Meeting Agenda

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

Village Board of Trustees
Tuesday, September 15, 2026
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **September 1, 2026.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

TREASURER'S REPORT

2. Cash Report and Bills

3. Approval of Bills

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

NEW BUSINESS (First reading or suspend rules)

4. Approval of **Resolution 2026-35,** awarding the Village's **City-Wide Pavement Striping** Contract (2026) to with the total project cost.

5. **Approval of Travel Expense and Registration for Clerk's conference (2026 Clerks MCI Institute and Academy - October 4th, through October 9th, 2026).**

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

VILLAGE of ROSCOE

Meeting Minutes

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT
Trustee William Babcock
Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Wright
Village President Carol Gustafson

ABSENT
Trustee Michael Sima

APPROVAL OF THE MINUTES

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

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

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

PRESIDENT'S REPORT

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

   Hannah Briault, Roscoe Township's Activities Coordinator, presented plans for a new "Bites and Beats" community event series that will combine local food vendors with live entertainment. The program is scheduled to launch on April 2, 2027, and is planned for the first Friday of selected months from April through November. Events will run from 4:00 to 7:30 p.m., with entertainment from approximately 5:00 to 7:00 p.m. The primary location will be the Roscoe Township Community Center and Cross Park, with the Cross Park Pavilion available for outdoor, acoustic performances when weather permits. The township hopes to feature about four food trucks or vendors at each event, offering a variety of foods such as barbecue, tacos, ice cream, lemonade, cinnamon rolls, cookies, and other local specialties. The goal is to support local businesses, encourage residents to enjoy the community facilities, and establish a new community tradition. The first few months will serve as a trial period to address any safety or logistical concerns.

The Fall Festival Parade is scheduled for Sunday, September 13, at 11:00 a.m., and the regular market will also take place that day, giving visitors an opportunity to watch the parade while shopping for food, souvenirs, and other items. Several trustees plan to participate in the parade, and their names will be submitted to the parade narrator for identification. The Village of Roscoe vehicle is expected to be near the front of the parade, and village magnets may be placed on additional vehicles to help identify the group. Candy will also be available for children, with an emphasis on distributing it safely without throwing candy from moving vehicles.

TREASURER'S REPORT

3. Cash Report and Bills

   Expenditures are $870,797.67, Payroll is $111,579.24 Totaling $982,376.91.

4. Approval of Bills

   President Gustafson asked for a motion to pay the bills.

   Motion was made by Trustee Mead, second by Trustee Butz. Voting yes: Butz, Babcock, Wright, Mead, Broda 5-0-0.

5. Year to Date, Revenues and Expenditures

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

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

   President Gustafson asked for a motion for the approval of Resolution 2026-R33.

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

NEW BUSINESS (First reading or suspend rules)

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

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

   Motion was by Trustee Broda, second by Trustee Mead. All in favor Yea, No Opposed.

   President Gustafson asked for motion for the approval of additional dates for Roscoe Community Market.

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

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

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

   Motion was made by Trustee Broda, second by Trustee Butz. All in favor Yea, No opposed.

   President Gustafson asked for a motion for the approval of Special Event Permit for Party Like a Rockstar Ballon Bar.

   Motion was made by Trustee Babcock, second by Trustee Wright. Voting yes: Mead, Broda, Butz, Wright, Babcock 5-0-0.

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

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

   Motion was made by Trustee Broda, second by Trustee Butz. All in favor Yea, No opposed.

   President Gustafson asked for a motion to approve SDGA Nightmare at Porter Park Tournament.

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

10. **Approval of Resolution 2026-R34,** authorizing an agreement with **Trickie Enterprises** for the rental of a **Street Sweeper** for the quoted amount of **$4,000.**

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

   Motion was made by Trustee Broda, second by Trustee Butz. All in favor Yea, No opposed.

   President Gustafson asked for a motion for the approval of Resolution of 2026-R34.

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

QUESTIONS AND REPORTS

No Questions and Reports.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the Meeting.

Motion was made by Trustee Butz, second by Trustee Babcock. All in favor Yea, no opposed.

Meeting Adjourned at 6:49 pm.

Village of Roscoe

Bills Submitted for Approval on September 15, 2026

Pooled Expenditures:

Checking account balance before expenditures			$ 170,076.03
Pooled Money Market			131,469.72
Illinois Funds Balance			7,714,156.81
Total pooled cash and equivalents			8,015,702.56
Expenditures per list		155,820.14	
Additional invoices			
		155,820.14	
	Total expenditures		155,820.14
Payroll expense:			
Gross Wages	9/5/2026	112,005.50	
Payroll tax and IMRF	9/5/2026	9,011.02	121,016.52
Total General Fund Expenditures			***276,836.66***
Pooled checking account balance after expenditures			$ 7,738,865.90

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	$ 148,774.72
Motor Fuel Money Market	10,392.01
Illinois Funds Balance	2,543,720.66
Total Motor Fuel cash and equivalents	2,702,887.39

Expenditures:

Vendor	Date	Invoice	Description	Amount

Total Motor Fuel Fund Expenditures	-
Motor Fuel cash and equivalent balance after expenditures	2,702,887.39
Total expenditures for all funds:	***276,836.66***

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Only unpaid invoices included.

