



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, April 15, 2025

CALL TO ORDER

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
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 April 1, 2025.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

1. Discussion of RFP for Development of 11243 Main Street

Administrator Kurlinkus addressed Trustee Wright, who requested this to be placed on the agenda. Trustee Wright would like to see if there can be a sit-down with the interested developers, so they have a better understanding of the process and they feel uninformed. Trustee Sima asked how many developers have been interested. What is the desired outcome? is the structure process set up to dissuade people, can we address the structure to make it more appealing? Administrator Kurlinkus offered to post additional information as well as have a sit-down to assist. Trustee Sima asked if it would be better as an RFQ? Trustee Sima requested that more information be provided to help.

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2. Discussion of Subdivision Identification Signs for the entrance of the Chicory Ridge Subdivision.

Administrator Kurlinkus called on Trustee Plock, who requested this for the agenda. Trustee Plock wanted to discuss the Chicory Ridge Signs, as it has been budgeted for many years. President Gustafson addressed the board, requesting that Trustee Plock and Trustee Elect Boada work together to confer on what the design would look like. President Gustafson requested that they work on getting the residents of Chicory Ridge involved. Trustee Wright requested that Hawks Pointe be added to this process as well.

NEW BUSINESS

3. **Discussion and Recommendation** to approve a contract with Fehr Graham & Associates, LLC to assist with the development of the Village's FY2026-2030 **Capital Improvement Program and Updated Street Study Proposal** for the quoted amount of **\$69,300.00**.

Administrator Kurlinkus summarized the recommendation, stating The Village of Roscoe has received a professional services proposal from Fehr Graham & Associates, LLC to assist in the development of a comprehensive Capital Improvement Program (CIP) for Fiscal Years 2026–2030, including an updated pavement condition rating (PCR)-based Street Study. Establishing a formal CIP represents a major step forward in the Village's strategic planning efforts and will provide a structured, data-driven framework for identifying and prioritizing infrastructure investments over the next five years. The CIP will serve as both an internal planning tool and a public-facing document that clearly communicates the Village's capital needs, priorities, and funding strategies.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

4. **Discussion and Recommendation** of an RFP for Design Services related to the **Porter Park Phase 2 Expansion** (OSLAD Grant)

Administrator Kurlinkus summarized the recommendation, stating The Village of Roscoe was awarded an Open Space Lands Acquisition and Development (OSLAD) Grant for \$531,328 to support the expansion of Porter Park. The grant-funded project, referred to as Porter Park Phase 2, will add approximately 12 acres to the existing 28-acre park and includes several recreational and infrastructure improvements. To initiate the design and construction phase, the Village is preparing to release a Request for Proposals (RFP) seeking qualified landscape architects and

engineering firms to lead the planning, design, and project management for the expansion. The professional services will include: - Site analysis and topographic evaluation - Final design incorporating OSLAD and Village objectives - Collaboration with Village staff and stakeholders - Sustainable and accessible park planning - Construction documentation and bidding assistance - Oversight of construction and schedule compliance - Maintenance recommendations and ecological considerations The project must comply with Illinois Accessibility Code, ADA guidelines, and OSLAD grant program requirements, including the limitation that no more than 15.25% of total project costs may be allocated to professional design services.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Wright, Seconded by Trustee Plock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

5. Discussion and Recommendation to approve two year contract with **Axon Enterprise, Inc.** in the amount of **\$6,937.22**

Adminsitrator Kurlinkus summarized the recommendation and called on Deputy Chief Farrone, who stated there is currently a contract with Axon for body cameras, tasers, evidence.com, and cloud storage. With the addition of a 19th Officer, we need to add another Axon contract to stay in compliance with state law.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

6. Discussion and Recommendation of an engaging Fehr Graham and Associates to complete a Phase 2 Environmental Study for 10517 Main Street Property Purchase.

Administrator Kurlinkus summarized the recommendation, stating, The Village of Roscoe previously authorized a Phase I Environmental Site Assessment (ESA) for the parcels located at 10517 and 10531 Main Street in preparation for potential redevelopment activities. The Phase I ESA identified historical use of the site as a filling station, which raises concerns regarding the potential presence of contamination and unregistered underground storage tanks (USTs). Fehr Graham & Associates, LLC has submitted a proposal to conduct a focused Phase II ESA to further evaluate concerns through subsurface soil and groundwater investigation. Fixed Fee: \$19,100 (lump sum, inclusive of all services described) Timeline: Estimated total duration of 35 business days from authorization, subject to site access and subcontractor availability.

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

7. Discussion of the installation of lighting at the entrances of Chicory Ridge Park

Trustee Plock - update on the pricing for the park lights.

Public Works Superintendent Troy Taylor provided update as follows; Troy met with ComEd on Thursday, the 10th to talk with them about connecting into one of their service boxes to get power to a light pole we want to install. Unfortunately, the power service box was a different box than the contractor had given us a quote for. The contractor thought it was a ComEd box on the North side of the last house that we could just plow in the cable to the light pole. The service box we need to connect with is a smaller box on the South side of a driveway, which now we would have to bore under to get to the light pole. This boring under the driveway will lead to an increase in the price of this project. Troy has reached back out to the contractor to get an updated quote, and ComEd is also going to give a quote for this project.

Trustee Plock provided an overview to board where the light location would be, stating the issue is the secondary entrance into the park is being used to dump items. Troy stated that the barricade was moved to the end of the pavement now and no one can drive past the barricade. The dumping has slowed down.

Talks were mentioned at closing the park at sundown versus leaving it open until 1030pm which the board will take into review. Deputy Chief Farrone stated it would be helpful to close the park earlier.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

Chicory Ridge Light Pole Update

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Petty, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright