



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, October 07, 2025

[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Committee of the Whole from **September 16, 2025**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

NEW BUSINESS

- 2. Discussion and Recommendation of a Special Event Permit for Hometown Holiday** to be held at along **Main Street** on **December 13th from 3:00 pm - 7:00 pm**.
- 3. Discussion and Recommendation** of awarding the the contract for the **Main & Bridge Street Pedestrian Crosswalk Project**
- 4. Discussion and Recommendation** of the purchase of new chairs and tables for Porter Park Cabin from **Uline** for the quoted amount of **\$5,249.92**.
- 5. Discussion and Recommendation** for the purchase of four (4) **Solar Speed Signs** from Traffic Logix in the amount of **\$14,130.00**.
- 6. Discussion and Recommendation** of approving membership to the (MOCIC) **Mid-States Organized Crime Information Center**.
- 7. Discussion and Recommendation** of the creation of a **Tobacco Retailer Licensing Ordinance** (initial discussion).

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

8. Presentation and Report on IML Conference

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, September 16, 2025

CALL TO ORDER

ROLL CALL

PRESENT

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

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **September 2, 2025**.

Trustee Wright asked for a motion for the approval of the Minutes for September 2, 2025.

Motion was made by Trustee Broda, second by Trustee Plock. Voting yes: Trustees Sima, Plock, Babcock, Mead, Wright, Broda 6-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

Presentation of the **Street Study** completed by **Fehr Graham Engineering & Environmental**

Tyler Nelson is here tonight to discuss the street study. He stated the study was the first comprehensive pavement assessment since 2014, designed to support a five-year Capital Improvement Plan. He stated that the engineers drove 120 miles of residential streets, excluding major collector roads like Main, Love and Willowbrook, which are typically funded through the state or federal grants. He stated each street segment was rated using a Pavement Condition Rating (PCR) scale from 0 to 100.

The overall village PCR was 84, considered "good" but 12.3% of streets fell below 65, indicating poor or failed conditions.

Mr. Nelson explained the methodology-driving every street, documenting surface defects, drainage issues, and utility presence-and emphasized the importance of coordinating future repairs with water and sewer providers to avoid redundant work.

Mr. Nelson discussed the proposed five-year maintenance strategy, which recommends one full reconstruction per year, with remaining funds allocated to resurfacing, crack sealing, and surface rejuvenation. with a \$500,000 annual budget, the village could rehabilitate roughly eight miles of road per year, maintaining a stable PCR.

Trustee Mead raised concerns about deteriorated streets like Windflower, stated how does it get that way.

Tyler Nelson stated from poor drainage and heavy tree cover.

Joe Kurlinkus Village Administrator and Brandon Boggs Village Engineer added context on past funding levels, prioritization strategies, and the impact of heavy vehicles like school buses and garbage trucks.

Trustee Plock supported make the study a living document, updated annually, and President Gustafson emphasized the need for increased infrastructure funding to maintain the roads.

OLD BUSINESS

1. **Discussion and Recommendation of Subdivision Entrance Signs Selection for the Chicory Ridge and Hawks Pointe Subdivisions.**

Joe Kurlinkus stated that the Village conducted a public survey to gather resident input on design options. Options F received the highest support, with 57% of votes and strong positive feedback across platforms like Facebook and Nextdoor. Trustees agreed to proceed with two signs using Option F, citing consistency with other village signage and strong community preference.

The signs will feature a lavender and purple color scheme, inspired by the Chicory plant, and will be installed with mulch beds or flower border for easier homeowner maintenance.

Trustees reviewed potential locations and design formats, including square and trellis-mounted options placement challenges including right-of-way limitations, fencing, and visibility from both northbound and southbound traffic.

Property owners agreed to grant easements for sign placement, allowing flexibility in final positioning.

Joe Kurlinkus stated the cost for the placement signs would cost roughly around \$3000. for each sign and for the Village- Fabricated Trellis base would be roughly \$1000.

Motion was made to move to the board for two signs for Chicory Ridge and two signs for Hawks Pointe.

Motion was made by Trustee Broda, second by Trustee Plock. Voting yes: Trustee Wright, Mead, Plock, Babcock, Broda, Sima 6-0-0.

NEW BUSINESS

2. Discussion and Recommendation of contracting for engineering and construction management services for the **Riverside Park Pavilion Replacement**.

Joe Kurlinkus stated the village received two proposals for full design and construction management. Fehr Graham \$30,000. McMahon \$30,200.

Both firms are qualified, and the pricing was nearly identical.

Trustee Broda questioned why the original design estimate of \$10,000 had nearly tripled.

Brandon Boggs Village Engineer explained that the initial figure assumed in-house coordination with a prefabricated structure. The updated scope now includes Electrical design, Foundation and structural engineering, and Full bid package preparation. He emphasized the need for professional review of manufacturer recommendations, especially for structural integrity and safety.

Trustees debated whether to proceed with a prefabricated pavilion, and whether the expanded scope justified the cost.

Joe Kurlinkus stated that it will be a shelter house, just like what was there before nothing different.

Trustee Sima stated he would assume we should go with the lower bid which would be 30,000. He understands that it was just bid out to McMahon, and the board asked Fehr Graham to submit a bid which is the village's engineer of records. He stated that we signed to work with Fehr Graham in house. He recommends awarding the bid to Fehr Graham.

Motion was made by Trustee Sima, second by Trustee Plock. Voting yes: Trustees Babcock, Mead, Sima, Plock, Broda, Wright 6-0-0.

3. Review and Recommendation of **RFP Responses for Professional Design Services** – Porter Park Phase II (OSLAD Grant)

Joe Kurlinkus stated that he sent out the proposals. He stated that all were slightly different ranging from Angus Young Associates at 97,042.50. Hutchinson Engineering was 123,692. and Fehr Graham was 187,950. He emphasized that the project is funded through the OSLAD grant, which requires strict compliance with design standards, permitting, and reporting.

The Porter Park Phase II expansion includes Construction of a new restroom facility, Expansion of the disc golf course, Installation of a National Fitness Campaign Fitness Court,

Trail extension and bridge connection to a regional path, Ecological restoration of native pollinator habitat.

Joe emphasized the importance of selecting a firm with OSLAD grant experience, noting that Fehr Graham and Hutchinson Engineering had previously worked with Roscoe and similar grant-funded projects. He did not recommend a specific firm but asked trustee to consider experience with multi-component park projects, ability to manage ecological restoration alongside recreational design, Familiarity with IDNR reporting and compliance standards.

The selected firm must provide Full landscape architectural and engineer design, permitting and construction documentation, bid assistance and construction oversight, Compliance with OSLAD grant requirements, including budget tracking, accessibility standards, and reporting.

Trustees emphasized the importance of selecting a firm with OSLAD experience, given the grant's strict compliance and reporting requirements. There was interest in firms that could integrate ecological restoration with recreational design.

The Board discussed the need for clear communication and timeline management, especially with multiple components like fitness courts and bridge connections.

Trustee Plock made a motion to send to the board of design services related to Porter Park phase II with Fehr Graham, second by Trustee Sima. Voting yes: Mead, Sima, Plock, Broda, Wright. Voting No: Trustee Babcock only because he feels the other two companies are not here to discuss the bid.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Wright stated that he had spoken with Ann Hanson about the Halloween Trunk or Treat and is asking the board to donate some hours and time.

Trustee Mead stated that the water tower will be painted, and the name Roscoe will not be on it anymore. He stated that he is disappointed because no will know where we are at.

President Gustafson stated that is what the previous board voted on.

Harold Bone stated that he is looking for clarification from some things that were stated, when it comes to the signs in the subdivision. He clarified that Trustee Broda posted the poll for the subdivision signs on Facebook and Nextdoor app. The board stated that the pole only went out to Chicory Ridge and Hawks Pointe residents.

Trustee Wright state that he would like to give a little pat on the back to Chief Hawley. He stated that he received a text message from a resident on Chesnut Street stating, what a wild morning of speeders crazy, I hope they can get out here in the am and take control. He stated that he was really appreciative that Trustee Wright and Chief Hawley came out. He stated in his 26 years of living in Roscoe this has never happened.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Wright, second by Trustee Broda. Voting yes: Trustees Sima, Broda, Mead, Babcock, Plock, Wright 6-0-0.

Meeting was Adjourned at 9:32 pm.

**Special Event
Application Form**

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

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

HOMETOWN HOLIDAY - ROSCOE VILLAGE OF

Nature of Event:

HOLIDAY CHRISTMAS CELEBRATION

Location of Event: MAIN STREET Projected Attendance: 3,000

Address of Organizer: _____ Phone Number: _____

Event Date(s): SATURDAY, DECEMBER 13, 2025

Event Hours: 3PM am/pm until 7PM am/pm

Setup/Assembly Date: _____ Start Time: _____ am/pm

Dismantle Date: _____ am/pm Completion Time: _____ am/pm

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

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

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

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

**Special Event
Application Form**

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

Name: MIKE WRIGHT Phone Number: 815-601-8156
Email: mwright2062@gmail.com or mwright@roscoeil.govAdditional Comments:

Applicant Signature:

Date:

Mike Wright9/22/2025Return completed application to: Roscoe Village Hall
10631 Main Street
Roscoe, Illinois 61073
permits@villageofroscoe.com**OFFICIAL USE ONLY**Date Filed: 9/22/2025Village Administrator: _____ Date: _____
SignatureVillage Board (if necessary): _____ Date: _____
SignatureApplication Fee Paid: \$100 Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block PartyN/A
Receipt

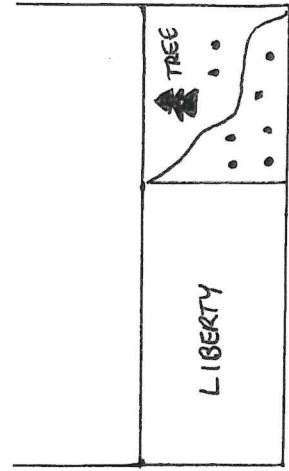
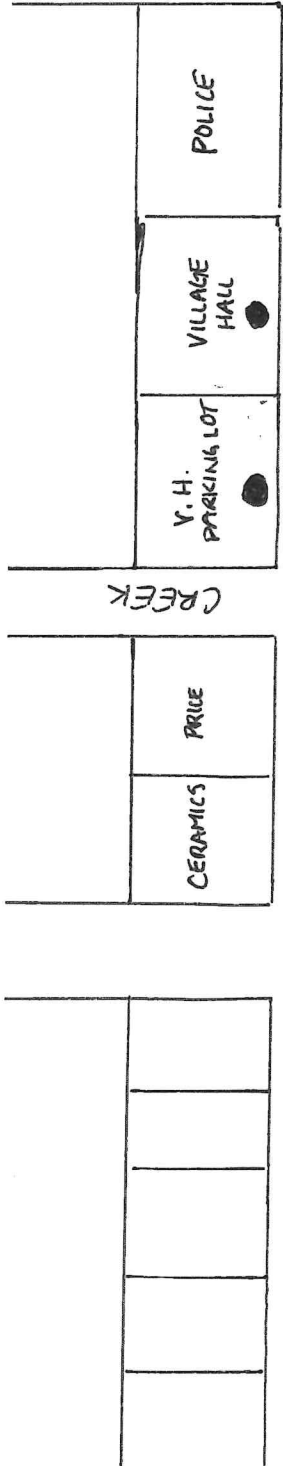
Cc: Police Department, Public Works, Zoning, HRFPD, WCHD

Special Event
Site Plan Exhibit

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

Event Site Plan:

(SEE ATTACHED)

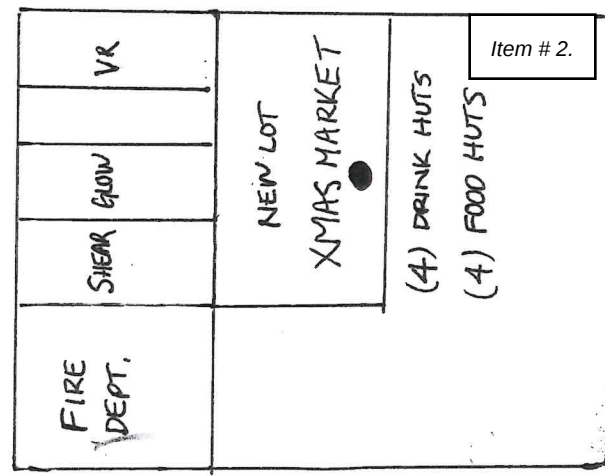
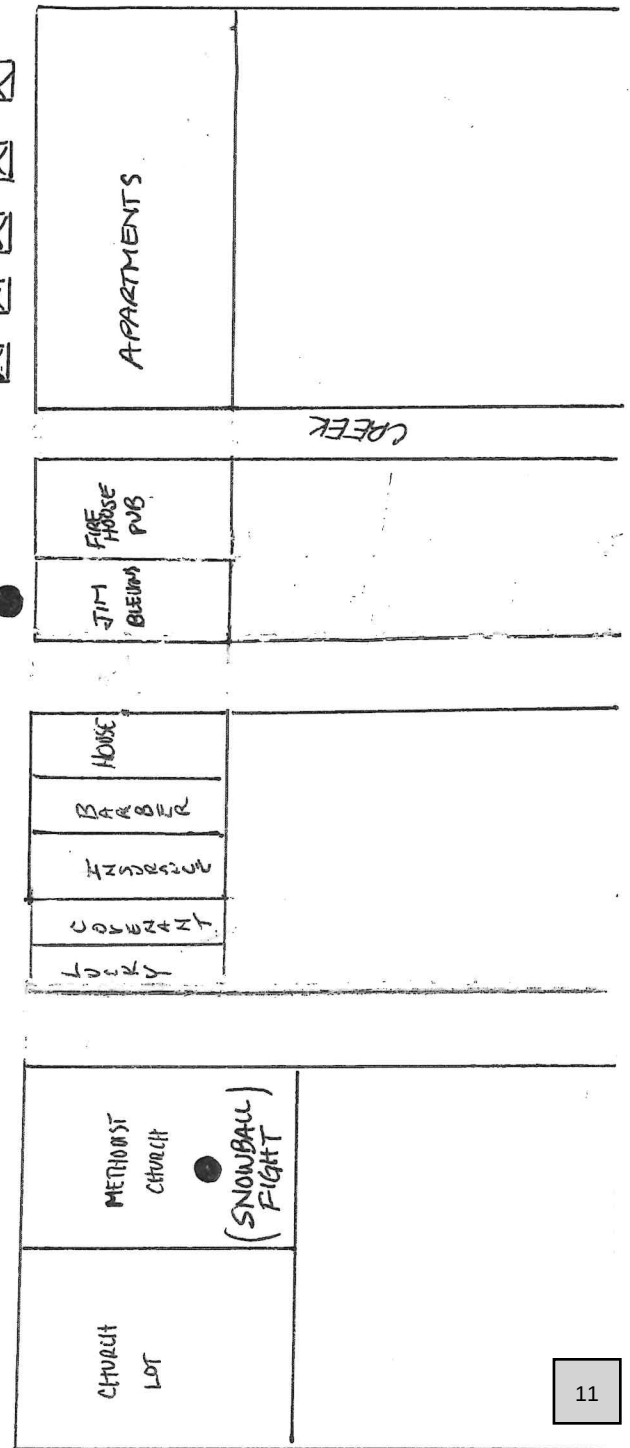


☒ ☒ ☒ ☒ ☒ ☒
 (ROSCOE BUSINESS TENTS)

(BAND)

(ELEVATE BUS TREES ALONG STREET)

☒ ☒ ☒ ☒ ☒ ☒
 (ROSCOE BUSINESS TENTS)



Item # 2.

