



## **NOTICE AND AGENDA**

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

**WILL BE HELD ON**

**June 18, 2019**

**6:00 PM**

**Location: Oswego Village Hall**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

**D. PUBLIC FORUM**

**E. OLD BUSINESS**

E.1. Discussion Regarding Pedestrian Crossings on Washington Street

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**F. NEW BUSINESS**

F.1. IT Staffing Discussion

Posted:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Initials: \_\_\_\_\_

Tina Touchette  
Village Clerk

**G. CLOSED SESSION**

G.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)]

**H. ADJOURNMENT**

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## AGENDA ITEM

**MEETING TYPE:** Committee of the Whole

**MEETING DATE:** June 18, 2019

**SUBJECT:** Pedestrian Crossings on Washington Street

**ACTION REQUESTED:**

Discussion Regarding Pedestrian Crossings on Washington Street

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**BOARD/COMMISSION REVIEW:**

N/A

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**ACTION PREVIOUSLY TAKEN:**

Date of Action	Meeting Type	Action Taken
11/13/2018	Committee of Whole	Discussion Regarding Pedestrian Crossings on Washington Street

**DEPARTMENT:** Public Works

**SUBMITTED BY:** Public Works Director/Village Engineer Jennifer M. Hughes, P.E., CFM

**FISCAL IMPACT:**

TBD

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**BACKGROUND:**

Pedestrian safety in the downtown is a high priority for the Village. We have a vision for a vibrant, welcoming downtown which cannot be fully realized unless it is easily and safely accessible for pedestrians. To that end, the Village has worked—and will continue to work—with the Illinois Department of Transportation (IDOT) to improve the convenience and safety of pedestrian crossings. As Washington Street (US 34) is a state highway under IDOT's jurisdiction, any improvements along US 34 must be approved by IDOT.

The following is a brief history of improvements made in this area:

IDOT widened the intersection of Washington Street at Harrison Street to four lanes in 1992 when constructing the new bridge over the Fox River. They widened the intersections at Main Street and Madison Street in 1995.

The Village sent a letter to IDOT on September 30, 1997 requesting a traffic signal be installed at the intersection of Washington and Main, but recognizing that IDOT was reluctant to do so, requested the State to investigate flashing beacons. The Village also acknowledged that the State was going to lower the speed limit to 20 mph and add “No Left Turn” signs.

By December, IDOT noted that the signs and lower speed limit installed in October had a “positive effect on vehicle safety.” None-the-less, it appears that there had been some back-and-forth about how a traffic signal would be constructed “without additional lanes” apparently referring to a dedicated left-turn lane on Washington Street. They noted concerns about accidents for westbound traffic.

Something happened after this to cause IDOT to change its mind. The files are silent as to what ultimately inspired IDOT to develop plans for the traffic signal. It appears there were discretionary funds available but only until the end of the fiscal year. IDOT delivered plans to the Village in draft form on March 29, 1999.

Meeting minutes indicate the Village Board approved Resolution No. 99-R-13 on April 5, 1999. This resolution authorized the execution of an intergovernmental agreement between the Village and IDOT. The Village was obligated to enact parking restrictions on Main Street that would have resulted in the loss of approximately 19 parking spaces (the Village has since reconfigured parking on Main Street so any loss of parking due to a future signal is unclear). The Village’s cost share was estimated at \$16,100 of the total \$161,000 cost. Apparently, the Village Board had second thoughts as they convened a special meeting on April 26, 1999 and a public meeting on May 10, 1999 to gather input from the business owners. The businesses gathered more than 800 signatures from downtown patrons protesting the loss of parking. Although Village Administrator Bruce Bonebrake advocated for the truck restrictions in an April 23, 1999 memo to the Village Board which would reduce the parking restrictions from “75 feet to 30 feet.”, the Village Board elected not to restrict parking and did not approve the plans. IDOT canceled the project.

Thereafter, IDOT has denied the signal on the basis that the intersection does not meet the [warrants](#) (prerequisites) for a signal as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). The warrants address traffic volumes, pedestrian volumes, proximity to schools, the needs of a road network, the proximity of the intersection to a railroad crossing, and crash experience.

