



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Village Board of Trustees**

Tuesday, July 01, 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 Justin Plock  
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 **June 17, 2025.**

President Gustafson asked for a motion for the approval of the minutes for June 17, 2025.

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

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

No public comments.

**PRESIDENT'S REPORT**

Nothing at this time.

**TREASURER'S REPORT**

2. Cash Report and Bills
3. Approval of Bills

President Gustafson asked for a motion to pay the bills.

Expenditures are \$ 83,881.78, Payroll \$ 113, 647.98 Total \$197,529.76 no motor fuel.

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

4. Year to Date, Revenues and Expenditures

## 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

**5. Approval of Ordinance 2025-12, decreasing the maximum number of authorized Class “BL” (Boutique Gaming) liquor licenses to eleven.**

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

**6. Approval of issuance of a Class “T” (Temporary) liquor license to Rybo Ventures Inc d/b/a Poison Ivy Pub for three days in conjunction with the Lions Club Fall Festival at the Village’s Leland Park - September 5, 6, 7, 2025.**

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

## MOTIONS AND RESOLUTIONS (Final action)

**7. Approval of a Special Event Permit for Louiepalooza 2025.** The event will take place at 5689 Elevator Road on August 9, 2025, from 12:00 pm - 10:30 pm.

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

**8. Approval of Ordinance 2025-13, approving a Planned Unit Development (PUD) for the properties commonly known as PINs 04-29-251-010, 04-29-251-013, 04-29-251-011, 0429-251-014, 04-29-251-012, 04-29-277-003, 04-29-277-007, 04-29-277-004, 04-29-27-08, 04-29-277-009, 04-29-277-005, and 04-29-277-006**

[Applicant: Anthony Pipitone]

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

COTW Recommends Approval Voting 4-0-0 on June 17, 2025

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

**9. Approval Resolution 2025-R30, approving the Tentative and Final Plat of Prairie Garden Plat No. 4, a Replat of Plat 3 of Prairie Garden**

ZBA Recommends Approval Voting 3-1-1 on June 11, 2025

COTW Recommends Approval Voting 4-0-0 on June 17, 2025

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

**10. Approval of Resolution 2025-31, approving Bid Specifications and Bid Letting for the Hodges Run Small Business Incubator Site**

President Gustafson entertained a motion for approving all the Items in the Consent Agenda and one final vote.

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

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

**11. Approval of Resolution 2025-32, authorizing an Agreement with Municipal Code Enforcement, LLC to act as the Village's code enforcement officer.**

**Presentation by:** Allison Schwark - Municipal Code Enforcement, LLC

President Gustafson stated that we no longer have a Code Enforcement Officer. Allison Schwark is here to give us information about employing her organization for Code Enforcement.

Allison Schwark from Municipal Code Enforcement, LLC presented her company's proposal to provide Code Enforcement services for the Village of Roscoe, offering to work 20 hours per week alongside 1 to 2 members. With services including complaints about weeds, tall grass, and other ordinance violations. The company would operate through the Village's existing phones and email systems, conducting regular inspections and providing monthly activity reports, with the possibility of adjusting hours during slower seasons. The Board was informed

that the company would not bill for unused hours and would provide recommendations for ordinance adjustments if needed.

President Gustafson asked for a motion to suspend the rules to approve Resolution 2025-32.

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

President Gustafson asked for a motion to approve Resolution 2025-32 Authorizing an agreement with Municipal Code Enforcement, LLC to act as a Village Code Enforcement Officer.

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

12. Approval of **Resolution 2025-33**, awarding the Village's **Class "D" Road Patching** Contract (2025) to **Norwest Construction, Inc.** for the quoted amount of **\$63,790.00**.

President Gustafson stated the Village received a very good price for our Class "D" Road Patching. She would like to award Rock Norwest Construction, Inc. with the opportunity of the Village Engineer in conjunction with the Village Supervisor of Public Works to expand on those streets. The bid came in lower which gives the Village a chance to do more work on residential roads which will not exceed the budgeted amount.

President Gustafson asked for a motion to suspend the rules for Resolution 2025-33 a final vote with the understanding that the Class "D" Patching is for the amount not to exceed \$100,000.00.

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

President Gustafson asked for a motion to approve the Resolution 2025-33.

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

13. **Approval of a Special Event Permit for the 2025 Fall Festival and Parade.** The event will take place at **Leland Park and Main Street** on September 5, 6, and 7 2025.

President Gustafson asked for a motion to suspend the rules and make the approval of the special event permit for the 2025 Fall Festival Parade a final vote.

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

President Gustafson asked for a motion of the approval of a special event permit for the 2025 Fall Festival Parade.

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

14. Approval of **Ordinance 2025-014**, authorizing the **continuation of the Municipal Grocery Tax** at its existing rate.

President Gustafson stated that this is the first reading authorizing the continuation of the Municipal Grocery Tax.

The tax has been in place for decades but recently repealed by Gov. Pritzker. However, communities can reinstate the 1% tax. Surrounding communities will reinstate the tax effective January 2026.

Trustee Wright asked for a motion to approve the authorization of continuation of the Municipal Grocery Tax.

Motion was made by Trustee Sima, second by Trustee Plock. Voting No: Trustees Babcock, Broda, Wright, Mead, Plock, Sima 0-6-0.

## **QUESTIONS AND REPORTS**

### **15. Upcoming Public Information Sessions & Open Houses**

*Chicory Ridge Fiber Installation Project*

Thursday, July 3, 2025 - 5:30p to 6:30p

*Winnebago County Highway Department - County Road Project Update*

Thursday July 17, 2025 - 5:30p to 6:30p

*Main Street Zoning Districts*

Wednesday, July 23, 2025 - 6:00p to 8:00p

President Gustafson stated there will be an Upcoming Public Information Sessions and Open House at the Village Hall. Information has gone out through various social media.

Mr. Kurlinkus stated that their goal is have residents come in and see maps, ask questions.

Bradon Boggs Village Engineer stated there will be another Open House on July 10th, 2025 @ 5:30-6:30 @ the Village for annual Residential Street Projects. It will be open to all of the public and door hangers will be going out to the residents nearby the project limits.

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

No Public Comments.

### **EXECUTIVE SESSION (IF NECESSARY)**

President Gustafson asked for a motion to go into Executive session to discuss pending Litigations and questions regarding land purchased.

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Tom Green Village Attorney states that the discussion will be about some issues with Land Purchase under section 2C5.

Threatened Litigation would be under section 2C11.

Security Procedures her at the Village would be under section 2C8.

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

## **ADJOURNMENT**

President Gustafson asked for a motion to Adjourn the meeting.

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

Meeting Adjourned at 7:49 pm.