



# Meeting Minutes

**Location:**

Village Hall -  
10631 Main Street  
Roscoe, IL 61073

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**Committee of the Whole Meeting**  
Tuesday, December 16, 2025

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## CALL TO ORDER

Trustee Wright called the meeting to order at 7:36 pm.

## 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

**Approval of the Minutes** for the meeting of the Committee of the Whole from **November 18, 2025**.

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

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

**Approval of the Minutes** for the meeting of the Committee of the Whole from **November 04, 2025**.

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

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

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

No Public Comment.

## NEW BUSINESS

1. Discussion and Recommendation of a **Parking Lot Surface Waiver** for the property located at **5714 Elevator Road [Pietro's Pizzeria]**

Joe Kurlinkus Village Administrator states the board has received a request for a parking lot surface waiver for Pietro's Pizzeria, located at 5714 Elevator Road. Mr. Kurlinkus explained that the lot next to Pietro's Pizzeria has remained unpaved for years, even though the Village has been working with the owner for roughly two years as he prepares expansion plans. The waiver formalizes expectations by setting specific deadlines: parcel combination by February 1, submission of a full engineering site plan by April 1, and completion of paving by August 1, Joe emphasized that the owner has already signed the waiver agreement and that the plan ensures consistency with Village code while accommodating the owner's construction timeline.

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

2. Discussion and Recommendation of professional services agreement with **Place Foundry, LLC** to provide **economic development consulting** services to the Village of Roscoe [**I-90 / Rockton Road Corridor**].

Mark and Jeff from Place Foundry, LLC opened their presentation by explaining that their five-month contract was concluding with the delivery of the "Place Blueprint," a comprehensive implementation plan for the I-90 /Rockton Road corridor. They emphasized that this corridor is Roscoe's most visible gateway, serving traffic from Janesville to Belvidere, and therefore plays a major role in shaping the village's identity and economic future. Their vision integrates industrial development, hospitality, retail, and residential components into a cohesive, self-sustaining district where residents can live, work and recreate. They also reported ongoing outreach to property owners, including a significant landholder along Love Road who expressed willingness to sell and collaborate with the Village, provided the Village leads developer recruitment due to the owner's limited technical experience.

A central theme of the discussion was the infrastructure bottlenecks that currently prevent large-scale development. Place Foundry highlighted three major constraints: 1. The Love Road realignment project, which affects a large portion of developable land and requires grant funding; 2. A key parcel lacking water service, which must be resolved before any residential or commercial construction; and 3. Potential improvements along Rockton Road, especially near the fairgrounds, where engineering plans already exist but require coordination with adjacent landowners. To address these issues, Place Foundry proposed a structured 2026 work plan built around three board workshops-one on infrastructure prioritization. Their timeline anticipates planning throughout 2026, active developers' recruitment in late 2026, and potential groundbreaking in 2027 or later, once infrastructure and incentives are clarified.

Trustee Babcock emphasized that Roscoe has historically lacked a cohesive long-term development vision and praised Place Foundry for providing one. They argued that major development projects often take 5-20 years, and the Village must commit to a strategic plan now to avoid missing future opportunities. He framed the corridor plans as foundational work that positions Roscoe for generational growth, not just short-term gains.

President Gustafson focused on the mechanics of the proposed workshops. She asked how long each workshop would last, what materials would be provided beforehand, and what specific

decision the board would be expected to make, President Gustafson concern was ensuring that the board would not be entering open-ended discussions but instead reviewing structured, well-prepared materials that lead to actionable decisions. Place Foundry confirmed that each workshop would be fully prepared with options, data, and recommendations.

President Gustafson asked how quickly the Village need to move through the three major decision points. Place Foundry recommended a quarterly cadence (March, June, September), allowing time for preparation, engineering coordination, and internal review. President Gustafson appeared satisfied with the pacing but wanted clarity on how interim developer inquires would be handled. Place Foundry confirmed that informal conversations could continue in parallel.

Trustee Sima raised the strongest concerns about feasibility. They questioned whether development could realistically occur without infrastructure commitments, especially given the high cost of land and the owner's historical reluctance to subdivide. They compared the situation to "Sim City planning"- attractive on paper but potentially unrealistic without confirmed developer interest. Trustee Sima suggested that the village might be investing in planning prematurely and should instead focus on securing land movement or infrastructure funding first.

