ROSCOE TOWNSHIP
MEETING OF THE TOWNSHIP BOARD
Wednesday November 11th, 6:00pm
5792 Elevator Road – Roscoe IL

I. Call to Order
II. Pledge of Allegiance
III. Roll Call
IV. Public Comments
a. Approval of Prior Meeting's Minutes
V. Approval of Bills
    a. Supervisor's Report - Fund and Bank Balances
        - General
        - Road
        - Cemetery
VI. New Business
    a. Discuss/approve tentative 2026/2027 levy for general and road
    b. Discussion for funding historical society for completion of interior of Cross House
    c. Discuss/approve a standard prevailing wage statement for inclusion in Roscoe bid documents and contracts for public works projects covered by the Illinois Prevailing wage act
VII. Reports
    a. Supervisor's report
    b. Highway Report
    c. Cemetery Report
    d. Historical Society Update
    e. Activity Coordinator's Report
    f. Committee reports

VIII. Unfinished / Old Business
Discuss community center electronic sign & discuss bidding process for parking lot expansion and pickleball
IX. Other
X. Public Comments (Restricted to Agenda Items)
XI. Closed Session
Discussion of the purchase or lease or real property for the use of the public body, including whether a particular parcel should be acquired and the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2(c)(5) and (6)

XII. Adjournment

Next regular Meeting will be December 9th, 2026, in the Township Offices

Roscoe
TOWNSHIP

October 14th, 2026, Meeting Minutes

Called to Order by: Shelly Taylor, Clerk Date: October 14th, 2026 Time: 6:30pm Location: Township Office 5792 Elevator Road Roscoe IL **Pledge of Allegiance ☒**	**Attendance Roll Call:** ☒Trustee John Ballano ☒Trustee Dave Benjamin ☒Trustee Greg Ragan ☒Trustee Scott Sallinger ☒Supervisor Bob Nowicki (late. Came at 6:43pm)
Public comments	Roscoe residents, Elizabeth Riesche, Lorna Clark, Linda Swanson, and Joan McCarty, all present, and spoke in favor and support of pickleball courts.

Approval of Prior Meeting Minutes: Roll call approval	Approval of General Fund: $53.420.03 Roll Call approval	Approval of Roadway Fund: $69,092.69 Roll call approval	Approval of Cemetery Fund: $12,429.61 Roll call approval
☒Trustee John Ballano(motion) ☒Trustee Dave Benjamin ☒Trustee Greg Ragan ☒Trustee Scott Sallinger(second) ☒Supervisor Bob Nowicki	☒Trustee John Ballano(motion) ☒Trustee Dave Benjamin(second) ☒Trustee Greg Ragan ☒Trustee Scott Sallinger ☒Supervisor Bob Nowick	☒Trustee John Ballano(motion) ☒Trustee Dave Benjamin ☒Trustee Greg Ragan(second) ☒Trustee Scott Sallinger ☒Supervisor Bob Nowicki	☒Trustee John Ballano(motion) ☒Trustee Dave Benjamin ☒Trustee Greg Ragan ☒Trustee Scott Sallinger(second) ☒Supervisor Bob Nowicki
Approval of special Meeting Minutes: Scott Sallinger Motion John Ballano Seco			

New Business:

<u>Pickleball Project</u>

- The board discussed hiring RK Johnson, a civil engineering firm previously used for the pavilion and community center, to develop concept and bid plans.
- Construction estimates reviewed:
    - Midwest sports construction estimates range between $25,000 and $45,000 per court.

- Quotes from Dan Saavedra estimated 4 courts between $210,000 and $620,000, and 6 courts between $315,000 and $940,000.

- **Conclusion**: Bob motioned to engage RK Johnson for engineering and concept design of the pickleball courts was moved, John seconded, motion carried.
- The board reviewed Resolution R2026-5 to reappoint Tracy Terry to the cemetery committee for another term. Motion to pass resolution made by John Ballano, second by Dave Benjamin. Motion passed.
- Mike from Signs Now presented details regarding a proposed electronic sign/message center for the community center:
    - **A motion was made by Greg Ragan and seconded by Scott Sallinger to approve quote estimate E97730. Greg Ragan, Scott Sallinger, John Ballano, Dave Bemjamin voted in favor. Bob Nowicki voted no.**

The board also discussed tabling a final decision on the Watchfire electronic message center to inspect local installations (e.g., Byron Bank/Byron Library with 6 mm display, Booker T. Washington Center with 10 mm display). An updated list with millimeter specs was requested.

Exterior building signage

- The board reviewed an estimate for exterior plastic letters from a Minnesota-based manufacturer with a lifetime warranty versus painted aluminum letters.
- Cost is approximately $5,000, requiring a 50% deposit to lock in pricing ahead of a January price increase by Gemini, with installation scheduled for spring.
- **Conclusion**: The board approved the estimate for the plastic letters via roll call vote (Trustee Dave Benjamin, Trustee Greg Reagan, Trustee Scott Salinger voted Yes; Supervisor Bob Novak voted No).

Community Center Parking Lot Expansion & Bidding

- The board evaluated updated quotes from Saavedra Group to expand the community center parking lot by either 30 or 38 spaces.

- Cost options ranged from $116,000 to $140,000, plus fixed architectural and engineering upfront fees of approximately $15,500.
- The proposal includes an 8% price fluctuation lock valid for 60 days.
- **Conclusion**: Motion by Scott Sallinger, second by Dave Benjamin. The board unanimously approved moving forward with the 38-space expansion design to put the project out for competitive bid.

Historical Society Funding Discussion

- The board addressed funding for the Historical Society regarding the interior completion of the Cross House under statutory requirements and museum distribution acts.
- **Conclusion**: The board agreed to table the discussion until November 2026 to allow for further review of statutory requirements and information needed from Dave Kurlinkus.

Budget and Tax Levy Review

- Preliminary budget figures were presented covering multi-year expenses, projected revenues, replacement taxes, CD interest, and Community Center operations:
    - Six-month baseline expenditures estimated at $381,546 ($763,000 annualized).
    - General county inflation adjustment of 2.7% ($20,600).
    - New office staff expenses totaling $33,300.
    - Parking lot maintenance budgeted at $120,000.
    - Community Park projects: land acquisition, expansions at Haas Park and Cross Park (pickleball courts), storage sheds, and roadway extensions.
- A proposed levy increase of 4.75% ($32,645 to $33,000 total increase) was reviewed, resulting in an estimated average cost of ~$4.20 per household across roughly 7,600 to 7,700 homes.

Reports:	Supervisors report: • A CD came due on September 26, 2026. • The board reviewed comparative rates across institutions (Stillman Bank, CBI, First Mid, First National, and Mid States). • Stillman Bank offered 4.25% for 6 months and 4.45% for 12 months. • The board agreed to renew the CD with Stillman Bank at a 6-month term to align its maturity with a second CD maturing in January to streamline administrative renewal within the standard 10-day window around board meetings. • Conclusion: The board agreed to renew the CD with Stillman Bank on a term aligning with the January CD maturity. Highway report: None Cemetery report: n October, 7 burials were handled and 3 lots sold. The pinnacle shed has been sealed and painted; Justin still needs to install gutter guards and apply additional caulking. Concrete was confirmed beneath the building floor. Historical Society report: in packet Community Center report: in packet o Committee reports: Hawes Park: The board decided to immediately stop locking Hawes Park gates to save $1,200 to $1,300 monthly in contractor costs and enable Winnebago County police night patrols.
Unfinished/Old Business:	None
Public comments	None
Closed session:	Motion made to enter closed session by John Ballano, Greg Ragan seconded. Board entered closed session at 7:44pm Discussion of the purchase or lease or real property for the use of the public body, including whether a particular parcel should be acquired and the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2(c)(5) and (6) Motion made by John Ballano to exit closed session; Scott Sallinger seconded. Board exited closed session at 8:05pm

Motion to adjourn: Greg Ragan
Second: John Ballano
Meeting Adjourned at 8:10pm
Next Meeting:
Date: Wednesday, November 11th, 2026
Time: 6:00pm
Location: Township Office
Respectfully submitted by *Shelly Taylor, Clerk*

