



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, December 16, 2025
6:30 PM

CALL TO ORDER

President Gustafson called the meeting to order at 6:31 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee John Broda
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 **December 2, 2025.**

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

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

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Beau Gyllenswan a 22-year Marine Corps veteran, addressed the board regarding what he described as inconsistent code enforcement. He explained that after suffering a severe injury in April and being unable to work for nine months, he recently returned to work only to receive a code violation. His children had built a small privacy fence for him, and he was cited for issues related to the fence and for having a trailer parked on gravel, which he did not know was considered a non-improved surface.

Mr. Gyllenswan expressed frustration that he was told the fence must be painted a neutral color, despite not living in an HOA. He emphasized that he pays taxes, has served the country, and is willing to comply with regulations, but he wants clarity and fairness. He requested a FOIA to identify who has

repeatedly reported him and asked for written copies of all relevant ordinances so he can ensure full compliance going forward.

Terry Arnold and Michelle Smithy from Michelle's Pet Center raised concerns about a requirement to enclose their dumpster. They explained that due to the building's layout, enclosing the dumpster would block the parking lot. For the past two winters, they were granted permission to place the dumpster next to their loading dock for safety reasons, but this year the request was denied.

They described hazardous conditions created by the current dumpster locations, including icy sidewalks, deep snow, and long walking distances. One owner had already fallen while transporting trash. They provided photos showing the unsafe conditions and examples of other businesses with unenclosed dumpsters. The board acknowledged the issue, stated they believed it had already been resolved, and committed to following up with Code Enforcement.

PRESIDENT'S REPORT

- 2. Nomination** by the Village President and **confirmation** by the Village Board of the appointment of **Molly Butz to fill a vacancy in the office of Village Trustee of the Village of Roscoe.**

President Gustafson asked for a motion to approve the appointment of Molly Butz to fill a vacant trustee seat.

Motion was made by Trustee Babcock, and no other Trustee would make a motion. Motion failed due to the lack of a second motion. This prompted Trustee Babcock to express disappointment, noting that the candidate was qualified, articulate, and a long-time resident. He emphasized that the board, composed entirely of men, declined to approve a woman for the position, which he found troubling.

Tom Green Village Attorney clarified the procedural timeline. the 30-day window for appointment continues to run, and if no candidate receives advice and consent by January 1, the president may submit a new nominee.

- 3. Presentation of ILEAP Re-Accreditation Award** to the Roscoe Police Department
(Presenter: Joel Givens, Retired Deputy Chief, Rockford Police Department)

Joel Given retired Rockford Police Department Deputy Chief, with 22 years of service presented the Roscoe Police Department with its second Illinois Law Enforcement Accreditation Program (ILEP) award. He described the accreditation process as rigorous, involving extensive file reviews, policy evaluations, on-site inspections, ride- alongs, and community interaction assessments. Roscoe is one of only about 70 accredited agencies in Illinois, out of roughly 750 statewide.

Given praised the department for its professionalism, strong policies, and commitment to community policing. He highlighted the work of Sergeant Aaron Weber, who managed the extensive documentation and compliance requirements. Chief Hawley followed with remarks thanking the accreditation team, the officers, and the board for their support. Sergeant Weber was formally recognized for his contributions.

TREASURER'S REPORT

4. Cash Report and Bills
5. Approval of Bills

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

Expenditures are \$393,180.79 payroll expenses are \$120,783.65 totaling \$513,964.44.

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

6. Year to Date, Revenues and Expenditures

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.

7. Approval of **Ordinance No. 2025-25**, Amending Chapter 22, Article I, Sec. 2-121 relating to the Village Administrator.

President Gustafson asked for a motion for approval of Ordinance 2025-25.

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

MOTIONS AND RESOLUTIONS (Final action)

8. Approval of **Ordinance 2025-26**, establishing the 2025 Property Tax Levy
(*Tentative Levy Approved on 11/18/2025*)

President Gustafson asked for a motion for the approval of Ordinance 2025-26.

The 2025 property tax levy is \$1,833,692.88.

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

9. Approval of **Ordinance 2025-27** approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2017**

President Gustafson asked for an approval of Ordinance 2025-27.

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

10. Approval of **Ordinance 2025-28**, approving the **Abatement** of the **2025 Property Tax Levy** for **General Obligation Alternate Bond Series 2018**

President Gustafson asked for a motion for approval of Ordinance 2025-28.

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

NEW BUSINESS (First reading or suspend rules)

11. Approval of **Resolution 2025-R67**, a resolution entering into an agreement with **TKB Associates, Inc.** for the licensing, installation, and training for Laserfishe Cloud Document Management System.

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

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

President Gustafson asked for a motion for approval of Resolution 2025-R67.

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

The contract will be a 3-year contract \$27,969.05.

