

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
June 9, 2020**

Pursuant to Executive Order 2020-07 signed by Governor Pritzker and Guidance Provided by Legal Counsel, the Village of Oswego may conduct all or portions of this meeting by use of telephonic or electronic means. Instructions on public access to this meeting are available through the link within the agenda.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:06 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Board Members Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Pam Parr, Luis Perez and Brian Thomas.

Board Members Attended Electronically: Trustee Judy Sollinger

Staff Physically Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jenette Sturges, Community Engagement Coordinator, Marketing; Joe Renzetti, IT/GIS Director; Mark Horton, Finance Director; Jay Hoover, Building Services Manager; and Natalie Zine, Planner.

Staff Attended Electronically: Christina Burns, Asst. Village Administrator; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Director; Corinna Cole, Economic Development Director; Carri Parker, Purchasing Manager; Steve Raasch, Facilities Manager; Susan Quasney, Project Engineer; Tim Zasada, Asst. Public Works Director Utilities; Ryan Morton, Village Attorney; and Karl Ottosen, Village Attorney.

Additional Electronic Attendees: Mike Schoppe, Owner of Schoppe Design Assoc, Inc.; Carrie Hansen, Director of Planning & Gov't Services for Schoppe Design Assoc, Inc.; Andy Dogan, Associate Principal for Williams Architects.

President Parlier made a statement regarding the death of George Floyd in Minnesota and how its message related to Oswego. Oswego's Police Department is accredited by CALEA. Few agencies receive this accreditation as it is difficult to attain. CALEA accredited agencies must undertake rigorous training and are subjected to bias reviews that other agencies are not. State statute bans the use of chokeholds and if an officer was involved in an incident, it would be investigated by an external agency. He also proposed that bias training continue to occur every year for Oswego police officers and he also wants all Village department employees to take bias training annually. So proud of our community, first responders and public works employees. He noted three ride-a longs he participated in over the Christmas break. He ended with a quote from John F. Kennedy.

RECOGNITIONS/APPOINTMENTS

E.1 Employee Service Awards

a. Michael Barajas- 15 Years of Service (Police Department)
Chief Burgner noted his years of service and contributions to the department.

b. Jason Bastin- 15 Years of Service (Police Department)

Chief Burgner noted his years of service and contributions to the department.

c. Rebecca Hayes- 20 Years of Service (Police Department); she did not attend.

PUBLIC FORUM

Public Forum was opened at 7:17 p.m. Public comment was extended to allow comment through email, via phone call and attendance through the Zoom meeting. Administrator Di Santo read the comment received via email:

Matt Walsh addressed the Board regarding current and future construction in the downtown; keep in mind the preservation of Waubensee Creek and the fossil that can found there; the fossil was named after Oswego in 1877; these fossils are unique to the area and cannot be found anywhere else.

There were no Zoom meeting participants who wished to speak. There was no one else who requested to speak; the Public Forum was closed at 7:19 p.m.

STAFF REPORTS

Discuss the Entertainment Venue Design Process- continued from the June 9, 2020 Committee of the Whole meeting.

Andy Dogan, Associate Principal for Williams Architects, presented the design options to the Board. He primarily focuses on these types of facilities and is currently working with Wheaton on a similar project. All designs start with a pre-engineered structure and then add to it. The goal of the options is to show different and potential aesthetics. The designs are modular so they can be adaptable and expandable in the future. Acoustics and lighting can be added to add character; back walls can reflect sound. The following options were provided:

Option 1

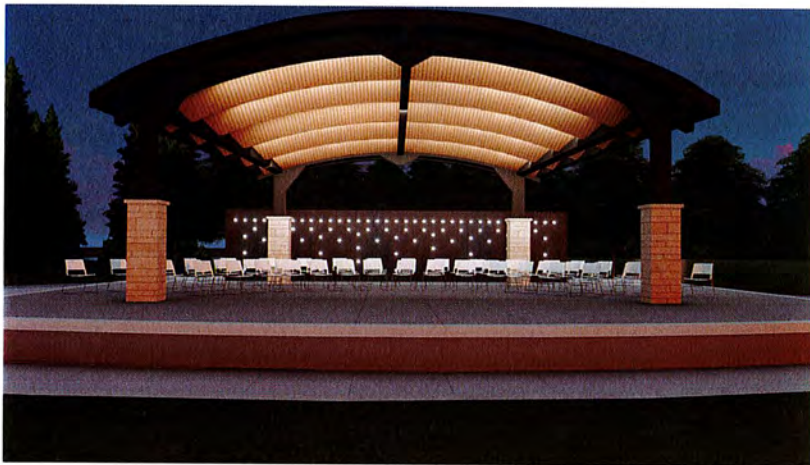




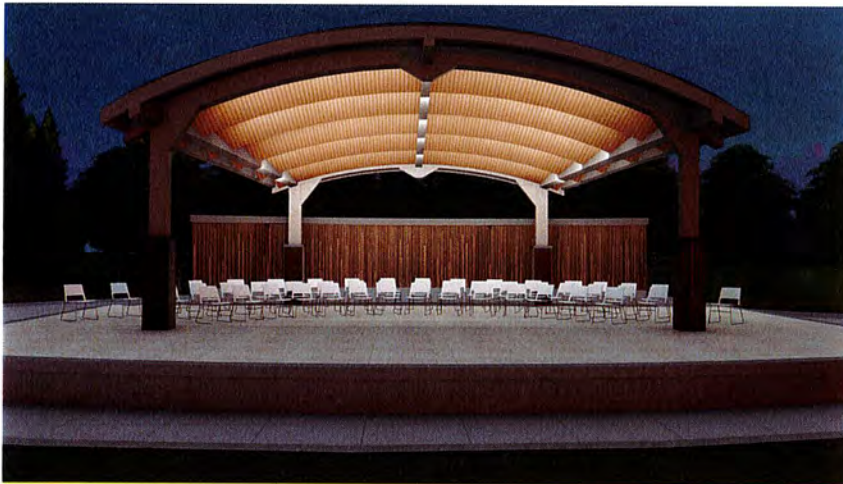
Option 2



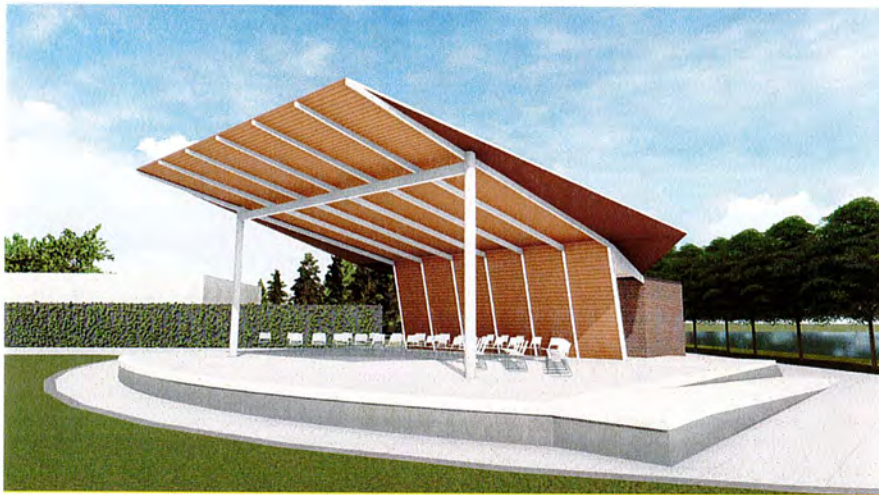
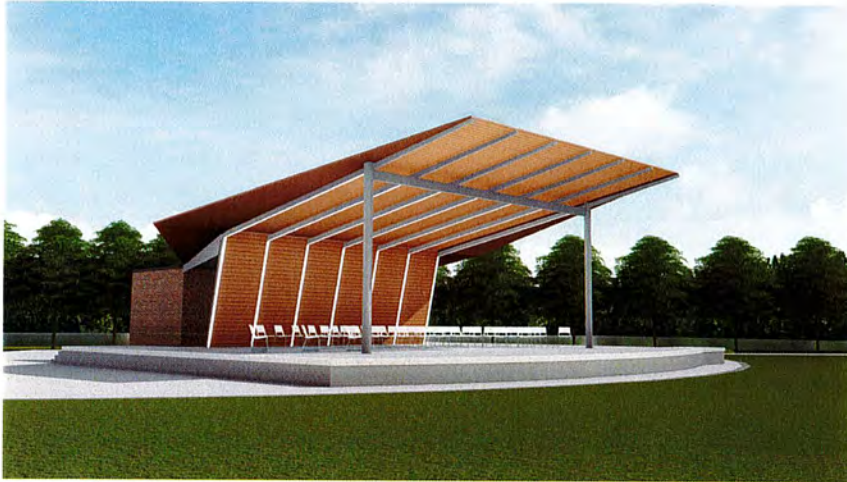
Option 3

