

**MINUTES OF A REGULAR MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
January 14, 2020**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Troy Parlier called the meeting to order at 7:08 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, Luis Perez, Judy Sollinger and Brian Thomas.

Staff Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Susan Quasney, Village Engineer; Rod Zenner, Community Development Director; Jenette Sturges, Community Engagement Coordinator, Marketing; Joe Renzetti, IT/GIS Manager; Jay Hoover, Building & Zoning Manager; Carri Parker, Purchasing Manager; Corinna Cole, Economic Development Director; Steve Raasch, Facilities Manager; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

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

None

**RECOGNITIONS/APPOINTMENTS**

None

**PUBLIC FORUM**

Public Forum was opened at 7:09 p.m.

Janice Van Riper addressed the Board regarding the temporary downtown moratorium. She has been a business owner on Harrison St. since 1999; why is there a moratorium on her property; if she decides to sell her business, she would need to sell to another automotive business; unfair to tell her who she should be able to sell to. She asked that the Board not vote on this item.

Neal Dodd addressed the Board regarding the temporary downtown moratorium. He owns majority of the property on Harrison St.; wants to sell and move on, but can only sell to a like business; asked what a moratorium is; this is a free country; there are zoning rules in place; moratorium is wrong; he is angry and upset; realize what this moratorium is doing.

There was no one else who requested to speak; the Public Forum was closed at 7:14 p.m.

**CONSENT AGENDA**

- G.1. December 10, 2019 Committee of the Whole Minutes
- G.2. December 10, 2019 Regular Village Board Minutes
- G.3. December 13, 2019 Special Village Board Minutes
- G.4. Ordinance Amending Title 3 Chapter 19 of Village Code; Tobacco. **Ord. No. 20-01**
- G.5. Ordinance Amending Title 3 Chapter 2 of Village Code; Special Events. **Ord. No. 20-02**

- G.6. Resolution Authorizing a Permanent Sanitary Easement Agreement Between the Village of Oswego and Imperial Investments, LLC for 121 Main Street, Oswego IL. **Resolution No. 20-R-01**
- G.7. Resolution Repealing 19-R-90 and Adopting an Amendment to the Personnel Policy for the Village of Oswego, Kendall and Will Counties, Illinois (Drug Free Workplace) **Resolution No. 20-R-02**
- G.8. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego. **Ord. No. 20-03**
- G.9. Brazos Electronic Citation Software Program **PULLED FOR A SEPARATE VOTE**
  - a) Resolution Authorizing an Intergovernmental Agreement Between the Village of Oswego and Kendall County Circuit Clerk (Brazos Electronic Citation Software).
  - b) Resolution Authorizing Approval for the Request for Additional Tyler/New World Product KenCom Document – Brazos Electronic Citation Software and Hardware.
- G.10. Resolution Authorizing the Execution of a 3-Year Contract with A Beep, LLC for the Joint Purchase of Police Radios, Accessories and Licenses. **Resolution No. 20-R-05**

A motion was made by Trustee Sollinger and seconded by Trustee Thomas to approve the Consent Agenda; Approving the December 10, 2019 Committee of the Whole Minutes; Approving the December 10, 2019 Regular Village Board Minutes; Approving the December 10, 2019 Special Village Board Minutes; and approving the following ordinances and resolutions:

**Ordinance No. 20-01;** Ordinance Amending Title 3 Chapter 19 of Village Code; Tobacco.

**Ordinance No. 20-02;** Ordinance Amending Title 3 Chapter 2 of Village Code; Special Events.

**Ordinance No. 20-03;** Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego.

**Resolution No. 20-R-01;** Resolution Authorizing a Permanent Sanitary Easement Agreement Between the Village of Oswego and Imperial Investments, LLC for 121 Main Street, Oswego IL.

**Resolution No. 20-R-02;** Resolution Repealing 19-R-90 and Adopting an Amendment to the Personnel Policy for the Village of Oswego, Kendall and Will Counties, Illinois (Drug Free Workplace)

**Resolution No. 20-R-05;** Resolution Authorizing the Execution of a 3-Year Contract with A Beep, LLC for the Joint Purchase of Police Radios, Accessories and Licenses.

