



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, November 05, 2024
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **October 15, 2024.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

- 2. Presentation: Introduction to Marshmallow's Hope**

Laura Kane and Jill Diederich will present on Marshmallow's Hope's mission to support mental health and suicide prevention by destigmatizing mental health issues, offering support to those struggling, and fostering resilience for survivors and families.

TREASURER'S REPORT

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

CONSENT AGENDA

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

- 6.** Approval of **Resolution 2024-R45, declaring surplus and disposing of the 2003 Forest River Travel Trailer** formally used as a Command Trailer by the Police Department.

MOTIONS AND RESOLUTIONS (Final action)

Village Board of Trustees
Meeting Agenda - November 05, 2024

7. Approval of **Ordinance 2024-10**, granting a **Variance** request to waive the requirement for installation of a **fence surrounding ground-mounted solar panels** located at **11380 Main Street** (PIN: 04-33-127-002).[Property Owner: Michael Miller]

ZBA recommends approval voting 5-0-0 on October 9, 2024.

8. Approval of **Resolution 2024-R46**, authorizing a RFQ for qualified firms to provide services as Village Engineer.

NEW BUSINESS (First reading or suspend rules)

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, October 15, 2024
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **October 1, 2024.**

President Gustafson entertained a motion:

The motion was made by Trustee Mallicoat and seconded by Trustee Wright.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

PRESIDENT'S REPORT

Village Board of Trustees
Meeting Minutes - October 15, 2024

2. Presentation: Louies's Tap House Hurricane Project - Joe Giocone

Joseph Giocone of Louies Tap House provided the board with information in regard to their donation drive (Hurricane Project). A community donation event has been organized to help those affected by recent Hurricanes. Donations can be dropped off at Louie's Tap House, as well as monetary donations, which will be converted to gift cards. Louis Tap House is assisting with relief efforts and has a semi-truck on standby to deliver supplies to North Carolina.

3. Announcement of **Illinois Tollway I-Pass on Demand Event**
November 1, 2024 - 8:30am - 6:00pm

President Gustafson provided information for the Illinois Tollway I-Pass on Demand Event which will take place at Village Hall / Secretary of State Office on Friday, November 1st, from 830am - 600pm.

TREASURER'S REPORT

4. Cash Report and Bills

The total bills to be submitted for approval are expenditures per list of \$234,241.68

Cash on hand after payment of the bills \$9,068,918.71

Motor Fuel expenditures: \$0

5. Approval of Bills

Motion made by Trustee Babcock, Seconded by Trustee Mallicoat.

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

6. Year to Date, Revenues and Expenditures

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

7. **Approval of Resolution 2024-R43**, Authorizing the purchase of three (3) market huts from **Country Barns** not to exceed \$5,319.00 (\$1,773.00 each)

President Gustafson entertained a motion,

Trustee Wright requested to amend to 2 Market Huts

Motion made by Trustee Sima to amend to 2 Market Huts, Seconded by Trustee Petty.

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

NEW BUSINESS (First reading or suspend rules)

8. **Approval of Resolution 2024-R44**, awarding the contract for the construction of the **Bridge Street Multi-Use Parking Lot**

President Gustafson entertained a motion to suspend rules,

Motion made by Trustee Sima, Seconded by Trustee Petty.

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

Administrator Kurlinkus introduced Joe Anderson who is the architect from Place Foundry assigned to the project. Trustee Babcock inquired about to start date, to which Mr. Anderson responded the date is pending board approval of the project, contracts need to be signed then it can be scheduled. Mr. Anderson stated that there are certain areas of the project would be completed next year. Trustee Wright asked if power and lighting would be available by December 13th, it was stated should be but the Village will make it work.

Motion made by Trustee Sima, Seconded by Trustee Wright.

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

QUESTIONS AND REPORTS

None

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

EXECUTIVE SESSION (IF NECESSARY)

President Gustafson entertained a motion to move into Executive Session to discuss land purchase;

Motion made by Trustee Wright, Seconded by Trustee Sima.

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

NO ACTION TAKEN

President Gustafson entertained a motion to move into Open Session;

Motion made by Trustee Wright, Seconded by Trustee Sima.

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

ADJOURNMENT

President Gustafson entertained motion to adjourn;

Motion made by Trustee Petty, Seconded by Trustee Plock.

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

Village of Roscoe

Bills Submitted for Approval on November 5, 2024

Pooled Expenditures:

Checking account balance before expenditures		\$	727,608.11
Pooled Money Market			52,996.75
Illinois Funds Balance			8,401,310.66
Total pooled cash and equivalents			<u>9,181,915.52</u>

Expenditures per list 379,698.49

Additional invoices 379,698.49

Total expenditures 379,698.49

Payroll expense:

Gross Wages	10/19/2024	105,550.71	
Payroll tax and IMRF	10/19/2024	8,595.33	114,146.04

Total General Fund Expenditures	493,844.53
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Pooled checking account balance after expenditures \$ 8,688,070.99

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,615,569.65
Total Motor Fuel cash and equivalents		<u>1,629,580.75</u>

Expenditures:

Vendor	Date	Invoice	Description	Amount
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Total Motor Fuel Fund Expenditures	-
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Motor Fuel cash and equivalent balance after expenditures 1,629,580.75

