



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, June 03, 2025
[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

- [1.](#) **Approval of the Minutes** for the meeting of the Committee of the Whole from **May 6, 2025**.
- [2.](#) **Approval of the Minutes** for the meeting of the Committee of the Whole from **May 20, 2025**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

- 3. Project Updates:**
 - Purchase of 10517 Main Street
 - Development of Rockton Road & Willowbrook Road
 - Subdivision Signs

NEW BUSINESS

- [4.](#) **Discussion and Recommendation** of approving **Allegion Access Technologies LLC (Stanley Access Technologies)** for the quoted amount of **\$8,048.00** for the installation of the **ADA automatic door openers at Village Hall**.
- [5.](#) **Discussion and Recommendation** of amending **Section §13-355** of the Village of Roscoe Code of Ordinances to require tall grass and weeds to be cut prior to reaching a height of 8 inches (currently 12 inches).
- [6.](#) **Discussion and Recommendation** of an amendment to the Village's Liquor Code clarifying the requirement for a License Holder to maintain order within a Licensed Establishment.
- [7.](#) **Discussion and Recommendation** of Bid Specifications for **Hodges Run Small Business Incubator Site**

- 8. Discussion and Recommendation** of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [On-Call Services].

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, May 06, 2025

CALL TO ORDER

Village Administrator, Joe Kurlinkus called meeting to order at 7:35

ROLL CALL

Mr. Kurlinkus requested the 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

No minutes to be approved yet new board.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No public comments.

NEW BUSINESS

- 1. Discussion and Recommendation** of approving **Northern Illinois Service Company** for the quoted amount of **\$8,850.00** for the demolition of the Riverside Park Pavilion.

Troy Taylor Public Works Director stated that the pavilion at Riverside Park is an eye sore. It needs to be torn down and all debris removed requested 4 proposals and 2 came in. The lowest Bid was Northern Illinois Service Company at \$ 8,850.

Joe Kurlinkus recommend a motion for an approval. The motion was made by Trustee Wright, seconded by Trustee Sima. Voting yes: Trustees Broda, Mead, Sima, Wright, Babcock, Plock 6-0-0.

2. Discussion and Recommendation of engaging Fehr Graham & Associates, LLC for **design engineering services** for a **pedestrian crosswalk at the intersection of Main Street & Bridge Street**.

Brandon Boggs, Village Engineer stated the proposal is for the design and engineering of the two ADA ramps that must be on each side of the intersection crosswalk on Bridge Street and Main Street. This is required by the ADA Board and the State of Illinois.

The intersection is under the Winnebago County Highway Department's jurisdiction. The county is asking for a design for the crosswalk before it can be approved for a permit.

Mr. Boggs stated that he has reached out to Fehr Graham & Associates to solicit a design engineering proposal along with bidding services. A cost estimated will be prepared. The project will come back to the board for an approval.

Trustee Sima asked about the completion date if approved. Tyler Nelson from Fehr Graham anticipates a design within a month in a half. After design is done, the project should take about a month to complete.

Trustee Plock wanted to know what the cost would be. The cost for the design is \$9,900 and bidding services is \$2,300. Totaling \$12,200.

Joe Kurlinkus asked the committee for a recommendation for approval. A motion was made by Trustee Wright, seconded by Trustee Sima. Voting yes: Trustees Babcock, Mead, Plock, Wright, Sima, Broda 6-0-0.

3. Discussion of **Willowbrook & Rockton Road** Intersection Improvement Project.

The Developers (First Midwest Group) is looking to develop and build on the property west of Loves Truck Stop.

The Village of Roscoe has IDOT approved designs for the intersection including the designated right of way. First Midwest Group asked that the Village 'give up' the right of way requirement so that they (First Midwest Group) can max out the size of their parcel for a Starbucks and

some other yet to be determined tenant. Committee discussion concluded that: the right of way is needed for future development; the design of the intersection has been IDOT approved; and to eliminate the right of way would jeopardize any other development at that intersection.

Midwest's request was denied.

Joe Kurlinkus has asked the board to motion to maintain the right of way as designed. The motion was made by Trustee Plock, seconded by Trustee Wright. Voting yes: Trustees Sima, Mead, Broda, Babcock, Plock, Wright 6-0-0.

- 4. Discussion and Recommendation of** declaring certain items of personal property surplus, and authorizing their sale and disposition. [F550 Crew Cab Dump Truck, F550 Dump Truck, Peterbilt Dump Truck, Case Loader, JGL bucket lift, and Dayna Weld trailer]

Discussion and Recommendation of selling personal property and authorizing the sale and disposition.

F 550 Crew Cab Dump Truck, F 550 Dump Truck, Peterbilt Dump Truck, Case Loader, JGL bucket lift, and Dayna Weld Trailer.

Trustee Babcock asked Troy Taylor if all of the items have been replaced, Troy said yes.

Troy stated that the dump trucks will go to the Enterprise auction Site. The truck value is about \$50,000.

Joe Kurlinkus asked for a motion to declare the items surplus. Motion was made by Trustee Sima, seconded by Wright. Voting yes: Trustees Babcock, Broda, Sima, Mead, Plock, Wright 6-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No public comments

PRESENTATIONS

Staff Introductions and Departmental Overviews

Bradon Boggs reported that Phase 2 environment study will take 35 days. The report should be done by the end of June.

Bridge Street is going well. Concrete will be next week. Paving will be the following week. They are on schedule and is expected to be done on time.

Trustee Wright stated that the VFW has informed us that they have 23 participates to join in the parade this year.

Trustee Plock stated that a resident has reached out to him about the Hawks Point Trail for a stop sign. Brandon has advised that the Village should take ownership by the end of the summer. Improvements done first. Trustee Wright asked about Sparrow Road to put a Yield sign. Bradon will be going out into the field to see if Yield and Stop signs are warranted.

Zoning board will be meeting this week. There will be some zoning changes that need to be addressed.

Hononegah High School can no longer participate in the construction of the incubator and structures. The construction class was eliminated due to low enrollment.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Motion was made to Adjourn the meeting Motion was made by Trustee Babcock, seconded by Trustee Plock. All in favor Yes.

Meeting was Adjourned @ 8:22.



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, May 20, 2025

CALL TO ORDER

Administrator Joe Kurlinkus call the meeting to order @ 7:50

ROLL CALL

PRESENT

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

ABSENT

Trustee Justin Plock

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **May 6, 2025.**

Motion to layover the minutes until next meeting.

Motion was made by Trustee Sima, seconded by Trustee Wright. Voting yes: Trustees Sima, Mead, Babcock, Wright, Broda 5-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No public comments

OLD BUSINESS

No old Business at this time.

NEW BUSINESS

1. Biennial Nomination and **Selection of Chairperson** for the Committee of the Whole.

Every Two years someone from the Board of Trustees is selected to be the

Chairperson for the Committee of the Whole.

Trustee Mead asked what the position all entails. Joe Kurlinkus explained that the position chairs the Committee of the Whole.

Trustee Broda nominated Trustee Mike Wright; seconded by Trustee Mead. Voting yes: Trustees Sima, Babcock, Mead, Broda, Wright 5-0-0.

2. Approval of Bid Specifications and Bid Letting for Class "D" Patching Program (2025).

Approval of Bid Specifications for Class "D" Patching Program.

Brandon Boggs stated that the program is done every year. Last year's budget was \$75,000. This year's budget is \$100,000. Last year we were not successful in obtaining any bids. Brandon and Troy decided to change it up and list all the locations that need to be patched prior to the bidding. Once the bid specs go out, bidders will have 10 days to respond.

Bradon explained the difference between potholes and patching. Brandon also stated that they are looking into government funding to repair and improve our roads.

The motion was made by Trustee Broda, second by Trustee Sima. Voting yes: Trustees Babcock, Sima, Broda, Wright, Mead 5-0-0.

3. Discussion and Recommendation of a Text Amendment revising the Village of Roscoe Zoning Ordinance Article XIII relating to Planned Unit Developments.

ZBA recommends approval voting 5-0-0 on May 14, 2025

Evan Hoyer Zoning consultant from Vanderwall Mr. Hoyer recommendations of a Text Amendment revising the Village of Roscoe Zoning Ordinance Article XIII relating to Planned Unit Developments.

The recommend change is to adapt a 2 stop process and a General Developemnt plan and a Precise Implementation Plan.

Trustee Sima stated that it would make it easier for the applicants. Trustee Broda agreed.

The Motion was made by Trustee Broda, seconded by Trustee Wright. Voting yes: Trustee Mead, Sima, Babcock, Wright, Broda 5-0-0.

4. Discussion of the current hours of operation for Village parks, as established in Section 5-1 of the Village Code of Ordinances.

Discussion was held on the current hours of operations for the Village parks.

Section 5-1 of the Village Code of Ordinances states. The park hours are from 6 am to 10:30 pm every day.

Modifying hours for Chicory Ridge Park was only discussed.

Trustee Wright stated he went out to Chicory Ridge he talked with residents about park lighting. Some responded that they would like the park to be closed earlier to curtail vandalism.

A motion for dawn to dusk hours for Chicory Ridge Park. Motion was made by Trustee Broda, seconded by Trustee Wright. Voting yes: Trustee Sima, Wright, Broda, Mead, Babcock 5-0-0.

5. Discussion of Economic Development Consulting Services for the Village of Roscoe, and the existing professional services agreement with Place Foundry, LLC to provide on-call economic development consulting services to the Village of Roscoe.

Discussion of Economic Development Consulting Services for the Village of Roscoe with Place Foundry, LLC.

Trustee Wright asked what are the 3 priorities for the village. Trustee Sima asked if we anticipating it shifting more towards I-90 & Rockton Road. Are there things on Main Street that could be finished up? What phase are we in on Main Street?

David Sidney from Place Foundry, LLC stated that getting the Business District Alliance off and running and that being successful with a group of solid core business leaders, community members leadership from the Village is the key. He believes that in the next 12 to 18 months growth and development will occur. As for Rockton Road and I-90 Corridor there needs to be more discussion with the property owners and recruiting for development. The third would be more village wide economic development.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Carla Jorgenson stated that White Oaks LLC, is building seven buildings in Hawks Pointe subdivision. Three out of the seven buildings have permits and the others were not renewed. She is here to bring it to our attention.

Joe Kurlinkus stated that the village is aware of the situation and Janel is looking into it.

PRESENTATIONS

Presentation and Discussion of the **Village's Code Enforcement Process.**

Village's Code Enforcement Process

Joe Kurlinkus stated that we have a part-time code enforcement officer who acts on complaints. He will drive around and look for violations that come through the Village website or voicemails. Our current grass ordinance is 12 inches. Discussion followed to reduce to 8 inches.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson motioned to adjourn the meeting.

Motion was made by Trustee Wright seconded by Trustee Broda voting all yes.

Meet adjourned at 8:53 pm.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Village Hall ADA Doors

Date: June 03, 2025

Meeting: Committee of the Whole

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

The primary public entrance to Village Hall currently utilizes manual doors. While these doors meet the minimum requirements of the Americans with Disabilities Act (ADA), they do not have automatic openers like those at the Police Department entrance.

With the Illinois Secretary of State's DMV services operating out of Village Hall, this entrance has become one of the most heavily trafficked of the Village's buildings. In recent years, as more DMV services have transitioned online, the average age of walk-in customers has increased. Staff has observed a corresponding rise in the number of individuals who require additional assistance in manually opening the doors.

To better serve the public and improve accessibility, staff is recommending the installation of an automatic door opener system. The proposed system would open both the right-hand exterior and interior doors. A bollard with a remote push-button actuator would be installed approximately four feet from the door on the adjacent sidewalk, and a wall-mounted actuator would be installed on the interior of the building.

Staff solicited and received three quotes for the installation of the automatic door system. After reviewing the proposals, staff recommends awarding the project to **Allegion Access Technologies (Stanley Access Technologies)** in the amount of **\$8,048**. This is the same system and manufacturer used for the automatic doors at the Police Department, providing consistency in parts, service, and appearance across the facility.

Key Issues

- - Village Hall's front entrance currently lacks automatic door openers.
- The DMV presence results in high public traffic, particularly from older residents.
- Anecdotal increase in public needing assistance to open doors.
- Automatic openers will improve accessibility and ease of entry.
- The proposed system will match existing systems used at the Police Department.
- Lowest responsive quote received from Allegion Access Technologies for \$8,048.

