



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, September 03, 2024
6:30 PM

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

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 20, 2024.**

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

2. Introduction and Swearing in of Anthony Tirado as a Village of Roscoe Police Officer.

TREASURER'S REPORT

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

CONSENT AGENDA

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

- 6. Approval** of conference and travel expenses for Chief Hawley while attending **New Chiefs of Police Orientation**
- 7. Approval** 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.**

- 8. 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].

MOTIONS AND RESOLUTIONS (Final action)

NEW BUSINESS (First reading or suspend rules)

- 9. Approval of Resolution 2024-R35**, Authorizing the purchase of three (3) market huts from **Country Barns** not to exceed \$5,319.00 (\$1,773.00 each)
- 10. Approval of Resolution 2024-R36**, authorizing an agreement with **Norwest Construction, Inc.** for the completion of road repairs on Deer Crossing for the quoted amount of **\$22,800.00**.
- 11. Approval of Resolution 2024-R37**, 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.

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees Tuesday, August 20, 2024 6:30 PM

CALL TO ORDER

President Gustafson called to order at 6:31pm

PLEDGE OF ALLEGIANCE

President Gustafson requested all to stand for Pledge of Allegiance

ROLL CALL

President Gustafson requested 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

President Gustafson entertained a motion to approve minutes;

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 7, 2024.**

President Gustafson entertained a motion;

Motion made by Trustee Babcock, Seconded by Trustee Mallicoat.

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

Motion Passed: 6-0-0

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Village Board of Trustees
Meeting Minutes - August 20, 2024

Ms. Barbara Snyder addressed the board with several items stating, the speed limit sign coming into Roscoe it is unknown, and it is hard to tell what the speed is when you are entering Roscoe. She also mentioned that the bike path lacks any signs to provide where there are on the path, it would be helpful to have something that identifies where you.

PRESIDENT'S REPORT

2. Recognition of Sgt. Aaron Weber and Kelly Weber for the planning of National Night Out.

[there will be a break with light refreshments prior to the start of the meeting of the Committee of the Whole]

President Gustafson called on Chief Hawley to present recognition to Sgt Aaron Weber and Kelly Weber for their continued contribution and planning of National Night Out.

TREASURER'S REPORT

3. Cash Report and Bills

The total bills to be submitted for approval are expenditures per list of \$251,840.00

Cash on hand after payment of the bills \$8,545,804.18

Motor Fuel expenditures: \$0

Cash on hand in the Motor Fuel fund is: \$1,497,192.96

4. Approval of Bills

President Gustafson entertained a motion to pay the bills;

Discussion: Trustee Plock and Mallicoat are a no on invoice 10563 for Ancel Glink

Motion made by Trustee Petty, Seconded by Trustee Wright.

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

Motion Passed: 6-0-0

5. Year to Date, Revenues and Expenditures

President Gustafson called on Treasurer Mark Olson to provide update to board of year to date financials;

Currently the General Fund Revenue is at 59% through July 30, 2024 and General Fund Expenditures are at 42%.

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 2024-10**, amending **Article II, Sec. 3-21 of the Village of Roscoe Code of Ordinances**, as it relates to the authorized ranks of the Village of Roscoe Police Department [eliminating the rank of of Lieutenant].

President Gustafson entertained a motion,

Motion made by Trustee Sima, Seconded by Trustee Babcock.

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

Voting Nay: Trustee Mallicoat

Motion Passed: 5-1-0

NEW BUSINESS (First reading or suspend rules)

7. Approval of **Resolution 2024-R34**, Authorizing the purchase of whole building dehumidifiers from **Miller Engineering Company** for installation at Roscoe Village Hall, and the Roscoe Police Department not to exceed \$23,460.00.

President Gustafson entertained a motion to suspend rules;

Motion made by Trustee Mallicoat, Seconded by Trustee Petty.

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

President Gustafson entertained a motion;

Motion made by Trustee Mallicoat, Seconded by Trustee Petty.

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

Motion Passed: 6-0-0

QUESTIONS AND REPORTS

Brandon Boggs provided update on the Residential Streets Program stating that he should receiving pricing for the additional shoulder work in Hidden Creek and Promontory this week.

Chief Hawley provided board update on the several grants received for the Roscoe Police Department. One grant for cameras totaled \$17,998.00 along with an additional grant for \$40,261 to be applied for other equipment.

Trustee Petty inquired if the black truck was now sitting at Public Works for use? It was stated that it was there for official use.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson entertained a motion to adjourn;

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

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

Motion Passed: 6-0-0

Village of Roscoe

Bills Submitted for Approval on September 3, 2024

Pooled Expenditures:

Checking account balance before expenditures	\$	191,489.00
Pooled Money Market		40,556.00
Illinois Funds Balance		8,347,772.17
Total pooled cash and equivalents		8,579,817.17

Expenditures per list \$ 311,690

Additional invoices 311,690.10

Total expenditures 311,690.10

Payroll expense:

Gross Wages	8/24/2024	96,654.60	
Payroll tax and IMRF	8/24/2024	7,966.38	104,620.98

Total General Fund Expenditures	416,311.08
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Pooled checking account balance after expenditures \$ 8,163,506.09

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,508,181.86
Total Motor Fuel cash and equivalents		1,522,192.96

Expenditures:

Vendor	Date	Invoice	Description	Amount
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Total Motor Fuel Fund Expenditures	-
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Motor Fuel cash and equivalent balance after expenditures 1,522,192.96

