

**MINUTES OF A REGULAR MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
September 17, 2019**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Troy Parlier called the meeting to order at 7:05 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Pam Parr, Judy Sollinger and Brian Thomas.

Absent: Trustee Luis Perez

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover; B&Z Manager; Susan Quasney, Project Engineer; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

**CONSIDERATION OF AND POSSIBLE ACTIONS ON ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING**

There was no one who attended electronically.

**RECOGNITIONS/APPOINTMENTS**

There was no Recognitions/Appointments

**PUBLIC FORUM**

Public Forum was opened at 7:06 p.m. There was no one who requested to speak; the Public Forum was closed at 7:06 p.m.

**STAFF REPORTS**

F.1. Financial Accounting & Budgeting Presentation and Discussion

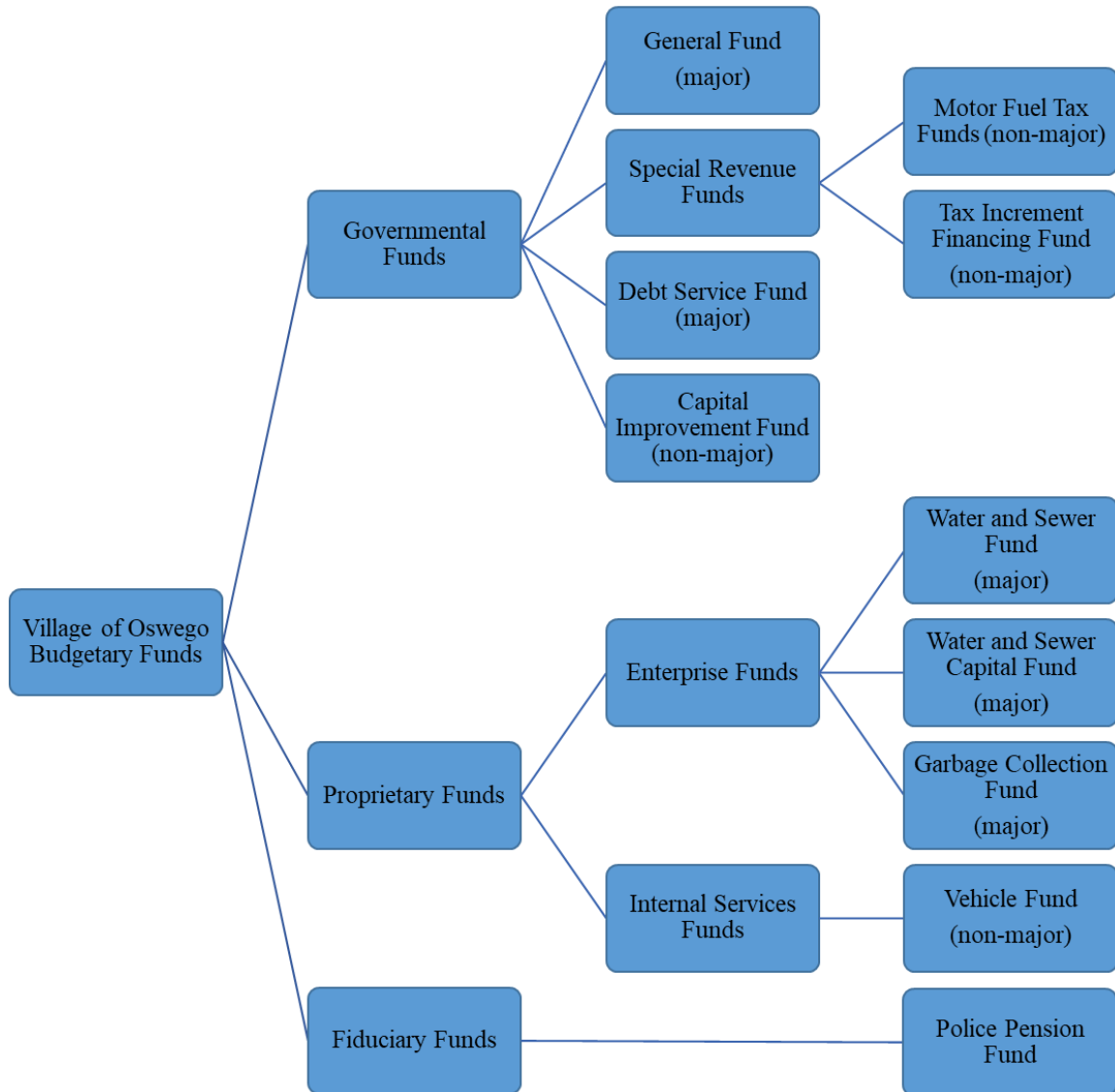
Director Horton addressed the Board regarding financial accounting and budgeting.

