



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, August 19, 2025
6:30 PM

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

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 6, 2025.**

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

- 2. Recognition of the 2025 Roscoe Hometown Pride Award Recipient**
- 3. Presentation by Main Street Business District Alliance**
[presented by: Katie Thompson]

TREASURER'S REPORT

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

ACTION FROM THE LIQUOR COMMISSION

- 7. Approval of a Class "C" Package Store Full Liquor Application issued to US Petro Inc. d/b/a Luna Food Mart located at 11607 Main Street.**
- 8. Approval of a Class "C" Package Store Full Liquor Application issued to US Petro Inc. d/b/a Luna Food Mart located at 9095 N. 2nd Street.**

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

- 9.** Approval of **Resolution 2025-R38**, authorizing the execution of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [**I-90 / Rockton Road Corridor**].

NEW BUSINESS (First reading or suspend rules)

- 10.** Approval of **Resolution 2025-R39**, authorizing the execution of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [**Main Street Business Alliance**].

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
Wednesday, August 06, 2025
6:30 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
Trustee Dayne Mead
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 **July 15, 2025.**

President Gustafson asked for a motion for the approval of the minutes for July 15th, 2025.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

- 2. Introduction of New Staff Members:**

Emma Clausen - Administrative Assistant (Village Hall)
Hilary Rottmann - Zoning Consultant (Vandewalle & Associates)

President Gustafson introduces our new members to the Village.

Emma Clausen is the new Administrative Assistant recently graduated from the University of Wisconsin - Whitewater with a B.S. in Science and Public Policy Administration very fitting for this position. She would like to eventually work in State or Federal government in the near future.

Hillary Rottmann - is a Zoning Consultant with Vanderwal and Associates. She is also a resident of the Village. She has worked previously in Local Government for about 10 years. She has worked in the Villages of Antioch, Schiller Park, McHenry County, Boone County and lastly Hillary has been working for the City of Beloit for the last seven years.

Joe Kurlinkus Village Administrator stated that Hillary know a lot of the developers names which is very helpful.

President Gustafson stated that Hillary will be attending the next ZBA Meeting to get to know the ZBA Members as well as the Chair Person.

President Gustafson stated that Hillary has gotten the opportunity to meet with other Village staff members and has an opportunity to give us feedback about our process and recommendations she has with her diverse background.

TREASURER'S REPORT

3. Cash Report and Bills
4. Approval of Bills

President Gustafson asked for a motion to pay the bills.

Expenditures are \$360,348.69 with the purchase of the Liberty Lot the total is \$578,528.69. Payroll is \$111,306.67. Totaling \$ 689,835.36.

No motor fuel which leave a balance of \$1,909,520.51.

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

5. Year to Date, Revenues and Expenditures

CONSENT AGENDA

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

6. **Approval of Anne Hanson to attend the Civic Symposium September 11-12, 2025**

President Gustafson asked for a motion for Ann Hanson attendance to the Civic Symposium September 11-12, 2025 costing \$620.00.

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

7. **Approval of Resolution 2025-36**, for authorizing an agreement approving **Hasting Asphalt Services INC** for the quoted amount of **\$9,819.70** for resurfacing of **Leland Park Tennis, Pickleball, and Basketball courts**.

President Gustafson asked for a motion for the approval of Hasting Asphalt Services INC resurfacing of Leland Park Tennis, Pickleball, and Basketball courts.

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

8. **Approval of Resolution 2025-R37** approving **Metal Culverts INC.** for the quoted amount of **\$5,373.25** for the purchase of **Metal Culverts For Road Projects**.

President Gustafson asked for a motion for the approval for the purchase of Metal Culverts for road projects.

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

MOTIONS AND RESOLUTIONS (Final action)

9. Approval of **Resolution 2025-R35** authorizing **funding to paint over the mural** located on the north exterior wall of the **Roscoe Masonic Lodge #75 at 10534 Main Street**.

President Gustafson asked for a motion for the approval of the funding to paint over the Mural.

Tom Green Village Attorney stated that the Masonic Lodge will be the one to employ the painter and the Village will provide the funding of \$3,600. to paint over the Mural.

Trustee Babcock stated that while he supports the interest in doing something with the Mural he doesn't think it is in the best interest of the Village to be paying for anything on private property nor does he think it is the responsibility of the Village to fund it.

Motion was made by Trustee Wright, second by Trustee Sima. Voting yes: Trustees Wright, Sima, Plock, Broda, Mead. Voting no: Trustee Babcock 5-1-0.

NEW BUSINESS (First reading or suspend rules)

10. Approval of **Annual Truck or Treat** Special Event

[October 18, 2025 from 3-6 pm at Porter Park]

President Gustafson asked for a Motion to Suspend the rules and make it a final vote.

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

President Gustafson asked for a motion for the approval of the annual Truck or Treat. The budget is \$7000.

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

11. Approval of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Open Tournament** to be held at **Porter Park** on **September 20, 2025**.

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

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

President Gustafson asked for a motion to approve the special event permit for the Stateline Disc Golf Association Open Tournament.

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

12. Approval of **Troy Taylor** attending the **APWA PWX 2025** Conference

[August 18, 2025 - Chicago, Illinois]

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

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

President Gustafson asked for a motion for the approval of Troy Taylor attending APWA PWX 2025 costing \$472. 00.

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

QUESTIONS AND REPORTS

Trustee Plock asked about the neighborhood signs.

Joe Kurlinkus Village Administrator stated they are in the process of being done.

Trustee Sima stated that he would like to acknowledge and commend Chief Hawley for a wonderful National Night Out. It was well received kids had a blast. He also stated that all his officers did a wonderful job.

President Gustafson stated that she would also like to thank Kelly Weber who does all of the organization for the National Night Out and she has been doing this for last several years.

Trustee Sima asked about Congressman Darin Lahood's Visit.

Joe Kurlinkis stated that Mr. Lahood visited the area and expressed interest in supporting local infrastructure projects particularly the I-90 corridor and Main Street improvements.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 6:52 pm.



9346 Finns Crossings







Village of Roscoe

Bills Submitted for Approval on August 19, 2025

Pooled Expenditures:

Checking account balance before expenditures	\$	305,885.62
Pooled Money Market		58,524.22
Illinois Funds Balance		8,361,209.28
Total pooled cash and equivalents		8,725,619.12

Expenditures per list 240,023.07

Additional invoices

ABC Supply	Riverside Pavillion	1,457.25
		241,480.32

Total expenditures 241,480.32

Payroll expense:

Gross Wages	7/26/2025	109,102.17	
Payroll tax and IMRF	7/26/2025	9,046.72	118,148.89
Gross Wages	8/9/2025	103,498.54	
Payroll tax and IMRF	8/9/2025	8,693.30	112,191.84

Total General Fund Expenditures 471,821.05

Pooled checking account balance after expenditures \$ 8,253,798.07

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,937,640.04
Total Motor Fuel cash and equivalents		1,951,651.14

Expenditures:

Vendor	Date	Invoice	Description	Amount
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Total Motor Fuel Fund Expenditures -

