VILLAGE of ROSCOE

Meeting Agenda

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

Village Board of Trustees
Wednesday, August 05, 2026
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 21, 2026**.

2. **Approval of the Minutes** for Special Meeting of the Village Board of Trustees from **July 14, 2026**.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

TREASURER'S REPORT

3. Cash Report and Bills

4. Approval of Bills

5. Year to Date, Revenues and Expenditures

ACTION FROM THE LIQUOR COMMISSION

6. **Approval** of a Class "T" (Temporary) liquor license to **Rybo Ventures Inc d/b/a Poison Ivy Pub** for three days in conjunction with the **Lion's Club Fall Festival** at the Village's Leland Park - **September 11, 12, 13, 2026.**

7. **Approval** of **One (1) Class "A" Tobacco License**

   {Applies to retailers deriving less than 50% of total retail sales from tobacco products, alternative nicotine products, and/or electronic cigarettes}

   DG Retail, LLC dba Dollar General Store #9011

CONSENT AGENDA

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

MOTIONS AND RESOLUTIONS (Final action)

NEW BUSINESS (First reading or suspend rules)

8. **Approval** of a **Special Event Permit** for the **2026 Fall Festival and Parade.** The event will take place at **Leland Park and Main Street** on **September 11, 12, and 13 2026.**

9. **Approval** of a **Special Event Permit** for **2026 Truck or Treat.** The event will take place at **Porter Park** on **October 17, 2026.**

10. **Approval of an Amendment** to Exhibit A of **Resolution 2025 R-52** Approving an Updated Enterprise Fleet Management Quote for the **Ford F-750 Public Works Vehicle.**

11. **Approval of travel expenses** for elected officials' attendance at the Illinois Municipal League Annual Conference in Chicago, IL September 17-19, 2026, estimated expenses of **$1,550.00 per attendee**.

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

VILLAGE of ROSCOE

Meeting Minutes

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

Village Board of Trustees

Tuesday, July 21, 2026
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:30 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT
Trustee Molly Butz

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **July 07, 2026**.

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

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Tom McCann, a homeowner in the Denali Heights subdivision, addressed the village board regarding what he believes is a widespread violation of village development standards by Selene Homes. He alleged that the builder failed to install the required six inches of topsoil before laying sod, instead placing sod directly on sand.

Mr. McCann provided the board with sand samples which came from his yard and pictures of his dying lawn.

McCann argued that this has caused lawns throughout the subdivision to die because sand cannot retain sufficient moisture or nutrients. He also warned that the lack of topsoil could lead to erosion, clogged drainage systems, flooding, and increased costs for taxpayers. He stated that homeowners are now facing significant expenses to remove the existing sod, add proper topsoil, and rebuild their lawns.

He urged the village to enforce its ordinances, use any available development bonds or financial guarantees to require Selene Homes to correct the issue, and ensure that affected homeowners are made whole rather than bearing the costs themselves.

President Gustafson responded that officials have been in communication with McCann and that the engineering department is investigating the allegations and reviewing the applicable code requirements. She said the village is conducting due diligence to determine whether action can be taken and to provide McCann with any assistance available.

McCann concluded by saying that if a civil lawsuit is not feasible, he intends to pursue the matter in small claims court and encourage other affected homeowners to do the same.

PRESIDENT'S REPORT

2. Appointment and Confirmation of **Jay Durstock** to the **Stateline Mass Transit District (SMTD)** Board of Directors.

   President Gustafson asked for a motion to appoint and confirm Jay Durstock.

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

3. Appointment and Confirmation of **Terry Freeman** to the **Police Pension Board** for the Village of Roscoe, Illinois for a full 2-year term.

   President Gustafson asked for a motion to appoint and confirm Terry Freeman.

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

4. Summary of **Concrete Pillar Pull Test Results** – Village Parking Lot (**5466 Bridge Street**)

   President Gustafson reported that independent engineering firm Geocon completed pull tests on the replacement anchor bolts installed in the parking lot's concrete pillars. Test results and diagrams included in the board packet show that every bolt met the engineer's required specifications and passed inspection.

   With the testing complete, the next steps are to install the top plates, fabricate the replacement metal canopy, and coordinate its installation and painting. If weather and scheduling cooperate, the project is expected to be completed by early September, shortly after Labor Day. She said a detailed schedule will be shared once it is available.

TREASURER'S REPORT

5. Cash Report and Bills

Expenditures are $142,258.98, Payroll is $ 110,675.84. Totaling $252,934.82.

6. Approval of Bills

   President Gustafson asked for a motion to pay the bills.

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

7. Year to Date, Revenues and Expenditures

   President Gustafson reminded the board that the village treasurer Mark Olson will attend the **August 18** meeting to present year-to-date revenue and expenditure reports through the end of July. The annual audit is also expected to be nearly complete. If a preliminary audit is available, the board may review it, and a representative from Baker Tilly, Wendy Younger, may be invited to a September meeting to answer questions and explain the audit findings.

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)

8. A Resolution **2026-R32** Authorizing the Execution of an Employee Leasing Agreement for an Interim Village Administrator with MGT Impact Solutions LLC

   President Gustafson asked for a motion for the approval of 2026-R32.

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

NEW BUSINESS (First reading or suspend rules)

None.

QUESTIONS AND REPORTS

President Gustafson announced that the residential street program has begun ahead of schedule and is expected to be completed by August 21. On August 18, Brendon from FEHR Graham will provide the village board with an update on the street program's progress as well as other capital improvement projects.

President Gustafson also provided an update on Porter Park Phase Two, explaining that the project is still waiting for a permit from the Illinois Department of Natural Resources **(**IDNR**)** for bridge construction. The permit review has been delayed because only one IDNR employee is handling these applications, and Roscoe's project is currently third in line after waiting six to eight months. If the permit is issued soon, the village can move forward with bidding and may begin construction this fall. If the delay continues, the village will request another grant extension, noting that the IDNR has been the primary cause of the project's delays over the past year. FEHR Graham is expected to provide additional updates on August 18.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to adjourn the meeting.

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

Meeting adjourned at 6:43 pm.

VILLAGE of ROSCOE

Meeting Minutes

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

Special Meeting
Tuesday, July 14, 2026
4:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 4:34 pm.

ROLL CALL

PRESENT
Trustee John Broda (Came in at 5:00 pm)
Trustee Molly Butz (Came in at 4:55 pm)
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

Village Attorney Tom Green

Village Clerk Kimberly Garza

APPROVAL OF THE MINUTES FOR JULY 6, 2026

1. **Approval of the Minutes for the meeting of the Village Board of Trustees Special Meeting from July 6, 2026.**

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

   Motion was made by Trustee Sima, second by Trustee Wright. Voting yes: Trustees Sima, Mead, Wright 3-0-0.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comment.

EXECUTIVE SESSION (IF NECESSARY)

Under 5 ILCS 120/2(c)(1).

Discussion regarding the appointment, employment, and compensation for a specific position/employee or individual.

President Gustafson asked for a motion to go into Executive Session.

Motion was made by Trustee Sima, second by Trustee Wright. Voting yes: Trustees Wright, Mead, Sima, Gustafson 4-0-0.

Resumed Board Meeting at 7:23 pm.

Roll Call: Trustees Sima, Broda, Mead, Wright, Butz, President Gustafson 6-0-0.

No action was taken at this time.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 7:23 pm.

Village of Roscoe

Bills Submitted for Approval on August 5, 2026

Pooled Expenditures:

Checking account balance before expenditures			$ 361,987.99
Pooled Money Market			120,076.84
Illinois Funds Balance			8,114,602.96
Total pooled cash and equivalents			8,596,667.79
Expenditures per list		109,513.89	
Additional invoices			
		109,513.89	
Total expenditures			109,513.89
Payroll expense:			
Gross Wages	7/11/2026	9,112.16	
Payroll tax and IMRF	7/11/2026	114,164.33	
Gross Wages	7/25/2026	8,839.61	
Payroll tax and IMRF	7/25/2026	109,558.26	241,674.36
Total General Fund Expenditures			***351,188.25***
Pooled checking account balance after expenditures			$ 8,245,479.54

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	$ 108,885.41
Motor Fuel Money Market	10,392.01
Illinois Funds Balance	2,447,306.66
Total Motor Fuel cash and equivalents	2,566,584.08

Expenditures:

Vendor	Date	Invoice	Description	Amount

Total Motor Fuel Fund Expenditures	-
Motor Fuel cash and equivalent balance after expenditures	2,566,584.08
Total expenditures for all funds:	***351,188.25***

