



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, August 20, 2024

[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 **August 7, 2024.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

- 2. Discussion and Recommendation** of entering into an Agreement with **Place Foundry Design PLLC** to provide design and owner's representative services for the construction of the Village's Main Street Business Incubator Project.
- 3. Update and Discussion on Bridge Street Parking and Multi-use Project**

NEW BUSINESS

- 4. Discussion and Recommendation** to approve conference and travel expenses for Chief Hawley while attending **New Chiefs of Police Orientation**
- 5. Discussion and recommendation** to the Board for approval of travel expenses for elected officials and staff attendance at the **2024 Illinois Municipal League Annual Conference on September 19-21, 2024** [estimated expenses of \$1,400.00 per attendee].
- 6. Discussion and Recommendation** of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) & Outta Bounds Disc Golf Tournament** to be held at **Porter Park** on **November 2, 2024.**

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

Wednesday, August 07, 2024

CALL TO ORDER

ROLL CALL

PRESENT

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

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **June 18, 2024.**

Motion made by Trustee Wright, Seconded by Trustee Mallicoat.

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

Approval of the Minutes for the meeting of the Committee of the Whole from **July 16, 2024.**

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

Trustee Petty inquired as to when the Village would go out for RFP for a new Village Attorney, as this was discussed last December. President Gustafson stated that currently Village is focused on the current projects. President Gustafson expressed that she is not trying to put this off, currently the focus is the project planning around Main Street and Bridge Street project. She stated they would look into this in October so the board can have a greater understanding of what we would expect of this additional attorney.

Trustee Petty inquired if the Village has reached out to Stateline Baseball. Administrator Kurlinkus stated they have been contacted however we have not met with them.

Trustee Petty inquired about the additional parking at Founders Park, has this been completed? Administrator Kurlinkus stated that they have been completed, and he believes it was over the last two weeks. Brandon stated that around the Pavilion the parking lot has been completed. Administrator Kurlinkus stated they could look to see if their site plan is completed.

1. **Discussion and Recommendation** of adoption of a policy related to the maintenance of subdivision entrance signs and landscaping.

Administrator Kurlinkus continued with the discussion of the Subdivision Sign Policy, stating this is rolling over from last meeting. A request to determine how many of the subdivision signs that were current in the Village along determining if location was on the right of way or on private property. Administrator Kurlinkus provided the board with the information, the next discussion was around the costs, how much do we spend, how much for a grant for the subdivision. The board proposed a policy for the maintenance of these signs, including the potential for the Village to take over the maintenance of entrance signs in various subdivisions. It was discussed and suggested that the Village would provide a basic sign for a set fee, and residents could contribute additional funds to customize the subdivisions sign. Administrator Kurlinkus stated more discussion needed around the policy

NEW BUSINESS

2. **Discussion and Recommendation** to eliminate the position of Lieutenant from the roster of authorized ranks in Village of Roscoe Police Department.

Administrator Kurlinkas summarized the request and called on Chief Hawley.

Trustee Mallicoat stated the Village only funds this, we don't eliminate the position. Administrator Kurlinkas stated he respectfully disagrees. Chief Hawley stated there hasn't been a Lieutenant position in 10 years. Police and Fire have requested that the position be removed. President Gustafson stated that Leanne Jones requested for this to be removed, to stop testing for a position that does not exist saving time and money.

Administrator Kurlinkas entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Babcock.

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

Voting Nay: Trustee Mallicoat

3. Overview and Presentation of the Village's 3rd Annual Truck or Treat at Porter Park.

Administrator Kurlinkus called on Anne Hanson to provide an overview of the Event.

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Administrator Kurlinkus entertained a motion to adjourn,

Motion made by Trustee Plock, Seconded by Trustee Petty.

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 2.

Agenda Item: Agreement with **Place Foundry Design, PLLC** to provide design and owner's representative services for the construction of the Village's Main Street Small Business Incubator Project.

Date: August 16, 2024

Meeting: COTW – 8/20/2024

Prepared by: Josef Kurlinkus

Department: Planning & Community Development

Overview/Background Information

The Village is currently in the process of developing its property on Hodges Run & MainStreet into a location which will include a location for a Small Business Incubator program, public use space, and a low impact park. After several public workshops and the Village has approved a general concept plan for this property which was developed by Place Foundry. This proposal is for professional design services related to the building of this facility, and includes:

- Civil Engineering
- Architectural Site and Shade Structure Design
- Structural Engineering
- Landscape Architecture/Design
- Electrical Engineering

Key Issues

- 1) **Place Foundry Design, PLLC** will serve as general design consultants, and will utilize sub-design consultants which is included as part of the overall agreement. .
- 2) The services include all design and construction documents.

Fiscal Note/Budget Impact

Proposed sum: \$86,000.

Prior Legislative Actions

n/a

Action Required/Recommendation

Staff recommends approval of entering into an agreement with **Place Foundry Design, PLLC** for design services for the Village's Main Street Small Business Incubator Project.