ROSCOE HOMETOWN HOLIDAY 2025 BUDGET

10032025v

ITEMS	COST
Santa	\$ 285.00
Horse Drawn Carriage	\$ 1,600.00
Snowballs	\$ 75.00
Party Like a Rockstar (Village Hall Set Up)	\$ 850.00
Liberty Lot Christmas Tree (Williams Tree Farm)	\$ 250.00
Grinch (Mt. Crumpet)	\$ 600.00
S'More Stations	\$ 300.00
Marketing & Printing	
Posters/Brochures	\$ 300.00
Brochures	\$ 150.00
Coro Signs	\$ 125.00
Light Kits	\$ 460.00
Luxe Productions	\$ 1,670.00
Equipment Rentals	
Light Towers x 3	\$ 780.00
Propane Patio Heaters x 4	\$ 240.00
Propane Tank Rentals x4	\$ 40.00
Propane	\$ 73.56
Delivery	\$ 87.45
Other Rentals / Contingency	\$ 600.00
TOTAL	\$ 8,486.01

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VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 3.

Agenda Item: Main Street Ped Crossing Bid Award

Date: 10-07-2025

Meeting: Committee of the Whole

Prepared by: Brandon Boggs (Fehr Graham)

Department: Public Works/Engineering

Overview/Background Information

The Main Street Pedestrian Crossing project includes ADA curb ramp and pavement striping upgrades at the intersection of Main Street and Bridge Street. The project was initiated to help provide interim safety improvements for pedestrians crossing at the intersection.

Bids for the project were opened publicly at Village Hall on September 30th at 10:00am. Four (4) bids were received, ranging from \$46,814.50 to \$70,898.50.

Key Issues

Unfortunately, these improvements will need to be reconstructed at the time that the Main Street Reconstruction project commences to accommodate turn lane additions and roadway profile changes to improve drainage.

Due to the low bid exceeding staff's estimate of cost, staff is working with Winnebago County Highway Department to come up with a reduced scope that still improves pedestrian safety while maintaining compliance with current codes and regulations.

Fiscal Note/Budget Impact

The low bid (O'Brien Civil Works, Inc.) was the lowest qualified bidder at \$46,814.50.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff requests that the Village Board provide direction on whether to proceed with funding the Main Street Pedestrian Crossing project scope as designed or consider advancing a project with reduced scope.

Attachments

Bid Recommendation Letter (w/ Bid Tabulation)

October 1, 2025

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

**RE: Village of Roscoe
Roscoe 2025 Main Street Pedestrian Crossing**

Mrs. Gustafson,

Bids were opened on September 30, 2025, at 10:00 a.m. at Roscoe Village Hall for the above-referenced project. A copy of the final bid tabulation is attached. With comparison to the engineer's opinion of probable cost, the bids were received as follows:

Engineer's Opinion of Probable Cost	\$45,100.00
O'Brien Civil Works, Inc.	\$46,814.50
DPI Construction, Inc.	\$54,280.00
Civil Constructors Inc., dba Helm Civil	\$59,043.00
Alliance Contractors, Inc.	\$70,898.50

After evaluation of the submitted bid, it is our recommendation that the contract for the 2025 Main Street Pedestrian Crossing project be awarded to O'Brien Civil Works, Inc., provided the Village elects to pursue this project in 2025.

Please feel free to contact me should you have any further questions.

Sincerely,



Brandon M. Boggs
Project Designer

BMB:ss

Enc.

O:\Roscoe, Village of\25-934 - Main Street Pedestrian Crossing\PA Final\25-934 - Roscoe 2025-10-01 2025 Bid Recommendation Letter.docx

CONTRACTOR AND ADDRESS:					Engineer's Opinion of Probable Cost		O'Brien Civil Works, Inc		DPI Construction, Inc.		Civil Constructors, Inc dba		Alliance Contractors, Inc.							
							2963 West Mud Creek Road		630 Main Street		2283 Business Route 20 East		1166 Lake Avenue							
							Mt. Morris, IL 61054		Pecatonica, IL 61063		Freeport, IL 61032		Woodstock, IL 60098							
Item No. and Description					Approx. Quantity		Unit	Total	Unit	Total	Unit	Total	Unit	Total						
0																				
1.	HMA PAV REMOVAL			25	SY	\$	20.00	\$500.00	\$	30.00	\$750.00	\$	100.00	\$2,500.00	\$	20.00	\$500.00	\$	30.00	\$750.00
2.	COMB CURB & GUTTER REMOVAL			40	LF	\$	15.00	\$600.00	\$	30.00	\$1,200.00	\$	37.50	\$1,500.00	\$	20.00	\$800.00	\$	20.00	\$800.00
3.	SIDEWALK REMOVAL			655	SF	\$	10.00	\$6,550.00	\$	6.00	\$3,930.00	\$	3.50	\$2,292.50	\$	7.00	\$4,585.00	\$	3.00	\$1,965.00
4.	P.C.C SIDEWALK, 4"			705	SF	\$	30.00	\$21,150.00	\$	18.50	\$13,042.50	\$	31.00	\$21,855.00	\$	35.00	\$24,675.00	\$	36.10	\$25,450.50
5.	COMB CURB AND GUTTER			40	LF	\$	50.00	\$2,000.00	\$	150.00	\$6,000.00	\$	109.00	\$4,360.00	\$	102.00	\$4,080.00	\$	250.00	\$10,000.00
6.	THPL PAVT MARK LN 4"			125	LF	\$	2.00	\$250.00	\$	3.60	\$450.00	\$	3.50	\$437.50	\$	3.10	\$387.50	\$	3.10	\$387.50
7.	THPL PAVT MARK LN 6"			110	LF	\$	3.00	\$330.00	\$	5.35	\$588.50	\$	5.00	\$550.00	\$	4.65	\$511.50	\$	4.65	\$511.50
8.	THPL PAVT MARK LN 12"			120	LF	\$	6.00	\$720.00	\$	10.70	\$1,284.00	\$	9.50	\$1,140.00	\$	9.30	\$1,116.00	\$	9.30	\$1,116.00
9.	THPL PAVT MARK LN 24"			30	LF	\$	20.00	\$600.00	\$	21.40	\$642.00	\$	19.00	\$570.00	\$	18.60	\$558.00	\$	18.60	\$558.00
10.	METHYL METH PAVT MK 4"			45	LF	\$	20.00	\$900.00	\$	34.50	\$1,552.50	\$	35.00	\$1,575.00	\$	30.00	\$1,350.00	\$	30.00	\$1,350.00
11.	METHYL METH PAVT 24"			25	LF	\$	40.00	\$1,000.00	\$	207.00	\$5,175.00	\$	200.00	\$5,000.00	\$	180.00	\$4,500.00	\$	180.00	\$4,500.00
12.	DETECTABLE WARNINGS			30	SF	\$	50.00	\$1,500.00	\$	50.00	\$1,500.00	\$	25.00	\$750.00	\$	42.00	\$1,260.00	\$	50.00	\$1,500.00
13.	EROSION & SEDIMENT CONT			1	L SUM	\$	1,000.00	\$1,000.00	\$	200.00	\$200.00	\$	2,500.00	\$2,500.00	\$	350.00	\$350.00	\$	500.00	\$500.00
14.	RESTORATION			1	L SUM	\$	1,500.00	\$1,500.00	\$	3,500.00	\$3,500.00	\$	2,500.00	\$2,500.00	\$	1,500.00	\$1,500.00	\$	3,790.00	\$3,790.00
15.	CONC WASHOUT BASIN			1	L SUM	\$	500.00	\$500.00	\$	500.00	\$500.00	\$	1,000.00	\$1,000.00	\$	600.00	\$600.00	\$	750.00	\$750.00
16.	TRAFFIC CONTROL & PROTECTION			1	L SUM	\$	2,500.00	\$2,500.00	\$	3,000.00	\$3,000.00	\$	4,000.00	\$4,000.00	\$	5,500.00	\$5,500.00	\$	13,800.00	\$13,800.00
17.	STOP SIGN RELOCATE			1	L SUM	\$	1,000.00	\$1,000.00	\$	500.00	\$500.00	\$	250.00	\$250.00	\$	270.00	\$270.00	\$	270.00	\$270.00
18.	CONSTRUCTION LAYOUT			1	L SUM	\$	2,500.00	\$2,500.00	\$	3,000.00	\$3,000.00	\$	1,500.00	\$1,500.00	\$	6,500.00	\$6,500.00	\$	2,900.00	\$2,900.00
BID TOTAL							\$45,100.00		\$46,814.50		\$54,280.00		\$59,043.00		\$70,898.50					
Formal Contract Proposal (BLR 12200)								Yes		Yes		Yes		Yes						
Schedule of Prices (BLR 12201)								Yes		Yes		Yes		Yes						
Proposal Bid Bond (BLR 12230)								Yes		Yes		Yes		Yes						
Apprenticeship or Training Program Certification (BLR 12325)								Yes		Yes		Yes		Yes						
Affidavit of Illinois Business Office (BLR 12326)								Yes		Yes		Yes		Yes						

LEGEND

- HMA PAVEMENT REPLACEMENT (INCIDENTAL TO CURB & GUTTER PAY ITEM)
SEE SHEET 8 FOR DETAIL
- PCC SIDEWALK, 4"
SEE SHEET 8 FOR DETAIL
- CONCRETE CURB & GUTTER REMOVAL AND REPLACEMENT, SEE SHEET 8 FOR DETAIL.
- 6" TOPSOIL, IDOT CLASS 1A SEEDING, IDOT MULCH METHOD 2
- INLET PROTECTION

GENERAL NOTES

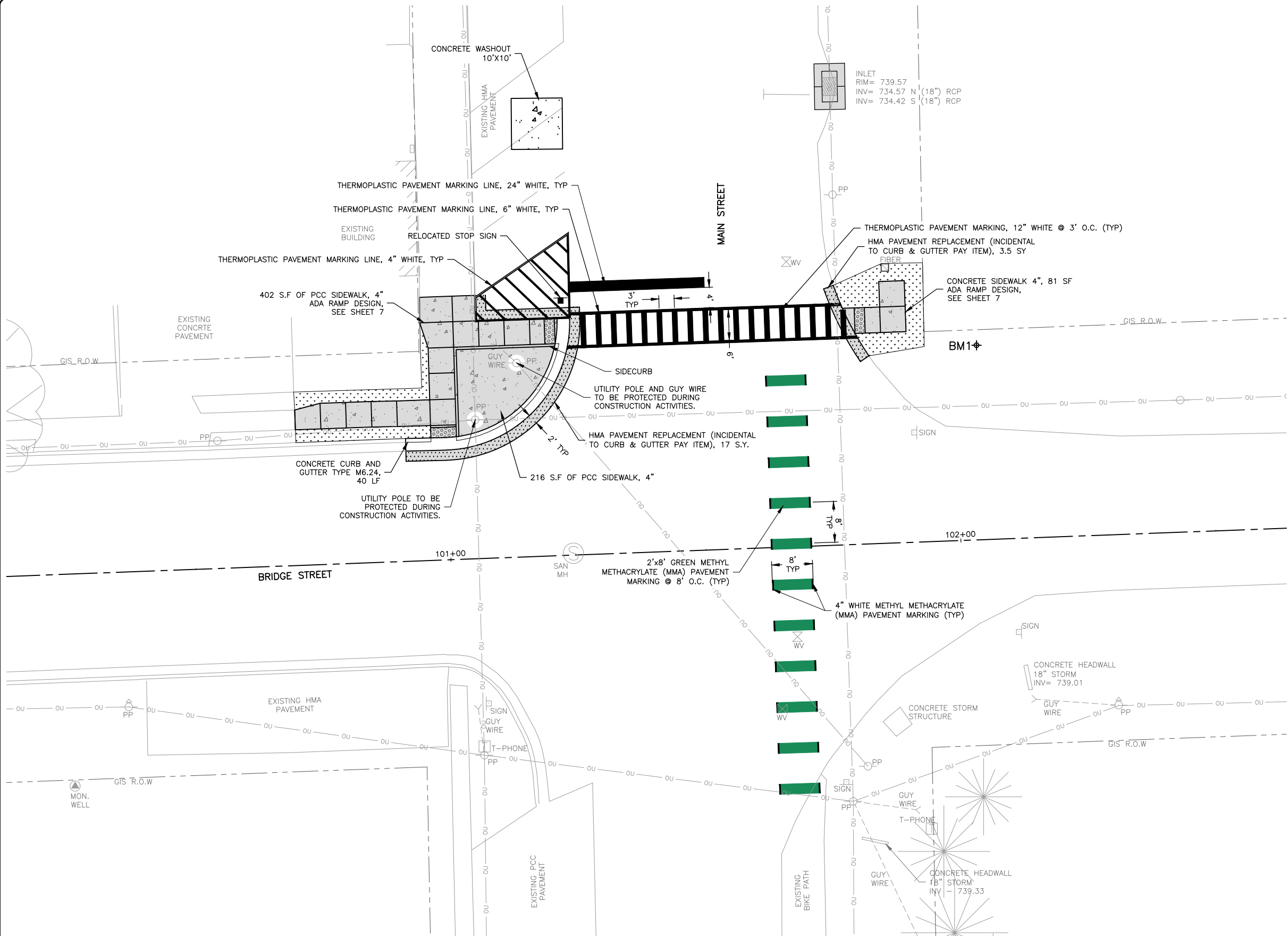
CONTRACTOR TO RESTORE ANY DISTURBED AREA TO PRE CONSTRUCTION CONDITIONS.

SIDEWALK SHALL BE CONSTRUCTED PER IDOT AND PROWAG STANDARDS IN ALL LOCATIONS, INCLUDING RAMPS.

ALL EDGED OF PAVEMENT SURFACES, INCLUDING SIDEWALK, AND CURB AND GUTTER SHALL BE SAWCUT PRIOR TO REMOVAL.

ALL CURB AND GUTTER TO BE TYPE M6.24 UNLESS NOTED OTHERWISE (SEE DETAIL).

POSITIVE DRAINAGE SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT.



BENCHMARK INFORMATION

BM1 = MAG HUB (CP16)
N-2095206.76, E-2609127.01, ELEV-740.46

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

ILLINOIS DESIGN FIRM NO. 184-003525

ILLINOIS
IOWA
WISCONSIN

OWNER/DEVELOPER:

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, IL 61073

PROJECT AND LOCATION:

MAIN STREET PEDESTRIAN CROSSING
ROSCOE, ILLINOIS

DRAWN BY: JH
APPROVED BY: TN
DATE: 9/8/2025
SCALE: AS NOTED

REVISIONS

REV. NO.	DESCRIPTION	DATE

DRAWING:

BRIDGE STREET AND MAIN STREET SITE
PLAN

SET TYPE: FOR BID
G:\C30\25-934\25-934 Design.dwg, site

JOB NUMBER:

25-934

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6 17

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 4.

