



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, September 16, 2025
6:30 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **September 2, 2025.**

President Gustafson asked for an approval of the Minutes for September 2, 2025.

Motion was made to have a discussion on the minutes by Trustee Plock, second by Trustee Mead. Voting yes: Trustees Mead, Broda, Wright, Babcock, Sima, Plock.

Trustee Plock Stated that he was not in attendance of the previous meeting and questioned a letter that was not added in the minutes that was written by Trustee Sima.

Kimberly Garza Village Clerk stated that the letter was added into the packet separately and stated that some of the Board felt it was a personal attack on President Gustafson. Legal counsel clarified that it must be at the Board's discretion to have the letter added and must be amended and voted on to have it submitted into the minutes.

Trustees debated whether the Clerk had been improperly influenced to exclude the letter. Which Trustee Plock stated that it is against the open meetings act. They emphasized the clerk's independence, and the elected officials should not interfere with her duties.

Trustee Sima argued the omission was a form of censorship and misrepresented the meeting's events. He emphasized that his letter was signed, submitted properly, and referenced in the minutes-but not included. He stated: "It does not give a full representation of what happened. Good, bad, ugly... it is freedom of speech."

Tom Green Village Attorney explained that Mayoral veto letters must be included by statute, but other letters are discretionary. He noted that minutes do not need to be verbatim and can be summarized. However, once the board votes to include a document, the clerk must comply.

Motion was made to amend the minutes to have Trustee Sima's letter added into the minutes by Trustee Plock, second by Trustee Sima. Voting yes by Trustee Plock, Broda, Babcock, Sima, Wright, Mead.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

2. Introduction and Swearing in of Joe Caltagerone as a Village of Roscoe Police Officer.

President Gustafson introduces Joe Caltagerone as the newest member of the Roscoe Police Department.

Chief Hawley explains as of September 16, 2025 @ 11:30 am Joe Caltagerone had left the Rockford City Police Department after 26 years of service, including 12 years as a detective.

Caltagerone is scheduled to begin his Field Training Officer (FTO) program this Friday. After completing the program, within two to three months he is expected to patrol independently.

He resides locally, has three adult children, and expressed enthusiasm for beginning this new chapter in Roscoe.

Caltagerone was formally sworn in.

TREASURER'S REPORT

3. Cash Report and Bills

President Gustafson asked for a motion to pay the bills.

Expenditures of \$145,328.08, payroll is \$117,591.39 totaling \$ 262,919.47 No motor fuel.

Motor fuel IPL Balance is \$2,005,089.36 which will have some salt purchases and budget expenses and dollars reserved for road projects.

Trustee Sima raised concerns about a previously paid invoice from Place Foundry LLC, which included a \$3,480. charge for EV station design services that had not been authorized. Trustee Sima stated that Trustee Wright inquired about the Bill to Joe Anderson from Place Foundry LLC, in the previous meeting and noting that the board had approved the payment of \$54,238.

in good faith without seeing the itemized breakdown and later discovered the questionable charge.

Joe Kurlinkus Village Administrator stated the bill amount will still be the same.

Trustee Broda questions if the EV charge has been added into the amount and we did not ask for it, how is it still the same price.

Joe Anderson from Place Foundry LLC, stated that it would be removed.

Joe Kurlinkus explained the difference between Place Foundry LLC and Place Foundry Designs noting that invoices from both entities were being submitted under similar branding, causing confusion. He confirmed that the current bills only include Place Foundry LLC charges, the discrepancies are from Place Foundry Designs.

Trustee Sima stated that he would like to have Place Foundry Design issue out a check with interest sent to the Village.

President Gustafson stated she will call Joe Anderson from Place Foundry directly to confirm the credit and prevent future discrepancies.

Trustee Wright asked about the Hutchenson Bill before the board of approval, and why it was pulled from the payments list at a previous meeting.

