VILLAGE of ROSCOE

Meeting Agenda

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

Village Board of Trustees

Tuesday, July 15, 2025
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 1, 2025.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

2. Promotion of Ofc. Greg Yalden to the rank of Sergeant.

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.

MOTIONS AND RESOLUTIONS (Final action)

6. **Approval of travel expenses** for elected officials' attendance at the Illinois Municipal League Annual Conference in Chicago, IL September 18-20, 2025, estimated expenses of **$1,325.00 per attendee.**
7. **Approval of Resolution 2025-34**, adopting amendments to the Village's personnel handbook regarding the reimbursement of PPE expenses for permanent part time employees.

NEW BUSINESS (First reading or suspend rules)

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, July 01, 2025
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **June 17, 2025.**

   President Gustafson asked for a motion for the approval of the minutes for June 17, 2025.

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No public comments.

PRESIDENT'S REPORT

Nothing at this time.

TREASURER'S REPORT

2. Cash Report and Bills

3. Approval of Bills

President Gustafson asked for a motion to pay the bills.

Expenditures are $ 83,881.78, Payroll $ 113, 647.98 Total $197,529.76 no motor fuel.

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

4. 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.

ACTION FROM THE LIQUOR COMMISSION

5. **Approval of Ordinance 2025-12, decreasing the maximum number of authorized Class "BL**" (Boutique Gaming) liquor licenses to eleven.

   President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

6. **Approval of issuance of a Class "T" (Temporary**) liquor license to **Rybo Ventures Inc d/b/a Poison Ivy Pub** for three days in conjunction with the **Lions Club Fall Festival** at the **Village's Leland Park - September 5, 6, 7, 2025.**

   President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

MOTIONS AND RESOLUTIONS (Final action)

7. **Approval** of a **Special Event Permit** for **Louiepalooza 2025.** The event will take place at 5689 Elevator Road on August 9, 2025, from 12:00 pm - 10:30 pm.

   President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

8. **Approval of Ordinance 2025-13, approving** a **Planned Unit Development** (PUD) for the properties commonly known as PINs 04-29-251-010, 04-29-251-013, 04-29-251-011, 0429-251-014, 04-29-251-012, 04-29-277-003, 04-29-277-007, 04-29-277-004, 04-29-27-08, 04-29-277-009, 04-29-277-005, and 04-29-277-006

[Applicant: Anthony Pipitone]

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

COTW Recommends Approval Voting 4-0-0 on June 17, 2025

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

9. **Approval Resolution 2025-R30, approving the Tentative and Final Plat of Prairie Garden Plat No. 4, a Replat of Plat 3 of Prairie Garden**

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

COTW Recommends Approval Voting 4-0-0 on June 17, 2025

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

10. **Approval of Resolution 2025-31,** approving Bid Specifications and Bid Letting for the **Hodges Run Small Business Incubator Site**

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

NEW BUSINESS (First reading or suspend rules)

11. Approval of Resolution **2025-32,** authorizing an Agreement with **Municipal Code Enforcement, LLC** to act as the Village's code enforcement officer.

Presentation by: Allison Schwark - Municipal Code Enforcement, LLC

President Gustafson stated that we no longer have a Code Enforcement Officer. Allison Schwark is here to give us information about employing her organization for Code Enforcement.

Allison Schwark from Municipal Code Enforcement, LLC presented her company's proposal to provide Code Enforcement services for the Village of Roscoe, offering to work 20 hours per week alongside 1 to 2 members. With services including complaints about weeds, tall grass, and other ordinance violations. The company would operate through the Village's existing phones and email systems, conducting regular inspections and providing monthly activity reports, with the possibility of adjusting hours during slower seasons. The Board was informed that the company would not bill for unused hours and would provide recommendations for ordinance adjustments if needed.

President Gustafson asked for a motion to suspend the rules to approve Resolution 2025-32.

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

President Gustafson asked for a motion to approve Resolution 2025-32 Authorizing an agreement with Municipal Code Enforcement, LLC to act as a Village Code Enforcement Officer.

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

12. Approval of **Resolution 2025-33,** awarding the Village's **Class "D" Road Patching** Contract (2025) to **Norwest Construction, Inc.** for the quoted amount of **$63,790.00.**

President Gustafson stated the Village received a very good price for our Class "D" Road Patching. She would like to award Rock Norwest Construction, Inc. with the opportunity of the Village Engineer in conjunction with the Village Supervisor of Public Works to expand on those streets. The bid came in lower which gives the Village a chance to do more work on residential roads which will not exceed the budgeted amount.

President Gustafson asked for a motion to suspend the rules for Resolution 2025-33 a final vote with the understanding that the Class "D" Patching is for the amount not to exceed $100,000.00.

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

President Gustafson asked for a motion to approve the Resolution 2025-33.

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

13. **Approval** of a **Special Event Permit** for the **2025 Fall Festival and Parade.** The event will take place at **Leland Park and Main Street** on September 5, 6, and 7 2025.

President Gustafson asked for a motion to suspend the rules and make the approval of the special event permit for the 2025 Fall Festival Parade a final vote.

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

President Gustafson asked for a motion of the approval of a special event permit for the 2025 Fall Festival Parade.

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

14. Approval of **Ordinance 2025-014**, authorizing the **continuation of the Municipal Grocery Tax** at its existing rate.

President Gustafson stated that this is the first reading authorizing the continuation of the Municipal Grocery Tax.

The tax has been in place for decades but recently repealed by Gov. Pritzker. However, communities can reinstate the 1% tax. Surrounding communities will reinstate the tax effective January 2026.

Trustee Wright asked for a motion to approve the authorization of continuation of the Municipal Grocery Tax.

Motion was made by Trustee Sima, second by Trustee Plock. Voting No: Trustees Babcock, Broda, Wright, Mead, Plock, Sima 0-6-0.

QUESTIONS AND REPORTS

15. Upcoming Public Information Sessions & Open Houses

Chicory Ridge Fiber Installation Project
Thursday, July 3, 2025 - 5:30p to 6:30p

Winnebago County Highway Department - County Road Project Update
Thursday July 17, 2025 - 5:30p to 6:30p

Main Street Zoning Districts
Wednesday, July 23, 2025 - 6:00p to 8:00p

President Gustafson stated there will be an Upcoming Public Information Sessions and Open House at the Village Hall. Information has gone out through various social media.

Mr. Kurlinkus stated that their goal is have residents come in and see maps, ask questions.

Bradon Boggs Village Engineer stated there will be another Open House on July 10th, 2025 @ 5:30-6:30 @ the Village for annual Residential Street Projects. It will be open to all of the public and door hangers will be going out to the residents nearby the project limits.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

EXECUTIVE SESSION (IF NECESSARY)

President Gustafson asked for a motion to go into Executive session to discuss pending Litigations and questions regarding land purchased.

Tom Green Village Attorney states that the discussion will be about some issues with Land Purchase under section 2C5.

Threatened Litigation would be under section 2C11.

Security Procedures her at the Village would be under section 2C8.

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

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 7:49 pm.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

Agenda Item:	Promotion of Ofc. Greg Yalden to the rank of Sergeant		
Date:	**07/15/2025**	**Meeting:**	**Board**
Prepared by:	Deputy Chief Thomas Farone	**Department:**	Police Department

Overview/Background Information

With the retirement of Chris Wilder, the Roscoe Police Department has a vacancy at the rank of Sergeant.

Key Issues

The police department is currently operating without a Sergeant overseeing one of its four shifts. Shift is currently being supervised by an Officer in Charge.

Fiscal Note/Budget Impact

Currently allocated in the 2025 budget.

Prior Legislative Actions

Testing and approval of promotion completed by the Roscoe Police and Fire Commission.

Action Required/Recommendation

Approval by the Roscoe Village Board to promote Ofc. Greg Yalden to the rank of Sergeant.

