Meeting Minutes

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

Village Board of Trustees
Tuesday, August 18, 2026
6:30 PM

CALL TO ORDER

President Gustafason called the meeting to order at 6:30 pm.

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 **August 05, 2026.**

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

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Stacey Moore of Roscoe Community Market and State Line Events reported that the community market has been a major success since moving to its new location. Attendance has increased significantly, with approximately 75 to 150 people attending each market over the four-hour period, compared with only 20 to 30 people at the previous location. Moore thanked the Board for approving the move and expressed interest in continuing the relationship with the Village. She also requested approval for two additional market dates, September 20 and October 4, to make up for two previously scheduled markets that had to be canceled because of severe weather. The Board referred the request to the permits process for further coordination.

Laura Zwart, President of the Roscoe Township Historical Society, announced that the Historical Society will be holding an antique sale on September 26 and 27 from 9:00 a.m. to 3:00 p.m. at the Cross House on Hononegah Road. She explained that the Society is currently accepting donations of antiques, which they consider to be items more than 50 years old and in sellable condition. Donated items will be sold, with all proceeds going toward the continued renovation of the Cross House, which is currently undergoing interior work. The Society hopes to complete the renovations soon so the historic house can be opened to the public. Zwart also noted that the Historical Society is accepting donations from Roscoe families who would like to preserve historically significant family items for future display in the museum. She mentioned a recent donation from the McCurry family as an example of the community's interest in preserving local history. In addition to the antique sale, several activities are planned for that weekend, including a possible game day, Roscoe trivia, children's activities, and opportunities for visitors to tour the Cross House. Residents interested in donating antiques can contact the Historical Society through its website, email, or phone number to arrange a drop-off time or pickup.

PRESIDENT'S REPORT

2. **Presentation and Update on Current Fehr Graham Projects – Tyler Nelson**

   President Gustafson requested an amendment to the agenda to add an Old Business item regarding the new Village Administrator Scot Wrighton's request to attend the IML. Because the associated expenses were not included on a previous agenda, board action was required to approve them. A motion was made and seconded to add the item, with the vote to take place under Motions and Resolutions.

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

   Tyler Nelson engineer Fehr Graham provided an update on the Village's current and upcoming projects. He reported that the 2026 Streets Program was nearly complete, with more than 7,200 linear feet of streets resurfaced—an increase from approximately 5,200 feet the previous year. Nelson noted that bidding earlier in the year and using the Village's pavement condition study helped secure better pricing and allowed the Village to complete nearly a $1 million paving program. Only final restoration, cleanup, and punch-list items remained.

   Nelson then discussed Porter Park Phase Two, explaining that the project is awaiting approval from the Illinois Department of Natural Resources (IDNR) because of required floodplain grading. The approval process could take six to twelve months, and the Village was approximately six months into that process. Once approval is received, the project could be bid within a few weeks. The plans include a bike path connection to the County's Perryville Path extension, a bridge over the creek, benches, a fitness court, restroom facilities, and approximately 45 parking spaces. Nelson also reported that the IDNR grant had been extended through March 2027, although another extension will likely be necessary due to the project timeline and the three- to four-month lead time for the restroom facility.

   Regarding Riverside Park, Nelson explained that the IDNR's Boat Access Area Development Grant program has been paused, so the Village will not be submitting an application this fall. He recommended continuing with preliminary work, including public engagement and development of an overall concept plan for the park. This would allow the Village to consider improvements to the boat launch, roads, parking, pavilions, and other park amenities before the grant program potentially reopens next year.

Looking ahead to the 2027 Streets Program, Nelson recommended prioritizing Main Street from McDonald Road to Bridge Street. He explained that the road experiences significant pavement failure due to the old concrete roadway underneath the asphalt and recommended resurfacing with a pavement grid to help control cracking and movement. He also recommended adding shoulders for safety. Nelson advised beginning design work in fall 2026 because IDOT has changed its environmental review requirements, which could add time to the project.

Nelson also updated the Board on Love Road and Willowbrook Road. Both projects have completed design plans that have been approved by IDOT, positioning them to pursue future federal and state funding opportunities. Although previous grant applications were unsuccessful, Fehr Graham and the Village's team will continue seeking additional funding sources. Nelson also discussed the Safe Routes to School program, which will next accept applications in October 2027. Potential projects could include a Main Street crossing near Pine Lane or Williams Drive, flashing beacons, improved striping, ramps, and sidewalks. He recommended beginning preliminary engineering and public outreach well in advance to strengthen the Village's application.

Trustee Sima asked Nelson about the faded pavement striping on Willowbrook Road and at Rockton Road, noting that residents had raised safety concerns because the lines are difficult to see. Nelson agreed that, because the future road design would substantially change the intersection, the striping could be addressed separately as a maintenance project in the meantime. He indicated that striping is relatively inexpensive and recommended coordinating with Troy to obtain pricing and potentially combine several areas into one project.

President Gustafson updated Tyler about the unsuccessful BUILD Grant application**.** She explained that the U.S. Department of Transportation had recently offered the Village an opportunity to meet with federal officials for guidance on how the application could be improved for the next fiscal year. Scott will coordinate the meeting with the original grant writer, and Fehr Graham may assist with any revisions that result from the feedback. President Gustafson noted that, although the Village was unsuccessful this time, the guidance could improve its chances in a future application.

Trustee Wright asked how soon the Village should begin work on a Safe Routes to School application**.** Nelson explained that the application deadline will be October 1**,** 2027, and recommended beginning preliminary engineering well before the deadline. He noted that a stronger application would include more than a conceptual sketch, along with items such as a public meeting and letters of support from the school district.

TREASURER'S REPORT

3. Cash Report and Bills

   Expenditures $220,061.96 Payroll is $118,313.13 Totaling $ 338, 375.09 No motor fuel.

4. Approval of Bills

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

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

5. Year to Date, Revenues and Expenditures

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.

MOTIONS AND RESOLUTIONS (Final action)

Old Business

President Gustafson asked for a motion for the new village Administrator Scot Wrighton going to the IML for conference and one night hotel stay. Ballpark figure not to exceed $800.

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

NEW BUSINESS (First reading or suspend rules)

6. Approval of **Troy Taylor and Dylan Ross** Attending the **IPWMAN Conference 2026**

   [October 20 - 21st 2026 - Bloomington, IL]

   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: Trustee Butz, Wright, Mead, Broda, Sima, Babcock 6-0-0.

   President Gustafson asked for a motion IPWMAN Conference 2026.

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

7. Approval of **Ordinance 2026-07** approving a **Planned Unit Development (PUD) General Development Plan (GDP) and Specific Implementation Plan (SIP)** for the property commonly known as **13750 Metric Road (PIN: 04-16-326-003)**

   Applicant Wayne Lensing

   President Gustafson asked for a motion to approve Ordinance 2026-07.

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

QUESTIONS AND REPORTS

8. **Introduction and Remarks from the New Village Administrator - Scot Wrighton**

Scot Wrighton Village interim administrator thanked the President and Board for their confidence in appointing him and MGT to help guide the Village during the transition period. He explained that he looks forward to working with each board member individually and during meetings to establish both short-term priorities for the interim period and longer-term goals. He noted that there appears to be general agreement on the need to update outdated ordinances, travel policies, purchasing policies, and other procedures. He emphasized that modernizing these policies will improve the Village's operations and help position the Village for success when recruiting a permanent administrator next year. He also suggested holding additional meetings to establish priorities and ensure everyone is working toward the same goals, stating that the effort will help modernize how the Village conducts its government operations.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

9. Under 5 ILCS 120/2(c)(1).

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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