



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees

Tuesday, May 06, 2025

6:30 PM

CALL TO ORDER - SINE DIE MEETING**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **April 15, 2025.**
- 2. Approval of the Minutes** for the meeting of the **Committee of the Whole** from **April 15, 2025**
- 3. Approval of the Minutes** for the meeting of the **Liquor Commission** from **January 21, 2025.**

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

- 4.** Introduction and **Swearing in** of **Conner Jordan** as a **Village of Roscoe Police Officer.**
- 5. Proclamation** in recognition of **National Public Works Week**
(**May 18, 2025** through **May 24, 2025**)
- 6.** Report on **Roscoe Restaurant Week 2025**

TREASURER'S REPORT

- 7. Cash Report and Bills**
- 8. Approval of Bills**
- 9.** Year to Date, Revenues and Expenditures

EXECUTIVE SESSION (IF NECESSARY)**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.

10. Approval of Resolution 2025-R17, authorizing a contract with Fehr Graham & Associates, LLC to assist with the development of the Village's FY2026-2030 **Capital Improvement Program and Updated Street Study Proposal** for the quoted amount of **\$69,300.00**.

11. Approval of Resolution 2025-18, authorizing an RFP for Design Services related to the **Porter Park Phase 2 Expansion** (OSLAD Grant)

12. Approval of Resolution 2025-R19, authorizing the engagement of Fehr-Graham and Associates to complete a Phase 2 Environmental Study for 10517 Main Street Property Purchase.

13. Approval of Resolution 2025-20, approving a two year contract with **Axon Enterprise, Inc.** in the amount of **\$6,937.22**

MOTIONS AND RESOLUTIONS (Final action)

14. Approval of Resolution 2025-R14.1 for the purchase of Two Kubota ZD1611 72" zero turn mowers from **Bobcat of Rockford** for the quoted amount of **\$39,847.44**

[amends 2025-14 to reflect corrected trade-in credits]

15. Approval of Resolution 2025-R21 for **Fritzel's Landscaping** for the quoted amount of **\$32,245.00** for rebuilding the Village Hall retaining wall and restoration of the turf.

16. Approval of Resolution 2025-R22, authorizing entering into an agreement to retain **Lashly & Baer P.C.** and to continue the engagement of **Attorney Michael McGinley** as special counsel for the Village of Roscoe in relation to the Village's involvement in Payton v. A.O. Smith corporation et al.

ADJOURNMENT SINE DIE

17. Recognition of Outgoing Officials:

Stacy Mallicoat - Village Trustee

Susan Petty - Village Trustee

Stephanie Johnston - Village Clerk

18. Adjournment Sine Die

There will be a short break between meetings.

OATH OF OFFICE AND SEATING OF NEWLY ELECTED OFFICIALS

19. Village Trustees (4-year Term):

John A. Broda
Dayne Mead
Justin Plock

20. Village Clerk (4-year Term):

Kimberly Garza

CALL TO ORDER

ROLL CALL

APPOINTMENTS TO BOARDS AND COMMISSIONS

- 21.** Appointment and Confirmation of **Teresa Skridla** to fill a *vacant unexpired* term on the **Zoning Board of Appeals** for the Village of Roscoe, Illinois

(Unexpired Term: May 2022 - May 2027)

- 22.** Appointment and Confirmation of **Daniel Spinazzola** to the **Zoning Board of Appeals** for the Village of Roscoe, Illinois for a full 5-year term.

(Full Term: May 2025 - May 2030)

- 23.** Appointment and Confirmation of **Richard M. Butera** to the **Zoning Board of Appeals** for the Village of Roscoe, Illinois for a full 5-year term.

(Full Term: May 2025 - May 2030)

- 24.** Appointment and Confirmation of **Alan Harbut** to the **Police Pension Board** for the Village of Roscoe, Illinois for a full 2-year term.

(Full Term: May 2025 – May 2027).

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, April 01, 2025

6:30 PM

CALL TO ORDER

President Gustafson called meeting to order at 6:30pm

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 **March 18, 2025.**

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Mr. Lavern Ohlwine resident of Remington Creek. Mr. Ohlwine expressed his concern of the purchase of the 66 acres for development. Mr. Ohlwine stated that he is concerned with the amount of traffic that would come into the area if the land is developed into a subdivision.

Mr. Ron Becdon, resident of Remington Creek. Mr. Becdon stated he has been a resident for three years, and it is a nice peaceful subdivision. If the subdivision is extended, it would ruin the road due to heavy traffic. The road is used for walking, walking pets, and kids playing, and there are no sidewalks.

Mr. Roger Kaage, a resident of Remington Creek, stated that he attended the zoning board meeting, and it was announced that only one home would be built on that property. It was stated the lot would be for one house sitting on 66 acres. Mr. Kaage stated that he believes the residents would accept if it were only 1 home on 66 acres.

Mr. George Schaffner, resident of Remington Creek. Mr. Schaffner stated that when attending the zoning board meeting, the residents' concerns were not given any weight. Stating that the zoning board discounted what the residents stated. Mr. Schaffner expressed several concerns: Why are these requests being done as a condition of sale and pushed so quickly? Why is nothing in writing that this will only be one house on the property? Why is the safety of the community put into jeopardy over one person's request. There are 39 homes that share the same street with no sidewalks, shoulders, curb and gutter. Why is annexation needed, what is the benefit to Roscoe what are the costs to the community? Why is this now RE when R1 was what was presented at the zoning board.

Mr. Shaun McCarren, resident of Remington Creek since 2014. The subdivision has 39 homes, with average tax bill of \$10,000. Mr. McCarren is against this annexation and requests that the board deny. During the ZBA meeting in March, those in attendance saw the applicants plat plan that should a home with lot lines and a roadway. In the initial application the applicant was seeking "R1" zoning but now it has been changed to "RE" zoning. Mr. McCarren is against the rezoning and annexation based on the potential increased traffic, safety to children and families walking their pets, the wear and tear on the roads. Mr. McCarren is against a subdivision but would be in favor of a single-family home at the immediate end of Sheringham drive.

Ms. Noel Hodge, resident of Remington Creek since 2017. Ms. Hodge stated she walks the neighborhood daily and its one-way in and out sharing one main road. Ms. Hodge stated there is a safety concern with the traffic. The zoning code that is being requested allows for multiple homes, and Ms. Hodge requests the board to take that into consideration.

PRESIDENT'S REPORT

2. Great American Cleanup 2025

President Gustafson presented the board with the information for the Great American Clean Up taking place April 4, 2025. A dedicated group of residents will once again be participating in the Great American Cleanup this year, continuing a tradition they have upheld for the past 4–5 years. The group has taken the initiative to organize a community cleanup along Swanson Road, between Swanson Drive and Romeldale Lane. Cleanup activities are scheduled to begin on Thursday, April 4, and will continue through the weekend. As in previous years, the group will collect litter in yellow bags, which will be placed along Swanson Drive for Public Works to pick up and dispose. To help ensure the safety of participants and alert drivers to the

presence of volunteers, lighted sign boards will be placed in the area, advising motorists to slow down and use caution, and all volunteers will be wearing safety vests for visibility.

TREASURER'S REPORT

3. Cash Report and Bills

President Gustafson provided summary of bills,

Expenditures \$262,472.64

Payroll \$105,425.54

Cash on Hand General Fund \$7,603,146.08

No MFT

Cash on Hand MFT \$1,724,511.06

4. Approval of Bills

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Babcock.

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

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.

Consent as 1 vote

Motion made by Trustee Babcock, Seconded by Trustee Plock.

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

6. **Approval** of the issuance of a **Special Event Permit** for **Stateline YMCA Stonebridge 1/2 Marathon & 5K**. The event will take place on Saturday, September 27, 2025.

President Gustafson entertained a motion,

Motion made by Trustee Babcock, Seconded by Trustee Plock.

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

7. **Approval of Resolution 2025-R12** for approving **Rush Power Systems** for the generator repairs at the Village Hall and Police Department for the quoted amount of **\$5,205.57**.

President Gustafson entertained a motion,

Motion made by Trustee Babcock, Seconded by Trustee Plock.

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

8. **Approval of Ordinance 2025-06**, authorizing the execution of a Land Donation Agreement for acceptance by the Village of the donation of a portion of the property located at **10514 Main Street**.

President Gustafson entertained a motion,

Motion made by Trustee Babcock, Seconded by Trustee Plock.

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

MOTIONS AND RESOLUTIONS (Final action)

NEW BUSINESS (First reading or suspend rules)

President Gustafson entertained motion to suspend rules for items 9-12

Motion made by Trustee Plock, Seconded by Trustee Wright.

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

9. **Approval** of a **Special Event Permit** for the **Roscoe Makers Mercantile**. The event will take place at the corner of Bridge & Main on June 21, 2025 from 10am-4pm.

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

10. **Approval** of a **Special Event Permit** for the **Annual Chicory Ridge Garage Sale**. The event will take place on May 17 & 18, 2025 from 8am-5pm.

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

11. **Approval** of a **Special Event Permit** for the **Rock Valley Radio Control Plane Flying Event**. The event will take place at Chicory Ridge Park on August 23, 2025 from 8am-3pm.

President Gustafson entertained a motion,

Motion made by Trustee Wright, Seconded by Trustee Plock.

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

- 12. Approval of a Special Event Permit for Gigi's Playhouse Race for Acceptance 5K.** The event will take place on Saturday, May 3, 2025 from 8am -12pm.

President Gustafson entertained a motion,

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

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

- 13. Approval of Resolution 2025-R11,** authorizing an Agreement with **Fehr-Graham & Associates, LLC** for **design engineering, construction observation, and materials testing services** for the **2025 Residential Streets Program** for the quoted amount of **\$79,200**

President Gustafson entertained a motion to suspend rules,

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

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

President Gustafson entertained a motion,

Motion made by Trustee Wright, Seconded by Trustee Sima.

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

QUESTIONS AND REPORTS

Trustees are invited to the meeting workshop to be held April 16, 2025, at 4pm for Roscoe Business Alliance.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson entertained a motion,

Motion made by Trustee Petty, Seconded by Trustee Plock.

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

Meeting adjourned 703pm



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, April 15, 2025

CALL TO ORDER

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

Approval of the Minutes for the meeting of the Committee of the Whole from April 1, 2025.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Mallicoat, 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

OLD BUSINESS

1. Discussion of RFP for Development of 11243 Main Street

Administrator Kurlinkus addressed Trustee Wright, who requested this to be placed on the agenda. Trustee Wright would like to see if there can be a sit-down with the interested developers, so they have a better understanding of the process and they feel uninformed. Trustee Sima asked how many developers have been interested. What is the desired outcome? is the structure process set up to dissuade people, can we address the structure to make it more appealing? Administrator Kurlinkus offered to post additional information as well as have a sit-down to assist. Trustee Sima asked if it would be better as an RFQ? Trustee Sima requested that more information be provided to help.

Committee of the Whole Meeting
Meeting Minutes - April 15, 2025

2. Discussion of Subdivision Identification Signs for the entrance of the Chicory Ridge Subdivision.

Administrator Kurlinkus called on Trustee Plock, who requested this for the agenda. Trustee Plock wanted to discuss the Chicory Ridge Signs, as it has been budgeted for many years. President Gustafson addressed the board, requesting that Trustee Plock and Trustee Elect Boada work together to confer on what the design would look like. President Gustafson requested that they work on getting the residents of Chicory Ridge involved. Trustee Wright requested that Hawks Pointe be added to this process as well.

NEW BUSINESS

3. **Discussion and Recommendation** to approve a contract with Fehr Graham & Associates, LLC to assist with the development of the Village's FY2026-2030 **Capital Improvement Program and Updated Street Study Proposal** for the quoted amount of **\$69,300.00**.

Administrator Kurlinkus summarized the recommendation, stating The Village of Roscoe has received a professional services proposal from Fehr Graham & Associates, LLC to assist in the development of a comprehensive Capital Improvement Program (CIP) for Fiscal Years 2026–2030, including an updated pavement condition rating (PCR)-based Street Study. Establishing a formal CIP represents a major step forward in the Village's strategic planning efforts and will provide a structured, data-driven framework for identifying and prioritizing infrastructure investments over the next five years. The CIP will serve as both an internal planning tool and a public-facing document that clearly communicates the Village's capital needs, priorities, and funding strategies.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

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

4. **Discussion and Recommendation** of an RFP for Design Services related to the **Porter Park Phase 2 Expansion** (OSLAD Grant)

Administrator Kurlinkus summarized the recommendation, stating The Village of Roscoe was awarded an Open Space Lands Acquisition and Development (OSLAD) Grant for \$531,328 to support the expansion of Porter Park. The grant-funded project, referred to as Porter Park Phase 2, will add approximately 12 acres to the existing 28-acre park and includes several recreational and infrastructure improvements. To initiate the design and construction phase, the Village is preparing to release a Request for Proposals (RFP) seeking qualified landscape architects and

engineering firms to lead the planning, design, and project management for the expansion. The professional services will include: - Site analysis and topographic evaluation - Final design incorporating OSLAD and Village objectives - Collaboration with Village staff and stakeholders - Sustainable and accessible park planning - Construction documentation and bidding assistance - Oversight of construction and schedule compliance - Maintenance recommendations and ecological considerations The project must comply with Illinois Accessibility Code, ADA guidelines, and OSLAD grant program requirements, including the limitation that no more than 15.25% of total project costs may be allocated to professional design services.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Wright, Seconded by Trustee Plock.

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

5. **Discussion and Recommendation** to approve two year contract with **Axon Enterprise, Inc.** in the amount of **\$6,937.22**

Adminsitrator Kurlinkus summarized the recommendation and called on Deputy Chief Farrone, who stated there is currently a contract with Axon for body cameras, tasers, evidence.com, and cloud storage. With the addition of a 19th Officer, we need to add another Axon contract to stay in compliance with state law.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

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

6. **Discussion and Recommendation** of an engaging Fehr Graham and Associates to complete a Phase 2 Environmental Study for 10517 Main Street Property Purchase.