Motor Fuel cash and equivalent balance after expenditures 1,951,651.14

Total expenditures for all funds: 471,821.05

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACCESS DISPLAY GROUP									
95	ACCESS DISPLAY GROUP	D4S11758	OUTDOOR BULLETIN BOARD FOR VH	01-010-6051 Equipment Purch - Non Ca	08/07/2025	3,918.25	.00		
Total ACCESS DISPLAY GROUP:						3,918.25	.00		
AIRGAS USA, LLC									
201	AIRGAS USA, LLC	5518040943	CYLINDER RENTALS - PW	01-030-5860 Equipment Rentals	07/31/2025	78.55	.00		
Total AIRGAS USA, LLC:						78.55	.00		
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	14RH-3J4N-7N	TRUCK OR TREAT	01-010-6091 Special Events	07/17/2025	239.70	.00		
311	AMAZON CAPITAL SERVICES	19H9-LGD7-G	TRUCK OR TREAT	01-010-6091 Special Events	07/25/2025	133.80	.00		
311	AMAZON CAPITAL SERVICES	1FND-67FR-Q	2-IN-1 GLASS CLEANER 6 PK - PW	01-030-5990 Departmental Operating S	08/05/2025	48.51	.00		
311	AMAZON CAPITAL SERVICES	1FND-67FR-Q	PAPER TOWELS - RIVERSIDE	01-050-5121 Maintenance & Repairs - B	08/05/2025	37.93	.00		
311	AMAZON CAPITAL SERVICES	1FND-67FR-Q	SOFSOAP LIQUID REFILL - LELAND	01-050-5121 Maintenance & Repairs - B	08/05/2025	47.98	.00		
311	AMAZON CAPITAL SERVICES	1HX9-TRD1-M	VINYL WRAP & TOOK KIT - SIGNS	01-030-6200 Street Sign Install & Rep	08/07/2025	121.59	.00		
311	AMAZON CAPITAL SERVICES	1KL6-6C9T-T3	NNO Supplies PD	01-010-6091 Special Events	07/31/2025	492.89	.00		
311	AMAZON CAPITAL SERVICES	1KM6-JPFT-HT	FILE FOLDERS	01-010-6020 Office Supplies	07/25/2025	49.22	.00		
311	AMAZON CAPITAL SERVICES	1KM6-JPFT-HT	ROCK PAINTING SUPPLIES FOR NNO	01-010-6091 Special Events	07/25/2025	190.77	.00		
311	AMAZON CAPITAL SERVICES	1KY3-4XQR-4F	OFFICE SUPPLIES	01-010-6020 Office Supplies	08/06/2025	57.39	.00		
311	AMAZON CAPITAL SERVICES	1LF6-G76Q-CV	YELLOW RAILROAD CHALK & CHALK	01-030-5990 Departmental Operating S	08/11/2025	54.40	.00		
311	AMAZON CAPITAL SERVICES	1P6H-THX4-19	Trash Bags PD	01-040-6020 Office Supplies	08/04/2025	53.19	.00		
311	AMAZON CAPITAL SERVICES	1TCD-X49V-N	TRUCK OR TREAT	01-010-6091 Special Events	07/18/2025	159.80	.00		
311	AMAZON CAPITAL SERVICES	1XV7-1NTC-M	CREDIT- RETURNED 22-IN MULCHING	01-050-5120 Maint & Repairs - Equipme	08/05/2025	15.06-	.00		
Total AMAZON CAPITAL SERVICES:						1,672.11	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSIN	30990-0725	PLANNING & COMM DEVELOPMENT	01-010-5330 Printing & Publishing	07/31/2025	80.46	.00		
Total APG OF SOUTHERN WISCONSIN:						80.46	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AXON ENTERPRISE, INC.									
602	AXON ENTERPRISE, INC.	INUS366342	Axon Air	01-040-5960 AXON SERVICE	08/01/2025	3,897.80	.00		
Total AXON ENTERPRISE, INC.:						3,897.80	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BT3268479	Progress Bill #6 Audit 2024	01-014-5210 Accounting/Auditing	07/30/2025	5,775.00	.00		
Total BAKER TILLY US, LLP:						5,775.00	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	158642	CODE ENFORCEMENT BUSINESS CA	01-010-5330 Printing & Publishing	08/06/2025	65.00	.00		
Total BALSLEY PRINTING:						65.00	.00		
BARRICK, SWITZER, LONG, BALSLEY & VAN EV									
661	BARRICK, SWITZER, LONG, BA	89100-005Z 8	LIBERTY LOT PURCHASE	01-040-5231 Legal Services - Other	08/04/2025	2,272.50	.00		
661	BARRICK, SWITZER, LONG, BA	89100-00Z 15	TRAFFIC & DUI PROSECUTION	01-040-5230 Legal Serv - Traffic/DUI	08/04/2025	3,500.00	.00		
661	BARRICK, SWITZER, LONG, BA	89109-000Z 13	ADMIN HEARINGS	01-013-5232 Legal Services - Admin He	08/04/2025	750.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-016Z 3	CODE ENFORCEMENT - 10774 MAIN	01-013-5231 Legal Services - Vill Pros	08/04/2025	150.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-017Z 2	BOUNDARY AGREEMENT	01-010-5231 Legal Services - General L	08/04/2025	1,435.60	.00		
661	BARRICK, SWITZER, LONG, BA	89110-018Z 2	ROSCOE ADVS HEIMER	01-010-5231 Legal Services - General L	08/04/2025	202.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-020Z 2	ROSCOE ADVS RATLIFF	01-010-5231 Legal Services - General L	08/04/2025	90.00	.00		
Total BARRICK, SWITZER, LONG, BALSLEY & VAN EV:						8,400.60	.00		
BRADLEY KOLAR									
945	BRADLEY KOLAR	081325	DJ SERVICES FOR NATIONAL NIGHT	01-010-6091 Special Events	08/13/2025	300.00	.00		
Total BRADLEY KOLAR:						300.00	.00		
Cardmember Service									
1091	Cardmember Service	080125 PD	Windshield Washer Fluid PD	01-040-5120 Maintenance & Repairs - V	08/01/2025	47.64	.00		
1091	Cardmember Service	080125 PD	Fingerprinting- R.Kelly / Notary Renewal	01-040-5990 Departmental Operating S	08/01/2025	161.95	.00		
1091	Cardmember Service	080125 PD	Trespass Warnings / Business Cards PD	01-040-6020 Office Supplies	08/01/2025	180.61	.00		
1091	Cardmember Service	080125 PW	BIOMETRICS4ALL - D. STARNES	01-030-5530 Training & Seminars	08/01/2025	47.00	.00		
1091	Cardmember Service	080125 PW	BIOMETRICS4ALL - A. FORD	01-030-5530 Training & Seminars	08/01/2025	47.00	.00		
1091	Cardmember Service	080125 PW	BIOMETRICS4ALL - T. TAYLOR	01-030-5530 Training & Seminars	08/01/2025	47.00	.00		
1091	Cardmember Service	080125 VH	AI VOICEOVER FOR RING CENTRAL	01-010-5320 Telephone & Data	08/01/2025	5.00	.00		
1091	Cardmember Service	080125 VH	MICROSOFT CHARGES	01-010-5952 IT - Software/SAAS	08/01/2025	32.33	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1091	Cardmember Service	080125 VH	MICROSOFT CHARGES	01-010-5952 IT - Software/SAAS	08/01/2025	3.00	.00		
1091	Cardmember Service	080125 VH	LUNCH - KICK OFF MEETING NEW ZO	01-010-5990 Department Operating Sup	08/01/2025	108.30	.00		
1091	Cardmember Service	080125 VH	FRAME	01-010-6020 Office Supplies	08/01/2025	21.74	.00		
1091	Cardmember Service	080125 VH	AWARD - HOMETOWN PRIDE	01-010-6091 Special Events	08/01/2025	118.45	.00		
1091	Cardmember Service	080125 VH	SOUNDTRACK YOUR BRAND	01-010-6091 Special Events	08/01/2025	39.00	.00		
1091	Cardmember Service	080125 VH	ZIPRECRUITER	01-017-6090 Marketing & Outreach	08/01/2025	350.00	.00		
1091	Cardmember Service	080125 VH	IML CONF REGISTRATION - 3 TRUSTE	01-018-5870 Municipal Officials - Misc E	08/01/2025	975.00	.00		
Total Cardmember Service:						2,184.02	.00		
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AF2GR3G	SHELF FOR PW IT UPGRADE	01-030-5951 IT - Hardware Purchases	07/28/2025	60.63	.00		
Total CDW GOVERNMENT, INC.:						60.63	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	071725 2000	6/11/25-7/11/25 RIVER ST LITE R25	01-030-5411 Electricity - Street Lights	07/17/2025	6.90	.00		
1411	COMMONWEALTH EDISON	080525 2222	7/7/25-8/5/25 BRIDGE LIGHTS RT/25	01-030-5411 Electricity - Street Lights	08/05/2025	142.43	.00		
Total COMMONWEALTH EDISON:						149.33	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	46156PU	2 - 5 GAL WATER JUGS TICKETS #095	01-030-5860 Equipment Rentals	07/28/2025	13.50	.00		
1951	DR. STILLWATER COMPANY	46221PU	WATER SVC - VH	01-010-6020 Office Supplies	07/30/2025	40.50	.00		
1951	DR. STILLWATER COMPANY	46221PU	WATER SVC	01-040-6020 Office Supplies	07/30/2025	33.75	.00		
Total DR. STILLWATER COMPANY:						87.75	.00		
Enterprise Fleet Management									
10016	Enterprise Fleet Management	FBN5393819	Monthly Vehicle Repairs - PD	01-040-5120 Maintenance & Repairs - V	08/05/2025	801.89	.00		
10016	Enterprise Fleet Management	FBN5393819	Monthly Lease Charges - PD	01-040-6070 Vehicle Leases (Fleet)	08/05/2025	10,279.32	.00		
10016	Enterprise Fleet Management	FBN5410890	RAV 4 #1 - FULL MONTH	01-010-6070 Vehicle Leases (Fleet)	08/05/2025	475.86	.00		
10016	Enterprise Fleet Management	FBN5410890	RAV 4 #2 - FULL MONTH	01-013-6070 Vehicle Leases (Fleet)	08/05/2025	475.86	.00		
10016	Enterprise Fleet Management	FBN5410903	MONTHLY LEASE CHARGES - TRUCK	01-030-6070 Vehicle Leases (Fleet)	08/05/2025	17,964.68	.00		
Total Enterprise Fleet Management:						29,997.61	.00		
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	133055	PROJ 20-512 LOVE ROAD	01-019-5246 Eng & Design Svs - Specia	07/25/2025	5,032.75	.00		
2161	FEHR-GRAHAM & ASSOCIATES	133056	PROJ 25-560 ENGINEERING SVC	01-010-5220 Engineering - General	07/25/2025	8,823.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2161	FEHR-GRAHAM & ASSOCIATES	133058	PROJ 25-694 2025 RES STREETS	01-010-5220 Engineering - General	07/25/2025	16,237.75	.00		
2161	FEHR-GRAHAM & ASSOCIATES	133058	PROJ 25-793 2026-2030 CAP IMP PLA	01-019-5246 Eng & Design Svs - Specia	07/25/2025	8,420.00	.00		
Total FEHR-GRAHAM & ASSOCIATES:						38,513.50	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	073125	05/03/25-06/02/25 10631 MAIN ST	01-040-6010 Building Utilities (Gas& Ele	07/31/2025	15.01	.00		
5881	FRSA-PAYMENTS	073125	05/03/25-06/02/25 10595 MAIN ST	01-040-6010 Building Utilities (Gas& Ele	07/31/2025	15.02	.00		
5881	FRSA-PAYMENTS	073125 9902N	5/3/25-6/2/25 5402 SWANSON RD	01-030-6010 Building Utilities (Gas&Ele	07/31/2025	35.46	.00		
Total FRSA-PAYMENTS:						65.49	.00		
GREG'S GARAGE INC.									
2661	GREG'S GARAGE INC.	29947	STATE INSPECTION 08/04/25 - TRUCK	01-030-5122 Maintenance & Repairs - V	08/04/2025	50.00	.00		
2661	GREG'S GARAGE INC.	29947	STATE INSPECTION 08/04/25 - TRUCK	01-030-5122 Maintenance & Repairs - V	08/04/2025	51.00	.00		
Total GREG'S GARAGE INC.:						101.00	.00		
INTEGRA BUSINESS SYSTEMS									
3171	INTEGRA BUSINESS SYSTEMS	INV119239	COPIER-PW	01-030-5860 Equipment Rentals	08/01/2025	66.78	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV119319	COPIER USAGE - PD	01-040-6020 Office Supplies	08/04/2025	196.32	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV119361	COPIER - VH	01-010-5330 Printing & Publishing	08/04/2025	44.24	.00		
Total INTEGRA BUSINESS SYSTEMS:						307.34	.00		
INTERSTATE BATTERIES OF RKFD									
3201	INTERSTATE BATTERIES OF RK	300406871	31-XDH BATTERIES - TRUCK #306	01-030-5122 Maintenance & Repairs - V	08/05/2025	502.35	.00		
Total INTERSTATE BATTERIES OF RKFD:						502.35	.00		
Jack's Tire Sales & Service									
10012	Jack's Tire Sales & Service	1-351527	Squad 8 - Tires	01-040-5120 Maintenance & Repairs - V	07/30/2025	344.50	.00		
Total Jack's Tire Sales & Service:						344.50	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	557950	AIR FILTER - ROLLER	01-030-5120 Maint & Repairs - Equipme	07/10/2025	54.55	.00		
3401	JERRYS AUTO PARTS	559035	OIL FILTER - TRUCK #204	01-030-5120 Maint & Repairs - Equipme	08/05/2025	31.95	.00		
3401	JERRYS AUTO PARTS	559035	RED OVL LEDS - TRUCK #207	01-030-5120 Maint & Repairs - Equipme	08/05/2025	69.00	.00		
3401	JERRYS AUTO PARTS	559035	OIL FILTER - JACOBSEN MOWER	01-050-5120 Maint & Repairs - Equipme	08/05/2025	8.81	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total JERRYS AUTO PARTS:						164.31	.00		
JOSEPH FOLTMAN									
3488	JOSEPH FOLTMAN	080125 JF	BOOT REIMBURSEMENT - PW	01-050-4610 Uniforms	08/01/2025	139.99	.00		
Total JOSEPH FOLTMAN:						139.99	.00		
LADD'S GOLF & TURF									
3794	LADD'S GOLF & TURF	01-71765	BLADES - JACOBSEN MOWER	01-050-5120 Maint & Repairs - Equipme	08/08/2025	241.69	.00		
Total LADD'S GOLF & TURF:						241.69	.00		
LASHLY & BAER PC									
3814	LASHLY & BAER PC	081325	PAYTON J. VS VOR SETTLEMENT	01-010-5231 Legal Services - General L	08/13/2025	5,000.00	.00		
Total LASHLY & BAER PC:						5,000.00	.00		
LOWE'S									
4091	LOWE'S	080225 720633	ELECTRICAL SUPPLIES - DOOR AT VH	01-010-5121 Maintenance & Repairs - B	08/02/2025	56.26	.00		
4091	LOWE'S	080225 720633	SCREWDRIVER - PW	01-030-5990 Departmental Operating S	08/02/2025	17.08	.00		
4091	LOWE'S	080225 720633	PULL PLATE & SHELF - LELAND	01-050-5121 Maintenance & Repairs - B	08/02/2025	33.69	.00		
Total LOWE'S:						107.03	.00		
MENARD'S									
4411	MENARD'S	52974	EDGER ROLLER, ANGLED BRUSH & S	01-030-6040 Operating Supplies	07/18/2025	15.96	.00		
4411	MENARD'S	53606	SUPER DUTY HOSE - BRIGE ST PARKI	01-030-5121 Maintenance & Repairs - B	07/28/2025	29.98	.00		