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

Nay: None

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

- G.9. Brazos Electronic Citation Software Program
  - a) Resolution Authorizing an Intergovernmental Agreement Between the Village of Oswego and Kendall County Circuit Clerk (Brazos Electronic Citation Software). **Resolution No. 20-R-03**
  - b) Resolution Authorizing Approval for the Request for Additional Tyler/New World Product KenCom Document – Brazos Electronic Citation Software and Hardware. **Resolution No. 20-R-04**

Chief Burgner addressed the Board regarding the program. In December of 2018, KenCom Dispatch Center went live with a new Computer Aided Dispatch (CAD) software from Tyler/New World. This new software now integrates with the Oswego Police Department Report Management Software



establishing new zoning districts for the downtown to keep with the recommended zoning and uses outlined in the Comprehensive Plan. The work will be completed with the assistance from the Chicago Metropolitan Agency for Planning (CMAP) which has provided the Village with a grant to fund the drafting of an update to the Zoning Ordinance. The update will take up to two years to complete. The Downtown currently contains several zoning districts including commercial districts:

- B-1 Neighborhood Business District
- B-2 Community Shopping District
- B-3 Community Service and Wholesale District
- M-1 Limited Manufacturing District

To encourage economic growth consistent with the Comprehensive Plan, the Village is proposing a moratorium on the uses identified in the B-3 Community Service and Wholesale District and M-1 Limited Manufacturing District. Staff is of the opinion that the uses outlined in the B-3 and M-1 Zoning Districts are not in-keeping with the uses intended for the downtown area as intended in the 2015 Comprehensive Plan. Per the proposed moratorium, new uses that are allowed or permitted as a special use in the B-3 and M-1 districts would not be allowed to locate on properties zoned B-3 or M-1 within the downtown area during the proposed 32-month moratorium. The 32-months should be sufficient for the creation and adoption of new zoning designations for the downtown. If the new zoning districts are established before the end of the 32-month timeframe, then the temporary moratorium can be lifted in favor of the new zoning designations.

Existing uses currently operating within a B-3 or M-1 zoning designation would be allowed to continue. New B-1 and B-2 uses would also be allowed to locate on B-3 or M-1 zoned properties either by right or through a special use permit as outlined in the Village's Zoning Ordinance. Notice has been provided to the properties zoned B-3 and M-1 in the subject area regarding the proposed temporary moratorium. The ordinance provides a process if a property owner wishes to identify a hardship and appeal the moratorium on a specific use. The appeal request would be considered by the Planning and Zoning Commission with a final determination by the Village Board.

The Planning and Zoning Commission held a public hearing on December 5, 2019. Three speakers provided testimony during the public hearing. They expressed concerns with the moratorium and how it would affect their property values in the future. After some discussion, a motion was made to recommend approval of the Temporary Downtown Moratorium (approved 5-2). The two dissenting votes were of the opinion that the moratorium would adversely affect the current properties and that the Village should proceed with establishing the downtown zoning district process without the moratorium.

Board and staff discussion focused on agreeing with the Comprehensive Plan; don't think the moratorium is necessary; step in the wrong direction and cannot support; having control of what comes in; if M-1 business coming into an M-1 district, then no review process is needed; current block contains manufacturing and automotive repair; current uses can continue; zoning will change in the next two years; new manufacturing or automotive shops would not be allowed; uses belonging in industrial parks; would still need a certificate of occupancy and business registration if new business; leveling and constructing; trying to preserve and not add; applicant can still present through an appeal process; don't have a problem with permitted uses; special use; encouraging a Hudson Reserve type of use; could be completed in 24 months versus 32 months; correlating moratorium with stunting growth and hurting future growth; encouraging re-development of the downtown; re-writing the zoning ordinance and new zoning areas; Board can lower the moratorium.

A motion was made by Trustee Thomas to table the item until the next meeting. There was no second. Motion failed.

Continued discussion focused on needing more information about M-1 uses moving in; several companies look at locations on Route 71. There was no further discussion.