Joe Kurlinkus stated that he pulled it from payment at the previous meeting because he needed more detailed information about the services rendered. He confirmed that the bill is for the services provided by Hutchinson Engineering for work they performed for the Village related to the submission of the HSIP grant.

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

4. Approval of Bills

5. Year to Date, Revenues and Expenditures

President Gustafson explained she had given the board a hard copy of the year to date, Revenues and Expenditures two weeks ago.

Mark Olson Village Treasurer explains the Revenues through July 31, 2025.

Mr. Olson reported that the village had collected approximately 58% of its budgeted revenues by the end of July, which is on track for mid-year. However, several line items showed notable variances:

Use Tax: Severely underperforming at just 27% due to a state claw back. The Illinois Department of Revenue announced it would reclaim a portion of previously distributed funds, and this revenue stream is not expected to recover.

Interest Income: Strong performance at 62% with over 8 million in interest revenue.

Property Taxes: Tracking within expected ranges.

Video Gaming Revenue: Continues to rise year-over-year and is expected to exceed projections again, especially with the local casino's contribution.

PPRT (Personal Property Replacement Tax): Trending downward. In 2022, the Village received around \$350,000, but projections for 2025 are closer to \$200,000 due to state-level adjustments.

Mark Olson explained the Village spending was reported at 40% of the annual budget, through July 31, which Mark described as typical for this point in the fiscal year. He noted that expenditures tend to ramp up in the second half of the year.

Departmental spending breakdowns included:

Clerk's Office: 51%

Administration: 50%

Liability Insurance: 54%

Planning & Zoning: 38%

Human Resources: 53%

Village Board: 60%

Economic Development: 24%

Public Works: 42%

Police Department: 49%

Park & Recreation: 25% (expected to rise due to summer programming)

Mark Olson advised Trustees to be cautious when projecting revenues for 2026, especially for volatile categories like use tax, motor fuel tax, and PPRT. He suggested relying on Illinois Municipal League (IML) forecasts and emphasized that while some revenues are declining others-like interest and gaming are helping balance the budget.

Mark Olson also summarized the results of the Village's annual audit, which will be formally presented by Wendy Unger in two weeks. There are two letters, one which is a Governance Letter: Auditors tested for management override, improper revenue recognition, and other risks- no issues were found. second is the Internal Controls: No deficiencies were found. Mark credited Ann for her exceptional work managing accounts payable and payroll. He also discussed the Police Pension Fund: Currently 72% funded, up from 51% in 2015. The fund is now managed by the state, similar to IMRF and investment performance has improved.

While some duties have shifted internally, the auditors noted no concerns with oversight or accuracy.

President Gustafson praised Mark and his team for their consistent performance and clean audit results, noting that the absence of recommendations is itself a strong endorsement of the Village's financial practices.

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)

6. Approval of **Resolution 2025-R39**, authorizing the execution of a professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [**Main Street Business Alliance**].

President Gustafson asked for a motion for Resolution 2025-R39. With Place Foundry to continue providing economic development consulting for the Village of Roscoe (Main Street Business Alliance).

Motion was made for the discussion by Trustee Plock, second by Trustee Broda.

Trustee Sima Strongly opposed renewing the agreement, citing unresolved issues and a lack of accountability from Place Foundry LLC,

Trustee Broda stated that he acknowledged the billing concerns but favored extending the contract through the end of the year to preserve progress and hold the firm accountable.

Trustee Wright debated whether public funds should continue supporting a nonprofit initiative with unresolved vendor issues. Some questioned whether alternative community groups could take over the alliance's coordination without cost.

Trustee Mead asked if we don't go along further with it, what happens then with the businesses that have been involved so far?

President Gustafson stated they are on autopilot.

Trustee Plock asked Trustee Wright that he remembered in our last meeting that there possibly were other groups that could help them and have they confirmed that.

Trustee Wright stated that he has been speaking with Beloit 2000 and Jim Packard as potential partners to support the alliance. He stated that these groups would not charge the Village and could host meetings at North Pointe.

