\$ 32.00
4C	13" – 18" dbh	\$ 65.00
4D	19" – 24" dbh	\$ 90.00
4E	25" – 30" dbh	\$ 150.00
4F	31" – 36" dbh	\$ 200.00

5. Emergency Pruning / Tree Removal:

Three-person crew and equipment (Crew to include one crew leader/climber, one tree climber, a certified Arborist as the job supervisor, aerial lift/bucket truck to be used to chip into, brush chipper and all associated equipment)

\$ 675.00 /hour

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Resolution Providing for the Non-Renewal of Village Administrator Employment Agreement

Date: 1/22/2026

Meeting: Board DATE 2/3/2026

Prepared by: Attorney Tom Green

Department: Admin

Overview/Background Information

The Village entered into an Employment Agreement for the position of Village Administrator effective January 1, 2024, for a three year term. The Employment Agreement has an Expiration Date of May 31, 2026. Article I, Section B provides for automatic renewal, unless notice of non-renewal is provided to the employee at least 90 days prior to the renewal date. The Committee of the Whole has recommended the Village move forward with non-renewal of the Agreement.

Key Issues

If non-renewal is to be provided, it must be approved by the Corporate Authorities prior to March 1, 2026.

Action Required/Recommendation

Make recommendation on this Resolution Providing for the Non-Renewal of Village Administrator Employment Agreement

Attachments

Resolution Providing for the Non-Renewal of Village Administrator Employment Agreement

**VILLAGE OF ROSCOE
RESOLUTION NO. 2026-R05**

**A RESOLUTION RELATED TO THE EXPIRATION OF THE VILLAGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

WHEREAS, the Village of Roscoe (“Village”) entered into an Employment Agreement (“Agreement”) for the position of Village Administrator effective January 1, 2024, for a three year term; and

WHEREAS, the Agreement has an Expiration Date of May 31, 2026, as provided in Article I Section A; and

WHEREAS, Article I, Section B provides for automatic renewal, unless notice of non-renewal is provided to the employee at least 90 days prior to the renewal date; and

WHEREAS, non-renewal of the Agreement is at the sole election of the Village. In the event of non-renewal, the Agreement will expire upon the Expiration Date set forth above; and

WHEREAS, the Committee of the Whole has recommended that notice of non-renewal be provided to the employee, pursuant to Article I Section B.

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 and made a part hereof,
2. By the adoption of this Resolution, the Village provides notice pursuant to Article I Section B of the Agreement to the Employee of the Village’s election to not renew the Agreement, thereby allowing the Agreement to Expire on the Expiration Date as provided in Article I of the Employment Agreement.
3. The Village Clerk of Roscoe shall attest the same after the signature of the Village President.

2026-R05

1st Read: January 20, 2026

PASSED BY ROLL CALL VOTE ON:

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

APPROVED FEBRUARY 03, 2026

ATTEST:

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Hawks Pointe Plat 5 – Public Improvements Acceptance Request		
Date:	02/03/2026	Meeting:	Village Board of Trustees
Prepared by:	Garrett Flores/Brandon Boggs	Department:	Public Works/Engineering

Overview/Background Information

Hawks Pointe Plat 5 is a residential subdivision development approved by the Village Board in April 2023. This subdivision involved various public improvements to eventually be accepted as public, including primarily sanitary sewer, water main, roadways, storm sewer, and sidewalks. Village staff has verified through inspection that all required public improvements have been substantially completed and meet applicable Village standards.

The Village of Roscoe, if approved, will be accepting full maintenance responsibility of the roadways, sidewalks, and storm sewer infrastructure. The developer has submitted an irrevocable letter of credit in the amount of \$208,514.88, which is used to guarantee any repairs necessitated by defects in material or workmanship in the improvements for a period of two years beginning on the date of the acceptance of the improvements by the village.

Key Issues

The Village will assume full maintenance responsibility for the public improvements listed above from the date of acceptance. The developer is still required to repair any defects to the infrastructure for a period of two years following the date of acceptance.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff recommends Board approval of the acceptance of public improvements pertaining to the Hawks Pointe Plat 5 subdivision.

Attachments

- Resolution
- Final Subdivision Plat and Site Plan Overview
- Developer Acceptance Request Letter
- Village of Roscoe Conditional Acceptance Letter
- Irrevocable Letter of Credit

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-R06**

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS IN HAWKS POINTE PLAT 5 SUBDIVISION.

WHEREAS, White Oak Trust, (the “Developer”) has submitted and developed certain plats which have been approved by the Village Board of Trustees, for property located within Hawks Pointe Plat 5 subdivision, in Roscoe, Illinois; and

WHEREAS, the Developer has requested that the Village accept the Roads and Drainage of said subdivision plat pursuant to Village Ordinance and Statute; and

WHEREAS, Fehr-Graham & Associates, serving as Village Engineer, has recommended acceptance of these public improvements; and

WHEREAS, the Village finds that the roads and drainage, and public improvements of Hawks Pointe Plat 5 meet the Village’s criteria for acceptance; and

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

- 1) That the Village hereby accepts those municipal public improvements constructed as part of the Hawks Pointe Plat 5 Subdivision, in accordance with the approved plans and specifications, and as shown upon the final approved plats, into the Village of Roscoe, Illinois.