A motion was made by Trustee Marter and seconded by Trustee Parr to amend the Ordinance Approving a Temporary Downtown Moratorium on Certain Uses Located on B-3 and M-1 Zoned Properties in the Downtown Core for a Period of 24-Months.

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

The motion was declared failed by a roll call vote with two (2) aye votes and four (4) nay votes.

J.2. Ordinance Granting Certain Variations to the Village Sign Ordinance to Allow for an Electronic Messaging Board Sign at 19 W. Washington Street. **Ordinance No. 20-05**

Director Zenner addressed the Board regarding a sign variance. The American Legion Post 675 is requesting approval to allow an electronic messaging board sign in the Downtown Sign District at 19 W. Washington Street. The proposed new sign is a seven foot (7') tall monument sign with an electronic messaging board portion. The sign itself is six feet three inches (6' 3") wide by five feet five inches tall (5' 5"), or approximately thirty-three square feet (33 sf), with about two-thirds or 66% of the total sign area being the electronic messaging board. The existing American Legion sign is fourteen foot (14') tall pole sign with a changeable copy portion. The sign itself is four feet (4') wide by seven feet (7') tall, or twenty-eight square feet (28 sf), with about 45% of the total sign area being the changeable copy portion. The existing pole sign with message board is considered to be a legal-nonconforming sign in the Village of Oswego. The following table compares the existing non-conforming sign to the proposed sign:

	<b>Existing Sign</b>	<b>Proposed Sign</b>
Style	Pole Sign	Monument Sign
Height	7 feet (14 feet w/ pole)	7 feet
Width	4 feet	6 feet 3 inches
Area	28 square feet	33 square feet
% Changeable Copy	45%	66%

Based on the Village Sign Code, the following variances are required to allow for the proposed electronic messaging board sign:

1. A variance to allow for an electronic messaging sign in the Downtown Sign District.
2. A variance to allow for an electronic messaging sign that occupies more than twenty-five (25) percent of the sign area (66% proposed).
3. A variance to allow for a monument sign with a zero-foot setback in a B-2 zoning district and in the Downtown Sign District.
4. A variance to allow a monument sign that exceeds three and one-half (3 ½) feet in height in the Downtown Sign District (7 feet proposed).
5. A variance to allow a monument sign that exceeds ten (10) square feet in area in the Downtown Sign District. (33 square feet proposed).

Staff does not believe the request for variation meets the strictest interpretation of the Standards for Variations. However, the proposed sign would create a more attractive condition than the current legal non-conforming one and would provide the necessary messaging feature desired by the American Legion organization. Staff also understands that the alleged hardship was not directly created by the petitioner and does not believe the proposed variation would be detrimental to the public welfare or surrounding properties.

Board and staff discussion focused on the sign is moved back from the sidewalk and not overlapping; advertising what the Legion does; brand new signage; state of the art; similar signage as the library; Planning & Zoning Commission recommends not having the sign message change for 20 seconds at a time; will help the Legion. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Marter to approve an Ordinance Granting Certain Variations to the Village Sign Ordinance to Allow for an Electronic Messaging Board Sign at 19 W. Washington Street.

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

Nay: None

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

J.3. Ordinance Granting a Final PUD and Plat for Lot 4 of Orchard Way to Allow for the Development of a Fast Food Restaurant and a Multi-Tenant Commercial Building Located at 3439 Orchard Road, in the Village of Oswego, Kendall County, Illinois. **Ordinance No. 20-06**

Director Zenner addressed the Board regarding Lot 4 of Orchard Way. The petitioner is requesting approval of a Final PUD and Subdivision Plat to allow for the development of a one-story, 2,850 square foot restaurant (Burger King) and a one-story 8,250 square foot multi-tenant commercial building. The proposed multi-tenant building will include five (5) tenant spaces, four (4) of which are anticipated to be occupied by retail or service users and one (1) which will be designed for a fast food restaurant with a drive-through lane. Retail and restaurant use are considered permitted uses in the B-3 Community Service and Wholesale District. All future uses will be required to meet the requirements of the Zoning Ordinance. Sufficient parking, lighting, and landscaping have been provided on both lots. The petitioner also requested a subdivision of Lot 4 Orchard Way into two parcels for each of the proposed new buildings. Lot one would be approximately 1.12 acres, or 49,536 square feet. Lot 2 would be approximately 1.65 acres, or 71,857.39 square feet.

