



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting
Wednesday, March 18, 2026

CALL TO ORDER

Trustee Wright called the meeting to order at 7:03 pm.

ROLL CALL

PRESENT

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

ABSENT

Trustee John Broda
Trustee Molly Butz

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **March 3, 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 Mead, Wright, Sima, Babcock 4-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments.

PRESENTATIONS

Presentation of Prospective Residential Development – No Action Requested

(Capo Construction LLC)

Hillary Rottman Zoning Consultant begins with introducing the long-vacant Roseway property and explaining its history of prior approvals and amendment. The developers-Capo Construction were invited to present an early, conceptual plan so trustees could react before any formal zoning steps. Ken,

representing the company, explains that they recently went under contract for the land and assembled a quick concept to gather feedback. Nelson Showstrom, a consultant and longtime local building official, outlines the proposal 87 market-rate townhomes, each with three bedrooms and two-car garages, arranged in a mix of 3-6 and 8-unit buildings. He emphasized that the design avoids over-density while still generating enough units to cover infrastructure costs, and that the plan preserves meaningful green space. The developers highlight a contemporary architectural style, strong regional housing demand, and their intent to create a high-quality, attractive neighborhood.

Trustees then engage in an extended Q & A, covering traffic flow, trail connections, price points, construction timelines, and market analysis. The developers estimate units will start in the low-\$300,000s and that the project would take two to three years to build once approvals are secured. They confirm the homes will be for sale, not rentals, and that an HOA will be established. Trustees ask about neighborhood outreach, and the developers express full willingness to meet with nearby residents, noting that community engagement is now a standard part of their process. Questions also touch on green-space usability, signage, and whether similar projects exist for comparison. The conversation closes with mutual appreciation. President and Trustees value the early transparency, and the developers welcome the collaborative format as they prepare for the formal zoning and PUD amendment process.

Presentation by Marni Henert of Rock River Services regarding the renewal of Village's electrical aggregation agreement

Marne Hennard from Rock River Energy Services gives the board a detailed overview of the village's long-running electrical aggregation program, which began after residents approved a referendum in 2012. She explains how aggregation allow the village to combine residents' electricity usage to negotiate better supply rates than individuals could obtain on their own. Marne walks through the program's history, noting that Roscoe has participated in several contracts since 2013- some independently and others jointly with Loves Park and Rockford to increase buying power. She also reviews participation numbers, average household usage, and past savings compared to ComEd's fluctuating "price to compare." Although savings vary year to year, she emphasized that the program remains optional and residents can opt in or out at any time without fees.

The main purpose of her visit is to explain a proposed "blend and extend" contract from the current supplier, MC Squared. Due to sharply rising capacity costs- driven largely by increased electricity demand from AI and data centers-future energy prices are expected to climb significantly. Instead of waiting for the current contract to expire in September 2026, MC Squared proposes starting a new two-year agreement in June 2026 at a fixed rate of 9.99 cents/kWh, up from the current 7.79 cents. Marne explains that waiting for fall pricing would likely result in rates above 10.5 cents or even 11-12 cents.

Trustee Sima ask questions about participation boundaries, ComEd rate projections, opt-out procedures, and how the program affects residents served by other utilities, Marne confirms that the offer provides price stability, remains fully optional, and requires board authorization at the April 7 meeting so that legally required resident notices can be mailed on time.

NEW BUSINESS

- 1. Discussion and Recommendation regarding a Variance request to increase the allowable size of an accessory building** in the RM District for the property located at **5704 Andrews Drive** (PIN: 04-28-453-017).

[Applicant: Joseph Anderson representing Jim Baker]

ZBA voted 3–1 on March 11, 2026 (Jorgensen dissenting; two members absent); therefore, the request is forwarded to the Village Board without a recommendation.

Hillary Rottman Village Zoning Consultant begins by explaining the background of the property and the specifics of the variance request. The building at 5704 Andrews Drive is an 8-unit apartment building with a detached garage built in 1997, long before the current zoning code limited accessory structures in residential districts to 700 sq. ft., The existing garage is already about 2,500 sq. ft., making it legally non-conforming. the owner is requesting to add 895 sq. ft. to the structure. Hillary notes that the proposed expansion meets all setback requirements and that staff recommends approval because this is a unique multifamily situation- the zoning code treats multifamily the same as single-family, even though their needs differ. She also clarifies that the owner does not intend to request similar expansions on his other properties, and that most of those sites lack the space to do so anyway.

Trustee Wright explains that he went to the property and looked around and spoke with some of the residents and they expressed concerns about parking shortages and the awkward layout of the current lot, where cars angle tightly between the building and the garage. Some garage stalls are being used for storage, reducing available parking. One resident hoped the expansion might free up existing garage stalls for tenant parking. Others mentioned. Others mentioned that the new structure would help block the view of the township's storage yard, which they consider an eyesore.