Total expenditures for all funds:	493,844.53
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Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5511015929	CYLINDER RENTALS - PW	01-030-5860 Rentals/Leases	09/30/2024	58.28	.00		
Total AIRGAS USA, LLC:						58.28	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	1C7Y-9W67-W	PARKING LOT STENCILS - "ENTER, A	01-050-6200 Signs	10/08/2024	283.97	.00		
311	AMAZON CAPITAL SERVICES	1J4P-7DTY-1T	PAPER TOWELS - VH	01-010-5121 Maint&Repairs - Bldg & Gr	10/08/2024	15.24	.00		
311	AMAZON CAPITAL SERVICES	1J4P-7DTY-1T	PAPER TOWELS - PW	01-030-5121 Maint&Repairs - Bldg & Gr	10/08/2024	15.24	.00		
311	AMAZON CAPITAL SERVICES	1J4P-7DTY-1T	PAPER TOWELS - PD	01-040-5121 Maint&Repairs - Bldg & Gr	10/08/2024	15.24	.00		
311	AMAZON CAPITAL SERVICES	1N7H-MPHM-4	TRUCK OR TREAT EVENT	01-010-6090 Special Events	10/13/2024	344.75	.00		
311	AMAZON CAPITAL SERVICES	1PCV-FYGG-9	Shirts / Pants - Jessy	01-040-4614 Uniforms - New Hires	07/26/2024	125.93	.00		
311	AMAZON CAPITAL SERVICES	1PCV-FYGG-9	** Return ** Pants - Jessy	01-040-4614 Uniforms - New Hires	07/26/2024	29.97-	.00		
311	AMAZON CAPITAL SERVICES	1PMD-WW4C-	Kleenex PD	01-040-6020 Office Supplies	10/11/2024	76.99	.00		
311	AMAZON CAPITAL SERVICES	1RDY-XN3W-X	Barricade Tape - PD	01-040-7410 Equipment	10/10/2024	78.21	.00		
Total AMAZON CAPITAL SERVICES:						925.60	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSI	30990-1024	ZONING LEGAL NOTICES	01-010-5330 Printing & Publishing	10/23/2024	84.86	.00		
Total APG OF SOUTHERN WISCONSIN:						84.86	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	154890	TRUCK OR TREAT 72X36 BANNERS (2	01-010-6090 Special Events	10/18/2024	114.00	.00		
Total BALSLEY PRINTING:						114.00	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301102	INTERNET - PW	01-030-5320 Telephone	10/21/2024	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	100224 2222	9/3/24-10/2/24 LITE RT/25 BRIDGE LIG	01-030-5411 Street Lights	10/02/2024	117.86	.00		
1411	COMMONWEALTH EDISON	100824 1222	9/9/24-10/8/24 BIKE PATH LIGHTS	01-050-5410 Utilities	10/08/2024	49.49	.00		
1411	COMMONWEALTH EDISON	100824 2000	9/9/24-10/8/24 RIVER ST LITE RT25	01-030-5411 Street Lights	10/08/2024	39.75	.00		
1411	COMMONWEALTH EDISON	100824 3000	9/5/24-10/4/24 6545 WINDFLOWER - P	01-050-5410 Utilities	10/08/2024	103.33	.00		
1411	COMMONWEALTH EDISON	101024 2000	9/9/24-10/8/24 5802 HARRISON - LELA	01-050-5410 Utilities	10/10/2024	7.39	.00		
1411	COMMONWEALTH EDISON	101024 32000	9/9/24-10/8/24 5785 BROAD ST - LELA	01-050-5410 Utilities	10/10/2024	15.46	.00		
1411	COMMONWEALTH EDISON	101624 1222	9/9/24 - 10/8/24 N 2ND ST SIGN	01-030-5410 Utilities	10/16/2024	63.42	.00		
Total COMMONWEALTH EDISON:						396.70	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	101424	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	10/14/2024	141.16	.00		
1721	DEARBORN LIFE INSURANCE C	101424	DISABILITY INS - HR	01-013-4330 Disability Insurance	10/14/2024	49.69	.00		
1721	DEARBORN LIFE INSURANCE C	101424	DISABILITY INS - PW	01-030-4330 Disability Insurance	10/14/2024	338.50	.00		
1721	DEARBORN LIFE INSURANCE C	101424	DISABILITY INS - PD	01-040-4330 Disability Insurance	10/14/2024	976.81	.00		
1721	DEARBORN LIFE INSURANCE C	101424	DISABILITY INS - PK	01-050-4330 Disability Insurance	10/14/2024	41.96	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,548.12	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	DENTAL - ADMIN	01-010-4310 Health Insurance	11/01/2024	65.00	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	VISION INS - ADMIN	01-010-4310 Health Insurance	11/01/2024	11.10	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	DENTAL - HR	01-017-4310 Health Insurance	11/01/2024	67.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	VISION INS - HR	01-017-4310 Health Insurance	11/01/2024	10.83	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	DENTAL - PW	01-030-4310 Health Insurance	11/01/2024	381.02	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	VISION INS - PW	01-030-4310 Health Insurance	11/01/2024	60.36	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	DENTAL - PD	01-040-4310 Health Insurance	11/01/2024	1,772.92	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	VISION INS - PD	01-040-4310 Health Insurance	11/01/2024	244.29	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	DENTAL - PK	01-050-4310 Health Insurance	11/01/2024	118.70	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1854143	VISION INS - PK	01-050-4310 Health Insurance	11/01/2024	16.23	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,747.77	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	39282PU	1 5 GALLON WATER JUG TICKET #091	01-030-5860 Rentals/Leases	10/21/2024	6.25	.00		
1951	DR. STILLWATER COMPANY	39369PU	WATER SVC - VH	01-010-5410 Utilities	10/22/2024	43.75	.00		
Total DR. STILLWATER COMPANY:						50.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FR/WC Rockton Development LLC									
2341	FR/WC Rockton Development LL	110124	MAY-AUG 2024 SALES TAX REBATE S	01-010-5842 Sales Tax Rebate Speedw	11/01/2024	11,937.32	.00		
Total FR/WC Rockton Development LLC:						11,937.32	.00		
FRONTIER									
2411	FRONTIER	100124 PD	PHONE PD	01-040-5320 Telephone	10/01/2024	459.69	.00		
Total FRONTIER:						459.69	.00		
GALLS, LLC									
2471	GALLS, LLC	029262044	Podgorny - Boots	01-040-4612 Uniforms - Full time	10/04/2024	101.98	.00		
Total GALLS, LLC:						101.98	.00		
GREG'S GARAGE INC.									
2661	GREG'S GARAGE INC.	29209	STATE INSPECTION 9/10/24 - TRUCK #	01-030-5120 Maint & Repairs - Equipme	10/09/2024	40.00	.00		
Total GREG'S GARAGE INC.:						40.00	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	89547	2024 MONTHLY INSTALLMENT W/C IN	01-015-5810 Liability Insurance	10/10/2024	6,666.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						6,666.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	110124	VOL LIFE	01-000-2211 Life Insurance-Additional V	11/01/2024	416.75	.00		
3231	IPBC - HEALTH BENEFITS	110124	DEP LIFE	01-000-2212 Life Insurance-Dependent	11/01/2024	104.94	.00		
3231	IPBC - HEALTH BENEFITS	110124	HEALTH INS - ADMIN	01-010-4310 Health Insurance	11/01/2024	1,358.14	.00		
3231	IPBC - HEALTH BENEFITS	110124	LIFE INS - ADMIN	01-010-4320 Life Insurance	11/01/2024	10.50	.00		
3231	IPBC - HEALTH BENEFITS	110124	FEES	01-010-6059 Bank Fees	11/01/2024	39.90	.00		
3231	IPBC - HEALTH BENEFITS	110124	HEALTH INS - HR	01-017-4310 Health Insurance	11/01/2024	1,385.82	.00		
3231	IPBC - HEALTH BENEFITS	110124	HEALTH INS - PW	01-030-4310 Health Insurance	11/01/2024	7,251.13	.00		
3231	IPBC - HEALTH BENEFITS	110124	LIFE INS - PW	01-030-4320 Life Insurance	11/01/2024	26.77	.00		
3231	IPBC - HEALTH BENEFITS	110124	HEALTH INS - PD	01-040-4310 Health Insurance	11/01/2024	28,748.07	.00		
3231	IPBC - HEALTH BENEFITS	110124	LIFE INS - PD	01-040-4320 Life Insurance	11/01/2024	66.50	.00		
3231	IPBC - HEALTH BENEFITS	110124	HEALTH INS - PK	01-050-4310 Health Insurance	11/01/2024	1,407.34	.00		
3231	IPBC - HEALTH BENEFITS	110124	LIFE INS - HR	01-050-4310 Health Insurance	11/01/2024	3.50	.00		
3231	IPBC - HEALTH BENEFITS	110124	LIFE INS - PK	01-050-4320 Life Insurance	11/01/2024	3.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total IPBC - HEALTH BENEFITS:						40,822.86	.00		
Jack's Tire Sales & Service									
10012	Jack's Tire Sales & Service	1-337812	21 Traverse - Tires PD	01-040-6051 EQUIP NON CAPITAL	08/26/2024	813.92	.00		
10012	Jack's Tire Sales & Service	1-340180	Squad 6 - Tires	01-040-6051 EQUIP NON CAPITAL	10/17/2024	692.00	.00		
Total Jack's Tire Sales & Service:						1,505.92	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	547700	WIPER BLADES - TRUCK #207	01-050-5120 Maint & Repairs - Equipme	10/16/2024	55.80	.00		
Total JERRYS AUTO PARTS:						55.80	.00		
LADD'S GOLF & TURF									
3794	LADD'S GOLF & TURF	01-37707	TIRE VALVE & INDICATOR FOR JACOB	01-050-6050 REPAIR PARTS	10/08/2024	160.68	.00		
Total LADD'S GOLF & TURF:						160.68	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1719	TREASURER SVCS	01-014-4211 Treasurer Services	10/29/2024	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1719	ROSCOE POLICE PENSION ACCOUNT	01-014-4211 Treasurer Services	10/29/2024	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MCMAHON ASSOCIATES, INC									
4392	MCMAHON ASSOCIATES, INC	00704239	RIVERSIDE PARK STRUCTURE ANALY	01-010-5220 Engineering	10/11/2024	1,000.00	.00		
Total MCMAHON ASSOCIATES, INC:						1,000.00	.00		
MENARDS									
4412	MENARDS	93697	48" RAILING & ANCHORS - RIVERSIDE	01-050-5121 Maint&Repairs - Bldg & Gr	10/10/2024	259.77	.00		
Total MENARDS:						259.77	.00		
MENARD'S									
4411	MENARD'S	33965	COMPOSITE FENCE SCREWS FOR D	01-010-5121 Maint&Repairs - Bldg & Gr	09/12/2024	33.94	.00		
4411	MENARD'S	35492	MIXED SEED - RIVERSIDE PARK	01-050-5121 Maint&Repairs - Bldg & Gr	10/07/2024	279.96	.00		
4411	MENARD'S	35704	RAIL POSTS, ANCHORS, DRILL BITS -	01-050-5121 Maint&Repairs - Bldg & Gr	10/10/2024	290.11	.00		
4411	MENARD'S	35803	DRILL BIT X2 - RIVERSIDE PARK	01-050-5121 Maint&Repairs - Bldg & Gr	10/11/2024	16.76	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4411	MENARD'S	35930	PAINT - TRUCK OR TREAT	01-010-6090 Special Events	10/14/2024	172.89	.00		
4411	MENARD'S	35990	TAPE, MASKIKNG PAPER & ADHESIVE	01-010-6090 Special Events	10/15/2024	33.83	.00		
4411	MENARD'S	35999	BATTERIES, DRYER & HEATING GUN,	01-010-5121 Maint&Repairs - Bldg & Gr	10/15/2024	146.95	.00		
4411	MENARD'S	36060	GORILLA TAPE, SPRAY PAINT - TRUC	01-010-6090 Special Events	10/16/2024	27.13	.00		
4411	MENARD'S	36620	MASONRY DRILL BIT - PW STOCK	01-030-6040 Operating Supplies	10/18/2024	8.49	.00		
Total MENARD'S:						1,010.06	.00		
MILLER-BRADFORD & RISBERG, INC.									
4621	MILLER-BRADFORD & RISBER	P3024008	LATCH - CASE BACK HOE	01-030-5120 Maint & Repairs - Equipme	10/25/2024	31.60	.00		
Total MILLER-BRADFORD & RISBERG, INC.:						31.60	.00		
NICOR GAS									
4931	NICOR GAS	100724 2000 9	9/5/24-10/4/24 6545 WINDFLOWER - P	01-050-5410 Utilities	10/07/2024	44.95	.00		
4931	NICOR GAS	102224 2000 9	9/18/24-10/19/24 5402 SWANSON - PW	01-030-5410 Utilities	10/22/2024	225.61	.00		
4931	NICOR GAS	102524	10631 MAIN ST.	01-010-5410 Utilities	10/25/2024	266.35	.00		
Total NICOR GAS:						536.91	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	66809	ROADSTONE & LIME STOCK - PW	01-030-6060 Repair Materials - Roads	10/10/2024	293.35	.00		
5031	NORTHERN ILLINOIS SERVICE	66943	ROADSTONE & LIME STOCK - PW	01-030-6060 Repair Materials - Roads	10/24/2024	199.19	.00		
Total NORTHERN ILLINOIS SERVICE:						492.54	.00		
OMNI TECHNOLOGIES, LLC									
5204	OMNI TECHNOLOGIES, LLC	I24-2574	DOWN PAYMENT ON NETBOX	01-010-7410 Equipment	10/15/2024	5,211.75	.00		
Total OMNI TECHNOLOGIES, LLC:						5,211.75	.00		
PARTY LIKE A ROCK STAR TENTS AND EVENTS									
5272	PARTY LIKE A ROCK STAR TEN	110124	DEPOSIT FOR HOMETOWN HOLIDAY	01-010-6090 Special Events	11/01/2024	425.00	.00		
Total PARTY LIKE A ROCK STAR TENTS AND EVENTS:						425.00	.00		
PER MAR SECURITY SERVICES									
5361	PER MAR SECURITY SERVICES	3429130	SECURITY SVC - VH	01-010-5320 Telephone	10/08/2024	150.30	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PER MAR SECURITY SERVICES:						150.30	.00		
PHYSICIANS IMMEDIATE CARE, LTD									
5411	PHYSICIANS IMMEDIATE CARE,	080324 PD	Palzkill Pre Employment Test - PD	01-040-5990 Other Miscellaneous Expe	08/03/2024	170.00	.00		
Total PHYSICIANS IMMEDIATE CARE, LTD:						170.00	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	101424	POSTAGE/SUPPLIES	01-010-6020 Office Supplies	10/14/2024	323.79	.00		
Total PITNEY BOWES BANK INC:						323.79	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	I1320	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Rentals/Leases	10/16/2024	120.00	.00		
5471	PORT-A-JOHN	I1321	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Rentals/Leases	10/16/2024	120.00	.00		
5471	PORT-A-JOHN	I1355	RENTAL FOR TRUCK OR TREAT	01-010-6090 Special Events	10/18/2024	400.00	.00		
5471	PORT-A-JOHN	I1416	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Rentals/Leases	10/23/2024	120.00	.00		
Total PORT-A-JOHN:						760.00	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	323033	2.05 TONS HOT MIX	01-030-6060 Repair Materials - Roads	10/25/2024	151.50	.00		
Total ROCK ROAD COMPANIES:						151.50	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	26964	CLEANING - VH	01-010-5121 Maint&Repairs - Bldg & Gr	10/01/2004	1,140.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26964	CLEANING - PW	01-030-5121 Maint&Repairs - Bldg & Gr	10/01/2004	394.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26964	CLEANING - PD	01-040-5121 Maint&Repairs - Bldg & Gr	10/01/2004	1,290.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26964	CLEANING - PORTER PARK	01-050-5121 Maint&Repairs - Bldg & Gr	10/01/2004	325.00	.00		
Total ROCK VALLEY INDUSTRIES, LLC:						3,149.00	.00		
ROSCOE POLICE PENSION FUND									
6091	ROSCOE POLICE PENSION FU	110124	PROP TAX PAYMENT	01-040-4530 Police Pension Expense	11/01/2024	183,117.33	.00		
6091	ROSCOE POLICE PENSION FU	110124	PROP TAX PAYMENT	01-040-4530 Police Pension Expense	11/01/2024	34,465.51	.00		
6091	ROSCOE POLICE PENSION FU	110124	PROP TAX PAYMENT	01-040-4530 Police Pension Expense	11/01/2024	13.43	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ROSCOE POLICE PENSION FUND:						217,596.27	.00		
RRL									
6170	RRL	1001	CONCRETE AROUND CONCESSIONS	01-050-5121 Maint&Repairs - Bldg & Gr	07/31/2024	7,500.00	.00		
Total RRL:						7,500.00	.00		
SHERWIN-WILLIAMS CO									
6471	SHERWIN-WILLIAMS CO	4593-0	PARKS GREEN PAINT - PORTER	01-050-5121 Maint&Repairs - Bldg & Gr	10/08/2024	259.95	.00		
Total SHERWIN-WILLIAMS CO:						259.95	.00		
STAPLES									
6669	STAPLES	7002538115	MISC OFFICE SUPPLIES VH	01-010-6020 Office Supplies	10/10/2024	121.10	.00		
Total STAPLES:						121.10	.00		
U S CELLULAR									
7401	U S CELLULAR	0685856829	CELL PHONES - ADMIN	01-010-5320 Telephone	10/16/2024	190.84	.00		
7401	U S CELLULAR	0685856829	CELL PHONES - PW	01-030-5320 Telephone	10/16/2024	307.06	.00		
7401	U S CELLULAR	0685856829	CELL PHONES - PD	01-040-5320 Telephone	10/16/2024	309.22	.00		
Total U S CELLULAR:						807.12	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390009545	UNIFORMS & MATS - PW	01-030-4610 Uniforms	10/14/2024	132.20	.00		
7460	UNIFIRST CORPORATION	3390009545	UNIFORMS - PARKS	01-050-4610 Uniforms	10/14/2024	17.56	.00		
7460	UNIFIRST CORPORATION	3390009546	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	10/14/2024	27.87	.00		
7460	UNIFIRST CORPORATION	3390009897	UNIFORMS & MATS - PW	01-030-4610 Uniforms	10/21/2024	132.20	.00		
7460	UNIFIRST CORPORATION	3390009897	UNIFORMS - PARKS	01-050-4610 Uniforms	10/21/2024	17.56	.00		
7460	UNIFIRST CORPORATION	3390009898	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	10/21/2024	27.87	.00		
7460	UNIFIRST CORPORATION	3390010234	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	10/28/2024	27.87	.00		
7460	UNIFIRST CORPORATION	33900120233	UNIFORMS & MATS - PW	01-030-4610 Uniforms	10/28/2024	144.90	.00		
7460	UNIFIRST CORPORATION	33900120233	UNIFORMS - PARKS	01-050-4610 Uniforms	10/28/2024	17.56	.00		
Total UNIFIRST CORPORATION:						545.59	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202409072	Planning Services	01-016-5241 Spec Projects-Consulting	10/18/2024	4,635.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7483	VANDEWALLE & ASSOCIATES	202410066	Planning Services	01-016-5241 Spec Projects-Consulting	10/17/2024	2,000.00	.00		
7483	VANDEWALLE & ASSOCIATES	202410067	Planning Services	01-016-5241 Spec Projects-Consulting	10/17/2024	5,422.50	.00		
Total VANDEWALLE & ASSOCIATES:						12,057.50	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	9975999449	HOT SPOTS PD	01-040-5320 Telephone	11/02/2024	396.63	.00		
Total VERIZON WIRELESS:						396.63	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13139	911 PSAP AGREEMENT OCT-DEC 202	01-040-9000 Contingency	10/01/2023	13,057.07	.00		
7775	WINNEBAGO COUNTY FINANC	13267	911 PSAP AGREEMENT APR-JUNE 202	01-040-9000 Contingency	04/01/2024	13,057.07	.00		
7775	WINNEBAGO COUNTY FINANC	13334	911 PSAP AGREEMENT JULY-SEPT 20	01-040-9000 Contingency	07/01/2024	13,057.07	.00		
7775	WINNEBAGO COUNTY FINANC	13402	911 PSAP AGREEMENT OCT-DEC 202	01-040-9000 Contingency	10/01/2024	13,709.92	.00		
Total WINNEBAGO COUNTY FINANCE OFFICE:						52,881.13	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	5541-R	FASTERNERS - VILLAGE HALL FRONT	01-010-5121 Maint&Repairs - Bldg & Gr	10/07/2024	.80	.00		
102	ZIEGLER'S ACE HARDWARE	5551-R	HAMMER DRILL BIT - PW	01-030-6040 Operating Supplies	10/16/2024	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	5553-R	HILLMAN FASTENERS - PORTER PAR	01-050-5121 Maint&Repairs - Bldg & Gr	10/10/2024	3.20	.00		
102	ZIEGLER'S ACE HARDWARE	5564-R	FOAM TAPE & ROD - PD	01-040-5121 Maint&Repairs - Bldg & Gr	10/11/2024	21.97	.00		
102	ZIEGLER'S ACE HARDWARE	5567-R	PLUGS - LEAK AT PORTER PARK	01-050-5121 Maint&Repairs - Bldg & Gr	10/12/2024	2.39	.00		
102	ZIEGLER'S ACE HARDWARE	5573-R	MISC FASTERNERS - RIVERSIDE PAR	01-050-5121 Maint&Repairs - Bldg & Gr	10/14/2024	15.52	.00		
102	ZIEGLER'S ACE HARDWARE	5575-R	EXCHANGE MISC FASTERNERS - RIV	01-050-5121 Maint&Repairs - Bldg & Gr	10/14/2024	.63-	.00		
102	ZIEGLER'S ACE HARDWARE	5584-R	STENCIL PACK - PW	01-030-6040 Operating Supplies	10/16/2024	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	5592-R	FLAGGING TAPE, NYLON LINE & MAR	01-010-6090 Special Events	10/17/2024	103.03	.00		
102	ZIEGLER'S ACE HARDWARE	5593-R	BLACK & RED MARKER PACK	01-030-6040 Operating Supplies	10/17/2024	19.98	.00		
102	ZIEGLER'S ACE HARDWARE	5599-R	SNOW FENCE FOR EXTRA PARKING -	01-010-6090 Special Events	10/18/2024	41.97	.00		
102	ZIEGLER'S ACE HARDWARE	5601-R	BLACK SPRAYPAINT - TRUCK OR TRE	01-010-6090 Special Events	10/18/2024	5.99	.00		
102	ZIEGLER'S ACE HARDWARE	5625-R	FASTERNERS - FOR RAILING AT RIVE	01-050-5121 Maint&Repairs - Bldg & Gr	10/22/2024	20.16	.00		
102	ZIEGLER'S ACE HARDWARE	5629-R	FASTERNERS, DROP IN ANCHOR & T	01-050-5121 Maint&Repairs - Bldg & Gr	10/22/2024	92.07	.00		
102	ZIEGLER'S ACE HARDWARE	5634-R	SUPER CHAIN - CHAINSAW PARKS	01-050-5120 Maint & Repairs - Equipme	10/23/2024	49.98	.00		
Total ZIEGLER'S ACE HARDWARE:						400.41	.00		
Grand Totals:						379,698.49	.00		

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

Dated: _____

Administrator: _____

Trustees: _____

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

Report Criteria:

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

















VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 6.

Agenda Item: Disposal of Trailer

Date: 11/05/24

Meeting: Board

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

Trailer is a 2003 Forest River travel trailer that the Roscoe Police Department received free of charge from FEMA. The trailer was used as a command center during special events.

Key Issues

- Trailer is no longer used due to it having a floor that is soft and can possibly collapse. Plywood was placed over the floor years ago however it is still soft.
- Trailer has a leaking roof that is ready to collapse.
- Trailer has exceeded its lifespan.

Fiscal Note/Budget Impact

Erickson's Auto has agreed to crush and dispose of the trailer free of cost.

Prior Legislative Actions

Approved through COTW on 10/15/24

Action Required/Recommendation

Approval from Village Board to dispose of trailer

Attachments

Photos of trailer

**VILLAGE OF ROSCOE
RESOLUTION NO. 2024-R45**

A RESOLUTION OF THE VILLAGE OF ROSCOE DECLARING SURPLUS EQUIPMENT, AND AUTHORIZING ITS SALE AT AUCTION (POLICE DEPARTMENT)

WHEREAS, the Chief of Police of the Village of Roscoe has presented information to the Village identifying certain equipment and other personal property that has no functional use within the department, and is requesting that it be declared as surplus property; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe wish to declare such equipment and other personal property as surplus, and arrange for their disposal as provided for by law, and have determined that such declaration and disposal is in the best interests of the citizens of the Village of Roscoe; and

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

SECTION 1: The equipment and other personal property set forth in **Exhibit “A”**, attached hereto, and incorporated by reference, are hereby declared surplus by the Village of Roscoe, and of no value or further use to the Village;

SECTION 2: That the Village President, Village Administrator, and Chief of Police are hereby authorized to dispose of the above referenced surplus equipment through such methods as may be provided for under the laws of the State of Illinois or ordinances of the Village of Roscoe, and in such manner as to carry out the intent of this resolution.

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

APPROVED NOVEMBER 5, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

**Exhibit “A”
Resolution 2024-R45**

ITEMS & VEHICLES DECLARED SURPLUS

Zoning Board of Appeals Meeting of October 30, 2024**Application No. ZBA 2024-011****Applicant:** Michael Miller**Location:** 11380 Main Street**Requested Action:** Variance to Section 15-555 of the municipal code**Existing Use:** Single-Family Residential**Proposed Use:** Single-Family Residential**Existing Zoning:** R-1**Adjacent Zoning:** North: R-1/CH (contiguous)
East: CG (across Main Street)
South: R-1 (contiguous)
West: P (across Highway 251)

Report: The applicant is requesting a variance to Section 15-555 – *Private solar energy collection systems.*, more specifically, subsection (2) – *Ground-mounted systems.* The applicant originally applied for a zoning permit for the installation of a ground-mount solar system at 11380 Main Street. The parcel is 3.72 acres in size and is zoned One Family Residential (R-1). Buildings and structures on the property are reasonably secluded from public view and the proposed ground-mount system would be well-screened from Main Street through existing vegetation.

The proposed ground-mount system is 501 square feet in area. According to the plans sent over by the applicant on August 8, 2024, the proposed height of the system is 15 feet. The applicant asserts that the height is necessary to capture the solar energy needed to make the system a net-positive investment for his property.

Subsection (2) – *Ground-mounted systems*, includes the following standards:

- a. *Location*. Ground-mounted systems shall not be located within any required setback and shall not be located within the front or corner side yard.
- b. *Fencing*. Any yard containing a ground-mounted solar energy production system shall provide a fence along adjacent properties. The fence shall comply with Article VII of this chapter.
- c. *Maximum height*. The maximum height of a ground-mounted solar energy production system, including any structural elements or energy producing elements, shall not exceed a height that is one foot less than the height of the fence provided in accordance with subsection (2)(b) of this section.

The applicant is requesting a variance to standard (b) of this subsection to allow for the installation of this ground-mount system without the inclusion of a fence as required in the standard. Subsequently, if there is no fence to base standard (c) off of, there is also no height maximum for this system, which would make the applicant's proposed system compliant with the zoning code. The justification for this variance is that the applicant's lot is considerably larger and more secluded than typical residential lots in the Village and that fencing to conceal the system is not necessary.

Section 15-781 – *Variances* details the process and guidelines for the Village when considering and approving variances. Standard (e) in the section describes *findings of fact* when considering the validity of a variance request. It states that, for the Zoning Board of Appeals to make an affirmative decision on any proposed variation, it must find all of the following facts are true:

- a. Because of the particular surroundings, shape, or topographical conditions of a specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;

- b. The conditions upon which a petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning district;
- c. The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property;
- d. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the vicinity in which the property is located; and
- e. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the vicinity.

Staff does not believe that the variance requested by the applicant meets standard (a) above in the findings of fact. When variances are typically granted, it is because a property is restrictive in some way (irregular lot shape, nonconforming lot size, etc.). In this case, the applicant is requesting a variance due to their property being more expansive and *permissive*. Variances are intended to provide relief in more extenuating circumstances rather than justifying further deviations from a zoning code. Setting a precedent where property owners can request a variance to zoning district standards based on their properties *exceeding those standards* (large lot size, large existing setbacks, etc.) could be potentially risky. A better solution to this issue would be to amend the current code surrounding ground-mount solar energy collection systems to be more flexible.

Recommendation: Staff recommends denial of the variance application for a ground-mount solar energy collection system at 11380 Main Street.

