

**ROSCOE TOWNSHIP
SPECIAL MEETING OF THE TOWNSHIP BOARD
5792 Elevator Road – Roscoe IL 61073**

September 21, 2023 7:00pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. New Business
 - a. Approve October Community Center Programming Costs
 - b. Approver Revisions to Facility Usage Policy
 - c. Approve Website Fees / Agreement (if applicable)
- V. Public Comments (Restricted to Agenda Items)
- VI. Adjournment

Next REGULAR meeting: 7pm October 11th, 2023



Proposal

Client/Organization Roscoe Township	Event Date 10/12/2023 (Thu)	Telephone (815) 623-7323	Status Definite	Event # E28843
Address 5792 Elevator Road, Roscoe, IL 61073		Booking Contact Ryan, Mary	Booking Email events@roscoetownship	Pln Guests 75
Party Name Roscoe Township Breakfast	Theme Delivery & Stay	Sales Rep Kayla Zeimet	Category Breakfast	

Roscoe Township
5792 Elevator Road
Roscoe, IL 61073

Proposal

Event to be held on Thursday, October 12, 2023

Site Location

Site Name Roscoe Township Community Center	Site Address 5792 Elevator Road, Roscoe, IL 61073	Site Telephone () -
---	--	-------------------------

Venue

Description	Start	End	Banquet Room	Setup Style
Breakfast Buffet	8:30 am	10:00 am		

Food & Service Items

Food/Service Items	Price	Qty	Total
DELIVERY & STAY <i>Chef's only 40-100 guests</i>			
Breakfast Buffet at ___am <i>25 person minimum</i>			
Morning Eye Opener <i>Baked Egg Strada Casserole, Swedish Pancakes, Assorted Muffins and Danish, Fresh Fruit Salad</i>	\$15.99	75	\$1,199.25
Fruit Juice (per bottle) <i>Apple and Orange Juice</i>	\$2.50	75	\$187.50

High Quality Disposables Included

12% Service Charge and Applicable Sales Tax will be Added to Above Prices

9/12/2023 - 11:47:09 AM

7550 East State Street
Rockford, IL 61108
815-397-5800

Page 1 of 2

3% Processing Fee for Credit/Debit Transactions

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$1,199.25	\$187.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,386.75
Service Charge	\$143.91	\$22.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166.41
Taxes	\$130.96	\$20.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151.44
Total	\$1,474.12	\$230.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,704.60

Total Order Value: \$1,704.60

Signed terms & conditions along with a 50% deposit and a credit card on file is required to secure your event date. The deposit is based on this proposal.
All deposits are non refundable and non transferable.

Method of payment for the deposit is credit card, check, cashiers check or cash.
There is a 3% processing fee for all credit card/debit payments.

We are sure whoever you choose will be right for you, we just hope it's us.
Thank you for considering the Hoffman House for your event.



Roscoe Township
5792 Elevator Road

Roscoe, IL 61073

Monday, September 18, 2023

Event #: E28843

Event Date: Thursday, October 12,
2023

Party Name: Roscoe Township
Breakfast

Coordinator: Kayla Zeimet

TERMS & CONDITIONS

(Casual Lunch & Dinner, Tailgate & Picnic, Breakfast & Breaks Catered Events)

1. Signed terms & conditions, non-refundable deposit of 50% of your anticipated total and a credit card on file is required to secure your event.
2. All payments are non-refundable and non-transferable in the case of client cancellation. Should you request that an event be rescheduled, your deposit may be applied to a future event if Hoffman House is able to re-book the original date with an event of a comparable size. Should an event have to be rescheduled for any other reason (i.e., state or local restrictions, act of God, etc.), your deposit may be applied to a future event.
3. Menu selection is due 1 month prior to your event. Final details, including guest count and final payment are due 10 business days in advance of your event.
4. All credit card payments are subject to a 3% processing fee. Final payment must be made by credit/debit card. The credit card that is on file will remain on file for any added services during the event, added guests during the event or incidentals that may occur during the event. Hoffman House will charge your credit card or bill you within 1 week of your event. We do not accept personal checks for final payment. Company checks are accepted.
5. Menu pricing is based on groups of 50+. For groups under 50 guests, please add \$2.50 per guest.
6. Menu pricing includes disposable plates, napkins and service ware. China, flatware and glassware are available on request for an additional \$5 per guest fee. Inhouse events include full china and linen.

