Community Development Committee Meeting Minutes

Village of Roanoke
Wednesday, September 9, 2026 • 7:00 p.m. • Village Hall
DRAFT FOR CLERK REVIEW AND COMMITTEE APPROVAL

1 Call to Order and Roll Call

Chair Chad Burrell called the meeting to order at 7:00 p.m.

Present: John Keigher, Cathy Bilow, Chad Burrell, Jeff Neukomm, and Harlan Geiser. Absent: Katie Stutzman and Josh Scarberry. The Mayor was present. Several community members also attended.

2 Public Comment and Village Board Coordination

The Mayor thanked committee members and volunteers for the community celebration and progress at Jumbo Park. He described the CDC as an advisory committee that develops proposals for Village Board consideration. He stated that appointments belong to the Mayor and that additional Village committees would not be established at this time.

Members discussed how project plans, spending, fundraising, and improvements on Village property should be presented for Board approval. The Mayor emphasized open meetings and keeping the public informed. Members requested clearer guidance and expressed differing understandings of whether the park's earlier concept plan constituted approval of individual improvements.

Harlan Geiser reported difficulty locating records establishing the park's boundaries and a reported property exchange. The Mayor reported contacting a state representative concerning right-of-way and setback information. A survey and possible attorney review were discussed; no cost or completion date was confirmed. Chad Burrell expressed concern about expanding work beyond the proposed pavilion area before boundaries are established. The Mayor indicated the pavilion proposal could be placed on a Village Board agenda. No Village Board approval was granted at this committee meeting.

3 Approval of August Minutes

The August 11, 2026 minutes were presented. No corrections were voiced. A motion and second to approve were recorded, and the Chair announced that the minutes were approved.

4 Christmas Display and Events

Members discussed a Christmas tree or light display at Jumbo Park. The Chair stated that the committee was in agreement on having a display at a minimum, subject to Village approval. A reusable light display on a flagpole was suggested, and an offer was made to investigate options.

The committee discussed possible holiday activities, coordination with the organizers of Christmas on Main, and avoiding competing events. Cathy Bilow reported that the organizers wished to hold their event again. The Mayor stated that plans for use of Village property must be submitted to the Board and satisfy the Village's insurance requirements. Chad agreed to contact the organizers and report back. No event date, event budget, or final CDC event plan was approved. A possible Christmas-tree bonfire after the holidays and a temporary skating rink remained ideas for further consideration.

5 Electrical Service at Jumbo Park

A report clarified that Ameren's transformer work would be provided without charge, but the service frame, meter equipment, conduit, and electrician's work could involve additional costs. An electrician was to be contacted for an estimate, with the costs and possible Village contribution to be discussed at Board level. Temporary power for a Christmas display was also discussed. No electrical budget or allocation of costs was approved.

6 Communication Protocol

The Chair returned to Lynn Willard's request to discuss communication between CDC volunteers or members and the Village Board. He asked whether the earlier discussion had addressed the concern. Lynn indicated that it had, and no additional protocol was adopted at that point.

7 Ham and Bean Dinner

Jim Braker reported that the dinner was scheduled for Saturday, October 10, at the school, from 4:00 to 7:00 p.m. Organizers discussed using the name Friends of Jumbo Park. Dine-in and carryout would be available; advance orders would not be offered. Prices were reported as $12 per adult and $8 for children under 12. Proceeds were designated for the pavilion.

Ham-and-bean preparation was arranged. Volunteers were needed for chili, desserts or baked goods, setup, serving, and cleanup; approximately 15 volunteers were discussed. Cathy was identified as the volunteer contact. Flyer distribution to the school and area nursing homes, social media promotion, and highlighting the chili option were discussed. John and Chad were asked to help publicize the event and volunteer needs.

The committee was told that donations could go through the Hope Center and be designated for Jumbo Park. Donors were advised to write Jumbo Park in the check memo.

8 Accessibility Assistance for Local Businesses

Chad proposed investigating possible assistance for improving local business entrances and accessibility. He described the possibility of a coordinated project and professional assessments rather than individual applications. Members expressed support for fact-finding, and Chad agreed to contact a potential resource. No grant eligibility, funding award, assessment provider, or project budget was confirmed.

9 Jumbo Park Phase Two and the Binzebo

Cathy reported that Phase 1 was complete and that Phase 2 would focus on the grain-bin pavilion/Binzebo. Pavement, additional gardens, and picnic tables were discussed as later phases. A rendering was available and was requested for committee review.

The donated bin had been dismantled and transported to Roanoke without charge through volunteer help. Six people were reported as participating in that work, including three from outside Roanoke. Reconstruction help had not yet been secured. Supports, concrete, and installation costs were still being investigated. An estimate of approximately $5,000 for concrete was discussed; this was not a complete project estimate or an approved expenditure.

Participants discussed requesting permission to install the pavilion at the approximate marked location using fundraising and donations. The proposal was to be taken through the Village's approval process.

10 Grants Donations and Volunteer Recognition

Lynn reported that another Illinois Farm Bureau grant opportunity was expected to open October 1 and discussed requesting $10,000 toward the pavilion. This was a proposed application amount, not an award. The group discussed using a video of Phase 1 to show progress and raising funds for one phase at a time.

Volunteer names and addresses were requested for thank-you notes. Counts of volunteers and hours were also needed to support grant applications. Members thanked Cathy, Lynn, Jim, Jeff, and other volunteers for their work.

11 Depot Preservation and Friends of Jumbo Park

John reported that a structure-moving estimate was being sought to explore preserving the depot. Space, grants, community support, and whether the depot should become a future project phase were discussed. No move, placement, expenditure, or construction was authorized.

Participants discussed forming a separate Friends of Jumbo Park organization to develop ideas and bring proposals to the CDC and Village Board. The Hope Center arrangement was described as temporary, with no end date identified. Participants expressed differing understandings of meeting and approval requirements. No new organization's formal status or exemption from those requirements was established by this discussion.

12 Communication with Residents

Members discussed the reach and limitations of Facebook, website access, text alerts, and print communication. Cathy reported difficulty opening online agendas and minutes. A newsletter, email signup, and a one-time postcard mailing were considered.

Chad offered to investigate mailing costs and report at the next meeting. His company would provide the postcards without charge, but would not pay postage. Mailing boundaries, recipient counts, design, and funding were still to be determined. Chad also offered space in Gather magazine without charge if someone supplied a report of community activities. No mailing expenditure or recurring newsletter program was approved.

13 Adjournment

A motion to adjourn was made by John Keigher and seconded by harlan Geiser. Chad announced that the meeting was adjourned at 9:00 PM cst.