ROSCOE TOWNSHIP
GENERAL Monthly Bills Report
October 2026

Type	Date	Num	Name	Memo	Account	Amount
GENERAL - ALL FUNDS						
General Town Fund						
Assessor						
Bill	10/21/2026	VRC Assessor	Visa 1173	Document Destruction	Contingencies Assessor	120.00
Bill	10/31/2026	8488	RockIT Computer Services	Labor hrs.	Computer Maintenance	202.50
Bill	10/31/2026	8489	RockIT Computer Services	Virus MAlware	Computer Maintenance	165.00
Bill	10/30/2026	221468124 Oct	T Mobil Business	Assessor / Former US Cell	Cell Phone Assessor	102.45
Total Assessor						589.95
Recreation Fund						
Bill	10/14/2026	10142026	Goad Construction	1/2 Down Deposit	Exterior Stairs to access C/C	13,620.00
Bill	10/06/2026	Oct 2026	Canva	Oct 2026	Programming CC	15.00
Bill	10/08/2026	10082026	Schnucks		Programming CC	26.16
Bill	10/15/2026	977846	Amazon	Misc	Programming CC	78.81
Bill	10/13/2026	8435	Ace Hardware Roscoe	Anti Freeze	Maintenance & Equipment	8.00
Bill	10/08/2026	Oct 2026	Mail Chimp	Oct 2026	Programming CC	20.00
Bill	10/01/2026	573934	Jerry's Auto Parts		Maint Bldg/Equip	151.78
Bill	10/09/2026	64282	Johnson Tractor Inc.		Maintenance & Equipment	338.83
Bill	10/09/2026	Oct	Mary Ryan	Misc	Programming CC	99.44
Bill	10/01/2026	10012026	Michael G Laloggia	Trash pick up sticks	Operating Supplies	21.52
Bill	10/01/2026	4180 6 Oct 2026	Nicor Gas 4180 6 Com. Ctr.	Oct 2026	Utilities CC	67.23
Bill	10/01/2026	79073 Oct 2026	Nicor60124579073 Cross Hou:	Cross House	Utilities	25.42
Bill	10/14/2026	780490 0	Office Pro	Paper	Office SuppliesCC	244.90
Bill	10/16/2026	11310	Port-a-John	10-16--11-12	Port a John	288.00
Bill	10/15/2026	10152026	Schnucks		Programming CC	37.90
Bill	10/08/2026	3715143.01	HDI	Garbage Bags	Maintenance/Repairs CC	175.88
Bill	10/05/2026	006050	Wex Bank Mobil	Park	Fuel	37.93
Bill	10/05/2026	000047	Wex Bank Mobil	Park	Fuel	51.40
Bill	10/20/2026	8930423 Oct	ComEd 8930423 Cross House	Oct	Utilities	85.14
Bill	10/20/2026	61780912 Oct	ComEd 6178091222 C/C	Community Center	Utilities CC	736.69
Bill	10/15/2026	64490	Johnson Tractor Inc.		Maintenance & Equipment	154.39
Bill	10/01/2026	Oct 2026	Merchant Fee Service	Monthly Service Fees	Office SuppliesCC	165.44
Bill	10/13/2026	121825780	Russo		Maintenance & Equipment	111.98
Bill	10/13/2026	121825785	Russo		Maintenance & Equipment	41.63
Bill	10/13/2026	121825785	Russo		Maintenance/Repairs CC	16.99
Bill	10/21/2026	16324	Rainmaster Irrigation Inc.	Irrigation System Winterization 17 Zones	Maintenance/Repairs CC	230.00
Bill	10/22/2026	1022026	Schnucks	C/C game day	Programming CC	35.79
Bill	10/26/2026	Rockton Roscoe NEWS	Visa 1173	News Paper Ad	Programming CC	10.00
Bill	10/23/2026	8464	Ace Hardware Roscoe	Blade Trimmer	Operating Supplies	42.98
Bill	10/23/2026	Oct 2026	T Mobile C/C	Visa Internet C/C Oct 2026	Utilities CC	50.00
Bill	10/22/2026	0010055469	Aaron's Lock & Safe	Swinging Door	Maintenance/Repairs CC	205.00
Bill	10/28/2026	5889835	Amazon		Maintenance & Equipment	9.99
Bill	10/28/2026	11484	Port-a-John	10/28-11/24	Port a John	134.00

ROSCOE TOWNSHIP
GENERAL Monthly Bills Report
October 2026

Type	Date	Num	Name	Memo	Account	Amount
Bill	10/28/2026	2179139	Turf Rx	Weed Control Fertilzer	Maintenance/Repairs CC	350.00
Bill	10/28/2026	0143982701	Wex Bank Mobil	Park	Fuel	282.38
Bill	10/30/2026	470891	J B Mowing	Gate Hawes Park	Labor	450.00
Bill	10/31/2026	10680	Rock River Pest C/C	Pest Control Oct 2026	Maintenance/Repairs CC	120.00
Bill	10/31/2026	10312026	Stateline Disposal Inc.	Hawes Park includes	Maintenance & Equipment	85.00
Bill	10/31/2026	10312026	Stateline Disposal Inc.	C/C includes	Maintenance/Repairs CC	120.00
Bill	10/31/2026	10302026	Schnucks	C/C game day	Programming CC	51.08
Bill	10/31/2026	10/31Hawes	Sanjuan Landscape Inc	Gate	Operating Supplies	150.00
Bill	10/31/2026	10/2026 C/C	Sanjuan Landscape Inc	Replace Douglas Fur	Maintenance/Repairs CC	500.00
Bill	10/30/2026	10012026	High Class Cleaning LLC	Oct Cleaning	Cleaning CC	675.00
Bill	10/30/2026	8/12-10/7/2026 2026	North Park Water		Utilities CC	369.83
Bill	10/30/2026	8/12-10/7/2026 2026	North Park Water		Utilities	123.28
Bill	10/30/2026	00115082	GameTime	Replacement Parts	Park Improvements	1,489.86
Total Recreation Fund						22,104.65
General Town Fund - Other						
Bill	10/06/2026	Oct 2026	Charter Communications		Utilities	78.74
Bill	10/01/2026	026475867	Xerox Corporation		Office Supplies G/GA/A/GR	20.29
Bill	10/05/2026	10052026	Microsoft MS Bill Info Office 36	65%	Office Supplies G/GA/A/GR	164.77
Bill	10/08/2026	1082026	Adobe	Adobe oct 27 2026	Computer Maintenance	21.54
Bill	10/20/2026	1417036	Amazon	VOID:	Office Supplies G/GA/A/GR	0.00
Bill	10/20/2026	1417036	Amazon		Office Supplies G/GA/A/GR	97.49
Bill	10/20/2026	4588249	Amazon		Office Supplies G/GA/A/GR	12.66
Bill	10/20/2026	7272532222 Oct	ComEd 727253 RJCross Park	11588 Cedarbrook Road Cross Park	Utilities	166.20
Bill	10/20/2026	Oct 2026	ComEd 0835842	Street Light	Utilities	72.98
Bill	10/20/2026	320000 Oct	ComEd 23100320 General Ma	Split 5792 Elevator Road	Utilities	115.83
Bill	10/20/2026	13000 Oct	ComEd 31799130 KM	12585 Wilmington Circle	Utilities	237.81
Bill	10/20/2026	023000 Oct 2026	ComEd 5002323000 HonPath	Hononegah Road	Utilities	44.02
Bill	10/21/2026	800104254689	IP Communications Inc	Phones	Utilities	253.62
Bill	10/22/2026	2738	McKee Professional Painting L	10% Down Brick Entrance	Gen Town Contingencies	614.00
Bill	10/22/2026	2781	Image Signs	Down payment Building Letters	Gen Town Contingencies	2,557.50
Bill	10/26/2026	Oct 2026	Arthur Agency -Totally Townsh	Website Oct 2026	Office Supplies G/GA/A/GR	74.99
Bill	10/21/2026	6734143	Xerox Business Solutions	47766	Office Supplies G/GA/A/GR	41.63
Bill	10/21/2026	Oct	Adobe	Adobe Oct t 2026 Shelly	Computer Maintenance	4.99
Bill	10/21/2026	10212026	Adobe	Adobe oct 27 2026	Computer Maintenance	21.54
Bill	10/28/2026	6224042222 Oct 2026	ComEd 6224042 HonPath 190	Bike Path	Utilities	222.16
Bill	10/28/2026	10669	Rock River Pest Control LLC	Oct 2026	Maint Bldg/Equip	90.00
Bill	10/28/2026	2195505	Turf Rx	Weed Control Fertilzer Oct	Maint Bldg/Equip	91.12
Bill	10/30/2026	5370274101	Cintas First Aid & Safety	Medical supplies to restock cabinet	Office Supplies G/GA/A/GR	33.53
Bill	10/30/2026	Oct 2026	Cleaning Crews	Oct 2026	Cleaning G/GR	170.00
Bill	10/30/2026	3-2001Oct	Nicor00597320001		Utilities	24.56
Bill	10/30/2026	VisaGo Daddy	Visa 1173	.org Domain Renewal 1 year	Computer Maintenance	24.19
Bill	10/31/2026	10 2026	Kurlinkus Law Office, LLC	Oct 2026	Legal Services G/GA/A/GR	2,490.00

ROSCOE TOWNSHIP
GENERAL Monthly Bills Report
October 2026

	Type	Date	Num	Name	Memo	Account	Amount
	Bill	10/30/2026	00189898	Entre Computer Solutions		Computer Maintenance	71.00
	Bill	10/30/2026	026635894	Xerox Corporation		Office Supplies G/GA/A/GR	20.02
Total General Town Fund - Other							7,837.18
Total General Town Fund							30,531.78
Total GENERAL - ALL FUNDS							30,531.78
TOTAL							**30,531.78**
Payroll						Total	$ 30,890.51
						Total	61,422.29

ROSCOE TOWNSHIP
Payroll Summary
October 2026

	Breault, H...	Hanson, R...	Nowicki, ...	Ryan, Mar...	Schreier, ...	Servant, C...	Taylor, Sh...	TOTAL
Employee Wages, Taxes and Adjustments								
Gross Pay								
Activities Coordinator	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
Elected Officials G	0.00	0.00	1,833.33	0.00	2,083.33	6,346.14	600.00	10,862.80
Office Assistant/Backup	0.00	0.00	0.00	1,296.00	0.00	0.00	0.00	1,296.00
HolidayGen 60%..	0.00	120.48	0.00	0.00	0.00	0.00	0.00	120.48
Hourly 60% Gen	0.00	2,816.22	0.00	0.00	0.00	0.00	0.00	2,816.22
Vacation 60% General Town	0.00	45.18	0.00	0.00	0.00	0.00	0.00	45.18
Total Gross Pay	2,400.00	2,981.88	1,833.33	1,296.00	2,083.33	6,346.14	600.00	17,540.68
Deductions from Gross Pay								
Dental Ins Employee 2	0.00	-9.26	0.00	0.00	0.00	0.00	0.00	-9.26
Health Emp only	0.00	-206.05	0.00	0.00	0.00	0.00	0.00	-206.05
HSA Deduction	0.00	-60.00	0.00	0.00	0.00	0.00	0.00	-60.00
IMRF	0.00	-134.19	0.00	0.00	0.00	0.00	0.00	-134.19
Vision 3 Employee	0.00	-1.36	0.00	0.00	0.00	0.00	0.00	-1.36
Total Deductions from Gross Pay	0.00	-410.86	0.00	0.00	0.00	0.00	0.00	-410.86
Adjusted Gross Pay	2,400.00	2,571.02	1,833.33	1,296.00	2,083.33	6,346.14	600.00	17,129.82
Net Pay	**2,400.00**	**2,571.02**	**1,833.33**	**1,296.00**	**2,083.33**	**6,346.14**	**600.00**	**17,129.82**
Employer Taxes and Contributions								
Medicare (company)	34.80	39.22	26.58	18.79	30.21	92.02	8.70	250.32
Social Security (company)	148.80	167.72	113.66	80.35	129.16	393.46	37.20	1,070.35
Dental Company 2	0.00	17.22	0.00	0.00	0.00	0.00	0.00	17.22
Health Employee (company)	0.00	382.71	0.00	0.00	0.00	0.00	0.00	382.71
HSA (company)	0.00	45.00	0.00	0.00	0.00	0.00	0.00	45.00
IMRF (company)	0.00	568.35	0.00	0.00	0.00	0.00	0.00	568.35
Vison Company 3	0.00	2.54	0.00	0.00	0.00	0.00	0.00	2.54
Total Employer Taxes and Contributions	**183.60**	**1,222.76**	**140.24**	**99.14**	**159.37**	**485.48**	**45.90**	**2,336.49**

