



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, October 20, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 7:00 pm.

ROLL CALL**PRESENT**

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

ABSENT

Trustee William Babcock
Trustee Molly Butz

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **October 6, 2026**.

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

Motion was made by Trustee Broda, second by Trustee Mead, Voting yes: Trustees Mead, Wright, Sima, Broda 4-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Sima requested clarification on the meeting procedures regarding readings of motions, resolutions, and ordinances. Scot Wrighton Village Administrator explained that motions and resolutions may require only one reading, while ordinances generally require a second reading unless they are presented as a recommendation from the Committee of the Whole, which counts as the first reading. Trustee Sima thanked Scot for the clarification and noted they were working to better understand the procedures.

PRESENTATIONS

None

ITEM FOR DISCUSSION AND/OR ACTION

1. Main Street & Village Center Project

Scot Wrighton Village Administrator explained that from his first week it was clear the board wished to restart the Main Street project, so Scot and Hillary Rottomann Zoning Consultant immediately began reviewing prior work and identifying gaps—particularly the need for clearer direction about the desired look and feel of future private building façades. During the meeting, two objectives were outlined: first, to complete an interactive design-preference exercise to help define architectural styles, building heights, setbacks, and materials that would guide development on the two village-owned parcels; and second, to gather board feedback on a revised Request for Proposals (RFP) that incorporates lessons from the previous process and reflects the board’s priorities. Scot emphasized that the Village, as the property owner and potential provider of incentives, is entitled to set higher design expectations while still giving developers flexibility through general design parameters rather than rigid drawings. Trustees discussed preferences for cohesive but not uniform architecture, appropriate materials, building codes, and how certain heights or construction methods may affect feasibility. The board expressed general support for moving forward, allowing staff to integrate survey results and trustee comments into the RFP and then distribute it to developers, with the administrator planning to personally follow up to encourage proposals. The goal is to issue the RFP in early November so developers can progress through planning and agreements before spring. Scot and Hillary were thanked for their preparation and work.

2. Revisions to Title 2 of the Roscoe Village Code

Scot Wrighton Village Administrator reopened discussion on revisions to Title II of the Village Code, explaining that the board had previously completed the first 55 sections and would now continue section-by-section review using the same markup format showing additions, deletions, and staff commentary. A major early topic was how trustees may place items on meeting agendas. Trustees expressed concern about transparency and avoiding Open Meetings Act issues, preferring an open method—such as raising requests during trustee comment time at Committee of the Whole—rather than collecting signatures privately. The board reached consensus to remove the “three trustees in writing” requirement and instead allow trustees to request future agenda items during meetings, with the presiding officer determining whether sufficient interest exists to place the item on a later agenda. Next, the board discussed revisions to sections covering village departments, appointments, the deputy clerk position, and compensation. Questions arose about who appoints a deputy clerk, statutory authority, responsibilities, and appropriate pay. Scot clarified intentions to keep the role in-house for minimal cost and to adjust pronouns and statutory references. Additional sections reviewed included the village attorney’s attendance at meetings—where the board agreed the administrator and president should jointly decide when the attorney’s presence is necessary—and creation of a separate comptroller position to strengthen financial oversight and separation of duties without adding significant cost.

A lengthy discussion followed on the rewritten Village Administrator ordinance. Trustees asked about agenda authority, residency expectations, interim versus acting administrator distinctions, and particularly the scope of the administrator’s authority over departments, including the police department. Trustees emphasized the importance of preserving departmental autonomy, ensuring an experienced police chief has input into the hiring of a

future village administrator, and preventing overly broad administrative control. Scot explained that the proposed language reflects standard council-manager best practices but agreed to add a separate section outlining a *group-based selection process* for hiring future administrators—one that allows trustee discretion and involvement of key department heads while not locking the process into ordinance form. Trustees also requested clearer language about performance evaluations, including a formalized, agreed-upon method, though not rigidly embedded in ordinance. The board agreed to conduct a six-month evaluation of the interim administrator both for accountability and as a trial run for future evaluations. The meeting ended with direction for Scot to revise Article III based on board input and return the updated draft to the next Committee of the Whole meeting before forwarding it to the Village Board for first reading.

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 Broda, second by Trustee Mead. All in favor yea, no oppose.

Meeting adjourned at 8:55 pm.