

**MINUTES OF A SPECIAL MEETING OF THE
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
NOVEMBER 1, 2011**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President LeClercq called the meeting to order at 7:03p.m.; and led the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Physically present: President LeClercq; Trustees; Tony Giles; Gail Johnson; Jeff Lawson; Terry Michels; and Judy Sollinger. Trustee Scott Volpe was absent

Staff Present: Dwight Baird, Interim Village Administrator/Chief of Police; Jeanne Hoch, Village Clerk; Jerry Weaver, Public Works Director; Cpt. Nick Sikora, Acting Chief of Police; Rod Zenner, Community Development Director; Mark Horton, Finance Director; Michele Bergeron, Community Relations Manager; Brian Schiber, Village Engineer; and Karl Ottosen, Village Attorney.

RECOGNITIONS / APPOINTMENTS

1. Character Counts Awards

- Ann Goldman, Adult, Respect
- Jack Ryan, Teen, Responsibility
- Carole DeMarco, Adult, Caring
- Megan Kill, Youth, Citizenship
- Vicki Gambrell, Adult, Caring
- Cindy Wells, Adult, Responsibility
- Cathy Crawford, Adult, Citizenship
- Cathleen O'Brien, Adult, Citizenship

Julie VanCamp, President of the Oswego-Montgomery Character Counts Coalition and Officer Cheres Spears presented the Character Counts awards. Each recipient was presented with a certificate, a copy of the letter nominating them, and a t-shirt representing the pillar of character they represent.

2. Employee Service Awards

- Jerry Weaver 25 Years of Service
- Scott Shockley 25 Years of Service
- Chris McClimans 10 Years of Service

Employees were recognized for their service to the Village; Mr. Weaver was present to accept his certificate and gift.

3. Police Department Promotion

- Jason Bastin Promotion to Sergeant

President LeClercq administered the oath of office to Jason Bastin's promotion to the rank of Sergeant with the Oswego Police Department. Chief Baird gave a brief bio of Sergeant Bastin noting that he came to the Village of Oswego in 2005 from Winfield, he is a member of the honor guard, plays the bag pipes, has served as SRO and union president.

PUBLIC FORUM

President LeClercq opened the Public Forum at 7:29p.m.

There was no one that requested to speak; the Public Forum was closed.

STAFF REPORTS

Village Attorney

Attorney Ottosen explained the pending HB 3973 noting that this bill is more applicable to other taxing districts; as a Home Rule community it does not affect the Village as much. This bill states that if the EVA declines the tax levy is frozen at previous year's dollar amount. With the recent decision to keep the Village's tax levy the same as last year the Village is already doing this.

There will be closed session to discuss sale, lease and/or acquisition of property and appointment, employment, compensation, discipline, performance, or dismissal of personnel or officer.

Village Administrator -- No Report

Public Works -- No Report

Community Development -- No Report

Finance

Donation Policy -- Mr. Horton presented a draft donation policy; if the board were to adopt something like this it would be helpful to have it in place for the budget process. Interim Administrator Baird asked that Board comments be directed to Mr. Horton by December 1st.

Police Pension Actuary Report -- Mr. Horton presented the Police Pension Report noting items regarding salary and tax levy amounts, asset changes, age/service distribution, and contribution rates. A copy of the report was given to the Clerk.

Police Pension Municipal Compliance Report and Police Pension Tax Levy were presented to the Board.

Bond rating and 2011 issuance -- The Village has maintained its AA2 bond rating; there has been no downgrade. Bond prices will be determined next week.

Village Clerk -- No Report

Community Relations

Monument signs -- Ms. Bergeron presented the proposed sign design; the design is a collaborative effort between the Village and the Oswegoland Park District to unify community signage. The LED lighting and scrolling design will be used for the sign at Village Hall; signage at the village limits could be sponsored by local organizations with changeable sponsorship signage. Board discussion focused on the scrolling message noting that this violates the Village's sign ordinance and is distracting; others felt that the scrolling message would be helpful to notify residents of important events and announcements. The Board requested to see other sign design options.