Attachments

n/a

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	113J-M9TJ-667	CARDSTOCK & LABELS	01-010-6020 Office Supplies	06/30/2025	38.63	.00		
311	AMAZON CAPITAL SERVICES	161Q-CNNK-W	INK CARTRIDGE	01-010-6020 Office Supplies	06/29/2025	89.89	.00		
311	AMAZON CAPITAL SERVICES	1LCW-KC4X-R	CAUTION: FLOOR MAY BE SLIPPERY -	01-050-6200 Park Signs Install & Replac	07/08/2025	79.92	.00		
311	AMAZON CAPITAL SERVICES	1NL9-JCVH-67	PROTECTIVE SLEEVE & LAPTOP BAC	01-030-5990 Departmental Operating S	07/02/2025	115.88	.00		
311	AMAZON CAPITAL SERVICES	1VVV-9VFK-G9	Toilet Paper PD	01-040-6020 Office Supplies	07/03/2025	25.65	.00		
311	AMAZON CAPITAL SERVICES	1W6V-67QW-9	Replacement Watch Band - Brown	01-040-5990 Departmental Operating S	06/30/2025	7.98	.00		
311	AMAZON CAPITAL SERVICES	1W6V-67QW-9	Pens, Binder, Monitor Riser PD	01-040-6020 Office Supplies	06/30/2025	30.85	.00		
	Total AMAZON CAPITAL SERVICES:					388.80	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSI	30990-0625	ZONING LEGAL NOTICES	01-010-5330 Printing & Publishing	06/24/2025	17.88	.00		
	Total APG OF SOUTHERN WISCONSIN:					17.88	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BT3236814	Progress Bill #5 Audit 2024	01-014-5210 Accounting/Auditing	06/27/2025	1,564.26	.00		
	Total BAKER TILLY US, LLP:					1,564.26	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	158244	#10 ENVELOPES	01-010-6020 Office Supplies	06/27/2025	245.00	.00		
	Total BALSLEY PRINTING:					245.00	.00		
BARRICK, SWITZER, LONG, BALSLEY & VAN EV									
661	BARRICK, SWITZER, LONG, BA	89100-000Z 14	TRAFFIC & DUI PROSECUTION	01-040-5230 Legal Serv - Traffic/DUI	07/03/2025	3,500.00	.00		
661	BARRICK, SWITZER, LONG, BA	89109-000Z 12	ADMIN HEARINGS	01-013-5232 Legal Services - Admin He	07/03/2025	750.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-000Z 10	GENERAL VILLAGE MATTERS	01-010-5231 Legal Services - General L	07/03/2025	11,092.34	.00		
661	BARRICK, SWITZER, LONG, BA	89110-004 Z	NORTHWARD DEVELOPMENT	01-010-5231 Legal Services - General L	07/03/2025	247.50	.00		
661	BARRICK, SWITZER, LONG, BA	89110-005Z 7	LIBERTY LOT PURCHASE	01-040-5231 Legal Services - Other	07/03/2025	1,395.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-017Z 1	MACHESNEY PARK BOUNDARY AGRE	01-010-5231 Legal Services - General L	07/03/2025	900.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-018Z 1	PD LEGAL MATTERS	01-040-5231 Legal Services - Other	07/03/2025	1,170.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
661	BARRICK, SWITZER, LONG, BA	89110-020Z 1	PD LEGAL MATTERS	01-040-5231 Legal Services - Other	07/03/2025	495.00	.00		
661	BARRICK, SWITZER, LONG, BA	89110-13Z 3	REAL ESTATE TAX EXEMPTION	01-010-5231 Legal Services - General L	07/03/2025	292.50	.00		
	Total BARRICK, SWITZER, LONG, BALSLEY & VAN EV:					19,842.34	.00		
Cardmember Service									
1091	Cardmember Service	070225 PD	Podgorny - Training PD	01-040-5530 Training & Seminars	07/02/2025	210.00	.00		
1091	Cardmember Service	070225 PD	Retirement Cake / Supplies PD	01-040-5990 Departmental Operating S	07/02/2025	78.32	.00		
1091	Cardmember Service	070225 VH	PO BOX RENEWAL VH	01-010-3990 Miscellaneous	07/02/2025	188.00	.00		
1091	Cardmember Service	070225 VH	CAR WASH	01-010-3990 Miscellaneous	07/02/2025	12.00	.00		
1091	Cardmember Service	070225 VH	AI VOICEOVER GENERATOR FOR RIN	01-010-5320 Telephone & Data	07/02/2025	5.00	.00		
1091	Cardmember Service	070225 VH	MICROSOFT CHARGES	01-010-5952 IT - Software/SAAS	07/02/2025	32.33	.00		
1091	Cardmember Service	070225 VH	ZOOM CHARGES	01-010-5952 IT - Software/SAAS	07/02/2025	40.00	.00		
1091	Cardmember Service	070225 VH	MICROSOFT CHARGES	01-010-5952 IT - Software/SAAS	07/02/2025	3.00	.00		
1091	Cardmember Service	070225 VH	HELPMOTION	01-010-5952 IT - Software/SAAS	07/02/2025	468.00	.00		
1091	Cardmember Service	070225 VH	DAKBOARD	01-010-5952 IT - Software/SAAS	07/02/2025	10.62	.00		
1091	Cardmember Service	070225 VH	NEW NAME PLATES - NEW ZBA MEM	01-010-6020 Office Supplies	07/02/2025	15.45	.00		
1091	Cardmember Service	070225 VH	SMARTSIGN	01-010-6020 Office Supplies	07/02/2025	167.27	.00		
1091	Cardmember Service	070225 VH	FUEL FOR CODE ENF	01-010-6030 Gas & Oil	07/02/2025	31.50	.00		
1091	Cardmember Service	070225 VH	SOUNDTRACK YOUR BRAND	01-010-6091 Special Events	07/02/2025	39.00	.00		
1091	Cardmember Service	070225 VH	ZIPRECRUITER CHARGES	01-017-6090 Marketing & Outreach	07/02/2025	84.00	.00		
1091	Cardmember Service	070225 VH	INDEED POSTING CHARGES	01-017-6090 Marketing & Outreach	07/02/2025	272.86	.00		
	Total Cardmember Service:					1,657.35	.00		
CDW GOVERNMENT, INC.									
1161	CDW GOVERNMENT, INC.	AE7F36J	(3) ADOBE ACROBAT PRO LICENSES	01-010-5952 IT - Software/SAAS	06/24/2025	795.33	.00		
	Total CDW GOVERNMENT, INC.:					795.33	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301621	INTERNET - PW	01-030-5320 Telephone & Data	06/21/2025	9.99	.00		
	Total CHARTER COMMUNICATIONS:					9.99	.00		
CIT TRUCKS LLC									
1164	CIT TRUCKS LLC	109P326951	BRAKE CHAMBER - TRUCK #401	01-030-5122 Maintenance & Repairs - V	07/01/2025	115.45	.00		
	Total CIT TRUCKS LLC:					115.45	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CLARKE ENVIRONMENTAL MOSQUITO MANAGEMENT									
1360	CLARKE ENVIRONMENTAL MO	001037240	MOSQUITO MANAGEMENT SERVICE	01-030-5165 Mosquito Abatement - Con	07/02/2025	12,212.00	.00		
	Total CLARKE ENVIRONMENTAL MOSQUITO MANAGEMENT:					12,212.00	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	062025 3000	5/21/25-6/20/25 STREET LIGHT RT/23	01-030-5411 Electricity - Street Lights	06/20/2025	4,401.38	.00		
	Total COMMONWEALTH EDISON:					4,401.38	.00		
DELL MARKETING L.P.									
1781	DELL MARKETING L.P.	10823048067	2025 DELL TRUE UP - EXCHANGE SV	01-010-5952 IT - Software/SAAS	07/02/2025	257.25	.00		
1781	DELL MARKETING L.P.	10824269816	OFFICE 365 RENEWAL	01-010-5952 IT - Software/SAAS	07/09/2025	10,398.48	.00		
	Total DELL MARKETING L.P.:					10,655.73	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	45033PU	WATER SVC - VH	01-010-6020 Office Supplies	06/23/2025	40.50	.00		
1951	DR. STILLWATER COMPANY	45611PU	4 - 5 GAL WATER JUGS TICKETS 0955	01-030-5860 Equipment Rentals	06/30/2025	9.75	.00		
	Total DR. STILLWATER COMPANY:					50.25	.00		
Enterprise Fleet Management									
10016	Enterprise Fleet Management	FBN5377163	Monthly Vehicle Repairs - PD	01-040-5120 Maintenance & Repairs - V	07/03/2025	1,759.23	.00		
10016	Enterprise Fleet Management	FBN5377163	Monthly Lease Charges - PD	01-040-6070 Vehicle Leases (Fleet)	07/03/2025	9,977.32	.00		
10016	Enterprise Fleet Management	FBN5385122	RAV 4 #1 - FULL MONTH	01-010-6070 Vehicle Leases (Fleet)	06/03/2025	475.86	.00		
