VILLAGE of ROSCOE

Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, November 17, 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 **November 4, 2026.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

ITEMS FOR ACTION AND/OR DISCUSSION

2. **Review & Update 2024 Policy on Village Support of Subdivision Signs**
3. **Review FY2027 Budget and Tax Levy**

PUBLIC COMMENT (limited to 3 minutes per speaker)

ADJOURNMENT

VILLAGE of ROSCOE

Meeting Minutes

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

Committee of the Whole
Wednesday, November 04, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 7:12 pm.

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 **October 20,2026.**

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

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Sima raised the topic of the Village's neighborhood sign program, which was established through Resolution 2024-R51, and asked whether the board would be interested in discussing it at a future Committee of the Whole meeting. He explained that the resolution was intended to encourage neighborhood identity and community pride by allowing subdivisions to install and maintain neighborhood entrance signs. As a result of the program, four signs were installed, including two in Chicory Ridge and two in Hawks Pointe.

Trustee Sima noted that while the resolution referenced a grant program to assist neighborhoods with sign installation, maintenance, landscaping, and related improvements, it did not establish a clear process for how neighborhoods could apply for funding, access grant dollars, or receive reimbursement.

He suggested the Village develop a more structured program and better publicize the opportunity, so residents and homeowners' associations understand what assistance is available.

Village Administrator Scot Wrighton agreed that the policy was a good first step but said practical experience since its adoption had revealed areas that need refinement. He indicated that the existing signs may not fully conform to the original policy and recommended reviewing the resolution, evaluating how it has worked in practice, and considering amendments to clarify procedures and responsibilities. Scot offered to place the item on the November Committee of the Whole agenda and provide the board with a copy of Resolution 2024-R51 along with staff recommendations and comments from Public Works and Village staff.

Trustee Sima noted that this was exactly the type of discussion envisioned when the Village revised its Committee of the Whole procedures. He explained that the public comment portion of the meeting provides trustees with an opportunity to publicly raise topics they believe warrant future discussion and gauge support from fellow board members before placing items on a formal agenda. If there is sufficient interest, the topic can be brought forward for further consideration; if not, no additional action is taken. Trustee Sima stated that the neighborhood sign discussion served as a good example of how the process is intended to work.

Village Administrator Scot Wrighton added that, when possible, trustees should notify staff in advance of topics they wish to raise so staff can gather background information and provide supporting materials to assist the board's discussion. Trustee Sima had done so in this case, allowing staff to review the matter beforehand and provide useful context to the board.

ITEMS FOR ACTION AND/OR DISCUSSION

1. **Review & Recommendation to the Village Board: Amendment of Title II of Village Code.**

   The Committee of the Whole reviewed proposed amendments to the Village Code that have been under discussion for several meetings. Village Administrator Scot Wrighton explained that the latest draft incorporated revisions previously requested by the board, with color-coded markup showing deleted language, earlier additions, and the newest board-directed changes.

   Among the revisions, the ordinance now formalizes a process allowing trustees to use public comment portions of meetings to raise topics, gauge support from fellow trustees, and seek placement of items on future agendas. Changes were also made to the process for appointing the Village Administrator, replacing presidential nomination and board ratification with appointment by a majority vote of the corporate authorities following an agreed-upon selection process.

   Additional revisions clarified the distinction between the terms "Village Board" and "Corporate Authorities," with language updated where appropriate to reflect actions requiring participation of both the Village President and trustees. The draft also incorporates gender-neutral language throughout, updates procedures for newly elected officials to assume office after election certification by the county election authority, and strengthens conflict-of-interest provisions applicable to the Village Administrator.

The ordinance further revises the Village Administrator's performance evaluation process, requiring evaluations every six months initially and annually thereafter, while providing greater detail regarding the evaluation procedure. Trustee Sima suggested adding formal definitions for terms such as "Village Board" and "Corporate Authorities" within the Village Code. Scot agreed the definitions would be helpful but recommended addressing them through a future code amendment rather than delaying the current ordinance revision.

Trustee Mead made a motion to recommend approval of the amended ordinance and move it to the Village Board, second by Trustee Sima. Voting yes: Trustee Babcock, Butz, Sima, Wright, Mead 5-0-0.

