



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, September 01, 2026
6:30 PM

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

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 18, 2026.**

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

- 2. Presentation of Bites and Beats Food Truck Event (no action needed)**
Presented by Roscoe Township Activities Coordinator Hannah Breault

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.

MOTIONS AND RESOLUTIONS (Final action)

- 6. Approval of Resolution 2026 - R33** Creating the Position of and Approving the **Hiring of an Administrative Coordinator** for the Village of Roscoe

NEW BUSINESS (First reading or suspend rules)

Village Board of Trustees
Meeting Agenda - September 01, 2026

7. Approval of **Additional Dates for the Roscoe Community Market** to be held at the Liberty Lot on September 20 and October 4 from 11am – 3pm.
8. Approval of a **Special Event Permit for the Party Like a Rockstar Balloon Bar 1 Year Anniversary**. The event will take place at 10514 Main Street on October 1, 2026
9. Approval of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Nightmare at Porter Tournament** to be held at **Porter Park** on **November 7, 2026**.
10. Approval of **Resolution 2026-R34**, authorizing an agreement with **Trickie Enterprises** for the rental of a **Street Sweeper** for the quoted amount of **\$4,000**.

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, August 18, 2026
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:30 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
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 **August 05, 2026.**

President Gustafson asked for a motion for the approval of the Minutes.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Stacey Moore of Roscoe Community Market and State Line Events reported that the community market has been a major success since moving to its new location. Attendance has increased significantly, with approximately 75 to 150 people attending each market over the four-hour period, compared with only 20 to 30 people at the previous location. Moore thanked the Board for approving the move and expressed interest in continuing the relationship with the Village. She also requested approval for two additional market dates, September 20 and October 4, to make up for two previously scheduled markets that had to be canceled because of severe weather. The Board referred the request to the permits process for further coordination.

Laura Zwart, President of the Roscoe Township Historical Society, announced that the Historical Society will be holding an antique sale on September 26 and 27 from 9:00 a.m. to 3:00 p.m. at the Cross House on Hononegah Road. She explained that the Society is currently accepting donations of antiques, which they consider to be items more than 50 years old and in sellable condition. Donated items will be sold, with all proceeds going toward the continued renovation of the Cross House, which is currently undergoing interior work. The Society hopes to complete the renovations soon so the historic house can be opened to the public. Zwart also noted that the Historical Society is accepting donations from Roscoe families who would like to preserve historically significant family items for future display in the museum. She mentioned a recent donation from the McCurry family as an example of the community's interest in preserving local history. In addition to the antique sale, several activities are planned for that weekend, including a possible game day, Roscoe trivia, children's activities, and opportunities for visitors to tour the Cross House. Residents interested in donating antiques can contact the Historical Society through its website, email, or phone number to arrange a drop-off time or pickup.

PRESIDENT'S REPORT

2. Presentation and Update on Current Fehr Graham Projects – Tyler Nelson

President Gustafson requested an amendment to the agenda to add an Old Business item regarding the new Village Administrator Scot Wrighton's request to attend the IML. Because the associated expenses were not included on a previous agenda, board action was required to approve them. A motion was made and seconded to add the item, with the vote to take place under Motions and Resolutions.

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

Tyler Nelson engineer Fehr Graham provided an update on the Village's current and upcoming projects. He reported that the 2026 Streets Program was nearly complete, with more than 7,200 linear feet of streets resurfaced—an increase from approximately 5,200 feet the previous year. Nelson noted that bidding earlier in the year and using the Village's pavement condition study helped secure better pricing and allowed the Village to complete nearly a \$1 million paving program. Only final restoration, cleanup, and punch-list items remained.

Nelson then discussed Porter Park Phase Two, explaining that the project is awaiting approval from the Illinois Department of Natural Resources (IDNR) because of required floodplain grading. The approval process could take six to twelve months, and the Village was approximately six months into that process. Once approval is received, the project could be bid within a few weeks. The plans include a bike path connection to the County's Perryville Path extension, a bridge over the creek, benches, a fitness court, restroom facilities, and approximately 45 parking spaces. Nelson also reported that the IDNR grant had been extended through March 2027, although another extension will likely be necessary due to the project timeline and the three- to four-month lead time for the restroom facility.

Regarding Riverside Park, Nelson explained that the IDNR's Boat Access Area Development Grant program has been paused, so the Village will not be submitting an application this fall. He recommended continuing with preliminary work, including public engagement and development of an overall concept plan for the park. This would allow the Village to consider improvements to the boat launch, roads, parking, pavilions, and other park amenities before the grant program potentially reopens next year.

Looking ahead to the 2027 Streets Program, Nelson recommended prioritizing Main Street from McDonald Road to Bridge Street. He explained that the road experiences significant pavement failure due to the old concrete roadway underneath the asphalt and recommended resurfacing with a pavement grid to help control cracking and movement. He also recommended adding shoulders for safety. Nelson advised beginning design work in fall 2026 because IDOT has changed its environmental review requirements, which could add time to the project.

Nelson also updated the Board on Love Road and Willowbrook Road. Both projects have completed design plans that have been approved by IDOT, positioning them to pursue future federal and state funding opportunities. Although previous grant applications were unsuccessful, Fehr Graham and the Village's team will continue seeking additional funding sources. Nelson also discussed the Safe Routes to School program, which will next accept applications in October 2027. Potential projects could include a Main Street crossing near Pine Lane or Williams Drive, flashing beacons, improved striping, ramps, and sidewalks. He recommended beginning preliminary engineering and public outreach well in advance to strengthen the Village's application.

Trustee Sima asked Nelson about the faded pavement striping on Willowbrook Road and at Rockton Road, noting that residents had raised safety concerns because the lines are difficult to see. Nelson agreed that, because the future road design would substantially change the intersection, the striping could be addressed separately as a maintenance project in the meantime. He indicated that striping is relatively inexpensive and recommended coordinating with Troy to obtain pricing and potentially combine several areas into one project.

President Gustafson updated Tyler about the unsuccessful BUILD Grant application. She explained that the U.S. Department of Transportation had recently offered the Village an opportunity to meet with federal officials for guidance on how the application could be improved for the next fiscal year. Scott will coordinate the meeting with the original grant writer, and Fehr Graham may assist with any revisions that result from the feedback. President Gustafson noted that, although the Village was unsuccessful this time, the guidance could improve its chances in a future application.

Trustee Wright asked how soon the Village should begin work on a Safe Routes to School application. Nelson explained that the application deadline will be October 1, 2027, and recommended beginning preliminary engineering well before the deadline. He noted that a stronger application would include more than a conceptual sketch, along with items such as a public meeting and letters of support from the school district.

TREASURER'S REPORT

3. Cash Report and Bills

Expenditures \$220,061.96 Payroll is \$118,313.13 Totaling \$ 338, 375.09 No motor fuel.

4. Approval of Bills

President Gustafson asked for a motion for the approval of the bills.

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

5. Year to Date, Revenues and Expenditures

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

Old Business

President Gustafson asked for a motion for the new village Administrator Scot Wrighton going to the IML for conference and one night hotel stay. Ballpark figure not to exceed \$800.

