



## **NOTICE AND AGENDA**

**NOTICE IS HEREBY GIVEN  
THAT A COMMITTEE OF THE WHOLE MEETING**

**WILL BE HELD ON**

**May 26, 2020**

**6:00 PM**

**Location: Oswego Village Hall**

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### **A. MEETING INFORMATION**

A.1 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 without a physical quorum present in the Boardroom. Instructions on public access to this meeting are available through the link within the agenda.

[Electronic Meetings and Public Comment Instructions.docx](#)

### **B. CALL TO ORDER**

### **C. ROLL CALL**

### **D. CONSIDERATION OF AND POSSIBLE ACTIONS ON ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING**

### **E. PUBLIC FORUM**

### **F. OLD BUSINESS**

### **G. NEW BUSINESS**

G.1 COVID-19 Small Business Assistance and Downstate Stabilization Grant

[Memo\\_UpdateCovid19\\_DownstateGrant\\_May26.docx](#)

G.2 Discuss Reducing the Water Rate

[Water rate reduction June 2020 memo.docx](#)

**H. CLOSED SESSION**

- H.1 a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]
- d. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]
- e. Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, Threatened, or a Reasonably Potential Danger to the Safety of Employees, Staff, the Public, or Public Property [5 ILCS 120/2(c)(8)]

**I. ADJOURNMENT**

Posted:  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
Initials: \_\_\_\_\_

Tina Touchette  
Village Clerk

May 18, 2020

In March, Illinois Gov. Pritzker announced a temporary change to the state's Open Meetings Act that waives the requirement that a physical quorum of elected officials be present to hold a public meeting. Remote participation for elected officials, staff, and the public is expected to continue until the order is lifted.

The Village of Oswego will hold its regularly scheduled Committee of the Whole and Village Board meetings on Tuesday, May 26<sup>th</sup>, with new changes fine-tuning how elected officials, staff, and the public participate remotely in compliance with the statewide Stay at Home Order. The Committee of the Whole will meet at 6 p.m. on Tuesday, May 26<sup>th</sup>. The Village Board meeting begins at 7 p.m. (or immediately following the Committee of the Whole meeting). Village Hall will be opened for the meeting; however, residents are strongly encouraged to watch or participate remotely. Here's how:

**How to watch or join the meetings from home:**

- Watch the livestream at [www.oswegoil.org/government/village-board/agendas.aspx](http://www.oswegoil.org/government/village-board/agendas.aspx). Scroll down to Upcoming Events. Once the meeting begins, an *In Progress* link will appear. Click on it to watch the meeting. You'll see those elected officials, staff members, and other participants who are attending in person at Oswego Village Hall.
- Watch the webinar live at [StreamUS.oswegoil.org](https://streamus.oswegoil.org). You'll see those elected officials, staff members, and other participants who are attending remotely. If you access the video webinar on a smart phone, you'll be prompted to download the Zoom app.
- Join our meeting by phone call. Call (312) 626-6799 just prior to the meeting. When prompted, enter passcode **508 193 215** from your phone. You'll hear the audio of the meeting through our webinar service.

**To give a comment at the meetings, you have multiple options:**

- Email your comment to [publiccomment@oswegoil.org](mailto:publiccomment@oswegoil.org) by 4 p.m. on the day of the meeting. Your comment will be read aloud during the Public Forum portion of the Village Board meeting by a Village staff member.
- Give your comment live by phone. Email [publiccomment@oswegoil.org](mailto:publiccomment@oswegoil.org) or call 630-554-3259 by 4 p.m. on the day of the meeting and leave your name, address, phone number, and the topic on which you'd like to speak. Our staff will call you during the meeting and will put you on speakerphone so that you can give your comment live. Please be by your phone when the meeting begins at 7 p.m. We will let the line ring four times before moving onto the next speaker.
- You may also still give public comment in person. Residents are strongly encouraged to stay home and participate remotely, however, they may also attend the meeting in person. If attending, members of the public are required to stay six feet from any other person in the room and wear a face covering/mask.

As always, those giving public comment are asked to fill out the Public Participation form and abide by the Village's civility code, which is available on the Village's [website](#) under *Participate in the May 26 Village Board meeting*.