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	11KN-6P4P-L6	ORANGE FLAGGING TAP & PINK MAS	01-010-6091 Special Events	09/04/2026	90.23	.00		
311	AMAZON CAPITAL SERVICES	133Y-P7YG-YC	SOCKET EXTENDERS - PW	01-030-5121 Maintenance & Repairs - B	08/28/2026	39.96	.00		
311	AMAZON CAPITAL SERVICES	13F7-4GTG-Q	TRAFFIC CONE SENSORY TOYS - FAL	01-010-6091 Special Events	09/08/2026	265.98	.00		
311	AMAZON CAPITAL SERVICES	13L6-MFF9-RG	BESEA FOLDING TRAFFIC BARRICAD	01-050-5123 Maintenance & Repairs - P	09/03/2026	445.90	.00		
311	AMAZON CAPITAL SERVICES	13MM-LWW6-1	CREDIT FOR RETURN OF LAMINATOR	01-030-6020 Office Supplies	08/30/2026	137.00-	.00		
311	AMAZON CAPITAL SERVICES	16XY-HQFH-N	ORANLITE FOLDING BARRICADES - R	01-050-5123 Maintenance & Repairs - P	09/03/2026	371.00	.00		
311	AMAZON CAPITAL SERVICES	19G7-XJ3Q-3D	CONSTRUCTION HAT SENSORY TOY	01-010-6091 Special Events	09/07/2026	119.98	.00		
311	AMAZON CAPITAL SERVICES	1DKY-QLYQ-74	HEAVY DUTY RUBBER FLOOR MAT, T	01-030-6040 Operating Supplies	08/31/2026	83.24	.00		
311	AMAZON CAPITAL SERVICES	1G4C-3L4G-74	GFCI OUTLETS - PARKS	01-050-5121 Maintenance & Repairs - B	08/31/2026	165.89	.00		
311	AMAZON CAPITAL SERVICES	1J1D-LCQM-4	40LBS BULK CANDY - FALL FEST	01-010-6091 Special Events	09/08/2026	211.98	.00		
311	AMAZON CAPITAL SERVICES	1LL3-49TN-3Y	SHARPIE GEL PENS - PW OFFICE	01-030-6020 Office Supplies	09/08/2026	11.87	.00		
311	AMAZON CAPITAL SERVICES	1M6N-NN34-7	LAMINATOR, GEL PENS, NOTEBOOKS	01-030-6020 Office Supplies	09/07/2026	134.98	.00		
311	AMAZON CAPITAL SERVICES	1NNY-CFX6-3	DANGER HIGH VOLTAGE SIGN5 PK	01-050-6200 Park Sign Installation & Re	08/28/2026	29.97	.00		
311	AMAZON CAPITAL SERVICES	1NNY-CFX6-C	Brown - Tactical Pants x2	01-040-4612 Uniforms	08/28/2026	190.00	.00		
311	AMAZON CAPITAL SERVICES	1QJ4-WNQL-Q	FIMCO SPOT SPRAYER 65 GAL TANK	01-030-6051 Equipment Purchase (Non-	08/31/2026	576.68	.00		
311	AMAZON CAPITAL SERVICES	1XHH-39HF-7	COPY PAPER VH	01-010-6020 Office Supplies	09/04/2026	97.98	.00		
	Total AMAZON CAPITAL SERVICES:					2,698.64	.00		
BARRICK, SWITZER, LONG, BALSLEY & VAN EV									
661	BARRICK, SWITZER, LONG, BA	89100-000Z 28	TRAFFIC & MISDEMEANOR DUI PROS	01-040-5230 Legal Services - Village Pr	09/03/2026	3,500.00	.00		
661	BARRICK, SWITZER, LONG, BA	89109-000Z 26	ADMIN HEARINGS	01-013-5231 Legal Services - Village Pr	09/03/2026	750.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-000Z 24	GENERAL VILLAGE MATTERS	01-010-5231 Legal Services - General L	09/03/2026	8,460.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-018Z 14	ROSCOE ADVS HEIMER/PD	01-040-5231 Legal Services - Other	09/06/2026	157.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-019Z 11	ZBA	01-010-5231 Legal Services - General L	09/03/2026	675.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-022Z 10	SIGN EASEMENTS	01-010-5231 Legal Services - General L	09/03/2026	562.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-032Z 4	MGT IMPACT SOLUTIONS - VILLAGE A	01-010-5231 Legal Services - General L	09/03/2026	360.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-033Z 4	VALLEY VIEW TREE FARM ANNEXATI	01-010-5231 Legal Services - General L	09/03/2026	1,935.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-034Z 3	STATE LINE FOUNDARIES INC ANNEX	01-010-5231 Legal Services - General L	09/03/2026	382.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-035Z 3	CREDIT FOR DUP PAYMENT	01-010-5231 Legal Services - General L	09/03/2026	337.50-	.00		
661	BARRICK, SWITZER, LONG, BA	89110-036Z 1	FRONTIER COMMUNICATOINS ROW	01-010-5231 Legal Services - General L	09/03/2026	1,485.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BARRICK, SWITZER, LONG, BALSLEY & VAN EV:						17,930.00	.00		
Cardmember Service									
1091	Cardmember Service	090126 PD	Winshield Wipers	01-040-5120 Maintenance & Repairs - V	09/01/2026	70.94	.00		
1091	Cardmember Service	090126 PD	Sergeant Key	01-040-5121 Maintenance & Repairs - B	09/01/2026	13.06	.00		
1091	Cardmember Service	090126 PD	Smart Pads II	01-040-7410 Capital Equipment - Purch	09/01/2026	445.00	.00		
1091	Cardmember Service	090126 VH	IML - VILLAGE ADMINISTRATOR REGI	01-010-5530 Training & Seminars	09/01/2026	325.00	.00		
1091	Cardmember Service	090126 VH	CANVA SUBSCRIPTION	01-010-5952 Information Technology - S	09/01/2026	14.99	.00		
1091	Cardmember Service	090126 VH	MICROSOFT CHARGES	01-010-5952 Information Technology - S	09/01/2026	32.33	.00		
1091	Cardmember Service	090126 VH	MICROSOFT CHARGES	01-010-5952 Information Technology - S	09/01/2026	46.03	.00		
1091	Cardmember Service	090126 VH	IML - ELECTED OFFICAL REGISTRATI	01-018-5530 Training & Seminars	09/01/2026	975.00	.00		
Total Cardmember Service:						1,922.35	.00		
CAROL GUSTAFSON									
1121	CAROL GUSTAFSON	091026	KITCHEN SUPPLIES	01-010-6020 Office Supplies	09/01/2026	10.72	.00		
Total CAROL GUSTAFSON:						10.72	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301082	INTERNET BACK UP	01-010-5320 Telephone & Data	08/21/2026	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
CONSTELLATION NEWENERGY INC.									
1452	CONSTELLATION NEWENERGY	73373325001	7/21/26-8/19/26 STREET LITE RT/23	01-030-5411 Electricity - Street Lights	08/21/2026	4,291.15	.00		
Total CONSTELLATION NEWENERGY INC.:						4,291.15	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	56445PU	2- 5GAL WATER JUGS - TICKETS #104	01-030-5860 Equipment Rentals	08/21/2026	17.00	.00		
1951	DR. STILLWATER COMPANY	56512PU	WATER SVC - VH	01-010-6020 Office Supplies	08/27/2026	76.50	.00		
Total DR. STILLWATER COMPANY:						93.50	.00		
Enterprise Fleet Management									
10016	Enterprise Fleet Management	FBN5735929	Monthly Vehicle Repairs - PD	01-040-5120 Maintenance & Repairs - V	09/03/2026	485.81	.00		
10016	Enterprise Fleet Management	FBN5735929	Monthly Lease Charges - PD	01-040-6070 Vehicle Leases (Fleet)	09/03/2026	603.64	.00		
10016	Enterprise Fleet Management	FBN5744409	MONTHLY LEASE CHARGES - TRUCK	01-030-6070 Vehicle Leases (Fleet)	09/03/2026	20,457.84	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total Enterprise Fleet Management:					21,547.29	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	874453	7/1/26-8/6/26 5783 BROAD - LELAND	01-050-6010 Building Utilities (Gas & El	09/04/2026	2.56	.00		
5881	FRSA-PAYMENTS	874866	10631 MAIN ST	01-010-6010 Building Utilities (Gas & El	09/04/2026	87.84	.00		
5881	FRSA-PAYMENTS	874866	10595 MAIN ST	01-040-6010 Building Utilities (Gas & El	09/04/2026	87.85	.00		
	Total FRSA-PAYMENTS:					178.25	.00		
INTEGRA BUSINESS SYSTEMS									
3171	INTEGRA BUSINESS SYSTEMS	INV124565	COPIER-PW	01-030-5860 Equipment Rentals	09/01/2026	44.73	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV124657	COPIER USAGE - PD	01-040-6020 Office Supplies	09/02/2026	142.16	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV124694	COPIER - VH	01-010-5330 Printing & Publishing	09/02/2026	57.55	.00		
	Total INTEGRA BUSINESS SYSTEMS:					244.44	.00		
KELLEY WILLIAMSON CO.									
3615	KELLEY WILLIAMSON CO.	IN-394279	55 GAL DEF DRUM, KW PL HD 10W30,	01-030-6030 Gasoline & Oil	08/21/2026	1,010.96	.00		
3615	KELLEY WILLIAMSON CO.	REF IN-377635	CREDIT - DRUM DEPOSIT RETURNED	01-030-6030 Gasoline & Oil	12/09/2025	40.00-	.00		
	Total KELLEY WILLIAMSON CO.:					970.96	.00		
LOWE'S									
4091	LOWE'S	934290	TOOLS - TRUCK #206	01-030-5990 Departmental Operating S	09/02/2026	64.01	.00		
