



## MUNICIPAL INFORMATION DIRECTORY

The Village of Oswego is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police Protection
- B. Water service and sewer maintenance
- C. Garbage collection service
- D. Street Maintenance and snow removal
- E. Building and new construction services
- F. Resident services

The Village of Oswego has certain functional subdivisions which are shown on the organizational chart attached hereto. The Village's Police department is located at 3355 Woolley Road, Oswego; the Public Works Maintenance Facility is located at 100 Theodore Drive, Oswego; and Oswego Village Hall is located at 100 Parkers Mill, Oswego. The Village currently employs approximately 120 full time and part-time employees.

### **Village Government and meeting information:**

The Village of Oswego is governed by a President and Board of Trustees, they are as follows:

Village President Ryan Kauffman (Term expires 2027)

Trustees: Jennifer Hughes, Karin McCarthy-Lange, Andrew Torres (Terms expire 2027)  
Jac Cooper, Rachelle Koenig, Karen Novy (Terms expire 2029)

The Village Board regularly meets the first and third Tuesday of each month, provided it is not a holiday. The Committee of the Whole meeting starts at 6:00 p.m. and the Regular Village Board meeting starts at 7:00 p.m. The meetings are held at Oswego Village Hall located at 100 Parkers Mill, Oswego. The meeting schedule is approved annually by the Board.

The dates of committees and commissions that meet on a regular basis can be found on the community calendar on the Village's web site [www.oswegoil.org](http://www.oswegoil.org).

### **Regular Village Board Meeting Information:**

#### **Agenda:**

The agendas and supporting documents for the meetings of the Oswego Village Board are posted in the vestibule of the main entrance to Village Hall and on the Village website at [www.oswegoil.org](http://www.oswegoil.org); they are usually available beginning the Friday before the meeting. If you do not have access to the website, a copy of the agenda may be obtained from the Village Clerk's office by calling 630-554-3259; copies are also available at the meeting. Minutes of these meetings are available on the website.

### **Planning & Zoning Commission**

The Planning & Zoning Commission is made up of nine (9) members and is an appointed body of local residents responsible for reviewing development proposals and making recommendations prior to Village board consideration. The Planning & Zoning Commission meets on the first Thursday following the first Monday of each month provided it is not a holiday. The agendas and minutes are posted on the Village's web site at [www.oswegoil.org](http://www.oswegoil.org). If you do not have access to

the website, a copy of the agenda may be obtained from the Community Development Department, 630-554-3622; copies are also available at the meeting.

**Requests for records (Freedom of Information Act):**

All requests for records should be submitted through the Village's Public Records request portal on the Village's website at [www.oswegoil.org](http://www.oswegoil.org). Click on "Public Records" on the homepage and choose either Village FOIA Request or Police FOIA Request. Most records can be provided electronically through the portal; however, certain requests may need to be processed manually through the Village Clerk's Office. The Village charges \$.15 per page for copies, after the first 50 black and white letter or legal sized pages; costs for oversize or color copies can be obtained from the Village Clerk's Office. The Village regularly maintains the following types or categories of records:

Administration: Oversees the daily operation of the Village; liaison between staff, Board, residents and State and Federal governments. Maintains grant records; correspondence.

Bids & RFP's: Information can be found on the Village's website at [www.oswegoil.org](http://www.oswegoil.org); click on the "Business & Development" tab on the homepage.

Building and Permits Department: Building permits; contractor registration; occupancy permits; completion bonds; code enforcement; building inspections; demolition permits; stop work orders; municipal building information; inspection reports; plats of survey.

Clerk's Office: Maintains the records for the Village; is the office responding to FOIA requests; licensing and registration; local election official; ordinances, resolutions; proclamations; minutes; appointments; agendas; intergovernmental agreements; contracts and agreements.

Development Services Department: submittal and review of rezoning, variance, annexation, and other land development projects requests; amendments to the zoning ordinance; preliminary and final PUD and subdivision plats; landscaping, concept, engineering, zoning plats; traffic studies; Planning & Zoning Commission; mapping; legal descriptions; SSA and recapture agreements; letters of credit.

Community Relations Department: website maintenance; community events; public relations; newsletter.

Economic Development Department: This department works to attract new businesses and help retain businesses already located in the Village.

