

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
March 3, 2020**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:14 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; Christina Burns, Asst. Village Administrator/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; 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; Corinna Cole, Economic Development Director; Tim Zasada, Asst. Public Works Director, Utilities; Steve Raasch, Facilities Manager; Natalie Zine, Planner; 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

D.1. Employee Service Awards

a. Anthony Snow- 15 Years of Service (Police Department)- Could not attend.

President Parlier recognized Anthony Snow for his 15 years of service.

D.2. Planning & Zoning Commission

a. Appoint Andrew McCallum for a Term to Expire October 6, 2024

A motion was made by Trustee Sollinger and seconded by Trustee Perez to approve the appointment of Andrew McCallum for a Term to Expire October 6, 2024.

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.

PUBLIC FORUM

Public Forum was opened at 7:16 p.m. There was no one who requested to speak; the Public Forum was closed at 7:16 p.m.

STAFF REPORTS

F.1. Police Department - 3-D Scanner Update

Chief Burgner addressed the Board regarding an update to the purchase of a 3-D scanner. \$80,000 was approved in the FY20 Capital budget for the purchase of a 3-D scanner device that would assist the police department in conducting traffic crash and crime scene investigations. The product would assist in enhancing the ability to document traffic crashes as well as crime scenes. It would also reduce the amount of time needed to document crash and crime scenes. Staff went out to bid in July 2019 and received one bid that came in for approximately \$96,000; which did not include training. The entire package, including training, was approximately \$115,000. After reviewing the bid results, staff developed an alternate course of action that would still accomplish the goal of improving crash and crime scene documentation, make the process more time efficient and also expand the capabilities of the equipment by adding drone operations.

Staff intends to purchase the following equipment that can be used to document crash and crime scenes. The equipment listed will also give the police department the ability to deploy drones in order to assist on police operations such as missing person search and rescue, natural & manmade disaster events (tornado, train derailment hazmat spill, etc.) or search and apprehension of suspects. The drone will also be available for another Village department to use as needed. These devices will be used for crime scene reconstruction which helps enhance the evidence collection and paint a much more accurate picture of our crime scenes. Currently, the police department uses digital photography and crime scene sketching/measuring to memorialize our crime scenes for reconstruction purposes.

Alternate Plan for 3-D Scanner Purchase		Cost
Drone		\$4,400.00
Drone Batteries (4 @ \$190 each)		\$760.00
Drone Tablets (2 @ \$320 each)		\$640.00
Drone Accident Software - Pix4D		\$5,000.00
Pix 4D Integration Software		\$1,500.00
Drone Sense Annual Fee - 2 Drones		\$2,400.00
Drone Program Setup		
	FAA Waivers	\$500.00
Training (Ground School \$800 & Night Flight \$150 x 5)		\$4,750.00
	Pilot Licensing (\$160/pilot x 5)	\$800.00
Alternate 3-D Scanner		\$22,000.00
Tablet for scanner		\$320.00
Total Station Surveying Equipment		\$10,000.00
	Total	\$53,070.00

Board and staff discussion focused on training classes for drones; two-day course; license to be renewed every two years; on-duty training; can have up to a half dozen pilots and they do not need to be police officers. There was no further discussion.

F.2. Discussion on Village Performance Stages

Administrator Di Santo addressed the Board regarding a showmobile for stage performances. The Village holds special events each year that require the rental of performance stages (Wine on the Fox and Christmas Walk). This year the Village will also be participating with the Fox Valley Veterans

Breakfast Club in hosting the Mid-East Conflicts Wall of Honor at Village Hall, and “Oswego Honors Veterans”; May 22 – May 31. Events during this tribute will require stages at the Park N’ Ride facility, Village Hall, and downtown, costing the event sponsors thousands of dollars. Based on these needs, Mayor Parlier asked the Village Board to discuss the possibility of acquiring the Fox Valley Park District’s “showmobile” performance stage, which is currently listed for public auction with a minimum bid amount of \$30,000. No bids have been made and the auction is scheduled to close on March 12, 2020. Fox Valley Park District has indicated that their reasons for selling the unit include the amount of staff time required to coordinate regular rentals of the unit, and the fact that some minor features of the showmobile currently do not work (self-leveling feature, wireless control box, some lighting, etc.).