2. Introduction to the 2027 Budget

Village Administrator Scot Wrighton introduced the proposed 2027 Village budget and explained the format and review process that will be used during upcoming budget discussions. Rather than distributing the budget electronically, board members were provided with printed budget notebooks that include space for notes, revisions, and supporting documentation. Scot encouraged trustees to keep the binders as a year-round reference tool for budget decisions and village operations.

Scot explained that the budget has been redesigned to provide clearer financial information. Each department and fund includes four years of comparative data: the 2025 actual expenditures, the 2026 adopted budget, the projected 2026 year-end expenditures, and the proposed 2027 budget requests. Additional narrative explanations have been included throughout the document to explain major expenditures, significant changes, and budget priorities.

Scot emphasized that budget discussions should focus on major policy decisions and noteworthy changes rather than reviewing every line item individually. The narrative sections highlight key issues such as capital projects, police and public works expenditures, staffing requests, and other significant budget items requiring board consideration. The budget also provides a clearer picture of the Village's financial condition by showing beginning balances, revenues, expenditures, and ending balances for each fund.

Scot noted that the property tax levy is explained in detail within the revenue section and will be discussed during the November 17 budget meeting as a precursor to formal levy action. If approved, the tax levy ordinance is expected to be considered at the first meeting in December. Trustees were encouraged to review the budget materials over the following weeks and contact staff with any questions before the formal budget workshop. Board members thanked staff for their work and commented that the new budget document was clear and well organized.

3. Revised CIP including Park & Trail Plans.

The Committee of the Whole reviewed the revised Capital Improvement Plan **(**CIP**)**, which outlines the Village's five-year infrastructure priorities for streets, trails, parks, and related public improvements. Village Administrator Scot Wrighton explained that no street projects had been removed or substantially changed since the previous review, but several park and trail projects had been added to create a more comprehensive infrastructure plan. He noted that while projects are identified through 2031, the primary focus should be on 2027 and 2028 because those years are directly tied to the proposed budget.

One of the key additions discussed was the proposed River Street Trail Connection, a project intended to link the existing Rock River pedestrian bridge and trail system to Main Street. Village Engineer Brandon Boggs described the project as a roughly 370-foot-long, 10-foot-wide paved multi-use path designed for both pedestrians and bicyclists. The project would improve connectivity within the Village's trail network and address a longstanding gap between existing paths. Board members expressed support for the project, noting that it would improve access to local destinations and better connect the community's trail system.

The board also revisited plans for the Main Street resurfacing project between McDonald Road and Bridge Street. Scot and the Village Engineer Brandon Boggs recommended ending the 2027 resurfacing work at Grove Street rather than extending it through the Bridge Street intersection. They explained that future reconstruction of Main Street will require major changes to the Bridge Street intersection, and resurfacing that area now would likely result in approximately $300,000 of newly completed work being removed during a future reconstruction project. Several trustees agreed that stopping at Grove Street was the most fiscally responsible approach while still providing relief to most of the deteriorated roadway. Brandon suggested obtaining alternate bid pricing for extending improvements to Bridge Street so the board could evaluate actual costs before making a final decision.

Discussion also focused on Porter Park improvements and the proposed parking lot associated with the Osland grant project. While the parking lot is currently programmed for 2028, staff recommended bidding it as an alternate during the 2027 project so the board can evaluate actual construction costs and potentially accelerate the project if favorable pricing is received. Trustees expressed interest in coordinating the project with a planned County trail extension to maximize public benefit and improve access to the expanded trail system.

Board members also discussed future projects identified in later years of the CIP, including trail expansions and a long-range concept for a pedestrian bridge across the Rock River. Staff emphasized that the CIP is updated annually and serves as a planning document that helps position the Village for grant opportunities and long-term infrastructure investments.

Finally, trustees Wright expressed interest in creating more user-friendly maps and online resources showing the Village's entire trail network. Scot agreed that better public information and interactive trail maps could help residents better understand and utilize the community's growing system of parks, paths, and trail connections. Overall, the board indicated support for the revised CIP and its emphasis on improving transportation, recreation, and connectivity throughout the Village.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments

ADJOURNMENT

Trustee Wright asked for a motion to adjourn the meeting.

Motion was made by Trustee Butz, second by Trustee Mead. All in favor yea, no oppose.

Meeting adjourned at 8:19 pm.