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 4, Pedestrian Volume
- Warrant 5, School Crossing
- Warrant 6, Coordinated Signal System
- Warrant 7, Crash Experience
- Warrant 8, Roadway Network
- Warrant 9, Intersection Near a Grade Crossing

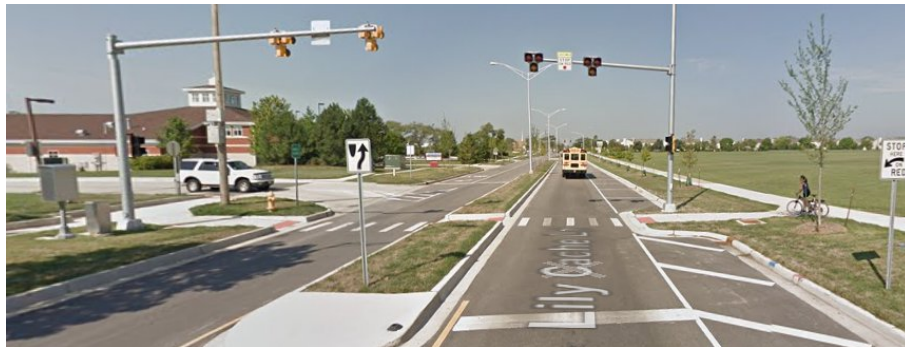


- Curb extensions
- Pedestrian refuge areas
- On street bike lanes

Following the death of a pedestrian on Washington Street near the railroad crossing in November 2018, the Village President and staff met with IDOT to revisit the request to install traffic signals along Washington Street at Main and Harrison Streets. Short of that, we presented other options for consideration:

- Relocating/adding Rectangular Rapid Flashing Beacons over the pavement to improve visibility to all drivers. This system would not provide red signals to drivers along Washington Street. IDOT did not rule out this option but noted that such an installation would require electrical work and signal poles like that which would be used for traffic signals.
- Install a High Intensity Activated CrossWalk (HAWK) Pedestrian Beacon system that flashes a red light when a pedestrian activates it, clearly requiring vehicles to stop. IDOT indicated they would not approve this at an intersection.

Figure 2. HAWK system installed at Bolingbrook, along Lilly Cache Rd. @ Adams Middle School, just east of Linsey Lane (courtesy of Traffic Control Corporation)



- Changes to the roadway, like narrowing the lanes or adding speed tables to intersections like those in downtown Plainfield. IDOT stated they would not permit a speed table on a state highway. They would consider narrowing the lanes in conjunction with another project but will require traffic studies of the impact of doing so. This option would likely take years to complete and construct.
- The Oswegoland Park District's master plan includes a pedestrian underpass under the US 34 bridge, designed to continue the Fox River Trail and connect development of a south park to Hudson Crossing Park.





Figure 3. Speed table on Lockport Street in Plainfield (source: Google Maps)

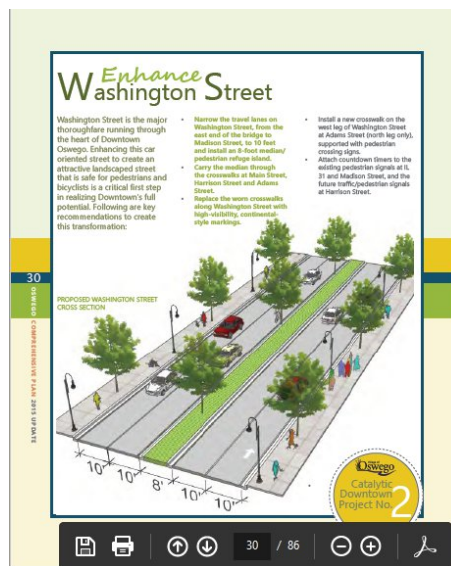


Figure 4. The Village's 2015 Comprehensive Plan calls for Washington Street to go on a "road diet"

One suggestion that staff does not recommend is the installation of an underpass or overpass at Washington and Main Street. Such structures pose several engineering challenges due to the ramp requirements, footprint size, and drainage requirements. They are often underutilized by pedestrians unless physical barriers are constructed to force pedestrians to use them. It should be noted that many pedestrians prefer to cross at Main Street under the current conditions rather than walk one block east to Madison Street where they can cross at a signalized intersection.

IDOT agreed to conduct a traffic signal warrant analysis and report back the results. IDOT completed this study and reported back at the end of January 2019. The analysis confirmed that the intersection still does not meet warrants for the signal. They offered that the Village could update the study to consider future traffic based upon community growth and downtown redevelopment. They stated that if we meet these future warrants, and if the public supports the signals despite the delays that will be caused by the signals, they then may authorize the signals to be constructed at the Village's cost.

## **DISCUSSION:**

The engineering for the traffic signals at Main and Harrison Streets is complex due to the proximity to signals at Madison Street, IL 31, and the railroad crossing. Each of these items needs to interact and ensure that intersections can clear when trains approach. In addition, IDOT has made it clear that we will also need to ensure that the intersections meet the requirements of the Americans with Disabilities Act.

In a separate but related project, the Village is working on establishing a railroad quiet zone through the downtown. This zone would create an environment where train engineers would not need to sound their horn except when they believe there is an imminent hazard. We would need to modify the railroad crossing signals on Washington and connect them the new traffic signals.