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

NEW BUSINESS (First reading or suspend rules)

6. Approval of **Troy Taylor and Dylan Ross** Attending the **IPWMAN Conference 2026**

[October 20 - 21st 2026 - Bloomington, IL]

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

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

President Gustafson asked for a motion IPWMAN Conference 2026.

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

7. Approval of **Ordinance 2026-07** approving a **Planned Unit Development (PUD) General Development Plan (GDP) and Specific Implementation Plan (SIP)** for the property commonly known as **13750 Metric Road (PIN: 04-16-326-003)**

Applicant Wayne Lensing

President Gustafson asked for a motion to approve Ordinance 2026-07.

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

QUESTIONS AND REPORTS

8. Introduction and Remarks from the New Village Administrator - Scot Wrighton

Scot Wrighton Village interim administrator thanked the President and Board for their confidence in appointing him and MGT to help guide the Village during the transition period. He explained that he looks forward to working with each board member individually and during meetings to establish both short-term priorities for the interim period and longer-term goals. He noted that there appears to be general agreement on the need to update outdated ordinances, travel policies, purchasing policies, and other procedures. He emphasized that modernizing these policies will improve the Village's operations and help position the Village for success when recruiting a permanent administrator next year. He also suggested holding additional meetings to establish priorities and ensure everyone is working toward the same goals, stating that the effort will help modernize how the Village conducts its government operations.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

9. Under 5 ILCS 120/2(c)(1).

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

To: Village Board of Trustees
From: Janel Reidinger
Date: August 27, 2026
Re: Roscoe Community Center Bites and Beats Food Truck Event

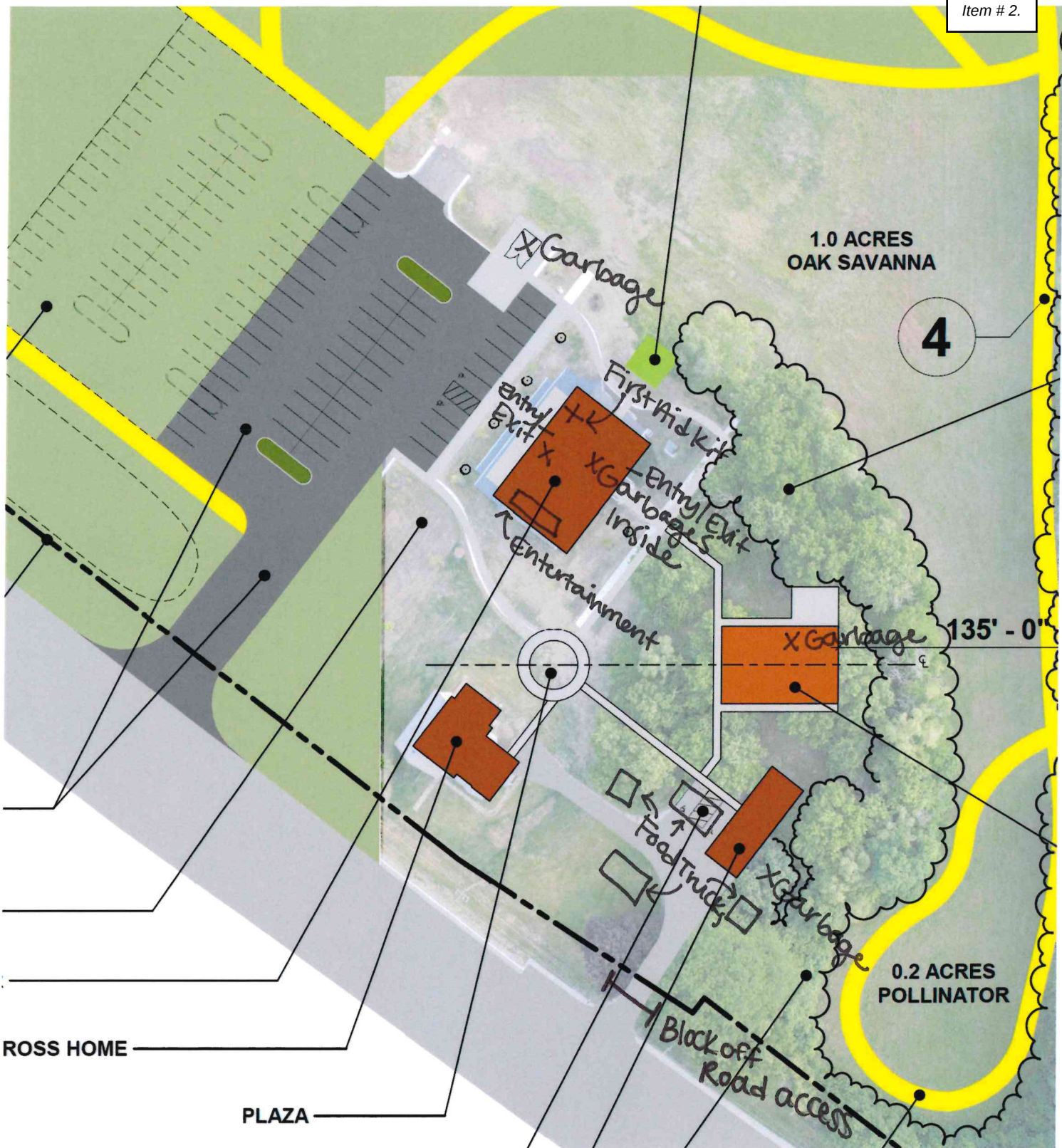
Bites and Beats Food Truck Event

Beginning in April 2027, Roscoe Township will be hosting a recurring **Bites and Beats Food Truck Event** on the first Friday of select months, with the first event proposed for April 2, 2027.

The event would feature food trucks in the separate parking area near the Quonset hut, which would be blocked off from other vehicle traffic. Entertainment would take place inside the Roscoe Community Center, while the pavilion would primarily be used for outdoor dining. Occasional entertainment may also be held under the pavilion when weather permits, provided the entertainer does not require amplified sound.

Police Chief Hawley, Deputy Chief Farone, Fire Chief Bergeron, Interim Administrator Wrighton, Township Supervisor Nowicki, Activities Coordinator Hannah Breault, and I met on site to review the proposed event layout and operations.

Because the event will not take place on Village property, Village Board approval is not required. The Interim Administrator has the authority to approve the Special Event Permit. Staff would like to use the April 2, May 7, and June 4 events as an opportunity to ensure the event operates smoothly and to identify any concerns that may need to be addressed before the event series continues. Accordingly, the Special Event Permit has been approved contingent upon these initial events operating successfully and without significant issues.