Fiscal Note/Budget Impact

The Village budgeted **\$15,000** in the current fiscal year for this improvement. The selected quote of **\$8,048** is well within the budgeted amount, leaving a remaining balance of **\$6,952** available for any additional work or contingency if necessary.

Action Required/Recommendation

Staff recommends approval of the purchase and installation of the automatic door opener system for the Village Hall front entrance from Allegion Access Technologies in the amount of \$8,048.

Attachments

- 3 Quotes from Stanley, Laforce, and Preferred Window and door.
- Picture of Door that will have automatic opener.



STANLEY
Access Technologies
Part of the Allegion family of brands

Note: Please ensure that POs, contracts, payments, and other legal documents are issued to **Allegion Access Technologies LLC.**

Custom Quote

Quote Number: Q-218087
Roscoe Village Hall

Created For

Roscoe Village Hall
5/20/2025

Roscoe Village Hall
10631 Main Street
Roscoe, IL 61073
Phone: 8155191674
Attn: Anthony .
Email: buildings@roscoecil.gov

Danny Trujillo
Territory Manager

Quotation: Q-218087
Roscoe Village Hall

Chicago Branch
925 North State St
Elgin, IL 60123
Phone: 847-452-1039
Mobile: 847-452-1039
Email: daniel.trujillo@allegion.com

20 May, 2025

Note: Please ensure that POs, contracts, payments, and other legal documents are issued to **Allegion Access Technologies LLC**.

Allegion Access Technologies LLC is pleased to provide you a quotation to Furnish and Install the following:

QTY	Product Name
2.0	M-Force Swing Door Operator
2.0	M-Force Single Control (IQ)
2.0	HDR PKG MF UNIV 39 VIS CLR
2.0	M-Force Outswing Door Arm, Clear
2.0	M-Force Door Arm Linkage 12 1/2, Clear

QTY	Product Name
2.0	BEA PBS1SQST900 PUSH PL KIT 4.75 SQUA T&L
1.0	BEA Bollard / Post (Silver)

QTY	Product Name
1.0	ROUNDING

Net Price: USD 8,048.00

Furnish and install (2) single Stanley M- Force automatic door operator system in a clear finish
The automatic door system will be activated via (2) wireless, Push activation switches.
The switches will be embossed with "PUSH TO OPEN" and the handicap logo.
Bollard on exterior
The automatic door operator system will comply with ANSI 156.19
1 Yr. Warranty

Lead Time: Current equipment lead time is 1-2 weeks from receipt of order and approved shop drawings. Equipment is furnished and installed during normal business hours (8:00 AM - 4:30 PM, Mon - Fri).

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:



Roscoe Village Hall
10631 Main Street
Roscoe, IL 61073
Phone: 8155191674
Attn: Anthony .
Email: buildings@roscoeil.gov

Danny Trujillo
Territory Manager

Quotation: Q-218087
Roscoe Village Hall

Chicago Branch
925 North State St
Elgin, IL 60123
Phone: 847-452-1039
Mobile: 847-452-1039
Email: daniel.trujillo@allegion.com

Warranty: 1 year parts and labor. During normal business hours Mon - Fri 8:00 AM - 4:30 PM

Inclusions

Prevailing Wage and/or Certified Payroll.
Push plates (Wireless).
Radio receivers
Union Labor
Door operator installation.

Exclusions

Delegated Design
120 volts AC to inside auto door header 5 amp min.
Cleaning and protection of installed material.
Permits & Inspections.
Structural Review (no seismic review)
Cleaning of installed materials.
Protection of installed materials.
Demolition of existing storefront.

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:



Roscoe Village Hall
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Roscoe, IL 61073
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Attn: Anthony .
Email: buildings@roscoeil.gov

Danny Trujillo
Territory Manager

Quotation: Q-218087
Roscoe Village Hall

Chicago Branch
925 North State St
Elgin, IL 60123
Phone: 847-452-1039
Mobile: 847-452-1039
Email: daniel.trujillo@allegion.com

Conditions:

Acceptance of this quotation / proposal by the purchasing unit shall constitute an order and is a contract for the purchase of the articles and services described therein on the terms outlined herein. Additional or different terms applicable to a sale may be specified in the body of a Allegion Access Technologies LLC (hereinafter " Company ") document or agreed to in writing by the parties.

- 1 Payment by purchaser to the Company shall be Net 30 days from date of invoice, subject only to contract termination by the Company in the event of an adverse credit decision by the Company's Credit Department. Late payments are subject to a charge equal to 1.5% per month of the amount outstanding or the maximum allowed by law, whichever is less.
- 2 Payment is not contingent upon purchaser's receipt of moneys from owner or any other source.
- 3 The following shall represent events of default by purchaser in the terms of this contract: non-payment in accordance with the terms set out herein, cancellation of this order by purchaser or refusal by purchaser or its agent to accept delivery of goods from the Company.
- 4 In the event of default by purchaser, purchaser agrees to pay the Company the contract price for all work completed by the Company to the date of default or cancellation as well as all of the Company's costs and expenses incurred in enforcing the terms of this contract including, but not limited to a reasonable attorney's fee, collection and court costs.
- 5 Except for purchaser's payment obligations, neither party shall be liable for any failure under this agreement due to acts of nature, earthquake or storm; failure of public utilities or common carriers; or any other causes beyond the reasonable control of the affected party.
- 6 Unless accepted by purchaser, this quotation shall expire ninety days from the date hereof.
- 7 Sales tax, if applicable, is not included in this Quotation.
- 8 The Warranty as outlined in the Quotation will not apply if the products: (1) have been altered, except by the Company; (2) have not been installed, operated, repaired, or maintained in accordance with instructions supplied by the Company; or (3) have been subjected to abnormal physical or electrical stress, misuse, negligence, accident, or catastrophe.
- 9 Any dispute, controversy or claim arising out of or relating to this Agreement or the breach, termination, or invalidity of it shall be submitted to final and binding arbitration as the sole and exclusive remedy for such controversy or dispute, provided, however that the Company may commence action against you in a court of law for infringement of the Company's intellectual property rights or default in any payment obligation. This Contract will be governed in accordance with the laws of the state where the premises at which the Company performs the Work or provides Services is located, without regard to choice of law principles.

This document is a contract. I affirm that I have the authority to sign this contract and this is my acceptance of this Quotation as well as my authorization to proceed with the above stated work at the price of \$ _____, plus applicable sales tax.

Signature: _____ **Title:** _____

Name (Print): _____ **Date:** _____

Ref#: _____

Note: *Please ensure that POs, contracts, payments, and other legal documents are issued to **Allegion Access Technologies LLC**.*

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:



QUOTE

280 Corporate Woods Parkway
Vernon Hills, IL 60061
Questions: (847) 634-2828

QUOTE NUMBER	519846QU
QUOTE DATE	5/6/2025
CUSTOMER REQUISITION	
MODE OF DELIVERY	LF-SI
CUSTOMER	212160
CONTACT	ANTHONY

SOLD TO	VILLAGE OF ROSCOE 10631 MAIN STREET ROSCOE, IL 61073 USA
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SHIP TO	VILLAGE OF ROSCOE 10631 MAIN STREET ROSCOE, IL 61073 USA
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JOB *** AUTO OPERATORS

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
EXTERIOR					
2.00	1	HDW	MAC-LL1C-36" R JAMB MOUNT		
3.00	2	18910	10EMS4751-900 WIRELESS SQUARE SWITCH 4.75"W/TEXT&LOGO&BOX		
4.00	1	18912	10RD900 RECEIVER 12/24 VAC/VDC		
5.00	1	18464	10BR3X PROGRAMMABLE LOGIC RELAY MODULE		
INTERIOR					
7.00	1	HDW	MAC-LL1C-36" R JAMB MOUNT		
8.00	2	18910	10EMS4751-900 WIRELESS SQUARE SWITCH 4.75"W/TEXT&LOGO&BOX		
9.00	1	18912	10RD900 RECEIVER 12/24 VAC/VDC		
10.00		ELTRIP	SI TRIP CHARGE		
11.00		ELINSTALL	SI INSTALLATION OF MATERIAL SCOPE OF WORK: REMOVE TWO CLOSERS. REPLACE CLOSERS WITH AUTO OPERATORS. INSTALL FOUR ACTUATORS.		

- ☐ PLEASE ALLOW 1 TO 2 WEEKS FROM DATE OF ORDER TO DELIVERY.
- ☐ PLEASE ALLOW 3 TO 4 WEEKS FROM DATE OF ORDER TO INSTALLATION.
- ☐ 120V WIRE INSTALLATION BY "OTHERS."
- ☐ FINAL 120V CONNECTION BY "OTHERS".

• Any Zoning or Building permits & fees are the responsibility of the owner. Please verify with your local authority if any permits are required for this project.

• All steel frames & doors will be supplied prime coated, to be finish painted by owner.

It is recommended that the finish paint be applied to the door and/or frame after installation is completed. It is the responsibility of the end user to maintain the integrity of the finish after installation. Painting instructions are supplied with the door and frame at time of delivery.

• Some patching and/or painting may be required at walls, floor, or ceiling by the owner.

• LaForce is not responsible for wall, floor or ceiling conditions during the tear out and install.

Brick, Block, Tile, Drywall may crack, break or be damaged during the install due to unforeseen circumstances. LaForce will do its best to protect these areas.

• LaForce is not responsible for any unforeseen issues. Such as wiring or conduit in the frame, poor wall conditions or floor conditions that could cause mounting issues and other. If there are obvious issues with the walls, floors, etc, LaForce will point them out to the customer and they will be noted on the quote.

• LaForce will attempt to reinstall alarm equipment or other existing low voltage wiring at the door, but the functionality of these systems is the responsibility of the owner. All 120V wiring must be provided and hooked up by the customer or the customer contractor.

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
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• Disposal of existing material is the responsibility of the owner unless other arrangements have been made prior to installation. LaForce will take the existing materials to the customers dumpster or assigned area within a reasonable distance from the work area.

• This quote does not include a dumpster.

• This quote assumes that the installation will occur during normal business hours.
(7:30 to 4:30 Monday thru Friday). If other than normal business hours are required, additional charges will be applied.

• All new materials are warranted under the manufacturer's standard warranty from date of purchase.

• Labor is warranted for one (1) year from date of installation.

• LaForce is not responsible if existing hardware that is being reused does not work properly or breaks during the removal or install process.

• Installation can be rescheduled up to 24 hours before the confirmed install time at no charge. After such time, a trip charge will be applied if the site is not ready, and work cannot be performed resulting in a rescheduling of the installation.

• If material is to be shipped to the jobsite for pre-finishing of material prior to installation, the owner is required to provide sufficient manpower to take delivery of material from shipper's truck.

• Quote is valid for 30 days from date of quotation unless otherwise stated herein.

• Payment terms are net 30 days from date of La Force invoice with no retainage.

• Past due balances are subject to 1.5% per month interest.

• This offer is conditioned upon approval of credit by LaForce on the purchaser.

• No sales, use or other taxes included unless otherwise stated herein in writing.

• This quotation is made in accordance with the provisions appearing in this quotation, but only in accordance with these provisions. All contrary or additional provisions appearing in any document previously received by LaForce or in an acknowledgment or response hereto are rejected.

• Due to Safety and Liability issues, the opening (doors) will not be able to be used during the installation. All traffic must be redirected at time of installation. This is the responsibility of the site contact prior to the agreed upon installation date. If it is not possible to close off this opening, please contact your sales representative to discuss other arrangements or options. If excessive interruptions occur, and added time is required to complete the install, additional labor cost may be incurred and will be passed onto the Buyer.

• LaForce Inc. is not able to accept verbal purchase authorizations at this time.

• Please sign and return this qualifications page along with the signed quote or a written purchase order; we will proceed with your order upon receiving the signed quote or a purchase order.

• Thank you for this opportunity to quote your needs. Please give me a call with any questions you may have or to place your order.

RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.

Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days. Payment can be made via credit or E-Check by accessing our payment portal at: https://www.e-billexpress.com/ebpp/LaForce (MC / VISA / AMEX / DISC) A transaction fee will be charged on all payments made via credit card, which is not greater than our cost of acceptance. This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/, which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.	FREIGHT	\$120.00
	SUBTOTAL	\$8,938.00
	SALES TAX	\$0.00
	TOTAL	\$8,938.00
PAY TERMS: DUE		

QUALIFICATIONS

- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- All quotes are subject to the potential addition of a cost surcharge contingent upon the final resolution of proposed import tariffs. Any surcharge(s), if applicable, will be disclosed at the time they are received.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.

QUOTE

- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.
- Federal project note: Federal Contractor vaccine mandate compliance not available.

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

TRAVIS WALTERS
Email: Travis.Walters@laforceinc.com
Phone: 847-634-2828

RICK HARTKE
Email: Rick.Hartke@laforceinc.com
Phone: 847-634-2828

Quote Number: 519846QU

Authorized By: _____

Company: _____

Date: _____



Item # 4.

Quote Number: 67194

Quote Date: 04/30/2025

Job Number: 140590

Quoted to: Village of Roscoe
10631 Main Street
Roscoe, IL 61073

Job Address: Village of Roscoe
10631 Main Street
Roscoe, IL 61073

Contact: Anthony Ford	Phone: (815) 871-3401	Fax:	Cell:
Job Contact: Anthony Ford	Good Thru: 05/30/2025	Job Phone: (815) 871-3401	Sales Rep: CAD 01

Qty	Description	Unit Price	Extension
1.00	LOCATION: Front Outer and Inner Doors Supply and install (2) automatic low-energy operators Installation to Include: - Install new operator on right hand outside view outer door - Install relay tapped into electric latch retraction wiring to control button operation - Install new operator on the right hand outside view of inner door - Test door operation and lock/unlock function - Perform AAADM safety inspection - Remove and dispose of all job-related debris Operator Specifications: - Operators are Clear (silver) anodized aluminum finish - Adjustable closing speeds for increased pedestrian protection - Recycle feature stops and reverses direction of swing path when an object is encountered - Operators meet and exceed ANSI code - Wireless 'Push to Open' ADA-compliant buttons for door activation. Front outer door will have the push button mounted on a bollard - Outer button will open both doors on sequence, Inner button will open both doors simultaneously Job Notes: 1. Power to be located in drop ceiling and provided by others 2. Preferred must have clear access to the doors during installation 3. Pricing reflects installation during Preferred's weekday business hours 4. Pricing reflects prevailing wages to be paid for all on-site labor hours at current non-holiday/Saturday overtime rates Supply and install as described above Federally assisted construction projects requiring compliance with the Davis-Bacon Act must be documented above	\$10,850.25	\$10,850.25

Sales Rep: _____ Date: _____

ACCEPTANCE: Purchaser authorizes delivery and agrees to accept and pay for the products and services described above ("Products"). Balance is due upon substantial completion. Purchaser agrees to pay service charge of 1.5% per month on all unpaid accounts, plus costs of collection including reasonable attorney's fees.

Purchaser: _____ Date: _____

Sub-Total	\$10,850.25
Sales Tax	\$0.00
TOTAL	\$10,850.25
Down Payment	
Balance	

RIGHT TO CANCEL If this agreement was solicited in your residence and you do not want the goods or services, you may cancel this Agreement by mailing a notice of cancellation to Preferred Window and Door Inc. This notice must be mailed before midnight on the third business day after you sign this agreement

PURCHASER AGREES that it is nearly certain that, should Purchaser cancel this agreement after the expiration of any applicable statutory cancellation period and after Preferred has ordered the goods, that, Preferred would be damaged, accordingly Purchaser agrees that in such circumstances, in Preferred's sole discretion, Purchaser's down payment shall be forfeited to Preferred, not as a penalty for breach of this agreement, but as liquidated damages. In a situation when actual damages exceed the down payment amount the purchaser will be responsible to reimburse Preferred for any additional cost incurred due to cancellation



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 5.

Agenda Item: **Discussion and Recommendation** of amending **Section §13-355** of the Village of Roscoe Code of Ordinances to require tall grass and weeds to be cut prior to reaching a height of 8 inches (currently 12 inches).

Date: June 03, 2025

Meeting: Committee of the Whole

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Section §13-355 of the Village Code currently prohibits property owners, tenants, or others in control of a property from allowing grass or weeds to grow in excess of 12 inches in height. The Code also requires that such vegetation be cut at least twice annually—once between May 1 and June 30 and again between July 1 and August 31.

As the Village continues to prioritize neighborhood appearance, property maintenance, and nuisance abatement, staff is proposing a modest revision to this section to lower the maximum permissible height of grass and weeds from 12 inches to 8 inches. This change is consistent with common standards used in many comparable municipalities and will assist in addressing complaints related to overgrown properties earlier in the season and more proactively throughout the year.

The Village regularly receives complaints from residents regarding tall grass and weed conditions that do not meet the current enforcement threshold of 12 inches. Lowering the height limit to 8 inches will allow the Village to respond more effectively to these concerns and better align enforcement standards with community expectations.

Key Issues

- The current 12-inch height threshold may allow for excessive overgrowth before enforcement can begin.
- Lowering the threshold to 8 inches will promote earlier and more consistent property maintenance.
- Enforcement of the revised threshold will follow the same procedures currently in place under the Village's nuisance abatement process.

Fiscal Note/Budget Impact

No direct fiscal impact is anticipated from this amendment. However, the proposed change may result in earlier identification and resolution of nuisance properties, potentially reducing staff time required for complaint-based code enforcement.

Action Required/Recommendation

Staff recommends approval of the ordinance amending Section §13-355(b) of the Village Code to lower the maximum height for grass and weeds to 8 inches.

Attachments

Section §13-355 of the Village Code of Ordinances.

Sec. 13-355. Weeds.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Weeds means and includes, but is not limited to, burdock, giant ragweed, common ragweed, thistle, cocklebur, jimson, blue vervain, common milkweed, wild carrot, poison ivy, wild mustard, rough pigweed, lamb's-quarters, wild lettuce, curled dock, all varieties of smart weeds, poison hemlock, wild hemp, all overgrowth, underbrush, all grasses, annual plants and vegetation. However, the term "weeds" shall not include cultivated crops, trees, shrubs, flowers, gardens, and dedicated prairie grass acres.

- (b) *When weeds required to be cut.* It is unlawful for any person owning, leasing, occupying or controlling any plot of ground to refuse or neglect to cut all weeds thereon when the weeds have reached a height in excess of 12 inches. All weeds, however, shall be cut by the owner, lessee, tenant, occupant, or person in control of the plot of ground upon which the weeds are located at least two times per year, once between May 1 and June 30 and once again between the July 1 and August 31.
- (c) *Authority of village to cut weeds.* If any owner, lessee, tenant, occupant, or person in control of the plot of ground upon which weeds are located neglects or refuses to cut weeds in accordance with this section, the village may cut the weeds or authorize some person to cut the weeds on behalf of the village.
- (d) *Recording of lien.* If weeds are cut by the village or by some person directed to cut them on behalf of the village, a notice of lien of the cost and expense thereof incurred by the village shall be recorded and shall include the following information:
- (1) A description of the real estate sufficient for identification thereof;
 - (2) The amount of money representing the expenses incurred or payable for the service;
 - (3) The date or dates when the expenses were incurred by the village; and
 - (4) The notice of lien shall be filed within 60 days after the expenses are incurred.
- (e) *Prior rights.* The lien of the village shall not be valid as to any purchaser whose rights in and to the real estate have arisen subsequent to the weed-cutting and prior to the filing of the notice, and the lien of the village shall not be valid as to any mortgagee, judgment creditor or other lien or whose rights in and to the real estate arise prior to the filing of the notice.
- (f) *Release of lien.* Upon payment of the expenses after the notice of lien has been filed pursuant to this section, the lien shall be released by the village or the person in whose name the lien has been filed and the release may be filed of record as in the case of filing notice of lien.
- (g) *Foreclosure of property.* Property subject to a lien for unpaid weed-cutting charges shall be sold for nonpayment of the same, and the proceeds of the sale will be applied to pay the charges after deducting costs, as is the case in the foreclosure of statutory liens. This foreclosure shall be in equity in the name of the village. The village attorney shall institute the proceedings, in the name of the village, in any court having jurisdiction over the matter, against any property for which the bill has remained unpaid 60 days after it has been rendered.

(Prior Code, § 9-34; Code 2007, § 134.07; Ord. No. 1999-49, 6-1-1999)

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



V I L L A G E of
ROSCOE

Item # 6.

Agenda Item: Amendment to the Village Liquor Code clarifying the requirement of a License Holder to maintain order within the Licensed Establishment.

Date: May 29, 2025

Meeting: Committee of the Whole – 6/3/2025

Prepared by: Attorney Tom Green

Department: Administration

Overview/Background Information

Over the last several years, the Village had incidents reported to them regarding inappropriate conduct at liquor establishments within the Village. Some of these incidents have been reported by the alleged victim as late as the following day. It is important and the duty of the License Holder to maintain order at the Licensed Establishment, and if inappropriate conduct does occur, to immediately report same and cooperate with authorities to identify the perpetrators.

The Liquor Code does not currently impose a duty on the License holder to maintain the licensed premises in a peaceable and orderly manner. The new Liquor Code section identifies that is the responsibility of the License Holder to use reasonable efforts to maintain a safe environment through training and monitoring.

The Section indicates that if a physical altercation, or a form of criminal activity were to occur and is observed, the Police Department must be notified immediately, and the License Holder must cooperate with investigation as to the incident. The premises that are the responsibility of the License Holder would include the interior of the liquor establishment, including restrooms and lounges, kitchen areas, and storage areas. Additionally, any outdoor patios where liquor would be consumed, and reasonable efforts to monitor the parking lot and the ingress and egress from the Liquor establishment and from the parking facilities. Failure to take reasonable efforts to maintain a peaceful environment could result in penalties under the Liquor Code including potential fines and/or suspension/revocation of License.

Action Required/Recommendation

It is the recommendation of the Liquor Commissioner and the Village Administration that the Amendment to the Liquor Code be approved and added to the Code.

Attachments

See attached Ordinance Amending the Liquor Code, adding Section 11-410 – Preservation of the Peace.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE XI BUSINESSES CHAPTER 114
ALCOHOLIC BEVERAGES ARTICLE V OPERATING RESTRICTIONS OF THE
VILLAGE OF ROSCOE CODE OF ORDINANCES**

WHEREAS, the Village of Roscoe (“Village”) in Chapter 114 of the Village Code regulates the sale of alcoholic beverages and provides for the licensing of the sale of alcoholic beverages; and

WHEREAS, Article V of Chapter 114 provides for certain operating restrictions; and

WHEREAS, the Village desires to amend Article V to add Section 11-410, imposing the duty on the Liquor License holder to operate the licensed premises in an orderly and peaceable manner; and

WHEREAS, the Liquor Commission has reviewed the proposed Amendment to Chapter 114 Alcoholic Beverages and recommends approval of same;

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, as follows:

Section 1: The foregoing recitals shall be and are hereby incorporated into and made part of this Ordinance.

Section 2: Chapter 114 – Alcoholic Beverages, Article V – Operating Restrictions is hereby amended to add a new Section 11-410 as follows:

Sec. 11-410. – Preservation of the Peace.

1. It shall be the duty and responsibility of each liquor license holder, his agents or employees to maintain the premises in a peaceable and orderly manner so as not to allow any employee, patron or member of the public to commit any act, in an unreasonable manner so as to alarm or disturb another or to provoke a breach of the peace.

2. Each liquor license holder shall employ sufficient agents or employees on the premises in order to maintain the peace. Any employee, agent or person acting on behalf of the liquor license holder shall be suitably trained to maintain the peace at the premises and shall not act in any manner so as to promote or aggravate situations which may result in physical altercations, fighting or other acts of an unreasonable manner so as to alarm or disturb another or provoke a breach of the peace.

3. No liquor license holder, his agents or employees shall knowingly permit any fighting which shall consist of physical contact of an insulting or provoking nature or cause physical harm to an individual.

4. "Premises", as defined for the purposes of this section shall mean the actual physical space within the establishment where alcoholic beverages are sold to the public, any area set aside for the use by the general public (restrooms or lounges), any area used by the liquor license holder, his agents or employees for preparation of services (kitchen and storage areas) and any outdoor area wherein the public is served or waiting to be served or where customers are authorized to park any vehicle as well as the areas of ingress and egress to such parking facility.