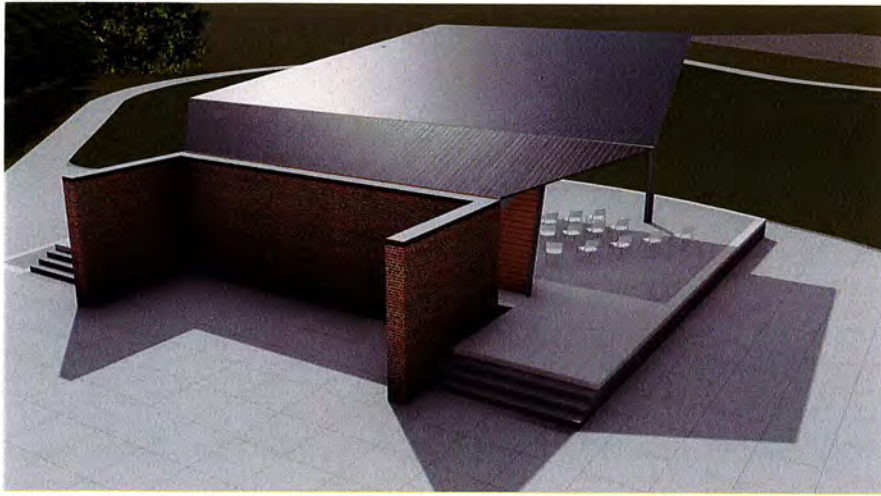


Option 4



Option 5





Board and staff discussion focused on walls on the back side; entrance on the sides and back; functional use; stakeholders have not seen the options; staff will forward to the stakeholders; not liking the big columns in option 1; obstruction of views; steel structures for durability; thickness of columns will depend on the design chosen; whether there is a potential for widening the front end; could affect the cost; custom made per project; modifications may increase the cost; questioning the practicality of the back lighting; like to see more modern structures; option 5 roof structure more closely matches the new Metra Station; whether there will be rigging issues; no concerns with structural capacity; interested in what the stakeholders think of the options; width of the stage is 60 feet; most performances will be in between the two columns. Most Board members preferred options 1, 2 and 5.

Project Schedule

The current timeline to have the venue completed by May 2021 is tight due to COVID-19 related setbacks. To meet this schedule, site grading and planting would have to take place this fall. Any further setbacks would result in planting in the spring and opening of the venue in the late summer/early fall of 2021. The timeline was submitted to the state as part of the Fast Track grant. The schedule will change if the grant is not received. Staff will know more in August about the Village's finances. August 4th will be the time to decide to hold off on bids.

- Public Open House (Summer, 2020)

- Planning and Zoning Commission (July 9, 2020); request for a special use
- Village Board Direction to Bid (August 4, 2020)
- Construction Documents (August 6, 2020)
- Bidding (August 13, 2020 – September 8, 2020)
- Award of Construction Contract (September 15, 2020)
- Construction (October 1, 2020 – May 15, 2021)

The public open house this summer will obviously be impacted by COVID-19. No date is set, but the steering team discussed a few options to consider. The current plan is to hold an open house in the lobby of Village Hall following social distancing and gathering recommendations from the Illinois Department of Health (IDPH) and the Centers for Disease Control and Prevention (CDC).

There was no further discussion.

G.1 National Pollution Discharge Elimination Program Annual Update

Project Engineer Quasney addressed the Board regarding the pollution discharge program. The Illinois Environmental Protection Agency, with authority delegated from USEPA, permits stormwater discharge into the Waters of the United States as required by the Clean Water Act. The National Pollutant Discharge Elimination System (NPDES) is the regulatory program under which the Village discharges into the Fox River and other Waters of the United States. The permit requires that discharged stormwater be free of contaminants to the maximum extent possible. The Village filed its first Notice of Intent (NOI) to comply with the statewide general permit conditions in 2003. The Village filed a second NOI to comply with update permit requirements in 2013. The Illinois EPA has now issued a new version of its NPDES Permit No. ILR40 (MS4 Permit). The new permit became effective March 1, 2016 and contains a variety of new and modified requirements that will impact local stormwater management programs.