Village of Roscoe

Bills Submitted for Approval on September 1, 2026

Pooled Expenditures:

Checking account balance before expenditures	\$	135,753.14
Pooled Money Market		129,399.92
Illinois Funds Balance		8,498,271.45
Total pooled cash and equivalents		<u>8,763,424.51</u>

Expenditures per list 870,797.67

Additional invoices

870,797.67

Total expenditures 870,797.67

Payroll expense:

Gross Wages	8/24/2026	103,324.85	
Payroll tax and IMRF	8/24/2026	8,254.39	111,579.24

Total General Fund Expenditures	982,376.91
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Pooled checking account balance after expenditures \$ 7,781,047.60

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	108,892.51
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		2,489,985.06
Total Motor Fuel cash and equivalents		<u>2,609,269.58</u>

Expenditures:

<u>Vendor</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
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Total Motor Fuel Fund Expenditures	-
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Motor Fuel cash and equivalent balance after expenditures 2,609,269.58

Total expenditures for all funds:	982,376.91
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	116V-VNF4-1D	Yalden - Patrol Bag	01-040-4612 Uniforms	08/24/2026	44.99	.00		
311	AMAZON CAPITAL SERVICES	1DC3-F3MD-C	ANKER DOCKING STATION	01-010-5951 Information Technology - H	08/24/2026	319.98	.00		
311	AMAZON CAPITAL SERVICES	1DQL-3VYM-Q	12 GAUGE ALL STEEL SHOVEL - PW	01-030-5990 Departmental Operating S	08/19/2026	92.39	.00		
311	AMAZON CAPITAL SERVICES	1DQL-3VYM-Q	GFI OUTLETS - PARKS	01-050-5121 Maintenance & Repairs - B	08/19/2026	61.89	.00		
311	AMAZON CAPITAL SERVICES	1HFN-R6Q1-D	WATERPROOF RAIN SUITS (JACKET/P	01-030-4611 Personal Protective Equip	08/24/2026	206.91	.00		
311	AMAZON CAPITAL SERVICES	1HFN-R6Q1-D	WATERPROOF RAIN SUITS (JACKET/P	01-050-5121 Maintenance & Repairs - B	08/24/2026	107.96	.00		
311	AMAZON CAPITAL SERVICES	1P4T-1MRT-11	ANKER DOCKING STATION	01-010-5951 Information Technology - H	08/17/2026	269.98	.00		
311	AMAZON CAPITAL SERVICES	1R41-KHRN-Y	HEAVY DUTY PRY BAR & STEEL RAIL	01-030-5990 Departmental Operating S	08/21/2026	127.97	.00		
Total AMAZON CAPITAL SERVICES:						1,232.07	.00		
AXON ENTERPRISE, INC.									
602	AXON ENTERPRISE, INC.	INUS469747	Axon Air	01-040-5960 AXON Agreements	08/01/2026	3,897.80	.00		
Total AXON ENTERPRISE, INC.:						3,897.80	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BTUS-1001045	Progress Bill #8 Audit 2025	01-014-5210 Accounting/Auditing	08/14/2026	5,250.00	.00		
Total BAKER TILLY US, LLP:						5,250.00	.00		
CHARLES P KOSTANTACOS									
1211	CHARLES P KOSTANTACOS	081926	MAY 2026 - LEGAL - F&P COMMISSION	01-041-5230 Legal Services	08/19/2026	343.75	.00		
Total CHARLES P KOSTANTACOS:						343.75	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	080326 6602	1/12/26-7/10/26 BRIDGE ST PARKING L	01-030-5411 Electricity - Street Lights	08/03/2026	458.30	.00		
1411	COMMONWEALTH EDISON	081026 3000	7/8/26-8/6/26 6545 WINDFLOWER	01-050-6010 Building Utilities (Gas & El	08/10/2026	194.11	.00		
1411	COMMONWEALTH EDISON	081026 6602	7/10/26-8/10/26 BRIDGE ST PARKING L	01-030-5411 Electricity - Street Lights	08/10/2026	45.25	.00		
1411	COMMONWEALTH EDISON	081226 32000	7/10/26-8/10/26 5785 BROAD ST	01-050-6010 Building Utilities (Gas & El	08/12/2026	309.38	.00		
1411	COMMONWEALTH EDISON	081226 42000	7/10/26-8/10/26 5802 HARRISON	01-050-6010 Building Utilities (Gas & El	08/12/2026	84.76	.00		
1411	COMMONWEALTH EDISON	081426 2000	7/10/26-8/10/26 RIVER ST LITE R25	01-030-5411 Electricity - Street Lights	08/14/2026	22.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1411	COMMONWEALTH EDISON	081826 1222	7/10/26-8/10/26 N 2ND ST SIGN	01-030-5411 Electricity - Street Lights	08/18/2026	89.62	.00		
Total COMMONWEALTH EDISON:						1,203.42	.00		
CONSTELLATION NEWENERGY INC.									
1452	CONSTELLATION NEWENERGY	73236668501	6/4/26-7/10/26 RT/25 BRIDGE ST LIGHT	01-030-5411 Electricity - Street Lights	08/07/2026	133.82	.00		
1452	CONSTELLATION NEWENERGY	73292901501	7/10/26-8/10/26 LITE RT/25 BRIDGE LI	01-030-5411 Electricity - Street Lights	08/07/2026	143.73	.00		
1452	CONSTELLATION NEWENERGY	73321969201	7/10/26-8/10/26 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	08/11/2026	51.20	.00		
Total CONSTELLATION NEWENERGY INC.:						328.75	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	090126	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	09/01/2026	43.53	.00		
1721	DEARBORN LIFE INSURANCE C	090126	DISABILITY INS - HR	01-017-4330 Disability Insurance	09/01/2026	51.52	.00		
1721	DEARBORN LIFE INSURANCE C	090126	DISABILITY INS - PW	01-030-4330 Disability Insurance	09/01/2026	349.04	.00		
1721	DEARBORN LIFE INSURANCE C	090126	DISABILITY INS - PD	01-040-4330 Disability Insurance	09/01/2026	1,073.82	.00		
1721	DEARBORN LIFE INSURANCE C	090126	DISABILITY INS - PK	01-050-4330 Disability Insurance	09/01/2026	43.79	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,561.70	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL -ADMIN	01-010-4310 Health Insurance	08/18/2026	66.96	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	VISION INS - ADMIN	01-010-4310 Health Insurance	08/18/2026	11.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL - HR	01-017-4310 Health Insurance	08/18/2026	69.27	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	VISION INS - HR	01-017-4310 Health Insurance	08/18/2026	11.04	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL - PW	01-030-4310 Health Insurance	08/18/2026	477.84	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	VISION INS - PW	01-030-4310 Health Insurance	08/18/2026	67.06	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL - PD	01-040-4310 Health Insurance	08/18/2026	1,843.79	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	VISION INS - PD	01-040-4310 Health Insurance	08/18/2026	254.49	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL - PD ADJ	01-040-4310 Health Insurance	08/18/2026	57.98	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	DENTAL - PK	01-050-4310 Health Insurance	08/18/2026	121.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	47179	VISION INS - PK	01-050-4310 Health Insurance	08/18/2026	16.55	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,998.04	.00		