10016	Enterprise Fleet Management	FBN5385122	RAV 4 #2 - FULL MONTH	01-013-6070 Vehicle Leases (Fleet)	06/03/2025	475.86	.00		
10016	Enterprise Fleet Management	FBN5385345	MONTHLY LEASE CHARGES - TRUCK	01-030-6070 Vehicle Leases (Fleet)	07/03/2025	17,964.68	.00		
	Total Enterprise Fleet Management:					30,652.95	.00		
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	132302	24-1922 LIBERTY LOT PHASE II ESA	01-010-7110 Land - Purchase & Acquisi	06/27/2025	19,100.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	132624	PROJ 25-560 ENGINEERING SVC	01-010-5220 Engineering - General	06/27/2025	7,325.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	132624	PH02 PRAIRIE ROSE PUD	01-010-5220 Engineering - General	06/27/2025	174.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	132625	PROJ 25-694 2025 RES STREETS	01-010-5220 Engineering - General	06/27/2025	9,664.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	132626	PROJ 25-934 MAIN ST PEDESTRIAN C	01-019-5246 Eng & Design Svs - Specia	06/27/2025	9,900.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	132627	PROJ 25-793 2026-2030 CAP IMP PLA	01-019-5246 Eng & Design Svs - Specia	06/27/2025	14,487.75	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total FEHR-GRAHAM & ASSOCIATES:					60,650.75	.00		
FIRST SUPPLY LLC-ROCKFORD									
2231	FIRST SUPPLY LLC-ROCKFORD	14711611-00	VAC BREAKER REPAIR KIT - PD	01-040-5121 Maintenance & Repairs - B	06/20/2025	35.01	.00		
	Total FIRST SUPPLY LLC-ROCKFORD:					35.01	.00		
FISH WINDOW CLEANING									
2251	FISH WINDOW CLEANING	3064-65137	WINDOW CLEANING - VH/PD	01-010-5121 Maintenance & Repairs - B	06/30/2025	795.00	.00		
	Total FISH WINDOW CLEANING:					795.00	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	062525 0100N	4/4/25-5/3/25 10631 MAIN ST	01-010-6010 Building Utilities (Gas& Ele	06/25/2025	24.61	.00		
5881	FRSA-PAYMENTS	062525 9902N	4/4/25-5/3/25 5402 SWANSON RD	01-030-6010 Building Utilities (Gas&Ele	06/25/2025	24.61	.00		
	Total FRSA-PAYMENTS:					49.22	.00		
GREG'S GARAGE INC.									
2661	GREG'S GARAGE INC.	29897	STATE INSPECTION 07/01/25 - TRUCK	01-030-5122 Maintenance & Repairs - V	07/01/2025	51.00	.00		
2661	GREG'S GARAGE INC.	29897	STATE INSPECTION 7/1/25 - TRUCK #4	01-030-5122 Maintenance & Repairs - V	07/01/2025	51.00	.00		
	Total GREG'S GARAGE INC.:					102.00	.00		
ILLINOIS EPA FISCAL SERVICES									
3051	ILLINOIS EPA FISCAL SERVICE	061825 ILR400	ANNUAL NPDES PERMIT FEE	01-030-5990 Departmental Operating S	06/18/2025	1,000.00	.00		
	Total ILLINOIS EPA FISCAL SERVICES:					1,000.00	.00		
INTEGRA BUSINESS SYSTEMS									
3171	INTEGRA BUSINESS SYSTEMS	INV118864	COPIER-PW	01-030-5860 Equipment Rentals	07/01/2025	40.92	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV118946	COPIER USAGE - PD	01-040-6020 Office Supplies	07/02/2025	183.11	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV118983	COPIER - VH	01-010-5330 Printing & Publishing	07/02/2025	45.52	.00		
	Total INTEGRA BUSINESS SYSTEMS:					269.55	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	557655	WHITE RAGS & OIL BASED - PW SHO	01-030-6040 Operating Supplies	07/02/2025	27.40	.00		
3401	JERRYS AUTO PARTS	557655	HYD HOSE & REPAIR PARTS - JACOB	01-050-5120 Maint & Repairs - Equipme	07/02/2025	172.75	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total JERRYS AUTO PARTS:						200.15	.00		
KYLE J. KUSHING DBA									
2561	KYLE J. KUSHING DBA	13308	PRE EMPLOYMENT EVALUATION - PD	01-041-4370 Medical Screening/Drug Te	07/09/2025	450.00	.00		
Total KYLE J. KUSHING DBA:						450.00	.00		
LASHLY & BAER PC									
3814	LASHLY & BAER PC	358357-0097	PAYTON J. VS VOR	01-010-5231 Legal Services - General L	06/30/2025	800.00	.00		
Total LASHLY & BAER PC:						800.00	.00		
LINCOLN RENT-ALL									
3961	LINCOLN RENT-ALL	533901	BLADE SHARPENING - JACOBSEN	01-050-5122 Maintenance & Repairs - V	06/24/2025	195.50	.00		
Total LINCOLN RENT-ALL:						195.50	.00		
MAINTAINX, INC.									
4195	MAINTAINX, INC.	14FB416F-000	MAINTAINX WORK ORDER PROGRAM	01-030-5952 IT - Software/SAAS	07/08/2025	3,939.60	.00		
Total MAINTAINX, INC.:						3,939.60	.00		
MENARD'S									
4411	MENARD'S	51360	4X4X4 SHEATHING FOR DAMAGED D	01-010-5121 Maintenance & Repairs - B	06/24/2025	24.49	.00		
4411	MENARD'S	51427	CONTOUR GAUGE - SHOP	01-030-5990 Departmental Operating S	06/25/2025	10.98	.00		
4411	MENARD'S	51427	6 PC PLIER SET - TRUCK #204	01-030-6040 Operating Supplies	06/25/2025	16.84	.00		
4411	MENARD'S	51427	QUALITY BOARD & 1" C CLAMP - PUB	01-030-6200 Street Sign Install & Rep	06/25/2025	16.66	.00		
4411	MENARD'S	51551	6" UNIVERSAL DRAIN WRENCH - PW	01-030-5990 Departmental Operating S	06/26/2025	13.99	.00		
4411	MENARD'S	51551	SINK STRAINER, TALLPIECE & PLUMB	01-050-5121 Maintenance & Repairs - B	06/26/2025	22.83	.00		
4411	MENARD'S	51783	MOP REFILL, SQUEEGEE & MOP HAN	01-030-6040 Operating Supplies	06/30/2025	33.95	.00		
4411	MENARD'S	51783	CLEANING SUPPLIES - PARKS	01-050-5121 Maintenance & Repairs - B	06/30/2025	48.24	.00		
4411	MENARD'S	52000	PIPE SEALS, ELBOW & PLUMBERS P	01-010-5121 Maintenance & Repairs - B	07/03/2025	24.02	.00		
4411	MENARD'S	52000	UTILITY KNIFE & BLADES - PW	01-030-5990 Departmental Operating S	07/03/2025	11.97	.00		
4411	MENARD'S	52000	ODOR NEUT. FOGGER - PORTER	01-050-5121 Maintenance & Repairs - B	07/03/2025	29.88	.00		
Total MENARD'S:						253.85	.00		
MINUTEMAN PRESS									
4612	MINUTEMAN PRESS	116037	DIE CUT DECALS - PUBLIC NOTICE SI	01-030-6200 Street Sign Install & Rep	06/26/2025	90.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total MINUTEMAN PRESS:					90.00	.00		
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	945502025060	Radio Subscription- PD	01-040-5990 Departmental Operating S	07/01/2025	1,135.00	.00		
	Total MOTOROLA SOLUTIONS, INC:					1,135.00	.00		
NICOR GAS									
4931	NICOR GAS	062425 2000 9	5/21/25-6/20/25 5402 SWANSON	01-030-6010 Building Utilities (Gas&Ele	06/24/2025	166.01	.00		
4931	NICOR GAS	062725	VILLAGE HALL	01-010-6010 Building Utilities (Gas& Ele	06/27/2025	84.83	.00		
4931	NICOR GAS	062725	POLICE DEPARTMENT	01-040-6010 Building Utilities (Gas& Ele	06/27/2025	84.83	.00		
	Total NICOR GAS:					335.67	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	062725	VILLAGE HALL WATER SERVICE	01-010-6010 Building Utilities (Gas& Ele	06/27/2025	40.83	.00		
4971	NORTH PARK PUBLIC WATER D	062725	POLICE DEPT WATER SERVICE	01-040-6010 Building Utilities (Gas& Ele	06/27/2025	40.84	.00		
4971	NORTH PARK PUBLIC WATER D	062725 20000-	5/30/25-6/3/25 5466 BRIDGE ST - PARK	01-050-6010 Building Utilities (Gas&Ele	06/27/2025	5.88	.00		