2026-06				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED FEBRUARY 03, 2026

ATTEST:

Village President

Village Clerk

PLAT NO. 5 OF HAWKS POINTE SUBDIVISION



5291 ZENITH PARKWAY
LOVES PARK, IL 61111
VOICE: (815) 484-4300
FAX: (815) 484-4303
www.arcdesign.com
Design Firm License No. 184-001334

OWNER
White Oak Trust
1020 Benbrook Drive
Loves Park, IL 61111

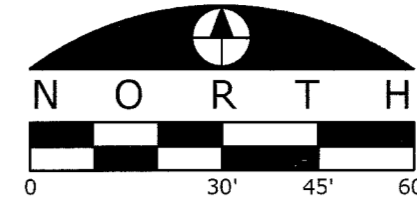
PART OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 45 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF OUTLOT AS DESIGNATED UPON PLAT NO. 4 OF HAWKS POINTE SUBDIVISION

AREA TABULATION		
LOT 172-178	189,476 S.F.	4,350 AC.
PUBLIC R.O.W. DEDICATION	46,594 S.F.	1,069 AC.
TOTAL	236,070 S.F.	5,419 AC.

LEGEND

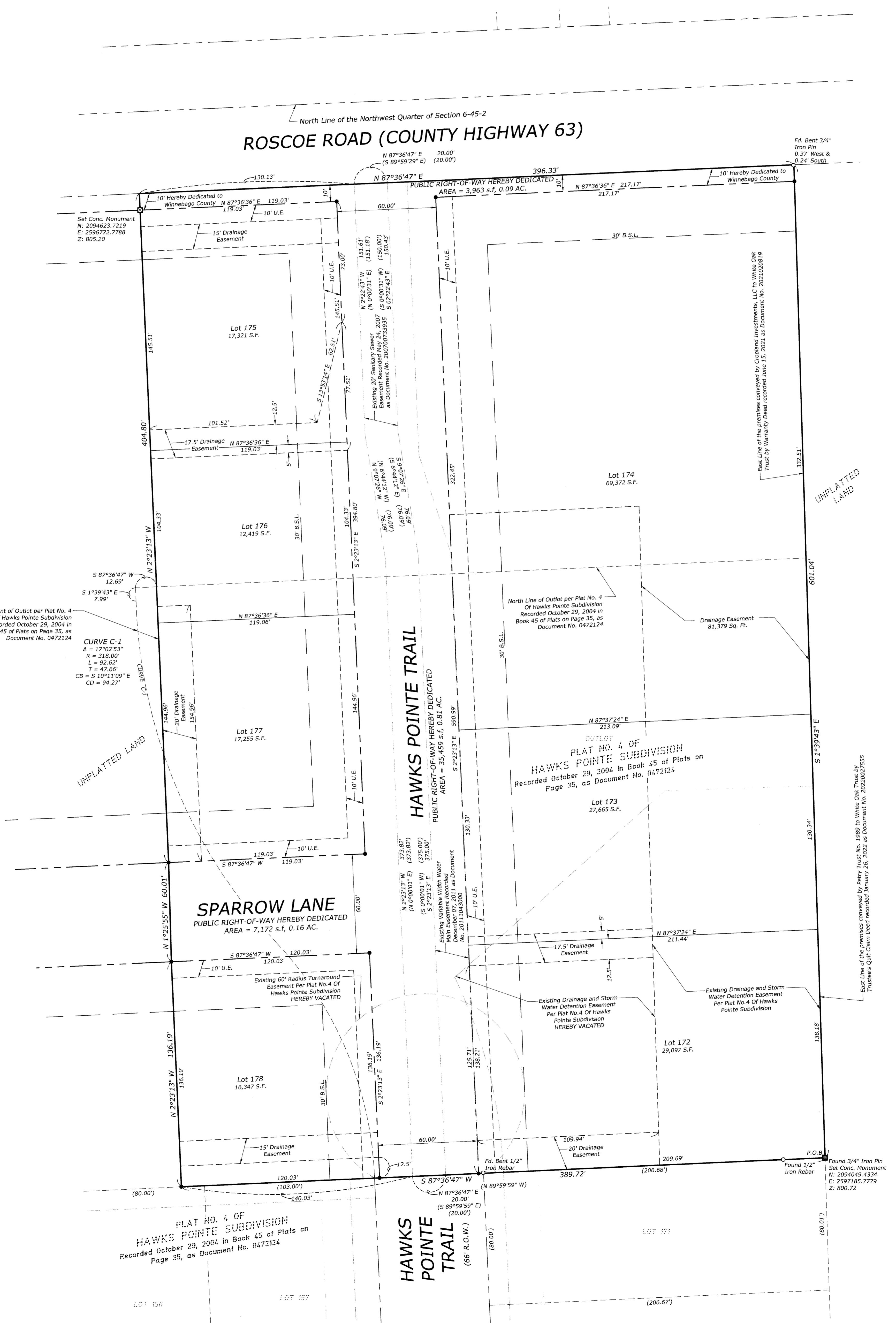
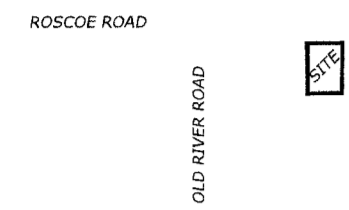
- SET MONUMENT 3/4" REBAR, 2 FT. LENGTH 1.5 LBS PER FT.
- SET CONCRETE MONUMENT
- FOUND MONUMENT, SEE MAP FOR MATERIAL
- R RADIUS
- CD CHORD DISTANCE
- CB CHORD BEARING
- L ARC LENGTH
- T TANGENT LENGTH
- △ CENTRAL ANGLE
- N 45°52'36" E MEASURED BEARING
- 586.78' MEASURED DISTANCE
- (N 45°52'36" E) RECORD BEARING
- (586.78') RECORD DISTANCE