Finance Department: Budget; audits; accounts receivable; accounts payable; receipts for revenue; bonds; financial statements; payroll, special event permits. Records can also be found on the Village's website at [www.oswegoil.org](http://www.oswegoil.org) under the "Transparency" section on the homepage.

Human Resources: Employee records; insurance.

Police Department: Administrative Adjudication records; oversees law enforcement and solicitor registration for the Village of Oswego. FOIA requests for Police records shall be submitted through the Village's Public Records request portal on the Village's website at

[www.oswegoil.org](http://www.oswegoil.org). Click on "Public Records" on the homepage and choose Police FOIA Request, or requests can be made directly to the Oswego Police Department located in the Law Enforcement Center located at 3355 Woolley Road, Oswego.

Public Works Department: Street/sidewalk maintenance; water services; snow plowing; parkway tree maintenance; street lighting; NPDES Phase 2 Information; vehicle maintenance records; engineering; MFT and IEPA records; construction projects.

## COMMISSIONS AND BOARDS

### Village Board

- The Village President and Board of Trustees are the only elected positions

### Commissions

Cultural Arts Commission

Economic Development Commission

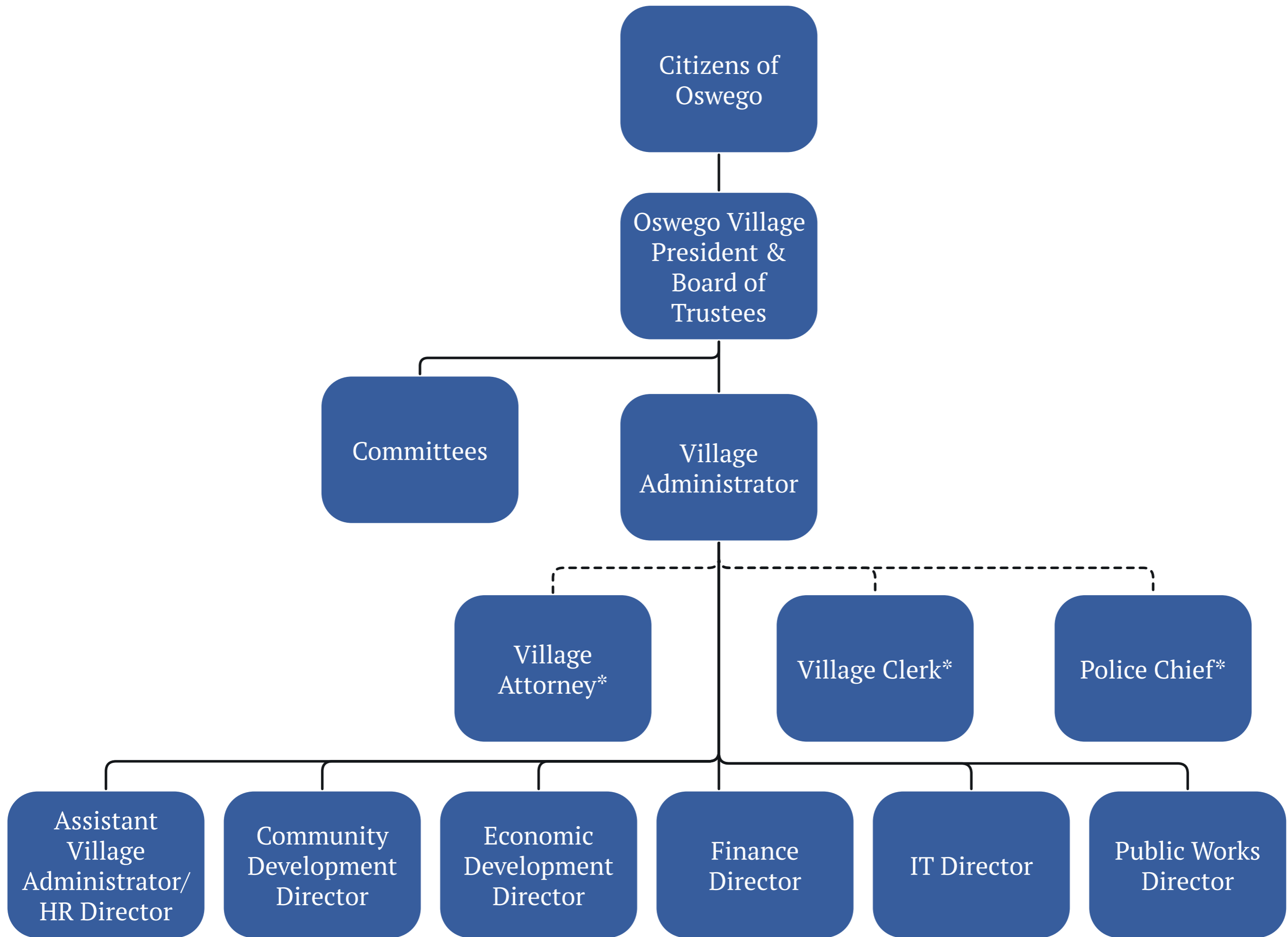
Historic Preservation Commission

Planning & Zoning Commission

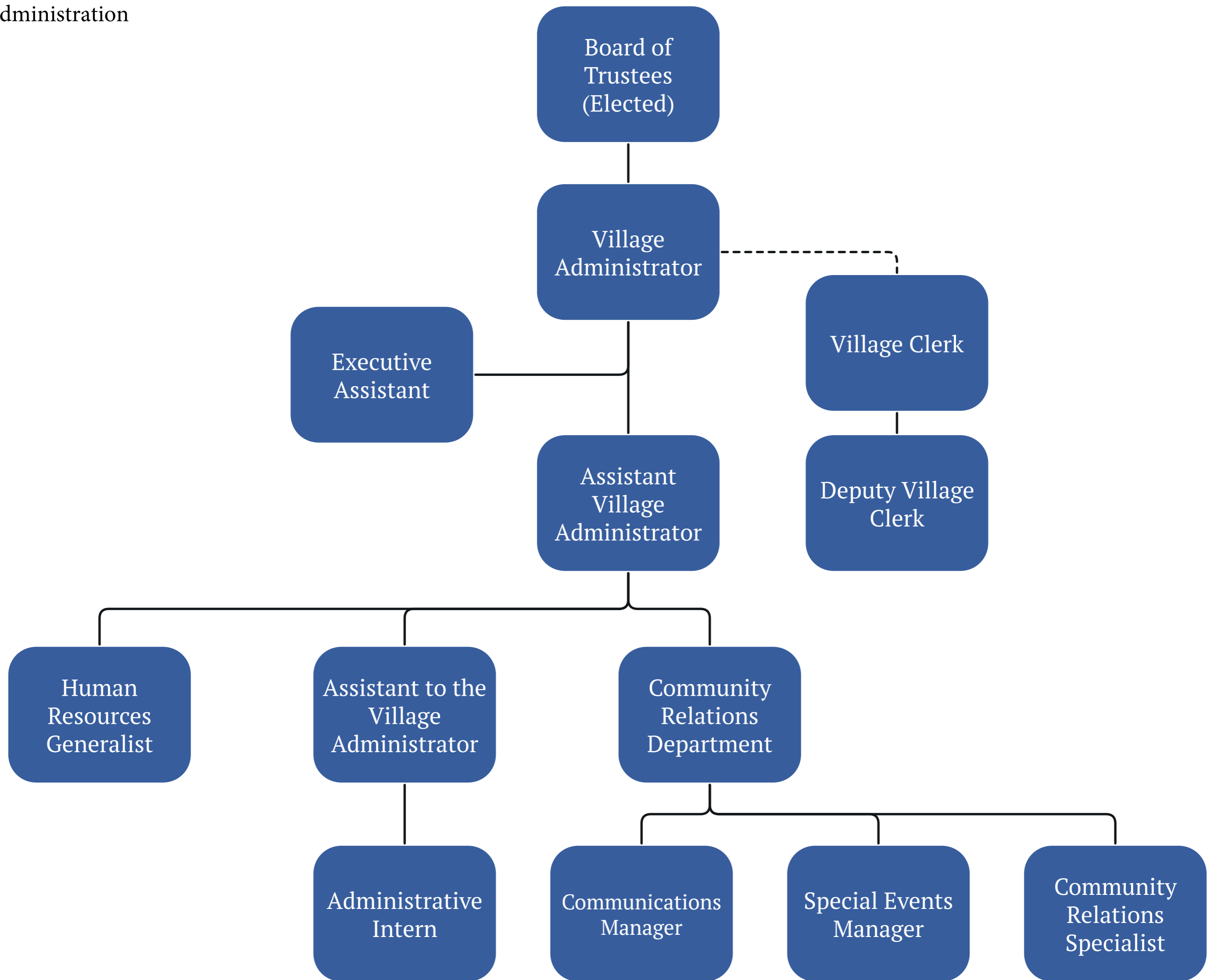
Police Commission

Police Pension Board

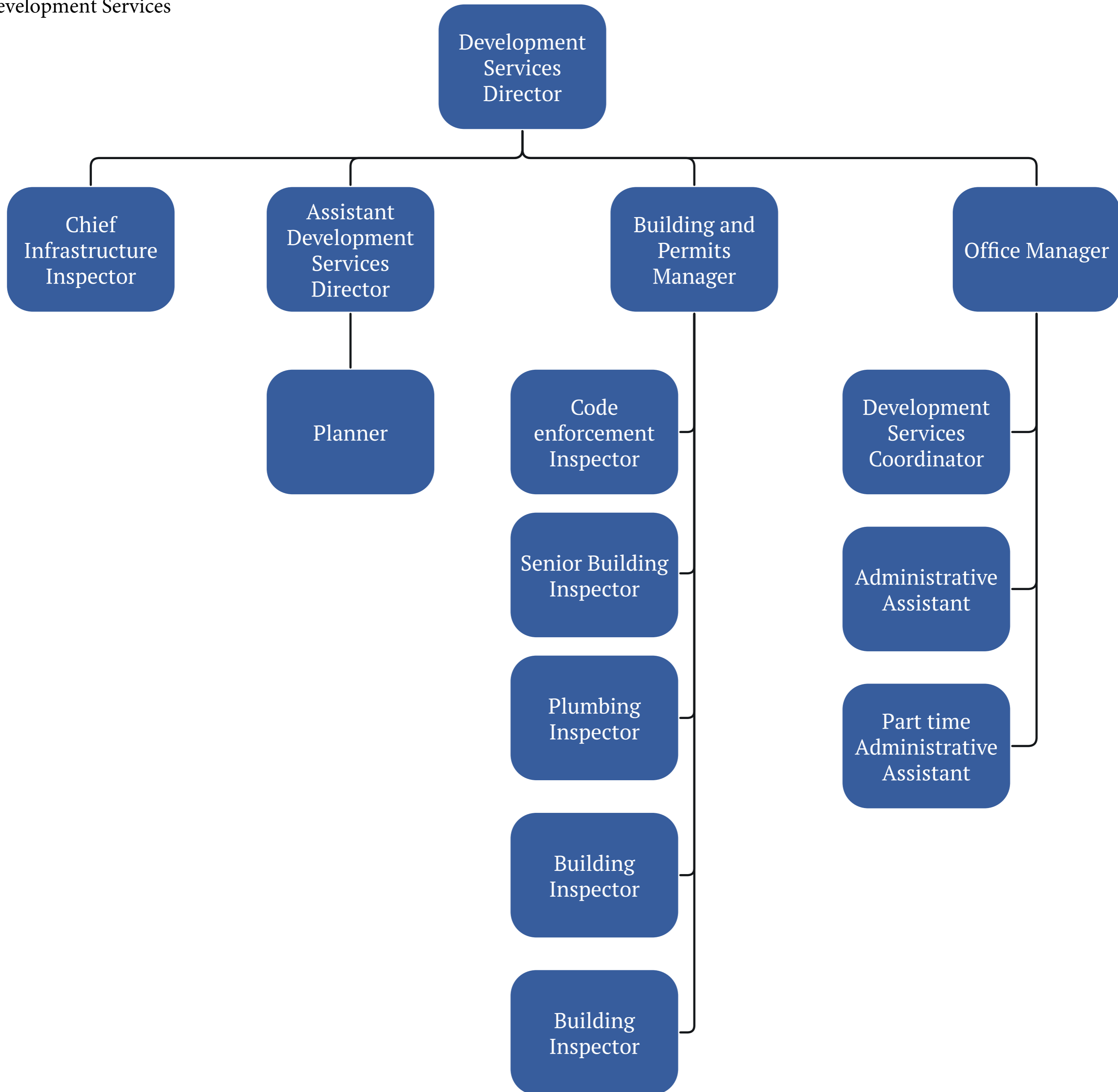
# Village of Oswego Organizational Chart