5. Every liquor license holder, agent or employee who is present and observes any type of criminal activity or fighting, as defined above, is required to immediately notify the police department. The police department shall then notify the local liquor commissioner of any conduct or patrons or other persons on the premises of a liquor license establishment which results in any type of criminal activity, fighting or a breach of the peace.

6. Failure to report any incident as required under this subsection within two (2) business days may subject the liquor license holder to a revocation or suspension of the retail liquor dealer's license, as well as possible fines imposed by the local liquor commissioner in the manner provided by statute.

7. The local liquor commissioner shall have the right and/or authority to revoke or suspend the retail liquor dealer's license as well as impose fines or take any other legal action necessary to prevent the recurrence of a public nuisance as hereinabove defined in the manner provided by statute.

Section 3: Except as amended in this Ordinance, all other provisions and terms of this Village Code shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

Section 4: This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

[SIGNATURE PAGE TO FOLLOW]

2025-XX				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Dayne Mead				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED XX XX, 2025:**ATTEST:**

 VILLAGE PRESIDENT

 VILLAGE CLERK

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 7.

Agenda Item: Review of Bid Specifications – Hodges Run Business Incubators

Date: May 30, 2025

Meeting: Committee of the Whole

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The attached bid specifications represent the construction documents for the Hodges Run Business Incubator project. The overall layout and design remain consistent with the site concept previously approved by the Village Board and were developed through a series of public meetings and stakeholder workshops held in 2024. These collaborative sessions helped shape a final design that aligns with community priorities and advances the Village's goals for Main Street revitalization and small business development.

The incubator project is a key component of the Village's economic development strategy, aimed at supporting local entrepreneurs and activating underutilized space along Hodges Run.

Design Considerations to Note:

- Screening and Berming:** The site plan includes berming and landscaping along the property line adjacent to the Hodges Run subdivision, with screening incorporated to buffer adjacent residential areas in compliance with Village zoning requirements.
- Future Play Area:** As determined during the 2025 budget process, the low-impact children's play area is planned for Phase 2. However, the landscaping plan accounts for this future development by incorporating tree and plant placements that will have time to mature.
- Restroom and Tenant Utility Space:** The public restroom building includes a small indoor work area to serve as a shared tenant breakroom and prep space, with access to sinks and running water. The incubator huts themselves do not include water or sewer connections.
- Water Utility Installation:** Water lines are being installed as part of Phase 1 to support ongoing maintenance needs such as plant irrigation and general cleaning throughout the site.
- Public Plaza Design:** A central plaza has been designed to serve as a welcoming public space to draw visitors into the market area and function as a community gathering space. It is intentionally designed to provide visual and pedestrian connectivity between the incubator site and the rest of Main Street, including Main Street Square across the street.
- Community-Involved Landscaping:** The landscaping incorporates year-round plantings, including fruit trees, berry bushes, nut trees, and other native flora. These elements are intended to be developed in partnership with the local garden club as an opportunity for ongoing community involvement and stewardship.

Next Steps: After the specifications are approved, the Village will begin the public bidding process for construction. Staff will also initiate promotional efforts and begin developing the necessary rental policies and tenant selection procedures for the incubator units.

FIXTURE	HEIGHT AT F.F. (UNLESS OTHERWISE SPECIFIED)
LIGHT SWITCHES	40" TO CENTER OF FIXTURE
ELECTRICAL RECEPTACLES	15" TO BOTTOM OF FIXTURE (COORDINATE WITH HVAC)
ELECTRICAL RECEPTACLES	2' ABOVE BACKSPLASH WHEN LOCATED ABOVE COUNTERTOPS
FIRE ALARM PULL	40" TO CENTER OF FIXTURE
FIRE ALARM BELL	84" TO CENTER OF FIXTURE
THERMISTAT	40" TO CENTER OF FIXTURE
WALL-MOUNTED TELEPHONE	40" TO CENTER OF OUTLET
STROBE LIGHT	80" TO TOP OF FIXTURE OR 2' BELOW CEILING, WHICHEVER IS LOWER
FIRE EXTINGUISHER CABINET	80" TO TOP OF CABINET
FIRE EXTINGUISHER	48" MAXIMUM TO HANDLE
DESIGNATION SIGNAGE	40" TO CENTER OF SIGN
MIRROR	40" TO LOWEST REFLECTIVE SURFACE
ACCESSIBLE DRINKING FOUNTAIN	34" TO TOP OF FIXTURE
DRINKING FOUNTAIN	40" TO TOP OF FIXTURE
ACCESSIBLE LAVATORY	34" TO TOP OF BOWL
LAVATORY	34" TO TOP BOWL
ACCESSIBLE URINAL	17" TO OPENING LIP
URINAL	24" TO OPENING LIP
ACCESSIBLE WATER CLOSET	17" TO TOP OF SEAT
WATER CLOSET	16" TO TOP OF SEAT
GRAB BARS	34" TO THE TOP
HAND RAILS	34" TO THE TOP
GUARDRAILS	40" TO THE TOP
TOILET PAPER DISPENSER	42" MINIMUM IMMEDIATELY BELOW GRAB BARS
PAPER TOWEL DISPENSER	SEE ELEVATIONS
PAPER TOWEL DISPENSER RECEPTACLE	SEE ELEVATIONS
SOPH. DISPENSER	40" TO THE CONTROL

Figure 10: Clearances for wheelchair and pedestrian use. The figure contains 14 diagrams illustrating various clearance requirements for wheelchair and pedestrian use.

- Wheelchair turning clearance:** A circular area with a 60" diameter turning space. The diameter is 60" minimum.
- Wheelchair turn clearance:** A circular area with a 72" minimum diameter and a 60" minimum diameter.
- Minimum passage width for wheelchair:** A rectangular area with a 48" minimum width.
- Minimum passage width for person and wheelchair:** A rectangular area with a 48" minimum width.
- Clear floor space at toilet (wc) in room:** A rectangular area with a 60" minimum width and a 60" minimum depth. The toilet is 12" off the wall.
- Clear floor space at toilet in stall:** A rectangular area with a 60" minimum width and a 60" minimum depth. The toilet is 12" off the wall.
- Clear floor space:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Clear floor space:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Clear door width and clearances:** A rectangular area with a 60" minimum width and a 60" minimum depth. The door is 12" off the wall.
- Two hinged doors in series:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Two hinged doors in series:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Front approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Front approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth.
- Hinge side approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth. The door is 12" off the wall.
- Hinge side approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth. The door is 12" off the wall.
- Latch side approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth. The door is 12" off the wall.
- Latch side approach swinging door:** A rectangular area with a 60" minimum width and a 60" minimum depth. The door is 12" off the wall.
- Clear floor space at lavatory:** A rectangular area with a 60" minimum width and a 60" minimum depth. The lavatory is 12" off the wall.
- Clear floor space at urinal:** A rectangular area with a 60" minimum width and a 60" minimum depth. The urinal is 12" off the wall.
- Clear floor space at drinking fountain:** A rectangular area with a 60" minimum width and a 60" minimum depth. The fountain is 12" off the wall.

TOILET ROOM SIGNAGE SPECIFICATIONS
IN COMPLIANCE WITH THE EQUITABLE RESTROOMS ACT 410 IC 35.

(A) IN THIS SECTION:
“PLACE OF PUBLIC ACCOMMODATION” HAS THE SAME MEANING PROVIDED IN SE-
CTION 410 OF THE ILLINOIS HUMAN RIGHTS ACT.
“SINGLE-OCCUPANCY RESTROOM” MEANS A FULLY ENCLOSED ROOM, WITH A LOCK
MECHANISM CONTROLLED BY THE USER, CONTAINING A SINK, TOILET STALL,
AND MORE THAN ONE URINAL.

(B) THIS SECTION APPLIES TO ANY EXISTING OR FUTURE PLACES OF PUBLIC ACCOM-
MODATION OR PUBLIC BUILDINGS.

(C) NOTWITHSTANDING ANY OTHER PROVISION OF LAW, EVERY SINGLE-OCCUPANCY
RESTROOM IN A PLACE OF PUBLIC ACCOMMODATION OR PUBLIC BUILDING SHALL
BE IDENTIFIED AS ALL-GENDER AND DESIGNATED FOR USE BY ONE OR MORE THAN ONE
PERSON AT A TIME OR FOR FAMILY OR ASSISTED USE. EACH SINGLE-OCCUPANCY
RESTROOM SHALL BE EQUIPPED WITH EXTERIOR SIGNAGE THAT MARKS THE
SINGLE-OCCUPANCY RESTROOM AS A RESTROOM AND DOES NOT INDICATE ANY
SPECIFIC GENDER.

(D) DURING ANY INSPECTION OF A PLACE OF PUBLIC ACCOMMODATION OR PUBLIC
BUILDING BY A HEALTH OFFICER OR HEALTH INSPECTOR, THE HEALTH OFFICER
HEALTH INSPECTOR MAY INSPECT THE PLACE OF PUBLIC ACCOMMODATION OR
BUILDING TO DETERMINE WHETHER IT COMPLIES WITH THIS SECTION.

(E) THE DEPARTMENT OF PUBLIC HEALTH SHALL ADOPT RULES TO IMPLEMENT IT.

410 IC 35-205 ADDED BY P.A. 101-0165, § 5, EFFECT: 11/20/2023.

GENERAL NEUTRAL
RESTROOM

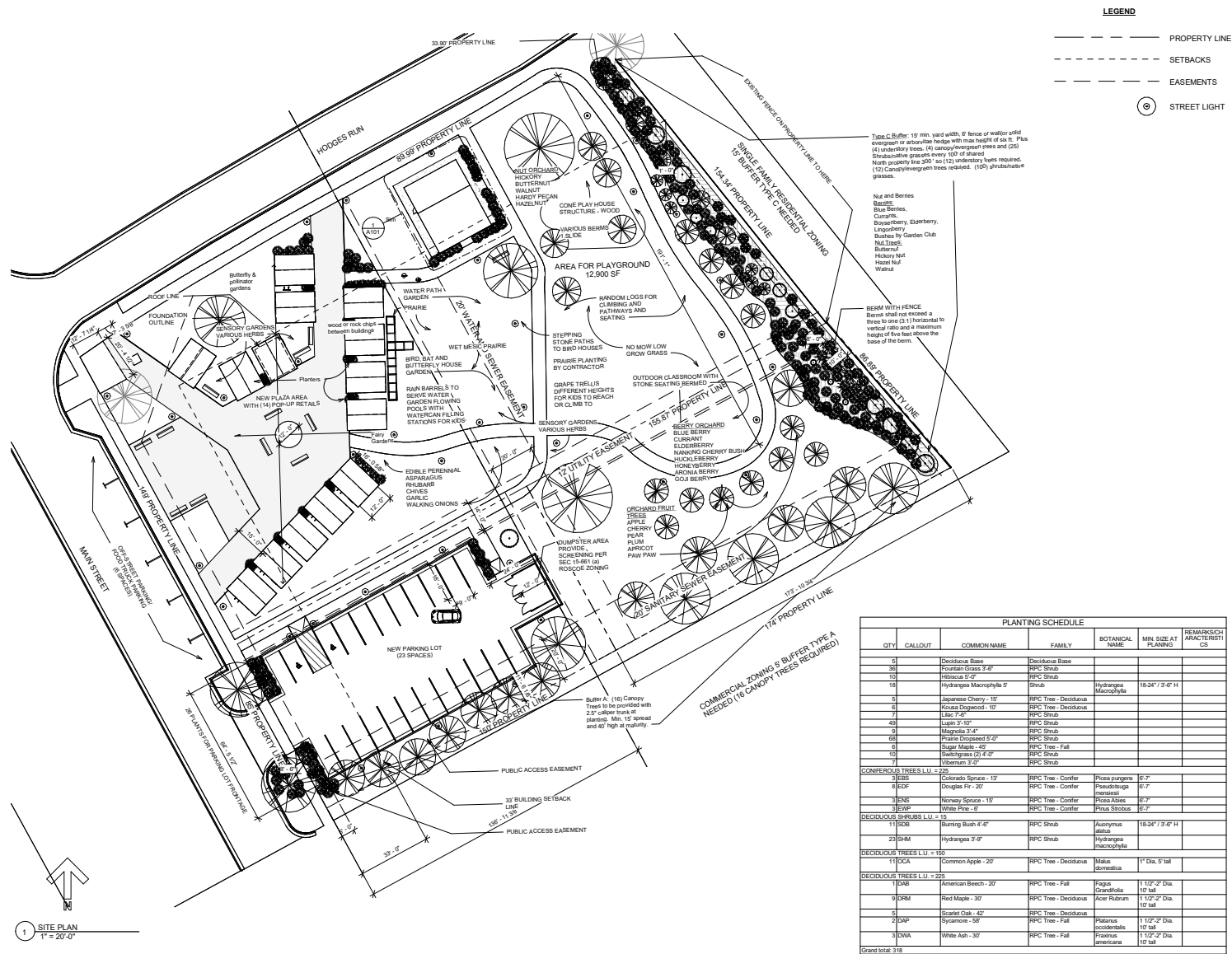
ALL-GENDER AND DESIGNATED
FOR USE BY ONE OR MORE THAN ONE
PERSON AT A TIME OR FOR FAMILY
OR ASSISTED USE.

