VILLAGE of ROSCOE

Meeting Minutes

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

Village Board of Trustees
Tuesday, November 18, 2025
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:31 pm

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT
Trustee Michael Wright

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **November 4, 2025**

   President Gustafson asked to lay over the minutes until next board meeting.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

2. Presentation of the **Financial Statements and Annual Audit Report** for the period ending December 31, 2024, by Baker Tilly US, LLP. [Presented by: Wendy Unger]

   Wendy Unger from Baker Tilly US, LLP is online she presented the results of the Village's 2024 audit. She stated the audit opinion is clean, unmodified opinion issued on Village financial statements (highest level of assurance).

No Material weaknesses or significant deficiencies in internal controls. Accounting principles consistently applied; GAAP standards fully met. Wendy discusses general fund performance revenues exceeded budget by $263,000 (driven by $241,000 higher investment income).

Expenditures under budget by $434,000

Public Safety $457,000 under (due to delayed officer hiring).

Public Works $319,000 under (most categories below budget, especially street/highway repairs).

Capital outlay over budget by $477,000 (vehicle leases inflated both revenues & expense).

Net result Village budgeted to use $1.8M fund balance but only used $600K. Ending general fund balance $5.5M (44% of operating budget, strong financial position).

Other funds Motor Fuel Tax Fund $566K revenue, $242K expenses fund balance grew to $1.8M.

Capital Project Fund $970K revenue (mainly ARPA), $932K spent on street work, plus $1.6M transfer fund balance $2.2M. Long Term Obligation Go revenue bonds: reduced by $360K, balance $830K (to be retired by 2027).

Compensated absences $271K (down $100K from prior year). Lease liability $698K (net increase $70K after new leases & payments).

Police pension liability $2.9M (down $89K from prior year). Recommendations ensure journal entries and reconciliations are reviewed by someone other than the preparer.

Prepare for upcoming GASB standards effective in 2025-2026 (expected to require additional disclosures, not operational changes).

President Gustafson expressed her appreciation for the clean audit and strong financial position. Next audit cycle scheduled to begin late December, with fieldwork in May 2026.

3. Presentation: Rockton Road Corridor Study.

[Presentation by: Place Foundry, LLC]

Jeff Mackey Project Manager, Engineer/Planner & Mark Sher Planning Team, Developer Expertise from Place Foundry are here to give a presentation for their Rockton Road Corridor study as a strategic vision for Roscoe's growth. They explained that the corridor, located along I-90, is underdeveloped but has strong demographics and traffic patterns that make it attractive for retail, commercial, and housing projects. Their analysis showed nearly seven million visits to the 61073-zip code in the past year, driven by interstate traffic, and highlighted gaps in the market for hotels, retail, and mixed-use development. Two draft land-use scenarios were shared: one emphasizing commercial and industrial uses along Rockton and Willowbrook Road, and another incorporating more residential development west of I-90. Stakeholder engagement was already underway with major landowners, including Roger Dwyer and Eric Zee, and Bluestone development from Chicago expressed interest in commercial opportunities east of the intestate.

Mark and Jeff emphasized that incentives and infrastructure will be critical to making projects feasible. They recommended tools such as an Enterprise Zone for sales tax abatements, possible TIF or Business Development Districts, and expedited permitting for projects aligned with the plan.

Trustees discussed challenges such as land acquisition cost, realistic development timelines. and the need for affordable housing alongside commercial growth. The Board agreed that marketing and cohesive planning are essential to attract developers and ensure high-quality outcomes.

Jeff and Mark are committed to delivering a final "Place Blueprint" plan by December 2025 and suggested continuing into 2026 with developer recruitment, incentive frameworks, and infrastructure alignment to support long-term corridor development.

4. Discussion of Village Attendance at the **NorthCOG Legislative Luncheon**

5. FY2026 Budget Process - Presentation and Discussion of the **Capital Improvement Program (CIP)** by Fehr Graham Engineering & Environmental [Presented by: Tyler Nelson]

Tyler Nelson from Fehr Graham presented the Village's Capital Improvement Plan (CIP) as a framework for managing Roscoe's long-term infrastructure needs. He explained that the draft project list had been compiled from trustee and staff input, then updated with conservative cost estimates and scored using objective metrics to prioritize projects. The CIP is designed to provide structure for evaluating and scheduling capital projects, ensuring that financial planning aligns with infrastructure requirements. Tyler emphasized that the plan is not just about numbers, but about creating a disciplined process that integrates with broader development initiatives such as the Rockton Road Corridor study.

TREASURER'S REPORT

6. Cash Report and Bills

7. Approval of Bills

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

Expenditures are $374,226.42 Payroll is $110,930.33 Totaling $ 485,156.75

Motion was made by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Sima, Broda, Mead, Babcock (restroom break no vote) Gustafson 4-0-1.

8. 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.

9. Approval of **Resolution 2025-R62,** supporting the Village's Participation in the **Illinois America250 Commemoration**

   President Gustafson asked for a motion for approval of Resolution 2025-R62.

   Motion was made by Trustee Broda, second by Trustee Sima. Voting yes: Trustees Mead, Broda, Sima, Babcock (restroom break no vote) Gustafson 4-0-1.

10. Approval of **Resolution 2025-R63,** casting ballot in the **2025 IMRF Executive Trustee** election.

    President Gustafson asked a motion for an approval of Resolution 2025-R63.

    Motion was made to choose Megan Gove by Trustee Broda, second by Trustee Sima. Voting yes: Trustee Broda, Mead, Babcock, Sima 4-0-1.

MOTIONS AND RESOLUTIONS (Final action)

11. **FY2026 Budget Process:** Approval of **Resolution 2025-R64,** establishing the **estimated tax levy for 2025.**

    President Gustafson asked for a motion for the approval of Resolution 2025-R64 tax levy at $1,817,794.11.

    Motion was made by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Sima, Babcock, Mead, Broda 4-0-1.

12. **Approval of Ordinance 2025-22,** establishing process for l**icensing of Retailers of Tobacco Products, Alternative Nicotine Products, and Electronic Cigarettes** in the Village of Roscoe.

    President Gustafson asked for a motion to approve Ordinance 2025-22 establishing the process for Licensing of retailers of tobacco products alternative nicotine products, and electronic cigarettes in the Village of Roscoe.

    Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Sima, Mead, Broda, Babcock 4-0-1.

    President Gustafson asked for a motion to amend the main motion Sec 11 254 B. it will be to change dates instead of June 1, 2025, to June 30, 2025. It will be from July 1, 2025, to June 30, 2025.

    Motion was made by Trustee Broda, second by Trustee Babcock Voting yes: Trustees Babcock, Broda, Sima, Mead 4-0-1.

NEW BUSINESS (First reading or suspend rules)

No New Business.

QUESTIONS AND REPORTS

None.

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, Broda, Mead 4-0-1.

Meeting Adjourned at 8:05 pm.