FIRST SUPPLY LLC-ROCKFORD									
2231	FIRST SUPPLY LLC-ROCKFORD	15263985-00	LITHIUM HIGH OUTPUT BATTERY PAC	01-030-5990 Departmental Operating S	08/04/2026	99.50	.00		
Total FIRST SUPPLY LLC-ROCKFORD:						99.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Forest City Shredding									
10077	Forest City Shredding	1250	Shredding Service PD	01-040-5990 Departmental Operating S	08/18/2026	60.00	.00		
Total Forest City Shredding:						60.00	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	811562	6/2/26-7/1/26 5783 BROAD ST	01-050-6010 Building Utilities (Gas & El	08/07/2026	2.56	.00		
Total FRSA-PAYMENTS:						2.56	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	103333	2026 MONTHLY INSTALLMENT W/C IN	01-015-5812 Workers Compensation Ins	08/14/2026	9,237.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						9,237.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	090126	VOL LIFE	01-000-2211 Life Insurance-Additional V	09/01/2026	745.10	.00		
3231	IPBC - HEALTH BENEFITS	090126	DEP LIFE	01-000-2212 Life Insurance-Dependent	09/01/2026	71.94	.00		
3231	IPBC - HEALTH BENEFITS	090126	INDEMNITY	01-000-2215 Indemnity - Vol	09/01/2026	166.65	.00		
3231	IPBC - HEALTH BENEFITS	090126	HEALTH INS - ADMIN	01-010-4310 Health Insurance	09/01/2026	1,594.00	.00		
3231	IPBC - HEALTH BENEFITS	090126	LIFE INS - ADMIN	01-010-4320 Life Insurance	09/01/2026	7.00	.00		
3231	IPBC - HEALTH BENEFITS	090126	FEES (ALL)	01-014-6059 Bank Fees	09/01/2026	33.37	.00		
3231	IPBC - HEALTH BENEFITS	090126	HEALTH INS - HR	01-017-4310 Health Insurance	09/01/2026	1,626.49	.00		
3231	IPBC - HEALTH BENEFITS	090126	LIFE INS - HR	01-017-4320 Life Insurance	09/01/2026	3.50	.00		
3231	IPBC - HEALTH BENEFITS	090126	HEALTH INS - PW	01-030-4310 Health Insurance	09/01/2026	9,744.40	.00		
3231	IPBC - HEALTH BENEFITS	090126	LIFE INS - PW	01-030-4320 Life Insurance	09/01/2026	25.54	.00		
3231	IPBC - HEALTH BENEFITS	090126	HEALTH INS - PD	01-040-4310 Health Insurance	09/01/2026	39,896.08	.00		
3231	IPBC - HEALTH BENEFITS	090126	LIFE INS - PD	01-040-4320 Life Insurance	09/01/2026	70.00	.00		
3231	IPBC - HEALTH BENEFITS	090126	HEALTH INS - PK	01-050-4310 Health Insurance	09/01/2026	2,481.20	.00		
3231	IPBC - HEALTH BENEFITS	090126	LIFE INS - PK	01-050-4320 Life Insurance	09/01/2026	3.50	.00		
Total IPBC - HEALTH BENEFITS:						56,468.77	.00		
KIESLER'S POLICE SUPPLY, INC.									
3661	KIESLER'S POLICE SUPPLY, IN	IN285955	9mm 147 Grain	01-040-5990 Departmental Operating S	07/22/2026	2,279.20	.00		
Total KIESLER'S POLICE SUPPLY, INC.:						2,279.20	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	571103	SHARPEN 33 MOWER BLADES	01-050-5120 Maintenance & Repairs - E	08/11/2026	640.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3961	LINCOLN RENT-ALL	571433	STIHL KOMBI & ATTACHMENTS	01-030-6051 Equipment Purchase (Non-	08/11/2026	1,172.96	.00		
3961	LINCOLN RENT-ALL	572117	TRIGGER - PW STOCK	01-030-5990 Departmental Operating S	08/18/2026	9.99	.00		
Total LINCOLN RENT-ALL:						1,822.95	.00		
LUXE PRODUCTIONS CHICAGO INC									
4112	LUXE PRODUCTIONS CHICAGO	7764 B	ADDITIONAL MICROPHONE FEE - FAL	01-010-6091 Special Events	08/01/2026	75.00	.00		
Total LUXE PRODUCTIONS CHICAGO INC:						75.00	.00		
MachesneyIL WellNow Urgent Care									
5411	MachesneyIL WellNow Urgent Ca	49529	DOT DRUG SCREEN	01-030-4370 Medical Screening / Drug T	08/06/2026	136.00	.00		
Total MachesneyIL WellNow Urgent Care:						136.00	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1765	TREASURER SVCS	01-014-5233 Treasurer Services - Gener	08/24/2026	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1765	ROSCOE POLICE PENSION ACCOUNT	01-014-5234 Treasurer Services - Police	08/24/2026	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARD'S									
4411	MENARD'S	76470	FAUCET REPAIR - PORTER CABIN	01-050-5121 Maintenance & Repairs - B	08/10/2026	136.90	.00		
4411	MENARD'S	76471	ELECTRICAL SHED SIDING - LELAND	01-050-5121 Maintenance & Repairs - B	08/10/2026	341.33	.00		
4411	MENARD'S	76625	BLACK MARKER, ROOFING NAILS & B	01-050-5121 Maintenance & Repairs - B	08/12/2026	18.45	.00		
4411	MENARD'S	76636	SQUARE POINT SHOVEL - PW	01-030-5990 Departmental Operating S	08/12/2026	24.99	.00		
4411	MENARD'S	76671	TOOLS FOR TRUCK #206	01-030-5990 Departmental Operating S	08/13/2026	29.97	.00		
4411	MENARD'S	76671	SUPPLIES FOR ELECTRIC SHED - LEL	01-050-5121 Maintenance & Repairs - B	08/13/2026	29.10	.00		
4411	MENARD'S	76896	AIR FILTERS - VH	01-010-5121 Maintenance & Repairs - B	08/17/2026	78.06	.00		
4411	MENARD'S	76896	AIR FILTERS - PD	01-040-5121 Maintenance & Repairs - B	08/17/2026	78.07	.00		
4411	MENARD'S	76896	ROOFING NAILS & POLE BARN SCRE	01-050-5121 Maintenance & Repairs - B	08/17/2026	15.95	.00		
4411	MENARD'S	76956	FLASHING, ADJUSTABLE TARP STRAP	01-050-5121 Maintenance & Repairs - B	08/18/2026	39.15	.00		
4411	MENARD'S	77033	LOCKING PLIERS	01-050-5120 Maintenance & Repairs - E	08/19/2026	35.97	.00		