Friday Inhouse Minimum: \$2,500 (May - October)
Saturday Inhouse Minimum: \$4,500 (May - October)
7. A minimum of 20 guests is required for Delivery & Setup and Stay & Serve events; a minimum of 10 guests for Express Drop Off service.
8. All events are subject to applicable sales tax
9. For Stay & Serve events; all food, beverage and rentals are subject to a 22% service charge (minimum \$300) and 9.75% tax. Service charges are applied to labor and other associated expenses and are not a gratuity. For Delivery & Stay with a chef on site, there is a 12% service charge plus 9.75% tax added.
10. Gratuity is not included and is left to the discretion of the client.
11. Additional fees may apply when additional labor is required or a catering fee may be added based on the distance or event location.
12. Holiday and Holiday Weekend events are subject to additional service charges up to 1.5 times the standard rate.
13. Quoted prices are subject to market fluctuations unless confirmed in writing. Written confirmation may be obtained by request 60 days prior to your event.

14. Hoffman House Catering does not provide to-go containers.

15. By signing this document, you agree to our casual lunch & dinner, tailgate & picnic terms and policies.

Please sign and return this document with your deposit.

Client/Organization:

Hoffman House Catering:

Authorized Signature:

Authorized Signature:

Printed Name:

Printed Name:

Date: _____

Date:

Breakfast is Served!!

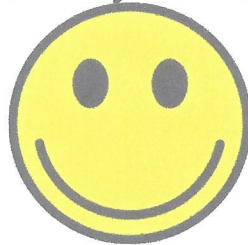
PLEASE COME JOIN US - IT'S FREE!

Roscoe Township Community Center

and

50 North Senior Group

*Are co-hosting a breakfast event for our 50 and older
community residents.*



Mark your calendar:

Thursday, October 12th

8:30 a.m. to 10 a.m.

We will be gathering at the Roscoe Township Community
Center at 4562 Hononegah Road.

We look forward to meeting and making new friends and also
chatting with our old friends!

Hope to see you there!!!

CLASSIFICATION OF RENTAL FACILITY USERS

Organizations and individuals that wish to use Roscoe Township facilities and shelters shall be subject to a rental fee depending on the classification of the individual or organization. Classification is based solely and exclusively on the discretion of the Township. Fees for each classification are shown under the Facility Rental Fees portion of the Rental Application and Agreement. Scheduling priority is also dependent on classification. The five (5) classifications of agencies, organizations, or individuals are as follows:

Class I – agencies, organizations, and groups that are closely related to the Township. Entities in this category are exempt from facility rental fees but may be subject to Township staff fee and equipment fee for activities on Township property. This Class I may include the following:

1. Agencies, organizations, and groups directly associated with the Township, and conducting activities for Township residents (e.g., Roscoe Township Historical Society "RTHS" with approval by the Township Supervisor or their designee);
2. Agencies, organizations, and groups conducting staff development programs, joint Township cooperative ventures, in-service or other job-related training classes; and
3. Agencies, organizations, and groups whose primary purpose is to provide financial support to the Township; and
4. Agencies, organizations, groups and individuals providing services, recreation, activities, or education to residents that will be open to the public free of charge OR for a nominal fee to attendees to cover instructor fee and/or materials

TOI WEBINAR – NEW WEBSITE BY TOTALLY TOWNSHIPS 9/19/2023:

Arthur Agency is the company offering this. **Current Carbondale Township Supervisor Dennis Poshard is owner.** Former provider is discontinuing service and has caused this change.

dennis@arthuragency.com (618) 319-3384

3 options ranging from \$70-180/month. **We would need the \$100/mo. option with \$500 setup fee.**

Offering \$125 discount on setup fee if signup before end of September. Can't get online. Need to call Dennis..

HIGHLIGHTS:

Once billing is set up, we get a link to log in and start uploading any contents that didn't get ported (If I understood that correctly). Note: I've already begun backing up all of our data, including snapshots of text on our pages, pictures, logo etc. I still have Agendas / Budgets & Levies and Annual Meetings to backup.

They estimate 2-3 weeks for completion. Then, we will have a chance to review before site goes live.

