Meeting Minutes

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

Committee of the Whole Meeting

Tuesday, September 16, 2025

CALL TO ORDER

ROLL CALL

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

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **September 2, 2025.**

Trustee Wright asked for a motion for the approval of the Minutes for September 2, 2025.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

Presentation of the **Street Study** completed by **Fehr Graham Engineering & Environmental**

Tyler Nelson is here tonight to discuss the street study. He stated the study was the first comprehensive pavement assessment since 2014, designed to support a five-year Capital Improvement Plan. He stated that the engineers drove 120 miles of residential streets, excluding major collector roads like Main, Love and Willowbrook, which are typically funded through the state or federal grants. He stated each street segment was rated using a Pavement Condition Rating (PCR) scale from 0 to 100.

The overall village PCR was 84, considered "good" but 12.3% of streets fell below 65, indicating poor or failed conditions.

Mr. Nelson explained the methodology-driving every street, documenting surface defects, drainage issues, and utility presence-and emphasized the importance of coordinating future repairs with water and sewer providers to avoid redundant work.

Mr. Nelson discussed the proposed five-year maintenance strategy, which recommends one full reconstruction per year, with remaining funds allocated to resurfacing, crack sealing, and surface rejuvenation. with a $500,000 annual budget, the village could rehabilitate roughly eight miles of road per year, maintaining a stable PCR.

Trustee Mead raised concerns about deteriorated streets like Windflower, stated how does it get that way.

Tyler Nelson stated from poor drainage and heavy tree cover.

Joe Kurlinkus Village Administrator and Brandon Boggs Village Engineer added context on past funding levels, prioritization strategies, and the impact of heavy vehicles like school buses and garbage trucks.

Trustee Plock supported make the study a living document, updated annually, and President Gustafson emphasized the need for increased infrastructure funding to maintain the roads.

OLD BUSINESS

1. **Discussion and Recommendation** of **Subdivision Entrance Signs Selection** for the **Chicory Ridge** and **Hawks Pointe Subdivisions.**

   Joe Kurlinkus stated that the Village conducted a public survey to gather resident input on design options. Options F received the highest support, with 57% of votes and strong positive feedback across platforms like Facebook and Nextdoor.Trustees agreed to proceed with two signs using Option F, citing consistency with other village signage and strong community preference.

   The signs will feature a lavender and purple color scheme, inspired by the Chicory plant, and will be installed with mulch beds or flower border for easier homeowner maintenance.

   Trustees reviewed potential locations and design formats, including square and trellis-mounted options placement challenges including right-of-way limitations, fencing, and visibility from both northbound and southbound traffic.

   Property owners agreed to grant easements for sign placement, allowing flexibility in final positioning.

   Joe Kurlinkus stated the cost for the placement signs would cost roughly around $3000. for each sign and for the Village- Fabricated Trellis base would be roughly $1000.

Motion was made to move to the board for two signs for Chicory Ridge and two signs for Hawks Pointe.

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

NEW BUSINESS

2. Discussion and Recommendation of contracting for engineering and construction management services for the **Riverside Park Pavilion Replacement.**

   Joe Kurlinkus stated the village received two proposals for full design and construction management. Fehr Graham $30,000. McMahon $30,200.

   Both firms are qualified, and the pricing was nearly identical.

   Trustee Broda questioned why the original design estimate of $10,000 had nearly tripled.

   Brandon Boggs Village Engineer explained that the initial figure assumed in-house coordination with a prefabricated structure. The updated scope now includes Electrical design, Foundation and structural engineering, and Full bid package preparation. He emphasized the need for professional review of manufacturer recommendations, especially for structural integrity and safety.

   Trustees debated whether to proceed with a prefabricated pavilion, and whether the expanded scope justified the cost.

   Joe Kurlinkus stated that it will be a shelter house, just like what was there before nothing different.

   Trustee Sima stated he would assume we should go with the lower bid which would be 30,000. He understands that it was just bid out to McMahon, and the board asked Fehr Graham to submit a bid which is the village's engineer of records. He stated that we signed to work with Fehr Graham in house. He recommends awarding the bid to Fehr Graham.

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

3. Review and Recommendation of **RFP Responses for Professional Design Services** – Porter Park Phase II (OSLAD Grant)

   Joe Kurlinkus stated that he sent out the proposals. He stated that all were slightly different ranging from Angus Young Associates at 97,042.50. Hutchinson Engineering was 123,692. and Fehr Graham was 187,950. He emphasized that the project is funded through the OSLAD grant, which requires strict compliance with design standards, permitting, and reporting.

   The Porter Park Phase II expansion includes Construction of a new restroom facility, Expansion of the disc golf course, Installation of a National Fitness Campaign Fitness Court, Trail extension and bridge connection to a regional path, Ecological restoration of native pollinator habitat.

Joe emphasized the importance of selecting a firm with OSLAD grant experience, noting that Fehr Graham and Hutchinson Engineering had previously worked with Roscoe and similar grant-funded projects. He did not recommend a specific firm but asked trustee to consider experience with multi-component park projects, ability to manage ecological restoration alongside recreational design, Familiarity with IDNR reporting and compliance standards.

The selected firm must provide Full landscape architectural and engineer design, permitting and construction documentation, bid assistance and construction oversight, Compliance with OSLAD grant requirements, including budget tracking, accessibility standards, and reporting.

Trustees emphasized the importance of selecting a firm with OSLAD experience, given the grant's strict compliance and reporting requirements. There was interest in firms that could integrate ecological restoration with recreational design.

The Board discussed the need for clear communication and timeline management, especially with multiple components like fitness courts and bridge connections.

Trustee Plock made a motion to send to the board of design services related to Porter Park phase II with Fehr Graham, second by Trustee Sima. Voting yes: Mead, Sima, Plock, Broda, Wright. Voting No: Trustee Babcock only because he feels the other two companies are not here to discuss the bid.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Wright stated that he had spoken with Ann Hanson about the Halloween Trunk or Treat and is asking the board to donate some hours and time.

Trustee Mead stated that the water tower will be painted, and the name Roscoe will not be on it anymore. He stated that he is disappointed because no will know where we are at.

President Gustafson stated that is what the previous board voted on.

Harold Bone stated that he is looking for clarification from some things that were stated, when it comes to the signs in the subdivision. He clarified that Trustee Broda posted the poll for the subdivision signs on Facebook and Nextdoor app. The board stated that the pole only went out to Chicory Ridge and Hawks Pointe residents.

Trustee Wright state that he would like to give a little pat on the back to Chief Hawley. He stated that he received a text message from a resident on Chesnut Street stating, what a wild morning of speeders crazy, I hope they can get out here in the am and take control. He stated that he was really appreciative that Trustee Wright and Chief Hawley came out. He stated in his 26 years of living in Roscoe this has never happened.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

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

Meeting was Adjourned at 9:32 pm.