Administrator Kurlinkus summarized the recommendation, stating, The Village of Roscoe previously authorized a Phase I Environmental Site Assessment (ESA) for the parcels located at 10517 and 10531 Main Street in preparation for potential redevelopment activities. The Phase I ESA identified historical use of the site as a filling station, which raises concerns regarding the potential presence of contamination and unregistered underground storage tanks (USTs). Fehr Graham & Associates, LLC has submitted a proposal to conduct a focused Phase II ESA to further evaluate concerns through subsurface soil and groundwater investigation. Fixed Fee: \$19,100 (lump sum, inclusive of all services described) Timeline: Estimated total duration of 35 business days from authorization, subject to site access and subcontractor availability.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

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

7. Discussion of the installation of lighting at the entrances of Chicory Ridge Park

Trustee Plock - update on the pricing for the park lights.

Public Works Superintendent Troy Taylor provided update as follows; Troy met with ComEd on Thursday, the 10th to talk with them about connecting into one of their service boxes to get power to a light pole we want to install. Unfortunately, the power service box was a different box than the contractor had given us a quote for. The contractor thought it was a ComEd box on the North side of the last house that we could just plow in the cable to the light pole. The service box we need to connect with is a smaller box on the South side of a driveway, which now we would have to bore under to get to the light pole. This boring under the driveway will lead to an increase in the price of this project. Troy has reached back out to the contractor to get an updated quote, and ComEd is also going to give a quote for this project.

Trustee Plock provided an overview to board where the light location would be, stating the issue is the secondary entrance into the park is being used to dump items. Troy stated that the barricade was moved to the end of the pavement now and no one can drive past the barricade. The dumping has slowed down.

Talks were mentioned at closing the park at sundown versus leaving it open until 1030pm which the board will take into review. Deputy Chief Farrone stated it would be helpful to close the park earlier.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

Chicory Ridge Light Pole Update

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Petty, Seconded by Trustee Sima.

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



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Liquor Commission

Tuesday, January 21, 2025
6:15 PM

CALL TO ORDER

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

Trustee Plock made a motion to layover minutes

President Gustafson entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Petty.

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

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **December 17, 2024.**

Motion to layover approval of minutes

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

NEW BUSINESS (First reading or suspend rules)

President Gustafson summarized the next order of business reviewing and recommending the issuance of Class D on premises Beer and Wine renewal doing business as "815 Pizza".

2. Review and Recommendation of **One (1) Class "D" On Premise Only Beer & Wine** renewal application

TOMAR LLC dba 815 SLOTS

President Gustafson entertained a motion,

Motion made by Trustee Petty.

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

In addition to name change the owner will submit the financial information before June 30, 2025, to maintain that "815 Pizza" is a majority of food sales.

3. Discussion and Recommendation of **increasing the fee of the Video Gaming Terminal License**

President Gustafson summarized the recommendation of increasing the Video Gaming Terminal License fee.

Public Act (PA) 102-0689 allows non-home rule municipalities to impose an annual fee for the operation of each video gaming terminal not to exceed \$250 per year. Currently, the cost is \$25 per machine, however, the Village under this act may raise the fee to \$250 per machine. The renewal starts July 1, 2025.

President Gustafson entertained a motion;

Motion made by Trustee Petty to increase fee to \$250.00

Seconded by Trustee Babcock.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

ADJOURNMENT

President Gustafson entertained a motion,

Motion made by Trustee Babcock, Seconded by Trustee Plock.

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 5.

Agenda Item: Public Works Week

Date: 05/06/2025

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

Our goal is to let people know what we do in a fun way and to get people out to enjoy the spaces that we work hard to create and maintain through the Village. One of the best ways to do that is to participate in the National Public Works Week. This year we will do so on our Facebook page and our Website. It would be great to create an in-person event in the future for our residents to come out to, so hoping that people enjoy this event and we can build on it in the coming years.

Our tentative posting schedule is as follows: Each day will have information on the subject, coloring sheets or activities and links to great information on websites for our utilities & for the Village. We can also create a tab on our Public Works section of our website & we have Graphics from APWA for email signatures & website banners.

Prior Week - Coloring Page announcing NPWW participation

Monday - Equipment - Coloring sheets & Infographic

Tuesday - Streets - Scavenger Hunt

Wednesday - Parks - Color Sheet/Veg ID info

Thursday - Utilities & Wastewater (Brandon)

Friday - Events & Upcoming Projects

"Every year the APWA celebrates Public Works Departments throughout the country with National Public Works Week. This year the Village of Roscoe Public Works will be taking part digitally! May 18-24 keep an eye on our social media to participate with coloring sheets, a scavenger hunt & some good information along the way!

This year the theme is the 3P's. People, Purpose, Presence. Often people don't notice what Public Works departments do until something has gone wrong. The goal this week is to bring attention to all the things Public Works does for us daily. This is a fun way to thank our Public Works Team and learn a little more about our community!"

Key Issues

- Inform the community of Public Works Week.
- Inform the community of what Public works is and what they do for the Village.

Fiscal Note/Budget Impact

Public Works week does have a special events budget of \$2,000 because we were originally going to have a larger event at Public Works, but we first wanted to see the response from the residents with a smaller web base event before having the larger event.

Prior Legislative Actions*Item # 5.*

N/A

Action Required/Recommendation

N/A

Attachments



PROCLAMATION
in recognition of
National Public Works Week
May 18, 2025-May 24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the Village of Roscoe; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Village of Roscoe to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and;

NOW THEREFORE, I, Carol Gustafson President of the Village of Roscoe, do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Village of Roscoe to be affixed this 6th day of May, 2025.

Carol Gustafson, Village President
Village of Roscoe, Illinois

National Public Works Week Statement

Date: May 06, 2025

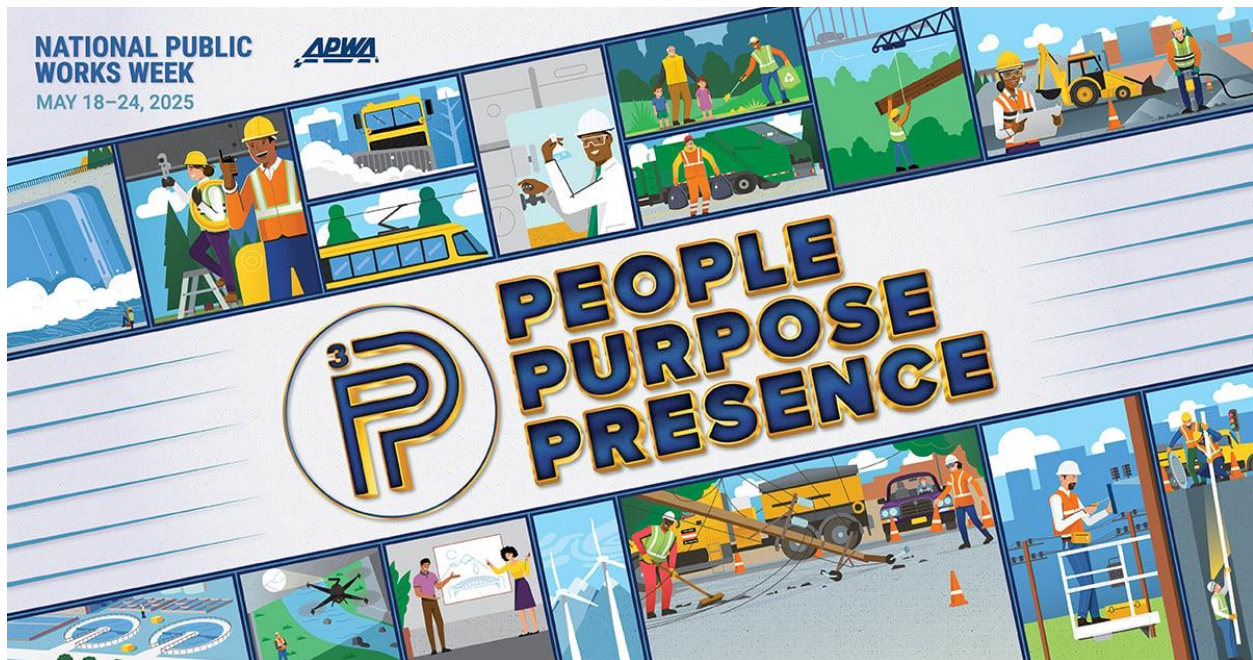
Public Works Professionals focus on local infrastructure, facilities and services that are of vital importance to sustainable communities, public health and wellbeing of the people of the Village of Roscoe.

These services could not be provided without the dedicated efforts of public works professionals from Managers & contractors to Engineers & Employees at all levels of government who are responsible for improving, protecting and rebuilding our transportation, public buildings and facilities essential to our residents.

It is in the public interest for our residents & civic leaders as well as our youth to gain knowledge and an ongoing understanding of the importance of the public works and their responsibilities respective to our community.

This year marks the first year that we will participate in the American Public Works Association's Public Works Week.

I, Carol Gustafson, Village President, do hereby designate the week of May 18-24, 2025, as National Public Works Week. I encourage all our residents to join us this year on our social media to learn more about what our local department does and pay tribute to our Public Works Professionals while we recognize the contributions they make in our quality of life.



Public Works Weeks Poster



V I L L A G E *of*
ROSCOE

Public Works Equipment



T750 Track Skid Steer:

- Designed for tough conditions**
- Compact & Versatile**
- Lots of Attachments**

International CV515:
Our Bucket Truck helps us
get to those taller projects.
From lighting to tree
branches, this truck helps us
reach it!



Ver Mac Signs Boards:
Used to warn drivers of upcoming
traffic changes or let's our residents
know of upcoming events.

Kubota Zero Turn Mower :
3 Blades and a seat to help
mow all the different parks &
some roadsides in the village
quickly.



**PEOPLE
PURPOSE
PRESENCE**

NATIONAL PUBLIC WORKS WEEK • MAY 18-24, 2025

Village of Roscoe

Bills Submitted for Approval on May 6, 2025

Pooled Expenditures:

Checking account balance before expenditures	\$	41,744.60
Pooled Money Market		13,772.63
Illinois Funds Balance		7,821,889.42
Total pooled cash and equivalents		<u>7,877,406.65</u>

Expenditures per list 142,065.17

Additional invoices

-
142,065.17

Total expenditures 142,065.17

Payroll expense:

Gross Wages	4/29/2025	35,392.20	Incentive	
Payroll tax and IMRF	4/29/2025	2,707.50	Incentive	
Gross Wages	4/19/2025	107,015.72		
Payroll tax and IMRF	4/19/2025	8,856.75		153,972.17

Total General Fund Expenditures	296,037.34
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Pooled checking account balance after expenditures \$ 7,581,369.31

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,754,512.28
Total Motor Fuel cash and equivalents		<u>1,768,523.38</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 1,768,523.38