4411	MENARD'S	77033	3.5 GAL RM43	01-050-5121 Maintenance & Repairs - B	08/19/2026	311.96	.00		
4411	MENARD'S	77050	ELECTRIC REPAIR SUPPLIES - LELAN	01-050-5121 Maintenance & Repairs - B	08/19/2026	179.00	.00		
4411	MENARD'S	77100	LELAND ELECTRIC SHED SUPPLIES	01-050-5121 Maintenance & Repairs - B	08/20/2026	62.62	.00		
Total MENARD'S:						1,381.52	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
NICOR GAS									
4931	NICOR GAS	080726 2000 9	7/8/26-8/6/26 6545 WINDFLOWER	01-050-6010 Building Utilities (Gas & El	08/07/2026	64.05	.00		
Total NICOR GAS:						64.05	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	69846 B	54.74 TONS CA-6	01-030-6060 Road Repair Bulk Material	07/31/2026	520.03	.00		
Total NORTHERN ILLINOIS SERVICE:						520.03	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	I10333	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Equipment Rentals	08/19/2026	135.00	.00		
5471	PORT-A-JOHN	I10334	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Equipment Rentals	08/19/2026	135.00	.00		
5471	PORT-A-JOHN	I10335	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	08/19/2026	135.00	.00		
5471	PORT-A-JOHN	I10411	FEE FOR RETURNED CHECK #65992	01-050-5860 Equipment Rentals	08/20/2026	10.00	.00		
Total PORT-A-JOHN:						415.00	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_00153085	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	08/24/2026	169.61	.00		
5780	RINGCENTRAL INC	CD_00153085	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	08/24/2026	190.56	.00		
5780	RINGCENTRAL INC	CD_00153085	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	08/24/2026	190.57	.00		
Total RINGCENTRAL INC:						550.74	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	27727	2026 RESIDENTIAL STREETS PROGR	90-030-6100 Residential Streets Progra	08/26/2026	763,790.51	.00		
5901	ROCK ROAD COMPANIES	331042	4.30 TONS HOT MIX	01-030-6060 Road Repair Bulk Material	08/13/2026	361.20	.00		
5901	ROCK ROAD COMPANIES	331226	2.73 TONS HOT MIX	01-030-6060 Road Repair Bulk Material	08/21/2026	229.32	.00		
Total ROCK ROAD COMPANIES:						764,381.03	.00		
S & H NURSERY									
6221	S & H NURSERY	2732	MULCH - PW	01-030-5121 Maintenance & Repairs - B	07/28/2026	270.00	.00		
6221	S & H NURSERY	2732	MULCH - RIVERSIDE	01-050-5121 Maintenance & Repairs - B	07/28/2026	360.00	.00		
6221	S & H NURSERY	2732	MULCH - SWANSON	01-050-5121 Maintenance & Repairs - B	07/28/2026	90.00	.00		
Total S & H NURSERY:						720.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SHERWIN-WILLIAMS CO									
6471	SHERWIN-WILLIAMS CO	115021995708	GAL PAVILLION BROWN - LELAND	01-050-5121 Maintenance & Repairs - B	08/25/2026	74.95	.00		
Total SHERWIN-WILLIAMS CO:						74.95	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390046219	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/17/2026	178.74	.00		
7460	UNIFIRST CORPORATION	3390046219	UNIFORMS - PARKS	01-050-4610 Uniforms	08/17/2026	21.88	.00		
7460	UNIFIRST CORPORATION	3390046220	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/17/2026	47.08	.00		
7460	UNIFIRST CORPORATION	3390046633	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/24/2026	178.74	.00		
7460	UNIFIRST CORPORATION	3390046633	UNIFORMS - PARKS	01-050-4610 Uniforms	08/24/2026	21.88	.00		
7460	UNIFIRST CORPORATION	3390046634	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/24/2026	47.08	.00		
Total UNIFIRST CORPORATION:						495.40	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202608026	Planning Services	01-016-5241 Planning Services - Zonin	08/17/2026	8,512.50	.00		
Total VANDEWALLE & ASSOCIATES:						8,512.50	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6150770048	HOT SPOTS PD	01-040-5320 Telephone & Data	08/10/2026	396.11	.00		
Total VERIZON WIRELESS:						396.11	.00		
Vital Records Control									
10072	Vital Records Control	6596095	VH SHREDDING SERVICES	01-010-5990 Department Operating Sup	06/30/2026	100.00	.00		
Total Vital Records Control:						100.00	.00		
WOW Full Service Carwash & Detail Center									
6161	WOW Full Service Carwash & Det	073126 PD	CAR WASHES - PD	01-040-5120 Maintenance & Repairs - V	07/31/2026	46.00	.00		
Total WOW Full Service Carwash & Detail Center:						46.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	8215-R	PLATINUM OIL FOR CHAINSAWS - PW	01-030-5990 Departmental Operating S	08/13/2026	47.97	.00		
102	ZIEGLER'S ACE HARDWARE	8219-R	DRILL BIT & SCREWS - TRUCK #206	01-030-5990 Departmental Operating S	08/13/2026	51.56	.00		
102	ZIEGLER'S ACE HARDWARE	8227-R	FASTENERS - RADAR SIGNS FOR SC	01-040-5121 Maintenance & Repairs - B	08/17/2026	47.68	.00		
102	ZIEGLER'S ACE HARDWARE	8243-R	OSC BLADE - TRUCK #206	01-030-5990 Departmental Operating S	08/20/2026	50.98	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
102	ZIEGLER'S ACE HARDWARE	8248-R	WIRE CONNECTION & SCREWS - PW	01-030-5990 Departmental Operating S	08/21/2026	11.96	.00		
102	ZIEGLER'S ACE HARDWARE	8257-R	CLIP GRIP & TENSION - PW	01-030-5990 Departmental Operating S	08/24/2026	11.98	.00		
102	ZIEGLER'S ACE HARDWARE	8258-R	GREY SPRAYPAINT FOR LELAND ELE	01-050-5121 Maintenance & Repairs - B	08/24/2026	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	8261-R	SILICONE CAULKING & BLADE - PW S	01-030-5990 Departmental Operating S	08/24/2026	22.99	.00		
102	ZIEGLER'S ACE HARDWARE	8261-R	PLIERS & PIGTAILS - TRUCK 206	01-030-5990 Departmental Operating S	08/24/2026	66.96	.00		
102	ZIEGLER'S ACE HARDWARE	8265-R	FASTERNERS - PW SHOP	01-030-5990 Departmental Operating S	08/25/2026	44.76	.00		
Total ZIEGLER'S ACE HARDWARE:						368.83	.00		
Grand Totals:						870,797.67	.00		