Such requirements address de-icing activities and de-icing material storage, climate change, environmental justice areas, dry weather outfall inspections, wet weather quality monitoring, long term operation and maintenance plans and evaluating the effectiveness of our best management practices. The six measures are:

- Public Education and Outreach
- Public Participation/Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention/Good Housekeeping

On the regulatory side, the Village adopted Subdivision and Development Control Regulations and an Illicit Discharge Detection and Elimination ordinance to provide mechanisms to support this objective. These regulations provide for detention, erosion and sediment control, and prohibitions against dumping into waterways. The Village's overall approach to addressing the NPDES program requirements are summarized in the Stormwater Management Program Plan (SMPP). The SMPP is reviewed and updated on a regular basis to be in compliance with the permit. Staff files annual reports with IEPA addressing the work that the Village has completed in the past year. These reports and the Village's SMPP are available on the Village's website.

CONSENT AGENDA

- H.1 May 26, 2020 Committee of the Whole Minutes
- H.2 Resolution Adopting an Amendment to the Personnel Policy for the Village of Oswego (Harassment Policy) **Resolution No. 20-R-48**
- H.3 Resolution Authorizing an Intergovernmental Agreement to Provide School Resource Officer and Other Supplemental Services to Oswego High School and Oswego East High School. **Resolution No. 20-R-49**
- H.4 Resolution Authorizing the Execution of a Contract with Muscat Painting and Decorating, East Dundee, Illinois, for the Fire Hydrant Painting in the Amount of \$133.78 per Hydrant. **Resolution No. 20-R-50**
- H.5 May 26, 2020 Regular Village Board Minutes

A motion was made by Trustee Thomas and seconded by Trustee Marter II to approve the Consent Agenda; Approving the May 26, 2020 Committee of the Whole Minutes; Approving the May 26, 2020 Regular Village Board Minutes; and approving the following resolutions:

Resolution No. 20-R-48; Resolution Adopting an Amendment to the Personnel Policy for the Village of Oswego (Harassment Policy)

Resolution No. 20-R-49; Resolution Authorizing an Intergovernmental Agreement to Provide School Resource Officer and Other Supplemental Services to Oswego High School and Oswego East High School.

Resolution No. 20-R-50; Resolution Authorizing the Execution of a Contract with Muscat Painting and Decorating, East Dundee, Illinois, for the Fire Hydrant Painting in the Amount of \$133.78 per Hydrant.

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.

BILL LIST

- I.1 Approve Bill List Dated June 9, 2020 in the Amount of \$455,691.20.

A motion was made by Trustee Parr and seconded by Trustee Olson to approve the Bill List Dated June 9, 2020 in the Amount of \$455,691.20.

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

- J.1 Resolution Ratifying the Village President’s Executive Orders and Extending Declaration of Local Emergency and Disaster. **Resolution No. 20-R-51**

A motion was made by Trustee Marter II and seconded by Trustee Thomas to approve the Resolution Ratifying the Village President’s Executive Orders and Extending Declaration of Local Emergency and Disaster.

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.2 Resolution Authorizing the Execution of a Two-Year Contract with Hampton, Lenzini, and Renwick, Inc., in the Amount of \$27,400 (\$10,400 for FY2021 and \$17,000 for FY2022) for the Native Landscape Planting Maintenance at Police Headquarters. **Resolution No. 20-R-52**

Board and staff discussion focused on the LEED Silver Certification was safeguarded; two year contract; no extension; contract is less than what it would cost for lawn services; possibly needing a controlled burn; partnering with other taxing bodies; signs and identification of plants along the path; Conservation Foundation can help and would like to do a presentation when the Village gets the LEED certification. There was no further discussion.

A motion was made by Trustee Marter II and seconded by Trustee Parr to approve the Resolution Resolution Authorizing the Execution of a Two-Year Contract with Hampton, Lenzini, and Renwick, Inc., in the Amount of \$27,400 (\$10,400 for FY2021 and \$17,000 for FY2022) for the Native Landscape Planting Maintenance at Police Headquarters.

