

**MINUTES OF A REGULAR MEETING OF THE  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
October 4, 2016**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Gail Johnson called the meeting to order at 7:16 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Physically Present: President Gail Johnson; Trustees Ryan Kauffman, Karin McCarthy-Lange, Pam Parr, Luis Perez, Judy Sollinger and Joe West.

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Jeff Burgner, Police Chief; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Jay Hoover, B&Z Manager; Joe Renzetti, IT/GIS; and David Silverman, Village Attorney.

**RECOGNITIONS/APPOINTMENTS**

D.1. Proclamation - Celebrating the 40th Anniversary of the Fox Valley Special Recreation Association.

Mike Selep, Assistant Director of the Fox Valley Special Recreation Association, briefly spoke about the association and their help in serving residents with disabilities in the Fox Valley, St. Charles and Geneva Park Districts for over 40 years. They recently joined with the Oswegoland Park District. President Gail Johnson read the proclamation and presented it to Mr. Selep.

**PUBLIC FORUM**

The Public Forum was opened at 7:20 p.m. There was no one who requested to speak; the Public Forum was closed at 7:20 p.m.

**STAFF REPORTS**

Village Administrator

As part of the on-going community conversations, a Business Conversation is being held on October 13<sup>th</sup> at 7:00 p.m. at Oswego Village Hall. All registered business owner were invited. Anyone is welcome to come.

Public Works Director

Wolfs Crossing Road- an open house is being held on October 5<sup>th</sup> from 4:30 p.m.- 7:30 p.m. at Oswego Village Hall. There is no formal program. The public information meeting is being held to present the study schedule, planning process and stakeholder involvement opportunities. Village of Oswego and study team representatives will be present to answer questions. There will be an opportunity to sign-up for consideration to serve on the projects Corridor Advisory Group. Information will be posted on the Village's website after the meeting.

Finance Director

Calendar Year 2016 Property Tax Levy- item was moved from the October 4, 2016 Committee of the Whole Meeting.

Director Horton presented three options to the Board for the consideration in the preparation of the 2016 property tax levy based on a 5% equalized assessed value (EAV) increase:

- Maintain the property tax levy at the same tax rate as the 2015 tax levy
- Keep the tax levy at the same dollar amount as the 2015 tax levy; \$1,219,638
- Increase the property tax levy to support the Village contributions to the two Village pension funds

The first two options do not provide any additional funding for increases in operating costs or general inflation. Keeping the tax rate the same at .1558 per 100 dollars of EAV increases the Village property tax levy \$60,841. Levying the same dollar amount as last year will levy \$1,219,638 and lower the tax rate to an estimated 0.1483; a decrease of 0.0074. The third option would free up operating revenues to support increases in operating expenditures. Increasing the tax levy to provide the amount to contribute to the pension funds would increase the tax levy \$602,764 based on a 5% increase in the EAV. Both options assume all the debt service tax levies are fully abated. The total debt service abatement for 2016 is \$4,446,750; \$1,160,637; greater than last year's total abatements. Water revenues, motor fuel tax revenues and general operating revenues pay the total abated debt service. The increase in the abatement amount is supported from the increased home rule sales tax.

Board and staff discussion focused on the impact to a homeowner; third option addresses the funding of pensions; funding of pensions will be an issue in the future if other revenue sources do not continue to grow; scenarios for the next 2-3 years; recommend flat tax rate for this year; being smart and not pushing down the road; residents would receive the same tax bill; only increase would be due to an increase of the EAV which the Village has no control over; having no control on the pensions; \$9 is not a large increase; keeping the rate the same; wanting to see the conversation from last year. Staff to bring back to the Board for vote at a future meeting. There was no further discussion.

