



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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## Committee of the Whole Meeting

Tuesday, June 03, 2025

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### CALL TO ORDER

Trustee Wright called the Meeting to order @ 6:55 pm.

### ROLL CALL

#### PRESENT

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

Trustee Wright asked for a motion for John Broda to enter the meeting remotely.

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

### APPROVAL OF THE MINUTES

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

Trustee Wright made a motion for Approval of the Minutes for May 6th, 2025. Motion was made by Trustee Plock, seconded by Trustee Sima. Voting yes: Trustees Babcock, Broda, Sima, Wright, Plock, Mead 6-0-0.

**Approval of the Minutes** for the meeting of the Committee of the Whole from **May 20, 2025.**

Trustee Wright made a motion of the Approval of the minutes for May 20th. Motion was made for approval by Trustee Babcock, seconded by Trustee Sima. Voting yes: Trustees Wright, Plock, Babcock, Sima, Broda, Mead 6-0-0.

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

No public comments.

### OLD BUSINESS

Committee of the Whole Meeting  
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## 1. Project Updates:

- Purchase of 10517 Main Street
- Development of Rockton Road & Willowbrook Road
- Subdivision Signs

Administrator Kurlinkus stated that the environmental study is in progress and waiting on the samples to come back for the property at 10517 Main Street to move on to phase 2. Closing on the property will be scheduled unless something comes up in the report.

Development of Rockton Road and Willowbrook Road for the building of Starbucks there is no update on this. There has not been any withdrawals from First Midwest Group. They are aware of the position of the Board. They got the review comments back. No revised plans from them. The County did receive a building permit from First Midwest Group. However, neither the County nor the Village has received any notice of withdrawal.

Subdivision Signs for Hawks Point and Chicory Ridge are in the process of getting the samples out sometime this month for Board to review. There will be 3 of them. There will be a formal letter that will go out to the people in the Subdivisions sometime in June about the easement or for sign placements.

Trustee Plock asked if there are any updates on the mural?

Trustee Wright stated that he spoke with the owners of the building, and there is a petition that they have signed. They would like to see the mural removed.

Administrator Kurlinkus stated back in 2022 the Village reached out to Create 815, the Rockford Arts Council program, to put up murals throughout the regions. The Village donated 30,000.00 to the program. The Village selected artist. Some have expressed dissatisfaction with the final product.

Trustee Sima suggests that it should be moved to the next COTW meeting so we can get feedback from the residents.

This will be made Public on social media for anyone who would like to attend the meeting.

## NEW BUSINESS

2. **Discussion and Recommendation** of approving **Allegion Access Technologies LLC (Stanley Access Technologies)** for the quoted amount of **\$8,048.00** for the installation of the **ADA automatic door openers at Village Hall.**

Discussion and recommendations of approving Allegion Access Technologies LLC (Stanley Access Technologies) to install ADA automatic door openers at Village Hall.

Trustee Mead stated that he came into the village last week and he noticed a woman with a walker, he presumed she was at the DMV. He had to hold the door for her. Trustee Mead

assumed that she was there to visit the DMV. He thought that that would be something the Village would already have in place.

Mr. Kurlinkus stated the doors are ADA Compliant. He stated as more and more people are coming to the DMV. They have notice that people have been struggling with the doors. He stated that the codes are ready, and Troy Taylor has got it set up. The problem was finding the right provider that was local to do it. Stanley Access technologies are the ones that did the Police Departments. The plan is to have the doors the set up the way the Police Department has.

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

3. **Discussion and Recommendation** of amending **Section §13-355** of the Village of Roscoe Code of Ordinances to require tall grass and weeds to be cut prior to reaching a height of 8 inches (currently 12 inches).

Discussion and Recommendation of amending Section 13-355 Ordinance to require tall grass and weeds to be cut prior to reaching a height of 8 inches.

The grass is currently at 12 inches a motion was made for the change from 12 inches to 8 inches.

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

4. **Discussion and Recommendation** of an amendment to the Village's Liquor Code clarifying the requirement for a License Holder to maintain order within a Licensed Establishment.

President Gustafson stated that our Liquor codes need some fine tuning and one omission within that is some clear language that require owners of various establishments to do due diligence maintaining a environment that is holistic or mitigates what might be confrontations.

Secondly, we want them to call the police department if something happens.

We need language to encourage our establishments to report when they need to report and also general language clearly identifying that it is their responsibility to maintain premises that are safe for everyone.

President Gustafson emphasized that this has not been a rampant problem. We have the majority of the establishments who do a good job. There is a loophole. She stated that some establishments are not up to code with cameras in their facilities inside and out and on gaming machines.

Tom Green Village Attorney stated that he was surprised that there was nothing in the liquor code already. He stated that it helps avoid establishing, having establishments where people know where to get more crazier than others in different places.

President Gustafson stated the Ordinance is an amendment to Chapter 114 note the ordinance will have the language.

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

**5. Discussion and Recommendation of Bid Specifications for Hodges Run Small Business Incubator Site**

Discussion and Recommendation of Bid Specification for Hodges Run Small Business Incubator Site.

Mr. Kurlinkus stated that we are at the final engineering stages, engineering is done, designs done. copy of plans have been submitted to the Board.

Trustee Plock asked if we had an ideal of how much all of this is going to cost.

Mr. Kurlinkus said the amount has not changed, the budget that was given includes all framing. He explained the plans. The incubators are 12 x 12, and there will be surrounding central plaza. He explained how the pop-ups will be from March to December depending on the weather.

There will be heat and air conditioning. They will not have any running water or sewer connection to each of them. There will be public bathrooms which will have running water and sewer and a work room in the back for the people who rent out the workspaces.

The Board is asking for more information on the 3D prints, how much it is going to cost to maintain the area.

Motion was made to layover to the next Committee of the Whole motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Wright, Mead, Babcock, Sima, Plock, Broda.

**6. Discussion and Recommendation of a professional services agreement with Place Foundry, LLC to provide economic development consulting services to the Village of Roscoe [On-Call Services].**

Discussion and Recommendation of a professional services agreement with Place Foundry, LLC.

Trustee Sima stated that having Place Foundry on call service for \$6000 a month is a little excessive and from a budget perspective he thinks that we should scaling back.

Mr. Kurlinkus stated that the Village is very understaffed, and we have been outsourcing. He thinks that Place Foundry has filled in those gaps where they can. He stated that we have a lot of projects, visions and planning for Main Street coming up.

Brandon Bogg Village Engineering suggest that we should keep Place Foundry.

Trustee Sima suggested that maybe they should consider hiring someone local to work for the village or another firm. He would like to have an educational session with the Board with the structure of who does what, where are the gaps. What's being outsourced and get a better understanding of everyone's position here at the Village.

The Board motioned to layover for future discussion Motion was made by Trustee Plock, second by Trustee Sima. Voting yes: Mead, Broda, Babcock, Plock, Wright, Sima 6-0-0.

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

Terry Brack asked about Hodges Run Project, he wanted to know if someone will be closing the huts and bathrooms every night when the huts are installed.

Mr. Kurlinkus stated that there will be.

Mr. Brack stated that the previous Board did not have any say in the Mural that was painted on the mason building.

**PRESENTATIONS**

No Presentations

**EXECUTIVE SESSION (IF NECESSARY)**

No Executive Session

**ADJOURNMENT**

Trustee Wright motion to Adjourn the meeting. Motion was made by Trustee Sima, seconded by Trustee Plock. All in favor yes.

Meeting was Adjourned at 8:30 pm