ROSCOE TOWNSHIP
GENERAL Payroll Summary
October 2026

	Berner, Debora...	Hawes, Joann L	Linstead, Rene...	Loch, Alyssa N	Zintak, Patricia J	TOTAL
Employee Wages, Taxes and Adjustments						
Gross Pay						
Hourly ASR	1,567.74	1,530.77	3,906.00	199.40	2,307.25	9,511.16
Total Gross Pay	1,567.74	1,530.77	3,906.00	199.40	2,307.25	9,511.16
Adjusted Gross Pay	1,567.74	1,530.77	3,906.00	199.40	2,307.25	9,511.16
Net Pay	**1,567.74**	**1,530.77**	**3,906.00**	**199.40**	**2,307.25**	**9,511.16**
Employer Taxes and Contributions						
Medicare (company)	22.73	22.19	56.64	2.89	31.95	136.40
Social Security (company)	97.20	94.91	242.18	12.37	136.64	583.30
IMRF (company)	0.00	0.00	744.49	38.00	0.00	782.49
Total Employer Taxes and Contributions	**119.93**	**117.10**	**1,043.31**	**53.26**	**168.59**	**1,502.19**

ROSCOE TOWNSHIP
Payroll Summary
October 2026

	Hanson, ...	TOTAL
Employee Wages, Taxes and Adjustments		
Gross Pay		
HolidayGA 15%	30.12	30.12
Hourly 15%GA	704.07	704.07
Vac 15% Hourly GA	11.30	11.30
Total Gross Pay	745.49	745.49
Deductions from Gross Pay		
Dental Ins Employee 2	-2.32	-2.32
Health Emp only	-51.52	-51.52
HSA Deduction	-15.00	-15.00
IMRF	-33.54	-33.54
Vision 3 Employee	-0.34	-0.34
Total Deductions from Gross Pay	-102.72	-102.72
Adjusted Gross Pay	642.77	642.77
Net Pay	**642.77**	**642.77**
Employer Taxes and Contributions		
Medicare (company)	9.81	9.81
Social Security (company)	41.93	41.93
Dental Company 2	4.30	4.30
Health Employee (company)	95.68	95.68
HSA (company)	11.26	11.26
IMRF (company)	142.09	142.09
Vison Company 3	0.64	0.64
Total Employer Taxes and Contributions	**305.71**	**305.71**

ROSCOE TOWNSHIP
ROAD & BRIDGE Monthly Bills Report
October 2026

ROAD & BRIDGE - ALL FUNDS

General Road Fund

Type	Date	Num	Name	Memo	Account	Credit	Amount
Bill	10/07/2026	8415	Ace Hardware Roscoe		Maint Kelley Myers G/R		15.18
Bill	10/05/2026	8405	Ace Hardware Roscoe		Maint Bldg/Equip		16.00
Bill	10/05/2026	8407	Ace Hardware Roscoe	Caution Tape	Maint Kelley Myers G/R		14.99
Bill	10/06/2026	8409	Ace Hardware Roscoe		Maint Kelley Myers G/R		15.99
Bill	10/06/2026	Oct 2026	Charter Communications		Utilities		26.25
Bill	10/07/2026	Visa Menards10072026	Menards - Beloit	Wood, Screws Anchors	Maint Kelley Myers G/R		1,346.35
Bill	10/05/2026	Visa Menards10052026	Menards - Beloit	Wood Lath J Hook	Maint Kelley Myers G/R		101.86
Bill	10/01/2026	026475867	Xerox Corporation		Office Supplies G/GA/A/GR		6.77
Bill	10/12/2026	8424	Ace Hardware Roscoe	screws	Maint Kelley Myers G/R		9.99
Bill	10/12/2026	8429	Ace Hardware Roscoe	Caulk	Maint Kelley Myers G/R		13.99
Bill	10/09/2026	8420	Ace Hardware Roscoe	Nails window stuff	Maint Kelley Myers G/R		16.58
Bill	10/08/2026	8418	Ace Hardware Roscoe	Nails Caulk powder	Maint Kelley Myers G/R		32.57
Bill	10/08/2026	Terry Labor	Harold Nimmer		Maint Bldg/Equip		32.00
Bill	10/01/2026	573938	Jerry's Auto Parts	Cable	Maintenance - Trucks GR		56.85
Bill	10/14/2026	Visa Menards101420	Menards - Beloit	Lumber	Maint Kelley Myers G/R		283.90
Bill	10/12/2026	Visa Menards10122026	Menards - Beloit	Gable	Maint Kelley Myers G/R		82.66
Bill	10/09/2026	Visa Menards10092026	Menards - Beloit	Corner Gable	Maint Kelley Myers G/R		179.97
Bill	10/08/2026	Visa Menards10082026	Menards - Beloit	Park	Maint Kelley Myers G/R		1,533.07
Bill	10/08/2026	70985	Northern Illinois Services Co	RAP	Maintenance - Roads GR/HR		187.34
Bill	10/07/2026	10072026	Rockton Hardware	Roll pins	Maint Bldg/Equip		8.01
Bill	10/16/2026	Visa Menards10192026	Menards - Beloit	Lumber	Maint Kelley Myers G/R		21.08
Bill	10/19/2026	V Menards10/15-10/14	Menards - Beloit	193.97-186.52=7.42	Maint Kelley Myers G/R		7.45
Bill	10/05/2026	10052026	Microsoft MS Bill Info Office 365	25%	Office Supplies G/GA/A/GR		63.37
Bill	10/20/2026	1417036	Amazon	VOID:	Office Supplies G/GA/A/GR		0.00
Bill	10/20/2026	1417036	Amazon		Office Supplies G/GA/A/GR		32.50
Bill	10/20/2026	320000 Oct	ComEd 23100320 General Main	Split 5792 Elevator Road	Utilities		347.48
Bill	10/20/2026	9969032222 Oct	ComEd 996903 R&B	#2 Road 5792 Elevator Road	Utilities		323.98
Bill	10/20/2026	7492	Countryman Inc.	LF of Roadway, PAint PVT Marking [	Maintenance - Roads GR/HR		9,098.34
Bill	10/20/2026	10212026	Jerry's Auto Parts	10212026	Maintenance - Trucks GR		35.24
Bill	10/21/2026	800104254689	IP Communications Inc		Utilities		84.65
Bill	10/21/2026	71048	Northern Illinois Services Co	RAP	Maintenance - Roads GR/HR		139.56
Bill	10/22/2026	101926509	Cordray Brothers Inc	seal coating Chips	Maint Kelley Myers G/R		1,333.95
Bill	10/26/2026	Oct 2026	Arthur Agency -Totally Township Websites		Office Supplies G/GA/A/GR		25.00
Bill	10/21/2026	6734143	Xerox Business Solutions	47766	Office Supplies G/GA/A/GR		13.87
Bill	10/28/2026	574634	Jerry's Auto Parts		Maintenance - Trucks GR		117.95
Bill	10/28/2026	5567	N-Trak Group		Maintenance - Roads GR/HR		124.36
Bill	10/28/2026	102026	Verizon	Oct	Cellular Phones GR/G		343.08
Bill	10/30/2026	8499	Ace Hardware Roscoe	Blade Trimmer	Maint Bldg/Equip		41.98
Bill	10/30/2026	8493	Ace Hardware Roscoe	Blade Trimmer	Maint Bldg/Equip		18.24
Bill	10/30/2026	5370274101	Cintas First Aid & Safety	Medical supplies to restock cabinet	Office Supplies G/GA/A/GR		104.59

