



NOTICE AND AGENDA

**NOTICE IS HEREBY GIVEN
THAT A REGULAR VILLAGE BOARD MEETING**

WILL BE HELD ON

September 17, 2019

7:00 PM

Location: Oswego Village Hall

- A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

- B. ROLL CALL**

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

- D. RECOGNITIONS/APPOINTMENTS**

- E. PUBLIC FORUM**

- F. STAFF REPORTS**

F.1. Financial Accounting & Budgeting Presentation and Discussion

[Financial accounting & budgeting 101.docx](#)
[Fund Structure and Basis of Accounting and Budgeting.doc](#)

Posted: _____
Date: _____
Time: _____
Place: _____
Initials: _____

Tina Touchette
Village Clerk

[Financial Management Policies.doc](#)
[Budget Process .doc](#)
[Financial calendar.docx](#)

G. CONSENT AGENDA

G.1. August 20, 2019 Regular Village Board Minutes

[8-20-19 RegVB.docx](#)

G.2. September 3, 2019 Committee of the Whole Minutes

[9-3-19 COTW.docx](#)

G.3. September 3, 2019 Regular Village Board Minutes

[9-3-19 RegVB.docx](#)

G.4. Resolution Allowing Copenhaver Construction to Perform Sewer Connection Work on IDOT Property Under the Village's Construction Bond.

[Block 11 IDOT sewer connection agenda item.docx](#)
[Resolution for Block11 IDOT tie-in_091719.docx](#)

H. BILL LIST

H.1. Approve Bill List Dated September 17, 2019 in the Amount of \$1,194,301.15.

[9-17-19 Bill List.pdf](#)

I. OLD BUSINESS

- I.1. Resolution Supporting a Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring.

[Oswego Police Department Neighbors by Ring Memorandum of Understanding - Memo - 9-17-19DDSRev.docx](#)

[Oswego Police Department & Neighbors by Ring Memorandum of Understanding - Resolution - 9-17-19.docx](#)

[Oswego Police Department & Neighbors by Ring Memorandum of Understanding - Exhibit A - 9-17-19.docx.pdf](#)

J. NEW BUSINESS

- J.1. Ordinance Granting a Minor Amendment to the Planned Unit Development (PUD) for Lot 3 of Oswego Commons in the Village of Oswego; Target Signage Change; 3020 Route 34.

[1042.19 Oswego Commons PUD Minor Amend target signage VB Memo.docx](#)

[Ord #19- PUD Minor Amend 3020 Route 30 Oswego Commons \(Project #1042.19 - target signage\).docx](#)

[Exhibit B - Location Map.pdf](#)

[Exhibit C - Elevations.pdf](#)

K. PRESIDENT'S REPORT

- K.1. Proclamation- "It's Our Fox River Day". September 21, 2019

[It's Our Fox River Day 2019.docx](#)

L. TRUSTEE REPORTS

M. CLOSED SESSION

M.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)]

N. POSSIBLE ACTION OF CLOSED SESSION ITEMS INCLUDING:

O. ADJOURNMENT



AGENDA ITEM

MEETING TYPE: Village Board

MEETING DATE: September 17, 2019

SUBJECT: Financial Accounting and Budgeting

ACTION REQUESTED:

N/A

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:

N/A

BACKGROUND:

The financial accounting and budgeting practices used by the Village follow standards set by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

DISCUSSION:

Staff will present a financial accounting and budgeting 101 to introduce the Village Board to all the financial terms forthcoming in discussions over the next several Board meetings. The attached policies will be the basis for the discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

-Fund Structure and Basis of Accounting and Budgeting

-Fund Balance and Cash Reserve Policies

-Budget Process

-Financial Calendar

Fund Structure and Basis of Accounting and Budgeting

For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is often viewed instead as a collection of smaller, separate entities known as funds. Funds used by a government are traditionally classified into one of seven fund types. In addition, governmental financial reporting for state and local governments now require the classification of individual funds as either “Major” or “Nonmajor.” The Village defines Major Funds as those that are equal to or greater than 10% of total expenditures for the fiscal year. The impact of this distinction is that the financial activity of nonmajor funds is reported in specific instances in the audited financial statements in a consolidated format while major funds are reported separately. Generally, the General Fund, Debt Service Fund and Water & Sewer Fund are considered “Major” Funds and all of the other funds are considered “Nonmajor” Funds (See Glossary for definition of these terms). It is useful to provide an overview of the Village’s fund structure since the budget is prepared, organized and presented on a fund basis. The following fund types and each fund budgeted for by the Village which falls into that fund type classification, are further described:

1. **General Fund:** The General Fund (a Governmental Fund) is by far the largest Fund of the Village and accounts for most expenditures traditionally associated with government, including police protection, road and bridge (street improvements), building and zoning, community development, economic development, community relations, finance, information technology and general administration.

2. **Special Revenue Funds:** Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, often due to legal requirements, are designated to finance specific functions or activities of government which therefore cannot be diverted to other uses. The Village has two Special Revenue Funds:

Motor Fuel Tax Fund: This Fund is used to account for the operation of street maintenance programs and capital projects as authorized by the Illinois Department of Transportation utilizing the Village’s per capita share of gasoline taxes collected by the State of Illinois.

Tax Increment Financing Fund (TIF): This Fund is used to account for all the revenue and expenditures associated in the TIF District including development and infrastructure improvements. Financing is provided from incremental real estate taxes from the project area.

3. **Debt Service Fund:** The Debt Service Fund is used to account for the payment of interest, principal and paying agent fees on general obligation bonds. Sales tax and motor fuel tax revenues are currently pledged to make the annual debt service payments on the outstanding bond issuances.

4. **Capital Improvement Fund:** The Capital Improvement Fund accounts for the acquisition and construction of major capital facilities and other capital improvements financed through the issuance of debt and operating revenues.

5. **Enterprise Funds:** Enterprise Funds are classified as Proprietary Funds. Proprietary funds are used to account for a government's business-type activities (activities which receive a significant portion of their funding through user charges and fees). The operations of Enterprise Funds are accounted for similarly to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Enterprise Funds established by the Village include:

Water & Sewer Fund: This Fund accounts for the revenues and expenses related to the provision of water services to residents and businesses. This Fund also accounts for the revenues and expenses related to the transportation and repairs to the Village's sanitary sewer and storm sewer systems. All activities necessary to provide such services including administration, operations, maintenance, financing and related debt service, and billing and collection are included in this Fund.

Water & Sewer Capital Fund: This Fund accounts for the revenues and expenses associated with annual capital infrastructure improvements for the water and sewer system. Growth related revenues and water and sewer usage fees provide the needed revenue.

Garbage Collection Fund: This Fund accounts for the revenues and expenses related to the collection and disposal of garbage, recycling and yard waste. Billing is completed in conjunction with the Water & Sewer Fund billing process. No administration, cash receipting, billing charges or customer service costs are expensed within this Fund.

5. **Internal Service Fund:** Internal Service Funds are also classified as Proprietary Funds and are used by state and local governments to account for the financing of goods and services provided by one department to another department, and to other governments on a cost reimbursement basis. Internal Service Funds established by the Village include:

Vehicle Fund: This Fund was created in Fiscal Year 2017 to account for the purchase of vehicular equipment used by the Village departments. Operating transfers from the Capital Improvement Fund and Water & Sewer Capital Fund provide the revenue to purchase vehicle replacements.

6. **Trust and Agency Funds:** Trust and agency funds are classified as Fiduciary Funds and are used when a government holds or manages financial resources in an agent or fiduciary capacity. The Village has only one Trust Fund:

Police Officers' Pension Fund: This fund is used to account for the accumulation of resources to pay pension costs. Monies are contributed by police members at rates fixed by state statutes and by the Village through an annual contribution from the corporate property tax levy and general operating revenues.

Non-Budgeted Funds

The Village also has three special revenue Funds which we do not prepare budgets for as these Funds account for specific revenues to be used for specific purposes and two agency Funds

which account for monies held on behalf of others. These three special revenue Funds are not budgeted as the revenue streams are not predictable and expenditures are not known until the actual time of spending.

Special Revenue Funds

Public Works Escrow Fund

This Fund accounts for developer contributions received through original subdivision agreements or permit fees received as homes are built within the subdivision. The monies on hand are dedicated to roadway infrastructure improvements to roadways which need expansion because of the increased traffic created by the subdivision.

Economic Development Fund

This Fund accounts for the economic development grant received from the State of Illinois to be used to provide low interest loans to assist new business startups and job creation for people who have low to moderate incomes. Payments made on existing loans replenish the available amount for subsequent loans. The Fund currently has three loans outstanding.

Public Service Fund

This Fund accounts for donations/contributions received from numerous sources and must be used for an intended purpose. The revenues are restricted by State Statutes or dedicated to fund the specific event the money was received for. The Fund has 34 sets of revenue and expense accounts for the different events and specific purpose items.

Agency Funds

These two Funds are not budgeted as the transactions within these Funds are not known until the actual time of the activity.

Agency Fund

This Fund accounts for land/cash and transition fees collected from developers for other governmental agencies.

Subdivision Escrow Fund

This Fund accounts for developer deposits received through the development and planning stages. Village staff time and engineering costs are charged against the deposits and billed to developers if the deposits are insufficient to cover all the costs.

Basis of Accounting and Basis of Budgeting

The **modified accrual basis of accounting** is used for all **governmental fund types** (General Fund, Special Revenue Funds, Capital Project Funds and the Debt Service Fund) and agency funds (the Village currently does not budget for any agency funds). Under the modified accrual basis of accounting, revenues are recognized when they are both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Property taxes are recognized when they become both measurable and available in the period that the tax is intended to

finance. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Those revenues susceptible to accrual are property taxes, motor fuel taxes, franchise fees, licenses, interest revenue, court fines and charges for services. Sales taxes and telecommunication taxes owed to the state at year end on behalf of the Village are also recognized as revenue. Other fines and permit revenue are not susceptible to accrual because generally they are not measurable until cash is received by the Village.

The **accrual basis of accounting** is utilized by **proprietary fund types** including enterprise funds, internal service funds, and **pension trust fund types**. Under this method, revenues and additions are recorded when earned and expenses and deductions are recorded when a liability is incurred.

Both the modified accrual basis of accounting and the accrual basis of accounting are consistent with generally accepted accounting principles (GAAP).

Basis of Budgeting

The budget for the Village is prepared on a basis **consistent with GAAP** as described above except for the following major exceptions described and identified below as the budgetary basis:

1. Capital outlay within the proprietary fund types are capitalized and recorded as assets on a GAAP basis but expensed on the budgetary basis. In addition, depreciation expense is not shown on the budgetary basis for the proprietary fund types since capital outlay is expensed and not depreciated. The budgetary basis provides a more accurate description of the actual expenditures made during the year for the proprietary fund-types. The capitalization threshold for infrastructure (land, building and land improvements) is \$25,000. The threshold for vehicles, machinery and equipment is \$10,000.
2. Bond proceeds in Enterprise funds are shown as revenues on the budgetary basis, and assets on a GAAP basis. Likewise, principal payments are shown as expenditures on a budgetary basis but reflected as a decrease in long-term debt payable on a GAAP basis. Under GAAP, bond proceeds for proprietary funds would be shown as an asset and offset with long-term debt payable.
3. Unrealized gains and losses on investments are treated as adjustments to revenue under the GAAP basis whereas under the basis of budgeting these amounts are not recognized and are excluded from revenue.

Fund Balance and Cash Reserve Policies

The Village of Oswego has adopted a Fund Balance Policy for governmental fund types and established the following Unrestricted Net Assets balances and/or cash reserve balances for other fund types. The purpose of these policies is to enhance long-term financial planning and mitigate the risks associated with changes in revenues due to economic and local market conditions. These policies also aim to assist in the allocation of monies for the purchase of capital equipment, construction of capital improvements, and unanticipated expenditures that may occur. Unassigned/Unrestricted reserve balances will be utilized for emergency expenditures, annual budget shortfalls or other approved capital projects.

All the balances refer to the amounts available as of the end of the fiscal year, April 30. The Finance Department monitors these reserve levels and informs the Village Administrator of any significant changes that occur and the potential effect on funding future operations.