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

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	141V-3F1Q-KN	REPLACEMENT KEYS - TRUCK #206	01-030-5122 Maintenance & Repairs - V	07/20/2026	35.04	.00		
311	AMAZON CAPITAL SERVICES	141V-3F1Q-KN	ORANGE PUMICE HAND CLEANER	01-030-5990 Departmental Operating S	07/20/2026	74.42	.00		
311	AMAZON CAPITAL SERVICES	14TT-97Y1-RQ	COMPUTER SPEAKERS	01-010-5951 Information Technology - H	07/16/2026	23.96	.00		
311	AMAZON CAPITAL SERVICES	16CK-NVP1-D	BandAids / Antibiotic	01-040-6020 Office Supplies	07/24/2026	133.21	.00		
311	AMAZON CAPITAL SERVICES	196L-GC3T-YH	Hand Sanitizer	01-040-6020 Office Supplies	07/24/2026	38.39	.00		
311	AMAZON CAPITAL SERVICES	19NL-TV4Q-C	COAT HANGER	01-010-6020 Office Supplies	07/20/2026	22.79	.00		
311	AMAZON CAPITAL SERVICES	1DKQ-J19F-NY	Report Binders	01-040-6020 Office Supplies	07/29/2026	21.48	.00		
311	AMAZON CAPITAL SERVICES	1DR3-V9HJ-C7	Car Magnets	01-040-6051 Equipment Purch - Non Ca	07/27/2026	84.95	.00		
311	AMAZON CAPITAL SERVICES	1HNW-4WXH-	HEAVY DUTY VINYL TARP - TRUCKS	01-030-5122 Maintenance & Repairs - V	07/20/2026	87.95	.00		
311	AMAZON CAPITAL SERVICES	1HNW-4WXH-	CHEMICAL ASPHALT RELEASE AGEN	01-030-5990 Departmental Operating S	07/20/2026	106.82	.00		
311	AMAZON CAPITAL SERVICES	1HPT-3J3C-JV	SUPPLIES FOR NNO TABLE	01-010-6091 Special Events	07/26/2026	53.92	.00		
311	AMAZON CAPITAL SERVICES	1K31-JK1K-HD	Pens	01-040-6020 Office Supplies	07/23/2026	13.29	.00		
311	AMAZON CAPITAL SERVICES	1KYV-CYRP-G	Dish Soap	01-040-6020 Office Supplies	07/22/2026	20.01	.00		
311	AMAZON CAPITAL SERVICES	1NYH-L4C9-D4	Gomez - File Folder / Clipboard / Tactical	01-040-4612 Uniforms	07/27/2026	163.51	.00		
311	AMAZON CAPITAL SERVICES	1PG4-NPV1-3	MISC OFFICE SUPPLIES	01-010-6020 Office Supplies	07/24/2026	115.59	.00		
311	AMAZON CAPITAL SERVICES	1T19-L6TR-CY	RUNNING BOARDS & SPLASH GUARD	01-030-5122 Maintenance & Repairs - V	07/16/2026	264.94	.00		
311	AMAZON CAPITAL SERVICES	1T1C-QKR7-T	ROCK PAINTING SUPPLIES FOR NNO	01-010-6091 Special Events	07/17/2026	181.32	.00		
311	AMAZON CAPITAL SERVICES	1TQW-TNL9-3	NNO Supplies PD	01-010-6091 Special Events	07/27/2026	499.40	.00		
	Total AMAZON CAPITAL SERVICES:					1,940.99	.00		
APG OF SOUTHERN WISCONSIN									
442	APG OF SOUTHERN WISCONSI	30990-0726	ZONING LEGAL NOTICES	01-010-5330 Printing & Publishing	07/23/2026	31.28	.00		
	Total APG OF SOUTHERN WISCONSIN:					31.28	.00		
BAKER TILLY US, LLP									
635	BAKER TILLY US, LLP	BTUS-1000549	Progress Bill #7 Audit 2025	01-014-5210 Accounting/Auditing	07/20/2026	5,040.00	.00		
	Total BAKER TILLY US, LLP:					5,040.00	.00		
BARRICK, SWITZER, LONG, BALSLEY & VAN EV									
661	BARRICK, SWITZER, LONG, BA	89110-035Z 1	ANNEXATIONS - GENERAL	01-013-5232 Legal Services - Administr	07/06/2026	337.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total BARRICK, SWITZER, LONG, BALSLEY & VAN EV:					337.50	.00		
Bauer Built Tire									
10012	Bauer Built Tire	630000463	Rav4 Tire	01-040-5120 Maintenance & Repairs - V	06/12/2026	178.95	.00		
10012	Bauer Built Tire	630000541	Squad 4 - Tire	01-040-5120 Maintenance & Repairs - V	06/17/2026	177.95	.00		
10012	Bauer Built Tire	630000663	Squad 3 - Tires	01-040-5120 Maintenance & Repairs - V	06/17/2026	731.80	.00		
10012	Bauer Built Tire	630000741	Squad 5 - Tires	01-040-5120 Maintenance & Repairs - V	06/17/2026	711.80	.00		
	Total Bauer Built Tire:					1,800.50	.00		
CHARTER COMMUNICATIONS									
1221	CHARTER COMMUNICATIONS	171810301072	INTERNET BACK UP	01-010-5320 Telephone & Data	07/21/2026	9.99	.00		
	Total CHARTER COMMUNICATIONS:					9.99	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	071026 3000	6/8/26-7/8/26 6545 WINDLFOWER LN	01-050-6010 Building Utilities (Gas & El	07/10/2026	186.29	.00		
1411	COMMONWEALTH EDISON	071426 32000	6/10/26-7/10/26 5785 BROAD ST	01-050-5121 Maintenance & Repairs - B	07/14/2026	291.03	.00		
1411	COMMONWEALTH EDISON	071426 42000	6/10/26-7/10/26 5802 HARRISON ST	01-050-6010 Building Utilities (Gas & El	07/14/2026	86.38	.00		
1411	COMMONWEALTH EDISON	071626 2000	6/10/26-7/10/26 RIVER ST LITE R25	01-030-5411 Electricity - Street Lights	07/16/2026	22.00	.00		
1411	COMMONWEALTH EDISON	072026 1222	6/10/26-7/10/26 N 2ND ST SIGN	01-030-5411 Electricity - Street Lights	07/20/2026	83.52	.00		
	Total COMMONWEALTH EDISON:					669.22	.00		
CONSTELLATION NEWENERGY INC.									
1452	CONSTELLATION NEWENERGY	73171517001	6/10/26-7/10/26 BIKE PATH LIGHTS	01-030-5411 Electricity - Street Lights	07/13/2026	48.02	.00		
	Total CONSTELLATION NEWENERGY INC.:					48.02	.00		
DEARBORN LIFE INSURANCE COMPANY									
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - ADMIN	01-010-4330 Disablity Insurance	08/01/2026	43.53	.00		
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - HR	01-017-4330 Disablity Insurance	08/01/2026	51.52	.00		
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - PW	01-030-4330 Disablity Insurance	08/01/2026	349.04	.00		
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - PW ADJ	01-030-4330 Disablity Insurance	08/01/2026	43.98	.00		
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - PD	01-040-4330 Disablity Insurance	08/01/2026	1,073.84	.00		
1721	DEARBORN LIFE INSURANCE C	080126	DISABILITY INS - PK	01-050-4330 Disablity Insurance	08/01/2026	43.79	.00		
	Total DEARBORN LIFE INSURANCE COMPANY:					1,605.70	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
DELL MARKETING L.P.									
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - VH	01-010-5952 Information Technology - S	07/22/2026	538.43	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - CLERK	01-012-5952 Information Technology - S	07/22/2026	295.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - TREASUR	01-014-5952 Information Technology - S	07/22/2026	590.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - HR	01-017-5952 Information Technology - S	07/22/2026	295.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - ELECTED	01-018-5952 Information Technology - S	07/22/2026	2,500.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - PW	01-030-5952 Information Technology - S	07/22/2026	1,180.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - PD	01-040-5952 Information Technology - S	07/22/2026	4,425.00	.00		
1781	DELL MARKETING L.P.	10884441595	OFFICE 365 & DEFENDER - PFC	01-041-5952 Information Technology - S	07/22/2026	590.00	.00		
	Total DELL MARKETING L.P.:					10,413.43	.00		
DELTA DENTAL OF ILLINOIS-RISK									
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	DENTAL -ADMIN	01-010-4310 Health Insurance	07/16/2026	66.96	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	VISION INS - ADMIN	01-010-4310 Health Insurance	07/16/2026	11.32	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	DENTAL - HR	01-017-4310 Health Insurance	07/16/2026	69.27	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	VISION INS - HR	01-017-4310 Health Insurance	07/16/2026	11.04	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	DENTAL - PW	01-030-4310 Health Insurance	07/16/2026	477.84	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	VISION INS - PW	01-030-4310 Health Insurance	07/16/2026	67.06	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	DENTAL - PD	01-040-4310 Health Insurance	07/16/2026	1,785.81	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	VISION INS - PD	01-040-4310 Health Insurance	07/16/2026	254.49	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	DENTAL - PK	01-050-4310 Health Insurance	07/16/2026	121.74	.00		
1791	DELTA DENTAL OF ILLINOIS-RIS	26218	VISION INS - PK	01-050-4310 Health Insurance	07/16/2026	16.55	.00		
	Total DELTA DENTAL OF ILLINOIS-RISK:					2,882.08	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	741477	5/6/26-6/2/26 5783 BROAD ST	01-050-6010 Building Utilities (Gas & El	07/10/2026	2.56	.00		
	Total FRSA-PAYMENTS:					2.56	.00		
GREGORY E COX									
2650	GREGORY E COX	072126	ADMINISTRATIVE HEARINGS	01-013-5231 Legal Services - Village Pr	07/21/2026	500.00	.00		
	Total GREGORY E COX:					500.00	.00		
ILLINOIS PUBLIC RISK FUND									
3121	ILLINOIS PUBLIC RISK FUND	103332	2026 MONTHLY INSTALLMENT W/C IN	01-015-5812 Workers Compensation Ins	07/17/2026	9,237.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total ILLINOIS PUBLIC RISK FUND:					9,237.00	.00		
IPBC - HEALTH BENEFITS									
3231	IPBC - HEALTH BENEFITS	080126	VOL LIFE	01-000-2211 Life Insurance-Additional V	08/01/2026	745.10	.00		
3231	IPBC - HEALTH BENEFITS	080126	DEP LIFE	01-000-2212 Life Insurance-Dependent	08/01/2026	71.94	.00		
3231	IPBC - HEALTH BENEFITS	080126	INDEMNITY	01-000-2215 Indemnity - Vol	08/01/2026	166.65	.00		
3231	IPBC - HEALTH BENEFITS	080126	HEALTH INS - ADMIN	01-010-4310 Health Insurance	08/01/2026	1,594.00	.00		
3231	IPBC - HEALTH BENEFITS	080126	LIFE INS - ADMIN	01-010-4320 Life Insurance	08/01/2026	7.00	.00		
3231	IPBC - HEALTH BENEFITS	080126	FEES (ALL)	01-014-6059 Bank Fees	08/01/2026	33.52	.00		
3231	IPBC - HEALTH BENEFITS	080126	HEALTH INS - HR	01-017-4310 Health Insurance	08/01/2026	1,626.49	.00		
3231	IPBC - HEALTH BENEFITS	080126	LIFE INS - HR	01-017-4320 Life Insurance	08/01/2026	3.50	.00		
3231	IPBC - HEALTH BENEFITS	080126	HEALTH INS - PW	01-030-4310 Health Insurance	08/01/2026	9,744.40	.00		
3231	IPBC - HEALTH BENEFITS	080126	LIFE INS - PW	01-030-4320 Life Insurance	08/01/2026	25.54	.00		
3231	IPBC - HEALTH BENEFITS	080126	HEALTH INS - PD	01-040-4310 Health Insurance	08/01/2026	35,705.46	.00		
3231	IPBC - HEALTH BENEFITS	080126	LIFE INS - PD	01-040-4320 Life Insurance	08/01/2026	70.00	.00		
3231	IPBC - HEALTH BENEFITS	080126	HEALTH INS - PK	01-050-4310 Health Insurance	08/01/2026	2,481.20	.00		
3231	IPBC - HEALTH BENEFITS	080126	LIFE INS - PK	01-050-4320 Life Insurance	08/01/2026	3.50	.00		
	Total IPBC - HEALTH BENEFITS:					52,278.30	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1763	TREASURER SVCS	01-014-5233 Treasurer Services - Gener	07/31/2026	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1763	ROSCOE POLICE PENSION ACCOUNT	01-014-5234 Treasurer Services - Police	07/31/2026	525.00	.00		
	Total Mark D. Olson, CPA, Ltd:					5,775.00	.00		
MENARD'S									
4411	MENARD'S	74676	MAINTENANCE TO PAVILLION - LELAN	01-050-5121 Maintenance & Repairs - B	07/13/2026	83.08	.00		
4411	MENARD'S	74755	ELECTRIC SUPPLIES - LELAND	01-050-5121 Maintenance & Repairs - B	07/14/2026	79.39	.00		
4411	MENARD'S	74819	PW GUTTER SUPPLIES	01-030-5121 Maintenance & Repairs - B	07/15/2026	49.46	.00		
4411	MENARD'S	74819	SHOP SUPPLLES - PW	01-030-5990 Departmental Operating S	07/15/2026	8.99	.00		
4411	MENARD'S	74819	LELAND ELECTRIC SUPPLIES	01-050-5121 Maintenance & Repairs - B	07/15/2026	82.31	.00		
4411	MENARD'S	74819	PARKS SUPPLIES	01-050-5990 Departmental Operating S	07/15/2026	62.16	.00		
4411	MENARD'S	74961	MATERIALS FOR STAIRCASE - SWAN	01-050-5121 Maintenance & Repairs - B	07/17/2026	445.77	.00		
4411	MENARD'S	74962	GREEN TREATED WOOD & MATERIAL	01-050-5121 Maintenance & Repairs - B	07/17/2026	300.72	.00		
4411	MENARD'S	75116	DRILL BIT & REPAIR PARTS - SWANSO	01-050-5121 Maintenance & Repairs - B	07/20/2026	51.36	.00		
4411	MENARD'S	75171	GREEN TREATED WOOD FOR STAIRC	01-050-5121 Maintenance & Repairs - B	07/21/2026	58.51	.00		
4411	MENARD'S	75249	10" INNER TUBE FOR TIRE - STOCK	01-030-5122 Maintenance & Repairs - V	07/22/2026	7.99	.00		
4411	MENARD'S	75249	GREEN TREATED WOOD & MATERIAL	01-050-5121 Maintenance & Repairs - B	07/22/2026	83.61	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4411	MENARD'S	75324	GROMMET TOOL KIT, FENDER WASH	01-030-5122 Maintenance & Repairs - V	07/23/2026	30.19	.00		
4411	MENARD'S	75341	DECK REPAIR MATERIALS - SWANSO	01-050-5121 Maintenance & Repairs - B	07/23/2026	69.84	.00		
4411	MENARD'S	75395	SCOUR PADS, THREADLOCK, SHORT	01-030-5990 Departmental Operating S	07/24/2026	52.55	.00		
4411	MENARD'S	75415	SHIM, GREEN TREATED WOOD & DO	01-050-5121 Maintenance & Repairs - B	07/24/2026	51.21	.00		
	Total MENARD'S:					1,517.14	.00		
NICOR GAS									
4931	NICOR GAS	070926 2000 9	6/5/26-7/8/26 6545 WINDFLOWER LN	01-050-6010 Building Utilities (Gas & El	07/09/2026	63.37	.00		
4931	NICOR GAS	072126 2000 9	6/18/26-7/20/26 5402 SWANSON	01-030-6010 Building Utilities (Gas & El	07/21/2026	180.11	.00		
	Total NICOR GAS:					243.48	.00		
NORTHERN ILLINOIS SERVICE									
5031	NORTHERN ILLINOIS SERVICE	70206	74.74 TONS CA-6 ROAD STONE	01-030-6060 Road Repair Bulk Material	07/09/2026	710.51	.00		
	Total NORTHERN ILLINOIS SERVICE:					710.51	.00		
OLIPHANT LOCK & SAFE									
5191	OLIPHANT LOCK & SAFE	75643	NEW LOCKS & KEYS - RIVERSIDE PA	01-050-5121 Maintenance & Repairs - B	05/13/2026	165.65	.00		
	Total OLIPHANT LOCK & SAFE:					165.65	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	I9877	HANDICAP W/ HAND SANITIZER - CHI	01-050-5860 Equipment Rentals	07/22/2026	135.00	.00		
5471	PORT-A-JOHN	I9878	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Equipment Rentals	07/22/2026	135.00	.00		
5471	PORT-A-JOHN	I9879	HANDICAP W/ HAND SANITIZER - POR	01-050-5860 Equipment Rentals	07/22/2026	135.00	.00		
	Total PORT-A-JOHN:					405.00	.00		
RINGCENTRAL INC									
5780	RINGCENTRAL INC	CD_00147322	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	06/24/2026	190.57	.00		
5780	RINGCENTRAL INC	CD_00147322	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	06/24/2026	190.56	.00		
5780	RINGCENTRAL INC	CD_00147322	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	06/24/2026	190.56	.00		
5780	RINGCENTRAL INC	CD_00150207	RING CENTRAL MONTHLY SERVICE -	01-010-5320 Telephone & Data	07/24/2026	191.39	.00		
5780	RINGCENTRAL INC	CD_00150207	RING CENTRAL MONTHLY SERVICE -	01-030-5320 Telephone & Data	07/24/2026	191.37	.00		
5780	RINGCENTRAL INC	CD_00150207	RING CENTRAL MONTHLY SERVICE -	01-040-5320 Telephone & Data	07/24/2026	191.37	.00		
	Total RINGCENTRAL INC:					1,145.82	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	330166	2.77 TONS COLD MIX	01-030-6060 Road Repair Bulk Material	07/07/2026	470.90	.00		
5901	ROCK ROAD COMPANIES	330414	2.07 TONS HOT MIX	01-030-6060 Road Repair Bulk Material	07/16/2026	173.88	.00		
	Total ROCK ROAD COMPANIES:					644.78	.00		
SIRCHIE									
6541	SIRCHIE	0748082-IN	Drug Test Kits PD	01-040-5990 Departmental Operating S	07/23/2026	126.70	.00		
	Total SIRCHIE:					126.70	.00		
STRATUS NETWORKS									
6890	STRATUS NETWORKS	255777	MONTHLY FIBER CONNECTION - VH	01-010-5320 Telephone & Data	06/01/2026	569.08	.00		
6890	STRATUS NETWORKS	255777	MONTHLY FIBER CONNECTION - PD	01-040-5320 Telephone & Data	06/01/2026	569.08	.00		
	Total STRATUS NETWORKS:					1,138.16	.00		
T-MOBILE									
6789	T-MOBILE	080126	CELL PHONES - ADMIN	01-010-5320 Telephone & Data	08/01/2026	88.71	.00		
6789	T-MOBILE	080126	CELL PHONES - PW	01-030-5320 Telephone & Data	08/01/2026	206.99	.00		
6789	T-MOBILE	080126	CELL PHONES - PD	01-040-5320 Telephone & Data	08/01/2026	236.56	.00		
6789	T-MOBILE	080226	HOT SPOT @ PORTER CABIN	01-030-5320 Telephone & Data	08/02/2026	31.50	.00		
	Total T-MOBILE:					563.76	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390044557	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/20/2026	137.42	.00		
7460	UNIFIRST CORPORATION	3390044557	UNIFORMS - PARKS	01-050-4610 Uniforms	07/20/2026	18.14	.00		
7460	UNIFIRST CORPORATION	3390044558	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/20/2026	41.22	.00		
7460	UNIFIRST CORPORATION	3390044974	UNIFORMS & MATS - PW	01-030-4610 Uniforms	07/27/2026	137.42	.00		
7460	UNIFIRST CORPORATION	3390044974	UNIFORMS - PARKS	01-050-4610 Uniforms	07/27/2026	18.14	.00		
7460	UNIFIRST CORPORATION	3390044975	MAT SERVICE - VH	01-010-5121 Maintenance & Repairs - B	07/27/2026	41.22	.00		
	Total UNIFIRST CORPORATION:					393.56	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	101251	Altamirano - Helix II / Low Profile Carrier	01-040-4620 Bullet Proof Vests	07/13/2026	773.50	.00		
7441	UNIFORM DEN EAST, INC	101259	Hawley - Helix II / Low Profile Carrier / S	01-040-4620 Bullet Proof Vests	07/13/2026	773.50	.00		
7441	UNIFORM DEN EAST, INC	101260	Lewis - Helix II / Low Profile Carrier / Soft	01-040-4620 Bullet Proof Vests	07/13/2026	773.50	.00		
7441	UNIFORM DEN EAST, INC	101336	Farone - Helix II / Low Profile Carrier / So	01-040-4620 Bullet Proof Vests	07/13/2026	773.50	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7441	UNIFORM DEN EAST, INC	101679	Gomez - Pants / SS Shirt / LS Shirt	01-040-4612 Uniforms	07/13/2026	243.40	.00		
7441	UNIFORM DEN EAST, INC	101867	Jordan - USB Flashlight	01-040-4612 Uniforms	07/21/2026	85.50	.00		
	Total UNIFORM DEN EAST, INC:					3,422.90	.00		
VANDEWALLE & ASSOCIATES									
7483	VANDEWALLE & ASSOCIATES	202607006	Planning Services	01-016-5241 Planning Services - Zonin	07/16/2026	5,737.50	.00		
	Total VANDEWALLE & ASSOCIATES:					5,737.50	.00		
VERIZON WIRELESS									
7491	VERIZON WIRELESS	6148295187	HOT SPOTS PD	01-040-5320 Telephone & Data	07/10/2026	396.11	.00		
	Total VERIZON WIRELESS:					396.11	.00		
Vital Records Control									
10072	Vital Records Control	6470868	Final Shred / Bin PickUp PD	01-040-6020 Office Supplies	05/31/2026	65.00	.00		
	Total Vital Records Control:					65.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	8081-R	MORTAR MIX - PW SHOP	01-030-6060 Road Repair Bulk Material	07/14/2026	57.54	.00		
102	ZIEGLER'S ACE HARDWARE	8093-R	REPAIR MATERIALS FOR STAIRS - S	01-050-5121 Maintenance & Repairs - B	07/16/2026	30.57	.00		
102	ZIEGLER'S ACE HARDWARE	8095-R	SPRING SNAPS - LELAND BASEBALL	01-050-5121 Maintenance & Repairs - B	07/16/2026	33.48	.00		
102	ZIEGLER'S ACE HARDWARE	8103-R	RAKES - PW SHOP	01-030-5990 Departmental Operating S	07/20/2026	27.98	.00		
102	ZIEGLER'S ACE HARDWARE	8108-R	PAINT TO COVER GRAFFITI ON TREE	01-050-5121 Maintenance & Repairs - B	07/21/2026	31.97	.00		
102	ZIEGLER'S ACE HARDWARE	8118-R	ALUMINUM RAIL END - LELAND BASE	01-050-5121 Maintenance & Repairs - B	07/23/2026	2.59	.00		
102	ZIEGLER'S ACE HARDWARE	8120-R	FASTENERS - VH OFFICE	01-010-5121 Maintenance & Repairs - B	07/23/2026	1.88	.00		
102	ZIEGLER'S ACE HARDWARE	8122-R	TARP STRAPS & SCREW EYES - TRU	01-030-5122 Maintenance & Repairs - V	07/23/2026	10.17	.00		
102	ZIEGLER'S ACE HARDWARE	8136-R	FURNACE FILTERS - PW	01-030-5121 Maintenance & Repairs - B	07/27/2026	70.07	.00		
	Total ZIEGLER'S ACE HARDWARE:					266.25	.00		
	Grand Totals:					109,513.89	.00		