ALL GENDER
RESTROOM

ALL-GENDER AND DESIGNATED
FOR USE BY ONE OR MORE THAN ONE
PERSON AT A TIME OR FOR FAMILY
OR ASSISTED USE.

	SECTION CUT DESIGNATION DRAWING NUMBER / SHEET NUMBER
	COLUMN CENTERLINE
	ELEVATION POINT
	NOTE INDICATION
	WALL TYPE
	DOOR / WINDOW ASSEMBLY
	ELEVATION TAG DRAWING NUMBER/ SHEET NUMBER
	DOOR NUMBER
	ROOM NAME/NUMBER
	KEY NOTE
	NEW DOOR
	EXIST DOOR
	EXIST DOOR TO BE REMOVED
	NEW WALL(S)
	DEMOLITION / REMOVE WALL
	EXISTING WALL
	REFLECTED CEILING ACP GRID
	REFLECTED CEILING GWB

G100



PLACE foundry DESIGN

PLACE FOUNDRY DESIGN, LLC
ARCHITECTURE & ENGINEERING
728 N PROSPECT ST. STE 101
ROCKFORD, IL
p. 815-871-9612
WWW.THEPLACEFOUNDRY.COM

ILLINOIS DESIGN FIRM REGISTRATION # 184-00886

CONSULTANTS:

NOT FOR CONSTRUCTION

OWNER:

VILLAGE OF ROSCOE, ILLINOIS

PROJECT:

ROSCOE POP UP PARK

ADDRESS:

5473 MAIN STREET
ROSCOE, IL 61073

REVISIONS:

MARK	DATE	DESCRIPTION
04-15-2025	UPDATED SITE PLAN	

DATE: 05-16-2025

DRAWN BY: Author

CHECKED BY: Checker

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(C) 2024

PROJECT NUMBER:

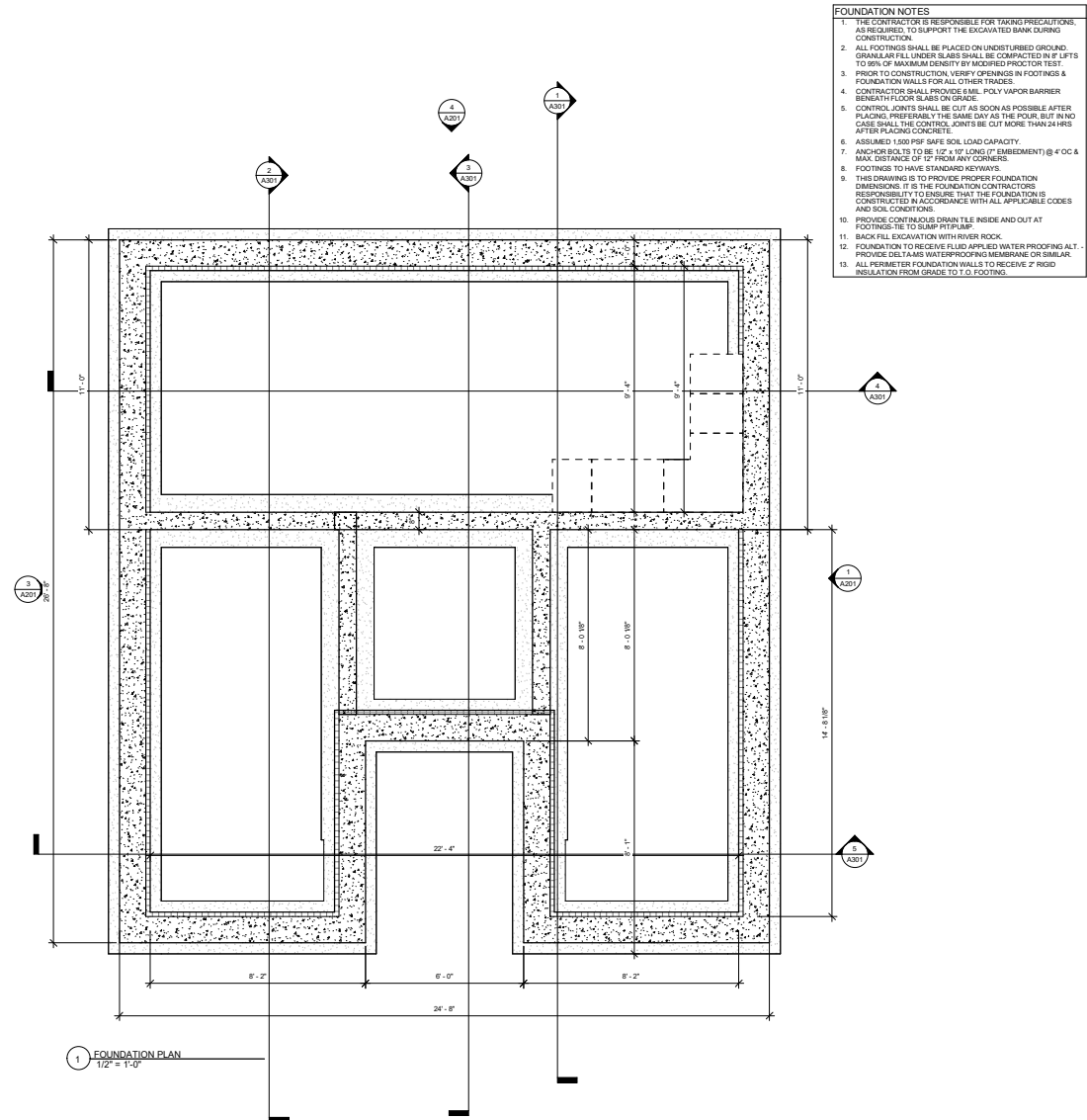
2024-0243

SHEET TITLE:

SITE PLAN

SHEET NUMBER:

AS100



- FOUNDATION NOTES**
1. THE CONTRACTOR IS RESPONSIBLE FOR TAKING PRECAUTIONS, AS REQUIRED, TO SUPPORT THE EXCAVATED BANK DURING CONSTRUCTION.
 2. ALL FOOTINGS SHALL BE PLACED ON UNDISTURBED GROUND. GRANULAR FILL UNDER SLABS SHALL BE COMPACTED IN 4" LIFTS TO 95% OF MAXIMUM DENSITY BY MODIFIED PROCTOR TEST.
 3. PRIOR TO CONSTRUCTION, VERIFY OPENINGS IN FOOTINGS & FOUNDATION WALLS FOR ALL OTHER TRACES.
 4. CONTRACTOR SHALL PROVIDE 6 MIL POLY VAPOR BARRIER BENEATH FLOOR SLABS ON GRADE.
 5. CONTROL JOINTS SHALL BE CUT AS SOON AS POSSIBLE AFTER PLACING, PREFERABLY THE SAME DAY AS THE POUR, BUT IN NO CASE SHALL THE CONTROL JOINTS BE CUT MORE THAN 24 HRS AFTER PLACING CONCRETE.
 6. ASSUMED 1,500 PSF SAFE SOIL LOAD CAPACITY.
 7. ANCHOR BOLTS TO BE 1/2" x 18" LONG (1" EMBEDMENT) @ 4' OC & MAX. DISTANCE OF 12" FROM ANY CORNERS.
 8. FOOTINGS TO HAVE STANDARD HOVRAYS.
 9. THIS DRAWING IS TO PROVIDE PROPER FOUNDATION DIMENSIONS. IT IS THE FOUNDATION CONTRACTORS RESPONSIBILITY TO ENSURE THAT THE FOUNDATION IS CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE CODES AND SOIL CONDITIONS.
 10. PROVIDE CONTINUOUS DRAIN TILE INSIDE AND OUT AT FOOTINGS; TIE TO SUMP PUMP.
 11. BACK FILL EXCAVATION WITH RIVER ROCK.
 12. FOUNDATION TO RECEIVE FLUID APPLIED WATER PROOFING ALT. PROVIDE DELTA MS WATERPROOFING MEMBRANE OR SIMILAR.
 13. ALL PERIMETER FOUNDATION WALLS TO RECEIVE 2" RIGID INSULATION FROM GRADE TO T.O. FOOTING.

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DESIGN

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p. 815-871-9612
WWW.THEPLACEFOUNDRY.COM

ILL. DESIGN FIRM REGISTRATION #: 184.008986

CONSULTANTS:

NOT FOR CONSTRUCTION

OWNER:
VILLAGE OF ROSCOE, ILLINOIS

PROJECT:
ROSCOE POP UP PARK

ADDRESS:
5473 MAIN STREET
ROSCOE, IL 61073

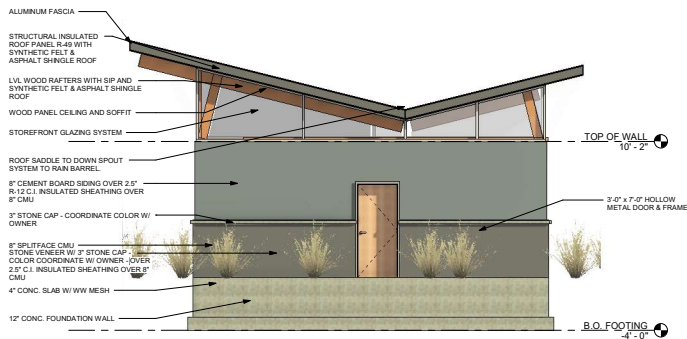
REVISIONS:		
MARK	DATE	DESCRIPTION
	08-20-2024	UPDATED FOUNDATION PLAN
	08-27-2024	UPDATED EAVE/COLUMN

DATE: 05-16-2025
DRAWN BY: L.R.
CHECKED BY: Checker
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(C) 2024

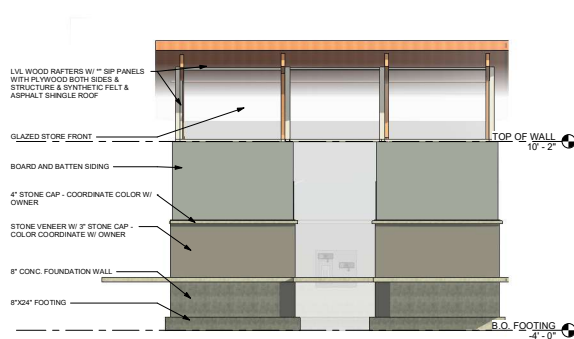
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2024-0243

SHEET TITLE:
FOUNDATION PLAN

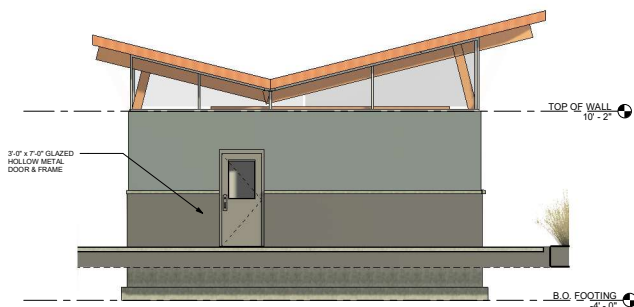
SHEET NUMBER:
A100



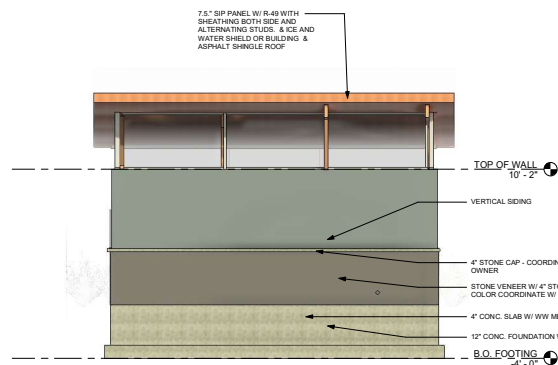
1 PUBLIC RESTROOM EAST ELEVATION
1/4" = 1'-0"



2 PUBLIC RESTROOM SOUTH ELEVATION
1/4" = 1'-0"



3 PUBLIC RESTROOM WEST ELEVATION
1/4" = 1'-0"



4 PUBLIC RESTROOM NORTH ELEVATION
1/4" = 1'-0"

- ELEVATION NOTES
1. ALL DOORS AND WINDOWS TO MEET LOCAL CODES FOR EGRESS AND GLASS TYPE, TEMPERED WHERE REQUIRED.
 2. ALL DOORS AND WINDOWS TO MEET LOCAL ENERGY CODES.
 3. ALL WINDOWS SIZES, SILL AND HEAD HEIGHTS TO BE COORDINATED/VERIFIED WITH OWNER.
 4. WEATHER RESISTANT MEMBRANE AT SILL - TYP.
 5. ALL SILL PLATES TO BE TREATED LUMBER.
 6. PROVIDE FRAMING SLEEPER AT EXPOSED FOUNDATION AREAS FOR SIDING.

