



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Village Board of Trustees**  
Tuesday, March 03, 2026  
6:30 PM

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## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

### **PRESENT**

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

## **APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **February 17, 2026.**

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

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

## **PUBLIC COMMENT (Limited to 3 minutes per speaker)**

No Public Comments.

## **PRESIDENT'S REPORT**

- 2. Discussion of Bridge Street Parking Lot Sun Shade Design Modifications, Installation, and Anticipated Project Completion Timeline**

President Gustafson introduces Doug Curry, president and engineer associated with Stenstrom & Blacktop Group. He is here tonight to discuss the failure of the canopy on Bridge Street Parking Lot and what they plan on doing correct the problem.

Trustee Sima makes a point of order. He stated at the last meeting the board voted 5-0 to have a discussion on the parking lot at the Committee of the Whole.

Trustee Broda calls to question, second by Trustee Sima. Voting yes: Trustees Wright, Mead, Sima, Broda. Voting no Trustees Butz, Babcock 4-2-0.

Trustee Sima makes a motion to move this discussion to Committee of the Whole, second by Trustee Broda. Voting yes: Trustees Broda, Wright, Mead, Sima, Voting no Trustees Babcock, Butz 4-2-0.

## **TREASURER'S REPORT**

### 3. Cash Report and Bills

### 4. Approval of Bills

President Gustafson asked for a motion to approve the bills.

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

### 5. Year to Date, Revenues and Expenditures

President Gustafson explains that she has spoken with the Treasurer Mr. Olson and he will be physically unavailable through the month of March. She states that he has other firms that he works with. and other personal priorities.

He did provide Revenue and expenditures through January 31st.

President Gustafson walked the board through the January 31 year-to-date revenue report, emphasizing that the first month of fiscal year naturally shows very low revenue activity. Most major revenues sources- especially property taxes- do not arrive until May and September, so many line items appear at zero due to timing. She explained that the early-year revenue picture is not reflective of performance, but rather the normal cycle of when funds are received. She reminded the board that this pattern repeats every year and that the first meaningful revenue snapshot will come later in the spring. She also noted that the treasurer will begin providing monthly revenue summaries (with one month posting lag) so the board can review updated revenue data at the second meeting of each month.

## **CONSENT AGENDA**

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

### **6. Approval of a Special Event Permit for the Roscoe Community Market to be held at the Liberty Lot twice monthly from May through September from 11am – 3pm.**

President Gustafson asked for a motion for an approval of the Special Event for the Roscoe Community Market at Liberty Lot.

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

7. **Approval of Resolution 2026-R10 for Allegiance flag supply** for the quoted amount of **\$6,455.00** for **55 set of American Pole Flags** for Main Street.

President Gustafson asked for a motion for approval of Resolution 2026-R10.

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

## **MOTIONS AND RESOLUTIONS (Final action)**

8. **Approval of Resolution 2026-R06**, accepting the public improvements within the **Hawks Pointe Plat 5** subdivision.

President Gustafson asked for a motion for approval of Resolution 2026-R06.

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

Brandon Boggs Village engineer provided a short technical update confirming that all required documentation for Hawks Pointe Plat 5 had finally been received, He explained that the last outstanding item-the executed stormwater detention maintenance agreement-arrived just minutes after the previous meeting had begun. With the documents now in hand, Boggs stated that the subdivision's roads are related public improvements were fully compliant and ready for formal acceptance by the village.

9. **Approval of Ordinance 2026-02**, Amending the Village of Roscoe Code **Chapter 150 Buildings and Construction** and **Chapter 155 Zoning Regulations**

President Gustafson asked for a motion for the approval of Ordinance 2026-02.

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

10. Approval of **Ordinance 2026-03**, an Ordinance Approving a **Zoning Map Amendment from the UT-Urban Transitional Zoning District to the IG-General Industrial Zoning District** for a portion of a parcel located at 14165 North Second Street (PIN: 04-09-300-001).

Applicant **VCNA Prairie LLC (d/b/a Rogers Ready Mix)**

President Gustafson asked for a motion for approval of Ordinance 2026-03.

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

11. Approval of **Resolution 2026-R11** approving an amendment to the Special Use Permit in effect at **14165 North Second Street**, amending the boundaries for continued sand and gravel extraction operations, updating the proposed reclamation plan, and extending the termination date of the special use permit.

Applicant **VCNA Prairie LLC (d/b/a Rogers Ready Mix)**

President Gustafson asked for a motion for approval of Resolution 2026-R11.

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

**NEW BUSINESS (First reading or suspend rules)**

12. Approval of **Resolution 2026-R12**, authorizing an **alternate supply agreement for the natural gas services** to Village-owned buildings and facilities.

President Gustafson asked for a motion for approval of Resolution 2026-R12.

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

13. **Approval of a Special Event Permit for the Stateline YMCA Stonebridge 1/2 Marathon & 5K.** The event will take place on Saturday, September 26, 2026.

President Gustafson asked for a motion to suspend the rules and make this a final vote.

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

President Gustafson asked for a motion for approval of Special Event Permit.

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

14. **Approval of a Special Event Permit for the NorthPointe Triathlon & Fitness Fun Fair.** The event will take place on Saturday June 13, 2026.

President Gustafson asked for a motion to suspend the rules and make this a final vote.

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

President Gustafson asked for a motion for the approval of a Special Event Permit.

Motion was made by Trustee Mead, second by Trustee Broda. Voting yes: Trustees Babcock, Sima, Butz, Broda, Mead. Voting Abstain Trustee Wright 5-0-1.

15. **Approval of a Special Event Permit for Gigi's Playhouse of Rockford 5K – Dash for Down Syndrome.** The event will take place on Saturday, April 25, 2026.

President Gustafson asked for a motion to suspend the rules and make this a final vote.

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

President Gustafson asked for a motion for the approval of a Special Event Permit.

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

## **QUESTIONS AND REPORTS**

Brandon Boggs Village Engineer outlined a clear, accelerated schedule for the 2026 residential resurfacing program. He explained that at the March 18 Board meeting, engineering will present the final plans and specifications and request authorization to seek bids. Once approved, the project will be advertised for the required 10-day bid period, allowing the Board to award the contract at its first April meeting (April 6). After the award, Boggs noted that contract execution typically takes two to three weeks, positioning the village to issue a Notice to Proceed during the first week of May.

Boggs emphasized that this year's work is a straightforward resurfacing project, allowing the village to compress the schedule more than in past years. With early May mobilization, the engineering team is setting a target completion date near July 4, ensuring the work is finished before summer events and peak neighborhood activity. His update reassured the board that the project is on track, with all steps sequenced to deliver a timely and efficient construction window.

## **PUBLIC COMMENT (Limited to 3 minutes per speaker)**

## **EXECUTIVE SESSION (IF NECESSARY)**

- 16. Closed Session Topic:** Discussion regarding the setting of a price for the sale or lease of property owned by the Village pursuant to Section §2(c)6 of the Illinois Open Meetings Act (5 ILCS 120/2(c)(6)).

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

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

went into Executive Session at 7:03 pm.

President Gustafson asked for a motion to return from Executive Session at 7:35 pm.

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

No Action was taken.

## **ADJOURNMENT**

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting was Adjourned at 7:36 pm.