Item # 4.

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

Department Key

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

Dated: ____

Administrator: ____

Trustees: ____

____

____

____

____

____

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

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

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

VILLAGE of ROSCOE

Agenda Item:	Review and Recommendation 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 11, 12, and 13, 2026. (Licensed Premises: 5727 Broad St, Roscoe, IL, Roscoe, IL 61073)		
Date:	**7/28/2026**	**Meeting:**	**Liquor/Village Board 8/5/2026**
Prepared by:	Janel Reidinger	**Department:**	Permits

Overview/Background Information

The request is for a Temporary Liquor License for the 116th Fall Festival.

Festival Event Dates & Times: September 11th 5pm-10pm, September 12th 12pm-10pm, September 13th 12pm-8pm

Event Highlights:

Amusement rides for all ages

Exhibitors showcasing local vendors and products

A variety of food and beverage options available

Key Issues

Hours of liquor sales will be as follows:

Friday 9/11/2026 5:00 P.M. – 10:00 P.M.

Saturday 9/12/2026 12:00 P.M. – 10:00 P.M.

Sunday 9/13/2026 12:00 P.M. – 8:00 P.M.

Fiscal Note/Budget Impact

Temporary liquor licenses for current village license holders are $100 per day.

$300 fee collected.

Prior Legislative Actions

The establishment has been issued a temporary liquor license for several years in connection with the Fall Festival. The new owners had a successful first year in 2025.

Action Required/Recommendation

Approval or denial of issuance of class "T" Temporary Liquor License to Rybo Ventures dba Poison Ivy Pub

Attachments

Liquor License Application

VILLAGE of ROSCOE

Class T Temporary Liquor License Application

Applicant Information

Applicant: RYBO Ventures, Inc.

Business Name (d/b/a): Poison Ivy Pub

(Must have current Village of Roscoe Liquor License)

Village of Roscoe Liquor License Number: 459-26 License Class: F

Primary Contact Person /Agent: Elizabeth Raley

Mailing Address: 5765 Elevator Rd Roscoe, IL 61073

Email: [redacted]

Business Phone: 815-623-1480 Other Phone: [redacted] Fax: ____

General Information

Type of Event Roscoe Lion's Club Fall Festival

Address/Location of Event 5727 Broad St Roscoe, IL 61073

Set up dates and times 9/10/2026

Tear down dates and times 9/14/2026

Event Date 9/11/2026 Alcohol Sales Start Time: 5:00 pm Alcohol Sales End Time: 10:00 pm

Event Date 9/12/2026 Alcohol Sales Start Time: 12:00 pm Alcohol Sales End Time: 10:00 pm

Event Date 9/13/2026 Alcohol Sales Start Time: 12:00 pm Alcohol Sales End Time: 8:00 pm

Event Date ____ Alcohol Sales Start Time: ____ Alcohol Sales End Time: ____

Dram Shop Coverage

Attach a copy of the policy declaration to this application

List dram insurance coverage including name and address of insurance company for the licensee and premises for which the alcoholic liquor will be sold for the duration of the license.

Insurance Company Name: Badger Mutual Insurance via Covenant Group

Address: 10772 Main St #2 Roscoe, IL 61073

Policy Number: 00770-57014 Coverage Limits: 2,000,000

License Information

Number of Days Requested 3 Class T Temporary (One Day) $ 100.00/day

---

Office Use Only

Date Issued: ____ **Expires:** ____ **Fee:** ____ **License No:** ____

☐ **Check #** ____ ☐ **Cash** ☐ **Credit Card** **Receipt #** ____

recvd 7-27-24

VILLAGE of ROSCOE

AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, swear or affirm that the matters in the foregoing application are true and correct, are made upon my personal knowledge and information, are, made for the purpose of requesting the VILLAGE OF ROSCOE to issue the license herein applied for. I further swear or affirm that the applicant will not violate any of the laws of the UNITED STATES of AMERICA, VILLAGE of ROSCOE, or the STATE of ILLINOIS, in particular, the LIQUOR CONTROL ACT AND THE CIVIL RIGHTS THEREOF.

I further swear or affirm that I have read and understand the Village of Roscoe Code of Ordinances, specifically as they relate to the control and sale of alcoholic beverages in the Village of Roscoe, including the revenue requirements for the requested liquor license classification and agree to abide by such laws and regulations.