Agenda Item: Porter Cabin Tables and Chairs

Date: 10/07/2025

Meeting: Committee of The Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This request is for the replacement of the old folding tables and chairs at Porter Cabin. This replacement will consist of 72 new black heavy duty steel folding chairs, 12 new 6' mid-duty tan folding tables, and 1 two-tier folding chair dolly. This dolly will replace the two long dollies that take up a lot of room and are hard to move out of the way when the dollies are not used to hold the chairs.

The older tables and chairs are starting to fall apart and have their scratches and scrapes in which they do not have the best looks to them. With the cabin's recent remodel, staff wants to upgrade these tables and chairs to match the updated appearance of the cabin.

Key Issues

- Safety issues with the tables and chairs
- Appearance factor of both tables and chairs
- New black chairs will match the black metal in the cabin
- New tan tables will match the logs in the cabin

Fiscal Note/Budget Impact

This request is budgeted for and under budget at \$5,249.92 of the budgeted \$6,000.

Prior Legislative Actions

This is the first hearing at the Committee of The Whole

Action Required/Recommendation

Staff is recommending Uline for the quoted amount of \$5,249.92 for the purchase of the tables, chairs, and dolly. Staff received two other quotes, equip supply quoted us at \$5,151.27 but that was without the two-tier chair dolly which is over \$500 by itself but they do not offer it. The other quote was from Folding Chairs and Tables. com for \$5,244.75, which is \$5.17 cheaper, but we do not have an account set up with them and have never ordered from them before. I already have an account with Uline and have ordered many items with them and most of there items show up within a couple of days.

Attachments

Item # 4.

ULINE 1-800-295-5510

Search

GO

Products Uline Brand Quick Order Catalog Request Special Offers About Us Careers

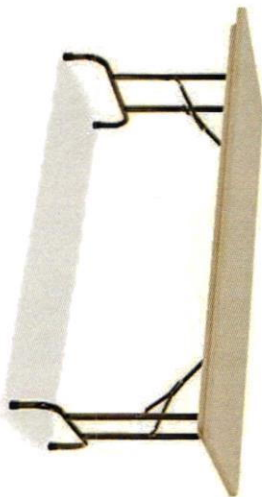
Home > All Products > Office Furniture > Folding Tables and Chairs > Deluxe Folding Tables

Deluxe Folding Table - 72 x 30", Fixed Height

Select a color: Tan



Continue



More Images

Item # 4.

ULINE

1-800-295-5510

Search

Go

Products

Uline Brand

Quick Order

Catalog Request

Special Offers

About Us

Careers

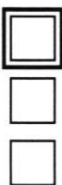
Home > All Products > Office Furniture > Folding Tables and Chairs > Steel Folding Chairs

Deluxe Folding Chair



More Images

Select a color: Black



Continue

Item # 4.

ULINE

1-800-295-5510

Search

GO

Products

Uline Brand

Quick Order

Catalog Request

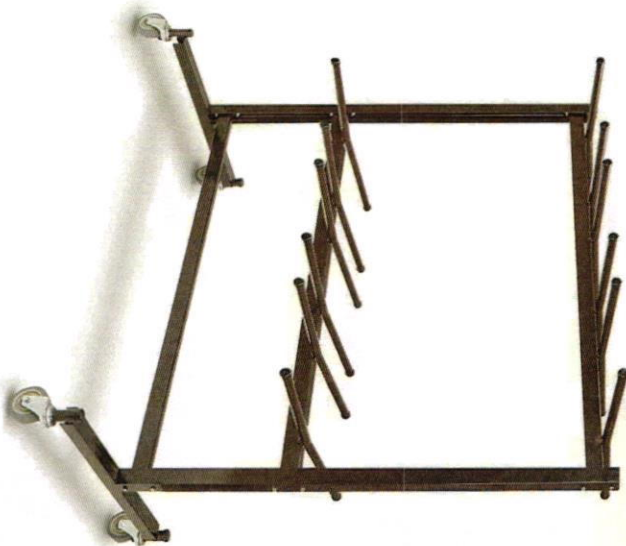
Special Offers

About Us

Careers

Home > All Products > Office Furniture > Folding Tables and Chairs > Chair Dollies

Two Tier Folding Chair Dolly - 84 Chair Capacity



Speed setup and takedown of banquets, meetings and seminars.

- Easy to maneuver in tight spaces.
- Rugged powder-coated steel.
- 4" casters: 4 swivel.
- Folding chairs sold separately.

More Images

MODEL NO.	DESCRIPTION	DIMENSIONS L x W x H	CHAIR CAPACITY		WT. (LBS.)	PRICE EACH		IN STOCK SHIPS TODAY
			STEEL	PLASTIC		1	3+	
H-2789	Two Tier	67 x 33 1/4 x 70"	84	48	105	\$565	\$545	1

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

ULINE 1-800-295-5510[Help](#)[Chat Live](#)

PAYMENT INFORMATION

[CART](#)[ADDRESS](#)[SHIPPING](#)**[PAYMENT](#)**[REVIEW AND SUBMIT](#)

Select your payment method: ?

[Continue](#)☒ **Invoice Me** - Pay within 30 days☐ **New Credit Card**

Credit Card #

Name on Card

Exp. Month

Exp. Year

CVV

☐ Save this card to My Account

Add your own PO# ?

Priority Code

? [Update](#)Examples: "CF998-5836" or "CFUL4"
(Blue box on the back of your catalog)[Continue](#)

Order Summary

# of Shipments:	1
# of Items:	3
Subtotal:	\$5,089.00
Tax:	\$0.00 ?
Shipping:	\$160.92
Estimated Total:	\$5,249.92
This account has a tax exemption.	

[Tax Exempt Information](#)[Pricing Request](#) ?

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 5.

Agenda Item: Purchase of four (4) Traffic Logix Solar Speed Signs to be used in both Kinnikinnick and Roscoe Middle School zones.

Date: 10/07/2025

Meeting: Committee of the Whole

Prepared by: Chief Sam Hawley

Department: Police Department

Overview/Background Information

In an effort to enhance road safety, particularly in the areas surrounding the local schools, high visibility solar speed signs are set to be strategically positioned at both ends of the two designated Village school zones. These signs serve a dual purpose: they not only provide drivers with a prominent and unmistakable alert regarding the reduced speed limit designated for these school zones, but they also display the vehicle's current speed in real time. This immediate feedback is intended to remind motorists of the critical importance of adhering to the lower speed limit that is legally mandated during school hours.

Key Issues

By prominently displaying this information, the signs aim to create a heightened awareness among drivers about their speed and the need to slow down as children arrive and depart from school, thus fostering a safer environment for students, parents, and faculty alike. The installation of these solar-powered signs, which draw energy from the sun for efficient operation, represents a commitment not only to safety but also to sustainability. As drivers approach the school zones, the combination of bright graphics and stark numerical indicators encourages them to adjust their speed appropriately, reinforcing the message that vigilance is necessary in areas where children are present.

Overall, this proactive initiative is designed to promote compliance with speed regulations and ensure the safety of all those who utilize the roadways in proximity to the schools during peak times, ultimately contributing to a more secure community atmosphere.

Fiscal Note/Budget Impact

Requesting an approval of funds in the amount of \$14,130 (total cost of equipment, parts, and hardware. Installation to be completed by Village of Roscoe Public Works), to be taken from budget line 01-040-6051 Equipment Purchases (Non-Capital). The purchase of four Traffic Logix solar speed signs was submitted with the 2025 FY budget, which was subsequently approved.

Prior Legislative Actions

N/A

Action Required/Recommendation

Discussion and Recommendation to send to Village Board Meeting for vote.

Attachments

Purchase Order #40-2517

Traffic Logix Quote

Traffic Logix - Detailed Item Description



Traffic Logix Corporation
 3 Harriett Lane
 Spring Valley, NY 10977 USA
 Tel: (866) 915-6449
 Fax: (844) 405-6449
www.trafficlogix.com

Page | 1

Quote Number QUO-47270-S5C2T4
 Created Date 9/15/2025
 Expiration Date 10/15/2025
 Prepared by Scarlett Nash

QUOTATION

Contact: Thomas Farone

Roscoe Police Department

Phone: 815-623-7338

Email: tfarone7829@roscoepolice.com

Shipping Address:

10595 Main Street
 Roscoe, Illinois 61073
 United States

Standard Features (Included) – Evolution Signs

- The Evolution radar feedback signs come with 1 year* of unlimited SafePace Cloud access. SafePace Cloud is renewable annually with bundling and multi-year term discounts available.
- Sign powers down when no traffic present
- Programmable Speed Violator Flashing Strobe Light
- Ambient Light Sensor and Automatic Brightness adjustment
- Banding Mount Bracket
- Bluetooth

** The 12-month trial period for SafePace Cloud begins upon shipment of the product(s) and is reserved for new Traffic Logix customers or for Traffic Logix customers who are renewing the Cloud service.*

Special Notes

- 4x EV12FM (full matrix) radar sign, Yellow faceplate, Solar power
- 4x Universal Mounting Bracket
- Quoted without SS, as shipping address has off-loading capabilities

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
Universal Mounting Bracket Assembly	SP1BK2	4.00000	\$209.00	\$836.00
Web Director "GSM/GPS Combo"- Global	SPGSMGPS-4G	4.00000	\$0.00	\$0.00
First Year Cloud Access-Radar Signs-LVL1-1Y	WD-RFS-L1-1Y	4.00000	\$0.00	\$0.00
Evolution 12 FM English Yellow Large Solar w/LA	EV12FMEYL-SOLLA	4.00000	\$3,149.00	\$12,596.00



Traffic Logix Corporation
 3 Harriett Lane
 Spring Valley, NY 10977 USA
 Tel: (866) 915-6449
 Fax: (844) 405-6449
www.trafficlogix.com

Page | 2

Quote Number QUO-47270-S5C2T4
 Created Date 9/15/2025
 Expiration Date 10/15/2025
 Prepared by Scarlett Nash

Totals

Subtotal:	\$13,432.00
Freight:	\$698.00
Sales Tax (if applicable):	\$0.00
Grand Total:	\$14,130.00

Terms: 1% - 10 days – Net 30

Payment: MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

Tax: IF TAX EXEMPT, Please Provide Tax Exempt Certificate with Order.

Freight: Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

Changes/Returns: 30% for standard orders and 50% on custom orders.

Delivery Requirements

Please Indicate the availability of the following as this determines the freight costs:

1. Do You have a Loading Dock? - Yes/No
2. Do you have a Fork Lift and Pallet Jack to unload? - Yes/No
3. Can access be gained by a 53 foot truck for delivery? - Yes/No
4. Is the delivery address a Construction site? - Yes/No
5. Is the delivery address a Military site? - Yes/No
6. If shipping to Military site, is a U.S. Driver required? - Yes/No

Quote Acceptance Information

Signature _____
 Name _____
 Title _____
 Date _____

Thank you for choosing Traffic Logix. Please sign and return to:

snash@trafficlogix.com
 Scarlett Nash
 Account Manager

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>



SafePace® Evolution 12

The Traffic Logix SafePace® The TL SafePace Evolution 12 driver feedback sign is the compact, economical sign with MUTCD approved 12" digits.

The SafePace Evolution 12 is a compact, portable sign with the cost benefit and small footprint of an entry-level sign but larger 12" digits that meet MUTCD approval. Offering speed activated digit color changes as well as the ability to display up to 3 digits, the SafePace Evolution 12 is a small sign with big impact.



EV 12 Specifications

Digit Size	12"
Height	29"
Weight	20 lbs
24/7, 365 Scheduling	✓
Data Collection	✓
Solar Compatibility	✓
Battery Operated	✓
Universal Mounting	✓
Cloud Compatibility	✓
Trailer Compatibility	✓
Dolly Compatibility	✓
Hitch Compatibility	✓
Warranty	2 Years

Features

Enlarged Sign Digits: The bestselling, compact SafePace sign, now available with slightly larger digits for improved visibility.

Dual Color Display: LED digit color can be programmed to change based on driver speed.

User-Friendly: Software interface is user friendly and can be programmed to set sign parameters quickly and easily. Optional data collection allows you to download traffic data and generate statistical reports from anywhere with SafePace Cloud.

Stealth Mode: Baseline traffic data can be collected for comparison and analysis while speed display appears blank to motorists.

Speed Violator Strobe: Programmable flashing strobe alerts drivers to slow down when they exceed the threshold speed you choose.

Universal Mounting: Optional mounting brackets let you use one sign at multiple locations with the turn of a key.

Superior construction and durability for long-lasting performance.



Feature	Specifications
Dimensions	
Digits	First digit: 12"(h) x 1.125"(w), 64 LEDs (3-digit signs only) Other digits: 12"(h) x 6.4"(w), 224 LEDs per digit
Unit with "YOUR SPEED" sign mounted	Full size sign: 29.0"(h) x 23.0"(w) x 5.625"(d)
Sign Weight (includes "YOUR SPEED" sign (2 lbs) mounted)	
AC Powered	20 lbs
Battery Powered Model	20 lbs (not including batteries)
Solar powered model	20 lbs (does not include batteries, solar panel or bracket)
General Specifications	
Operating Temperatures F (C):	-40° (-40°) to 185° (85°)
3-Digit Speed Display	Miles per hour (mph) 3-99. Kilometers per hour (km/h) 5-160.
Faceplate	High-Intensity prismatic reflective sheeting on "YOUR SPEED" signs with black colored text. MUTCD approved colors and format
Communications	Bluetooth, GSM/GPRS
Programming	SafePlace® Pro management software SafePlace® Cloud remote management 24/7 365 day unlimited programming and scheduling

Feature	Specifications
Power Options (Electrical Specifications)	
AC power input	100~240 V AC
DC power input	12 V DC
Solar panel option	50W solar panel
Radar	
Internal Radar:	Doppler (FCC approved)
Model	DF 600
Radar RF out	5 mW maximum
Radar f-center	24.125 GHz or 24.200 GHz
Pickup distance	Up to 400 feet
Beam angle	24° (vertical) x 12° (horizontal)
Beam polarization	Linear
CE Mark (Radar)	Yes
Display	
LEDs	524
Digits	256 LEDs: Color: Yellow (590 nm) Viewing angle at 50% IV: 30° Partial Flux (Brightness): 7100 – 18000 Ev,[lux]/LED 256 LEDs: Color: Red (590 nm) Viewing angle at 50% IV: 30° Partial Flux (Brightness): 7100 – 18000 Ev,[lux]/LED
Speed Violator Strobes	12 LEDs: Color: White (2700 K – 6500 K) Viewing angle at 50% IV: 150° Luminous Flux: typically 33lm @ 4000 K Luminous Efficacy: typically 176 lm/W @4000 K
Ambient light sensor	1 sensor and automatic brightness adjustment
Enclosure	
Construction	Vandal resistant, lightweight polymer. Matte black front for reduced glare and maximum contrast. Light gray body to minimize heat absorption
Weatherproof Rating	Weatherproof, NEMA 4X-12, IP65 level compliant. Non-sealed and ventilated
Warranty	
Sign	2 years
Batteries	1 year

PURCHASE ORDER

Date: 9/15/2025

PO # 40-2517



Item # 5.