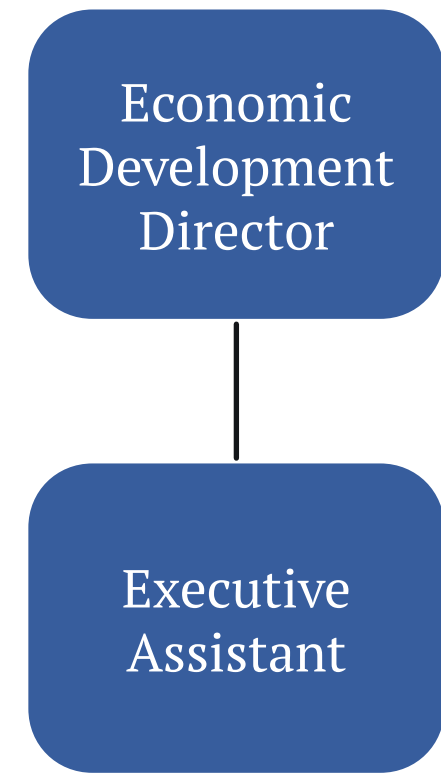
Administration



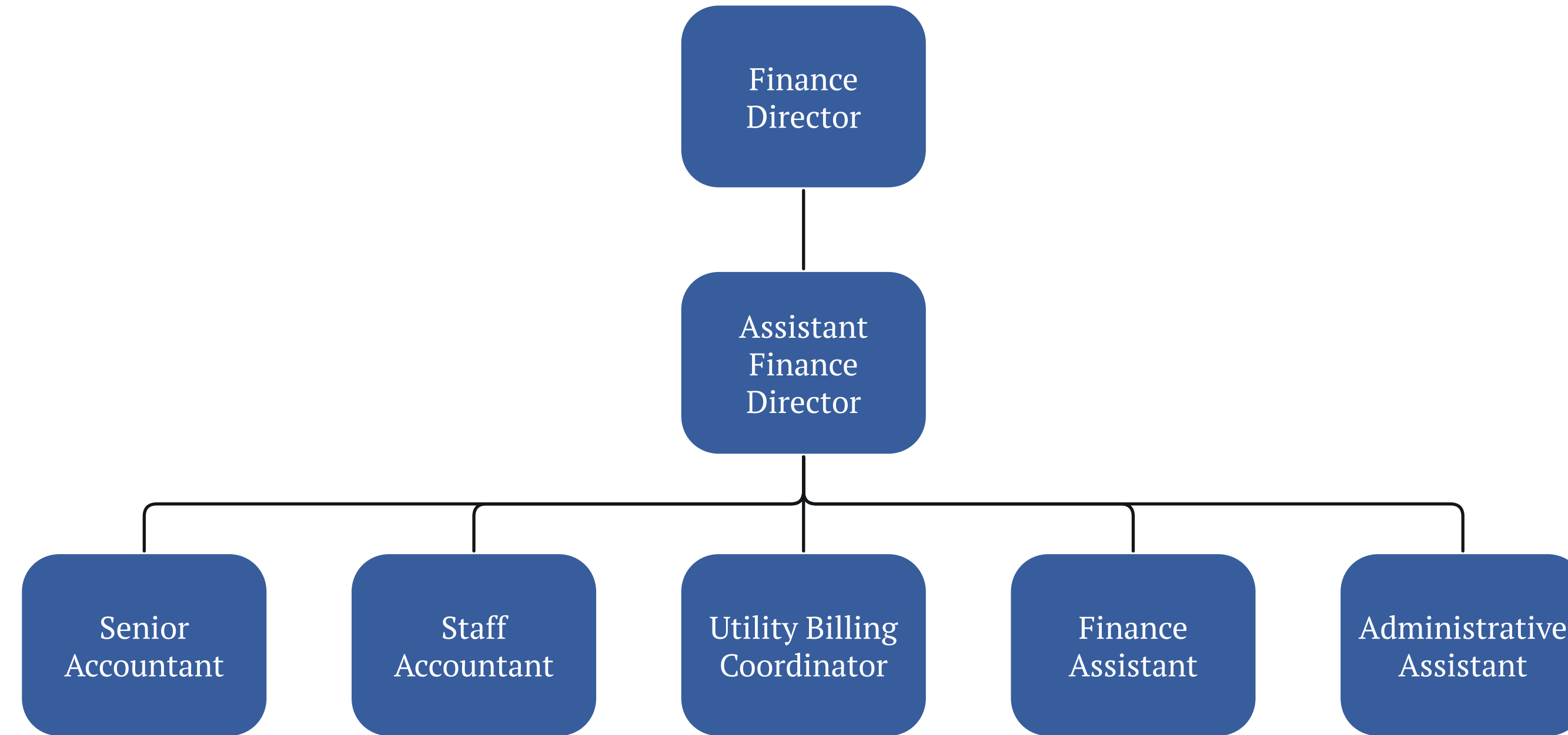