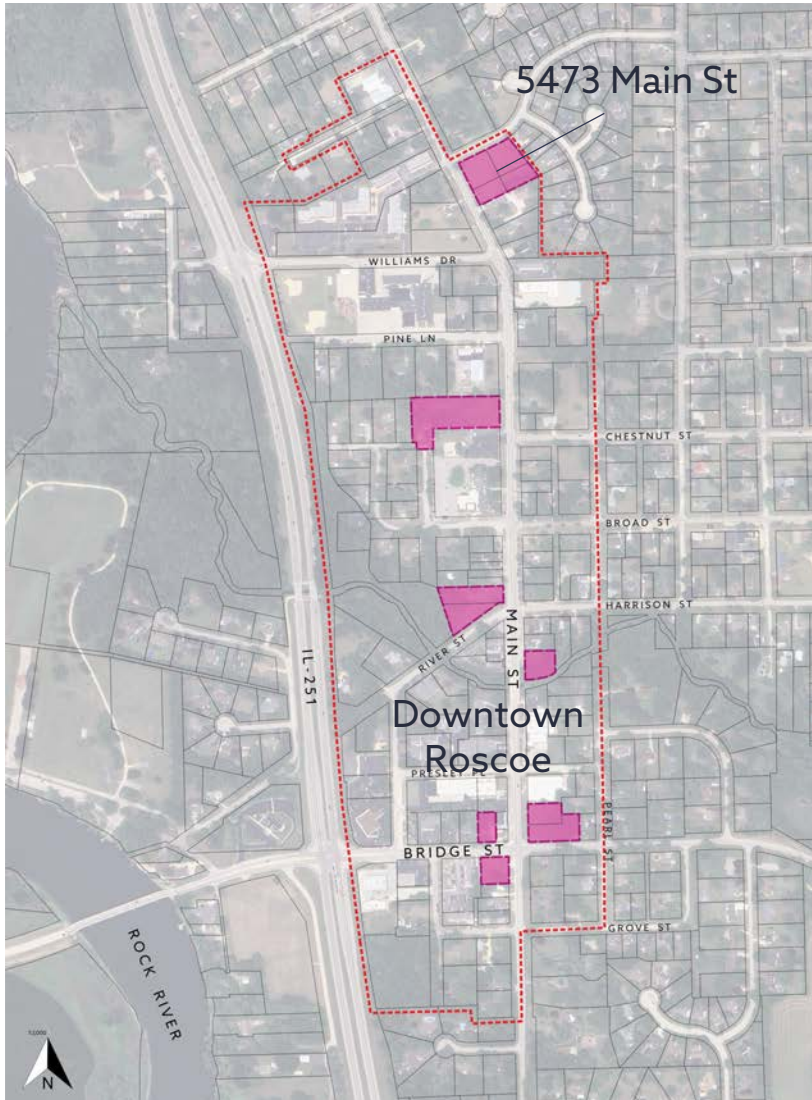
Attachments

- 1) Proposal for Professional Services for Main Street Incubator Project
- 2) Concept Plan for Main Street Incubator Project

Downtown Roscoe, IL

5473 Main Street Pop-Up Retail Concept Plan

5473 Main Street





Item # 2.

5473 Main
Street Site

Main Street
Square



Item # 2.

Public Restrooms

Sidewalk Extension

Naturalized Playground

Nature Area/
Walking Path

Pedestrian Plaza
and Market Area

Pedestrian
Crossing

On-Street
Parking
(6 Spaces)

Multi-Use Path

Pop-up Retail "Pods"
(162 SF each)

Off Street Parking
(27 Spaces)

Playscape and Nature Area - 28,000 SF

Playscape - 3,480 SF





Item # 2.

Public Restrooms

Naturalized Playground

Nature Area/
Walking Path

Barrier
(Fencing/Berm)

Pedestrian Plaza
and Market Area

Food Truck Square

Parking Area









Item # 2.



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

August 8, 2024

PROPOSAL FOR SERVICES

Community Space/Parking Lot
5473 Hodges Run
Roscoe, IL 61073

Prepared for:

Village of Roscoe
c/o Josef R. Kurlinkus
10631 Main Street, P.O. Box 283
Roscoe, IL 61073

Prepared by:

Place Foundry Design, PLLC.

Joseph W. Anderson, Architect - NCARB, AIA | Managing Principal

Mr. Kurlinkus,

Thank you for the opportunity to continue with bringing this exciting community project to reality. We propose the following scope of services and fee structure. We certainly look forward to working with you on this project.

PROJECT SUMMARY:

Provide Architectural Design and Engineering Services for an outdoor community space at 5466 Bridge Street. The space will provide parking and event amenities, along with pre-engineered covered/shade structures, power, and lighting.

WHAT THIS PROPOSAL INCLUDES

Professional Services

- Civil Engineering
- Architectural Design
 - *Pop-Up Retail Shops & Restroom Facility*
- Structural Engineering
- Landscape Architecture/Design
- Mechanical, Electrical & Plumbing Engineering

SUMMARY OF PROFESSIONAL SERVICES

Civil Engineering

Site Survey – Boundary, Utility and Topography

Site Engineering – Access, Parking & Rainwater Management

Architectural Design

Design Development – Pop-Up Shop Alterations/Coordination & Restroom Facility
 Site Furniture & Equipment Selection (Playground Design and Equipment by others.)
 Construction Documents

Structural Engineering

Landscape Architecture/Design –

Lawn, plant selections, & hardscapes.

Mechanical, Electrical & Plumbing Engineering

Site Lighting & Power

COMPENSATION

Place Foundry Design, PLLC, and the sub-consultant team (Civil Engineering, Structural, Landscape, and MEPs) will provide the services above in entirety for the sum of **\$86,000.00**.

Please see the attached contract for additional information, terms, and exclusions.

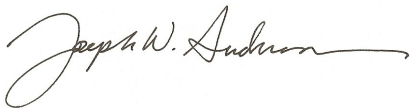
NEXT STEPS

Upon acceptance of this proposal, Place Foundry Design LLC will generate a contract including the scope of work in the proposal and mutually agreed upon terms with any corrections or changes made in writing before legal review and signing.

FINAL REMARKS

Place Foundry Design looks forward to facilitating the design and permit process for the renovation of your building. We are grateful for the opportunity.

Sincerely,



Joseph W. Anderson, Architect - NCARB, AIA
 Partner + Founder | Place Foundry Design, LLC

CONTRACT

Joseph W. Anderson (Place Foundry Design, PLLC) and Village of Roscoe voluntarily enter this non-refundable agreement as a positive, rewarding partnership that focuses on Architectural and Engineering services for your property asset holdings per the proposal above.

MEETINGS AND CONTACT

We will utilize face-to-face and virtual meeting platforms (ZOOM) at agreed-upon dates and times. We agree that each session will have an agenda with stated outcomes, fundamental

equations to address, and next steps. We may contact each other via phone or email as needed between sessions.