	Total LOWE'S:					64.01	.00		
MENARD'S									
4411	MENARD'S	77429	RM43	01-050-5990 Departmental Operating S	08/25/2026	387.95	.00		
4411	MENARD'S	77430	BLACK CABLE TIES - FALL FEST	01-010-6091 Special Events	08/25/2026	29.99	.00		
4411	MENARD'S	77430	SUPPLIES - TRUCK #206	01-030-5990 Departmental Operating S	08/25/2026	31.71	.00		
4411	MENARD'S	77441	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	08/25/2026	199.94	.00		
4411	MENARD'S	77501	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	08/26/2026	97.18	.00		
4411	MENARD'S	77502	CATCH BASIN REPAIR	01-030-6060 Road Repair Bulk Material	08/26/2026	54.66	.00		
4411	MENARD'S	77561	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	08/27/2026	38.18	.00		
4411	MENARD'S	77642	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	08/28/2026	196.77	.00		
4411	MENARD'S	77871	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	09/01/2026	82.30	.00		
4411	MENARD'S	78011	ELECTRIC REPAIR SUPPLIES - RIVER	01-050-5121 Maintenance & Repairs - B	09/03/2026	97.31	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total MENARD'S:					1,215.99	.00		
MINUTEMAN PRESS									
4612	MINUTEMAN PRESS	121305	100 - NO PARKING SIGNS	01-030-6200 Street Sign Installation & R	08/28/2026	525.00	.00		
	Total MINUTEMAN PRESS:					525.00	.00		
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	106444202608	Radio Subscription- PD	01-040-5990 Departmental Operating S	09/01/2026	1,187.00	.00		
	Total MOTOROLA SOLUTIONS, INC:					1,187.00	.00		
MUNICIPAL CODE ENFORCEMENT, LLC									
4696	MUNICIPAL CODE ENFORCEME	2040	CODE ENFORCEMENT CONSULTING	01-013-5953 CODE ENFORCEMENT C	09/01/2026	3,881.00	.00		
	Total MUNICIPAL CODE ENFORCEMENT, LLC:					3,881.00	.00		
NICOR GAS									
4931	NICOR GAS	082126 2000 9	7/20/26-08/19/26 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	08/21/2026	179.76	.00		
4931	NICOR GAS	082526	VILLAGE HALL	01-010-6010 Building Utilities (Gas & El	08/25/2026	92.84	.00		
4931	NICOR GAS	082526	POLICE DEPARTMENT	01-040-6010 Building Utilities (Gas & El	08/25/2026	92.85	.00		
	Total NICOR GAS:					365.45	.00		
NITE EQUIPMENT, INC.									
4941	NITE EQUIPMENT, INC.	18331	TANDEM FENDER, RUBBER GROMME	01-030-5120 Maintenance & Repairs - E	08/18/2026	446.00	.00		
	Total NITE EQUIPMENT, INC.:					446.00	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	082826	VILLAGE HALL WATER SERVICE	01-010-6010 Building Utilities (Gas & El	08/26/2026	90.05	.00		
4971	NORTH PARK PUBLIC WATER D	082826	POLICE DEPT WATER SERVICE	01-040-6010 Building Utilities (Gas & El	08/26/2026	90.05	.00		
4971	NORTH PARK PUBLIC WATER D	082826 20000-	7/13/26-8/12/26 5466 BRIDGE ST	01-030-6010 Building Utilities (Gas & El	08/28/2026	24.32	.00		
4971	NORTH PARK PUBLIC WATER D	082826 30000-	7/13/26-8/11/26 6545 WINDFLOWER	01-050-6010 Building Utilities (Gas & El	08/28/2026	181.35	.00		
4971	NORTH PARK PUBLIC WATER D	082826 90200-	7/13/26-8/11/26 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	08/28/2026	40.60	.00		
	Total NORTH PARK PUBLIC WATER DIST.:					426.37	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
OZINGA READY MIX CONCRETE, INC.									
5241	OZINGA READY MIX CONCRET	ARI03851339	REPAIR MATERIALS FOR PROMONTO	01-030-6060 Road Repair Bulk Material	08/27/2026	458.25	.00		
Total OZINGA READY MIX CONCRETE, INC.:						458.25	.00		
RED LEAF LANDSCAPE INC									
5675	RED LEAF LANDSCAPE INC	090126	MOWING SERVICE FOR CODE ENFOR	01-013-5989 Mowing & Weed Abatemen	09/01/2026	300.00	.00		
Total RED LEAF LANDSCAPE INC:						300.00	.00		
ROCK ENERGY COOPERATIVE									
5851	ROCK ENERGY COOPERATIVE	090726 4000	8/1/26-9/1/26 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	09/07/2026	15.55	.00		
5851	ROCK ENERGY COOPERATIVE	090726 5000	8/1/26-9/1/26 MCCURRY & WILLOWBR	01-030-5411 Electricity - Street Lights	09/07/2026	24.55	.00		
5851	ROCK ENERGY COOPERATIVE	090726 8001	8/1/26-9/1/26 MCCURRY	01-030-5411 Electricity - Street Lights	09/07/2026	23.86	.00		
Total ROCK ENERGY COOPERATIVE:						63.96	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	331397	2.54 TONS HOT MIX	01-030-6060 Road Repair Bulk Material	08/28/2026	213.36	.00		
Total ROCK ROAD COMPANIES:						213.36	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	30222	CLEANING - PORTER PARK	01-050-6021 Cleaning Services	09/01/2026	341.25	.00		
5992	ROCK VALLEY INDUSTRIES, LL	30266	CLEANING - VH	01-010-6021 Cleaning Services	09/01/2026	1,197.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	30267	CLEANING - PD	01-040-6021 Cleaning Services	09/01/2026	1,354.50	.00		
5992	ROCK VALLEY INDUSTRIES, LL	30268	CLEANING - PW	01-030-6021 Cleaning Services	09/01/2026	413.70	.00		
Total ROCK VALLEY INDUSTRIES, LLC:						3,306.45	.00		
SIRCHIE									
6541	SIRCHIE	0753174-IN	Drug Test Kits PD	01-040-5990 Departmental Operating S	09/03/2026	126.70	.00		
Total SIRCHIE:						126.70	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2026-34261	14YD TOPSOIL - PARKS	01-050-5121 Maintenance & Repairs - B	08/01/2026	399.00	.00		
6561	SLABAUGH SERVICES	2026-34295	2 YDS TOPSOIL - STREETS	01-030-6060 Road Repair Bulk Material	08/15/2026	57.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total SLABAUGH SERVICES:						456.00	.00		
SOSNOWSKI SZETO LLP									
6582	SOSNOWSKI SZETO LLP	17474	WARNER ELECTRIC TIF WORK	01-010-5231 Legal Services - General L	09/04/2026	461.25	.00		
Total SOSNOWSKI SZETO LLP:						461.25	.00		
STENSTROM EXCAVATION & BLACKTOP									
6782	STENSTROM EXCAVATION & BL	30602-8	BRIDGE ST PARKING/MARKET - PAY 8	90-010-6210 Bridge Street Multi-use Lot	08/31/2026	80,857.71	.00		
Total STENSTROM EXCAVATION & BLACKTOP:						80,857.71	.00		
T-MOBILE									
6789	T-MOBILE	21209295	HOT SPOT @ PORTER CABIN	01-030-5320 Telephone & Data	08/20/2026	31.50	.00		
6789	T-MOBILE	221798320-6	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	08/20/2026	200.00	.00		
6789	T-MOBILE	221798320-6	CELL PHONES - PW	01-030-5320 Telephone & Data	08/20/2026	238.80	.00		
6789	T-MOBILE	221798320-6	CELL PHONES - PD	01-040-5320 Telephone & Data	08/20/2026	246.00	.00		
Total T-MOBILE:						716.30	.00		
TransUnion Risk & Alt Data Sol									
7291	TransUnion Risk & Alt Data Sol	170625-20260	TLOxp CHARGES	01-040-5990 Departmental Operating S	09/01/2026	100.00	.00		
Total TransUnion Risk & Alt Data Sol:						100.00	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390045809	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/10/2026	47.08	.00		
7460	UNIFIRST CORPORATION	3390045809	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/10/2026	5.86	.00		
7460	UNIFIRST CORPORATION	3390047040	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/31/2026	178.74	.00		
7460	UNIFIRST CORPORATION	3390047040	UNIFORMS - PARKS	01-050-4610 Uniforms	08/31/2026	21.88	.00		
7460	UNIFIRST CORPORATION	3390047041	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/31/2026	47.08	.00		
7460	UNIFIRST CORPORATION	3390047447	UNIFORMS & MATS - PW	01-030-4610 Uniforms	09/07/2026	178.74	.00		
7460	UNIFIRST CORPORATION	3390047447	UNIFORMS - PARKS	01-050-4610 Uniforms	09/07/2026	21.88	.00		
7460	UNIFIRST CORPORATION	3390047499	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	09/07/2026	47.08	.00		
7460	UNIFIRST CORPORATION	9991556853	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	08/01/2026	38.22	.00		
Total UNIFIRST CORPORATION:						586.56	.00		