4411	MENARD'S	53609	OSB PLYWOOD FOR SMALL PAVILLIO	01-050-5121 Maintenance & Repairs - B	07/28/2025	865.98	.00		
4411	MENARD'S	53610	TREATED WOOD - PUBLIC NOTICE SI	01-030-6200 Street Sign Install & Rep	07/28/2025	151.09	.00		
4411	MENARD'S	53671	DISH SOAPS & DISHWAND - VH	01-010-5121 Maintenance & Repairs - B	07/29/2025	13.06	.00		
4411	MENARD'S	53671	BALLASAS, DISHSOAP & DISHWAND -	01-030-5121 Maintenance & Repairs - B	07/29/2025	33.32	.00		
4411	MENARD'S	53888	CLEANING SUPPLIES FOR PARK BAT	01-050-5121 Maintenance & Repairs - B	08/01/2025	44.86	.00		
4411	MENARD'S	54126	QUALITY BOARD - PUBLIC NOTICE SI	01-030-6200 Street Sign Install & Rep	08/05/2025	9.08	.00		
4411	MENARD'S	54174	PRO BACKPACK SPRAYER & RM 43 V	01-030-6051 Equipment Purchase	08/06/2025	211.97	.00		
4411	MENARD'S	54174	PRO BACKPACK SPRAYER & RM 43 V	01-050-6051 Equipment Purchase - Non	08/06/2025	211.98	.00		
4411	MENARD'S	54175	BULLCRETE POTHOLE PATCH - PW	01-030-6060 Road Repairs Bulk Materia	08/06/2025	59.96	.00		
4411	MENARD'S	54177	POST, SCREWS, BLK/GOLD LETTERS	01-030-6040 Operating Supplies	08/06/2025	99.28	.00		
4411	MENARD'S	54255	MOLD REMOVER CLEANER - LELAND	01-050-5121 Maintenance & Repairs - B	08/07/2025	31.98	.00		
4411	MENARD'S	54277	OXI CARPET STAIN REMOVER - VH	01-010-5121 Maintenance & Repairs - B	08/07/2025	9.96	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4411	MENARD'S	54318	ANGLE BROOM - PW	01-030-5121 Maintenance & Repairs - B	08/08/2025	11.49	.00		
4411	MENARD'S	54318	CLEANING SUPPLIES - PARKS	01-050-5121 Maintenance & Repairs - B	08/08/2025	20.74	.00		
4411	MENARD'S	54344	RM 43 VEG CONTROL 2.5 GAL - PW	01-030-5121 Maintenance & Repairs - B	08/08/2025	239.97	.00		
4411	MENARD'S	54344	RM 43 VEG CONTROL 2.5 GAL - PARK	01-050-5121 Maintenance & Repairs - B	08/08/2025	239.97	.00		
Total MENARD'S:						2,300.63	.00		
MICHALSEN OFFICE FURNITURE									
4491	MICHALSEN OFFICE FURNITUR	34684	OFFICE CHAIR FOR CLERK	01-012-5990 Department Operating Sup	07/30/2025	279.00	.00		
Total MICHALSEN OFFICE FURNITURE:						279.00	.00		
MILLER ENGINEERING COMPANY									
4611	MILLER ENGINEERING COMPA	740985	DEHUMIDIFIER RESET - VH	01-010-5121 Maintenance & Repairs - B	07/19/2025	175.00	.00		
Total MILLER ENGINEERING COMPANY:						175.00	.00		
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	953422025070	Radio Subscription- PD	01-040-5990 Departmental Operating S	08/01/2025	1,135.00	.00		
Total MOTOROLA SOLUTIONS, INC:						1,135.00	.00		
MUNICIPAL CODE ENFORCEMENT, LLC									
4696	MUNICIPAL CODE ENFORCEME	1611	CODE ENFORCEMENT CONSULTING	01-013-5953 CODE ENFORCEMENT C	08/01/2025	1,896.30	.00		
Total MUNICIPAL CODE ENFORCEMENT, LLC:						1,896.30	.00		
NICOR GAS									
4931	NICOR GAS	072925	VILLAGE HALL	01-010-6010 Building Utilities (Gas& Ele	07/29/2025	78.71	.00		
4931	NICOR GAS	072925	POLICE DEPARTMENT	01-040-6010 Building Utilities (Gas& Ele	07/29/2025	78.71	.00		
Total NICOR GAS:						157.42	.00		
NITE EQUIPMENT, INC.									
4941	NITE EQUIPMENT, INC.	5699	AXLE - MOWING TRAILER	01-050-5120 Maint & Repairs - Equipme	07/11/2025	305.00	.00		
Total NITE EQUIPMENT, INC.:						305.00	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	072825	VILLAGE HALL WATER SERVICE	01-010-6010 Building Utilities (Gas& Ele	07/28/2025	39.45	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4971	NORTH PARK PUBLIC WATER D	072825	POLICE DEPT WATER SERVICE	01-040-6010 Building Utilities (Gas& Ele	07/28/2025	39.45	.00		
4971	NORTH PARK PUBLIC WATER D	072825 20000-	6/3/25-7/1/25 5466 BRIDGE ST	01-030-6010 Building Utilities (Gas&Ele	07/28/2025	116.00	.00		
4971	NORTH PARK PUBLIC WATER D	072825 30000-	6/3/25-7/1/25 6545 WINDFLOWER LN	01-050-6010 Building Utilities (Gas&Ele	07/28/2025	69.31	.00		
4971	NORTH PARK PUBLIC WATER D	072825 90200-	6/3/25-7/1/25 5402 SWANSON	01-030-6010 Building Utilities (Gas&Ele	07/28/2025	38.30	.00		
Total NORTH PARK PUBLIC WATER DIST.:						302.51	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	10011	DEMO OF PAVILLION AT RIVERSIDE -	01-050-7130 Buildings & Facilities - Imp	08/05/2025	8,850.00	.00		
Total NORTHERN ILLINOIS SERVICE:						8,850.00	.00		
PHILLIP HARRIS									
5399	PHILLIP HARRIS	081325	UNIFORM ALLOWANCE	01-040-4612 Uniforms	08/13/2025	204.56	.00		
Total PHILLIP HARRIS:						204.56	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	I5273	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Equipment Rentals	08/14/2025	130.00	.00		
5471	PORT-A-JOHN	I5323	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Equipment Rentals	08/14/2025	130.00	.00		
5471	PORT-A-JOHN	I5324	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	08/14/2025	130.00	.00		
Total PORT-A-JOHN:						390.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	57738	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Consulting Services	08/01/2025	3,274.00	.00		
Total PREMIER TECHNOLOGIES:						3,274.00	.00		
REGION 1 PLANNING COUNCIL									
5665	REGION 1 PLANNING COUNCIL	COG-FY26-001	COUNCIL OF GOV Q1 2026	01-018-5510 Memberships & Dues - Ele	07/31/2025	625.00	.00		
Total REGION 1 PLANNING COUNCIL:						625.00	.00		
RKM METALS, LLC									
5795	RKM METALS, LLC	1028116	36"X60" ALUMINUM SHEET	01-030-6200 Street Sign Install & Rep	08/12/2025	575.67	.00		
Total RKM METALS, LLC:						575.67	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	080125 4000	7/1/25-8/1/25 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	08/01/2025	15.51	.00		
5851	ROCK ENERGY COOPERATIVE	080125 5000	7/1/25-8/1/25 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	08/01/2025	24.51	.00		
5851	ROCK ENERGY COOPERATIVE	080125 8001	7/1/25-8/1/25 MCCURRY	01-030-5411 Electricity - Street Lights	08/01/2025	22.82	.00		
Total ROCK ENERGY COOPERATIVE:						62.84	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	28198	CLEANING - VH	01-010-6021 Cleaning Services	08/01/2025	1,197.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28198	CLEANING - PW	01-030-6021 Cleaning Services	08/01/2025	413.70	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28198	CLEANING - PD	01-040-6021 Cleaning Services	08/01/2025	1,354.50	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28198	CLEANING - PORTER PARK	01-050-6021 Cleaning Services	08/01/2025	341.25	.00		
Total ROCK VALLEY INDUSTRIES, LLC:						3,306.45	.00		
S & H NURSERY									
6221	S & H NURSERY	2610	STRAW MATS & SEED AIDE COVER	01-030-6040 Operating Supplies	07/23/2025	90.00	.00		
Total S & H NURSERY:						90.00	.00		
SHARE CORP									
6401	SHARE CORP	312432	JELL SMELL - CHERRY - PW	01-030-5990 Departmental Operating S	08/07/2025	144.37	.00		
Total SHARE CORP:						144.37	.00		
SHERWIN INDUSTRIES, INC.									
6461	SHERWIN INDUSTRIES, INC.	SS107887-A	GLASS BEADS - STREETS	01-030-6060 Road Repairs Bulk Materia	07/30/2025	210.00	.00		
6461	SHERWIN INDUSTRIES, INC.	SS107887-B	1 WEEK RENTAL OF CRACK SEALER	01-030-5860 Equipment Rentals	07/31/2025	2,000.00	.00		
Total SHERWIN INDUSTRIES, INC.:						2,210.00	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2025-32732	2 YDS TOPSOIL - STREETS	01-030-6060 Road Repairs Bulk Materia	08/02/2025	57.00	.00		
Total SLABAUGH SERVICES:						57.00	.00		
STENSTROM EXCAVATION & BLACKTOP									
6782	STENSTROM EXCAVATION & BL	30602-5	BRIDGE ST PARKING/MARKET - PAY 5	90-010-6300 Bridge St Parking Lot	07/31/2025	92,367.53	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total STENSTROM EXCAVATION & BLACKTOP:						92,367.53	.00		
STRATUS NETWORKS									
6890	STRATUS NETWORKS	232451	MONTHLY FIBER CONNECTION FEE	01-010-5320 Telephone & Data	07/01/2025	1,128.95	.00		
6890	STRATUS NETWORKS	234483	MONTHLY FIBER CONNECTION FEE	01-010-5320 Telephone & Data	08/01/2025	1,113.29	.00		
Total STRATUS NETWORKS:						2,242.24	.00		
TransUnion Risk & Alt Data Sol									
7291	TransUnion Risk & Alt Data Sol	170625-20250	TLOxp CHARGES	01-040-5990 Departmental Operating S	08/01/2025	75.00	.00		
Total TransUnion Risk & Alt Data Sol:						75.00	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390024567	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/04/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390024567	UNIFORMS - PARKS	01-050-4610 Uniforms	08/04/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390024569	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/04/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390024934	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/11/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390024941	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/11/2025	168.83	.00		
7460	UNIFIRST CORPORATION	3390024941	UNIFORMS - PARKS	01-050-4610 Uniforms	08/11/2025	17.56	.00		
Total UNIFIRST CORPORATION:						412.66	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	97478	Farone - Pants / sew on emblems / letteri	01-040-4612 Uniforms	07/28/2025	93.95	.00		
7441	UNIFORM DEN EAST, INC	97601	Coburn - Holster / Button Collar Extender	01-040-4612 Uniforms	08/01/2025	63.00	.00		
7441	UNIFORM DEN EAST, INC	97602	Coburn - Clip-on Tie	01-040-4612 Uniforms	08/01/2025	10.95	.00		
Total UNIFORM DEN EAST, INC:						167.90	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202507079	Planning Services	01-016-5241 Planning Services - Zoning	07/17/2025	2,000.00	.00		
7483	VANDEWALLE & ASSOCIATES	202507081	DRAFT #2 OVERLAY TEXT	01-016-5245 Planning Services - Specia	07/17/2025	1,041.25	.00		
Total VANDEWALLE & ASSOCIATES:						3,041.25	.00		
WEX BANK									
7663	WEX BANK	106332698	FUEL-PW	01-030-6030 Gasoline & Oil	07/31/2025	361.02	.00		
7663	WEX BANK	106332698	FUEL - PARKS	01-050-6030 Gasoline & Oil	07/31/2025	336.75	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7663	WEX BANK	106341554	FUEL-PD	01-040-6030 Gasoline & Oil	07/31/2025	5,634.24	.00		
Total WEX BANK:						6,332.01	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13619	INTERNET SERVICE/PUBLIC IP ADDR	01-010-5953 IT - Maintenance & Service	07/31/2025	55.00	.00		
Total WINNEBAGO COUNTY FINANCE OFFICE:						55.00	.00		
WINNEBAGO COUNTY TREASURER									
7801	WINNEBAGO COUNTY TREASU	04-33-129-012	2024 PROP TAX - 11243 MAIN ST	01-010-9000 Contingency	08/01/2025	3,265.45	.00		
7801	WINNEBAGO COUNTY TREASU	04-33-180-001	2024 PROP TAX - 5473 HODGES RN	01-010-9000 Contingency	08/01/2025	320.43	.00		
7801	WINNEBAGO COUNTY TREASU	04-33-180-002	2024 PROP TAX - 5487 HODGES RN	01-010-9000 Contingency	08/01/2025	300.04	.00		
7801	WINNEBAGO COUNTY TREASU	04-33-180-003	2024 PROP TAX - 5459 HODGES RN	01-010-9000 Contingency	08/01/2025	182.77	.00		
7801	WINNEBAGO COUNTY TREASU	04-33-251-009	2024 PROP TAX - 5501 HODGES RN	01-010-9000 Contingency	08/01/2025	195.81	.00		
7801	WINNEBAGO COUNTY TREASU	04-33-382-007	2024 PROP TAX - 5466 BRIDGE ST	01-010-9000 Contingency	08/01/2025	2,158.48	.00		
7801	WINNEBAGO COUNTY TREASU	08-10-176-003	2023 PROP TAX - MCDONALD RD	01-010-9000 Contingency	08/01/2025	154.75	.00		
7801	WINNEBAGO COUNTY TREASU	08-10-176-003	2024 PROP TAX - MCDONALD RD	01-010-9000 Contingency	08/01/2025	162.13	.00		
7801	WINNEBAGO COUNTY TREASU	08-10-251-021	2024 PROP TAX - WINDFLOWER LN	01-010-9000 Contingency	08/01/2025	6.58	.00		
Total WINNEBAGO COUNTY TREASURER:						6,746.44	.00		
WOW Full Service Carwash & Detail Center									
6161	WOW Full Service Carwash & Det	073125 PD	CAR WASHES - PD	01-040-5120 Maintenance & Repairs - V	07/31/2025	46.00	.00		
Total WOW Full Service Carwash & Detail Center:						46.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	6756-R	PRIMER/SEALER - PUBLIC NOTICE SI	01-030-6200 Street Sign Install & Rep	07/30/2025	25.99	.00		
102	ZIEGLER'S ACE HARDWARE	6780-R	PINE SOL CLEANER - PARKS	01-050-5121 Maintenance & Repairs - B	08/08/2025	15.99	.00		
Total ZIEGLER'S ACE HARDWARE:						41.98	.00		
Grand Totals:						240,023.07	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Department Key