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

Dated: _____

Administrator: _____

Trustees: _____

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

Report Criteria:

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

August 28, 2026

TO: President Gustafson & Members of the Village Board of Trustees

FROM: Scot Wrighton, Interim Village Administrator
Anne Hanson, Office Manager/HR Manager

RE: Resolution RE: Administrative Coordinator position

Staff recommends an update to the current Licensing and Permitting Clerk position, previously held by Janel Reidinger, to better align the position with the Village's current staffing needs, the administrative responsibilities currently performed at Village Hall, and anticipated needs for administrative support. Under the proposed structure, the position title will be changed to Administrative Coordinator.

The position will continue to perform its existing licensing and permitting responsibilities; however, the revised job description incorporates additional administrative duties, including responsibilities associated with serving as a Deputy Clerk when the Village Clerk is unavailable.

In recognition of the expanded scope of the position, and compensation levels in the local employment market, staff recommends that the position be converted to a salaried position. The proposed salary of \$62,400 is equivalent to \$30.00 per hour, though the actual compensation could be slightly more in the event a selected candidate significantly exceeds the minimum work experience, background and qualifications for the post.

Overall, the proposed change is intended to bring the position's title, responsibilities, and compensation into better alignment with the Village's current operational needs. While the position may take on additional administrative and Deputy Clerk responsibilities, its existing licensing and permitting functions will remain an important part of the role.

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-33**

**RESOLUTION CREATING THE POSITION OF AND APPROVING THE HIRING OF
AN ADMINISTRATIVE COORDINATOR FOR THE VILLAGE OF ROSCOE**

WHEREAS, the Village of Roscoe has determined that the duties and responsibilities associated with its licensing and permitting functions should be updated and reorganized to better align with the Village's current administrative, operational, and staffing needs and to provide greater flexibility in the administration and coordination of Village services; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe desire to create such a position and to hire a full-time employee to fill said position; and

WHEREAS, the Board of Trustees of the Village of Roscoe, believes it to be in the best interest of the Village and its residents to create and fill the above position; and

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

- 1) The full-time position of Administrative Coordinator is hereby created in the Village of Roscoe, with such job duties and responsibilities as further specified set forth in **Exhibit "A"**, which is incorporated herein by reference; and
- 2) The Administrative Coordinator shall be a full-time, salaried position and shall be eligible to receive those benefits provided to other similarly situated full-time employees of the Village of Roscoe, subject to applicable Village policies and benefit plans. The annual salary for the position shall start at \$62,400.00.
- 3) That the employee shall report to the Village Administrator of the Village of Roscoe.
- 4) That the Village Administrator is hereby authorized to hire one qualified candidate to fill the position of Administrative Coordinator, and that such candidate selected and hired as prescribed by State Statute and Local Ordinance and all applicable procedures as set forth by the Board of Trustees of the Village of Roscoe.
- 5) 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.

2026-R33				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Molly Butz				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 1, 2026:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

**Exhibit “A”
Resolution 2026-R33**

[Job Description – Administrative Coordinator]



POSITION DESCRIPTION

Job Title: Administrative Coordinator
Department: Administration
Reports to: Village Administrator
Status: Salaried/Exempt
Approved: August 18, 2026

This position performs a broad range of administrative duties in support of municipal services and operations, including processing permits and licenses, directing service requests to the appropriate office, managing changes to the Village website, preparing meeting packets, coordinating citizen requests for use of Village facilities, acting as Deputy Village Clerk when the Clerk is absent, coordinating payment processing and various customer interactions.

Effectively communicate with and coordinate activities of a full range of people, inside and outside the organization and work cooperatively and effectively with others. Remain calm and professional under pressure and have the capacity to understand and be sensitive to the feelings of others. Ability to prioritize requests and responsibilities effectively.

Essential Duties and Responsibilities:

- Verify completion of permit application; distribute submittal documents to internal and external Village departments and consultants for review; track status of reviews and required submittals
- Review and issue basic residential over the counter permit applications (ie. decks, sheds, pools and fences)
- Enters permit and license applications into computer database and prints/emails permits and licenses
- Prepares and submits for recording fence waivers for constructing in the easements.
- Contacts applicants if necessary to request additional information.
- Responsible for collecting permit and license fees
- Ensures proper documentation and recording with general ledger cash register codes.
- Balances cash daily
- Schedules various meetings and inspections for the department on an as needed basis and collects appropriate signatures
- May serve as go-between for code enforcement and engineer
- Act as Deputy Clerk in the absence of the Clerk

Administrative Coordinator

Position Description

Page 2

- Works with engineer to distribute submittal documents to officials for review; track status of review, keeps master log
- Performs a variety of clerical duties such as typing correspondence, records, reports, forms, which may require the exercise of judgment in selecting information and suitable format
- Establishes new filing units and systems and maintains control of items out of file. Issues and maintains files on various licenses such as liquor licenses, employee server registrations, gaming/vending/amusement, solicitor, used car dealer and mobile home licenses
- Processes annual license renewals and may on occasion prepare invoices for unpaid licenses
- Verifies pertinent information relating to licensing
- Special events; create new, plan, promote and hold successful events
- Other administrative duties as assigned.

Qualifications:

- Qualified candidates must possess a high school diploma
- Experience in a customer service and public-facing setting is preferred.
- Must also be able to effectively manage one's time, solve problems and exercise sound judgment in a multi-tasking environment
- Must be detail oriented and exercise considerable independent judgment in making determinations on various important problems, which do not involve deviations from established policies and procedures
- Interpret and apply Village policies and procedures, written instructions, and general correspondence; must demonstrate the ability to complete assignments accurately and within established deadlines

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 7.

Agenda Item: Approval of Additional Dates for the Roscoe Community Market to be held at the Liberty Lot on September 20 and October 4 from 11am – 3pm.

Date: 8/25/2026

Meeting: Village Board 9/1/2026

Prepared by: Janel Reidinger

Department: License and Permits

Overview/Background Information

The Roscoe Community Market was previously approved for the following dates: May 3, May 17, June 7, June 21, July 12, July 26, August 9, August 23, September 13, and September 27, from 11:00 a.m. to 3:00 p.m., with an estimated attendance of approximately 50 people throughout each market. Two of the dates were rained out.

The applicant is requesting to add **September 20 and October 4** to the previously approved event schedule. The event format, hours, estimated attendance, number of vendors, and proposed food truck operations will remain unchanged.

Each event is expected to include approximately 20 vendors. Vendors are responsible for providing their own tents, weights, tables, and chairs. Food will be available at the event, with up to two food trucks proposed.

Key Issues

Parking will be available along Main Street and within the public parking lot. A suggested parking map has been prepared which the organizer can share to guide attendees to appropriate parking areas.

Up to two food trucks are proposed to be parked along Main Street, with serving windows facing into the Liberty Lot. Food trucks will provide their own equipment and generators. No street closures are proposed, and food truck traffic and operations are expected to remain within the event area.

Vendor Rules and Guidelines provided by Stateline Events are attached for reference. These guidelines outline requirements related to licensing, insurance, booth setup, health and safety, and cleanup. Vendors are required to comply with all applicable Illinois, Winnebago County, and Village of Roscoe regulations.

The Police and Fire Departments along with Public Works have reviewed the proposed event and indicated general agreement with the plan as submitted, provided the parking plan is followed and food truck activity remains contained within the lot and does not encroach into the public roadway.

Fiscal Note/Budget Impact

The event organizer is responsible for event operations, and only minimal Village resources are requested in the form of picnic tables and possibly garbage cans.

Prior Legislative Actions

Special Event Permit Approved 3/3/2026

Action Required/Recommendation

Recommend approval additional dates of the Special Event Permit for the Roscoe Community Market.

Attachments

Item # 7.