- SECTION LINE
- BUILDING SETBACK LINE
- CENTER LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE
- EXTERIOR BOUNDARY LINE
- INTERIOR LOT LINE
- LOT 12
- S.F. SQUARE FEET
- S.U.E. STORM WATER UTILITY EASEMENT
- U.E. UTILITY EASEMENT
- TEMPORARY 60' RADIUS TURNAROUND EASEMENT TO BE VACATED
- EASEMENT PORTION TO BE VACATED
- EASEMENT PORTION TO REMAIN



Impact Fees for Schools Required: A cash contribution in lieu of dedication of school sites shall be required prior to the issuance of any zoning permits for any individual lots within Plat No. 5 of Hawks Pointe Subdivision. Such contributions shall be received by the Village and held in trust by the appropriate school district and shall be used for the acquisition of land for school sites to serve the immediate or future needs of children from that subdivision or development or for the improvement to any existing school site that already serves those needs, and for the construction of school buildings or additions thereto in accordance with 65 ILCS 5/11-12-5 and Village Ordinance No. 2003-8, which is hereby adopted by reference. If any portion of a cash contribution in lieu of dedication of school sites is not expended for the purposes set forth herein within ten years from the date of receipt, it shall be refunded by the entity holding the contribution to the record owner of the subdivided land at the time of the refund. If there is more than one record owner of the subdivided land or of the land that comprises the planned development, as applicable, the record owners shall share in the refund pro-rata based on the cash contributions originally paid by each property.

VICINITY MAP (Not to Scale)



ARC DESIGN
RESOURCES INC.

5291 ZENITH PARKWAY
LOVES PARK, IL 61111
VOICE: (815) 484-4300
FAX: (815) 484-4303

www.arcdesign.com
Design Firm License No. 184-001334

OWNER
White Oak Trust
1020 Benbrook Drive
Loves Park, IL 61111

PLAT NO. 5 OF HAWKS POINTE SUBDIVISION

PART OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 45 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF OUTLOT AS DESIGNATED UPON PLAT NO. 4 OF HAWKS POINTE SUBDIVISION

CERTIFICATION BY SURVEYOR
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

I hereby certify that, at the request of the owners, I have surveyed and subdivided according to the Plat No. 5 of Hawks Pointe Subdivision; A parcel of land being part of the Northwest Quarter of Section 6, Township 45 North, Range 2 East of the Third Principal Meridian and part of Outlot as designated upon Plat No. 4 of Hawks Pointe Subdivision, being a subdivision of part of Northwest Quarter of Section 6, Township 45 North, Range 2 East of the Third Principal Meridian, the plat of which subdivision was recorded October 29, 2004 in Book 45 of Plats on Page 35 as Document No. 0472124 in the Records Office of Winnebago County, Illinois, described as follows:

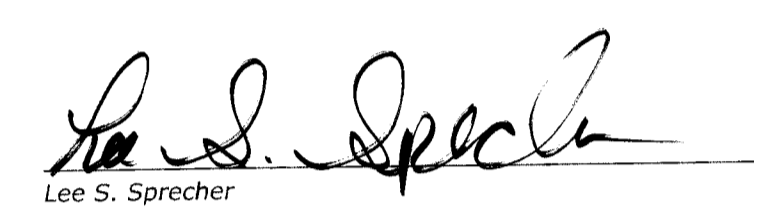
Beginning at the Southeast corner of said Outlot; thence South 87 degrees 36 minutes 47 seconds West along the South line and the Westerly prolongation of the South line of said Outlot, a distance of 389.72 feet; thence North 2 degrees 23 minutes 13 seconds West, a distance of 136.19 feet; thence North 1 degree 25 minutes 55 seconds West, a distance of 60.01 feet; thence North 2 degrees 23 minutes 13 seconds West, a distance of 404.80 feet to the South line of a public road designated Roscoe Road (County Highway 63); thence North 87 degrees 36 minutes 47 seconds East along the South line of said Roscoe Road (County Highway 63), a distance of 396.33 feet to the Northeast corner of Tract 1 of the premises conveyed by Cropland Investments, LLC to White Oak Trust by Warranty Deed recorded June 15, 2021 as Document No. 2021020819 in said Records Office; thence South 1 degree 39 minutes 43 seconds East along the East line of said premises and the East line of said Outlot, a distance of 601.04 feet to the Point of Beginning, containing 5.419 acres, more or less, all being situated in the County of Winnebago and the State of Illinois.

Dimensions are given in feet and decimals of a foot. Iron pins 3/4 -inch in diameter and 4 feet long have been found or set at all points marked on the plat with a solid dot, and iron pins 5/8-inch in diameter and 3 feet long have been found or set at all other lot corners.

I hereby certify that no part of the property covered by this plat is situated within a special flood hazard area as identified by the Federal Emergency Management Agency for Winnebago County, Map Number 17201C0141E, Dated February 17, 2016.

I further certify that this plat is situated within the corporate limits of a city which has a city plan and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, as now or hereafter amended.

Given under my hand and seal this 14th day of DECEMBER, 2022.


Lee S. Sprecher
Illinois Professional Land Surveyor No. 3436
Arc Design Resources, Inc.
5291 Zenith Parkway
Loves Park, IL 61111
(815) 484-4300
My current license expires: 11/30/2024



CERTIFICATION OF DEDICATION BY OWNER(S) OF LAND
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

As owner, I hereby certify that I have caused the land described in the foregoing affidavit of the surveyor, to be surveyed, divided and mapped as presented on this plat. All streets, alleys, walkways, parks, playgrounds and school sites shown on this plat are hereby dedicated to the public purposes, and all easements shown are subject to the easement provisions in Ch. 154 of the Village Code of Ordinances.