Visitors' Guide -- Tia Brooks was introduced; she is the new part-time employee in the Community Relations Department. Ms. Brooks has been working on the new visitors' guide. Examples of guides for other communities were shown to the board. There will be no advertising in this first edition; it is planned to be about sixteen (16) pages. Board discussion focused on how to pay for the guide if there will be no ads; when the new guide would be published; possibly putting ads in the downtown guide instead. Mr. Horton noted that there is money available this year for the guide; future costs will be addressed during the budget

process. Ms. Bergeron noted that the current guide is good until April, 2012; the new guide would be a true "Visitors' Guide" and would not be delivered to each household. The Board directed that staff move forward with the guide as proposed; no ads this year; notify the Chamber of how the guide will proceed.

Ms. Brooks has been blogging about shopping in Oswego; Interim Administrator Baird advised everyone to check it out, she is doing a great job. Also in the works is a facebook page for the Village and the Police Department as well as use of other social media in the future.

Economic Development Director – No Report

Chief of Police – No Report

Village Engineer – No Report

Building and Zoning Manager -- No Report

HR Director -- No Report

CONSENT AGENDA

1. Minutes – October 18, 2011 Special Village Board Meeting
October 18, 2011 Strategic Plan Community Dialogue
2. Closed Session Minutes – October 18, 2011 (Approve but not release)
3. Bill List – November 1, 2011 in the Amount of \$111,561.59
4. Authorize Staff to Bid Snow Plow Service
5. Ordinance Amending Title 3 Chapter 7, Alcoholic Beverages, of the Village of Oswego Code of Ordinances Approving a Liquor License for the New Owner of 160 Douglas Rd. (First Read of Ordinance; Consider Waiving Second Read and Approving) **Ordinance No. 11-74**
6. Amend Village of Oswego Code of Ordinances Title 6 Chapter 2 Synthetic Marijuana/Cannabis (First Read of Ordinance; Consider Waiving Second Read and Approving) **Ordinance No. 11-75**
7. 2011 MFT – Final Pay Request to Aurora Blacktop in the Amount of \$318,924.17
8. Oswego Junction – Minor Amendment to the Final PUD for Additional Signage (First Read of Ordinance; Consider Waiving Second Read and Approving) **Ordinance No. 11-76**
9. Oswego Police Department – Award Bid for Roof Repairs

Board discussion concerning #6 focused on the Board's wish for the fines to be deposited in the General Fund instead of the Oswego Drug Fund.

A Motion was made by Trustee Lawson and seconded by Trustee Sollinger to approve the consent agenda; approving both sets of minutes from October 18, 2011; approving but not releasing the closed session minutes from October 18, 2011; approving the bill list as presented; authorizing staff to go out to bid for snow plowing service; awarding the bid for the Police Department roof to Affordable Roofing in the not to exceed amount of \$49,620.00; approving the third and final pay request to Aurora Blacktop in the Amount of \$318,924.17 for the 2011 MFT project; and waiving second reads and approving the following Ordinances:

Ordinance No. 11-74 an Ordinance Amending Title 3 Chapter 7, Alcoholic Beverages, of the Village of Oswego Code of Ordinances Approving a Liquor License for the new owner of 160 Douglas Road

Ordinance No. 11-75 an Ordinance Amending the Village of Oswego Code of Ordinances Title 6 Chapter 2 Synthetic Marijuana/Cannabis with the funds being deposited in the General Fund.

Ordinance No. 11-76 an Ordinance Approving a Minor Amendment to the Final PUD for Oswego Junction to allow additional signage

Aye: Jeff Lawson Judy Sollinger
 Tony Giles Gail Johnson
 Terry Michels

Nay: None

Absent: Scott Volpe

The motion was declared carried by omnibus vote with five (5) aye votes; zero (0) nay votes; and one (1) absent.

OLD BUSINESS

There was no Old Business presented.

NEW BUSINESS

2011 Tax Levy Ordinance (First Read of Ordinance)

Mr. Horton presented the proposed property tax levy for 2011. Since the Village is not increasing the levy more than 5% of the previous year's aggregate levy the Village is not required to comply with the Truth in Taxation requirements. At the previous meeting the Board directed that the 2011 levy be prepared keeping the tax rate at the same rate as 2010 or 0.1468 per \$100 of assessed value. The total dollars levied for 2011 is estimated to be \$78,044 less than in 2010. The Police Pension Fund will receive \$1,025,000; IMRF will receive \$191,000. Additional discussion focused on raising the rate 5%; its effect on homeowners would be minimal, estimated to be less than \$1 per month. This increase would result in an estimated additional \$90,000 for the Village. This would help make up for the loss of sales tax revenue from recently closed businesses. The Village's portion of the property tax bill is one of the smallest; the Village provides a lot of resident services. The Board directed this proceed to Second Read of Ordinance at the November 15, 2011 Special Meeting.