Roscoe Community Market Special Event Application

**Special Event
Application Form**

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

☐ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Roscoe Community Market by Stateline Events

Nature of Event:

Market

Location of Event: Bridge and Main St Projected Attendance: 100

Address of Organizer: 5761 Flagler Dr. Phone Number: [REDACTED]

Event Date(s): additional dates added Sunday Sept 20th & Sunday October 4th

Event Hours: 11am am/pm until 3pm am/pm

Setup/Assembly Date: same day Start Time: 9am am/pm

Dismantle Date: same day am/pm Completion Time: 4:30pm 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) 623-7338 * Fax: (815) 623-7254 * Email: shawley7894@roscoepolice.com

**Special Event
Application Form**

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

Name: stacy Moore Phone Number: [REDACTED]

Email: statelineevents@gmail.com

Additional Comments:

we were rained out on two dates, so requesting to add two additional dates to our already
approved special event permit for the market

Applicant Signature:

Date:

[REDACTED]

8/29/26

Return completed application to: Roscoe Police Department
10595 Main Street
Roscoe, Illinois 61073
shawley7894@roscoepolice.com

OFFICIAL USE ONLY

Date Filed: _____

Police Department: _____
Signature _____ Date _____

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

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

Receipt

Cc: Public Works, Zoning, HRFPD, WCBD

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 8.

Agenda Item: Approval of a **Special Event Permit** for the Party Like a Rockstar Balloon Bar 1 Year Anniversary. The event will take place at 10514 Main Street on October 1, 2026.

Date: 8/26/2026

Meeting: Village Board 9/1/2026

Prepared by: Janel Reidinger

Department: Licenses & Permits

Overview/Background Information

The applicant is celebrating the business's first anniversary, with an anticipated attendance of approximately 50 people coming and going throughout the event.

The applicant is requesting use of the Bridge Street Parking Lot for a coffee truck. The site plan also shows a cotton candy cart in the grassy area south of the business and LED letters positioned against the building. The event layout will be similar to the business's grand opening event, with the addition of the coffee truck in the parking lot.

The event will include giveaways and gifts with purchase, a coffee truck, cotton candy, and a possible live broadcast with a radio station. The coffee truck will be positioned with the service window facing the sidewalk so that any customer line will form along the walkway rather than within the parking lot. Setup is scheduled to begin at approximately 12:00 p.m., with dismantling completed by approximately 7:30 p.m.

Key Issues

The primary consideration is the proposed use of the Bridge Street Parking Lot for the coffee truck and ensuring that the event layout does not interfere with pedestrian movement or vehicle circulation. The site plan has been reviewed by the Village Police and Fire Departments, and neither department has identified any concerns with the proposed event or site plan.

Fiscal Note/Budget Impact

n/a

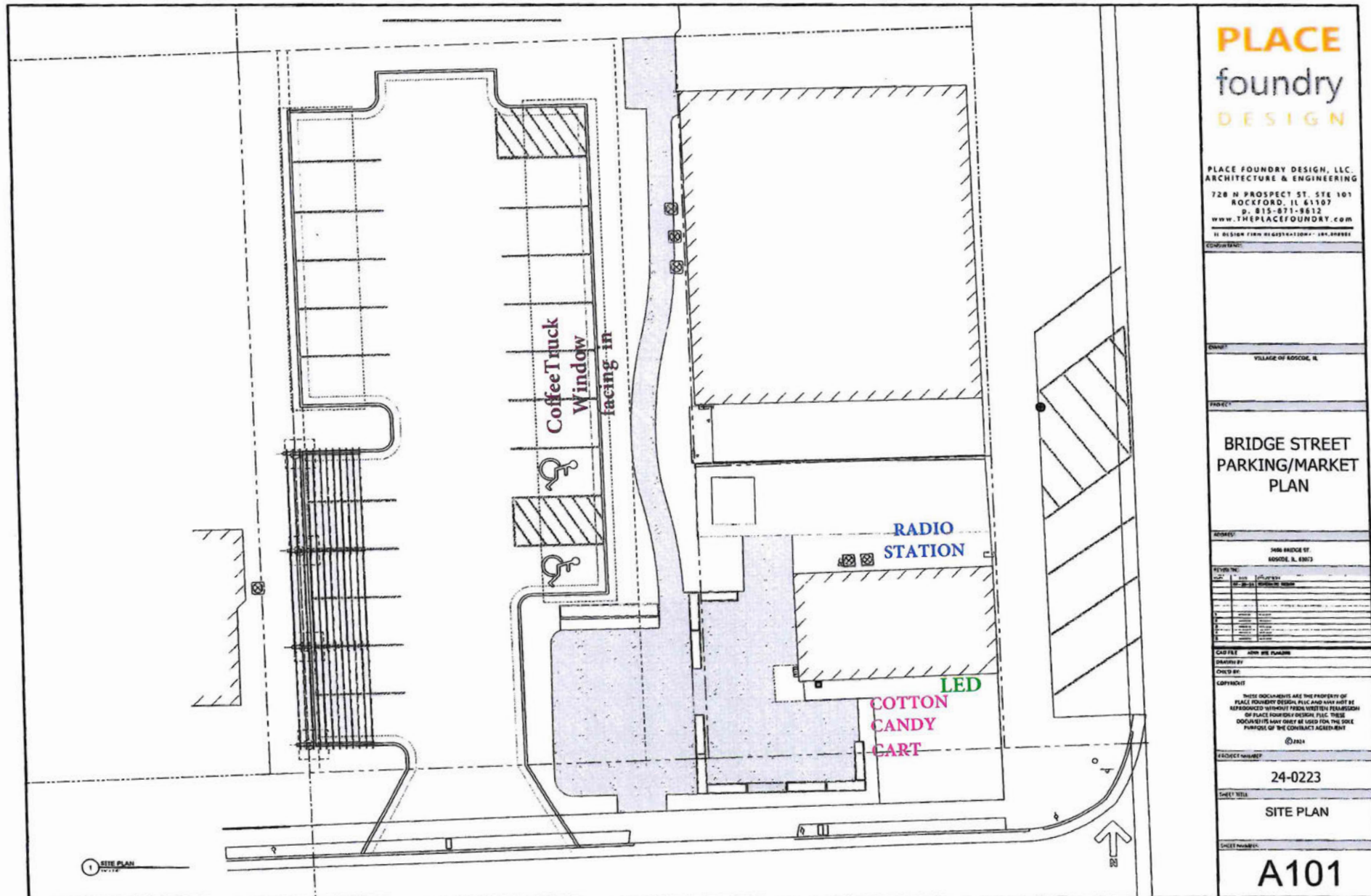
Prior Legislative Actions

n/a

Action Required/Recommendation

Approval of the Special Event Permit for the Party Like a Rockstar Balloon Bar 1 Year Celebration on October 1, 2026, from 3:00–7:00 p.m., including use of the Bridge Street Parking Lot for the coffee truck.

