VILLAGE of ROSCOE

Meeting Minutes

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

Village Board of Trustees
Tuesday, July 07, 2026
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:30 pm.

PLEDGE OF ALLEGIANCE

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

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **June 16, 2026**.

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

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comments.

PRESIDENT'S REPORT

President Gustafson discusses the Bridge Street Parking Lot Project:
She reported that work on the Bridge Street parking lot continues to progress as planned. Contractors are completing the drilling and installation of 24-inch anchor bolts with epoxy, with that phase expected to finish by tomorrow July 8, 2026. Following a one-day curing period, pull testing will begin on Friday July 10,2026, with one bolt tested in each pier. Results have met the independent engineer's

specifications thus far. Geocon is performing the work, and once testing is complete, a verification report will be submitted to Stenstrom, Place Foundry, Joe Anderson, and the Board. After the report is approved, steel plates will be installed, followed by painting. The painting contractor has honored last year's pricing, and the project is anticipated to be completed by the second week of August. The parking lot will remain closed until construction activities allow it to safely reopen, and project photos are available to share with the Board.

Residential Roads Project:
President Gustafson reported that the residential roads project has been delayed by one week at the contractor's request and is now scheduled to begin on July 20. Despite the revised start date, the anticipated completion date remains unchanged. Flyers have been distributed to affected residents notifying them of the schedule, and the Village website will be updated to reflect the new start date. Weather permitting, the project is expected to proceed on schedule and be completed in a timely manner. Overall, the President noted that both infrastructure projects continue to move forward as anticipated.

TREASURER'S REPORT

2. Cash Report and Bills

   Expenditures are $397,921.21 Payroll is $111,243.35 Totaling $509,164.56

   Morton Salt expenses are $8,672.94

   Totaling $517,837.50

3. Approval of Bills

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

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

4. Year to Date, Revenues and Expenditures

   President Gustafson stated that the board received the year-to-date revenue and expenditure report through May 31, with updated financial figures through June expected at the second meeting in August. She noted that no revenue has yet been recorded for the new Class A and Class B tobacco licenses because of the timing of the licensing cycle, even though the fees have been collected. All businesses except Dollar General met the July 1 licensing deadline. Because Dollar General missed the deadline but wishes to continue selling tobacco products, the Board will convene a special meeting as the Tobacco Licensing Board once the company submits the required documentation. The delay was attributed to an internal corporate oversight. During discussion, Trustee Mead requested that Finance Director Mark Olson attend a meeting later in the year to review the Village's financial performance for the first six months. President Gustafson suggested scheduling that presentation in August after the interim Village Administrator is in place and using that meeting to discuss future financial reporting expectations.

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.

MOTIONS AND RESOLUTIONS (Final action)

5. **Approval of Resolution 2026-R30 Amending Village personnel policy/ vehicle policy.**

   President Gustafson asked for motion for approval of Resolution 2026-R30.

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

NEW BUSINESS (First reading or suspend rules)

6. Approval of **Resolution 2026-31,** awarding the Village's **Class "D" Road Patching** Contract (2026) to **Norwest Construction, Inc.** with the total project cost **not to exceed $100,000.**

   President Gustafson asked for a motion to suspend the rules and make this a final vote.

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

   President Gustafson asked for a motion for approval of Resolution 2026-R31.

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

QUESTIONS AND REPORTS

None.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

No Public Comment.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to adjourn the meeting.

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

Meeting Adjourned at 6:45 pm.