ROSCOE TOWNSHIP
ROAD & BRIDGE Monthly Bills Report
October 2026

	Type	Date	Num	Name	Memo	Account	Credit	Amount
	Bill	10/30/2026	Oct 2026	Cleaning Crews		Cleaning G/GR		50.00
	Bill	10/30/2026	3-2001Oct	Nicor00597320001	5792 Elevator Road	Utilities		73.65
	Bill	10/27/2026	574848	Jerry's Auto Parts		Maintenance - Trucks GR		7.50
	Bill	10/29/2026	574919	Jerry's Auto Parts		Maintenance - Trucks GR		149.70
	Bill	10/27/2026	574856	Jerry's Auto Parts		Maintenance - Trucks GR		85.50
	Bill	10/31/2026	10 2026	Kurlinkus Law Office, LLC		Legal Services G/GA/A/GR		830.00
	Bill	10/31/2026	10312026	Stateline Disposal Inc.	5792 Elevator Rd.	Maint Bldg/Equip		85.00
	Bill	10/30/2026	026635894	Xerox Corporation		Office Supplies G/GA/A/GR		8.00
	Credit	10/12/2026	8428	Ace Hardware Roscoe	screws	Maint Kelley Myers G/R	9.99	-9.99
Total General Road Fund							9.99	17,536.35
Hard Road Fund								
	Bill	10/19/2026	35987	Rock Road Companies, Inc	TRSC--26-1 35987	Maintenance Roads - Asphalt Pav		3,613.33
	Bill	10/19/2026	35987 1	Rock Road Companies, Inc	TRSC--26-1 35987	Maintenance Roads - Asphalt Pav		141,356.01
	Bill	10/20/2026	10202026	Dakota M Draves	Boots	Operating Supplies GR/HR		179.43
	Bill	10/30/2026	625019	Amazon	Pole Saw Misc	Misc Capital Outlay		134.99
	Bill	10/31/2026	Visa Kwik Star	Visa 1173	Premium Gas	Gas & Oil GR/HR		32.96
	Bill	10/31/2026	Visa Toolup	Visa 1173	Pole Saw	Misc Capital Outlay		2,535.42
	Bill	10/30/2026	10302026	Occupational Health Centers	Annual Fee Consortium 2027	Operating Supplies GR/HR		250.00
Total Hard Road Fund							0.00	148,102.14
Total ROAD & BRIDGE - ALL FUNDS							9.99	165,638.49
TOTAL							**9.99**	**165,638.49**
Payroll						Total		$50,090.21
						Total		$215,728.70

ROSCOE TOWNSHIP
ROAD & BRIDGE Monthly Payroll Summary
October 2026

	Draves, Dakota	Grant, Kimbley...	Hanson, Rhon...	Hanson, Tim A	LaLoggia, Mic...	Nichols, Geral...	Nimmer, Harol...	Williams, Matt...	TOTAL
Employee Wages, Taxes and Adjustments									
Gross Pay									
Comp Earned R&B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comp Paid R&B	0.00	0.00	0.00	0.00	0.00	0.00	414.75	0.00	414.75
HolidayRoad25%	0.00	0.00	50.20	0.00	0.00	0.00	0.00	0.00	50.20
Hourly 25% ROAD	0.00	0.00	1,173.44	0.00	0.00	0.00	0.00	0.00	1,173.44
Hourly ROAD	4,309.50	888.00	0.00	4,963.75	4,051.50	3,950.00	7,485.25	6,749.49	32,397.49
Personal/Sick Hard Road	0.00	240.50	0.00	0.00	0.00	800.00	0.00	0.00	1,040.50
Vac 25% Hourly Road	0.00	0.00	18.83	0.00	0.00	0.00	0.00	0.00	18.83
Vacation Hard Road	370.50	240.50	0.00	1,636.25	129.50	1,000.00	1,580.00	1,296.00	6,252.75
Total Gross Pay	4,680.00	1,369.00	1,242.47	6,600.00	4,181.00	5,750.00	9,480.00	8,045.49	41,347.96
Deductions from Gross Pay									
Dental Ins Employee 2	-15.42	0.00	-3.84	0.00	0.00	-15.42	-15.42	0.00	-50.10
Health Emp only	-343.42	0.00	-85.85	0.00	0.00	-343.42	-343.42	0.00	-1,116.11
Health/Family	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-521.83	-521.83
HSA Deduction	0.00	0.00	-25.00	0.00	0.00	0.00	-200.00	0.00	-225.00
IMRF	-210.60	0.00	-55.92	-297.00	0.00	-258.76	-426.60	-291.60	-1,540.48
Vision 3 Employee	0.00	0.00	-0.58	0.00	0.00	-2.28	-2.28	0.00	-5.14
Total Deductions from Gross Pay	-569.44	0.00	-171.19	-297.00	0.00	-619.88	-987.72	-813.43	-3,458.66
Adjusted Gross Pay	4,110.56	1,369.00	1,071.28	6,303.00	4,181.00	5,130.12	8,492.28	7,232.06	37,889.30
Net Pay	**4,110.56**	**1,369.00**	**1,071.28**	**6,303.00**	**4,181.00**	**5,130.12**	**8,492.28**	**7,232.06**	**37,889.30**
Employer Taxes and Contributions									
Medicare (company)	62.65	19.85	16.34	95.70	60.63	78.14	129.33	109.10	571.74
Social Security (company)	267.91	84.87	69.89	409.20	259.23	334.11	552.97	466.46	2,444.64
Dental Company 2	28.70	0.00	7.18	0.00	0.00	28.70	28.70	0.00	93.28
Health Employee (company)	637.86	0.00	159.47	0.00	0.00	637.86	637.86	0.00	2,073.05
Health Family (company)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	969.12	969.12
HSA (company)	75.00	0.00	18.74	0.00	0.00	75.00	75.00	37.50	281.24
IMRF (company)	892.02	0.00	236.81	1,257.96	0.00	1,095.96	1,806.90	1,533.48	6,823.13
Vison Company 3	0.00	0.00	1.06	0.00	0.00	4.24	4.24	0.00	9.54
Total Employer Taxes and Contributions	**1,964.14**	**104.72**	**509.49**	**1,762.86**	**319.86**	**2,254.01**	**3,235.00**	**3,115.66**	**13,265.74**

ROSCOE TOWNSHIP
GENERAL Monthly Bills Report
October 2026

Type	Date	Num	Name	Memo	Account	Amount
GENERAL - ALL FUNDS						
Cemetery Fund						
Bill	10/01/2026	2743	Green Thumb Lawn Care	9/1-9/8-9/16-9/22-9/29	Lawn/Labor Maintenance Roscoe	5,000.00
Bill	10/01/2026	2743	Green Thumb Lawn Care	pick up staicks	Lawn/Labor Maintenance Roscoe	40.00
Bill	10/07/2026	034267	Rod Chambers	Mow & Trim 9/2-9/10-9/22-10/2	Lawn/Labor Maintenance Willowbk	1,340.00
Bill	10/01/2026	Visa Nyries	Visa 1173	Flowers Nola	Operating Supplies Cemetery	92.80
Bill	10/01/2026	Visa Nyries 1	Visa 1173	Flowers Nola	Operating Supplies Cemetery	8.95
Bill	10/01/2026	7238	Hallen Burial Vault Inc	Walker Anderson Nelson Kenny	Burials Expense Cemetery	3,530.00
Bill	10/01/2026	7239	Hallen Burial Vault Inc	Bennett Stelsel Jelpert Kliebe Nyen Ralston Moore	Burials Expense Cemetery	3,225.00
Bill	10/07/2026	150112	Ramaker & Associates Inc	Annual CIMS maintenance 12/11/2026-12/11/2027	Cims Fees	1,518.69
Bill	10/14/2026	Visa Home Depot	Visa 1173	Gutter Guard	Operating Supplies Cemetery	97.85
Bill	10/16/2026	8447	Ace Hardware Roscoe	Paint	Lawn/Labor Maintenance Roscoe	25.16
Bill	10/05/2026	10052026	Microsoft MS Bill Info Office 365	10%	Office Supplies Cemetery	25.34
Bill	10/28/2026	Oct 2026	Tracy Terry	10-5-10/6-10/12-10/19	Cemetery Misc Labor	200.00
Bill	10/28/2026	Oct 2026	Tara Taylor	10/5-10/6-10/12-10/19	Cemetery Misc Labor	125.00
Bill	10/28/2026	Oct	Scott A Brady	10/5-10/6-10/12-10/19	Cemetery Misc Labor	175.00
Bill	10/30/2026	470893	J B Mowing	Mow 10/3	Lawn/Labor Maintenance PinnHill	210.00
Bill	10/30/2026	470893	J B Mowing	Mow10/10	Lawn/Labor Maintenance PinnHill	210.00
Bill	10/30/2026	470893	J B Mowing	Mow 10/17	Lawn/Labor Maintenance PinnHill	210.00
Bill	10/30/2026	470893	J B Mowing	Remove Stumpd 5 bushes	Lawn/Labor Maintenance PinnHill	517.50
Bill	10/30/2026	470893	J B Mowing	Spread Grass Seed	Lawn/Labor Maintenance PinnHill	70.00
Bill	10/30/2026	470893	J B Mowing	ain Wash Repair staorage shed	Lawn/Labor Maintenance PinnHill	720.00
Bill	10/30/2026	470893	J B Mowing	Lincoln rental stump grinder	Lawn/Labor Maintenance PinnHill	370.03
Bill	10/30/2026	U10000356806	GFL ENVIRONMENTALPinnHill	Pinnacle Hill Oct	Waste Removal Pinnacle Hill	97.23
Total Cemetery Fund						17,808.55
Total GENERAL - ALL FUNDS						17,808.55
TOTAL						**17,808.55**

ROSCOE TOWNSHIP
Reconciliation Summary
CBI Bank [redacted] CHECKING, Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		73,565.96
Cleared Transactions		
Checks and Payments - 163 items	-157,444.71	
Deposits and Credits - 14 items	383,716.21	
Total Cleared Transactions	226,271.50	
Cleared Balance		299,837.46
Uncleared Transactions		
Checks and Payments - 95 items	-214,611.82	
Total Uncleared Transactions	-214,611.82	
Register Balance as of 10/31/2026		85,225.64
New Transactions		
Checks and Payments - 2 items	-3,620.00	
Deposits and Credits - 1 item	556.20	
Total New Transactions	-3,063.80	
Ending Balance		82,161.84

ROSCOE TOWNSHIP
Reconciliation Summary
CBI Bank (TRANSFER ACCT) [redacted], Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		1,990,975.82
Cleared Transactions		
Checks and Payments - 2 items	-375,000.00	
Deposits and Credits - 6 items	77,667.79	
Total Cleared Transactions	-297,332.21	
Cleared Balance		**1,693,643.61**
Register Balance as of 10/31/2026		1,693,643.61
Ending Balance		1,693,643.61

ROSCOE TOWNSHIP
Reconciliation Summary
First Mid CD#1996098, Period Ending 10/31/2026