POSITIVES:

Ease – This is the absolute EASIEST option for us in terms of time and complexity. It is a WordPress type of site. The management dashboard is laid out almost exactly like what we have, which staff is familiar with, and would require no real additional training from what I can see.

Support – We will be provided with a complete User Guide. They maintain the servers and will point the DNS to our roscoetownship.org domain (This is included....currently, we pay Entre about \$250/year to do this, I think). We still need Entre to provide the security I believe because of our government email. I still have to check that.

Can upgrade to Pro version at any time (This is the \$180/month version). IF, for example, NO ONE is available at our township to upload docs, maintain site, they could take that over, even on a TEMPORARY basis. (I don't see that ever happening, but it does guarantee continuity, should something like that ever occur).

Nicer Looking – It's not fancy, but it surely isn't as clunky and archaic looking as what we have. Can choose colors, better fonts, etc., have unlimited folders/subfolders. Seems like there were better organization options.

Calendar – It has a calendar to post meeting schedules. Not sure if it can be used for any community center events. We can look at it. Upcoming events will also scroll across the bottom of the main page and I do like that.

ADA Compliant – Pictures will have ALT TEXT which basically describes what the picture is, for example "Photo of Bob Nowicki – Supervisor" vs. just "photo". Not a big deal, but helpful for the visually impaired.

Ability to assign Sub-Users – We could assign a certain email address to edit content on a single page, while retaining Admin control of that page. (I'm thinking Assessor here). No extra charge for this, they will help set up.

Payment – They will do ACH, credit card. We can pay monthly or annually. (No discount, however.)

Analytics – No charge, will help set up if we want to track number of visitors, etc. (I'm interested).

NEGATIVES:

To be honest, other than the cost, I didn't really see any. In looking at other options, and considering the time, learning curve, problems of switching to something we don't know.....I think this is the way to go.

**WHAT A
HOOT!**

Croptoberfest Two Day Scrapbooking Event
Sept. 30th 10 am to 10 pm & Oct. 1st 9am to 5pm
Roscoe Community Center
4562 Hononegah Rd.

Cost \$50

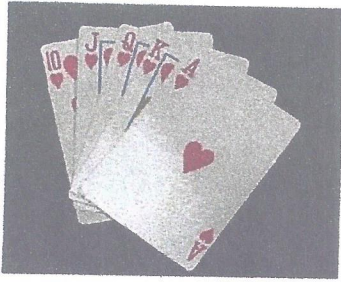
Includes: 2 days of cropping; 2 exclusive Croptoberfest projects; Dinner Saturday and Lunch on Sunday. This fall fun event will give you time to work on your own, learn about new products and earn chances to win prizes!

A portion of the proceeds will go to Hoo Haven!



Call or text RSVP:

Ann Quintanilla, CM Advisor 815-979-4941
Christi McWilliams, FOREVER Ambassador,
CM Advisor 815-222-5374
Heidi Mendel, CM Advisor 331-330-1408



EUCHRE EUCHRE

Tournament style play

Small Fee to Play

Roscoe Township Community Center 4562 Hononegah Road
Roscoe, IL from 6:30 p.m. to approximately 9:30 p.m.

Monday Oct 2nd

Monday Oct 23

Monday Nov 6th

Monday Nov 20th

Monday Dec 4th

Monday Dec 18th

After the above dates play will be the **First and Third** Mondays
of the month.

If you have any questions, please feel free to contact Lanny Wong
815-315-2398

Open to the Public



JULY 1ST - AUG 10TH COMMUNITY YOGA

Saturdays @ 8:00am and Thursdays @ 5:30pm

Whether it's your first time on the mat or you've been practicing for years, join Ashley at Roscoe Township Community Center in Founders Park as she leads you through the basics of yoga. This 6-week series is designed to explore and improve overall flexibility, mobility, strength, and balance with emphasis on alignment, prop use and breathwork.

Message or email Ashley to register early. Drop ins welcome.

*Bolsters, straps, and blocks are provided but you are encouraged to bring your own if you have them!