VILLAGE OF ROSCOE

10631 Main Street

P.O. Box 283

Roscoe, IL 61073

Phone 815-623-2829

Fax 815-623-1360

VENDOR:

TrafficLogix

SHIP TO: Roscoe Police Department

10595 Main Street

Roscoe IL 61073

Contact Person: Roscoe Police Departm

Office Phone: 815-623-7338

Cell Phone:

Fax Number:

SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
	Net 30 Days-Govt State/Local	Government - Exempt
QUOTE NO. #	QUOTE DATE	CUSTOMER NUMBER
	9/15/2025	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
4		Solar Power Radar Signs	3,149.00	12,596.00
4		Universal Mounting Bracket Assembly	209.00	839.00
1		Freight		698.00
			Subtotal	
			Shipping	
			Total	14,130.00

Requested by: _____ Date 9/15/2025

Approved by: _____ Date 9/15/2025

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



V I L L A G E of
ROSCOE

Item # 6.

Agenda Item: (MOCIC) Mid-States Organized Crime Information Center

Date: 10-07-25

Meeting: COTW

Prepared by: Chief S. Hawley

Department: Police Dept.

Key Issues

RISS-Regional Information Sharing Systems

RISS Criminal Intelligence Database (RISSIntel)- real time, online federate search of more than 60 systems containing millions of records. Three primary areas of focus of RISS — 1. Investigative case support 2. Secure information and intelligence sharing 3. Officer safety and wellness.

1. Investigative Case support

- Analytical products (ex: court ready charts and maps for investigations to detect suspects)
- MOCIC analysts- provide analytical services (timelines, link charts, maps, diagrams, courtroom graphics) for existing data organization or Analytical products (geo-spatial analysis, cellular tower mapping, social media analysis).
- MOCIC analysts- contains access to database of current search warrants, subpoenas, preservation letters, other forms for social media and geo-fencing.
- Equipment is loaned to members at no charge (ex: surveillance equipment, audio/ video equipment, pole cameras, gps tracking, etc)
- Access to dozens of research tools (specialized databases)
- Digital Forensics/Audio/Video Clarifications — digitally extract and preserve data to forensically evaluate, clarify evidence

2. Secure Information and Intelligence Sharing

- RISSNET- provides access to more than 300 resources and more than 78 million intelligence and investigative records.
- RISSIntel- Criminal intelligence database. Online federate search of more than 60 state/regional/federal partner criminal intelligence systems.
- RISSLeads- Enables law enforcement officers to post information regarding cases or other issues
- RISS Money Counter Network (RISS MCN) Stores currency serial numbers that can be compared with currency submitted by officers.
- RISS Property and Recovering Tracking System (RISSProp)-house pawnshops/shops transactions to help identify stolen property
- RISS Master Telephone Index (RISS MTI)- compares/matches telephone numbers used in investigations, can help link associates or relationships.
- RISS Collaboration Websites- Communication platform.

3. Officer Safety and Wellness

- One stop shop for law enforcement and agencies to share timely officer safety related information.
- RISS Officer Safety Event Deconfliction System (RISSafe)-

Fiscal Note/Budget Impact

Account #01-040-5870

Item # 6.

Memberships & Dues – Organization/Departmental

\$50 application fee for first year, \$150 for future years.

Prior Legislative Actions

N/A

Action Required/Recommendation

Recommendation to send to Village Board

Attachments

MOCIC Application

MOCIC Constitution and Bylaws

MOCIC Information Packet



Mid-States Organized Crime Information Center

Check as appropriate (REQUIRED FIELD):

- X Membership Application (\$50 fee to apply due with app.)
Membership Reapplication (No charge for reapp.)

Supporting the Law Enforcement Community since 1980



2255 W. Sunset St., Springfield, MO 65807

(417) 883-4383 (800) 846-6242

Fax: (417) 883-2154

membership@mocic.riss.net

DESIGNATION OF AGENCY PERSONNEL**AGENCY INFORMATION:**

Number of sworn officers (full-time only) _____

Agency Name: Roscoe Police Department ORI# IL1010600Primary Agency Phone Number: 815-623-7338 Agency County: WinnebagoAgency Address: 10595 Main St. Post Office Box # _____City: Roscoe State: IL Zip Code: 61073 - RMS System: _____

Accounts Payable contact information to send invoices.

Accounts Payable phone number: _____

Accounts Payable email: _____

ADMINISTRATIVE HEAD MEMBER*The highest-ranking officer of the law enforcement agency (chief, sheriff, SAC, colonel, director, etc.).*Title: Chief Name: Samuel Hawley

Business Address (if different from above): _____

Business Phone (if different from above): 815-623-7338 Cell Phone: _____Email Address: _____ ☒ Sworn LE ☐ On behalf of Sworn LE*MOCIC member agencies shall have individual members designated to serve in the capacities of:***EXECUTIVE MEMBER***Usually, the highest-ranking officer of the law enforcement agency (chief, sheriff, SAC, colonel, director, etc.). Is charged with implementing the requirements of MOCIC within the agency and ensuring the integrity of all projects pertaining thereto. This individual will receive mailings from MOCIC pertaining to administrative matters. (Often will be the same as listed for the administrative head member.)*Title: _____ Name: SAA

Business Address (if different from above): _____

Business Phone (if different from above): _____ Cell Phone: _____

Email Address: _____ ☐ Sworn LE ☐ On behalf of Sworn LE

REPRESENTATIVE MEMBER

NOTE: Designated representative member may vet and approve agency users on RISSNET and through contact with their MOCIC law enforcement coordinator.

Usually the officer-in-charge or most senior investigator engaged in intelligence and/or investigation activities directly and/or solely involving criminals, organized crime and/or illegal drug trafficking. Is charged with the responsibility of gathering information and intelligence, maintaining the necessary compliance records within your agency, managing correspondence, and formulating assistance requests for your agency, and responding to requests for assistance from other MOCIC agencies. The representative member receives mailings related to intelligence matters, training, and operational information, and is the individual the MOCIC law enforcement coordinator will normally contact during agency visits.

Title: _____ Name: _____

Business Address (if different from above): _____

Business Phone (if different from above): _____ Cell Phone: _____

Email Address: _____ ☐ Sworn LE ☐ On behalf of Sworn LE

ALTERNATE MEMBER

Usually the second officer-in charge or second most senior investigator or analyst engaged in intelligence and/or investigation activities directly and/or solely involving criminals, organized crime, and/or illegal drug trafficking. Is charged with the responsibility of assisting the representative member and assuming the responsibilities of the representative member in their absence. Your agency is not required to have an alternate, but you may designate up to two alternates.

Title: _____ Name: _____

Business Address (if different from above): _____

Business Phone (if different from above): _____ Cell Phone: _____

Email Address: _____ ☐ Sworn LE ☐ On Behalf of Sworn LE

Title: _____ Name: _____

Business Address (if different from above): _____

Business Phone (if different from above): _____ Cell Phone: _____

Email Address: _____ ☐ Sworn LE ☐ On Behalf of Sworn LE



MEMBERSHIP AGREEMENT

between

Mid-States Organized Crime Information Center

and

Roscoe Police Department / Illinois

(Name/State of Agency Entering Agreement)

Roscoe, Illinois

(City and State of Agency Entering Agreement)

Mid-States Organized Crime Information Center (MOCIC), which has been established to provide information, intelligence and resource support services to law enforcement agencies for multi-jurisdictional criminal investigations in the MOCIC region, does hereby agree to provide assistance to this Agency.

As a member of MOCIC and on behalf of this Agency, I certify that all personnel from this Agency, designated or otherwise, who use MOCIC or Regional Information Sharing Systems (RISS) services and resources agree to abide by the Constitution and Bylaws that govern this organization and to follow any policies, procedures, regulations and/or guidelines applicable to and/or concerning all services rendered or resources provided by MOCIC or RISS. This includes the FBI Criminal Justice Information Services (CJIS) Security Policy.

The agency agrees to accept and abide by the principles set forth in 28 Code of Federal Regulations, Part 23, and agrees to verification of compliance at the time of membership acceptance, and periodically thereafter. Per the contract requirements of software vendors, if a research request includes or requires a social media or facial recognition search, name and email of agency personnel requesting information must be logged in the vendor software to fulfill the request.

Chief Samuel Hawley

Agency Administrative Head (please print)

David Hall

MOCIC Executive Director

(MOCIC use only)

Agency Administrative Head Signature

MOCIC Executive Director Signature (MOCIC use only)

Date

Date

(MOCIC use only)

2255 W Sunset St., Springfield, MO 65807

(417) 883-4383 (800) 846-6242

Fax: (417) 883-2154

membership@mocic.riss.net

Rev. 8/2024



Mid-States Organized Crime Information Center

2255 W. Sunset Street Springfield, MO 65807

PAYMENT FORM FOR MOCIC MEMBERSHIP FEES

NOTE: Needed for New Membership Applications ONLY. Check or CC must be presented before agency is considered for provisional membership. Please ensure information below is complete or provide contact person for CC security code if code not listed. Fee covers first year of membership. If agency not approved by board, the fee will be refunded within 30 days from the date of the vote.

Accounts Payable Contact Information:

NAME: _____

EMAIL: _____ PHONE #: _____

Billing Information: (Not required for reapplication.)

AGENCY NAME: _____

BILLING ADDRESS: _____

BILLING PHONE NUMBER: _____

PAYMENT METHOD (choose one): ☐ PAY BY CHECK/ACH



CREDIT CARD # and Security

Code: (or mark to call for code) _____

EXPIRATION DATE: ____/____/____ AMOUNT: \$_____

(See schedule below to determine amount.)

Fee schedule: \$50 application fee first year.

Then \$100 to \$300 per agency for future years, based on the number of sworn officers below:

1-10:	\$100	51-100:	\$250
11-25:	\$150	Over 100:	\$300
26-50:	\$200		

AUTHORIZED SIGNATURE:

PRINT: _____

SIGN: _____

PHONE # (if different from above): _____

If you have any questions, please contact the MOCIC Membership Support Coordinator
at (800)846-6242, ext. 4111 or

email membership@mocic.riss.net. (Send completed form to this email.)

Do you require a receipt? yes ☐ no ☐ If yes, email address to send the receipt: _____

FOR MOCIC USE ONLY:

AGENCY # _____

Completed By: _____

AUTHORIZED BY: _____

MID-STATES ORGANIZED CRIME INFORMATION CENTER



2255 W. Sunset
Springfield, Missouri 65807-5958
417-883-4383
800-846-6242



Joe Licari
Law Enforcement Coordinator - Illinois

Jlicari@mocic.riss.net
Cell: 847-344-1200
Office: 800-846-6242
Fax: 847-531-9160


Mid-States Organized Crime Information Center | MOCIC
2255 W. Sunset Street, Springfield, MO 65807

A RISS Center 



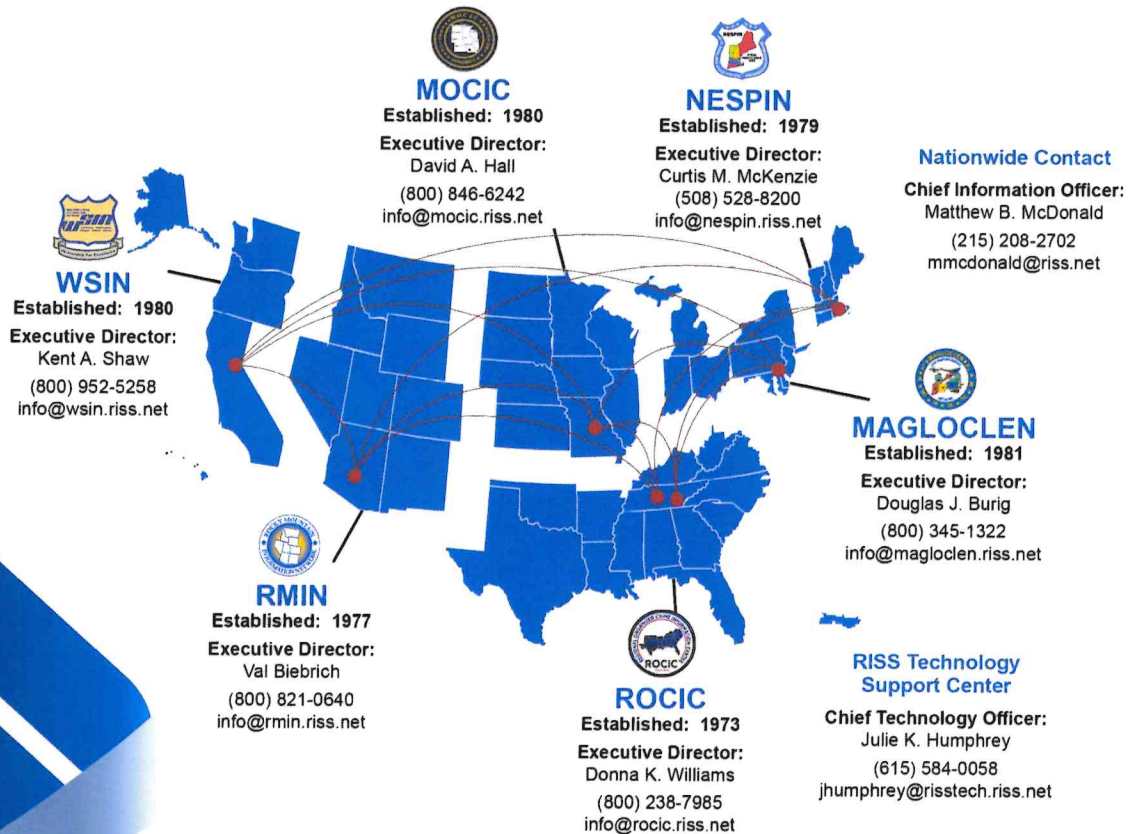
Regional Information Sharing Systems (RISS)

Resource Guide

May 2024

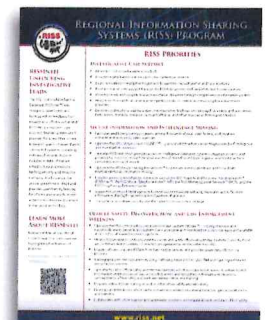
RISS is a nationwide program composed of six regional centers and the RISS Technology Support Center (RTSC). The RISS Centers work regionally and nationwide to respond to each region's unique crime problems while working together on a nationwide basis to strengthen and advance criminal justice priorities. RISS supports efforts against all crimes, including violent and gun crimes, hate crimes, domestic terrorism, human trafficking, cybercrime, drug trafficking, and other regional and emerging priorities. The RTSC develops, maintains, and enhances the RISS secure infrastructure, RISS Secure Cloud (RISSNET), and RISS applications.

RISS Center Regions and Contact Information



RISS is used and trusted by more than 10,500 criminal justice agencies and hundreds of thousands of law enforcement professionals in all 50 states, the District of Columbia, U.S. territories, England, New Zealand, and parts of Canada.

RISS focuses its efforts in three primary areas: Investigative Case Support; Secure Information and Intelligence Sharing; and Officer Safety, Deconfliction, and Law Enforcement Wellness. This focus enables RISS to effectively serve law enforcement professionals across the country. The RISS services and resources identified below are organized accordingly, with corresponding links to additional information about each service/resource. A general overview of the RISS Program can be found in the [RISS Overview Brochure](#) and the [RISS Public Website](#).



