



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Committee of the Whole Meeting**  
Tuesday, November 18, 2025

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## CALL TO ORDER

President Gustafson called the meeting to order at 8:12 pm.

## ROLL CALL

## ROLL CALL

### PRESENT

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

### ABSENT

Trustee Michael Wright

Trustee Broda made a motion for Trustee Sima to be the Chairman of the Committee of the Whole this evening, second by Trustee Mead. Voting yes: Trustees Mead, Sima, Broda, Babcock 4-0-1.

## APPROVAL OF THE MINUTES

**Approval of the Minutes** for the meeting of the Committee of the Whole from **November 4, 2025**.

Trustee Sima asked for the motion to approve the minutes for November 4, 2025. They will be laid over until the next board meeting.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Babcock, Broda, Sima, Mead 4-0-1.

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

## OLD BUSINESS

## NEW BUSINESS

- 1. Discussion and Recommendation for a Map Amendment** rezoning 54 properties to newly adopted districts: **MS-C Main Street -Core or MS-E Main Street-Edge** as listed below:

Parcel Number 04-33-176-016 Commonly known as 11212 Main Street from CG General Commercial District. to MS-C Main Street Core District

Parcel Number 04-33-176-017 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-177-001 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-177-006 Commonly known as 11172 Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-177-007 Commonly known as 11162 Main Street from R1 One-Family Residential District to MS-C Main Street Core District

**Parcel Number 04-33-177-020 Commonly known as 5332 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District**

Parcel Number 04-33-177-017 Commonly known as 5290 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District

**Parcel Number 04-33-177-021 Commonly known as 5300 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District**

Parcel Number 04-33-177-013 Commonly known as 11114 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-177-014 Commonly known as 11094 Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-177-015 Commonly known as 11076 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-180-001 Commonly known as 5473 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-180-002 Commonly known as 5487 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-180-003 Commonly known as 5459 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-251-009 Commonly known as 5501 Hodges Run from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-251-002 Commonly known as 11087 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-251-003 Commonly known as 11073 Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-251-004 Commonly known as 11059 Main Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 04-33-381-010 Commonly known as 6556 Franklin Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-381-009 Commonly known as 5360 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-001 Commonly known as 10544 Main Street from IL Light Industrial District to MS-C Main Street Core District

Parcel Number 04-33-382-002 Commonly known as 10544 Main Street from IL Light Industrial District to MS-C Main Street Core District

Parcel Number 04-33-382-003 Commonly known as 5408 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-004 Commonly known as 5412 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-010 Commonly known as 5440 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-011 Commonly known as 5454 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-007 Commonly known as 5466 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-008 Commonly known as 10534 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-382-009 Commonly known as 10514 Main Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 04-33-455-009 Commonly known as 10567 Main Street from IL Light Industrial District to MS-C Main Street Core District

Parcel Number 04-33-455-003 Commonly known as 10531 Main Street from IL Light Industrial District to MS-C Main Street Core District

Parcel Number 04-33-455-007 Commonly known as 10517 Main Street from CG General Commercial District to MS-C Main Street Core District

Parcel Number 04-33-455-008 Commonly known as 5560 Bridge Street from R1 One-Family Residential District to MS-C Main Street Core District

Parcel Number 08-04-127-012 Commonly known as 5365 Bridge Street from CG General Commercial District to MS-C Main Street Core District

Parcel Number 08-04-127-006 Commonly known as 5411 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 08-04-127-011 Commonly known as 10458 Mulberry Street from RM Multifamily Residential District to MS-E Main Street Edge District

Parcel Number 08-04-127-008 Commonly known as 10432 Mulberry Street from RM Multifamily Residential District to MS-E Main Street Edge District

Parcel Number 08-04-127-007 Commonly known as n/a Grove Street from R1 One-Family Residential District to MS-E Main Street Edge District

Parcel Number 08-04-128-010 Commonly known as 5467-5441 Bridge Street from CR Retail and Service Commercial District to MS-C Main Street Core District

Parcel Number 08-04-128-008 Commonly known as 5460 Grove Street from RM Multifamily Residential District to MS-E Main Street Edge District