Item # 3.

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	102272	Kelly - SS Shirts x2 / Sew on Rank	01-040-4612 Uniforms	08/31/2026	153.90	.00		
7441	UNIFORM DEN EAST, INC	102309	Yalden - Sergeant / Gold Police	01-040-4612 Uniforms	09/02/2026	13.95	.00		
	Total UNIFORM DEN EAST, INC:					167.85	.00		
WEX BANK									
7663	WEX BANK	115025722	FUEL-PW	01-030-6030 Gasoline & Oil	08/31/2026	2,061.15	.00		
7663	WEX BANK	115025722	FUEL - PARKS	01-050-6030 Gasoline & Oil	08/31/2026	1,398.20	.00		
7663	WEX BANK	115033995	FUEL-PD	01-040-6030 Gasoline & Oil	08/31/2026	5,943.50	.00		
	Total WEX BANK:					9,402.85	.00		
WINNEBAGO COUNTY CLERK									
7771	WINNEBAGO COUNTY CLERK	090526	RECORDING FEES	01-010-5330 Printing & Publishing	09/05/2026	234.00	.00		
	Total WINNEBAGO COUNTY CLERK:					234.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	8251-R	UTILITY HOOK, CLIP TENSION, HP UL	01-030-5990 Departmental Operating S	08/21/2026	39.57	.00		
102	ZIEGLER'S ACE HARDWARE	8270-R	ELECTRIC SUPPLIES - RIVERSIDE PA	01-050-5121 Maintenance & Repairs - B	08/26/2026	61.34	.00		
102	ZIEGLER'S ACE HARDWARE	8276-R	SPADE TERMINAL- RIVERSIDE ELECT	01-050-5121 Maintenance & Repairs - B	08/27/2026	14.99	.00		
102	ZIEGLER'S ACE HARDWARE	8285-R	MASKING PAPER, FLAT BOX COVER -	01-050-5121 Maintenance & Repairs - B	08/31/2026	35.52	.00		
102	ZIEGLER'S ACE HARDWARE	8290-R	DISPOSABLE GLOVES - TRUCK #206	01-030-5990 Departmental Operating S	09/02/2026	24.99	.00		
102	ZIEGLER'S ACE HARDWARE	8290-R	ELECTRIC SUPPLIES - RIVERSIDE PA	01-050-5121 Maintenance & Repairs - B	09/02/2026	60.76	.00		
102	ZIEGLER'S ACE HARDWARE	8312-R	4-WAY METAL HOSE CONNECT - FALL	01-010-6091 Special Events	09/08/2026	26.99	.00		
102	ZIEGLER'S ACE HARDWARE	8317-R	HILLMAN FASTENERS - JACOBSEN	01-050-5120 Maintenance & Repairs - E	09/09/2026	22.56	.00		
102	ZIEGLER'S ACE HARDWARE	8318-R	WASHERS - LELAND	01-050-5121 Maintenance & Repairs - B	09/09/2026	1.39	.00		
102	ZIEGLER'S ACE HARDWARE	8321-R	FILLER PLATES & KNOCKOUT SEAL -	01-010-6091 Special Events	09/09/2026	67.69	.00		
102	ZIEGLER'S ACE HARDWARE	8322-R	AIR FRESHNER	01-030-5121 Maintenance & Repairs - B	09/09/2026	4.99	.00		
	Total ZIEGLER'S ACE HARDWARE:					360.79	.00		
	Grand Totals:					155,820.14	.00		

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

Department Key

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

Dated: ____

Administrator: ____

Trustees: ____

____

____

____

____

____

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

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

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

September 11, 2026

Village Board of Trustees
Village of Roscoe
10631 Main Street
Roscoe, IL 61073

RE: Village of Roscoe
2026 City-Wide Pavement Striping Bid Recommendation

Board of Trustees,

Bids were opened on Friday, September 11, 2026 at 10:00 a.m. at Roscoe Village Hall for the above referenced project. Two bids were received, and a tabulation of the bid is enclosed for your reference.

