



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Village Board of Trustees**  
Tuesday, November 04, 2025  
6:30 PM

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## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

### **PRESENT**

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

## **APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **October 21, 2025.**

President Gustafson asked for a motion for the approval of the minutes.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Sima, Mead, Babcock, Broda, Wright 5-0-0.

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

No Public Comments.

## **PRESIDENT'S REPORT**

- 2. Presentation: Rockton Road Corridor Study.**

[Presentation by: Place Foundry, LLC]

President Gustafson stated due to one of the presenters having a personal issue. The presentation for the Rockton Road Corridor Study has to be postponed until the next board meeting.

### **TREASURER'S REPORT**

3. Cash Report and Bills

4. Approval of Bills

President Gustafson asked for a motion for the approval of the bills.

Expenditures are \$105,538.75 Payroll is \$118,756.30 Totally \$224,295.05

Motion was made by Trustee Babcock, second by Trustee Mead. Voting yes: Trustees Mead, Sima, Wright, Babcock, Broda 5-0-0.

5. Year to Date, Revenues and Expenditures

President Gustafson stated that the board has the year-to-date revenues and expenditures through August 31, 2025.

Mark Olson Village Treasurer Stated that the General Fund Revenue is at 70%. Local use tax is down from expectations. Interest Income is up due to 3.5% interest rates. Property Taxes expected to reach 98-100% by year-end. Public Safety revenue aligns with expectations; property tax will reach 98%. Parks and Recreation revenue is at 127% and total revenue is about 70%. Mark stated that if we look at expenditures through August we are at 47% of budget. Overall, Mark stated there is no concerns identified.

Mark Breaks down each department.

Clerk's Office - 57%

Administration Office - 65%

Planning and Zoning - 40%

Human Resources - 63%

Board - 72%

Economic Development - 29%

Public Works - 49%

Police - 57%

Park and Recreation - 32%

Total Expenditures - 51%

President Gustafson asked Mark Olson to explain what we do when we have spent money and we didn't have a line item for it, or we had a line item, and the village went over that? How do we adjust that.

Mark Olson explained that adjustments are made by reallocating funds across functions such as payroll, supply, and services. There is no increase to the total budget just internal reallocation. Future reports will be broken down by function for clarity.

## **CONSENT AGENDA**

*All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.*

## **ACTION FROM THE LIQUOR COMMISSION**

6. Approval of a **Class “T” (Temporary-1 day) liquor license for Rybo Ventues Inc. Inc d/b/a Poison Ivy Pub** for off-premise sales of alcohol in conjunction with **Hometown Holiday on December 13, 2025 at 10531 Main Street.**

President Gustafson asked for a motion for a one-day Temporary liquor license for off - premises sale of alcohol for Rybo Ventures Inc. d/b/a Poison Ivy Pub for Hometown Holiday on December 13, 2025.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Broda, Sima, Babcock, Wright, Mead 5-0-0.

## **MOTIONS AND RESOLUTIONS (Final action)**

7. **Approval of Resolution 2025-R57** for 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.**

President Gustafson asked for a motion for the approval of Resolution 2025-R57.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Wright, Babcock, Sima, Mead, Broda 5-0-0.

8. **Approval of Resolution 2025-R58** for **Allegiance flag supply** for the quoted amount of **\$4,917.50** for **34 set of American Pole Flags** for Main Street.

President Gustafson asked for a motion for the approval of Resolution 2025-R58.

Motion was made by Trustee Broda, second by Trustee Babcock. Voting yes: Trustees Sima, Wright, Mead, Broda, Babcock 5-0-0.

9. **Approval of Resolution 2025-R59** for 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**

President Gustafson asked for a motion for the approval of Resolution 2025-R59.

Motion was made by Trustee Babcock, second by Trustee Sima. Voting yes: Trustees Babcock, Broda, Wright, Sima, Mead 5-0-0.

10. **Approval of Ordinance 2025-21** 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**

**COTW recommends approval voting 6-0-0 on October 21, 2025**

President Gustafson asked for a motion for the approval of Ordinance 2025-21 approving text amendment.

Motion was made by Trustee Babcock, second by Trustee Sima. Voting yes: Trustees Mead, Sima, Broda, Babcock, Wright 5-0-0.

#### **NEW BUSINESS (First reading or suspend rules)**

11. Approval of **Resolution 2025-R61** for **O'Brien Civil Works** for the quoted amount of **\$24,900.00** for **Storm Sewer Inlet Repairs on Sheringham Dr and Joncey Dr**.

President Gustafson asked for a motion to suspend the rules and expedite this while we can get into the construction season.

Motion was made by Trustee Wright, second by Trustee Babcock. Voting yes Trustees Broda, Mead, Babcock, Wright, Sima 5-0-0.

President Gustafson asked for a motion for the approval of Resolution 2025-R61.

Motion was made by Trustee Wright, second by Trustee Babcock. Voting yes: Trustees Mead, Broda, Wright, Sima, Babcock 5-0-0.

#### **QUESTIONS AND REPORTS**

President Gustafson stated she has asked that Brandon Bogg Village Engineer to give the board an update on Hawks Pointe six.

Brandon Boggs Village Engineer stated that a pre-construction meeting was held with the developers. Minor issues remain, specifically related to the subdivision plans and settlement agreement previously approved by the board. There were new easements being created with Nicor gas and ComEd. These are being finalized before major work begins. Brandon stated that what will impact the public is the mass grading that is expected to begin late this week or early next week. He stated that utility installation may follow, depending on site progress. No road installation planned for this season. He stated before any

work can be started there, they have to install all of the erosion control. Slit fencing must be installed and inspected.

Trustee Wright informed Brandon Boggs that the fencing is already up.

Brandon Boggs stated inspection is expected Thursday; once approved, construction can proceed. He stated that a letter of credit must be established before roadway improvements begin. They have submitted letter of credit estimate which is under review. Final plats will be circulated for signatures once updates are complete. He stated that there will be little work done this season, but we will see more next season.

Bradon Boggs states the Hawks pointe Trail extension and when it will be open. That is park of Hawks Pointe 5. They are substantially complete will all the public improvements. There are a few punch list items they still have to complete. Once those are complete the trail should be open to the public by the end of the year.

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

**EXECUTIVE SESSION (IF NECESSARY)**

President Gustafson asked for a motion to go into Executive Session? The topic would be personnel.

Pursuant to 5ILCS 120/2 (C) (1)

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Trustees Mead, Wright, Babcock, Broda, Sima 5-0-0.

President Gustafson asked Chief Hawley to join the meeting.

President Gustafson stated that no action was taken in Executive Session.

**ADJOURNMENT**

President Gustafson asked for a motion to Adjourn the meeting.

Motion was made by Trustee Broda, second by Trustee Sima. Voting yes: Trustees Wright, Mead, Sima, Broda, Babcock 5-0-0.

Meeting Adjourn at 6:56 pm.