**Fund Structure**

- Fund accounting
  - Village not treated as a single entity
  - Collection of smaller separate entities (Funds)
  - Fund is a grouping of related accounts used to control resources segregated for specific activities or objectives
- Three types of funds
  - Governmental – Used to account for all or most of the Village’s general activities, including the collection and disbursement of earmarked monies, acquisition/construction of capital assets and servicing of long-term debt.
    - ✓ General
      - Greatest amount of total expenditures recorded here
      - Multiple departmental breakout
      - Taxes account for the majority of the revenues
    - ✓ Special Revenue

- Funds with restricted revenues
- Motor Fuel Tax Fund – all transactions for road maintenance as authorized by the Illinois Department of Transportation
- Tax Increment Financing Fund – used to account for all transactions for the TIF District
- ✓ Debt Service
  - Used to record all transactions related to debt issuances and loans for nonproprietary debt
  - All current debt paid from sales tax and motor fuel tax revenues
- ✓ Capital Improvement
  - Used to account for all transactions related to construction of major facilities/improvements
  - Major source of revenue is from taxes and borrowing
- Proprietary- Activities similar to the private sector where net income is the objective.
  - ✓ Enterprise (proprietary)- used to account for business-type activities (funded through user fees)
    - Water & Sewer
      - Accounts for all transactions for the provision of water services, sanitary sewer services and storm sewer services
      - User fees billed provide revenues
    - Water & Sewer Capital
      - Used to account for all transactions to maintain the water & sewer distribution system
    - Garbage Collection
      - All transactions for the collection and disposal of residential refuse
  - ✓ Internal Service (classified as proprietary funds)
    - Vehicle Fund
      - Used to plan and replace the Village fleet of vehicles and equipment
      - Local home rule revenue
- Fiduciary – Assets held on behalf of outside parties
  - ✓ Fiduciary (trust and agency funds)
    - Used to account for resources for the benefit of others
    - Trust Fund - Police Pension Fund
      - Accounts for revenues & expenditures for retirement/disability for sworn police officers
      - Governed by State Statutes
      - Separate 5-member Board
  - ✓ Agency - collections held for other governmental agencies
    - Agency fund- land cash/transition fees
    - Subdivision escrows- developer bonds
  - ✓ Other
    - Public Works Escrow - developer contributions for infrastructure improvements
    - Economic Development Fund - economic grants/incentives
    - Special Events Fund – accounts for all transactions related to events
    - Restricted Fund - special police revenue/expense accounts

## Budgeting 10 Funds



- Budgeting
  - Compliance with State Statutes
    - ✓ Budget Act ILCS 65, Act 5, Article 8, 2-9
      - Adopt before beginning of fiscal year
      - Is the spending authority
    - ✓ Involve Citizens, Village Board, Department Heads/staff
- Village Budgets
  - Prepared consistent with GAAP
  - Exceptions to GAAP-enterprise funds
    - ✓ Capital outlay expensed in budget, recorded as assets under GAAP
    - ✓ Depreciation expense not in budget
    - ✓ Basis provides accurate picture of actual expenses
  - Balanced budgets are always the goal
    - ✓ Revenues meet or exceed expenditures
    - ✓ Budgetary control is at the Fund level

Fiscal Year 2021 Financial Calendar (subject to change)

August 14, 2019	Capital Improvement Plan (CIP) kickoff; Fiscal Year 2021 Budget kickoff
October 1, 2019	Village Board priorities workshop
October 15, 2019	Committee of the Whole Meeting; Auditors present Fiscal Year 2019 Village Audit; Preliminary calendar 2019 tax levy discussion
October 21, 2019	Capital Improvement project description forms submitted to finance
November 5, 2019	Financial Forecast presented to Village Board at Committee of the Whole; Review Capital Improvement Plan Projects; Adopt Calendar Year 2019 Tax Levy
December 2, 2019	Department Budget requests completed
December 9 – 20, 2019	Meetings with department heads on budget requests; Final meeting with Village Administrator on budget requests
January 10, 2020	Department Organization charts completed
January 17, 2020	Department organization narratives completed
February 21, 2020	Draft budget delivered electronically to Village President/Trustees
March 14, 2020	Budget workshop –overview and departmental budget review
March 17, 2020	Committee of the Whole; Fiscal Year 2021 Budget review (if necessary)
April 7, 2020	Public Hearing on Fiscal Year 2021 Budget
April 21, 2020	Approve Ordinance Adopting Fiscal Year 2021 Budget; Adopt Capital Improvement Plan

Board and staff discussion focused on budgeting on a cash basis; budgetary control is at the fund level; MFT funds; not spending the funds before it comes in; not spending the MFT funds until the 2022 budget; MFT based on per capita; still working on the figures. There was no further discussion.

