



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole
Wednesday, August 05, 2026

CALL TO ORDER

Village Clerk Kimberly Garza called the meeting to order at 6:43 pm.

Motion was made by Trustee Broda, second by Trustee Mead to make Trustee Sima Committee of the Whole Chairperson for Tonight's meeting. Voting yes: Trustee Sima, Butz, Broda, Babcock, Mead 5-0-0.

ROLL CALL**PRESENT**

Trustee William Babcock
Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Sima
Village President Carol Gustafson

ABSENT

Trustee Michael Wright

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **July 21, 2026**.

Trustee Sima asked for a motion for the approval of the Minutes.

Motion was made by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Babcock, Mead, Sima, Broda. Abstain Trustee Butz 4-0-1.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Terry Brock Kilmore drive raised concerns about what he believes is inconsistent code enforcement regarding utility trailers. He explained that about three years ago, he received a violation for having a 5×8 utility trailer parked next to his garage and was told it could not simply be placed on concrete blocks but had to be on an approved concrete slab. To comply, he moved the trailer behind his shed. Terry then described another property where a 6×10 utility trailer had been parked on gravel and was initially moved behind a fence after receiving a violation. However, the trailer was later moved back to the front of the house and placed on gravel, partially hidden by a pickup truck. Terry said he reported the

situation to code enforcement on July 7 and sent a reminder approximately three weeks later, but the trailer was still there as of the meeting, roughly five weeks after his initial complaint. He expressed frustration with the lack of response and questioned why the other property owner was not required to comply with the same standards he had been required to follow.

Trustee Sima included a positive acknowledgment of the previous evening's National Night Out event, which was described as very well attended and successful. The event's goals were noted as strengthening police-community relations, bringing residents together, promoting neighborhood involvement, deterring crime, and educating the public about the roles of the police, fire department, public works, and other municipal services. Appreciation was expressed to Chief Hawley and Deputy Chief Farone for organizing the event, as well as Sergeant Aaron Weber and his wife, Kelly, who help coordinate the event each year. Trustee Sima also recognized the efforts of the public works staff, who handled setup and cleanup despite the hot and humid weather, along with staff members Anne and Janel, who worked throughout the evening. The event also provided an opportunity for residents to see the progress of the new Bridge Street parking lot, which is nearing completion. Overall, the event was praised for its strong attendance, community participation, and positive community spirit.

OLD BUSINESS

1. Village Vehicle: Update from Village President.

Trustee Sima reported that he had contacted Enterprise Leasing to determine the reason for the approximately 20-week delay in receiving the village vehicle. He spoke with a representative who explained that the village had originally requested a new 2027 vehicle that would need to be built to order. After speaking with Enterprise, they indicated that the village could obtain a vehicle much sooner by selecting one from available inventory. A suitable vehicle could potentially be provided within approximately one month and remain within the village's budgeted cost of approximately \$500 per month. Trustee Sima stated that the specific make or model was not a primary concern and suggested pursuing an available vehicle so that one would be ready for the incoming village administrator and could also be used by code enforcement or other village staff as needed.

President Gustafson reported that a scheduled conference with the Enterprise representative handling the village's account had to be postponed because the representative was called away, and the meeting would be rescheduled. She requested that the matter be postponed until the village could clearly identify the primary end user of the vehicle and compare the cost of maintaining a village vehicle with the alternative of reimbursing mileage. She suggested that this evaluation could take place once the interim Village administrator is in place. She also questioned whether the village should proceed with the expense simply because funding had already been budgeted.

Trustee Sima disagreed with delaying the vehicle, pointing out that the Village Board had already approved and budgeted for it. He noted that the village previously had a vehicle available for the Village Administrator and other village staff when needed. Following the decision not to renew the previous Village Administrator's contract, the vehicle was removed from village use and subsequently sold. Trustee Sima also expressed concerns that the vehicle was removed and sold without the Village Board formally voting to dispose of it. The board later voted to obtain a village vehicle again, and several trustees stated that the current request is intended to follow through on that decision.