OWNER/CONTRACTOR RESPONSIBILITIES

The following items are included in our scope of work as reimbursable to be billed to Client (Client) unless otherwise paid directly by Client:

- Architectural Plan Review and Application Fees.
- Printed drawings at the conclusion of each phase will be reimbursable.
 - The Architect will provide digital drawings (PDFs) and paper process drawings as part of the standard services at no charge.
- Travel/Site Visits

EXCLUSIONS

The following items are not included in the scope of services and pricing:

- Soil Borings (used to determine Soil Bearing Capacity)
- Interior Design – Material and Finish Selections/Coordination (samples and material boards)
- Playground Design and Equipment.
- Bidding & Negotiation
- Construction Administration

CONTRACT ADMINISTRATION

Under this service agreement, Place Foundry shall not have control over, oversee or be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the work since these are solely the Contractor's responsibility under the Contract for Construction. Place Foundry Design, LLC shall not be responsible for the Contractor's schedules or failure to carry out the work by the Contract Documents. The Architect shall not have any control over acts or omissions of the Contractor, Subcontractor, their agents or employees, or any other persons performing portions of the work.

CONTRACT CONT'D COMPENSATION

1. Compensation for Additional Services requested by the Owner shall be based on an hourly rate of \$135.00/HR
2. Invoices will be sent monthly, at the end of each completed phase, and at delivery of final completion.
3. All invoice payments are due within 30 days. Unpaid invoices after 30 days will incur a 1.5% increase per month, beginning and retroactive after 30 days. Unpaid invoices after 60 days shall constitute a material default of this Agreement, for which Place

Foundry Design, LLC has the right to cease the performance of all its work and recover termination costs and damages. Legal fees and employee time at their billable rates will be spent in assistance with fee collection.

4. Collection efforts are in addition to the contractual amount due. Lien rights may also be executed.

CONTRACTUAL TERMS

The Owner may terminate this Agreement at any Phase upon at least seven (7) days written notice to the Architect. In the event of termination, the Architect shall be compensated for all services performed to the termination date, together with reimbursable expenses incurred to date.

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

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Place Foundry Design to provide services as outlined above and agree that I/we are familiar with and accept the terms above. Payment in full will be due at the conclusion of services. Payment options are provided through Quickbooks Online or a check can be mailed to 728 N. Prospect Street, Suite 101, Rockford, IL 61107.

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

Signature _____

Name _____

Title _____

Date Proposed: _____

SUMMARY OF DESIGN PHASES

Programming/Pre-Design - PD

The owner and architect discuss the requirements for the project (how many rooms, the function of the spaces, etc.), testing the fit between the owner's needs, wants and budget. Preliminary layouts may accompany programming.

Schematic Design - SD

The architect prepares a series of rough sketches, known as schematic design, which show the general arrangement of rooms and of the site. Some architects also prepare models to help visualize the project. The owner approves these sketches before proceeding to the next phase.

Design Development - DD

The architect prepares more detailed drawings to illustrate other aspects of the proposed design. Plans show all the rooms in correct size and shape and outline specifications are prepared listing the major materials and room finishes.

Construction Documents – CD's

Once the owner has approved the design, the architect prepares detailed drawings and specifications, which the contractor will use to establish actual construction cost, to permit and build the project. The drawings and specifications become part of the construction contract.

Bidding & Negotiation - BN

The owner selects and hires the contractor. The architect may be willing to make some recommendations. In many cases, owners choose from among several contractors they've asked to submit bids on the job. The architect can help you prepare bidding documents as well as invitations to bid and instructions to bidders.

Construction Administration - CA

While the contractor will physically build the project, the architect can assist the owner in making sure that the project is built according to the plans and specifications. The architect can make site visits to observe construction, review and approve the contractor's application for payments, answer & create RFI's & RFP's, Review submittals and generally keep the owner informed of the project's progress and/or changes. Coordinate final project walk through, punch lists and review project closeout documents. The contractor is solely responsible for construction methods, techniques, schedules and procedures.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Per Diem for Chief Hawley while attending New Chiefs of Police Orientation

Date: 08/20/2024

Meeting: COTW

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

New Chiefs of Police Orientation is required of new Illinois Chiefs within the first two years of being appointed. This is required by the Illinois Training and Standards Board and is only offered one time a year in East Peoria, IL. The class and lodging are provided at no cost. The Orientation runs September 17 – 20, 2024.

Key Issues

Required class for New Chiefs by Illinois Training and Standards.

Fiscal Note/Budget Impact

Per Diem at a cost of \$132

Prior Legislative Actions

N/A

Action Required/Recommendation

Discussion and Recommendation to approve per diem for Chief Hawley while attending New Chiefs of Police Orientation

Attachments

- Breakdown of per diem cost per day
- 2024 GSA per diem rates for East Peoria, IL



FY 2024 Per Diem Rates for East Peoria, Illinois

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

New Chiefs of Police Orientation per diem cost**Class Times**

- Tuesday, September 17, 2024 11:00 AM to 5:00 PM
Dinner \$26
- Wednesday, September 18, 2024 8:00 AM to 5:00 PM
Breakfast \$13, Dinner \$26
- Thursday, September 19, 2024 8:00 AM to 5:00 PM
Breakfast \$13, Dinner \$26
- Friday, September 20, 2024 8:00 AM to NOON
Breakfast \$13, Lunch \$15

TOTAL Per Diem \$132

Working lunches are provided for Tuesday thru Thursday.

2024 IML Conference			
Dates: Thursday, September 19-21, 2024			
Attendee: Josef Kurlinkus			
Proposed Travel Expenses:			
Conference Registration		\$325.00	
Hotel		\$650.00	2 nights
Parking		\$176.40	
Mileage 92 mi @.67		\$61.64	
Mileage 92 mi @.67		\$61.64	
Per Diem			
	Day 1	\$59.25	Thursday
	Day 2	\$59.25	Friday
Total Per Attendee		\$1,393.18	



ILLINOIS MUNICIPAL LEAGUE

111th ANNUAL CONFERENCE

CONFERENCE PROGRAM

Please choose a day:

Entire Conference



and a track:

All Tracks



Thursday, September 19, 2024

Opening and Closing a TIF District

Thursday, September 19, 2024 at 9:30 AM - 10:30 AM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Michael T Jurusik, Shareholder & Director - Klein Thorpe & Jenkins Ltd



Scott R Niehaus, Village Manager - Village of Lombard

Tracks:

Tax Increment Financing Seminar (MCLE)

What You Need to Know About Impact Fees and the Takings Clause

Item # 5.