Total expenditures for all funds:	296,037.34
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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
AGHL LAW									
2472	AGHL LAW	38500	MAR ADMINISTRATIVE HEARINGS	01-013-5231 Legal Services - Vill Pros	04/14/2025	500.00	.00		
Total AGHL LAW:						500.00	.00		
AGILEBITS, INC									
2473	AGILEBITS, INC	INV_CAN5979	1PASSWORD SOFTWARE LICENSES	01-010-5952 IT - Software/SAAS	04/21/2025	584.51	.00		
2473	AGILEBITS, INC	INV_CAN5979	1PASSWORD SOFTWARE LICENSES	01-012-5952 IT - Software/SAAS	04/21/2025	73.05	.00		
2473	AGILEBITS, INC	INV_CAN5979	IPASSWORD SOFTWARE LICENSES	01-030-5952 IT - Software/SAAS	04/21/2025	292.20	.00		
2473	AGILEBITS, INC	INV_CAN5979	1PASSWORD SOFTWARE LICENSES	01-040-5952 IT - Software/SAAS	04/21/2025	1,461.13	.00		
Total AGILEBITS, INC:						2,410.89	.00		
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5515235304	CYLINDER RENTALS - PW	01-030-5860 Equipment Rentals	03/31/2025	76.43	.00		
Total AIRGAS USA, LLC:						76.43	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	1314-PN73-3C	ETHERNET CABLES/SWITCH	01-010-5951 IT - Hardware Purchases	04/24/2025	123.97	.00		
311	AMAZON CAPITAL SERVICES	13LP-JKMW-6	Paper, HDMI Adapters	01-040-6020 Office Supplies	04/22/2025	77.53	.00		
311	AMAZON CAPITAL SERVICES	1G3G-DJN3-TL	FIRST AID SUPPLIES - PW	01-030-6040 Operating Supplies	04/16/2025	211.99	.00		
311	AMAZON CAPITAL SERVICES	1HWL-XYMY-J	SUNSCREEN - PW	01-030-6040 Operating Supplies	04/12/2025	77.22	.00		
311	AMAZON CAPITAL SERVICES	1K1K-7TD3-P7	ADVERTISING ITEMS - RESTAURANT	01-010-6091 Special Events	04/23/2025	51.56	.00		
311	AMAZON CAPITAL SERVICES	1WXP-4FQV-6	GRAPPLING HOOKS & FISHING MAGN	01-030-6040 Operating Supplies	04/10/2025	97.12	.00		
311	AMAZON CAPITAL SERVICES	1X96-R3MH-79	CLIPBOARDS & STORAGE CLIPBOAR	01-030-5990 Departmental Operating S	04/22/2025	39.94	.00		
311	AMAZON CAPITAL SERVICES	1X96-R3MH-79	WRAP FILM - SIGNS	01-030-6200 Street Sign Install & Rep	04/22/2025	115.96	.00		
311	AMAZON CAPITAL SERVICES	IJWM-GK97-M	MOUSE FOR ADMIN ASSISTANT	01-010-5951 IT - Hardware Purchases	05/01/2025	29.99	.00		
Total AMAZON CAPITAL SERVICES:						825.28	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSI	30990-0425	ZONING LEGAL NOTICES	01-010-5330 Printing & Publishing	04/25/2025	71.51	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total APG OF SOUTHERN WISCONSIN:						71.51	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BT3162479	Progress Bill #3 Audit 2024	01-014-5210 Accounting/Auditing	04/29/2025	903.00	.00		
Total BAKER TILLY US, LLP:						903.00	.00		
CALEB BROWN									
1071	CALEB BROWN	042425	TOBACCO ENFORCEMENT	01-040-5993 Tobacco Enforcement Prog	04/24/2025	100.00	100.00	04/30/2025	
Total CALEB BROWN:						100.00	100.00		
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AD56A6U	6 LENOVO NOTEBOOKS	01-018-5951 IT - Hardware Purchases	04/07/2025	3,468.24	.00		
1161	CDW GOVERNMENT, INC.	AD6WH8B	MONITORS (2)	01-010-5951 IT - Hardware Purchases	04/11/2025	1,167.00	.00		
1161	CDW GOVERNMENT, INC.	AD6WH8B	MONITORS (2)	01-014-5951 IT - Hardware Purchases	04/11/2025	1,167.00	.00		
Total CDW GOVERNMENT, INC.:						5,802.24	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301042	INTERNET - PW	01-030-5320 Telephone & Data	04/21/2025	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	040425 2222	3/5/25-4/4/25 BRIDGE LIGHTS	01-030-5411 Electricity - Street Lights	04/04/2025	142.60	.00		
1411	COMMONWEALTH EDISON	041025 1222	3/11/25-4/10/25 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	04/10/2025	44.90	.00		
1411	COMMONWEALTH EDISON	041025 3000	3/7/25-4/8/25 6545 WINDFLOWER LN -	01-050-6010 Building Utilities (Gas&Ele	04/10/2025	124.39	.00		
1411	COMMONWEALTH EDISON	041525 2000	3/11/25-4/11/25 5802 HARRISON ST - L	01-050-6010 Building Utilities (Gas&Ele	04/15/2025	40.60	.00		
1411	COMMONWEALTH EDISON	041525 32000	3/11/25-4/10/25 5785 BROAD ST	01-050-6010 Building Utilities (Gas&Ele	04/15/2025	99.44	.00		
1411	COMMONWEALTH EDISON	041625 2000	3/11/25-4/10/25 RIVER ST LITE R25	01-030-5411 Electricity - Street Lights	04/16/2025	51.15	.00		
1411	COMMONWEALTH EDISON	041825 1222	3/11/25-4/10/25 N 2ND ST SIGN	01-030-5411 Electricity - Street Lights	04/18/2025	70.80	.00		
Total COMMONWEALTH EDISON:						573.88	.00		
CRITICAL REACH									
1511	CRITICAL REACH	4151	Yearly APBnet Fee	01-040-5952 IT - Software/SAAS	12/06/2024	275.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CRITICAL REACH:						275.00	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	050125	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	05/01/2025	119.60	.00		
1721	DEARBORN LIFE INSURANCE C	050125	DISABILITY INS - HR	01-017-4330 Disability Insurance	05/01/2025	53.25	.00		
1721	DEARBORN LIFE INSURANCE C	050125	DISABILITY INS - PW	01-030-4330 Disability Insurance	05/01/2025	354.02	.00		
1721	DEARBORN LIFE INSURANCE C	050125	DISABILITY INS - PD	01-040-4330 Disability Insurance	05/01/2025	1,051.39	.00		
1721	DEARBORN LIFE INSURANCE C	050125	DISABILITY INS - PK	01-050-4330 Disability Insurance	05/01/2025	44.68	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,622.94	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	DENTAL - ADMIN	01-010-4310 Health Insurance	05/01/2025	65.00	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	VISION INS - ADMIN	01-010-4310 Health Insurance	05/01/2025	11.10	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	DENTAL - HR	01-017-4310 Health Insurance	05/01/2025	67.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	VISION INS - HR	01-017-4310 Health Insurance	05/01/2025	10.83	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	DENTAL - PW	01-030-4310 Health Insurance	05/01/2025	381.02	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	VISION INS - PW	01-030-4310 Health Insurance	05/01/2025	60.36	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	DENTAL - PD	01-040-4310 Health Insurance	05/01/2025	1,805.42	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	VISION INS - PD	01-040-4310 Health Insurance	05/01/2025	249.84	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	DENTAL - PK	01-050-4310 Health Insurance	05/01/2025	118.70	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1914656	VISION INS - PK	01-050-4310 Health Insurance	05/01/2025	16.23	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,785.82	.00		
DEVELOPMENTAL SERVICES CENTER									
1841	DEVELOPMENTAL SERVICES C	133831	Gun Range Center Mass Inserts / Target	01-040-5990 Departmental Operating S	04/03/2025	124.68	.00		
Total DEVELOPMENTAL SERVICES CENTER:						124.68	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	43830PU	WATER SVC - VH	01-010-6020 Office Supplies	04/23/2025	20.25	.00		
Total DR. STILLWATER COMPANY:						20.25	.00		
FIRST SUPPLY LLC-ROCKFORD									
2231	FIRST SUPPLY LLC-ROCKFORD	14629773-00	COMPRESS THERMOSTATIC MIXING	01-050-5121 Maintenance & Repairs - B	04/17/2025	101.27	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FIRST SUPPLY LLC-ROCKFORD:						101.27	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	041625 0100N	2/7/25-3/7/25 10631 MAIN ST	01-010-6010 Building Utilities (Gas& Ele	04/16/2025	24.60	.00		
5881	FRSA-PAYMENTS	041625 9902N	2/7/25-3/7/25 5402 SWANSON - PW	01-030-6010 Building Utilities (Gas&Ele	04/16/2025	51.59	.00		
5881	FRSA-PAYMENTS	041825 11PS	3/6/25-4/1/25 5783 BROAD - LELAND	01-050-6010 Building Utilities (Gas&Ele	04/18/2025	2.64	.00		
Total FRSA-PAYMENTS:						78.83	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	96701	2025 MONTHLY INSTALLMENT W/C IN	01-015-5810 General Liability Insurance	04/18/2025	8,629.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						8,629.00	.00		
Illinois Tollway									
10008	Illinois Tollway	G12700000752	TOLLS	01-010-5990 Department Operating Sup	04/07/2025	.95	.00		
Total Illinois Tollway:						.95	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	050125	VOL LIFE	01-000-2211 Life Insurance-Additional V	05/01/2025	522.15	.00		
3231	IPBC - HEALTH BENEFITS	050125	DEP LIFE	01-000-2212 Life Insurance-Dependent	05/01/2025	54.19	.00		
3231	IPBC - HEALTH BENEFITS	050125	VOL INDEMNITY INS	01-000-2215 Indemnity - Vol	05/01/2025	64.18	.00		
3231	IPBC - HEALTH BENEFITS	050125	HEALTH INS - ADMIN	01-010-4310 Health Insurance	05/01/2025	1,447.78	.00		
3231	IPBC - HEALTH BENEFITS	050125	LIFE INS - ADMIN	01-010-4320 Life Insurance	05/01/2025	7.00	.00		
3231	IPBC - HEALTH BENEFITS	050125	FEES	01-014-6059 Bank Fees	05/01/2025	41.47	.00		
3231	IPBC - HEALTH BENEFITS	050125	HEALTH INS - HR	01-017-4310 Health Insurance	05/01/2025	1,477.28	.00		
3231	IPBC - HEALTH BENEFITS	050125	HEALTH INS - PW	01-030-4310 Health Insurance	05/01/2025	7,659.58	.00		
3231	IPBC - HEALTH BENEFITS	050125	LIFE INS - PW	01-030-4320 Life Insurance	05/01/2025	26.77	.00		
3231	IPBC - HEALTH BENEFITS	050125	HEALTH INS - PD	01-040-4310 Health Insurance	05/01/2025	32,151.51	.00		
3231	IPBC - HEALTH BENEFITS	050125	LIFE INS - PD	01-040-4320 Life Insurance	05/01/2025	70.00	.00		
3231	IPBC - HEALTH BENEFITS	050125	HEALTH INS - PK	01-050-4310 Health Insurance	05/01/2025	1,500.22	.00		
3231	IPBC - HEALTH BENEFITS	050125	LIFE INS - HR	01-050-4310 Health Insurance	05/01/2025	3.50	.00		
3231	IPBC - HEALTH BENEFITS	050125	LIFE INS - PK	01-050-4320 Life Insurance	05/01/2025	3.50	.00		
Total IPBC - HEALTH BENEFITS:						45,029.13	.00		
JACK'S TIRE SALES & SVC, INC.									
3251	JACK'S TIRE SALES & SVC, INC	1-346826	WHEEL ALIGNMENT, 2 TIRES & BALAN	01-030-5122 Maintenance & Repairs - V	04/09/2025	1,167.57	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total JACK'S TIRE SALES & SVC, INC.:						1,167.57	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	554462	HOSES FOR T750 LOADER	01-030-5120 Maint & Repairs - Equipme	04/15/2025	66.16	.00		
3401	JERRYS AUTO PARTS	554462	HOSES FOR S595 LOADER	01-030-5120 Maint & Repairs - Equipme	04/15/2025	66.17	.00		
3401	JERRYS AUTO PARTS	554766	OIL FILTER - TRUCK #308	01-030-5120 Maint & Repairs - Equipme	04/23/2025	29.95	.00		
3401	JERRYS AUTO PARTS	554766	WHITE RAGS - PW	01-030-6040 Operating Supplies	04/23/2025	17.50	.00		
Total JERRYS AUTO PARTS:						179.78	.00		
JESSY BUTTERBAUGH									
3425	JESSY BUTTERBAUGH	033125	Uniform Reimbursement	01-040-4612 Uniforms	03/31/2025	38.05	.00		
Total JESSY BUTTERBAUGH:						38.05	.00		
Kar Kraft									
10042	Kar Kraft	OOFDE0DB	Squad 6 Repairs PD	01-040-5120 Maintenance & Repairs - V	04/08/2025	9,678.33	.00		
Total Kar Kraft:						9,678.33	.00		
LANG LIGHTING									
3797	LANG LIGHTING	1063	ANNUAL MAINTENANCE OF OUTDOO	01-010-5120 Maintenance & Repairs -	04/30/2025	525.00	.00		
Total LANG LIGHTING:						525.00	.00		
Lewis Brisbois Bisgaard & Smith LLP									
3920	Lewis Brisbois Bisgaard & Smith L	4374132	PAYTON VS VOR - ASBESTOS CLAIM	01-010-5231 Legal Services - General L	04/15/2025	53.00	.00		
Total Lewis Brisbois Bisgaard & Smith LLP:						53.00	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1731	TREASURER SVCS	01-014-5233 Treasurer Services - Gener	04/29/2025	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1731	ROSCOE POLICE PENSION ACCOUNT	01-014-5234 Treasurer Services - Pensi	04/29/2025	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARDS									
4412	MENARDS	2652	48" RAIL POST - RIVERSIDE PARK	01-050-5121 Maintenance & Repairs - B	04/08/2025	63.96	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MENARDS:						63.96	.00		
MENARD'S									
4411	MENARD'S	46394	PRO MARKING PAINT - PW	01-030-6040 Operating Supplies	04/08/2025	33.92	.00		
4411	MENARD'S	46394	48" RAIL POST - RIVERSIDE PARK	01-050-5121 Maintenance & Repairs - B	04/08/2025	63.96	.00		
4411	MENARD'S	46464	HOSE CLAMPS - PW	01-030-6040 Operating Supplies	04/09/2025	9.54	.00		
4411	MENARD'S	46608	DOOR/WINDOW ALARMS FOR AED B	01-050-5121 Maintenance & Repairs - B	04/11/2025	2.99	.00		
4411	MENARD'S	46766	ELECTRICAL SUPPLIES - PD	01-040-5121 Maintenance & Repairs - B	04/14/2025	129.44	.00		
4411	MENARD'S	46823	WOOD, STUDS & SCREWS - SIGNS	01-030-6200 Street Sign Install & Rep	04/24/2025	138.13	.00		
4411	MENARD'S	46832	FLIPTOGGLE - PD	01-040-5121 Maintenance & Repairs - B	04/15/2025	23.90	.00		
4411	MENARD'S	47017	BUCKETS & LIDS - PW SHOP	01-030-6040 Operating Supplies	04/18/2025	66.70	.00		
4411	MENARD'S	47017	FOAM & WHITE PAINT - SIGNS	01-030-6200 Street Sign Install & Rep	04/18/2025	46.97	.00		
Total MENARD'S:						515.55	.00		
NICOR GAS									
4931	NICOR GAS	040825 2000 9	3/7/25-4/7/25 6545 WINDFLOWER LN	01-050-6010 Building Utilities (Gas&Ele	04/08/2025	153.11	.00		
Total NICOR GAS:						153.11	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	67443	31.14 TONS ROADSTONE - STREETS	01-030-6060 Road Repairs Bulk Materia	04/09/2025	264.69	.00		
Total NORTHERN ILLINOIS SERVICE:						264.69	.00		
PER MAR SECURITY SERVICES									
5361	PER MAR SECURITY SERVICES	3562078	SECURITY SVC - VH	01-010-5320 Telephone & Data	04/08/2025	154.95	.00		
Total PER MAR SECURITY SERVICES:						154.95	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	041425	POSTAGE/SUPPLIES	01-010-5310 Postage	04/14/2025	277.40	.00		
Total PITNEY BOWES BANK INC:						277.40	.00		
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0209.10	2024-0209 ROSCOE ECON DEV	01-010-5240 Consulting	04/22/2025	5,900.00	.00		
5430	PLACE FOUNDRY LLC	0223.03	2024-0223 BRIDGE ST	90-010-6300 Bridge St Parking Lot	04/24/2025	6,408.75	.00		
5430	PLACE FOUNDRY LLC	0243.02	2024-0243 POP UP PARK	90-010-6200 Hodges Run	04/24/2025	19,586.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PLACE FOUNDRY LLC:						31,894.75	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	I3531	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Equipment Rentals	04/29/2025	130.00	.00		
5471	PORT-A-JOHN	I3532	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	04/29/2025	130.00	.00		
5471	PORT-A-JOHN	I3533	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Equipment Rentals	04/29/2025	130.00	.00		
Total PORT-A-JOHN:						390.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	56825	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Consulting Services	05/01/2025	3,256.00	.00		
Total PREMIER TECHNOLOGIES:						3,256.00	.00		
RAY O'HERRON CO., INC.									
5641	RAY O'HERRON CO., INC.	2406757	9mm LUGER 115	01-040-5990 Departmental Operating S	04/21/2025	4,193.00	.00		
Total RAY O'HERRON CO., INC.:						4,193.00	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_00109360	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	04/24/2025	174.70	.00		
5780	RINGCENTRAL INC	CD_00109360	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	04/24/2025	174.70	.00		
5780	RINGCENTRAL INC	CD_00109360	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	04/24/2025	174.69	.00		
Total RINGCENTRAL INC:						524.09	.00		
RKM METALS, LLC									
5795	RKM METALS, LLC	1023802	ALUMINUM SHEET 3003H14 - SIGNS	01-030-6200 Street Sign Install & Rep	04/16/2025	399.62	.00		
Total RKM METALS, LLC:						399.62	.00		
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	040725 4000	3/1/25-4/1/25 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	04/07/2025	15.43	.00		
5851	ROCK ENERGY COOPERATIVE	040725 5000	3/1/25-4/1/25 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	04/07/2025	24.43	.00		
5851	ROCK ENERGY COOPERATIVE	040725 8001	3/1/25-4/1/25 MCCURRY	01-030-5411 Electricity - Street Lights	04/07/2025	23.19	.00		
Total ROCK ENERGY COOPERATIVE:						63.05	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	323931	2.06 TONS - COLD MIX - PW	01-030-6060 Road Repairs Bulk Materia	04/24/2025	350.20	.00		
Total ROCK ROAD COMPANIES:						350.20	.00		
RUSSEL HOFFMAN									
6180	RUSSEL HOFFMAN	050125	REFUND DRIVEWAY INSPECTION FEE	01-010-5990 Department Operating Sup	05/01/2025	25.00	.00		
Total RUSSEL HOFFMAN:						25.00	.00		
RYAN SARVER									
6197	RYAN SARVER	050125	PER DIEM FOR FINAL WEEK	01-040-5530 Training & Seminars	05/01/2025	307.00	.00		
Total RYAN SARVER:						307.00	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2025-32215	17 YARDS BROWN MULCH - RIVERSID	01-050-5121 Maintenance & Repairs - B	04/12/2025	612.00	.00		
6561	SLABAUGH SERVICES	2025-32215	17 YARDS BROWN MULCH - SWANSO	01-050-5121 Maintenance & Repairs - B	04/12/2025	612.00	.00		
6561	SLABAUGH SERVICES	2025-32274	R.O.W. REPAIR MATERIALS - PW	01-030-6060 Road Repairs Bulk Materia	04/26/2025	199.50	.00		
Total SLABAUGH SERVICES:						1,423.50	.00		
TESTING SERVIES CORPORATION									
7044	TESTING SERVIES CORPORATI	IN133676	ENG SERVICES - BRIDGE STREET	90-010-6300 Bridge St Parking Lot	03/31/2025	948.00	.00		
Total TESTING SERVIES CORPORATION:						948.00	.00		
THAYER LIGHTING, INC.									
7051	THAYER LIGHTING, INC.	56839	CASE 14.5 WATT LED T8 4FT BULBS -	01-030-6040 Operating Supplies	04/11/2025	410.00	.00		
Total THAYER LIGHTING, INC.:						410.00	.00		
TRAVIS COBURN									
7295	TRAVIS COBURN	042925	UNIFORM ALLOWANCE	01-040-4612 Uniforms	04/29/2025	239.24	.00		
Total TRAVIS COBURN:						239.24	.00		
U S CELLULAR									
7401	U S CELLULAR	0724117013	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	04/16/2025	190.84	.00		
7401	U S CELLULAR	0724117013	CELL PHONES - PW	01-030-5320 Telephone & Data	04/16/2025	307.42	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7401	U S CELLULAR	0724117013	CELL PHONES - PD	01-040-5320 Telephone & Data	04/16/2025	315.88	.00		
Total U S CELLULAR:						814.14	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390018753	UNIFORMS & MATS - PW	01-030-4610 Uniforms	04/14/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390018753	UNIFORMS - PARKS	01-050-4610 Uniforms	04/14/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390018754	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	04/14/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390019127	UNIFORMS & MATS - PW	01-030-4610 Uniforms	04/21/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390019127	UNIFORMS - PARKS	01-050-4610 Uniforms	04/21/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390019129	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	04/21/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390019478	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	04/28/2025	38.22	.00		
7460	UNIFIRST CORPORATION	33990019477	UNIFORMS & MATS - PW	01-030-4610 Uniforms	04/28/2025	132.27	.00		
7460	UNIFIRST CORPORATION	33990019477	UNIFORMS - PARKS	01-050-4610 Uniforms	04/28/2025	21.76	.00		
Total UNIFIRST CORPORATION:						568.35	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	95445-01	Farone - SS Shirt , Sew on Emblems	01-040-4612 Uniforms	04/04/2025	77.45	.00		
7441	UNIFORM DEN EAST, INC	96173	Gomez - SS Shirt, Belt Badge, Dutyguar	01-040-4612 Uniforms	04/09/2025	324.80	.00		
7441	UNIFORM DEN EAST, INC	96173-01	Gomez - Stinger Flashlight	01-040-4612 Uniforms	04/17/2025	157.95	.00		
7441	UNIFORM DEN EAST, INC	96179	Altamirano - Pants	01-040-4612 Uniforms	04/12/2025	106.50	.00		
7441	UNIFORM DEN EAST, INC	96280	Altamirano - Cap	01-040-4612 Uniforms	04/15/2025	30.50	.00		
Total UNIFORM DEN EAST, INC:						697.20	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202504069	Planning Services	01-016-5241 Planning Services - Zoning	04/17/2025	2,000.00	.00		
7483	VANDEWALLE & ASSOCIATES	202504070	T & M PLANNING	01-016-5241 Planning Services - Zoning	04/17/2025	3,467.50	.00		
7483	VANDEWALLE & ASSOCIATES	202504071	DRAFT #2 OVERLAY TEXT	01-016-5241 Planning Services - Zoning	04/17/2025	1,022.50	.00		
Total VANDEWALLE & ASSOCIATES:						6,490.00	.00		
WEX BANK									
7663	WEX BANK	104457136	FUEL - VH	01-010-6030 Gas & Oil	04/30/2025	28.80	.00		
Total WEX BANK:						28.80	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	6325-R	CHAINSAW CHAIN - PW	01-030-6040 Operating Supplies	04/11/2025	31.19	.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	6338-R	ELECTRIC BOX, COVER, CABLE & CO	01-040-5121 Maintenance & Repairs - B	04/15/2025	47.15	.00		
102	ZIEGLER'S ACE HARDWARE	6344-R	PLUMBING REPAIR SUPPLIES - LELA	01-050-5121 Maintenance & Repairs - B	04/16/2025	61.11	.00		
102	ZIEGLER'S ACE HARDWARE	6345-R	ANGLE VALVE - LELAND	01-050-5121 Maintenance & Repairs - B	04/16/2025	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	6346-R	CREDIT - RETURN ANGLE VALVE - LE	01-050-5121 Maintenance & Repairs - B	04/16/2025	11.99-	.00		
102	ZIEGLER'S ACE HARDWARE	6346-R	ANGLE VALVE - LELAND	01-050-5121 Maintenance & Repairs - B	04/16/2025	13.99	.00		
102	ZIEGLER'S ACE HARDWARE	6350-R	CREDIT - RETURN HOSES FOR LELA	01-050-5121 Maintenance & Repairs - B	04/16/2025	7.98-	.00		
102	ZIEGLER'S ACE HARDWARE	6350-R	TOILET BOWL CLEANER - LELAND	01-050-5121 Maintenance & Repairs - B	04/16/2025	13.77	.00		
102	ZIEGLER'S ACE HARDWARE	6355-R	DRAIN BOILER BRASS - RIVERSIDE	01-050-5121 Maintenance & Repairs - B	04/17/2025	9.59	.00		
102	ZIEGLER'S ACE HARDWARE	6363-R	FAST ACTING FUSE - VH	01-010-5121 Maintenance & Repairs - B	04/21/2025	7.99	.00		
102	ZIEGLER'S ACE HARDWARE	6364-R	FAST ACTING FUSE & ELECTRIC TIME	01-010-5121 Maintenance & Repairs - B	04/21/2025	15.98	.00		
102	ZIEGLER'S ACE HARDWARE	6367-R	BASTING BOTTLE & BLEACK FOR WA	01-030-6040 Operating Supplies	04/22/2025	23.98	.00		
102	ZIEGLER'S ACE HARDWARE	6370-R	SQUEEGEE & ISO ALC - SIGNS	01-030-6200 Street Sign Install & Rep	04/22/2025	38.98	.00		
Total ZIEGLER'S ACE HARDWARE:						255.75	.00		
Grand Totals:						142,065.17	100.00		