PLACE
foundry
DESIGN

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ILLINOIS DESIGN FIRM REGISTRATION #: 184.008986

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PARK

ADDRESS:

5473 MAIN STREET
ROSCOE, IL 61073

REVISIONS:

MARK	DATE	DESCRIPTION
	12-10-2024	PUBLIC RESTROOM SCHEMATIC DESIGN

DATE: 05-16-2025

DRAWN BY: Author

CHECKED BY: Checker

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(C) 2024

PROJECT NUMBER:

2024-0243

SHEET TITLE:

ELEVATIONS

SHEET NUMBER:

A201

PLACE foundry DESIGN

PLACE FOUNDRY DESIGN, LLC
ARCHITECTURE & ENGINEERING
728 N PROSPECT ST. STE 101
ROCKFORD, IL
p. 815-871-9612
WWW.THEPLACEFOUNDRY.COM

ILLINOIS FIRM REGISTRATION # 184.008986

CONSULTANTS:

**NOT FOR
CONSTRUCTION**

OWNER:

VILLAGE OF ROSCOE, ILLINOIS

PROJECT:

**ROSCOE POP UP
PARK**

ADDRESS:

5473 MAIN STREET
ROSCOE, IL 61073

REVISIONS:

MARK	DATE	DESCRIPTION

DATE: 05-16-2025

DRAWN BY: LR

CHECKED BY: Checker

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PROJECT NUMBER:

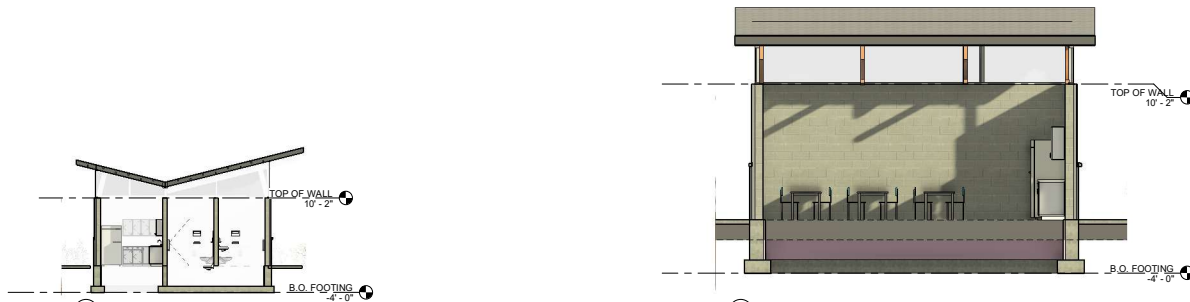
2024-0243

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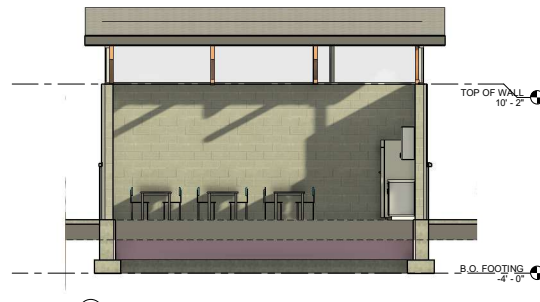
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SHEET NUMBER:

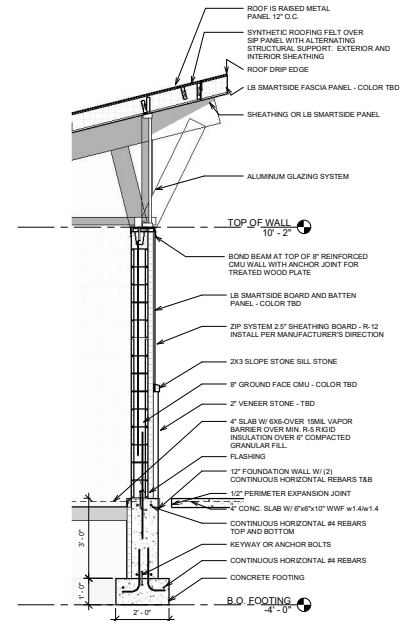
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1 Section 4 - NS
1/8" = 1'-0"



4 Section 5 - EW THROUGH KITCHEN
1/4" = 1'-0"



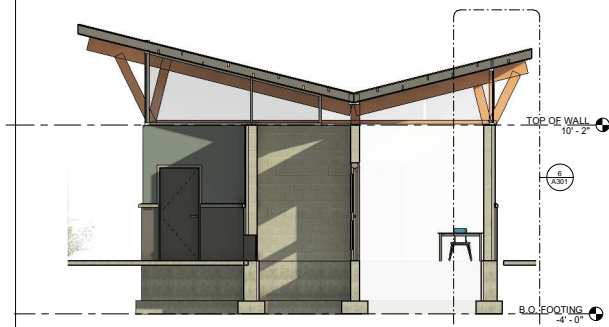
6 Section 8 - EW - Callout 1
1/2" = 1'-0"



2 Section 7 - EW THROUGH JAN.
1/4" = 1'-0"



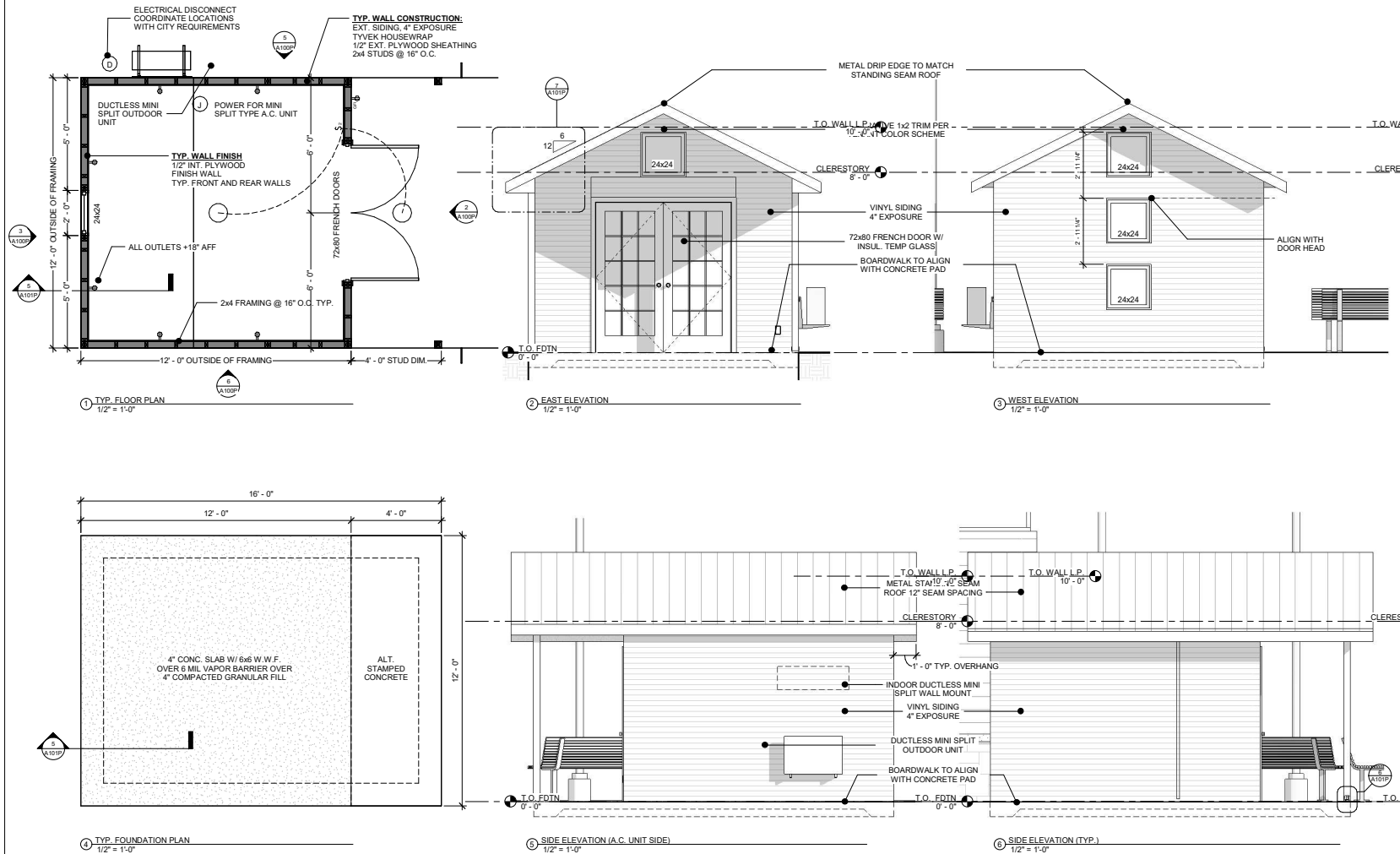
5 Section 6 - EW THROUGH RESTROOMS
1/4" = 1'-0"



3 Section 8 - EW
1/4" = 1'-0"



7 3D PERSPECTIVE



GENERAL NOTES
1. ANY AND ALL WORK SHOWN TO BE CARRIED OUT IN ACCORDANCE WITH ALL GOVERNING AND LOCAL CODES

PLACE
foundry
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PROJECT:
ROSCOE POP UP
PARK

ADDRESS:
5473 MAIN STREET
ROSCOE, IL 61073

REVISIONS:		
MARK	DATE	DESCRIPTION
	08-20-2024	UPDATED FOUNDATION PLAN
	08-27-2024	UPDATED EAVE/COLUMN

DATE: 01-28-2025
DRAWN BY: Author
CHECKED BY: Checker

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PROJECT NUMBER:
2024-0243

SHEET TITLE:
FLOOR PLAN AND
ELEVATIONS

SHEET NUMBER:
A100P

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PLACE FOUNDRY DESIGN, LLC.
ARCHITECTURE & ENGINEERING
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ILLINOIS DESIGN FIRM REGISTRATION # 184.008986

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OWNER:

VILLAGE OF ROSCOE, ILLINOIS

PROJECT:

ROSCOE POP UP
PARK

ADDRESS:

5473 MAIN STREET
ROSCOE, IL 61073

REVISIONS:

MARK	DATE	DESCRIPTION
	08-20-2024	UPDATED FOUNDATION PLAN
	08-27-2024	UPDATED EAVE/COLUMN

DATE: 01-28-2025

DRAWN BY: L.R.