The showmobile is a large trailer that unfolds into a mobile stage with lights (see photo below). The main stage is 28’ x 14’6” but can be extended to 40’ x 20’. The showmobile was manufactured in September 2007. The price for a new unit is approximately \$120,000 - \$160,000. The Village most recently rented this stage, from the Fox Valley Park District, for Christmas Walk 2019.



Several area communities have expressed interest in using the showmobile, but to date none have committed any funds toward the acquisition. Should the Village Board direct staff to pursue acquiring the showmobile, staff could continue to find funding partners or acquire the trailer on our own and either rent it to other communities or use it this summer and sell it once the entertainment venue is constructed. The Village can continue the practice of renting smaller, less commanding stages for community events, which cost approximately \$1,000 per event. The benefit to renting stages is that the rental companies set-up and take-down the stages themselves. Items to consider with acquiring the showmobile:

- The unit is easy to set up and provides a high-quality stage.
- By owning our own stage, we would likely use it more often.
- The unit could be used all week during Oswego Honors Veterans, rather than renting a stage for each day/event.
- If acquired, the Village would likely not see a return on our investment at the cost of \$30,000 unless we had funding partners or sold the unit after a year or two.
- The unit requires a Class A CDL to move the trailer, and we currently only have two such licensees on staff.

- Additional costs beyond the purchase price includes initial improvements (~\$5,000) and ongoing maintenance (lights, tires, batteries, etc.).
- We would need to either wrap the unit for outdoor storage or identify indoor storage.

Board and staff discussion focused on price; no more than \$15,000 from the Village; Village would purchase and secure partnerships with others; sharing maintenance costs; one owner with an IGA for shared use; have funds budgeted for staging; take out of the Capital Fund if there are no funds; what happens if two communities need the stage at the same time; currently no conflicts; no more than three partners; Oswego would get first rights to the stage; still more to work out; using at entertainment venue before permanent stage is in place; whether the stage would be a revenue stream; renting for a fee to anyone who didn't put funds into the purchase of the unit; being careful on how it is rented out; repairs to the stage are needed; performing acts would need to have their own lighting; structural integrity; stage is being auctioned "as is". There was no further discussion.

F.3. Video Gaming at Convenience Stores

Clerk Touchette addressed the Board regarding video gaming at convenience stores. On November 5, 2019, the Board directed staff to move forward with drafting code amendments to allow for video gaming at gas stations. On December 10, 2019, there was a request made by a local convenience store to also allow video gaming at convenience stores. Due to this request, the amendment for gas stations was put on hold to allow time to research into this additional request. In speaking to the Illinois Gaming Board (IGB) and the Illinois Liquor Control Commission (ILCC), it was determined that in order for convenience stores to apply for a gaming license, they would need to hold an on-premise liquor license; the same as what is required for gas stations. Convenience stores currently qualify for either a Class B or Class F off-premises consumption liquor license.

Should the Board decide to move forward with allowing gaming at convenience stores, staff recommended amending the code to create a new sub-class to the current Class B and F liquor licenses. The Board should also consider additional requirements such as:

- Size of floor area devoted to gaming versus convenience store services
- Accessibility of gaming area
- How gaming is separated from other areas of the store
- Food service
- Separate area for consuming food and beverages
- Limit on alcoholic beverages consumed on premises in conjunction with gaming

Building & Zoning regulations will also play a key factor in obtaining a gaming license. Some of these include:

- The need for more than one ADA restroom accessible to employees and the public
- Determining whether the use rises to the level of becoming an assembly use
- Defining "convenience store" in the Zoning Code
- Parking space requirements

Exhibit A was provided in the packet which denoted the current gaming license holders and those who are eligible to apply.