Fund Balance Policy for Reporting of Governmental Funds

Statement of Purpose

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Village of Oswego (Village) must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

Definitions

Governmental Funds – are used to account for all or most of the Village’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Village not accounted for in some other fund.

Fund Balance – the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – the portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance - the portion of a Governmental Fund’s net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

Committed Fund Balance - the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.

Assigned Fund Balance - the portion of a Governmental Fund's net assets to denote an intended use of resources

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e. assignments).

Fund Balance Philosophy

It is the Village's philosophy to support long-term financial strategies, where fiscal sustainability is its priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning.

Scope

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Village's continued creditworthiness.

Minimum Unrestricted Fund Balance Levels

This Policy applies to the Village's governmental funds as follows:

- A. ***General Fund*** - The General Fund is a major fund and the general operating fund of the Village. It is used to account for most expenditures traditionally associated with government including police protection, road and bridge (street improvements), building and zoning, community development, economic development, community relations, finance, and general administration and all other financial resources except those that are accounted for in another fund.

Spendable fund balance will be classified as follows:

- a. Restricted – A portion of the fund balance will be restricted based on the amount of assets at fiscal yearend which have external limitations on their use.
- b. Committed – A portion of the fund balance may be committed through formal action of the Village Board of Trustees either through a resolution or ordinance.
- c. Assigned – This assigned fund balance will be maintained at a minimum level of 30% of annual budgeted expenditures to ensure long term fiscal sustainability.
- d. Unassigned – The unassigned fund balance is the amount which could be utilized for funding of one-time projects or expenditures.

- B. ***Special Revenue Funds*** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. These funds fund balances will be considered restricted, committed, or assigned depending on the intended source/use of the funds.
- C. ***Debt Service Fund*** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest on the Village's outstanding debt issuances. This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.
- D. ***Capital Projects Fund*** – This fund is a non-major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds. This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

Authority

- A. ***Committed Fund Balance*** – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Village Board of Trustees. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.
- B. ***Assigned Fund Balance*** – A self-imposed constraint on spending the fund balance based on the Village's intent to use fund balance for a specific purpose. The authority for imposing the amount of assigned fund balance at the end of the fiscal year is delegated to the Village President and Board of Trustees.

The following are guidelines for establishing and retaining fund balance and cash reserves for the Village's operating funds.

General Fund

The Village will strive to maintain a minimum assigned fund balance of 30% of the estimated subsequent year's annual operating expenditures. In addition, the Village will also strive to maintain a minimum cash reserve balance equal to 25% of the estimated subsequent year's annual operating expenditures.

Motor Fuel Tax Fund

The Village will strive to maintain a minimum assigned fund balance equal to 50% of the estimated subsequent year's annual expenditures. This level is necessary to provide for the payment of expenditures related to the Village's annual road program, which is paid for almost entirely during the first six months of the fiscal year.

Tax Increment Financing Fund

The Village will strive to maintain a cash reserve level to timely meet all expenditures incurred during the fiscal year.

Debt Service Fund

The Village will strive to maintain a cash reserve level in the Debt Service Fund to timely meet all principal and interest payments for the following fiscal year based on the bond ordinance requirements for pledged revenues and bond coverage requirements.

Water & Sewer Fund

The Village will strive to maintain an unrestricted net assets balance equal to 30% of the estimated subsequent year's annual operating expenditures. The Village will also maintain an additional reserve to meet all principal and interest payments for the following fiscal year based on the bond ordinance requirements for pledged revenues and bond coverage requirements. Annual surplus reserves will be transferred to the Water & Sewer Capital Fund to support capital improvements for the water and sewer systems.

Water & Sewer Capital Fund

The Village shall plan for future capital improvements to be paid from cash reserves by maintaining a reserve level based on the capital improvements scheduled for the next two to five years.

Vehicle Fund

The Village shall plan for future vehicular equipment replacements to be paid from cash reserves by maintaining a reserve level based on the accumulated depreciation of the current fleet and the scheduled year of replacement.

Garbage Collection Fund

The Village will strive to maintain an unrestricted net assets balance equal to 25% of the estimated subsequent year's annual operating expenditures. This level will provide for three months of operating expenses.

Revenue and Expenditure Policies

Revenue

The Village desires to maintain a diversified and stable revenue base to reduce the impacts of fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn. The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

- Through the Village’s economic development program, the Village will strive to strengthen its revenue base.
- Through the annual financial planning process, the Village will project each revenue source for at least the next five years and will update this planning document annually.
- The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.
- The Village follows a “cost of service” approach which results in user fees, rates and customer charges being sufficient to cover appropriate costs. These fees and rates will be evaluated annually.
- The Village will set fees and user charges for each enterprise fund, such as the Water & Sewer Fund at levels that fully support the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
- The Village will use all out of the ordinary or one-time revenues received as surplus revenue for the respective fiscal year to build up reserve balances or earmark for special projects.
- The Village will use all revenues received for special events, special purpose donations/contributions and State Statute regulated revenues for only their intended purposes.

Expenditure

All disbursements will adhere to the Village Purchasing Policy and be subsequently approved by the Village Board through the bi-weekly Bills List. The Village Budget serves as the annual appropriation or spending authority. All expenditures in Funds which are not part of the annual budget process are still subject to the Village Purchasing Policy and appear on the bi-weekly Bills List approved by the Village Board.

- The Village will consistently budget the minimum level of expenditures which will provide for the public well-being and safety of the residents and businesses of the community.
- Expenditures will be within the confines of generated revenue. Reserve balances will be used to fund operating expenditures only for the short-term duration of one to two years.
- Through the financial planning process, the Village will forecast expenditures for each of the next five years and will update this forecast annually, considering anticipated increases in operating expenditures, significant changes in operating and staffing needs, and future capital projects and improvements that have been identified as needed for the community.
- Capital Planning will be completed annually to prioritize and select those projects which will be funded in upcoming budgets. The Vehicle Replacement Policy and scoring system will be used to determine vehicle and large equipment replacements to be included in annual budgets. All capital outlay will be subject to available funding.

Budgeting, Accounting, Auditing and Reporting Policies

- The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
- The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB).
- Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and by Fund.

- An independent firm of certified public accountants will perform an annual financial and compliance audit of the Village's financial statements according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report.
- The Village will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting Award and the GFOA Distinguished Budget Award.
- The Village will promote full disclosures in its annual financial statements and its bond presentations.
- The Village will comply with all financial reporting requirements including all annual reports to be filed with the State and all annual debt disclosures filed with the respective agencies.

Cash Management / Investment Policies

- An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The goal is to enhance the economic status of the Village while protecting its pooled cash.
- The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.
- To maximize interest earnings, the Village commingles the cash of all funds excluding the Police Officers' Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
- Criteria for selecting investments and the order of priority are:
 - **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that seeks to insure the preservation of capital in the portfolio.
 - **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary markets.
 - **Return on Investment.** Return on investment is of tertiary concern when compared to the safety and liquidity objectives described above. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout economic cycles, considering the investment risk constraints and liquidity needs. Investments are limited to very low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Budget Process and Budget Structure

Budget Process

The budget process for the Village of Oswego involves the citizens, the Village President and Village Board, Village Administrator, Department Heads, supervisors, and many others throughout the organization. Each person plays a critical role in the development of the budget for the upcoming year. Although much of the time and effort in preparing the budget takes place during the months of October through April, the development, implementation, monitoring and review of the Village's budget is part of a comprehensive process that occurs throughout the entire year.

The Village has adopted the Budget Act as defined in Chapter 65, Section 5/8-2-9 of the State of Illinois Compiled Statutes. The Act requires the adoption of the Budget prior to the beginning of the fiscal year for which it pertains and provides the spending authority for the fiscal year. The goal of the Village Administrator and Budget Officer is to present the Village Board with a balanced operating budget for review and adoption.

A balanced budget is a budget in which revenues meet or exceed expenditures and cash reserves or unrestricted-unassigned fund balance or unrestricted net assets is not considered a revenue source.

The Village will occasionally drawdown cash reserves or fund balance to return the reserves to desired levels as stated in the Village's policy on Fund Balances found in the Financial Policies section of this document. Fund balance reserves were not used to balance budgets in any Fund for Fiscal Year 2020. However, intentional drawdowns of fund reserves will occur in four Funds which have total expenditures exceeding total revenues or one-time expenditures; the Motor Fuel Tax Fund, the Tax Increment Financing Fund, the Capital Improvement Fund and the Water & Sewer Capital Fund. The Motor Fuel Tax Fund will reduce the reserve balance by \$206,500 to complete additional road improvements, the Tax Increment Financing Fund will add \$30,000 to the deficit Fund Balance if the estimated expenditures are realized. The Capital Improvement Fund will drawdown reserves by \$1,705,270 to complete public improvements within the downtown in two redevelopment areas. The Water & Sewer Capital Fund is using reserves in the amount of \$3,003,400 to complete scheduled water and sewer system improvements. All other Funds are presented with balanced budgets.

The Village's annual budget is prepared for the fiscal year which begins on May 1 and ends on April 30. During the first three months of the fiscal year, the Finance Department begins the year-long process of monitoring the Village's revenues and expenditures and discussing and resolving any significant variances with each Department. The Village's current budgetary control is at the fund level and a budget is adopted for the following Funds.

General Fund
Motor Fuel Tax Fund
Tax Increment Financing Fund

Debt Service Fund
Capital Improvement Fund

Water & Sewer Fund
Water & Sewer Capital Fund
Vehicle Fund

Garbage Collection Fund
Police Officers' Pension Fund

Total expenditures may not exceed the total amount approved for each Fund unless a budget amendment is approved by the Village Board.

Budget Preparation

The fiscal year financial calendar is completed in July/August of each year. The financial calendar shows the scheduled dates for the preparation of the Capital Improvement Plan (CIP), annual Village property tax levy and the Annual Village Budget and Financial Plan.

The CIP begins in July with the departments updating of the CIP listed projects and the addition of new projects for the next five years. Large dollar projects beyond five years are also included in the CIP for discussion and planning. The Public Works department completes a Street Analysis annually to determine the amount of roadway improvements to be undertaken for each budget year. The analysis provides the amount to be budgeted in the Motor Fuel Tax Fund for public improvements and is included in the CIP. The CIP is reviewed with the Village Board and approved capital projects are included within the respective Fiscal Year Village Budget. The CIP is formally adopted in April. The budgeted capital projects do have an impact on the revenue available for the operating budgets of respective departments as lower amounts will be available for normal operating expenditures.

Preparation of the annual budget begins in September of each year. The Village Board is solicited for any ideas for the Budget and budget worksheets are made available to each department head containing the current year budget, year-end projections and prior fiscal year actual data. The Village Administrator and Budget Officer provide broad directives regarding the development of each Department's budget. Each department then prepares a budget for each line item under that Department's scope of responsibility. Budgets were required to be completed and submitted to the Budget Officer in December 2018.

The preliminary Request Budget was compiled by the Finance Department for review by the Village Administrator and Budget staff and distributed to the Village Board for their review. Included in the Request Budget are revenue projections for each Fund which are used for controlling requested expenditures. Meetings with individual department heads were held to review their respective portion of the Request Budget in the first part of January 2019. Any changes to the departments' budgets were completed and a copy of the Draft Budget was prepared and distributed to the Village Board on February 12, 2019. The Draft Budget was also made available for public viewing on the Village website as of February 22, 2019.

The Draft Budget was reviewed and discussed at the Budget Workshop meeting held on March 2, 2019 which was open to the public. A formal Public Hearing on the budget was held on April 9, 2019, where the public was invited to comment on any issues concerning the budget for the upcoming year. Any final changes to the budget, resulting from the public hearing, were processed and a formal budget adoption ordinance was approved at the Village Board meeting on April 16, 2019 providing the legal authority to spend public funds starting May 1st.

Amending the Budget

If necessary, the annual budget may be amended by the Village Board during the year, increasing or decreasing total revenues or expenditures for the respective fund. These budget amendments are usually necessary if anticipated expenditures are expected to exceed the total amount budgeted at the fund level due to changing priorities or unexpected occurrences. Budget transfers within a fund between line item accounts may be authorized by the Finance Director at any time.

