



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting
Tuesday, October 21, 2025

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 **October 7, 2025**.

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

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

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

- 1. Discussion and Consideration of an Ordinance Licensing Retailers of Tobacco Products, Alternative Nicotine Products, and Electronic Cigarettes in the Village of Roscoe**

Tom Green Village Attorney explains updating the Ordinance that is designed to regulate the sale of tobacco products, alternative nicotine delivery systems (like vapes), and hemp-derived cannabis in flower form to anyone under the age of 21. It will apply to all retailers operating in the village, including smoke shops, gas stations, convenient stores, and any other business selling these products, and comply with signage and tax regulations.

Trustee Plock suggested a fee structure, suggesting a two-tier system based on how much of a business's revenue comes from tobacco-related products. He suggested a \$500. application fee and a \$250. annual fee.

Trustee Wright suggested possible \$250. application fee and a \$50. annual fee.

Joe Kurlinkus stated that he is working with the health department to identify all current retailers and ensure proper registration.

Tom Green stated that he will get together with Joe Kurlinkus Village Administrator to have a revised ordinance prepared and bring it back to the Committee of the Whole.

NEW BUSINESS

- 2. Discussion and Recommendation** approving a **Text Amendment** regarding the proposed addition of two new zoning districts to **Chapter 155: Zoning Regulations of the Village Code of Ordinances**. The proposed amendments would create the following new zoning districts: **MS-C Main Street -Core and MS-E Main Street-Edge**.

ZBA recommends approval voting 4-0-0 on October 8, 2025

Hillary Rottman Zoning Consultant from Vandewalle explains the two new zoning districts are a part of the Roscoe Blueprint Plan. These districts are designed to support the development of a pedestrian-friendly, walkable downtown area.

The MC-C district focuses on the central downtown strip and includes design guidelines such as requiring new developments to be two stories, incorporating transparent facades, and encouraging mixed-use buildings.

The MS-E district surrounds the core and allows for more transitional uses while still promoting cohesive architectural standards. Both districts aim to foster a vibrant, accessible downtown environment that aligns with long-term community goals.

Trustee Mead stated that he is concerned about the two-story design guidelines. He doesn't want to deter anyone from coming into Roscoe to open a business because of that.

Hillary states that she acknowledges concerns about the two-story requirements potentially deterring developers but clarified that variance procedures would still be available.

She stated amendment also outlines specific development criteria, including facade transparency, signage regulations, and building massing to ensure visual consistency and appeal.

She encouraged the trustees to consider long-term vision for downtown and the types of businesses and aesthetics they want to attract.

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

- 3. Discussion and Recommendation** of approving **Michalsen Office Furniture, Inc.** for the quoted amount of **\$5,809.00** for new **chairs and tables** for the **Public Works Training room/break room updates**.

Troy Taylor Public Works Supervisor stated he is asking for 13 chairs and two new tables for the training room/break room. He stated that two of the chairs will go into the offices.

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

4. **Discussion and Recommendation of Allegiance flag supply** for the quoted amount of **\$4,917.50** for **34 set of American Pole Flags** for Main Street.

Troy Taylor Public Works Supervisor stated that these are to replace the fiberglass poles. The ones that he would like to order are wooden poles to prevent the flags from getting tangled up. These flag poles are not supposed to warp, and they are heavy duty. He stated that this is only half and he will request for the other half next year.

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

5. **Discussion and Recommendation** of approving **Johnson Controls** for the quoted amount of **\$6,312.89** for the **Repair or Replacement of the Backflow Device's** at the **Public Works Building**.

Troy Taylor Public Works Supervisor stated these are the backflows preventers which keeps the water from back flowing into the Roscoe public water system. Two of them are leaking. He stated that the amount of \$6,312.89 is the maximum it could cost. He stated that they have to take them apart to see what is wrong with them it could be as small as a washer or a piece of stone stuck in there, which could possibly be a \$300. Dollar fix.

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

6. **Discussion and Recommendation** of conference and travel expenses for attendance at the **2025 Illinois Main Street Conference** in Dixon, Illinois on Wednesday, November 12, 2025 - Friday, November 14, 2025.

Trustee Wright stated that he would like to attend this conference. He stated since the conference is so close he would be traveling to and from each day. The cost of the conference would be \$161.90 plus travel expenses.

Motion was made not to exceed \$300. and to approve by Trustee Sima, second by Trustee Plock Voting yes: Trustees Mead, Babcock, Wright, Broda, Sima, Plock 6-0-0.

PUBLIC COMMENT (limited to 3 minutes per speaker)

No Public Comments

PRESENTATIONS

Trustee Justin Plock steps down as Trustee. He stated that he has too much going on right now with work and family.

Trustee Wright thanks Justin for his time on the board.

Tom Green Village Attorney explains the procedure on what will happen to fill Justin's place.

Joe Kurlinkus stated just a reminder that there is the APA Virtual Plan Commissioner Training on Zoom coming up on October 29, 2025. if the board is able to attend to please send an email to Janel.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 7:56 pm.