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



V I L L A G E O
ROSCOE

Item # 10.

Agenda Item: Discussion and Recommendation of Engaging Fehr Graham & Associates, LLC to Assist with the Development of the Village's FY2026–2030 Capital Improvement Program and Updated Street Study Proposal

Date: April 11, 2025 rev. May 2, 2025

Meeting: VB – May 6, 2025

Prepared by: Josef Kurlinkus

Department: Administration & Finance

Overview/Background Information

The Village of Roscoe has received a professional services proposal from Fehr Graham & Associates, LLC to assist in the development of a comprehensive **Capital Improvement Program (CIP) for Fiscal Years 2026–2030**, including an **updated pavement condition rating (PCR)-based Street Study**.

Establishing a formal CIP represents a major step forward in the Village's strategic planning efforts and will provide a structured, data-driven framework for identifying and prioritizing infrastructure investments over the next five years. The CIP will serve as both an internal planning tool and a public-facing document that clearly communicates the Village's capital needs, priorities, and funding strategies.

Key Issues

Fehr Graham's proposal includes the following major components:

Updated Street Study

Visual inspection of Village-maintained streets, updating pavement condition ratings and related data, including material type, drainage type, and right-of-way attributes. Data will be integrated into WinGIS for future planning and prioritization.

Capital Improvement Program (CIP) Development

A five-year CIP document structured for both internal use and public presentation. The CIP will include project categories such as roadways, sidewalks, drainage, safety, parks, public buildings, maintenance, and capital purchases. Each project will include a narrative, estimated cost, potential funding sources, and prioritization metrics.

Meetings and Presentations

Up to four coordination meetings with Village staff and two formal presentations to the Village Board, including visual presentation materials and incorporation of feedback.

Fiscal Note/Budget Impact

The total proposed cost for the complete scope of services is \$69,300, itemized as follows:

- Street Study (Lump Sum): \$23,850
- Meetings & Presentations (Time & Materials): \$8,950
- CIP Development (Lump Sum): \$36,500

Action Required/Recommendation

Staff recommends engaging **Fehr Graham & Associates, LLC** to perform the services outlined in their April 9, 2025 proposal.

Attachments

Capital Improvement Program Proposal - FehrGraham _2025-04-09
Resolution: R17_FehrGraham CIP Agreement

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R17**

A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO AN AGREEMENT WITH FEHR-GRAHAM & ASSOCIATES, LLC TO PROVIDE PROFESSIONAL SERVICES FOR THE VILLAGE OF ROSCOE 2026–2030 CAPITAL IMPROVEMENT PROGRAM AND UPDATED STREET STUDY

WHEREAS, the Village of Roscoe desires to develop a comprehensive **Capital Improvement Program (CIP)** to guide infrastructure planning and funding priorities for fiscal years 2026 through 2030; and

WHEREAS, the Village also wishes to update its roadway condition ratings and asset inventory through a visual street study to support the CIP planning effort; and

WHEREAS, Fehr-Graham & Associates, LLC (“Fehr Graham”) has submitted a proposal dated April 9, 2025, outlining the scope of services and fees to complete the 2026–2030 Capital Improvement Program and Updated Street Study; and

WHEREAS, Fehr-Graham and Associates, LLC (“Fehr-Graham”) is knowledgeable and experienced in such engineering and environmental services, and the Village has had a preexisting and satisfactory relationship with such engineering firm in the past; and

WHEREAS, the Village acknowledges that these tasks are above and beyond the scope of services which are the contractual duties of the Village engineer or any of its current employees or consultants; and

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

- Section 1.** The foregoing recitals are incorporated herein by reference.
- Section 2.** The Village President is hereby authorized to enter into an agreement with Fehr-Graham & Associates, LLC for professional services related to the preparation of the 2026–2030 Capital Improvement Program and Updated Street Study.
- Section 3.** The total cost for services shall not exceed \$69,300, which includes lump sum fees for the CIP and Street Study, and time and material fees for meeting coordination.
- Section 4.** The executed agreement, including the scope of services dated April 9, 2025, shall be attached to and made part of this Resolution as Exhibit A.