Thursday, September 19, 2024 at 9:30 AM - 10:30 AM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



Gregory T Smith, Partner - Elrod Friedman LLP



Yordana J Wysocki, Partner - Hervas Condon & Bersani PC

Tracks:

Municipal Attorneys Seminar (MCLE)

Configuring a Successful TIF District

Thursday, September 19, 2024 at 10:40 AM - 11:40 AM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Herb Klein, President/Attorney - Jacob & Klein and The Economic Development Group Ltd



Steven Kline, Economic Development Group President/CEO - Jacob & Klein and The Economic Development Group Ltd



Cody Moake, Chief of Staff - City of Marion

Tracks:

Tax Increment Financing Seminar (MCLE)

Managing Local Records: Inventory and Disposal

Thursday, September 19, 2024 at 10:40 AM - 11:40 AM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



Steve Colaizzi, Field Rep, IL State Archives/Records Management - IL Secretary of State's Office



Marikay Hegarty, Field Rep, IL State Archives/Records Management - IL Secretary of State's Office

Tracks:

Municipal Attorneys Seminar (MCLE)

Financing - Successful TIF Structures and Analysis

Thursday, September 19, 2024 at 12:40 PM - 1:40 PM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Chris Minick, Chief Financial Officer/Treasurer - City of Aurora



Jim Snyder, Partner - Miller Canfield

Tracks:

Tax Increment Financing Seminar (MCLE)

2024 Tort Immunity Update

Thursday, September 19, 2024 at 12:40 PM - 1:40 PM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



Taylor Brewer, Associate - Tressler LLP



James J Hess, Senior Counsel - Tressler LLP



Darcy L Proctor, Partner - Tressler LLP

Tracks:

Municipal Attorneys Seminar (MCLE)

Environmental Regulation and Compliance Update with the Illinois Environmental Protection Agency

Thursday, September 19, 2024 at 1:30 PM - 2:30 PM, Grand Hall K - Ballroom Level (Gold Level)

Moderator:



Dan Di Santo, Village Administrator - Village of Oswego

Speakers:



Paul Eisenbrandt, Bureau of Land - Field Operations Section Manager - IL Environmental Protection Agency

Tracks:

Clerks

Legal (Non-MCLE)

Management

Public Works

Risk Management

Public Utility Cybersecurity Awareness

Thursday, September 19, 2024 at 1:30 PM - 2:30 PM, Grand Hall L - Ballroom Level (Gold Level)

Moderator:



Keith Ogle, Village President - Village of Frankfort

Speakers:



Bill Bowers, Senior Director & Chief Security Officer - IL American Water

Tracks:

Illinois State Police and Public Corruption Investigations

Thursday, September 19, 2024 at 1:30 PM - 2:30 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Jan Carter Niccum, Village Trustee - Village of Savoy

Speakers:



MB Matthew Barber, Master Sergeant - IL State Police



HB Heath Bryan, Trooper - IL State Police



RC Randall Custer, Special Agent - IL State Police



DW Dagmara Wojtas, Lieutenant - IL State Police

Tracks:

Clerks

Communications

Finance

Human Resources

Legal (Non-MCLE)

Management

Public Safety

Risk Management

Taking the Politics and Myths Out of TIF

Thursday, September 19, 2024 at 1:45 PM - 2:45 PM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Herb Klein, President/Attorney - Jacob & Klein and The Economic Development Group Ltd



Scott R Niehaus, Village Manager - Village of Lombard

Item # 5.

Tracks:

Tax Increment Financing Seminar (MCLE)

Recent FOIA and OMA Developments: Special Insights from the PAC

Thursday, September 19, 2024 at 1:45 PM - 2:45 PM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



Leah Bartelt, Asst Attorney General/Public Access Counselor - Office of the IL Attorney General



Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle



Brad Stewart, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Municipal Attorneys Seminar (MCLE)

Exhibit Expo

Thursday, September 19, 2024 at 2:00 PM - 7:00 PM, Riverside Exhibit Hall (Purple Level)

IML Lounge

Thursday, September 19, 2024 at 2:00 PM - 7:00 PM, Riverside Exhibit Hall (Purple Level)

Federal Funding Opportunities for Rural Communities

Thursday, September 19, 2024 at 2:45 PM - 3:45 PM, Grand Hall K - Ballroom Level (Gold Level)

Moderator:



Jeremy Heuerman, Director of Public Works - City of Effingham

Item # 5.

Speakers:



Molly Hammond, Deputy State Director - USDA Rural Development



Mary Warren, Business Programs Director - USDA Rural Development

Tracks:

Clerks

Economic Development

Finance

Public Safety

Public Works

Video Gaming Update with the Illinois Gaming Board

Thursday, September 19, 2024 at 2:45 PM - 3:45 PM, Grand Hall L - Ballroom Level (Gold Level)

Moderator:



R Dee Shonkwiler, Village Trustee - Village of Savoy

Speakers:



Marcus D Fruchter, Administrator - IL Gaming Board

Tracks:

Clerks

Finance

Legal (Non-MCLE)

Management

Risk Management

IMRF Employer Update

Thursday, September 19, 2024 at 2:45 PM - 3:45 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Ken Griffin, Trustee - Village of Romeoville

Speakers:



Christine Fine, Employer Representative - IL Municipal Retirement Fund



Paul Parise, Employer Representative - IL Municipal Retirement Fund

Item # 5.



Randy Stevens, Employer Services Team Leader - IL Municipal Retirement Fund

Tracks:

Clerks

Communications

Finance

Human Resources

Trending

TIF Case Studies - Residential and Commercial

Thursday, September 19, 2024 at 2:55 PM - 3:55 PM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Cody Moake, Chief of Staff - City of Marion



Patrick Urich, City Manager - City of Peoria

Tracks:

Tax Increment Financing Seminar (MCLE)

2024 Employment Legislation Update and Paid Leave for All Workers Act

Thursday, September 19, 2024 at 2:55 PM - 3:55 PM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



James J Powers, Partner - Clark Baird & Smith LLP

Tracks:

Municipal Attorneys Seminar (MCLE)

Optimizing the Joint Review Board

Item # 5.