The Planning and Zoning Commission reviewed the request with at a Public Hearing on May 23, 2019; continued from May 9, 2019. The Commission recommended approval of the Final PUD and Subdivision Plat to allow for the development of a one-story restaurant and a one-story multi-tenant commercial building located on Lot 4 of Orchard Way (approved 6-0) subject to the following conditions:

- Removal of the southern wall sign for the proposed Burger King restaurant.
- Submittal of a correct Final PUD Plan and Plat.
- All signage on the multi-tenant commercial building shall comply with the village sign ordinance; rear signage is permitted but shall not exceed a height of two feet (2') and shall comply with all other wall sign regulations per the sign ordinance.

The Planning and Zoning Commission then reviewed revised plans submitted by the applicant for the same request on September 5, 2019. The Commission recommended approval of the revised Final PUD and Plat to allow for the requested changes to the development of a one-story restaurant and a one-story multi-tenant commercial building located on Lot 4 of Orchard Way (approved 6-1) subject to the following new conditions:

- The following plans were submitted and approved by staff: 1) Street and Traffic Identifier Plan 2) Final Master Signage Plan 3) Photometric Plan 4) Final Engineering.
- One of the handicap parking spaces be converted to two regular spaces.
- The western access be returned to a two-way entrance and exist with a “One Way – Do Not Enter” sign to prohibit vehicles from turning north into the site from Station Drive.
- The drive-through and bypass lane configuration be returned to the two-lane design, with no taper at the eastern stop bar.

All previous conditions set by the Planning and Zoning Commission have been addressed by the applicant in revised plans included in the proposed ordinance; with the exception of final engineering approval by staff.

Board and staff discussion focused on the dissenting vote was for parking spaces location; traffic flow; what the future of the area is. The developer was present, but the applicant was not. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve an Ordinance Granting a Final PUD and Plat for Lot 4 of Orchard Way to Allow for the Development of a Fast Food Restaurant and a Multi-Tenant Commercial Building Located at 3439 Orchard Road, in the Village of Oswego, Kendall County, Illinois.

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

Nay: None

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

#### J.4. Resolution Authorizing an Intergovernmental Agreement Between the Village of Oswego and the Oswego Fire Protection District for Collecting DUI Blood Draws. **Resolution No. 20-R-06**

Chief Burgner addressed the Board regarding an agreement with the Fire District for blood draws for drug related DUI's. Staff engaged the Oswego Fire Protection District (OFPD) in conversations regarding the ability for their paramedics to take blood draws for DUI related cases for the police department. This procedure would be completed at the Oswego Police Department Headquarters in the holding facility. By collecting these samples at the police facility, officers would not need to take the suspect to the hospital. This will reduce the amount of time it currently takes to obtain a blood sample. The intergovernmental partnership will assist the police department in collecting important crime related evidence to assist in prosecuting DUI cases. In the proposed IGA, the police department will be responsible for purchasing and providing all necessary materials to conduct the blood draws and the police department will be responsible for maintaining the DUI blood draw kit as evidence. Police personnel will be present during all times that OFPD personnel will be in the holding facility conducting the DUI blood draws for safety and witness purposes. An intergovernmental agreement (IGA) was drafted and reviewed by the attorney for the Village and

OFPD describing the agreed expectations. Staff from the police department and OFPD will develop procedures to properly administer the IGA at a later time.

Board and staff discussion focused on kudos to Chief Veseling and the OFPD Board; who pays for the paramedics to go to court, if needed; operating under a subpoena to court; how often draws at a hospital go to court; very rare; current process is for an officer to take the subject to Copley Hospital in a squad; officer is at the mercy of what is going on in the emergency room; Copley doesn't charge for the blood draw; whether the new process would cut down on time; geared more for best evidence for the State's Attorney's Office; short window of time to take a blood draw; no DRE's; all officers taking training this month. There was no further discussion.