In compliance with Public Act 90-286 this is to further certify that the lands embraced within the annexed Plat are located in the following school districts:

- Rockton School District No. 140
- Hononegah High School District No. 207

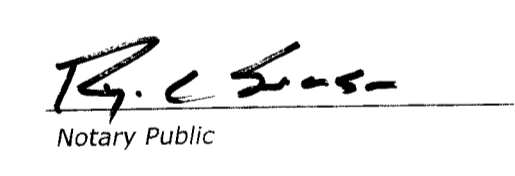
White Oak Trust
1020 Benbrook Drive
Loves Park, IL 61111

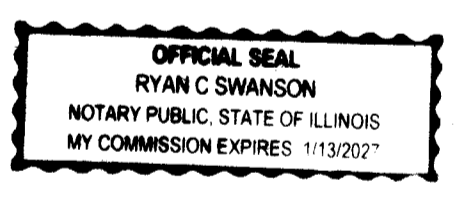
By:  Joshua Petry owner
Signature Printed Name Title

CERTIFICATION BY NOTARY PUBLIC
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

I, Ryan Swanson, a Notary Public, in and for said County and State aforesaid, DO HEREBY CERTIFY THAT Joshua Petry, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such trustee of said trust, they signed the foregoing document pursuant to authority given by the trustees of said trust, as their free and voluntary act, and as the free and voluntary act of said trust, for the purposes therein set forth.

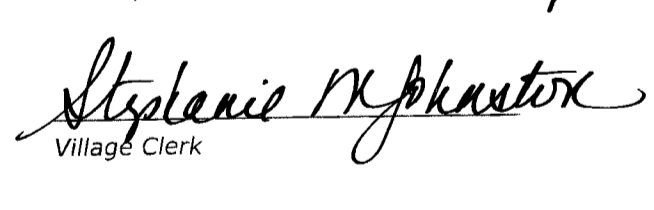
Subscribed and Sworn before me this 23rd day of April, 2023.


Notary Public



CERTIFICATION BY VILLAGE CLERK
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

This is to certify that the Village Board of the Village of Roscoe did, at its meeting on the 6th day of DECEMBER, 2022, approve the Plat and authorize it to be recorded. In witness whereof, I, Stephanie M. Johnston, Village Clerk of the Village of Roscoe, hereunto set my hand and affixed the seal of the Village of Roscoe, this 19th day of April, 2023.


Village Clerk



CERTIFICATION BY VILLAGE PLAT OFFICER
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

Having reviewed the recommendations of the Planning Division, Department of Community Development and the conditions placed on this Final Plat by City Council, and finding substantial conformity with all pertinent laws, rules and regulations and the tentative plat of this subdivision as conditionally approved, this plat is given final approval this 6th day of DECEMBER, 2022.


Village Plat Officer

CERTIFICATION BY VILLAGE BOARD
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

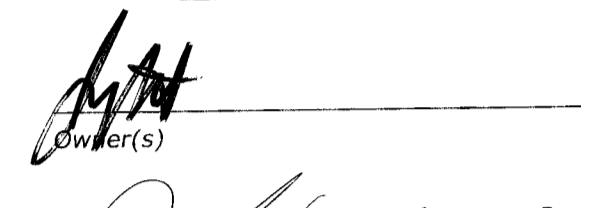
This is to certify that the Village of Roscoe has reviewed the attached Plat No. 5 of Hawks Pointe Subdivision. In witness whereof, I have hereto set my hand this 19th day of April, 2023.


Village Board President

SURFACE WATER DRAINAGE CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

The undersigned hereby certify, to the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of such subdivision or any part thereof, or, that such surface water drainage will not be changed without adequate provision being made for the collection and diversion of such surface waters in public areas or drains which the subdivider has a right to use, and that such surface waters will not be deposited on the property of adjoining land owners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

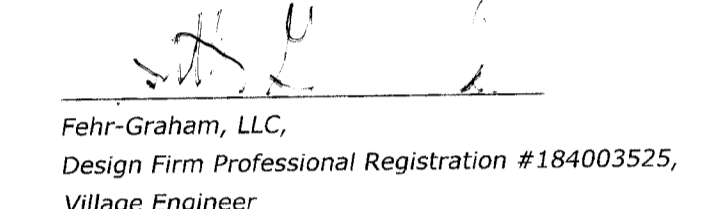
Dated this 23rd day of April, 2023.


Jeffrey S. Linkenhead, Professional Engineer
Illinois License No. 062-048405
Expires 11/30/2023

CERTIFICATION BY VILLAGE ENGINEER
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

All required improvements including streets, sidewalks, sanitary sewers, storm sewers, water mains and drainage structures have been built, as required, or have been provided for by bond contract or irrevocable letter of credit to my approval.

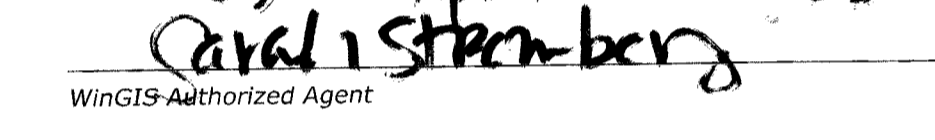
Approved this 28th day of JUNE, 2023.