010 Administration
012 Village Clerk
015 Liability Insurance
030 Public Works
040 Police/Public Safety
050 Parks and Recreation

Dated: _____

Administrator: _____

Trustees: _____

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

Report Criteria:

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 7.

Agenda Item: Class “C” (Package Store Full Liquor) liquor license to US Petro Inc. d/b/a Luna Food Mart

Date: 8/13/2025

Meeting: Liquor Commission 08/19/2025

Prepared by: Janel

Department: Licenses and Permits

Overview/Background Information

GPM is converting both Fas Mart locations in Roscoe from retail to wholesale operations, and transferring all day-to-day operations to US Petro Inc. GPM will continue to supply fuel and sell alcohol until the transition on 9/11/2025, by which time US Petro aims to secure all necessary liquor license approvals and take over all operations.

US Petro will lease the premises and related equipment, operate them as convenience stores with fuel sales, and assume responsibility for taxes, utilities, insurance, and maintenance, while complying with specified use restrictions and operational standards.

Key Issues

When US Petro’s new liquor licenses are approved and the transition is finalized, the current Fas Mart liquor licenses, (#464-25 and #465-25) will be surrendered. At no time will there be more than eight Class “C” licensed establishments.

Fiscal Note/Budget Impact

\$500.00 Non-refundable application fee received for each location

The Class “C” Liquor License is \$3000 but after June 30th are pro-rated to \$1500 each.