	Oct 31, 26
Beginning Balance	611,205.49
Cleared Balance	611,205.49
Register Balance as of 10/31/2026	611,205.49
Ending Balance	611,205.49

ROSCOE TOWNSHIP
Reconciliation Summary
Stillman Bank Corp 6355463, Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		221,079.12
Cleared Transactions		
Deposits and Credits - 1 item	735.53	
Total Cleared Transactions	735.53	
Cleared Balance		**221,814.65**
Register Balance as of 10/31/2026		221,814.65
Ending Balance		221,814.65

ROSCOE TOWNSHIP
Reconciliation Summary
Stillman Banc Corp 6368018, Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		347,466.30
Cleared Transactions		
Deposits and Credits - 1 item	1,153.23	
Total Cleared Transactions	1,153.23	
Cleared Balance		**348,619.53**
Register Balance as of 10/31/2026		348,619.53
Ending Balance		348,619.53

Roscoe Township Balance Sheet Oct 2026

General Account Funds

General Town & Assessor Fund			
Beginning Balance from Sept 2026	1,333,990.15		
Income received during month	30,607.85		
Expenses approved this meeting	(68,306.29)		
Adjustment			
Ending Balance for Oct 2026		1,296,291.71	
General Assistance Fund			
Beginning Balance fromSept 2026	37,479.19		
Income received during month	85.77		
Expenses approved this meeting	(1,051.20)		
Adjustments			
Ending Balance for octt 2026		36,513.76	
Cemetery Fund			
Beginning Balance from Sept 2026	131,394.05		
Income received during month	11,992.16		
Expenses approved this meeting	(17,808.55)		
Adjustments			
Ending Balance for Oct 2026		125,577.66	
General Account Fund Ending Balance			**$ 1,458,383.13**

Road Account Funds

General Road Fund			
Beginning Balance from Sept 2026	360,611.69		
Income received during month	24,585.37		
Expenses approved this meeting	(19,288.31)		
Adjustments			
Ending Balance for Oct 2026		365,908.75	
Hard Road Fund			
Beginning Balance from Sept 2026	598,916.73		
Income received during month	16,813.11		
Expenses approved this meeting	(189,556.39)		
Adjustments			
Ending Balance for Oct 2026		426,173.45	
Special Bridge Fund			
Beginning Balance from Sept 2026	695,242.41		
Income received during month	888.50		
Expenses approved this meeting	-		
Adjustments			
Ending Balance for Oct 2026		696,130.91	
Road Account Fund Ending Balance			**$ 1,488,213.11**

Roscoe Township Total Fund Balance **$ 2,946,596.24**

Roscoe Township Total Equity

Roscoe Township Bank Account Balances

	Money Market Account	2.02%	1,693,643.61
	Checking Account		299,837.46
	Bank Balance		1,993,481.07
	CD Investments First Mid		611,205.49
	Stillman Bank 8018		348,619.53
	Stillman Bank 5463		221,814.65
	Outstanding checks		(214,611.82)
	Adjustment (Liabilities)		
Comm Center	Income and Refundable Deposit		(13,912.68)
			2,946,596.24

General Town	CD Investment Stillman Bank 8018		348,619.53
General Town	CD Investment Stillman Bank 5463		221,814.65
Spec Bridge	CD Investment First Mid		611,205.49
			1,181,639.67

Stillman Bank 5463 General Town

		Maturity	Intrest	Current Rate
10/31/2026	$ 221,814.65	1/10/2027	$ 735.53	3.95%
9/30/2026	$ 221,079.12	1/10/2027	$ 688.07	3.95%
8/31/2026	$ 220,391.05	1/10/2027	$ 759.26	3.95%
7/31/2026	$ 219,631.79	1/10/2026	$ 384.78	3.95%
7/10/2026	$ 219,247.01	1/10/2026	$ 113.48	3.95%
6/30/2026	$ 219,133.53	6/24/2026	$501.66	3.70%
5/31/2026	$ 218,631.87	6/24/2026	$ 697.96	3.70%
4/30/2026	$ 217,933.91	6/24/2026	$ 654.33	3.70%
3/31/2026	$ 217,279.58	6/24/2026	$ 676.15	3.70%
2/28/2026	$ 216,603.43	6/24/2026	$ 610.71	3.70%
1/31/2026	$ 215,992.72	6/24/2026	$ 676.14	3.70%
12/31/2025	$ 215,316.58	6/24/2026	$ 152.68	3.70%
12/24/2025	$ 215,163.90	6/24/2026		3.70%

First Mid Special Bridge

		Maturity	Interest	Current Rate
10/31/2026	$ 611,205.49	1/30/2027		3.78%
9/30/2026	$ 611,205.49	1/30/2027	$ 5,795.41	3.78%
8/31/2026	$ 605,410.08	1/30/2027		3.78%
7/31/2026	$ 605,410.08	1/30/2027		3.78%
6/30/2026	$ 605,410.08	1/30/2027	$ 1,883.36	3.78%
5/31/2026	$ 603,526.72	1/30/2027	$ 5,318.12	3.78%
4/30/2026	$ 598,208.30	6/26/2026		3.70%
3/31/2026	$ 598,208.60	6/26/2026		3.70%
2/28/2026	$ 598,208.60	6/26/2026	$ 5,448.13	3.70%
1/31/2026	$ 592,760.47	6/26/2026		3.70%

12/31/2025	$ 592,760.47	6/26/2026		3.70%
11/30/2025	$ 592,760.47	6/26/2026	$ 160.75	3.70%
10/31/2025	$ 592,599.72	6/26/2026	$ 146.10	3.70%

Stillman Bank 8018 General Town

		Maturity	**Intrest**	**Current Rate**
10/31/2026	$ 348,619.53	1/19/2027	$ 1,153.23	4.10%
9/30/2026	$ 347,466.30	9/20/2026	$ 685.65	3.75%
8/31/2026	$ 346,780.65	9/20/206	$ 1,121.10	3.75%
7/31/2026	$ 345,659.55	9/20/2026	$ 1,086.06	3.75%
6/30/2026	$ 344,573.49	9/20/2026	$ 1,015.99	3.75%
5/31/2026	$ 343,557.50	9/20/2026	$ 1,121.10	3.75%
4/30/2026	$ 342,436.40	9/20/2026	$ 980.95	3.75%
3/31/2026	$ 341,455.45	9/20/2026	$ 455.45	3.75%
3/20/2026	$ 341,000.00	9/20/2026		3.75%

AS OF

10/30/2026

TOWNSHIP ACCOUNTS

BANK OR OTHER	TYPE OF ACCOUNT	DATE OPENED	ACCT NO	ACCOUNT VALUE	AS OF DATE	CURRENT INTEREST RATE	MATURITY DATE	GENERAL ROAD OR GRANT
FIRST MID	CD	6/30/2026	xxx8143	**$ 611,205.49**	**10/31/2026**	3.78%	**1/30/2027**	BRIDGE
STILLMAN	CD	7/10/2026	XXX4284	**$ 221,814.65**	**10/31/2026**	3.95%	**1/10/2027**	General
STILLMAN	CD	10/19/2026	XXX8018	**$ 348,619.53**	**10/31/2026**	4.10%	**1/19/2027**	General
CBI BANK	CHECKING			**$ 299,837.46**	**10/30/2026**			GENERAL
CBI BANK	MONEY MAR			**$ 1,693,643.61**	**10/30/2026**	2.20%		GENERAL
				$ 3,175,120.74				

ROSCOE TOWNSHIP
FUND BALANCES
As of October 31, 2026

	Oct 31, 26
ASSETS	0.00
LIABILITIES & EQUITY	
Equity	
General Town Fund Balance	1,296,291.71
General Assistance Fund Balance	36,513.76
Cemetery Fund Balance	125,577.66
General Road & Bridge Fund Bal	365,908.75
Hard Road Fund Balance	426,173.45
Special Bridge Fund Balance	696,130.91
Total Equity	2,946,596.24
TOTAL LIABILITIES & EQUITY	**2,946,596.24**

RESOLUTION 2026- 6G

ESTIMATED LEVY

WHEREAS, the Board of Trustees of the Township of Roscoe, Illinois is in the process of preparing the budget for the fiscal year beginning April 1, 2027, and ending March 31, 2028, and

WHEREAS the Truth in Taxation Law requires that at least 20 days before adoption of the tax levy the Township shall estimate the amount of taxes to be levied and, if said estimated taxes to be raised by taxation would exceed the previous year aggregate extended real estate taxes by 5% or more, a public hearing on said levy is required before the adoption of said levy. Also, a notice of said hearing is to be published in a newspaper of general circulation not more than 14 days nor less than 7 days prior to the date of the public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the Township hereby estimates that the total aggregate levy for tax year 2026 is **$720,00.00** with said amount being comprised of the following specific levies:

General Fund	1:	$ 678,000
General Assistance Fund	2:	$ 2,000
Cemetery Fund	3:	$ 40,000

Total aggregate levy: **$720,000.00**

BE IT FURTHER RESOLVED that no public hearing is required because the 2026 estimated tax levy will not exceed the 2025 extended taxes by more than 5%.

BE IT FURTHER RESOLVED that this resolution is effective immediately upon adoption.

Adopted this 11th day of November 2026.

BOARD OF TRUSTEES	YES	NO	ABSENT
Bob Nowicki	x		
John Ballano	x		
Dave Benjamin	x		
Greg Ragan	x		
Scott Sallinger	x		

APPROVED: _____ ATTEST: _____

Shelly Taylor– Clerk

RESOLUTION 2026-7R

TENTATIVE LEVY

WHEREAS, the Board of Trustees of the Township of Roscoe, Illinois is in the process of preparing the budget for the fiscal year beginning April 1, 2027, and ending March 31, 2028, and;

WHEREAS the Truth in Taxation Law requires that at least 20 days before adoption of the tax levy the Township shall estimate the amount of taxes to be levied and, if said estimated taxes to be raised by taxation would exceed the previous year aggregate extended real estate taxes by 5% or more, a public hearing on said levy is required before the adoption of said levy. Also, a notice of said hearing is to be published in a newspaper of general circulation not more than 14 days nor less than 7 days prior to the date of the public hearing.