Parcel Number 08-04-128-004 Commonly known as 10458 Main Street from CG General Commercial District to MS-C Main Street Core District

Parcel Number 08-04-128-005 Commonly known as 10460 Main Street from RM Multifamily Residential District to MS-C Main Street Core District

Parcel Number 08-04-128-006 Commonly known as 10440 Main Street from RM Multifamily Residential District to MS-C Main Street Core District

Parcel Number 08-04-128-009 Commonly known as 5488 Grove Street from RM Multifamily Residential District to MS-C Main Street Core District

**Parcel Number 08-04-201-001 Commonly known as 10487 Main Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-002 Commonly known as 10443 Main Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-003 Commonly known as 5566 Bridge Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-004 Commonly known as 10460 Pearl Street from RM Multifamily Residential District to MS-E Main Street Edge District**

**Parcel Number 08-04-201-005 Commonly known as 10448 Pearl Street from RM Multifamily Residential District to MS-E Main Street Edge District**

Parcel Number 08-04-129-001 Commonly known as 5453 Grove Street from R1 One-Family Residential District to MS-E Main Street Edge District

Parcel Number 08-04-129-002 Commonly known as 10373 Mulberry Street from R1 One-Family Residential District to MS-E Main Street Edge District

Parcel Number 08-04-129-008 Commonly known as n/a Main Street from R1 One-Family Residential District to MS-E Main Street Edge District

Parcel Number 08-04-129-009 Commonly known as 10374 Main Street from R1 One-Family Residential District to MS-E Main Street Edge District

Parcel Number 08-04-129-004 Commonly known as 10360 Main Street from R1 One-Family Residential District to MS-E Main Street Edge District

**ZBA Recommends Approval Excluding the Following Parcels:**

**Parcel Number 04-33-177-020 Commonly known as 5332 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District**

**Parcel Number 04-33-177-021 Commonly known as 5300 Williams Drive from CR Retail and Service Commercial District to MS-C Main Street Core District**

**Parcel Number 08-04-201-001 Commonly known as 10487 Main Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-002 Commonly known as 10443 Main Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-003 Commonly known as 5566 Bridge Street from RM Multifamily Residential District to MS-C Main Street Core District**

**Parcel Number 08-04-201-004 Commonly known as 10460 Pearl Street from RM Multifamily Residential District to MS-E Main Street Edge District**

**Parcel Number 08-04-201-005 Commonly known as 10448 Pearl Street from RM Multifamily Residential District to MS-E Main Street Edge District**

54 properties proposed for rezoning into MSC Main Street or MS Main Street Edge. The Zoning Board of Appeals had recommended excluding seven parcels (shopping centers and southern lots 45-49). and Lots 6 and 8.

Trustee Broda is concerned about lots 6 which is already developed, unlikely to change and 8 is a bank property with green frontage across from a school. Trustee Broda is worried it could be later developed and wanted it rezoned now to align with surrounding parcels. Attorney Joe Rodriguez representing shopping center owner stated that lot 8 was split historically to allow liquor licenses, it is too close to the school otherwise. Further development impractical due to parking constraints. Client has no interest in redeveloping lot 8; prefer to keep current zoning.

Trustee Sima suggests that we could rezone it when it goes to development. Trustee Broda stated rezoning now would streamline future development.

Tom Green Village Attorney emphasized respecting owners wishes and avoiding nonconformity issues.

Trustee Broda questioned why lot 7 was included if lots 6 and 8 were excluded.

Joe Rodriguez stated the concern is if building burned down, new development might be impossible under new zoning.

Hillary stated that lot 7 could allow more intensive redevelopment in the future. Including it could provide flexibility for higher intensity use near the shopping center.

Motion was made to recommend the 54 properties to be rezoned and excluding the 7 properties by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Broda, Babcock, Mead, Sima 4-0-1.

## 2. Discussion of **2026 Meeting Dates** for **Village Board & Committee of the Whole**

Joe Kurlinkus Village Administrator stated the only thing that has changed in previous years are November 4, 2026. election day that will get rescheduled, there is a new statute on that. and National night out on August 5, 2026. These dates are going to be rescheduled the next day.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Babcock, Mead, Sima, Broda 4-0-1.