[redacted] [redacted]

President/Owner
(TITLE OR POSITION)

7/27/26
(DATE SIGNED)

Vice President/Owner
(TITLE OR POSITION)

7-27-26
(DATE SIGNED)

AFFIRM: ______________________
(SECRETARY)

____
(DATE SIGNED)

STATE OF IL)

COUNTY OF WINNEBAGO) SS

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 27 DAY OF JULY, 2026

[redacted]

JUSTIN HILLS
Official Seal
Notary Public - State of Illinois
My Commission Expires Sep 7, 2026

2026 TOBACCO LICENSES

License #	Class A	Premise Address	License #	Class B	Premise Address
	Applies to retailers deriving less than 50% of total retail sales from tobacco products, alternative nicotine products, and/or electronic cigarettes			Applies to retailers deriving more than 50% of total retail sales from tobacco products, alternative nicotine products, and/or electronic cigarettes	
801-26	Casey's Retail Company dba Casey's General Store #3536	5365 Bridge St	901-26	Fabulous Tobacco Inc. d/b/a Remix Tobacco	4978 Hononegah
802-26	GPM Midwest LLC dba Fas Mart #5224	9095 N 2nd St	902-26	ASVR Inc. d/b/a Fox Smoke & Vape	5057 Edgemere Ct
803-26	Kelley Williamson dba Hononegah Mobil	5213 Elevator Rd			
804-26	Kelley Williamson dba Roscoe Mobil	9789 N 2nd St			
805-26	Love's Travel Stops & Country Stores, Inc. dba Love's Travel Stop #322	13477 Quality Dr			
806-26	Penny Inc. dba Quik Mart	5755 Elevator Rd			
807-26	Speedway LLC dba Speedway #3962	5951 E Rockton Rd			
808-26	Thorntons LLC dba Thorntons #331	13555 Willowbrook Rd			
809-26	US Petro Inc. dba Luna Food Mart	11607 Main St			
810-26	Walgreens Co. #06001 dba Walgreens Co. #06001	5065 Hononegah Rd			
811-26	DG Retail, LLC dba Dollar General Store #9011	4733 Bluestem Rd			

Notes

Liquor License Classifications	Current Fee	Total Licenses	Fee Totals
Class A	$200	11	$2,200
Class B	$500	2	$1,000
Application Fee	$150	13	$1,950
			$5,150

9011

VILLAGE of ROSCOE

10631 Main Street, P.O. Box 283, Roscoe IL 61073
Phone) 815-623-2829 Fax) 815-623-1360 Email) jreidinger@roscoeil.gov

RETAIL TOBACCO DEALER'S LICENSE APPLICATION

Chapter 113 of Village of Roscoe Code of Ordinances

SECTION A: APPLICANT / BUSINESS INFORMATION

Primary Contact Person/Agent: Teresa Christian

Legal Business Name: DG Retail, LLC

Doing Business As (DBA): Dollar General Store #9011

Premise Address: 4733 Bluestem Rd Roscoe, IL 61073

Mailing Address: 100 Mission Ridge
Goodlettsville, TN. 37072

Business Phone: 815-219-4349 **Other Phone:** [redacted]

Email: [redacted]

Type of Applicant:
☐ Individual ☐ Partnership ☐ Corporation ■ LLC ☐ Other: ________

Illinois Business Tax (IBT) Number: 3664-5036

Illinois Department of Revenue Tobacco License Number: CT-02633

SECTION B: LICENSE CLASS REQUESTED

■ **Class A** – Less than 50% of retail sales from tobacco, alternative nicotine, or e-cigarette products
Annual Fee: **$200**

☐ **Class B** – More than 50% of retail sales from tobacco, alternative nicotine, or e-cigarette products
Annual Fee: **$500**
(Note: Only two Class B licenses may be issued at any one time.)

■ **Application Fee** – First time applicants, new locations and license class changes
Application Fee: **$150**

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

Agenda Item:	2026 Fall Festival & Parade		
Date:	**7/28/2026**	**Meeting:**	**Board 8/5/2026**
Prepared by:	Janel	**Department:**	Permits

Overview/Background Information

The request is for a special event permit for the 116th Fall Festival and parade.
Festival Event Dates & Times:
Friday, September 11th 5pm-10pm
Saturday, September 12th 12pm-10pm
Sunday, September 13th 12pm-8pm (Parade begins at 11am)

Event Highlights:
Amusement rides for all ages
Exhibitors showcasing local vendors and products
A variety of food and beverage options available

Key Issues

A temporary liquor license was submitted by Poison Ivy Pub on 7/28/2026.
Main Street, from Bridge to Williams will be closed on Sunday 9/13 for the parade beginning at 10am.
A kickoff meeting was held on July 30th with additional meetings planned.

Fiscal Note/Budget Impact

The Fall Festival is a fundraiser for the Roscoe Lions Club.

Prior Legislative Actions

This is an annual event which has always been approved.

Action Required/Recommendation

Approval of special event permit and temporary liquor license

Attachments

Fall Festival Special Event App

VILLAGE of ROSCOE

Special Event Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

■ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Roscoe Lions Club Fall Festival and Parade

Nature of Event:

116th Fall Festival, Community Celebration, Parade and Lions Club Fundraiser

Location of Event: Leland Park (Festival) Main St (Parade Projected Attendance: 10K

Address of Organizer: 9331 Edgefield Phone Number: [redacted]

Event Date(s): September 11, 12, & 13, 2026

Event Hours: 9/11 5pm 10pm am/pm until 9/12 12pm 10pm am/pm 9/13 12pm 8pm

Setup/Assembly Date: September 8, 9, 10 2026 Start Time: 7am am/pm

Dismantle Date: Sept 13 10pm am/pm Completion Time: Sept 14 12pm am/pm

Please describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)

Amusement rides, Tents and trucks for carnival

40' x 100' vendor tent along Harrison

Food vendor tents and food trucks

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

VILLAGE of ROSCOE

Special Event
Hold Harmless Agreement

I, Bill Hibbard (Lions Club) 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 FALL Festival

to be held on 9/11 + 9/12 + 9/13 at Lealand Rd

Signed this 30 day of July, 20 24

Name

Address

[redacted]

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

VILLAGE of ROSCOE

Special Event Application Form

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

Name: Bill & Gladys Hibbard Phone Number: [redacted]

Email: thehibb@aol.com or roscoelionsclub@gmail.com

Additional Comments:

Each food vendor is responsible for their own food permit from the Winnebago County Health Dept.

Poison Ivy Pub will request a temporary liquor license for the 3 day event.

Applicant Signature: [redacted]

Date: 7-30-2026

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

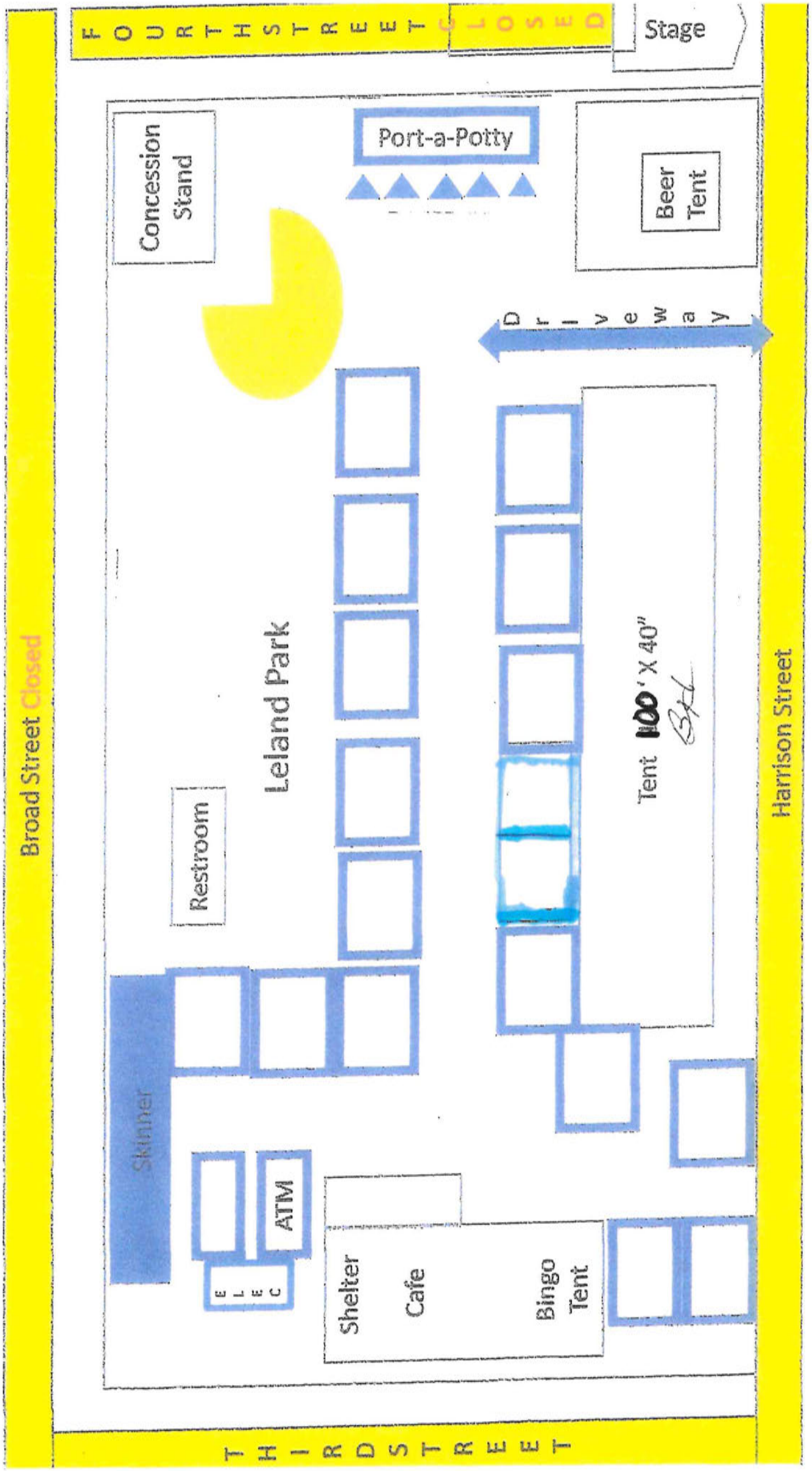
VILLAGE of ROSCOE

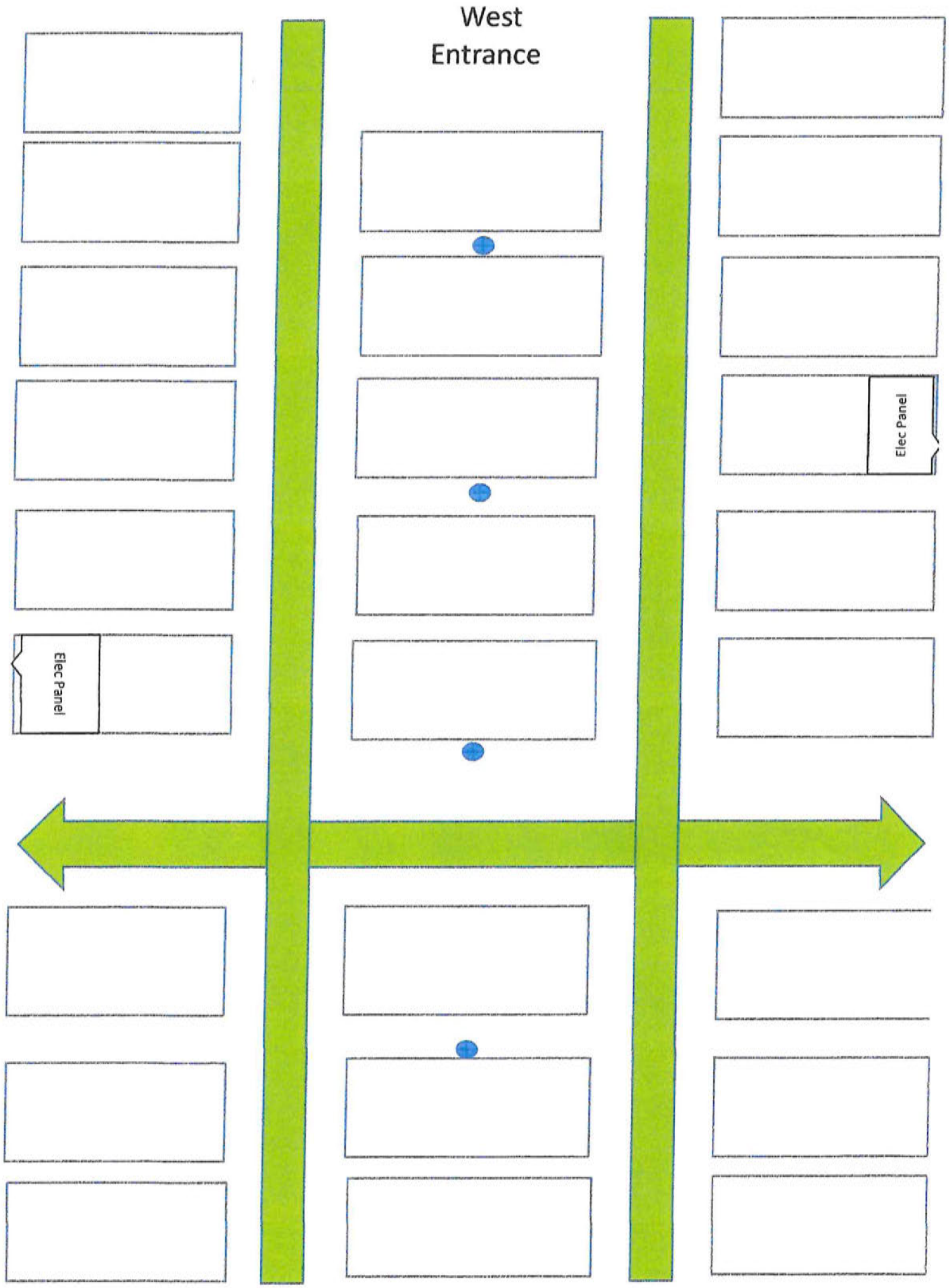
Special Event
Site Plan Exhibit

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


FOURTH STREET CLOSED
Stage
Concession Stand
Port-a-Potty
Beer Tent
Driveway
Leland Park
Broad Street Closed
Restroom
Tent 100' X 40"
Harrison Street
Skinner
ATM
ELEC
Shelter
Cafe
Bingo Tent
THIRD STREET