Hillary emphasizes that while the zoning code is not ideal for multifamily properties, this request meets the findings of fact for a variance and does not increase density or create negative impacts. Trustees discuss whether the new space will be used for storage or parking and ultimately agree to move the item forward to the next board meeting, requesting that the owner attend to answer remaining questions.

Motion was made to move to the board with the owner to attend the meeting for further discussion by Trustee Babcock, second by Trustee Mead. Voting yes: Trustees Sima, Babcock, Mead, Wright 4-0-0.

2. Discussion and Recommendation for a Map Amendment from the CR: Commercial Retail District to the MS-C: Main Street Core District for the property commonly known as 10774 Main Street (PIN: 04-33-332-007).

[Applicant Foraged Holdings LLC (Greg & Deanna Osborn)]

ZBA voted 4–0 on March 11, 2026 (two members absent); therefore, the request is forwarded to the Village Board with a recommendation for approval.

Hillary Rottman Village Zoning Consultant stated the purpose of the amendment is to align the property with the Main Street Core district standards, which better match the character, scale, and intended redevelopment pattern of the downtown corridor. Mr. Osborne is here tonight remotely and gave a brief discussion on his plans for his small business.

Trustees reviewed the staff report and ZBA findings, which emphasized that the property's location, scale, and intended use are more consistent with the mixed-use, pedestrian-oriented character envisioned for the Main Street Core. Trustees expressed no concerns with the

amendment and agreed that the request is straightforward, consistent with the comprehensive plan, and appropriate for the surrounding development pattern.

Motion was made to move to the board by Trustee Babcock, second by Trustee Sima. Voting yes: Trustees Wright, Mead, Babcock, Sima 4-0-0.

3. Discussion and Recommendation of entering into an agreement with Fehr Graham & Associates to prepare an Illinois Department of Natural Resources (IDNR) Boat Access Area Development (BAAD) Grant Application.

Brandon Boggs Village Engineer explained that the Village's river access area has long-standing maintenance needs, including shoreline stabilization, launch-area improvements, and general upgrades that would enhance safety and usability. Brandon emphasized that the BAAD program is specifically designed for municipalities with aging or under-developed river access points, making Roscoe a strong candidate. He noted that the grant could significantly offset costs that would otherwise fall entirely on the Village, especially given the rising price of materials and construction labor. He also highlighted that the improvements would not only address current deficiencies but would support long-term recreational use, ADA accessibility, and environmental resilience along the Rock River. Brandon stressed that pursuing the grant does not commit the village to construction; rather, its positions Roscoe to secure outside funding while staff continues refining project scope and cost estimates.

Troy Taylor Public Works Supervisor approached the proposal from a public works and infrastructure-planning perspective, He agreed that the BAAD grant represents a practical opportunity to address long-standing issues at the river access site, particularly erosion, surface deterioration, and the need for safer, more functional public access. Troy noted that the village has historically deferred improvements in this area due to cost, and the grant could finally make a comprehensive upgrade financially feasible. He emphasized that the project would improve not only the launch area but also the surrounding circulation, parking, and user experience.

Motion was made to move to the board for approval by Trustee Babcock, second by Trustee Wright. Voting yes: Trustees Sima, Babcock, Wright, Mead 4-0-0.

4. Discussion and Recommendation to adopt the 2026 Zoning Map prepared by Fehr Graham & Associates.

Brandon Boggs Village Engineer explained that Fehr Graham had completed the annual statutory update required to keep the village's zoning records accurate and legally compliant. He noted that the updated map incorporates all zoning actions approved over the past year, including rezoning cases, annexations, and corrections to parcels where zoning classifications no longer matched actual land use. Brandon emphasized that this update is not a policy change but a technical housekeeping process that ensures the village's official zoning map reflects all legally adopted decisions. He also highlighted that Fehr Graham cross-checked the map against GIS data and previous approvals to eliminate inconsistencies and improve clarity for staff, developers, and residents.

Brandon also took a moment to thank Janel and Hillary for their work in preparing the supporting documentation and coordinating the zoning updates with Fehr Graham. He acknowledged that their attention to detail and record-keeping made the annual update process significantly smoother.

Motion was made to move to the board for approval by Trustee Wright, second by Trustee Sima. Voting yes: Trustees Wright, Mead, Sima, Babcock 4-0-0.

