



NOTICE AND AGENDA

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

WILL BE HELD ON

August 18, 2020

6:00 PM

Location: Oswego Village Hall

A. MEETING INFORMATION

A.1 Meeting Attendance Instructions

[Meetings and Public Comment Instructions 8-12-20.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

F.1

Consideration and Discussion of a Summer Street Sweep

[mr2020 Summer Street Sweep Consideration.docx](#)

G. NEW BUSINESS

G.1

Discuss How to Conduct Village Board Meetings During the Remainder of the COVID-19 Pandemic.

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



Tina Touchette,
Village Clerk

100 Parkers Mill • Oswego, IL. 60543 • (630) 554-3259
Website: www.oswegoil.org

August 12, 2020

Meeting Attendance Instructions

Effective Saturday, Aug. 1, 2020, Village Board meetings in the Village of Oswego will resume to normal in-person meeting attendance. Attendance and public participation options via Zoom or other remote participation platforms will no longer be provided. Chairpersons for Village Commission meetings may choose to continue to hold the meetings via Zoom or other remote participation platforms.

Village Hall will be open for the Committee of the Whole and Regular Village Board meetings, however, residents who do not intend to offer public comment are still strongly encouraged to watch remotely.

Public comments, as part of public forum, will no longer be accepted via email or by phone call. Members of the public wishing to comment during the public forum portion of public meetings may do so in person. As always, those giving public comment are asked to fill out the Public Participation form available in the Village Hall lobby and abide by the Village's civility code. General comments from the public to the Village Board or staff can still be submitted to the Village's email address at info@oswegoil.org, however, these comments will not be read aloud at meetings.

Social distancing measures in place

For members of the public attending meetings in person, guidelines from the Illinois Department of Public Health and the Department of Commerce & Economic Opportunity will remain in effect. These include but are not limited to:

- Wearing face masks
- Maintaining at least six feet of distance from other people
- Capping room capacity at 50 people
- Making hand sanitizer and disposable masks available for attendees

A Village staff member will be checking temperatures of persons attending the Village Board meetings.

A monitor will be made available in the lobby so that, in the event a meeting reaches the 50-person capacity limit, the public will be able to watch the proceedings from the Village Hall lobby.

How to watch meetings from home

As always, the public is invited to watch the livestream of Oswego Village Board meetings at 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.

Get updates as they happen

Residents are also encouraged to follow the Village of Oswego on Facebook (@VillageofOswego) and Twitter (@OswegoIL60543) for up to the minute updates. You can also subscribe to Village of Oswego emails or text alerts by visiting <http://www.oswegoil.org/> and clicking on *E-mail Alerts*.

For more information about public participation at meetings, please contact me.

Thank you,

Tina Touchette, RMC, CMC
Village Clerk
630-554-3259
ttouchette@oswegoil.org

AGENDA ITEM

MEETING TYPE: Village Board

MEETING DATE: August 18, 2020

SUBJECT: 2020 Summer Street Sweep

ACTION REQUESTED:

Consideration and Discussion of a Summer Street Sweep

BOARD/COMMISSION REVIEW:

None

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
5/26/2020	Village Board	Approval of a Resolution Authorizing the Execution of a Five-Year Agreement with Lakeshore Recycling Systems dba Clean Sweep of West Chicago, IL, in the Amount of \$43,078 for FY21 For Street Sweeping Throughout the Village.

DEPARTMENT: Public Works

SUBMITTED BY: Mark Runyon, Public Works Assistant Director

FISCAL IMPACT:

Budget Item 1006030-543080-Maintenance, Streets/Storm Sewers-Contractual Street Sweeping \$13,137.00 for a 2020 Summer Street Sweep.

BACKGROUND:

The Village currently contracts with Lake Shore Recycling Systems-Clean Sweep for annual street sweeping. The current program is scheduled to take place three times a year, spring summer and late fall. The current spring sweep was completed the week of June 15, 2020.

DISCUSSION:

During the May 12th COW meeting, initial discussion took place regarding a new street sweeping contract. Part of the discussion was the previous contract which included three sweeps a year, spring, summer, and fall. Due to the current COVID situation and budgetary concerns, Staff suggested consideration of skipping the summer sweep in 2020. The Board decided to consider this option later in the year.

Since the spring sweep in June, we have had a few storms, including one on August 11, which left minimal debris in the curb lines. Staff suggests the summer sweep could be skipped. Our contractor indicates that skipping the sweep could result in a slightly higher cost for the winter sweep, anticipating that more debris would be collected. The fall sweep is typically conducted near the end of the leaf season, sometime in November or early December.

To continue to improve the quality of stormwater runoff, remove leaves, grass clippings, other debris and improve the appearance of our Village streets, it is recommended to street sweep at least three times a year.