RISS Overview Brochure
<https://www.riss.net/wp-content/uploads/2024/01/RISS-Overview-Brochure-January-2024.pdf>

RISS Impact Website—www.riss.net/Impact

The [RISS Impact Website](http://www.riss.net/Impact) highlights shared successes submitted by member agencies and officers on how RISS has helped their investigations. It also features important statistical information, the RISS services and resources poster, and a RISS policy board video that describe the services, benefits, and value of the RISS Program.

RISS Privacy Policy

RISS recognizes the importance of ensuring that an individual's constitutional rights, civil liberties, civil rights, and privacy interests are protected throughout the intelligence process. RISS has adopted a privacy policy that complies with 28 Code of Federal Regulations (CFR) Part 23 (28 CFR Part 23) and is based on the Global Justice Information Sharing Initiative (Global) privacy guidelines. Global serves as a Federal Advisory Committee and advises the U.S. Attorney General on justice information sharing and integration initiatives. All RISS member agencies agree to comply with the requirements of 28 CFR Part 23 with respect to any criminal intelligence information that they submit into applicable RISS criminal intelligence databases. RISS encourages all law enforcement agencies to voluntarily adopt appropriate and clearly defined privacy and security safeguards for all agency intelligence missions to manage and control collection, retention, and dissemination activities.

RISS Membership

Agency membership is required for access to RISS resources, with the exception of officer safety resources available to all law enforcement officers after completing a thorough vetting process. Membership is a critical component to ensuring a trusted RISS network of users as well as the integrity of the overall information sharing process. Agency membership is typically open to all local, state, federal, and tribal law enforcement agencies and other agencies with law enforcement or criminal investigative authority. Each RISS Center's membership is governed by individual policies and bylaws.

Nationwide membership is available for federal and nationwide partners. Nationwide membership provides an expedited and streamlined process to establish membership for agency offices in multiple locations using one agreement and billing process. A nationwide membership uses a single Memorandum of Agreement to cover all agency offices instead of requiring individual agreements between each office and its respective RISS Center. The nationwide membership also consolidates the RISS membership fee and invoicing process, which eliminates invoicing to each individual center. The RISS nationwide membership fee is based on the agency headquarters and the primary offices that will hold the membership. Satellite or domicile offices under a primary office are covered under the primary office's membership. Contact your in-region RISS Center for more information about nationwide membership.

Investigative Case Support

RISS provides professional, accurate, relevant, and effective products and services to combat crime, help resolve criminal investigations, and successfully prosecute offenders. RISS offers a full range of critical investigative case support services and resources as well as provides expertise and technical assistance. *(Note: Not all services listed below are available at all RISS Centers. Contact your in-region RISS Center for a complete list of services available.)*



Analytical Products

RISS analysts develop specialized analytical products including court-ready charts and maps for investigators and prosecutors to increase their ability to identify, detect, and apprehend suspects, as well as to enhance prosecutorial success.

Equipment

RISS equipment is loaned to member agencies at no charge for specific, short-term investigations. Types of equipment loaned include surveillance equipment, audio/video equipment, pole cameras, GPS tracking, and much more.

Investigative Support and Research

RISS intelligence research staff have access to dozens of research tools, including specialized databases, public record information, and criminal justice information to help officers who need quick investigative lead information.

Specialized Training, Conferences, and Meetings

The RISS Centers provide training opportunities on timely and relevant topics, such as methods to combat terrorism activity and gang and violent crime; computer, financial, and economic crime; and emerging crime problems.

Field Services Support and Technical Assistance

RISS provides one-on-one technical support to agencies through field services.

Law Enforcement Briefings and Publications

RISS Centers develop law enforcement-sensitive briefings and publications.

Digital Forensics/Audio/Video Clarifications

RISS digital and audio/video forensic analysts are highly specialized to utilize the latest scientific tools and equipment to digitally extract and preserve data to forensically evaluate, clarify, and provide comparative analysis on complex investigations.



This QR code leads to information on all investigative services mentioned.

Secure Information and Intelligence Sharing

RISSNET provides a system of systems concept, connecting networks and databases, providing bidirectional information sharing, and offering a single search of connected systems. RISSNET provides access to **more than 300 resources** and **more than 78 million intelligence and investigative records**. Many of these systems are owned and operated by RISS partners, who use RISSNET to securely share information with a broader and vetted law enforcement community.

The RISSNET landing page is a secure access point to RISS resources, providing users with a streamlined logon process, ease of access to resources available on RISSNET, and enhanced search capabilities to RISSNET and partner resources. Officers can register for a RISSNET account on their own computer using the online registration process. Completing the registration is quick and easy. For more information, visit <https://register.riss.net>.

Like all RISS criminal intelligence databases, partner intelligence databases electronically connected to RISSNET and available for member agency access must also comply with 28 CFR Part 23. RISS provides member agencies with training and on-site technical assistance to ensure compliance with the regulation. For additional information regarding 28 CFR Part 23, visit <https://28cfr.ncirc.gov/>.

RISS Criminal Intelligence Database (RISSIntel)

Provides a real-time, online federated search of **more than 60 state, regional, and federal partner criminal intelligence systems**. This search does not require the RISSNET user to have a separate user account with the respective partner systems. Millions of records are available via RISSIntel, such as individuals and associations, locations, vehicles, weapons, and more.



RISSIntel

RISSLeads Investigative Website

Enables law enforcement officers to post information regarding cases or other law enforcement issues to facilitate multijurisdictional information sharing.



RISSLeads

RISS Money Counter Network (RISS MCN)

Stores currency serial numbers that can be compared with currency submitted by officers from other cases. Currency information is captured and stored by money-scanning devices and uploaded to the RISS MCN by the case officer.



RISS MCN



Secure Information and Intelligence Sharing (continued)

RISS Property and Recovery Tracking System (RISSProp)

Houses pawned, secondhand, scrapyard (including catalytic converter sales), and other shop transactions to enable officers to identify and return stolen property and identify other related criminal activities.



RISSProp

RISS Master Telephone Index (RISS MTI)

Compares and matches telephone numbers in law enforcement investigations. These connections can help link associates and relationships. When phone numbers are queried, matches from existing cases generate a report that includes contact information for the investigator currently working the case.



RISS MTI

RISS Drug Pricing Reference Guide

Enables officers to search and compare prices on narcotics; serves as a price guide when assessing the value of seizures and contraband; and identifies supply, demand, and popularity trends within the drug market.



RISS Drug Pricing
Reference Guide

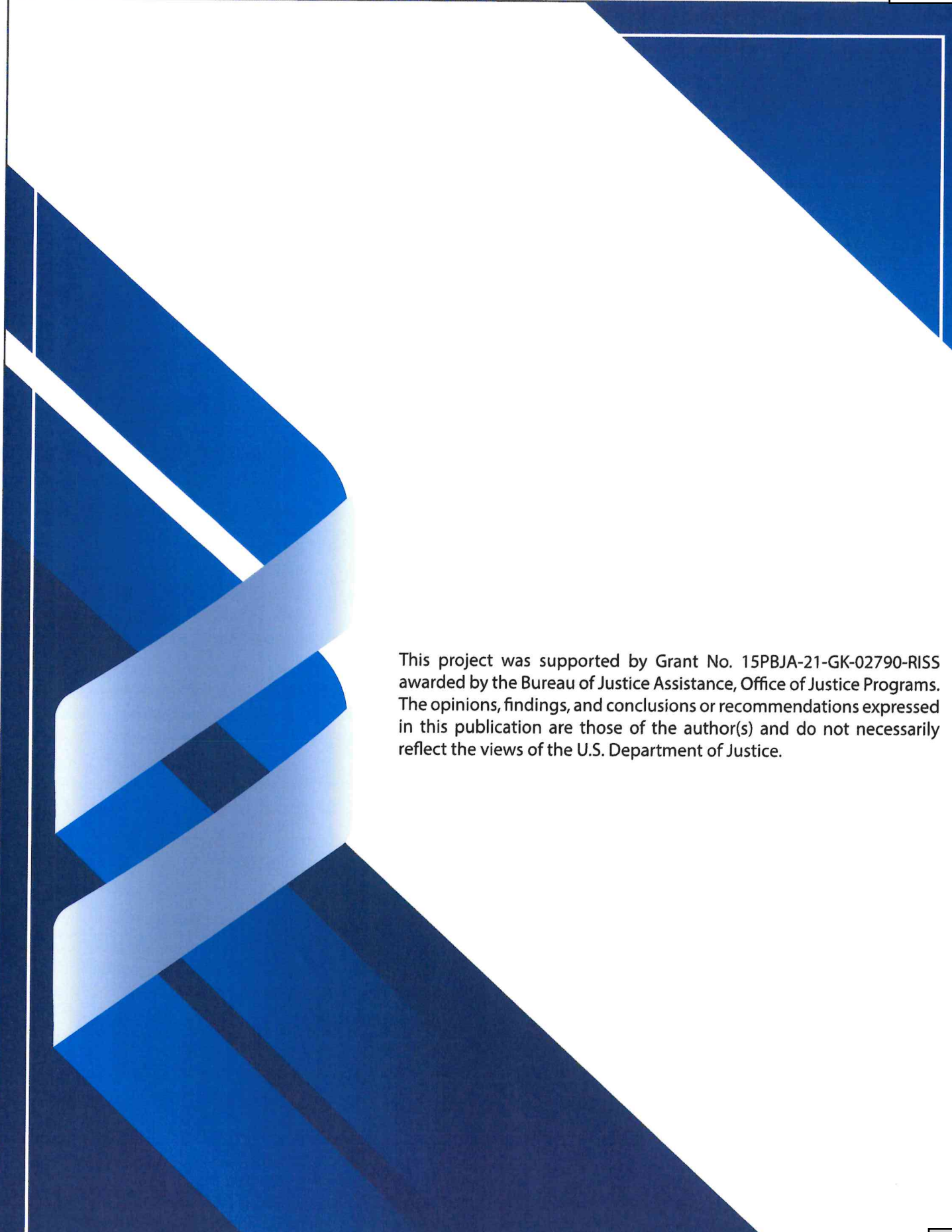
RISS Collaboration Websites

Offers RISS partners and member agencies the ability to establish secure, full-function collaboration websites on a nationwide, regional, local, or team level. Sites enable members to share information, post materials, and communicate with other users.



RISS Collaboration
Websites





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Mid-States Organized Crime Information Center®

CONSTITUTION and BYLAWS



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Revision # 1 – September 1982
Revision # 2 – September 1983
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Revision # 5 – September 1988
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Revision #12 – February 1996
Revision #13 – May 1997
Revision #14 – January 1998
Revision #15 – December 1998
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CONSTITUTION

ARTICLE ONE:

NAME

The name of this organization shall be the MID-STATES ORGANIZED CRIME INFORMATION CENTER (MOCIC).

ARTICLE TWO:

PURPOSE AND GOALS

A. The purpose and goals of MOCIC shall be:

1. The purpose of MOCIC is to provide information, intelligence and resource support to mid-states federal, state and local law enforcement agencies to combat criminals, organized crime and narcotics trafficking that transverse jurisdictional or state boundaries. In conjunction with the other five Regional Information Sharing Systems (RISS), MOCIC will also assist and promote RISS initiatives that aid in public safety.
2. The goals of MOCIC are to reduce the crime committed by criminals, organized crime and illegal drug traffickers whose illegal activities transverse the jurisdictional and state boundaries of Kansas, Missouri, Iowa, Nebraska, North Dakota, South Dakota, Minnesota, Wisconsin and Illinois by establishing a formal information, intelligence and resource repository that will:
 - a. Promote cooperation and information exchange among law enforcement member agencies within the mid-states region;
 - b. Receive, analyze and disseminate information and intelligence on specific subjects and activities provided by law enforcement member agencies within the mid-states region;
 - c. Make available necessary surveillance and communication equipment and monetary resources to enable law enforcement to successfully combat traveling criminals within the mid-states region; and
 - d. Provide comprehensive training to those law enforcement member agencies participating in the investigation of complex criminal conspiracies on the effective utilization of information, intelligence, equipment and monetary resources provided by MOCIC.

- B. In addition to MOCIC's mid-states coordination and analytical roles, MOCIC will maintain an effective means of interface with federal, state and local agencies concerned with the enforcement of criminal law, organized crime and narcotics trafficking across jurisdictional, state and national boundaries.

**ARTICLE THREE:
OFFICERS**

- A. The officers of MOCIC shall be:
1. Chairperson
 2. Vice Chairperson
 3. Secretary
 4. Sergeant-At-Arms
 5. Member
 6. Member
 7. Member
 8. Member
 9. Member
 10. The MOCIC Executive Director (Ex Officio – Non-voting)

**ARTICLE FOUR:
EXECUTIVE COMMITTEE**

The affairs of MOCIC shall be managed by an Executive Committee. The Officers named in Article Three of this Constitution shall constitute the Executive Committee.

**ARTICLE FIVE:
AMENDMENTS TO THE CONSTITUTION**

- A. **Executive Committee** – The Executive Committee may amend the Constitution by a two thirds (2/3) vote of the quorum.
- B. **Members** – Whenever the Executive Committee amends the Constitution, the members shall have the right to adopt or rescind such amendment or amendments. Such action shall require an affirmative vote of two-thirds (2/3) of the members voting, which vote shall be conducted by physical mail and/or electronic mail.
1. Any MOCIC member agency may propose an amendment or change to these Constitution and Bylaws immediately by submitting their proposals to the MOCIC Executive Director who will notify all members of the Executive Committee thirty (30) days prior to a regular meeting. Such proposals shall be referred to the MOCIC Executive Committee Chairperson or their designated representative.
 2. After a review of each proposed amendment or change for its propriety and feasibility, the Executive Committee Chairperson shall direct the MOCIC Executive Director to forward a copy of the proposed change, including findings from these reviews, to each agency's Executive Member for their vote.

ARTICLE SIX:
DISTRIBUTION OF PROPERTY ON DISSOLUTION

- A. The property of MOCIC is irrevocably dedicated to the purposes herein stated and no part of the net income or assets of MOCIC shall ever be used for benefit of any officer, member, director or staff thereof or to the benefit of any private persons. Upon the dissolution of MOCIC, its assets remaining after payment, or provision for payment of all debts and liabilities of MOCIC, shall be distributed in compliance with grantor guidelines and appropriate law.
- B. MOCIC files shall be maintained in such a manner as to ensure the utmost in security and professional administrative handling. The files shall be regarded as being the property of all contributing member agencies. In keeping with this policy, it shall be understood by all parties concerned that in the event MOCIC is abolished, or for other reasons becomes non-operational, all subject specific related materials will be returned to their respective contributing agencies in the most expeditious manner possible. All information and intelligence generated and/or produced by MOCIC will be destroyed.
 - 1. Should membership be voluntarily discontinued or terminated in any manner, it is the agency's responsibility to return all intelligence provided by MOCIC. Further, the agency may, at its discretion, have intelligence submitted to MOCIC returned upon the receipt of a formal request for this action.