### **CONSENT AGENDA**

- G.1. September 20, 2016 Committee of the Whole Minutes
- G.2. September 20, 2016 Regular Village Board Minutes
- G.3. September 20, 2016 Closed Session Minutes. (Approve, but Not Release)
- G.4. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Police Vehicles and Equipment. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 16-55**
- G.5. Resolution Adopting the Revised FY2017 Salary Ranges (Second Revision); IT Manager would take on a larger role with the implementation of the new ERP program; reducing the fiscal impact. **Resolution No. 16-R-74**
- G.6. Resolution Authorizing the Village to Enter Into an Intergovernmental Agreement with the United City of Yorkville Regarding Joint Employment of a Purchasing Manager. Yorkville will be presenting the item for approval at their October 11, 2016 meeting. **Resolution No. 16-R-75**
- G.7. O'Reilly IDOT Permit
  - 1) Resolution for a Highway Permit Agreement between the Village of Oswego and O'Reilly Auto Enterprises, LLC. **Resolution No. 16-R-76**
  - 2) Resolution requesting an IDOT permit for O'Reilly Auto Parts located at 4092 Route 71. **Resolution No. 16-R-77**Concerns with the elevation; there will be two access points; down to one access on the southwest side.

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the September 20, 2016 Committee of the Whole Minutes; Approving the September 20, 2016 Regular Village Board Meeting Minutes; Approving, but not Releasing the September 20, 2016 Closed Session Minutes and approving the following ordinance and resolutions:

**Ordinance No. 16-55;** Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Police Vehicles and Equipment.

**Resolution No. 16-R-74;** Resolution Adopting the Revised FY2017 Salary Ranges.

**Resolution No. 16-R-75;** Resolution Authorizing the Village to Enter Into an Intergovernmental Agreement with the United City of Yorkville Regarding Joint Employment of a Purchasing Manager.

**Resolution No. 16-R-76;** Resolution for a Highway Permit Agreement between the Village of Oswego and O'Reilly Auto Enterprises, LLC.

**Resolution No. 16-R-77;** Resolution requesting an IDOT permit for O'Reilly Auto Parts located at 4092 Route 71.

Aye: Ryan Kauffman                      Karin McCarthy-Lange  
Pam Parr                                      Luis Perez  
Judy Sollinger                              Joe West

Nay: None

The motion was declared carried by omnibus roll call vote with six (6) aye votes and zero (0) nay votes.

### **BILL LIST**

H.1. Approve Bill List Dated October 4, 2016 in the Amount of \$558,708.06.

A motion was made by Trustee Parr and seconded by Trustee Sollinger to Approve the Bill List Dated October 4, 2016 in the amount of \$558,708.06.

Aye: Ryan Kauffman                      Karin McCarthy-Lange  
Pam Parr                                      Luis Perez  
Judy Sollinger                              Joe West

Nay: None

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

J.1. Resolution Authorizing the Village Administrator to Enter Into an Agreement with Client First Technology Consulting for ERP Implementation Project Oversight for an Amount Not to Exceed \$122,480. **Resolution No. 16-R-78**

The October 4, 2016 Committee of the Whole item was added to this item.

Director Horton addressed the Board regarding an agreement with Client First Technology for the ERP implementation project oversight. The costs of the oversight will be \$125,000 over 18 months to be paid from the Capital Improvement Fund budget. Implementation is the most critical step of the entire project and must be done right to have success. Each module will proceed through the design, design documentation, setup, configuration, data conversion, data testing, training, go live and post live support steps. The implementation will require a significant amount of time from staff and will be beyond their normal daily work. Many MUNIS clients utilized an outside consultant firm to assist in the implementation process. The use of the consultant was key in having a successful implementation. Staff requested Client First provide a proposal on implementation of the ERP system. They provided pricing for Project Oversight of \$122,480 versus acting as the Project Manager at a cost of \$257,480. Village staff discussed the options for implementation and determined the GIS/IT Coordinator would be the Project Manager for this project. The GIS/IT Coordinator has been involved from the beginning of this project and acted as the Project Manager throughout the four phases of the Needs Assessment and ERP selection process. Having the Project Manager on staff allows the Village to utilize Client First for only Project Oversight instead of full Project Management. The Village will pay for only the amount of time Client First puts in on the project. A representative from Client First was present to answer questions.