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

A RESOLUTION APPROVING A VARIANCE TO THE REQUIRED FENCING SURROUNDING A GROUND MOUNTED SOLAR ENERGY COLLECTION SYSTEM AT 11380 MAIN STREET, ROSCOE, ILLINOIS (Zoning: R1 – Single Family Residential)

WHEREAS, the owner of the property at 11380 Main Street, Roscoe, Illinois, has applied for a variance from the fencing requirement surrounding ground mounted private solar energy collection systems as set forth in Section 15-555 of the Village of Roscoe Code of Ordinances; and

WHEREAS, the Village of Roscoe Zoning Board of Appeals has held the requisite hearing pursuant to notice on October 30, 2024, regarding the variances requested at 11380 Main Street, Roscoe, Illinois, and;

WHEREAS, the Zoning Board of Appeals thereafter voted to approve the application for variances at its regularly scheduled meeting; and

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

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

SECTION 1. That the variance request for to *eliminate* the requirement to install fencing around a ground mounted private solar energy collection systems as set forth in Section 15-555, for the property located at 11380 Main Street, Roscoe, Illinois (PIN: 04-33-127-002) be and hereby is approved consistent with the approval and conditions of the Zoning Board of Appeals at its meeting on October 30, 2024.

SECTION 2. That this Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

[SIGNATURE PAGE TO FOLLOW]

2024-10

1st Read:**PASSED BY ROLL CALL VOTE ON:**

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

APPROVED NOVEMBER 05, 2024:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Village of Roscoe

Required Findings by the Zoning Board of Appeals:

Variance approvals are subject to review in relation to standard findings for review in Section 15-781, as follows:

a. Because of the particular physical surroundings, shape, or topographical conditions of a specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;

The Zoning Board of Appeals finds that, because of the unique size of the applicant's property and the high degree of existing vegetation on it that would be undue to remove, a unique hardship is present.

b. The conditions upon which a petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning district;

The Zoning Board of Appeals finds that other properties within the same zoning district are not uniquely large or as covered with dense existing vegetation as the subject property.

c. The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property;

The Zoning Board of Appeals finds that the applicant is interested in constructing these solar panels to be more environmentally conscious and to simply exercise the right to enjoy their property to the fullest extent, as otherwise would be possible without the density of existing vegetation.

d. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the vicinity in which the property is located; and

The Zoning Board of Appeals finds that the installation of these solar panels will be well-screened from public view and additional landscaping will be installed by the applicant to increase the degree of screening from all possible public viewpoints.

e. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the vicinity.

The Zoning Board of Appeals finds that, because the applicant's property is already so heavily wooded, the installation of these solar panels will not have an adverse effect on the supply of light and air to adjacent properties, increase street congestion, increase safety risks, or substantially diminish property values in the vicinity.





Permit Plan

Michael Miller

11380 Main St.

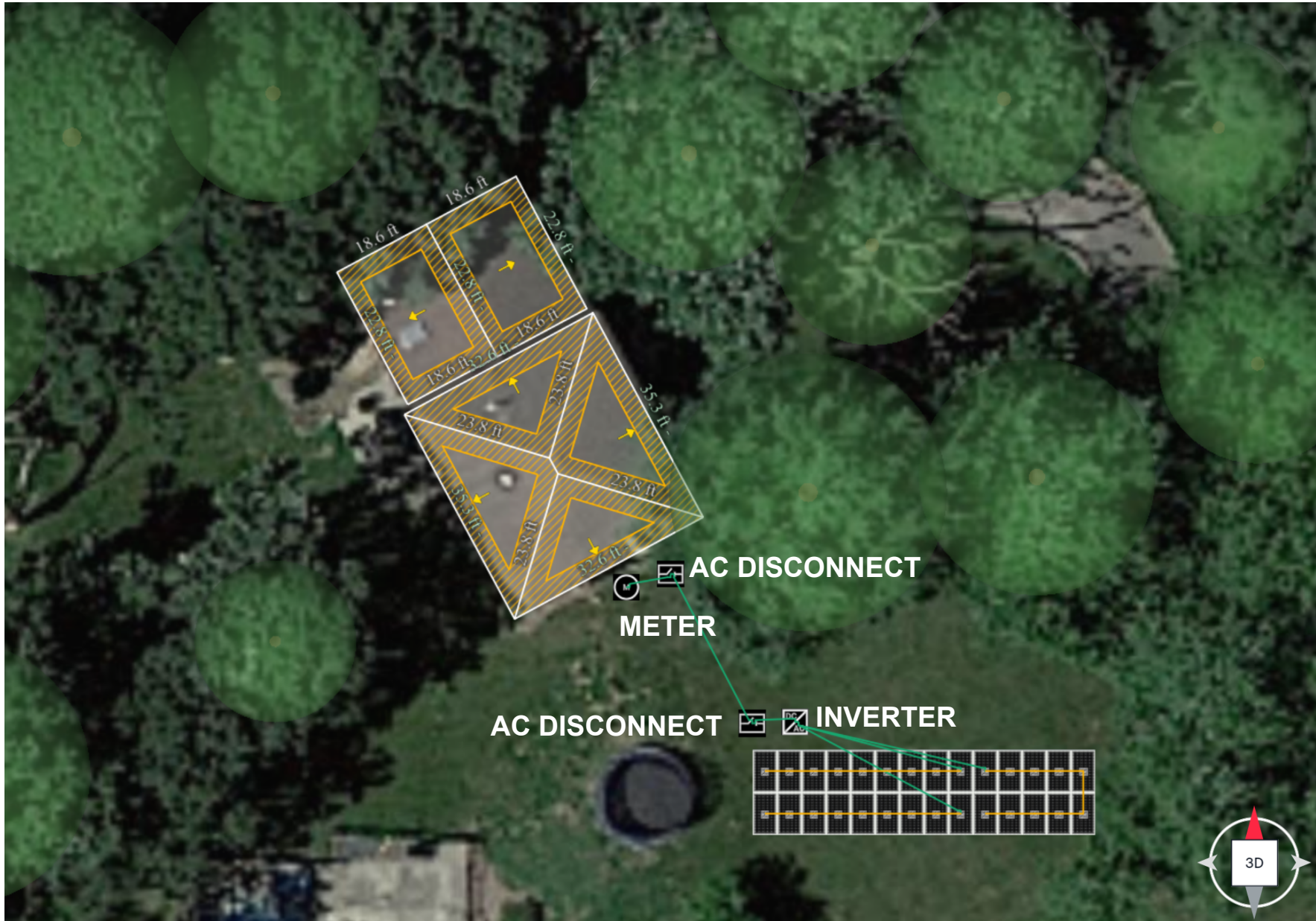
Roscoe, IL 61073

16.24kW DC Grid-Tied
Photovoltaic System



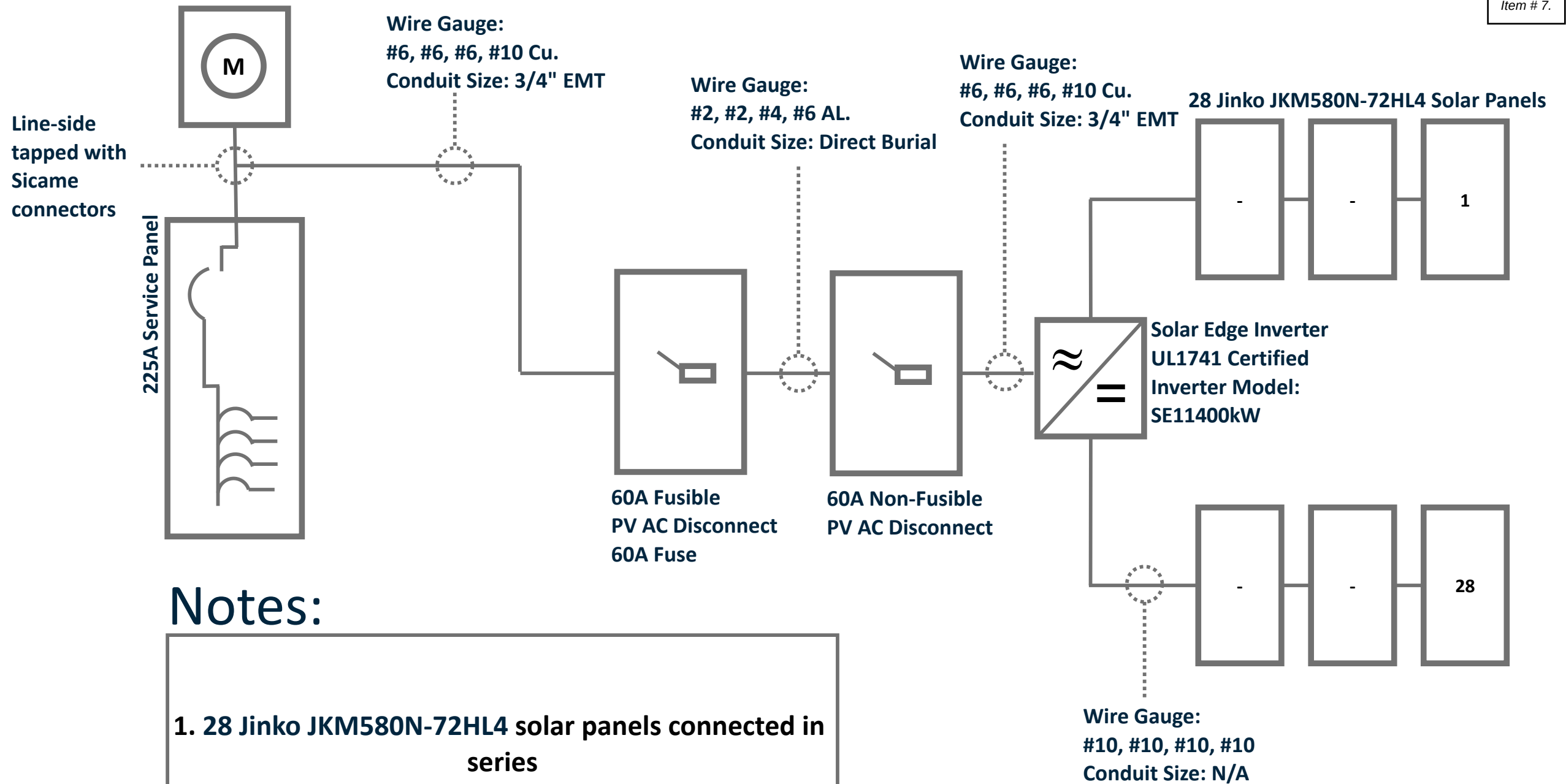
Designed By: Kenji Grahame	Project: Michael Miller	Stateline Solar LLC
Date: 08/06/2024	Location: 11380 Main St. Roscoe, IL 61073	815-580-3011 310 W. Main St. Lena IL 61048





Designed By: Kenji Grahame	Project: Michael Miller	Stateline Solar LLC
Date: 08/06/2024	Location: 11380 Main St. Roscoe, IL 61073	815-580-3011 310 W. Main St. Lena IL 61048





Notes:

1. 28 Jinko JKM580N-72HL4 solar panels connected in series
2. Two strings of 14 solar panels connected in parallel
3. Number of PV wire correlates to total PV system, not to each string

Michael Miller
11380 Main St
Roscoe, IL 61073

**U-BUILDER PROJECT REPORT**

APPLICATION VERSION: 6.6.0

PROJECT VERSION: 0.0.53

PROJECT TITLE

NXT UMOUNT

PROJECT ID

2844BCD1

LAST UPDATED

Aug. 6, 2024

ORIGINALLY CREATED

Jul. 16, 2024

NAME

James Goff

Designed by kenji.grahame@statelinesolar.net

ADDRESS

15N141 Romke Rd, Hampshire, IL 60140, USA

NXT UMOUNT

CITY, STATE

Hampshire, IL

Jinko Solar

MODULE

Jinko Solar JKM580N-72HL4-BDV

18 - JKM580N-72HL4-BDV

10.44 KW

NOTE: Installation of the project is intended to happen within the year of project designed in UBuilder. If it's past one year please rerun the design or contact Unirac Engineering Services.