Total expenditures for all funds:	416,311.08
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	19RK-QFMG-J	Mordt - Door Stops	01-040-4612 Uniforms - Full time	08/23/2024	26.99	.00		
311	AMAZON CAPITAL SERVICES	19RK-QFMG-J	Copy Paper PD	01-040-6020 Office Supplies	08/23/2024	15.88	.00		
311	AMAZON CAPITAL SERVICES	1JWH-9TWF-9	Altamirano - Boots	01-040-4612 Uniforms - Full time	08/20/2024	119.39	.00		
311	AMAZON CAPITAL SERVICES	1LNK-JJ9V-64	Wilder - Battery Charger	01-040-4612 Uniforms - Full time	08/20/2024	50.89	.00		
311	AMAZON CAPITAL SERVICES	1MK1-N1GP-T	PARADE CANDY	01-010-6090 Special Events	08/19/2024	709.80	.00		
311	AMAZON CAPITAL SERVICES	1QLP-QQMN-	WHITE PAPER TOWEL ROLLS - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/18/2024	68.28	.00		
311	AMAZON CAPITAL SERVICES	1QLP-QQMN-	BROWN PAPER TOWELS - PW	01-030-5121 Maint&Repairs - Bldg & Gr	08/18/2024	51.15	.00		
311	AMAZON CAPITAL SERVICES	1QLP-QQMN-	30 GALLON TRASH BAGS - PARKS	01-050-5121 Maint&Repairs - Bldg & Gr	08/18/2024	46.99	.00		
311	AMAZON CAPITAL SERVICES	1RJC-HGM9-K	WIRELESS KEYBOARD, MOUSE, SPE	01-010-6020 Office Supplies	08/21/2024	91.74	.00		
Total AMAZON CAPITAL SERVICES:						1,181.11	.00		
AXON ENTERPRISE, INC.									
602	AXON ENTERPRISE, INC.	INUS269120	Axon Air	01-040-7410 Equipment	08/01/2024	3,897.80	.00		
Total AXON ENTERPRISE, INC.:						3,897.80	.00		
BARRICK, SWITZER, LONG, BALSLE									
661	BARRICK, SWITZER, LONG, BA	80224 - 2 PD	Receive / Review Email - PD	01-040-5230 Legal	08/02/2024	60.00	.00		
661	BARRICK, SWITZER, LONG, BA	80224 - 3 PD	Traffic Prosecutions - PD	01-040-5230 Legal	08/02/2024	3,500.00	.00		
Total BARRICK, SWITZER, LONG, BALSLE:						3,560.00	.00		
BOBCAT OF ROCKFORD									
901	BOBCAT OF ROCKFORD	01-285219	SOLENOID COIL - WACHER ROLLER	01-030-6050 Repair Parts (In House)	08/22/2024	91.20	.00		
Total BOBCAT OF ROCKFORD:						91.20	.00		
BONNELL INDUSTRIES INC									
905	BONNELL INDUSTRIES INC	0216915-CM	CREDIT - WRONG BED PIN SENT	01-030-6050 Repair Parts (In House)	08/26/2024	54.55-	.00		
Total BONNELL INDUSTRIES INC:						54.55-	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CAROL GUSTAFSON									
1121	CAROL GUSTAFSON	081524	WEBER TRIBUTE NIGHT	01-040-5990 Other Miscellaneous Expe	08/15/2024	27.30	.00		
Total CAROL GUSTAFSON:						27.30	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301082	INTERNET - PW	01-030-5320 Telephone	08/21/2024	9.99	.00		
Total CHARTER COMMUNICATIONS:						9.99	.00		
CIVIC SYSTEMS LLC									
1341	CIVIC SYSTEMS LLC	CVC25480	SEMI ANNUAL SUPPORT - ACH MODU	01-010-5952 IT - Software	08/12/2024	125.00	.00		
Total CIVIC SYSTEMS LLC:						125.00	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	080924 357363	7/10/24-8/8/24 5785 BROAD - LELAND	01-050-5410 Utilities	08/09/2024	198.73	.00		
1411	COMMONWEALTH EDISON	080924 503114	7/10/24-8/8/24 5802 HARRISON - LELA	01-050-5410 Utilities	08/09/2024	32.16	.00		
1411	COMMONWEALTH EDISON	081224 489003	7/10/24-8/8/24 N 2ND ST SIGN	01-030-5410 Utilities	08/12/2024	60.80	.00		
1411	COMMONWEALTH EDISON	081924 753947	7/19/24-8/19/24 STREET LITE RT/23	01-030-5411 Street Lights	08/19/2024	3,990.42	.00		
Total COMMONWEALTH EDISON:						4,282.11	.00		
COUNTRY BARNS									
1473	COUNTRY BARNS	27077	6.8 UTILITY SHED	90-010-7150 Projects	07/22/2024	1,885.00	.00		
Total COUNTRY BARNS:						1,885.00	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - ADMIN	01-010-4330 Disability Insurance	08/13/2024	141.16	.00		
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - HR	01-013-4330 Disability Insurance	08/13/2024	49.69	.00		
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - PW	01-030-4330 Disability Insurance	08/13/2024	339.42	.00		
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - PW ADJ	01-030-4330 Disability Insurance	08/13/2024	43.63	.00		
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - PD	01-040-4330 Disability Insurance	08/13/2024	934.26	.00		
1721	DEARBORN LIFE INSURANCE C	081324	DISABILITY INS - PK	01-050-4330 Disability Insurance	08/13/2024	41.96	.00		
Total DEARBORN LIFE INSURANCE COMPANY:						1,550.12	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - ADMIN	01-010-4310 Health Insurance	09/01/2024	65.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - ADMIN	01-010-4310 Health Insurance	09/01/2024	11.10	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - HR	01-017-4310 Health Insurance	09/01/2024	67.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - HR	01-017-4310 Health Insurance	09/01/2024	10.83	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - PW	01-030-4310 Health Insurance	09/01/2024	381.02	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - PW ADJ	01-030-4310 Health Insurance	09/01/2024	32.50	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - PW	01-030-4310 Health Insurance	09/01/2024	60.36	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - PW ADJ	01-030-4310 Health Insurance	09/01/2024	5.55	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - PD	01-040-4310 Health Insurance	09/01/2024	1,740.42	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - PD	01-040-4310 Health Insurance	09/01/2024	238.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	DENTAL - PK	01-050-4310 Health Insurance	09/01/2024	118.70	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	1834154	VISION INS - PK	01-050-4310 Health Insurance	09/01/2024	16.23	.00		
Total DELTA DENTAL OF ILLINOIS-RISK:						2,747.77	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	37695PU	WATER SVC - VH	01-010-5410 Utilities	07/31/2024	12.50	.00		