NOW, THEREFORE, BE IT RESOLVED that the Township hereby estimates that the total aggregate levy for tax year 2025 is **$884,074.00** with said amount being comprised of the following specific levies:

Road & Bridge Fund	1:	$ 93,000.00
Hard Road Fund	2:	$820,164.00
Special Bridge Fund	3:	$ 8,310.00
Total Aggregate Levy:		**$921,474.00**

BE IT FURTHER RESOLVED that no public hearing is required because the 2026 estimated tax levy will not exceed the 2025 extended taxes by more than 5%.

BE IT FURTHER RESOLVED that this resolution is effective immediately upon adoption.

Adopted this 11th day of November 2026.

BOARD OF TRUSTEES	YES	NO	ABSENT
Bob Nowicki	____	____	____
Scott Sallinger	___	_	___ ___
Greg Ragan	____	____	____
Dave Benjamin	____	____	____
John Ballano	____	____	____

APPROVED: _____ ATTEST: _____

Shelly Taylor – Clerk

Lease Agreement
Between the
Roscoe Township Historical Society
And
Roscoe Township
For the Use Of
4562 Hononegah Road – Roscoe IL
Dated: July 10, 2019

Roscoe Township, an Illinois Municipal Corporation, hereinafter called Township and or Landlord, with offices at 5792 Elevator Road, Roscoe, IL 61073, and the Roscoe Township Historical Society and or Tenant, an Illinois non-profit corporation, hereinafter called Society, hereby agree to the following terms and conditions.

1. **Intent**. This lease is created to formalize an agreement between Roscoe Township, owner of a residential historical home, located on a portion of the property at 4562 Hononegah Road in Roscoe, IL, ("Site") and the Roscoe Township Historical Society, an organization devoted to the collection, preservation and maintenance of historical artifacts, and the recording and teaching of local history. The historic site provides the atmosphere for the Society to bring local history to the attention of the community, while also raising funds to be used towards renovating the home.

2. **Benefits to the Township**. Allowing the Society to raise the funds to renovate the home saves taxpayer dollars. Establishing a local history museum sends a message to the community that the efforts of area residents, over the years, are not forgotten and their accomplishments can continue to influence and inspire the lives of those who follow. The recording and teaching of local history increases the knowledge of residents about their community and creates a feeling of belonging. This feeling in turn results in increased community strength and character.

3. **Benefits to the Society**. Since the Society has no current physical address, having the home to use as an office to manage the activities of the Society, and a place to collect and disseminate local history artifacts that tell the story of our community in a setting that includes the home of Roscoe's first permanent settler creates a solid learning atmosphere. The teaching and recording activities of the Society in such an environment can be cumulative from year to year with a continuity of purpose that leads to an on-going enthusiasm.

4. **Term**. The initial term of the lease is for twenty-five (25) years, commencing on July 10, 2019. This lease shall thereafter renew for successive ten (10) year periods, upon the same terms and conditions or mutually agreed upon revisions, unless terminated by either party by giving written notice to the other no less than six (6) months prior to the expiration of the then current term, or as hereinafter otherwise provided.

5. **Rent**. In consideration of the Society's agreement to operate the premises as a center for the collection, teaching and recording of local history, the Township agrees that the rent shall be One and 00/100 Dollar ($ 1.00) per year, which may be payable in advance for the twenty five (25) year term, for a total of TWENTY FIVE DOLLARS ($25.00) per term, commencing on the date of this agreement, and ending one day before the end of this term.

6. **Usage.** The primary use of this site will be as a historic site operated by the Society. The Society will utilize the available floor space for the display of records, artifacts, photographs and exhibits that best illustrate the history of Roscoe Township and/or the surrounding area. They will also use space as offices and storage of items of historical interest. The Societies usage shall be non-exclusive, and the Township may schedule usage with permission of the Society.

No commercial activity unrelated to historical functions will be allowed on the premises.

7. **Planning and Communication.** Society agrees to keep Township informed of plans, activities and any other related use of the Site by the Historical Society for collection of historical items, activities, and other educational related use of the Site, on, at minimum, a regular basis.

8. **Renovations and Alterations of Premises.** Subject to Landlord's approval of plans and specifications for material renovations and alterations, which approval shall not be unreasonably withheld, and subject to the condition that Tenant shall allow no lien to be placed against the Premises, Tenant shall have the right, at its sole cost and expense , to renovate, alter, and use the Premises in connection with its charitable function and to make related improvements. All alterations, additions, repairs , replacements and improvements made to or upon the Premises shall be deemed to be part of the Premises and shall become the property of Landlord upon the expiration or termination of this Lease; provided, however, that all trade fixtures, machinery and equipment that are installed by Tenant and removable without materially damaging the Premises (unless such damage is repaired by Tenant) shall remain the property of Tenant.

9. **Maintenance and Utilities**. Tenant will keep the interior of the Premises, including without limitation, interior walls, floors, ceiling, and light fixtures, as clean and in as good repair as same are on the Commencement Date or may be put in during the continuance thereof, reasonable wear and tear and damage by fire, other casualty, or condemnation excepted. Tenant shall not be responsible for the payment of bills and/or assessments for electrical, natural gas, water and sewer and other utilities serving the Premises.

Landlord shall maintain and keep in good repair and working order all mechanical and structural components of the Premises including the roof, windows, and exterior walls, interior load- bearing walls, and all parking and driveway areas.

10. **Ownership of Contents.** The ownership of artifacts, photographs, exhibits, exhibit cases, tables, chairs and other materials and equipment related to the operation of the Society, purchased or gifted from donors, will remain with the Society

11. **Building Occupancy Sequence**. The Township and the Society shall mutually agree to a sequence of projects indicating the development projects that must be completed before a designated type of occupancy can be permitted. Types of occupancy would include, volunteer in-kind labor, board meetings, Society public meetings, public tours, school tours and special events.

In the interests of cleanliness, safety and security it is important that access to the property by volunteers be permitted as soon as possible.

12. **Capital Funding**. Providing funding for the completion of development projects to restore the home shall be the responsibility of the Society. As a 501-C-3 non-profit corporation the Society will continue to initiate fund raising projects for the purpose of completing development projects, which are subject to Township approval.

The Township as the governmental agency may initiate grant funding from time to time for use in various ways to support the Site. The Society will act in support of any grant funding requests.

Society funding contributed for capital projects will be approved by the board of directors of the Society and directed to development projects, as approved by Township.

13. **Volunteer Efforts**. The Society may provide volunteer in-kind hours for the interior improvements, renovations and routine maintenance of the building's interior and grounds. This effort to include cleaning of floors, windows, baths, exhibit cases, artifacts, tables, chairs, photographs, walls, sills, lights, furnace filter and such. Volunteer time may also be used to assist in exterior improvements, renovations and routine maintenance such as litter, entryways, flower tending, sweeping walkways and such, as deemed appropriate.

14. **Insurance**. The Township shall provide coverage for the house and outbuilding in the event of partial or complete loss from fire, wind, vandalism or the like. The Society shall maintain coverage for the contents of the buildings that could be damaged by fire, wind, vandalism, theft and such. The Society also shall maintain a liability policy in the event of legal action from a visitor or volunteer when open or closed.

Amounts of coverage for each policy to be reviewed and approved by the Township.

15. **Voluntary Termination by Society**. The Society may terminate this lease, for any reason, upon giving six (6) months advance written notice to the Township.

Upon such notice to the Township by the Society the Society shall remove all its contents including exhibits, cases, tables, chairs, artifacts, records and such by the ending date (except as negotiated with the Township). The Society shall leave the buildings in a sweep clean condition.

16. **Signs.** The location, size, appearance and wording of all signs on the site shall be approved by the Township. A partial schedule of activities at the center may be a part of the signs content. The Society shall keep the sign presentable and current. The Society shall be responsible for all permits.

17. **Assignment or Sublease**. Neither the Society nor the Township shall assign or sublease any part of the site to others without the express permission of both the Society and the Township.

No persons shall be allowed to reside on the premises.

18. **Right to Enter Site Buildings**. Authorized Township employees and board members shall have the right to enter the buildings for purposes such as inspection, contractor bidding, maintenance, etc., with prior notification to the Society.

The Society shall limit the number of members who shall be authorized to open the buildings for purposes such as maintenance, set up for functions, opening for tours, etc.

Each authorized representative of the Township or the Society shall be responsible for closing the building and checking the heat, lights and security following the entry of that authorized representative.

19. **Positive Promotion**. Every effort: should be made by both the Society and the Township to promote center activities and benefits to the community. A show of common purpose during meetings, in correspondence, newsletters, articles for the paper, t.v., posters, etc. will insure the support the Society must have for success.

IN WITNESS WHEREOF, the parties hereto have set their respective hands or caused this instrument to be duly executed on or as of the day and date first above written.

LANDLORD:

ROSCOE TOWNSHIP, an Illinois Municipal Corporation

By Jim Benkovich, Supervisor

TENANT:

ROSCOE TOWNSHIP HISTORICAL SOCIETY, an Illinois Not-for-profit Corporation

By Bernard Sundsted, President

Attested and Witnessed by:

Gary W. Blascoe, Roscoe Township Clerk

First Amendment to: Lease Agreement (Lease Agreement) between the Roscoe Township Historical Society and Roscoe Township for the use of 4562 Hononegah Road, Roscoe, Illinois, dated July 10, 2019.

This First Amendment to the Lease Agreement between Township and Tenant provides for the addition of Section 3.5 to more specifically identify the portion of the Site which constitutes the Premises being leased.