Board and staff discussion focused on the need for two bathrooms; assembly use; other thresholds; initial intent of allowing gaming; concerns with gaming at other types of businesses; convenience store owner backed into a corner; if everyone has gaming, then no benefit; market saturation; tax

revenue; pro-business; consumers will dictate the market; what is keeping every business in town from having gaming; no reason to block-out convenience stores; food and open alcohol consumption; meeting the building code requirements; whether roping off the gaming area is enough; separation requirements based on the type of business; creating a separate barrier or room; barrier requirement based on size of business; if doing for one, will need to do for all; cost of buildout would be substantial; Trustee noted the convenience store owner will make the investment; video gaming only business; being fair across the board; if Stella's feels they are at risk, then they should contact the Village; saturation not an issue; integrity; certain businesses do not want gaming; barriers are for keeping those under 21 out; 7-Eleven gets a lot of kid foot traffic; food and drink consumption; hand sinks; variations of barriers; comparisons; rope barrier is an issue; can require a separate gaming room; permanent barrier; no ropes. Staff to bring back a recommendation and comparisons at a future Committee of the Whole meeting. There was no further discussion.

March 3, 2020 Committee of the Whole Meeting Item

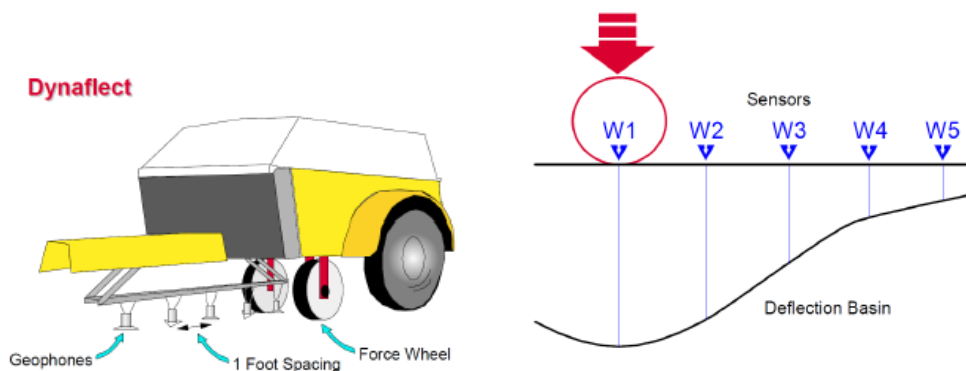
This item was moved from the March 3, 2020 Committee of the Whole meeting:

F.2. Consideration and Discussion of the Village's Pavement Management Program and Related Funding

Director Hughes addressed the Board regarding the Village's road system.

Inspection

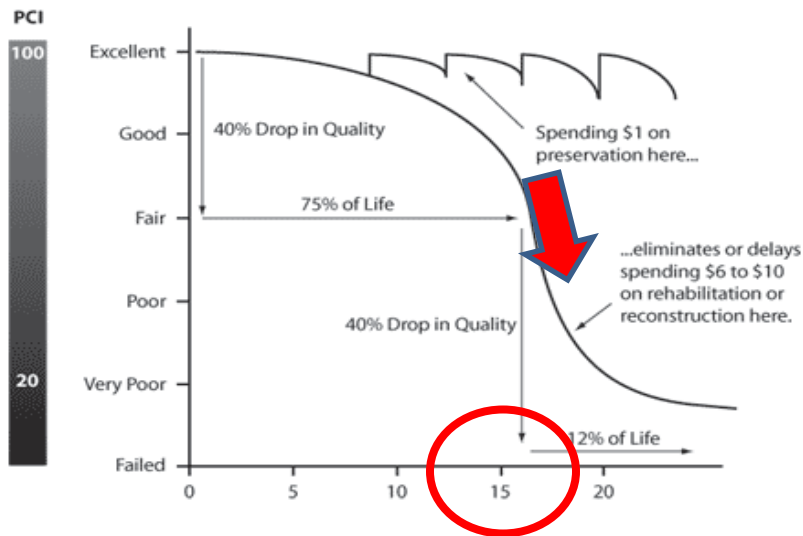
- Evaluate the existing roadway condition using scientific process.
 - Laser Road Surface Tester
 - Dynaflect Non-Destructive Deflection
- Create an inventory based upon results of testing
- Analyze current and best practice maintenance methods for pavement preservation and rehabilitation.
- Create a link between the Village's GIS and Pavement Management Data to develop a multi-year capital improvement program.