The change to phone calls for public comment is designed to increase access and decrease technological barriers for residents who may wish to participate live.

**Get updates as they happen**

Residents are also encouraged to follow the Village of Oswego on Facebook (@VillageofOswego) and Twitter (@OswegoIL60543) for to-the-minute updates. You can also subscribe to Village of Oswego emails by visiting [oswegoil.org](http://oswegoil.org) and clicking on E-mail Alerts.

For more information about public participation at meetings during the COVID-19 crisis, please contact me.

Thank you,  
Tina Touchette, RMC, CMC  
Village Clerk  
630-554-3259  
[ttouchette@oswegoil.org](mailto:ttouchette@oswegoil.org)



**AGENDA ITEM**

**MEETING TYPE:** Committee of the Whole  
**MEETING DATE:** May 26, 2020  
**SUBJECT:** COVID-19 Small Business Assistance and Downstate Stabilization Grant

**ACTION REQUESTED:**

Update on Oswego’s participation in the Downstate Stabilization Grant and the Village’s response to the COVID-19 crisis

**BOARD/COMMISSION REVIEW:**

N/A

**ACTION PREVIOUSLY TAKEN:**

Date of Action	Meeting Type	Action Taken
5/12/20	COW	
4/21/20	COW	

**DEPARTMENT:** Economic Development

**SUBMITTED BY:** Corinna Cole, Economic Development Director

**FISCAL IMPACT:** TBD

**BACKGROUND:**

At the Committee of the Whole on May 12<sup>th</sup>, 2020, the Village Board discussed the Oswego’s ongoing assistance to small businesses impacted by the COVID-19 crisis. The Village Board agreed that staff should proceed with the Downstate Stabilization Grant program conditioned on the County utilizing its revolving loan fund to backstop the grants against default and recapture.

**DISCUSSION:**

**Oswego Crisis Loans:** The Village paid out all approved loans as of May 20<sup>th</sup>. Staff continues work on two new loan applications.

**Downstate Stabilization Grant (“DSG”):** The DSG is a State managed program which uses federal Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) funds. The DSG requires the local government, in this case the Village, to apply on behalf of a business to the State. The grant would then pass from the State through the Village to the business. If the business fails to either open or closes before the twelve month grant

compliance period is complete, then the Village must repay the State for the value of the grant provided the Village cannot recover the grant funds from the business.

On May 19<sup>th</sup>, the Kendall County Economic Development Commission agreed to terms granting Oswego a forgivable loan from the County's revolving loan fund in an amount up to \$400,000. The loan's sole purpose is to reimburse Oswego for any business that may default against the grant. The Village Board will consider a resolution to enter into this loan agreement at the June 9th Village Board meeting. In the interim, staff is collaborating with businesses applying for the DSG.

The DSG application requires a multi-step, protracted process. The soonest Oswego's applications can be submitted for State review is in late June, which necessitates the following timeline:

- Village published its DSG application on Friday, May 15<sup>th</sup>
- Interested businesses must submit their DSG application to the Village by noon on Wednesday, May 27<sup>th</sup>
- Staff will collaborate with businesses to correct and complete applications between May 27<sup>th</sup> and June 4<sup>th</sup>
- On June 4<sup>th</sup>, the Village will submit a notice of public hearing to the newspaper for publication on the following Thursday, June 11<sup>th</sup>
- The period between June 11<sup>th</sup> and June 22<sup>nd</sup> fulfill the required seven-day notice period
- On June 23<sup>rd</sup>, the Village will hold the required public hearing for all applicants prior to the Committee of the Whole and Village Board meeting
- At the June 23<sup>rd</sup> Village Board meeting, the Board will be asked to vote on a resolution of support for each applicant business
- Staff anticipates submitting applications by Friday, June 26<sup>th</sup>

The State Department of Commerce and Economic Opportunity will review applications and process any awards on a rolling basis. Please note that it is possible that funds will have been exhausted prior to submission of Oswego's applications.

**RECOMMENDATION:**

Staff recommends discussion of Oswego's business assistance programs.