A motion was made by Trustee Parr and seconded by Trustee Olson to approve a Resolution Authorizing an Intergovernmental Agreement Between the Village of Oswego and the Oswego Fire Protection District for Collecting DUI Blood Draws.

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

Nay: None

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

J.6. Ordinance Granting a Special Use Permit to Allow for the Operation of a Cigar, Cigarette, and Tobacco Store at 267 N. Merchants Drive. (Dr. LungZzz). **Ordinance No. 20-07**

Director Zenner addressed the Board regarding a special use permit for a tobacco store. The applicant is requesting a special use permit to operate a cigar, cigarette, and tobacco store at 267 N. Merchants Drive. The property is currently a vacant tenant space in the Merchants Plaza commercial retail center. The property is surrounded by a mix of retail, service, and restaurant uses. The proposed tobacco store is consistent with the surrounding commercial uses in the area. The petitioner intends to have hours of 11:00am until 7:00pm Monday through Saturday and closed on Sunday. Shopping Centers up to 400,000 square feet floor area require 5.0 spaces / 1,000 square feet. The shopping center has provided the required parking for the proposed retail use.

Board and staff discussion focused on no retailers opposed the business; no concerns with multiple tobacco stores in the area. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Thomas to approve an Ordinance Granting a Special Use Permit to Allow for the Operation of a Cigar, Cigarette, and Tobacco Store at 267 N. Merchants Drive. (Dr. LungZzz).

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

Nay: None

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

J.7. Resolution Authorizing Reserve at Hudson Crossing, L.L.C. to Execute Change Order #2 to the Construction Contract with H. Linden & Sons, in the Amount of \$59,460.00 for the Construction of the Reserve at Hudson Crossing Public Improvements. **Resolution No. 20-R-08**



Project Engineer, Quasney addressed the Board regarding a change order to the Reserve at Hudson Crossing. On March 5, 2019, the Village opened three bids for public improvements exclusive of the parking decks. On April 9, 2019, the Village authorized execution of a construction contract with the lowest responsible bidder, H. Linden & Sons, to construct the project for \$4,007,178.00. A change order was approved by the Village Board on October 15, 2019 in the amount of \$151,598.06; bringing the total cost of the public infrastructure improvement contract up to \$4,158,776.06. The public infrastructure work required some engineering modifications after the project was bid, resulting in additional quantities to the contract. The modifications are not due to any changes in scope of the project. Actual quantities are calculated and there will be deductions that will offset some of the additional costs. Staff estimates the current net total to be within 0.5% of the original bid price.

Board and staff discussion focused on any change orders over \$25,000 need to go the Board for approval; what the quantities are for; estimates of what staff thinks it will take; constant balancing act; staff is comfortable with the change order. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Perez to approve a Resolution Authorizing Reserve at Hudson Crossing, L.L.C. to Execute Change Order #2 to the Construction Contract with H. Linden & Sons, in the Amount of \$59,460.00 for the Construction of the Reserve at Hudson Crossing Public Improvements.

Aye: Terry Olson  
Luis Perez  
Brian Thomas

Pam Parr  
Judy Sollinger

Present: James Marter II

Nay: None

The motion was declared carried by a roll call vote with five (5) aye votes, one (1) present vote and zero (0) nay votes.

### **STAFF REPORTS**

F.2. Discussion Regarding Proposed Changes to Wine on the Fox (carried over from the January 14, 2020 Committee of the Whole meeting).

Director Cole addressed the Board regarding the proposed changes to Wine on the Fox. Beginning in 2018, Community Relations undertook a number of changes to improve the financial sustainability, efficiency of the event and bring the event in line with the Village's branding, tourism, and overall marketing goals. Up until 2018, the event was solely an Illinois wine event. That meant that Illinois wineries brought their own product and represented themselves at their booths. In 2018, the Village moved to a hybrid model where Illinois wineries still came to the event to sell their wine, but the Village also purchased wine at wholesale prices from a distributor which represented wines from around the world. Another of the changes, negotiated at that time, was a more equitable split of the proceeds of those tickets; specifically moving the 80/20 split in favor of the wineries to a 60/40; which is comparable to the Ottawa Two Rivers festival.