60 MIN HATHA
INSPIRED FLOW

ADAPTABLE FOR ALL
BODY TYPES, AGES
AND SKILL

*PROPS PROVIDED
JUST BYO MAT

MINORS UNDER 16
MUST BE
ACCOMPANIED BY AN
ADULT AND MATURE
ENOUGH TO
PARTICIPATE

\$10 PER CLASS

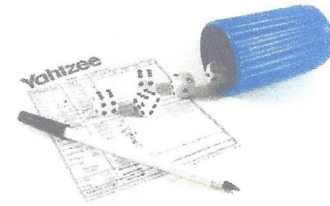
ASHLEY RASMUSSEN

Yoga Instructor

Find on Instagram or
Facebook

IG: a.marie.ras

Email:
ashleyziegelbauer@gmail.com



GAMES GAMES AND MORE GAMES

Roscoe Township will be hosting a once a month game day at the Roscoe Township Community Center 4562 Hononegah Road Roscoe, IL from 1:00 p.m. to 3:00 p.m. the fourth Monday of each month.

Monday June 26th

Monday July 24th

Monday August 28th

Light refreshments will be served

If you have any questions, please feel free to contact Mary Ryan
815-988-5354

Open to the Public

5 months into fiscal year - 42%

ROSCOE TOWNSHIP
ALL GENERAL TOWN FUND Performance to Budget
April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
REVENUE				
Interest Income	6,989.54	5,685.00	1,304.54	122.9%
Other Income	6,636.95			
Real Estate Tax	460,969.93	749,000.00	-288,030.07	61.5%
Replacement Tax	42,744.36	65,000.00	-22,255.64	65.8%
Cemetery Burials	18,525.00	17,000.00	1,525.00	109.0%
Cemetery Lots	18,400.00	10,000.00	8,400.00	184.0%
Stone Setting	10,765.45	11,000.00	-234.55	97.9%
Parc Grant Community Center	15,669.55	352,000.00	-336,330.45	4.5%
OSLAD Grant	0.00	337,200.00	-337,200.00	0.0%
Comm Ctr Rental Income	-3,795.00			
Comm Ctr Rental Refund	10,680.80			
Comm Ctr Security Deposits	15,000.10	5,000.00	10,000.10	300.0%
Comm Ctr Rental Income - Other				
Total Comm Ctr Rental Income	21,885.90	5,000.00	16,885.90	437.7%
Total REVENUE	602,586.68	1,551,885.00	-949,298.32	38.8%
Total Income	602,586.68	1,551,885.00	-949,298.32	38.8%
Gross Profit	602,586.68	1,551,885.00	-949,298.32	38.8%
Expense				
PAYROLL EXPENSES				
Vision Ins Company	17.49	55.12	-37.63	31.7%
Dental Ins Company	97.57	112.88	-15.31	86.4%
Administrative Assistant	10,624.04	22,523.00	-11,898.96	47.2%
Assessor's Staff A	42,859.79	91,000.00	-48,140.21	47.1%
Elected Officials G	50,057.70	103,500.00	-53,442.30	44.4%
FICA Employer	8,535.53	19,121.00	-10,585.47	44.6%
Health Insur Employer	3,912.65	8,538.00	-4,625.35	45.8%
HSA Employer	721.81	1,707.00	-985.19	42.3%
IMRF Employer	5,969.53	14,826.00	-8,856.47	40.3%
Salaries Cemetery	6,923.10	18,000.00	-11,076.90	38.5%
Supervisor Assistant	5,700.00	12,000.00	-6,300.00	47.5%
Total PAYROLL EXPENSES	135,419.21	291,383.00	-155,963.79	46.5%
Community Center				
Utilities CC	1,987.36	14,400.00	-12,412.64	13.8%
Programming CC	1,386.10	60,000.00	-58,613.90	2.3%
Maintenance/Repairs CC	1,674.40	12,000.00	-10,325.60	14.0%
Cleaning CC	1,135.63	6,000.00	-4,864.37	18.9%
Total Community Center	6,183.49	92,400.00	-86,216.51	6.7%