Bond Levy Abatement Ordinances (First Read of Ordinances)

- 2004A General Obligation Bond Levy Abatement Ordinance
- 2004B General Obligation Bond Levy Abatement Ordinance
- 2004 General Obligation Refunding Bond Levy Abatement Ordinance
- 2006A General Obligation Bond Levy Abatement Ordinance
- 2006B General Obligation Bond Levy Abatement Ordinance
- 2007A General Obligation Bond Levy Abatement Ordinance
- 2007B General Obligation Bond Levy Abatement Ordinance
- 2009 General Obligation Bond Levy Abatement Ordinance

Mr. Horton presented the abatement ordinances for 2011.

Ordinance Nos. 11-77 through 11-84 – A motion was made by Trustee Sollinger and seconded by Trustee Johnson to approve the Ordinances Abating Taxes levied for 2011 as follows:

- Ordinance No. 11-77 -- 2004A General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-78 -- 2004B General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-79 -- 2004 General Obligation Refunding Bond Levy Abatement Ordinance
- Ordinance No. 11-80 -- 2006A General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-81 -- 2006B General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-82 -- 2007A General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-83 -- 2007B General Obligation Bond Levy Abatement Ordinance
- Ordinance No. 11-84 -- 2009 General Obligation Bond Levy Abatement Ordinance

Aye: Judy Sollinger Gail Johnson
 Jeff Lawson Terry Michels
 Tony Giles

Nay: None

Absent: Scott Volpe

The motion was declared carried with five (5) aye votes; zero (0) nay votes and one (1) absent.

Water Bill Delivery Notice Fee

This was discussed at the Committee of the Whole meeting held just prior to this meeting. The current Village water billing and shut-off processes were discussed. Board discussion focused on eliminating the final notice that is posted at the address to be shut off and creating escalating fees for repeat shut-offs. First time shut off would incur a \$50.00 fee, second \$75.00, third and subsequent would be \$100.00. This fee in addition to any outstanding bill and late fee would be required to be paid before the water is turned back on.

An amendment to the Village Code would be required. The Board directed the ordinance be prepared for the November 15, 2011 Special Meeting.

PRESIDENT'S REPORT

- Proclamation – Veteran’s Day Proclamation

President LeClercq read a proclamation for Veterans’ Day, November 11, 2011. He noted that the American Legion will hold a ceremony that day at the Veterans Memorial Plaza at Main Street and Jefferson Street.

CORRESPONDENCE

There was no correspondence presented.

STANDING COMMITTEE REPORT

Community Development; Building and Zoning – No Report

Finance – No Report.

Legislation, Policy, and Human Resources – No Report.

Public Safety – No Report.

Public Works – No Report.

Technology – No Report

Committees have been suspended and will meet as needed; reports will be presented when the committees meet. There were no committee meetings to report on.

PRESIDENT / TRUSTEE INITIATIVE

No initiatives were presented.

CLOSED SESSION

A motion was made by Trustee Johnson and seconded by Trustee Sollinger to enter into Closed Session to discuss Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel or Officer [5 ILCS 120/2(c)(1)] and Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

Aye: Gail Johnson Judy Sollinger
Jeff Lawson Terry Michels
Tony Giles

Nay: None

Absent: Scott Volpe

The motion was declared carried with five (5) aye votes; zero (0) nay votes and one (1) absent.

The Board entered into Closed Session at 8:45p.m.

The Board returned to Open Session at 9:50p.m.; upon roll call all members were still present.

No action was taken following Closed Session.

ADJOURNMENT

A motion was made by Trustee Michels and seconded by Trustee Sollinger to adjourn the meeting; upon a voice vote with all members present voting aye the meeting was adjourned at 9:52p.m.

Jeanne L. Hoch, CMC
Village Clerk