ENGINEERING REPORT

Plan Review

* Distributed Dead Load **2.63 psf**

* Average Roof Point Dead Load **54.82 lbs**

TOTAL NUMBER OF MODULES	18
TOTAL KW	10.44 KW
TOTAL AREA	~501 ft ²

Loads Used for Design

BUILDING CODE	ASCE 7-10
BASIC WIND SPEED	115.00 mph
GROUND SNOW LOAD	0.00 psf
SEISMIC, S _s	0.155
ELEVATION	995.00 ft
WIND EXPOSURE	B
TOPOGRAPHICAL FACTOR K _{zT}	1.00

Inspection

PRODUCT	NXT UMOUNT
MODULE MANUFACTURER	Jinko Solar
MODEL	18 - JKM580N-72HL4-BDV
MODULE WATTS	580 watts
MODULE LENGTH	89.69"
MODULE WIDTH	44.65"
MODULE THICKNESS	1.18"
MODULE WEIGHT	68.34 lbs
EXPANSION JOINTS	Every 40'
RAILS DIRECTION	EW
BUILDING HEIGHT	15.00 ft
SHORTEST BUILDING LENGTH	40.00 ft
ROOF TYPE	R panel
ATTACHMENT TYPE	PM-9000S
RAFTER SPACING	24.00"
* TOTAL WEIGHT	1315.64 lbs
ROW SPACING	0.50"
COLUMN SPACING	0.50"
MID CLAMP	NXT UMOUNT COMBO CLAMP
END CLAMP	NXT UMOUNT COMBO CLAMP

* Calculated based on suggested quantity given on part list.

Roof Area 1: Array 1

Portrait Modules - Rails Running Across Slope

NXT UMOUNT RAIL SPANS [IN]	ZONE 1	ZONE 2	ZONE 3
DESIGN SPAN	72	48	48
Max Cantilever	24	16	16
Max Span	72	67	58
ZONES	ZONE 1	ZONE 2	ZONE 3
NO OF RAILS	2	2	2

DESIGN PRESSURES [PSF]	ZONE 1	ZONE 2	ZONE 3
Up	-9.7	-19.3	-30.2
Down	13.2	13.2	13.2
Downslope	1.7	1.7	1.7
Lateral	0.5	0.5	0.5

MAXIMUM POINT LOADS [LBS]	ZONE 1	ZONE 2	ZONE 3
Up	-271.9	-360.6	-564.3
Down	370.0	246.6	246.6
Downslope	47.6	31.8	31.8
Lateral	14.0	9.3	9.3
Tributary Area [ft ²]	28.0	18.7	18.7
ROOF PITCH:	18°		

Clamp Checks

ZONES		ZONE 1			ZONE 2			ZONE 3		
CONNECTION-TYPE		End-End	End-Mid	Mid-Mid	End-End	End-Mid	Mid-Mid	End-End	End-Mid	Mid-Mid
Up	Load	N/A	270	270	N/A	N/A	N/A	N/A	N/A	N/A
	Check	OK	OK	OK	OK	OK	OK	OK	OK	OK
Side	Load	N/A	270	270	N/A	N/A	N/A	N/A	N/A	N/A
	Check	OK	OK	OK	OK	OK	OK	OK	OK	OK
Lateral	Load	N/A	270	270	N/A	N/A	N/A	N/A	N/A	N/A
	Check	OK	OK	OK	OK	OK	OK	OK	OK	OK

N/A stands for not applicable

NXT U-MOUNT U-BUILDER PRODUCT ASSUMPTIONS

Limitations of Responsibility: It is the user's responsibility to ensure that inputs are correct for your specific project.

Unirac is not the solar, electrical, or building engineer of record and is not responsible for the solar, electrical, or building design for this project.

Building Assumptions

1. Building Risk Category II.
2. Mean Roof Height = 0.00 ft – 60.00 ft unless otherwise specified.
3. Roof Pitch: 5° - 45° for ASCE 7-10 and 9° - 45° for ASCE 7-16 and ASCE 7-22

Wind Design Assumptions

1. Exposure Category B, C, or D
2. Basic Wind Speed 95.00 mph – 190.00 mph for ASCE 7-10, and 85.00 mph - 190.00 mph for ASCE 7-16 and ASCE 7-22.
3. Wind speeds are LRFD values
4. $\gamma_E = 1.0$ for 'Interior' spans, $\gamma_E = 1.5$ for 'Exposed' spans (ASCE 7-16 and ASCE 7-22 Sec. 29.4.3, Fig. 29.4-7)

Snow and Seismic Design Assumptions

1. Ground Snow Load = 0 - 100.00 psf
2. Thermal Factor = 1.0
3. Results based on uniform snow load
4. 0.2-s Spectral Response Acceleration, $S_S \leq 3$

Array Assumptions

1. Dead Load ≤ 5.00 psf (including PV Modules and Racking)
2. Module orientation and Rail direction per user selection
3. Module height above roof surface 5.00" to 10.00" depending on attachment type
4. Gaps between module rows and columns is 0.25" - 1.00"
5. Modules are parallel to the roof surface and within 10.00" of it.
6. 'Exposed' spans shall be used when any part of an exposed module or panel is attributed to that span.
7. The most restrictive of all roof zone spans shall be used when any part of the module is attributed to that span.

Intermediary Span Distances: Roof attachment point loads be reduced linearly if the installed distance between the attachments is less than the selected span. For example, if the spacing is half the amount shown in the results, then the point loads may also be reduced by half.

Spans greater than 72.00": While our products are valid for greater spans in many instances, we do not recommend this mounting configuration. Typical residential roofs are not designed for the larger point loads that might result from such excessive spans and we recommend final design by a licensed professional engineer of responsible charge.

Ubuilder does not consider the attachment to the roof structure. Ensure that the supporting roof, its rafters, connections, and any other structural support members can support the array under all code level loading conditions.

Ensure the attachment to the roof structure is adequate to support loads in your installation location.



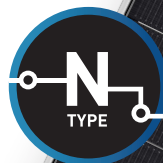
Item # 7.

THE MOST DEPENDABLE SOLAR PRODUCT

EAGLE 72 G6B

570-590 WATT • N-TYPE BIFACIAL

Positive power tolerance of 0~+3%



- NYSE-listed since 2010, Bloomberg Tier 1 manufacturer
- Top performance in the strictest 3rd party labs
- Automated manufacturing utilizing artificial intelligence
- Vertically integrated, tight controls on quality
- Premium solar factories in USA, Vietnam, and Malaysia

KEY FEATURES



N-Type Technology

N-type cells offer Jinko's in-house TOPCon technology with better performance and improved reliability.



Multi Busbar Half Cell Technology

Better light trapping and current collection to improve module power output and reliability.



Bifacial Power Gain

N-Type architecture increases bifaciality for higher backside bonus and better lifetime yield.



Low Temperature Coefficient

Best in class temperature coefficient for highest lifetime energy yield in all climates.



Industrial Grade Construction

Fire Type 29 with optimized dual-glass construction and thick frame for highest mechanical load resistance.



Shade Tolerant

Twin array design allows continued performance even with shading by trees or debris.



Protected Against All Environments

Certified to withstand humidity, heat, rain, marine environments, wind, hailstorms, and packed snow.



Warranty

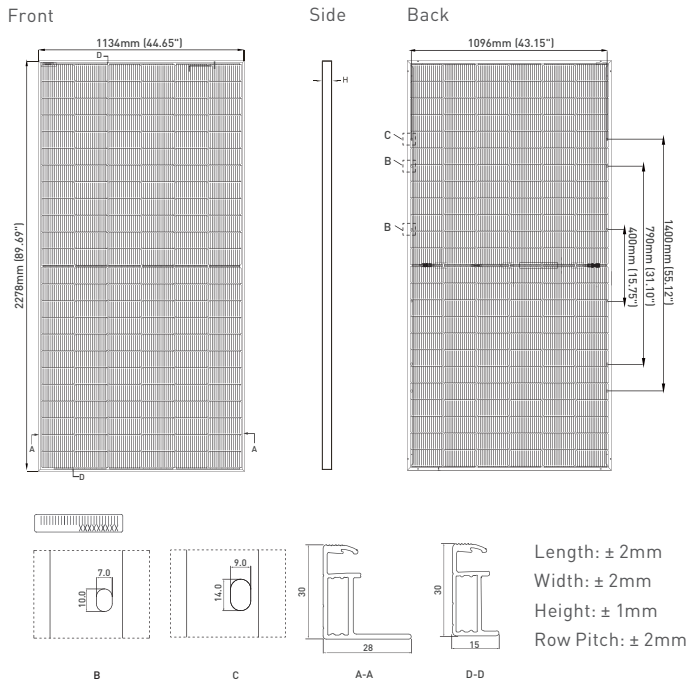
12-year product and 30-year linear power warranty.

- ISO9001:2015 Quality Standards
- ISO14001:2015 Environmental Standards
- IEC61215, IEC61730 certified products

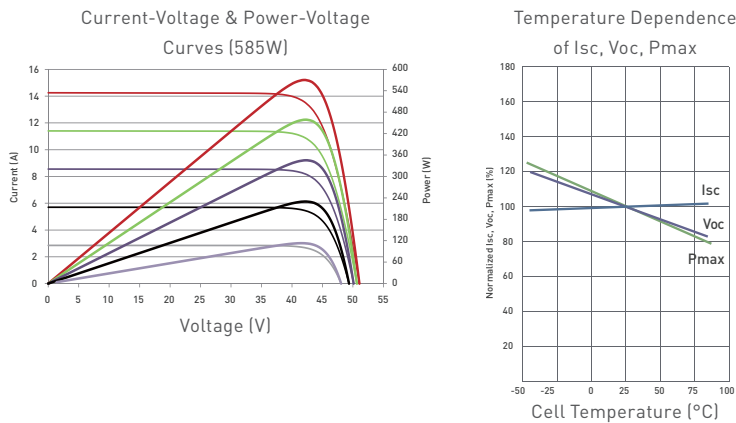
- ISO45001:2018 Occupational Health & Safety Standards
- UL61730 certified products



ENGINEERING DRAWINGS



ELECTRICAL PERFORMANCE & TEMPERATURE DEPENDENCE



ELECTRICAL CHARACTERISTICS

Module Type	JKM570N-72HL4-BDV		JKM575N-72HL4-BDV		JKM580N-72HL4-BDV		JKM585N-72HL4-BDV		JKM590N-72HL4-BDV	
	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT
Maximum Power (Pmax)	570Wp	430Wp	575Wp	433Wp	580Wp	437Wp	585Wp	441Wp	590Wp	445Wp
Maximum Power Voltage (Vmp)	43.58V	40.56V	43.73V	40.73V	43.88V	40.89V	44.02V	41.05V	44.17V	41.21V
Maximum Power Current (Imp)	13.08A	10.59A	13.15A	10.64A	13.22A	10.69A	13.29A	10.74A	13.36A	10.79A
Open-circuit Voltage (Voc)	52.10V	39.60V	52.30V	39.75V	52.50V	39.90V	52.70V	40.05V	52.90V	40.20V
Short-circuit Current (Isc)	13.83A	11.16A	13.89A	11.21A	13.95A	11.26A	14.01A	11.31A	14.07A	11.36A
Module Efficiency STC (%)	22.07%		22.26%		22.45%		22.65%		22.84%	

*STC: ☀ Irradiance 1000W/m²
NOCT: ☀ Irradiance 800W/m²

🌡 Cell Temperature 25°C
🌡 Ambient Temperature 20°C

☁ AM = 1.5
☁ AM = 1.5
🌀 Wind Speed 1m/s

*Power measurement tolerance: $\pm 3\%$

MECHANICAL CHARACTERISTICS

Item # 7.

