



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, June 16, 2026
[immediately following Village Board Meeting]

CALL TO ORDER**ROLL CALL****APPROVAL OF THE MINUTES**

- 1.** **Approval of the Minutes** for the meeting of the Committee of the Whole from **June 2, 2026**.

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

- 2.** Review and Approve Resolution **2026-R30** Amending Village Personnel Policy/Vehicle Policy

NEW BUSINESS

- 3.** Discussion and presentation by Capo Construction pertaining to Village owned property on Main Street (LaBree Property).

PUBLIC COMMENT (limited to 3 minutes per speaker)**PRESENTATIONS****EXECUTIVE SESSION (IF NECESSARY)****ADJOURNMENT**



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 Development** – 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 than 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.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 2.

Agenda Item: Resolution No. 2026-R____ to amend the Village Personnel Policy Section entitled Village-Owned Vehicles to allow employees to use Village vehicles for Village related business at local establishments that have a liquor license from the Village.

Date: June 16, 2026

Meeting: COTW **DATE:** 6/16/2026

Prepared by: Attorney Tom Green

Department: Admin

Overview/Background Information

The Village would like to add a provision to the Personnel Policy regarding Village-Owned Vehicles to provide that employees may use Village vehicles for Village related business at local establishments that have a liquor license from the Village. Employees shall not attend liquor licensed establishments with a Village vehicle outside of work hours or when not engaged in legitimate Village related business.

Fiscal Note/Budget Impact

None

Prior Legislative Actions

None

Action Required/Recommendation

Recommend passing Resolution amending the Village Personnel Policy relating to the Vehicle Policy.

Attachments

Resolution No. 2026-R____
Vehicle Policy

RESOLUTION NO. 2026-R30**A RESOLUTION OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY,
ILLINOIS, AMENDING THE VILLAGE OF ROSCOE
PERSONNEL POLICY / VEHICLE POLICY**

WHEREAS, the Village of Roscoe has a Personnel Policy and within the Personnel Policy is a Vehicle Policy relating to usage of Village vehicles by employees of the Village; and

WHEREAS, the Committee of the Whole has reviewed the Vehicle Policy, and desires to amend the policy regarding the use of Village vehicles for attendance of business related activities at business establishments within the Village that have a liquor license;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are incorporated herein as findings of the Board of Trustees of the Village of Roscoe.

SECTION TWO: The VEHICLE POLICY within the Village of Roscoe Personnel Policy shall be amended under the Section entitled VILLAGE-OWNED VEHICLES to add a new paragraph 12, which shall read as follows:

12. Employees may use Village vehicles for Village related business at local establishments that have a liquor license from the Village. Employees shall not attend liquor licensed establishments with a Village vehicle outside of work hours or when not engaged in legitimate Village related business.

SECTION THREE: This Resolution shall be in full force and effect from and after its passage, approval, and publication as provided by law.

SECTION FOUR: The Village Clerk of Roscoe shall attest the same after the signature of the Village President.

2026-R30

1st Read:**PASSED BY ROLL CALL VOTE ON:**

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
Trustee Molly Butz				
President Carol A. Gustafson				

APPROVED _____ **2026****ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Village of Roscoe Personnel Policy

VEHICLE POLICY**SECTION SIX: Village Property and Facilities****POLICY NO. 06-02**

The following general rules apply to the use of motor vehicles for Village of Roscoe business.

APPLICABLE TO ALL VEHICLES OPERATED FOR VILLAGE BUSINESS

1. Employees operating any vehicle for village business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. They must notify their immediate supervisor if the status of their driver's license changes.
2. Employees are required to obey all traffic regulations. This includes driving within the speed limit, the use of seat belts, and the "headlight law," where vehicles must have their headlights on when the windshield wipers are on.
3. All accidents must be immediately reported to the employee's immediate supervisor. A copy of the police report and all proper report forms must be included.
4. No employee shall be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for village business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner, including situations where the blood alcohol level is below the legal blood alcohol level under existing driving laws. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness. *See the Alcohol and Drug Abuse Policy 02-19, and the Alcohol and Drug Procedures for CDL Employees Policy 02-20.*

DISTRACTED DRIVING

Employees may not use a hand-held or hands-free cell phone while operating a Village-owned vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages. This policy applies to all employees when any of the following five conditions apply:

Effective: November 4, 2010
Revised: June 18, 2019

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Personnel Policy
Vehicle Policy
Policy No. 06-02

1. Operating a Village owned vehicle
2. Operating a personal vehicle on Village of Roscoe business
3. Driving on Village of Roscoe property

If employees need to use their phones, they must pull over safely to the side of the road or another safe location. Additionally, employees are required to:

1. Turn cell phones off or put them on silent before starting the car.
2. Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
3. Inform others of this policy as an explanation of why calls may not be returned immediately.

VILLAGE-OWNED VEHICLES

In addition to the regulations listed above, the following shall apply to all employees who have been granted authorization by their immediate supervisor to operate a village vehicle.

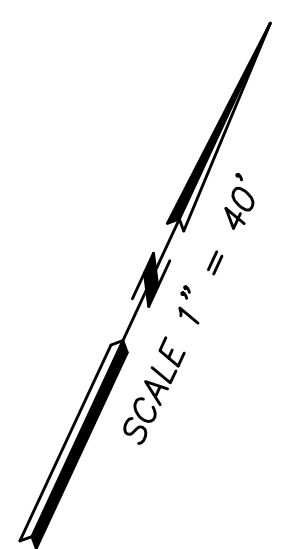
1. In the event an employee needs a specialized vehicle or equipment and who has on-call responsibilities, a village vehicle may be assigned. In all cases the Village President will determine if the vehicle is permitted to travel home with the employee. All such vehicles must have an "M" plate.
2. The village maintains vehicles that may be driven for village business outside of the normal day-to-day business such as a conference, transporting visitors on a tour, or vehicle needs unable to be handled by their personal vehicle, etc.
3. Village owned vehicles may be taken home only when authorized by the Village President or his designee and only in cases where the employee is subject to emergency calls during off-duty hours. Village vehicles may only be used for village business; personal use of vehicles is prohibited unless authorized by the Village President.

Personnel Policy
Vehicle Policy
Policy No. 06-02

4. As a matter of convenience for both the Village and the employee, employees at a remote job site, where their personal vehicle is not immediately accessible, may continue to use a Village owned vehicle through the duration of their 30 minute meal period provided they do not leave the Village limits and follow all other vehicle use policies as outlined in this handbook. Use of the Village owned vehicle is limited to obtain meals only and may not be used for any other personal errand.
5. Any employee who may be using a Village owned vehicle for personal use outlined in this section are required to carry liability insurance in accordance with state law and must provide proof of this insurance. Employee's personal insurance will be the primary insurance in the case of an incident.
6. Employees operating village vehicles must be 18 years or older.
7. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations.
8. Employees are responsible for the care, use, and conservation of village vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
9. Employees who are assigned a vehicle as part of their regular duties will be responsible for conducting daily inspections (oil, tire, lights, etc.) and keeping the vehicle free of litter, debris, and unnecessary equipment/supplies.
10. Employees should have no reasonable expectation of privacy with respect to village vehicles.
11. The village is not responsible for personal items stored in village vehicles. Employees should not carry personal valuables in village vehicles.

C:\Land Projects 2009\Capo Construction Downing Place Lot 30\12654 CONCEPT B.dwg, 6/16/2026 7:06:16 AM, JCW

MAIN STREET



CAPO CONSTRUCTION
DOWNING PLACE – LOT 30
11243 MAIN STREET, ROSCOE, ILLINOIS

CONCEPT E

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