Section 3.5 shall be added as follows:

3.5 **Leased Premises**. The Premises leased to the Tenant shall be the former Residence and Quonset garage located on the Site (see attached site map with Premises/Residence and Quonset Garage identified). The Tenant may also have access to the driveway and parking area located proximate to the Premises as said driveway and parking area now exist, or as may be expanded in the future. The Tenant may also provide for general landscaping activity in the yard area generally around and proximate to the Residence and Quonset garage.

IN WITNESS WHEREOF, the parties hereto have set their respective hands or caused this instrument to be duly executed dated this 20th day of November, 2019.

LANDLORD:

ROSCOE TOWNSHIP, an Illinois Municipal Corporation

_____

By: Jim Benkovich, Supervisor

TENANT:

ROSCOE TOWNSHIP HISTORICAL SOCIETY, an Illinois Not-for-Profit Corporation

_____

By: Bernard Sundsted, President

Attested and Witnessed by:

_____

Gary W. Blascoe, Roscoe Township Clerk

Roscoe Township Historical Society

10/19/26 RTHS meeting notes:

- Updated punch list for house renovation and discussed work days.
- Lewis Beebe educational presentation was 10/10/26 and video can be viewed on-line.

Other:

1. Board appointments will be made at the November meeting for 3 year terms.
2. The antique sale was one of our most successful fundraising events. We spent more on both

Next scheduled meeting is 11/16/26.

Feel free to reach out with any questions and thanks,

Laura McAffee Zwart



Roscoe Township Facility Rental and Usage Policy

Board Approved

February 8th, 2023

Rev: August 20th, 2024

Rev: November 20th 2025

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INTRODUCTION

This policy contains general information and guidelines as set forth by Roscoe Township (Township) for use of the Facility. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this policy has been prepared as a general reference guide. The Township reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this policy.

When available, the Township permits individuals, groups, and organizations to use its facilities for functions, meetings and events in order to facilitate public participation and to advance the interests of the Township through increased public support. Events hosted at Township facilities must be educationally based, public service-oriented, or may be private functions approved by the Township and within the guidelines stipulated in this policy.

DISCLAIMER

The Township makes no representations whatsoever that any of its facilities and shelters are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any facility or shelter is safe and appropriate for any intended use. Permit holders are expected to inspect any facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Township in writing of any perceived unsafe or dangerous condition.

The Township reserves the right to refuse Facility rental due to concerns for the safety of the Facility, and/or due to the nature of the event to be held at the Facility. Events must not compete with, or detract from, the Township's ongoing public activities. Renters shall be required to execute a hold harmless agreement as part of the Rental Agreement.

All renters are responsible for making sure that their guests follow all rules and regulations. Deposits will not be refunded to any renter that does not adhere to all aspects of this policy.

NOTE: Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. Township facilities are limited and their use conditional. There are 49 paved parking spaces, including 2 handicapped spaces, until further expansions, There are another 6 additional spots available on the western line of the parking lot. Three at the NW and three at the SW, for a total of 55.

SCHEDULING

Roscoe Township Community Center (RTCC)

- Rental scheduling requests may be made by email events@roscoetownship.org or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (*see Appendix A*) and fees are submitted within the specified time frame

Pavilions

- Available for rental beginning February 1st
- Renters are required to complete the Facility Rental Application and Agreement (*see Appendix A*)

RENTAL RULES AND PROCEDURES

Reservations - Reservations can be made up to one year prior to the requested date. Rental scheduling requests may be made in person, by email, or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (see Appendix A) and fees are submitted within the specified time frame. Required payments are due at the time of reservation. Applicants must be 18 or older. The applicant is required to provide a photo ID and to sign the application. At the time of application, and before any final decision may be made by the Township staff, each organization or individual must provide a completed application and use agreement including full information concerning the type and purpose of the event being planned, as well as time, number of guests, name of caterer (if applicable), name of individual or organization's representative responsible for payment of fees and damages.

All load-in, set-up, load-out, and clean-up must take place during the rental period. Renter's equipment, supplies, or personal belongings may not be stored or left before or after the contracted rental period without prior approval. The Township is not responsible for lost or stolen items.

These rates and terms have been approved by the Township Board and are non-negotiable. The Township does not share risk or potential loss by providing discounts or other incentives to a renter. The Township's permission to use any facility is not an endorsement of the renter, the renter's event, or the renter's actions, and the renter may not state or imply the Township's endorsement of the renter or the event without the Township's written permission in advance.

Confirmation of the reservation for the use of Township facilities and shelters may be assumed only after receipt by the Township staff of a signed copy of the appropriate Use Agreement and all applicable fees. The agreement will be sent to the renter stating the date and nature of the event as well as the rental fee. When properly signed and returned to Township staff along with the appropriate rental fees, and subsequently signed by Township staff, the Agreement shall serve as a binding agreement between the applicant and the Township. A copy of the signed agreement will be sent to the renter along with a copy of the receipt for payment. The receipt will act as the permit for use and must be with the renter during the rental on site. Use is restricted as stated in the appropriate agreement, established time limits must be strictly adhered to, and any change must be approved **in advance and in writing** by the Township staff.

Large groups (100 plus), or business rentals must also be approved by the Activities Coordinator or Township Supervisor. The Township may charge fees to recover costs to operate, maintain and administer the use of facilities under special circumstances and will be advised to renter, if any such fee is to be charged.

Food and Beverage - Renters must provide their own food and beverages or they may utilize professional catering. Renters are responsible for their own catering, linens, dishes, and catering supplies. For events open to the public, renters are responsible for abiding by Winnebago County Health Department rules. Any equipment or catering brought on site must be delivered and picked up within the reserved time.

Food Prep Area Use

- Food Prep Area use is allowed in the Roscoe Township Community Center (RTCC) per the facility usage agreements.
- Renter is responsible for the condition of the food prep area and/or for the caterer in charge of renter's event. Linens/Towels/Cloths/Dishes/Utensils are the responsibility of the renter.
- Food Prep Area must be returned to the same condition in which it was found at rental
- Renter shall be responsible for clean-up cost if done by the Township.
- RTCC Activities Coordinator must sign off on Food Prep Area before the deposit can be refunded.
- Food Prep Area use is allowed in the Cross Park Pavilion rental per the facility usage agreements.
- Renter is responsible for the condition of the food prep area and/or for the caterer in charge of renter's event. Linens/Towels/Cloths/Dishes/Utensils are the responsibility of the renter.
- Food Prep Area must be returned to the same condition in which it was found at rental
- Renter shall be responsible for clean-up cost if done by the Township.
- Roscoe Township Activities Coordinator must sign off on Food Prep area before the deposit can be refunded.
-

Alcohol Usage - Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois.

Alcohol caterers must be able to provide proof of event insurance.

CANCELLATIONS, PERMIT CHANGES, RESCHEDULES, NEW REQUESTS

All cancellations set forth by the renter must be in writing and will be subject to a cancellation fee of $25 if cancelled prior to 10 business days of the event. If the cancellation request is not received at least 10 business days prior to the event, the hourly rental rate will be NON-REFUNDABLE. Any additional rental time added after receiving the contract will be held from the security deposit. **Weddings require a minimum 60-day cancellation to receive a full refund.**

Any changes, reschedules or new requests for use of Township facilities or shelters must be submitted in writing by the designated Renter a minimum of ten (10) business days prior to the requested use date. Scheduling requests received less than ten (10) business days prior to the requested use date will be processed as availability allows. Only one (1) rescheduling of a rental is permitted and Renter must contact staff at least ten (10) business days prior to the original rental date. A rental that cannot be rescheduled will be canceled. Scheduling of facilities and shelters is based on availability.

A rental may be canceled at any time by the Township to ensure the safety of all guests. Examples include, but are not limited to power outage, maintenance issues or other unsafe conditions. In the event of a cancellation, you may request an additional make-up date or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space availability cannot be guaranteed.

GENERAL INDEMNIFICATION

The renter agrees that it will pay for all damages to any property of the Township resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. The renter also agrees that it will hold harmless and indemnify the Township from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the renter or any other person in connection with the renter's use of the facility named in this agreement.

Businesses and Organizations agree and understand that neither the group nor its officials, officers, members, employees or volunteers (collectively "Group") are entitled to any benefits or protections afforded employees or volunteers of the Township and are not bound by any obligations as employees of the Township. Groups will not be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township and that any injury or property damage arising out of any Group activity will be the group's sole responsibility and not the Township's. Also, the Renter and its Invitees are not protected as employees or as a person acting as an agent or employee under the provisions of the general liability insurance of the Township and therefore, the Renter will be solely responsible for its own actions, and those of its Invitees.

The Activities Coordinator will interpret the language of the Roscoe Township Facility Rental and Usage Policy as established by the Township. An appeal of the Activities Coordinator's decision may be made to the Township Supervisor and must be submitted in writing with justification within ten (10) business days from the decision. The Township Supervisor will make a final decision within five (5) business days of the submitted appeal. Any other further action would need to be submitted to the Roscoe Township Board by the next eligible Board meeting.

APPENDIX A

Roscoe Township Facility Rental Application and Agreement



Appendix A - Rental Application and Agreement

Requests accepted at the Roscoe Township Office 5792 Elevator Rd, Roscoe, IL 61073

- Facility requests must be made at least 10 days prior to, and up to one year from the date requested.
- The Township shall have at least three business days after receiving request to review the application.
- Rental begins and ends at the designated time stated on the receipt.