QUESTIONS AND REPORTS

Brandon Boggs from Fehr Graham explained he and Troy Taylor Public Works Supervisor is actively developing the Village's Capital Improvement Plan and recently completed the annual street condition study. With updated pavement data in hand, staff wants to begin preparing the 2026 Residential Road Program early so engineering work can start promptly. Before requesting a formal proposal from Fehr Graham, Brandon presented the board with recommended road segments and cost estimates. He emphasized that road selection is based on multiple factors, including pavements condition ratings, traffic volume, and proximity to recent or upcoming improvements. The goal is to prioritize roads strategically, grouping them in ways that reduce mobilization costs and maximize efficiency.

He provided a spreadsheet outlining estimated construction cost-each including a 10% contingency-along with projected engineering and materials testing expenses. The recommendations were organized into roughly \$250,000. funding tiers, giving the board flexibility depending on budget availability, Brandon also noted that trustees had previously discussed the possibility of allocating an additional \$300,000 from capital funds to expand the program. Based on the data and planning considerations, staff identified Crystal Hills Subdivision, Saddle Club Subdivision, and Hawks Pointe Trail as the strongest candidates for 2026 improvements. He concluded by stating that once the board provides direction, staff will move forward with engineering proposals and incorporate the selected projects into upcoming budget discussions.

Tom Green Village attorney stated that he had spoken with Dennis McKinney asking him to provide some financial information for the fast pitch softball program he stated he will provide something to be submitted to the board.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Sharon Sima states I would like to extend the sincerest gratitude to the many individuals who contributed to the success of this year's Hometown Holiday. This event was the result of more than five months of planning meetings, coordination, and dedication from volunteers, committee members, staff, sponsors, and board members.

First, thank you to the volunteers and Village Board members who stepped up in the bitter cold, especially Trustee Dayne Mead and Mike Sima, who braved the elements to assist with event setup. A special thank-you as well to Stacey Wright for her continued support to this event and Mr. Ray Kenyon for donating his time on the graphic design services used to produce brochures and posters.

We are deeply grateful to our committee members and the important roles they played:

Keli Freedlund, Superintendent, for organizing the choirs and youth group participation as well as staffing the indoor snowball fight.

Sharon Heccox, for proving the beautifully decorated and heated SMTD shuttle.

Doris Tropp, and the Roscoe Methodist Church, for hosting choir performances and the indoor snowball fight.

Bob Nowicki and Chuck Gilbert, from Elev 815 for providing a wide variety of children's activities at the fire station and helping coordinate high school volunteers.

John Bergeron, Harlem Roscoe Fire Department.

Sam Hawley, Chief of Police, Village of Roscoe.

Troy Taylor, Supervisor, Village of Roscoe Public Works Department.

We would also like to recognize our Village staff members, whose behind-the-scenes work was critical to the event's success:

Joe Kurlinkus, who assisted throughout the entire planning process and remained on site during the festivities, enduring the cold from start to finish.

Ann Hanson, Janelle Reidinger, and Emma Clausen for their support and coordination.

Troy Taylor and John Dahle, Chris Roskopp, Dylan Ross and Darren Starnes from Public Works Department, for expediting logistics, setup and takedown, and ensuring the Christmas tree was lit despite heavy snow at the Liberty Lot.

Sam Hawley, for ensuring public safety by closing streets and stationing Det. Anna Podgorny and Sgt, Aaron Weber who also endured the bitter cold.

We are sincerely thankful for the generosity of our sponsors: SMTD for the Christmas Shuttle; Williams Tree Farm for the Christmas trees at Christmas Tree Lane; Elev 815 for the kids' activities at the Fire Department; Members Alliance Credit Union for Santa Claus; Jim Blevins State Farm for Mount Krumpet; Maintain your smile for the indoor snowball fight; Stillman Bank for Sunshine Farms; The detail Guys for the s'more station; as well as First Community Credit Union, Linkt, and R & L Ceramics.

Finally, I would like to offer our deepest and most sincere thanks to Trustee Mike Wright, our volunteer Committee Chair. Mike's commitment to Hometown Holiday goes far beyond what is asked or expected. He donated countless hours of his personnel time to this event from start to finish, overseeing every detail with care, patience, and genuine passion for our community.

Mike personally recruited food and drink vendors including Mary's Market, Sebastian's and Poison Ivy; organized youth groups to staff the s'more and hot chocolate stations; secured fire pits and s'more supplies through GoRockford; and worked tirelessly to collect more than \$3000. in location sponsorships and donations, helping offset the cost to the Village. He also brought fresh ideas and new attractions-such as Mount Krumpet- to draw new visitors and keep the event growing.

Despite difficult weather conditions over the past two years, Mike never lost sight of the goal: creating a welcoming, festive, and memorable experience for families and visitors, His leadership, creativity, and unwavering dedication have played a major role in the continued success and improvement of Hometown Holiday year after year. The Village is incredibly grateful for his service, his time, and his heart for this community.

This event truly reflects the spirit of Roscoe, and it would not be possible without the dedication, generosity, and teamwork of everyone involved. Thank you all for helping make Hometown Holiday a success.

EXECUTIVE SESSION (IF NECESSARY)

No Executive Session.

ADJOURNMENT

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting was adjourned at 7:35 pm.