Long-Term Financial Planning

Monthly financial reports and quarterly financial reports are prepared for the Village Board and department heads as well as made available for public viewing. These reports provide the basis for the identification of any immediate trends which may need to be addressed regarding revenues and expenditures. The reports also provide transparency into Village finances throughout the year.

A summary of the October 2018 Financial Plan is included with the Fiscal Year Draft Budget. The Financial Plan projects revenues and expenditures for the next four fiscal years based on the FY 2019 Budget. The Financial Plan is presented and discussed with the Village Board to identify revenue and expenditure trends. This allows the Village Board and Village Staff to proactively plan for any potential concerns arising in subsequent fiscal years.

The Village Comprehensive Plan was updated and presented to the Village Board in the summer of 2015. The plan provides the basis for directing growth in a controlled, manageable, and sustainable manner.

The Village website at www.oswegoil.org has all these documents available for public review.

*Fiscal Year 2021 Financial Calendar
Capital Improvement Plan, Tax Levy and Annual Budget*

Calendar Year 2019

Scheduled (subject to change)

Wednesday, August 14	Capital Improvement Plan (CIP) kickoff Fiscal Year 2021 Budget kickoff
October, TBD	Strategic plan priority workshop for Village Board
Tuesday, October 15	Committee of the Whole Meeting Auditors present Fiscal Year 2019 Village Audit Preliminary calendar 2019 tax levy discussion
Monday, October 21	Capital Improvement project description forms submitted to finance
Tuesday, November 5	Financial Forecast presented to Village Board at Committee of the Whole Review Capital Improvement Plan Projects Adopt Calendar Year 2019 Tax Levy
Monday, December 2	Department Budget requests completed
December 9 – December 20	Meetings with department heads on budget requests Final meeting with Village Administrator on budget requests

Calendar Year 2020

Friday, January 10	Department Organization charts completed
Friday, January 17	Department organization narratives completed
Friday, February 21	Draft budget delivered electronically to Village President/Trustees
Saturday, March 14	Budget workshop –overview and departmental budget review
Tuesday, March 17	Committee of the Whole Fiscal Year 2021 Budget review (if necessary)
Tuesday, April 7	Public Hearing on Fiscal Year 2021 Budget
Tuesday, April 21	Approve Ordinance Adopting Fiscal Year 2021 Budget Adopt Capital Improvement Plan

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 20, 2019**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:16 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

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

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Julie Hoffman, Community Engagement Coordinator, Special Events; Jay Hoover; B&Z Manager; Joe Renzetti, IT Manager; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING

There was no one who attended electronically.

RECOGNITIONS/APPOINTMENTS

D.1. Retirement - Deputy Chief of Police, James H. Jensen

Chief Burgner recognized James Jensen for his 26 years of service; he briefly spoke of his history with the department and noted those who attended. Previous Village President, Gail Johnson, briefly spoke about how they met and told a story about the new police headquarters. President Parlier said a few words and read the proclamation recognizing him. James Jensen thanked his family, Chief Burgner, the men and women of the PD, Board, staff, Sheriff Baird and Chief Wunsch. James Jensen started his new role as the Chief of Police for the City of Yorkville.

D.2. Oath of Office

a. Kevin R. Norwood - Deputy Chief of Police

Chief Burgner briefly spoke of his history and service with the PD. President Parlier administered the oath of office. His wife pinned his badge on him.

D.3. Proclamation- Childhood Cancer Awareness Month, September

President Parlier read the proclamation.

PUBLIC FORUM

Public Forum was opened at 7:36 p.m. There was no one who requested to speak; the Public Forum was closed at 7:36 p.m.

STAFF REPORTS

Discussion on Water Rate Reduction- continued discussion from the August 20, 2019 Committee of the Whole meeting.

Board and staff discussion focused on study of future water needs; preliminary study done years ago; excess in Water Fund moved to Capital Fund; couldn't transfer funds in 2018 because there were no funds; forward thinking into next year; amount a resident or business would get back is \$1.80 for every 5,400 gallon per month; net is after reduction; water funds cannot pay for projects other than water projects; current rates still above what the projections are; obligation to be fair and honest with the amount lost over the next couple years; projects continually move; new meters give more accurate readings; would foresee higher revenues; everyone has their own philosophy; critical situation in the past with major changes to the water system; most usage is in the summer months; depends on weather patterns; higher revenue due to usage and growth; will have a better picture in October or November; discuss the 10 cents during the budget workshop; coming up with other ideas to allocate and spend the money; short term cash flow game; bring back to a future meeting for vote; needing to start somewhere. Board to contact staff with questions. There was no further discussion.

CONSENT AGENDA

- G.1. August 6, 2019 Committee of the Whole Minutes
- G.2. August 6, 2019 Regular Village Board Minutes
- G.3. August 6, 2019 Closed Session Minutes-1 (Approve and Release)
- G.4. August 6, 2019 Closed Session Minutes-2 (Approve and Release)
- G.5. Ordinance Amending the Annual Budget of the Village of Oswego For the Fiscal Year Commencing May 1, 2019 Adopted By Ordinance No. 19-26. **Ordinance No. 19-40;** next three years; numbers will be adjusted; will save money on the project.

A motion was made by Trustee Perez and seconded by Trustee Parr to approve the Consent Agenda; Approving the August 6, 2019 Committee of the Whole Minutes; Approving the August 6, 2019 Regular Village Board Minutes; Approving and Releasing the August 6, 2019 Closed Session Minutes-1; Approving and Releasing the August 6, 2019 Closed Session Minutes-2; and approving the following ordinance:

Ordinance No. 19-40; Ordinance Amending the Annual Budget of the Village of Oswego For the Fiscal Year Commencing May 1, 2019 Adopted by Ordinance No. 19-26.

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

- H.1. Approve Bill List Dated August 20, 2019 in the Amount of \$755,824.34.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve the Bill List Dated August 20, 2019 in the Amount of \$755,824.34.

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

There was no Old Business.

NEW BUSINESS

J.1. Ordinance Granting a Fifth Amendment to the Final Planned Unit Development (PUD) for Prairie Market Lot 1 for a Cell Tower. **Ordinance No. 19-41**

Director Zenner addressed the Board regarding a cell tower. The petitioner is requesting approval of a Major Change to the PUD for Lot 1 of Prairie Market with a Special Use Permit for a Communications Tower to be located at the southern end of Lot 1 behind the Best Buy/DSW stores and Gerry Centennial Plaza. The proposed tower will be 125 feet in height and will allow for up to 4 carriers to be located on the tower. The leased space will be 20 feet by 36 feet and fenced in by a chain link fence with a barbed wire top. The tower will be approximately 350 feet from the nearest corner of the residential building in the Springs apartment complex. The Planning and Zoning Commission reviewed the request at a public hearing on June 13, 2019. The petitioner provided coverage simulation maps showing the service coverage in the area pre and post installation of the tower. The Commission discussed the need for additional screening of the equipment at the base of the tower. Since the Commission's recommendation, the petitioner has revised the site plan to include additional landscaping around the base of the tower to screen the ground equipment.

Board and staff discussion focused on tower is a new request; fencing and landscaping materials. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve an Ordinance Granting a Fifth Amendment to the Final Planned Unit Development (PUD) for Prairie Market Lot 1 for a Cell Tower.

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. Ordinance Approving an Amendment to the Development Agreement for the Estates of Fox Chase. **Ordinance No. 19-42**

Director Zenner addressed the Board regarding an amendment to the Estates of Fox Chase. In 2017, the petitioner, K. Hovnanian, approached the Village with a proposal to develop 68 of the single-family lots that were owned by the original developer. The remaining 25 lots were under separate ownership and are not part of the original development agreement. As the original developer was not available to complete the final improvements and responsibilities, the petitioner and the Village entered into a development agreement to outline the responsibilities of each party to facilitate the development of the residential lots. Highlights of the agreement were:

- As part of the approved annexation agreement, there was a small lot and proposed improvements including a fishing dock that were to be installed as part of a Park District dedication. The Park District decided not to accept the park improvement, so Lot 114 was originally left for an open space lot for a park site to be maintained by the Homeowner's Association. Unfortunately, a Homeowner's Association was not established for the subdivision. Therefore, it is recommended that the lot be redeveloped with one or two single-family residential lots to assure the parcel is maintained in the future.

- Advertising signage will be allowed along Mill Road and at the intersection of Orchard and Mill Road in the commercial section of the Fox Chase Development.
- The Village completed the final improvements to the streets in the unfinished subdivision in the past year. The petitioner agrees to pay a fee of \$2,100 per residential lot. This fee was determined by taking the total cost the Village paid to finish the streets divided by the number of vacant lots.
- The development had an approved landscape plan and berm along Mill Road. Some sections of the landscape have been installed; many areas need repair and installation. The petitioner agreed to complete the work per the approved plan. Since the petitioner had control of 60% of the lots, they requested the Village fund the remaining 40% (\$12,422) of the costs with the intent of the Village recapturing those costs when the remaining lots developed. (The petitioner will pay a fee of \$496.88 per lot for the 21 additional lots to reimburse the Village's costs of the \$12,422 fee.)
- The builder agrees to pay the impact fees as based upon the exhibit attached to the agreement. These fees are a hybrid of the existing current structure for building permits. Land/cash dedication to schools and parks is determined with the current land/cash value. Impact fees are adjusted to reflect the impact fees intended in the approved Annexation Agreement.

The petitioner has now come forward with the intent to acquire an additional 21 lots in the Estates of Fox Chase (leaving 4 lots remaining). The agreement would incorporate the 21 lots into the same agreement as the 68 lots they acquired in 2017. They would comply with the same terms and conditions as well as contribute their share for the landscaping improvements per the original agreement.

Board and staff discussion focused on no HOA; only active SSA in the Village; maintenance of the pond and landscaping; Park District said no to the park; west end by the pond. There was no further discussion.

A motion was made by Trustee Olson and seconded by Trustee Thomas to approve an Ordinance Approving an Amendment to the Development Agreement for the Estates of Fox Chase.

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

Happy Birthday to Trustee Sollinger. VetFest is this weekend. Very successful Drive N' Dine with over 1,000 people attending.

K.1. Proclamation- National Suicide Prevention Awareness Month
President Parlier read the proclamation.

TRUSTEE REPORTS

Trustee Thomas- congratulations to James Jensen and Kevin Norwood.

Trustee Perez- spirited water rate discussion; local media and update people on the downtown development.

Trustee Marter- Happy Birthday to Trustee Sollinger; pleasure working with James Jensen and Kevin Norwood; congrats and thank you.

Conduct a survey of residents regarding cannabis, taxes, sales, and usage; looking for public view of cannabis. Administrator Di Santo noted that staff is working on a cannabis presentation at the September 3, 2019 Committee of the Whole meeting; possible public survey before the next meeting. Additional discussion focused on application process; adding a disclosure to the survey; Lake Zurich has a survey on their website; easier to do surveys; may not have the time to do a survey correctly; always want a valid survey; whether to require name and address to limit the survey to Oswego residents; a Village issued cannabis license would need to be created; needing additional input before making a decision; create email address for comments.

CLOSED SESSION

A motion was made by Trustee Perez and seconded by Trustee Thomas to enter into Closed Session for the purposes of discussing the following:

- a. Pending and Probable Litigation
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules
- d. Sale, Lease, and/or Acquisition of Property

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.

The Board adjourned to Closed Session at 8:33 p.m.

The Board returned to open session at 9:23 p.m.; all remaining members still present.

ADJOURNMENT

A motion was made by Trustee Sollinger and seconded by Trustee Perez to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 9:24 p.m.

Tina Touchette
Village Clerk

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
September 3, 2019**

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:00 p.m.

ROLL CALL

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

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Billie Robinson, Asst. Finance Director; Rod Zenner, Community Development Director; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover; B&Z Manager; Joe Renzetti, IT Manager; Carri Parker, Purchasing Manager; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

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

There was no one who attended electronically.

PUBLIC FORUM

Public Forum was opened at 6:01 p.m.

Linda Porter addressed the Board regarding cannabis. She asked if cannabis revenues stay in the community or if goes into a pot for everyone to share in the State. Administrator Di Santo noted that the information would be provided in the presentation at tonight's meeting.

