



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, March 03, 2026

CALL TO ORDER

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

Approval of the Minutes for the meeting of the Committee of the Whole from **February 17, 2026**.

Trustee Wright asked for a motion for the approval of minutes.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

- 1. Discussion & Recommendation** of Bridge Street Parking Lot Repairs and Settlement Agreement

Trustee Wright introduces and thanks Doug Curry for staying for the meeting.

Doug Curry from Stenstrom Excavation & Blacktop Group explained in detail how the Bridge Street Parking Lot canopy columns collapsed the same day they were erected. He walked the board through the original design flaw: the base plate buckled under the weight of the steel pergola members, causing the weld between the plate and column to fail. Doug outlined the redesigned fix created by an independent structural engineer-switching from four to six larger anchor bolts per column, drilling 84 new holes into the existing foundation, epoxy-setting the bolts, and performing third-party pull tests before any steel is re-erected. He also clarified that the original pergola pieces were far too heavy and will be replaced with components roughly

60% lighter, while the unstable steel already purchased by the village is being stored until the village decides if they would like to scrap it for credit since the steel can no longer be used. Doug also clarified that the village still owes about \$103,000 from the original contract for retainage, painting, and finishing work, but the insurance settlement is intended to cover the redesign, reconstruction, and even a worst-case full replacement if the pull tests fail.

President Gustafson asked if Joe Anderson the Architect would quantify the change in the canopy as to the width of each of these members, how were they downsized?

Joe Anderson Architect clarified the technical changes made in the redesigned structure. He explained that the base plate is now thicker, the number and size of anchor bolts have increased, and the pergola members on top have been significantly reduced in weight and thickness to eliminate the overload that caused the original failure.

Trustee Sima asked Mr. Anderson on whether the redesigned structure would truly be safe, asking about wind loads, snow accumulation, and whether the engineer would personally feel comfortable letter their own children stand underneath it.

Anderson noted that while the overall footprint and appearance remain the same, the redesigned components are over 60% lighter, the height has been adjusted by a few inches, and the structural configuration now removes uplift forces and prevents snow accumulation. He affirmed confidence in the safety of the revised design, stating he would personally feel comfortable with his own children standing beneath it, reinforcing that the independent structural engineer's redesign meets proper safety factors and corrects the deficiencies that led to the collapse.

Trustee Mead asked where the actual point of failure was it the bolts, the plate, or the weld?

Joe Anderson stated it was the weld between the columns. The plate buckled under the weight and then the weld failed. Joe believes that there was a combination of the weight of the structure on the base plate.

Joe Anderson states that there have been some stiffing plates at the base and larger bolts and significantly lighter steel members to make it safer. He states that there is an independent engineer redesign it, Ryan Virgilio.

Trustee Butz asked do you have a sense for the factor of safety that's involved in this?

Joe Anderson states it typically 25% safety factor.

Trustee are concerned about the safety and cost of the project and not having enough of the information of the redesign.

Motion was made to layover to the next Committee of the Whole meeting by Trustee Sima, second by Trustee Wright. Voting yes: Trustees Mead, Broda, Sima, Wright. Voting no: Trustee Butz. Voting Abstain: Trustee Babcock 4-1-1.

NEW BUSINESS

2. Discussion and Recommendation of a **Special Event Permit** for **Hits DJ Cruise Nights & Car Shows at Mary's Market**. Event to be held: 4th Tuesday of the month, May-September from 5pm-8pm at 4866 Bluestem Road

Lydia Manesiotis is the event manager at Mary's Market. She explained that she joined Mary's Market in late October and has been tasked with increasing activity and sales at the Roscoe location. To build community engagement, she partnered with DJ Hits (Joe Lock) to host a monthly cruise-night car show from May through September, held on the fourth Tuesday of each month from 5-8 pm.

Lydia describes the event layout one side of the parking lot would be reserved for show cars, while the other side would remain open for customer parking. Mary's Market plans to operate an outdoor booth selling alcoholic and non-alcoholic beverages. She noted that they will use wristbands, signage, and a fenced-off area to control outdoor alcohol consumption. A site drawing was included in the packet to illustrate the setup.

President Gustafson asked her to explain also what she is going to do for restaurant week.

Lydia explains that Mary's Market has some fun menu items that are different from their normal menu that they will be offering at that time.

Joe Kurlinkus clarifies that the only unusual aspect of this permit compared to other events is the outdoor alcohol services, which is allowed because the area will be fenced and monitored. No additional liquor permit is required beyond the special event approval.