Aye: James Marter II

Pam Parr

Luis Perez

Judy Sollinger

Brian Thomas

Nay: Terry Olson

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

NEW BUSINESS

- K.1 Ordinance Granting a Major Amendment to Lot 4 of Prairie Market PUD Resubdivision Number 2 to Allow for the Development of a Dentist Office (Aspen Dental)

Ordinance No. 20-28

Director Zenner addressed the Board regarding a major amendment for a dentist office. The property is located at 2340 Route 34, zoned B 3 Commercial Service and Wholesale District and is also known as Lot 4 of Prairie Market Resub Number 2. The existing building is currently vacant but was previously a White Castle. The existing structure is currently vacant and will be demolished. The proposed new structure will be approximately 3,500 square feet. Staff recommended approval of the major amendment to allow for the development of a dentist office pending final engineering and signage approval by staff. Kevin Cleary, applicant of the project, attended the meeting electronically to answer Board questions.

Board, staff and applicant discussion focused on whether the office will be for one dentist or multiple dentists; applicant was not sure; Aspen Dental is a national service provider; have built several offices on prominent roads around the nation. There was no further discussion.

A motion was made by Trustee Perez and seconded by Trustee Thomas to approve an Ordinance Granting a Major Amendment to Lot 4 of Prairie Market PUD Resubdivision Number 2 to Allow for the Development of a Dentist Office (Aspen Dental).

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.

K.2 Resolution Authorizing a Promissory Note to Borrow \$400,000 From the Kendall County Revolving Loan Fund to Mitigate Risk of Participating in the Downstate Small Business Stabilization Program. **Resolution No. 20-R-53**

Director Cole addressed the Board regarding the Downstate Small Business Stabilization Program (DSBSP). The DSBSP requires the local government, in this case the Village, to apply on behalf of a business to the State. The grant would pass from the State through the Village to the business. If the business fails to either open or closes before the proscribed grant compliance period, then the Village must repay the State for the value of the grant it cannot recover from the business. The Kendall County Board has agreed to set aside funds from its revolving loan fund to reimburse local governments participating in the DSBSP should the applicant business default. The County has approved \$400,000 to Oswego and will not charge interest. Oswego will agree to:

- Return the remaining loan amount, less any amount paid to the State, to the County within 30 days of the conclusion of the program
- Comply with the Kendall County Revolving Loan Recapture Strategy
- Keep appropriate records and quarterly reporting
- Pay 0.25% per year on any amount not returned to the County past the repayment due date
- Several other provisions that are easily followed

The Village has four applicants: Prom Shoppe, Demont Guitars, Dominion Martial Arts, and C-TEC. Notice of the public hearing will be published on Thursday with the public hearing being held at the June 23, 2020 Village Board meeting. The Village Board will also be asked to pass a resolution of support for each of the applicants and conditionally enter into a grant participation agreement that will be contingent on the applicants receiving the grant.

Board and staff discussion focused on all in line to protect the Village; when does the program end; State will determine when it ends or if the State runs out of money; no drop dead date; \$20 million is set aside. There was no further discussion.

A motion was made by Trustee Thomas and seconded by Trustee Marter II to approve a Resolution Authorizing a Promissory Note to Borrow \$400,000 From the Kendall County Revolving Loan Fund to Mitigate Risk of Participating in the Downstate Small Business Stabilization Program.

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.

K.3 Resolution Providing a Credit on Village of Oswego Utility Accounts Due to the Pandemic. **Resolution No. 20-R-54**

Director Horton addressed the Board regarding a credit for utility bills. The \$0.10 water rate increase effective with the May 15, 2020 utility billings is estimated to generate an additional \$106,300 in revenue. The \$20 one-time credit is estimated to reduce the fiscal year revenue by \$219,480 provided all residential accounts receive the one-time \$20 credit. If only 20% of customers receive the credit, the revenue reduction would be \$43,896. At the May 26, 2020 Committee of the Whole meeting, the Village Board discussed providing a one-time \$20 credit to residential utility bills due to the impact of the pandemic. The Board requested staff report back with some parameters for utility billing account holders to request the credit. Staff is still determining how to show the credit on the utility bill and the related costs of doing so. However, staff would put the credit through on the July 15th billing. Staff will either put the credit through on the water/sewer billing charges or as an offset on the garbage collection charges. Staff will create a form accessible on the Village's website making available the

\$20 credit for residential customers who are unemployed or furloughed due to COVID-19. The form will be delivered electronically to the Utility Billing Coordinator for processing.

Board and staff discussion focused on credit is for people who can prove they need it; all for helping people who need it; scanning an unemployment check and attach to the form to substantiate the claim; providing a letter from their employer; if it can be easily done and not a burden on staff; staff is not going to investigate; residents are paying their water bills; 890 people normally don't pay; currently 1,700 have not paid; total number of accounts= 11,600. There was no further discussion.

