Meeting Minutes

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

Village Board of Trustees
Tuesday, October 07, 2025
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT
Trustee John Broda

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **September 16, 2025**.

   President Gustafson asked for the approval of the minutes for September 16,2025.

   Motion was made by Trustee Mead, second by Trustee Plock. Voting yes: Trustees Babcock, Plock, Mead, Sima, Wright 5-0-1.

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]

   President Gustafson stated that Wendy Unger was not able to attends tonight's meeting. She will be here sometime in early November to go over the audit.

3. Presentation and update on the development of the **Capital Improvement Program (CIP)** by Fehr Graham Engineering & Environmental [Presented by: Tyler Nelson]

   Tyler Nelson from Fehr Graham presented an overview of the Capital Improvement Program (CIP). outlining a five-year plan to prioritize and fund infrastructure projects across the village. He explained that that capital projects include new construction or major upgrades to physical infrastructure, excluding routine maintenance and operations. The CIP will use ranking metrics such as public safety, economic impact, funding opportunities, project readiness, alignment with the comprehensive plan, and public benefit to prioritize and schedule projects.

TREASURER'S REPORT

4. Cash Report and Bills

5. Approval of Bills

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

   Expenditures are $197,921.11. Payroll is $ 115,832.11 totaling $ 313,753.22.

   Trustee Sima stated before we vote he would like to follow up on the refund for $3,480.00 from Place Foundry for the designs of the EV Station.

   President Gustafson stated that she has spoken with Place Foundry and she has asked for them to credit the Village in the dollar amount of $3,480.00.

   Motion was made by Trustee Wright, second by Trustee Babcock. Voting yes: Trustees Plock, Babcock, Sima, Wright, Mead 5-0-1.

6. Year to Date, Revenues and Expenditures

   President Gustafson stated no year-to-date revenue of expenditures report at this time. We had one in July and there will be one forth coming in November.

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.

ACTION FROM THE LIQUOR COMMISSION

7. **Approval of Ordinance 2025-20,** increasing the maximum number of authorized Village of Roscoe **Class "A" [Full Liquor] liquor licenses to six (6)** [5 currently authorized].

   President Gustafson asked for a motion for the approval of Ordinance 2025-20.

   Motion was made by Trustee Plock, second by Trustee Wright. Voting yes: Trustees Plock, Babcock, Wright, Mead, Sima 5-0-1.

8. **Approval of issuance of a Class “A” (Full Liquor, on and off premises)** liquor license to **Penny Inc. dba Quik Mart**
[Licensed Premises: 5526 Elevator Road, Roscoe, IL, Roscoe, IL 61073]

President Gustafson asked for the Approval of insurance of a Class "A" **(Full Liquor, on and off premises)** liquor license to **Penny Inc. dba Quik Maryt**
[Licensed Premises: 5526 Elevator Road, Roscoe, IL, Roscoe, IL 61073]

This is for the purpose of applying for the gaming license. They will be not serving alcohol at this establishment.

Motion was made by Trustee Babcock, second by Trustee Plock. Voting yes: Trustees Wright, Mead, Sima, Babcock, Plock 5-0-1.

MOTIONS AND RESOLUTIONS (Final action)

9. **Approval of Resolution 2025-R49,** entering into an agreement for engineering and construction management services for the **Riverside Park Pavilion Replacement.**

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

Motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Babcock, Sima, Plock, Wright. Voting no: Trustee Mead 4-1-1.

10. Approval of **Resolution 2025-R50,** entering into a **Professional Design Services Agreement** for **Porter Park Phase II (OSLAD Grant)**

President Gustafson asked for a motion for approval of Resolution 2025-R50.

Motion was made by Trustee Wright, second by Trustee Plock. Voting yes: Trustees Plock, Babcock, Mead, Wright, Sima 5-0-1.

11. **Approval of Resolution 2025-51,** approving purchase and installation of **Four Subdivision Entrance Signs** for the **Chicory Ridge** and **Hawks Pointe Subdivisions.**

President Gustafson asked for a motion for the approval of Resolution 2025-R51.

President Gustafson asked that if this could be done this season.

Joe Kurlinkus Village Administrator stated yes.

Motion was made by Trustee Plock, second by Trustee Wright. Voting yes: Trustees Babcock, Mead, Sima, Wright, Plock 5-0-1.

12. 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].**

[TABLED ON: 9/16/2025 VILLAGE BOARD]

Tom Green Village attorney stated this was tabled on September 16, 2025. There needs to be a motion to remove from the table.

Motion was made to remove from table by Trustee Wright, second by Trustee Plock.

Trustee Wright stated that he has sat down with a team of people from Beloit, Co-founder Jeff Adams, Jim Packard Sr. along with Terry Frank the executive director and Dan O' Day the current President from what is now called Beloit 2000/200. He stated that they have agreed with lending assistance to the group with writing contracts and get the non-profit organization current and new members off to a good start at no cost to them or the village.

Katie Thompson volunteered to lead the filing of incorporation paperwork, and Tom Green agreed to assist with legal setup, and getting an EIN number emphasizing that the nonprofit organization must remain independent from the village operation.

President Gustafson asked for an approval of Resolution 2025-R39.

Voting no: Trustees Wright, Sima, Plock, Babcock, Mead 0-5-1

NEW BUSINESS (First reading or suspend rules)

13. **Approval of Resolution 2025-R52,** approving an agreement with **Enterprise** for the quoted amount of **$88,268.50** for **the replacement of 3 Public Works Vehicles.**

    President Gustafson asked for a motion to suspend the rules and make a final vote for the approval of Resolution 2025-R52.

    Motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Trustees Sima, Plock, Babcock, Mead, Wright 5-0-1.

    President Gustafson asked for a motion for the approval of Resolution 2025-R52.

    Motion was made by Trustee Plock, second by Trustee Wright. Voting yes: Trustees Babcock, Mead, Wright, Sima, Plock 5-0-1.

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

President Gustafson asked for a motion to go into Executive Session pending Litigation.

Motion was made by Trustee Plock, second by Trustee Mead. Voting yes: Trustee Plock, Mead, Sima, Babcock, Wright 5-0-1 at 7:38 pm.

Returned to Open Session at 8:22 pm.

Roll Call Trustees Wright, Mead, Sima, Plock, Babcock, President Gustafson.

ADJOURNMENT

President Gustafson asked to Adjourn the meeting.

Motion was made by Trustee Wright, second by Trustee Sima, Voting yes:

Trustees Babcock, Sima, Plock, Wright, Mead.

Meeting Adjourned at 8:29 pm.