ROSCOE TOWNSHIP ALL GENERAL TOWN FUND Performance to Budget April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
COMMODITIES MATERIALS SUPPLIES				
Publications	0.00	250.00	-250.00	0.0%
Office Supplies G/GA/MGR	4,240.82	5,500.00	-1,259.18	77.1%
Total COMMODITIES MATERIALS SUPPLIES	4,240.82	5,750.00	-1,509.18	73.8%
CONTRACTUAL SERVICES				
Accounting/Auditing G/GA/MGR	11,749.61	20,000.00	-8,250.39	58.7%
Cleaning G/GR	528.00	1,500.00	-975.00	35.0%
Communication G/GA/MGR	0.00	250.00	-250.00	0.0%
Computer Maintenance	3,936.54	15,000.00	-11,063.46	26.2%
Dues G/A	991.65	2,100.00	-1,108.35	47.2%
Legal Services G/GA/MGR	22,117.75	40,500.00	-18,382.25	54.6%
Maint Bldg/Equip	3,644.44	10,000.00	-6,355.56	36.4%
News Paper Publishing	825.80	500.00	325.80	165.2%
Postage	490.77	250.00	240.77	196.3%
SMTD Bus Service	0.00	3,000.00	-3,000.00	0.0%
TOIRMA Liability GR/G	18,736.00	13,000.00	5,736.00	144.1%
Training	2,576.24	4,600.00	-2,023.76	56.0%
Travel Expenses	340.35	2,100.00	-1,759.65	16.2%
Utilities	7,547.76	20,000.00	-12,452.24	37.7%
Vehicle/GAS	1,333.18	1,000.00	333.18	133.3%
Total CONTRACTUAL SERVICES	74,815.09	133,800.00	-58,984.91	55.9%
Recreation Commodities				
Field Maintenance	1,297.90	6,000.00	-4,702.10	21.6%
Fuel	5,231.26	5,000.00	231.26	104.6%
Maintenance & Equipment	3,212.37	3,500.00	-287.63	91.8%
Operating Supplies	716.50	7,500.00	-6,783.50	9.6%
Total Recreation Commodities	10,458.03	22,000.00	-11,541.97	47.5%
Recreation Contractual Services				
Port a John	2,295.00	5,500.00	-3,205.00	41.7%
Labor	0.00	45,000.00	-45,000.00	0.0%
Total Recreation Contractual Services	2,295.00	50,500.00	-48,205.00	4.5%
Cross House				
Utilities	184.14			
Maint Bldg/Equip	45.61			
Total Cross House	229.75			
CEMETERY Commodities				
Office Supplies Cemetery	0.00	2,000.00	-2,000.00	0.0%
Operating Supplies Cemetery	826.97	3,000.00	-2,173.03	27.6%

ROSCOE TOWNSHIP ALL GENERAL TOWN FUND Performance to Budget April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Total CEMETERY Commodities	826.97	5,000.00	-4,173.03	16.5%
Cemetery CONTRACTUAL SERVICES				
Cims Fees	0.00	2,000.00	-2,000.00	0.0%
BlackTop	0.00	2,000.00	-2,000.00	0.0%
Computer Microsoft Office	0.00	500.00	-500.00	0.0%
Burials Expense Cemetery	12,125.00	18,000.00	-5,875.00	67.4%
Fertilizer Lawn Care	2,542.00	6,000.00	-3,458.00	42.4%
Lawn/Labor Maintenance Pinnhill	5,542.50	10,000.00	-4,457.50	55.4%
Lawn/Labor Maintenance Roscoe	12,305.82	24,000.00	-11,694.18	51.3%
Lawn/Labor Maintenance Willowbk	6,560.20	12,000.00	-5,439.80	54.7%
Public Notices Cemetery	0.00	50.00	-50.00	0.0%
Stone Setting Cemetery	9,755.00	10,000.00	-245.00	97.6%
Tree/Shrub Remove/Replacement	0.00	2,000.00	-2,000.00	0.0%
Waste Removal Pinnacle Hill	606.61	1,100.00	-493.39	55.1%
Waste Removal Roscoe	150.00	1,500.00	-1,350.00	10.0%
Total Cemetery CONTRACTUAL SERVICES	49,587.13	89,150.00	-39,562.87	55.6%
GA Contractual Services				
Emergency Assistance	0.00	2,000.00	-2,000.00	0.0%
Flat Grant GA	0.00	8,000.00	-8,000.00	0.0%
Insurance MACI GA	2,015.00	2,300.00	-285.00	87.6%
Medical Services GA	0.00	10,000.00	-10,000.00	0.0%
Misc GA Expenditure	21.87	500.00	-478.13	4.4%
Total GA Contractual Services	2,036.87	22,800.00	-20,763.13	8.9%
CAPITAL OUTLAY				
Founder's Park Phase II	16,250.00	674,400.00	-658,150.00	2.4%
Community Center Equipment	12,707.92	65,000.00	-52,292.08	19.6%
Assessor Equip Purchase	850.00	2,500.00	-1,650.00	34.0%
Front Office Items	0.00	1,000.00	-1,000.00	0.0%
Total CAPITAL OUTLAY	29,807.92	742,900.00	-713,092.08	4.0%
Capital Outlay Cemetery				
Future New Walk Path	0.00	7,500.00	-7,500.00	0.0%
Total Capital Outlay Cemetery	0.00	7,500.00	-7,500.00	0.0%
Future Capital Outlay				
Future Furnace 10~15 years	0.00	1,500.00	-1,500.00	0.0%
Future Roof 15~20 years	0.00	51,500.00	-51,500.00	0.0%
Future Vehicle Replacement	0.00	1,500.00	-1,500.00	0.0%
Total Future Capital Outlay	0.00	54,500.00	-54,500.00	0.0%
Budgeted Expenditures				
Assessment Challenges A	0.00	500.00	-500.00	0.0%

