



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Committee of the Whole Meeting**  
Tuesday, August 19, 2025

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**CALL TO ORDER**

**ROLL CALL**

**PRESENT**

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

**APPROVAL OF THE MINUTES**

**Approval of the Minutes** for the meeting of the Committee of the Whole from **August 6, 2025.**

Trustee Wright asked for a motion of the Approval of the Minutes for August 6, 2025.

Motion was made by Trustee Broda, second by Trustee Plock. Voting yes: Trustees Babcock, Plock, Mead, Sima, Wright, Broda 6-0-0.

**PUBLIC COMMENT (limited to 3 minutes per speaker)**

No Public Comments.

**OLD BUSINESS**

No Old Business.

**NEW BUSINESS**

- 1. Discussion and Recommendation** of declaring certain **equipment and personal property as surplus**, and authorizing its sale or disposition [Obsolete Computers & Electronic Equipment]

Joe Kurlinkus stated that this is mostly electronic equipment piling up from the Village and the Police Department for several years. Items will be recycled, donated or auctioned depending on their value.

Motion was made to move to the Board.

Motion was made by Trustee Plock, second by Trustee Broda. Voting yes: Trustees Plock, Babcock, Sima, Mead, Broda, Wright 6-0-0.

**2. Discussion and Recommendation** to amend the wage schedule for Public Works Part Time Summer Employees.

Troy Taylor Public Works Supervisor stated the Village adjusted the pay for summer Public Works employees due to minimum wage increase.

Non-skilled: \$15.00 to \$17.00/hour

Skilled: \$17.01 to \$19.99/hour

Motion was made to move to the Board by Trustee Plock, second by Trustee Broda. Voting yes: Trustees Wright, Broda, Sima, Babcock, Plock, Mead 6-0-0.

**3. Discussion and Recommendation** of Approval of the Tentative and Final **Plat 3 of Glenwood Estates.**

Joe Kurlinkus Village Administrator stated that this is the non-territorial annexation that was done a few years ago. This was designed to be a multiple lot subdivision. The developer revised the multiple lots to two large lots.

The development agreement has been updated for the sewer cost-sharing, and the Village will still receive the same amount of contribution that was stated in the beginning as a one lump sum.

Brandon Boggs Village Engineer stated that in the previous plans for this development there was discussion to connect the sewer line into Chantelle Lane. He stated that he had spoken with Village Staff, Roscoe Township and the Developer and they decided that there was no benefit to connect. He stated that there is no reason not to move forward.

Joe Kurlinkus stated that the easements would be vacated due to reducing of lot count.

Motion was made to move to the Board by Trustee Plock, second by Trustee Broda. Voting yes: Trustees Sima, Wright, Broda, Plock, Babcock, Mead 6-0-0.

**4. Discussion and Recommendation** for **Approval of a Variance** request to waive the requirement for perimeter landscaping and setback of a parking expansion located at **13548 Metric Road** (PIN: 04-16-351-008).

[Applicant: Austin Bunge representing Mark's Auto Service]

ZBA Recommends Approval Voting 7-0-0 on August 13, 2025

Joe Kurlinkus stated this was in front of the ZBA Board on August 13, 2025. Village code requires extensive landscaping requirements; the Board approved a waiver for landscaping and setback requirements. allowed zero-line setback to accommodate business operations.

Motion was made to move to the Board by Trustee Broda, second by Trustee Sima. Voting yes: Trustees Wright, Broda, Mead, Sima, Plock, Babcock 6-0-0.

**5. Discussion and Recommendation of Approval of a Text Amendment** revising the Village of Roscoe **Zoning Ordinance Sec. 15-175 related to Land Divisions and Article III - Residential District Regulations** of the Village Code of Ordinances.

ZBA Recommends Approval Voting 7-0-0 on August 13, 2025

Joe Kurlinkus stated this will allow for townhomes to be a new zoning district for townhomes. this will be designed for multifamily type townhomes properties. It will enable individual ownership and mortgage eligibility for attached single family units and be broken into separate parcels. He stated that another change that's in this code is the process for minor subdivision, (Plat act), which will be a review process for minor land divisions to prevent non-conforming properties.

Motion was made to move to the board by Trustee Plock, second by Trustee Sima. Voting yes: Trustees Mead, Broda, Plock, Babcock, Sima, Wright 6-0-0.

**6. Discussion and Recommendation for Approval of a Text Amendment** revising the Village of Roscoe **Zoning Ordinance Article VII of Chapter 155 relating to Accessory Structures and Accessory Buildings** of the Village Code of Ordinances.

ZBA Recommends Approval Voting 7-0-0 on August 13, 2025

Joe Kurlinkus stated that this is a cleanup to clarify enforcement and definition in zoning code requirements. This particular text amendment is for the accessory structures and pools, which will exempt inground swimming pools from square footage limits larger than 200 square feet. You must still obtain all the proper permits and follow the guidelines.

Motion was made to move to the board by Trustee Sima, second by Trustee Plock. Voting yes: Broda, Wright, Sima, Babcock, Mead, Plock 6-0-0.

**7. Discussion and Recommendation of** amendments to Village's Purchasing Policy.

Trustee Sima stated that there needs to be more communication between the Village President and Village Administrator with the Board. He is proposing reducing purchasing authority from \$5000. to \$2500. There has been debate over transparency and operational efficiency.

President Gustafson stated that reducing spending doesn't allow day to day functioning. Costs have escalated. There is a lot of oversight as it currently exists in the budget.

Motion was made by Trustee Sima, second by Trustee Plock. Voting yes: Trustees Broda, Sima, Wright, Plock, Mead. Voting No: Trustee Babcock 5-1-0.

8. **Discussion of design work in the amount of \$3,500** as itemized on the Place Foundry Design invoice (dated July 30, 2025) approved by the Village Board, for an **EV charging station at the Hodges Run** parking lot.

Trustee Sima stated that when the board asked for a detailed bill for Place Foundry, he noticed a charge for \$3500. for and EV Design which he stated when the board voted on it, they were not aware of that being in the packet.

Joe Kurlinkus stated that the Village did not request it. He stated that he spoke with Place Foundry, and they will not be billing us for the EV Design. Mr. Kurlinkus stated that Joe Anderson from Place Foundry Designs will be at the next board meeting to discuss plans for Hodges Run parking lot.

#### **PUBLIC COMMENT (limited to 3 minutes per speaker)**

Terry Brock asked the board to look into a loudspeaker system so he could hear better. He stated that when there are a lot of people that attend the meetings it is difficult to hear.

Joe Kurlinkus stated that there are microphone systems for the board which he will set them up to make it easier to hear.

John Hamaker is one of the developers for Glenwood Estates just wanted to thank the board. His son and daughter in law are physicians that just accepted contracts at North Point. He stated that his son and daughter in law felt that it was very important to be in their community and be close to the people they were going to be with.

#### **PRESENTATIONS**

President Gustafson asked who is going to guide the Business Alliance for free?

Trustee Wright stated that there is a group out there. He stated he will not disclose this information at this time unless it is voted on.

#### **EXECUTIVE SESSION (IF NECESSARY)**

No Executive Session.

#### **ADJOURNMENT**

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Plock, second by Trustee Broda. Voting yes: Trustees Plock, Wright, Mead, Sima, Babcock, Broda 6-0-0.

Meeting Adjourned at 7:53 pm.