Thursday, September 19, 2024 at 4:00 PM - 4:30 PM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Speakers:



Ellen Baer, Village Manager - Village of Western Springs



Michael T Jurusik, Shareholder & Director - Klein Thorpe & Jenkins Ltd

Tracks:

Tax Increment Financing Seminar (MCLE)

How to Address Police Liability Claims and Reduce Your Risk

Thursday, September 19, 2024 at 4:00 PM - 5:00 PM, Grand Ballroom EF - Ballroom Level (Gold Level)

Moderator:



Gregory T Smith, Partner - Elrod Friedman LLP

Speakers:



Andrew O'Donnell, Associate - Tressler LLP



Darcy L Proctor, Partner - Tressler LLP



Molly E Thompson, Partner - Tressler LLP

Tracks:

Municipal Attorneys Seminar (MCLE)

Supporting Victims of Hate: A Community Response

Thursday, September 19, 2024 at 4:00 PM - 5:00 PM, Grand Hall K - Ballroom Level (Gold Level)

Moderator:



Ken Griffin, Trustee - Village of Romeoville

Speakers:



Elana Kahn, Executive Director - IL Commission on Discrimination and Hate Crimes

Tracks:

Communications

Human Resources

Legal (Non-MCLE)

Public Safety

Risk Management

Trending

Floodplain Development Basics - IDNR, NFIP and Your Role

Thursday, September 19, 2024 at 4:00 PM - 5:00 PM, Grand Hall L - Ballroom Level (Gold Level)

Moderator:



Jan Carter Niccum, Village Trustee - Village of Savoy

Speakers:



Meghan Burrows, Community Planner, Mitigation Division, Region 5 - Federal Emergency Management Agency (FEMA)



Erin Conley, Illinois State Floodplain Coordinator - IL Dept of Natural Resources



Steve Greene, Supervisor, Hazard Mitigation Planning, Mitigation Division FEMA Region 5 (Chicago) - Federal Emergency Management Agency (FEMA)

Tracks:

Economic Development

Finance

Management

Public Safety

Public Works

Reducing Payroll Risks

Thursday, September 19, 2024 at 4:00 PM - 5:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Madison Ratliff, Research Coordinator - Illinois Municipal League

Item # 5.

Speakers:



Tim Gavin, Principal - Lauterbach & Amen

Tracks:

Clerks

Finance

Human Resources

Legal (Non-MCLE)

Risk Management

Q&A - Ask the TIF Experts

Thursday, September 19, 2024 at 4:30 PM - 5:00 PM, Grand Ballroom AB - Ballroom Level (Gold Level)

Moderator:



Richard J Veenstra, Partner - Schain Banks Kenny & Schwartz Ltd

Tracks:

Tax Increment Financing Seminar (MCLE)

Get Acquainted Reception

Thursday, September 19, 2024 at 5:30 PM - 7:00 PM, Riverside Exhibit Hall (Purple Level)

Friday, September 20, 2024

Continental Breakfast

Friday, September 20, 2024 at 8:00 AM - 8:45 AM, Grand Ballroom EF - Ballroom Level (Gold Level)

Opening General Session

Item # 5.

Friday, September 20, 2024 at 9:00 AM - 10:15 AM, Grand Ballroom ABCD - Ballroom Level (Gold Level)

Speakers:



Kyle Carpenter

Tracks:

General Session

Exhibit Expo

Friday, September 20, 2024 at 10:00 AM - 3:00 PM, Riverside Exhibit Hall (Purple Level)

IML Lounge

Friday, September 20, 2024 at 10:00 AM - 3:00 PM, Riverside Exhibit Hall (Purple Level)

U.S. Department of Homeland Security Cybersecurity Workshop

Friday, September 20, 2024 at 10:30 AM - 11:30 AM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Leon Rockingham Jr, Mayor - City of North Chicago

Speakers:



Tony Collings, Cybersecurity State Coordinator - US Dept of Homeland Security

Tracks:

Information Technology

Management

Newly Elected Officials

Students

Trending

Investing in Illinois: Updates with the Illinois State Treasurer's Office

Friday, September 20, 2024 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



Ricky J Gottman, Mayor - City of Vandalia

Item # 5.

Speakers:



Thomas Gary, Director of ePAY & IL Funds - IL State Treasurer



Rebecca Huston, Director of Invest in Illinois - IL State Treasurer



Jack Weisenborn, Director of IPTIP Investments - IL State Treasurer

Tracks:

Clerks

Finance

Information Technology

Risk Management

Protecting and Sustaining Statewide Water Resources

Friday, September 20, 2024 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



Deborah Frank Feinen, Mayor - City of Champaign

Speakers:



Dan Hadley, Hydrogeologist - Prairie Research Institute at U of I, Urbana-Champaign



Laura Weis, President & CEO - Champaign County Chamber of Commerce



Diane Wolfe Marlin, Mayor - City of Urbana

Tracks:

Economic Development

Finance

Management

Public Works

Steering True North: Making Value-Based Decisions in the Face of Community Pushback

Friday, September 20, 2024 at 10:30 AM - 11:30 AM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



Susan Harbaugh, Mayor - City of Red Bud

Speakers:



Walter Denton, City Administrator - City of O'Fallon



Beth Quindry, Senior Project Manager, St Louis Office Lead - Shockey Consulting

Tracks:

Clerks

Communications

Human Resources

Management

Public Safety

Railroad Safety with the Illinois Railroad Association

Friday, September 20, 2024 at 10:30 AM - 11:30 AM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Catherine M Adduci, Village President - Village of River Forest

Speakers:



Tim J Butler, President - IL Railroad Association



Aisha Jackson, Rail Safety Specialist Education & Outreach - IL Commerce Commission



Peter Skosey, Executive Director, State Government Affairs - BNSF Railway Company

Tracks:

Communications

Legal (Non-MCLE)

Management

Newly Elected Officials

Public Safety

Public Works

Risk Management

Lunch in Exhibit Expo

Friday, September 20, 2024 at 11:45 AM - 12:30 PM, Riverside Exhibit Hall (Purple Level)

We Run to a Crisis

Item # 5.