No. of Half Cells	144 (2 x 72)
Dimensions	2278 x 1134 x 30mm [89.69 x 44.65 x 1.18in]
Weight	31kg (68.34lbs)
Front Glass	2.0mm, Anti-Reflection Coating
Back Glass	2.0mm, Heat Strengthened Glass
Frame	Anodized Aluminum Alloy
Junction Box	IP68 Rated
Output Cables	12 AWG, 1400mm [55.12in]
Fire Type	Type 29
Pressure Rating	5400Pa (Snow) & 2400Pa (Wind)
Hailstone Test	25mm Hailstone at 23 m/s

TEMPERATURE CHARACTERISTICS

Temperature Coefficients of Pmax	-0.29%/°C
Temperature Coefficients of Voc	-0.25%/°C
Temperature Coefficients of Isc	0.045%/°C
Nominal Operating Cell Temperature (NOCT)	45 $\pm$ 2°C
Bifacial Factor	80 $\pm$ 5%

MAXIMUM RATINGS

Operating Temperature (°C)	-40°C~+85°C
Maximum System Voltage	1500VDC
Maximum Series Fuse Rating	30A

PACKAGING CONFIGURATION

[Two pallets = One stack]
36pcs/pallet, 72pcs/stack, 576pcs/40 HQ Container

BIFACIAL OUTPUT-REARSIDE POWER GAIN

5%	Maximum Power (Pmax)	598Wp	604Wp	609Wp	614Wp	620Wp
	Module Efficiency (%)	23.17%	23.37%	23.57%	23.78%	23.98%
15%	Maximum Power (Pmax)	656Wp	661Wp	667Wp	672Wp	679Wp
	Module Efficiency (%)	25.38%	25.60%	25.82%	26.05%	26.27%
25%	Maximum Power (Pmax)	713Wp	719Wp	725Wp	731Wp	738Wp
	Module Efficiency (%)	27.59%	27.83%	28.06%	28.31%	28.55%

WARRANTY

12-year product and 30-year linear power warranty

1st year degradation not to exceed 1%, each subsequent year not to exceed 0.4%, minimum power at year 30 is 87.4% or greater.

Single Phase Inverter with HD-Wave Technology

for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US /
SE7600H-US / SE10000H-US / SE11400H-US



INVERTERS

Optimized installation with HD-Wave technology

- Specifically designed to work with power optimizers
- Record-breaking efficiency
- Quick and easy inverter commissioning directly from a smartphone using the SolarEdge SetApp
- Fixed voltage inverter for longer strings
- Integrated arc fault protection and rapid shutdown for NEC 2014 and 2017, per article 690.11 and 690.12
- UL1741 SA certified, for CPUC Rule 21 grid compliance
- Extremely small
- Built-in module-level monitoring
- Outdoor and indoor installation
- Optional: Revenue grade data, ANSI C12.20 Class 0.5 (0.5% accuracy)

solaredge.com

solaredge

Single Phase Inverter with HD-Wave Technology for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US /
SE7600H-US / SE10000H-US / SE11400H-US

	SE3000H-US	SE3800H-US	SE5000H-US	SE6000H-US	SE7600H-US	SE10000H-US	SE11400H-US	
APPLICABLE TO INVERTERS WITH PART NUMBER	SEXXXXH-XXXXXXBX4							
OUTPUT								
Rated AC Power Output	3000	3800 @ 240V 3300 @ 208V	5000	6000 @ 240V 5000 @ 208V	7600	10000	11400 @ 240V 10000 @ 208V	VA
Maximum AC Power Output	3000	3800 @ 240V 3300 @ 208V	5000	6000 @ 240V 5000 @ 208V	7600	10000	11400 @ 240V 10000 @ 208V	VA
AC Output Voltage Min.-Nom.-Max. (211 - 240 - 264)	✓	✓	✓	✓	✓	✓	✓	Vac
AC Output Voltage Min.-Nom.-Max. (183 - 208 - 229)	-	✓	-	✓	-	-	✓	Vac
AC Frequency (Nominal)	59.3 - 60 - 60.5 ¹⁾							Hz
Maximum Continuous Output Current @240V	12.5	16	21	25	32	42	47.5	A
Maximum Continuous Output Current @208V	-	16	-	24	-	-	48.5	A
Power Factor	1, adjustable -0.85 to 0.85							
GFDI Threshold	1							A
Utility Monitoring, Islanding Protection, Country Configurable Thresholds	Yes							
INPUT								
Maximum DC Power @240V	4650	5900	7750	9300	11800	15500	17650	W
Maximum DC Power @208V	-	5100	-	7750	-	-	15500	W
Transformer-less, Ungrounded	Yes							
Maximum Input Voltage	480							Vdc
Nominal DC Input Voltage	380				400			Vdc
Maximum Input Current @240V ²⁾	8.5	10.5	13.5	16.5	20	27	30.5	Adc
Maximum Input Current @208V ²⁾	-	9	-	13.5	-	-	27	Adc
Max. Input Short Circuit Current	45							Adc
Reverse-Polarity Protection	Yes							
Ground-Fault Isolation Detection	600k Ω Sensitivity							
Maximum Inverter Efficiency	99	99.2						%
CEC Weighted Efficiency	99						99 @ 240V 98.5 @ 208V	%
Nighttime Power Consumption	< 2.5							W

¹⁾ For other regional settings please contact SolarEdge support

²⁾ A higher current source may be used; the inverter will limit its input current to the values stated

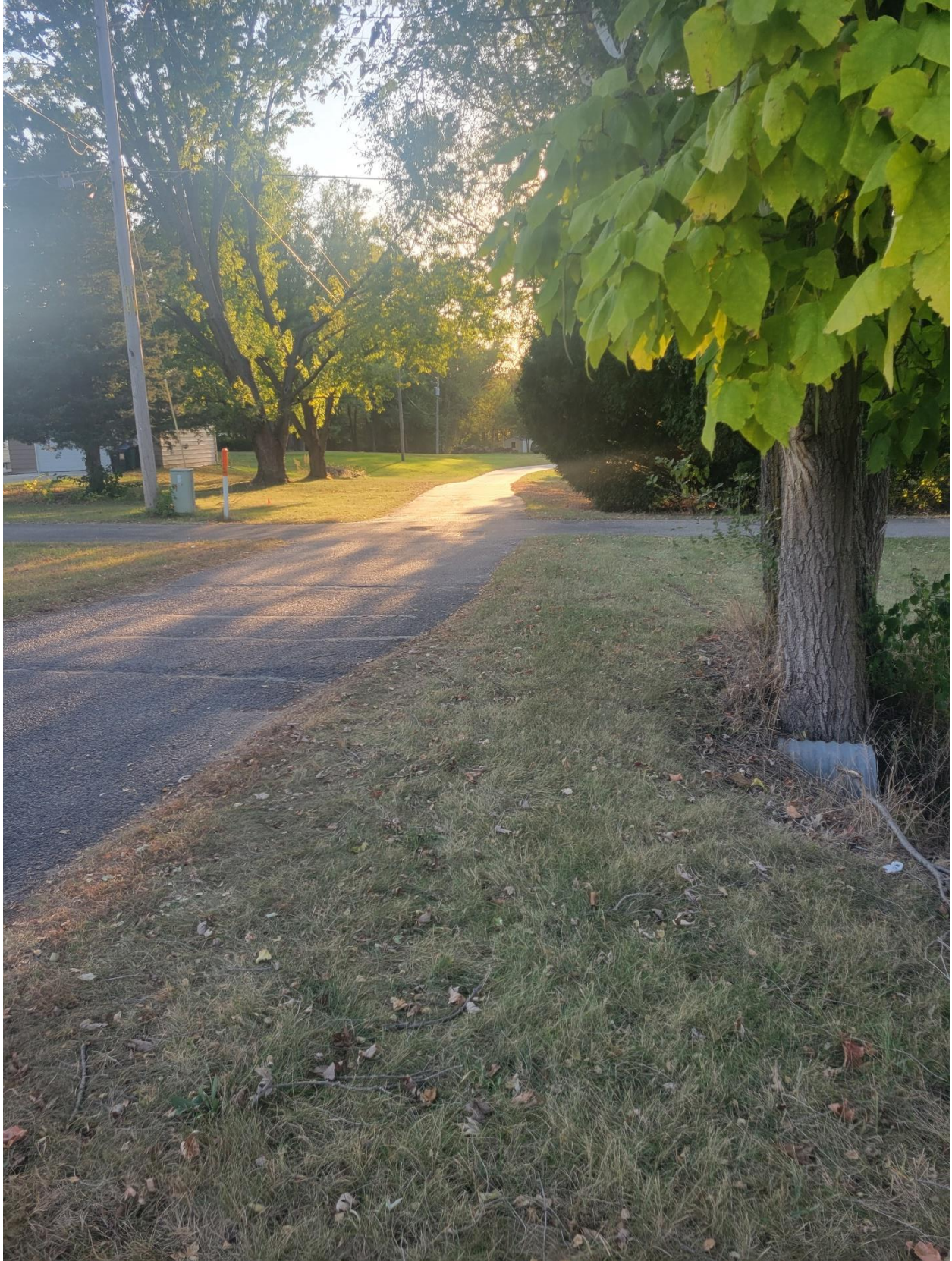
/ Single Phase Inverter with HD-Wave Technology for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US/
SE7600H-US / SE10000H-US / SE11400H-US

SE3000H-US		SE3800H-US		SE5000H-US		SE6000H-US		SE7600H-US		SE10000H-US		SE11400H-US	
ADDITIONAL FEATURES													
Supported Communication Interfaces				RS485, Ethernet, ZigBee (optional), Cellular (optional)									
Revenue Grade Data, ANSI C12.20				Optional ⁽¹⁾									
Inverter Commissioning				with the SetApp mobile application using built-in Wi-Fi station for local connection									
Rapid Shutdown - NEC 2014 and 2017 690.12				Automatic Rapid Shutdown upon AC Grid Disconnect									
STANDARD COMPLIANCE													
Safety				UL1741, UL1741 SA, UL1699B, CSA C22.2, Canadian AFCI according to T.I.L. M-07									
Grid Connection Standards				IEEE1547, Rule 21, Rule 14 (H)									
Emissions				FCC Part 15 Class B									
INSTALLATION SPECIFICATIONS													
AC Output Conduit Size / AWG Range				3/4" minimum / 14-6 AWG						3/4" minimum /14-4 AWG			
DC Input Conduit Size / # of Strings / AWG Range				3/4" minimum / 1-2 strings / 14-6 AWG						3/4" minimum / 1-3 strings / 14-6 AWG			
Dimensions with Safety Switch (HxWxD)				17.7 x 14.6 x 6.8 / 450 x 370 x 174						21.3 x 14.6 x 7.3 / 540 x 370 x 185			
Weight with Safety Switch				22 / 10		25.1 / 11.4		26.2 / 11.9		38.8 / 17.6			
Noise				< 25						<50			
Cooling				Natural Convection									
Operating Temperature Range				-40 to +140 / -40 to +60 ⁽⁴⁾									
Protection Rating				NEMA 4X (Inverter with Safety Switch)									