ROSCOE TOWNSHIP
ALL GENERAL TOWN FUND Performance to Budget
April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Contingencies Assessor	0.00	500.00	-500.00	0.0%
Gen Assistance Contingencies	0.00	1,000.00	-1,000.00	0.0%
Gen Town Contingencies	0.00	20,000.00	-20,000.00	0.0%
Contingency Recreation	3,095.61			
Cemetery Contingency	242.36	500.00	-257.64	48.5%
Total Budgeted Expenditures	3,337.97	22,500.00	-19,162.03	14.8%
Uncategorized Expenses	2,752.00			
Total Expense	321,990.25	1,540,183.00	-1,218,192.75	20.9%
Net Ordinary Income	280,596.43	11,702.00	268,894.43	2,397.9%
Net Income	280,596.43	11,702.00	268,894.43	2,397.9%

ROSCOE TOWNSHIP Transaction Detail By Account April 2023 through March 2024

Date	Num	Name	Memo	Paid Amount	Balance
Community Center					
Programming CC					
04/25/2023	4142023	Visa Walmart		14.03	145.84
04/28/2023	4182023	Visa Amazon C/C	Gordon and general Dollar C/C Open Ho...	131.81	145.84
06/27/2023	4182023	Visa Amazon C/C	Games for game day	107.31	253.15
06/27/2023	4182023	Visa Amazon C/C	Coffee Pot to be used on gamedays	87.24	340.39
06/27/2023	4182023	Visa Amazon C/C	Cards for game day	39.28	379.67
06/27/2023	4182023	Visa Walmart C/C	Coffee	41.28	420.95
06/27/2023	4182023	Visa Rockton Roscoe	Roscoe Rockton News C/C	26.96	447.91
06/27/2023	4182023	Visa Rockton Roscoe	Roscoe Rockton News C/C	6.00	453.91
06/30/2023	656358-0	Mid-City Office Supply	pencils, paper, name tags pencil sharpe...	24.00	477.91
06/30/2023	656358-1	Mid-City Office Supply	index cards	96.50	574.41
06/30/2023	6262023	Mary Ryan	Game Day	2.70	577.11
07/12/2023	7242023	Visa Amazon C/C	Game Day	245.87	822.98
07/31/2023	7242023	Mary Ryan	Game Day	40.92	863.90
07/31/2023	720	Live R.E.A.L. Foundation	Markers	65.74	929.64
07/31/2023	659863	Mid-City Office Supply	Game Day	250.00	1,179.64
08/31/2023	8282023	Mary Ryan	Game Day	6.88	1,186.52
08/31/2023	76417603	Mary Ryan	New clock for community center	86.59	1,273.11
08/31/2023	76417603	Mary Ryan		112.99	1,386.10
Total Programming CC				1,386.10	1,386.10
Total Community Center				1,386.10	1,386.10
TOTAL				1,386.10	1,386.10

Of \$60,000 budgeted