Trustee Babcock countered Trustee Sima concerns by arguing that developers will not engage seriously unless the village has a clear, professional plan. He emphasized that Place Foundry's work provides the "marketing pitch" and credibility needed to attract investment. Without a plan, the village risks appearing unprepared and reactive. Trustee Babcock supported continuing the consulting work to maintain momentum.

Tom Green Village Attorney raised a strategic financial point: establishing a TIF district earlier could reimburse eligible expenses, strengthen land acquisition leverage, and support infrastructure costs. They noted that many of the Village's upcoming expenses - engineering, planning, and infrastructure - would be TIF-eligible but only if the TIF is created before the spending occurs. He encouraged Place Foundry and the board to evaluate TIF timing sooner rather than later.

President Gustafson stated she and staff had a meeting at R1 and they are going to facilitate a grant application part of the build project, \$1.5 billion available nationwide. She explained that Roscoe's rural classification may increase competitiveness and that existing engineering work (Loves Road, Willowbrook, Rockton Road) positions the Village well for submission. She also noted that the major landowner is supportive of mixed-use development and willing to sign a letter of support for the grant.

Trustee Broda expressed concern about spending additional consulting money before the village finalizes it budget, TIF strategy, and grant application. He suggested temporarily pausing Place Foundry's next-year contract until the village has more clarity on financial tools and infrastructure commitments. He emphasized fiscal caution and sequencing: put the horse before the cart."

Trustee Babcock argued that Place Foundry's cost is small relative to the village's overall budget and that delaying planning risks losing momentum. They pointed out that the village has spent more on smaller, less impactful projects and that long-term development requires consistent, uninterrupted planning.

Motion was made to layover to the next Committee of the Whole meeting by Trustee Sima, second by Trustee Wright. Voting yes: Trustee Broda, Sima, Wright, Mead. Voting No: Trustee Babcock 4-1-0.

## **OLD BUSINESS**

### **3. FY2026 Budget Process - Discussion of Operating Budget**

During the operating budget discussion, Joe Kurlinkus Village Administrator focused on improving the board's ability to understand and analyze the Village's financial data. Trustee Broda questioned whether they had access to the same level of detail that department heads see in ClearGov, especially regarding how individual line items are constructed. Joe Kurlinkus walked the board through the system, demonstrating where to find expenditures breakdowns, itemizations, and version comparisons. He clarified that while the printed packets contain the top-level account numbers, the online ClearGov platform provides deeper detail, including the internal itemizations staff uses to build each budget line.

A significant portion of the conversation centered on software and IT- related expenses, which appeared repeatedly across multiple departments. Trustee Broda asked why identical categories-such as software subscription, Microsoft 365 licenses, password managers, and asset management tools- showed up with different dollar amounts. Joe explained that each department is billed based on its number of users and specific needs, which naturally leads to variation. He also noted that not every subscription is listed individually in ClearGov; some are grouped under broader categories to simplify budgeting while still maintaining accuracy.

Trustee Sima and Trustee Broda also raised questions about year-to-date revenue accuracy, noting that some revenue sources appear inconsistent when compared to projection. Joe explained that revenue timing varies widely depending on the source- some arrive monthly, others quarterly, and some are delayed by one to three months- making ClearGov's real-time revenue numbers imperfect. He emphasized that the treasurer's periodic financial reports provide the most accurate picture. The discussion concluded without motions.

Troy Taylor stated that there are three main roofs that need to be repaired, the little police garage that they have a tarp over it right now. main Public Works building and then the salt shed. He stated that all of them are in bad shape, He stated that they need to go out for bid to get them all done. He stated that if they are not able to be done in 2026, he would like to get the Main Public Works building done first.

4. Discussion (With Roscoe Village Treasurer) Mark Olson, in attendance at meeting, to discuss the new number (\$354,000) that was publicly released at our last meeting pertaining to the Roscoe Grocery Tax. This could be part of the 2026 Budget and should be discussed and explained.

[Item Requested by: Trustee Mike Wright]

Trustee Sima states I'll just bring it up. I went back and watched the video; President Gustafson said due to the action of this board the Village is for going \$358,000 in gross tax revenue. He asked for a number. Joe Kurlinkus said that he got the numbers from Mark Olson. Mark Olson stated he never said that. So, I'm wondering why we're being told that we would have a potential \$250,000.