Findings

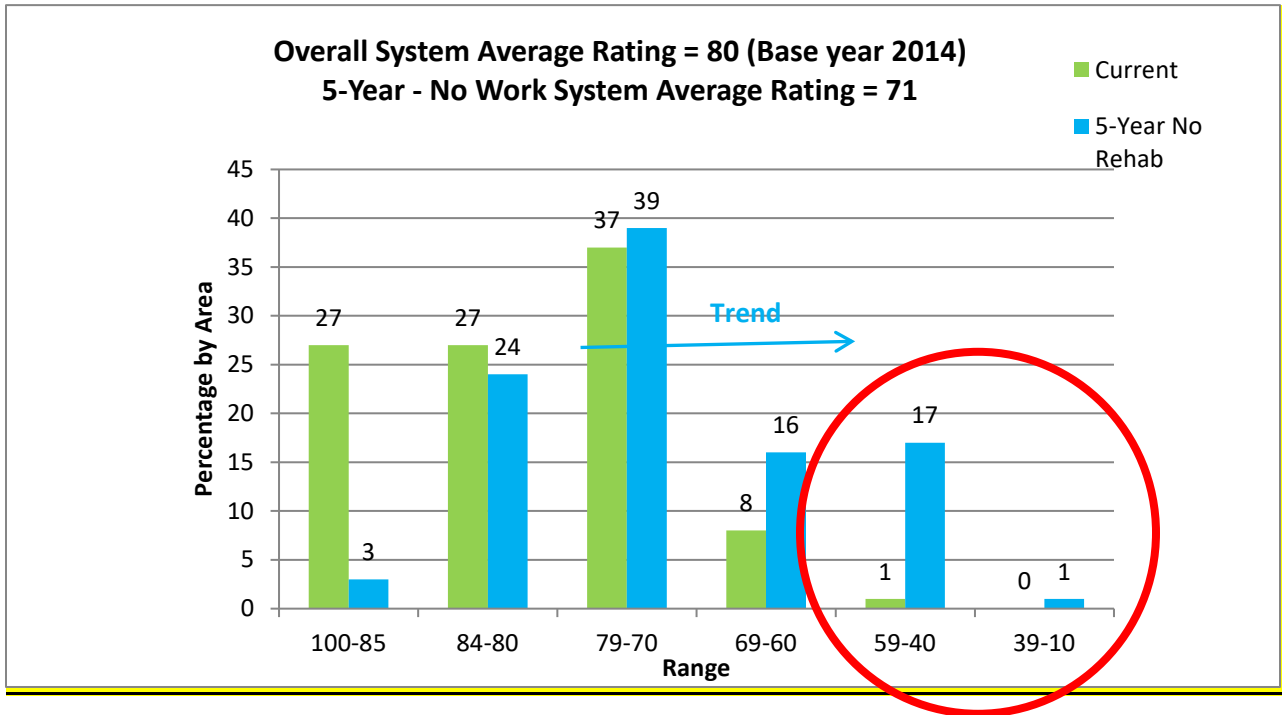
- Conditions (2014) – Avg. System Rating = 80
- 2.7 million square feet of pavement
- Reconstruction is a significant cost
- Maintaining as much as possible
- Resurfacing at the right time