Prior Legislative Actions

Action Required/Recommendation

Attachments

Liquor License Applications



10631 Main Street, P.O. Box 283, Roscoe IL 61073
Phone) 815-623-2829 Fax) 815-623-1360 Email) jreidinger@villageofroscoe.com
RETAIL LIQUOR DEALER'S LICENSE APPLICATION
§114 of Village of Roscoe Code of Ordinances

SECTION 1: Applicant InformationPrimary Contact Person /Agent: MD Amanur Rashid KhanLicensee: US Petro IncBusiness Name (d/b/a): Luna Food MartMailing Address: 5663 Blue Reef Place, Nokomis, FL 34275Premise Address: 11607 Main St., Roscoe, IL 61073Email: aafarif@yahoo.comBusiness Phone: [REDACTED] Other Phone: _____ Fax: _____**Corporate Information (if applicable)**Illinois Corporate Registration Number: 74899307 Date of Incorporation/Formation: OCTOBER 14, 2024Is corporation in good standing with Illinois Secretary of State: ☒ Yes ☐ No

If foreign corporation, date qualified to do business in Illinois: _____

Dram Shop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Hadron Specialty Insurance Company, Nautilus Insurance Company & NorGUARD Insurance CompanyAddress: 1825 Lockeway Drive, #205, Alpharetta, GA 30004Policy Number: CSRM009988 Coverage Limits: \$2,000,000**Anticipated Revenue**

Attach a copy of your financial statement.

Indicate anticipated percentage of total annual revenue from each of the following categories Percentages must total 100%

Alcohol Sales:	<u>9</u>	%
Food Sales:	<u>11</u>	%
General Merchandise (or other):	<u>80</u>	%
Net Terminal Income (gaming revenue):	_____	%

License Information

Check one box. If license class selected is different than previous year a five-hundred-dollar application fee is required.

- | | | | |
|-------------------------------------|-----------------|-------------------------------|------------|
| ☐ | Class A | On & Off Premises Full Liquor | \$4,000.00 |
| ☐ | Class D | On Premise Only Beer & Wine | \$2,500.00 |
| ☐ | Class F | On Premise Only Full Liquor | \$3,000.00 |
| ☐ | Class G | Package Store Beer & Wine | \$2,000.00 |
| ☒ | Class C | Package Store Full Liquor | \$3,000.00 |
| ☐ | Class BL | Boutique Gaming Full Liquor | \$6,000.00 |
| ☐ | Class BP | Brew Pub Full Liquor | \$2,500.00 |
| ☐ | Class CT | Caterer Retailer Full Liquor | \$ 500.00 |
| ☐ | Application Fee | | \$ 500.00 |

(new licenses and license class changes only)



10631 Main Street, P.O. Box 283, Roscoe IL 61073
Phone) 815-623-2829 Fax) 815-623-1360 Email) jreidinger@villageofroscoe.com
RETAIL LIQUOR DEALER'S LICENSE APPLICATION
§114 of Village of Roscoe Code of Ordinances

General Information (applies to anyone listed in Section 2)

Attach a copy of the lease if applicable

Owner of Premises: R&B Express Mart, Inc.Date applicant began liquor sales at this premise: TBD

Illinois Liquor License Number: _____

- | | | |
|------------------------------|--|---|
| ☐ YES | ☒ NO | Has applicant ever made application for a liquor license which was been denied? |
| ☐ YES | ☒ NO | Has applicant ever had any previous liquor license suspended or revoked? |
| ☐ YES | ☒ NO | Has applicant ever been convicted of a felony? |
| ☐ YES | ☒ NO | Has applicant ever been convicted of a gambling offense? |
| ☐ YES | ☒ NO | Do you possess a current federal wagering or gambling device stamp? |
| ☐ YES | ☒ NO | Are you, or is any other person, directly or indirectly in your place of business, a public official? |

* If yes to any of the above, please explain on separate sheet.

SECTION 2: Owner & Officer Information

For every individual applicant, sole owner, partner, member, corporate officer, stockholder or director (whether or not they own any stock), stockholder owning in the aggregate more than 5% of the stock (including, officers, directors and stockholders of more than 5% for all corporate stockholders), manager or agent conducting the business please supply the following information. All not-for-profit organizations and associations must supply the requested information for all officers, directors and managers. Indicate the total percentage of stock of the corporation, if any, which is held by persons who have less than 5% interest.

If additional space is needed, type or print information in the same format and attach the sheet to this application.

1. Name: MD Amanur Rashid KhanTitle: President Percent Ownership: 100Date of Birth: 09/01/1977 Driver's License # [REDACTED] State Issued: FL

2. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

3. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

4. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

5. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____



10631 Main Street, P.O. Box 283, Roscoe IL 61073

Phone) 815-623-2829 Fax) 815-623-1360 Email) jreidinger@villageofroscoe.com

RETAIL LIQUOR DEALER'S LICENSE APPLICATION

§114 of Village of Roscoe Code of Ordinances

SECTION 3. Basset Certification

All new and renewal applications for liquor licenses must be accompanied with proof of completion of a State certified Beverage Alcohol Sellers & Servers Education and Training (BASSET) course for all owners & personnel working at the liquor establishment. This includes all persons who sell or serve alcoholic beverages including all management personnel working on the premises and anyone whose job description entails checking of identification for the purchase of alcoholic beverages pursuant to that license.

Please list all current employees who are required to possess a BASSET certification, the date the certification was issued and the expiration date.

A separate Employee Registration Form is required for all employees. Along with:

A copy of the employee's Basset certificate

A copy of the employee's photo identification

<u>Employee Name</u>	<u>Certification Date</u>	<u>Expiration Date</u>
1 MD Amanur R Khan	06/12/2025	
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VILLAGE of
ROSCOE

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RETAIL LIQUOR DEALER'S LICENSE APPLICATION

§114 of Village of Roscoe Code of Ordinances

Item # 7.

AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, swear or affirm that the matters in the foregoing application are true and correct, are made upon my personal knowledge and information, are, made for the purpose of requesting the VILLAGE OF ROSCOE to issue the license herein applied for. I further swear or affirm that the applicant will not violate any of the laws of the UNITED STATES of AMERICA, VILLAGE of ROSCOE, or the STATE of ILLINOIS, in particular, the LIQUOR CONTROL ACT AND THE CIVIL RIGHTS THEREOF.

I further swear or affirm that I have read and understand the Village of Roscoe Code of Ordinances, specifically as they relate to the control and sale of alcoholic beverages in the Village of Roscoe, including the revenue requirements for the requested liquor license classification and agree to abide by such laws and regulations.

(SIGNATURE OF APPLICANT OR AUTHORIZED AGENT)

(SIGNATURE OF APPLICANT OR AUTHORIZED AGENT)

President

(TITLE OR POSITION)

(TITLE OR POSITION)

8/12/23
(DATE SIGNED)

(DATE SIGNED)

AFFIRM: Arif Khairuddin, CPA,CISA,FCA
(SECRETARY)

(DATE SIGNED)

STATE OF Florida

COUNTY OF Broward) SS



SUBSCRIBED AND SWORN TO BEFORE ME

THIS 12 DAY OF Aug

NOTARY PUBLIC

2025 LIQUOR LICENSES

Class A	
FIESTA CANCUN AUTHENTIC MEXICAN RESTAURANT OF ROSCOE, INC. dba FIESTA CANCUN MEXICAN RESTAURANT	460-25
PENNY INC dba QUIK MART	462-25
SCHNUCK MARKETS INC DBA SCHNUCKS MARKET	458-25
DORIS DESCHLER INC dba WHIFFLETREE BAR & GRILL	457-25
MARY'S MARKET ROSCOE LLC	500-25
Class BL	
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 6	496-25
ANNAS CAFE LLC – ROSCOE dba ANNA'S LUCKY 777 UNIT 4	493-25
MILLION MILE LLC dba CECE'S LUCKY SLOTS	482-25
DANDY'S INC dba DANDY'S SLOTS	488-25
EMPIRE SLOTS ROSCOE LLC dba ROYALTY SLOTS	494-25
JACKPOT JOE'S LLC dba JACKPOT JOE'S	442-25
ADRI'S GAMING BOUTIQUE, INC dba LUCKY HORSESHOE	480-25
SUZZIE, LLC dba MAMA SUE'S DELI & SLOTS	484-25
NEXT STOP ENTERPRISES LLC dba NEXT STOP GAMING	481-25
PIPITONE INC dba SLOTS OF FORTUNE	467-25
A G P 18 INCORPORATED dba SLOTS OF FORTUNE	492-25
Class C	
CASEY'S RETAIL COMPANY dba CASEY'S GENERAL STORE #3536	479-25
HIGHLAND PARK CVS LLC dba CVS/PHARMACY #8524	449-25
GPM MIDWEST, LLC dba FAS MART #5155	464-25
GPM MIDWEST, LLC dba FAS MART #5224	465-25
KELLEY WILLIAMSON CO dba HONONEGAH MOBIL	443-25
KELLEY WILLIAMSON CO dba ROSCOE MOBIL	444-25
THORNTONS LLC dba THORNTONS #331	489-25
WALGREEN CO dba WALGREENS #6001	451-25

Class F	
RJR GAMING INC dba BENNY'S SLOTS WINE & SPIRITS	491-25
HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB	447-25
LOU'S TAP, INC dba LOUIE'S TAP HOUSE	477-25
RYBO VENTURES INC dba POISON IVY PUB	459-25
VFW POST #2955 dba VFW POST 2955	450-25
PIETRO'S OF ROSCOE LLC dba PIETRO'S PIZZERIA	498-25
WHISKEY HOTEL BARBECUE LLC dba WHISKEY HOTEL BARBECUE	501-25
Class G	
LOVES TRAVEL STOPS & COUNTRY STORE dba LOVE'S TRAVEL STOP #322	441-25
SPEEDWAY LLC dba SPEEDWAY 3962	485-25
Class CT	
PERFECTLY SEASONED LLC dba PERFECTLY SEASONED	490-25
HOFFMAN HOUSE OF EAST ROCKFORD INC dba FIREHOUSE PUB	502-25
Class D	
USKANA HOSPITALITY GROUP dba JESSICA'S RESTAURANT	499-25
TOMAR LLC dba 815 PIZZA	497-25
Class BP	
Class T	
Notes	