⁽¹⁾ Revenue grade inverter P/N: SExxxxH-US000BNC4

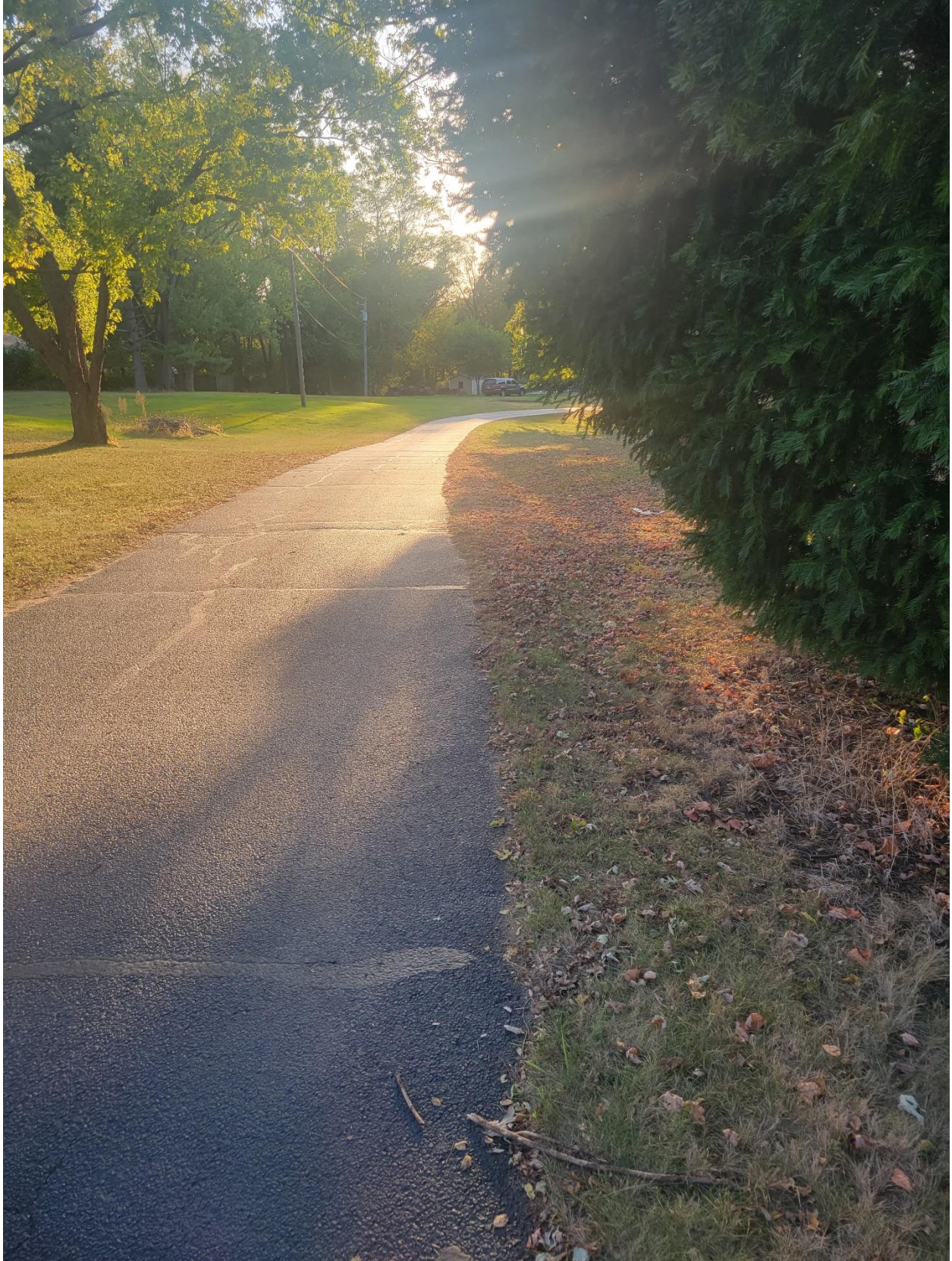
⁽⁴⁾ Full power up to at least 50°C / 122°F; for power de-rating information refer to: <https://www.solaredge.com/sites/default/files/se-temperature-derating-note-na.pdf>











VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 8.

Agenda Item: Discussion of Engineering Outsourcing Agreement

Date: October 11, 2024 / rev. 11/1/2024

Meeting: Village Board - November 5, 2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village of Roscoe's engineering services have historically been provided by an engineering firm contracted by the Village. The Village appoint the firm as its engineer of record, the firm serving in the capacity of Village Engineer. Since 2008, the Village has used Fehr Graham and Associates has served in the capacity of Village Engineer.

The Local Government Professional Services Selection Act (50 ILCS 510) is a legislative measure that governs the process by which local governments in Illinois procure professional services, including engineering, architecture, and land surveying. The Act ensures that local government entities, such as municipalities, select these service providers based on qualifications rather than on price alone. Under the Act, the local government first evaluates the qualifications of the firms. After selecting the most qualified firm, the government then negotiates a fair and reasonable contract. Only if an agreement on compensation cannot be reached with the top firm may the government move to the next most qualified candidate. Except for when it has a satisfactory relationship for services with one or more firms, this process generally must be followed where the cost of architectural, engineering, and land surveying services for the project is expected to exceed \$40,000.

Although the Village has generally had a satisfactory relationship with Fehr-Graham over the course of its tenure as Village Engineer, it is appropriate to periodically evaluate the Village's engineering needs, both in scope and value, so as to ensure that it continues to be able to provide the appropriate level of service to its residents.

The current scope of services for the Village Engineer relates to the day to day operations of the Village. For projects (usually design projects) that are outside of the this scope (e.g. the residential roads program), we usually enter into a separate agreement for services.

The general services include:

- Identify, schedule, or otherwise plan for regular construction or maintenance projects.
- Prepare Engineer's opinions of probable construction costs for proposed Village projects for budgeting purposes.
- Assist with the supervision of street department and other public works routine construction activities.
- Interpret and/or enforce zoning and subdivision ordinances, conduct inspections as required to assist with Village Code Enforcement activity.
- Assist with the development of ordinance language and make recommendations for zoning changes or amendments.
- Assist with communications between the Village and outside parties, such as County officials, Town officials, utility companies, etc.
- Supervise the preparation of plans and specifications for construction contracts or maintenance projects.
- Assist in the preparation of contracts and the calling for bids for engineering services or routine construction projects.
- Review and approve Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, and/or Erosion Sediment Control Plan applications, including on-site meeting with residents and contractors, and verifying compliance with Village Ordinance.

- Maintain and update municipal Storm Water Pollution Prevention Plans (SWPPP) and Municipal Separate Sewer System (MS4) inspections
- Authorize construction material purchase orders, as directed by the Board.
- Keep records of MFT and other applicable construction expenditures.
- Maintain a record of time expended in review of development projects for which a Reimbursement of Fees Agreement (Escrow) has been established.
- Attend Village Board and Committee of the Whole meetings.
- Prepare special studies and reports on a variety of subjects and activities as a basis for recommendations to the Village Board of Trustees.
- Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year. Facilitate incorporation of map updates with WinGIS personnel to ensure consistency and depiction of municipal boundary and zoning districts.
- Participation in weekly development team meetings.

Action Required/Recommendation

- 1) Approve a resolution soliciting general engineering services.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R46**

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE
APPROVING SPECIFICATIONS AND AUTHORIZING ISSUANCE OF A REQUEST
FOR PROPOSALS (RFQ) FOR A QUALIFIED ENGINEERING FIRM TO PROVIDE
SERVICES AS VILLAGE ENGINEER**

WHEREAS, the President and Board of Trustees of the Village of Roscoe desire to solicit service proposals of qualified engineering firms to serve as Village Engineer for the Village of Roscoe; and

WHEREAS, the President and Board of Trustees have reviewed the scope of services needed for the above desired services, and have set forth herein certain specifications and qualification for firms desiring to provide such services for the Village; and

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

Section 1. The Village President and Board of Trustees of the Village of Roscoe hereby approve the following specifications and desired qualifications for firms providing proposals for service as Village Engineer of the Village of Roscoe with such specifications and qualifications which are attached hereto as Exhibit “A”, and incorporated herein by reference.

[See Attached Exhibit “A”]

Section 2. That the Village Administrator is directed to provide for the issuance of said request for proposals which includes such specifications and qualifications substantially in conformance to the specifications and qualifications set forth herein, and that shall be issued in such a manner as to seek the most qualified firm to provide such services to the Village of Roscoe.

2024-R46

1st Read:**PASSED BY ROLL CALL VOTE ON:**

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

APPROVED NOVEMBER 05, 2024:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2024-R46)

RFQ for Village Engineer

REQUEST FOR PROPOSALS

Village of Roscoe, Illinois



General Municipal Engineering Services

Village of Roscoe, Illinois
10631 Main Street
Roscoe, IL 61073

November 2024

Release of Request for Proposals:
Deadline for Submission of Proposals:

**REQUEST FOR PROPOSALS
GENERAL MUNICIPAL ENGINEERING SERVICES**

The Village of Roscoe, Illinois is requesting proposals from qualified engineering firms to serve in the capacity of Village Engineer. The contracted engineering firm will provide on-going general engineering services for the Village, and will provide advice and recommendations to the President and Village Board of Trustees concerning capital projects and improvements.

Engineers/engineering firms responding to provide municipal engineer services will be expected to submit a proposal that explains their qualifications and experience in road design and improvements, sidewalk and drainage design and improvements, utility evaluation and design for water, wastewater, and storm-water conveyance systems, and capital improvement planning.

*All proposal packages must be submitted with the attached proposal certificate in a **sealed envelope, plainly marked, “PROPOSAL FOR MUNICIPAL ENGINEERING SERVICES,”** addressed as follows:*

**Village of Roscoe, Illinois
ATTN: Village President
10631 Main Street
Roscoe, IL 61073**

All proposal packages must be received by [DATE] AT 4:00PM. No late submittals will be accepted.

Request for Qualifications

Village of Roscoe

General Municipal Engineering Services

I. OVERVIEW OF REQUEST

The Village of Roscoe (Village) is seeking qualified, licensed professional engineering firms to submit proposals to provide general municipal engineering services for the Village of Roscoe which will include the duties of Village Engineer.

The firm that is selected to provide the engineering services outlined in the Scope of Services below, will be appointed by the Village President, upon confirmation by the Village Board of Trustees, as Village Engineer, and enter into a multi-year professional services agreement with the Village of Roscoe.

Firms interested in this project are advised to carefully review the information outlined in this RFP and respond accordingly. Specific instructions regarding submission requirements are included in this RFP.

II. BACKGROUND INFORMATION

The Village of Roscoe, incorporated in 1965 is located in Winnebago County, Illinois approximately 10 miles north of Rockford, Illinois. The Village is in a suburban area along the Rock River, and is part of the Rockford, Illinois Metropolitan Statistical Area. As of the 2024 census, the Village's population was 10,974.

The Village has a seven-member elected Board of Trustees consisting of the Village President and a six-member Trustees. Day-to-day operations are overseen by several department heads including the Village Administrator, HR Manager, Public Works Superintendent, and Chief of Police. The Village's Engineer, Attorney, and Treasurer are independent contractors, appointed by the Village President, and under contract for their specific scopes of service.

The Village of Roscoe Public Works Department consists of 5 full-time employees, various part-time and seasonal employees, and is managed by a Public Works Superintendent. The department is responsible for minor roadway repairs and plowing, upkeep of the Village's parks and rights-of-way, and general maintenance of Village Facilities. The Village Engineer works closely with the department and coordinates with the Village President, Superintendent and the Village Administrator, any projects which might affect Village operations.

The Village has approximately 212 miles of public roadways which it maintains over a 10 square mile area. The Village has a multi-year Road and Infrastructure plan, updated periodically, and spends approximately 2.5 million dollars on road and infrastructure projects each year.