Fehr-Graham, LLC,
Design Firm Professional Registration #184003525,
Village Engineer

CERTIFICATION BY WINGIS
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

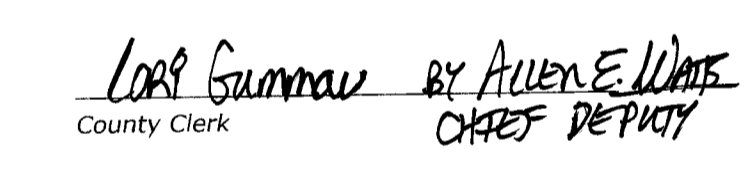
I hereby certify that the ties to the Winnebago County Geodetic Control Network for the property contained within this plat have been reviewed and are approved. The geodetic Control Network Tie Form has been submitted and it is approved.

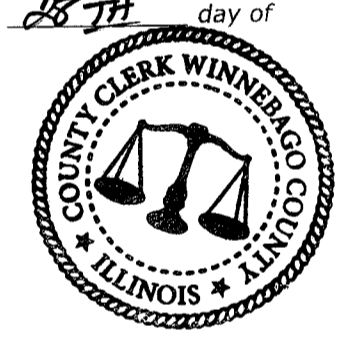
Dated this 25th day of April, A.D. 2023.


Carol Springer
Wingis Authorized Agent

CERTIFICATION BY COUNTY CLERK
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

I, Lori Gummow, County Clerk of Winnebago County in the State of Illinois, do hereby certify that I find no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the lands embraced within the plat of No. 5 Hawks Pointe Subdivision. In witness thereof, I have hereunto set my hand and seal of the County of Winnebago this 28th day of JULY, 2023.

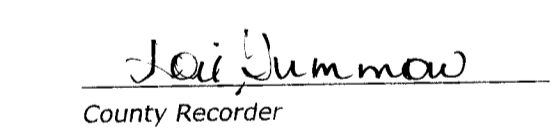

Lori Gummow by Allen E. White
County Clerk CHIEF DEPUTY



CERTIFICATION OF RECORDING OFFICIAL
STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) S.S.

Filed for record this 31st day of July, 2023, at 9:00 o'clock A. M., recorded in Book 50 of Plats, page 14 and examined.

Document Number: 2023017052


County Recorder

EASEMENT PROVISION

An easement is hereby reserved for and granted governmental bodies and other public utilities and their respective successors and assigns within the area as shown by dotted lines on the plat and marked "Easement," to install, lay, construct, renew, operate and maintain storm and sanitary sewers, pipes, conduits, cables, poles and wires, overhead and underground, with all necessary braces, guys, anchors and other equipment for the purpose of serving the subdivision and other property with telephone, electric and other utility service; also is hereby granted the right to use the streets for that purpose, the right to overhang lots with aerial service wires to serve adjacent lots, the right to enter upon the lots at all times to install, lay, construct, renew, operate and maintain within the easement area the storm and sanitary sewers, pipes, conduits, cables, poles and wires, overhead and underground, with all necessary braces, guys, anchors and other equipment and finally the right is hereby granted to cut down and remove or trim and keep trimmed any trees, shrubs or saplings that interfere or threaten to interfere with any of the public utility equipment installed on the easement, but same may be used for gardens, shrubs, landscaping and other purposes that do not then or later interfere with the aforesaid uses or the rights therein granted.

If the grade of the subdivision property must be so altered, or if the storm and sanitary sewer facilities required that the underground utility be moved or otherwise altered, the owners, their respective successors and assigns shall reimburse the utility company for the necessary expense involved.

ARC DESIGN
RESOURCES INC.

5281 ZENITH PARKWAY
LOVES PARK, IL 61111
VOICE: (815) 484-4300
FAX: (815) 484-4303

www.arcdesign.com
Illinois Design Firm License No. 184-001334

PROJECT NAME
OWNER'S NAME

**HAWKS POINTE
PLAT 5**

HAWKS POINTE TRAIL
ROSCOE, IL 61073
WINNEBAGO COUNTY

WHITE OAK TRUST
1020 BENBROOK DRIVE
LOVES PARK, IL 61111

CONSULTANTS

ISSUED FOR

AGENCY REVIEW	DATE
1. AGENCY REVIEW	08-03-2022
2. AGENCY APPROVAL	08-29-2022
3. AGENCY APPROVAL	10-06-2022
4. AGENCY APPROVAL	11-16-2022
5. --	--
6. --	--
7. --	--
8. --	--
9. --	--
10. --	--
11. --	--
12. --	--