Total DR. STILLWATER COMPANY:						12.50	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	89545	2024 MONTHLY INSTALLMENT W/C IN	01-015-5810 Liability Insurance	08/25/2024	6,666.00	.00		
Total ILLINOIS PUBLIC RISK FUND:						6,666.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	090124	VOL LIFE	01-000-2211 Life Insurance-Additional V	09/01/2024	471.75	.00		
3231	IPBC - HEALTH BENEFITS	090124	BANK FEES	01-000-2211 Life Insurance-Additional V	09/01/2024	39.90	.00		
3231	IPBC - HEALTH BENEFITS	090124	DEP LIFE	01-000-2212 Life Insurance-Dependent	09/01/2024	104.94	.00		
3231	IPBC - HEALTH BENEFITS	090124	HEALTH INS - ADMIN	01-010-4310 Health Insurance	09/01/2024	1,358.14	.00		
3231	IPBC - HEALTH BENEFITS	090124	LIFE INS - ADMIN	01-010-4320 Life Insurance	09/01/2024	10.50	.00		
3231	IPBC - HEALTH BENEFITS	090124	HEALTH INS - HR	01-017-4310 Health Insurance	09/01/2024	1,385.82	.00		
3231	IPBC - HEALTH BENEFITS	090124	LIFE INS - HR	01-017-4320 Life Insurance	09/01/2024	3.50	.00		
3231	IPBC - HEALTH BENEFITS	090124	HEALTH INS - PW	01-030-4310 Health Insurance	09/01/2024	7,930.20	.00		
3231	IPBC - HEALTH BENEFITS	090124	LIFE INS - PW	01-030-4320 Life Insurance	09/01/2024	30.27	.00		
3231	IPBC - HEALTH BENEFITS	090124	HEALTH INS - PD	01-040-4310 Health Insurance	09/01/2024	28,069.00	.00		
3231	IPBC - HEALTH BENEFITS	090124	LIFE INS - PD	01-040-4320 Life Insurance	09/01/2024	63.00	.00		
3231	IPBC - HEALTH BENEFITS	090124	HEALTH INS - PK	01-050-4310 Health Insurance	09/01/2024	1,407.34	.00		
3231	IPBC - HEALTH BENEFITS	090124	LIFE INS - PK	01-050-4320 Life Insurance	09/01/2024	3.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total IPBC - HEALTH BENEFITS:						40,877.86	.00		
JACK'S TIRE SALES & SVC, INC.									
3251	JACK'S TIRE SALES & SVC, INC	1-337260	ST205/75R/15 GLADIATOR TIRES - MO	01-050-5120 Maint & Repairs - Equipme	08/16/2024	500.50	.00		
Total JACK'S TIRE SALES & SVC, INC.:						500.50	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	506502	MOWER BLADE SHARPENING - KUBO	01-050-5121 Maint&Repairs - Bldg & Gr	08/15/2024	42.00	.00		
3961	LINCOLN RENT-ALL	506502	MOWER BLADE SHARPENING - KUBO	01-050-5121 Maint&Repairs - Bldg & Gr	08/15/2024	42.00	.00		
Total LINCOLN RENT-ALL:						84.00	.00		
MENARD'S									
4411	MENARD'S	32217	COMPOSIT PICKET FENCE, SREW, GA	01-010-5121 Maint&Repairs - Bldg & Gr	08/15/2024	985.04	.00		
4411	MENARD'S	32218	2 GAL TANK SPRAYER - PW	01-030-6040 Operating Supplies	08/15/2024	14.97	.00		
4411	MENARD'S	32461	BOTTLED WATER & FLEX COUPLING -	01-010-5121 Maint&Repairs - Bldg & Gr	08/19/2024	15.73	.00		
4411	MENARD'S	32514	OUTLET PLATE, BRUSH, CHISEL & FU	01-010-5121 Maint&Repairs - Bldg & Gr	08/20/2024	46.43	.00		
4411	MENARD'S	32514	SCREWDRIVER & UTILITY KNIFE - PW	01-030-5121 Maint&Repairs - Bldg & Gr	08/20/2024	17.98	.00		
4411	MENARD'S	32582	PAINT SUPPLIES - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/21/2024	51.08	.00		
4411	MENARD'S	32583	T-FOAM KNEEPADS	01-030-6040 Operating Supplies	08/21/2024	16.44	.00		
4411	MENARD'S	32659	PLUMBERS PUTTY & KITCHEN SINK S	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	17.28	.00		
4411	MENARD'S	32673	70W BULD MED BASE- LELAND SHEL	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	31.98	.00		
4411	MENARD'S	32683	PLEATED FILTER 16X25X4 & 20X25X2	01-010-5121 Maint&Repairs - Bldg & Gr	08/22/2024	83.55	.00		
4411	MENARD'S	32683	PLEATED FILTER - 16X25X4 - PW	01-030-5121 Maint&Repairs - Bldg & Gr	08/22/2024	43.96	.00		
4411	MENARD'S	32683	FILTER 16X25X2 - PD	01-040-5121 Maint&Repairs - Bldg & Gr	08/22/2024	20.97	.00		
4411	MENARD'S	32683	BASIC PLEATED FILTER 14X285X1 - S	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	13.32	.00		
4411	MENARD'S	32683	PLEATED FILTER 16X25X1 - PORTER	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	6.66	.00		
Total MENARD'S:						1,365.39	.00		
NICOR GAS									
4931	NICOR GAS	082024 2000 9	7/18/24-8/19/24 5402 SWANSON	01-030-5410 Utilities	08/20/2024	141.12	.00		
Total NICOR GAS:						141.12	.00		
NORTHWESTERN UNIVERSITY									
5081	NORTHWESTERN UNIVERSITY	26585	Crash Investigation 2 - Sarver	01-040-5530 Training	08/09/2024	1,295.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total NORTHWESTERN UNIVERSITY:						1,295.00	.00		
PITNEY BOWES BANK INC									
5428	PITNEY BOWES BANK INC	082424	POSTAGE	01-010-6020 Office Supplies	08/14/2024	247.53	.00		
Total PITNEY BOWES BANK INC:						247.53	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	A-124793	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Rentals/Leases	08/23/2024	120.00	.00		
5471	PORT-A-JOHN	A-124796	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Rentals/Leases	08/23/2024	120.00	.00		
Total PORT-A-JOHN:						240.00	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	54121	PC SET UP - NEW USER	01-010-5950 IT - Contractual	08/26/2024	529.98	.00		
Total PREMIER TECHNOLOGIES:						529.98	.00		
RAYNOR DOOR AUTHORITY									
5640	RAYNOR DOOR AUTHORITY	110181	DOOR SPRINGS, LIFT RENTAL, SUPP	01-030-5121 Maint&Repairs - Bldg & Gr	08/26/2024	2,113.00	.00		
Total RAYNOR DOOR AUTHORITY:						2,113.00	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	321779	2 TONS - HOT MIX - PW	01-030-6060 Repair Materials - Roads	08/22/2024	148.54	.00		
5901	ROCK ROAD COMPANIES	321805	2 TONS - HOT MIX - PW	01-030-6060 Repair Materials - Roads	08/23/2024	148.54	.00		