Friday, September 20, 2024 at 11:45 AM - 12:30 PM, Riverside Exhibit Hall (Purple Level)

Speakers:



DM Don Miller, Director, Public Sector Sales, SLED Team - Verizon Wireless



MO Michael Olson, Senior Manager, Crisis Response Team, Frontline - Verizon Wireless

Tracks:

General Session

The Illinois Open Meetings Act and Freedom of Information Act

Friday, September 20, 2024 at 12:45 PM - 1:45 PM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Gary W Manier, Mayor - City of Washington

Speakers:



Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle



Brad Stewart, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Clerks

Human Resources

Information Technology

Management

Newly Elected Officials

Students

Downstate Police and Fire Pension Investment Funds

Friday, September 20, 2024 at 12:45 PM - 1:45 PM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



Michael J Inman, Mayor - City of Macomb

Speakers:



William Atwood, Executive Director - IL Firefighters' Pension Investment Fund



Brad Cole, CEO - Illinois Municipal League



Philip J Suess, Mayor - City of Wheaton



Richard White, Executive Director - IL Police Officers' Pension Investment Fund

Tracks:

Finance

Human Resources

Legal (Non-MCLE)

Management

Public Safety

Downtown Beautification through Successful Community Engagement

Friday, September 20, 2024 at 12:45 PM - 1:45 PM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



Sean M Widener, Village President - Village of Mahomet

Speakers:



Peter March, Village President - Village of Peotone



Melanie Santostefano, President - Vicarious Multimedia

Tracks:

Communications

Economic Development

Finance

Budgeting Fundamentals: How Budgets Turn Policy into Numbers

Friday, September 20, 2024 at 12:45 PM - 1:45 PM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



Donny Schmit, Mayor - Village of Fox Lake

Speakers:



Greg Kuhn, Director of Center for Governmental Studies - Northern Illinois University



James Norris, Sr Local Govt Specialist Center for Governmental Studies - Northern Illinois University

Tracks:

Finance

Management

Lead Service Line Update with the Illinois Environmental Protection Agency

Friday, September 20, 2024 at 12:45 PM - 1:45 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Julie Moore Wolfe, Mayor - City of Decatur

Speakers:



Gary Bingenheimer, Manager, Infrastructure Financial Assistance Section - IL Environmental Protection Agency



Jonathan Flowers, Senior Engineer - Robinson Engineering



Thomas Nagle, Vice President - Robinson Engineering



Adam Nutt, Compliance Officer, Bureau of Water - IL Environmental Protection Agency



Nidhan Singh, Deputy Program Manager - IL Environmental Protection Agency

Tracks:

Communications

Finance

Newly Elected Officials

Public Safety

Public Works

Risk Management

Trending

What You Need to Know About One-Call (JULIE) Law Changes

Friday, September 20, 2024 at 2:00 PM - 3:00 PM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Dan Di Santo, Village Administrator - Village of Oswego

Speakers:



Lucy Martinez, Damage Prevention Manager - JULIE Inc



Dave Van Wy, Damage Prevention Manager - JULIE Inc

Tracks:

Public Safety

Public Works

Risk Management

Current Trends in Retail

Friday, September 20, 2024 at 2:00 PM - 3:00 PM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



Rick Reinbold, Village President - Village of Richton Park

Speakers:



Aaron Farmer, President - The Retail Coach

Tracks:

Communications

Economic Development

Management

Public Works

Funding Capital Projects: Bonding vs. Spending Reserves

Friday, September 20, 2024 at 2:00 PM - 3:00 PM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



Joe Judge, Mayor - City of Mount Carmel

Speakers:



Michelle Binns, Director - PFM Asset Management



AJ Truckenmiller, Associate Director - S&P Global - Ratings



Magdalena Welkomer, Director - Baird Public Finance

Item # 5.

Tracks:

Economic Development

Finance

Trending

A Statehouse Briefing with Legislators

Friday, September 20, 2024 at 2:00 PM - 3:00 PM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



John Coultas, Legislative Affairs Director - Illinois Municipal League

Speakers:



Anthony DeLuca, IL State Representative



Jennifer Sanalitro, IL State Representative



Ram Villivalam, IL State Senator

Tracks:

Clerks

Communications

Economic Development

Finance

Human Resources

Information Technology

Legal (Non-MCLE)

Management

Newly Elected Officials

Public Safety

Public Works

Risk Management

Roundtables

Students

Trending

Local Roads Discussion with the Illinois Department of Transportation

Friday, September 20, 2024 at 2:00 PM - 3:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Rodney S Craig, Village President - Village of Hanover Park

Speakers:



Tim Peters, Local Policy & Tech Engineer - IL Dept of Transportation

Tracks:

Finance

Public Safety

Public Works

Students

Item # 5.

State Funding and Grant Policy Components

Friday, September 20, 2024 at 3:15 PM - 4:15 PM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Katrina Thompson, Mayor - Village of Broadview

Speakers:



Michaela Harris, Contract & Grant Compliance Officer - City of Rockford



Caitlin Justice, Technical Support Manager - IL Dept of Commerce & Economic Opportunity

Tracks:

Clerks

Economic Development

Finance

Newly Elected Officials

Students

Trending

Make State Procurement Work for You

Friday, September 20, 2024 at 3:15 PM - 4:15 PM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



R Dee Shonkwiler, Village Trustee - Village of Savoy

Speakers:



Joe Kim, Project Manager - State of IL - Chief Procurement Office for General Services



Josh Sergent, State Purchasing Officer - State of IL - Chief Procurement Office for General Services



Kassandra Wilkin, Senior State Procurement Officer - State of IL - Chief Procurement Office for General Services

Tracks:

Communications

Economic Development

Finance

Legal (Non-MCLE)

Management

Public Works

Item # 5.

PFAS: Regulatory and Treatment Updates

Friday, September 20, 2024 at 3:15 PM - 4:15 PM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



David Goins, Mayor - City of Alton

Speakers:



Lee Bloome, Water & Wastewater Discipline Manager - Hanson Professional Services

Tracks:

Communications

Legal (Non-MCLE)

Management

Newly Elected Officials

Public Works

Risk Management

Students

Trending

Solutions for Domestic and Community Violence

Friday, September 20, 2024 at 3:15 PM - 4:15 PM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



Thomas McNamara, Mayor - City of Rockford

Speakers:



Jennifer Cacciapaglia, Exec Dir, Mayor's Office of Domestic & Community Violence Prevention - City of Rockford



Thomas McNamara, Mayor - City of Rockford

Tracks:

Communications

Human Resources

Legal (Non-MCLE)

Management

Public Safety

Risk Management

Inclusive Contracting: Transforming Procurement Practices

Item # 5.