Trustee Broda also explained that the vehicle could serve multiple purposes, including transportation for the Village Administrator, code enforcement, public works, or other village departments that may occasionally need an additional vehicle. Trustee Mead noted that the vehicle had historically been available for staff when needed and could provide flexibility when an additional village vehicle was required.

Several trustees emphasized that the discussion was also about following through on decisions made by the Village Board. They expressed concern that repeatedly reconsidering an item after it has been approved could undermine the authority of the board and create confusion about whether board decisions will actually be carried out. Trustee Mead stated that the appropriate time to discuss the need for and funding of a village vehicle was during the budget process and that the matter had already been addressed through the board's prior action. Trustee Sima agreed, stating that the board had voted to have a village vehicle and that the village should respect and implement that decision.

2. Code Enforcement Contract (Tom Green).

Tom Green Village Attorney reviewed the village's Code Enforcement Service Agreement to clarify its term and termination provisions. The agreement began July 1, 2025, initially ran through December 31, 2025, and automatically renewed for 2026. The agreement requires at least 60 days' notice to prevent renewal, while either party may terminate without cause with 90 days' written notice. A separate for-cause termination provision allows termination with 30 days' written notice. Following the review, trustee Sima raised concerns about having sufficient information to evaluate the code enforcement service and whether the village is receiving appropriate value. He requested regular reports showing the number of complaints or cases, enforcement activity, response efforts, and outcomes, as well as having the code enforcement provider attend a meeting in person to explain its work and answer questions.

Tom Green emphasized that the purpose of code enforcement is not simply to issue fines or violations, but to work with residents to resolve issues and help them remain in compliance with village ordinances. It was explained that the current agreement allows for a maximum of 20 hours of service per week at approximately \$49 per hour, although the village is not automatically billed for 20 hours if fewer hours are worked. President Gustafson noted that detailed information is available through the code enforcement system, including addresses investigated, notices issued, compliance, and ongoing cases. Trustee Mead also requested historical information so the board could compare the current contracted service with previous periods when code enforcement was handled in-house, including differences in costs, staffing, software, and the number of cases handled.

Trustees Broda states that the issue was not solely about cost, but also about transparency, accountability, workload, response times, and understanding the types of issues being addressed throughout the community. Concerns were raised that trustees had not previously been made aware that detailed reports were available and that they should have access to information necessary to answer constituents' questions. There was also discussion about maintaining appropriate confidentiality while still providing the board with useful aggregate information. The incoming interim village administrator, Scott, offered to conduct a comprehensive review of the current code enforcement services, including whether the contractor is meeting the village's expectations, how the service aligns with community needs and future development, and whether it would be more appropriate or cost-effective to continue

contracting the service or eventually bring it in-house. He offered to report his findings and possible options to the board at a future Committee of the Whole meeting. The committee generally agreed that it would be beneficial to wait for the new administrator to begin and have him review the situation before making further decisions.

Municipal code enforcement officer Allison Schwerk addressed the committee remotely and explained that there had been some communication gaps during the transition following the previous Village Administrator Joe's departure. She stated that code enforcement does provide monthly reports to village staff and offered to add the trustees to the distribution list so they would receive the reports directly. She also offered to provide the July report and attend a future meeting to present a comprehensive report covering the department's activities, statistics, numbers, and general enforcement approach over the past year. She reported that during July, code enforcement sent **43 letters**, ended the month with **35 open cases and 17 closed cases**, and was willing to answer the board's questions. The committee welcomed her offer to attend a future meeting and emphasized that having regular statistics and information available would help trustees respond to constituents and provide greater transparency regarding the village's code enforcement activities.

NEW BUSINESS

None.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Terry Brock Kilmore Drive also raised concerns about the Luna Mart/Fast Fuel property, stating that the property had reportedly had extremely tall weeds for approximately four months without receiving a violation. Terry said he brought the issue to code enforcement's attention and that the grass was cut the following day.

PRESENTATIONS

None.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Sima asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 7:22 pm.