# Meeting Minutes

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

## Committee of the Whole
Tuesday, June 02, 2026

**CALL TO ORDER**

**ROLL CALL**

PRESENT
Trustee William Babcock
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT
Trustee John Broda

**APPROVAL OF THE MINUTES**

**Approval of the Minutes** for the meeting of the Committee of the Whole from **May 19,2026.**

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

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

**PUBLIC COMMENT (limited to 3 minutes per speaker)**

No Public Comments.

**OLD BUSINESS**

1. Discussion: Village vehicle use including local establishments. (Report from Attorney Tom Green).

   Village Attorney Tom Green explained that the Village's 2020 Vehicle policy contains the usual rules about proper use of Village vehicles, but nowhere does it prohibit parking at establishments that serve alcohol. He said that "no parking at liquor-licensed businesses" rule is not written anywhere - instead, it appears to be an old, unwritten practice passed down through multiple administrations. Tom said long-time employees confirmed this was treated as a "standard operating procedure," not a formal policy. He also clarified that the Village President, as chief executive officer, has authority to set internal rules like this. Unless the board formally amends the personnel policy. Tom recommended drafting new language for the personnel policy to clearly state what is and is not allowed, and he offered to bring a proposed amendment back to the next meeting.

Trustee Sima strongly disagreed with keeping the unwritten restriction. He said Village employees should be trusted to use common sense, noting that everyday places - Schnucks, has stations, Mary's Market - sell alcohol, and it makes no sense to treat them as off-limits.

Sima emphasized that employees should be allowed to park a Village vehicle at any establishment when there is a legitimate business purpose, such as a lunch meeting or a Village-sponsored event. He argued that if the rule isn't written anywhere, it shouldn't be enforced, and the board should formally update the policy, so employees are not restricted by outdated or unclear expectations.

**NEW BUSINESS**

2. Discussion: Village vehicle being taken out of budget and returned to Enterprise. (Report from Attorney Tom Green).

   Village Attorney Tom Green explained that since 2019, the Village has operated under a master fleet agreement with Enterprise, where vehicles are routinely rotated in and out as an administrative action, not typically requiring board approval. He noted that this process has historically applied to all Village vehicles, not just police units.

   Trustee Sima stated the board did not know the vehicle had been removed until they noticed it missing and emphasized that even if the President had the authority, the board should have been notified.

3. Discussion & Recommendation: A lease agreement for a Village vehicle with Enterprise for the remainder of 2026 (Preferably a Ford Explorer...and stay at budgeted amount of $500 a month.)

   Trustee Sima asked for a motion for the board to lease a Village vehicle with Enterprise for the remainder of the year not to exceed $500 a month, second by Trustee Mead. Voting no: Trustee Babcock, Butz. Voting yes: Trustees Mead, Sima, Wright 3-2-0.

   Trustee Babcock questioned the purpose of leasing a vehicle if there was no clear, regular use for it. He asked what specific need justified spending $500 each month.

   Trustee Sima argued that a Village vehicle is useful for meetings, public business, and especially code enforcement, noting that current contracted code enforcement officers arrive in personal vehicles with Wisconsin plates, which he felt looked unprofessional. He supports having a marked Village vehicles available.

   President Gustafson responded that the previous administrative vehicle was not being used, and returning it saved the Village about $3,000. She emphasized that contracted code enforcement officers are required by contract to use their own vehicles, and the Village's insurance strongly discourages non-employees from driving Village vehicles. She also noted that Trustees and staff can use mileage reimbursement instead of a dedicated car.

   Trustee Wright asked do we have mileage in the budget? How much do we have?

President Gustafson stated that it is cover under line item or under miscellaneous for Trustees and other employees.

Trustee Wright argued that there should be a vehicle for the new Interim Village Administrator for official duties.

Trustee Sima again argued that the board budgeted for a vehicle to the end of the year and there should be one available.

Trustee Mead asked how long have we had a Village vehicle?

President Gustafson stated that it goes back years since Szula was in office.