Trustee Plock made a motion to table the resolution until the next meeting to confirm partner availability. second by Trustee Sima Voting yes: Trustees Babcock, Plock, Mead, Wright, Broda, Sima 6-0-0.

7. **Approval of Ordinance 2025-19** approving a **Map Amendment from the CR: Retail and Service Commercial District to the R1: One Family Residential District** for properties commonly known as **12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004). [Applicant: Amy Silvestri representing McCurdy Family]

ZBA recommends approval voting 7-0-0 on August 13, 2025

President Gustafson asked for a motion to approve Ordinance 2025-19.

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

8. **Approval of Resolution 2025-R44 approving Final Plat No. 4 of F & D Kinnikinnick Creekside being a Replat of 12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004).
[Applicant: Amy Silvestri representing McCurdy Family]

President Gustafson asked for a motion for the approval of Resolution 2025-R44.

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

9. **Approval of Resolution 2025-R45**, approving Bid Specifications and Bid Letting for **Main Street Pedestrian Crossing Project**.

President Gustafson asked for an approval of Resolution 2025-R45.

Motion was made by Trustee Broda, second by Trustee Babcock for discussion.

Trustee Broda expressed surprise at the high cost for a small-scale project.

Brandon Boggs Village Engineer stated the proposed improvements include ADA- complaint ramps and updated crosswalk striping at a key intersection near the bike path and local businesses. He explained the high cost stemmed from compliance with Winnebago County Highway Department and IDOT standards, which requires specialized materials and a "receiving ramp" even on the side without sidewalk.

Trustee Plock stated that he remembers when this was first brought up there was discussion that it would have to be torn out to redo the road.

Brandon confirmed that the ramps would likely need to be torn out and rebuilt when the road profile is changed during future reconstruction. Despite this, Joe Kurlinkus emphasized the immediate safety risks posed by pedestrians crossing without marked paths, especially near the bike path and local businesses.

President Gustafson provided a background on regulatory requirements from Winnebago County and IDOT. She explained that ADA compliance mandates a "receiving ramp" even where no sidewalk exists. She clarified that the intersection had outdated striping that must be

replaced with compliant material. She confirmed with Brandon if this is something that the board wants to move forward with, how long would it take to be complete.

Bradon Boggs stated that if the project moves forward, it should be completed by November 14, 2025.

Trustees debated whether to proceed with the project now or delay it and incorporate it into a broader Capital Improvement Plan (CIP).

Trustee Plock requested cost estimates for redesigning the entire intersection before awarding any contract.

Brandon Bogg noted that bundling the crossing into a larger resurfacing project-estimated at \$1.4-\$1.5 million-could yield better pricing through economies of scale.

The Board agreed to solicit bids but emphasized that they are not obligated to proceed if pricing is unfavorable.

Voting yes: Trustees Plock, Mead, Wright, Babcock, Broda, Sima 6-0-0.

10. **Approval of Resolution 2025-R46**, authorizing an agreement for additional road patching with **Norwest Construction** for the quoted amount of **\$28,490.00** to complete roadway culvert replacements.

President Gustafson asked for a motion for the approval of Resolution 2025-R46. The three locations that need Culverts replacements are Woodchuck Trail, Silverhawk Trail, and Kilmore and Third Street intersection.

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

11. Approval of **Resolution 2025-R47**, establishing the authorized number of Full-Time Employees in each job classification for the Village of Roscoe Public Works Department.

President Gustafson asked for a motion to approve Resolution 2025-R47.

Joe Kurlinkus Village Administrator explained that the resolution was part of a broader effort to stabilize staffing and improve operational efficiency.

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

12. Approval of **Ordinance 2025-18**, an Ordinance amending **Section §2-359** of the Village of Roscoe Code of Ordinances **modifying the procedures for the approval of expenditures**.

President Gustafson asked for motion for approval of Ordinance 2025-18.