All other public services and utilities are owned and maintained by outside agencies and operators.

The Village Engineer is generally the main point of contact with the various providers of public infrastructure in the Village, and maintains a strong working relationship with those providers, so as to be able to properly advise the Village officials on infrastructure projects and priorities or concerns of Village residents.

The following is a list of the public utility providers operating, and providing services within the Village:

<i>Sanitary Sewer:</i>	Four Rivers Sanitation Authority
<i>Public Water:</i>	North Park Public Water District
<i>Electricity:</i>	ComEd & Rock Energy Cooperative
<i>Gas:</i>	Nicor & Rock Energy Cooperative
<i>Fire Protection:</i>	Harlem-Roscoe Fire Protection District
<i>School Districts:</i>	Hononegah High School District & Harlem Consolidated School District Kinnikinic School District & Prairie Hill School District

III. QUALIFICATIONS AND GENERAL RESPONSIBILITIES

The selected firm will provide personnel to fulfill the duties of the position of “Village Engineer” and to perform other related duties as directed by the Village Administrator and Public Works Director. In addition to providing the services of Village Engineer, the selected firm shall provide other services as listed below. Such services are for the purpose of illustration only and services may not be limited to the items listed here.

A selected firm will be expected to designate a lead engineer, who will serve as the Village’s primary point of contact throughout the engagement for municipal engineering services. The lead engineer must be a licensed Professional Engineer, authorized to practice in the State of Illinois, and should have at least five (5) years’ experience practicing as an engineer with a focus on representation of local government(s).

Additionally, it is desirable that the selected firm is able to provide the personnel necessary to maintain periodic office hours in Roscoe Village Hall, so as to be available to the public to address issues such as right-of-way permits, driveway permits, infrastructure design, and constructability issues, and to act as a resource for Village staff and elected officials. It is preferred, but not necessarily required, that this person be the same individual designated as the Lead Engineer.

IV. SCOPE OF DUTIES

The selected engineer or firm will be expected to provide the types of services outlined below. The services listed are for the purpose of illustration, and the duties of the Village Engineer may include the performance of other related tasks as directed by the Village.

Advisory Services

1. *Attendance at meetings of the Village Board.* The Village Engineer shall regularly attend meetings of the Village Board, and special meetings or work sessions as requested. Regular meetings are held on the first and third Tuesday evening of each month.
2. *Advising Officials.* The Village Engineer shall advise Village officials, employees, etc. through telephone conferences, meetings, and correspondence.
3. *Consultation on Village facilities.* The Village Engineer shall furnish advice and consultation on the operation, maintenance, and permitting of the Village's storm water drainage system, roadway system, and other Village-owned facilities.
4. *Consultation on development projects/permits.* The Village Engineer shall review project plans and proposals by private parties for compliance with Village Code and other applicable requirements. This may include meeting with residents, contractors, developers, engineers, etc. as requested, as well as participation in regular development team meetings.
5. *Provide permit review and inspection services.* The Village Engineer shall be available to review and approve various types of permit applications for private utility improvements, oversized/overweight vehicles, residential improvement and other common permit applications. This may include the review and approval of Review and approve Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, and/or Erosion Sediment Control Plan applications, including on-site meeting with residents and contractors, and verifying compliance with Village Ordinance.
6. *Development Regulations & Procedures.* The Village Engineer shall provide advice in the interpretation enforcement zoning of subdivision ordinances, conduct inspections as required to assist with Village Code Enforcement activity, and with the development of ordinance language and make recommendations for zoning changes or amendments. They shall also maintain and update municipal Storm Water Pollution Prevention Plans (SWPPP) and provide for Municipal Separate Storm Sewer System (MS4) inspections.

Public Works Construction Projects

1. *Analyze/study improvement projects.* The Village Engineer will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various Public Works improvements.

2. *Prepare bid/contracts.* The Village Engineer will be requested to assist in the preparation of specifications, bid and contract documents for Public Works construction projects. In addition, the Village Engineer will prepare a final cost estimate, required applications of approval of the construction by other governmental agencies, and assist the Village in negotiating the acquisition of any necessary right-of-way or easement.
3. *Review bids.* The Village Engineer shall assist the Village in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The Village Engineer will provide general supervision of the contractor for Public Works construction projects.

Capital Project Management

1. *Identify capital projects.* The Village Engineer will identify current and possible future capital projects and document budget, scope, schedule, status, organizational responsibility (including other Professional Engineering Firms) and funding sources.
2. *Organize and prioritize all capital projects.* The Village Engineer will develop regular reporting and monitoring processes to ensure implementation and completion of scheduled project tasks.
3. *Capital project tracking.* The Village Engineer will track and monitor project status and specific milestone completion. This will include facilitating discussions and decisions necessary to keep projects on schedule.
4. *Identify and report significant deficiencies.* The Village Engineer will identify and report to the Village President and Village Administrator on a weekly basis, any concerns regarding the Village's ability to meet its capital projects goals or the completion specific projects.
5. *Monitor budgets.* The Village Engineer will process payments including Motor Fuel Tax and other grants funding, monitor budget expenditures and assist with review of contracts, proposals, invoices and purchase orders.
6. *Document management.* The Village Engineer will create and store computer files, paper copies, and other types of records and files of work performed for the Village using the systems designated by the Public Works Director.
7. *Boundary/Zoning Map* Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year. Facilitate incorporation of map updates with WinGIS personnel to ensure consistency and depiction of municipal boundary and zoning districts.

V. OUT OF SCOPE / ADDITIONAL SERVICES

The professional services consulting agreement entered into by and between the Village and the Village Engineer will specify a scope of included services. The Village reserves the right to enter into additional agreements with the selected Village Engineer for specified projects (e.g. the design or construction observation of major public improvements), to contract with third parties for such services, or if within the scope of the Village Engineer agreement, utilize the same to provide for such services.

VI. PROPOSAL CONTENTS AND SUBMITTAL REQUIREMENTS

A. Required Contents

Responding engineers or firms are requested to provide only the information they believe is necessary to clearly articulate the respondent's qualifications and approach to serving in the position of Village Engineer. Proposals may not exceed 15 pages, and should not contain brochures, boilerplate filler, or other information not relevant to selection process.

Proposals should address the following items:

1. Company & Staff Information:

- a. Provide brief history of the firm.
- b. The names and titles of its principals.
- c. The corporate and organizational structure of the firm.
- d. Locations of the main office and any satellite offices.

2. Experience & Qualifications:

- a. Provide name of each engineer proposed to provide services to the Village, and the name of the lead engineer who will have the main contact with the Village. Describe their professional qualifications, licenses, and experience in providing engineering services for municipalities.
- b. Provide information about the firm's experience in providing engineering services to Illinois local governments. Highlight any specific projects or representations that demonstrate the firm's superior ability to serve as contracted Village Engineer.
- c. Provide a list of all other local governments currently being represented by the Respondent.
- d. Provide at least three references from these organizations including names, contact persons, and phone numbers;

3. Availability & Conflicts. The proposal should discuss respondent's ability to allocate the necessary resources and time to the Village of Roscoe, including:
 - a. The firm's current staffing levels and any projects, or other engagements previously committed to, which would restrict or otherwise limit staffing availability.
 - b. Any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities, or private developers;
 - c. Provide a list of all other local governments currently being represented by the Respondent;

4. Approach: The firm should describe their approach to serving as the contracted Village Engineer for the Village of Roscoe. Proposals should address:
 - a. The firm's understanding of the Village's scope of engineering services, its ability to provide appropriate coverage for the services, (including capacity and capability to perform on short notice) and its proposed methods for carrying out the duties of Village Engineer.
 - b. The role the firm, as Village Engineer, will (or should) play in the day-to-day operations of, and the long-term planning for, the Village of Roscoe.
 - c. The firm's operational policies or philosophies concerning communication with Village Staff, elected officials, and the general public.
 - d. The firm's ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;
 - e. The firm's ability to assist the Village with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;

5. Exceptions: Indicate any exceptions taken to the terms and conditions, contractual and other requirements defined in the RFP

6. Rates Charged for Service:
 - a. The Village anticipates that the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the Village and the successful respondent, but requests that each respondent provide a

proposal outlining their suggested approach for compensation (e.g. monthly retainer for a specified amount of work; hourly; hourly plus expenses; blended approach; etc.) for the following:

- i. The basis on which compensation will be determined and estimated amounts assuming 40 hours per week.
 - ii. The basis on which compensation will be determined and estimated amounts assuming 20 hours per week.
 - iii. The basis on which compensation will be determined and estimated amounts assuming performance of work on a per-project basis.
- b. Identify any fees and expenses, or exceptions to the scope of work that would not be covered under this schedule.

VII. Selection Criteria

A Village review team comprising of the Village Administrator, staff, and members of the Corporate Authorities will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. The top firms will be invited to an interview the week following the submittal deadline. Following the evaluation process, the team will then select the firm that the Village considers most qualified and negotiate a fee. The Village reserves the right to negotiate modifications to RFP that it deems acceptable. The Village reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

<u>Criteria</u>	<u>Weight</u>
1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the Village's Needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	15%

B. Submission Requirements

1. Proposals will be received at the office of the Village Clerk, in the Roscoe Village Hall, 10631 Main Street, Roscoe, IL 61073 until **4:00 p.m.** (local time) on **Friday, DATE**.
2. Questions and requests for clarification must be in writing and received by the Village President at 10631 Main Street, Roscoe, IL 61073, or josef@villageofroscoe.com by **DATE**. All responses will be e-mailed or faxed by **DATE** to each consultant who has obtained a copy of the RFP and has provided an e-mail address or fax number.
3. Provide **one (1) original, unbound response** and **two (2) stapled or bound copies** of the proposal's response, in a sealed envelope plainly marked, "**PROPOSAL FOR MUNICIPAL ENGINEERING SERVICES**", and mailed or delivered directly to:

**Village of Roscoe, Illinois
ATTN: Village Administrator
10631 Main Street
Roscoe, IL 61073**

C. Conditions of Request

1. General Conditions. The Village reserves the right to cancel, modify, or reject all or any portion or portions of the request for proposal without notice. Further, the Village makes no representations that any agreement will be awarded to any organization submitting a proposal. The Village reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. The Village also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement. Direct all written questions to josef@villageofroscoe.com.
2. Any changes to the proposal requirements will be made by written addendum. Changes to submitted proposals after receipt by the Village will be made by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.
3. Liability of Costs and Responsibility. The Village shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Village harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Village. The selected lead consultant will be required to assume administrative responsibility for all services offered in the proposal whether or not he/she possesses such responsibility generally within the firm. The selected lead consultant will be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
4. Validity. The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing _____, 2024, during which time the Village may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.
5. Consultant Services Contract: Village will require a mutually agreed upon consultant services contract to be executed. You may submit a standard form of your service contract for review with your submittal.
6. Permits and Licenses. Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses in connection with the performance of services hereunder. All Village projects for which the consultant provides services shall
7. Oral and Written Explanations. The Village will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding when confirmed in writing

by an authorized Village official. Written responses to question(s) asked by one proposer will be provided to all proposers who received Requests for Proposals.

8. Proposer's Representative. The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.
9. Insurance General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amounts set forth by the Village. Proposer shall submit with its materials an itemized list of coverage types and limits of liability. Before an award of services is made, if any, Proposer shall provide current certificates of insurance verifying coverages required.
10. Withdrawal of Proposals. No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.
11. Rejection of Proposals. Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.
12. Acceptance of Proposals. Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers. The Village reserves the right to accept the proposal that is, in its sole and exclusive judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFQ; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.