**ATTACHMENTS:**

Please refer to the following links for more information on the Downstate Stabilization Grant Program:

[DCEO's Downstate Stabilization Grant Program webpage](#)

[Downstate Stabilization Guidebook](#)

[Downstate Program FAQs](#)

**AGENDA ITEM**

**MEETING TYPE:** Committee of the Whole

**MEETING DATE:** May 26, 2020

**SUBJECT:** Village Water Usage Rates

**ACTION REQUESTED:**

**Discuss water rate reduction**

**BOARD/COMMISSION REVIEW:**

N/A

**ACTION PREVIOUSLY TAKEN:**

Date of Action	Meeting Type	Action Taken
N/A	N/A	N/A

**DEPARTMENT:** Finance

**SUBMITTED BY:** Mark G. Horton, CPFO, Finance Director

**FISCAL IMPACT:**

A reduction in water rates as proposed will not impact the operating budget but will reduce the capital support needed for future projects and un-funded mega-projects.

**BACKGROUND:**

The Village had an engineering firm complete a water rate analysis in 2017. The analysis reviewed historical water usage, projected water usage and the cost of identified system improvements to determine the amount of total revenue needed to complete all system improvements and operating expenses of the water distribution system. The analysis determined water rates needed to be increased with the November 15, 2017 billing and every May 1<sup>st</sup> for the next five years. Rate increases of \$0.80 cents were adopted for the first three increases and \$0.10 cents for the subsequent three increases.

**DISCUSSION:**

The Village Board agreed to discuss the elimination of the \$0.10 water rate increase which was effective May 1, 2020 in response to the Covid-19 pandemic. The water rate decrease would provide some relief to residents and businesses during this crisis.

The Village Board reduced water rate by \$0.20 in September 2019. The estimated reduction in FY 20 revenue calculated to \$147,367 from the rate decrease. Extrapolating the effect of the reduced water rates through fiscal year 2023 calculated a total revenue reduction of \$785,244.

It has been proposed to reduce the water rate by \$0.10 beginning with the July 15, 2020 utility billing. This would reduce the FY 21 fiscal year estimated total revenue billed by \$91,192. FY 22 and FY 23 would realize an estimated revenue reduction of \$106,313 compared to the estimated revenue based on the scheduled water rates before the FY 21 water rate reduction.

The total cumulative revenue reduction from the two water rate reductions is estimated at \$1,089,061 through fiscal year 2023.

Rates	FY 2020	FY 2021	FY 2022	FY 2023	Total Revenue
Scheduled water rates as of May 1, 2019	\$5.43	\$5.53	\$5.63	\$5.73	
Estimated revenue based on scheduled May 2019 water rates using actual FY 20 billed usage	\$5,772,781	\$5,879,094	\$5,985,406	\$6,091,719	\$23,729,000
September 2019 rate decrease of \$.020	5.23	5.33	5.43	5.53	
Fiscal year revenue based on FY 20 actual billed water usage including rate decrease	\$5,625,414	\$5,666,468	\$5,772,781	\$5,879,094	\$22,943,757
					\$785,244
July 15, 2020 water rate decrease of \$0.10 in FY 21		5.23	5.33	5.43	
Estimated revised revenue based on FY 20 billed water usage after rate decrease	\$5,625,414	\$5,575,276	\$5,666,468	\$5,772,781	\$22,639,939
Fiscal year revenue reduction due to rate decreases	\$147,367	\$91,192	\$106,313	\$106,313	
Revenue reduction if there were no rate decreases	\$147,367	\$303,817	\$318,938	\$318,938	\$1,089,061

The revenue loss will not influence normal operating costs of the waterworks system but will reduce the amount of money able to be transferred annually to the Water and Sewer Capital Fund to support the costs of all the improvements needed to maintain the distribution system. For the



most part, budgeted capital projects over the next three years would remain funded even after the reduction. However, accumulation of funds for the un-funded alternative water source project, Wolfs Crossing water main project, and Minkler Road water main project would be reduced by more than \$1.0 million.

**RECOMMENDATION:**

Staff requests the Village Board provide direction on the reduction of the water rate.

**ATTACHMENTS:**

n/a