RANGE	CONDITION	RELATIVE REMAINING LIFE*	DEFINITION	% BY AREA
85 and Above	Excellent	12 to 15 years	Sections may require some minor patching and crack	27%
80 - 84	Very Good	10 to 12 years	Sections may require seal coating Excellent or possibly thin overlays	27%
70 - 79	Good	8 to 10 years	Sections will require seal coating, thin overlay or thicker	37%
60 - 69	Fair	6 to 8 years	Sections will require thicker overlay, surface replacement or some base reconstruction	8%
40 - 59	Poor	3 to 6 years	Sections will require surface replacement, base reconstruction and possibly some subgrade stabilization	1%
10 - 39	Very Poor	Less than 3 years	Sections will require total reconstruction with subgrade preparation	0%



Village Roadway Rating Breakdown

- Overall System Average Rating = 80 (Base year 2014)
- 5-Year - No Work System Average Rating = 71



Options

1) Set funding

- Don't do anything- 18% will need reconstruction
- Home Rule Sales Tax
 - Increased Home Rules Tax Rate by 0.75% from 0.50% to 1.25%
- Local Motor Fuel Tax
 - Levied new tax on motor fuel at rate of four cents (\$0.04) per gallon
 - Revenue: \$1,268,500
 - Budget for Resurface: \$898,500
- FY21 Capital Improvement Fund
 - Revenue - \$4,098,000
 - Expenditures - \$7,206,472
 - ✓ Debt Service: \$1,395,350 (Police Station)
 - ✓ Road Improvements: \$1,280,000
 - ✓ Capital Improvements: \$2,933,800 (non-road)
 - ✓ Vehicle Fund: \$645,322
 - ✓ TIF Fund: \$853,000

Percentage by Area of Roadway per Rating Category

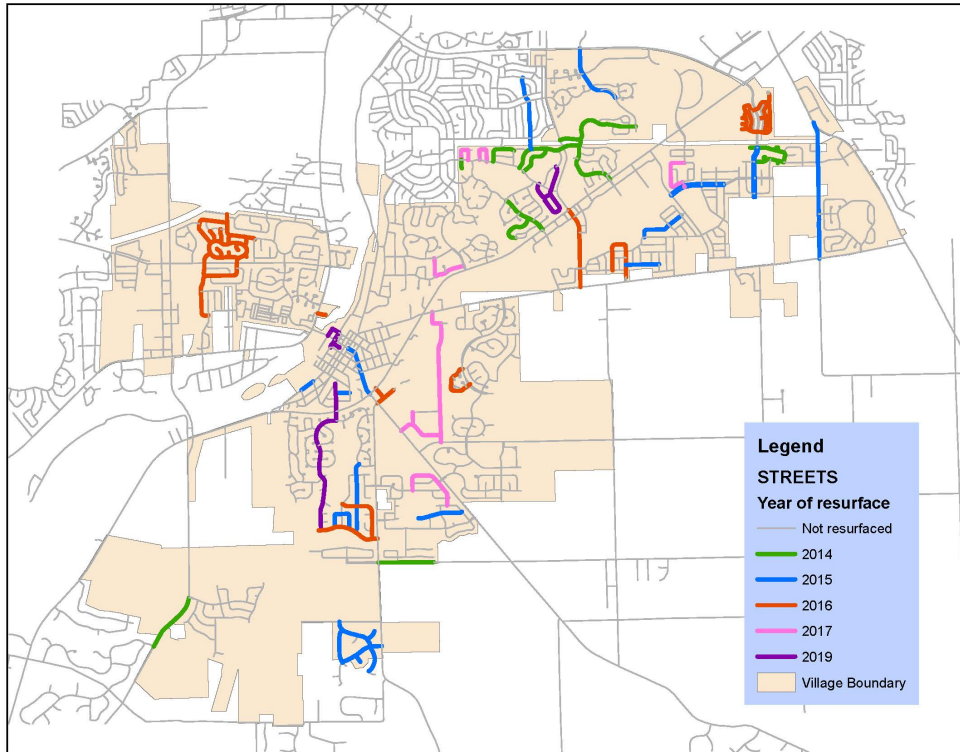
Scenario	5-Year					\$3M/Yr	Avg. Score >75	Avg. Score >76	Avg. Score >77	Maintain Avg. Score of 80
	Current	Rehab	MFT Only	\$1M/Yr	\$2M/Yr					
Annual Construction Funding (Millions)	-	0.000	0.500	1.000	2.000	3.000	Varies	Varies	Varies	Varies
5-Year Construction (Millions)	0	2.526	5.379	10.590	15.584	7.693	11.677	16.824	16.824	
Engineering @ 9%	0	0.227	0.484	0.953	1.403	0.692	1.051	1.514	1.514	
5-Year Funding Levels (Millions)	0	2.753	5.863	11.543	16.987	8.385	12.728	18.338	18.338	
Annualized Total Cost	0	0.551	1.173	2.309	3.397	1.677	2.546	3.668	3.668	
100-85	27	3	5	3	4	4	3	3	5	10
84-80	27	24	25	27	31	46	37	46	56	59
79-70	37	39	37	46	52	38	47	39	27	27
69-60	8	16	16	12	1	0	1	0	0	0
59-40	1	17	16	11	11	11	11	11	11	4
39-10	0	1	1	1	1	1	1	1	0	0
Average Rating	80	71	72	73	75	76	75	76	77	80
Blocks Addressed:			39	37	86	151	82	131	201	236
Centerline Miles Addressed (Miles):			5.8	13.5	28.7	50.8	39.3	42	62.6	62.6
Total Area Addressed (Sq.Ft.):	-		205,922	257,832	566,485	944,970	542,584	814,400	1,150,128	1,367,930
Percentage of Roadway Area Addressed:	0%		8%	9%	21%	35%	20%	30%	42%	50%
Resurface Recurrence Interval (Years)			66	53	24	14	25	17	12	10
Highlighted cell indicates controlling variable for scenario										
Funding by Year (Million)										
2015	-	0	0.509	1.136	2.052	3.06	7.501	7.681	7.61	7.681
2016	-	0	0.515	1.003	2.001	3.277	0.502	1.84	1.84	1.84
2017	-	0	0.507	1.092	2.288	3.014	0.044	2.105	4.18	4.18
2018	-	0	0.492	1.025	2.092	3.017	0.000	0.049	1.467	1.467
2019	-	0	0.502	1.142	2.155	3.214	0.000	0.000	1.654	1.654