4971	NORTH PARK PUBLIC WATER D	062725 30000-	5/3/25-6/3/25 6545 WINDFLOWER - PO	01-050-6010 Building Utilities (Gas&Ele	06/27/2025	25.86	.00		
4971	NORTH PARK PUBLIC WATER D	062725 90200-	5/3/25-6/3/25 5402 SWANSON - PW	01-030-6010 Building Utilities (Gas&Ele	06/27/2025	54.49	.00		
	Total NORTH PARK PUBLIC WATER DIST.:					167.90	.00		
OZINGA READY MIX CONCRETE, INC.									
5241	OZINGA READY MIX CONCRET	ARI03031542	MIN ORDER, 6.0 BG WR FULL AE - VH	01-010-5121 Maintenance & Repairs - B	06/25/2025	430.25	.00		
	Total OZINGA READY MIX CONCRETE, INC.:					430.25	.00		
Paper Recovery Service Corporation									
10043	Paper Recovery Service Corporati	102092	Rental Fee - 2nd Quarter PD	01-040-5990 Departmental Operating S	06/30/2025	25.00	.00		
	Total Paper Recovery Service Corporation:					25.00	.00		
PHYSICIANS IMMEDIATE CARE, LTD									
5411	PHYSICIANS IMMEDIATE CARE,	4464025	EMPLOYEE SCREENINGS - PD	01-041-4370 Medical Screening/Drug Te	06/19/2025	179.00	.00		
	Total PHYSICIANS IMMEDIATE CARE, LTD:					179.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0198.13	2024-0198 DOWNTOWN ROSCOE PLA	01-010-5240 Consulting	06/01/2025	8,750.00	.00		
5430	PLACE FOUNDRY LLC	0223.04	2024-0223 BRIDGE ST	90-010-6300 Bridge St Parking Lot	07/01/2025	6,942.50	.00		
	Total PLACE FOUNDRY LLC:					15,692.50	.00		
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	57144	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Consulting Services	06/02/2025	3,256.00	.00		
5502	PREMIER TECHNOLOGIES	57438	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Consulting Services	07/01/2025	3,256.00	.00		
	Total PREMIER TECHNOLOGIES:					6,512.00	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	325218	1.96 TONS - HOT MIX - PW	01-030-6060 Road Repairs Bulk Materia	06/27/2025	147.00	.00		
5901	ROCK ROAD COMPANIES	325297	2.02 TONS - HOT MIX - PW	01-030-6060 Road Repairs Bulk Materia	07/02/2025	151.50	.00		
	Total ROCK ROAD COMPANIES:					298.50	.00		
ROCK VALLEY INDUSTRIES, LLC									
5992	ROCK VALLEY INDUSTRIES, LL	28072	CLEANING - VH	01-010-6021 Cleaning Services	07/01/2025	1,197.00	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28072	CLEANING - PW	01-030-6021 Cleaning Services	07/01/2025	413.70	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28072	CLEANING - PD	01-040-6021 Cleaning Services	07/01/2025	1,354.50	.00		
5992	ROCK VALLEY INDUSTRIES, LL	28072	CLEANING - PORTER PARK	01-050-6021 Cleaning Services	07/01/2025	341.25	.00		
	Total ROCK VALLEY INDUSTRIES, LLC:					3,306.45	.00		
ROCK VALLEY PUBLISHING									
5911	ROCK VALLEY PUBLISHING	062825	POLICE OFFICER AD FOR PFC	01-041-6090 Marketing & Outreach	06/28/2025	76.00	.00		
	Total ROCK VALLEY PUBLISHING:					76.00	.00		
RYAN SARVER									
6197	RYAN SARVER	062425	PER DIEM FOR ACCIDENT RECON TE	01-040-5530 Training & Seminars	06/24/2025	136.00	.00		
	Total RYAN SARVER:					136.00	.00		
TransUnion Risk & Alt Data Sol									
7291	TransUnion Risk & Alt Data Sol	170625-20250	TLOxp CHARGES	01-040-5990 Departmental Operating S	07/01/2025	75.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total TransUnion Risk & Alt Data Sol:					75.00	.00		
U S CELLULAR									
7401	U S CELLULAR	0736974791	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	06/16/2025	190.84	.00		
7401	U S CELLULAR	0736974791	CELL PHONES - PW	01-030-5320 Telephone & Data	06/16/2025	307.42	.00		
7401	U S CELLULAR	0736974791	CELL PHONES - PD	01-040-5320 Telephone & Data	06/16/2025	315.88	.00		
	Total U S CELLULAR:					814.14	.00		
ULINE									
7431	ULINE	194304357	U CHANNEL SIGN POST - PARKS	01-050-6200 Park Signs Install & Replac	06/18/2025	467.13	.00		
	Total ULINE:					467.13	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390022772	UNIFORMS & MATS - PW	01-030-4610 Uniforms	06/30/2025	132.27	.00		
7460	UNIFIRST CORPORATION	3390022772	UNIFORMS - PARKS	01-050-4610 Uniforms	06/30/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390022773	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	06/30/2025	38.22	.00		
7460	UNIFIRST CORPORATION	3390023112	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/07/2025	136.47	.00		
7460	UNIFIRST CORPORATION	3390023112	UNIFORMS - PARKS	01-050-4610 Uniforms	07/07/2025	17.56	.00		
7460	UNIFIRST CORPORATION	3390023113	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/07/2025	38.22	.00		
	Total UNIFIRST CORPORATION:					380.30	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202506074	Planning Services	01-016-5241 Planning Services - Zoning	06/17/2025	2,000.00	.00		
7483	VANDEWALLE & ASSOCIATES	202506075	T & M PLANNING	01-016-5241 Planning Services - Zoning	06/17/2025	3,520.00	.00		
	Total VANDEWALLE & ASSOCIATES:					5,520.00	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6115712279	HOT SPOTS PD	01-040-5320 Telephone & Data	06/10/2025	396.29	.00		
	Total VERIZON WIRELESS:					396.29	.00		
WEX BANK									
7663	WEX BANK	105708998	FUEL-PW	01-030-6030 Gasoline & Oil	06/30/2025	1,840.87	.00		
7663	WEX BANK	105708998	FUEL - PARKS	01-050-6030 Gasoline & Oil	06/30/2025	1,840.88	.00		
7663	WEX BANK	105711848	FUEL-PD	01-040-6030 Gasoline & Oil	06/30/2025	1,969.69	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7663	WEX BANK	105717743	FUEL - VH	01-010-6030 Gas & Oil	06/30/2025	60.00	.00		
	Total WEX BANK:					5,711.44	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13592	INTERNET SERVICE/PUBLIC IP ADDR	01-010-5953 IT - Maintenance & Service	06/30/2025	55.00	.00		
7775	WINNEBAGO COUNTY FINANC	13603	911 PSAP AGREEMENT JUL-SEPT 202	01-040-5912 PSAP/911 Contribution	07/01/2025	13,709.92	.00		
	Total WINNEBAGO COUNTY FINANCE OFFICE:					13,764.92	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	6635-R	FASTENERS - PUBLIC NOTICE SIGNS	01-030-6200 Street Sign Install & Rep	06/26/2025	6.36	.00		
102	ZIEGLER'S ACE HARDWARE	6650-R	ROLLERS - PARKS	01-050-5121 Maintenance & Repairs - B	06/30/2025	23.98	.00		
102	ZIEGLER'S ACE HARDWARE	6653-R	WIRE ROPE CLIPS & GALV CABLE - P	01-050-5121 Maintenance & Repairs - B	06/30/2025	12.06	.00		
102	ZIEGLER'S ACE HARDWARE	6661-R	PLUMBING SUPPLIES - VH	01-010-5121 Maintenance & Repairs - B	07/02/2025	70.36	.00		
102	ZIEGLER'S ACE HARDWARE	6662-R	MLW 9" 18T 5PK - PW SHOP	01-030-5990 Departmental Operating S	07/02/2025	19.99	.00		
102	ZIEGLER'S ACE HARDWARE	6662-R	AA BATTERIES - PORTER PARK	01-050-5121 Maintenance & Repairs - B	07/02/2025	18.99	.00		
102	ZIEGLER'S ACE HARDWARE	6663-R	PLUMBING SUPPLIES - VH	01-010-5121 Maintenance & Repairs - B	07/02/2025	31.96	.00		
102	ZIEGLER'S ACE HARDWARE	6664-R	ELBOW & COPPER PIPE - VH	01-010-5121 Maintenance & Repairs - B	07/02/2025	8.17	.00		
	Total ZIEGLER'S ACE HARDWARE:					191.87	.00		
	Grand Totals:					207,054.70	.00		