2025-R17				
1 st Read: April 15, 2025				
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 MAY 06, 2025:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

**EXHIBIT “A”
(Resolution 2025-R17)**

Proposal and Agreement for Professional Services (Fehr Graham, dated April 9, 2025)

April 9, 2025

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

Re: 2026 – 2030 Capital Improvement Program and Updated Street Study Proposal

Dear Mrs. Gustafson:

Fehr Graham is pleased to present you with the following proposal for professional services related to the above-referenced project. As we understand, the Village of Roscoe would like to develop a Capital Improvement Program (CIP) document to guide their infrastructure and funding priorities in the upcoming five (5) fiscal years (2026 – 2030). A component of this project will be a street study to gather data and pavement conditions of all streets under the Village's jurisdiction. The requested street study is an additional resource to supplement the accuracy of the capital improvement planning effort that was discussed with the board in a previous meeting. The Village desires that the final CIP document be prepared in such a manner that it can be shared in public spaces with citizens.

The following is our proposed scope of services, fees, and timeline to complete these tasks:

SCOPE OF SERVICES

Updated Street Study

Fehr Graham will conduct a visual study of streets under the Village's jurisdiction, which equates to approximately 120 miles. The scope of this effort includes updating the roadway pavement condition ratings (PCR) and confirming data, including pavement material type, presence of a closed and/or open drainage system, and cross-sectional attributes (curb and gutter and sidewalks). Survey of the roadways will be done via visual inspection. Metrics will be established to provide rankings for roadway conditions; these metrics will be utilized to guide decision-making on future road improvements. Fehr Graham will coordinate with WinGIS to incorporate updated PCR data, roadway surface type, and cross section type (urban, rural) with the existing roadway centerline shapefiles.

The performance condition rating information will be incorporated into a brief report format that will include overall maps categorizing streets based on their updated PCR and presence of right-of-way attributes listed above. At this time, it is not anticipated that this street study will require the implementation of preliminary maintenance plans/schedules, as the intent of this effort is simply to update the pavement condition ratings for future roadway maintenance prioritization. This brief report will not include information related to potential improvement types or failure conditions. This pricing is based on the assumption that all field work can be completed utilizing summer civil intern staffing in efforts to minimize costs to the Village.

Meetings and Coordination

It is anticipated that during the duration of this project, several meetings between Village Staff and Fehr Graham staff will be necessary to ensure that the CIP is being developed in accordance with the Village's desires and that its priorities are being incorporated. Additionally, it is anticipated that

Fehr Graham will be asked to present the CIP to the Village Board for feedback and will prepare visual presentations for these meetings. This task includes attendance at an assumed four (4) Village Staff – Fehr Graham coordination meetings and two (2) Village Board meetings, including preparation of all materials necessary for these meetings.

Capital Improvement Program

Fehr Graham will prepare a Capital Improvement Program (CIP) document that will summarize the acquired data and the Village feedback that is received. The CIP will span FY 2026 – 2030. It is anticipated that a preliminary draft document will be prepared and distributed for Village review and comment; upon receipt of comments and feedback, we will proceed with finalizing the CIP for ultimate approval by the Village Board. It is our understanding that the Village desires the final CIP document to be visually based and readable so that citizens and the general public are able to consume the data. Metrics will be developed to guide decisions for which projects are identified for which fiscal year, and proposed funding sources will be identified. It is anticipated that a list of “pro” conditions will be provided for each project to allow staff and the board to provide guidance on priority. Each project will include a high-level estimate of cost, a project narrative, potential funding sources, programmed year for construction/design, and a list of qualifying conditions. Per our discussions with the Village, it is desired that the CIP include the following sections:

- » Introduction, itemizing potential sources of funding for the capital improvements.
- » City-wide statistics, including mileage of Village streets.
- » Visual aid exhibits depicting the Village’s boundaries.
- » Proposed capital improvement projects itemized by year and separated into the following categories of projects to be improved. For each project, a funding source will be identified.
 - Roadways (residential, collector, and arterial).
 - Bridges, structures, and culverts.
 - Pedestrian improvements (sidewalks and multiuse paths).
 - Safety improvements (signage, lighting, and pavement markings).
 - Drainage improvements.
 - Maintenance projects (pavement cracksealing, inlet repairs, ditch grading, etc.).
 - Parks.
 - Public buildings (large-scale new facilities may require additional direction from Village).
 - Municipal parking lots.
 - Capital purchases (software, vehicles, etc.). These items and costs will require Village direction.

Fehr Graham will utilize our in-house marketing professionals to ensure that the CIP document is attractive and noteworthy. The Village will need to provide input on the budgetary amounts that can be utilized for annual roadway maintenance projects.

EXCLUSIONS

The following items are **not** included in the scope of services proposed here within:

- » Topographic or boundary survey.
- » Roadway scanning and laser analysis for roadway condition rating.
- » Creation of new WinGIS shapefiles for attributes except for the items listed above.
- » Detailed design engineering.

- » Geotechnical investigation.
- » Permitting.
- » Traffic Studies.
- » Environmental investigations and studies.
- » Platting.
- » Easement or ROW acquisition, procurement and coordination.
- » Preparation of grant and other outside funding applications.
- » Ecological investigations.
- » Archaeological investigations.
- » Title searches.

Any of the above services can be performed as an additional cost to the project upon request.

FEES

Based on the information currently available, we are prepared to provide these services for the following fee amounts:

Street Study (Lump Sum)	\$23,850
Coordination Meetings and Board Meetings (T&M)	\$8,950
Capital Improvement Program (Lump Sum)	<u>\$36,500</u>
TOTAL	\$69,300

Payment for the services rendered will be requested via a monthly invoice.

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with this project, please sign the attached Agreement for Professional Services and return one (1) copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to provide timely and competent solutions to ensure this project moves forward. We look forward to partnering with the Village on this important initiative. In the interim, should you have any questions regarding this proposal, please feel free to contact me at 815.394.4700.

Respectfully submitted,



Tyler Nelson
Senior Project Manager



Brandon Boggs
Project Designer

TVN/BMB:ss

Attachments

AGREEMENT FOR PROFESSIONAL SERVICES

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

815.623.2829

Description of Services:

2026 – 2030 Capital Improvement Program and Updated Street Study

Fehr Graham will provide professional services related to a 2026-2030 Capital Improvement Program and Updated Street Study as detailed in our proposal letter dated April 9, 2025.

COST:

The fee for performing the above services is as follows:

Street Study (Lump Sum)	\$23,850
Coordination Meetings and Board Meetings (T&M)	\$8,950
Capital Improvement Program (Lump Sum)	\$36,500
TOTAL	\$69,300

Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Chris DeSilva, PE

Title Chief Operating Officer

Date Proposed April 9, 2025

25-793

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the established limits of applicable insurance policies (General Commercial, Commercial Auto, Professional Liability, etc.), copies of which shall be provided to the Client and remain in force through the duration of the agreement.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 11.

Agenda Item: **Discussion and Recommendation** of an RFP for Professional Design Services related to the **Porter Park Phase II Expansion** (OSLAD Grant)

Date: April 11, 2025

Meeting: COTW – 4/15/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village of Roscoe was awarded an **Open Space Lands Acquisition and Development (OSLAD) Grant** in the amount of **\$531,328** to support the expansion of Porter Park. The grant-funded project, referred to as **Porter Park Phase 2**, will add approximately 12 acres to the existing 28-acre park and includes several recreational and infrastructure improvements.

To initiate the design and construction phase, the Village is preparing to release a Request for Proposals (RFP) seeking **qualified landscape architects and engineering firms** to lead the planning, design, and project management for the expansion.

Key Issues

The professional services will include:

- Site analysis and topographic evaluation
- Final design incorporating OSLAD and Village objectives
- Collaboration with Village staff and stakeholders
- Sustainable and accessible park planning
- Construction documentation and bidding assistance
- Oversight of construction and schedule compliance
- Maintenance recommendations and ecological considerations

The project must comply with Illinois Accessibility Code, ADA guidelines, and OSLAD grant program requirements, including the limitation that no more than 15.25% of total project costs may be allocated to professional design services.

Fiscal Note/Budget Impact

n/a

Action Required/Recommendation

Staff recommends approval to release the **RFP for Landscape Architecture and Engineering Services** for the Porter Park Phase 2 Expansion Project as outlined in the draft document. Formal release of the RFP will occur upon Village Board approval, with submissions due in June 2025 and contract award anticipated later that month.

Attachments

Draft RFP for Professional Design Services for Porter Park Phase II

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R18**

A RESOLUTION AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL DESIGN SERVICES FOR THE PORTER PARK PHASE II EXPANSION PROJECT

WHEREAS, , the Village of Roscoe has been awarded an Open Space Lands Acquisition and Development (OSLAD) Grant in the amount of \$531,328 to support the expansion of Porter Park; and

WHEREAS, the Porter Park Phase II Expansion Project will add approximately 12 acres to the existing 28-acre park and includes the development of recreational amenities and supporting infrastructure; and

WHEREAS, to proceed with design and implementation, the Village must retain the services of qualified professionals to provide landscape architecture and engineering design, project management, and construction oversight services in accordance with the terms of the OSLAD grant and applicable accessibility and sustainability requirements; and

WHEREAS, Village staff has prepared a draft Request for Proposals (RFP) to solicit qualified firms for the required professional services, and recommends release of the RFP to begin the selection process; and

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

- Section 1.** The foregoing recitals are incorporated herein by reference.
- Section 2.** The Village Administrator is authorized to release the Request for Proposals for Landscape Architecture and Engineering Services for the Porter Park Phase II Expansion Project, as substantially presented in the attached draft RFP.
- Section 3.** The Village will accept proposals in accordance with the timeline outlined in the RFP.
- Section 4.** The Village President and staff are further authorized to take such additional administrative actions as may be necessary to carry out the intent of this Resolution.

2025-R18				
1st Read: April 15, 2025				
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 MAY 06, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

**EXHIBIT “A”
(Resolution 2025-R18)**

Draft RFP for Professional Design Services (Porter Park Phase II)



NOTICE AND REQUEST FOR PROPOSALS FOR AN
ENGINEERING FIRM / LANDSCAPE DESIGN
ENGINEER FOR THE PORTER PARK PHASE 2 (PARK
EXPANSION) PROJECT

OSLAD GRANT 05-24-2561

NOTICE AND REQUEST FOR PROPOSALS FOR AN ENGINEERING FIRM / LANDSCAPE DESIGN ENGINEER FOR THE PORTER PARK PHASE 2 (PARK EXPANSION) PROJECT OSLAD GRANT 05-24-2561

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April 15, 2025

RE: NOTICE AND REQUEST FOR PROPOSALS FOR AN ENGINEERING FIRM / LANDSCAPE DESIGN ENGINEER FOR THE PORTER PARK PHASE 2 (PARK EXPANSION) PROJECT.

Deadline: _____, 2025

Location: Roscoe Village Hall
10631 Main Street
Roscoe, IL 61073

Dear Vendor:

Enclosed you will find information relating to Village of Roscoe's request for letters of interest, statements of qualifications, and performance data from qualified professionals for landscape architecture in connection with the Phase Porter Park Phase 2 (Park Expansion) construction project.

The proposal requirements for the project are as follows. Please submit one original and two copies of your proposal to the location and by the deadline stated above. Proposals received after the deadline set forth above will not be considered. It is the sole responsibility of the respondent to ensure that the Village has received the proposal on time.

For further information regarding the RFP, please contact Josef Kurlinkus, Village Administrator, at 815-623-2829 Ext. 105.

Village of Roscoe

Josef Kurlinkus
Village Administrator

A. Scope of Services

Porter Park Phase 2 (Park Expansion) is an approximately 12 acre expansion (Phase 2) of an existing 28 acre public park (Porter Park) located on a triangular parcel at the corner of Swanson Road and McDonald Road in the Village of Roscoe. . The Village is seeking a landscape Architect / Engineer to oversee the OSLAD Grant project described below. The OSLAD Grant award is \$531,328.00 with an estimated project cost (exclusive of items to be funded by the Village outside of the Grant) of \$1,062,656.00.

The project will consist of a new public restroom facility, expansion of the widely used free-to-play disk golf course, creation of a new outdoor fitness plaza, extension of the recreation path, and with a new pedestrian bridge, provide a connection to the adjacent 15 mile regional path system. Separate from the OSLAD request project scope, the Village will be advancing construction of a new 125 car parking lot to address not only a significant lack of parking, but to also serve as a trailhead at the northern terminus of the Perryville Path system. Care will be taken to preserve the natural wooded portions of the site, and to restore native pollinator and Monarch habitat in open areas.

The Professional services required for the project will include:

1. **Site Analysis:** Conducting a thorough analysis of the site, including topography, soil conditions, existing vegetation, drainage patterns, and any other relevant factors.
2. **Final Design:** Developing a final design for the park expansion, considering elements such as pathways, the outdoor fitness plaza, pedestrian bridge connecting to the regional path, recreational facilities, planting schemes, and new public restroom facility, and other design elements that enhance the park's functionality and aesthetics.
3. **Collaboration:** Working closely with clients, stakeholders, and other professionals, such as civil engineers, urban planners, and environmental consultants, to ensure the park design aligns with their vision, requirements, and regulatory guidelines.
4. **Sustainability:** Incorporating sustainable design principles and practices, such as using native plants, implementing water-efficient irrigation systems, utilizing recycled materials, and incorporating energy-efficient lighting, to minimize the park's environmental impact.
5. **Construction Documentation:** Preparing detailed construction drawings, specifications, and cost estimates to guide the implementation of the park design. Assisting in the bid process and recommendations for selection process.
6. **Project Management:** Overseeing the construction process, coordinating with contractors and suppliers, and ensuring that the park is built according to the approved design and within the allocated budget and timeline.