The low bidder was Countryman Inc. of Rockford, Illinois. It is our recommendation that the base bid proposal from Countryman, Inc. be awarded and not award the alternate bids.

Please feel free to contact me should you have any further questions.

Sincerely,

Brandon Boggs
Village Engineer

Enc.

VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-35

RESOLUTION BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, AWARDING THE CONTRACT FOR THE VILLAGE'S CITY-WIDE PAVEMENT STRIPING (2026)

WHEREAS, the Village wishes to encourage orderly development within its borders; and

WHEREAS, the Village must build and maintain roads within its jurisdictional boundaries in order to ensure the health, welfare and safety of its residents; and

WHEREAS, the Village has previously let out for bid a contract for the City-Wide Pavement Striping of roads within its jurisdiction; and

WHEREAS, the Village of Roscoe has complied with local ordinance and State Statute in the solicitation and evaluation of such bids; and

WHEREAS, the Village has evaluated all bids and determined that the lowest and best bid for the City-Wide Pavement Striping was from **Countryman Inc.** for the unit prices as set forth in attached Exhibit "A"; and

WHEREAS, the Village wishes to award said contract to **Countryman Inc.** and

WHEREAS, it will be in the best interests of the citizens of the Village to award said contract to the aforesaid company; and

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

Section 1. The Village President is authorized to enter into, and sign an agreement on behalf of the Village, with **Countryman Inc.** for the proposed 2026 City-Wide Pavement Striping project, with unit prices in the bid amounts as set forth in Exhibit "A".

Section 2. That this resolution shall be in full force and effect from and after its adoption as provided by law.

2026-R35				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	**AYE**	**NAY**	**ABSTAIN**	**ABSENT**
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Molly Butz				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED September 11, 2026:

____
VILLAGE PRESIDENT

ATTEST:

____
VILLAGE CLERK

EXHIBIT "A"
[Resolution 2026-R35]

<u>Bid Proposal</u>

CONTRACTOR AND ADDRESS:				Engineer's Estimate		Countryman Inc. 1222 Buchanan Street Rockford, IL 61101		Marking Specialists Corporation P.O. Box 745 Arlington Heights, IL 60006	
Item No.	Description	Unit	Total	Unit	Total	Unit	Total	Unit	Total
	BASE								
1	THPL PVT MK LTR & SYM	475	SQ FT	$5.00	$2,375.00	$6.00	$2,850.00	$7.50	$3,562.50
2	THPL PVT MK LINE 4 (YELLOW)	17,700	FOOT	$0.75	$13,275.00	$1.00	$17,700.00	$1.50	$26,550.00
3	THPL PVT MK LINE 4 (WHITE)	14,100	FOOT	$0.75	$10,575.00	$1.00	$14,100.00	$1.50	$21,150.00
4	THPL PVT MK LINE 6 (WHITE)	3,065	FOOT	$1.25	$3,831.25	$1.50	$4,597.50	$2.64	$8,091.60
5	THPL PVT MK LINE 8 (WHITE)	1,105	FOOT	$1.50	$1,657.50	$2.00	$2,210.00	$3.51	$3,878.55
6	THPL PVT MK LINE 12 (WHITE)	165	FOOT	$3.00	$495.00	$3.00	$495.00	$7.50	$1,237.50
7	THPL PVT MK LINE 24 (WHITE)	132	FOOT	$6.00	$792.00	$6.00	$792.00	$15.00	$1,980.00
8	PVT MKG REM WTR BLAST	13,770	SQ FT	$3.00	$41,310.00	$2.50	$34,425.00	$3.15	$43,375.50
12	TRAF CONT & PROT SPL	1	L SUM	$10,000.00	$10,000.00	$11,500.00	$11,500.00	$3,500.00	$3,500.00
TOTAL BID PRICE (As-Read)				**$84,310.75**		**$88,669.50**		**$113,325.65**	
TOTAL BID PRICE (As-Calculated)				**$84,310.75**		**$88,669.50**		**$113,325.65**	
Local Public Agency Formal Contract Proposal (BLR 12200)						YES		YES	
Schedule of Prices (BLR 12201)						YES		YES	
Local Public Agency Proposal Bid Bond (BLR 12230)						YES		YES	
Apprenticeship and Training Program Certification (BLR 12325)						YES		YES	
Affidavit of Illinois Business Office (BLR 12326)						YES		YES	
Affidavit of Availability (BC 57)						NO		NO	

CONTRACTOR AND ADDRESS:						Countryman Inc.		Marking Specialists Corporation	
				Engineer's Estimate		1222 Buchanan Street		P.O. Box 745	
						Rockford, IL 61101		Arlington Heights, IL 60006	
Item No.	Description	Unit	Total	Unit	Total	Unit	Total	Unit	Total
	ALTERNATE BID 1								
1	THPL PVT MK LTR & SYM	100	SQ FT	$5.00	$500.00	$5.40	$540.00	$7.50	$750.00
2	THPL PVT MK LINE 4 (YELLOW)	3,827	FOOT	$0.75	$2,870.25	$0.90	$3,444.30	$1.50	$5,740.50
3	THPL PVT MK LINE 4 (WHITE)	10,615	FOOT	$0.75	$7,961.25	$0.90	$9,553.50	$1.50	$15,922.50
4	THPL PVT MK LINE 6 (WHITE)	304	FOOT	$1.25	$380.00	$1.35	$410.40	$2.64	$802.56
5	THPL PVT MK LINE 8 (WHITE)	205	FOOT	$1.50	$307.50	$1.80	$369.00	$3.51	$719.55
6	THPL PVT MK LINE 12 (WHITE)	105	FOOT	$3.00	$315.00	$2.70	$283.50	$7.50	$787.50
7	THPL PVT MK LINE 24 (WHITE)	125	FOOT	$5.00	$625.00	$5.40	$675.00	$15.00	$1,875.00
8	PVT MKG REM WTR BLAST	5,430	SQ FT	$3.00	$16,290.00	$2.50	$13,575.00	$3.15	$17,104.50
12	TRAF CONT & PROT SPL	1	L SUM	$5,000.00	$5,000.00	$4,500.00	$4,500.00	$1,500.00	$1,500.00
TOTAL BID PRICE (As-Read)				**$34,249.00**		**$33,350.70**		**$45,202.11**	
TOTAL BID PRICE (As-Calculated)				**$34,249.00**		**$33,350.70**		**$45,202.11**	
Local Public Agency Formal Contract Proposal (BLR 12200)						YES		YES	
Schedule of Prices (BLR 12201)						YES		YES	
Local Public Agency Proposal Bid Bond (BLR 12230)						YES		YES	
Apprenticeship and Training Program Certification (BLR 12325)						YES		YES	
Affidavit of Illinois Business Office (BLR 12326)						YES		YES	
Affidavit of Availability (BC 57)						NO		NO	