Trustee Mead asked what changed?

President Gustafson stated you fired the Village Administrator.

Trustee Wright clarifies that the board did not fire the Village Administrator we did not renew his contract.

Trustee Mead asked if that was the only reason why the vehicle was given back.

President Gustafson stated that there is no one here to use it.

Trustee Mead stated we will have a new Village Administrator coming in soon.

President Gustafson stated that under MGT contract it states that whoever they hire will have to use their own vehicle.

Trustee Sima stated that we should have a Village vehicle.

**PUBLIC COMMENT (limited to 3 minutes per speaker)**

**PRESENTATIONS**

Presentation of **Prospective Residential Developmen**t – No Action Requested (Capo Construction LLC)

The developer for the proposed residential project is Capo Construction, represented at the meeting by Ken Salah and Nick from RK Johnson, they traveled from the Orland Park area to present their concept to the Village Board and the public.

Ken Salah introduced himself as a 30-year builder with experience constructing high-end homes, Townhouses, and duplexes. He emphasized that his company focuses on quality, curb appeal, and long-term value, and that they chose this Roscoe site specifically because they want to build a community, they can be proud of- not a rental-heavy development. He even mentioned he would consider living in one of the units himself, underscoring his confidence in the project's quality.

The proposal covers roughly 7 acres and includes a mix of duplexes, four-plexes, and one three-unit building, Totaling about 62 for-sale units. Ken stressed that every unit would be owner- occupied, not rentals and that each home would sit on its own individually platted lot, meaning buyers would own both the structure and the small yard space. this design requires higher infrastructure costs because each unit needs its own water and sewer connection - something the developer pointed out as evidence of their commitment to a true for-sale community rather that a rental complex.

Nick RK Johnson also described their vision for the neighborhood's appearance: decorative entry features, brick pillars, ornamental fencing, landscaping, and possibly a gazebo or small gathering area to give the subdivision a sense of community. He repeated emphasized wanting the project to be "jewel" - something residents and the Village can be proud of.

Jackie Mesh Zoning Consultant Vandewalle explained that the site already has sanitary sewer access, water can be extended from McDonald Road, and stormwater detention would be place along the north side (the low area), keeping ponds away from existing backyards. The project is being pursued as a Planned Unit Development (PUD), which allows flexibility in lot sizes and setbacks in exchange for a higher-quality design.

Jackie also asked the board about their concerns with the development.

Trustee Sima stated he is concerned about the number of units being put in and them being turned into rentals down the road.

Presentation of the first draft CIP (2027-2031) by Brandon Boggs with Fehr Graham

Brandon Boggs Village Engineer provides an update on the Capital Improvement Plan (CIP) draft, focusing on how projects were evaluated, prioritized, and costed. He explained that the CIP draft compiles infrastructure needs across streets, drainage, utilities, and parks, using a scoring system that considers conditions, safety, regulatory requirements, and long-term maintenance impacts.

Brandon emphasized that the draft is not a final project list, but a working document meant to guide the Board's budget decisions. he noted that cost estimates are conservative, reflecting current construction pricing and anticipated inflation. He also clarified that some projects-especially road segments and stormwater improvements-were grouped to reduce mobilization costs and improve construction efficiency.

He reminded the Board that the CIP is intended to be a multi-year planning tool, helping the Village avoid reactive spending and instead schedule improvements in a predictable, financially responsible way. Brandon invited trustees to review the draft, suggest adjustments, and identify any missing priorities before the next revision.

Trustee Sima emphasized that the board should focus on smaller, manageable projects first, given the Village's current position and the need for clearer understanding available funds. He questioned several revenue and balance figures to ensure the CIP aligns with realistic financial conditions. President Gustafson discussed the importance of having a multi-year plan that prevents reactive spending and helps the Village schedule improvements predictably.

**EXECUTIVE SESSION (IF NECESSARY)**

No Executive Session.

**ADJOURNMENT**

Trustee Wright asked for a motion to adjourn the meeting.

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

Meeting adjourned at 9:14 pm.