West
Entrance
Elec Panel
Elec Panel

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

VILLAGE of ROSCOE

Agenda Item:	Truck or Treat 2026 Event Approval		
Date:	8/5/2026	**Meeting:**	Village Board
Prepared by:	Anne Hanson	**Department:**	Administration

Overview/Background Information

Staff is requesting Board approval to proceed with the Village's 5th Annual Truck or Treat event, scheduled for Saturday, October 17, 2026, from 3:00 p.m. to 6:00 p.m. at Porter Park.

The overall event layout and operations will remain largely the same. The overflow parking lot will once again be available and utilized as needed. Parking operations were very successful last year due to the layout and the use of parking attendants, and those practices will continue.

To improve accessibility for attendees, golf carts will again provide transportation between the overflow parking area and the event. A designated "Shuttle Stop" location will be added this year to make pick-up and drop-off more organized and convenient.

Additional portable restrooms and handwashing stations will again be provided, and the Porter Park Cabin will remain closed to the public during the event to support event operations.

Budget

A total of $10,000 has been budgeted for the 2026 Truck or Treat event. Based on current estimates, staff anticipates completing the event within the approved budget and does not expect expenditures to exceed the allocated amount. Overtime costs for Public Works and eligible Village Hall employees assisting with the event have been included in the 2026 budget.

Prior Legislative Actions

Attachments

Special Event Permit

VILLAGE of ROSCOE

Special Event
Application Checklist

If you are completing an application for Special Event: Assembly, the following documents must be submitted (if applicable):

- ☐ Completed/Signed Application Form
- ☐ Letter from property owner allowing use of land (if other than applicant)
- ☐ Certificate of insurance naming Village of Roscoe as additional insured ($1,000,000)
- ☐ Hold Harmless Agreement
- ☐ Site Plan depicting the following:
  - ☐ Barriers/fencing
  - ☐ Entry and exit locations
  - ☐ Vehicular circulation
  - ☐ Trash receptacles
  - ☐ First Aid area (if required)
  - ☐ Tent locations
  - ☐ Stage locations or amplified sound locations
  - ☐ Food or beverage stations
- ☐ Evidence of Code Compliance Inspection, or confirmation of scheduled inspection
- ☐ Temporary Sign Permit Application
- ☐ Park Usage Agreement (if applicable)
- ☐ Class 'T' temporary liquor license application (if applicable)
- ☐ Fireworks Display Permit Application (if applicable)
- ☐ Winnebago County Food Permits (if applicable)

VILLAGE of ROSCOE

Special Event
Application Checklist

If you are completing an application for Special Event: Neighborhood Garage Sale, the following documents must be submitted (if applicable):

- ☐ Completed/Signed Application Form
- ☐ List of addresses of residences participating in the sale
- ☐ Hold Harmless Agreement
- ☐ Site Plan depicting the following:
  - ☐ Entry and exit locations
  - ☐ Proposed Parking Restrictions
  - ☐ Vehicular circulation
  - ☐ Food or beverage stations
- ☐ Temporary Sign Permit Application
- ☐ Usage Agreement (if applicable)
- ☐ Winnebago County Food Permits (if applicable)

If you are completing an application for Special Event: Block Party, the following documents must be submitted (if applicable):

- ☐ Completed/Signed Application Form
- ☐ Signatures of 51% of affected residential properties (see Guidelines)
- ☐ Site Plan depicting limits of requested street closure
- ☐ Temporary Sign Permit application

VILLAGE of ROSCOE

Special Event Guidelines

The Village of Roscoe acknowledges that Special Events involve acts that are different from routine daily operation or usage of property, both public and private. There is a need to ensure that such events are compatible with surrounding property uses, and do not create an adverse impact on public streets or sidewalks. Factors taken into consideration when reviewing Special Event Permit applications include but are not limited to pedestrian safety, increased traffic, parking, noise and potentially life safety issues as addressed by local building and fire codes. Special Events are separated into two categories, Assembly and Block Party as defined below.

<u>Special Event: Neighborhood Garage Sale</u> A Special Event: Neighborhood Garage Sale is any neighborhood wide garage sale that is advertised or marketed as a collective event, or instances of more than 25 garage sales occurring simultaneously in one neighborhood. Event sponsors shall submit applications no less than 30 days prior to the proposed event.
Application Fee: $100.00 (no further reimbursements)

<u>Special Event: Assembly</u> A 'Special Event: Assembly' is any activity that occurs upon public property that affects the ordinary use of parks, public streets and right-of-way, or sidewalks. Additionally, 'Special Event: Assembly' is any activity held on private non-residential property that results in a crowd size that is significantly larger than that expected during day-to-day operation or normal business conditions, that includes live entertainment or amplified sound, or that utilizes an outdoor parking lot for any activity other than parking.

Special events may include but are not limited to such activities as festivals, fairs, concerts, holiday celebrations, neighborhood garage sales, open-air public meetings, farmers markets, grand opening celebrations, outdoor business promotional events, bicycle races, runs, parades, marches, and motorcades. Event sponsors shall submit applications no less than 60 days prior to the proposed event.
Application Fee: $50.00 (plus possible reimbursements)

<u>Special Event: Block Party</u> A Special Event: Block Party is any activity or event promoted, or conducted in order to encourage the gathering of residents of a block, upon a local street, or the sidewalks or parkways abutting a local street at a specified location within an area zoned as residential, and where sponsors of said event reside on the block where the gathering is to take place. Event sponsors shall submit applications no less than 30 days prior to the proposed event.
Application Fee: $25.00 (includes drop-off and pick-up of barricades)

<u>General Requirements</u>

PERMIT POSTING: Special event permits shall be posted at greeting areas or main entrances to events. Event producers should keep in mind they may be asked by Village staff to show proof of permit during event.

HOURS: Event activities are prohibited after 10:00 p.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated by

VILLAGE of ROSCOE

Special Event Guidelines

Village Ordinance. Any residential street closures associated with a Block Party must be re-opened to normal traffic operations prior to sundown.

ALCOHOL: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including approval of both Village of Roscoe Class 'T" temporary liquor license and any applicable corresponding State liquor license. No person shall consume or possess any intoxicating liquor on public property or within any park other than that obtained through a licensed vendor. Any event that allows liquor consumption, regardless of attendance numbers, may need security personnel present (police, private, or volunteer). The number and type of security must be approved by the Chief of Police prior to the issuance of the permit.

RESTROOMS CLEANUP: The Village may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the Village and the costs charged to the applicant.

TRAFFIC & PARKING: Parking is permitted in designated areas only. The Fire Chief requires that all entries, exits and fire lanes be maintained open and free for vehicular traffic flow as designated. Any event that causes temporary road closures, traffic directing, any traffic safety concern or continued traffic disruption must provide qualified security for traffic control. The number and type of security must be submitted to the Village prior to the issuance of the permit. Use of Village of Roscoe law enforcement for any traffic control measures shall be charged to the applicant unless waived by the Village Board of Trustees

SIGNS: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.

SMOKING: Smoking is not permitted in any public facility.

FIREWORKS: Fireworks are not permitted without prior approval from the Village of Roscoe. See Village Ordinance regarding Special Event Permits for more details.

BLOCK PARTY EVENTS: Are required to obtain the signatures of 51% of the households (only one signature per household) affected by the street closing before the application

Special Event Guidelines

will be processed. Complete and attach a map of the area affected. Area affected by the proposed event may exceed the limits of the actual street closure, and limits of affected area may be determined by the Chief of Police

TENTS: See Village of Roscoe Zoning Administrator for potential permit requirements associated with tent locations. Tents in excess of 400 SF may require a Building Permit at the sole discretion of the Winnebago County Building department.

INSPECTIONS: 'Special Event: Assembly' shall require a Code Compliance Inspection conducted jointly by representatives of the Winnebago County Building Department and the Harlem Roscoe Fire Protection District. Inspections must be scheduled through the Winnebago County Building Department at (815) 319-4350. Fee for inspection is $60.00 (subject to change) and evidence of successful inspection must be provided 24 hours prior to start of event, or immediately upon receipt in the case of same day set-up.

PARKING: Applicants for 'Special Event: Assembly' permits shall demonstrate that parking areas, both on and off street are of adequate size and are properly located to serve the event, and will not be provided in a manner that will create traffic hazards or nuisances.

STREET CLOSURE: Street closures, either for Assembly or Block Party must be secured with traffic barricades provide by the Village of Roscoe. No personal vehicles will be allowed for use on closing streets or blocking traffic. No intersection may be closed unless an oncoming vehicle can exit or bypass the area without turning around.

SECURITY/TRAFFIC CONTROL: With the exception of Neighborhood Garage Sales, Special Events may require the hiring of police officers to provide security and/or traffic control. Applicants for each event are responsible for any additional costs incurred by the Village as determined by representatives of each department prior to issuance of the Special Event Permit. Village employees needed from the Public Works or Police Department may be hired at their applicable rates Reasonable effort will be made to provide quotes for reimbursement of staff time, however invoices will reflect actual time expended.

INSURANCE: Applicants for 'Special Event: Assembly' permits shall provide proof of insurance in the sum not less than one million dollars ($1,000,000). Additional insurance requirements may be imposed by the Village. As a condition to the issuance of a temporary Special Event License, the license shall indemnify and hold the Village harmless from claims, demand or cause of action which may arise from activities associated with the Special Event. (see sample forms).

VILLAGE of ROSCOE

Special Event Guidelines

FIRST AID & MEDICAL: Events may require provision of first-aid and medical personnel as determined by the Chief of Police, or as directed though the Code Compliance Inspection

DAMAGE: Any Village property or equipment depleted, damaged, or destroyed as a result of any Special Event will be billed to the event applicant at the direct repair/replacement cost.

AGREEMENT: Certain Special Events to be held on Village owned property may reach a size and complexity where the Village, at its sole discretion, will require the applicant to enter into a Usage Agreement outlining all of the items detailed above, as well as potential further considerations. Agreement will be prepared by Village Attorney for review and approval by applicant.

FEE WAIVER: Application fees will be waived for recognized Charitable Organizations acting as sponsor/applicant for a Special Event upon submittal of a valid registration certificate with the State if Illinois Attorney General. Fee waivers will not be considered for political events of any kind.