SHEET TITLE

**SITE OVERVIEW
PLAN**

DRAWN

CHECKED

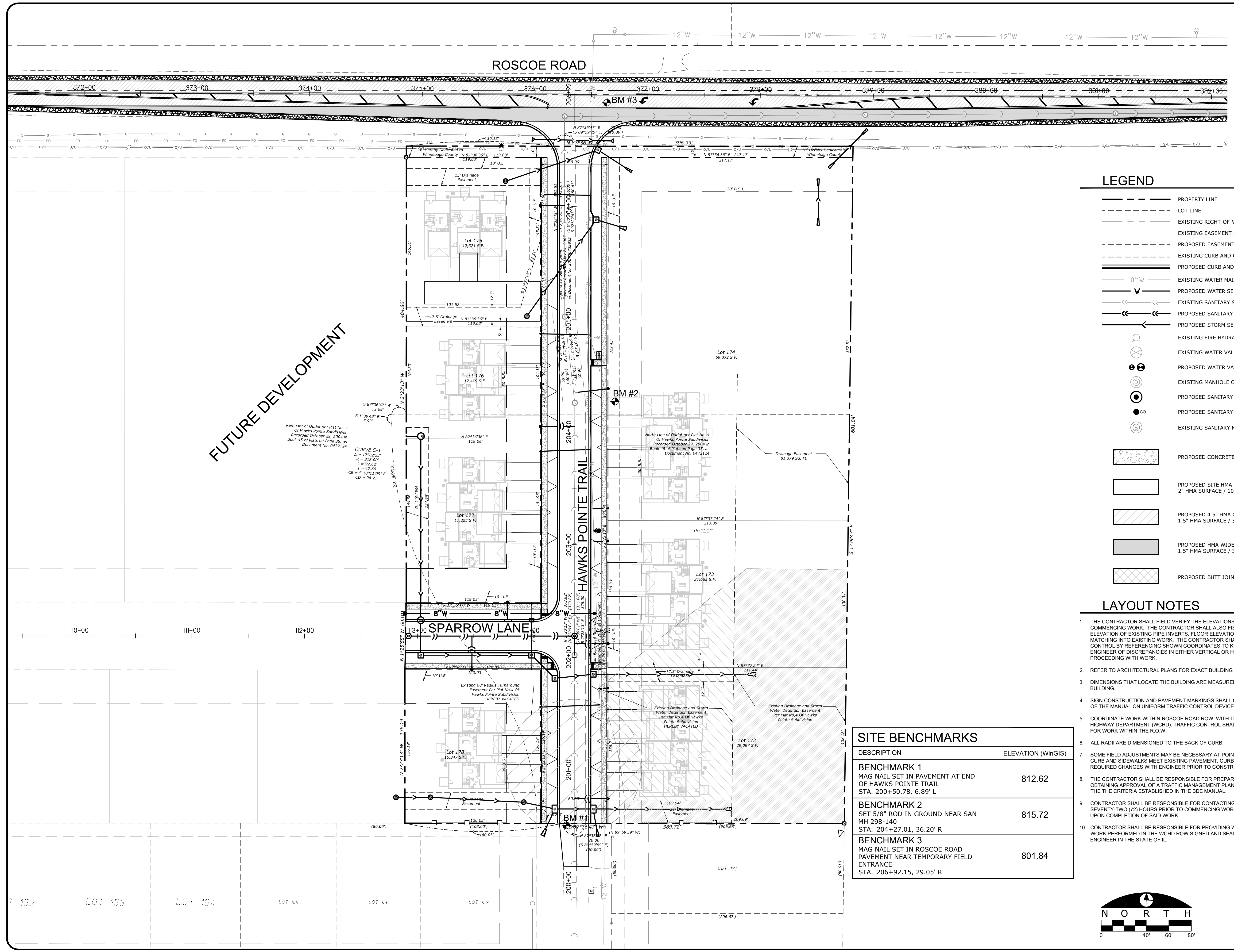
PM

MJH
JSL
JSL

PROJECT NUMBER
SHEET NUMBER

22012

C06



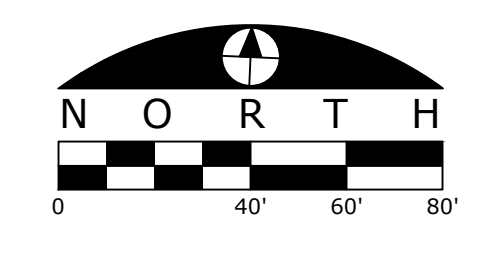
LEGEND

- PROPERTY LINE
- LOT LINE
- EXISTING RIGHT-OF-WAY
- EXISTING EASEMENT LINE
- PROPOSED EASEMENT LINE
- EXISTING CURB AND GUTTER
- PROPOSED CURB AND GUTTER
- EXISTING WATER MAIN
- PROPOSED WATER SERVICE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- EXISTING FIRE HYDRANT ASSEMBLY
- EXISTING WATER VALVE
- PROPOSED WATER VALVE
- EXISTING MANHOLE OR CATCH BASIN
- PROPOSED SANITARY MANHOLE
- PROPOSED SANITARY CLEANOUT
- EXISTING SANITARY MANHOLE
- PROPOSED CONCRETE SIDEWALK
- PROPOSED SITE HMA PAVEMENT
2" HMA SURFACE / 10" AGGREGATE BASE
- PROPOSED 4.5" HMA OVERLAY
1.5" HMA SURFACE / 3" HMA BINDER
- PROPOSED HMA WIDENING
1.5" HMA SURFACE / 3" HMA BINDER / 10" AGGREGATE BASE
- PROPOSED BUTT JOINT