Board and staff discussion focused on implementation taking 18 months; unforeseen items can extend the implementation time; cost should get the Village 100% of the software; only paying the consultant for the time put in; staff will try to keep the travel costs down; timeframe and cost should be on mark; feeling good about the process; keeping a 10% -20% contingency fund; contingency was already added to the fixed cost and included in the budget; most of the work will be done by the Project Manager; Client First will act as the guide and coach; process review streamlining and improvement examples; B&Z plans could be received electronically with reports emailed to developers; ability to provide access to the system after work hours. Village has a great staff team. There was no further discussion.



- No tables or chairs shall be placed adjacent to the vehicles unless the vehicles are located on private property or as part of a permitted special event

Time Limit/Restrictions

- Mobile food vendors may conduct business from 6:00 a.m. to 8:30 p.m.; Sunday through Saturday
- Shall not conduct business from a stationary location on public property for more than ninety (90) minutes
- The Village shall have the ability to restrict the location of vendors should it be determined the location creates a parking shortage, parking issue, or unsafe parking conditions

Board and staff discussion focused on food trucks at events are handled through the Special Event Permit process; public refers to Village streets, roadways and alleys; private refers to business properties, park and school district properties; park and school district property would require permission; majority of the code language came from the City of Chicago and surrounding communities; restriction of 90 minutes is to not pull customers from other businesses; \$200 fee is standard; some communities' fees are higher; food trucks at school events may be subject to additional requirements if not already permitted through the Health Department or previously determined as their concessions; number of permits to be given out has not been determined; concerns with vacant private lots next to brick and mortar businesses; seems unfair to business owner paying rent for property; direct competition; restaurants in Chicago not happy with food trucks; registrations handled on a case by case basis; needing permission from private property owners; can revisit on whether to restrict or cap the number of registrations or licenses; no food truck will be issued a liquor license; how food trucks affect businesses; 90 minute restriction refers to Village streets and not to private property; 8:30 pm time restriction seems early for a Friday or Saturday night; took an average of what other communities allow; can change the hours with consideration for the environment and lighting; could allow an exception for a later time for a specific date. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee Parr to Approve an Ordinance Adding Title 3 Chapter 33 to the Village Code of Ordinances; Mobile Food Vendors.

Aye:	Ryan Kauffman	Karin McCarthy-Lange
	Pam Parr	Luis Perez
	Judy Sollinger	
Nay:	Joe West	

The motion was declared carried by a roll call vote with five (5) aye votes and one (1) nay vote.

J.3. Village of Oswego Holiday Decorations

- 1) Resolution Authorizing the Purchase of Holiday Decorations from Artistic Holiday Designs in the Amount of \$2,400.
- 2) Resolution Authorizing the Purchase of Holiday Decorations from Temple Display in the Amount of \$3,040.

Director Hughes addressed the Board regarding the purchase of holiday decorations. The Village's holiday decorations are reaching the end of their service life. Currently, the Village decorates one of the trees on the corner at the Village Hall for the annual tree lighting ceremony. Staff places wreaths on the light poles throughout town, small lights in the trees on Main Street, seasonal pole banners throughout town and live garland on the railings. It is the understanding that there is a desire to move the holiday tree lighting event to the Village Hall plaza area. Staff believes installing a tree over the fountain will enhance the ceremony by creating a focal point in front of Village Hall. Bids from three companies were recently opened with options on the following:

Tree

- Current tree is getting difficult to decorate due to size

- Need to rent a bucket truck to install the top portion of the lights
- Annual rental cost for the truck is approximately \$1,200
- Cost can be used to offset the cost of a new tree
- Propose to install a 14' artificial tree on top of the fountain; tree height about 18' above the sidewalk
- Tree is expandable; allows staff to increase the height in future years
- Cost of a 14' artificial tree= \$3,040
- Cost of a 18' tree= \$5,297
- Cost of a 22' tree= \$8,314

#### Ground-Mounted Display

Staff recommended including funds in a future budget to add a ground mounted display at the corner of Route 31 and Washington Street. The approximate cost will range from \$12,000-\$20,000. The ground display will allow the Village to still have a display at the location without having the expense of renting a bucket truck. Staff was impressed with Artistic Design's ground displays; specifically the "Winter" theme. The approximate cost for the "Winter" theme= \$14,000.