Contact Information

Roscoe Police Non-Emergency...815-623-7338

Roscoe Public Works……………………………………... 815-877-0746

Roscoe Village Hall 815-623-2829

Harlem-Roscoe Fire Dept. (Non-Emergency)........................ 815-623-7867

Winnebago County Health Dept. 815-720-4000

Winnebago County Building Department……………………815-319-4350

VILLAGE of ROSCOE

Special Event Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

VILLAGE OF ROSCOE 2026 TRUCK OR TREAT

Nature of Event:

HALLOWEEN THEMED COMMUNITY EVENT

Location of Event: PORTER PARK Projected Attendance: 3000

Address of Organizer: 10631 MAIN ST Phone Number: 815-623-2829

Event Date(s): SATURDAY, OCTOBER 17, 2026

Event Hours: 3 am/pm until 6 am/pm

Setup/Assembly Date: OCTOBER 17 Start Time: 9 am/pm

Dismantle Date: OCTOBER 17 am/pm Completion Time: 7 am/pm

Please describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)

	Yes	No
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

VILLAGE of ROSCOE

Special Event Application Form

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

Name: Janel or Anne Phone Number: 815-623-2829

Email: ______________________________

Additional Comments:

See staff report

____

____

Applicant Signature: Date:

Anne Hanson Digitally signed by Anne Hanson
Date: 2026.07.23 11:20:22 -05'00'

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

VILLAGE of ROSCOE

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

VILLAGE of ROSCOE

Special Event
Hold Harmless Agreement

I,____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 ____

to be held ____

Signed this__________day of________________________________, 20________

____
Name

____
Address

____
Signature

____
Witness

Special Event
Insurance Certificate

Insurance Requirement Example:

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/3/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Spectrum Insurance Agency Inc.
5301 E State St, Suite 201
Rockford IL 61108

CONTACT NAME: Bonnie Arrington
PHONE (A/C, No, Ext): 815-986-5318 FAX (A/C, No): 815-977-7408
E-MAIL ADDRESS: barrington@spectrumagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Insurance Co	18025
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED KEEPNOR-01
Keep Northern Illinois Beautiful Inc.
4665 Hydraulic Road
Rockford IL 61109

COVERAGES CERTIFICATE NUMBER: 1537788079 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		EV5351	8/7/2021	8/8/2021	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

Example

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Mud Volleyball - August 7, 2021
The Village of Roscoe, its elected & appointed officials, officers, employees, agents and representatives are listed as additional insured's on a primary non-contributory basis.

CERTIFICATE HOLDER
Village of Roscoe
10631 Main Street
Roscoe IL 61073

CANCELLATION
SHOULD ANY OF THE ABOVE ... THE EXPIRATION DATE T... ACCORDANCE WITH THE POL...

AUTHORIZED REPRESENTATIVE
Bonnie Arrington

© 1988-2015 A...

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACOR...

Include event name, date and the following language: The Village of Roscoe, its elected and appointed officials, officers, employees, agents and representatives are listed as additional insureds on a primary non-contributory basis.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

Agenda Item:	2025_10_07_Public Works Vehicle Replacements_Amendment_2026_08_05		
Date:	**08/05/2026**	**Meeting:**	**Village Board of Trustees**
Prepared by:	Troy Taylor	**Department:**	Public Works

Overview/Background Information

This request is for amending resolution 2025 R-52. This resolution was for an agreement with Enterprise for a quoted amount of $88,268.50 for the replacement of 3 Public Works vehicles. The $88,268.50 is 50% of the upfitting cost of the 3 vehicles the Village must pay upfront once the vehicle is delivered. The Village has received 2 of the 3 vehicles this year so far.

The amendment is for the 3rd vehicle, a 2026 Ford F-750. The resolution stated a 2026 Ford F-750 with a $60,381.00 upfitting cost, a monthly payment of $2,977.26, and a total vehicle cost of $201,415.56. The amendment would be for a 2027 Ford F-750 with the same $60,381.00 upfitting cost but the monthly cost would go up to $3,140.96, and the total vehicle cost would go up to $208,758.56. These differences would be $163.70 monthly increase and a total vehicle increase of $7,343.00.

The reason for the amendment is Enterprise did not have the right chassis length and front axle specs quoted for the type of plow we use for the 2026 model on order. They tried to correct the issue by ordering a different F-750 with the correct specs, but Ford closed the ordering for the 2026 models. Enterprise had to order a 2027 model and the new 2027 models have a higher chassis price.

This vehicle, if approved by the Board, would most likely be delivered in 2028 by the time Ford makes the chassis and then the truck needs to be upfitted with the dump box and all the plowing accessories.

Key Issues

- This truck replaces the 2015 Peterbilt dump truck that was sold last year.
- Need to get ordered soon since the process is almost two years till delivery.

Fiscal Note/Budget Impact

These amounts of $60,381.00 and $3,140.96 will be placed in the 2027 budget just in case the truck comes ahead of schedule.

Prior Legislative Actions

This resolution was approved by the Village Board on 10/07/2025.

Action Required/Recommendation
Staff recommend that the Village Board approves the amendment for resolution 2025 R-52 to increase the total vehicle cost to $208,758.56 and the monthly payment to $3,140.96.

Attachments
- Staff Report - New F750 Quote - Old F750 Quote - Monroe Upfitting Quote - Resolution 20205 R-52

enterprise | FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 9821537

Prepared For:	Village of Roscoe	**Date**	04/27/2026
	Kurlinkus, Josef	**AE/AM**	RSJ/JLL
Unit #			
Year	2027 **Make** Ford **Model** F-750 Diesel		
Series	Base Regular Cab Base		
Vehicle Order Type	Ordered **Term** 60 **State** IL **Customer#** 597408		

$ 208,758.56		Capitalized Price of Vehicle [1]
$0.00	*	License and Certain Other Charges 0.0000% **State** IL
$ 361.00	*	Initial License Fee
$ 0.00		Registration Fee
$ 150.00		Other: (See Page 2)
$ 60,381.00	*	Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 148,527.56		Total Capitalized Amount (Delivered Price)
$ 2,475.36		Depreciation Reserve @ 1.6666%
$ 665.60		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) [2]
$ 3,140.96		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	Taylor, Troy
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Gray
Lic. Plate Type	Municipal
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00	Commercial Automobile Liability Enrollment		
	Liability Limit $0.00		
$ 0.00	Physical Damage Management	Comp/Coll Deductible	0 / 0
$ 0.00	Full Maintenance Program [3] Contract Miles 0	OverMileage Charge	$ 0.0650 Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included
$ 0.00	**Additional Services SubTotal**		
$ 0.00	Tax 0.0000% **State** IL		
$ 3,140.96	**Total Monthly Rental Including Additional Services**		
$ 5.96	Reduced Book Value at 60 Months		
$ 400.00	Service Charge Due at Lease Termination		

Quote based on estimated annual mileage of 6,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Village of Roscoe

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Dump Truck (AME Quote: SF-2026-02447)	C	$ 120,762.00
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 120,762.00
Aftermarket Equipment Total		$ 120,762.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 60.00
Est Transport Dealer to Cust	C	$ 150.00
Courtesy Delivery Fee	B	$ 200.00
Total Other Charges Billed		$ 260.00
Total Other Charges Capitalized		$ 150.00
Other Charges Total		$ 410.00

VEHICLE INFORMATION:

2027 Ford F-750 Diesel Base Regular Cab Base - US

Series ID: F7D

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$70,843	$81,195.00
Total Options	$15,658.56	$17,675.00
Destination Charge	$2,495.00	$2,495.00
Total Price	**$88,996.56**	**$101,365.00**

SELECTED COLOR:

Exterior:	YZ-(0 P) Oxford White
Interior:	E-(0 I) Gray

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
12	14 Gal. Single Tank Fuel Fill. Mandatory Charge Applied, Based on Tank Selection	$56.56	$0.00
158	Trailer Air Brake Package	$322.00	$365.00
158WB	158" Wheelbase/84" CA/49" AF/246" OAL	STD	STD
159	Trailer Connection Socket - 7-Way, Wired For Turn Signals Combined with Stop	$88.00	$100.00
15S	Front Stabilizer Bar	$433.00	$490.00
16V	Voltmeter	$88.00	$100.00
17M	Back-Up Alarm - Electric, 102 dBA	$97.00	$110.00
18A	Electronic Stability Control DELETE	$-256.00	$-290.00
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt	$137.00	$155.00
425	50-State Emissions	NC	NC
43D	14,000 Lb. Cap. Non-Driving - Dana	$1,130.00	$1,280.00
44D	Ford TorqShift HD 10-Speed Automatic - with PTO Provision	STD	STD
47X	26,000 Lb. Single Reduction - Open - Dana / Spicer S26-190	$2,864.00	$3,245.00
532	Frame Extension, Front - Integral 20" in Front of Grille	$433.00	$490.00
538	Single Channel - Straight 'C' 16.98 SM, 120,000 PSI	$574.00	$650.00
54C	Mirrors, Dual - Heated Rectangular, XL2020 - 102" Width	$27.00	$30.00
57B	Engine Exhaust Brake	Included	Included
588	Radio: AM/FM Stereo w/2 Speakers, USB Input, Clock Display and Bluetooth	STD	STD
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined)	$119.00	$135.00
59F	Four Body Builder Switches - Mounted in Center Instrument Panel	Included	Included
600A	Preferred Equipment Package 600A	NC	NC
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil	$88.00	$100.00
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil	$44.00	$50.00
61A	Embedded Modem Delete	$-67.00	$-75.00
61F	Taper-Leaf Springs, Parabolic - 14,000 Lb. Cap	$376.00	$425.00
61M	Rear View Camera w/Mirror Display	$609.00	$690.00
62D	Air Dryer, Bendix AD/IS w/Heater	Included	Included
643	Wheels, Front 22.5" X 8.25" White Powder Coated Steel, 10-Hole	STD	STD
65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD	STD
663	Wheels, Rear 22.5" X 8.25" White Powder Coated Steel, 10-Hole	STD	STD
67A	Air Brakes (4 WHEEL DRUM) - Straight Truck w/Traction Control	$2,233.00	$2,530.00
68T	Multi-Leaf Springs - 31,000 Lb. Cap	$433.00	$490.00
76X	Bumper, Front - Delete - Also Deletes Mounting Brackets	Included	Included
86B	Grille, Fixed - Black/Gray	Included	Included
86H	Rapid-Heat Supplemental Cab Heater	$538.00	$610.00

Open-End (Equity) Lease Rate Quote

CODE	DESCRIPTION	INVOICE	MSRP
88E	30/0/30 Air Ride Driver (External Air Source) & Air Ride Passenger (External Air Source) w/Consolette - Vinyl	$715.00	$810.00
90P	Power Equipment Group - (Included in (90A) Appearance Group)	$512.00	$580.00
91G	Under Cab, Right Side Outlet, Switchback-Style	STD	STD
961	Shock Absorbers, Rear - Double Acting	$164.00	$185.00
98R	Active Regen Control	$181.00	$205.00
99X	6.7L Power Stroke V8 Turbo Diesel - 330 HP @ 2600 RPM	$3,084.00	$3,495.00
E_01	(0 I) Gray	NC	NC
FLOOR	Floor Covering - Black Vinyl	Included	Included
FRSEAL	Wheel Seals, Front - Oil Lubricated, SKF ScotSeal PlusXL Seals	Included	Included
GVWLMT	GVWR Limit: 37,000 lbs.	Included	Included
HOOKS	Tow Hooks, Front (2) - Frame-Mounted, Painted Black	Included	Included
LIGHTS	Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights	Included	Included
OIL	Intelligent Oil Life Monitor	Included	Included
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD	STD
R2E	Tires, Rear Four 11R22.5H Michelin X Multi Energy Z (501 Rev/Mile)	$424.00	$480.00
REGEN	Manual Regen Initiation - Driver Interface in Message Center	Included	Included
REMOTE	Remote Keyless Entry	Included	Included
RRSEAL	Wheel Seals, Rear - Oil Lubricated, SKF ScotSeal PlusXL Seals	Included	Included
STDALT	Extra Heavy Duty Alternator - 12-Volt, 195 Amp	Included	Included
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box	STD	STD
STEER	Steering Wheel - Black PVC w/Integral Cruise Control Switches, Includes Audio Controls	Included	Included
T2E	Tires, Front Two 11R22.5H Michelin X Multi Energy Z (501 Rev/Mile)	$212.00	$240.00
TILT	Steering Column - Tilt / Telescoping	Included	Included
X5D	5.57 Axle Ratio	NC	NC
YZ_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:
- Number Of Doors 2
- Driver And Passenger Mirror: heated manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Mirror Type: trailer mirrors
- Side Steps: yes
- Door Handles: black
- Front Tow Hooks: 2 front tow hooks
- Front Mud Flaps: front and rear mud flaps
- Body Material: composite/galvanized steel body material
- : trailering with harness
- Grille: grey grille
- Upfitter Switches: upfitter switches

