VILLAGE of ROSCOE

Meeting Minutes

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

Committee of the Whole

Tuesday, October 06, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 8:04 pm.

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 September 15, 2026.

Trustee Wright asked for a motion to approve the Minutes.

Motion was made by Trustee Mead, second by Trustee Broda. Voting yes: Sima, Babcock, Wright, Broda, Mead. Abstain Trustee Butz 5-0-1.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public comment.

DISCUSSION & ACTION ITEMS

1. **Use of Tax Increment Financing/RFP for TIF Consulting Services.**

   Scot Wrighton Village Administrator recommended moving forward with the process of hiring a Tax Increment Financing (TIF) consultant to support the village's economic development goals. TIF was identified as an important tool that could help fund redevelopment projects, support business growth, and provide incentives for properties throughout the village. Rather than focusing solely on the Main Street area, the administrator suggested exploring the possibility of establishing one larger TIF district that could include industrial, commercial, Main Street, and residential development areas.

Tom Green Village Attorney explained that, under Illinois law, at least 51% of a proposed TIF district must meet applicable statutory eligibility requirements. A consultant would evaluate potential areas and properties to determine eligibility, recommend appropriate district boundaries, and assist with the planning and review process involving other taxing bodies. Scot Wrighton Village Administrator presented a draft request for proposals (RFP) to solicit competitive proposals from qualified TIF consultants. The preliminary map would not be included in the RFP to avoid creating misconceptions about the proposed boundaries before the necessary evaluations are completed.

Trustee Broda expressed support for moving forward, noting that TIF had been discussed and studied approximately a year earlier and that it was time to begin the process. One member referenced a consultant with experience establishing TIF districts in Machesney Park, Loves Park, and Rockford, while acknowledging the importance of allowing other qualified consultants an equal opportunity to submit proposals. Scot Wrighton Village Administrator clarified that a formal motion was not required at this stage and that the committee's general consensus, documented in the meeting minutes, would provide sufficient direction to issue the RFP. The board would later consider and vote on selecting a consultant. The committee reached a consensus to proceed with issuing the RFP.

2. **Discussion of Administrative Code Revisions (cont'd from September 15, Meeting).**

Trustee Wright suggested laying over discussion of Administrative Code Revisions until the next Village Board Meeting on October 20, 2026.

Motion Was made by Trustee Broda, second by Trustee Butz. All in Favor yea, none opposed.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comment

PRESENTATIONS

None

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Mead, second by Trustee Broda. All in favor yea, no opposed.

Meeting Adjourned at 8:15 pm.