



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, May 19, 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 **May 5, 2026.**

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

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments

OLD BUSINESS

No Old Business

NEW BUSINESS

1. **Approval of Resolution 2026-R25**, approving Bid Specifications and Bid Letting for **Class "D" Patching Program** (2026).

Trustee Wright asked for a motion for the approval of Resolution 2026-R25.

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

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Brandon Boggs Village Engineer introduces Braden, the engineer now assigned to Roscoe's municipal work, explaining that he had taken over after Garrett was reassigned and already been working closely with staff for several weeks. Brandon noted that he tasked Braden with preparing the 2026 Class D Patching Program specifications.

Braden then explained that he and Troy recently drove the village to identify high-priority patch locations, including multiple failing areas on Swanson Drive, several deteriorated sections on Love Road, and a handful of residential spots where winter damage had worsened. He described how the village is again using the improved method adopted last year- pre-identifying patch locations before bidding- because it produced far better pricing and allowed additional patches to be added later. Braden also outlined the bidding process, noting that only a small number of contactors typically bid due to the project's modest size, but he will still contact all firms that have bid in the past five years. The contract includes a September 31, completion deadline, and once a contractor cuts into pavement, they must complete the patch within 24 hours unless the village grants special approval.

2. Discussion and Recommendation to allocate Village vehicle from PD back to Village Administration.

Trustee Sima led the discussion by empathizing that the village currently has no administrative vehicle, which he sees as a serious operational issue. He argued that the RAV 4 should be kept for administrative use, especially for code enforcement, which he said should not rely on personal vehicles. He also noted that the RAV 4 is not an ideal police vehicle, so returning it to administration made more sense.

President Gustafson clarified that the RAV 4 had already been returned to Enterprise, is scheduled to be sold. She stressed that returning it save the village \$500 per month, which she framed as a responsible financial decision. She also explained that under a 2020 board-approved vehicle-use policy, only full-time village employees may use village vehicles- meaning an interim administrator is hired, they will not be able to drive it. The village can obtain a more suitable vehicle at that time of a permanent hire.

Trustee Wright questioned whether the vehicle was truly gone and asked if it could still be retrieved.

President Gustafson stated that the car is to be sold and the board will have the paperwork in two weeks.

Trustee Sima requested documentation showing the vehicle's return status and the terms of the Enterprise agreement. He states that if the vehicle has not been sold yet, then the board can authorize the vehicle to be returned. He made a motion for the Vehicle to be returned to the village.

President Gustafson stated that back in 2020 there was a resolution that was adopted that gives the Village President the authority the power to decide who get those vehicles and who uses them. She states that the Resolution states that only employees can use the vehicle.

Trustee Broda clarifies that he was not here in 2020 and he would like to see the Resolution before making any decisions.

Trustee Broda also makes a motion to recommend to the board to hold over moving this vehicle until proof of the resolution from 2020 is submitted by the attorney and more information on why this is all being done at this moment, second by Trustee Sima. Voting yes: Trustees Sima, Mead, Wright, Broda. Voting no: Trustees Butz, Babcock 4-2-0.

3. Discussion of Village vehicle use including local establishments.

Trustee Sima discussed whether village employees are allowed to park village-owned vehicles at local establishments that serve alcohol, such as Mary's Market or the VFW, when attending legitimate business meetings. He asked for clarification, noting that he could not find any ordinance or written policy prohibiting it.

President Gustafson responded that while the rule is not an ordinance, it is a long-standing practice reinforced by a 2020 board-approved policy on municipal vehicle use. She explained that employees may use village vehicles only for official business or to pick up lunch, but village vehicles should not be seen parked at establishments that serve alcohol because of public perception issues- residents frequently call to report such sightings, which creates unnecessary scrutiny and complaints. She emphasized that this practice predates her and exists to avoid misunderstandings and protect staff from accusations of misuse.

Trustee Sima states the policy may be overly restrictive and that employees should be trusted to attend legitimate meetings without fear of public backlash.

Tom Green Village Attorney is also requesting to see the actual 2020 policy so they can review it and determine whether updates or clarifications are needed.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to adjourn the meeting.

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

Meeting Adjourned at 7:15 pm.