The cost of the summer sweep is \$13,137.00

RECOMMENDATION:

Staff is seeking direction from the Village Board to execute or skip the late summer street sweep.

ATTACHMENTS:

None

AGENDA ITEM

MEETING TYPE: Committee of the Whole

MEETING DATE: August 18, 2020

SUBJECT: Village Board Meetings During COVID-19

ACTION REQUESTED:

Discuss How to Conduct Village Board Meetings During the Remainder of the COVID-19 Pandemic.

BOARD/COMMISSION REVIEW:

N/A

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
8/4/2020	Village Board	Under Trustee Remarks, Mayor Parlier directed staff to bring back a Committee of the Whole discussion on Village Board meeting procedures during COVID-19.

DEPARTMENT: Administration

SUBMITTED BY: Dan Di Santo, Village Administrator

FISCAL IMPACT:

N/A

BACKGROUND:

On March 16, 2020, Governor Pritzker issued Executive Order 2020-07, which included a suspension of the Open Meetings Act to allow members of a public body to participate remotely during the COVID-19 pandemic. The order also encouraged the public body to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting.

As such, beginning at the April 7 Board Meeting, the Village of Oswego began hosting meetings in-person as well as on the Zoom web conferencing platform. Board members, staff, the public, petitioners, and the press had the option to attend and participate either in-person or via Zoom. In

addition, members of the public could make comments via scheduling a live phone call during the meeting or submitting comments in writing via email to be read aloud during the meeting.

On June 12, 2020, Governor Pritzker signed Public Act 101-0640 into law, which made changes to the Open Meetings Act that allow public bodies to conduct remote meetings under certain conditions when the Governor or Illinois Department of Public Health issue a disaster declaration and the head of the public body determines that an in-person meeting is not practical or prudent. See the attached IML Fact Sheet for more information on the new law.

On June 26, 2020, Illinois moved into Phase 4 of the Governor's Restore Illinois plan. Phase 4 opened up most parts of the economy with restrictions still in place (see attached guidelines) such as a maximum of 50 people gathering together in a room, social distancing of 6' or greater, and wearing of face coverings when adequate social distancing cannot be met. As the presiding officer of the Village Board, on July 10, 2020, Mayor Parlier informed the Village Board that beginning in August, Village Board meetings should return to in-person attendance, following the health and safety guidelines listed above.

DISCUSSION:

The August 4, 2020 Village Board meeting was held in-person in compliance with state guidelines, without the use of Zoom web conferencing. Seating at the dais was spaced out to provide 6' of distance between seats, and many chairs in the audience were labeled "Do Not Sit" to ensure at least 6' of distance was maintained from each occupied seat. Overflow seating was also provided in the lobby and Community Room, where the Board meeting was simulcasted in the event that more public attended than could safely be seated in the Board Room. In addition, the temperature was taken of each person entering the building to screen for fevers. As always, the Village Board meeting was live-streamed and recorded via our Granicus software on the Village website.

Under the Trustee Remarks portion of the meeting, Trustee Parr asked to discuss the new meeting protocol under COVID-19. In turn, Mayor Parlier directed staff to add the discussion to the August 18, 2020 Committee of the Whole meeting.

RECOMMENDATION:

Discuss how to conduct Village Board meetings during the remainder of the COVID-19 pandemic, and direct staff accordingly.

ATTACHMENTS:

1. IML Remote Meeting Fact Sheet
2. Restore Illinois Phase 4 Guidelines for Meetings and Social Events

OPEN MEETINGS ACT

Remote Meetings During Disaster Declarations



[Public Act 101-0640](#) (available via [this link](#)), which went into effect on June 12, 2020, includes changes to the [Open Meetings Act](#) (OMA) that allow public bodies subject to OMA to conduct remote meetings under certain conditions. Remote meetings are allowed only when a disaster declaration has been issued by the Governor or the Director of the Illinois Department of Public Health and the head of the public body has determined that an in-person meeting is not practical or prudent. Remote meetings are not required in these circumstances, but are allowed. The new requirements for public bodies to utilize these measures during a disaster declaration are as follows:

MEETING REQUIREMENTS DURING A DISASTER DECLARATION

- 1) Standard 48-hour notice of a meeting must be provided, except for an emergency meeting, to all members of the public body, posted at the meeting location, on the public body's website and provided to any news media that has requested notice;
- 2) During the meeting, participating members of the public body must be verified and must be able to hear one another, as well as hear all discussion and testimony;
- 3) During open meetings, members of the public who are present at the meeting location of the public body must be able to hear all discussion, testimony and votes of the members of the body;
- 4) If attendance at the regular meeting location is not feasible due to the disaster, alternative arrangements must be made and the notice of the meeting must include the arrangements that will provide live public access to hear all parts of the open meeting (i.e., phone number or web-based link);
- 5) At least one member of the public body, the chief legal counsel or the chief administrative officer must be physically present at the meeting location, unless it is not feasible due to the disaster (other members of the public body may attend in person or remotely);
- 6) All votes must be by roll call, identifying each member and recording their vote on each issue;
- 7) Standard minutes of all meetings must be kept, approved and made available for public review as usual; and
- 8) A verbatim audio or video recording of all meetings held under these provisions must be made and must be available to the public for review. These recordings are public records and must be maintained.