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

Department Key

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

Dated: ____

Administrator: ____

Trustees: ____

____

____

____

____

____

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

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

Agenda Item:	IML Expenses for Board		
Date:	**July 15, 2025**	**Meeting:**	**Village Board**
Prepared by:	Anne Hanson	**Department:**	Administration

Overview/Background Information

UPDATE: Trustees Broda, Mead and Wright will be attending the 2025 IML Conference.

The Illinois Municipal League's (IML) Annual Conference is the premier educational and professional development event for all municipal officials in Illinois. The conference, held at the Hyatt Regency Chicago, 151 East Wacker Drive, attracts more than 2,000 elected officials from cities, villages and towns of all sizes. Over three days, officials and staff will be provided with an opportunity to not only learn from industry experts, but also exchange ideas and build relationships with their municipal colleagues.

This year the annual conference will be September 18, 19 & 20, 2025. Included is the conference program for newly elected officials. The program details the conference tracks specified for elected officials. Additional information can be found here: https://www.iml.org/conference

The estimated cost per elected official to attend Thursday and Friday, which includes a one-night hotel stay/parking, mileage and per diem, is just under $1,000 per attendee. The estimated cost per elected official to attend Thursday, Friday and Saturday, which includes a two-night hotel stay/parking, mileage and per diem, is just under $1,400 per attendee. There is also an option to register for one day only for approximately $500 depending on the day and the meals provided. In 2024, Administrator Kurlinkus was the only attendee from the Village of Roscoe.

No dollars were appropriated in 2025 from the elected official's department for conferences/trainings (01-018-5530).

Once the Board identifies and approves the attendees and applicable expenditures, conference registration will be completed by Anne Hanson using the Village Credit Card. Hotel reservations should be made by the attendee(s) allowing room preference to be made by individuals. All other reimbursements should be made per the approved travel policy which is also included in the packet.

Conference registration cut off is September 5, 2025 at 4:30 pm. Hotel rooms are available on a first come basis and the hotel is already accepting reservations.

Attachments

Current Travel Policy, Conference Program, Fact Sheet, Itemized Cost and IML 2025 Registration Form.

2025 IML Conference						
Per person expenses for Thur & Fri						
Expenses per attendee:						
Conference Registration		$325.00				
Hotel		$322.82				
Overnight Valet Parking		$60.90				
Mileage 92 mi @.70		$64.40				
Mileage 92 mi @.70		$64.40				
Per Diem						
Day 1		$43.00	Thursday	lunch provided		
Day 2		$20.00	Friday	breakfast and lunch provided		
		$900.52				
2025 IML Conference						
Per person expenses for Thur, Fri & Sat						
Expenses per attendee:						
Conference Registration		$325.00				
Hotel (2 nights)		$645.64				
Overnight Valet Parking (2 nights)		$121.80				
Mileage 92 mi @.70		$64.40				
Mileage 92 mi @.70		$64.40				
Per Diem						
Day 1		$43.00	Thursday	lunch provided		
Day 2		$43.00	Friday	breakfast and lunch provided		
Day 3		$5.00	Saturday	lunch and dinner provided		
		$1,312.24				

VILLAGE OF ROSCOE
RESOLUTION NO. 2017-R45

A RESOLUTION AMENDING THE TRAVEL EXPENSE AND REIMBURSEMENT POLICY FOR THE REIMBURSEMENT OF AUTHORIZED EXPENDITURES IN COMPLIANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT.

WHEREAS, there is a need to maintain accurate and up-to-date operational policies for employees, appointees, and elected officials of the Village as part of the Village's personnel policies and handbook; and

WHEREAS, the Local Government Travel Expense Control Act (LGTECA) (public Act 099-0604), requires local public agencies to establish specific procedures for the authorization of travel expenditures and the creation of controls for their approval and reimbursement; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe have previously created a policy for the authorization, regulation, control, and reimbursement of travel expenses, which applies to employees, officers, and elected officials of the Village of Roscoe, and wish to amend said policy to better provide for its efficient administration and oversight; and

NOW THEREFORE, be it resolved by the President and Board of Trustees of the Village of Roscoe, Illinois, as follows:

SECTION 1. The foregoing recitals are incorporated herein as findings of the Village of Roscoe Board of Trustees.

SECTION 2: That the following *amended* policy entitled "Travel Expense Reimbursement Policy", is hereby approved and adopted by the President and Board of Trustees of the Village of Roscoe, and that such policy shall be incorporated into the Village's Personnel Handbook in a form substantially similar to that as is attached hereto as Exhibit "A".

SECTION 3. Any portion of any other ordinance in conflict with this resolution is hereby expressly repealed to the extent of the conflict.

SECTION 4. All other portions of the Code of Ordinances of the Village of Roscoe shall remain in full force and effect.

SECTION 5: That such policy shall become effective upon the passage of this resolution.

2017-R45

1st Read:

PASSED BY ROLL CALL VOTE ON:

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee Robert Baxter	✓			
Trustee Carol Gustafson 2	✓			
Trustee Stacy Mallicoat	✓			
Trustee Lindsey Swanson				✓
Trustee Susan Petty	✓			
Trustee Mark Szula 1	✓			
President David A. Krienke				

APPROVED SEPTEMBER 5, 2017:

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

Village of Roscoe, Illinois
Travel Expense Reimbursement Policy

ARTICLE I. PURPOSE AND APPLICABILITY

A. Purpose. The purpose of this Policy is to establish procedures for the control and documentation of expenses incurred by Elected and Appointed Officials and Employees who travel on official business, and to ensure that they are treated fairly and reimbursed at rates which are reasonable and consistent with actual, necessary costs, and through a process that will insure the protection of tax payer dollars and public funds

B. Applicability. The policy applies to all Village Employees and Elected and Appointed Officials who travel on official business for professional development, training classes, seminars, workshops, and conferences, and any other out-of-town travel on behalf of and for the benefit of the Village of Roscoe.

C. Designation of Funds. This policy notwithstanding, all travel and expenses, regardless of the source of funds, must have a sufficient prior appropriation corresponding to a designated budget line item, and approval prior to travel or conference registration.

ARTICLE II. AUTHORITY AND APPROVAL

A. Approval of Travel – Village Employees.

1. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. Prior to incurring any expenses, registration information and projected travel expenses must be submitted in writing to the Department Head for verification of funds availability, justification for attendance, and approval.

2. Reimbursement of expenses for travel, lodging, meals & incidentals incurred by any employee in excess of $150.00 per day must be approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Village.

3. Pre-payment of registration and lodging expenses may be advanced to any employee upon approval by roll call vote at an open meeting of the Village prior to payment.

B. Approval of Travel – Appointed & Elected Officials.

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

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

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

ARTICLE III. PROCEDURES FOR TRAVEL AND REIMBURSEMENT

A. Payment Options. Village employees and appointed or elected officials choose from the following options for the payment and/or reimbursement of approved travel and conference related expenses:

1. Use of personal funds or personal credit card to be reimbursed by the Village.

2. Receive a travel advance for the following travel-related expenses:
   i. Conference & Event Registration
   ii. Lodging
   iii. Car Rental
   iv. Airfare

3. Village credit card may be used by authorized cardholders for payment the following travel-related expenses:
   i. Conference & Event Registration
   ii. Lodging
   iii. Car Rental
   iv. Airfare

B. Travel & Registration Advance After Department Head approval of travel (for employees), or Village Board Approval (elected/appointed officials) a request for a travel advance may be submitted to the Village's Compensation & Benefits Specialist.

1. A check will be submitted for approval to the Village Board, and issued in the check-run preceding the date of travel. Under normal circumstances, travel advances will be issued for the following purposes:

i. Early registration (traditionally, a separate check is mailed to the organization conducting the conference).
ii. Airline or other transportation ticket purchase or Car Rental
iii. Room deposit at conference hotel if a cash deposit is required.
iv. Meals & Incidental Expenses (M&IE)

2. Funds issued to an employee or officer or official as a travel advance are the responsibility of the employee or officer or official. Upon completion of travel, the travel advance must be documented on the expense report. Except for the amounts issued for M&IE, if the approved expenses were less than the amount of the travel advance, the employee or officer must return those funds with the expense report.