Applicant Information

Name (Individual/Contact Person) _____ Date of Birth _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

Alternate Contact _____ Alternate Contact Phone Number _____

***ALL contacts listed must be present during the rental.**

Event Information

Organization _____ **Event Date** _____ **Rental Start & End Time** _____

Estimated Attendance _____ **Purpose / Description of Event** _____

Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Applicable fees must be paid at the time the facility reservation is made. In addition, a refundable security deposit may be required.
- Additional fees may be assessed, which can result in loss of security deposit. Reasons include, but are not limited to clean-up, garbage, time overages, or staffing.
- Cancellations: Wedding cancellations less than 60 days prior to event will result in forfeiture of all fees

Roscoe Township Shelters

☐ Kelley Myers Park (size x 24ft x 45ft)

☐ *Cross* Park Pavilion (size 24ft x 52ft)
16x16 Enclosed-2 Baths & Concession

Roscoe Township Community Center
4562 Hononegah Rd, Roscoe, IL

☐ Multi-purpose Room
(Capacity: Dining 117 / Lecture 183)

Date Received: _____ Time Received: _____ Staff Initials: _____ Revised ___ Original ___ *For Internal Use Only*

Reservation #: _____ Date Processed: _____ Initials: _____ Special Use Request: ☐ COI Received: ☐

Security Deposit Returned on: _____ Security Deposit Held ☐ Reason: _____

Roscoe Township Community Center Rental Types

- Community Meeting – no use of food prep area, no alcohol, minimum 2-hour rental.
- Social Events – such as parties, showers, reunions, dinners - use of food prep area (alcohol allowed only with provided by a caterer appropriately licensed by the Village of Roscoe). minimum 3-hour rental.
- Weddings – use of food prep area (alcohol allowed only when provided by a caterer appropriately licensed by the State of Illinois). All day use of the facility is from 9am to midnight on Fridays and Saturdays and till 11pm on Sundays. Half day use of the facility is a maximum of 7 hours and is based on rental availability.

Facility Rental Fees

Indoor Facilities	Monday – Thursday		Friday – Sunday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
Roscoe Township Community Center				
Community Meeting (2 hr. min)	$15/hr.	$35/hr.	$20/hr.	$50/hr.
Social Event (3 hr. min)	$45/hr.	$105/hr.	$60/hr.	$150/hr.
Business Event (3 hr. max)	$25/hr.	$45/hr.	$35/hr.	$65/hr.
• Refundable Deposit	$300	$300	$300	$300

Indoor Facilities	Friday or Sunday		Saturday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
Roscoe Township Community Center				
Weddings (all day)	$1200	$1600	$2000	$2700
Weddings (half day)	$600	$800	$1000	$1350
• Refundable Deposit	$1000	$1000	$1000	$1000

Shelters	Township Resident	Non-Resident
Kelley Myers Park Pavilion NO ALCOHOL ALLOWED	$15/hr.	$35/hr.
Cross Park Pavilion NO ALCOHOL ALLOWED	$30/hr.	$70/hr.
• Refundable Deposit	$50	$50

We accept CASH, CHECK or CREDIT CARD a 3% surcharge will be added when using a credit card.

Roscoe Township residents must fill out the contract as the main applicant to receive the resident rate and be present during the rental hours listed on the contract. The refundable security deposit check is made out to the main applicant and sent in the mail the week following the event unless noted otherwise on the contract.

Insurance Requirements
Roscoe Township may require the renter to provide a Certificate of Insurance verifying $1,000,000 **(One Million Dollars)** minimum general liability insurance and $2,000,000 **(Two Million Dollars**) aggregate insurance. Roscoe Township must be named on the Certificate of Insurance as an additional insured. The Certificate of Insurance must include the name of the event as well as the date, time, and location of event. This must be turned into the Township no later than 2 weeks prior to the event. If alcoholic beverages are being served or consumed, police supervision may be required to be provided by the local police at the expense of the renter.

Facility Rental Guidelines

Applicants are required to abide by the specific rules of the application as well as other Township and local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or law enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- The renter must be able to provide a copy of the receipt during the rental and present it to any Township representative upon request.
- The renter is responsible for the behavior of their invitees and enforcing the rules and regulations regarding the conduct of the group while using Township facilities. Including, but not limited to:
  - Township staff MUST be respected and obeyed at all times.
  - Any activities deemed inappropriate as indicated by the Township staff are prohibited.
  - The Township cannot be held responsible for lost, stolen or damaged property.
  - Buildings and all equipment must be used and treated appropriately.
  - The rental must take place as described on the application, including the type of activity and the number of guest/participants.
  - One chaperon over the age of 21 years must be present for every ten minors.
  - Rental space is limited to the space specified in the rental agreement or permit.
  - All decorations must be approved by the Activities Coordinator or Township Supervisor. No tape or tacks on the walls or other surfaces, **except on the designated tack line**. Architectural putty may be used. Confetti and/or glitter are not allowed.
  - No substance is allowed that may cause a slick floor: i.e., bubble machine residues.
  - Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois. Illegal substances are strictly prohibited.
  - 430 ILCS 66/65 Firearm Concealed Carry Act: A licensee under this Act shall not knowingly carry a firearm on or into: (5) Any building or portion of a building under the control of a unit of local government.
  - Tobacco use is prohibited inside recreational facilities. State law prohibits smoking anywhere in the building or within 15 feet of any entrance.
  - All garbage must be picked up and placed in the dumpster after each use.
  - Tables and chairs must be returned in the same condition as when rental began.
  - Tables and chairs must be wiped and stacked in the same order as when rental began.
- Facility use may begin at the reserved time. The rental ends at the designated time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result in forfeit of security deposit, fees will be adjusted accordingly.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Township approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Township property, other than parking lots, without written permission noted on the permit issued by the Township. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Township property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Township approval and is subject to all Village, County and State guidelines.
- Amplified sound is not allowed in the Cross Park Pavilion. All local ordinances apply.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Township of any perceived dangerous or unsafe condition.
- The use of the Township, logo, or likeness without written permission of Roscoe Township is prohibited.
- All Village of Roscoe ordinances are applicable.
- Renters are responsible for the conduct of their guests.
- Appropriate applications are to be completed for rentals of Township space and may include additional rules and regulations.
- All fees and deposits are due at the time of the reservation

RTCC Provided
132 Chairs
15 60" Round Tables
4 8' Rectangular Tables

Every Renter starts out with 5 round tables with 6 chairs at each and all 4 of the 8' rectangular tables out. If more are needed, the Renter is responsible for setting up their own tables and chairs and returning the space back to its original set up.

AREA CATERERS (MAY NOT BE ALL INCLUSIVE)

ABC Catering	815-316-3016
Anna Maria's Italian Restaurant	815-389-2645
Firehouse Pub	815-623-8389
Hoffman House – Janesville	608-690-7575
Hoffman House – Rockford	815-397-5800
Maciano's Pizza & Pastaria	815-633-7500
Mary's Place	815-389-2645
Perfectly Seasoned Catering	815-242-7744
TNT's Catering	608-831-2298
Louie's Tap House	815-975-4190
PJs Entertainment & Events -Catering through Napoli's Pizza	815-975-4190

WAIVER AND HOLD HARMLESS AGREEMENT

I certify that all of the information I provided on this form is true and correct. I understand that Roscoe Township may verify this information and that misrepresentation may result in the denial of reservation or additional fees.

I understand that Roscoe Township will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by notifying facility staff.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Roscoe Township for any and all loss incurred by it in repairing or replacing damage to Roscoe Township property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event of rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Roscoe Township, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Roscoe Township laws, ordinances, rules and regulations (including those related to alcohol consumption) and agree to meet all requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Roscoe Township properties. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event, and that the failure to follow all rules in this policy may result in forfeiture of mu deposit. In the event that information provided on this form changes or your event is cancelled, please inform Roscoe Township in writing at least 10 (ten) days prior to the event to reschedule, (60) days for weddings.

_____

Print Applicant Name

_____ _____

Applicant Signature **Date**

Rental Fees Due

	Amount	Notes
Facility Fee	**$**	
Security Deposit	**$**	
Additional Fees	**$**	
TOTAL Fees Due:	**$**	

Payment Made By: **CASH** **CHECK** **CREDIT CARD**

FACILITY RENTAL FAQS

How early can I come in to start setting up?
At your rental start time. Equipment, food and beverages, decorations, sympathy arrangements and deliveries may not be dropped off prior to the reserved time. Vendor and catering access is within your reserved time. Renters must inform vendors, caterers and guests of the rental start time if deliveries or third-party set up are involved. If you need additional time to set-up or clean-up, please add that into your rental time.

How do I reserve a facility?
Rental scheduling requests may be made by email to events@roscoetownship.org or phone. Scheduling is not complete until the Facility Rental Application and Agreement (*see Appendix A*) and fees are submitted within the specified time frame. Room requests can be dropped off at the Roscoe Township Office at 5792 Elevator Road, Roscoe, IL 61073. Roscoe Township shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?
Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check to the address provided on the contract.

What is the cancellation policy?
All cancellations set forth by the renter must be in writing and will be subject to a cancellation fee of $25 if cancelled prior to 10 business days of the event. If the cancellation request is not received at least 10 business days prior to the event, the hourly rental rate paid on the receipt will be NON-REFUNDABLE. Any additional rental time added after receiving the contract will be held from the security deposit. **Weddings require a minimum 60-day cancellation to receive a full refund.**

Are there any restrictions with decorations?
All decorations must be approved by the Activities Coordinator or Township Supervisor. No tape or tacks on the walls or other surfaces, except on the designated tack line around the main room. Architectural putty may be used. Confetti and/or glitter are not allowed.

Is alcohol allowed during our rental?
Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois.

How do I make changes to my reservation?
Changes to the reservation must be submitted in writing to Roscoe Township at Events@roscoetownship.org or mainoffice@roscoetownship.org by the person who signed the contract at least 10 (ten) business days prior to the event. Additional fee(s) may apply.

CAPACITY LIMITS:

Dining – Events utilizing tables & chairs	**120**
Lecture – Chairs concentrated in rows	**183**
Standing	**300**

EMERGENCY CONTACTS:

Bob Nowicki Supervisor	**815-299-6550**
Hannah Breault Events Coordinator	**815-375-0655**