November 13, 2026

TO: President Gustafson & Village Trustees

FROM: Scot Wrighton, Interim Village Administrator

RE: November 17 Committee-of-the-Whole

Subdivision Signs Policy

On November 4, at a Committee-of-the-Whole (COTW) meeting, it was the consensus of the President & Board of Trustees to request that an item be added to the next COTW to discuss the Village's policies regarding subdivision signage.

In December 2024, the Village Board adopted a "Subdivision Entrance Maintenance Policy for Residential Subdivisions" (see attached), and in 2025 they appropriated funds for the construction and installation of new subdivision signs in the Chicory Ridge and Hawks Pointe subdivisions, and they directed staff to deploy the Public Works Department to install the new signs. In reviewing the available records of these decisions, and subsequent implementation, it appears that the policy intentions of the Village Board were:

1. Establish a mechanism for resolving uncertainty about who can take responsibility for subdivision signage initially installed by the original developer(s), but where no provision was ever made for the maintenance, replacement and landscaping around subdivision signs that were deteriorating, and where the original developer is gone, or unwilling to assist with sign maintenance, replacement and sign landscaping costs.

2. Encourage homeowners associations (HOAs) and other groups of interested owners in residential subdivisions to fix, repair and (if necessary) replace their subdivision signs by providing one-time grant funds to ***assist*** homeowners to upgrade their subdivision signs.

3. Direct the Public Works Department to provide limited assistance with only landscaping around subdivision signs, but explicitly state that the Village would take no responsibility for irrigation and lighting systems connected or adjacent to subdivision signs.

4. Use the Chicory Ridge and Hawks Pointe subdivision signs as a way of "test-driving" the new subdivision sign policy, and see if new signs helped establish a greater sense of neighborhood identity and "pride of place."

If these 4 goals are still the desired direction of the Village Board, there is no reason why they cannot remain in force; but policy changes are needed. The Village's subdivision sign

policy (Resolution #2024-R51) has been in place for almost 2 years; and I can make the following observations:

a. The effect of the sign policy is limited to signs on Village right-of-way (ROW), and if they are not on Village ROW, the policy requires ROW dedication if the Village is going to be involved in financing sign replacements and maintenance. In fact, most subdivision signs are not on Village ROW, but on private property. It is possible to obtain easements for signs that the Village assists with refurbishing and/or replacing, but the use of easements over private property is not mentioned by the policy. Easements should be given without cost to the Village.

b. The policy establishes a maximum Village financial participation of $3500 per subdivision (not per sign), and does not establish a cap for rehabilitation and repair of existing signs, nor a limit on landscaping costs. Nor does the policy say whether there should be a 60/40, 70/30 or 80/20 village-to-HOA financial match requirement, so that HOAs and homeowner groups have "skin in the game."

c. Actual Village costs for the signs installed at entrances to Chicory Ridge and Hawks Pointe exceeded $3500 per subdivision. The Village has not collected or assessed HOAs or homeowner groups any cost sharing for these overages. I believe the intent of the 2024 policy was to provide financial assistance to HOAs and other homeowner groups to make their own sign upgrades, and not to fully fund, manage and maintain all subdivision sign projects.

d. The need to replace rotted sign monuments is anticipated by the policy, but it does not clarify that monument replacements will be treated as sign replacements or sign maintenance projects for purposes of funding assistance.

e. The Public Works Department has expressed a preference for the use of river rock in lieu of mulch in landscaping around subdivision signs. Mulch rots, blows around, generates dust and requires more maintenance. Furthermore, the landscaping policy implies that the Public Works Department will place mulch (or river rock, if changed) around "plant material" provided by the HOA or homeowner group; but this is not clear. Nor is it clear whether there should be a plan and agreement in place with the HOA or other homeowner groups for landscaping before the Public Works Department accepts responsibility for limited landscaping. This may overlap with the policy's "Upgrade and/or Replacement—Non-Standard" language.

f. In one place the policy says the Village will maintain signs and landscaping, while in another section of the policy it says that where sign grants are awarded, sole responsibility for maintenance, repair and landscaping will rest with the HOA or homeowner group thereafter.

g. Does the Village Board really want to vote to approve every non-standard sign replacement?