7. **Plant Selection:** Selecting appropriate plant species based on the site conditions, maintenance requirements, and desired aesthetic outcomes. This includes considering factors such as seasonal interest, biodiversity, and the ability to withstand local climate conditions.
8. **Accessibility:** Ensuring that the park design meets accessibility standards, including providing barrier-free pathways, ramps, and amenities to accommodate individuals with disabilities. The final completion of the project must meet Federal, State and local code and accommodate accessibility standards as per Illinois Accessibility Code and the “Americans with Disabilities Act” accessibility guidelines.
9. **Environmental Considerations:** Incorporating sustainable stormwater management techniques, such as rain gardens or bioswales, to mitigate runoff and improve water quality. Additionally, considering ecological restoration measures to enhance biodiversity and preserve or restore natural habitats within the park.
10. **Maintenance Planning:** Providing recommendations for ongoing park maintenance, including plant care, irrigation system maintenance, and periodic inspections to ensure the park remains safe and functional.

The design team shall work with the Village staff in preparation of plans and specifications for the following phases to be completed by:

- Architect approved by board: May, 2025.
- Contracts: June, 2025
- Field verification: June, 2025
- Kick off meeting and design review: July, 2025
- Construction Document phase begins: July, 2025
- Out to Bid: August, 2025
- Board’s Approval: September, 2025
- Construction Begins: October, 2025

The above schedule may be changed, and the Village is open to the successful firm expediting the services, so that services are completed earlier. **The goal is to have project complete by Spring, 2026.**

B. SELECTION PROCESS

An evaluation committee will review all submittals. The committee will evaluate all proposals based on other information and matters as the committee deems necessary or desirable to determine the qualifications, responsibility and suitability of each firm submitting an RFP.

1. **Oral Interview:** If one or more Finalists are selected, oral interview or interviews will be conducted by the Village. At the interview, each Finalist shall be required to explain its submission in detail, including full discussion of how its approach to the project satisfies each section of the selection criteria.
2. **Ranking:** Based upon written submissions, oral interviews and any supplementary information submitted in response to the Village's request, and based upon the general evaluation criteria, such other criteria as the Village determines appropriate, and such independent investigation as the Village determines necessary to assist it in evaluating a Finalist's qualifications, the Village will rank the Finalists in the order of their qualifications for the project.
3. **Negotiations:** Following such ranking, the Village will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable price. Since this is an OSLAD project we are following the OSLAD manual which states: "In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by program funds."

RIGHT TO REJECT PROPOSALS: The Village of Roscoe reserves the right to waive technicalities and to reject all proposals for any reason deemed in the best interest of the Village of Roscoe.

C. SELECTION CRITERIA

The evaluation committee shall review the responses to the RFP Project. The Landscape Architect for the project will be selected based on the following criteria:

1. Qualifications and experience of firm for the Project.
2. Qualifications and experience of staff assigned to the Village.
3. Experience/Performance review of past performance on public projects, evaluations of references, etc.
4. Method and/or approach to the project.
5. Proposed cost of services as compared to other Proposals.
6. Expressed understanding of issues related to the project.

D. SUBMITTAL REQUIREMENTS

Submissions for the project will include:

1. **Letter of Interest-** A letter of interest from the firm introducing team members and highlighting the team's proposal for performing services described. Provide a cover letter indicating your firm's understanding of the requirements of the specific job proposal. The letter should be brief but provide a clear understanding of the requirements and your firm's ability to complete the project.
2. **Firm History and Experience-** Please give a brief history and description of your firm including years in business, type of ownership, type of organization, size of firm, professional affiliations, and mission/vision statement. Submit descriptions for similar projects your firm has worked on and list your role in each project. List at least 3 similar projects of a similar scope and size that have been completed. List any projects in the past 3 years that have not been completed and why. Provide performance data on these projects and describe why they were effective or not effective. OSLAD grant experience preferred.
3. **Methodology** – Discuss your firm's approach to the project and methodology to the scope of services. Firms may suggest different approaches to achieving the objectives. Describe how time will be allocated. Be precise about the division of responsibility. Describe your typical approach to construction observation and administration, including but not limited to your recommended anticipated frequency of site visits for the project and what you will do during the visits.
4. **Capability to complete a project on schedule-** Provide an outline work plan and tentative schedule for this project. Discuss your firm's method/approach for controlling the schedule of the project. Provide information on your team's current and planned workload and your ability to complete this project within the desired timeline. Construction completion is Spring, 2026.
5. **Cost proposal** - The proposed fee shall not exceed the limits set forth by the OSLAD Grant requirements for professional services. Stated in OSLAD Grant Manual: "In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by program funds."
6. **References-** Please provide three recent references for similar work. The list shall include the client's name, address, telephone number, project title and description, project location and the contact person.

E. RFP RESPONSE FORMAT

1. Submit one (1) original and two (2) copies of your response for the project, including all required forms and supporting documents, with the original clearly labeled.
2. Submissions must be presented in 8.5”X11” paper in a loose-leaf folder or binder and inserted separate sealed, opaque envelope and labeled as “Submittal for Landscape Architect services for Porter Park Phase 2 (Park Expansion) Project.”
3. A cover sheet containing the name of the firm making the proposal including name, address, and telephone number of specific contact person.
4. A table of contents listing the submittal requirements in order.
5. Any supplemental information you wish to provide.
6. Submittals become property of the Village of Roscoe and the cost of preparation of proposals shall be the sole obligation of the submitting firms.

F. SELECTION SCHEDULE

RFP available for public.....May, 2025_____

Letter of interest and submittals are due..... June ____, 2025@12:00pm

Selection of firms for interviews.....June, 2025

Interviews with firmsJune, 2025

Selection to be made.....June, 2025

G. Reference and Signature Sheet

All firms providing a submittal for “Professional Services” shall include the Reference and Signature sheet completed and signed by the individual providing the submittal on behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client’s name, address, telephone number, project title and description, project location and the contact person.

Reference # 1

Client Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Project title: _____

Description of Project: _____

Project Location: _____

Reference # 2

Client Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Project title: _____

Description of Project: _____

Project Location: _____

Reference # 3

Client Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Project title: _____

Description of Project: _____

Project Location: _____

Submitted by:

Name of Firm: _____

Address of Firm: _____

City/State/Zip: _____

Name: _____

Phone: _____

Email: _____

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 12.

Agenda Item: Josef Kurlinkus

Date: April 11, 2025

Meeting: COTW – April 15, 2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village of Roscoe previously authorized a Phase I Environmental Site Assessment (ESA) for the parcels located at **10517 and 10531 Main Street** in preparation for potential redevelopment activities. The Phase I ESA identified historical use of the site as a filling station, which raises concerns regarding the potential presence of contamination and unregistered underground storage tanks (USTs).

Fehr Graham & Associates, LLC has submitted a proposal to conduct a **focused Phase II ESA** to further evaluate these concerns through subsurface soil and groundwater investigation.

Key Issues

The proposed Phase II ESA includes the following key tasks:

Utility Clearance and Tank Investigation: Public utility locates and private utility clearances using electromagnetic and ground-penetrating radar to detect any remaining underground storage tanks.

Soil and Groundwater Sampling: Installation of six soil borings (five to 20 feet, one to 35 feet), with up to 12 soil samples and one groundwater sample collected and tested.

Laboratory Analysis: Testing for petroleum-related contaminants including VOCs, PNAs, RCRA 8 metals, PCBs, and pH levels.

Data Evaluation and Reporting: Analytical results will be evaluated against Illinois EPA Tiered Approach to Corrective Action Objectives (TACO) standards. A summary report will be prepared outlining findings, potential risks, and recommendations for further action, if needed.

Fiscal Note/Budget Impact

Fixed Fee: \$19,100 (lump sum, inclusive of all services described)

Timeline: Estimated total duration of 35 business days from authorization, subject to site access and subcontractor availability

Action Required/Recommendation

Staff recommends the engagement of **Fehr Graham & Associates, LLC** to perform a focused Phase II Environmental Site Assessment at 10517 and 10531 Main Street for the fixed fee of **\$19,100**.

Authorization of the Agreement for Professional Services will be scheduled for approval at the next Village Board meeting.

Attachments

Roscoe 2025-04-10 Phase II ESA Proposal

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R19**

**A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO AN
AGREEMENT WITH FEHR-GRAHAM AND ASSOCIATES TO PROVIDE
PROFESSIONAL SERVICES RELATED TO A PHASE 2 ENVIRONMENTAL
STUDY**

WHEREAS, the Village of Roscoe needs to conduct a Phase 2 Environmental Study and obtain a recordable legal description prior to its contemplated acquisition of 10517 Main Street Property; and

WHEREAS, Fehr-Graham and Associates is knowledgeable and experienced in such engineering services, and the Village has had a preexisting and satisfactory relationship with such engineering firm in the past; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have determined that it is necessary to have a qualified engineering firm perform such engineering services; and

WHEREAS, the Village acknowledges that these tasks are above and beyond the scope of services which are the contractual duties of the Village engineer or any of its current employees or consultants; and

WHEREAS, the Village desires to engage the services of Fehr-Graham & Associates to perform such services; and

WHEREAS, the Fehr-Graham & Associates has experience in performing such services, the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents of the Village to hire Fehr-Graham & Associates to perform these services; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village President is authorized to engage Fehr-Graham & Associates to perform environmental consulting services related to contemplated acquisition of 10517 Main Street Property, with such services to include the preparation of a Phase II Environmental Study, and as further outlined in the scope of services attached hereto as Exhibit "A", and to accept and sign an agreement for services with Fehr-Graham & Associates for the same for an amount not to exceed \$19,100.

2025-R19**1st Read:** April 15, 2025**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 MAY 6, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2025-R19)

Scope of Services

April 10, 2025

Josef Kurlinkus
Village Administrator
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

**RE: Proposal - Phase II Environmental Site Assessment
10517 & 10531 Main Street
Roscoe, Illinois 61073
Property Index Numbers (PINs): 04-33-455-003 and 04-33-455-007**

Dear Joe:

At the request of the Village of Roscoe, Fehr Graham has prepared this proposal for focused Phase II Environmental Assessment (ESA) services at 10517 and 10531 Main Street in Roscoe, Illinois 61073 (herein referred to as the Property).

BACKGROUND

Based on the preliminary findings of the Phase I ESA being completed for the Property, Fehr Graham recommends a Phase II ESA to investigate potential contamination and unregistered underground storage tanks resulting from historical filling station operations.

SCOPE OF WORK

Recommended Phase II ESA work will conclude whether further assessment and/or remediation is warranted in connection with the historical filling station operations. All proposed Phase II ESA field activities will be conducted by Fehr Graham professional staff. The proposed work scope includes the following:

Public and Private Utility Location

Prior to intrusive activities, a public utility locate will be requested to identify utilities in the public right-of-way leading onto the Property. In addition, a private utility clearance, utilizing electromagnetic (EM) and/or ground-penetrating radar (GPR), will be completed to identify subsurface utilities in the vicinity of each soil boring location on the Property. GPR will also be utilized to investigate the presence of underground storage tanks (USTs) remaining on the Property from the historical filling station operations.

Direct-Push Drilling

A total of six (6) soil borings will be advanced to investigate the presence of contamination. Five (5) borings will be advanced to 20 feet below ground surface (bgs), and one (1) soil boring will be advanced to 35 feet bgs to facilitate groundwater sampling.

Soil Screening

Encountered soils will be screened during drilling with a photoionization detector (PID) at regular intervals and where contamination is observed in order to determine volatile contaminant impacts. Soils will be described and logged by Fehr Graham professional staff.

Soil Sampling

Up to two (2) soil samples will be collected from each soil boring by Fehr Graham professional staff, for a total of up to 12 soil samples. Soil samples will be collected from 1-foot intervals at each soil boring to evaluate direct ingestion and inhalation exposure routes, where the highest amount of contamination is observed (based on PID, visual, and olfactory evidence) or where contamination is most likely to be encountered based on the identified contaminant sources. Soil samples will be collected in laboratory-certified containers and sent for laboratory analysis.

Groundwater Sampling

The 35-foot soil boring will be converted to a temporary groundwater monitoring well by temporarily lowering PVC well screen and casing into the borehole. If sufficient groundwater is encountered, the well will be purged with a disposable bailer or pump until groundwater is visually clear. If limited amounts of groundwater are encountered, the well will be sampled without purging. The groundwater sample will be collected into laboratory-certified containers and sent for laboratory analysis.

Laboratory Analysis

To determine if contamination exists and to what magnitude, soil and groundwater samples will be sent to a certified laboratory for analysis. Analysis of all soil and groundwater samples will include the following contaminants of concern: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PNAs), Resource Conservation and Recovery Act (RCRA 8) metals, and soil pH. Six (6) soil samples will also be analyzed for Polychlorinated Biphenyls (PCBs). The contaminants of concern (COCs) are identified as indicator contaminants for petroleum underground storage tanks, per Illinois Administrative Code Part 734.

Data Evaluation

Soil and groundwater analytical results will be tabulated and compared with the most stringent remediation objectives for proposed redevelopment land use (residential, commercial/industrial) and construction worker exposure, set forth in 35 Ill. Adm. Code 742-Tiered Approach to Corrective Action Objectives (TACO).

Reporting

Fehr Graham will provide a focused Phase II ESA summary report presenting field observations, findings, drawings, and tabulated analytical data. The summary letter will provide conclusions on whether contamination exists and recommendations for further investigation and/or remediation options.

EXCLUSIONS

Please note that the following items are excluded from the proposed scope of services:

- » Drilling and sampling within bedrock (weathered or competent) is considered an exclusion, which will require different drilling methods with additional associated fees. Unconsolidated geologic materials/soils are anticipated based on research conducted during the Phase I ESA.
- » Remediation of contamination found to exist on-site.
- » The proposed scope of work does not include a soil vapor investigation. If soil contamination is observed during Phase II ESA field activities, a subsequent soil vapor investigation may be recommended.

- » Landscape restoration as a result of drilling and sampling activities.
- » Utility repairs related to unmarked or undocumented subsurface utilities/conduits.
- » Additional soil borings/sampling/laboratory analysis unrelated to the proposed scope of work described above.
- » Analytical results are anticipated to be returned within 10 business days of the laboratory receipt of the samples, the standard laboratory turnaround time. Additional costs will be applied if expedited laboratory services are required by the client.
- » Unless otherwise specified, investigation derived waste (IDW) will not be containerized, nor will waste characterization samples be collected or analyzed. Soil residuals will be returned to boreholes with bentonite chips. Purged groundwater will be left on the site. Additional costs will apply if IDW is to be containerized for transport and disposal.