Total ROCK ROAD COMPANIES:						297.08	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	26735	CLEANING - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/01/2024	1,140.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26735	CLEANING - PW	01-030-5121 Maint&Repairs - Bldg & Gr	08/01/2024	394.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26735	CLEANING - PD	01-040-5121 Maint&Repairs - Bldg & Gr	08/01/2024	1,290.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	26735	CLEANING - PORTER PARK	01-050-5121 Maint&Repairs - Bldg & Gr	08/01/2024	325.00	.00		
Total ROCK VALLEY INDUSTRIES, LLC:						3,149.00	.00		
ROSCOE POLICE PENSION FUND									
6091	ROSCOE POLICE PENSION FU	082724	PROP TAX PAYMENT	01-040-4530 Police Pension Expense	08/27/2024	214,526.63	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6091	ROSCOE POLICE PENSION FU	082724	PROP TAX PAYMENT	01-040-4530 Police Pension Expense	08/27/2024	7,163.18	.00		
Total ROSCOE POLICE PENSION FUND:						221,689.81	.00		
SHERWIN-WILLIAMS CO									
6471	SHERWIN-WILLIAMS CO	8004-6	QT - IRON GATE & LONDON FOG - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/20/2024	22.18	.00		
6471	SHERWIN-WILLIAMS CO	8004-6	COLORSNAP MATCH PRO DEVICE - P	01-030-6040 Operating Supplies	08/20/2024	67.99	.00		
6471	SHERWIN-WILLIAMS CO	8045-9	GALLON - INTELLECTUAL GRAY & SP	01-010-5121 Maint&Repairs - Bldg & Gr	08/21/2024	44.66	.00		
Total SHERWIN-WILLIAMS CO:						134.83	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2024-31330	1 YD PULV TOPSOIL - PW	01-030-6060 Repair Materials - Roads	08/10/2024	28.50	.00		
Total SLABAUGH SERVICES:						28.50	.00		
TAPCO									
6991	TAPCO	1785768	12' POLE PACKAGE	01-030-6200 Street Signs	08/27/2024	3,998.75	.00		
Total TAPCO:						3,998.75	.00		
TREE CARE ENTERPRISES, INC.									
7301	TREE CARE ENTERPRISES, IN	51577	REMOVAL & CLEAN UP OF MULBERR	01-030-5160 Tree Maintenance/Remova	08/23/2024	680.00	.00		
Total TREE CARE ENTERPRISES, INC.:						680.00	.00		
U S CELLULAR									
7401	U S CELLULAR	0673382868	CELL PHONES - ADMIN	01-010-5320 Telephone	08/16/2024	190.84	.00		
7401	U S CELLULAR	0673382868	CELL PHONES - PW	01-030-5320 Telephone	08/16/2024	306.03	.00		
7401	U S CELLULAR	0673382868	CELL PHONES - PD	01-040-5320 Telephone	08/16/2024	309.19	.00		
Total U S CELLULAR:						806.06	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390006423	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/19/2024	126.01	.00		
7460	UNIFIRST CORPORATION	3390006423	UNIFORMS - PARKS	01-050-4610 Uniforms	08/19/2024	96.01	.00		
7460	UNIFIRST CORPORATION	3390006425	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/19/2024	27.87	.00		
7460	UNIFIRST CORPORATION	3390006775	UNIFORMS & MATS - PW	01-030-4610 Uniforms	08/26/2024	121.10	.00		
7460	UNIFIRST CORPORATION	3390006775	UNIFORMS - PARKS	01-050-4610 Uniforms	08/26/2024	16.72	.00		
7460	UNIFIRST CORPORATION	3390006777	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/26/2024	27.87	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total UNIFIRST CORPORATION:						415.58	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	92703-01	Gomez - LS Shirt	01-040-4612 Uniforms - Full time	08/09/2024	74.50	.00		
7441	UNIFORM DEN EAST, INC	92932	Podgorny - Pants	01-040-4612 Uniforms - Full time	08/09/2024	93.95	.00		
7441	UNIFORM DEN EAST, INC	93108	Coburn - Gloves	01-040-4612 Uniforms - Full time	08/12/2024	25.49	.00		
7441	UNIFORM DEN EAST, INC	93175	Farone - Tshirts	01-040-4612 Uniforms - Full time	08/15/2024	57.90	.00		
Total UNIFORM DEN EAST, INC:						251.84	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202408067	Planning Services	01-016-5241 Spec Projects-Consulting	08/16/2024	3,863.24	.00		
7483	VANDEWALLE & ASSOCIATES	202408068	Planning Services	01-016-5241 Spec Projects-Consulting	08/16/2024	2,000.00	.00		
Total VANDEWALLE & ASSOCIATES:						5,863.24	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	9971171842	HOT SPOTS PD	01-040-5320 Telephone	08/10/2024	239.40	.00		
Total VERIZON WIRELESS:						239.40	.00		
WRAP GUYZ									
10025	WRAP GUYZ	2022-614	Squad 6 - Passanger Replacement	01-040-6051 EQUIP NON CAPITAL	09/26/2023	350.00	.00		
10025	WRAP GUYZ	2022-747	Speed Trailer Decals - PD	01-040-6051 EQUIP NON CAPITAL	08/20/2024	158.58	.00		
Total WRAP GUYZ:						508.58	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	5310-R	9" & 6" MLW RECIP SAW BLADE 5 PKS	01-030-6040 Operating Supplies	08/15/2024	36.98	.00		
102	ZIEGLER'S ACE HARDWARE	5310-R	HILLMAN FASTERNERS - KUBOTA 72"	01-050-6050 REPAIR PARTS	08/15/2024	1.98	.00		
102	ZIEGLER'S ACE HARDWARE	5310-R	HILLMAN FASTERNERS - KUBOTA 60"	01-050-6050 REPAIR PARTS	08/15/2024	1.98	.00		
102	ZIEGLER'S ACE HARDWARE	5316-R	FLEXOGEN HOSE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/16/2024	79.97	.00		
102	ZIEGLER'S ACE HARDWARE	5329-R	MARKING PAINT - PW	01-030-6040 Operating Supplies	08/19/2024	36.95	.00		
102	ZIEGLER'S ACE HARDWARE	5343-R	FASTENERS & BIT - PW STOCK	01-030-6040 Operating Supplies	08/22/2024	18.47	.00		
102	ZIEGLER'S ACE HARDWARE	5346-R	KEYS FOR LELAND	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	5.58	.00		
102	ZIEGLER'S ACE HARDWARE	5346-R	KEYS FOR SWANSON	01-050-5121 Maint&Repairs - Bldg & Gr	08/22/2024	5.58	.00		
102	ZIEGLER'S ACE HARDWARE	5349-R	300W LED - LELAND	01-050-5121 Maint&Repairs - Bldg & Gr	08/23/2024	21.99	.00		
102	ZIEGLER'S ACE HARDWARE	5359-R	BATTERIES FOR PAPER TOWEL DISP	01-010-5121 Maint&Repairs - Bldg & Gr	08/26/2024	15.99	.00		
102	ZIEGLER'S ACE HARDWARE	5359-R	BATTERIES FOR PAPER TOWEL DISP	01-040-5121 Maint&Repairs - Bldg & Gr	08/26/2024	5.99	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
102	ZIEGLER'S ACE HARDWARE	5370-R	TAP PIPE - PW SHOP	01-030-5121 Maint&Repairs - Bldg & Gr	08/27/2024	20.24	.00		
Total ZIEGLER'S ACE HARDWARE:						251.70	.00		
Grand Totals:						311,690.10	.00		