CONTRACTOR AND ADDRESS:				Engineer's Estimate		Countryman Inc. 1222 Buchanan Street Rockford, IL 61101		Marking Specialists Corporation P.O. Box 745 Arlington Heights, IL 60006	
Item No.	Description	Unit	Total	Unit	Total	Unit	Total	Unit	Total
	ALTERNATE BID 2								
2	THPL PVT MK LINE 4 (YELLOW)	13,080	FOOT	$0.75	$9,810.00	$0.90	$11,772.00	$1.50	$19,620.00
3	THPL PVT MK LINE 4 (WHITE)	13,685	FOOT	$0.75	$10,263.75	$0.90	$12,316.50	$1.50	$20,527.50
4	THPL PVT MK LINE 6 (WHITE)	122	FOOT	$1.25	$152.50	$1.35	$164.70	$2.64	$322.08
6	THPL PVT MK LINE 12 (WHITE)	95	FOOT	$3.00	$285.00	$2.70	$256.50	$7.50	$712.50
7	THPL PVT MK LINE 24 (WHITE)	55	FOOT	$5.00	$275.00	$5.40	$297.00	$15.00	$825.00
8	PVT MKG REM WTR BLAST	9,180	SQ FT	$3.00	$27,540.00	$2.50	$22,950.00	$3.15	$28,917.00
12	TRAF CONT & PROT SPL	1	L SUM	$3,000.00	$3,000.00	$6,500.00	$6,500.00	$2,150.00	$2,150.00
TOTAL BID PRICE (As-Read)				**$51,326.25**		**$54,256.70**		**$73,074.08**	
TOTAL BID PRICE (As-Calculated)				**$51,326.25**		**$54,256.70**		**$73,074.08**	
Local Public Agency Formal Contract Proposal (BLR 12200)						YES		YES	
Schedule of Prices (BLR 12201)						YES		YES	
Local Public Agency Proposal Bid Bond (BLR 12230)						YES		YES	
Apprenticeship and Training Program Certification (BLR 12325)						YES		YES	
Affidavit of Illinois Business Office (BLR 12326)						YES		YES	
Affidavit of Availability (BC 57)						NO		NO	

CONTRACTOR AND ADDRESS:				Engineer's Estimate		Countryman Inc. 1222 Buchanan Street Rockford, IL 61101		Marking Specialists Corporation P.O. Box 745 Arlington Heights, IL 60006	
Item No.	Description	Unit	Total	Unit	Total	Unit	Total	Unit	Total
	ALTERNATE BID 3								
2	THPL PVT MK LINE 4 (YELLOW)	11,600	LF	$0.75	$8,700.00	$0.90	$10,440.00	$1.50	$17,400.00
3	THPL PVT MK LINE 4 (WHITE)	11,780	EA	$0.75	$8,835.00	$0.90	$10,602.00	$1.50	$17,670.00
5	THPL PVT MK LINE 8 (WHITE)	125	SY	$1.50	$187.50	$1.80	$225.00	$3.51	$438.75
7	THPL PVT MK LINE 24 (WHITE)	50	TON	$5.00	$250.00	$5.40	$270.00	$15.00	$750.00
8	PVT MKG REM WTR BLAST	7,980	SF	$3.00	$23,940.00	$2.50	$19,950.00	$3.15	$25,137.00
12	TRAF CONT & PROT SPL	1	LF	$5,000.00	$5,000.00	$6,500.00	$6,500.00	$2,000.00	$2,000.00
TOTAL BID PRICE (As-Read)				**$46,912.50**		**$47,987.00**		**$63,395.75**	
TOTAL BID PRICE (As-Calculated)				**$46,912.50**		**$47,987.00**		**$63,395.75**	
Local Public Agency Formal Contract Proposal (BLR 12200)						YES		YES	
Schedule of Prices (BLR 12201)						YES		YES	
Local Public Agency Proposal Bid Bond (BLR 12230)						YES		YES	
Apprenticeship and Training Program Certification (BLR 12325)						YES		YES	
Affidavit of Illinois Business Office (BLR 12326)						YES		YES	
Affidavit of Availability (BC 57)						NO		NO	

VILLAGE OF ROSCOE
AGENDA ITEM - STAFF REPORT

VILLAGE of ROSCOE

Agenda Item:	2026 City-Wide Pavement Striping – Bid Recommendation Letter		
Date:	**09-15-2026**	**Meeting:**	**Village Board of Trustees**
Prepared by:	Brandon Boggs (Fehr Graham)	**Department:**	Public Works/Engineering

Overview/Background Information

Bids for the 2026 City-Wide Pavement Striping were opened publicly at Village Hall on September 11th at 10:00am. Two (2) bids were received: Countryman Inc. & Marking Specialists Corporation as shown in the Bid Tabulation.

The Village and Public Works Department budgeted $50,000.00 for road and highway maintenance. To cover the remaining project costs, available funds will be reallocated from the Roofing Project budget.

Key Issues

Marking Specialists Corporation's bid was received by mail prior to the September 11, 2026, bid opening deadline of 10:00 a.m. However, because the package was addressed to the Village Clerk, it was not identified and opened during the scheduled bid opening. Upon discovery, the bid was opened and reviewed, and staff determined that the bid was responsive and the bidder was responsible. Therefore, the bid submitted by Marking Specialists Corporation was included in the tabulation of bids.

Fiscal Note/Budget Impact

The low bid (Countryman Inc.) was the lowest qualified bidder at a total bid amount of $224,263.90. Countryman Inc. was also the lowest bidder for the base bid and each of the alternate bids. Staff recommends only awarding the base bid submitted by Countryman Inc. at the amount of $88,669.50.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff recommends approval of a contract with Countryman, Inc. in the amount of $88,669.50 for the base bid associated with the 2026 City-Wide Pavement Striping Project. Staff further recommends that the alternate bids not be awarded.

Attachments

Bid Recommendation Letter
Bid Tabulation

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

VILLAGE of ROSCOE

Agenda Item:	**Approval of Travel Expenses for Clerk Training**		
Date:	**October 4, 2026 – October 10, 2026**	**Meeting:**	**Village Board**
Prepared by:	**Kimberly Garza**	**Department:**	**Village Clerk**

Overview/Background Information

This agenda item is before you to obtain approval of the elected clerk to attend training. Approval by roll call vote is needed by the Board for all travel. Here is an excerpt from the travel policy.

Approval of Travel for Appointed & Elected Officials

- All travel for Appointed or Elected Officials shall be approved by an affirmative roll call vote of the Village Board prior to the beginning of travel. Approval for travel shall identify the specific conferences or events being authorized, the elected or appointed officials attending, and an estimated itemized cost per officials attending. This approval may take place as part of the annual budgeting process, or on a case-by-case basis, provided there has been an adequate prior appropriation of funds.

- Reimbursement of expenses for approved travel, meals & incidentals incurred by any Appointed or Elected Official must be approved by roll call vote at an open meeting of Board of Trustees of the Village.

