

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
September 1, 2020**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:04 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 II, Terry Olson, Pam Parr, Judy Sollinger and Brian Thomas.

Board Members Absent: Trustee Luis Perez

Staff Physically Present: Dan Di Santo, Village Administrator; Christina Burns, Asst. Village Administrator/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Mark Horton, Finance Director; and Rod Zenner, Community Development Director; Joe Renzetti, IT/GIS Director; Jennifer Hughes, Public Works Director; Susan Quasney, Project Engineer; Jenette Sturges, Community Engagement Coordinator- Marketing; Carri Parker, Purchasing Manager; Billie Robinson, Asst. Finance Director; and Ryan Morton, Village Attorney.

RECOGNITIONS/APPOINTMENTS

E.1 Employee Service Awards

- a. Chad Vargas- 15 Years of Service (Police Department) Did not attend.
- b. Lisa Klatt- 20 Years of Service (Finance Department) Did not attend.
- c. Billie Robinson- 20 Years of Service (Finance Department) Director Horton briefly spoke about Billie's history with the Village and current duties and accomplishments. She had her picture taken with Director Horton and President Parlier.

E.2 Kiwanis Check Presentation- representatives from Kiwanis and the PD Explorer Post presented a \$2,975 check to IL COPS to support the families of fallen officers; hopefully the funds will go to their summer camps; pancake breakfast was in February, but was unable to hold the check presentation due to COVID.

E.3 Cultural Arts Commission

- a) Appoint Katie Marter for a Term to Expire April 30, 2021

A motion was made by Trustee Sollinger and seconded by Trustee Thomas to approve the Appointment of Katie Marter for a Term to Expire April 30, 2021.

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

Nay: None

Absent: Luis Perez

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

Pam Parr
Brian Thomas

Judy Sollinger

Nay: None

Absent: Luis Perez

The motion was declared carried by a roll call vote with five (5) 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-84**

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve the Resolution Ratifying the Village President's Executive Orders and Extending Declaration of Local Emergency and Disaster.

There was no discussion.

Aye: James Marter II
Pam Parr
Brian Thomas

Terry Olson
Judy Sollinger

Nay: None

Absent: Luis Perez

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

NEW BUSINESS

K.1 Ordinance Granting a Major PUD Amendment to Lot 7 of Oswego Junction Phase 2 Planned Unit Development to allow for the development of an entertainment venue and park and a Special Use Permit for outdoor entertainment. **Ordinance No. 20-49**

A motion was made by Trustee Thomas and seconded by Trustee Marter to approve an Ordinance Granting a Major PUD Amendment to Lot 7 of Oswego Junction Phase 2 Planned Unit Development to allow for the development of an entertainment venue and park and a Special Use Permit for outdoor entertainment.

The subject property is vacant, currently zoned B-3 Commercial Service and Wholesale District and is generally west of the Oswego Park-n-Ride parking lot, south of the railroad tracks legally described as Lot 7 Oswego Junction Phase 2. On October 1, 2019, the Village Board approved Resolution 19-R-72, approving an agreement to accept the donation of ~3 acres of property. The donation agreement requires the Village to develop "a venue for outdoor live performance and music entertainment and events to be enjoyed by the public" on the site within three years. Since that time, the Village entered into contracts with Schoppe Design for land planning, Threshold Acoustics for an acoustical study, and Williams Architects for architectural and engineering design.

Site Plan

Over the past several months, Mayor Parlier and staff have worked with Schoppe Design and the stakeholders to establish a master site plan. The site plan includes many desired design elements of the group:

- Northeast stage orientation to take advantage of existing sound barriers and to maximize the crowd area
- Area designated for food trucks
- Area designated for future playground
- Walking paths, overlooks, and aerators to use the pond as an amenity

- “Front of House” pad for audio technician
- Wide service corridor for trucks and equipment
- Future support building for public restrooms and concessions
- Entry court

The Phase I Site and Landscape plans include a limited scope of work including a covered stage, park-like area, and the service corridor. All other design elements would come during later stages when additional funds are available.