The Village Board's 2024 subdivision signage goals are still sound; but the sign upgrade/assistance policy needs several amendments to better reflect the Board's policy intentions, close several gaps likely to come up in policy execution and administration, and provide for ease of implementation and communication with HOAs and other homeowner groups desiring to access the Village's sign upgrade assistance program. Staff is happy to re-write the policy and return it to the Village Board for approval, but I would like additional inputs about possible policy changes before starting this re-write project.

A limited amount of funds have already been included in the recommended FY2027 budget for subdivision sign upgrade assistance.

Review FY2027 Budget & Tax Levy

FY2027 Budget notebooks were distributed to the Village Board on November 4. It is requested that the governing body review the budget, section-by-section, in the order it is presented in the notebook. Department heads and financial management staff will be at the COTW to answer questions and provide background information on the assumptions built-in to the budget. The President and Village Board may make whatever revisions and amendments they wish to the recommended budget during the review sessions.

The introductory and revenue analysis components of the budget notebook devote much attention to the construction of a new tax levy ordinance. It is requested that the President and Village Trustees discuss the tax levy assumptions and sub-levy distribution of property taxes. Based on the directives and outcomes of this discussion, staff will prepare a tax levy ordinance for Board action at their December 1st regular meeting.

VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R51

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE ADOPTING A SUBDIVISION ENTRANCE MAINTENANCE POLICY FOR RESIDENTIAL SUBDIVISIONS LOCATED THE VILLAGE OF ROSCOE

WHEREAS, the Village of Roscoe recognizes the importance of maintaining aesthetically pleasing and functional subdivision entrance signage and associated features within its jurisdiction; and

WHEREAS, the Village seeks to formalize its approach to the repair, replacement, and maintenance of subdivision entrance signs and associated infrastructure located within the Village's Right-of-Way (ROW); and

WHEREAS, the Subdivision Entrance Maintenance Policy establishes clear guidelines for responsibilities, standards, and procedures concerning subdivision entrance signage, support walls, landscaping, lighting, and irrigation systems; and

WHEREAS, the Policy ensures that the Village prioritizes maintenance efficiency, cost-effectiveness, and compliance with existing ordinances while allowing for community and homeowner association (HOA) involvement in upgrades and enhancements; and

WHEREAS, the Village Board of Trustees has reviewed the proposed Policy and finds it to be in the best interests of the Village and its residents

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, Illinois, as follows:

1. **Adoption of Policy**: The Subdivision Entrance Maintenance Policy, as attached hereto as Exhibit "A", and incorporated by reference, is hereby adopted as the official policy of the Village regarding the maintenance, repair, and replacement of subdivision entrance signage and associated features.

2. **Implementation**: The Village Planning and Community Development Department, in coordination with the Public Works Department, is authorized and directed to implement the provisions of the Policy.

3. **Severability**: If any section, paragraph, clause, or provision of this Resolution or the attached Policy shall be deemed invalid or unenforceable, such invalidity or unenforceability shall not affect the remaining provisions.

4. **Effective Date**: This Resolution shall be in full force and effect upon its passage and approval.

[SIGNATURE PAGE TO FOLLOW]

2024-R51

1st Read:

PASSED BY ROLL CALL VOTE ON:

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				X
Trustee Stacy Mallicoat				X
Trustee Susan Petty	X			
Trustee Justin Plock (1)	X			
Trustee Michael Sima	X			
Trustee Michael Wright (2)	X			
President Carol A. Gustafson				

APPROVED DECEMBER 03, 2024

Carol A Gustafson
VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

SUBDIVISION ENTRANCE MAINTENANCE POLICY

A. Purpose. The purpose of this policy is to identify the Village's stance regarding the repair and/ or replacement of subdivision entrance signs and support walls within the Village's Right-of-Way (ROW); the maintenance and/ or replacement of said signs and/ or support walls; and the addition of new features such as lighting, fencing, irrigation, seasonal color, and annual plantings.

B. General Standards. The repair, replacement, or alteration of an existing subdivision entrance sign and/ or support wall shall adhere to the requirements identified within the Village Sign Ordinance. The Applicant shall coordinate with the Zoning Administrator and/ or the Village Planning Department to ensure the requirements of this ordinance are met.

C. Subdivision entrance signs located on private property. Maintenance and repair of subdivision entrance signs not located within the Village's right-of-way, or upon Village owned property shall be the sole responsibility of the established HOA or owner of the parcel upon which the signage is located. An HOA or parcel owner may request that the Village assume responsibility for the repair and maintenance of such signage, however, prior to assuming any such responsibility for repair or maintenance, the HOA or owner of the parcel on which the sign is located shall be required to dedicate that portion of the of the parcel as public right-of-way or to deed the ownership of the parcel to the Village of Roscoe. The Village shall not maintain or repair subdivision entrance signs located on private property.