Prepayment of conference or event registration and lodging expenses may be advanced to an Appointed or Elected Officials upon approval by roll call vote at an open meeting of the Village prior to payment.

Reimbursement rates are maximums expenses for travel expenses shall be based on the Travel Reimbursement Schedule maintained by U.S. General Services Administration (GSA) Services, as they may be amended from time to time. Actual expenses will be approved for lodging and /or meals provided at a prearranged place such as a hotel where a meeting, conference or training session is held.

Fiscal Note/Budget Impact

Prior Legislative Actions

Action Required/Recommendation

Recommending approval tonight since the conference is in October.

Attachments

Item # 5.

Spreadsheet, conference info and GSA reimbursement details.

MUNICIPAL CLERKS OF ILLINOIS INSTITUTE & MASTER ACADEMY

PROPEL CAREER GROWTH

↓

ILLINOIS INSTITUTE & MASTER ACADEMY

October 5-9, 2026
DoubleTree by Hilton Hotel, Bloomington, IL

Our Municipal Clerks of Illinois Institute and Master Academy is an internationally recognized in-person program, consisting of three years of in-depth training, delivering foundational learning and valuable certification that propels career growth.

REGISTER

ILLINOIS INSTITUTE AT A GLANCE

Illinois Institute is an in-person program designed to meet the ever-changing job demands of a municipal clerk and improve their professionalism. It is tailored to new clerks.

Dates

October 5-9, 2026
Pre-Conference October 4

Location

In-Person
DoubleTree by Hilton Hotel
10 Brickyard Drive
Bloomington, IL

Open in Google Maps →

Tuition

$650 by September 19 ($700 after)
Pre-Conference $65 by September 19 ($70 after)

PRE-CONFERENCE SESSION

Creating a Culture of Belonging

with Molly Grisham

October 4, 2026

Join us for a pre-conference session with one of the Institute's most popular instructors: In Creating a Culture of Belonging, Molly Grisham helps participants explore the value in letting people know they are wanted and welcome in the workplace. She expands on the idea that a team can't outpace its leader, which requires leaders to know who they are and what they value as they work to shape their healthy culture. As the workshop continues, Molly invites participants to consider what they are bringing to their leadership that is no longer serving them. And finally, she shares why it is important for leaders to embrace the role of being a First Follower.

This session is interactive and engaging for all participants.

Illinois Institute Progressive Curriculum

Illinois Institute consists of a three-year progressive curriculum of classroom instruction that takes place in-person during a concentrated week every October. Each year represents approximately 38-40 hours of training. After three years, clerks graduate from the Institute, acquiring approximately 115 hours of professional development. We recommend graduates continue with additional tracks or advanced training like Master Academy. We offer the most practical and cutting-edge education for clerks.

Hands-on Learning

Enhance your technical skills, administrative expertise, leadership capabilities and management through an engaging blend of lectures, interactive discussions and practical exercises.

Tailored Training Tracks

With three tailored training tracks, we cater to your current level of expertise. Each track becomes progressively more expansive, guiding you through state-of-the-art topics as you advance year by year.

Item # 5.

Valuable Resources

We evaluate your mastery of the material using an essential toolkit of case studies, exercises and reference materials, all of which you can take with you for future use.

Peer Connections

We offer both formal and informal networking opportunities, allowing you to connect with peers. These relationships and the exchange of ideas foster greater confidence and improved performance.

Curriculum by Year

View the schedule for your attendance year as outlined below. When you register, a diverse range of sessions will be made available to you based on your track. Networking events and hospitality sessions foster peer connections and community building throughout the week.

Year One

Year One offers a dynamic blend of personal development, professional skills, and foundational knowledge essential for municipal clerks.

Year One Schedule →

Year Two

Year Two builds on foundational knowledge with a focus on leadership application, advanced governance topics, and strategic communication.

Year Two Schedule →

Year Three

Year Three focuses on advancing skills in municipal operations, leadership, and public engagement, with an emphasis on strategic thinking and navigating complex governance.

Year Three Schedule →

WHY ATTEND?

Illinois Institute offers a diverse array of educational sessions covering a broad spectrum of topics for clerks, such as leadership, management of records, ordinances and meetings, collaboration, diversity and inclusion and more. If you need help advocating for the budget to attend, we offer a form letter that you can adapt to your particular circumstances.

Attendance Letter Example →

ENHANCE YOUR EXPERTISE

Illinois Master Academy

October 7-9, 2026

Expand your education with our concurrent Master Academy, an advanced program designed for public officials that addresses crucial issues for municipalities. An opening reception will take place October 6.

Learn More About the Academy →

BOOK YOUR HOTEL

The hotel block at the DoubleTree by Hilton Hotel in Bloomington, Illinois, is currently full. For alternative accommodation options, please use the link below.

Book Hotel →

MEET AN INSTITUTE ATTENDEE

"The Institute and Academy are specifically curated by city clerks about city clerk work."

Brent Bader
Deputy City Clerk
City of La Salle

Earn Exclusive Certificates

During the three years of Illinois Institute, you will earn all of the education hours required for certification specific to your position.

Certified Municipal Clerk

Authorized through the International Institute of Municipal Clerks (IIMC).

How to Apply →

Registered Municipal Clerk

Authorized through the Municipal Clerks of Illinois (MCI).

How to Apply →

Important Things to Know

Important information to consider before you register for Illinois Institute.

Attendance

Participants must attend all sessions and actively engage. Participants who miss 25% or more of a session and/or do not complete the associated assessments will not receive credit for the session.

REGISTER

Cancellation Policy

Cancellations are permitted until September 20. Cancellations after September 20 receive a 50% refund. All such request for refunds must be submitted in writing to outreachgovt@uwgb.edu on behalf of the MCI Training Institute Committee Chair. No-shows will not receive a refund. It is important to note that numerous contractual obligations are incurred long before the event with financial commitments to expenditures that may not be refundable to the university. If you cancel, you will not receive institute handouts.

THE VALUE OF EDUCATED CLERKS

"I graduated from the Municipal Clerks of Illinois Training Institute in the fall of 2024. Through my time at the Institute, I gained valuable knowledge, guidance and built a better baseline for my role within my community. I was appointed with no municipal experience, and I believe that the value of this program is found first in the constant support and resources for new clerks. Many small communities like mine do not understand the value of an educated clerk and then are surprised when they are found out of compliance or fall behind. This program starts new clerks out on the right foot with basic training on statutory duties and real-life examples of how to solve common issues."