Rose of Sharon Devos addressed the Board regarding cannabis. She is concerned with facilities in the area; substantial health risks; drugs in the community and further into the school system; sufficient tracking of resources on hand; inviting into our community is a risk; revenues are not free; very disappointed.

There was no one else who requested to speak; the Public Forum was closed at 6:04 p.m.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

F.1. Presentation and Discussion on Adult Use Cannabis.

Administrator Di Santo addressed the Board regarding adult use cannabis.

Illinois Cannabis Regulation and Tax Act

- On June 25, 2019, Governor Pritzker signed the Cannabis Regulation and Tax Act (Cannabis Act) into law (Public Act 101-27) legalizing and regulating production, consumption, and sale of cannabis in Illinois
- Effective January 1, 2020, persons aged 21 and older may lawfully possess up to 30 grams of recreational cannabis
- Consumption of cannabis is prohibited in public places, schools, childcare facilities and other locations
- Municipalities may not restrict authorized private consumption of cannabis that is authorized in the Cannabis Act; however, the Cannabis Act does allow municipalities to decide whether to, and how to, allow cannabis businesses in town

State Licensing

- The Cannabis Act authorizes the production and distribution of cannabis and cannabis products through state-licensed cultivators, craft growers, infusers (edibles), transporters and dispensaries
 - Retail sale of cannabis
- Adult Use Licenses will be granted on a graduated scale
 - Licenses available for January 1, 2020 will only be issued to the existing 55 medical cannabis dispensaries, who will be permitted to open a second adult use dispensary– the application period has already opened
 - An additional 75 licenses can be applied for this fall and will be awarded before May 1, 2020
 - After January 1, 2021, another 110 licenses will be available
 - After January 1, 2022, up to 500 licenses will be available
- Cultivators will be capped at 50, craft growers at 100, and infusers at 100
- Home grow cannabis is limited to medical cannabis program patients only

Zoning

- The Cannabis Act preserves local zoning authority, including the right for municipalities to “opt-out” and not allow cannabis businesses in town
 - Not allowed to sell, infuse or cultivate
- If allowed, municipalities may also regulate the time, place, manner, and number of cannabis businesses through a special use permit

Public Safety

- Concerns Regardless of Opt-In or Opt-Out Decision
 - Impaired driving from cannabis use
 - Difficulty identifying levels of THC in the field
 - ✓ No portable breathe test
 - Increased need for training of DRE (Drug Recognition Expert) Officers
 - Cannabis is currently involved in criminal activities in the Village
 - Expungement process is staff intensive and not easily understood
 - ✓ No control over
- Concerns if the Village Decides to Opt-In
 - Allowing cannabis cafés/smoke lounges and allowing smoking cannabis in cannabis businesses would allow people to smoke cannabis then drive away immediately
 - ✓ Increase in impaired driving
 - Dispensaries could become target for burglaries
 - ✓ Denver, Colorado 2018 Annual Marijuana Report states less than 1% of businesses are marijuana related but 10% of burglaries in Denver occur at marijuana businesses.
 - Licensing and compliance checks will require staff time to complete

Village Employee Policies

- The Cannabis Act allows municipalities to set reasonable zero-tolerance policies for employee recreational cannabis use
- Recreational use of cannabis is currently prohibited for Village employees
 - The Cannabis Act also prohibits police officers and firefighters from using cannabis while on duty
 - ✓ Cannabis Act does not prohibit off-duty
 - Employees that operate vehicles under a commercial driver’s license (CDL), still cannot use cannabis at all under federal Department of Transportation rules, even for medical purposes
- Staff recommends continuing this prohibition into the future, which will require clarification in the Employee Policy Manual
 - Staff will bring back to Board for a policy change

State Revenue

- The State of Illinois will collect revenues from cannabis businesses (taxes and fees), and deposit 8% of all the revenues into the Local Government Distributive Fund (LGDF)

- Like other LGDF revenues (income tax), these funds will be distributed on a per capita basis, regardless if the local government permits cannabis businesses in their jurisdiction
- These revenues are intended to fund crime prevention programs, training, and interdiction efforts
 - Regardless of opt-in or out

Local Revenue

- Municipalities that permit cannabis businesses within their jurisdiction may impose a Municipal Purchase Excise Tax on adult use cannabis products of up to 3%, in 0.25% increments
- At this point it appears that the 1% state local sales tax will also apply, as would the Village of Oswego’s 1.25% home rule sales tax
- If the Village of Oswego permitted cannabis businesses and imposed a local tax at the full 3%, the total local tax on cannabis products could be 5.25%
- Dispensary revenue estimates vary widely from \$1 million to \$10 million+ per year
 - This equates to an estimated \$52,500 to \$525,000+ per year in local revenue per dispensary using Village of Oswego tax rates

Economic Development Considerations

- Increased tax base
 - There is the potential for significant new revenue streams to be injected into the local Oswego economy
 - Local tourism could increase, particularly if neighboring communities do not allow for licenses.
- Location of cannabis businesses
 - Cannabis businesses could depress or increase neighboring business’ revenue
 - There is some evidence that legal cannabis businesses have increased nearby industrial property values and contributed to revitalizing dying retail strip centers
- Influence on image/perception of Oswego (positive and negative)
 - A 2017 survey by Southern Illinois University Carbondale found that 66% of registered voters in Illinois supported legalizing marijuana
 - Similar surveys have found the most support from the Millennial and Gen X cohorts
- Competition for limited licenses
 - If the Village Board is inclined to support cannabis businesses in Oswego, it may be advantageous to decide quickly in order to have the best chance at securing any of the limited number of licenses available
 - May need to wait until 2022 or beyond
- Job creation
 - Industry experts claim legalized cannabis as having the fastest area of job creation in the U.S. and estimates in 2018 that there were 211,000 Americans directly employed in legalized cannabis jobs

Figure 6: Estimated Annual Economic Impacts of Legalizing Marijuana in Illinois, By 2020

Impact on Sales, Businesses, Employment, and Gross State Product	Annual Estimate
Total Estimated Marijuana Sales in Illinois	\$1,616.20 million
Number of Establishments (Firms Created)	2,633 businesses
Total Employment (Jobs Created)	23,618 jobs
<ul style="list-style-type: none"> • <i>Direct Jobs at Marijuana Dispensaries and Manufacturers</i> • <i>Induced Jobs from Higher Consumer Demand</i> 	<ul style="list-style-type: none"> • <i>19,486 jobs</i> • <i>4,132 jobs</i>
Net Economic Impact (Annual Gross State Product)	\$1,000.17 million

Source(s): Authors’ estimates from an economic simulation using IMPLAN (IMPLAN, 2018) based on legal recreational marijuana market estimates from Figure 4.

Public Survey

- On August 21, the Village posted an online survey for one week asking the public for their opinion on local cannabis business regulation
 - **84.01%** of respondents either strongly or somewhat support retail medical Dispensaries.

- **73.46%** of respondents either strongly or somewhat support manufacturing facilities for extraction or infusion.
- **73.13%** of respondents either strongly or somewhat support indoor cultivation centers
- **72.59%** of respondents either strongly or somewhat support Retail Recreational Dispensaries.
- **60.03%** of respondents either strongly or somewhat support Cannabis cafes or smoke lounges
- The survey also asked about where cannabis businesses should be located
 - **69.62%** of respondents either strongly or somewhat support a retail recreational dispensary in industrial parks
 - **69.60%** of respondents either strongly or somewhat support a retail recreational dispensary in retail areas such as Route 34, Route 71, Route 30, or Orchard Road
 - **62.92%** of respondents either strongly or somewhat support a retail recreational dispensary in Downtown/Main Street
- **79.85%** of respondents either strongly or somewhat support a local tax on cannabis products.
- Of all respondents, **95.05%** self-identified as an Oswego resident (88.03%), business owner, or both.
- Survey is not a statistically valid survey

Current Area-Medical Dispensaries

These communities are eligible for a license effective January 1, 2020.

- Addison
- Buffalo Grove
- Chicago
- Deerfield
- Elmwood Park
- Evanston
- Highland Park
- Homewood
- Joliet
- Justice
- Mokena
- Morris
- Mount Prospect
- Mundelein
- Naperville
- North Aurora
- Oak Park
- Posen
- Rolling Meadows
- Romeoville
- St. Charles
- Worth

Other Communities

- Aurora
 - No formal discussion has taken place
- Batavia
 - The Mayor says he will veto any ordinance granting a cannabis business license
- Geneva
 - September 23 Board discussion
- Kendall County
 - September COW discussion

- Naperville*
 - Will consider “opt-in” Ordinances on September 3 at 7 p.m.
- Montgomery
 - Discussions have begun and will continue over the next couple months
- North Aurora*
 - Plan Commission will discuss in September and Village Board review likely in November
- Plainfield
 - September COW Discussion
- Plano
 - September 9 COW discussion with a goal to vote on ordinances next month
- Sandwich
 - September 16 COW discussion
- St. Charles*
 - “Opt-In” passed Committee and will be sent to the Plan Commission to talk about zoning
- Sugar Grove
 - Planned Board discussion in late September
- Yorkville
 - First read of Ordinance expected on September 10

*Communities that already have medical dispensaries

Discussion and Direction

- Staff recommends that the Village Board direct staff to conduct a public hearing with the Planning and Zoning Commission on October 10, 2019, on the zoning implications of the Cannabis Act and where they should be located and times they can sell.
- Staff recommends that the Planning and Zoning Commission only consider cannabis business regulation as a special use, subject to conditions, rather than a permitted use in any zoning district.
 - Special use requires a public hearing
- Based on public health concerns as well as public safety concerns with impaired driving from cannabis use and difficulty identifying levels of THC in the field, staff recommends prohibiting cannabis cafés/smoking lounges and smoking cannabis inside any cannabis business.
 - No way to tell how much THC is ingested

Planning and Zoning Commission Considerations

- Appropriate Zoning Districts
 - Retail Recreational Dispensaries
 - Indoor Cultivation Centers
 - Manufacturing Facilities for Extraction/Infusion
 - Craft Growers
 - Transporters
- Permitted locations
 - Downtown
 - Retail Areas (eg Rt 34, Rt 30, Rt 71, Orchard Road)
 - Industrial Parks (eg Stonehill, Kendall Point)
- Hours of operation
- Signage
- Special considerations
- Distance from other uses (eg schools, parks, childcare facilities, places of worship)
 - The Cannabis Act requires all dispensaries to be 1,500 feet from each other

Next Steps

- Along with Planning and Zoning Commission recommendations on zoning, staff will return to the Village Board with ordinances drafted that address the following:

- Enacting a local cannabis tax of up to 3%
 - ✓ The Village Board can earmark the funds for specific purposes such as police staffing and training or any other purpose
- Licensing requirements similar to liquor control regulations
 - ✓ Requiring a text amendment for each new license
 - ✓ Establishing penalties for violations
 - ✓ Requiring security, interior and exterior design, and business plans

Board and staff discussion focused on this is the first time talking about the subject; no final decisions will be made tonight; only discussion; Oswego does not have a medical dispensary; economic development research is on-going; ordinance drafted based on recommendation; zoning classifications; study shows teenage use has gone down; link to be provided to the Board; limited THC for purchase; where medical dispensaries are located in other communities; whether to require a special use; tobacco stores require a special use; security concerns; security measures mandated by the State; inspections are done once per month by the State Police; impaired driving concerns; working on testing for THC; can purchase 2.5 ounces every two weeks for medical use; 3 grams per purchase for recreational use; put out for referendum instead of a survey; ordinance for referendum needs to be approved within 79 days before the next election in March; can have up to three questions on referendum; bring to the Planning and Zoning Commission to discuss and make a recommendation; looking at all implications; no communities have smoking lounges yet; don't know if lounges are regulated; potential threat of putting people behind the wheel; staff to look into other states that allow lounges; no way to measure THC levels in the field; authorized to possess up to 30 grams of cannabis; would be a crime to possess more than 30 grams; no limit on how much you can use at any given time; can only regulate possession; will still have a black market and get illegally; crime rates; 65% of users are underage; guidelines on medical versus recreational; medical is over 90% THC but mixed with other ingredients; recreational can be purchased with 10%, 20% or 30% THC; needing another level of review; one year to opt-out was taken out of the law; if not opting out, then it will be assumed you opt-in; communities around Oswego are opting-in; not ready to make a decision yet; survey responses came in quickly; residents encouraged to contact the Board regarding cannabis. Staff to bring back to the Board in October or November; timetable is the Board's decision. There was no further discussion.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

The meeting adjourned at 6:57 p.m.