CHECKED BY: Checker

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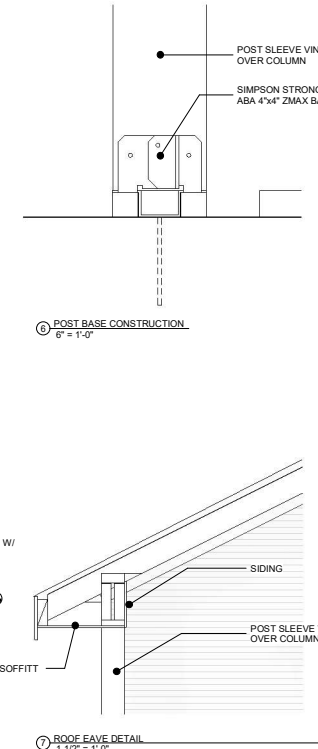
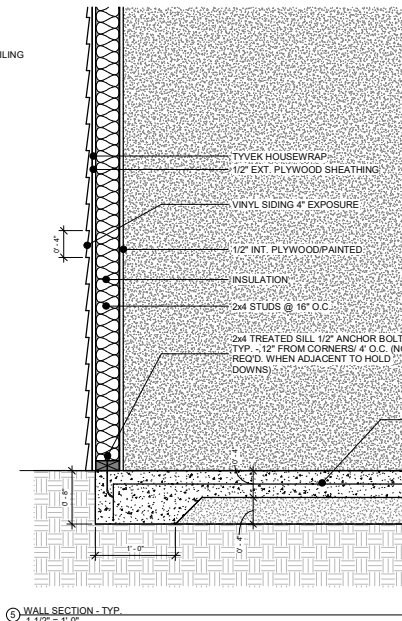
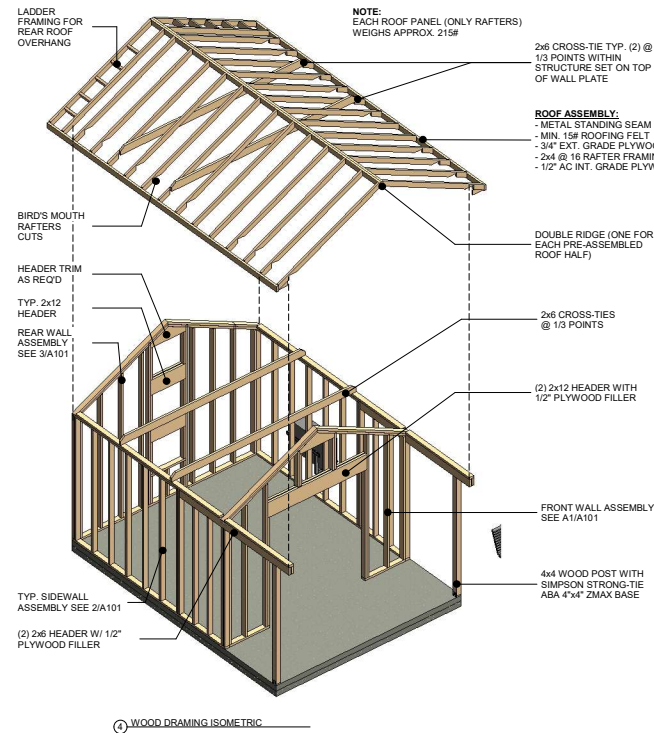
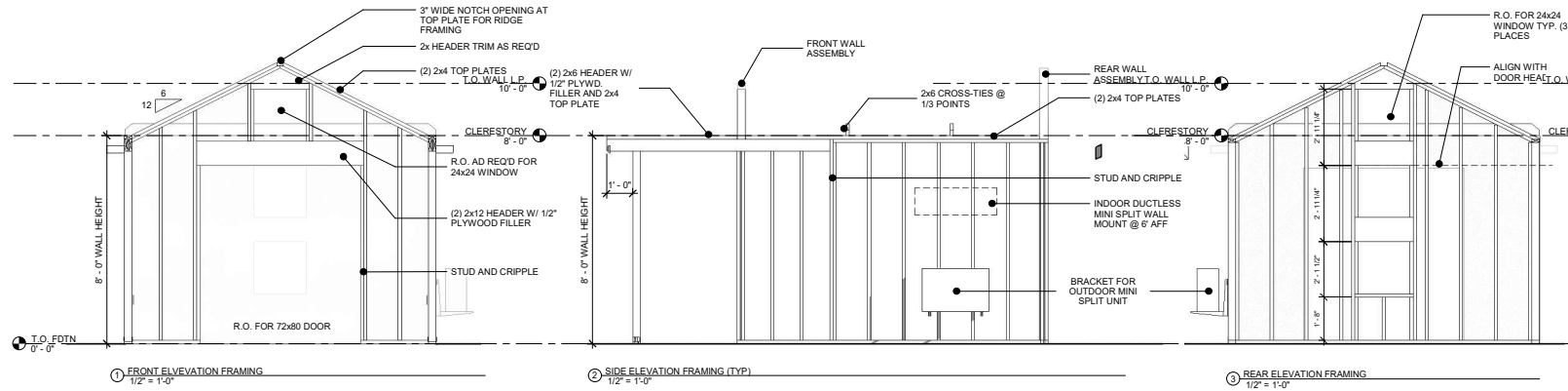
2024-0243

SHEET TITLE:

FRAMING DETAILS

SHEET NUMBER:

A101P



VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 8.

Agenda Item: Review and Consideration of Consulting Proposals from Place Foundry LLC

Date: May 30, 2025

Meeting: Committee of the Whole – 6/3/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Attached for Board review are two updated memoranda and a comprehensive consulting proposal from Place Foundry LLC, prepared by CEO David A. Sidney. These documents outline a proposed scope of services and implementation plan to support the Village's transition from planning to action on several key initiatives.

Place Foundry has been assisting the Village with the development of the Main Street District Blueprint and economic development planning for the Rockton Road Corridor. The attached materials reflect the next phase of this collaboration, with a focus on implementation of the Main Street Pop-Up Shop and Playscape initiative, formal establishment of the Business District Alliance (BDA), and targeted development planning for key opportunity sites.

Action Required/Recommendation

Staff recommends review and discussion of the attached materials in preparation for formal consideration of a 12-month professional services agreement with Place Foundry LLC.

Attachments

- Business District Alliance Update Memorandum (May 29, 2025)
- Comprehensive Place Services Contract Memorandum (May 29, 2025)
- Comprehensive Place Services Proposal (May 29, 2025)

MEMORANDUM

TO: Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator
Village of Roscoe Board of Trustees

FROM: David A. Sidney, CEO
Place Foundry LLC

DATE: May 29, 2025

RE: BDA Implementation Update

Where We Are

The Business District Alliance launched successfully in April with over 30 stakeholders forming four action teams. Now they need structured support to evolve from a Village-Led initiative to an independent economic driver—exactly as the Blueprint envisions.

The 18-Month Journey

Phase 1: Foundation (6 months)

The Village leads while volunteers build capacity:

- Team meetings underway
- October Fall Fest as first "Big Easy" win
- Forming a 3-5 person leadership core for 501(c)(3) by June 30
- File 501(c)(3) application by August 1
- Administrative support from Village staff
- Place Foundry facilitates the process

Phase 2: Transition (7-12 months)

Leadership emerges as responsibility shifts:

- Launch a quarterly events program
- Develop a membership structure and fundraising strategy

Phase 3: Independence (13-18 months)

BDA operates autonomously:

- The elected board governs
- Self-sustaining budget through dues and events
- The village holds an ex-officio seat only
- Professional staff hired

Current Momentum

What's working: Teams meet independently. Fall Fest planning advances. 30-day accountability established.

What they need:

- Professional facilitation through transitions
- 501(c)(3) filing expertise
- Grant writing for startup funds
- Organizational development guidance

Bottom Line

The Blueprint's phased approach works. Following this, it transforms our current momentum into a thriving Main Street organization with greater independence, increasing the growth of businesses and enhancing the economic impact on the Village's bottom line.

MAY 29, 2025

VILLAGE OF ROSCOE PROPOSAL FOR **COMPREHENSIVE PLACE SERVICES**

PREPARED FOR:

Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator

PREPARED BY:

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

Dear Carol and Josef,

Thank you for the opportunity to propose a comprehensive engagement for the Village of Roscoe. Building upon our previous work developing the Main Street District Blueprint and the I-90/Rockton Road Corridor planning efforts, we're excited to present a consolidated approach that combines both.

The Main Street District Blueprint is complete, stakeholder consensus has been achieved, and the foundation for implementation is solid. Now, the Village needs focused execution - and that's exactly what this proposal delivers.

We're at a critical juncture to move from planning to implementation. This next phase requires a focused approach that brings together our full range of services:

- **Comprehensive Blueprint Implementation** for the Main Street District
- **Developer and Business Recruitment** for priority opportunity sites
- **Stakeholder Coordination** with property owners and business leaders
- **Strategic Place Branding** to elevate Roscoe's visibility in the region
- **Implementation Support** for key initiatives like the pop-up retail program

Our approach is rooted in four key principles that have proven successful in our partnerships with other communities in the region:

- **Data-Informed Decision-Making:** Leveraging market insights and analytics to guide strategy
- **Stakeholder Engagement:** Ensuring broad community support and alignment
- **Adaptive Strategy:** Maintaining flexibility to respond to emerging opportunities
- **Holistic Development:** Integrating economic, social, and environmental considerations

This proposal directly addresses your four priorities: Main Street implementation, Rockton Road strategy, property owner engagement, and strategic advisory services - all within your budget parameters.

Please review the enclosed proposal, and I look forward to discussing it further.

Sincerely,



David A. Sidney

Principal + Planning & Development Studio Lead | Place Foundry LLC

Situation Appraisal

Item # 8.

CURRENT SITUATION:

The Village of Roscoe has made significant progress in planning for the Main Street District and the I-90/Rockton Road Corridor. The foundation has been established through:

- Completion of the Main Street District Blueprint with a clear vision and implementation framework
- Development of conceptual plans for the Box Market and public plaza
- Initial stakeholder engagement and business alliance formation discussions
- Preliminary market analysis and opportunity site identification
- Establishment of priorities for economic development across key corridors

Despite this progress, Roscoe is now at a critical transition point between planning and implementation. Current challenges include:

- Maintaining momentum with stakeholders and property owners
- Advancing from concepts to buildable projects
- Developing funding and implementation strategies for key initiatives
- Coordinating multiple initiatives across different areas of the community
- Establishing sustainable organizational structures to support long-term success

DESIRED SITUATION:

The Village of Roscoe seeks to advance from planning to action with demonstrable progress on key initiatives:

- Successfully establish the Business District Alliance as a functioning 501(c)(3)
- Launch the Pop-Up Shop & Playscape initiative with physical improvements complete
- Implement coordinated marketing and communications for both the Main Street District and I-90/Rockton Road Corridor
- Attract developers and businesses to priority opportunity sites
- Secure funding and resources for public infrastructure improvements
- Create a sustainable framework for ongoing implementation

OUR CONTRIBUTION:

Place Foundry will serve as an extension of Roscoe's team, providing specialized expertise and implementation capacity:

- Providing continuity from planning to implementation phases
- Offering specialized expertise in economic development, placemaking, and development feasibility
- Facilitating relationships with property owners, businesses, and potential developers
- Maintaining focus on priority initiatives amid competing demands
- Delivering strategic guidance and practical tools for implementation

Scope of Work

Based on Village leadership feedback, we propose focused services in four priority areas, delivered within your budget requirements. This streamlined approach maximizes impact while maintaining fiscal responsibility.

FOUR PRIORITY SERVICES

- 1. Main Street District Implementation
- 2. Rockton Road Strategy Development
- 3. Property Owner Engagement
- 4. Village-Wide Advisory Services

TASK 1: PLACE MAPPING

This foundational task establishes the structure and processes needed to execute Roscoe’s priority initiatives successfully, with a particular focus on the Main Street District Blueprint.

Key Activities:

- Conduct market analysis for targeted areas
- Perform economic impact analysis for key projects and initiatives
- Complete land use planning and analysis
- Assess property conditions and development potential
- Research customer demographics and travel patterns
- Identify retail gaps and business opportunities

Deliverables:

- Market analysis reports for priority areas
- Economic impact assessments
- Land use recommendations
- Property assessment summaries
- Retail gap analysis
- Monthly progress reports

TASK 2: PLACE BLUEPRINT

This task focuses on attracting quality development and businesses to priority opportunity sites, with strategies customized for the Main Street District and I-90/Rockton Road Corridor.

