



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting
Tuesday, September 02, 2025

CALL TO ORDER

ROLL CALL

PRESENT

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

ABSENT

Trustee Justin Plock
Trustee Michael Sima

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **August 19, 2025**.

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 Wright, Broda, Mead, Babcock 4-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

Joe Kurlinkus Village Administrator stated he received new design options for subdivision signs for Chicory Ridge and Hawks Pointe, created by the same company that produced signs for Crystal Hills. Trustees will review approximately eight design variations and select preferred styles at an upcoming meeting in two weeks.

Joe stated that Chicory Ridge, placement is expected to be straightforward. However, Hawks Pointe presents challenges due to limited space at the southern entrance and along Picket Trail. Mr. Kurlinkus suggested possibly rotating the existing sign for better visibility or using a smaller, trellis-style design similar to the current Hawks Pointe signage. Final decision will be made after Trustees review the designs.

Trustee Wright asked where they were at on the RFP 44.

Joe Kurlinkus stated the RFP design went out a few weeks ago. Multiple consultants submitted clarification questions, which were posted on the village website. The deadline for submitting those questions is September 3, 2025. He then will send out the responses out on Friday September 5, 2025. The final design proposal is due September 10, 2025. Which will then be submitted to the board.

NEW BUSINESS

Trustee Wright gave an update on Hometown Holidays. they are going into their second meeting. everything has been secured except for transportation up and down Main Street whether to go with a train or a horse.

Trustee Wright noted that the overall cost has increased slightly across the board, though not significantly. He thinks the highest is a couple hundred dollars. Trustee Wright hopes to have all the information at the next Committee of the Whole Meeting.

- 1. Discussion and Recommendation of a Map Amendment from the CR: Retail and Service Commercial District to the R1: Single Family Residential District** for properties commonly known as **12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004).

[Applicant: Amy Silvestri representing McCurdy Family]

ZBA recommends approval voting 7-0-0 on August 13, 2025

Attorney Silvestri is here tonight for the McCurdy family. She stated that item number 2 and 3 go together.

Attorney Silvestri presented a request on behalf of the McCurdy family to rezone the property at 12126 Joncey Drive- along with adjacent lots- from (Commercial Retail) CR (Single-family Residential) R1. The land, originally part of the McCurdy farmstead, had been envisioned for mixed-use development, but commercial interest remained low while demand for residential housing increased. The proposed amendment would allow the three existing commercial lots to be subdivided into six residential lots, fully compliant with Village ordinances.

Attorney Silvestri stated the village engineers reviewed the submitted plans and requested minor adjustments, including easements placement and driveway setbacks, which were incorporated into the final plat.

Trustee Broda discussed the growing need for single-family homes in Roscoe and acknowledged that the subdivision had seen steady residential build-out in recent years.

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

2. **Discussion and Recommendation** of a **Replat** for the properties commonly known as **12052 Joncey Drive** (PIN: 04-28-477-005) and **12126 Joncey Drive** (04-28-477-004).
[Applicant: Amy Silvestri representing McCurdy Family]

Attorney Silvestri is here tonight for the McCurdy family. She stated that item number 2 and 3 go together.

Attorney Silvestri presented a request on behalf of the McCurdy family to rezone the property at 12126 Joncey Drive- along with adjacent lots- from (Commercial Retail) CR (Single-family Residential) R1. The land, originally part of the McCurdy farmstead, had been envisioned for mixed-use development, but commercial interest remained low while demand for residential housing increased. The proposed amendment would allow the three existing commercial lots to be subdivided into six residential lots, fully compliant with Village ordinances.

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Trustee Broda discussed the growing need for single-family homes in Roscoe and acknowledged that the subdivision had seen steady residential build-out in recent years.

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

3. **Discussion and Recommendation** of establishing the authorized Number of Full-Time Employees and Corresponding Tiers for the Public Works Department

Joe Kurlinkus Village Administrator discussed formalizing the staffing structure for the Public Works Department. The proposal established a fixed number of authorized full-time employees and introduced a three-tier pay scale system, similar to the structure already used by the police department. This move was designed to improve clarity and consistency in hiring, allowing the department to maintain staffing levels more efficiently and avoid losing track of vacant positions over time.

Joe stated that the current staffing includes five full-time employees in Tier 2 and one in Tier 1, with adjustments to be made in the future documentation to reflect this breakdown accurately. He emphasized that the formalization doesn't change current staffing but sets a clear framework for future growth. As the department expands, requests for additional positions can be brought to the board for approval.

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

4. **Discussion and Recommendation** of approving a **right-of-way (ROW) usage agreement** with Comcast of Illinois/Indiana/Ohio, LLC.

Joe Kurlinkus discussed a proposed right-of-way usage agreement with Comcast Business. Although the village already has a comprehensive ordinance governing right-of-way access, Comcast requested a formal agreement as part of its internal policy before proceeding with

fiber installation. He clarified that the village cannot deny access to qualified utilities and does not charge franchise fees for data-only fiber lines-only standard permit fees apply. The agreement essentially restates that Comcast must follow all existing village codes and procedures.

Mr. Kurlinkus stated in the agreement relocation responsibilities. Comcast must relocate its infrastructure at its own expense unless the village pays other utilities for similar relocations, in which case Comcast would be entitled to equal treatment. He emphasized that the agreement does not waive any village rights or timelines already outlined in the ordinance.

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

Terry Brock stated that he got in the mail a couple of weeks ago that Metronet was going to be digging in his area shortly. He asked how is there any more room in the right of ways for them to dig.

Brandon Boggs stated that it is getting congested. unfortunately, we do not have the power to tell these entities no. He stated if there is congestion and they cannot reasonably fit into the areas they are allotted to; in the village ordinances they can request variances that can be approved administratively by him but has to be a justified reason. He stated they encourage them to use the rear-yard utility easements to reduce crowding in public right of way.

PRESENTATIONS

Trustee Wright asked about microphones.

Joe Kurlinkus stated that the microphones are in Public Works Department, and he will get them set up for the next board meeting.

Trustee Babcock asked Brandon Boggs about the Railroad tracks on Roscoe Road which he described as hazardous.

Brandon Boggs acknowledged the issue but explained that the tracks fall under railroad and county jurisdiction, not the village's. He noted that repairs require extensive approvals and liability coverage, often taking years. The board discussed the possibility of placing signage to redirect complaints to the railroad, similar to what other municipalities have done.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to adjourn the meeting.

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

Meeting was adjourned at 8:11 pm.