Tina Touchette
Village Clerk

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
September 3, 2019**

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

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

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Billie Robinson, Asst. Finance Director; Rod Zenner, Community Development Director; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover; B&Z Manager; Joe Renzetti, IT Manager; Carri Parker, Purchasing Manager; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING

There was no one who attended electronically.

RECOGNITIONS/APPOINTMENTS

D.1. Oath of Office

a. Jason W. Bastin – Commander

Chief Burgner briefly spoke of his history and service with the PD. President Parlier administered the oath of office. His daughters pinned his badge on him.

b. Kenneth A. Foote – Sergeant

Chief Burgner briefly spoke of his history and service with the PD. Ronald Elvin and Carrie Niesman, from the Police Commission Board, also attended. President Parlier administered the oath of office. His wife pinned his badge on him.

c. Zachary W. Townsend- Police Officer

Chief Burgner briefly spoke of his history and noted family members who were present. Ronald Elvin and Carrie Niesman, from the Police Commission Board, also attended. President Parlier administered the oath of office. He will start tomorrow and attend the Police Academy in a week and a half.

D.2. Employee Service Awards

a. Stephen Bailey- 15 Years of Service (Police Department)

Chief Burgner briefly spoke of his history and service with the PD. President Parlier congratulated him and presented him with his award and gift.

PUBLIC FORUM

Public Forum was opened at 7:25 p.m.

James Marter addressed the Board regarding cannabis. Drug addiction is a disease; not against medical use; bad for children and adults; no such thing as recreational use; politics and the drug law; Oswego should not allow. He stated some facts and ten reasons to not allow. Just say no.

There was no one else who requested to speak; the Public Forum was closed at 7:33 p.m.

STAFF REPORTS

Asst. Administrator Burns updated the Board on shared services.

Chief Burgner addressed the Board regarding a KenCom project for the upgrading of radios; radios are moving to a digital frequency; trying it on one channel first; some radios were purchased in 2017 with the ability to upgrade; 60 radios will be upgraded; will be a 2-3 year rollout; completing the purchase of radios through a joint RFP; six entities are on board; bidding at the end of September, with approval by the Board in November; each entity is bringing the bid to their own Boards for approval; multi-year rollout contract to be approved for three years to lock in the pricing.

CONSENT AGENDA

- G.1. August 20, 2019 Committee of the Whole Minutes
- G.2. August 20, 2019 Closed Session Minutes (Approve and Release)
- G.3. Resolution Authorizing the Temporary Closure of Route 31 for the Oswegoland Park District's Gobbler Hobbler 10K and Mashed Potato Mile. **Resolution No. 19-R-64**
- G.4. Resolution Authorizing an Intergovernmental Agreement Between the Village of Oswego and Kendall County Emergency and Communications Board (KenCom) – IP Flexible Reach. **Resolution No. 19-R-65**; will pay less.
- G.5. Block 11 Easements:
 - a. Resolution Authorizing Execution of a Temporary Construction Easement Agreement and a Public Utility and Drainage Easement Agreement Between the Village of Oswego and Dr. Robert B. Daszkiewicz, DDS, Concerning 107 Main Street. **Resolution No. 19-R-66**
 - b. Resolution Authorizing Execution of a Temporary Construction Easement Agreement and a Public Utility and Drainage Easement Agreement Between the Village of Oswego and Imperial Investments, LLC, Concerning 121 Main Street. **Resolution No. 19-R-67**
- G.6. Resolution Supporting a Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring. **Item was pulled. No vote.**
- G.7. Ordinance Amending the Annual Budget of the Village of Oswego For the Fiscal Year Commencing May 1, 2018 Adopted by Ordinance No. 18-23. **Ordinance No. 19-43**
- G.8. Approve the Illinois Department of Transportation Obligation Retirement Resolution Providing for the Use of \$262,500 of Motor Fuel Tax Funds for Debt Service. **Resolution No. 19-R-68**

A motion was made by Trustee Perez and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the August 20, 2019 Committee of the Whole Minutes; Approving and Releasing the August 20, 2019 Closed Session Minutes; and approving the following ordinance and resolutions:

Ordinance No. 19-43; Ordinance Amending the Annual Budget of the Village of Oswego for the Fiscal Year Commencing May 1, 2018 Adopted by Ordinance No. 18-23.

Resolution No. 19-R-64; Resolution Authorizing the Temporary Closure of Route 31 for the Oswegoland Park District's Gobbler Hobbler 10K and Mashed Potato Mile.

Resolution No. 19-R-65; Resolution Authorizing an Intergovernmental Agreement Between the

Village of Oswego and Kendall County Emergency and Communications Board (KenCom) – IP Flexible Reach.

Resolution No. 19-R-66; Resolution Authorizing Execution of a Temporary Construction Easement Agreement and a Public Utility and Drainage Easement Agreement Between the Village of Oswego and Dr. Robert B. Daszkiewicz, DDS, Concerning 107 Main Street.

Resolution No. 19-R-67; Resolution Authorizing Execution of a Temporary Construction Easement Agreement and a Public Utility and Drainage Easement Agreement Between the Village of Oswego and Imperial Investments, LLC, Concerning 121 Main Street.

Resolution No. 19-R-68; Approve the Illinois Department of Transportation Obligation Retirement Resolution Providing for the Use of \$262,500 of Motor Fuel Tax Funds for Debt Service.

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

H.1. Approve Bill List Dated September 3, 2019 in the Amount of \$875,065.94.

Board member had a question on the subdivision escrow fund on page 7 of the bill list; bond money is given at the beginning of the project and refunded when the project is completed and approved.

A motion was made by Trustee Marter and seconded by Trustee Parr to approve the Bill List Dated September 3, 2019 in the Amount of \$875,065.94.

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

There was no Old Business.

NEW BUSINESS

J.1. Ordinance Granting a Major Amendment to the Preliminary and Final Planned Unit Development for Next Door Storage. **Ordinance No. 19-44**

Director Zenner addressed the Board regarding a self-storage facility. The petitioner is proposing a development of a 124,637 square foot self-storage facility with a 74,710 square foot two-story section and a 49,927 one story section (124,637 square foot total). The plan also provides for outdoor storage of 55 vehicles and/or equipment along the west side of the building. The outdoor storage will provide a roof structure around the perimeter parking spaces while the center spaces will remain open to the sky. There will be two access drives along Wiesbrook Drive to the south. Garbage collection is addressed inside the building; therefore, no trash enclosure has been provided on the site plan. The outdoor storage will have an eight-foot (8') wood fence and landscaping. The proposed plan indicates 9 parking spaces along the front of the building for employees and patrons visiting the on-site office.

The building will have an exterior made of contrasting metal panels to break-up the visual mass of the building as well as some masonry along the foundation. Several large windows will provide visual interest to the building and provide natural light into the storage space. Two signs are proposed; one wall sign and one projecting sign. The wall sign will measure three feet (3') high by thirty-six feet (36') long and will be on the north elevation of Building A. The projecting (blade) sign will measure thirty inches (30") wide by twelve feet (12') tall and will be mounted on the north elevation of Building B.

Board and staff discussion focused on the access road just before Kendall Point Drive; no plans to use the road; ok to leave as is. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Thomas to approve an Ordinance Granting a Major Amendment to the Preliminary and Final Planned Unit Development for Next Door Storage.

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 Three-Year Contact with The Fields on Caton Farm, Inc. for Parkway Tree Replacement Services at Various Locations in Oswego. **Resolution No. 19-R-69**

Director Hughes addressed the Board regarding a contract for tree replacement. The intent of a tree purchase is to plant new right-of-way trees and to replace trees that have been removed due to disease, storms, or hit by a vehicle. The Village received four bids on August 13, 2019. The bids ranged from \$263.50 to \$595.00 per tree. The lowest responsible bidder was The Fields on Canton Farm, Inc., Crest Hill, IL with an amount of \$263.50 per tree. They have been providing services to the Village for many years. They have consistently delivered excellent service and their plant stock is of exceptional quality. In the rare case that a resident is unhappy with the tree they receive, The Fields on Caton Farm will replace it without hesitation.

Board and staff discussion focused on the price is lower; budget \$51,000 annually; three-year contract. There was no further discussion.

A motion was made by Trustee Parr and seconded by Trustee Olson to approve a Resolution Authorizing the Execution of a Three-Year Contact with The Fields on Caton Farm, Inc. for Parkway Tree Replacement Services at Various Locations in Oswego.

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.3. Ordinance Granting Approval of a Site Plan for Lot 14 of Stone Hill Business Park Unit 2. **Ordinance No. 19-45**

Director Zenner addressed the Board regarding site plan for a medical office building. In 2002, the Village approved the Final PUD for Unit 2 of Stonehill Business Park. The subject property at 90

Plank Drive, or Lot 14 of Stonehill Business Park, is currently vacant and has never been developed. The applicant is requesting approval of a Site Plan for Lot 14 to allow for the development of a 11,054 square foot multi-tenant medical office building. The parcel is located on the east side of Plank Drive. The site plan indicates a single building with six (6) units. The site plan complies with all required building setbacks and includes seventy-three (73) parking spaces and three (3) handicapped stalls. Eight (8) bicycle parking spaces are also provided.

There is an HOA in this development that will review the elevations. They require masonry on the front elevation. The Stonehill development contains private covenants that outline the materials that the exterior elevation can use. The requirements indicate that the front elevation shall be a minimum of 65% brick, stone, masonry, glass, or other comparable material. The petitioner is proposing front and side elevations compliant with the required materials (cast stone base, aluminum storefront windows, brick veneer, and a standing seam metal roof). The petitioner has submitted a landscape plan for review. Parkway trees are provided along Plank Drive. Foundation landscaping is provided along the front, north and south sides of the building and landscape buffers are provided on all sides of the property.

Board and staff discussion focused on excited about new projects in town. There was no further discussion.

A motion was made by Trustee Marter and seconded by Trustee Sollinger to approve an Ordinance Granting Approval of a Site Plan for Lot 14 of Stone Hill Business Park Unit 2.

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.4. Ordinance Amending Title 8 Chapter 7 Section 10 of the Code of Ordinances for the Village of Oswego, Kendall and Will Counties, Illinois; Water Rates. **Ordinance No. 19-46**

Administrator Di Santo addressed the Board regarding water rates reduction. Billed total water revenues over the past two years have exceeded the projected revenues estimated in the Village's 2017 water rate analysis. As such, the Village President asked staff to consider the impacts of a \$0.20 water rate reduction. Staff presented the proposed reduction with the Village Board at the August 20 Committee of the Whole meeting. After the discussion the Village Board directed staff to bring the ordinance to tonight's meeting. The ordinance will reduce the current water rate, per 100 cubic feet of water used, from \$5.43 to \$5.23. Converting the rate per cubic foot to rate per 1,000 gallons calculates the current rate to \$7.26 per 1000 gallons and the reduced rate to \$6.99 per 1,000 gallons. The average usage of 5,400 gallons is billed approximately \$39.20 per month at the current rate of \$7.26. The same customer will be billed approximately \$37.75 at the reduced rate of \$6.99; a savings of \$1.45 per month on average. The total annual savings calculates to \$17.40 for the average water customer. The savings represent a 3.7% reduction in water rates, and the dollar amount saved is higher or lower depending on actual usage.

Water rates, sewer rates and monthly fees are reviewed annually to determine if increases or decreases in any of the rates are appropriate. The following table compares the Village's current water rate and the reduced water rate with neighboring communities. The monthly total customer bill is also shown in the table.