C. Meals & Incidental Expenses (per diem / meal allowances). Per diem (for overnight stays) and Meal Allowances (for travel with a return occurring during the regular workday) are intended to cover the cost of meals and meal tips. Maximum reimbursable rates shall be based on the schedule of reimbursable per diem rates as are established from time to time, published, and maintained by the by the United States Government Services Administration GSA.

1. Breakfast is payable when an employee is on travel status and is away from or leaves headquarters or residence (if reporting directly to the destination) at or before the starting time of the workers regular workday.

2. Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after the ending time of the employee's normal workday. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

3. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or entertainment. If some meals are included in the prepaid registration fees, the employee or officer of the Village may not be reimbursed or receive a per diem or meal allowance for those meals.

4. Receipts need not be submitted to support per diem or meal allowance expenses.

D. Documentation. Within ten (10) working days of completion of travel, a completed expense report, with receipts documenting all expenditures, must be submitted for review and approval to an employee's Department Head, the Chair of an appointee's board or commission, or directly to the Compensation & Benefits Specialist in the case of Elected Officials.

1. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, on a Village's Reimbursement Form:

    i. receipts of the cost of the travel, meals, or lodging if the expenses have already been incurred (or an estimate of costs if travel has not yet occurred);

    ii. the name of the individual who received or is requesting the travel, meal, or lodging expense;

    iii. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

    iv. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

2. Reimbursement checks, if applicable, will be issued in the next regular check- run after the expense report has been approved.

3. The Village hereby adopts as its official standardized form for the submission of "**Reimbursement Form**" attached hereto and incorporated herein as Exhibit A.

4. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

ARTICLE IV. AUTHORIZED REIMBURSABLE EXPENSES

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

   GSA Travel Information: http://www.gsa.gov/portal/category/100212s

B. Authorized Types of Expenses. The following expenses shall be reimbursed for employees and officers of the Village only for purposes of official business conducted on behalf of the Village, including, but not limited to, out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

1. Calculation of Travel Days. Per diem or actual expense entitlement starts on the day of departure from an authorized location (e.g home, office) and ends on the day of return to an authorized location, and shall be calculated per the GSA Travel Reimbursement Schedule.

2. Lodging.
   a. Lodging shall be pre-approved, and shall only cover the minimum number of evenings required by the event, shall be reasonable in accommodations and expense; and the must be supported by a hotel receipt.

   b. The Village shall pay only the single occupancy rate up to the maximum rate established by the GSA Schedule. Extra lodging expenses such as dry cleaning, vending machines, valet service, and video rental are not reimbursable expenses.

   c. Conference lodging charges or lodging at official meeting hotels when pre-approved by the department head or the Village Board, in excess of the maximums allowed by the GSA Reimbursement Schedule are considered exceptions to this Sections, and may be reimbursed at the conference or meeting rate.

3. Overnight accommodations:

   a. Conference/Event location *less* than 2 hours travel time from the authorized starting location:
      i. No overnight accommodations will be authorized or reimbursed for travel prior to the first day, or after the last day, of a conference or event.

   b. Conference/Event location *greater* than 2 hours travel time from the authorized starting location:

      i. Overnight accommodation will be authorized or reimbursed for travel prior to the first day of a conference or event starting earlier than 10 am on the first day of the conference or event.

      ii. Overnight accommodation will be authorized or reimbursed for travel subsequent to the last day of a conference or event that concludes later than 5pm on the last day of a conference or event.

4. General Expenses. The Village will pay or reimburse registration fees; gasoline and associated costs for Village vehicles; mileage for personal vehicle usage; parking fees; baggage handling fees; fees for transportation between home or office and the airport and between the airport and the hotel; and data use charges incurred while conducting required Village business.

5. Rental Car. The use of rental cars is discouraged. Such use will be approved on a case-by-case basis, depending on travel needs. Only a mid-size car rate will be reimbursable.

6. Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

7. Miscellaneous Expenses. Other items of reasonable expense specifically not addressed and necessary in the course of conducting Village business shall be reimbursed after review and approval by the Department Head.

ARTICLE V. OTHER CONDITIONS AND RESTRICTIONS ON TRAVEL

A. Non-employees. Under no circumstances are any expenses to be paid by the Village when incurred by a non-employee of the Village or an unauthorized employee or appointed/elected official (employee or official whose travel has not been approved as required by this policy).

B. Additional Travelers. Additional travelers may accompany the employee when traveling on official Village business. However, no expenses attributable to any additional traveler will be a reimbursable expense. All expenses will be calculated as if the employee were traveling alone, using the minimum cost calculation established in this policy for lodging, meals, and transportation.

C. Employee Repayment for Disallowed Expenses. Amounts disbursed for travel expenses which are subsequently disapproved by the Department Head or Village Board, shall be refunded to the Village within fifteen (15) days. Failure to do so may result in the amount being deducted from the employee's or official's next regular payroll check.

D. Prohibited Expenses.

1. No alcoholic beverage expenses will be reimbursed by the Village.

2. Entertainment Expenses. No employee or official shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Registration Form

Save time - REGISTER ONLINE at iml.org/conference

The Illinois Municipal League accepts Visa or MasterCard for Annual Conference registration on our website.

Attendee Information: *(advance registration accepted prior to 4:30 p.m. on September 5, 2025)*

First:__________________________________Last:____

Title:____

Municipality/Company:____

Municipality/Company Address:____

City:____________________________ State:_____ Zip:________ Phone:______________________

Email for Confirmation: ____ (Required)

❑ Special dietary needs:

Conference Advance Registration Cancellation Policy: A processing fee will be charged regardless of the reason for cancellation (including medical emergencies). Registrants who are unable to attend the conference may appoint a substitute. **All cancellations must be in writing and mailed (PO Box 5180, Springfield, IL 62705-5180), faxed (217-525-7438) or emailed (cancellation@iml.org) to the IML office prior to September 5.** Cancellations will not be accepted by telephone. ♦ $75 processing fee, per attendee, on all cancellations before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5. ♦ Canceled extra Luncheon and Banquet tickets will have a $25 processing fee before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5.

❑ I acknowledge that I have read, understand and will abide by the terms of cancellation for registration set forth by the Illinois Municipal League.

Item # 6.

Advance Registration Fees

[Please mark ☑ appropriate box(s)] Make copy of form for additional attendees if needed.

General Registration

❑ TOTAL CONFERENCE PACKAGE

Includes Thursday through Saturday Conference Sessions, two Receptions, one Saturday Awards Luncheon, one Saturday Annual Banquet and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit).

❑ **$325 / $375 on-site***
Municipal Official (elected, appointed, direct employees)

❑ **$425 / $475 on-site***
Other Governmental or Non-profit (contract employees, retained attorneys, engineers, township/county/state officials, charitable organizations)

❑ **$525 / $575 on-site***
Non-governmental or Private/Corporate

❑ I will attend Attorneys Seminar ❑ I will attend TIF Seminar

SINGLE DAY

❑ Thursday
Includes all Thursday Conference Sessions, Get Acquainted Reception and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and TIF Seminar (with MCLE credit).

❑ Friday
Includes Opening General Session, all Friday Conference Sessions and Exhibit Expo

❑ Saturday
Includes all Saturday Conference Sessions and one Saturday Awards Luncheon

❑ **$225 / $275 on-site***
Municipal Official (elected, appointed, direct employees)

❑ **$250 / $275 on-site***
Other Governmental, Non-profit, Non-governmental or Private/Corporate

EXTRAS

❑ Saturday Awards Luncheon
$60 / $75 on-site*

❑ Saturday Annual Banquet
$125 / $150 on-site*

❑ Exhibit Expo Spouse/Guest (Non-exhibitor)
$75 / $75 on-site*

❑ Additional Exhibit Expo (Exhibitor)
$225 / $225 on-site*

❑ Municipal Attorneys Seminar Registration

Includes Thursday Municipal Attorneys Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

❑ **$225 / $275 on-site***
Municipal Official (elected, appointed, direct employees)

❑ **$250 / $275 on-site***
Other Governmental, Non-profit, Non-governmental or Private/Corporate

❑ Tax Increment Financing (TIF) Seminar Registration

Includes Thursday TIF Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

❑ **$225 / $275 on-site***
Municipal Official (elected, appointed, direct employees)

❑ **$250 / $275 on-site***
Other Governmental, Non-profit, Non-governmental or Private/Corporate

❑ Student One-Day Track Registration

Includes Opening General Session, all Friday Student Track Sessions and Exhibit Expo

❑ **$125 / $125 on-site*** Current full-time student ID required

Total Amount Due: $__________

PAYMENT BY CHECK: Make payable to Illinois Municipal League, and mail to: PO Box 5180, Springfield, IL 62705-5180

***After 4:30 p.m. on September 5, 2025, all IML Annual Conference registrations will be charged the applicable on-site registration fee.**

Don't forget to reserve your hotel room at the Hyatt Regency Chicago by Wednesday, August 27, 2025. Room rates start at $275 and room tax is 17.4%. Check-in is 3:00 p.m.; check-out is 12:00 p.m.

