VILLAGE of ROSCOE

Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Wednesday, August 05, 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 **July 21, 2026.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

2. Village Vehicle: Update from Village President.

3. Code Enforcement Contract (Tom Green).

NEW BUSINESS

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, July 21, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 6:44 pm.

ROLL CALL

PRESENT
Trustee William Babcock
Trustee John Broda
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT
Trustee Molly Butz

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **July 7, 2026.**

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

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments.

OLD BUSINESS

1. **Update/Discussion: Village lease vehicle.**

   Trustee Wright asked President Gustafson for an update on village vehicle. President Gustafson reported that Enterprise said production of the 2027 Ford Explorer will begin in August with an estimated 20-week build time. The quoted lease price for the base model is $825.42 per month, which was considered higher than desired.

President Gustafson requested that Enterprise identify a less expensive new vehicle in the approximately $550 per month price range. Trustee Wright suggested a Toyota RAV4 or a similar vehicle, noting that it had previously met the village's needs at that price point. Trustee Broda asked whether the village could get its previous vehicle back but was informed that it had already been sold.

President Gustafson said Enterprise will provide quotes for comparable new vehicles within the target budget, and the board will review those options once they are received.

NEW BUSINESS

2. Discussion & Recommendation: IML September Convention/Chicago

The committee discussed attendance at the upcoming Illinois Municipal League (IML) Conference, noting that hotel rooms are already being reserved and the registration deadline is approaching. Trustee Broda, who plans to attend, reserved a hotel room at the discounted conference rate and suggested moving forward with board approval, since conference attendance was included in the village budget.

Several members expressed interest in attending, while others were uncertain due to scheduling conflicts. Village Attorney Tom Green also encouraged new Trustee Molly Butz to attend because of the educational value of the conference.

The discussion included travel expenses and the village's per diem policy. President Gustafson explained that the village follows the state's per diem rates and that reimbursements are reduced when meals are provided as part of the conference. Trustee Broda also noted that the conference's optional banquet is now a separate registration fee rather than being included in the base registration cost.

The committee discussed attending the conference from September 17–19, with two hotel nights as the preferred option. Estimated costs include:

President Gustafson recommended gathering final pricing and attendance information before the next board meeting. To secure the discounted rate, the village may reserve up to four hotel rooms initially and cancel any unneeded rooms later if permitted by the hotel's cancellation policy. The committee agreed to send the finalized attendance and cost information to the board for approval, with the option to amend the number of attendees if additional trustees decide to participate.

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

3. Discussion: Code Enforcement/Hiring Local

The committee discussed the possibility of bringing code enforcement back in-house by hiring a local part-time employee instead of continuing to contract with an outside agency.
Trustee Wright noted that the village currently spends $45,000 annually on contracted code enforcement services and estimated that hiring a local employee could save approximately $5,000 per year. Trustee Sima, Trustee Mead expressed support, citing the benefits of having a code enforcement officer who is invested in the community and more familiar with local neighborhoods. President Gustafson explained that the village previously had both full-time

and part-time in-house code enforcement officers, but after those positions became vacant and multiple recruitment efforts failed to attract qualified applicants, the service was outsourced. She also noted that returning the position in-house would require complying with the current contract's termination provisions, reviewing the job description, and publicly advertising the position. The village attorney Tom Green agreed to review the contract and report back on the termination requirements. The committee agreed to revisit the topic at the next Committee of the Whole meeting after considering the legal, financial, and operational impacts, including vehicle, equipment, and staffing needs.

4. **Discussion: Moving Friday Food Truck to new parking lot...when completed.**

Trustee Wright discussed the possibility of using the new parking lot for food trucks once construction is complete, potentially as part of a grand opening event. Trustee Broda questioned whether relocating the weekly food trucks from Village Hall to the Public Works site had affected attendance and suggested gathering feedback from vendors to compare business at both locations. Public Works Supervisor Troy Taylor shared that most vendors reported positive experiences at the current Public Works location, citing its visibility, parking, picnic tables, and nearby playground as advantages, although at least one vendor indicated business had been stronger at the previous Village Hall location. Trustee Wright also discussed the potential benefits of using the new parking lot to attract visitors, support nearby businesses, and highlight the village's new investment. Concerns were raised that moving the food trucks between locations too frequently could confuse customers, and members suggested selecting one location and evaluating its success over time. No formal action was taken, and the committee agreed to continue reviewing vendor feedback before making any changes.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Allison Schark, the Village's contracted code enforcement officer, addressed the committee regarding the discussion of bringing code enforcement services in-house. Schark expressed appreciation for the opportunity to serve the Village of Roscoe and encouraged the committee to carefully evaluate the benefits of continuing with contracted services. She highlighted the firm's specialized experience in municipal code enforcement, its ability to provide fair and consistent ordinance enforcement, and the advantage of having a team of qualified professionals to ensure uninterrupted service during employee absences or turnover. Schark also stated that the firm is willing to adjust service levels or pricing to better meet the Village's needs and emphasized the continuity and institutional knowledge the firm provides, particularly given the Village's previous challenges recruiting and retaining in-house staff. She concluded by reaffirming the firm's commitment to serving the Village and offering to provide additional information as the committee continues evaluating its code enforcement options.

PRESENTATIONS

None.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

Trustee Wright asked for a motion to adjourn the meeting.

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

Meeting Adjourned at 7:10 pm.