Development Services



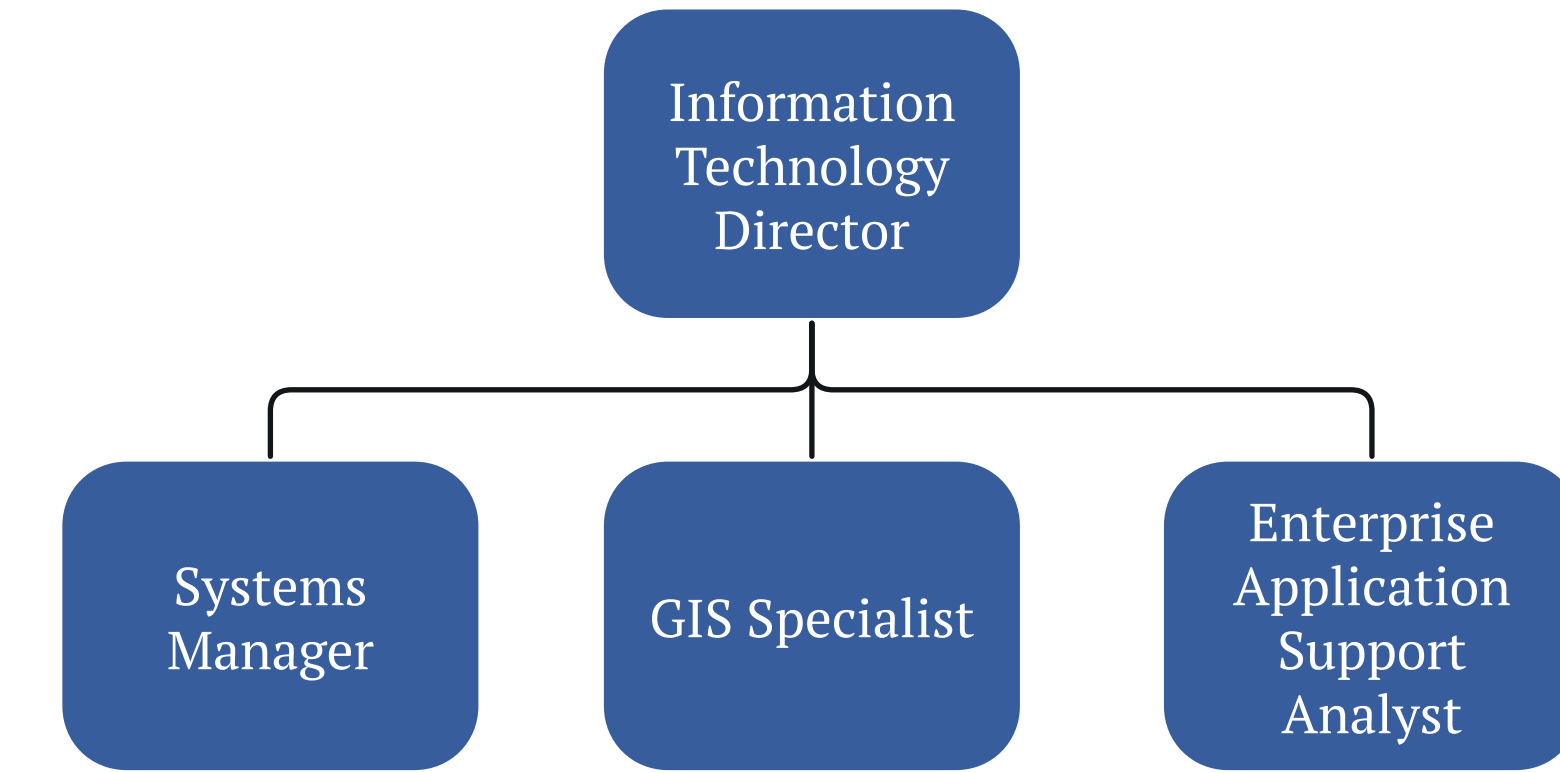
Economic Development