CONSTITUTING A QUORUM AND PARTICIPATION

Each member of the public body participating by audio or video conference for a meeting held under these provisions is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

IN THE EVENT OF A BONA FIDE EMERGENCY UNDER THESE PROVISIONS

If a disaster declaration is in place, these provisions may be utilized for emergency meetings. Notice of an emergency meeting must be given as soon as practicable prior to the meeting and to any news media that has requested notice. The presiding officer must state the nature of the emergency at the beginning of the meeting. The public body must comply with the verbatim recording requirements of [Section 2.06 of OMA](#).

ADDITIONAL RESOURCES

IML has additional resources about OMA available, including [The Sunshine Laws publication](#) (available for purchase via [this link](#)), and [Frequently Asked Questions](#) (available via [this link](#)) written and updated by IML legal staff.

Please consult with your legal counsel or retained attorney for legal advice prior to taking any formal or informal action during a declared disaster.

MEETINGS AND SOCIAL EVENTS GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

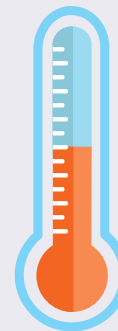
- Hotel meeting rooms and ballrooms, as well as other indoor and outdoor event venues. Arenas, stadiums, and other spectator venues should follow [Outdoor Seated Spectator Events guidelines](#).
- **Note:** organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, meetings and social events are limited to lesser of 50 guests OR 50% of overall room capacity. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR’s guidance](#)
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#)
 - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact¹ with coworker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



ii. Encouraged best practices

1. If practical, a one-time nasal swab for RT-PCR testing of all live performers should be obtained within forty-eight to seventy-two hours prior to the start of work on set or location

¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to meetings and social events:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Venue operators should [display signage](#) at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. On website and digital ticket purchasing sites, event hosts should clearly indicate face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit in multiple languages as needed
3. Venue operators should allow for 6-ft. spacing between occupied front desk workstations OR if not practical, install an impermeable barrier between front desk workstations
4. Venue operators and event host should arrange furniture in event space to be at least 6-ft. apart (e.g., tables, chairs). If furniture cannot be moved, venue operators and event hosts should limit furniture use to ensure social distancing
5. Venue operators should have a plan to limit congregation during entry/ exit and throughout duration of the event
6. Venue operators should close all dance floors
7. Venue operators and event hosts should follow [Restaurant and Bar guidelines](#) for all food service, including the following additional minimum guidelines:
 - a. Eliminate water carafes on meeting tables and/or water stations; individual bottled water or beverages should be provided upon request
8. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged; additional guidelines for performers can be found in the [Theaters and Performing Arts guidelines](#)



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at check-in/check-out points
3. If practical, implement touchless check in or registration
4. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls)
5. If practical, designate doors as entry-only and exit-only to reduce likelihood of close contact and congestion points
6. If check-in is required, event hosts provide opportunities for guests to check in ahead of time online
7. If practical, designate staging area for taxis and rideshare vehicles to drop attendees off
8. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
9. Prepare a venue-specific emergency evacuation plan that allows for patrons to maintain 6-ft social distancing
10. Where possible, minimize use of coat and bag checks and clean area frequently

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#)
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas
3. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
4. Clean and disinfect audio-visual equipment, including any buttons, displays, props, microphones, podiums, photo booths and other customer-facing equipment after each use
5. Valet staff should perform cleaning of vehicle in compliance with [GSA protocols](#)
6. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



ii. Encouraged best practices

1. Allot extra time between event programming to allow for more frequent cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Limit to the lesser of 50 people or 50% of room capacity
2. Multiple groups of 50 or fewer are permitted at once as long as:
 - a. Facilities allow for social distancing of groups
 - b. Groups meet in separate rooms during the meeting or event
 - c. Event start/ end times are staggered to discourage interaction
 - d. Groups are static for duration of meeting or event. If event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. projected, livestreamed) in multiple rooms
3. Venue operators should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
4. Venue operators should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, employers should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, venue operators should take external supplier (non-vendor) or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Venue operators should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth, except while seated throughout duration of meeting or event (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employers should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. If practical, implement touchless transactions/ registration for guests upon arrival to the event (e.g. mobile check-in, meeting organizer mails badges to attendees in advance)
3. If applicable, customers should be encouraged to register for event or meeting online in advance



If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)