Convenience Features:
- Air Conditioning manual air conditioning
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Auto Locking: auto-locking doors
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Front Cupholder: front cupholder
- Floor Console: partial floor console
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Dashboard Storage: dashboard storage
- Driver Footrest: driver's footrest
- Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:
- radio with seek-scan
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 2 speakers
- Wireless Connectivity: wireless phone connectivity
- Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:
- Headlamp Type delay-off reflector halogen headlamps
- Cab Clearance Lights: cab clearance lights
- Front Wipers: variable intermittent speed-sensitive wipers wipers
- Tinted Windows: light-tinted windows
- Dome Light: dome light with delay
- Front Reading Lights: front reading lights
- Variable IP Lighting: variable instrument panel lighting
- Display Type: analog appearance
- Tachometer: tachometer
- Voltometer: voltmeter
- Trip Computer: trip computer
- Trip Odometer: trip odometer
- Oil Pressure Gauge: oil pressure gauge
- Water Temp Gauge: water temp. gauge
- Oil Temp Gauge: oil temperature gauge
- Transmission Oil Temp Gauge: transmission oil temp. gauge
- Engine Hour Meter: engine hour meter
- Clock: digital clock

Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Type: air brakes brakes
Daytime Running Lights: daytime running lights
Panic Alarm: panic alarm
Tracker System: tracker system
Traction Control: ABS traction control

Seats And Trim:

Seating Capacity max. seating capacity of 2
Driver Seat Mounted Armrest: driver and passenger seat mounted armrests
Leather Upholstery: vinyl front seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob

Standard Engine:

Engine 330-hp, 6.7-liter V-8 (diesel)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

VILLAGE OF ROSCOE
RESOLUTION NO. 2025-R52

A RESOLUTION OF THE VILLAGE OF ROSCOE, ILLINOIS APPROVING AND AUTHORIZING THE VILLAGE TO LEASE ADDITIONAL VEHICLES UNDER A MASTER LEASE AGREEMENT AND RELATED DOCUMENTS THERETO WITH ENTERPRISE FLEET MANAGEMENT, INC. (3 LEASE EXCHANGED)

WHEREAS, the Village of Roscoe, IL ("Village") previously adopted Resolution 2019-R55 on December 17, 2019 which approved a Master Lease Agreement and Related Documents with Enterprise Fleet Management, Inc. ("Enterprise"); and

WHEREAS, to exchange (sell & begin new leases) for three vehicles as contemplated by the Villages fleet lease program and subject the lease of the additional vehicles to the terms and conditions of the Master Lease Agreement and related Documents; and

WHEREAS, the vehicles (and the pricing for those vehicles) are set forth in Exhibit "A", attached hereto and incorporated herein ("Additional Vehicles"); and

WHEREAS, the Village and Enterprise agree to lease the Additional Vehicles on the terms and conditions set forth in the Master Lease Agreement and related Documents as well as the terms set forth in the quotes attached hereto as Exhibit "A"; and

WHEREAS, the Village has determined it is in the best interest of the Village and its residents to lease the Additional Vehicles and to approve the quotes attached hereto as Exhibit "A" and authorize the Village President to execute and the Village Clerk to attest the same.

NOW, BE IT RESOLVED, BY THE PRESIDENT AND THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, ILLINOIS AS FOLLOWS:

Section 1. The foregoing recitals shall be and are hereby incorporated in this Section 1 as if said recitals were fully set forth.

Section 2. The President and Village Board of Trustees hereby approve the lease of **three (3) vehicles** on the terms and conditions set forth in the Master Lease Agreement and related Documents as well as the terms set forth in the quotes attached hereto as Exhibit "A" and hereby authorizes the Village President and the Village Clerk, to execute on behalf of the Village the same and any other documents necessary or helpful to implement the intent of this Resolution.

Section 3. The President and Village Board of Trustees hereby approve the expenditures for outfitting said vehicles with such equipment and necessary to allow their use as law enforcement vehicles; and

Section 4. This Resolution shall be effective upon its passage by the Village Board, its approval by the Village President, and its publication as provided by law.

2025-R52				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	**AYE**	**NAY**	**ABSTAIN**	**ABSENT**
Trustee William Babcock				
Trustee John Broda				
Dayne Mead				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED OCTOBER 07, 2025: **ATTEST:**

VILLAGE PRESIDENT

VILLAGE CLERK

EXHIBIT "A"
[Resolution 2025-R52]

Vehicle Quotes – Additional Public Works Vehicles

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT

Agenda Item:	Replacement of 3 Public Works Vehicles		
Date:	**10/07/2025**	**Meeting:**	**Village Board**
Prepared by:	Troy Taylor	**Department:**	Public Works

Overview/Background Information

This request is for the replacement of three (3) Public Works vehicles through the Enterprise lease program. These three (3) new vehicles which are a 2026 Ford F750 5 yard dump truck that is replacing the 2015 Peterbilt 5 yard dump truck that is at Enterprise to be sold, a 2026 Ford F550 dump truck that is replacing the 2016 Ford F550 at Enterprise to be sold, and a 2026 Ford F250 service body truck that is replacing a 2012 Ford F550 dump truck that is at Enterprise to be sold.

The Enterprise quoted amount of $88,268.50 is the total of all three (3) trucks 50% of the upfitting (dump box, plow, spreader, strobes, etc.) cost. The F750 is $60,381, the F550 is $20,387.50, and the F250 is $7,500. This upfitting cost will need to be paid once the vehicle is delivered to us. The F250 and F550 will be delivered next year (2026) and the F750 will more than likely be delivered in 2027 since it will take a while to build. This would make the upfitting cost for 2026 only $27,887.50 instead of the $88,268.50. We still want to keep the $88,268.50 in the budget for next year just in case someone cancels a truck order, and they move it to us.

At the end of this year (2025) we will have paid off five (5) of our 5-yard dump trucks. This will be a savings of $8,722.93 a month. The monthly payments for the new trucks will be $1,404.96 for the F250, $1,712.70 for the F550, and $2,977.26 for the F750. The total for all three (3) would be $6,094.92 a month.

All these amounts are subject to change, to lower amounts, when our three (3) old vehicles at Enterprise sell.

Key Issues

- Public Works need to replace these vehicles to be fully equipped.
- Total Enterprise monthly bill will be $2,628.01 less than the 2025 monthly bill even with these three (3) new trucks
-

Fiscal Note/Budget Impact

These amounts (upfitting charges and monthly payments) will be placed in the 2026 budget if approved by the Village Board.

The monthly payments will be $2,628.01 less than the 2025 monthly payments.

Prior Legislative Actions

This is the first hearing at the Village Board. The Village Board needs to suspend the rules to be able to vote one time since Ford will be closing their order list mid-October and will need to order these trucks, if approved, before the next Village Board meeting.

Action Required/Recommendation
Staff recommend that the Village Board approves Enterprise's quotes for the replacement of three (3) Public Works vehicles.

Attachments
F750 quote F550 quote F250 quote

enterprise | FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 9221910

Item # 10.

Prepared For:	Village of Roscoe	**Date**	09/12/2025
	Kurlinkus, Josef	**AE/AM**	RSJ/DG
Unit #			
Year	2026 **Make** Ford **Model** F-750 Diesel		
Series	Base Regular Cab Base		
Vehicle Order Type	Ordered **Term** 60 **State** IL **Customer#** 597408		

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Gray
Lic. Plate Type	Municipal
GVWR	0

$ 201,415.56		Capitalized Price of Vehicle[1]
$0.00	*	License and Certain Other Charges 0.0000% **State** IL
$ 361.00	*	Initial License Fee
$ 0.00		Registration Fee
$ 360.00	*	Other: (See Page 2)
$ 60,381.00	*	Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 141,034.56		Total Capitalized Amount (Delivered Price)
$ 2,350.48		Depreciation Reserve @ 1.6666%
$ 626.78		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 2,977.26		**Total Monthly Rental Excluding Additional Services**

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00	Commercial Automobile Liability Enrollment		
	Liability Limit $0.00		
$ 0.00	Physical Damage Management	Comp/Coll Deductible	0 / 0
$ 0.00	Full Maintenance Program[3] Contract Miles 0	OverMileage Charge	$ 0.6500 Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included
$ 0.00	**Additional Services SubTotal**		
$ 0.00	Tax 0.0000%	**State** IL	
$ 2,977.26	**Total Monthly Rental Including Additional Services**		
$ 5.76	Reduced Book Value at 60 Months		
$ 400.00	Service Charge Due at Lease Termination		

Quote based on estimated annual mileage of 6,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Village of Roscoe

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Ship-thru Re-install	B	$ 0.00
Dump Truck (AME Quote: 9MJS000950)	C	$ 120,762.00
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 120,762.00
Aftermarket Equipment Total		$ 120,762.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 60.00
Courtesy Delivery Fee	B	$ 300.00
Total Other Charges Billed		$ 360.00
Total Other Charges Capitalized		$ 0.00
Other Charges Total		$ 360.00

VEHICLE INFORMATION:

2026 Ford F-750 Diesel Base Regular Cab Base - US

Series ID: F7D

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$70,843	$81,195.00
Total Options	$7,315.56	$8,175.00
Destination Charge	$2,495.00	$2,495.00
Total Price	**$80,653.56**	**$91,865.00**

SELECTED COLOR:

Exterior:	YZ-(0 P) Oxford White
Interior:	E-(0 I) Gray

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
12	14 Gal. Single Tank Fuel Fill. Mandatory Charge Applied, Based on Tank Selection	$56.56	$0.00
158WB	158" Wheelbase/84" CA/49" AF/246" OAL	STD	STD
15S	Front Stabilizer Bar	$433.00	$490.00
16V	Voltmeter	$88.00	$100.00
17M	Back-Up Alarm - Electric, 102 dBA	$97.00	$110.00
18A	Electronic Stability Control DELETE	$-101.00	$-115.00
21A	Pre-Delivery Inspection	NC	NC
314	Ship-Thru - Manning	$45.00	$0.00
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt	$137.00	$155.00
425	50-State Emissions	NC	NC
43P	12,000 Lb. Cap. Non-Driving - Dana E-1202I - I-Beam Type	$464.00	$525.00
44D	Ford TorqShift HD 10-Speed Automatic - with PTO Provision	STD	STD
475	21,000 Lb. Single Reduction - Open - Dana / Spicer 21060S	STD	STD
535	Single Channel - Straight 'C' 15.14 SM, 80,000 PSI	STD	STD
54C	Mirrors, Dual - Heated Rectangular, XL2020 - 102" Width	$27.00	$30.00
57B	Engine Exhaust Brake	Included	Included
588	Radio: AM/FM Stereo w/2 Speakers, USB Input, Clock Display and Bluetooth	STD	STD
59E	Body Builder Wiring - At End of Frame, Separate - (ILO Standard - Back of Cab Combined)	$119.00	$135.00
59F	Four Body Builder Switches - Mounted in Center Instrument Panel	Included	Included
600A	Preferred Equipment Package 600A	NC	NC
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil	$88.00	$100.00
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil	$44.00	$50.00
61A	Embedded Modem Delete	$-67.00	$-75.00
61E	Taper-Leaf Springs, Parabolic - 13,200 Lb. Cap	$322.00	$365.00
643	Wheels, Front 22.5" X 8.25" White Powder Coated Steel, 10-Hole	STD	STD
65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD	STD
663	Wheels, Rear 22.5" X 8.25" White Powder Coated Steel, 10-Hole	STD	STD
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control	STD	STD
68R	Multi-Leaf Springs - 23,000 Lb. Cap	$203.00	$230.00
766	Bumper, Front - Black, Full Width	Included	Included
79V	COV Required	NC	NC
86A	Painted Grille - Plastic	Included	Included
86H	Rapid-Heat Supplemental Cab Heater	$538.00	$610.00

CODE	DESCRIPTION	INVOICE	MSRP
88S	30/0/30 Air Ride Driver (Integral Air Pump) & Fixed Passenger w/Consolette - Cloth	$498.00	$565.00
90P	Power Equipment Group - (Included in (90A) Appearance Group)	$512.00	$580.00
91G	Under Cab, Right Side Outlet, Switchback-Style	STD	STD
961	Shock Absorbers, Rear - Double Acting	$145.00	$165.00
98R	Active Regen Control	$181.00	$205.00
99X	6.7L Power Stroke V8 Turbo Diesel - 330 HP @ 2600 RPM	$3,084.00	$3,495.00
E_01	(0 I) Gray	NC	NC
FLOOR	Floor Covering - Black Vinyl	Included	Included
FRSEAL	Wheel Seals, Front - Oil Lubricated, SKF ScotSeal PlusXL Seals	Included	Included
GVWLMT	GVWR Limit: 37,000 lbs.	Included	Included
HOOKS	Tow Hooks, Front (2) - Frame-Mounted, Painted Black	Included	Included
LIGHTS	Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights	Included	Included
OIL	Intelligent Oil Life Monitor	Included	Included
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD	STD
R2J	Tires, Rear Four 275/80R22.5H Michelin X Multi Energy D (514 Rev/Mile)	$234.00	$265.00
REGEN	Manual Regen Initiation - Driver Interface in Message Center	Included	Included
REMOTE	Remote Keyless Entry	Included	Included
RRSEAL	Wheel Seals, Rear - Oil Lubricated, SKF ScotSeal PlusXL Seals	Included	Included
STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included	Included
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box	STD	STD
STEER	Steering Wheel - Black PVC w/Integral Cruise Control Switches, Includes Audio Controls	Included	Included
T2M	Tires, Front Two 275/80R22.5H Michelin X Multi Energy Z (515 Rev/Mile)	$168.00	$190.00
TILT	Steering Column - Tilt / Telescoping	Included	Included
X6B	6.17 Axle Ratio	NC	NC
YZ_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Item # 10.