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

Dated: _____

Administrator: _____

Trustees: _____

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (2 Characters) = {<>} "50"

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 6.

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

Date: 09/03/2024

Meeting: Board

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

Approved by COTW on 08/20/24

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.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 7.

Agenda Item: Halloween Doubles Disc Golf Tournament

Date: 8/14/2024

Meeting: Board 9/03/2024

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. Cabin use would be limited to inclement weather. They will set up a small pop up tent and table outside for registration. They will likely would use just the porch if it was raining to limit the cabin to bathroom use only.

8/29/2024- Tournament name changed to "Nightmare at Porter Park"

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

Approved at COTW 8/20/2024

Action Required/Recommendation

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

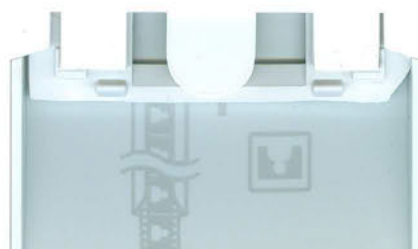
Phone: (815) 623-2829

*

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

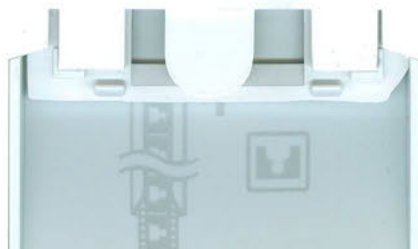
Village Board (if necessary): _____ Date: _____
Signature

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

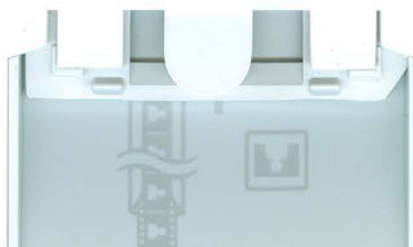


Special Event
Site Plan Exhibit

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

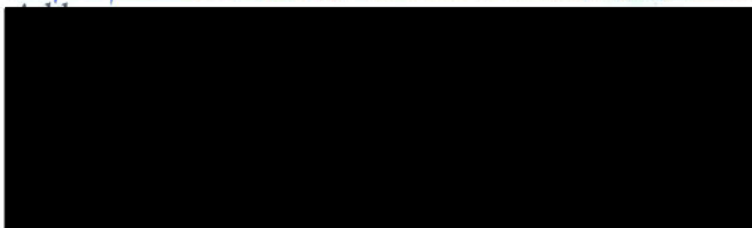
known as HALLOWEEN DOUBLES DISC GOLF TOURNAMENT

to be held 11/2/2024

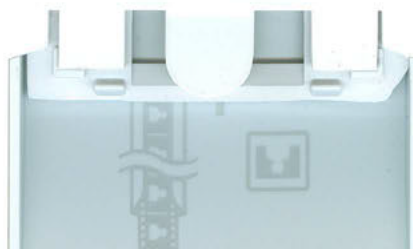
Signed this 13 day of AUGUST, 20 24

Scott Wenstrom (OUTTA BOUNDS DISC GOLF)
Name

424 MAIN ST. PECATONICA, IL 6063



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

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



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 # 8.

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 # 8.

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 # 8.

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 # 8.



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 # 8.

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

Item # 8.

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 # 8.

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 # 8.

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 # 8.

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 # 8.

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 # 8.

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 # 8.

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 # 8.

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 # 8.

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)

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 # 8.

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:



Jim Brown, Awards Chair - IL Sister Cities Association



Laura Brown, Secretary - IL Sister Cities Association



Darius Robinson, State Representative - Sister Cities International



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 # 8.

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 # 9.

Agenda Item: Market Huts

Date: 09/03/2024

Meeting: Village Board

Prepared by: Troy Taylor

Department: Public Works

Overview/Background Information

Market huts are a 6'x8' custom utility sheds. These huts have a front overhang, side door, side window, and a 4' wide front sales window with a shelf. These sheds are built to be portable so public works can move them to different events. They can be used at National Night Out, Trunk or Treat, Winter Holiday Event, and even Fall Festival for vendors, staff, and Trustees to use.

Staff has received three (3) additional quotes from County Barns, the builder of the hut we have already received, at \$1,773.00 a piece for a total of \$5,319.00. One will be the same color as the first one we received, Pebble stone clay siding and Evergreen trim. The other two will have a flip flop color scheme of the first one where the siding will be Evergreen and the trim Pebble stone. Country Barns has giving us a discount for multiple huts ordered.

Key Issues

- Portable
- Looks and Quality Built
- Security and Safety

Fiscal Note/Budget Impact

- \$5,319.00

Prior Legislative Actions

First Hearing

Action Required/Recommendation

Staff would like to recommend to suspend the rules for 1st reading at the Committee of the Whole and recommend Country Barns for the purchase of three (3) additional market huts for the quoted amount of \$1,773.00 a piece for a total of \$5,319.00.

Attachments

Three (3) Quotes
Pictures of Market Hut



Country Barns
11220 W State Rd. 81
Beloit, WI 53511
608-879-3321
sales@countrybarns.us

Invoice

Item # 9.

Date	Shed #
8/29/2024	27096

Customer Information	
Name:	Village of Roscoe
Address:	5402 Swanson Rd
City:	Roscoe IL 61073
Phone:	Tracy: 815-877-0746
Email:	publicworks@villageofroscoe.com

Special Instructions

Sold By:		NOTE: We will contact you when your building is complete. The Estimated Delivery Date is ONLY an Estimate		Estimated Delivery Date	
Phil				8/29/2024	
Item	Quantity	Description	U/M	Price Each	Amount
68UT		6 x 8 Utility Shed w/2' Overhang in Front		1,688.00	1,688.00
5		Siding Color:Pebblestone Clay		0.00	0.00
2		Trim Color:Evergreen		0.00	0.00
3		Roof Color: Estate Grey		0.00	0.00
Cus	1	Single 30" Entrance Door Only		-150.00	-150.00
Winb	1	Basic Window		85.00	85.00
Cus	1	4' wide x 24" deep shelf in front, extending through sales window for outside and inside access. Mounted into 4' wide sales window with shutters swinging outward and painted both sides to be available for displaying products when open.		150.00	150.00
Exempt		Sales Tax Exemption #		0.00	0.00
		Wisconsin Sales Tax		5.50%	0.00

Terms & Conditions:

*A minimum Deposit of 20% is required at purchase
*If order is canceled Country Barns reserves the right to retain deposit to cover time and effort.
*Upon delivery payment in full will be required before building is unloaded
*If payment is not provided at time of delivery as agreed upon a 2% monthly fee will be charged to the account until payment in full is received

Total	\$1,773.00
Payments Recieved	\$0.00
Balance Due	\$1,773.00

By signing below I agree to the terms and conditions as disclosed. I have chosen to purchase the building as described above. I agree to pay the Balance Due upon delivery or before. The delivery process has been satisfactorily explained to me. I agree that Country Barns will not be responsible for any damages that may result to my lawn or property during the delivery process. I agree that if I fail to pay the Amount Due by delivery without prior arrangement I am subject to whatever penalties and/or interest Country Barns imposes upon me.

X



Country Barns
11220 W State Rd. 81
Beloit, WI 53511
608-879-3321
sales@countrybarns.us

Invoice

Item # 9.