D. Maintenance, repair and replacement of existing subdivision signs and/ or support walls.

The Village shall maintain, repair and/ or replace all subdivision signs and/ or replacement walls within the Village Right-of-Way (ROW) only and not under the jurisdiction or maintained by an established Homeowner's Association (HOA) in accordance with the following:

1. **Repair:** Repair and maintenance of current signage shall always be considered as the first option for the Village's maintenance program. Repair shall be limited to repainting the monument sign, sign panel and/ or the individual letters affixed to the support walls identifying the name of the subdivision no more than once every five (5) years. A standardized palette of paint colors shall be maintained by the Village Planning & Community Development Department and shall be used to repaint existing signs.

2. **Removal and/ or replacement:** Should an existing sign become damaged or deteriorated beyond economic repair, as determined by Public Works Director, the Village shall remove and dispose of said sign. The sign shall then be replaced at an amount not to exceed $3,500 per subdivision in accordance with the following:

    a. Signs shall be replaced in accordance with a standardized sign template as determined by the Village Planning Department to include material, color, shape, size and font.

b. Monument signs shall include the replacement of the sign panel and/ or the individual letters affixed to the monument sign. The sign panel shall be similar in size to what was removed, or shall adhere to a standardized sign template as determined by the Village Planning Department, to include color, shape, size and font.

c. Replacement of the sign panel and/ or the individual letters shall not include any repairs to the monument structure itself. Should it be determined that the monument structure itself is damaged or deteriorated beyond economic repair, as determined by Public Services Director, the Village shall remove and dispose of said monument structure and replace the monument sign with freestanding standardized sign as determined by the Village Planning Department to include material, color, shape, size and font.

C. Maintenance, repair and replacement of existing landscaping, irrigation and lighting.

1. **Landscaping**: The Village shall maintain plant material and landscape mulch at the subdivision entrances. Any new and/ or additional plant material that is above and beyond what was initially approved and accepted by the Village shall be approved in advance by the Public Works Director, and shall be paid for and maintained at the sole expense of the established HOA or group of homeowners within a subdivision.

2. **Irrigation Systems.**

   a. The Village acknowledges that some subdivision entrances may have included underground irrigation systems installed by the original developer. The Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

   b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

   c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the irrigation system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

3. **Sign lighting:** It is understood that some subdivision entrances may have included overhead or directional lighting to illuminate the subdivision sign. As of this date, the Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

a. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the lighting system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

D. Upgrade and/ or replacement – Non-standard. In the event that a subdivision sign is located within the Village ROW and a group of homeowners within a subdivision with or without an HOA desire to replace their subdivision sign with something other than the current signage, or different than the standardized sign template as determined by the Village Planning Department, the following information shall be submitted to the Village Planning Department for consideration:

1. **Petition**. A petition containing the signatures of not less than fifty (50) percent plus one (1) of the property owners within the subdivision plat where the entrance sign is located. Signatures from renters shall not be deemed as consent.

   The petition shall include language indicating those signing are aware that all design and construction costs, and future maintenance responsibilities of signage and surrounding landscaping to include pruning of plants, mulching of plant beds, irrigation systems, lighting, etc. , are the sole responsibility of the established HOA or the group of homeowners within the subdivision.

2. **Sign design:** A detailed drawing of the proposed sign, prepared in accordance with the standards identified within the Village Sign Ordinance, to include material and color selection.

4. **Landscape plan**: A landscape plan identifying the exact location of the proposed sign and all landscaping enhancements.

5. **Village Board Approval:** Upgrades and replacements beyond the standard sign replacement of the Village shall require prior approval of Village Board.

6. **Sign Grant:** Should the Village Board approve this request, the group of homeowners may be eligible for a $3,500 grant per sub-division, based upon budgeted funds. If the Village Board approves and authorizes the grant, the group of homeowners within a subdivision shall become

solely responsible for all maintenance and repair costs of associated signage and landscaping of the subdivision entrance. The Village shall not participate in any maintenance responsibility or utility costs associated with subdivision entrances.