Reserve your room at iml.org/hotel.

BENEFITS OF ATTENDING THE IML ANNUAL CONFERENCE

The Illinois Municipal League's (IML) Annual Conference is the premier educational and networking opportunity for all municipal officials and staff in Illinois. Below are a few reasons to join the nearly 2,000 community leaders who attend this conference annually.

NETWORKING OPPORTUNITIES

The IML Annual Conference is the largest gathering of municipal officials in the State of Illinois. Attendees have the opportunity to meet elected officials and municipal staff statewide, which includes communities of all sizes. These interactions will give you new ideas and new views to take back to your community.

EDUCATIONAL SESSIONS

The IML Annual Conference provides attendees the opportunity to attend more than 60 educational sessions most beneficial to their community through our 14 specially-designed session tracks. Included among the educational sessions are the all-day Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar, which provide in-depth sessions about TIF and recent legislation. Newly-elected officials will find sessions geared towards those new to municipal office, including sessions to earn the state-mandated Open Meetings Act certificate.

EXHIBIT EXPO

The IML Exhibit Expo brings nearly 150 vendors to meet with in one place. These vendors include state agencies and businesses who deal directly with municipalities, giving you the opportunity to learn about new products that could benefit your city, village or town.

OPENING GENERAL SESSION

The highlight of every IML Annual Conference is the Opening General Session, which includes an inspirational keynote address. From Medal of Honor recipients to famous athletes to politicians, attendees will always leave this session feeling motivated to serve and help their community.

HYATT REGENCY CHICAGO

The IML Annual Conference is held at the Hyatt Regency Chicago, one of the top conference meeting spaces in the state. The hotel is located on the Chicago Riverwalk and is just minutes from the Magnificent Mile and Millennium Park, the perfect location to explore the City of Chicago during your free time.

For more information, visit iml.org/conference, or for questions, email IMLConferences@iml.org or call (217) 525-1220.

Scan for PDF Version

IML
ILLINOIS MUNICIPAL LEAGUE

ILLINOIS MUNICIPAL LEAGUE

112th ANNUAL CONFERENCE

CONFERENCE PROGRAM

Please choose a day: Entire Conference

and a track: Newly Elected Officials

Thursday, September 18, 2025

Update from the Illinois Environmental Protection Agency

Thursday, September 18, 2025 at 1:30 PM - 2:30 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

AN Adam Nutt, Lead and Copper Coordinator, Bureau of Water - IL Environmental Protection Agency

Nidhan Singh, State Revolving Fund Manager - IL Environmental Protection Agency

Tracks:

Communications Finance Legal (Non-MCLE) Newly Elected Officials Public Safety Public Works Risk Management Trending

Rail Safety Improvements: Understanding Illinois Funding

Thursday, September 18, 2025 at 1:30 PM - 2:30 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

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

CM Christopher Murauksi, Railroad Safety Specialist - IL Commerce Commission

AT Aaron Toliver, Senior Railroad Safety Specialist - IL Commerce Commission

Tracks:

Communications Legal (Non-MCLE) Management Newly Elected Officials

Public Safety Public Works Risk Management

Mitigate Security Risks for Public Gatherings

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

SL Steven Lyddon, Protective Security Advisor - US Dept of Homeland Security

Tracks:

Information Technology Legal (Non-MCLE) Management Newly Elected Officials

Public Safety Trending

Utilizing Tourism Bureaus to Market Your Attractions and Events

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Jordan Jackovich, Communications Manager - Discover Downstate Illinois

KM Kate Meehan, Tourism Manager - Heritage Corridor Destinations

MP Mary Patchin, President - Visit Chicago Southland

Tracks:

Communications Economic Development Newly Elected Officials Public Works

The Open Meetings Act and Freedom of Information Act

Thursday, September 18, 2025 at 2:45 PM - 3:45 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle

MW Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Clerks Human Resources Information Technology Management

Newly Elected Officials

How Karina's Law and the SAFE-T Act Affects Municipalities

Thursday, September 18, 2025 at 4:00 PM - 5:00 PM, Grand Hall K - Ballroom Level (Gold Level)

Speakers:

Jamie Mosser, Kane County State's Attorney - Kane County State's Attorney's Office

Tracks:

Communications Legal (Non-MCLE) Newly Elected Officials Public Safety

Trending

Municipal Tune-Up

Thursday, September 18, 2025 at 4:00 PM - 5:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle

Ruth A Schlossberg, Attorney - Zukowski Rogers Flood & McArdle

Michael Smoron, Attorney - Zukowski Rogers Flood & McArdle

MW Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Clerks Communications Finance Human Resources Legal (Non-MCLE) Management Newly Elected Officials Public Safety Public Works Risk Management

Friday, September 19, 2025

Statewide Building Codes

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

RC Robert Coslow, Professional Services Administrator - Capital Development Board

MP Matt Paul, Senior Technical Specialist - Capital Development Board

Tracks:

Legal (Non-MCLE) Management Newly Elected Officials Public Safety

Public Works Risk Management Trending

Building a Cyber Incident Response Plan - the Why and How

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

JB Jason Bowen, Statewide Chief Information Security Officer - IL Dept of Innovation & Technology

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

Tracks:

Information Technology Legal (Non-MCLE) Management Newly Elected Officials

Public Safety Students Trending

State Shared Revenue Update with the Illinois Department of Revenue

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Aaron Allen, Division Manager, Local Tax Allocation Division - IL Dept of Revenue

Tracks:

Clerks Economic Development Finance Newly Elected Officials Trending

Overview of the IML Risk Management Association

Friday, September 19, 2025 at 10:30 AM - 11:30 AM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

DH Dave Henwood, Account Manager - IML Risk Management Association (RMA)

EL Eric Little, Membership Specialist - IML Risk Management Association (RMA)

JS Jeff Skelley, Loss Control Specialist - IML Risk Management Association (RMA)

Tracks:

Clerks Management Newly Elected Officials Public Works Risk Management

Lunch and Learn with Verizon Wireless

Friday, September 19, 2025 at 11:45 AM - 12:30 PM, Riverside Exhibit Hall (Purple Level)

Speakers:

Michael McDermott, State & Local Government Affairs - Verizon Wireless

Tracks:

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

Hiring an Administrator or Manager

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

Reid T Ottesen, Village Manager - Village of Palatine

Tracks:

Human Resources Legal (Non-MCLE) Management Newly Elected Officials

A Statehouse Briefing with Legislators

Item # 6.

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall I - Ballroom Level (Gold Level)

Tracks:

Clerks Communications Economic Development Finance Human Resources

Information Technology Legal (Non-MCLE) Management Newly Elected Officials

Public Safety Public Works Risk Management Students Trending

Public Corruption in Local Government

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

TI Travis Irwin, Acting Lieutenant - IL State Police

DJ David Juergensen, Special Agent - IL State Police

NS Nathan Schramka, Special Agent - IL State Police

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials

Public Safety Students Trending

The Importance of Grassroots

Friday, September 19, 2025 at 12:45 PM - 1:45 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Catherine M Adduci, Village President - Village of River Forest

RJ Rick Jasculca, Chairman - Jasculca Terman Strategic Communications

Tracks:

Communications Newly Elected Officials Public Safety Students

Using Technology & Innovative Programs for Public Safety

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

EB Eric Barden, Police Chief - City of Zion

CC Christopher Curtis, Mayor - City of Kankakee

CK Christopher Kidwell, Police Chief - City of Kankakee

Tracks:

Communications Information Technology Newly Elected Officials Public Safety Risk Management Students

The Open Meetings Act and Freedom of Information Act

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

Brandy S Quance, Attorney - Zukowski Rogers Flood & McArdle

MW Matthew Walters, Attorney - Zukowski Rogers Flood & McArdle

Tracks:

Clerks Human Resources Information Technology Management Newly Elected Officials Students

Licensing and Regulatory Update with the Illinois Gaming Board

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

Marcus D Fruchter, Administrator - IL Gaming Board

JM Joe Miller, Dir of Policy & Special Projects - IL Gaming Board

Tracks:

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

Funding Opportunities for Rural Communities

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Molly Hammond, Deputy State Director - USDA Rural Development & Illinois Rural Partners

JH Julie Hatfield, Community Programs Director - USDA Rural Development & Illinois Rural Partners

Mary Warren, Business Programs Director - USDA Rural Development & Illinois Rural Partners

Tracks:

Clerks Finance Newly Elected Officials Public Safety Public Works

From Hate Crimes to Civic Strength: Learning from Tragedy

Friday, September 19, 2025 at 2:00 PM - 3:00 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

MD Mitchell R Davis III, Police Chief - Village of Hazel Crest

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

ER Eric Rosand, Executive Director - Strong Cities Network

Nancy R Rotering, Mayor - City of Highland Park

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials
Public Safety Trending

You have a Professional Administrator or Manager - Now What?