Friday, September 20, 2024 at 3:15 PM - 4:15 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Ken Griffin, Trustee - Village of Romeoville

Speakers:



Jaemie L Neely, Executive Director - Federation of Women Contractors

Tracks:

Communications

Economic Development

Finance

Legal (Non-MCLE)

Management

Public Works

Mayors, Village Presidents and Town Presidents Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Joe Judge, Mayor - City of Mount Carmel

Tracks:

Management

Roundtables

Alderpersons, Trustees and Councilmembers Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



Thomas McNamara, Mayor - City of Rockford

Tracks:

Management

Managers and Administrators Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall J - Ballroom Level (Gold Level)

48

Moderator:



James L Discipio, Village President - Village of La Grange Park

Tracks:

Management

Roundtables

Treasurers and Finance Officers Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall K - Ballroom Level (Gold Level)

Moderator:



Misty Buscher, Mayor - City of Springfield

Tracks:

Finance

Roundtables

Clerks and Deputy Clerks Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall L - Ballroom Level (Gold Level)

Moderator:



Sandie Maahs, Village Clerk - Village of Davis Junction

Tracks:

Clerks

Roundtables

Economic Development Roundtable

Friday, September 20, 2024 at 4:30 PM - 5:30 PM, Grand Hall MN - Ballroom Level (Gold Level)

Moderator:



Teresa Kernc, Mayor - Village of Diamond

Tracks:

Economic Development

Roundtables

Saturday, September 21, 2024

Future Proofing Municipal Services: Adapting to Emerging Trends

Saturday, September 21, 2024 at 9:15 AM - 10:15 AM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Daniel Newton, Public Affairs Director - Illinois Municipal League

Speakers:



Laura Guntren, Vice President of Marketing - gWorks

Tracks:

Communications

Human Resources

Information Technology

Management

Public Works

Risk Management

Updates with the Illinois Office of Broadband

Saturday, September 21, 2024 at 9:15 AM - 10:15 AM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



Michael Lane, Legislative Affairs Manager - Illinois Municipal League

Speakers:



Devon Braunstein, Deputy Director - IL Office of Broadband

Tracks:

Clerks

Economic Development

Finance

Information Technology

Public Works

Risk Management

Are You Allowed To Do That? What Local Government Leadership Must Know About Ethics

Item # 5.

Saturday, September 21, 2024 at 9:15 AM - 10:15 AM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



Paul Schore, President - Village of Bourbonnais

Speakers:



Jey Claudio, Associate Attorney - Tressler LLP



James J Hess, Senior Counsel - Tressler LLP



John M O'Driscoll, Partner - Tressler LLP

Tracks:

Clerks

Communications

Finance

Human Resources

Legal (Non-MCLE)

Management

Beyond Challenges: Seizing Retail Opportunities in Illinois

Saturday, September 21, 2024 at 9:15 AM - 10:15 AM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



Michael A Troup, Mayor - City of Quincy

Speakers:



Elliott Cook, Director of Real Estate - Retail Strategies



Michael A Troup, Mayor - City of Quincy

Tracks:

Communications

Economic Development

Management

Public Works

Saturday, September 21, 2024 at 9:15 AM, Grand Hall MN - Ballroom Level (Gold Level)

Sister Cities

Saturday, September 21, 2024 at 10:30 AM - 11:30 AM, Grand Hall GH - Ballroom Level (Gold Level)

Moderator:



Carolyn Harvey, Mayor - City of Carbondale

Speakers:



JB Jim Brown, Awards Chair - IL Sister Cities Association



LB Laura Brown, Secretary - IL Sister Cities Association



DR Darius Robinson, State Representative - Sister Cities International



CW Carol Wolfe, President - IL Sister Cities Association

Tracks:

- Clerks
- Communications
- Economic Development
- Finance
- General Session
- Human Resources
- Information Technology
- Legal (Non-MCLE)
- Management
- Newly Elected Officials
- Public Safety
- Public Works
- Risk Management
- Trending

Municipal Elections - Preparing for 2025

Saturday, September 21, 2024 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Moderator:



George Van Dusen, Mayor - Village of Skokie

Speakers:



Ross D Secler, Partner - Odelson Murphey Frazier & McGrath

Tracks:

Clerks

Communications

Legal (Non-MCLE)

Empowering Communities with AI: Cases, Ethics and Emerging Trends

Saturday, September 21, 2024 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Moderator:



David Goins, Mayor - City of Alton

Speakers:



Dustin R Good, Councilmember - City of Elgin

Tracks:

Human Resources

Information Technology

Legal (Non-MCLE)

Public Safety

Risk Management

Trending

Statewide Building Codes

Saturday, September 21, 2024 at 10:30 AM - 11:30 AM, Grand Hall KL - Ballroom Level (Gold Level)

Moderator:



John C Lewis, Mayor - City of Mount Vernon

Speakers:



Kathryn Gruber, President - IL Council of Code Administrators

Tracks:

Legal (Non-MCLE)

Management

Public Safety

Public Works

Risk Management

Trending

Annual Awards Luncheon

*Saturday, September 21, 2024 at 11:45 AM - 1:30 PM, Grand Ballroom - Ballroom Level
(Gold Level)*

Item # 5.

President's Reception

*Saturday, September 21, 2024 at 6:00 PM - 7:00 PM, Grand Foyer and Grand Hall Foyer -
Ballroom Level (Gold Level)*

Annual Banquet

*Saturday, September 21, 2024 at 7:00 PM - 10:00 PM, Grand Ballroom - Ballroom Level
(Gold Level)*

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 6.

Agenda Item: Halloween Doubles Disc Golf Tournament

Date: 8/14/2024

Meeting: COTW 8/20/2024

Prepared by: Janel

Department: Admin

Overview/Background Information

The request is for a special event permit for a disc golf tournament to be held at Porter Park on November 2, 2024.

The tournament goes back many years (10+) and has been run by several different organizations. Typically this has been held at Anna Page Park in Rockford. Porter will work well with its permanent basket lights. This event will be a two round disc golf tournament, second round being glow after dark.

This tournament is hosted by the Stateline Disc Golf Association and Outta Bounds Disc Golf. It is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

Key Issues

Projected attendance is 100-150

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

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Previous disc golf tournaments approved

Action Required/Recommendation

Recommend approval of the special event permit.