President Gustafson explained a procedural update to clarify how the village expenditures are reviewed and approved. She emphasized the importance of formalizing internal controls and reaffirmed that checks require two signatures- typically hers and the administrators.

Trustee Plock stated that he noticed a couple of things in the current ordinance. Section D (3531), Village President, one trustee could authorize expenditures listed above on any emergency stuff or three trustees. He suggested it should reflect Village President and two Trustees. He also asked what is the reason for the village president needing expenditures at all?

President Gustafson explained it gives a second set of eyes on purchase orders it is an internal double check.

Joe Kurlinkus Village Administrator explained that the ordinance would codify existing practices, improve transparency, and ensure all financial transactions are properly documented before board action.

Trustee Sima stated that he is comfortable with the \$2500. budget.

Trustee Babcock stated that each year the board goes through the entire budgeting process where each department presents us based on their past expenditures over a year. He explained that we have to trust the departments that they are going to spend the money and submit it to be checked for transparency.

Voting Yes: Trustees Mead, Wright, Plock, Sima. Voting No: Trustees Babcock, Broda 4-2-0.

13. Approval of **Resolution 2025-R48** approving a **right-of-way (ROW) usage agreement** with Comcast of Illinois/Indiana/Ohio, LLC.

President Gustafson asked for a motion for approval of Resolution 2025-R48.

Joe Kurlinkus introduced the resolution and explained that it would grant Comcast Broadband access to village-controlled easements for fiber optic installation. He emphasized that the agreement had been reviewed by the village's legal and engineering teams, ensuring it met all municipal standards.

Joe reassures trustees that the village retained full authority to enforce restoration requirements and that Comcast would be held accountable for returning any disturbs areas to their original condition.

Joe recommended approval of Comcast starting the infrastructure upgrade aligned with Roscoe's long-term goals for digital connectivity.

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

NEW BUSINESS (First reading or suspend rules)

14. Approval of Resolution **2025-R49**, authorizing entering into an agreement with **i3 Broadband** for fiber services for the Village of Roscoe.

President Gustafson asked for a motion for the approval of Resolution 2025-R49.

President Gustafson stated this was the first read and will be on a future meeting for a vote.

Trustee Plock stated that he has a question in general about fiber. He stated that i3 is going into Chicory Ridge and then you go to Sagewood and you have Metronet, so are eventually all of them going to be across the entire village.

Joe Kurlinkus stated it's whoever comes first.

Brandon Boggs confirmed that the fiber installation would occur in existing easements, minimizing disruption to private property. He elaborated on the technical restoration standards, noting that Comcast Broadband would be responsible for repairing any sidewalks, parkways, or landscaping affected during construction.

Brandon assured the board that his staff would actively monitor the work, coordinating with Comcast to ensure compliance with safety and restoration protocols. He explained that the agreement includes permit tracking and utility coordination, and that the village had modeled the terms after similar agreements with other providers.

15. Approval of **Travel Expense and Registration for Clerk's Conference**.

[2025 Clerks MCI Institute and Academy - October 6, 2025 through October 10, 2025]

President Gustafson asked for an approval of Travel expenses and registration for Clerk's Conference.

Motion was made by Trustee Plock to suspend the rules and make this a final vote, second by Trustee Sima. Voting yes: Trustees Wright, Sima, Plock, Broda, Babcock, Mead 6-0-0.

President Gustafson asked for a motion for an approval of the Expenditures.

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

QUESTIONS AND REPORTS

Trustee Sima asked if he could give an update. He stated that he is part of the Roscoe Gardening Club as well as the Village Trustee. He stated that he received a message from the Roscoe Gardening Club Board that they have decided to respectfully withdraw their participation from the doors and decorating contest for the village.

President Gustafson asked Trustee Sima to kindly reach out to her and ask Renee to send that also to Ann and Janel since they are involved with the contest.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting was Adjourned at 7:57 pm.