2) Set target score

Percentage by Area of Roadway per Rating Category											
Scenario	Current	5-Year No					Avg. Score	Avg. Score	Avg. Score	Maintain	
		Rehab	MFT Only	\$1M/Yr	\$2M/Yr	\$3M/Yr					>75
Annual Construction Funding (Millions)	-	0.000	0.500	1.000	2.000	3.000	Varies	Varies	Varies	Varies	
5-Year Construction (Millions)		0	2.526	5.379	10.890	15.584	7.693	11.677	16.824	16.824	
Engineering @ 9%		0	0.227	0.484	0.953	1.403	0.692	1.051	1.514	1.514	
5-Year Funding Levels (Millions)		0	2.753	5.863	11.543	16.987	8.385	12.728	18.338	18.338	
Annualized Total Cost		0	0.551	1.173	2.305	3.397	1.677	2.546	3.668	3.668	
100-85	27	3	5	3	4	1	3	3	5	10	
84-80	27	24	25	27	31	46	37	46	56	59	
79-70	37	39	37	46	52	38	47	39	27	27	
69-60	8	16	16	12	1	0	1	0	0	0	
59-40	1	17	16	11	11	11	11	11	11	4	
39-10	0	1	1	1	1	1	1	1	0	0	
Average Rating	80	71	72	73	75	76	75	76	77	80	
Blocks Addressed:			39	37	36	151	82	131	201	236	
Centerline Miles Addressed (Miles):			5.8	13.5	28.7	50.8	39.3	42	62.6	62.6	
Total Area Addressed (Sq.Ft.):			205,922	257,832	566,485	944,970	542,584	814,400	1,150,128	1,367,930	
Percentage of Roadway Area Addressed:		0%	8%	9%	21%	33%	20%	30%	42%	50%	
Resurface Recurrence Interval (Years)			66	53	24	14	25	17	12	10	
Highlighted cell indicates controlling variable for scenario											
Funding by Year (Million)											
2015	-	0	0.509	1.136	2.052	3.06	7.501	7.681	7.61	7.681	
2016	-	0	0.515	1.003	2.001	3.277	0.502	1.84	1.84	1.84	
2017	-	0	0.507	1.092	2.188	3.014	0.044	2.105	4.18	4.18	
2018	-	0	0.492	1.025	2.051	3.017	0.000	0.049	1.467	1.467	
2019	-	0	0.502	1.142	2.155	3.214	0.000	0.000	1.654	1.654	