A motion was made by Trustee Marter II and seconded by Trustee Olson to approve a Resolution Providing a Credit on Village of Oswego Utility Accounts Due to the Pandemic.

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.

K.4 Approval of a Supplemental Resolution for Maintenance Under the Illinois Highway Code in the Amount of \$900,000 for FY20 for the 2020 Pavement Resurfacing Program of Various Streets Utilizing Motor Fuel Tax Funds. **Resolution No. 20-R-47**

Engineer Quasney addressed the Board regarding the 2020 resurfacing program. The Village must pass a resolution each year prior to the expenditure of Motor Fuel Tax Funds. At the February 4, 2020 Board meeting, \$600,000 of MFT funds were approved prior to bidding out the first set of resurfacing projects. Those bids came in higher than anticipated but staff was instructed to move ahead with the first round of resurfacing, with the intent to adjust the second round proportionally. At this time, an additional \$900,000 of MFT funding is being requested for the second round of resurfacing projects, as well as to cover the overage of the previous bid amount, engineering design, and construction oversight costs for the first round of resurfacing projects. All engineering costs for the second portion of resurfacing projects will be paid through budgeted CIP funds and is being done in conjunction with the design for alley reconstruction. Staff is requesting the release of \$900,000 of MFT funds to be allocated as detailed below:

MFT Part 1		
	Phase 1 & 2 Engineering - 4% of est cost	\$ 22,000.00
	Construction - Bid cost	\$ 669,331.00
	Phase 3 Engineering - 5% of construction price	\$ 35,000.00
MFT Part 2		
	Construction - Est cost	\$ 770,000.00
		<u>\$ 1,496,331.00</u>
	Total allocated FY21 MFT funds	\$ 1,500,000.00
	Previously released MFT funds	\$ (600,000.00)
	MFT FUNDS REQUESTED	\$ 900,000.00
CIP		
	Alley work - Est cost	\$ 175,000.00
	Est Phase 1 & 2 Engineering for alleys plus resurfacing projects - 4.25% of est cost	\$ 40,000.00
	Est Phase 4 Engineering for alleys plus resurfacing projects - 5% of construction cost	<u>\$ 47,500.00</u>
	Est CIP funds	\$ 262,500.00

Board and staff discussion focused on how the 4% gas tax is trending; dropped to \$44,000-\$45,000 from \$52,000; per IML, the MFT dropped to \$661,000 from \$825,000; TRF remains at \$450,000 which is the same as what was budgeted; funds have to be used on bondable projects; might have to skip a year; LGDF is up to \$160,000; IML projects every two months; biggest factor is COVID-19; national level looks like a quicker bounce back; haven't seen the sales tax numbers yet; next letting is one week from Thursday; will be brought to the Board at the July 14, 2020 Board meeting for approval. There was no further discussion.

A motion was made by Trustee Olson and seconded by Trustee Marter II to approve a Supplemental Resolution for Maintenance Under the Illinois Highway Code in the Amount of \$900,000 for FY20 for the 2020 Pavement Resurfacing Program of Various Streets Utilizing Motor Fuel Tax Funds.

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.

PRESIDENT'S REPORT

Jenette Sturges is working on a new text messaging system; residents can sign up for either email or text messages, or both; can receive traffic alerts and brush collection alerts. Another Park & Ride movie is at the end of the month. Have backed off on sending multiple riot/protest daily updates; will only update as needed.

TRUSTEE REPORTS

Trustee Marter II- work together; embrace differences; love your neighbor and look out for each other.

Trustee Perez- had a humbling moment when helping his cousin who owns a business in Batavia; learned the protest was just a sit-in; got educated; was an outstanding sit-in; choosing words better. Rush Copley is getting better; they are on the downslope; revenue charging back in June. Baseball is starting back up.

Trustee Thomas- thanked President Parlier for his spectacular words; commends the PD for their work and keeping the Village safe.

Trustee Parr- the protests/riot updates were phenomenal; really helpful; it was a tough week; best team on the planet. She thanked Director Renzetti for his help.

Trustee Olson- thanked the Village for the care-van and letting him drive one of the vehicles; support local businesses and complete the census.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Marter II 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 8:35 p.m.



Tina Touchette
Village Clerk