#### Garland

Staff is proposing the replacement of the live garland with artificial garland. The garland is currently installed on the railings downtown. The annual cost of the live garland is approximately \$1,200. The cost for artificial garland is \$2,400.00. The Village will make up the cost in two years by switching to the artificial type.

#### Wreaths Replaced with Snowflakes

Staff currently installs 33 large lighted wreaths on the 18' light poles, and 25 small-unlit wreaths on 14' poles throughout town. The wreaths are reaching the end of their service life and the larger ones are in constant need of light bulb replacements. Going forward, staff is proposing the replacement of the wreaths to lighted snowflakes. These would be similar to the four installed at the corners of Main and Jackson Streets. The snowflakes will take the place of the tree lights. The trees are getting too large for the amount of lights needed. Some trees have already been removed or will be removed due to decline and overgrowth. The cost for the 33 large snowflakes will be approximately \$12,400 and the cost for 25 small snowflakes will be approximately \$7,800.

#### Wreath Alternatives

Additionally, staff will budget for lighted pole mounted decorations that will incorporate some aspect of the Village logo. Approximate cost is \$525.

Staff recommended the purchase of a 14' tree and 1,000 feet of artificial garland for this year. In the future, staff recommended purchasing a ground display, pole display and snowflakes.

Board and staff discussion focused on taking two weeks to put up lighting; cannot decorate the corner tree until the ground is frozen; decorating is scheduled during leaf collection; moving the tree lighting ceremony to the plaza; doing a ground display; received positive feedback on installing snowflakes instead of wreaths; power limitations on the number of lights on the trees; possibility of stringing lights across the road on Main Street; could cost around \$20,000; would need to increase the height of the poles; artificial garland would cost more, but last longer; installing a tree on top of the fountain; needing a tree that can be expanded; all bulbs would be color LED; community project for the future; how a tree would look on top of the fountain; Director Hughes has placed a tree on a fountain in the past; whether to spend funds now or wait to do something nice next year; concerns with the placement of the tree; needing to know what the ceremony should be; having an opportunity to do something unique; needing a wow moment; would need to find a way of anchoring a real tree; looking at other ways of spending \$60,000; speaking to the Oswego Chamber to see if they want to work with the Village on wreaths; Aurora's tree is donated; tree does not need to go on the fountain; doing something in the downtown; liking the snowflakes; staff to add the snowflakes to next year's budget; partnering with someone next year. There was no further discussion.

A motion was not made on the item. There was no vote.

**PRESIDENT'S REPORT**

Burlington is occupying 1/3 of the space in the old Lowe's building.

Five Guys is now open.

**TRUSTEE'S REPORTS**

Trustee Kauffman- Asst. Village Administrator gave a wonderful speech at IML. President Johnson and Trustee Parr gave a wonderful presentation at IML. Baxter & Woodman complimented IT Manager, Joe Renzetti.

Trustee Parr- a volunteer event is scheduled for March 11, 2017. The first meeting, regarding the event, is scheduled for Monday. Stay tuned.

Trustee Sollinger- Finance Director, Mark Horton was complimented at IML.

Trustee McCarthy- Lange- IML was wonderful. OHS Young Hearts for Life event scheduled for October 13<sup>th</sup>. The program offers EKG's for free.

**CLOSED SESSION**

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to enter into Closed Session for the purposes of discussing the following:

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- b. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

Aye:	Ryan Kauffman	Karin McCarthy-Lange
	Pam Parr	Luis Perez
	Judy Sollinger	Joe West

Nay: None

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 8:38 p.m.

The Board returned to open session at 8:59 p.m.; all remaining members still present.

**ADJOURNMENT**

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 9:00 p.m.

Tina Touchette  
Village Clerk