There were definite benefits of the hybrid model, but it did increase the risk to the Village. One of the most significant risks was the staffing burden the event placed on the Village and its volunteer base. The distributor was able to provide some BASSET trained servers and representatives of the wineries to staff its booths, but they could not guarantee servers This caused staff to volunteer in the booths and the Village having to recruit and train many volunteers to handle ticket collection, pouring, distribution of the wine, water and ice, as well as handling the parking and gate monitoring. The Village runs a significant risk, under the hybrid model, of running short of volunteers or Village staff capable of keeping the event moving smoothly.

The Illinois wineries have expressed significant hesitation of continued participation in the event and some will not participate under the hybrid model. Because of this, and staff's interest in providing a sustainable event and supporting Illinois businesses, staff is recommending moving back to an Illinois winery only festival as the best way to maintain staff and volunteer engagement in the event and to achieve strategic marketing goals. The Village's special events professional, Julie Hoffman, has elevated the look and patron experience and Jenette Sturges has upped the marketing aspect. Staff will continue to build on the past two years and work to improve the efficiency and feel of the event. Staff is looking for feedback from the Board on moving back to the Illinois wineries.

Board and staff discussion focused on margin erosion for Illinois wineries; having diversity was competing against ourselves. Staff was directed to move forward with Illinois wineries only.

F.1. Discuss the Plan to Design, Construct and Operate the Future Entertainment Venue Site. (continued discussion carried over from the January 14, 2020 Committee of the Whole meeting)

Board and staff discussion focused on the design and acoustics contracts; design will help determine the budget; a lot of questions need to be answered; needing more information; whether the Village can get a refund; whether the Park District is doing a band shell; Schoppe Design would provide the design services; design billing would be calculated up to the amount of work done; 30 day notice if wanting to cancel the design contract; pro-rated billing; have the land for a reason; interested in information going forward; basic study; fact finding; having more meetings to address questions; keeping the Board informed; have three years to build an entertainment venue. Further discussions to take place at future Board meetings.

J.5. Resolution Authorizing the Execution of a Professional Services Agreement with Schoppe Design Associates, Inc. in the Amount of \$20,300. **Resolution No. 20-R-07**

Administrator Di Santo addressed the Board regarding an agreement for design services. The first step taken in the development of an entertainment venue is hiring a design firm. The design firm would develop a conceptual plan that lays out the site plan and orients how the site will be used. This initial plan will aid the steering team and the stakeholder team as they begin to plan the site in more detail. Then, the design firm will finalize the site design that will be presented to the Planning & Zoning Commission and will work in collaboration with the project architects and engineers to create final construction drawings.

Following the Village Board's acceptance of the donated land at Lot 7, Village President Parlier met with local design firm Schoppe Design Associates, Inc. (SDA) to discuss a possible donation of design services. SDA is a local Oswego firm with extensive experience in master planning, park development, design, construction, scheduling, cost control, and public engagement in the public and private sectors. SDA staff is familiar with the subject property, having worked on the future Metra station, current Park N' Ride facility, and provided design work on the adjacent Pine Ridge Club and Tuscan Station developments. SDA presented staff with a proposal, including a scope of services that provides development of an initial concept plan, meetings with the project steering and stakeholder teams, a final site design and presentation to the Planning & Zoning Commission, and presentations to the public and Village Board. The SDA proposal also incorporates a 30% "Community Consideration" reduction to their normal fee structure. The proposal resulted in a total fixed fee of \$20,300; a savings of \$8,700. Staff found the SDA proposal to be complete and agreed that the fixed fee amount is under the typical cost of design services of this level.

Per the Village Code, purchases of professional services such as planning and design, as well as purchases less than \$25,000, are exempt from the formal competitive bidding process. As such, it is



Attorney Ottosen- on January 1, 2020, his law firm changed names; it is now Ottosenlaw.com; Bob Britz retired; new branding; same services.

**CLOSED SESSION**

There was no Closed Session held.

**ADJOURNMENT**

A motion was made by Trustee Thomas and seconded by Trustee Sollinger to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 8:51 p.m.

Tina Touchette  
Village Clerk