Liquor License Classifications	Current Fee	Total Licenses	Fee Totals
Class A On & Off Premises (Full Liquor)	\$4,000	5	\$20,000
Class BL Boutique Gaming	\$6,000	11	\$66,000
Class BP Brew Pub	\$2,500	0	\$0
Class C Package Store (Full Liquor)	\$3,000	8	\$24,000
Class D Beer & Wine (on Premises)	\$2,500	2	\$5,000
Class F Full Liquor (on Premises Only)	\$3,000	7	\$21,000
Class G Package Store (Beer & Wine)	\$2,000	2	\$4,000
Class CT - Caterer Retailer	\$500	2	\$1,000
Class T Temporary One Day	\$100	0	\$0
		37	\$141,000



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RETAIL LIQUOR DEALER'S LICENSE APPLICATION
§114 of Village of Roscoe Code of Ordinances

SECTION 1: Applicant InformationPrimary Contact Person /Agent: MD Amanur Rashid KhanLicensee: US Petro IncBusiness Name (d/b/a): Luna Food MartMailing Address: 5663 Blue Reef Place, Nokomis, FL 34275Premise Address: 9095 N. 2nd St., Roscoe, IL 61073Email: aafarif@yahoo.comBusiness Phone: [REDACTED] Other Phone: _____ Fax: _____**Corporate Information (if applicable)**Illinois Corporate Registration Number: 74899307Date of Incorporation/Formation: OCTOBER 14, 2024Is corporation in good standing with Illinois Secretary of State: ☒ Yes ☐ No

If foreign corporation, date qualified to do business in Illinois: _____

Dram Shop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Hadron Specialty Insurance Company, Nautilus Insurance Company & NorGUARD Insurance CompanyAddress: 1825 Lockeway Drive, #205, Alpharetta, GA 30004Policy Number: CSRM009988Coverage Limits: \$2,000,000**Anticipated Revenue**

Attach a copy of your financial statement.

Indicate anticipated percentage of total annual revenue from each of the following categories Percentages must total 100%

Alcohol Sales:	<u>8</u>	%
Food Sales:	<u>11</u>	%
General Merchandise (or other):	<u>81</u>	%
Net Terminal Income (gaming revenue):	_____	%

License Information

Check one box. If license class selected is different than previous year a five-hundred-dollar application fee is required.

- | | | | |
|-------------------------------------|-----------------|-------------------------------|------------|
| ☐ | Class A | On & Off Premises Full Liquor | \$4,000.00 |
| ☐ | Class D | On Premise Only Beer & Wine | \$2,500.00 |
| ☐ | Class F | On Premise Only Full Liquor | \$3,000.00 |
| ☐ | Class G | Package Store Beer & Wine | \$2,000.00 |
| ☒ | Class C | Package Store Full Liquor | \$3,000.00 |
| ☐ | Class BL | Boutique Gaming Full Liquor | \$6,000.00 |
| ☐ | Class BP | Brew Pub Full Liquor | \$2,500.00 |
| ☐ | Class CT | Caterer Retailer Full Liquor | \$ 500.00 |
| ☐ | Application Fee | | \$ 500.00 |
- (new licenses and license class changes only)



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General Information (applies to anyone listed in Section 2)

Attach a copy of the lease if applicable

Owner of Premises: Roscoe Gas LLCDate applicant began liquor sales at this premise: TBD

Illinois Liquor License Number: _____

- ☐ YES ☒ NO Has applicant ever made application for a liquor license which was been denied?
☐ YES ☒ NO Has applicant ever had any previous liquor license suspended or revoked?
☐ YES ☒ NO Has applicant ever been convicted of a felony?
☐ YES ☒ NO Has applicant ever been convicted of a gambling offense?
☐ YES ☒ NO Do you possess a current federal wagering or gambling device stamp?
☐ YES ☒ NO Are you, or is any other person, directly or indirectly in your place of business, a public official?

* If yes to any of the above, please explain on separate sheet.

SECTION 2: Owner & Officer Information

For every individual applicant, sole owner, partner, member, corporate officer, stockholder or director (whether or not they own any stock), stockholder owning in the aggregate more than 5% of the stock (including, officers, directors and stockholders of more than 5% for all corporate stockholders), manager or agent conducting the business please supply the following information. All not-for-profit organizations and associations must supply the requested information for all officers, directors and managers. Indicate the total percentage of stock of the corporation, if any, which is held by persons who have less than 5% interest.

If additional space is needed, type or print information in the same format and attach the sheet to this application.

1. Name:
- MD Amanur Rashid Khan

Title: President Percent Ownership: 100Date of Birth: 09/01/1977 Driver's License # [REDACTED] State Issued: FL

2. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

3. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

4. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

5. Name: _____

Title: _____ Percent Ownership: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____



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SECTION 3. Basset Certification

All new and renewal applications for liquor licenses must be accompanied with proof of completion of a State certified Beverage Alcohol Sellers & Servers Education and Training (BASSET) course for all owners & personnel working at the liquor establishment. This includes all persons who sell or serve alcoholic beverages including all management personnel working on the premises and anyone whose job description entails checking of identification for the purchase of alcoholic beverages pursuant to that license.

Please list all current employees who are required to possess a BASSET certification, the date the certification was issued and the expiration date.

A separate Employee Registration Form is required for all employees. Along with:

A copy of the employee's Basset certificate

A copy of the employee's photo identification

<u>Employee Name</u>	<u>Certification Date</u>	<u>Expiration Date</u>
1 MD Amanur R Khan	06/12/2025	
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RETAIL LIQUOR DEALER'S LICENSE APPLICATION

§114 of Village of Roscoe Code of Ordinances

Item # 8.

AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, swear or affirm that the matters in the foregoing application are true and correct, are made upon my personal knowledge and information, are, made for the purpose of requesting the VILLAGE OF ROSCOE to issue the license herein applied for. I further swear or affirm that the applicant will not violate any of the laws of the UNITED STATES of AMERICA, VILLAGE of ROSCOE, or the STATE of ILLINOIS, in particular, the LIQUOR CONTROL ACT AND THE CIVIL RIGHTS THEREOF.

I further swear or affirm that I have read and understand the Village of Roscoe Code of Ordinances, specifically as they relate to the control and sale of alcoholic beverages in the Village of Roscoe, including the revenue requirements for the requested liquor license classification and agree to abide by such laws and regulations.

(SIGNATURE OF APPLICANT OR AUTHORIZED AGENT)

(SIGNATURE OF APPLICANT OR AUTHORIZED AGENT)

President

(TITLE OR POSITION)

(TITLE OR POSITION)

(DATE SIGNED)

(DATE SIGNED)

AFFIRM: **Arif Khairuddin, CPA,CISA,FCA**
(SECRETARY)

(DATE SIGNED)

STATE OF Florida

COUNTY OF Brevard) SS

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 12 DAY OF Aug

NOTARY PUBLIC



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 9.

Agenda Item: Approval of Resolution 2025-R38, authorizing the execution of a professional services agreement with Place Foundry, LLC to provide economic development consulting services to the Village of Roscoe [I-90 / Rockton Road Corridor].

Date: August 14, 2025

Meeting: Village Board – 8/19/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Place Foundry has been assisting the Village with 1) the development and implementation of the Main Street District Blueprint, 2) the recruitment and formal establishment of the Business District Alliance (BDA) independent of the Village, and consisting of business owners throughout the Village, and 3) economic development planning for the I90/ Rockton Road Corridor.

The initial agreement with Place Foundry has now expired, and with the Main Street District Blueprint now complete, the Village Board has asked Place Foundry to shift away from the implementation of the Main Street Blueprint, and to provide a proposal to that would provide a limited scope of services centered around the I-90 Rockton Road Corridor.

Place Foundry proposes to perform the following representative activities as part of its proposal:

- **Strategic Development Planning:** market analysis update for I-90/Rockton Road, site-specific opportunity packaging, developer recruitment strategy, financial feasibility analyses, and infrastructure coordination with Village departments.
- **Implementation Activities:** developer solicitation/RFQ management, property owner engagement, site planning and concept refinement, regulatory and zoning optimization recommendations, and public-private partnership structuring support.
- **Marketing & Promotion:** corridor marketing materials, developer recruitment packages, commercial tenant recruitment support, and regional promotion.

The proposal contemplates a five-month extension beginning **August 1, 2025**. For **Option A (Task 1 only)** the professional fee is **\$32,500** total (**\$6,500/month** for five months).

Action Required/Recommendation

Approval of **Resolution 2025-38**, authorizing the Village President to execute a professional services agreement with Place Foundry, LLC for **Task 1: Rockton Road Corridor Development** as outlined in the August 5, 2025 proposal, in an amount not to exceed **\$32,500**.

Attachments

- Resolution 2025-R38
- Place Foundry Proposal (August 5, 2025) – Task 1

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R38**

A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH PLACE FOUNDRY, LLC FOR THE PERFORMANCE OF ECONOMIC DEVELOPMENT CONSULTING SERVICES IN RELATION TO THE I-90 / ROCKTON ROAD CORRIDOR.