Entity	Water Rate per 1000 gallons	Water usage cost at 5,400 gallons	Sanitary sewer rate per 1000 gallons	Sanitary sewer cost at 5,400 gallons	Monthly fixed fees	Monthly Total
Plainfield	\$9.47	\$51.14	\$4.73	\$25.54	\$6.50	\$83.18
Oswego (current rate)	\$7.26	\$39.20	\$1.71	\$9.23	\$3.17	\$51.61
Boulder Hill/Montgomery	\$7.20	\$38.88			\$10.00	\$48.88
Aurora	\$7.15	\$38.61			\$33.80	\$72.41
Oswego (rate w/.20 decrease)**	\$6.99	\$37.75	\$1.71	\$9.23	\$3.17	\$50.15
Montgomery	\$6.11	\$32.99			\$10.00	\$42.99
Yorkville	\$5.74	\$31.00			\$22.69	\$53.69
Sugar Grove	\$5.18	\$27.97	\$5.21	\$28.13	\$33.79	\$89.90

** \$0.20 per cubic foot decrease

Staff projects a \$0.20 decrease in the rates will reduce projected total income by \$778,000 by May 2023; assuming the \$0.10 increases are enacted in each of the next three fiscal years. Even with this reduction, there would be enough revenue to cover the established five-year water and sewer capital improvement program included in the FY20 budget exclusive of three large projects for which a funding source has not been identified:

- Alternate Water Source (\$8.6 million – initial design – total estimated project exceeds \$36M)
- Wolfs Crossing Water Main (\$5.8 million)
- Minkler Road Water Main (\$2.3 million)

Staff was asked to identify examples of other water expenses to which the additional revenues could be applied.

- Reduce water rates by \$0.20, saving residents and businesses 3.7% on their water rate and continuing to fund all budgeted capital expenditures;
- Add the revenues to the water and sewer fund balance to be saved for currently unfunded mega projects;
- Bring forward capital projects in the five-year plan to be funded in earlier fiscal years (lead service line replacements, sanitary sewer lining, etc.); and
- Fund non budgeted projects (fire hydrant replacement program, watermain rehabilitation and replacement, Wolfs Crossing watermain engineering, etc.).

Staff has begun preparing the FY21 budget which the Village Board will approve in April 2020. While each capital improvement plan provides predicted capital investment over a five-year period, only the first year of each capital plan is what is funded through the budget. Each budget cycle staff and the Village Board prioritize which projects will be funded for the upcoming fiscal year; the five-year plan serves as a planning guide but is superseded by the budget discussions of the immediate fiscal year.

Board and staff discussion focused on effective date of the reduction would be September 15, 2019; future projects; Wolf and Minkler Road development is 2-3 years out; timing of projects; funding from state capital bill; projected increases in the future; better off keeping the rates than having to

increase the next time; decrease will make a difference for some residents; second highest price tax in the County; Village is a small part of the tax rate; philosophical issue; difference between water rates and water fees; residents can control the rate, but not the fees; long range problems; getting projects done sooner; best use of funds; earmark excess to start growing; looking at the budget analysis during the budget workshop; looking at water rates again; things change annually; nervous about giving money back before having the first budget discussion together; Oswego is mid-tier compared to other communities; Oswego lowest when the rates and fees are combined. There was no further discussion.

A motion was made by Trustee Marter and seconded by Trustee Thomas to approve an Ordinance Amending Title 8 Chapter 7 Section 10 of the Code of Ordinances for the Village of Oswego, Kendall and Will Counties, Illinois; Water Rates.

Aye: James Marter II
Judy Sollinger

Terry Olson
Brian Thomas

Nay: Pam Parr

Luis Perez

The motion was declared carried by a roll call vote with four (4) aye votes and two (2) nay votes.

PRESIDENT'S REPORT

K.1. Proclamation- Chamber of Commerce Week, September 9-13, 2019

President Parlier read the proclamation.

K.2. Proclamation- Constitution Week, September 17-23, 2019

President Parlier read the proclamation.

TRUSTEE REPORTS

Trustee Thomas- discussion on cannabis and water rates; the Board will have disagreements; don't think the residents will be too upset; best interest of our residents.

Trustee Marter- inquired into Neighbors by Ring item that was pulled from Consent. It is an app that residents download and share; helps prevent crime; upload images. Information will be put in a staff report.

Trustee Sollinger- congrats to Commander Bastin; Beats & Eats was fun.

Trustee Parr- credit to the Board; acting in kind, intelligent and diligent way tonight; so happy to have bonded well; putting the interest of the residents in mind.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Sollinger 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 8:17 p.m.

Tina Touchette
Village Clerk

AGENDA ITEM

MEETING TYPE: Village Board

MEETING DATE: September 17, 2019

SUBJECT: Resolution for Block 11 IDOT sewer connection

ACTION REQUESTED:

Approve resolution allowing Block 11 IDOT sewer connection under current bond

BOARD/COMMISSION REVIEW:

N/A

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
8/6/2019	Village Board	Approved Resolution #19-R-63 Authorizing the Execution of a Contract with Copenhaver Construction, Gilberts, IL in the Amount of \$1,578,406.00 for Block 11 Public Improvements

DEPARTMENT: Public Works

SUBMITTED BY: Susan Quasney, Project Engineer

FISCAL IMPACT:

N/A

BACKGROUND:

The public infrastructure being constructed for the Block 11 TIF project requires a connection into a storm sewer that is under the jurisdiction of the Illinois Department of Transportation (IDOT) on the Washington side of the project. This connection requires the contractor to obtain a permit and to take out a bond through IDOT. This resolution allows the contractor to do the work on IDOT property under the current bond already obtained for the Block 11 project through the Village.

DISCUSSION:

This resolution is a necessary step in obtaining the IDOT permit for the storm sewer connection.

RECOMMENDATION:

Staff is recommending adoption of the resolution for the Block 11 IDOT sewer connection

ATTACHMENTS:

Resolution

RESOLUTION

WHEREAS, the Village of Oswego, located in the county of Kendall, state of Illinois, wishes to perform various upgrades and improvements which by law comes under the jurisdiction and control of the Department of Transportation of the state of Illinois, and

WHEREAS, a permit from said department is required before said work can be legally undertaken by said Village of Oswego; now

THEREFORE, be it resolved by the Village of Oswego, county of Kendall, state of Illinois.

FIRST: That we do hereby request from the Department of Transportation, state of Illinois, a permit authorizing the Village of Oswego to proceed with the work herein described and as shown on enclosed detailed plans.

SECOND: Upon completion of the roadway improvements by the contractor and acceptance by the Village, the Village guarantees that all work has been performed in accordance with the conditions of the permit to be granted by the Department of Transportation of the state of Illinois.

Further, the Village will hold the state of Illinois harmless for any damages that may occur to persons or property during such work. The Village will require the contractor to obtain a bond and a comprehensive general liability insurance policy in acceptable amounts and will require the contractor to add the State of Illinois as an additional insured on both policies.

THIRD: That we hereby state that the proposed work is not to be performed by the employees of the Village of Oswego.

FOURTH: That the proper officers of the Village of Oswego are hereby instructed and authorized to sign said permit in behalf of the Village of Oswego.

I, _____, hereby certify the above to be a
Village
Clerk

true copy of the resolution passed by the Village Council of the Village of Oswego, county of Kendall, State of

Illinois. Dated this _____ day of _____ A.D. 2019

(Signature)

(CORPORATE SEAL)

RESOLUTION

**Village of Oswego
Bill List
September 17, 2019**

<u>Fund/Department:</u>	<u>Vendor Name:</u>	<u>Description:</u>	<u>Amount:</u>	<u>Department Totals:</u>
General Fund:				
Corporate:				
1001100	Azavar Audit Solutions	Contingency Prmt for Audit Contract	104.52	
1001100	CareerBuilder	Employment Screening	55.75	
1001100	CareerBuilder	Employment Screening	74.00	
1001100	CareerBuilder	Pre-employment Screenings, Aug	148.00	
1001100	Impact Networking LLC	Copy Paper	40.14	
1001100	Officeteam	Contractual Conversion Fee	2,000.00	
1001100	Ottosen Britz Kelly	Legal Services	5,595.50	
1001100	Premier Mailing & Printing	Business Cards	60.48	
				Corporate Total:
				8,078.39
Community Relations:				
1002000	Impact Networking LLC	Copy Paper	13.32	
				Community Relations Total:
				13.32
Building & Zoning:				
1002500	Impact Networking LLC	Copy Paper	46.62	
1002500	Oswego Printing Services	Inspection Notice Forms	79.98	
1002500	Thompson Elevator Inspections	2 Semi-Annual Inspections	100.00	
1002500	Thompson Elevator Inspections	25 Semi-Annual Inspections, Reports	1,222.00	
1009999	XL Construction	Duplicate Permit Refunded	86.98	
1009999	XL Construction	Duplicate Permit Refunded	50.00	
				Building & Zoning Total:
				1,585.58
Community Development:				
1003000	Cirone, Dominick	PZC Meeting Attendance	25.00	
1003000	Guist, Thomas	PZC Meeting Attendance	25.00	
1003000	Holmstrom, Kenneth	PZC Meeting Attendance	25.00	
1003000	Impact Networking LLC	Copy Paper	26.64	
1003000	Kuhn, Rick	PZC Meeting Attendance	25.00	
1003000	Landmarks Illinois	Membership Renewal-Hist Preservation	50.00	
1003000	Novy, Karen E	PZC Meeting Attendance	25.00	
1003000	Officeteam	Temporary Administrative Assistant	1,137.29	
1003000	Pajor, Charles	PZC Meeting Attendance	25.00	
1003000	Stine, Rebecca	PZC Meeting Attendance	25.00	
				Community Development
				1,388.93
Economic Development:				
1003500	Impact Networking LLC	Copy Paper	6.66	
				Economic Development:
				6.66
Finance:				
1004000	Impact Networking LLC	Copy Paper	39.96	
				Finance Total:
				39.96
Information Technologies:				
1004500	Dell Marketing L.P.	Dell Laptop for Police Pension	1,469.68	
1004500	Impact Networking LLC	Copy Paper	6.66	
				Information Technologies Total:
				1,476.34
Police:				
1005040	CMS Leso Office	Annual LESO Dues	600.00	
1005030	IL LEAP	Illinois LEAP October Meeting	156.00	
1005040	Oswego Cleaners	Sewing for Uniforms	18.00	
1005040	Oswego Cleaners	Sewing for Uniforms	40.00	
1005040	Oswego Cleaners	Sewing for Uniforms	6.00	
1005040	Oswego Fire Protection District	Gasoline - OFD Fuel Pump Usage	4,778.59	
1005030	Rydin Decal	Temporary Handicap Placards	108.97	
1005030	Trotsky Investigative Services	Polygraph Testing - New Civilian	140.00	
				Police Total:
				5,847.56
Public Works:				
1006060	Aramark Corporation	PD - Walk Out Mat Service	43.87	
1006060	C Acitelli Heating & Piping Contractors	New PD - Clean Condenser Coil	952.00	
1006060	Carrier Corp	New PD - Chiller Repairs	1,850.00	
1006030	Comed	104 E. Jackson St Lights	118.72	
1006030	Comed	1945 Wiesbrook Controller	48.69	
1006030	Constellation Newenergy	692 Canton Ct. Lights	5,305.40	
1006030	Crescent Electric Supply	Street Light Supplies	431.24	
1006030	Crescent Electric Supply	Street Light Supplies	263.62	