BYLAWS

ARTICLE ONE: MEMBERSHIP AND VOTING

SECTION A Members

1. Application for full membership in the Mid-States Organized Crime Information Center (MOCIC) shall be open to all federal, state and local government law enforcement agencies, organizations and sub-organizations as recognized by federal or state statute as a bonafide law enforcement/police entity or a criminal justice agency with a primary function of apprehending, prosecuting, adjudicating, incarcerating or rehabilitating offenders within the nine (9) state, mid-states region. The final decision regarding any MOCIC membership application is at the sole discretion of the Executive Committee and will be considered and approved based on the criteria identified in Article One, Section A(3).
2. Application for limited membership shall be open to federal agencies choosing a limited membership and those Canadian law enforcement agencies whose province is geographically contiguous with that of an MOCIC member state. A limited membership agency is not eligible for the following as related to MOCIC:
 - Confidential investigative funding
 - Loan of equipment
 - To vote or hold office

Limited membership agencies do not pay an annual membership fee.

3. Acceptance of membership shall be based upon, but not limited to, size of agency, ability of agency to contribute intelligence to MOCIC, ability of agency to participate in cooperative investigations with MOCIC member agencies, ability of agency to gather intelligence, purpose of the agency, proximity of agency to existing member agencies, history of the agency's efforts in conducting intelligence functions, ability of the agency to lawfully exchange general criminal intelligence information and apply high standards of integrity, security and professionalism, and;
 - a. Certify compliance with the Criminal Intelligence Systems Operating Policies and such other guidelines as necessary to safeguard confidential intelligence information as described in Article Five and other resources provided to them by MOCIC, and;
 - b. Whose applications for membership in MOCIC are favorably accepted by the State Review Committee, Executive Committee and MOCIC Executive Director.
 - c. Multi-jurisdictional agencies applying for membership after September 25, 1987 must meet all qualifications stipulated in Article One, Section A(1) and (2).
4. All MOCIC full membership agencies paying annual membership fees shall be active members with the right to vote, hold office and participate in all general membership meetings. There shall be no proxy voting.

5. Each full membership agency paying annual membership fees shall have the right to cast one vote, to be cast by the Executive Member, or in their absence, by the Representative or Alternate Member. Member agencies that are suborganizations of a parent organization and do not pay separate annual membership fees are not entitled to a separate vote and are bound by the vote of the parent organization paying the annual membership fees.
6. The agency is responsible for returning all intelligence provided by MOCIC and may have intelligence previously submitted to MOCIC returned upon receipt of a formal request for this action.

SECTION B Representative

1. MOCIC member agencies shall have individual members designated by the agency's Administrative Head to serve in the capacities of:
 - a. **Executive Member** - As a rule, this will be the highest ranking officer of the law enforcement agency (Commissioner, Chief, Sheriff, Senior Investigator, Supervisor, etc.)
 - b. **Representative Member** - As a rule, this will be the officer-in-charge or most senior investigator engaged in intelligence and/or investigation activities directly and/or solely involving criminals, organized crime and/or narcotics trafficking.
 - c. **Alternate Member** - As a rule, this will be the second officer-in-charge or second most senior investigator or analyst engaged in intelligence and/or investigation activities directly and/or solely involving criminals, organized crime and/or narcotics trafficking.
2. The Administrative Head may, at their discretion, either appoint themselves or an executive officer as that agency's MOCIC Executive Member, plus one MOCIC Representative and up to two MOCIC Alternates.
3. The Executive Member is charged with the responsibility for implementing the purposes of MOCIC within their agency and ensuring the integrity of all the projects pertaining thereto.
4. The Representative Member is charged with the responsibility of gathering information and intelligence, maintaining the necessary compliance records within their agency, handling correspondence, formulating assistance requests for their agency and responding to requests for assistance from other MOCIC agencies.
5. The Alternate Member is charged with the responsibility of assisting the Representative Member and shall assume the responsibilities of the Representative Member in their absence.

SECTION C Applications and Admission

1. Application for membership in MOCIC shall be made by the Administrative Heads of a prospective agency on MOCIC application forms. Forms may be obtained by telephoning the MOCIC offices. Prospective applicants may use the numbers listed below:

(417) 883-4383
(800) 846-6242

2. Application forms may be obtained by written request to MOCIC.
3. When the application is complete, application forms should be returned to MOCIC.

4. The Administrative Head of the applying agency shall, at the time of application, designate their choice of Executive, Representative and Alternate Members.
5. The MOCIC Executive Director shall notify members of the Executive Committee and appropriate State Review Committee Members as soon as possible upon receipt of an application for membership.
6. The appropriate State Review Committee shall act upon the application not more than 90 days after receipt of same, and a majority vote of the members of the State Review Committee shall be required for approval. After processing by the Executive Committee, the Executive Committee Chairperson shall make a recommendation to the Executive Committee for their next regular meeting. The Executive Committee shall act upon the application at the time presented. An affirmative two-thirds (2/3) vote of the quorum shall be required to approve membership. Notification of approval or disapproval shall be made in writing to the applicant agency.
7. If for any reason any designated member from an MOCIC member agency can no longer serve, the Administrative Head of the agency shall notify the MOCIC Center and provide the name of the replacement.

SECTION D Ethical Conduct

Each MOCIC individual member shall at all times conduct themselves in such a way as to reflect credit upon themselves, the profession of law enforcement and MOCIC.

ARTICLE TWO: EXECUTIVE COMMITTEE

SECTION A Membership and Authority

1. The Executive Committee shall be composed of ten (10) officers from MOCIC member agencies as follows:
 - a. Nine (9) Members, one (1) from each of the MOCIC states as elected by majority vote of the MOCIC members from their respective states to serve three-year terms. At the First Annual Meeting, one-third (1/3) of the members will be elected for one-, two- and three-year terms. Thereafter, elections for three-year terms will be held annually as existing terms expire. The annual election will be conducted in such a manner as to permit each full member agency to cast a vote. Concurrently, one (1) Alternate from each state will be elected by majority vote to serve for the same term as the Member. The Alternate will serve in the absence of the Member and with the same powers as the Member. There will be no proxy voting. The elected Executive Committee Member and Alternate cannot be from the same MOCIC member agency.
 - b. The MOCIC Executive Director shall be an ex-officio, non-voting member of the Executive Committee.
2. The MOCIC Executive Director shall be appointed by the Executive Committee, subject to successful completion of background and physical examination and a cooperative selection and termination process approved by the MOCIC Executive Committee. The MOCIC Executive Director shall reserve the right to approve the appointment of and termination of all employees under their supervision.
3. Vacancies on the Executive Committee shall be filled as follows:

- a. In instances where an Executive Committee Member cannot serve, the elected Alternate shall serve until the next annual election, at which time they may stand for election for a new term or the unexpired term remaining, as appropriate.
 - b. In instances where both the Executive Committee Member and Alternate from a state cannot serve, an Executive Committee Member shall be appointed by that state's State Review Committee to serve until the next annual election, whereupon that state's members will select an Executive Committee Member and Alternate to complete the unexpired portion of the current three-year term remaining.
 - c. In instances where an Executive Committee Alternate from a state cannot serve, an Executive Committee Alternate shall be appointed by that state's State Review Committee to serve until the next annual election, at which time, they may stand for election for a new term or the unexpired term remaining as appropriate.
 - i. In instances where a state's State Review Committee appoints an Executive Committee Alternate, that appointment shall be made within four (4) months of the position vacancy.
 - ii. The state's State Review Committee may consider any officer in good standing from that state's member agencies for this appointment.
4. Each member of the Executive Committee shall be subject to removal from office, and upon the petition for recall of an Executive Committee member signed by a majority of the member agencies of the state concerned stating the date, time, and place, a caucus of state agencies shall be held to consider removal of the Executive Committee Member.
- a. Such caucus shall not be held earlier than thirty (30) days after the last agency signed the petition.
 - b. Upon a two-thirds (2/3) vote of the members present and voting at said meeting, the Executive Committee Member shall be removed.
 - c. The vacant position will be filled in accordance with Article Two, Section A(3).
5. Members of the Executive Committee shall be suspended from their Executive Committee duties upon their suspension from their agency or their agency's suspension from MOCIC, as set forth in Article Two.

SECTION B Officers

1. The elected Executive Committee will then select members from their body to hold the following offices:
 - a. **Executive Committee Chairperson** – It shall be the duty of the Chairman to preside at all meetings of the MOCIC Executive Committee. The Chairperson shall vote only in case of a tie vote. The Chairperson shall serve one-year terms and no more than three (3) consecutive one-year terms. The Chairperson shall call meetings of the Executive Committee no fewer than four (4) times per year and special meetings as occasions demand.
 - b. **Vice Chairperson** – The Vice Chairperson shall hold office for one year and shall not serve for more than three (3) consecutive one-year terms. It shall be the duty of the Vice Chairperson to preside at all meetings in the absence of the Chairman and to assist the Chairperson. In the event of a resignation, suspension or termination of the Chairperson, the Vice Chairperson shall ascend to the Chairpersonship and serve until the next meeting.

- c. **Secretary** – The Secretary shall hold office for a minimum of one year and may be reappointed from year to year. The Secretary shall keep minutes of all meetings, act as parliamentarian, issue notices of meetings and perform all other duties related to their office. The Secretary shall provide copies of the minutes of all MOCIC meetings to Executive Committee Members.
 - d. **Sergeant-At-Arms** – The Sergeant-At-Arms shall be appointed from the Executive Committee by the Executive Committee Chairperson for a one-year term and may be reappointed from year to year. The Sergeant-At-Arms shall ensure only members of good standing are present during the closed sessions of MOCIC meetings and perform other duties as may be assigned by the Executive Committee Chairperson.
2. The Executive Committee shall have the authority to select members from their body to fill vacancies in any office at any time.

SECTION C Committees

1. State Review Committees

- a. The Executive Committee Member selected by MOCIC members from their state will be the Chairperson of that state's State Review Committee. The Chairperson will appoint at least four (4) members but no more than seven (7) from other MOCIC agencies within the state to serve on that state's State Review Committee. The Chairman will only vote in the case of tie votes. Members of these State Review Committees shall serve one-year terms, at which time they will be reappointed or replaced by the State Review Committee Chairperson.
- b. The State Review Committee's duties will include submitting recommendations concerning applications for MOCIC membership from agencies within their state, investigating any detrimental actions of individual members and member departments from their state that negatively affect MOCIC, recommend changes in MOCIC policies and procedures to the Executive Committee and to periodically review MOCIC operating methods and records to refine and improve same for better service to member agencies within their state.
- c. Each State Review Committee Chairperson shall have the authority to call meetings of that state's State Review Committee as occasions require. Meetings shall be held as necessary, but a minimum of one meeting shall be called each year to review participation of MOCIC member agencies within their state.
- d. The Chairperson of each State Review Committee, in closed session at each Annual Meeting, shall discuss with state members attending, actions of their State Review Committee and other matters of concern since their last Annual Meeting.

2. Other Committees

- a. The Executive Committee shall be responsible for the overall implementation of project activities and may from time to time appoint such other committees as may be necessary.

SECTION D Quorum

A quorum of the Executive Committee exists when six (6) Executive Committee Members, excluding the non-voting MOCIC Executive Director, are present.

SECTION E Voting Procedure

To initiate action of the Executive Committee, the following Executive Committee vote shall be required:

1. Admission of members: Affirmative vote of two-thirds (2/3) of the quorum.
2. Suspension of members: Affirmative vote of two-thirds (2/3) of the quorum.
3. Overrule previous suspension of members: Affirmative vote of two-thirds (2/3) of the quorum.
4. Termination of members: Affirmative vote of two-thirds (2/3) of the quorum.
5. Reinstatement of members: Affirmative vote of two-thirds (2/3) of the quorum. More than one negative vote is necessary to exclude.
6. Amendments to the Constitution and Bylaws: Affirmative vote of two-thirds (2/3) of the quorum.
7. On all matters not specifically designated: Simple majority of the quorum.

SECTION F Reapplication

1. Upon change of the Administrative Head, an MOCIC member agency shall reapply for membership. The appropriate State Review Committee shall be notified of the reapplication. The Executive Committee shall act on the reinstatement applications in the manner stipulated in Article One, Section C(6).
2. Upon notice of a change of a member agency's Administrative Head, the acting Administrative Head shall complete and return an Interim Membership Agreement certifying they will abide by the MOCIC Constitution and Bylaws and other operating guidelines regarding their agency's participation with MOCIC until such time as a new Administrative Head is named. This agreement, once returned, would become a part of the permanent record of the agency.

SECTION G Suspension – Pending Investigation

1. An MOCIC member agency may be suspended, pending a regular meeting, by a two-thirds (2/3) vote of the quorum for the following reasons:
 - a. Acts detrimental to MOCIC or to the law enforcement profession.
 - b. Improper or indiscreet handling of MOCIC information and/or other resources.
 - c. Lack of participation in MOCIC activities.
 - d. Failure to sign and return the reapplication agreement in a timely manner, not to exceed ninety (90) days.
2. The Executive Committee may grant the MOCIC Executive Director the authority to temporarily suspend a member agency's access to MOCIC services, pending a meeting of the Executive Committee, in limited circumstances to protect the security and integrity of the organization and with notice to the Executive Committee Chairperson and other designated Executive Committee Members.

SECTION H Appeal

1. Any suspended MOCIC member agency shall have the right to appeal and appear before the Executive Committee, State Review Committee and/or such others as may be necessary to conduct a full and complete hearing by giving written notice to the MOCIC Executive Director.
2. Such a hearing shall be held within ninety (90) days after receipt of such notice from the appealing agency. The MOCIC Executive Director shall notify the Administrative Head and Executive, Representative and Alternates of the appealing agency, all Executive Committee Members, appropriate State Review Committee Members and designated others of the date, time and place of the hearing.
3. A two-thirds (2/3) vote of the quorum will be required to overrule the previous suspension of an MOCIC member agency.

SECTION I Reinstatement

1. An agency that has been terminated from MOCIC membership may request reinstatement. Such a request shall take the form of and be processed the same as a new membership application as stipulated in Article One, Section C.
 - a. This process may be supplemented with a formal hearing as stipulated in Article Two, Section H.
2. A two thirds (2/3) vote of the quorum will be required to reinstate a member and more than one negative vote is necessary to exclude. The requesting agency will receive formal notification of the results of their application as recommended by the Executive Committee.

SECTION J Voluntary Termination

1. Agency membership in MOCIC shall be terminated upon the Executive Director's receipt and validation of written notice of resignation from the Administrative Head, Executive, or Representative of the requesting member agency

SECTION K Involuntary Termination

1. Involuntary termination of membership is a last resort. It is assured, therefore, before a problem reaches a magnitude or severity to consider termination, a discussion will be held with the member agency in question. This effort will include the Administrative Head and Executive and Representative Members from the agency, Executive Committee and State Review Committee Chairperson, the MOCIC Executive Director and such others as might be necessary to accurately determine the full extent of the problem.
2. Such discussions will be preceded by formal notification that involuntary termination is pending and why. A report of the findings will be presented to the Executive Committee by the Chairperson.
3. It shall take a two-thirds (2/3) vote of the quorum to terminate any member agency.
4. Should termination occur in this manner, the agency continues to be responsible for returning all intelligence provided by MOCIC and may elect to have intelligence submitted to MOCIC returned by making a formal request for this action.