We incorporated the following projects into Capital Improvement Program:

- \$60,000 for design of traffic signals at Main and Harrison in FY20
- \$300,000 for construction of a traffic signal at Main in FY21
- \$300,000 for construction of a traffic signal at Harrison in FY22
- \$20,000, \$6,000, and \$1,174,000 for a railroad quiet zone through the downtown in FY20, 21, and 22, respectively.

We can use the funds for design to conduct the study.

## **RECOMMENDATION:**

Until changes can be made at the intersection, we offer the following safety suggestions:

- We encourage pedestrians to cross at the designated crosswalks at Harrison and at Main. Crossing at the traffic signal at Madison is the safest route to cross Washington.
- We ask drivers to continue to be alert to pedestrians whenever they are in downtown. Do not rely on the activation of the flashing pedestrian signs alone to alert you to the presence of pedestrians.
- Pedestrians and drivers are also reminded of general precautions: make eye contact if possible, avoid distractions like cell phones, and obey all laws and roadway signs and markings.
- Motorists must adhere to the 20 miles per hour speed limit through the downtown.

## **ATTACHMENTS:**

- None



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## AGENDA ITEM

**MEETING TYPE:** Committee of the Whole

**MEETING DATE:** June 18, 2019

**SUBJECT:** Evaluation of Technology Needs for the Village of Oswego

**ACTION REQUESTED:**

N/A

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**BOARD/COMMISSION REVIEW:**

N/A

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**ACTION PREVIOUSLY TAKEN:**

Date of Action	Meeting Type	Action Taken
3/7/2017	Village Board Meeting	<ul style="list-style-type: none"><li>• Approval of a Resolution to Join the GovIT Consortium</li><li>• Approval of a Resolution for IT Services IGA with the United City of Yorkville</li><li>• Approval of an agreement with Interdev</li></ul>

**DEPARTMENT:** Administration

**SUBMITTED BY:** Christina Burns, Assistant Village Administrator; Joe Renzetti, IT/GIS Manager

**FISCAL IMPACT:**

The FY2020 Budget includes \$150,000 for contracted IT services. Staff is requesting re-allocating a portion of this budget for personnel services to hire in-house IT staff. Based on current market data, we believe the transition will be cost neutral.

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**BACKGROUND:**

In 2016, the Village determined that it needed additional support for IT services. The need was twofold: The Village's reliance on technology and various platforms continued to grow, and the Village was launching the implementation of the enterprise resource planning software (Munis). The demand for services would far exceed the capacity of the IT/GIS Manager. Following a joint RFP for IT services with the United City of Yorkville, the Village joined the GovIT Consortium. The consortium is a group of municipalities that collectively contract for IT services, with the goal of additional efficiencies through the shared service model.

While the consortium model provides benefits for some municipalities, the Village has not seen the same level of benefits due to our existing IT staff and previous progress in moving to cloud-based services.

### **DISCUSSION:**

Staff is recommending the Village begin the process of ending its relationship with the GovIT Consortium and provide IT staffing through a combination of an additional staff member and supplemental IT contract services.

Staff is proposing to create the position of IT Technician, reporting to the IT/GIS Manager. This position would have responsibility for routine and moderately complex IT needs, including help desk requests, server maintenance and monitoring, and responding to critical IT needs. A full-time IT staff person has the advantage of fully understanding the Village's day-to-day operations and future needs, as well as streamline management by eliminating the contractor-staff relationship. Staff still anticipates needing additional, higher level IT support on an as-needed basis. Ideally, the contract role would provide specialized skills that in-house staff may not have experience with, as well as provide emergency support if needed. Over the next few months, the IT Manager will refine that scope of services and work with the Purchasing Manager to issue an RFP for services.

### **Cost Comparison**

The Village currently has budgeted \$150,000 annually for contract IT support services. The Village's contract with Interdev calls for 32 hours a week of Tier 1 technical support. The consortium is currently renegotiating a master contract with Interdev based on service-level agreements rather than dedicated hours, and the future price is unknown.

Based on available market data, we anticipate the IT Technician salary range to be between \$55,000 and \$75,000, and the total employee cost with taxes and benefits between \$86,000 and \$110,000. With the addition of a much more narrowed scope of contract services, we expect this staffing change to be cost neutral to the Village.

### **Timeline**

If the Board concurs with the proposed change to the Village's IT staffing model, a resolution will be brought at the July meeting to withdraw from the GovIT consortium, which would be delivered to the consortium at their next meeting following passage. The consortium bylaws require an eight month withdraw period. The Village's current contract with Interdev expires in April 2020. During this transition period, the Village will refine the job description and salary range for an IT Technician, as well as develop and advertise for a more limited scope of IT services. The goal will be to have both the in-house staff person hired and the contract finalized by the end of March 2020 to ensure a smooth transition and adequate coverage for the Village's IT needs.

**RECOMMENDATION:**

- Staff is recommending approval to proceed with developing a new staffing model for IT services.