**Village of Oswego
Bill List
September 17, 2019**

<u>Fund/Department:</u>	<u>Vendor Name:</u>	<u>Description:</u>	<u>Amount:</u>	<u>Department Totals:</u>
1006030	Crescent Electric Supply	Street Light Supplies	766.00	
1006030	Crescent Electric Supply	Street Light Supplies	129.30	
1006060	Fox Valley Filter	VH,PW & PD HVAC Filters	785.92	
1006030	Frost Electric Company	Street Light Repair	5,525.00	
1006060	Imperial Service Systems	PW - Floor & Vestibule Cleaning	840.00	
1006030	Meade Electric Company	Traffic Signal Repair	412.30	
1006030	Meade Electric Company	Traffic Signal Repair	155.93	
1006030	Meade Electric Company	Traffic Signal Repair	469.78	
1006060	Schindler Elevator Company	VH - Quarterly Maintenance	664.35	
			Public Works Total:	<u>18,762.12</u>
			General Fund Total:	<u>37,198.86</u>
Water & Sewer Fund:				
5006070	Comed	107A Rt 25 PRV Well 1	75.25	
5006070	Comed	1613 Rt 34 Booster 2	126.19	
5006070	Comed	3523 Rt 34 Booster 1	28.95	
5006070	Comed	378 Ogden Falls Blvd Well 7	275.63	
5006070	Comed	405A Chicago Rd Pump Valve	21.64	
5006070	Comed	Master Account Lift Stations	190.45	
5006070	Concentric Integration	Water Site UPS Installations	3,595.20	
5006070	Concentric Integration	Water System Surge Suppressor	6,896.80	
5006070	Dynegy Energy Services	Well Pumping Electric	42,181.26	
5006070	Frost Electric Company	Repairs to Well 4 Starter	1,560.00	
5006070	Hawkins Water Treatment	Well 10 Chlorine Water Treatment	172.50	
5006070	Hawkins Water Treatment	Well 10 Polyphosphate Water Treatment	609.45	
5006070	Hawkins Water Treatment	Well 9 Chlorine Water Treatment	249.00	
5006070	Hawkins Water Treatment	Well 9 Polyphosphate Water Treatment	855.19	
5006070	Illinois Collection Services	Collection Services	22.89	
5006070	Layne Christensen Co	Annual Well Preventative Maintenance	2,964.50	
5006070	Metropolitan Industries	New Hunt Club Lift Station Replacement	16,151.00	
5006070	Suburban Laboratories	Additional Sampling 2019	422.50	
5006070	Suburban Laboratories	Bacteriological Samples	634.00	
5006070	Suburban Laboratories	Radium Samples	400.00	
5006070	Third Millennium Group	Past Due/Shut Off Utility Bill Printing	406.28	
5006070	Third Millennium Group	Past Due/Shut Off Utility Bill Postage	0.55	
			Water & Sewer Fund:	<u>77,839.23</u>
Water & Sewer Capital Fund:				
5106070	Baxter & Woodman Co	Well 6 & 8 Electrical Upgrades	6,330.00	
5106070	Ferguson Waterworks	Water Meter Purchase	43,610.00	
5106070	Ferguson Waterworks	Water Meter Purchase	232,050.00	
5106070	HR Green, INC.	Engineering-Water Main Replacement	4,402.00	
5106070	RJN Group, INC	Sanitary Sewer Inspection, Cleaning	5,733.62	
5106070	Water Services Co of Illinois	Water Meter Installation	79,429.05	
			Water & Sewer Capital Fund:	<u>371,554.67</u>
Capital Fund:				
3003000	Gilbane Building Company	New P.D. - Building Services	149,892.95	
3003000	IL Department of Transportation	47 & 34 Roadwork	2,518.45	
3003000	Kasper & Nottage, PC	Lobbyist Services	7,000.00	
3003000	Tyler Technologies, INC	ERP Implementation Phase 2	637.50	
3003000	Tyler Technologies, INC	ERP Implementation Phase 4	9,663.55	
3003000	Tyler Technologies, INC	ERP Signature Card Changes	350.00	
			Capital Fund:	<u>170,062.45</u>
Public Improvement/Roads Fund:				
2006030	D Construction, INC.	2019 Road Resurfacing Project	221,195.79	
2006030	HR Green, INC.	Street Resurfacing Construction	9,087.50	
			Public Improvement/Roads Fund:	<u>230,283.29</u>
Vehicle Fund:				
6001000	Riverview Ford	Purchase F-550 Flat Bed, Salt/Plow	64,380.00	
			Vehicle Fund:	<u>64,380.00</u>
Garbage Fund:				
5606010	Groot Industries, INC	Garbage Service	214,695.13	
			Garbage Fund:	<u>214,695.13</u>
Subdivision Escrow Fund:				
9000000	Baxter & Woodman Co	170774.81-Seasons at Southbury	825.00	
9000000	Baxter & Woodman Co	190355.80-1945 Wiesbrook	1,464.09	

**Village of Oswego
Bill List
September 17, 2019**

<u>Fund/Department:</u>	<u>Vendor Name:</u>	<u>Description:</u>	<u>Amount:</u>	<u>Department Totals:</u>
9000000	Robinson Engineering	18-R1027, 90 Plank Rd	1,436.00	
9000000	Robinson Engineering	19-R0396, Burger King	1,477.50	
9000000	Robinson Engineering	19-R0454, Ogden & Heritage Cell Tower	2,170.00	
9000000	West Point Builders	Bond Refund-209 Dorset Ave	500.00	
9000000	West Point Builders	Bond Refund-209 Dorset Ave	1,000.00	
9000000	West Point Builders	Bond Refund-209 Dorset Ave	3,080.00	
9000000	West Point Builders	Bond Refund-209 Dorset Ave	3,500.00	
9000000	West Point Builders	Bond Refund-211 Dorset Ave	500.00	
9000000	West Point Builders	Bond Refund-211 Dorset Ave	1,000.00	
9000000	West Point Builders	Bond Refund-211 Dorset Ave	3,080.00	
9000000	West Point Builders	Bond Refund-211 Dorset Ave	3,500.00	
				Sub Escrow Fund: <u>23,532.59</u>
Other General Fund:				
1000000	I.U.O.E. Local 150	Union Dues	959.53	
1000000	I.U.O.E. Local 150	Union Dues	36.00	
1000000	I.U.O.E. Local 150	Union Dues	211.86	
1000000	I.U.O.E. Local 150	Union Dues	959.53	
1000000	I.U.O.E. Local 150	Union Dues	36.00	
1000000	I.U.O.E. Local 150	Union Dues	211.86	
1000000	Trustmark	Additional Insurance	203.13	
1000000	Trustmark	Additional Insurance	469.34	
1000000	Trustmark	Additional Insurance	1,667.68	
				Other General Fund: <u>4,754.93</u>
				Grand Total: <u><u>1,194,301.15</u></u>

AGENDA ITEM

MEETING TYPE: Village Board

MEETING DATE: September 17, 2019

SUBJECT: Neighbors by Ring Memorandum of Understanding

ACTION REQUESTED:

Resolution Supporting a Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring.

BOARD/COMMISSION REVIEW:

N/A

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
9/3/2019	Village Board	Tabled to September 17, 2019

DEPARTMENT: Police

SUBMITTED BY: Jeff Burgner – Chief of Police

FISCAL IMPACT:

N/A

BACKGROUND:

Currently as part of the police department investigative efforts, Officers conduct neighborhood or business district “canvases” to attempt to obtain information to assist in furthering our investigations of criminal acts. A canvass is an activity in which the Officer goes door to door in the area where a crime occurred and asks citizens if they witnessed any of the act or suspects and if they might have video surveillance footage of the criminal act or suspects. Information obtained during a canvass by the police department is received from citizens voluntarily. This type of investigative procedure is a long-standing practice in law enforcement around the world. The Oswego Police Department strives to find more effective and efficient methods to investigate criminal or suspicious activities while staying within our legal bounds of citizens constitutional rights. Through networking with other police agencies, our department learned of program that is offered by Neighbors by Ring which allows Officers to conduct a canvas using a

web-based application. The Neighbors by Ring application is a free program offered by a company that produces home surveillance cameras.

DISCUSSION:

While vetting this web-based application, we determined that this program allows citizens if they so choose, to download the application on to their device (cell phone, tablet, iPad or other portable device) from Neighbors by Ring and sign up as a registered participant at no cost to the Village or resident. A registered participant then has the ability to voluntarily share video related information from their own cameras on their property with other registered users including the police department through the Neighbors by Ring application. It is completely voluntary to sign up for and participate in the program and the registered participant controls if they share information and what information they share from their cameras. The police department cannot access participants cameras or their video footage through the Neighbors by Ring application or program. The Neighbors by Ring program does not require a specific camera system to be used in order to participate in the program.

How does this program help the police department? The Neighbors by Ring program is the equivalent to a “canvass” as described above. The police department, through a memorandum of understanding with Neighbors by Ring, would have the ability to ask users for assistance in the form of information and video footage via the Neighbors by Ring application. Registered participants would then decide if they have information to share and also decide if they want to share the information. This program request would be in addition to a traditional canvas of an area where a criminal activity occurred.

In order to participate, the Oswego Police Department would like to enter into a memorandum of understanding with Neighbors by Ring in order to participate in their free program. This will assist in the investigation of suspicious and criminal activity in the Village of Oswego. This program will create an additional partnership with our community stakeholders with the intent and interest in public safety and crime prevention & apprehension.

RECOMMENDATION:

Staff recommends the approval of the resolution supporting the attached memorandum of understanding.

ATTACHMENTS:

Resolution

Exhibit A – Neighbors by Ring Memorandum of Understanding

RESOLUTION NO. 19 - R - ____

RESOLUTION SUPPORTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF OSWEGO POLICE DEPARTMENT AND NEIGHBORS BY RING.

WHEREAS, the Village of Oswego (“Village”) has a population of more than 25,000 and is therefore a “Home Rule Unit” under the 1970 Illinois Constitution; and

WHEREAS, the Illinois Constitution of 1970 provides that a Home Rule Unit may exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; to license, to tax; and to incur debt; and

WHEREAS, the Oswego Police Department supports public and private partnerships to enhance the level of police services for the Village of Oswego.

WHEREAS, the Neighbors by Ring program allows for an information sharing between the community and the Oswego Police Department in the form of digital images/videos of criminal or suspicious activity from surveillance cameras by registered participants.

WHEREAS, it is in the best interest of the Village of Oswego to support the memorandum of understanding substantially in the form attached hereto marked as “Exhibit A”.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OSWEGO, KENDALL AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1. INCORPORATION OF RECITAL

That the recitals set forth above are incorporated here by reference.

SECTION 2. SUPPORT FOR AGREEMENT

The Village President and Village Board of Trustees hereby support the Neighbors by Ring Memorandum of Understanding between the Village of Oswego Police Department and Neighbors by Ring substantially in the form attached as “Exhibit A.”

SECTION 3. REPEALER

All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution shall be, and the same hereby repealed.

SECTION 4. SEVERABILITY

This Resolution and every provision thereof shall be considered severable. If any section, paragraph, clause or provision of this Resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this Resolution.

SECTION 5. EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage.

PASSED by the Board of Trustees of the Village of Oswego, Kendall and Will Counties, Illinois this ___ day of ___ 2019.

JAMES MARTER	_____	LUIS PEREZ	_____
TERRY OLSON	_____	JUDY SOLLINGER	_____
PAM PARR	_____	BRIAN THOMAS	_____

APPROVED by me, Troy Parlier, as President of the Village of Oswego, Kendall and Will Counties, Illinois this ___ day of ___ 2019.

TROY PARLIER, VILLAGE PRESIDENT

Tina Touchette, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KENDALL) SS

CLERK'S CERTIFICATE
(RESOLUTION)

I, Tina Touchette, the duly qualified and acting Village Clerk of the Village of Oswego, Kendall and Will Counties, Illinois, do hereby certify that I am the keeper of its books and records and that the attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION SUPPORTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF OSWEGO POLICE DEPARTMENT AND NEIGHBORS BY RING.

which Resolution was duly adopted by said Board of Trustees at a meeting held on the ___ day of _____ 2019, and thereafter approved by the Village President on the ___ day of _____ 2019.

I do further certify, in my official capacity, that a quorum of said Board of Trustees was present at said meeting and that the Board complied with all requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____ 2019.

Tina Touchette, Village Clerk
Village of Oswego

(Seal)



Neighbors by Ring
Memorandum of Understanding

This agreement is entered into this _____ day of _____, 2019 by and between Ring LLC (“Ring”) and Oswego Police Department (“Agency”), (collectively the “parties”) and will provide Agency access to the Neighbors Portal to communicate with users of the Neighbors app (“Ring Neighbors”) and encourage community engagement as we work together to make Oswego’s (“Village”) neighborhoods safer.

- Neighbors by Ring app (“Neighbors App”) is a digital neighborhood watch that both law enforcement and the public may access free of charge by downloading the Neighbors App (iOS and Android).
- The Neighbors App allows users to share and comment on real time crime and safety events in their neighborhood.
- As part of the program, Agency may:
 - Utilize the critical crime and safety events that are posted in the Neighbors App by Ring Neighbors to assist in law enforcement operations and investigations; and
 - Post information relating to critical incidents and other incidents in the app to keep Ring Neighbors informed regarding issues in their neighborhoods.