Attachments

Special Event Application

Special Event
Application Form

Return completed form to Roscoe Village Hall * 10631 Main St. * PO Box 283 * Roscoe, IL 61073

☐ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Disc Golf Tournament (no name at this time) SDGA and Outta Bounds Disc Golf

Nature of Event:

Disc golf doubles tournament (2 rounds, second round will be glow after dark)

Location of Event: Porter Park Projected Attendance: 100-150

Address of Organizer: 424 Main St. Pecatonica, IL 61063 Phone Number [REDACTED]

Event Date(s): November 2, 2024

Event Hours: 12:00 PM am/pm until 9:00 PM am/pm

Setup/Assembly Date: 11/2/24 Start Time: 11:00 AM am/pm

Dismantle Date: 9:30 PM am/pm Completion Time: 10:00 PM am/pm

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

(submit separate document if necessary)

Tables for vending inside cabin and 12x12 pop up tent for registration outside cabin.

Will this event require use of fireworks?

☐ Yes

☒ No

Will this event require street closures

☐ Yes

☒ No

Will alcohol be served?

☐ Yes

☒ No

Will signage be posted?

☐ Yes

☒ No

Will food be served?

☒ Yes

☐ No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829

*

Fax: (815) 623-1360

*

Email: permits@villageofroscoe.com



Special Event
Application Form

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

Name: Scott Wenstrom Phone Number: [REDACTED]

Email: sales@obdiscgolf.com

Additional Comments:

We hope to have a food truck available between rounds for participants.

Date:

8/13/24

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

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____
Signature

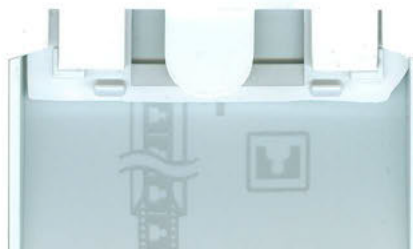
Village Board (if necessary): _____ Date: _____
Signature

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

Receipt _____

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

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com

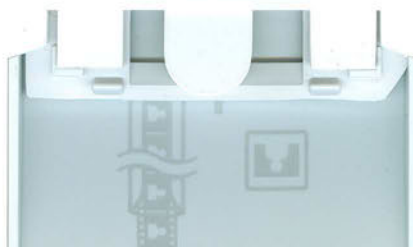


Special Event
Site Plan Exhibit

Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



Special Event
Hold Harmless Agreement

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

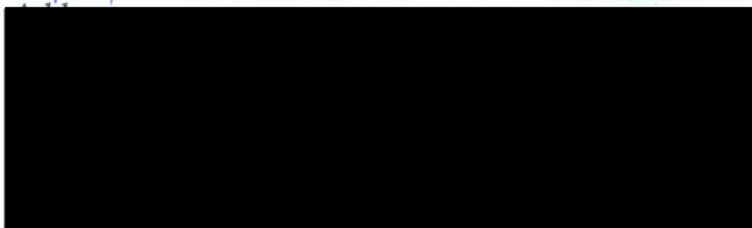
known as HALLOWEEN DOUBLES DISC GOLF TOURNAMENT

to be held 11/2/2024

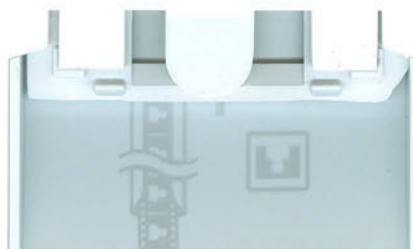
Signed this 13 day of AUGUST, 20 24

Scott Wenstrom (OUTTA BOUNDS DISC GOLF)
Name

424 MAIN ST. PECATONICA, IL 60063



Witness





10631 MAIN STREET, ROSCOE, IL 61073
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@villageofroscoe.com

PORTER PARK CABIN RENTAL RESERVATION RELEASE & WAIVER

Date of Event: 11/2/2024 Purpose of Event: Disc Golf Tournament
Rental Hours: 8:00 am – 10:00 pm Number of Guests (Max Occupancy 60): _____
Name: Scott Wenstrom (Outta Bounds Disc Golf, SDGA)
Mailing Address: 424 Main St Pecatonica, IL 61063
Phone: [REDACTED] Email: sales@obdiscgolf.com

PORTER PARK CABIN**6545 Windflower Lane, Roscoe**

All renters will be required to provide proof of address at the time of reservation. (copy of driver's license)
Your reservation is not confirmed until payment has been received.

- | | |
|-------------------------------------|--|
| ☐ | Village of Roscoe Resident Rental Fee: \$300.00 (non-refundable) |
| ☐ | Non-Resident Rental Fee: \$500.00 (non-refundable) |
| ☒ | Charitable Organization |

- Capacity not to exceed 60 people
- No alcohol allowed
- No smoking allowed
- Bounce houses and dunk tanks are not permitted
- Cabin cannot be rented for commercial or for-profit events
- No decorating with helium balloons inside
- the cabin
- Do not staple, tape or tack to the interior or exterior of the cabin
- Charges will apply for damages and any cleaning that has to be done
- No food or drink upstairs
- No unsupervised children upstairs

An electronic key fob gives you access to the cabin from 8am-10pm on your rental date only. You must pick up the key fob from Village Hall on the business day preceding your event. Key fobs must be returned to Village Hall the business day following your event.

The responsible party/renter agrees to hold harmless the Village of Roscoe, its employees and officials from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement for any personal injury, loss of life, property and/or damage to property sustained in, on or about the said premises, and from and against all costs, expenses and liability incurred for any such claims, the investigation thereof, or the defense of any action or process brought thereon and from and against any orders and/or judgements that may be entered therein.

The responsible party/renter further agrees to adhere to the rules and regulations of the Village of Roscoe and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the fun [REDACTED]

Applicant's Signature [REDACTED] Date: 8/13/24

Office use only

Method of Payment: _____ Cash _____ Check _____ Credit Card _____ Receipt Number: _____
Cabin Key # _____ Key picked up by: _____ Date: _____
Employee Initials: _____ Key returned by: _____ Date: _____

Updated 01/01/2024