Future Zoning Process

Future changes to the PUD Plan would likely go through additional zoning processes, either a Major or Minor PUD Amendment. Any major changes would go back to PZC for consideration with a public hearing and a vote at the Village Board. Minor changes would be reviewed by staff and sent straight to Village Board.

There was no discussion.

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

The motion was declared carried by a roll call vote with four (4) aye votes and one (1) nay vote.

**K.2 Ordinance Granting a Minor Amendment to the Final PUD for 113 Main Street.
Ordinance No. 20-50**

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve an Ordinance Granting a Minor Amendment to the Final PUD for 113 Main Street.

The petitioner is requesting approval of a minor amendment to allow for a projecting sign at the corner of the building. The proposed sign is eight feet in diameter with a calculated square footage of 64 square feet. The petitioner is proposing this sign to provide visibility to traffic traveling west along Washington Street and east along Washington down onto the bridge. The property is located in the downtown area which is governed by unique sign requirements. Specifically, the Code allows a projecting sign, like the sign proposed, but it limits the size to 10 square feet. The intent of the Code requirements for the downtown area were to establish signage that was in scale with the existing structures in the downtown. The proposed 113 Main Street structure is three times larger than the previous structure that was located at this site, while still being consistent with the size as planned in the Village’s Comprehensive Plan. If this building were located on a commercial property located outside of the downtown, the size of the sign would be calculated by the size of the building, which would be up to 66 square feet.

It is staff’s opinion that the proposed sign is designed to be consistent with the overall design of the building and is in proper scale of the structure. No other wall signs are proposed for the restaurant portion of the building. The Code allows for up to 123.75 square feet of wall signs for this building. Therefore, the overall signage of the restaurant use with the projecting signs and the awning signs will be consistent with the downtown signage requirements.

There was no discussion.

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

Nay: None

Absent: Luis Perez

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

K.3 Ordinance Approving the Village to Participate in the Local CURE Program.

Ordinance No. 20-51

A motion was made by Trustee Olson and seconded by Trustee Sollinger to approve an Ordinance Approving the Village to Participate in the Local CURE Program.

The COVID-19 pandemic has had global implications, including right here in Oswego both across the community and within the Village organization. The Village continues to provide services to the people and businesses in our community, while experiencing a decline in revenues and watching our COVID-related expenses increase. Staff has stretched Village resources to support the needs of our community by adjusting to different work schedules, locations, and even different responsibilities to ensure that we were able to serve our community and local businesses. Multiple staff members pivoted fully to managing and responding to the impacts of COVID, including supporting local businesses, managing operational changes, technology implications, daily cleaning and disinfecting, procurement of personal protective equipment, and so much more. All of this is added to the ongoing responsibility of providing services to the community.

The federal government has provided two programs for reimbursement of COVID-19 expenses. These programs will assist in reimbursing the Village for expenses related to the COVID-19 pandemic:

- **Local CURE Program:** The Local CURE program is an assistance program that applies to all units of local government (as defined by the Illinois Constitution) outside of Cook, Lake, Will, Kane, & DuPage counties. This funding is federally funded from the Coronavirus Relief Fund using dollars allocated to Illinois through the CARES Act. CURE funding is administered by DCEO.
- **Federal Emergency Management Agency (FEMA) – Public Assistance (PA) Program:** FEMA assistance will provide a 75 percent federal cost-share of eligible expenditures. The amount of funding is based on the amount of funds remaining that were allocated to the program as a whole. Local CURE funding can be used as the 25 percent local match for FEMA funding. At this time, FEMA does not have a timeline of when expenses need to be submitted.

Staff has been tracking COVID-related expenditures since the pandemic began. This includes staff time responding to and researching COVID-related issues and policies; cleaning and disinfecting workstations, vehicles and public buildings; procuring supplies and materials for staff; participating in COVID related webinars that directly affect our residents, local businesses, and staff; and assisting the public and local businesses with the impacts of COVID. Most supply expenditures are reimbursable through FEMA. Staff time and contractual service reimbursements are limited to CURE. There is a possibility that more costs could be associated with COVID, at a later date, should the program criteria change (i.e., Economic Development awards, Utility Bill discounts, or Revenue shortfalls). Prior to submitting expenditures, the Village Board must adopt by ordinance a certificate permitting the Village to participate in the program. Staff will continue to track and submit expenditures throughout the term of the program, as well as monitor state and federal legislation for further COVID reimbursement opportunities.