Catherine G. Koks, RMC
Ashton Village Clerk
MCI Rookie of the Year 2023

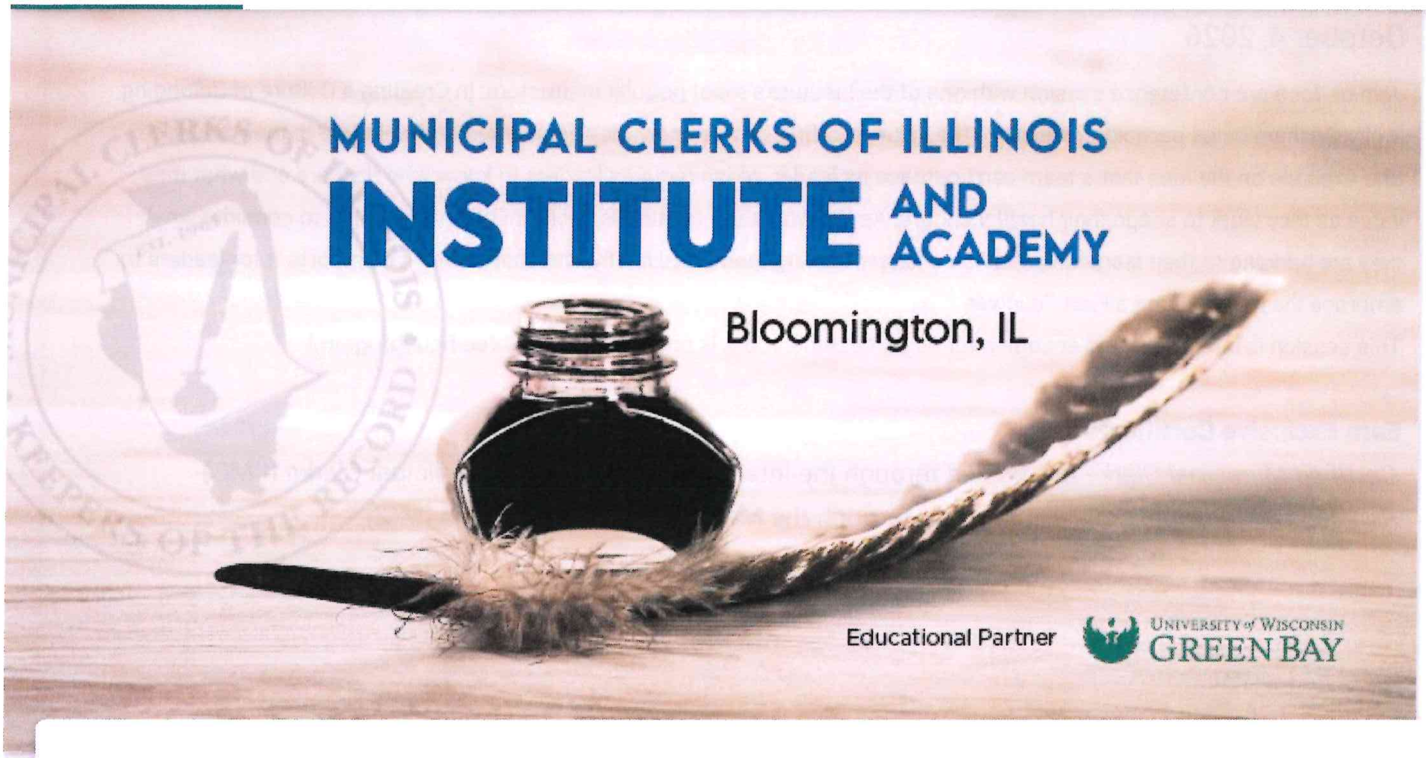
ASK AN EXPERT

If you have any questions about the Institute or Academy, please don't hesitate to reach out to us.

EMAIL US

2026 Municipal Clerks of Illinoi... Searcl English REGISTER

OVERVIEW SESSIONS SPEAKERS CONTACT US



OCTOBER
4

2026 Municipal Clerks of Illinois Institute and Master Academy

By UW-Green Bay, Business and Government Outreach

REGISTER

2026 Municipal Clerks of Illinois Institute

The Municipal Clerks of Illinois Institute is an internationally recognized, in-person program that provides in-depth training, delivering foundational learning and valuable certification that propels career growth.

The Institute consists of a three-year progressive curriculum of classroom instruction that takes place at the DoubleTree by Hilton Hotel in Bloomington, Illinois during a concentrated week every October. Each year represents approximately 38-40 hours of training. After three years, clerks graduate from the institute, acquiring 115 hours of professional development. New students must sign up for Year One.

2026 Municipal Clerks of Illinois Master Academy

Master Academy provides education for the Master Municipal Clerk certification which is one of two professional designations granted by IIMC and is an advanced continuing education program that prepares participants to perform complex municipal duties. The program entails extensive, rigorous education with a requirement for professional and social contribution. Candidates must demonstrate that they have actively pursued education and professional activities.

Join your fellow clerks for 2.5 days of learning. Registration includes instruction and digital materials specific to the days you attend. Earn up to 22 hours (or 11 points) towards your IIMC-CMC or MMC by attending. Qualifies for points at a rate of 1 point per 2 in-class contact hours.

Creating a Culture of Belonging - Pre-conference

October 4, 2026

Join us for a pre-conference session with one of the Institute's most popular instructors: In Creating a Culture of Belonging, Molly Grisham helps participants explore the value in letting people know they are wanted and welcome in the workplace. She expands on the idea that a team can't outpace its leader, which requires leaders to know who they are and what they value as they work to shape their healthy culture. As the workshop continues, Molly invites participants to consider what they are bringing to their leadership that is no longer serving them. And finally, she shares why it is important for leaders to embrace the role of being a First Follower.

This session is interactive and engaging for all participants. Cost is only $65 for this three-hour program!

Earn Exclusive Certificates

Certified Municipal Clerk - Authorized through the International Institute of Municipal Clerks (IIMC)

Registered Municipal Clerk - Authorized through the Municipal Clerks of Illinois (MCI)

Date & Time

- Sun, 10/04/2026, 2:00 PM CT
- Fri, 10/09/2026, 12:00 PM CT

Pricing

- Clerk Year One - 2026 IL Institute Attendee - MCI Member: $650.00
- Clerk Year Two - 2026 IL Institute Attendee - MCI Member: $650.00
- Clerk Year Three - 2026 IL Institute Attendee - MCI Member: $650.00
- 2026 IL Master Academy Attendee - MCI Member: $550.00
- Clerk Year One - 2026 IL Institute Attendee - MCI Non-Member: $700.00
- Clerk Year Two - 2026 IL Institute Attendee - MCI Non-Member: $700.00
- Clerk Year Three - 2026 IL Institute Attendee - MCI Non-Member: $700.00
- 2026 IL Master Academy Attendee - MCI Non-Member: $600.00
- Banquet Meal Guest Ticket: $75.00

2026 Clerks MCI Institute and Academy
October 4, 2026 - October 9, 2026

Proposed Travel Expense:

Conference Registration	$700.00
Hotel- Double Tree	$650.00
Mileage 148 mi @ .76	$112.48
Mileage 148 mi @ .76	$112.48
Per Diem	

Day 1	$51.00
Day 2	$28.00
Day 3	$28.00
Day 4	$28.00
Day 5	$0.00
Day 6	$51.00
Total	$1,800.00

Breakfast and Lunch will be provided Monday through Thurday
Dinner will be provided on Thurday.