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

Reid T Ottesen, Village Manager - Village of Palatine

Tracks:

Human Resources Legal (Non-MCLE) Management Newly Elected Officials

County and Municipal Government Shared Services

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

Peter Austin, County Administrator - McHenry County

CD Chalen Daigle, Executive Director - McHenry County Council of Governments

Tracks:

Economic Development Finance Information Technology Newly Elected Officials
Public Safety Risk Management

Strengthening Municipal Budgets Through Retail Growth

Item # 6.

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Elliott Cook, Director of Real Estate - Retail Strategies

Tracks:

Economic Development Finance Management Newly Elected Officials Students Trending

Elevate Your Leadership

Friday, September 19, 2025 at 3:15 PM - 4:15 PM, Grand Hall MN - Ballroom Level (Gold Level)

Speakers:

Marvin Bembry, President - MKB Leadership Transformation

Tracks:

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

Saturday, September 20, 2025

Keeping Up With The Ever Changing Retail Recruitment Industry

Saturday, September 20, 2025 at 9:15 AM - 10:15 AM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

Aaron Farmer, President - The Retail Coach

Tracks:

Communications Economic Development Finance Legal (Non-MCLE) Management Newly Elected Officials Public Works Trending

What Local Government Leadership Must Know About Ethics Requirements

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall GH - Ballroom Level (Gold Level)

Speakers:

James J Hess, Partner - Tressler LLP

John M O'Driscoll, Partner - Tressler LLP

Tracks:

Communications Human Resources Legal (Non-MCLE) Newly Elected Officials Risk Management

A Day in the Life of a Clerk and Treasurer

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall I - Ballroom Level (Gold Level)

Speakers:

Brenda K Evans, President - Municipal Clerks of IL

LaTisha Paslay, President - IL Municipal Treasurers Association

Tracks:

Clerks Communications Economic Development Finance Human Resources

Information Technology Legal (Non-MCLE) Management Newly Elected Officials

Public Safety Public Works Risk Management Trending

From Emails to Tweets: Effective Public Communication and Legal Compliance

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall J - Ballroom Level (Gold Level)

Speakers:

MM Mallory Milluzzi, Shareholder/Partner - Klein Thorpe & Jenkins Ltd

Tracks:

Communications Legal (Non-MCLE) Management Newly Elected Officials

Risk Management Trending

Ideas to Action: How to Create Something Big

Saturday, September 20, 2025 at 10:30 AM - 11:30 AM, Grand Hall L - Ballroom Level (Gold Level)

Speakers:

Walter Denton, Administrator - City of O'Fallon

GM Grant Mayfield, Strategic Planning Project Manager - Shockey Consulting

Tracks:

Management Newly Elected Officials Public Safety Public Works

Risk Management

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

VILLAGE of ROSCOE

Agenda Item:	Amendment to Employee Handbook – PPE Reimbursement for Part-Time Public Works Employees		
Date:	**July 1, 2025**	**Meeting:**	**COTW**
Prepared by:	Anne Hanson	**Department:**	Public Works

Overview/Background Information

Staff is requesting Village Board approval to amend the Employee Handbook to include a reimbursement policy for personal protective equipment (PPE) for part-time Public Works employees who meet eligibility requirements.

The Public Works Department routinely employs part-time seasonal workers to support operations during both summer and winter seasons. These employees often perform tasks that require safety equipment to ensure compliance with workplace safety standards and reduce risk of injury. While full-time employees receive appropriate PPE provisions, part-time employees currently do not receive reimbursement for certain essential items.

To promote safety, encourage seasonal retention, and ensure consistent standards across the department, staff recommends instituting a limited reimbursement program for qualified part-time Public Works/Parks employees.

Fiscal Note/Budget Impact

Only 2 part-time employees qualify this year, the estimated annual cost of this benefit is minimal and can be absorbed within the existing Parks PPE budget (01-050-4611).

Action Required/Recommendation

Staff recommends approval of this addition to the Employee Handbook to support employee safety and retention in seasonal Public Works/Parks roles.

Attachments

Draft Policy

PERSONAL PROTECTIVE EQUIPMENT

SECTION FIVE: Employee Benefits *POLICY NO. 05-08*

The Village of Roscoe will provide Village Personnel with all necessary personal protective equipment (PPE) required to perform their assigned job duties in compliance with all applicable occupational safety and health rules and regulations. Such equipment shall be provided at no cost or deduction to the employee, and shall remain the property of the Village of Roscoe.

The Village will also provide its personnel with any uniforms and/or foul weather gear, provided such gear is necessary for completion of assigned work duties. The determination as to the necessity of the issuance of uniforms or other such articles clothing shall be made or modified at the sole discretion of the Village.

Purchase of Personal Protective Equipment

Employees may choose to purchase their own personal protective equipment (PPE) for use in relation to their job duties, provided such equipment meets all safety and manufacturing guidelines in place for the specified piece of equipment. Such equipment shall be at the employee's sole expense, and shall remain the sole property of the employee.

Prior to the use of personally owned PPE, Employees choosing to use such equipment shall first receive approval by the public works supervisor, who shall grant permission for such use at his sole discretion, and only if the granting of permission will be in the best interests of the Village of Roscoe.

Reimbursement for Personal Protective Equipment

The Village of Roscoe will reimburse all full-time Public Works employees for the following personal protective equipment:

1. One pair of steel-toe work boots. [maximum annual reimbursement: $175.00]

2. One pair of prescription safety glasses. [maximum annual reimbursement: $75.00]

The Village of Roscoe will reimburse all part time Public Works employees who work two consecutive seasons for following personal protective equipment:

1. One pair of steel-toe work boots. [maximum biennial reimbursement: $175.00]

2. One pair of prescription safety glasses. [maximum biennial reimbursement: $75.00]

Part time employees must work two consecutive seasons (summer/winter) to be eligible for this benefit.

Reimbursement will be made only upon submission of a valid proof of purchase, or other such documentation as may be required by the Village.

VILLAGE OF ROSCOE
RESOLUTION NO. 2025-34

A RESOLUTION ADOPTING AMENDMENTS TO THE VILLAGE'S PERSONNEL POLICY RELATING TO REIMBURSEMENT OF CERTAIN PPE EQUIPMENT FOR PERMANENT PART TIME EMPLOYEES

WHEREAS, there is a need to maintain accurate and up-to-date operational policies for employees of the Village as part of the Village's personnel policies and handbook; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe wish to amend the section of the handbook pertaining to the reimbursement of PPE equipment to include permanent part time employee on a biannual basis and

NOW THEREFORE, be it resolved by the President and Board of Trustees of the Village of Roscoe, Illinois, as follows:

SECTION 1. That the Village Employee Handbook is hereby amended to adopt the policy entitled POLICY NO. 05-08 "Employee Benefits: Personal Protective Equipment" substantially similar in form to the policy attached hereto as Exhibit "A".

SECTION 2. That such handbook section shall become effective upon the passage of this resolution, and its inclusion into the Village's handbook.

2025-R34				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	**AYE**	**NAY**	**ABSTAIN**	**ABSENT**
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED JULY 15, 2025: **ATTEST:**

____
VILLAGE PRESIDENT

____
VILLAGE CLERK

Exhibit "A"
(Resolution 2025-R34)

Policy No. 05-08
Employee Benefits: Personal Protective Equipment