Mark Olson States because I sent a dollar amount that came from the Illinois policy that has an agenda.

Trustee Wright states that the Illinois policy states 98,000.

Mark Olson states that the Illinois policy has their own agenda for what they look at what they look at a number and that number is more like a sit code and has nothing to do with tax total tax dollars from grocery 1%. So, how that got here beyond that, that's a whole other conversation.

President Gustafson asked was there not a reporting of all of the dollar amount that was collected under.

Mark Olson Yeah. A sick code means the grocery store itself. That doesn't mean the tax dollar of the 1%. So, that sick code means this is either I'm a gas station. I'm a grocery store here. The grocery store isn't 100% 1%. So, if you look at what the state of Illinois has this little number out there because I went and found the state of Illinois's number where that came from.

Joe Kurlinkus Village Administrator States That's the same number,

Mark Olson which is the same exact number. If you look at that go look at Rockton. Rockton's got 80,000.

Trustee Sima states We're not \$250,000 more than Rockton.

Mark Olson So, they're pulling sick code dollars tell people what it is versus what to actually is go out and figure the grocery store. You're going to figure out what exactly is that? I mean, what do we got? One major grocery store here that we got to deal with. What are they actually selling for a grocery store as for sales dollars? 30 million percent.

President Gustafson asked is that not also collected from a gas station? If you walk out with a gallon of milk.

Mark Olson yes it would be gas station, things like that. I'm more saying it's not really going to be material here. There's one place that sells the one thing. We could go around and nickel and dime all these other places, but if you're going to look at one place, you're gonna look at that place and you can project the rest of that onto everything else. That's how I do it because you're not going to the value to go through and calculate it for every place. Just don't think that's feasible or needed. You look at that one building and what Schnucks, what are they going to sell? Are they selling 35 million, 30 million?

Trustee Mead asked so, which number was used for our projection for revenue?

Mark Olson I'll be bluntly honest with you. That revenue projection is fine. That's the number I would say, I wouldn't change anything. I'm conservative when I do that stuff anyways.

Trustee Broda asked and that number came from IML.

Mark Olson states that number came from me projecting. IML does not do sales.

Trustee Sima states I would just say go back and look at the tape. My concern is that we were told as a board that we are forgoing and it is our fault due to the action of this board that we are forgoing \$358,000 in revenue which is not true. We said at that time we time. He didn't agree with that Joe said he had the numbers from Mark. So, I just want to know how the board was presented that because you're going to be allocating 200 a quarter million dollars based on revenue that we will never achieve that we could put in to other things that is not true. So, I would request at least a formal apology and a retraction.

President Gustafson stated it was information that was communicated.

Trustee Sima stated it wasn't.

President Gustafson stated Yes, it was.

Trustee Sima stated it wasn't. He said it wasn't. He just said he didn't say that.

President Gustafson stated that it was sent.

Trustee Sima asked So, how did you get that number, Carol? \$358,000. You said it convincingly to the board.

President Gustafson stated that it was a communication that the Village Administrator shared with me and where he got that.

Trustee Sima asked Joe where'd you get it, Joe?

Joe stated I reported over the number from the Illinois policy Institute.

Trustee Wright stated it's 98,000. You just said it.

President Gustafson stated I assumed the information I was getting was correct. So you forego \$ 100,000. And if we had that \$100,000, you wouldn't be scraping through the budget to try to find money.

Trustee Wright states we should do that anyway.

Trustee Mead asked Mark Olson on sales tax you said you're conservative because I see there's two million in the budget revenue projected for 26 sales. Is that right,

Mark Olson states 2 million one.

Trustee Mead states I just noticed up to date revenue through October, we were already almost at that 2 million mark. Now that we have this retail occupation tax which is basically a sales tax on online purchases. Wouldn't you agree November, December would be probably a pretty good number as far as people buying stuff.

Mark Olson states Yeah, I mean you got to remember November, December come in February or March time frame.

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

Trustee Sima thanked Trustee Broda and The Village Clerk Kimberly Garza for coming out in the cold to attend the Hometown Holiday, also he would like to thank his wife Sharon Sima and her brother for helping out and assisting Trustee Mike Wright.

**PRESENTATIONS**

None

**EXECUTIVE SESSION (IF NECESSARY)**

**ADJOURNMENT**

Trustee Wright asked for a motion to Adjourn the meeting.

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

Meeting was adjourned at 9:55 pm.