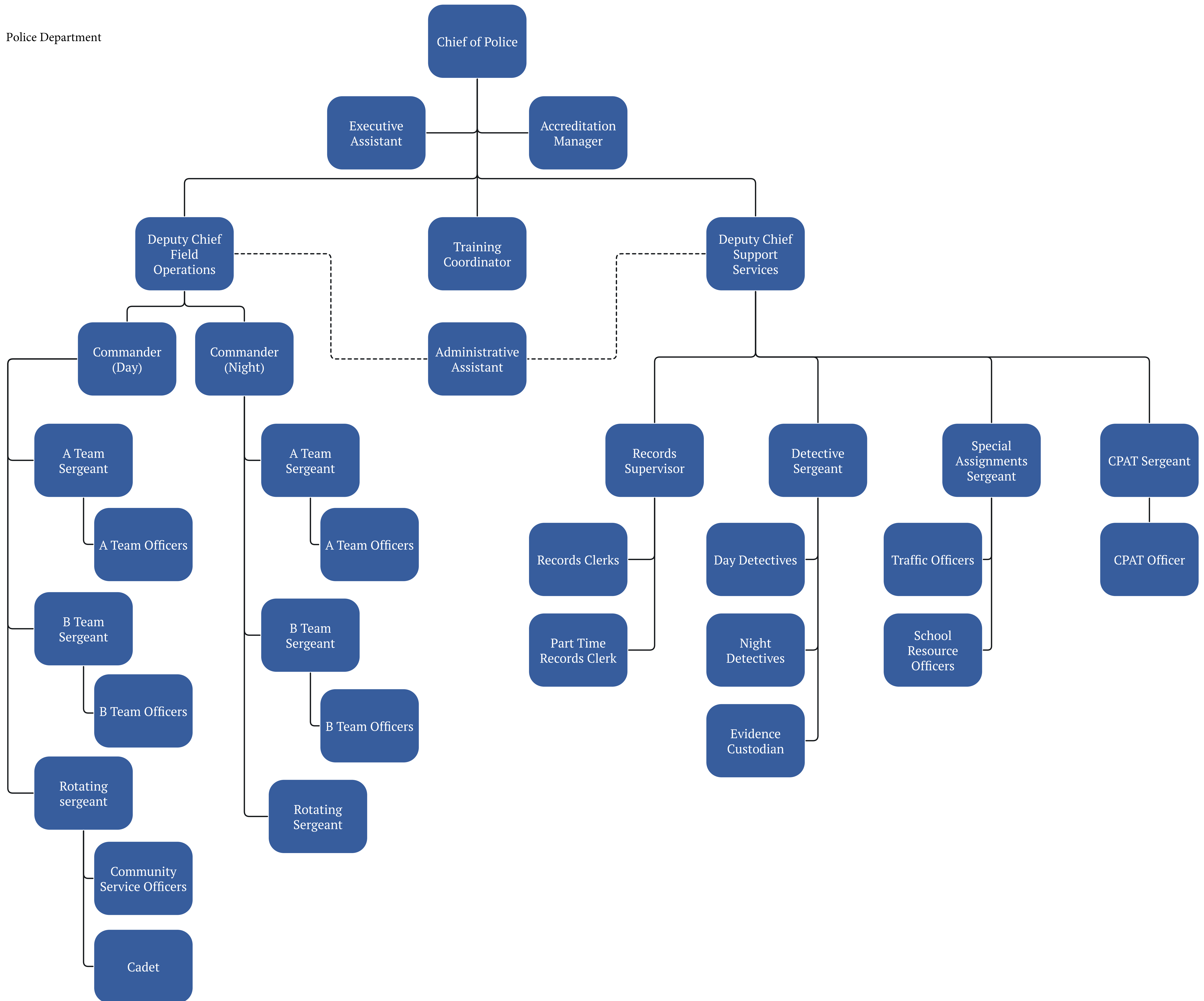


Finance



IT





Public Works Department