Director Horton- provided the first quarter financial report:

- Revenues = \$12.3 million (26% of budget)
  - \$610,000 greater for the first quarter compared to last fiscal year
  - Revenue and building related fees account for the increase
- Expenditures = \$10.1 million (20% of budget)
  - \$1.8 million greater than last fiscal year.
  - Administration is \$350,000 greater due to the settlement with Ocean Atlantic

- Police department is \$1 million higher than last year because of increased personnel costs from the first quarter having one of the calendar years 3<sup>rd</sup> payroll months and 50% of the pension contribution recorded in the quarter
- General insurance expenses this fiscal year are greater than last year
- Motor Fuel Tax Fund (MFT)
  - Revenues are \$3,000 less than last year while expenditures are \$29,000 greater than last year
- TIF Fund
  - Development expenditures were paid in the first quarter and the corresponding transfer from the Capital Improvement Fund and Water/Sewer Fund were recorded to support the payouts
- Capital Improvement Fund
  - Revenues are similar to last year through the first quarter with expenditures lower than last year due to less spent on the Police Department Headquarters
- Debt Service Fund
  - Revenues and expenditures are less than last year through the quarter as anticipated
- Water and Sewer Fund
  - Revenues are \$147,000 greater than last year because of the rate increase in May with expenses lower by \$50,000
- Water and Sewer Capital Fund
  - Revenues are similar to last year, but expenses are much greater because of the meter replacement program proceeding faster than expected
- Garbage Collection Fund
  - Revenues and expenses are greater than last year due to the May annual increase in service costs
- Vehicle Fund
  - Revenues are greater than last year because of some vehicle sales made this quarter and expenses are \$8,000 lower than last year
- Police Pension Fund
  - Revenues and expenditures are as anticipated through the first quarter

Board and staff discussion focused on timing and recording of expenditures; revenue for capital projects is already allocated to the projects; second quarter financial report gives more information; staff will put the July monthly financial report in the Friday report. There was no further discussion.

Administrator Di Santo- priority projects discussion scheduled for the October 1, 2019 Committee of the Whole meeting. Board members to reach out to Asst. Administrator Burns for any items to be added.

Director Hughes- tomorrow is the Downtown Pedestrian Open House from 4pm-7pm at Village Hall. Staff is seeking input from residents regarding pedestrian safety. Staff will analyze the input and give recommendations. She also presented Chief Burgner with an award for the Police Headquarters given to her at the PWX National Convention held in Seattle; award was for structure of the year.

Chief Burgner- the Police Department will be hosting an open house with the Fire Department on October 5<sup>th</sup> from 11am-3pm; this is a rain or shine event; more to come on their Facebook page.

### **CONSENT AGENDA**

- G.1. August 20, 2019 Regular Village Board Minutes
- G.2. September 3, 2019 Committee of the Whole Minutes
- G.3. September 3, 2019 Regular Village Board Minutes
- G.4. Resolution Allowing Copenhagen Construction to Perform Sewer Connection Work on IDOT Property Under the Village's Construction Bond. **Resolution No. 19-R-70**

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve the Consent Agenda; Approving the August 20, 2019 Regular Village Board Minutes; Approving the September 3, 2019 Committee of the Whole Minutes; Approving the September 3, 2019 Regular Village Board Minutes; and approving the following resolution:

**Resolution No. 19-R-70;** Resolution Allowing Copenhaver Construction to Perform Sewer Connection Work on IDOT Property Under the Village's Construction Bond.

Aye: James Marter II  
Pam Parr  
Brian Thomas

Terry Olson  
Judy Sollinger

Absent: Luis Perez

Nay: None

The motion was declared carried by an omnibus roll call vote with five (5) aye votes and zero (0) nay votes.

### **BILL LIST**

H.1. Approve Bill List Dated September 17, 2019 in the Amount of \$1,194,301.15.

Board member had a question on Frost Electric bill for \$7,000; work was completed due to faults in the lines. Board member had a question regarding a bond refund for West Point Builders; work was completed so the funds were returned.

A motion was made by Trustee Parr and seconded by Trustee Thomas to approve the Bill List Dated September 17, 2019 in the Amount of \$1,194,301.15.

Aye: James Marter II  
Pam Parr  
Brian Thomas

Terry Olson  
Judy Sollinger

Absent: Luis Perez

Nay: None

The motion was declared carried by a roll call vote with five (5) aye votes and zero (0) nay votes.

### **OLD BUSINESS**

I.1. Resolution Supporting a Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring. **Resolution No. 19-R-71**

Chief Burgner addressed the Board regarding a memorandum of understanding. Currently, Officers conduct neighborhood or business district "canvases" to attempt to obtain information to assist in investigations of criminal acts. A canvass is an activity in which the Officer goes door to door, in the area where a crime occurred, and asks citizens if they witnessed anything and if they might have video surveillance footage. Information obtained, during a canvass, is received from citizens voluntarily. This type of investigative procedure is a long-standing practice in law enforcement around the world. The Oswego Police Department strives to find more effective and efficient methods to investigate criminal or suspicious activities while staying within legal bounds of citizens constitutional rights.