WHEREAS, to protect the health, safety, and welfare of the residents of the Village of Roscoe, the President and Village Board find it necessary to create and put in place the steps necessary for the long-term economic development of the Village of Roscoe; and

WHEREAS, the Village of Roscoe is in need of consulting services related to the development and implementation of economic development planning along the I90 / Rockton Road corridor; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have determined that it is necessary to have a qualified economic development and planning firm perform such place making and consulting services; and

WHEREAS, Place Foundry, LLC. has experience and the necessary qualifications in performing such services, and 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 engage Place Foundry LLC to assist the Village with its economic development planning.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village Administrator is authorized to execute an agreement on behalf of the Village of Roscoe, Illinois, with Place Foundry, LLC to provide the Village with **economic development consulting services in relation to the I-90 / Rockton road corridor – as IDENTIFIED AS TASK 1**, and attached hereto as **Exhibit “A”**.

[Signature page to Follow]

2025-R38**1st Read:****PASSED BY ROLL CALL VOTE ON:**

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

APPROVED AUGUST 19, 2025**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2025-R38)

Scope of Services – TASK 1 ONLY

AUGUST 5, 2025

VILLAGE OF ROSCOE

5-MONTH CONTRACT EXTENSION PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES

PREPARED FOR:

Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator

PREPARED BY:

David A. Sidney | CEO + Founder
Place Foundry PLLC
dsidney@theplacefoundry.com
theplacefoundry.com

Situation Appraisal

The Village of Roscoe has established a strong foundation through previous planning initiatives:

- Main Street District Blueprint completed with stakeholder consensus
- Initial market analysis and opportunity identification completed
- Property owner engagement frameworks established
- Development concepts prepared for priority sites

This streamlined engagement concentrates on two priority initiatives that deliver maximum economic impact:

1. **Rockton Road Corridor Development**
- Strategic development attraction and implementation
2. **Business District Alliance Formation** -
Establishing sustainable organizational infrastructure

STRATEGIC FOCUS AREAS

Rockton Road Corridor Development:

- I-90 interchange proximity provides exceptional commercial development potential
- Regional traffic patterns support retail and service business attraction
- Infrastructure capacity exists to support strategic development
- Property owner engagement is critical for coordinated development success

Business District Alliance Formation:

- Sustainable organizational structure needed for long-term implementation
- 501(c)(3) establishment provides funding and partnership opportunities
- Business owner coordination essential for district-wide success
- Governance framework required for ongoing economic development initiatives

Scope of Work

TASK 1: ROCKTON ROAD CORRIDOR DEVELOPMENT

Strategic Development Planning:

- Market analysis update for I-90/Rockton Road corridor
- Site-specific opportunity packaging for priority development sites
- Developer recruitment and engagement strategy implementation
- Financial feasibility analysis for targeted development scenarios
- Infrastructure coordination planning with Village departments

Implementation Activities:

- Developer solicitation and RFQ process management as needed
- Property owner engagement and coordination meetings
- Site planning and development concept refinement
- Regulatory and zoning optimization recommendations
- Public-private partnership structuring support

Marketing and Promotion:

- Corridor marketing materials development
- Developer recruitment package creation
- Commercial tenant recruitment support
- Regional promotion strategy implementation
- Success story development and communication

Deliverables:

- Updated market analysis and opportunity assessment
- Developer recruitment materials and RFP documentation
- Site-specific development prospectuses
- Infrastructure coordination recommendations
- Monthly progress reports and quarterly strategic assessments

TASK 2: BUSINESS DISTRICT ALLIANCE FORMATION

Organizational Development:

- 501(c)(3) establishment process management
- Governance structure development and documentation
- Board recruitment and development support
- Operational framework creation
- Initial member recruitment and engagement

Capacity Building:

- Strategic planning facilitation for new organization
- Program development support
- Funding strategy development
- Partnership framework establishment
- Leadership development and training coordination

Implementation Support:

- Legal documentation coordination
- Financial management system establishment
- Communication strategy development
- Event planning and activation support
- Grant identification and application support

Deliverables:

- 501(c)(3) formation documents and legal compliance materials
- Governance structure documentation (bylaws, policies, procedures)
- Strategic plan for Business District Alliance
- Member recruitment and engagement materials
- Funding strategy and grant opportunity assessment

Service Delivery Framework

Item # 9.

INTEGRATED METHODOLOGY

Our approach applies Place Foundry's **Integrated Excellence Approach** across both priority areas:

Phase 1: Strategic Assessment & Launch (Months 1-2)

- Current conditions analysis and opportunity validation
- Stakeholder engagement and priority confirmation
- Resource allocation and timeline establishment
- Business District Alliance formation initiation

Phase 2: Active Implementation (Months 3-7)

- Intensive development recruitment and Alliance operational development
- Coordinated execution across both initiative areas
- Regular stakeholder communication and feedback integration

Phase 3: Completion & Transition (Months 8-9)

- Development project advancement and Alliance full operational launch
- Transition planning for Village-led continuation
- Success measurement and documentation

COMMUNICATION PROTOCOL

- **Bi-weekly Updates:** Email updates to Carol and Josef
- **Monthly Reports:** Comprehensive progress reports to Village Board
- **Quarterly Presentations:** In-person strategic sessions with Trustees (3 total)
- **Ad Hoc Support:** Responsive assistance for time-sensitive opportunities

ANTICIPATED SERVICE ALLOCATION

PLACE MAPPING (15%)

- Market analysis updates and opportunity tracking
- Performance metrics monitoring
- Economic impact assessment

PLACE BLUEPRINT (25%)

- Development scenario planning and visualization
- Site-specific opportunity packaging
- Financial feasibility analysis

PLACE STORYTELLING (20%)

- Marketing materials development
- Stakeholder communication
- Success story development

PLACE IMPLEMENTATION (40%)

- Developer/Retailer recruitment and engagement
- Business District Alliance formation
- Grant writing and funding strategy
- Project management across all initiatives

Pricing

5-MONTH CONTRACT EXTENSION

Professional Fee:

OPTION A: TASK 1 ONLY	\$32,500 (\$6,500 per month)
OPTION B: TASK 1 + TASK 2	\$39,500 (\$7,900 per month)

Included Services:

- All activities outlined in Rockton Road Development and Business District Alliance formation
- Bi-weekly updates to Village leadership (adjusted from weekly)
- Monthly progress reports to Village Board
- Quarterly strategic planning sessions (3 total)
- Project management and coordination
- David Sidney as dedicated Project Principal
- Support staff for analysis and implementation

Payment Terms:

- Monthly invoicing through QuickBooks Online
- Net 30 payment terms
- Contract term: 5 months beginning August 1, 2025

EXPECTED OUTCOMES

ROCKTON ROAD CORRIDOR

- Active developer engagement on 2-3 priority sites
- Completed development feasibility analyses
- Advanced development agreements or commitments
- Enhanced corridor marketing and regional visibility
- Coordinated infrastructure planning

BUSINESS DISTRICT ALLIANCE

- Functioning 501(c)(3) organization with active board
- Established operational framework and governance structure
- Initial membership base of 12-15 local businesses
- 1-2 grant applications submitted with funding strategy
- Foundation for ongoing programming and business support services
- Spring 2026 Event

Risks & Assumptions

RISKS

- Economic conditions may affect development feasibility timelines
- Property owner decisions may impact development coordination
- Volunteer capacity for Business District Alliance may require ongoing development

ASSUMPTIONS

- Village staff will provide active support and coordination
- Property owners will maintain engagement in development discussions
- Business community will support Alliance formation efforts
- Village Board will maintain strategic support for both initiatives

Contract Extension Agreement

This 5-Month Contract Extension Agreement is entered between the Village of Roscoe, Illinois and Place Foundry PLLC, extending our previous professional consulting relationship for continued services focused on Rockton Road corridor only or Rockton Road corridor and Business District Alliance formation.

Extension Period: 5 months beginning August 1, 2025 through December 31, 2025

Extension Scope: Professional consulting services as defined in this proposal's scope of work, building upon previous planning work completed in 2024-2025.

Key Personnel: David Sidney as Principal-In-Charge and Jeff Macke as Project Manager

Payment Terms: Monthly invoicing, Net 30 days

Previous Work Reference: This extension builds upon the previous planning initiatives completed under our 2024-2025 engagements.

ACCEPTANCE

THE CONTRACT/AGREEMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE.

I/we, the undersigned, authorize Place Foundry PLLC to provide the professional services outlined above at (please section Option):

_____ OPTION A: \$6,500/month for 5 months and agree that I/we are familiar with and accept the above terms.

_____ OPTION B: \$7,900/month for 5 months and agree that I/we are familiar with and accept the above terms.

CLIENT: Village of Roscoe

CONSULTANT: Place Foundry PLLC

SIGNATURE	SIGNATURE
DATE ACCEPTED	NAME
TITLE	TITLE
DATE ACCEPTED	DATE PROPOSED

PLACE
foundry

Place Foundry LLC
728 North Prospect Street
Suite 101
Rockford, IL 61107

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 10.

Agenda Item: Approval of Resolution 2025-R39, authorizing the execution of a professional services agreement with Place Foundry, LLC to provide economic development consulting services to the Village of Roscoe [**Business District Alliance Assistance**].

Date: August 14, 2025

Meeting: Village Board – 8/19/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Place Foundry has been assisting the Village with 1) the development and implementation of the Main Street District Blueprint, 2) the recruitment and formal establishment of the Business District Alliance (BDA) independent of the Village, and consisting of business owners throughout the Village, and 3) economic development planning for the I90/ Rockton Road Corridor.

The Village Board requested that Task 2 of Place Foundry's August 5, 2025 proposal — which focuses on continued support for the BDA — be considered under a separate resolution from the Rockton Road Corridor work. This separation allows the Board to review and approve the scope and cost for each initiative independently.

With the BDA now in the processes of formally establishing itself, this proposal would allow Place Foundry to continue providing organizational and operational support as the Alliance gets off the ground, ensuring a strong and sustainable start for this new business-led entity. Proposed services include assistance with finalizing 501(c)(3) formation documents, governance policies, an organizational strategic plan, member recruitment and engagement materials, and assessments of funding opportunities.