Body Exterior Features:
- Number Of Doors 2
- Driver And Passenger Mirror: heated manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Mirror Type: trailer mirrors
- Side Steps: yes
- Door Handles: black
- Front And Rear Bumpers: black front and rear bumpers
- Front Tow Hooks: 2 front tow hooks
- Front Mud Flaps: front and rear mud flaps
- Body Material: composite/galvanized steel body material
- Grille: black grille
- Upfitter Switches: upfitter switches

Convenience Features:
- Air Conditioning manual air conditioning
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Auto Locking: auto-locking doors
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Front Cupholder: front cupholder
- Floor Console: partial floor console
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Dashboard Storage: dashboard storage
- IP Storage: bin instrument-panel storage
- Driver Footrest: driver's footrest
- Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:
- radio AM/FM stereo with seek-scan
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 2 speakers
- Wireless Connectivity: wireless phone connectivity
- Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:
- Headlamp Type delay-off reflector halogen headlamps
- Cab Clearance Lights: cab clearance lights
- Front Wipers: variable intermittent speed-sensitive wipers wipers
- Tinted Windows: light-tinted windows
- Dome Light: dome light with delay
- Front Reading Lights: front reading lights
- Variable IP Lighting: variable instrument panel lighting
- Display Type: analog appearance
- Tachometer: tachometer
- Voltometer: voltmeter
- Trip Computer: trip computer
- Trip Odometer: trip odometer
- Oil Pressure Gauge: oil pressure gauge
- Water Temp Gauge: water temp. gauge
- Oil Temp Gauge: oil temperature gauge
- Transmission Oil Temp Gauge: transmission oil temp. gauge
- Engine Hour Meter: engine hour meter
- Clock: digital clock
- Systems Monitor: driver information centre
- Oil Pressure Warning: oil-pressure warning

Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:
ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Type: hydraulic disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Panic Alarm: panic alarm
Tracker System: tracker system
Traction Control: ABS traction control

Seats And Trim:
Seating Capacity max. seating capacity of 2
Driver Seat Mounted Armrest: driver and passenger seat mounted armrests
Leather Upholstery: cloth front seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob

Standard Engine:
Engine 330-hp, 6.7-liter V-8 (diesel)

Standard Transmission:
Transmission 10-speed automatic w/ OD and PowerShift automatic

VILLAGE OF ROSCOE
AGENDA ITEM - STAFF REPORT

VILLAGE ROSCOE

Agenda Item:	IML Expenses for Board		
Date:	**August 5, 2026**	**Meeting:**	**Village Board**
Prepared by:	Kimberly Garza	**Department:**	Village Clerk

Overview/Background Information

UPDATE: Trustees Broda, Mead and Wright will be attending the 2026 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 17, 18 & 19, 2026. Included is the conference program for newly elected officials. The program details the conference tracts specified for elected officials. Additional information can be found here: http://www.iml.org/conference.

The estimated cost per elected officials to attend Thursday, Friday and Saturday, which includes a two-night hotel stay/parking, mileage, tolls and per diem, is just under $1550.00 per attendee. There is also an option to register for one day only for approximately $550.00 depending on the day and the meals provided. In 2025, Trustees Broda, Mead, Wright were the only attendees from the village of Roscoe.

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 4, 2026, at 4:30 pm. Hotel rooms are available on a first come basis and the hotel is already accepting reservations.

Fiscal Note/Budget Impact

Dollars were appropriated in 2026 from the elected official's department for conference/trainings (01-018-5530)

Prior Legislative Actions

Was on Committee of the Whole on July 21, 2026. Motion was made to move to the board for approval.

Action Required/Recommendation

Approval from the Village Board.

Attachments

Current Travel Policy, Conference Program, Fact Sheet, Itemized Cost and IML 2026 Registration Form.

2026 IML Conference
Per person expenses for one day only

Expenses per attendee:

Conference Registration	$275.00	
Overnight Valet Parking	$64.40	
Mileage 92 mi @ .76	$69.92	
Mileage 92 mi @ .76	$69.92	
Tolls there & back	$6.20	
Per Diem		
Day 1	$43.00	Thurday lunch provided
	$528.44	

2026 IML Conference
Per person expenses for Thur, Fri & Sat

Expenses per attendee:

Conference Registration	$325.00	
Hotel (2 nights)	$687.82	
Overnight Valet Parking (2 nights)	$193.20	
Mileage 92 mi @ .76	$69.92	
Mileage 92 mi @ .76	$69.92	
Tolls there & back	$6.20	
Per Diem		
Day 1	$43.00	Thurday lunch provided
Day 2	$43.00	Friday lunch provideded
Day 3	$69.00	Nothing provided
	$1,507.06	

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.

ILLINOIS MUNICIPAL LEAGUE
ANNUAL 2026 CONFERENCE

113th IML Annual Conference | September 17-19, 2026

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 4, 2026)*

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 4.** Cancellations will not be accepted by telephone. ♦ $75 processing fee, per attendee, on all cancellations before 4:30 p.m. on September 4; no refunds after 4:30 p.m. on September 4. ♦ Canceled extra Luncheon and Banquet tickets will have a $25 processing fee before 4:30 p.m. on September 4; no refunds after 4:30 p.m. on September 4.

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

In order to receive Mandatory Continuing Legal Education (MCLE) credit, attorneys must provide their ARDC† number at the time of registration.

† Attorney Registration and Disciplinary Commission (ARDC)

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

ARDC#† ____________ ARDC# ____________

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).
ARDC# ____________

❑ 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

ARDC# ____________

❑ 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

ARDC# ____________

❑ 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 4, 2026, 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 26, 2026. Room rates start at $289 and room tax is 19%. Check-in is 3:00 p.m.; check-out is 12:00 p.m.

Reserve your room at iml.org/hotel.

† Attorney Registration and Disciplinary Commission (ARDC)

FACT SHEET

May 29, 2026

BENEFITS OF ATTENDING THE IML ANNUAL CONFERENCE

The Illinois Municipal League (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.

OPENING GENERAL SESSION

The highlight of every IML Annual Conference is the Opening General Session. This year, the Opening General Session will be a Statewide Candidate's Forum, at which conference attendees will hear from gubernatorial candidates and United States Senate candidates. Attendees leave this session informed, engaged and motivated to serve and lead in their community.

EDUCATIONAL SESSIONS

The IML Annual Conference offers more than 70 educational sessions and events designed to help attendees address issues facing municipalities across Illinois. Sessions are organized into specially-designed conference tracks, allowing attendees to customize their experience; however, anyone can attend any session of their choice, not just within a single track. Among the educational sessions is 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.

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 views to take back to your community.

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 may benefit your city, village or town.

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.

IML has secured a room block at a discounted rate for conference attendees available at iml.org/hotel.

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

500 East Capitol Avenue | P.O. Box 5180 | Springfield, IL 62705-5180 | Ph: 217.525.1220 | Fx: 217.525.7438 | iml.org

FACT SHEET January 30, 2026

BENEFITS OF ATTENDING THE IML ANNUAL CONFERENCE

The Illinois Municipal League (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.

OPENING GENERAL SESSION

The highlight of every IML Annual Conference is the Opening General Session, which includes an inspirational keynote address, with past speakers ranging from a Medal of Honor recipient to famous athletes to public officials. Attendees leave this session informed, engaged and motivated to serve and lead in their community.

EDUCATIONAL SESSIONS

The IML Annual Conference offers more than 60 educational sessions designed to help attendees address issues facing municipalities across Illinois. Sessions are organized into specially-designed conference tracks, allowing attendees to customize their experience; however, anyone can attend any session of their choice, not just within a single track. Among the educational sessions is the all-day Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar, which provide in-depth sessions about TIF and

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 may benefit your city, village or town.

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.

IML has secured a room block at a discounted rate for conference attendees available at iml.org/hotel.

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

500 East Capitol Avenue | P.O. Box 5180 | Springfield, IL 62705-5180 | Ph: 217.525.1220 | Fx: 217.525.7438 | iml.org

REGISTER

*After 4:30 p.m. on September 4, 2026, all IML Annual Conference registrations will be charged the applicable on-site registration fee.

TOTAL CONFERENCE PACKAGE

Includes

- **Thursday through Saturday** Conference Sessions
- Get Acquainted Reception
- One ticket for the Saturday Awards Luncheon
- One ticket for the Saturday President's Reception and Annual Banquet
- Access to the Exhibit Expo
- Option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit)

Conference Program

$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

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*

REGISTER FOR TOTAL CONFERENCE PACKAGE

SINGLE DAY

Thursday

Includes
- All Thursday Conference Sessions
- Get Acquainted Reception
- Access to the Exhibit Expo
- Option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit)

Friday

Includes
- All Friday Conference Sessions
- Opening General Session
- Access to the Exhibit Expo

Saturday

Includes
- All Saturday Conference Sessions
- One ticket for the Saturday Awards Luncheon

Conference Program

$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*

IML
ILLINOIS MUNICIPAL LEAGUE
ANNUAL 2026 CONFERENCE

Parking Options
at the Hyatt Regency Chicago

ON-SITE VALET PARKING

Illinois Municipal League Annual Conference attendees staying at the Hyatt Regency Chicago (151 East Wacker Drive, Chicago) will receive 30% off valet parking September 16 to September 21, 2026, limit one car per hotel room. Conference attendees who are not staying at the Hyatt Regency Chicago will pay the non-overnight valet price. **At the end of your stay, you may pick up your vehicle at the East Tower Valet, located on the Ballroom Level (Gold Level).**

From East Wacker Drive, turn onto North Stetson Street and make a left turn into the Hyatt Regency Chicago.

- $64.40 - (30% discount of $92.00) - (In/Out privileges) - 6 hours to 24 hours (overnight valet price)
- $102.00 - (In/Out privileges) - 6 hours to 24 hours (non-overnight valet price)

The parking garage has a clearance of 6’8” and cannot accommodate vehicles with double tires in the rear. Parking fees are subject to change.

OFF-SITE PARKING OPTIONS

Must be paid separately from your hotel reservation and room charges.

A suggested off-site parking garage is the **Illinois Center Garage (111 East Wacker Drive, Chicago).**

From East Wacker Drive, turn onto Lower Beaubien Court to enter into the parking garage. Once you have parked, the Illinois Center pedestrian tunnel will take you to the Hyatt Regency Chicago. You may reserve parking in advance via this link, or by using the QR code.

- $65.00 - (Does not include In/Out privileges) - 12 hours to 24 hours

This parking garage has a clearance of 6’4”. If the garage door is closed, pull up to activate the sensor and the door will open. Parking fees are subject to change.

Additional parking options are available through the ParkWhiz platform. Search for parking near the Hyatt Regency Chicago by entering the hotel’s address into the search box.

Illinois Center Garage QR Code

ParkWhiz platform QR Code