Through networking with other police agencies, the Oswego Police Department learned of program that is offered by Neighbors by Ring which allows Officers to conduct a canvas using a web-based application. The Neighbors by Ring application is a free program offered by a company that produces home surveillance cameras. While vetting the application, it was determined that the program allows citizens, if they so choose, to download the Neighbors by Ring application on to their device (cell

phone, tablet, iPad, or other portable device) and sign up as a registered participant. This is at no cost to the Village or resident. A registered participant has the ability to voluntarily share video related information, through the application with other registered users; including the police department. It is completely voluntary to sign up for and participate in the program. The registered participant controls what information they share from their cameras. The police department cannot access participant's cameras or their video footage through the application or program. The Neighbors by Ring program does not require a specific camera system to be used in order to participate in the program.

The Neighbors by Ring program is the equivalent to a "canvass". The police department, through a memorandum of understanding with Neighbors by Ring, would have the ability to ask users for assistance with information and video footage via the Neighbors by Ring application. Registered participants would then decide if they have information to share and also decide if they want to share the information. The program request would be in addition to a traditional canvas of an area where a criminal activity occurred. In order to participate, the Oswego Police Department would need to enter into a memorandum of understanding with Neighbors by Ring in order to participate in their free program. This will assist in the investigation of suspicious and criminal activity in the Village of Oswego. The program will create an additional partnership with our community stakeholders with the intent and interest in public safety, crime prevention and apprehension.

Board and staff discussion focused on whether it would be allowed to ask geographically; would give an area/radius; would still need to do a canvass; contact information would be added to the police report. There was no further discussion.

A motion was made by Trustee Parr and seconded by Trustee Sollinger to approve the Resolution Supporting a Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring.

Aye: James Marter II                      Terry Olson  
Pam Parr                                      Judy Sollinger  
Brian Thomas

Absent: Luis Perez

Nay: None

The motion was declared carried by a roll call vote with five (5) aye votes and zero (0) nay votes.

### **NEW BUSINESS**

J.1. Ordinance Granting a Minor Amendment to the Planned Unit Development (PUD) for Lot 3 of Oswego Commons in the Village of Oswego; Target Signage Change; 3020 Route 34.  
**Ordinance No. 19-47**

Director Zenner addressed the Board regarding a signage change. Target is proposing to remove the existing red bullseye and red TARGET lettering at the main entrance. In place of the existing bullseye and lettering, a single 14.0' diameter white bullseye is proposed above the center of the main entrance. An order pickup sign is also proposed, on this elevation, to be placed on the glass windows; left of center above the doors at the main entrance. Target is in the process of a nationwide refresh to re-establish the brand presence as both a brick and mortar establishment as well as an online retailer. The incorporation of the "order pickup" signs is included as a way to showcase the new shopping experience and to provide guidance to customers using this option. As a part of this initiative, Target is rebranding from their original red logos and lettering to white logos and lettering. About half of the stores going through this remodeling process are removing all Target lettering from their storefront. This includes over 200 stores, nationwide, that currently have the logo-only sign installed and about 150 more will be making the switch next year. The new proposed signage substantially complies with the Village sign ordinance and aligns with Target's new corporate branding. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve the Ordinance Granting a Minor Amendment to the Planned Unit Development (PUD) for Lot 3 of Oswego Commons in the Village of Oswego; Target Signage Change; 3020 Route 34.

Aye: James Marter II  
Pam Parr  
Brian Thomas

Terry Olson  
Judy Sollinger

Absent: Luis Perez

Nay: None

The motion was declared carried by a roll call vote with five (5) aye votes and zero (0) nay votes.

### **PRESIDENT'S REPORT**

K.1. Proclamation- "It's Our Fox River Day". September 21, 2019

President Parlier read the proclamation.

Recently ate at the new Pho Son Vietnamese restaurant; recommends the beef noodles; Brew at the Bridge, OHS Homecoming parade. Downtown Pedestrian open house and Coast Guard events are taking place this week. He also noted the passing, last week, of Ken Pickerill; big loss for Oswego; he was a fabric of the community.

### **TRUSTEE REPORTS**

Trustee Thomas- thanked Chief Burgner, Administrator Di Santo and staff for their handling of the domestic disturbance.

Trustee Sollinger- Oswego Senior Center is hosting a fundraiser at Whitetail on November 1<sup>st</sup>; please try to attend.

### **CLOSED SESSION**

There was no Closed Session held.

### **ADJOURNMENT**

A motion was made by Trustee Sollinger and seconded by Trustee Parr to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 7:52 p.m.

Tina Touchette  
Village Clerk