Funding Impacts

Funding	Resurface Once Every	Percentage of Road Approaching Reconstruction
MFT Funding (\$500,000/year)	133 years	17%
\$1,000,000/year (\$500,000 MFT/\$500,000 Other Funds)	53 years	12%
\$2,000,000/year (\$500,000 MFT/\$1,500,000 Other Funds) SELECTED	24 years	12%
\$3,000,000/year (\$500,000 MFT/\$2,500,000 Other Funds)	14 years	12%



Board and staff discussion focused on areas of priority; how potholes are being addressed; re-evaluation for reconstruction; roads in Downtown being repaired and re-evaluated; roads that developers never finished. There was no further discussion.

CONSENT AGENDA

- G.1. February 18, 2020 Committee of the Whole Minutes
- G.2. February 18, 2020 Regular Village Board Minutes
- G.3. Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71. **Resolution No. 20-R-16**
- G.4. Ordinance Amending Title 3 Chapter 7; Increase Class G Liquor License for North Island Catering, Inc. Located at 3516 US Highway 34, Unit B. **Ordinance No. 20-14**

A motion was made by Trustee Sollinger and seconded by Trustee Parr to approve the Consent Agenda; Approving the February 18, 2020 Committee of the Whole Minutes; Approving the February 18, 2020 Regular Village Board Minutes; and approving the following ordinance and resolution:

Ordinance No. 20-14; Ordinance Amending Title 3 Chapter 7; Increase Class G Liquor License for North Island Catering, Inc. Located at 3516 US Highway 34, Unit B.

Resolution No. 20-R-16; Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71.

Aye: James Marter II
Pam Parr

Terry Olson
Luis Perez

Judy Sollinger
Nay: None

Brian Thomas

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

BILL LIST

H.1. Approve Bill List Dated March 3, 2020 in the Amount of \$1,612,407.93.

A motion was made by Trustee Sollinger and seconded by Trustee Parr to approve the Bill List Dated March 3, 2020 in the Amount of \$1,612,407.93.

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.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

PRESIDENT'S REPORT

He noted the upcoming events:

Early voting started yesterday	Mar. 2 nd -Mar. 12 th , M-F 8am-7pm; Sat. 8am-2pm	Village Hall- Community Room	
Coffee and Conversation	Mar. 6 th at 2pm	Village Hall	Senior residents
Budget Workshop	Mar. 14 th at 8:30am	Village Hall	
Red Carpet Party	March 7 th	Whitetail, Yorkville	

TRUSTEE REPORTS

Trustee Perez- volunteered at the Hometown Expo event; good vibe; happy to be there.

Trustee Thomas- volunteered at the Hometown Expo event; turnout was fantastic; weather was great.

Trustee Parr- kudos to Director Cole and Julie Hoffman; they manned the booths at the Expo.

CLOSED SESSION

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

- Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]

- Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]
- Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

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.

The Board adjourned to Closed Session at 8:24 p.m.

The Board returned to open session at 8:44 p.m.; all remaining members still present.

ADJOURNMENT

A motion was made by Trustee Olson 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 8:44 p.m.

Tina Touchette
Village Clerk