Date	Shed #
8/29/2024	27097

Customer Information	
Name:	Village of Roscoe
Address:	5402 Swanson Rd
City:	Roscoe IL 61073
Phone:	Tracy: 815-877-0746
Email:	publicworks@villageofroscoe.com

Special Instructions

Sold By:		NOTE: We will contact you when your building is complete. The Estimated Delivery Date is ONLY an Estimate			Estimated Delivery Date	
Phil					8/29/2024	
Item	Quantity	Description	U/M	Price Each	Amount	
68UT		6 x 8 Utility Shed w/2' Overhang in Front		1,688.00	1,688.00	
5		Siding Color:Evergreen		0.00	0.00	
2		Trim Color:Pebblestone Clay		0.00	0.00	
3		Roof Color: Estate Grey		0.00	0.00	
Cus	1	Single 30" Entrance Door Only		-150.00	-150.00	
Winb	1	Basic Window		85.00	85.00	
Cus	1	4' wide x 24" deep shelf in front, extending through sales window for outside and inside access. Mounted into 4' wide sales window with shutters swinging outward and painted both sides to be available for displaying products when open.		150.00	150.00	
Exempt		Sales Tax Exemption #		0.00	0.00	
		Wisconsin Sales Tax		5.50%	0.00	

Terms & Conditions:

*A minimum Deposit of 20% is required at purchase
*If order is canceled Country Barns reserves the right to retain deposit to cover time and effort.
*Upon delivery payment in full will be required before building is unloaded
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Total	\$1,773.00
Payments Recieved	\$0.00
Balance Due	\$1,773.00

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X



Country Barns
11220 W State Rd. 81
Beloit, WI 53511
608-879-3321
sales@countrybarns.us

Invoice

Item # 9.

Date	Shed #
8/29/2024	27098

Customer Information	
Name:	Village of Roscoe
Address:	5402 Swanson Rd
City:	Roscoe IL 61073
Phone:	Tracy: 815-877-0746
Email:	publicworks@villageofroscoe.com

Special Instructions

Sold By:		NOTE: We will contact you when your building is complete. The Estimated Delivery Date is ONLY an Estimate			Estimated Delivery Date	
Phil					8/29/2024	
Item	Quantity	Description	U/M	Price Each	Amount	
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5		Siding Color:Evergreen		0.00	0.00	
2		Trim Color:Pebblestone Clay		0.00	0.00	
3		Roof Color: Estate Grey		0.00	0.00	
Cus	1	Single 30" Entrance Door Only		-150.00	-150.00	
Winb	1	Basic Window		85.00	85.00	
Cus	1	4' wide x 24" deep shelf in front, extending through sales window for outside and inside access. Mounted into 4' wide sales window with shutters swinging outward and painted both sides to be available for displaying products when open.		150.00	150.00	
Exempt		Sales Tax Exemption #		0.00	0.00	
		Wisconsin Sales Tax		5.50%	0.00	

Terms & Conditions:

*A minimum Deposit of 20% is required at purchase
*If order is canceled Country Barns reserves the right to retain deposit to cover time and effort.
*Upon delivery payment in full will be required before building is unloaded
*If payment is not provided at time of delivery as agreed upon a 2% monthly fee will be charged to the account until payment in full is received

Total	\$1,773.00
Payments Recieved	\$0.00
Balance Due	\$1,773.00

By signing below I agree to the terms and conditions as disclosed. I have chosen to purchase the building as described above. I agree to pay the Balance Due upon delivery or before. The delivery process has been satisfactorily explained to me. I agree that Country Barns will not be responsible for any damages that may result to my lawn or property during the delivery process. I agree that if I fail to pay the Amount Due by delivery without prior arrangement I am subject to whatever penalties and/or interest Country Barns imposes upon me.

X



**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R35**

AUTHORIZING THE PURCHASE OF THREE (3) MARKET HUTS FROM COUNTRY BARNs NOT TO EXCEED \$5,319.00 (\$1,773.00 EACH)

WHEREAS, the Village of Roscoe wishes to protect the health, welfare and safety of its residents by providing well maintained roads, parks, and other public places, and provide well maintained and effectively illuminated public buildings; and

WHEREAS, the Village of Roscoe hosts several special events each year at its public parks and facilities; and

WHEREAS, the Village wishes to purchase several market huts to be used for vendors at its public events during the course of the year, including its Halloween event and holiday event; and

WHEREAS, the Village of Roscoe has investigated the purchase of said market huts, and has determined that Country Barns can provide the best price for the required equipment and accessories; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents to purchase three (3) market huts from **Country Barns** for an amount not to exceed **\$5,319.00 (\$1,773.00 each)**; and

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

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

Section 1. The Village President, or their designee is authorized to sign an agreement with **Country Barns** for the purchase of three (3) market huts, as further specified set forth in **Exhibit “A”**, which is incorporated herein by reference, for use at the Village’s Special Events; and

Section 2. That the Village Treasurer is hereby authorized to expend funds, and issue payment in an amount not to exceed **\$5,319.00 (\$1,773.00 each)**, under the terms and amounts as set forth in Exhibit “A”.

2024-R35				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 3, 2024:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2024-R35)

PROPOSAL FOR MARKET HUTS

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 10.

Agenda Item: Deer Crossing Curb and Pavement Repair

Date: 09/03/2024

Meeting: Village Board of Trustees

Prepared by: Brandon Boggs

Department: Public Works/Engineering

Overview/Background Information

The Public Works/Engineering Department is requesting approval of a construction quote from Norwest Construction to complete curb repair and pavement patching in the northeast corner of Deer Crossing and Red Rose Trail. The existing curb has settled, creating a low spot in the pavement along the curb line which holds stormwater runoff.

Key Issues

This section of roadway was resurfaced as part of the 2024 Residential Streets Program, but the area of sunken curb was not identified as a problem area requiring replacement until after the paving had been completed by Rock Road Companies and the standing water was identified. The Village could elect to not repair this curb and pavement, but there are concerns that this would be a hazard during winters for residents if the area froze. The standing water on the pavement would also likely shorten the lifespan of the pavement.

An alternate quote was requested from Rock Road Companies in an effort to add this work to the existing 2024 RSP contract, but staff was informed that their pricing would far exceed Norwest's total dollar amount. The reason for the pricing increase would primarily be due to the number of subcontractors that Rock Road would require to complete the work (Troy Lee Excavating – removals, Jack Hall Construction – concrete, Schroeder Asphalt Services – pavement milling, Rock Road – paving). Norwest has also presented an aggressive timeline to complete this work if approved.

Fiscal Note/Budget Impact

The total quote for curb and pavement removal and replacement totals in the amount of \$22,800.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff recommends waiving the bidding requirements and Board approval of the attached Norwest quote.