**ARTICLE THREE:
AMENDMENTS TO THE BYLAWS**

SECTION A Executive Committee

The Executive Committee may amend the Bylaws by two-thirds (2/3) vote of the quorum.

SECTION B Members

Whenever the Executive Committee amends the Bylaws, the members shall have the right to adopt or rescind such amendment or amendments. Such action shall require an affirmative vote of two-thirds (2/3) of the members voting, which vote shall be conducted by physical mail and/or electronic mail.

1. Any MOCIC member agency may propose an amendment or change to these Constitution and Bylaws by submitting their proposals to the MOCIC Executive Director, who will forward the proposal to the Executive Committee thirty (30) days prior to a regular meeting.
2. After a review of each proposed amendment or change for its propriety and feasibility, the Executive Committee Chairperson shall direct the MOCIC Executive Director to forward a copy of proposed changes, including their findings and recommendations, to the membership for their vote.

**ARTICLE FOUR:
ANNUAL MEETINGS**

SECTION A Annual Meetings

1. MOCIC shall hold an Annual Meeting of MOCIC member agencies. The location of Annual Meetings shall be determined by the Executive Committee and announced to the membership at the close of each Annual Meeting.
2. There shall be at least one closed session at each Annual Meeting attended by members only which addresses MOCIC administrative and internal affairs. The proceedings of all closed sessions shall be confidential, and any breach of this confidence shall result in either termination of the MOCIC member agency's membership and/or individual member responsible.
3. Persons from MOCIC member agencies, prospective member agencies and others as approved by the MOCIC Executive Director may attend all open sessions and general training activities conducted at MOCIC Annual Meetings.

SECTION B Executive Committee

The Executive Committee will meet four (4) times yearly to discuss the activities of MOCIC, accept new memberships and resolve matters that require Executive Committee attention.

SECTION C State Review Committee

Each State Review Committee Chairperson shall have the authority to call meetings of their state's State Review Committee as occasions require.

Meetings shall be held as necessary, but a minimum of one (1) meeting shall be called each year to review participation of MOCIC member agencies within their state. This required committee meeting may be held in conjunction with the Annual Meeting. When held in conjunction with the Annual Meeting, expenses incurred are the responsibility of the appointed State Review Committee Members or their individual agency or department.

ARTICLE FIVE: OPERATIONS

SECTION A Criminal Intelligence Operating Procedures, 28 CFR Part 23

The Office of Justice Programs, Bureau of Justice Assistance, has adopted regulations that apply to intelligence systems funded under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended. These regulations are published as Title 28, Part 23 of the Code of Federal Regulations. MOCIC will operate in compliance with these regulations.

SECTION B Requirements, Restrictions and Certifications

1. MOCIC will serve as a central depository for information received from the nine (9) mid-states consisting of Missouri, Kansas, Iowa, Nebraska, South Dakota, North Dakota, Minnesota, Illinois, and Wisconsin and any limited membership agencies. At the initiation of MOCIC, law enforcement Administrators representing the nine (9) states involved agreed the information from MOCIC would be disseminated only among authorized law enforcement agencies.
2. MOCIC member agencies will not use MOCIC equipment for surveillance purposes that is in violation of Title III of Publ. L 90-351, as amended, or any subsequent applicable federal law, or any applicable state statute related to wiretapping and/or surveillance.
3. MOCIC member agencies will be required to certify they agree to follow the procedures established in the Constitution and Bylaws. This certification shall be required at the time of an agency's membership, and upon reapplication due to change of the member agency's Administrative Head.

ARTICLE SIX: EXECUTIVE COMMITTEE RULES

The Executive Committee may from time to time make, amend and rescind such rules and regulations as may be necessary to carry out the provisions of its Constitution and Bylaws. A copy of all rules and regulations, and amendments or rescissions thereof, shall be distributed to the MOCIC membership within a reasonable time after their adoption.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 7.

Agenda Item: Initial Discussion – Consideration of a Tobacco Retailer Licensing Ordinance

Date: October 2, 2025

Meeting: Village Board – 10/7/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

In 2022, the Winnebago County Health Department prepared a model tobacco retailer license ordinance and supporting white paper recommending that municipalities adopt licensing requirements for the retail sale of tobacco, alternative nicotine products, and electronic cigarettes. At that time, the Village of Roscoe did not move forward with adoption.

Since then, local school districts have reported an uptick in the use of tobacco, CBD, and THC-related products by students. While Illinois law sets the minimum purchase age at 21, recent reports suggest that underage individuals continue to obtain these products.

Currently, enforcement within the Village consists primarily of police investigations into sales of tobacco (and alcohol) to minors. These cases typically result in citations issued to store clerks, carrying only minimal fines. The retail establishments themselves face limited consequences under the current system.

Key Issues

Creating a local retail tobacco license—similar to the Village’s existing liquor licensing framework—would allow the Village to:

- Place accountability directly on the retail establishment rather than only the employee.
- Establish harsher penalties, including suspension or revocation of the license, for violations.
- Require documented training programs for retail employees.
- Provide stronger tools for enforcement to discourage sales to minors.

The 2022 Winnebago County Health Department white paper noted that tobacco use remains a significant health issue:

- **21% of adults** in Winnebago County reported smoking in 2021, compared to 16% statewide.
- In the 2020 Illinois Youth Survey, **6% of 8th graders, 14% of 10th graders, and 17% of 12th graders** in Winnebago County reported recent use of e-cigarettes or vaping products.
- Smoking is a modifiable behavior that requires coordinated community and policy-level interventions

The attached model ordinance provides a framework for a licensing system that:

- Requires a retail tobacco license to sell tobacco, nicotine, or vaping products.
- Establishes license application and renewal procedures.
- Requires the display of warning signage and employee training.
- Prohibits sales to individuals under 21 and requires ID checks for individuals appearing under 30.
- Provides for suspension, revocation, and fines through a local “Tobacco Commissioner” (often assigned to the Liquor Commissioner).

Fiscal Note/Budget Impact

Item # 7.

The ordinance would allow the Village to establish an annual license fee (amount to be determined). This could provide a modest revenue stream to offset administrative and enforcement costs.

Action Required/Recommendation

Staff is presenting this item for **initial Board discussion only**. The Board is asked to review the model ordinance and provide direction on whether to proceed with drafting a Village of Roscoe tobacco retailer licensing ordinance, including discussion of:

- Classification of Tobacco Retailer Licenses (e.g. High Volume / Low Volume Retailer)
- Appropriate license fee structure.
- Potential inclusion of optional provisions (e.g., sales near schools, vending machine restrictions).

Attachments

1. Model Ordinance – Retail Licensing (Winnebago County Health Department, 2022)
2. White Paper – Model Retail Tobacco License Ordinance (Winnebago County Health Department, 2022)



Model Retail Tobacco License Ordinance White Paper | 2022

Background

Tobacco use is the leading cause of preventable disease, disability, and death in the United States (CDC, 2022). In Winnebago County, 21% of adults smoked tobacco in 2021. In 2020, a total of 3,869 students in Winnebago County 8th, 10th, and 12th grades participated in the Illinois Youth Survey (IYS). When asked about their use of cigarettes over the past 30 days, 1% of 8th graders, 2% of 10th graders, and 2% of 12th graders acknowledged having used. When asked about use of E-cigarettes or other vaping products over the past 30 days, 6% of 8th graders, 14% of 10th graders, and 17% of 12th graders acknowledged having used.

Purpose of a Retail Tobacco License Ordinance

Protect the public health, safety, and welfare by reducing the number of individuals, in particular individuals under the age of 21, who use tobacco products, alternative nicotine products, and electronic cigarettes from illness and premature death.

Ordinance Provisions

The proposed Model Ordinance contains the following provisions:

- Requires a retail tobacco license to sell tobacco products, alternative nicotine products, and electronic cigarettes within Village/City limits.
- Creates a license application process and identifies individuals/entities that would be prohibited from obtaining a license.
- Requires a documented training program for employees.
- Establishes an annual license with the fee to be determined by the Village/City.
- Requires the display of tobacco licenses and warning signs in a publicly visible location.
- Prohibits:
 - Sale of tobacco products, alternative nicotine products, electronic cigarettes, tobacco accessories or smoking herbs to anyone under the age of 21 years;
 - Sale to anyone appearing to be under age 30 without checking identification;
 - Sale within 100 feet of any school, childcare facility or other building used for education or recreational programs for persons under the age of 21 years [*Optional*].
 - Vending machines that sell tobacco products, alternative nicotine products, electronic cigarettes, tobacco accessories or smoking herbs [*Can be modified to permit vending machines in places where persons under 21 are not allowed*].
- Requires employees to be 21 years of age to sell tobacco products, alternative nicotine products, electronic cigarettes, tobacco accessories or smoking herbs [*Legal age is 16*].
- Requires tobacco products, alternative nicotine products, electronic cigarettes, tobacco accessories, and smoking herbs to be stored in areas not readily accessible to persons under the age of 21.
- Creates a tobacco commission/tobacco commissioner to administer the ordinance, including holding hearings, suspending/revoking licenses, and issuing fines [*Optional*].

**[MODEL]
ORDINANCE
of the
VILLAGE/CITY OF _____**

**AN ORDINANCE LICENSING RETAILERS OF TOBACCO PRODUCTS,
ALTERNATIVE NICOTINE PRODUCTS, AND ELECTRONIC CIGARETTES IN THE
VILLAGE/CITY OF _____**

WHEREAS, approximately 480,000 people die in the United States from smoking-related diseases and exposure to secondhand smoke every year, making tobacco use the leading preventable cause of death in the United States; and

WHEREAS, substantial scientific evidence exists to show that tobacco use causes cancer, heart disease, stroke, lung diseases, and chronic obstructive pulmonary disease (COPD) and increases risk for tuberculosis, certain eye diseases, and immune system issues; and

WHEREAS, the federal Family Smoking Prevention and Tobacco Control Act was signed into law in 2009, giving the United States Food and Drug Administration (FDA) the authority to regulate the manufacture, distribution, and marketing of tobacco products; and

WHEREAS, Congress made numerous findings in support of the Family Smoking Prevention and Tobacco Control Act, including the following:

- The use of tobacco products by the Nation's children is a pediatric disease of considerable proportions that results in new generations of tobacco-dependent children and adults; and
- Virtually all new users of tobacco products are under the minimum legal age to purchase such products; and
- An overwhelming majority of Americans who use tobacco products begin using such products while they are minors and become addicted to nicotine in those products before reaching the age of 18; and

WHEREAS, nicotine use in youths has been shown to impact learning, memory and attention and to increase risk of future addiction to other drugs; and

WHEREAS, according to the United States Surgeon General's Advisory on E-cigarette Use Among Youth from 2018, electronic cigarettes have been the most commonly used tobacco product by youths since 2014; and

WHEREAS, tobacco use continues to be an urgent public health issue in Illinois, as evidenced by the following statistics from the Centers for Disease Control and Prevention:

- 14.5% of adults in Illinois smoked cigarettes in 2019.
- 18,300 adults in Illinois die from smoking-related illnesses each year.
- \$5.5 billion was spent on healthcare costs due to smoking in Illinois in 2019.
- 22.7% of Illinois high school students reported currently using a tobacco product in 2019, including electronic cigarettes.

WHEREAS, according to the 2021 County Health rankings for the State of Illinois, published by the University of Wisconsin Population Health Institute, 21% of adults in Winnebago County, Illinois, smoked in 2021, as compared to 16% of adults in the State of Illinois; and

WHEREAS, the 2020 Illinois Youth Survey for Winnebago County, Illinois, found that within 12 months prior to completing the survey: 1) 3% of 8th graders, 3% of 10th graders, and 5% of 12th graders reported smoking cigarettes; and 2) 10% of 8th graders, 22% of 10th graders, and 24% of 12th graders reported using e-cigarettes or other vaping products; and

WHEREAS, the Youth Survey further learned that of tobacco users in Winnebago County, 16% of 8th graders, 24% of 10th graders, and 42% of 12th graders reported purchasing tobacco products from a gas station, store or mall; and

WHEREAS, the Youth Survey also found that of e-cigarette and vaping products' users in Winnebago County, 7% of 8th graders, 16% of 10th graders, and 34% of 12th graders reported purchasing them from a gas station, store or mall; and

WHEREAS, effective July 1, 2019, the minimum age for purchasing tobacco products, alternative nicotine products, electronic cigarettes, tobacco accessories, and smoking herbs in the State of Illinois was increased to twenty-one (21) years old; and

WHEREAS, the Village Board/City Council finds that the health hazards associated with the use of tobacco products, alternative nicotine products, and electronic cigarettes are well-documented and substantiated and that use of these products adversely affects the health of the residents of the Village/City; and

WHEREAS, the Village Board/City Council finds that the Village/City has a substantial interest in reducing the number of individuals of all ages who use tobacco products, alternative nicotine products, and electronic cigarettes, and a particular interest in protecting adolescents from tobacco dependency and the illnesses and premature death associated with tobacco use; and

WHEREAS, the Village Board/City Council finds that a local licensing system for tobacco retailers is necessary and appropriate to protect the public health, safety, and welfare of the residents of the Village/City of ____; and

WHEREAS, the following provisions of Illinois law authorize the Village/City to enact a local retail tobacco licensing ordinance:

- Section 11-20-3 of the Illinois Municipal Code, 65 ILCS 5/11-20-3, authorizes municipalities to provide for and regulate the inspection of tobacco; and
- Section 11-20-5, 65 ILCS 5/11-20-5, permits municipalities do all acts and make all regulations necessary for the promotion of health or the suppression of diseases; and
- Section 11-1-1, 65 ILCS 5/11-1-1, allows municipalities to pass and enforce all necessary police ordinances; and

WHEREAS, the Village Board/City Council finds that a local licensing system for tobacco retailers will help ensure that retailers comply with the federal Family Smoking Prevention and Tobacco Control Act, the Illinois Prevention of Tobacco Use by Persons under 21 Year of Age and Sale and Distribution of Tobacco Products Act, the Illinois Preventing Youth Vaping Act, the Illinois Prevention of Cigarette and Electronic Cigarette Sales to Persons under 21 Years of Age Act, and the Illinois Tobacco Accessories and Smoking Herbs Control Act; and

WHEREAS, the Village Board/City Council expressly declares that the enactment of this Ordinance directly pertains to, and is in furtherance of, the health, welfare and safety of the residents of the Village/City, and in particular those residents who are under twenty-one (21) years of age.

NOW, THEREFORE, BE IT ORDAINED by the Village Board/City Council of the Village/City of ____ as follows:

SECTION ONE. The above recitals are incorporated herein and made a part hereof.

SECTION TWO. Article/Chapter ____ of the Village/City of ____ Code of Ordinances is hereby amended to read as follows:

Sec. ____ DEFINITIONS. The following words and phrases, whenever used in this Article/Chapter, shall have the meanings set forth in this section, unless the context clearly requires otherwise:

Alternative Nicotine Product means a product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means.

Electronic Cigarette means:

- (1) Any device that employs a battery or other mechanism to heat a solution or substance to product a vapor or aerosol intended for inhalation;
- (2) Any cartridge or container of a solution or substance intended to be used with or in the device or to refill the device; or

(3) Any solution or substance, whether or not it contains nicotine, intended for use in the device.