Key Activities:

- Create development scenarios and visualizations
- Conduct corridor and site-specific planning
- Prepare development concepts for priority sites
- Perform project financial feasibility analyses
- Develop conceptual designs for public improvements
- Prepare visualization materials for stakeholder engagement
- Analyze zoning and regulatory considerations

Deliverables:

- Development scenario visuals and concept plans
- Corridor and site planning documents
- Financial feasibility analyses for key projects
- Public space design concepts
- Visualization materials for stakeholder engagement
- Zoning and regulatory recommendations

TASK 3: PLACE STORYTELLING

This task develops and implements cohesive branding, communications, and activation strategies that build visibility and create momentum for Roscoe's development initiatives.

Key Activities:

- Enhance brand development and engagement for Main Street and I-90/Rockton Road
- Develop comprehensive marketing materials
- Create targeted communication strategies
- Manage digital presence and social media engagement
- Design promotional materials for priority initiatives
- Produce content for stakeholder and public communications
- Develop messaging for developer and business recruitment

Deliverables:

- Brand strategy and guidelines
- Comprehensive marketing materials
- Digital content calendar and assets
- Social media strategy and content
- Project promotion materials
- Website updates and content
- Communications toolkit

TASK 4: PLACE IMPLEMENTATION

This task provides hands-on assistance with implementing priority projects, particularly the Pop-Up Shop & Playscape initiative and public realm improvements.

Key Activities:

- Provide developer solicitation services
 - Stakeholder/developer engagement
 - RFP/Q process management
 - Project feasibility analysis
 - Funding and incentive negotiation support
- Identify and pursue grant funding
 - Target 4 grant applications annually
 - Focus on DCEO, IEPA, USDA, and foundation opportunities
- Support Business District Association Development
 - Facilitate the establishment and organization of a Business District Association
 - Guide governance structure and operational framework
 - Support initial member recruitment and engagement
 - Assist with program development and strategic planning
- Support policy development and implementation
 - Provide economic development policy guidance
 - Support zoning and regulatory adjustments

Deliverables:

- Developer solicitation and RFP materials
- Funding strategy and grant opportunity assessments
- Business District Association formation documents
- Policy recommendations and implementation support
- Development agreement templates and guidance
- Implementation roadmap for priority initiatives

Service Delivery Framework

Item # 8.

Rather than a fixed timeline with predetermined deliverables, our on-call planning services will operate within a flexible framework that responds to the Village's evolving priorities while ensuring progress on key initiatives. This approach allows us to allocate resources efficiently while maintaining accountability for results.

PRIORITY INITIATIVES

The following initiatives have been identified as priorities, with flexibility to adjust as new opportunities emerge:

Main Street District Implementation:

- Business District Association formation and launch
- Pop-Up Shop & Playscape development
- Public space and streetscape enhancements
- Property owner engagement and coordination
- Development opportunity packaging

Rockton Road Corridor Development:

- Developer recruitment and engagement
- Site-specific opportunity prospectuses
- Infrastructure coordination planning
- Marketing and promotion strategy
- Commercial tenant recruitment

Village-Wide Economic Development:

- Grant identification and pursuit
- Development incentives framework
- Policy recommendations
- Stakeholder communication strategy
- Opportunity site assessment

SERVICE DELIVERY PROCESS

Our on-call services will follow a consistent process to ensure accountability and progress:

Monthly Priority Setting

- Review of active initiatives and emerging opportunities
- Adjustment of service priorities based on Village needs
- Resource allocation planning
- Agreement on monthly priorities

Weekly Implementation Activities

- Execution of priority tasks across all service areas
- Regular communication with key stakeholders
- Response to time-sensitive opportunities
- Documentation of progress and challenges

Communication and Reporting

- Weekly updates to Carol and Joe
- Monthly summary reports to Trustees
- Quarterly comprehensive presentations at Trustee's Planning Sessions
- Ad hoc reporting for special initiatives

Quarterly Strategic Assessment

- Review of progress against Village goals
- Identification of emerging opportunities and challenges
- Strategic adjustments to service delivery
- Long-range planning considerations

Anticipated Service Allocation

We've structured the following allocation to address your four priorities directly: Main Street implementation, Rockton Road development, property owner engagement, and village-wide advisory support. This allocation may shift quarterly based on results and emerging opportunities.

PLACE MAPPING (20%)

Data-Driven Decision Making

- Market analysis for retail recruitment
- Property inventory and assessment
- Opportunity site identification
- Economic impact analysis for key projects
- Demographic and consumer research
- Performance metrics tracking

PLACE BLUEPRINT (25%)

Strategic Development Planning

- Rockton Road corridor strategy development
- Site-specific opportunity packaging
- Financial feasibility analysis for priority projects
- Development scenario planning
- Public space and infrastructure coordination
- Zoning and regulatory recommendations
- Development standards recommendations

PLACE STORYTELLING (15%)

Building Momentum Through Communication

- Marketing materials for priority sites
- Developer and business recruitment packages
- Digital presence and social media
- Stakeholder communications and reports
- Event promotion and activation support
- Success story development

PLACE IMPLEMENTATION (40%)

Turning Plans into Reality

- Main Street Pop-Up Shop & Playscape development
- Business District Association formation and 501(c)(3) establishment
- Developer recruitment for both corridors
- Property owner engagement and coordination
- Grant writing and funding strategy (4-6 applications annually)
- Project management across all initiatives
- Project management and stakeholder coordination

Pricing

Place Foundry proposes the following comprehensive fee structure to support Roscoe's implementation priorities. Our pricing reflects the integrated nature of the services and the efficiencies gained by combining what would otherwise be separate engagements.

Comprehensive Place Services Fee of 110,400 or \$9,200 per month.

This professional fee includes:

INCLUDED SERVICES:

- All activities outlined in the four service areas: Place Mapping, Place Blueprint, Place Storytelling, and Place Implementation
- Weekly updates to Carol and Joe
- Monthly summary reports to the Village Board
- Quarterly Trustees Planning Sessions
- Strategic advisory services
- Project management and coordination

TEAM RESOURCES:

- David Sidney as dedicated Project Principal
- Jeff Macke as dedicated Project Manager
- Support staff for analysis and documentation
- Technical resources for materials development

PAYMENT TERMS:

- Monthly invoicing through QuickBooks Online
- Net 30 payment terms
- 12-month contract term beginning June 5, 2025

Risks & Assumptions

The following risks and assumptions apply to the project:

RISKS

Economic Conditions:

- Economic fluctuations may affect development feasibility and business recruitment.
- Construction costs and interest rates could impact implementation timelines.
- Retail market shifts may require adjustments to business recruitment strategies.

Implementation Challenges:

- Property owner decisions may affect development timelines
- Stakeholder alignment may require additional coordination
- Funding availability could impact project implementation schedules
- Regulatory approvals may require additional time

Organizational Capacity:

- New organizational structures like the Business District Alliance require time to develop capacity.
- Staff transitions within the Village could affect project continuity
- Competing priorities may impact implementation focus
- Volunteer capacity for new initiatives may fluctuate

ASSUMPTIONS

Village Engagement:

- Village staff will actively participate in implementation activities
- Leadership will provide timely feedback on deliverables and decisions
- The Village will identify a primary point of contact for day-to-day coordination
- Staff will assist with connecting to local resources and stakeholders

Communication Protocols:

- Regular access to Village leadership will be maintained
 - Response times to project inquiries will be less than two business days
 - Decision-making authority will be established
- Approval processes for external communications will be streamlined

Implementation Support:

- Property owners will remain engaged in the implementation process
- Community members will support activation initiatives
- The Village Board will maintain support for the implementation of the vision
- Local partners will collaborate on shared objectives

Resource Availability:

- The Village will provide access to relevant data and information
- Meeting spaces will be available for stakeholder engagement
- Basic infrastructure will support implementation activities
- The Village will coordinate internal departments as needed

Contract Agreement

This Contract Agreement ("Agreement") is entered into between the Village of Roscoe, Illinois ("Village") and Place Foundry LLC ("Place Foundry"), an Illinois Corporation.

Scope of Work

Place Foundry agrees to work with the Village of Roscoe to execute professional consulting services as defined in this proposal's comprehensive scope of work, focused on implementing the Main Street District Blueprint and related economic development initiatives.

Expectations

We agree that honesty, confidentiality, and innovation are critical to the success of this consulting relationship.

Client, the Village, agrees to:

- Speak openly and honestly about each place development scenario created during the process.
- Remain open to new ideas and approaches.
- Engage fully in in-person and virtual work sessions.
- Ensure timely dissemination of information necessary for implementation.
- Review and process invoices according to payment terms.
- Designate a primary point of contact for the project.

Consultant, Place Foundry LLC, agrees to:

- Facilitate the discovery of creative and achievable development opportunities and options.
- Balance objective data with innovative ideas and solutions.
- Hold the client accountable for decisions to achieve the project's overarching value proposition and return on investment.
- Provide materials and information as outlined in the description of the working agreement above.
- Maintain confidentiality regarding sensitive information.

Key Personnel

Place Foundry shall assign David A. Sidney as the "Key Person" to perform the work and other obligations outlined in this Agreement. The Place Foundry team members will assist David Sidney and collaborate with the Village to carry out tasks and deliverables as defined in the scope of work.

Conflicts of Interest

Place Foundry agrees to be responsible for ensuring that it does not have any ethical impediment to working on matters and to confirm that it does not have a conflict of interest in serving the Village by the terms of this Agreement. Place Foundry will keep the Village informed should any such disputes arise later.

Duration and Fees

This consulting relationship will begin on June 5, 2025. Place Foundry will invoice the Village monthly through QuickBooks Online for Comprehensive Place Services at \$9,200 per month.

Additionally:

This contract will be for twelve (12) months commencing after execution by the Village Board, unless sooner terminated or extended, in whole or in part, as provided in this contract.

All invoice payments are Net 30. Unpaid invoices after 60 days shall constitute a material default of this Agreement for which Place Foundry LLC has the right to cease performing all its work and recover termination costs and damages.

Place Foundry will charge an hourly rate of \$145/hour for travel outside the Rockford, IL, MSA area or otherwise, as required.

Place Foundry does not charge for regular business expenses except messenger/overnight services.

The Village may terminate this Agreement upon fifteen (15) days written notice to the Chief Executive Officer. In the event of termination, the Chief Executive Officer shall be compensated for all services performed to the termination date and reimbursable expenses incurred.

Place Foundry will maintain a record-keeping system to track monthly services and deliverables to the Village.

Any modifications to this Agreement must be made in writing and agreed upon by both parties.

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

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

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Place Foundry LLC to provide Comprehensive Place Services at \$9,200 /month for 12 months and agree that I/we are familiar with and accept the above terms.

CLIENT:	CONSULTANT:
SIGNATURE	SIGNATURE
NAME	NAME
TITLE	TITLE
DATE ACCEPTED	DATE PROPOSED:

PLACE
foundry

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

MEMORANDUM

TO: Carol Gustafson, Village President
Josef Kurlinkus, Village Administrator
Village of Roscoe Board of Trustees

FROM: David A. Sidney, CEO
Place Foundry LLC

DATE: May 29, 2025

RE: Comprehensive Place Services Contract

What We're Asking

Place Foundry will provide professional support to transform 12 months of planning into visible results. Place Foundry requests a 12-month contract at \$9,850/month to implement your Main Street Blueprint and advance Rockton Road development.

Why Now

The opportunity: Community momentum from BDA workshops remains strong. Grant opportunities would support visible implementation. Property owners await direction.

Our Approach

Place Foundry delivers four integrated services with flexible monthly allocation:

- **Implementation (40%)** – Direct project management for Bridge Street, Pop-Up initiatives, and BDA formation
- **Strategic Planning (25%)** – Rockton Road corridor development and site-specific opportunities
- **Stakeholder Engagement (20%)** – Property owner coordination and developer recruitment
- **Advisory Services (15%)** – Grant writing, policy guidance, Board presentations

The Value

- **One team, one fee:** No hourly charges or contract amendments
- **Proven partnership:** Building on 12 months of successful collaboration
- **Flexible priorities:** Adjust quarterly as opportunities emerge
- **Clear accountability:** Weekly updates, monthly reports, quarterly presentations

Bottom Line

Using our Short, Medium, and Long-Term approach, this investment converts planning into action and economic impact. Thank you for the opportunity to continue our partnership in achieving the Village's goals and plans for the Main Street District, Rockton Road Corridor, and the broader Village area.