## 3. Discussion and approval of the **2026 Holiday Schedule**

The 2026 Holiday Schedule is the same as previous years.

Motion was made to approve the 2026 Holiday Schedule by Trustee Broda, second by Trustee Sima. Voting yes: Sima, Mead, Broda, Babcock 4-0-1.

## 4. **Discussion and Recommendation** of declaring certain items of personal property surplus, and authorizing their disposal. [Public Works - 13 Chairs and 2 Wooden Desk]

Motion was made for disposal of Public Works 13 Chairs and 2 Wooden Desk by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Babcock, Sima, Broda, Mead 4-0-1.

## 5. **FY2026 Budget Process** - Discussion of Operating Budget

The FY2026 budget discussion began with departmental updates. Sam Hawley stated adjustments were made to the overtime budget due to the Roscoe Road Bridge closure and the end of a traffic safety grant, with funds redirected to ensure coverage on both sides of the river. Training costs remained significant because of state mandates, though crash reconstruction training was reduced this year.

Trustee Broda requested a clearer year over year comparisons, noting the absence of FY2025 expenditures data alongside FY2026 projections and Trustee Mead and Trustee Sima agreed to add those figures for transparency.

Trustee Sima asked if there were plans for any future staffing for 2027.

Joe Kurlinkus revisited the idea of creating an economic development director position to oversee zoning, planning, and development, estimating the cost at roughly \$115,000, including benefits. He stated this could be funded by reallocating consulting dollars currently budgeted. He also provided updates on code enforcement, which is being handled by an outside company. Joe stated that Brandon and public works have been doing inspections. Troy Taylor Public Works Supervisor stated that hiring is underway to hire a new building maintenance role, and someone to fill an open position that will be available in March due to a staff member retiring. Sam also discussed police staffing stating he has two recruits in the academy who will be done in December and one open position scheduled for testing in January.

Financial sustainability concerns dominated the later part of the conversation. The draft budget showed a \$700,000 deficit despite a \$2.2 million fund balance, much of which comes from ARPA funds and interest. Joe Kurlinkus warned that reserves could be depleted within three years if current transfer rates continue, urging caution about expanding spending. He stated revenue projections showed a sharp drop in local use tax, prompting call to explore new sources such as tobacco licensing and TIF districts.

Trustee Broda suggested additional ideas, like using Winnebago County's CPACE program for subdivision infrastructure loans, were introduced but was deferred for more information.

Trustee Sima would like to have a tutorial on ClearGov/Share Point system at the next meeting, aiming to finalize the budget by January 2026 after reviewing capital projects and refining revenue estimates.

6. Discussion and Recommendation of Ordinance NO. 2023-18 Sec. 2-121 Village Administrator

[Requested by: Trustee Mike Sima]

The Ordinance discussion focused on clarifying and correcting the municipal code section related to the Village Administrator. Trustee Sima noted that the current code was outdated and inconsistent with what is publicly available, creating confusion. The proposal was to revert to the 2013/2022 version of section 2-121, which outlines a more detailed selection and appointment process. This version specifies that an ad hoc committee made up of the Village President and two Trustees would oversee the administrator's appointment, ensuring transparency in the process. Trustees debated whether this structure was administratively burdensome but acknowledged that it was originally designed to promote openness.

A key point of contention was whether having three members of the corporate authority on the ad hoc committee created logistical challenges, since any meeting of three trustees requires public notice and compliance with open meetings laws. Trustees suggested reducing the committee size to two, but others argued that transparency outweighed the inconvenience. Ultimately, the board agreed that the ordinance should be updated to reflect the correct version already in the municipal code, ensuring consistency and clarity for both the public and the Village's internal governance.

Motion was made to go back to the original ordinance by Trustee Broda, second by Trustee Mead. Voting yes: Trustees Broda, Sima, Mead. Voting no: Trustee Babcock 3-1-1.

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

**PRESENTATIONS**

**EXECUTIVE SESSION (IF NECESSARY)**

**ADJOURNMENT**

Trustee Sima asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Mead, Sima, Babcock, Broda 4-0-1.

Meeting Adjourned at 9:19 pm.