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

3. Discussion and Recommendation of **Entering into a Membership** with **Illinois Public Works Mutual Aid Network (IPWMAN)**

Joe Kurlinkus Village Administrator explains that the Illinois Public Works Mutual Aid Network functions similarly to the police department's mutual aid system. He noted that the agreement allows Roscoe to borrow equipment or manpower from a statewide pool during the first five days of an emergency response, such as storms, microburst, or other disaster-level events. Kurlinkus emphasized that participation is voluntary: Roscoe can request equipment when needed and likewise can decline to send out its own equipment if it is unavailable or needed locally. Kurlinkus added that the program is being actively promoted by Winnebago County's FEMA manager, who is encouraging municipalities to join so that regional response capacity is strengthened. He described the agreement as a way to ensure Roscoe can quickly access specialized equipment or additional personnel during large-scale events.

Troy Taylor Public Works Supervisor Participated remotely expanded on the regional context. He explained that Illinois is divided into 11 different regions, and Roscoe is in region 2, which already includes 36-37 participating municipalities. Nearby participants include Winnebago County, the city of Rockford, Rockford Township, and Cherry Valley Township. Troy shared that he attended training last fall where smaller communities reported strong benefits from the

program, especially for brush cleanup, microburst damage, and snow-related assistance. He described the system as "a great little program to join."

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

4. Discussion and Recommendation regarding **Stateline Fastpitch Softball's 2026 Payment Installment Request**

Stateline Fastpitch Softball rents out the baseball fields each year for softball, they are asking to pay its annual field rental fees into 3 installments rather than one lump sum.

Trustee Babcock states that early season revenue is limited because the first portion of their program takes place indoors at Hononegah schools, and they typically do not generate outdoor related income until later in the season. A letter submitted with the request noted that their financials should be completed by mid-March, though they may not arrive until the end of the month.

President Gustafson recalled that installments were allowed last year as a one-time exception and discussed whether granting the same arrangement again would create an expectation for future years.

Trustee Sima stated that receiving the organization's financial statements each year would help the village evaluate whether installments remain appropriate.

Trustee Broda expressed no concerns with allowing the three-payment plan again for 2026. He noted the organization has historically paid on time and that reviewing the upcoming financials will determine whether future rent adjustments are needed.

Motion was made to move to the board with the recommendation that go to three payments by Trustee Broda, second by Trustee Sima. Voting yes: Trustees Wright, Broda, Babcock, Butz, Sima, Mead 6-0-0.

5. **Discussion and Recommendation** of entering into an **agreement with Fehr Graham & Associates** to create **legal descriptions for subdivision signage** easements in Hawks Pointe and Chicory Ridge.

Brandon Boggs Village engineer explained that the village has been working for some time to formalize signage locations across older subdivisions, many of which were built without dedicated sign easements. He acknowledged that this request had been pending for several months and stated that Fehr Graham's licensed surveyor would prepare the descriptions while their AutoCAD team would produce the easement drawings. These documents would then be forwarded to the village attorney to assemble the final easement packets for property-owner signatures; The cost is \$900 per location.

Brandon notes that the existing subdivision signs are located on private property, not within utility easements, and that earlier developments did not require sign easements during platting. Boggs confirmed this and stated that the village's current code does not mandate easements for subdivision signage, but that staff has already begun drafting updated language to ensure all future subdivisions include sign easements as part of the final plat.

Trustee Broda asked whether any signs could be relocated into utility easements to reduce costs.

Joe Kurlinkus clarified that the current signs are not positioned with those areas and signs are ready for installation pending legal paperwork signatures.

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

6. Discussion and Recommendation of amendments to Ordinance No. 2025-25, amending Chapter 22, Article I, Sec. 2-121 relating to the Village Administrator.
[Agenda item by: Trustee Sima]

The Board reviewed proposed amendments to Ordinance 2025-25, which updates Chapter 22, Article 1 of the Village Code relating to the Village Administrator hiring process. The change removes the use of an ad-hoc selection committee and instead requires that the entire Village Board participate in choosing the search firm that will conduct the recruitment. Once hired, the search firm will handle candidate screening and present finalists to the full board, which retains final hiring authority.

Trustee Sima discussed the importance of fairness, transparency, and ensuring that both new and long tenured members have equal input in selecting the firm. The amendment applies only to the first step choosing the search firm not the final hiring decision.

Motion was made to move to the board by Trustee Broda, second by Trustee Sima. Voting yes: Butz, Sima, Mead, Wright, Broda. Voting no Trustee Babcock 5-1-0.

7. Discussion & Recommendation of Monthly Financial Report from Treasurer
[Agenda item by: Trustee Wright]

Joe Kurlinkus encouraged the board to let staff know if there were specific types of information they wanted added to future reports so the Treasurer could adjust the format accordingly. He also noted that if Trustees had questions about individual line items, they should contact him or the Treasurer directly for clarification.

No action was taken.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright for a motion to Adjourn the meeting.

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

Meeting Adjourned at 8:34 pm.