5. Discussion and Recommendation of a Mosquito Management Agreement with Clarke Environmental Mosquito Management, Inc. (2026–2028)

Joe Kurlinkus Village Administrator explains that the Village's annual contract for mosquito abatement was up for renewal and that the proposed agreement would continue the same level of service provided in prior years. He states the program includes routine spraying during peak mosquito season, larvicide treatments in standing-water areas, and targeted applications when weather conditions or mosquito counts indicate elevated activity. Joe noted that the contractor has historically been responsive to resident concerns and the at the village has received consistent service without major issues. The renewal maintains the same operational approach, ensuring that spraying occurs only under appropriate environmental conditions to maximize effectiveness and minimize unnecessary chemical use.

Trustee Wright asked how much is the cost? Joe states it is 24,000. a year.

Trustee Mead discusses the importance of maintaining mosquito control, particularly give the proximity of residential neighborhoods to wooded areas, wetlands, and the Rock River. Joe emphasized that the program helps reduce nuisance conditions for residents and supports public health by limiting mosquito populations during the summer months.

Motion was made to move to the board for approval was made by Trustee Wright, second by Trustee Sima. Voting yes: Trustees Mead, Sima, Babcock, Wright 4-0-0

6. Discussion and Recommendation for approval of purchase for new Pistols, Sights, and Holsters in the amount of \$14,185.15.

Sam Hawley Chief of Police requested approval to purchase 23 new pistols to replace aging firearms last bought in 2019. Although the department has 19 sworn officers, extra pistols are needed as backups in case of malfunctions or evidence seizures. The purchase includes a trade-in-of old pistols, new Aimpoint red-dot sight systems, and 21 holsters at a discounted rate. The department's firearms instructor recently completed certification training for the new sighting system, which will improve accuracy and speed.

Motion was made to move to the board for approval by Trustee Sima, second by Trustee Babcock. Voting yes: Trustees Babcock, Wright, Mead, Sima 4-0-0.

7. Discussion and Recommendation for approval of purchase for Pistol & Rifle Ammunition in the amount of \$9881.68.

Sam Hawley Chief of Police requested approval to purchase pistols and rifle ammunition totaling \$ 9,881.68 Sam explained that ammunition is needed for qualifications, routine training, and advanced courses where officers may use hundreds or even thousands of rounds. With the transition to new pistols and red-dot systems, officers will undergo additional training, increasing ammunition needs this year.

Motion was made to send to the board for approval by Trustee Wright, second by Trustee Babcock. Voting yes: Trustees Babcock, Wright, Mead, Sima 4-0-0.

OLD BUSINESS

8. Discussion of Bridge Street Parking Lot Sun Shade Design Modifications, Installation, and Anticipated Project Completion Timeline

Joe Kurlinkus Village Administrator presented a detailed breakdown of all costs incurred to date. This included property acquisition, demolition and asbestos abatement, design and engineering fees, permitting, and the construction contract with Stenstrom. The total investment so far is \$689,000 with \$520,000 already paid to the contractor and \$103,720 remaining, which includes unfinished work and retainage. Joe emphasized that the project remains under the originally budgeted amount, though the budget figures were estimates. Joe also reviewed the change order and settlement calculations that led to the insurance claim, which covers costs already incurred for removal, redesign, stabilization, and preparation for new shade structures.

A major portion of the discussion focused on the insurance settlement and the required testing before the claim can be fully closed. The settlement provides \$145,000 to make the Village whole, but the agreement includes a carve-out requiring multiple rounds of testing: concrete pillar testing, bolt testing, pull-tests using the Dewalt anchoring system, ground-penetrating radar, and independent inspections by GPRS and Geoscience. These tests must confirm that the existing foundations and embedded bolts are structurally sound before new shade structures can be installed. If any test fails, the insurance company is obligated to pay for the next level of remediation, which could include removing and replacing pillars, curbs, electrical components, and other infrastructure.

Trustee Wright asked if testing should occur before signing the agreement, but Joe and Tom Green Village Attorney clarified that the agreement is contingent on successful testing, so the Village remains protected. Trustee Wright also asked about what they should do with the steel from the failed shade structure, which is currently being stored at the manufacturer's facility. The manufacturer is preparing to charge storage fees, and Joe explained that the steel is essentially scrap worth roughly \$1000. not tens of thousands. Trustee Sima asked if whether it could be repurposed, Joe indicated that recycling it is the most realistic option, and Stenstrom can handle scrapping and apply the credit toward the project. Trustee Sima and Trustee Wright centered on a confidentiality clause in the settlement agreement. they both expressed discomfort with confidentiality language in the municipal contract, but Tom Green Village Attorney explained that the clause does not apply to municipalities, and the agreement is already public.

The Trustees agreed to move the settlement forward to the board, with the Attorney Green directed to ask the insurance company whether they would remove the clause.

9. Discussion & Recommendation of Bridge Street Parking Lot Repairs and Settlement Agreement

PUBLIC COMMENT (limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

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

Meeting adjourned at 8:51 pm.