- LAYOUT NOTES**
- THE CONTRACTOR SHALL FIELD VERIFY THE ELEVATIONS OF THE BENCHMARKS PRIOR TO COMMENCING WORK. THE CONTRACTOR SHALL ALSO FIELD VERIFY LOCATION AND ELEVATION OF EXISTING PIPE INVERTS, FLOOR ELEVATIONS, CURB OR PAVEMENT WHERE MATCHING INTO EXISTING WORK. THE CONTRACTOR SHALL FIELD VERIFY HORIZONTAL CONTROL BY REFERENCING SHOWN COORDINATES TO KNOWN PROPERTY LINES. NOTIFY ENGINEER OF DISCREPANCIES IN EITHER VERTICAL OR HORIZONTAL CONTROL PRIOR TO PROCEEDING WITH WORK.
 - REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.
 - DIMENSIONS THAT LOCATE THE BUILDING ARE MEASURED TO THE OUTSIDE FACE OF THE BUILDING.
 - SIGN CONSTRUCTION AND PAVEMENT MARKINGS SHALL CONFORM TO THE REQUIREMENTS OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, CURRENT EDITION.
 - COORDINATE WORK WITHIN ROSCOE ROAD ROW WITH THE WINNEBAGO COUNTY HIGHWAY DEPARTMENT (WCHD). TRAFFIC CONTROL SHALL CONFORM TO IDOT STANDARDS FOR WORK WITHIN THE R.O.W.
 - ALL RADII ARE DIMENSIONED TO THE BACK OF CURB.
 - SOME FIELD ADJUSTMENTS MAY BE NECESSARY AT POINTS WHERE PROPOSED PAVEMENT, CURB AND SIDEWALKS MEET EXISTING PAVEMENT, CURB AND SIDEWALKS. REVIEW ANY REQUIRED CHANGES WITH ENGINEER PRIOR TO CONSTRUCTION OF WORK.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARATION, COORDINATION AND OBTAINING APPROVAL OF A TRAFFIC MANAGEMENT PLAN IF CLOSURES OF LANES EXCEED THE CRITERIA ESTABLISHED IN THE BDE MANUAL.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING WCHD AT (815) 319-4000 SEVENTY-TWO (72) HOURS PRIOR TO COMMENCING WORK WITHIN THE COUNTY ROW AND UPON COMPLETION OF SAID WORK.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING WCHD WITH AS-BUILT PLANS OF WORK PERFORMED IN THE WCHD ROW SIGNED AND SEALED BY A PROFESSIONAL ENGINEER IN THE STATE OF IL.

SITE BENCHMARKS

DESCRIPTION	ELEVATION (WinGIS)
BENCHMARK 1 MAG NAIL SET IN PAVEMENT AT END OF HAWKS POINTE TRAIL STA. 200+50.78, 6.89' L	812.62
BENCHMARK 2 SET 5/8" ROD IN GROUND NEAR SAN MH 298-140 STA. 204+27.01, 36.20' R	815.72
BENCHMARK 3 MAG NAIL SET IN ROSCOE ROAD PAVEMENT NEAR TEMPORARY FIELD ENTRANCE STA. 206+92.15, 29.05' R	801.84



January 22, 2026

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

**Re: Hawks Pointe Plat No. 5
Acceptance**

Dear Mr. Kurlinkus,

Pursuant to discussions between Village Attorney Tom Green, and our client's attorney Tom Lester, I am writing to you regarding formal acceptance of Hawks Pointe 5 public infrastructure. Please initiate a formal acceptance procedure based on the status of completed work. We were provided a list of missing paperwork items from our attorney. Please note the following:

- Acceptance letter from Four Rivers Sanitation Authority attached.
- Acceptance letter from North Park Public Water District attached.
- Acknowledgement from Winnebago County Highway Department that they will supply same acceptance letter.
- The Notice of Termination will not occur because Hawks Pointe 5 and 6 were submitted as one NPDES permit. You are aware that plat 5 has been fully restored with sod and landscaping.
- Copies of HMA testing are attached. Concrete testing was not done by the contractor and unfortunately is not available. The project has been substantially complete for over two winters with no defective concrete issues.
- A warranty letter of credit is on order. This is based on a cost estimate supplied to the Village engineer in July 2025. We only have verbal approval of said estimate, but nothing formal.
- The street signs have been ordered through the Village's sign vendor and can be installed in the spring. This work can be easily covered in the 20% letter of credit you require.
- All physical repairs were completed in the fall of 2025 and the as-built storm information was supplied to your engineer in late 2025.

Based on the status of completed work and paperwork, we respectfully request that the Village continue plowing operations for your new residents. We note that the Village started plowing earlier this season but has since stopped. Our client has removed the barricades between plats 4 and 5 to facilitate plowing and in anticipation of acceptance. Missing information will be forwarded to you as soon as it is received. Please contact me with any questions.

Sincerely,



Jeffrey S. Linkenheld, P.E.
Partner, Project Manager

Enc: as noted
(C): Josh Petry, Tom Green, Tom Lester

January 23, 2026

Mr. Joshua Petry
White Oak Trust
1021 Benbrook Drive
Loves Park, IL 61111

Mr. Jeff Linkenheld, PE
Partner, Project Manager
Arc Design Resources, Inc.
5291 Zenith Pkwy
Loves Park, IL 61115

**Re: Hawks Pointe Plat 5
Public Improvements Conditional Acceptance Letter**

Dear Mr. Petry and Mr. Linkenheld,

On behalf of the Village of Roscoe, Fehr Graham has reviewed the provided acceptance request letter and documentation regarding public improvements for the above-referenced project for compliance with the Village of Roscoe code of ordinances. The letter was prepared by Arc Design Resources, Inc., and received January 22, 2026. The review of this submittal has generated the following comments:

No Further Action Required:

- Four Rivers Sanitation Authority infrastructure acceptance letter has been received. No further action is required.
- North Park Public Water District infrastructure acceptance letter has been received. No further action is required.
- Winnebago County Highway Department infrastructure acceptance letter has been received. No further action is required.
- HMA testing reports have been received and results show compliance with IDOT materials testing requirements. No further action is required.
- PCC testing reports have not been received. The developer shall be responsible for any future repairs necessary during the two-year warranty period. No further action is required at this time.
- The Village has received the warranty letter of credit. No further action is required.
- Stormwater as-built survey records have been received. No further action is required.

Further Action Required:

- Ensure the Notice of Termination (NOT) for the ILR10 permit is submitted upon full restoration of and compliance with all conditions of the permit for Hawks Pointe Plat 6. The Village shall be notified prior to the NOT being submitted so that a final inspection can be

January 23, 2026
Mr. Joshua Petry and Mr. Jeff Linkenheld, PE
Hawks Pointe Plat 5 Public Improvements Conditional Acceptance Letter
Page 2

completed. However, the permittee is ultimately responsible for verifying that all permit requirements have been met.