Attachments

Norwest Construction Quote

NORWEST CONSTRUCTION, INC.
82 PRAIRIE HILL ROAD
SOUTH BELOIT, IL. 61080
PHONE: 815-965-7283 FAX: 815-624-6661
NORWESTBLACKTOP.COM
ASPHALT - PROPOSAL

SUBMITTED TO:
Village of Roscoe

DATE: August 26, 2024
PHONE: (815) 238-4576
E-MAIL:
JOB NAME: Deer Crossing Repairs
JOB LOCATION: 7482 Deer Crossing
JOB LOCATION: Roscoe, IL
PROJECT NUMBER: 2024-287

ATTN:

FOR FURNISHING THE NECESSARY LABOR, MATERIAL AND EQUIPMENT TO COMPLETE THE FOLLOWING:

DESCRIPTION OF WORK

TO MILL AND OVERLAY AND REPLACE CURB AS NEEDED TO IMPROVE DRAINAGE ISSUES ON DEER CROSSING IN ROSCOE, IL AS OUTLINED BELOW.
(NOTE) BECAUSE OF THE INSTABILITY IN THE OIL MARKET THE ASPHALT PRICE IS ONLY GOOD FOR 60 DAYS, AFTER THAT THE COST MAY NEED TO BE ADJUSTED.

BASE BID: MILL AND OVERLAY DEER CROSSING:

To profile mill and remove the existing asphalt as needed to improve drainage issues.
All asphalt millings will be removed from the site.
Install new 1.5" to 4" N-50 asphalt pavement as needed to match new curb.
Hard compact asphalt pavement and finish edges flush with existing asphalt.

TOTAL MILL AND OVERLAY DEER CROSSING BASE BID \$12,900.00 INITIAL _____

BASE BID: REMOVE AND REPLACE CURB AND GUTTER

Remove 170' of existing curb and gutter and haul off site.
Regrade and compact existing stone base ready for new curb.
To install 170' of 6.18 curb and gutter.

TOTAL REMOVE AND REPLACE CURB AND GUTTER BASE BID..... \$9,900.00 INITIAL _____

TOTAL AMOUNT OF APPROVED CONTRACT \$ _____

UNSUITABLE SOIL REMOVAL AND REPLACE - ADD TO BASE BID

(Note) If any asphalt base repair is required we will contact the owner before any work is completed, if work is authorized it will be billed as extra to the contract.
The cost for any subgrade replacement will be billed at \$75.00 per cubic yard for removal and stone replacement.

SCOPE OF WORK COVERED BY OTHERS:

PERMITS BY OTHERS
NO QC INCLUDED.
CONSTRUCTION LAYOUT
RESTORATION OR LANDSCAPING
NO INCIDENTAL STONE SUB-BASE
BONDING
PAVEMENT MARKINGS

PERMITS:

Permit are the responsibility of the Village of Roscoe

JOB SPECIFIC NOTES:

- *All Permits required are the responsibility of the owner.
- *After the milling and grading are complete, but before the installation of the new asphalt, truck and car traffic in this area can resume back to normal.
- *The installation of the asphalt pavement is based on normal week day hours.
- *All items stored in the area of construction to be relocated prior to the start of construction.

NOTES:

- *Prices subject to change due to cost increases in fuel and seal coat mix.
- *Quantities additional to proposed amounts are additional cost to contract at same unit price.
- *Additional work to contract priced at additional cost to base price.
- *Additional Square Footage priced at additional cost to base price.
- *Additional stone needed for core out \$25.00 per ton.
- *This proposal includes 1 mobilization(s) onto the job for each phase of the work (i.e. cleaning & crack fill, sealing, etc.). Additional mobilization(s) per job phase due to the acts or omissions of Owner/Contractor shall be at additional costs.
- *Property owner responsible for all costs accrued to relocate utilities. Norwest Construction will not be responsible for damage to any underground utilities or other hidden conditions if the Owner/Contractor fails to give Norwest Construction advance notice of their existence and location. Owner/Contractor agrees to hold Norwest Construction harmless for any loss, expenses or damage resulting from, arising out of, or in any way related to such condition.
- *Prior to Norwest Construction beginning Work under this agreement, Owner/Contractor shall provide evidence to Norwest Construction that Owner/Contractor has made financial arrangements acceptable to Norwest Construction to fulfill their obligation under this agreement.
- *All additional charges will be set up in signed work change orders. If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.
- *THIS PROPOSAL MAY BE WITHDRAWN BY NORWEST IF NOT ACCEPTED WITHIN 30 DAYS.
- *CONTRACTED PRICES SUBJECT TO CHANGE 60 DAYS AFTER ACCEPTANCE OF CONTRACT IF WORK HAS NOT BEEN COMPLETED, UNLESS OTHERWISE INDICATED.
- *ALL COMPENSATION DUE IN FULL UPON COMPLETION OF PAVING.
- *NO CONTRACT IS BINDING ON NORWEST CONSTRUCTION, INC. UNTIL SIGNED AND APPROVED BY THE EXECUTIVE OFFICER OR PERSON SO AUTHORIZED.
- *2% MONTHLY SERVICE CHARGES ON ACCOUNT BALANCES AFTER 30 DAYS.
- *ATTORNEY FEES COURT COST AND COSTS INCURRED IN COLLECTION PROCEEDINGS OR NON-COMPLIANCE OF CONTRACT IS ADDITIONAL COST TO BUYER.

- 1) MEMBER NIBCA
- 2) PARTICIPANT OPERATING ENGINEERS LOCAL 150 & LABORERS LOCAL 32
- 3) INSURED AND BONDED
- 4) SMALL BUSINESS QUALIFIED

AUTHORIZED NORWEST AGENT _____ DATE _____

Jerimy Schriener
Senior Estimator
Cell # 815-708-4970

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. Norwest Construction, Inc. is authorized by Owner/Contractor to do work as specified. Payment will be made to Norwest Construction by Owner/Contractor as outlined above. If separate bids or alternate bids are indicated, acknowledge acceptance by initialing those prices which you hereby accept.

OWNER/CONTRACTOR: _____
DATE OF ACCEPTANCE: _____

AUTHORIZED SIGNATURE: _____

Item # 10.

ORIGINAL COPY MUST BE MAILED IN.

**VILLAGE OF ROSCOE
RESOLUTION NO. 2024-R36**

A RESOLUTION OF THE VILLAGE OF ROSCOE, ILLINOIS APPROVING WITH NORWEST CONSTRUCTION, INC FOR ADDITIONAL WORK RELATED TO THE 2024 RESIDENTIAL STREETS PROJECT [CURB REPAIR AND PAVEMENT PATCHING IN THE NORTHEAST CORNER OF DEER CROSSING AND RED ROSE TRAIL].

WHEREAS, the Village of Roscoe wishes to protect the health, welfare and safety of its residents by providing well maintained roads, parks, and other public places; and

WHEREAS, upon completion of the Residential Streets Project it was determined that there were certain areas of the roadway where existing curb has settled, creating a low spot in the pavement along the curb line which holds stormwater runoff, specifically Deer Crossing and Red Rose Trail; and

WHEREAS, upon investigation from several sources, the work required as part of the contemplated project will exceed \$20,000.00 which, under Village Ordinance, exceeds the amount necessary before letting public works projects out for bid; and

WHEREAS, the Village wishes to waive the local and state imposed bidding requirements for this project, so that it may provide funds for the public improvements to its public roadways; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents, to waive the bidding process and to seek out the lowest and best cost for the contemplated utility work through other means; and

WHEREAS, the Village of Roscoe has determined that Norwest Construction can provide the best price for the required project scope, and that this project was not within the scope of the previously contracted residential road project; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe find that it is in the best interest of the Village and its residents to enter into an agreement with Norwest Construction for the road project for an amount not to exceed \$22,800; and

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

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

Section 1. The above recitals are incorporated herein and made a part hereof.