PROFESSIONAL FEES

The lump sum cost for performing the proposed focused Phase II ESA scope of services is \$19,100 and is subject to change based on additional scope items and field adjustments.

Invoicing will be submitted to your attention on a monthly basis, based on the percentage of project completion.

SITE ACCESS

In the event that the Property is owned by an entity other than the Client, it is the responsibility of the Client to secure and establish written land access and communicate the scope of the investigation with the landowner.

SCHEDULE

Dependent upon secured access agreements and authorization, we anticipate the focused Phase II ESA can be completed within 35 working days of authorization to proceed. The following table identifies key milestones anticipated during the proposed project timeline:

Task	Anticipated Timeline for Completion*	Anticipated Duration
Field Services	Commenced within 10 business days for authorization	15 days
Laboratory Analysis	Results returned within 10 business days of sample collection	10 days
Final Report Submittal	Completed within 10 business days of receipt of analytical results	10 days
Total Project Completion Timeline		35 days

**indicates the timing is contingent upon subcontractor availability and consideration for federal and local holidays falling within the proposed project timeline.*

April 10, 2025
Mr. Josef Kurlinkus, Village of Roscoe
Focused Phase II ESA Proposal – 10517 & 10531 Main Street, Roscoe, Illinois
Page 4

Although not anticipated at this time, if additional work is required as a result of unexpected delays and/or project limitations, a request will be made for your authorization prior to commencement. Upon authorization, Fehr Graham will coordinate with subcontractors to complete the field investigation as soon as possible. Please note that adequate time will need to be provided for the required public utility location.

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal for Phase II ESA services. If this proposal meets your approval, please sign and return the enclosed Agreement for Professional Services, which will serve as your official authorization for us to proceed with the proposed work scope.

If you should have any questions, please do not hesitate to contact us. Thank you for the opportunity.

Sincerely,



Ross Grimes, PG
Senior Project Manager



Madelyn Seuser
Staff Hydrogeologist

RG/MS:ss

Enclosure

N:\Proposals\2025\Madelyn Seuser\Roscoe, Village of\Liberty Engineering\Phase II ESA Proposal.docx

AGREEMENT FOR PROFESSIONAL SERVICES

Client Josef Kurlinkus
Village Administrator
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

815.986.8788

Description of Services:

Phase II Environmental Site Assessment
10517 & 10531 Main Street
Roscoe, Illinois 61073
Property Index Numbers (PINs): 04-33-455-003 and 04-33-455-007

Fehr Graham will provide professional services related to a focused Phase II Environmental Assessment (ESA) services at 10517 and 10531 Main Street in Roscoe, Illinois 61073, as detailed in our proposal letter dated April 10, 2025.

COST:

The fixed fee for performing the above services is \$19,100.

Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Ross Grimes, PG

Title Senior Project Manager

Date Proposed April 10, 2025

25-803

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended use of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 13.

Agenda Item: Contract with Axon for additional equipment and service

Date: 05-06-25

Meeting: Board

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

We currently have a contract with Axon for body cameras, tasers, evidence.com and cloud storage. With the addition of a 19th Officer we are in need of adding another Axon contract.

Key Issues

Additional bundle for body camera which is required by law.

Fiscal Note/Budget Impact

2025 payment will be in the amount of \$3,468.61 (Budgeted for 2025)

2026 payment will be in the amount of \$3,468.61

Prior Legislative Actions

Approved in COTW on 04/15/25

Action Required/Recommendation

Discussion and Recommendation to approve two year contact with Axon Enterprise, Inc. in the amount of \$6,937.22

Attachments

Axon Contract
Staff Agenda Memo

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R20**

**A RESOLUTION OF THE VILLAGE OF ROSCOE, ILLINOIS APPROVING AN
AGREEMENT WITH AXON ENTERPRISE, INC. TO EQUIP ONE ADDITIONAL
POLICE OFFICER OF THE VILLAGE OF ROSCOE POLICE DEPARTMENT**

WHEREAS, the Village of Roscoe (the “Village”) provides police services for its residents through the Village of Roscoe Police Department (the “Department”); and

WHEREAS, as a part of providing police services the Department wishes to purchase tasers, body worn cameras produced by Axon Enterprise, Inc. (“Axon”); and

WHEREAS, Axon has provided a quote for the TASER 7 and body worn camera equipment to be purchased by the Department attached to this Resolution as Exhibit A; and

WHEREAS, the Village has determined that approving the agreements, quotes, and purchase are in the best interest of the Village and its citizens.

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

1. The foregoing recitals are incorporated herein and made a part hereof.
2. By the Adoption of this Resolution, the President and Board of Trustees approves the Village of Roscoe accepting the quote of approximately \$6,937.22, to purchase TASER 7 and body worn camera equipment, software, and services, attached as Exhibit A or one substantially similar.
3. The Village President, Village Administrator and the Village Clerk are hereby authorized to execute, and attest said agreements and quotes, and any other documents necessary to effectuate the same.

2025-R20**1st Read:** April 15, 2025**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 MAY 06, 2025**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resoluion 2025-R20)

**QUOTE FOR PROVIDING TASER 7 AND BODY WORN CAMERA
EQUIPMENT, SOFTWARE AND SERVICES**



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-598269-45755.881BC

Issued: 04/08/2025

Quote Expiration:

Estimated Contract Start Date: 08/01/2025

Account Number: 166342

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Roscoe Police Dept. - IL 10595 Main St Roscoe, IL 61073-8830 USA	Roscoe Police Dept. - IL 10595 Main St Roscoe IL 61073-8830 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Bobby Clardy Phone: 4807404134 Email: bclardy@axon.com Fax:	Thomas Farone Phone: 815-623-7338 Email: tfarone7829@roscoepolice.com Fax:

Quote Summary

Program Length	19 Months
TOTAL COST	\$6,937.22
ESTIMATED TOTAL W/ TAX	\$6,937.22

Discount Summary

Average Savings Per Year	\$3,645.34
TOTAL SAVINGS	\$5,771.79

Payment Summary

Date	Subtotal	Tax	Total
Jul 2025	\$3,468.61	\$0.00	\$3,468.61
Feb 2026	\$3,468.61	\$0.00	\$3,468.61
Total	\$6,937.22	\$0.00	\$6,937.22

Quote Unbundled Price: \$12,709.01
 Quote List Price: \$5,826.45
 Quote Subtotal: \$6,937.22

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
73352	TRUE UP - BWC HW FINANCE/TAP	1	11		\$23.30	\$23.30	\$256.30	\$0.00	\$256.30
20245	TRUE UP - TASER 7 CERTIFICATION PLAN TRUE UP	1	19		\$52.55	\$110.63	\$2,102.00	\$0.00	\$2,102.00
C00018	BUNDLE - TASER 7 CERTIFICATION	1	19	\$414.04	\$75.48	\$75.48	\$1,434.12	\$0.00	\$1,434.12
BWCamTAP	Body Worn Camera TAP Bundle	1	19	\$55.51	\$31.83	\$31.83	\$604.77	\$0.00	\$604.77
A la Carte Hardware									
H00001	AB4 Camera Bundle	1			\$899.00	\$899.00	\$899.00	\$0.00	\$899.00
A la Carte Software									
73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	1	19		\$5.06	\$5.06	\$96.14	\$0.00	\$96.14
73682	AXON EVIDENCE - AUTO TAGGING LICENSE	1	19		\$10.12	\$10.12	\$192.28	\$0.00	\$192.28
73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	1	19		\$25.29	\$25.29	\$480.51	\$0.00	\$480.51
ProLicense	Pro License Bundle	1	19		\$45.52	\$45.90	\$872.10	\$0.00	\$872.10
Total							\$6,937.22	\$0.00	\$6,937.22

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	07/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	2	1	07/01/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	2	1	07/01/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	2	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	100591	AXON TASER - CLEANING KIT	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	20063	AXON TASER 7 - HOLSTER - SAFARILAND RH	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	5	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	5	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	2	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	2	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22179	AXON TASER 7 - CARTRIDGE - INERT STANDOFF (3.5-DEGREE) NS	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22181	AXON TASER 7 - CARTRIDGE - INERT CLOSE QUART (12-	1	1	07/01/2025

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Q-598269-45755.881BC

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 7 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY DEGREE) NS	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	07/01/2025
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	07/01/2026
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	07/01/2026
Body Worn Camera TAP Bundle	73309	AXON BODY - TAP REFRESH 1 - CAMERA	1	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	2	1	02/01/2027
BUNDLE - TASER 7 CERTIFICATION	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	2	1	02/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 7 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	1	08/01/2025	02/28/2027
BUNDLE - TASER 7 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	08/01/2025	02/28/2027
BUNDLE - TASER 7 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	08/01/2025	02/28/2027
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	3	08/01/2025	02/28/2027
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	1	08/01/2025	02/28/2027
A la Carte	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	1	08/01/2025	02/28/2027
A la Carte	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	1	08/01/2025	02/28/2027
A la Carte	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	1	08/01/2025	02/28/2027

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 7 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - TASER 7 CERTIFICATION	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	1	07/01/2026	02/28/2027
BUNDLE - TASER 7 CERTIFICATION	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	07/01/2026	02/28/2027
BUNDLE - TASER 7 CERTIFICATION	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	1	07/01/2026	02/28/2027

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 7 CERTIFICATION	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	07/01/2026	02/28/2027

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	10595 Main St	Roscoe	IL	61073-8830	USA

Payment Details

Jul 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	20245	TRUE UP - TASER 7 CERTIFICATION PLAN TRUE UP	1	\$1,050.99	\$0.00	\$1,050.99
Year 1	73352	TRUE UP - BWC HW FINANCE/TAP	1	\$128.15	\$0.00	\$128.15
Year 1	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	1	\$48.07	\$0.00	\$48.07
Year 1	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	1	\$96.14	\$0.00	\$96.14
Year 1	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	1	\$240.26	\$0.00	\$240.26
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	1	\$302.39	\$0.00	\$302.39
Year 1	C00018	BUNDLE - TASER 7 CERTIFICATION	1	\$717.06	\$0.00	\$717.06
Year 1	H00001	AB4 Camera Bundle	1	\$449.50	\$0.00	\$449.50
Year 1	ProLicense	Pro License Bundle	1	\$436.05	\$0.00	\$436.05
Total				\$3,468.61	\$0.00	\$3,468.61

Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	20245	TRUE UP - TASER 7 CERTIFICATION PLAN TRUE UP	1	\$1,050.99	\$0.00	\$1,050.99
Year 2	73352	TRUE UP - BWC HW FINANCE/TAP	1	\$128.15	\$0.00	\$128.15
Year 2	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	1	\$48.07	\$0.00	\$48.07
Year 2	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	1	\$96.14	\$0.00	\$96.14
Year 2	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	1	\$240.26	\$0.00	\$240.26
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	1	\$302.39	\$0.00	\$302.39
Year 2	C00018	BUNDLE - TASER 7 CERTIFICATION	1	\$717.06	\$0.00	\$717.06
Year 2	H00001	AB4 Camera Bundle	1	\$449.50	\$0.00	\$449.50
Year 2	ProLicense	Pro License Bundle	1	\$436.05	\$0.00	\$436.05
Total				\$3,468.61	\$0.00	\$3,468.61

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

4/8/2025



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 14.

Agenda Item: Zero Turn Mowers

Date: 05/06/2025

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

This agenda request is for the purchase of two Kubota ZD1611 72" zero turn mowers for \$39,847.44. This quote is from Bobcat of Rockford with a Sourcewell government discount of \$6,137.78, plus a trade in of the older 72" Kubota zero turn for \$5,000. These two mowers will replace our older 72" and 60" zero turn mowers. These new mowers have more power and fuel capacity to help with getting more acreage mowed.

These two mowers have already been approved once by the Village Board, but there was an error on the quote that staff found. Bobcat had marked downed \$10,000 for trade in instead of the \$5,000, so the total price should be \$39,847.44 instead of the \$34,847.44 that was approved at the last Village Board meeting on 04/15/2025. This Total price is still under the budgeted amount for these mowers.

Key Issues

- Villages older mowers now are starting to break down more often.
- New mowers will be able to cut more, be under warranty, and have less break downs.

Fiscal Note/Budget Impact

These two mowers were budgeted for the 2025 year at \$45,000. We will be under budget by Kubota holding their quoted price from late-2024 and still be able to order extra parts such as front tires, back tires, mowing blades, and all the different type of filters for the first service.

Prior Legislative Actions

These mowers have already been approved by the previous Committee of The Whole and Village Board.

Action Required/Recommendation

Staff is recommending Bobcat of Rockford for the quoted amount of \$39,847.44 for the purchase of two Kubota ZD1611 72" zero turn mower.

Attachments

1. New quote from Bobcat of Rockford

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R14.1**

**A RESOLUTION AMENDING RESOLUTION 2025-R14, AND APPROVING THE
PURCHASE OF TWO 72 KUBOTA ZERO TURN RADIUS MOWER FOR USE BY
THE VILLAGE OF ROSCOE PUBLIC WORKS DEPARTMENT**

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

WHEREAS, the Village of Roscoe is in need of a two (2) new zero turning radius mowers for use by the Village of Roscoe Public Works Department; and

WHEREAS, the Village of Roscoe has put out for bid, under the auspices of National Joint Powers Alliance (Sourcewell) contract, specifications for two ZD1611LF-72 Kubota Zero Turn Radius Mowers, as further specified set forth in Exhibit “A”, which is incorporated herein by reference; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents to purchase said ZD1611LF-72 Kubota Mowers as provided for in the JNPA Joint Purchase Agreement, from Bobcat of Rockford; and

WHEREAS, on **April 15, 2025**, the Village Board of Trustees approved the purchase of said mowers, however, due to an error in the quote, the Village was incorrectly being credited for a trade in of two mowers, rather than the single mower being traded in by the Village, therefore, resulting in a \$5000 difference in the previously approved expenditure; and

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

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

Section 1. Resolution 2025-R14, is hereby amended, and superseded, so as to reflect the corrected quote attached as Exhibit “A”.