There was no discussion.

Aye: James Marter II
Pam Parr
Brian Thomas

Terry Olson
Judy Sollinger

Nay: None

Absent: Luis Perez

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

K.4 Wolfs Crossing Phase II Engineering Agreement

- a) Resolution Authorizing the Village President to Execute the Local Public Agency Agreement for Federal Participation with the State of Illinois and to Appropriate \$748,251.00 of Rebuild Illinois Funds from the Motor Fuel Tax Fund for Improvements at the Intersection of Wolfs Crossing (FAU 1577) at Harvey Road in the Village of Oswego. **Resolution No. 20-R-85**
- b) Resolution Authorizing the Execution of a Phase II Engineering and Land Acquisition Services Agreement for Wolfs Crossing with Alfred Benesch & Company, Inc. in an Amount Not-To-Exceed \$1,558,344.74. **Resolution No. 20-R-86**

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve a Resolution Authorizing the Village President to Execute the Local Public Agency Agreement for Federal Participation with the State of Illinois and to Appropriate \$748,251.00 of Rebuild Illinois Funds from the Motor Fuel Tax Fund for Improvements at the Intersection of Wolfs Crossing (FAU 1577) at Harvey Road in the Village of Oswego and approve a Resolution Authorizing the Execution of a Phase II Engineering and Land Acquisition Services Agreement for Wolfs Crossing with Alfred Benesch & Company, Inc. in an Amount Not-To-Exceed \$1,558,344.74.

Administrator Di Santo and Director Hughes addressed the Board regarding Phase II of Wolfs Crossing. The Village has long recognized the need to improve Wolfs Crossing from US 34 on the west to US 30 on the east. This east-west corridor links Oswego and Oswego East High Schools and services as a regional conduit for travel through Oswego. The existing road is two lanes with agricultural ditches adjacent to the road. The Village issued a Request for Qualifications for Phase I Engineering in May 2016 and selected Alfred Benesch for this project. The Village commissioned a Phase I Engineering study to determine the purpose and need for the project. The study evaluated existing and proposed traffic conditions, drainage patterns, soils, and environmental conditions. The Village conducted extensive public engagement to determine community support and to guide the design principals which govern the project. Benesch completed the Phase I engineering in March 2020. After consultation with IDOT, it was agreed that the initial RFQ included the option for Phase II and therefore was sufficient for awarding Phase II without posting an additional request. Benesch performed well during Phase I and is recommended to continue with this complex project.

Roadway

Phase I engineering identified and prioritized ten project segments to ensure the project could proceed within funding constraints. The first project is located at the intersection of Wolfs Crossing and Harvey Road. This includes the construction of a roundabout, realignment of the approaching roadways, transition to existing pavement at east and west limits, drainage improvements, and installation of pedestrian and bicycle accommodations, lighting, and landscaping.

Watermain

Staff has also identified an opportunity to construct an unrelated project during the construction of the road. Combining these projects will result in significant savings through coordination of work and elimination of overhead associated with multiple contracts. There is currently no water main along

Wolfs Crossing. The Village needs to construct a watermain along this route to support improved flow through the Village as well as to support future development along the corridor. Though state and federal funding sources will not pay for Phase II water main engineering, it is anticipated that the expansion project will spur more subdivisions to develop along the corridor, and a new main would be necessary to ensure sufficient capacity for that development. Positioning of the water main, (anticipated to be on the north side of the street) will dictate the amount of land that ultimately needs to be acquired. For these reasons, design of the entire length of water main is being included in Phase II. Installation of the watermain will be done with the Phase III road construction with the section from Fifth Street to Devoe Drive constructed with the roundabout at Harvey Road.