Section 2. The Village President, or their designee is authorized to sign an agreement with **Norwest Construction** to complete curb repair and pavement patching in the northeast corner of Deer Crossing and Red Rose Trail, as further specified set forth in **Exhibit “A”**, which is incorporated herein by reference; and

Section 3. The Village President, the Village Engineer and the Village Clerk are hereby authorized to execute and attest said change order and any other documents necessary to effectuate the same.

2024-R36				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 03, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

EXHIBIT “A”
[Resolution 2024-R36]
PROPOSAL FOR SERVICES

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE OF
ROSCOE

Item # 11.

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: Updated August 30, 2024

Meeting: COTW – 8/20/2024 / VB – 9/3/2024

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: \$97,930.00.

Prior Legislative Actions

This was in front of the Committee of the Whole on August 20, 2024. The Committee voted to move this to the Board without recommendation with the understanding that the first reading requirement would be waived at the Village Board level after receiving any final public input on the concept plan at the Villages public workshop and presentation taking place on August 27, 2024.

Action Required/Recommendation

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

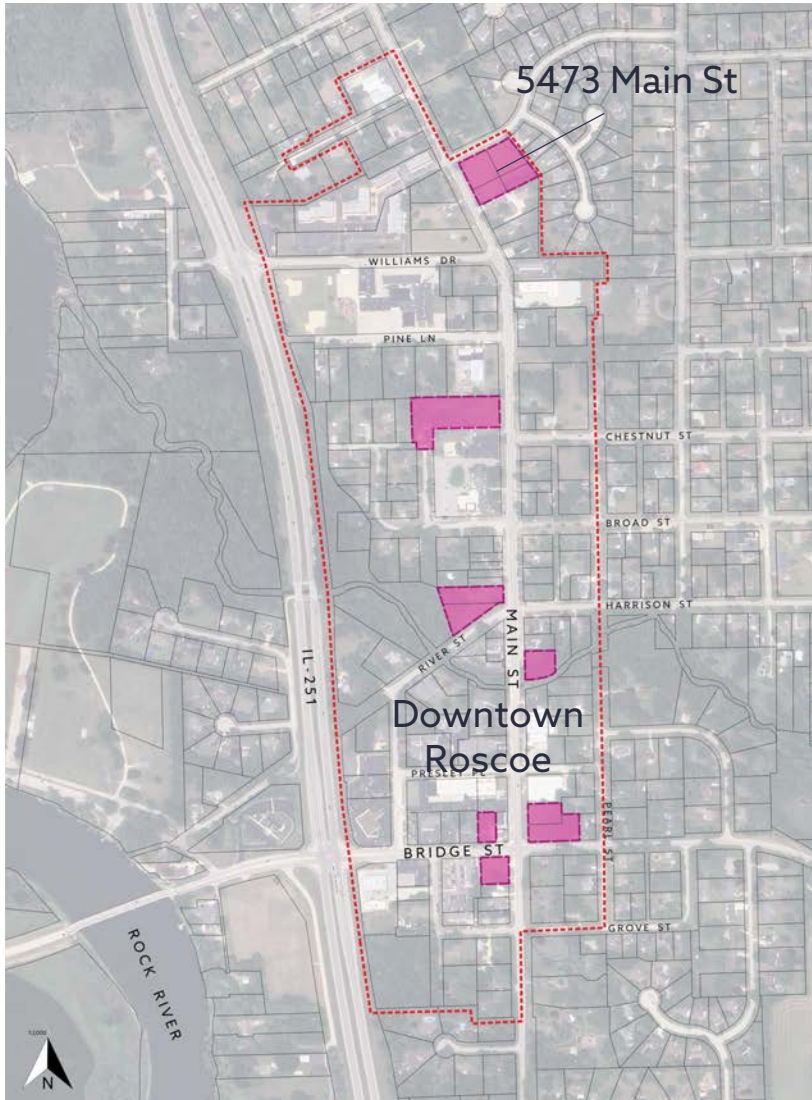
Attachments

- 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 # 11.

5473 Main
Street Site

Main Street
Square



Item # 11.

Public Restrooms

Sidewalk Extension

Naturalized Playground

Nature Area/
Walking Path

Pedestrian Plaza
and Market Area

Pedestrian
Crossing

On-Street
Parking
(6 Spaces)

Off Street Parking
(27 Spaces)

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

Multi-Use Path

Playscape and Nature Area - 28,000 SF

Playscape - 3,480 SF





Public Restrooms

Naturalized Playground

Nature Area/
Walking Path

Barrier
(Fencing/Berm)

Pedestrian Plaza
and Market Area

Food Truck Square

Parking Area









Item # 11.



**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R37**

A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH PLACE FOUNDRY DESIGN, PLLC TO PROVIDE DESIGN AND OWNER'S REPRESENTATIVE SERVICES FOR THE CONSTRUCTION OF THE VILLAGE'S MAIN STREET BUSSINESS INCUBATOR PROJECT AT HODGES RUN

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

WHEREAS, the Village of Roscoe is in need of consulting services related to the design, engineering and service as owners representative for the Village's Main Street Business Incubator Project; and

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

WHEREAS, Place Foundry Design, PLLC is a qualified architecture firm that has experience and the necessary qualifications in performing such services, and the President and Board of Trustees of the Village of Roscoe believe it to be in the best interest of the residents of the Village to engage Place Foundry Design PLLC to assist the Village with such design, engineering and owners representative services; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution, the Village Administrator is authorized to execute an agreement on behalf of the Village of Roscoe, Illinois, with **Place Foundry Design, PLLC** to provide the Village with professional design services including Architectural Site Design, Civil Engineering, Structural Engineering, Landscape Architecture/Design Electrical Engineering services, and as further outlined in the scope of services, attached hereto as **Exhibit "A" for a cost not to exceed \$97,930.00.**

[Signature Page to Follow]

2024-R37				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 3, 2024

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
(Resolution 2024-R37)

Scope of Services

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

August 19, 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 Pop-Up Retail Shops and Natural Playscape Public Space at 5473 Hodges Run. The design will provide parking, Tiny shops, Gathering Plaza, Park Area & Restroom Facilities.

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 Retail 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

Bidding & Negotiation

Construction Administration

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 **\$97,930.00**. Please see the attached contract for additional information, terms, and exclusions.

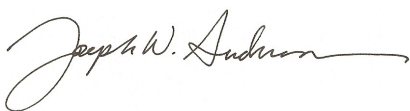
NEXT STEPS

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.

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 \$145.00/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:

CONSULTANT:

Signature

Signature

Name

Name

Title

Title

Date Accepted

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.