Section 2. The Village President, is authorized to sign an agreement with **Bobcat of Rockford, IL** for the purchase of two new ZD1611LF72 Zero Turn Radius Mowers, as further specified set forth in Exhibit “A”, which is incorporated herein by reference, for use by the Village Public Works Department, for an amount not to exceed **\$40,000**.

Section 3. That the Village Treasurer is hereby authorized, and instructed to expend funds, and issue payment in an amount not to exceed **\$40,000.**, under the terms and amounts as set forth in Exhibit “A”.

[SIGNATURE PAGE TO FOLLOW]

2025-R14.1**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 MAY 06, 2025:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
Resolution 2025-R14.1

[QUOTE FOR MOWERS w/ revised credit for Trade-in Value]

Quote Provided By
BOBCAT OF ROCKFORD
Jeremy Morgan
5925 WHEELER RD.
CHERRY VALLEY, IL 61016
email: sales.bobcat01@gmail.com
phone: 8153328300

-- Standard Features --

-- Custom Options --



ZD1600 Series

ZD1611LF-72

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model: Kubota V1505-CR-TE5-ZD1
Type: Diesel, liquid (4cyl.) with DPF
HP 30.8 Gross @ 2500 rpm
Displacement: 91.4 cu. in.
Battery 12v CCA 670A, RC115 min
Alternator Capacity: 75 Amps / 12 Volts

TRANSMISSION

Hydrostatic Drive
(2) HST w/Gear Reduction
Brake - Wet Multi Disks
Forward Speeds 0 - 10.6 mph
Reverse Speeds 0 - 5.3 mph

STEERING / MOTION CONTROL

(2) Hand Levers, Adjustable
Hydraulically Damped, Adjustable

FLUID CAPACITY

Fuel Tank 13.1 gal
Engine Coolant 3.96 qts
w/ Recovery Tank
Crankcase w/ Filter 4.1 qts
Transmission Case and Axle Gear 12.8 qts
and Axle Gear

ENGINE/MACHINE MONITORING

DPF Regeneration Status
Fuel Level
Water Temperature
Hour Meter
RPM
Oil Pressure
Service Reminder

DIMENSIONS

Height (rops up): 78.7"
Height (rops down): 64.6"
Length: 105.7"
Width Overall (w/o Mower) 60.6"
Wheelbase: 61.4"
Weight 2094 lbs.

* Manufacturer's estimate.

TIRES AND WHEELS

Front 15 x 6.5 - 8 Flat-free
Front 26 x 12.0 Turf, Low Profile

OPERATING FEATURES

Zero Turn Radius
Selectable Front Axle:
Rigid/Oscillating
Premium Air Ride Suspension
Seat
Advanced Engine Monitor
Hands-free Hydraulic Deck Lift
Hands-free Parking Brake
Toolless Front Maintenance Lift
12 V Power Outlet
Front Axle Tie Down Features
Dual Element Air Filter
Cup Holder

SAFETY EQUIPMENT

Seat Safety Switch
Control Lever Safety Switch
Parking Brake Safety Switch
Foldable ROPS
Electronic Key Shut Off

SIDE DISCHARGE MOWER

72" Kubota PRO Deck w/ACS
8 Gauge, 6" Deep Deck
1-5" Cut Height, Adjustable
1/4" Increments
Flexible Discharge Cover
3 Blades

POWER TAKE OFF

Hydraulic Independent PTO
Shaft Drive Mower Deck
Wet Disk Clutch

REAR DISCHARGE MOWER

72" Kubota PRO Deck
5.5" Deep Deck
1-5" Cut Height, Adjustable
1/4" Increments
3 Blades
Bolt-on Skid Bars

ZD1611LF-72 Base Price: \$27,899.00

Configured Price: \$27,899.00

Sourcewell Discount: (\$6,137.78)

SUBTOTAL: \$21,761.22

Dealer Assembly: \$0.00

Freight Cost: \$262.50

PDI: \$400.00

Trade 2016 Kubota ZD1211-72 (\$2,500.00)

Total Unit Price: \$19,923.72

Quantity Ordered: 2

Final Sales Price: \$39,847.44

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

**VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R21**

Item # 15.

**A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO AN AGREEMENT
WITH FRITZEL’S LANDSCAPING FOR THE REPLACEMENT OF A RETAINING
WALL AT THE VILLAGE ADMINISTRATION BUILDING**

WHEREAS, the Village of Roscoe has identified the need to replace the deteriorating limestone retaining wall located on the north/east side of the Village Hall at 10631 Main Street; and

WHEREAS, the Village has received a proposal from **Fritzel’s Landscaping** to remove the existing wall, provide necessary excavation and disposal, and install a new block retaining wall with appropriate drainage, backfill, and finish grading; and

WHEREAS, the proposed improvements will enhance site safety, aesthetics, and drainage functionality; and

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

Section 1. The Village President is hereby authorized to accept the proposal from **Fritzel’s Landscaping**, dated March 18, 2025, and to enter into an agreement for the removal and replacement of the retaining wall at the Village Administration Building for an amount not to exceed \$24,965.00.

Section 2. The work shall be performed in accordance with the scope of services described in the proposal, and all applicable local and state construction requirements.

2025-R17				
1 st Read: April 15, 2025				
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 MAY 06, 2025:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

**EXHIBIT “A”
(Resolution 2025-R21)**

Proposal for Landscaping Services



Fritzel's Landscaping

13416 Farm School Rd.
Durand, IL 61024
815-248-2601

Item # 15.

Village of Roscoe
Anthony Ford
10631 Main St.
Roscoe, IL 61073

3/18/2025

Take down the existing limestone retaining wall on the north/east side of the building. We will stack the limestone pieces on pallets provided by the customer.

4,980.00

4,980.00

Excavate for the new block retaining wall. Remove any existing base rock, haul away and dispose of the material.

2,300.00

2,300.00

Please sign and return.

Subtotal

\$7,280.00

\$7,280.00

Date: _____

Accepted By: _____



Fritzel's Landscaping

13416 Farm School Rd.
Durand, IL 61024
815-248-2601

Item # 15.

Village of Roscoe
Anthony Ford
10631 Main St.
Roscoe, IL 61073

3/18/2025

Install a minimum of 8" of gravel base for the new block retaining wall and compact. Install the retaining wall to match the same footprint as the existing wall. The blocks and caps will be Rochester Cement Products Classic 8" DOT straight face blocks with 4" Universal caps adhered to the top. Behind the wall we will install clean gravel chips, a filter fabric and 4" perforated drain tile with a sock. Total length of the wall is 105', ranging from 1' to 40" in height.

23,190.00

23,190.00

Install topsoil as needed to repair any damage done during construction. Finish grade, seed and cover all areas with straw netting.

1,775.00

1,775.00

Note: Winnebago County prevailing wage rate's will be paid to employees.

50% deposit due on delivery of materials, balance due on completion.

Subtotal

\$24,965.00

\$24,965.00

Date: _____

Accepted By: _____

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 15.

Agenda Item: Village Hall Retaining Wall

Date: 05/06/2025

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

A section of the retaining wall behind Village Hall has collapsed and another section of the wall is beginning to fail. Staff is recommending replacement of the entire wall and has solicited quotes from various contractors to complete its restoration. Staff will be meeting with contractors to ensure standard construction practices are followed and that accommodations are made to protect the existing sidewalk constructed along the building.

This project has already been approved by the Village Board, but due to the contractor not including prevailing wages, staff has decided to take the next lowest proposal that included prevailing wages.

Key Issues

Sections of the wall have collapsed and other sections are beginning to fail. Based on site inspections and review of the Village Hall construction plans, it appears that the proper drainage was not installed behind the wall which has led to the failures.

Although the quoted amounts exceed the Village's threshold to let the project for formal bid, because this is an urgent (non-emergency) repair, and because the majority of the quotes were within the same general range, we request that the Village waive its bidding requirement for this project, and award this to Fritzel's Landscaping for the quoted amount of \$32,245.00.

Fiscal Note/Budget Impact

After reviewing the proposals that the Village received, staff recommends entering into an agreement with Fritzel's Landscaping, for the quoted amount of **\$32,245.00**.

Prior Legislative Actions

This was approved by the Village Board on 04/15/2025 for a lesser amount.

Action Required/Recommendation

Staff is recommending entering into a contract with Fritzel's Landscaping for the replacement of the entire wall, with additional drainage improvements being added to prevent future failures.

Attachments

- Fritzel's Landscaping proposal.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 16.

Agenda Item: Agreement with **Lashly & Baer P.C.** and to continue the engagement of Attorney Michael McGinley to serve as special counsel for the Village of Roscoe in relation to the Village's involvement in Payton v. A.O. Smith corporation et al.

Date: May 2, 2025

Meeting: Village Board – May 06, 2025

Prepared by: Josef Kurlinkus

Department: Admin

Overview/Background Information

This item relates to the Village's ancillary involvement in the matter of Payton v. A.O. Smith corporation et al. 2023L13106. The Village is among approximately 100 parties (including 30 municipalities) named in the above captioned personal injury lawsuit between the plaintiff his former employer. It appears that the Village was named because the plaintiff alleged that some time in the past (though when is not specified in the complaint) the Plaintiff's former employer was hired to do work either by the Village or within the Village limits.

Attorney Michael McGinley has been the lead attorney on this matter, and has done an excellent job representing the Village, and is very familiar with this area of law, and with this case. The Village was notified by Attorney McGinley that he is leaving the firm of **Lewis Brisbois Bisgaard & Smith LLP**, and is joining **Lashly & Baer P.C.** To transfer the Village's file to Lashly & Baer P.C., we need to adopt a formal resolution authorizing the transfer of the case file, and allowing Attorney McGinley to enter an appearance on the Village's behalf under the new firm.

Action Required/Recommendation

Approve resolution authorizing the transfer for the Village's file from **Lewis Brisbois Bisgaard & Smith LLP**, to **Lashly & Baer P.C.**

Attachments

Resolution 2025-R22

**VILLAGE OF ROSCOE, IL
RESOLUTION 2025-R22**

Item # 16.

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE
AUTHORIZING ENTERING INTO AN AGREEMENT WITH LASHLY & BAER P.C.
TO SERVE AS SPECIAL COUNSEL FOR THE VILLAGE OF ROSCOE IN RELATION
TO PAYTON V. A.O. SMITH CORPORATION ET AL.**

WHEREAS, the Village previously engaged Attorney Michael McGinley at the firm of Lewis Brisbois Bisgaard & Smith LLP (“Lewis Brisbois”) to defend the Village in this matter of PAYTON V. A.O. SMITH CORPORATION ET AL.; and

WHEREAS, Attorney Michael McGinley notified the Village that he has taken a position at the firm of Lashly & Baer P.C., and the Village wishes to continue to have Attorney McGinley represent the Village in this matter; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents of the Village to enter into an agreement to continue with the engagement of Attorney Michael McGinley at his new firm of Lashly & Baer P.C serve as special counsel related to litigation and legal defense related to the Village’s involvement in Payton v. A.O. Smith Corporation et al;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village President is authorized to enter into an agreement with **Attorney Michael McGinley and Lashly & Baer P.C** to serve as special counsel for the Village of Roscoe, Illinois, in matters related to the defense of **Payton v. A.O. Smith Corporation et al**, under such terms outlined in the scope of services, attached hereto, and incorporated herein as Exhibit “A”, and to accept and sign such an agreement for the same.

2025-R22				
1 st 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 MAY 06, 2025:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Zoning Board of Appeals – Appointment of Teresa Skridla

Teresa Skridla is a lifelong area resident and a top-producing real estate professional with nearly 30 years of experience. Licensed in both Illinois and Wisconsin, she currently serves with Century 21 Affiliated in Roscoe. Teresa also holds leadership roles with the Rock/Green MLS Committee and as Treasurer of the Hidden Creek of Promontory HOA. Her deep knowledge of real estate, coupled with her public-facing and administrative experience, will be a strong asset to the Zoning Board of Appeals.

Zoning Board of Appeals – Appointment of Daniel Spinazzola

Daniel Spinazzola is a practicing attorney with experience in civil litigation, workers' compensation, and medical malpractice. He earned his J.D. from John Marshall Law School and holds a B.A. in Political Science from Illinois State University. A recent Roscoe resident, Daniel moved to the community in 2024 with his wife, a Rockton native, and their young daughter. He brings legal expertise and a passion for civic involvement to the Zoning Board of Appeals.

Zoning Board of Appeals – Appointment of Richard Butera

Richard Butera has been a resident of Roscoe for over 25 years and is a general practice attorney with more than 40 years of legal experience. His background includes handling zoning variance matters and real estate transactions, offering valuable insight into land use and property law. His professional expertise and long-standing commitment to the community make him a strong addition to the Zoning Board of Appeals.

Police Pension Board – Reappointment of Alan Harbut

Alan Harbut has been a resident of Roscoe since 2001 and brings a wealth of public service and leadership experience to his role on the Police Pension Board. A retired Postmaster with the U.S. Postal Service, Mr. Harbut also served as Treasurer, Vice President, and President of the Northern Illinois Chapter of the National Association of Postmasters of the United States. He previously served five years as a Trustee on the Roscoe Police Pension Board, including three years as Vice President. In addition to his past service to the Village, he remains active in the community as a member of the Loves Park Lions Club. His reappointment reflects the Village's appreciation for his continued commitment and proven experience in oversight and fiduciary responsibility.