Attachments





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:

Balloon Bar 1 year

Nature of Event:

Celebrating our 1st year

Location of Event: 10514 main st + village lot 8

Projected Attendance: 50+

Address of Organizer: 10514 main st

Phone Number: [REDACTED]

Event Date(s):

Thursday, Oct 1st

Event Hours:

3-7pm am/pm until 7pm am/pm

Setup/Assembly Date:

10/1/20 am/pm Start Time: 12 am/pm

Dismantle Date:

10/1/20 am/pm Completion Time: 7:30 am/pm

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

1 yr celebration
give aways, gifts w/ purchase
showcase, Halloween
complimentary coffee + cotton candy etc
possible radio station

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: SARAH DOYLE Phone Number: [REDACTED]
 Email: ~~SA~~ RockStarballoombars@gmail.com

Additional Comments:

Applicant Signature:

[REDACTED]

Date:

8/24/24

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

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____
 Signature

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

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

Receipt

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



Special Event
Hold Harmless Agreement

I, Sarah Doyle indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event known as (Sarah Doyle) Balloon BAC 1 year to be held 10/1/24 Signed this 26 day of August, 2024

Sarah Doyle
Name
10514 Main St
Address
[Redacted]
Signature
[Redacted]
Witness
[Redacted]

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 9.

Agenda Item: Approval of a Special Event Permit for the Stateline Disc Golf Association (SDGA) Nightmare at Porter Tournament to be held at Porter Park on November 7, 2026.

Date: 8/27/2026

Meeting: Board 9/01/2026

Prepared by: Janel Reidinger

Department: License & Permits

Overview/Background Information

The request is for a Special Event Permit for a disc golf tournament to be held at Porter Park on November 7, 2026.

The tournament has been held for more than 10 years and has been organized by several different organizations over the years. Porter Park is well-suited for the event due to its permanent basket lighting, which will accommodate the tournament's second round, a glow round that will take place after dark.

The tournament is hosted by the Stateline Disc Golf Association and is expected to sell out, providing an opportunity to showcase Porter Park's disc golf course and promote the organizations involved. The park cabin will also be utilized as part of the event.

Key Issues

Projected attendance is 70-80

Event will be completed and cleaned up prior to 10:00pm park closing.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Action Required/Recommendation

Approval of the special event permit.

Attachments

Special Event Application



VILLAGE of ROSCOE

Item # 9.

10631 MAIN STREET, ROSCOE, IL 61073

PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: permits@roscoeil.gov

Special Event Application Form

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Nightmare at Porter

Nature of Event:

Glow Disc Golf Event

Location of Event: Porter Park Projected Attendance: 70-80

Address of Organizer: 13572 Dorr rd South Beloit, IL Phone Number: [REDACTED]

Event Date(s): November 7

Event Hours: 12 am/pm until 10 am/pm

Setup/Assembly Date: November 7 Start Time: 12 am/pm

Dismantle Date: November 7 am/pm Completion Time: 10 am/pm

Please describe, in specific details, the scope of your setup/assembly work:

(submit separate document if necessary)

We will be setting up Halloween and glow in the dark accessories throughout the course.

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@roscoeil.gov



VILLAGE of ROSCOE

Item # 9.

10631 MAIN STREET, ROSCOE, IL 61073

PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@roscoeil.gov

Special Event Application Form

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

Name: Josh Garcia Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Applicant Signature:

[REDACTED]

Date:

8/27/26

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

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____
Signature

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

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

Receipt

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

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@roscoeil.gov



10631 MAIN STREET, ROSCOE, IL 61073

PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@roscoeil.gov

**Special Event
Hold Harmless Agreement**

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

known as Nightmare at Porter

to be held November 7, 2026

Signed this August day of 27, 2026

Josh Garcia

Name

13572 Dorr rd

Address

[REDACTED]

Signature

Kevin Molitor

Witness

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



V I L L A G E O F
ROSCOE

Item # 10.

Agenda Item: Street Sweeper Rental

Date: 09/01/2026

Meeting: Village Board of Trustees

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This agenda request is for the rental of a street sweeper for one week from Trickie Enterprises for the quoted amount of \$4,000.00. This sweeper is rented in Springtime for cleanup of the streets from the winter months and then again in the fall around Fall Festival. We use the sweeper in the fall to clean up the streets before the Fall festival parade and then the days after to clean up the leftover candy on Main Street and to also clean the streets before wintertime.

Key Issues

- Village Board approval to suspend the rules and approve of this rental on the first hearing to be able to rent the sweeper before the Fall Festival.
- This rental is budgeted. Public Works rent this sweeper twice a year.
- Need the sweeper to clean up leftover candy from the parade and keep the little rocks, sand, and debris out of the Villages storm water drains.

Fiscal Note/Budget Impact

This sweeper rental is budgeted for in the 2026 budget.

Prior Legislative Actions

This is the first hearing.

Action Required/Recommendation

Staff recommend that the Village Board of Trustees suspend the rules and vote at the first hearing for the approval of the street sweeper rental from Trickie Enterprises for the quoted amount of \$4,000.00 for one week's rental.

Attachments

Email of Trickie Enterprises quote.

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

A RESOLUTION APPROVING THE RENTAL OF A STREET SWEEPER FOR USE BY THE VILLAGE OF ROSCOE PUBLIC WORKS DEPARTMENT FOR THE QUOTED AMOUNT OF \$4,000.00.

WHEREAS, the Village of Roscoe wishes to protect the health, welfare and safety of its residents by providing well maintained roads, and other public places, and a safe and well-equipped public works department; and

WHEREAS, the Village wishes to rent a street sweeper to be used by the Village of Roscoe Public Works Department; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interests of the Village and its residents to rent a street sweeper from **Trickie Enterprises.,**; and

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

Section 1. The Village President, is authorized to sign an agreement with **Trickie Enterprises** for the rental of a street sweeper, as further specified set forth in **Exhibit “A”**, which is incorporated herein by reference, for use by the Village Public Works Department, for the total quoted amount of **\$4,000.00.**

2026-RXX

1st Read:

PASSED BY ROLL CALL VOTE ON:

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

APPROVED SEPTEMBER 01, 2026:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2026-RXX

[Purchase Order]



Re: Street Sweeper Rental

From Public Works <publicworks@villageofroscoe.com>

Date Thu 8/27/2026 11:33 AM

To Isaac Trickie <trickieent@aol.com>

Sounds good Sir. I have a PO number 30-2640 if you need it for. We will see you on the 10th to pick it up.

Thank you for all your help.

Troy Taylor
Village of Roscoe
Superintendent of Public Works
815-877-0746



Please Note: My email address will change to publicworks@roscoeil.gov effective January 1, 2025.

From: Isaac Trickie <trickieent@aol.com>

Sent: Thursday, August 27, 2026 10:04 AM

To: Public Works <publicworks@villageofroscoe.com>

Subject: Re: Street Sweeper Rental

Yes and same cost \$4000.00 a week

In a message dated 8/27/2026 9:01:15 AM Central Daylight Time, publicworks@villageofroscoe.com writes:

Hello Ike,

Hope you are doing well and this hot summer has not been too bad for you. I was wonder if you have your sweeper available for rent on 9-10 through 9-18. If you do have it available, could you please quote me a price. Sorry for the late notice, but time has gotten away from me, and this fall festival is just around the corner.

Thank you,

Troy Taylor
Village of Roscoe
Superintendent of Public Works
815-877-0746