The proposal contemplates a five-month extension beginning **August 1, 2025**. For **Task 2 only** the professional fee is **\$7,000** total (**\$1,400/month** for five months), invoiced monthly with **Net 30** terms.

Action Required/Recommendation

Approval of **Resolution 2025-38**, authorizing the Village President to execute a professional services agreement with Place Foundry, LLC for **Task 2: Business District Alliance Assistance** as outlined in the August 5, 2025 proposal, in an amount not to exceed **\$7,000**.

Attachments

- Resolution 2025-R39
- Place Foundry Proposal (August 5, 2025) – Task 2

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2025-R39**

**A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO A
PROFESSIONAL SERVICES AGREEMENT WITH PLACE FOUNDRY, LLC
FOR THE PERFORMANCE OF ECONOMIC DEVELOPMENT
CONSULTING SERVICES IN RELATION TO THE BUSINESS DISTRICT
ALLIANCE**

WHEREAS, to protect the health, safety, and welfare of the residents of the Village of Roscoe, the President and Village Board find it necessary to create and put in place the steps necessary for the long-term economic development of the Village of Roscoe; and

WHEREAS, the Village of Roscoe is in need of consulting services related to the development recruitment and formal establishment of the Business District Alliance; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have determined that it is necessary to have a qualified economic development and planning firm perform such place making and consulting services; and

WHEREAS, Place Foundry, LLC. has experience and the necessary qualifications in performing such services, and 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 engage Place Foundry LLC to assist the Village with its economic development planning.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village Administrator is authorized to execute an agreement on behalf of the Village of Roscoe, Illinois, with Place Foundry, LLC to provide the Village with **economic development consulting services in relation to** recruitment and formal establishment of the Business District Alliance – **as IDENTIFIED AS TASK 2**, and attached hereto as **Exhibit “A”**.

[Signature page to Follow]

2025-R39**1st Read:****PASSED BY ROLL CALL VOTE ON:**

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

APPROVED AUGUST 19, 2025**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2025-R39)

Scope of Services – TASK 2 ONLY

AUGUST 5, 2025

VILLAGE OF ROSCOE

5-MONTH CONTRACT EXTENSION PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES

PREPARED FOR:

Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator

PREPARED BY:

David A. Sidney | CEO + Founder
Place Foundry PLLC
dsidney@theplacefoundry.com
theplacefoundry.com

Situation Appraisal

The Village of Roscoe has established a strong foundation through previous planning initiatives:

- Main Street District Blueprint completed with stakeholder consensus
- Initial market analysis and opportunity identification completed
- Property owner engagement frameworks established
- Development concepts prepared for priority sites

This streamlined engagement concentrates on two priority initiatives that deliver maximum economic impact:

1. **Rockton Road Corridor Development**
- Strategic development attraction and implementation
2. **Business District Alliance Formation** -
Establishing sustainable organizational infrastructure

STRATEGIC FOCUS AREAS

Rockton Road Corridor Development:

- I-90 interchange proximity provides exceptional commercial development potential
- Regional traffic patterns support retail and service business attraction
- Infrastructure capacity exists to support strategic development
- Property owner engagement is critical for coordinated development success

Business District Alliance Formation:

- Sustainable organizational structure needed for long-term implementation
- 501(c)(3) establishment provides funding and partnership opportunities
- Business owner coordination essential for district-wide success
- Governance framework required for ongoing economic development initiatives

Scope of Work

TASK 1: ROCKTON ROAD CORRIDOR DEVELOPMENT

Strategic Development Planning:

- Market analysis update for I-90/Rockton Road corridor
- Site-specific opportunity packaging for priority development sites
- Developer recruitment and engagement strategy implementation
- Financial feasibility analysis for targeted development scenarios
- Infrastructure coordination planning with Village departments

Implementation Activities:

- Developer solicitation and RFQ process management as needed
- Property owner engagement and coordination meetings
- Site planning and development concept refinement
- Regulatory and zoning optimization recommendations
- Public-private partnership structuring support

Marketing and Promotion:

- Corridor marketing materials development
- Developer recruitment package creation
- Commercial tenant recruitment support
- Regional promotion strategy implementation
- Success story development and communication

Deliverables:

- Updated market analysis and opportunity assessment
- Developer recruitment materials and RFP documentation
- Site-specific development prospectuses
- Infrastructure coordination recommendations
- Monthly progress reports and quarterly strategic assessments

TASK 2: BUSINESS DISTRICT ALLIANCE FORMATION

Organizational Development:

- 501(c)(3) establishment process management
- Governance structure development and documentation
- Board recruitment and development support
- Operational framework creation
- Initial member recruitment and engagement

Capacity Building:

- Strategic planning facilitation for new organization
- Program development support
- Funding strategy development
- Partnership framework establishment
- Leadership development and training coordination

Implementation Support:

- Legal documentation coordination
- Financial management system establishment
- Communication strategy development
- Event planning and activation support
- Grant identification and application support

Deliverables:

- 501(c)(3) formation documents and legal compliance materials
- Governance structure documentation (bylaws, policies, procedures)
- Strategic plan for Business District Alliance
- Member recruitment and engagement materials
- Funding strategy and grant opportunity assessment

Service Delivery Framework

Item # 10.

INTEGRATED METHODOLOGY

Our approach applies Place Foundry's **Integrated Excellence Approach** across both priority areas:

Phase 1: Strategic Assessment & Launch (Months 1-2)

- Current conditions analysis and opportunity validation
- Stakeholder engagement and priority confirmation
- Resource allocation and timeline establishment
- Business District Alliance formation initiation

Phase 2: Active Implementation (Months 3-7)

- Intensive development recruitment and Alliance operational development
- Coordinated execution across both initiative areas
- Regular stakeholder communication and feedback integration

Phase 3: Completion & Transition (Months 8-9)

- Development project advancement and Alliance full operational launch
- Transition planning for Village-led continuation
- Success measurement and documentation

COMMUNICATION PROTOCOL

- **Bi-weekly Updates:** Email updates to Carol and Josef
- **Monthly Reports:** Comprehensive progress reports to Village Board
- **Quarterly Presentations:** In-person strategic sessions with Trustees (3 total)
- **Ad Hoc Support:** Responsive assistance for time-sensitive opportunities

ANTICIPATED SERVICE ALLOCATION

PLACE MAPPING (15%)

- Market analysis updates and opportunity tracking
- Performance metrics monitoring
- Economic impact assessment

PLACE BLUEPRINT (25%)

- Development scenario planning and visualization
- Site-specific opportunity packaging
- Financial feasibility analysis

PLACE STORYTELLING (20%)

- Marketing materials development
- Stakeholder communication
- Success story development

PLACE IMPLEMENTATION (40%)

- Developer/Retailer recruitment and engagement
- Business District Alliance formation
- Grant writing and funding strategy
- Project management across all initiatives

Pricing

5-MONTH CONTRACT EXTENSION

Professional Fee:

OPTION A: TASK 1 ONLY	\$32,500 (\$6,500 per month)
OPTION B: TASK 1 + TASK 2	\$39,500 (\$7,900 per month)

Included Services:

- All activities outlined in Rockton Road Development and Business District Alliance formation
- Bi-weekly updates to Village leadership (adjusted from weekly)
- Monthly progress reports to Village Board
- Quarterly strategic planning sessions (3 total)
- Project management and coordination
- David Sidney as dedicated Project Principal
- Support staff for analysis and implementation

Payment Terms:

- Monthly invoicing through QuickBooks Online
- Net 30 payment terms
- Contract term: 5 months beginning August 1, 2025

EXPECTED OUTCOMES

ROCKTON ROAD CORRIDOR

- Active developer engagement on 2-3 priority sites
- Completed development feasibility analyses
- Advanced development agreements or commitments
- Enhanced corridor marketing and regional visibility
- Coordinated infrastructure planning

BUSINESS DISTRICT ALLIANCE

- Functioning 501(c)(3) organization with active board
- Established operational framework and governance structure
- Initial membership base of 12-15 local businesses
- 1-2 grant applications submitted with funding strategy
- Foundation for ongoing programming and business support services
- Spring 2026 Event

Risks & Assumptions

RISKS

- Economic conditions may affect development feasibility timelines
- Property owner decisions may impact development coordination
- Volunteer capacity for Business District Alliance may require ongoing development

ASSUMPTIONS

- Village staff will provide active support and coordination
- Property owners will maintain engagement in development discussions
- Business community will support Alliance formation efforts
- Village Board will maintain strategic support for both initiatives

Contract Extension Agreement

This 5-Month Contract Extension Agreement is entered between the Village of Roscoe, Illinois and Place Foundry PLLC, extending our previous professional consulting relationship for continued services focused on Rockton Road corridor only or Rockton Road corridor and Business District Alliance formation.

Extension Period: 5 months beginning August 1, 2025 through December 31, 2025

Extension Scope: Professional consulting services as defined in this proposal's scope of work, building upon previous planning work completed in 2024-2025.

Key Personnel: David Sidney as Principal-In-Charge and Jeff Macke as Project Manager

Payment Terms: Monthly invoicing, Net 30 days

Previous Work Reference: This extension builds upon the previous planning initiatives completed under our 2024-2025 engagements.

ACCEPTANCE

THE CONTRACT/AGREEMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE.

I/we, the undersigned, authorize Place Foundry PLLC to provide the professional services outlined above at (please section Option):

_____ OPTION A: \$6,500/month for 5 months and agree that I/we are familiar with and accept the above terms.

_____ OPTION B: \$7,900/month for 5 months and agree that I/we are familiar with and accept the above terms.

CLIENT: Village of Roscoe

CONSULTANT: Place Foundry PLLC

SIGNATURE	SIGNATURE
DATE ACCEPTED	NAME
TITLE	TITLE
DATE ACCEPTED	DATE PROPOSED

PLACE
foundry

Place Foundry LLC
728 North Prospect Street
Suite 101
Rockford, IL 61107