Electronic Cigarette includes, but is not limited to, any electronic nicotine delivery system, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

Electronic Cigarette does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, that is being marketed and sold solely for that approved purpose; any asthma inhaler prescribed by a physician for that condition and being marketed and sold solely for that approved purpose; or any therapeutic product approved for use under the Compassionate Use of Medical Cannabis Pilot Program Act.

Person means any natural person, company, corporation, cooperative association, firm, partnership, business, organization, or other legal entity.

Retail Tobacco License means a license issued by the Village/City to a Person to engage in the sale of Tobacco Products, Alternative Nicotine Products, and/or Electronic Cigarettes in the Village/City.

Smoking Herbs means all substances of plant origin and their derivatives, including but not limited to broom, calea, California poppy, damiana, hops, ginseng, lobelia, jimson weed and other members of the Datura genus, passion flower and wild lettuce, which are processed or sold primarily for use as smoking materials.

Tobacco Accessories means any cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of tobacco products or of substances made illegal under any ordinance or statute or of substances whose sale, gift, barter, or exchange is made unlawful under any ordinance or statute.

Tobacco Product means any product containing or made from tobacco that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, snus, and any other smokeless tobacco product which contains tobacco that is finely cut, ground, powdered, or leaf and intended to be placed in the oral cavity. *Tobacco Product* includes any component, part, or accessory of a tobacco product, whether or not sold separately.

Vending Machine means any mechanical, electric or electronic, self-service device which, upon insertion of money, tokens or any other form of payment, dispenses Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, and/or Smoking Herbs.

Sec. __. RETAIL TOBACCO LICENSE REQUIRED.

- A. No Person shall sell, offer for sale, or permit the sale of Tobacco Products, Alternative Nicotine Products, or Electronic Cigarettes to consumers within the corporate limits of the Village/City without a valid Retail Tobacco License issued by the Village/City. A Retail Tobacco License is not required for a wholesale dealer who sells to retail dealers for the purpose of resale only and does not sell any Tobacco Products, Alternative Nicotine Products, or Electronic Cigarettes directly to consumers.
- B. All Retail Tobacco Licenses issued pursuant to this section are nontransferable and non-assignable and are valid only for the applicant and the specific address listed on the Retail Tobacco License. No license may issue for other than a fixed location. A separate Retail Tobacco License is required for each address at which Tobacco Products, Alternative Nicotine Products, or Electronic Cigarettes are sold or offered for sale. Any change in business ownership or business address requires a new Retail Tobacco License.

Sec. __. LICENSE APPLICATION.

- A. Application for a Retail Tobacco License hereunder shall be in writing to the Village/City Clerk, on the application form provided by the Village/City, signed by the applicant, if an individual, or by at least two members of a partnership, if the applicant is a partnership, or if the applicant is a corporation, then by the president and secretary thereof, verified by oath or affidavit of the signers, and shall contain the following:
 - 1. The name, date of birth and address of the applicant in the case of an individual; in the case of a partnership, the persons entitled to share in five percent (5%) or more of the profits thereof; and in the case of a corporation, the date of incorporation, the state of incorporation, the objects for which it was organized, the names and addresses of the officers and directors, and the names and addresses of all persons owning more than five percent (5%) of the stock, along with a copy of the corporate charter currently on file with the Illinois Secretary of State;
 - 2. If an individual, the citizenship of the applicant, their place of birth, and, if a naturalized citizen, the time and place of their naturalization;
 - 3. The character of business of the applicant;
 - 4. The length of time that the applicant has been in business of that character;
 - 5. If the business is to be run by a manager or agent, the name, date of birth, and address of the manager or agent;
 - 6. If a partnership, the date of formation of the partnership;
 - 7. The applicant's current state tobacco license number from the Illinois Department of Revenue;
 - 8. The location and description of the premises or place of business which is to be operated under the license;

9. A statement that the applicant owns the premises to be operated under the license or has a lease for the premises for the full period of the license;
 10. A statement whether the applicant has made a similar application for a similar or other license on premises other than described in the application and the disposition of such application;
 11. A statement that the applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in this article/chapter or any ordinance or statute;
 12. Whether a previous license issued to the applicant by any state or subdivision thereof, or by the federal government, has been revoked and the reasons therefore;
 13. A statement that the applicant will not violate any of the laws of the state or of the United States or any ordinance of the Village/City in the conduct of its business; and
 14. A statement that the applicant has, or is eligible for and will obtain, any license from the State of Illinois that is required by applicable statute or departmental regulation.
- B. A licensee shall inform the Village/City in writing of any material change in the information submitted on an application for a Retail Tobacco License within ten (10) business days of the change.
- C. No license shall be granted to:
1. A person who is not a citizen or lawful permanent resident of the United States.
 2. A person who knowingly provides inaccurate or false information in the license application.
 3. A person who has been convicted of a felony under any federal or state law, unless the Village Board/City Council determines that such person has been sufficiently rehabilitated to warrant the public trust. The burden of proof of sufficient rehabilitation shall be on the applicant.
 4. A person who has been convicted of pandering or any other crime or misdemeanor opposed to decency and morality.
 5. A person who at the time of application for renewal of any license issued would not be eligible for a license upon a first application.
 6. A partnership, if any general partner or limited partner thereof, owning more than five percent (5%) of the aggregate interest in such partnership would not be eligible to receive a license hereunder for any reason.
 7. A corporation, if any officer, manager or director thereof, or any stockholder owning in the aggregate more than five percent (5%) of the stock of such corporation, would not be eligible to receive a license hereunder for any reason other than citizenship.
 8. A corporation unless it is incorporated in Illinois or is qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 *et seq.*, to transact business in Illinois.
 9. A person whose place of business is conducted by a manager or agent unless the manager or agent possesses the same qualifications as those required of the applicant.
 10. A person who does not beneficially own the premises for which a license is sought, or does not have a lease thereon for the full period of the license to be issued.

11. A person who does not qualify for a state license, in the event such a license is required by applicable statute or departmental regulation.

Sec. __. LICENSE FEE; TERM.

- A. The annual fee for a Retail Tobacco License shall be \$_____. The full license fee shall be paid at the time the application is submitted. In the event a license is denied, the license fee shall be refunded to the applicant, less a fifty-dollar (\$50.00) processing fee.
- B. All Retail Tobacco Licenses shall be valid for a term of one (1) year and shall terminate on the ____ day of (month) next following issuance of the license, except that any license issued for a portion of a year shall have a term of less than one (1) year and the term thereof shall terminate on the ____ day of (month) next following issuance of the license.

Sec. __. ISSUANCE AND DISPLAY OF LICENSE.

No Retail Tobacco License shall be issued or renewed to a licensee until the licensee acknowledges in writing that they have read and understood this Article/Chapter, that they have reviewed the FDA's Guidance on Tobacco Retailer Training Programs, available at <https://www.fda.gov/regulatory-information/search-fda-guidance-documents/tobacco-retailer-training-programs>, and that they have a documented training program in place to ensure employee compliance with this Article/Chapter, Illinois law and federal law.

Upon completion of the foregoing requirements, approval by the Village Board/City Council of the application, and payment of the required license fee, the Village/City Clerk shall issue a Retail Tobacco License to the applicant. Each Retail Tobacco License shall be prominently displayed at all times in a publicly visible location at the licensed premises.

Sec. __. PROHIBITED ACTIVITIES.

- A. No person, with or without a license, or officer, associate, member, representative, agent or employee of a licensee shall sell, offer for sale, give away or deliver Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs to a person under the age of twenty-one (21) years.
- B. No licensee shall sell or permit to be sold, given away or delivered any Tobacco Product, Alternative Nicotine Product, Electronic Cigarette, Tobacco Accessory, or Smoking Herb to an individual appearing to be younger than the age of thirty (30) without requesting and examining a government-issued, non-expired photographic identification that establishes the person to be twenty-one (21) years of age or older.
- C. [OPTIONAL] It shall be unlawful for any person to sell, offer for sale, give away or deliver Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs within one hundred (100) feet of any school, childcare facility or other building used for education or recreational programs for persons under the age of twenty-one (21) years. In the event premises engaged in retail sale of Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or

Smoking Herbs prior to adoption of this Article/Chapter are located in technical violation of this Section, the premises will be considered to have legal non-conforming status, which will remain intact as long as a Retail Tobacco License is obtained for the premises within sixty (60) days of adoption of this Article/Chapter, the License is renewed without lapse or permanent revocation, and the business does not cease operation or substantially change its operations.

- D. [CAN BE MODIFIED: RECOMMENDED AGE IS 21, BUT LEGAL AGE TO SELL IS 16 – 720 ILCS 675/1(a-5)] It shall be unlawful for any licensee, officer, associate, member, representative, agent or employee of such licensee to engage, employ or permit any person under twenty-one (21) years of age to sell Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs in any licensed premises.
- E. It shall be unlawful for any person under the age of twenty-one (21) years to purchase Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs or to misrepresent their identity or age or to use any false or altered identification for the purpose of purchasing Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories or Smoking Herbs. This provision shall not apply to any person under the age of twenty-one (21) who purchases or attempts to purchase Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs as a member of a tobacco enforcement program.
- F. [OPTIONAL] It shall be unlawful for any person under the age of twenty-one (21) years to possess any Tobacco Product, Alternative Nicotine Product, Electronic Cigarette, Tobacco Accessory, or Smoking Herb provided that the possession by a person under the age of twenty-one (21) years under the direct supervision of the parent or guardian of such person in the privacy of the parent's or guardian's home shall not be prohibited.
- G. [OPTION 1] Vending Machines or any other device for the sale or distribution of Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs are prohibited within the corporate limits of the Village/City.

[OPTION 2: COMPLIES WITH 720 ILCS 675/1(b)] Vending machines or any other device for the sale or distribution of Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs are prohibited except in places where persons under twenty-one (21) years of age are not permitted at any time or places where alcoholic beverages are sold and consumed on the premises and the vending machine operation is under the direct supervision of the owner or manager.
- H. It shall be unlawful for any licensee to sell, offer for sale, give away or deliver Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, or Smoking Herbs to any person in any manner which violates federal or state law. The violation of such federal or state laws by the licensee shall also be deemed a violation of this Article/Chapter.

- I. It shall be unlawful for any licensee to sell, offer for sale, give away or deliver any Tobacco Product, Alternative Nicotine Product, or Electronic Cigarette to any consumer unless the product is sold in the original manufacturer's packaging intended for sale to consumers and conforms to all applicable federal labeling requirements.

Sec. __. WARNING SIGNS.

Signs informing the public of the age restrictions provided herein and of surgeon general warnings shall be posted by every licensee at or near every display of Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, and Smoking Herbs. Each sign shall be plainly visible and shall state:

1. SALE OF TOBACCO PRODUCTS, ALTERNATIVE NICOTINE PRODUCTS, ELECTRONIC CIGARETTES, TOBACCO ACCESSORIES AND SMOKING HERBS TO PERSONS UNDER 21 YEARS OF AGE OR THE MISREPRESENTATION OF AGE TO PROCURE SUCH A SALE IS PROHIBITED BY LAW.
2. SURGEON GENERAL'S WARNING: SMOKING BY PREGNANT WOMEN MAY RESULT IN FETAL INJURY, PREMATURE BIRTH, AND LOW BIRTH WEIGHT.

The text of such signs must be in red letters on a white background and said letters must be at least one-half inch (1/2") in height.

Sec. __. STORAGE OF PRODUCTS; INSPECTIONS.

- A. All Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, and Smoking Herbs shall be stored and offered for sale only from counters or in locked cases which shall not be readily accessible to persons under the age of twenty-one (21) years.
- B. The tobacco commissioner, or anyone designated by the tobacco commissioner, shall be permitted to inspect and examine all licensed premises under this Article/Chapter to determine whether the Village/City ordinances and state and federal laws relating to the operation of the licensee are being complied with and observed. Every licensee shall permit and cooperate fully with any inspection.

Sec. __. RESPONSIBILITY OF LICENSEE FOR AGENTS AND EMPLOYEES.

Every act or omission of any nature constituting a violation of any provisions of this Article/Chapter by any officer, director, manager, or other agent or employee of any licensee shall be deemed and held to be the act of such licensee; and such licensee shall be punishable in the same manner as if such act or omission had been committed by the licensee personally.

Sec. __. TOBACCO COMMISSION; SUSPENSION OR REVOCATION OF LICENSE; FINES; COSTS.

- A. The Local Liquor Control Commissioner shall serve as the Village/City tobacco commissioner and shall be charged with the administration of this Article/Chapter and of such other ordinances relating to sales and licensing of Tobacco Products, Alternative Nicotine Products, Electronic Cigarettes, Tobacco Accessories, and Smoking Herbs as may be from time to time enacted by the Village Board/City Council. A tobacco commission is created which shall be composed of the same members as the Local Liquor Control Commission.
- B. The tobacco commissioner, after a hearing conducted by the tobacco commission, may suspend or revoke any license issued under this Article/Chapter if he or she determines that the licensee has violated any of the provisions of this Article/Chapter. In lieu of suspension or revocation, the tobacco commissioner may instead levy a fine on the licensee, which shall be not less than one hundred dollars (\$100.00) or more than seven hundred fifty dollars (\$750.00) for each violation. Each day that a violation occurs or is permitted to continue shall constitute a separate violation.
- C. No license issued under this Article/Chapter shall be suspended or revoked and no fine shall be issued except after a public hearing by the tobacco commission affording the licensee the opportunity to appear and defend against the charges.
- D. If the tobacco commission determines after such hearing that the license should be revoked or suspended or that the licensee should be fined, the tobacco commission shall recommend to the tobacco commissioner the amount of the fine, the period of suspension or that the license be revoked.
- E. If the tobacco commission determines that a licensee has violated any of the provisions of this Article/Chapter, the licensee shall pay to the Village/City the costs of the hearing before the tobacco commission on such violation, which may include attorney's fees incurred by the Village/City, court reporter fees, the cost of preparing and mailing notices and orders, and other miscellaneous expenses incurred by the Village/City. Such costs shall be in addition to any fine imposed.
- F. The licensee shall pay such costs and any fine imposed to the Village/City within thirty (30) days of notification of the costs and fines by the tobacco commissioner. Failure to pay such costs and/or fines within thirty (30) days of notification is a violation of this Article/Chapter and may be cause for license suspension or revocation or imposition of a fine.
- G. All decisions of the tobacco commissioner are appealable to the 17th Judicial Circuit Court in Winnebago County as provided by the Illinois Administrative Review Law.

Sec. __. PENALTY.

Any person, firm or corporation violating any of the provisions of this Article/Chapter shall be fined not less than one hundred dollars (\$100.00) or more than seven hundred fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

SECTION THREE. The various portions of this Ordinance are hereby expressly declared to be severable and the invalidity of any portion of this Ordinance shall not affect the validity of any other portions of this Ordinance, which shall be enforced to the fullest extent possible.

SECTION FOUR. All ordinances or portions of ordinances previously passed or adopted by the Village/City of ____ that conflict with or are inconsistent with the provisions of this Ordinance are hereby repealed.

SECTION FIVE. This Ordinance shall be in full force and effect on _____.

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