Contract Scope of Work

The scope of the Phase II engineering contract includes:

- Phase II engineering, land acquisition services, and final plans for the roadway intersection of Wolfs Crossing and Harvey Road
- Phase II engineering, land acquisition services, and final plans for new watermain from Fifth Street to Devoe Drive
- Phase II engineering, land acquisition services, and concept plans for roadway improvements from Della Lane to Fifth Street

The land acquisition in this phase will include 100% of the land needed for the Harvey intersection and 100% of the land anticipated along the north side of Wolfs Crossing for the construction of the entire watermain. It includes approximately 70% of the total land required for the entire project from Devoe Drive to Della Lane. Farm fields on the south side of the roadway will be acquired as part of future road projects or dedicated as part of future developments.

Schedule

Per the contract, Phase II engineering will take 15 months (450 days) from the Notice to Proceed. Staff would expect land acquisition to commence sometime in mid-2021. If the contract is approved by IDOT this month, the plans would be completed in approximately January 2022 and subject to IDOT plan review time. The construction will take approximately 18 months to complete. The specific construction schedule will be determined at a later date.

Funding

The total estimated cost of the Phase II engineering, including land acquisition, is \$2,027,344.49. This is a slight increase in the originally estimated cost when the FY21 budget was prepared as staff has refined the project limits and added the watermain. Funding the project is from multiple sources. We will use \$212,600 of previously secured federal Surface Transportation – Urban funds for a portion of the roadway design. These funds are supplemented by \$748,251 of Rebuild Illinois funds and \$200,000 of funds allocated to this project in the state budget. The Rebuild Illinois funds are housed in the Village’s MFT account per state requirements. These funds may only be used for bondable infrastructure, making the Wolfs Crossing project a perfect vehicle to spend them. At the time that staff prepared the FY21 budget, the state funds had not been assigned to the Village. With these new funds, we are able to reduce the Village’s Capital Improvement Fund investment to \$206,800. The Water & Sewer Capital Improvement Program funds will pay for the design and land acquisition associated with the watermain.

Phase 2 - Design

Expense

<u>Phase II Engineering</u>	<u>Road</u>	<u>Water</u>	<u>Total</u>
Road Engineering	\$ 870,238.93		
Land Acquisition Services - Road	\$ 201,564.30		
Land Purchase - Road	\$ 201,000.00		
Watermain Engineering		\$ 86,541.26	
Land Acquisition Services - Water		\$ 400,000.00	
<u>Land Purchase - Water</u>		<u>\$ 268,000.00</u>	
Subtotal	\$ 1,272,803.23	\$ 754,541.26	
	63%	37%	

Total Expense	\$ 2,027,344.49
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Funding

<u>Phase II</u>	<u>Road</u>	<u>Water</u>	<u>Total</u>
Village			
CIP	\$206,800.00	15%	
W&S CIP		<u>\$760,000.00</u>	100%
Subtotal Village			\$966,800.00 45%
State	\$948,251.30	69%	\$948,251.30 45%
Federal	<u>\$212,600.00</u>	<u>16%</u>	<u>\$212,600.00</u> <u>10%</u>
Subtotal	\$1,367,651.30	100%	\$2,127,651.30 100%

Total Funding	\$2,127,651.30
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Staff continues to search for additional funding sources that could reduce the Village share in Phase II. In the event one of the promised funding sources falls through, the intention is to complete Phase II Engineering then reassess prior to bidding out Phase III construction. Phase III is estimated to be \$7.4M. We are proposing to use Rebuild Illinois and STU funds in that phase. Up to \$742,000 in state capital grants may be able to fund Phase III construction. Benesch consultants were present to answer Board questions.

Board and staff discussion focused on whether this is the least expensive Phase; this Phase was identified as needed; ten sections need to be completed; this portion is the only one we can afford right now; whether another section could be started if the Village gets more money; want to get more community support; budget constraints. There was no further discussion.

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

Nay: None
 Absent: Luis Perez

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

PRESIDENT'S REPORT

Labor Day is next Monday; all Village offices closed. Good start to school; amazed at how in-tune kids are; pleasantly surprised.

TRUSTEE REPORTS

Trustee Sollinger asked Director Hughes about the directional signs for the Senior Center; monument sign cannot be produced.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Marter and seconded by Trustee Olson to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 7:29 p.m.

Tina Touchette
Village Clerk