- Street sign installation shall be completed on or before May 1, 2026.
- Prior to Village Board acceptance at the February 3rd Village Board meeting, submit an executed maintenance agreement between the developer and the Village of Roscoe for the stormwater detention basin pursuant to Section 15-49 of the Village Code of Ordinances.

In our professional opinion, Fehr Graham considers that the public improvements for the Hawks Pointe Subdivision Plat 5 have been substantially completed and shall be accepted with the condition that the remaining items under "Further Action Required" are completed by the developer within the timeframe stipulated. The Village will initiate the formal acceptance of these public improvements with the conditions noted at the next regularly scheduled Board meeting.

If you have any questions or concerns, please feel free to contact me at your earliest convenience at vorengineer@villageofroscoe.com.

Respectfully Submitted,



Brandon Boggs
Village Engineer (Fehr Graham)

CC: Josef Kurlinkus, Village Administrator
Troy Taylor, Public Works Director

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VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 9.

Agenda Item: Guardrail Repairs			
Date: 02/03/2026		Meeting: Village Board of Trustees	
Prepared by: Troy Taylor		Department: Public Works	

Overview/Background Information

This quote from Northern Contracting, Inc. is for the guardrail repair on South bound Willowbrook Rd right at the start of the turn lane into North Point Wellness. This guardrail was hit during the last snow event the Village had.

To fix these guardrails, you must be certified and Northern Contracting, Inc., is one of the only places in this area that work on guardrails. I got their information from Winnebago County Highway Department (It is who they use) and IDOT uses them.

Key Issues

- Must be certified to work on guardrails
- Time sensitive to get fixed fast for safety of the vehicles driving on Willowbrook Road

Fiscal Note/Budget Impact

This repair would come out of the highway & street repair – contracted services

Prior Legislative Actions

First hearing at the Village Board of Trustees

Action Required/Recommendation

Village Board approval of Norther Contracting, Inc., for the quoted amount of \$3,091.92 for the guardrail repair.

Attachments

Norther Contracting, Inc. quote
 Pictures of guardrail

**VILLAGE OF ROSCOE
RESOLUTION NO. 2026-R07**

A RESOLUTION AUTHORIZING THE REPAIR OF A GUARDRAIL FROM NORTHERN CONTRACTING, INC. FOR THE REPAIRS OF A GUARDRAIL ON WILLOWBROOK ROAD

WHEREAS, the Village of Roscoe Public Works Department has identified a broken guardrail within the Village on Willowbrook Road and needs immediate repairs for vehicle safety; and

WHEREAS, the Village has received a proposal from Northern Contracting, Inc. to supply the necessary repairs in the amount of Three Thousand Ninety-One Dollars and Ninety-Two Cents (\$3,091.92); and

WHEREAS, the Village of Roscoe desires to proceed with the repair of the guardrail to keep traveling vehicles safe;

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 repair of the Willowbrook Road guardrail from Northern Contracting, Inc. in the amount of \$3,091.92.

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]

2026-R07

1st Read:

PASSED BY ROLL CALL VOTE ON:

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

APPROVED FEBRUARY 03, 2026:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Northern Contracting, Inc.
1851 Coltonville Rd.
Sycamore, IL 60178
Ph: 815-895-5855 Fax: 815-895-2117
 richard@northerncontracting.net

Quotation

Quotation for: Village of Roscoe
 attn: Ms. Christine King
 Re: Guardrail damage on Willowbrooke Rd north of McCurry Rd. Repair
 damaged SKT, TBT-TIS terminal.

Date 1/29/2026
Quotation #
Quotation valid until: 2/23/2026

Page # 1

*Northern Contracting, Inc. is pleased to quote the following cost necessary
 to provide materials, labor & equipment to complete this project.*

Item #	Description	UM	Qty	Cost	Total
	Material:				
	12 ga. X 12'-6" SKT anchor panel		1	\$ 201.67	\$ 201.67
	12'-6" x 12 ga panel		1	\$ 104.27	\$ 104.27
	SKT extruder		1	\$ 1,112.15	\$ 1,112.15
	5 1/2 x 7 1/2 x 45" wood breakaway post		2	\$ 34.00	\$ 68.00
	6 x 8 x 14" non-routed block		1	\$ 8.50	\$ 8.50
	5/8 x 10" post bolt nut and washer		2	\$ 4.02	\$ 8.04
	3/8 x 4" galvanized lag bolt		2	\$ 1.20	\$ 2.40
	5/8 x 1 1/4" splice bolt		16	\$ 0.49	\$ 7.84
	5/8" hex nut		19	\$ 0.50	\$ 9.50
	5/8 x 18" post bolt		1	\$ 4.75	\$ 4.75
	18 x 18" terminal marker DA		1	\$ 22.20	\$ 22.20
	Materials total:				\$ 1,549.32
	Labor to remove the cable anchor assembly and salvage for reuse.				
	Remove the damaged extruder, bent panels and wood post plus cut the broken off wood stubs from the steel ground sleeves. Install new wood breakaway post into the steel sleeves, hang and bolt up all components plus reinstall the cable anchor assembly and tension same, complete repair of the damage.				\$ 1,357.60
	Equipment:				
	Two ton truck				\$ 105.00
	Chain saw and blade				\$ 55.00
	signage				\$ 25.00
	Equipment total:				\$ 185.00
	Quote total for repair:				\$ 3,091.92

