VILLAGE of ROSCOE

Meeting Minutes

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

Committee of the Whole

Tuesday, September 15, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 6:42 pm.

Trustee Broda made a motion for Trustee Sima to join remotely due to being away on Business for work, second by Trustee Mead. Voting yes: Trustees Wright, Mead, Babcock, Broda, Sima 5-0-0.

ROLL CALL

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

ABSENT
Trustee Molly Butz

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **September 1, 2026.**

Trustee Wright asked for a motion to approve the minutes.

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

OLD BUSINESS

None.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comment.

NEW BUSINESS

1. 2027-2031 Capital Improvement Plan (CIP).

The discussion focused on developing a five-year Capital Improvement Plan (CIP) that organizes the village's major projects by priority, timing, and available funding. Scot Wrighton Village Administrator explained that the village has more available reserve funding than previously expected, including money that had been set aside for matching grants that have not yet materialized.

Scot's proposal is to increase funding for the residential street program from $500,000 to approximately $1 million per year. This would allow the village to address more deteriorating residential roads while also establishing a longer-term maintenance program, such as crack sealing, to extend pavement life. The plan also proposes moving forward with Main Street improvements in phases rather than attempting the entire project at once, since the full project is estimated to cost more than $20 million.

The plan would also reconsider the timing of projects near the Rockton Road interchange, Love Road, and Willowbrook Road, placing some of those larger projects later in the five-year plan while focusing the earlier years on residential streets and Main Street. Scot emphasized that this does not eliminate the larger projects; rather, their timing may depend on future development, grants, and other funding opportunities.

Trustees generally supported the direction of the five-year plan but emphasized that the final numbers still need to be worked out during the 2027–2028 budget process. Scot and Staff will revise the plan to account for the Porter Park Phase Two project and parking lot, as well as other adjustments. No action was taken at this time.

2. Proposed Village Code Revisions, Part 1.

Scot Wrighton Village Administrator presented the first phase of proposals of Title II of the Village Code, explaining that many provisions and related policies are outdated and were written when the Village had fewer employees and Trustees performed more administrative work. The revisions are intended to distinguish the board's legislative, policy, and public-facing responsibilities from the administrator's internal management duties, strengthen the village administrator position, align the code with Illinois law and municipal best practices. and support future administrator recruitment. The draft identifies existing language, proposed additions, deletions, and explanatory commentary. Because it had not yet received a detailed legal review, Scot asked the board to provide initial direction before sending a more complete draft to the Village Attorney.

Trustees generally agreed that the 24-page proposal was too extensive for immediate approval, although some favored reviewing straightforward provisions while postponing more complicated issues. Proposed changes included allowing local meeting rules to supplement Robert's Rules of Order, generally requiring second readings only for ordinances rather that routine resolutions and motions clarifying the policy-development role of the Committee of the Whole, defining village departments and specifying appointment authority for department heads. Other Changes would permit an existing employee to serve as deputy village clerk, allow the village attorney to be excused from meetings when legal counsel is unnecessary, strengthen and clarify the village administrator's authority, and separate the controller and treasurer functions in improve financial oversight and maintain appropriate segregation of

duties. Scot also noted that the board could consider changing the title of village president to mayor without changing the municipality's legal status as a village.

Collective Bargaining received most immediate attention because negotiations were scheduled to begin October 1. Scot Village Administrator recommended reducing elected official participation on the bargaining team while preserving the full board's authority to establish bargaining parameters in executive session, receive updates, and approve or reject any resulting agreement. After discussing whether the upcoming meeting could proceed under the existing ordinance, Scot said the first session would primarily involve exchanging ideas and would not be harmed by delaying formal code action until October 6.

A motion was made by Trustee Broda move forward with just the Collective Bargaining only Sec 2-57 second by Trustee Sima. Voting yes: Trustees Mead, Broda, Sima, Wright. Voting No: Trustee Babcock 4-1-0.

A motion was made by Trustee Broda to update the pronouns language from his/her to their in the whole documents, second by Trustee Sima. Voting yes: Trustees Broda, Wright, Sima, Mead. Voting no: Trustee Babcock 4-1-0.

A motion was made by Trustee Broda to advance Articles I and II with changes, second by Trustee Sima Voting yes: Trustee Mead, Wright, Sima, Broda. Voting no: Trustee Babcock 4-1-0.

A motion was made by Trustee Broda to hold a special meeting on September 15, 2026, for ZBA and Collective Bargaining items, second by Trustee Mead. Voting yes: Trustees Babcock, Broda, Wright, Mead, Sima 5-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Troy Taylor Public Works Supervisor stated starting Monday September 21, Public Works will be going back to the regular hour from 7-3:30.

Trustee Broda commended the Public Works and Police Departments for their efforts during this year's Fall Festival. The festival was described as a great success, with a happy crowd and no major issues. Appreciation was expressed for the departments' work in setting up, cleaning up promptly, and reopening the streets as soon as the rain stopped.

Trustee Wright raised question in regarding the Village's vehicle insurance and who is authorized to drive Village vehicles, particularly in connection with an upcoming trip to Chicago. Scot explained that the proposed policy language would limit Village vehicle use to individuals who have an employment or contractual relationship with the Village, as others may not be covered by the Village's insurance. Scot also noted that the Village has received the new vehicle but is still waiting for its license plates and will provide an update before the Chicago trip. The policy language is expected to be revised and is not yet final.

PRESENTATIONS

Brandon Boggs Village Engineer provided an update on the Residential Road Program, noting that the project has been completed and the contractor has finished the punch list. The project is currently

waiting on one subcontractor to agree to the final quantities, while the general contractor and all other subcontractors have agreed to their quantities. As of today, the project is tracking approximately $100,000 under the expected budget, pending resolution with the remaining subcontractor. The contractor has been informed that the team would like to proceed with the final pay application.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Mead. All in favor Yea, no opposed.

Meeting Adjourned at 8:19 pm.