With an understanding that a robust, active and engaged user community is essential to the immediate, sustained and ongoing success of the program, the parties agree to the following responsibilities:

Ring

- Make the Neighbors App available to Village residents free of charge.
- Make the Neighbors Portal available to Agency free of charge, including ongoing support and training for Agency employees.

Agency

- Maintain appropriate access controls for Agency personnel to use the Neighbors Portal.

Press Release

The parties shall agree to a joint press release to be mutually approved by the parties. Neither party may use the other party’s name, logo, or likeness in any advertising or press release without prior written approval of the other party. Notwithstanding the foregoing, Ring shall be permitted to provide in-app alerts to Ring Neighbors announcing Agency’s participation in the Neighbors App.

Term

Agency’s participation in the program shall commence upon Agency’s acceptance of these program terms. Either party may terminate Agency’s participation in the program at any time by providing 30 days’ written notice to the other party; provided that in the case of material breach of this Agreement by the Agency, Ring shall only be required to provide three days’ written notice to Agency.

Privacy and Terms of Use

Ring will not provide any customer personal information, including video footage, to Agency without the prior

consent of the owner or properly issued legal process that complies with federal and state law, as applicable. Agency agrees to use the Neighbors Portal only as expressly authorized by Ring and only in connection with bona fide Agency work. Ring's terms of service and privacy notice, as posted on Ring.com, shall apply to all uses of the Neighbors App and, as applicable, the Neighbors Portal.

Compensation

At no point shall either party receive compensation from each other as a result of this program.

Confidentiality

Unless otherwise required by law, the Parties shall not disclose the terms of this program or any information that is designated as confidential or that, given the nature of the information or the circumstances surrounding its disclosure, reasonably should be considered as confidential.

RING LLC

Date: _____

By: _____

Name: _____

Title: _____

Agency

Date: _____

By: _____

Name: _____

Title: _____

Verification Code* ____ ____ ____ ____

*A four digit verification code was mailed to the primary point of contact at this agency to the address listed in public records. Please provide that code prior to submitting the MOU for processing.

AGENDA ITEM

MEETING TYPE: Village Board

MEETING DATE: September 17, 2019

SUBJECT: PUD Minor Amendment Lot 3 Oswego Commons (Target Signage)

ACTION REQUESTED:

Approve Ordinance Granting a Minor Amendment to the Planned Unit Development (PUD) for Lot 3 of Oswego Commons in the Village of Oswego, Kendall County, Illinois (Target signage change; 3020 Route 34)

BOARD/COMMISSION REVIEW:

Not Applicable

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
03/26/2001	Village Board	Ordinance #01-24 (200100006640) granting a Final Planned Unit Development (PUD) for Oswego Commons Shopping Center, Outlots 1, 2, 3, 4, 5, and 18.
05/15/2012	Village Board	Ordinance #12-39 (201200010175) granting a First Amendment to the Final Planned Unit Development (PUD) for Oswego Commons in the Village of Oswego, Kendall County, Illinois (Petco signage change; 3066 Route 34)

DEPARTMENT: Community Development

SUBMITTED BY: Natalie Zine

FISCAL IMPACT:

Not Applicable

BACKGROUND:

Proposed commercial site modifications that do not alter the concept or intent of the approved Planned Unit Development (PUD) are considered minor amendments. Minor amendments to PUDs are brought before the Village Board for review and consideration. Minor amendments do not require Planning and Zoning Commission review.

DISCUSSION:

The applicant is requesting a Minor Amendment to the Final PUD for Lot 3 of Oswego Commons. The minor amendment would allow for changes in the approved Target building signage.

On March 26, 2001 the Village of Oswego passed Ordinance #01-24 (200100006640) granting a Final Planned Unit Development (PUD) for Oswego Commons Shopping Center, Outlots 1, 2, 3, 4, 5, and 18. This ordinance included an elevation plan and final sign criteria for the Target building which stipulated that the maximum height for the logo on the front elevation was 6 feet, the maximum height for the letters on the front elevation was 5 feet, and the color of the acrylic faces, trim, and returns were to be red.

Target is proposing to remove the existing red bullseye and red TARGET lettering at the main entrance. In place of the existing bullseye and lettering, a single 14.0' diameter white bullseye is proposed above the center of the main entrance. An order pickup sign is also proposed on this elevation to be placed on the glass windows, left of center above the doors at the main entrance.

Target is in the process of a nationwide refresh to re-establish the brand presence as both a brick and mortar establishment as well as an online retailer. The incorporation of the "order pickup" signs is included as a way to showcase the new shopping experience and to provide guidance to customers using this option. As a part of this initiative, Target is rebranding from their original red logos and lettering to white logos and lettering. Moreover, about half of the stores going through this remodeling process are removing all Target lettering from their store front. This includes over 200 stores nationwide that currently have the logo-only sign installed and about 150 more will be making the switch next year (see attached Photo Log). Target has been removing letters from the wall signs for various reasons:

- In 2006, Target started dropping the word "Target" from the logo in publications/advertisements as a result of a 2003 study in which Target found more than 96% of American shoppers know what the bullseye represents.
- Each Target remodel is specifically curated for the location in which the improvements are taking place. Therefore, the Target design varies to match both the aesthetic and design of the area in which it is. Examples of this can be seen in the attached photo log.
- The overall brand refresh includes switching from red to white logos/lettering, changing the uppercase "TARGET" lettering to be lowercase "target" where applicable, and dropping the lettering all together to have a cleaner, simpler logo. This cleaner branding is indicative of Target's commitment to a simple, modern, and fun shopping experience.

In addition to signage improvements, basic maintenance and upkeep to the exterior will occur. Basic maintenance includes patching and repairing minor façade issues to escalate their appearance from the existing condition. Interior remodeling and improvements have also been implemented in the nationwide Target experience. The intention of these improvements is to inform both the community where the Target is existing and the customer that the brand is evolving and reinvesting in their location.

The Village Sign Ordinance limits the amount of signage on the wall of a business to 1 square foot for every linear foot of frontage. The Target façade is 395 feet in length which would allow up to 395 square feet of signage on the building. The new proposed 14.0' diameter white bullseye would be 196 square feet. This meets the Village's current sign standards but does not comply with the approved PUD ordinance. Moreover, window signs posted in public view are permitted to cover up to 35% of the window or surface area through which or on which they are seen. The new proposed signage substantially complies with the Village sign ordinance and aligns with Target's new corporate branding.

Figure 1: Existing red Target sign with bullseye



Figure 2: Proposed white Target bullseye



RECOMMENDATION:

Staff is recommending approval of the Ordinance Granting a Minor Amendment to the Planned Unit Development (PUD) for Lot 3 of Oswego Commons in the Village of Oswego, Kendall County, Illinois to allow for a change in Target's signage at 3020 Route 34.

ATTACHMENTS:

- Ordinance #19-
- Exhibit A – Legal Description
- Exhibit B – Location Map
- Exhibit C – Sign Permit Plans

**VILLAGE OF OSWEGO
KENDALL AND WILL COUNTY, ILLINOIS**

ORDINANCE NO. 19 -- __

**ORDINANCE GRANTING A MINOR AMENDMENT TO THE FINAL PLANNED UNIT
DEVELOPMENT FOR OSWEGO COMMONS, KENDALL COUNTY, ILLINOIS**

(3020 Route 34; Oswego Commons Lot 3 – Target Signage – Project #1042.19)

**ADOPTED BY
THE PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF OSWEGO**

This __ day of __, 2019

Prepared by and Return to:
Village of Oswego
100 Parkers Mill
Oswego, IL 60543

Published in pamphlet form by authority of the President
and Board of Trustees of the Village of Oswego on ____, 2019.

ORDINANCE NO. 19 -- __

ORDINANCE GRANTING A MINOR AMENDMENT TO THE FINAL PLANNED UNIT DEVELOPMENT FOR OSWEGO COMMONS, KENDALL COUNTY, ILLINOIS

(3020 Route 34; Oswego Commons Lot 3 – Target Signage – Project #1042.19)

WHEREAS, the Village of Oswego (“Village”) has a population of more than 25,000 and is therefore a “Home Rule Unit” under the 1970 Illinois Constitution; and

WHEREAS, the Illinois Constitution of 1970 provides that a Home Rule Unit may exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; to license, to tax; and to incur debt; and

WHEREAS, the Village has in full force and effect a codified set of those ordinances of the Village which are of a general and permanent nature, which said codified set is known and designated as the Village Code of the Village of Oswego, as amended; and

WHEREAS, Kimley-Horn and Associates, Inc. on behalf of Target Corporation, has submitted a request for a Minor Amendment to Lot 3 of Oswego Commons Final Planned Unit Development for the property generally located at the southeast corner of Douglas Road and U.S. Route 34 commonly known as 3020 U.S. Route 34, to allow for a change in signage; and

WHEREAS, the Final Planned Unit Development (PUD) for Oswego Commons Shopping Center, Outlots 1, 2, 3, 4, 5, and 18 was approved on March 26, 2001 by Ordinance No. 01-24 (200100006640), and a Minor Amendment was approved to allow for a change in signage for Petco on May 15, 2012 by Ordinance No. 12-39 (201200010175); and

WHEREAS, the property is currently zoned B-3 Community Service and Wholesale District and has been improved with a two-story commercial building.

WHEREAS, this ordinance shall be recorded at Kendall County, Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OSWEGO, KENDALL AND WILL COUNTIES, ILLINOIS IN THE EXERCISE OF THEIR HOME RULE, STATUTORY AND OTHER POWERS, as follows:

Section 1: That the recitals set forth above are incorporated here by reference, and the application for a Minor Amendment to allow for a change in Target’s signage is approved and that the Village Clerk is hereby directed to record with the Kendall County Clerk a certified copy of this Ordinance, together

with an accurate map of the property hereby rezoned and made a part hereof, identified and enumerated on the following exhibits:

Exhibit "A" – Legal Description

Exhibit "B" – Location Map

Exhibit "C" – Elevations

Section 2: SEVERABILITY

This ordinance and every provision thereof shall be considered severable. If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

Section 3: REPEALER

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4: EFFECTIVE DATE

This Ordinance shall be in full force and effect immediately upon its passage, approval and publication in this pamphlet form which is hereby authorized, as provided by law.

PASSED by the Board of Trustees of the Village of Oswego, Kendall and Will Counties, Illinois this ___ day of ____ 2019 pursuant to the following roll call vote:

JAMES MARTER	_____	LUIS PEREZ	_____
TERRY OLSON	_____	JUDY SOLLINGER	_____
PAM PARR	_____	BRIAN THOMAS	_____

APPROVED by me, Troy Parlier, as President of the Village of Oswego, Kendall and Will Counties, Illinois this ___ day of _____ 2019.

TROY PARLIER, VILLAGE PRESIDENT

TINA TOUCHETTE, VILLAGE CLERK

STATE OF ILLINOIS)
)
COUNTY OF KENDALL) SS

CLERK'S CERTIFICATE
(ORDINANCE)

I, Tina Touchette, the duly qualified and acting Village Clerk of the Village of Oswego, Kendall and Will Counties, Illinois, do hereby certify that I am the keeper of its books and records and that the attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE GRANTING A MINOR AMENDMENT TO THE FINAL PLANNED UNIT DEVELOPMENT FOR OSWEGO COMMONS, KENDALL COUNTY, ILLINOIS

(3020 Route 34; Oswego Commons Lot 3 – Target Signage – Project #1042.19)

which Ordinance was duly adopted by said Board of Trustees at a meeting held on the ___ day of _____ 2019, approved by the Village President on the ___ day of _____ 2019 and thereafter published in pamphlet form to the extent required by law.

I do further certify, in my official capacity, that a quorum of said Board of Trustees was present at said meeting and that the Board complied with all requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____ 2019.

Tina Touchette, Village Clerk
Village of Oswego

(Seal)

Exhibit "A"
LEGAL DESCRIPTION

LOT 3 OSWEGO COMMONS VILLAGE OF OSWEGO

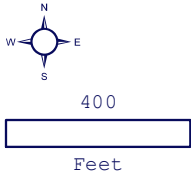
Commonly known as: 3020 Route 34, Oswego IL 60543
PINs: 03-10-351-008

DRAFT

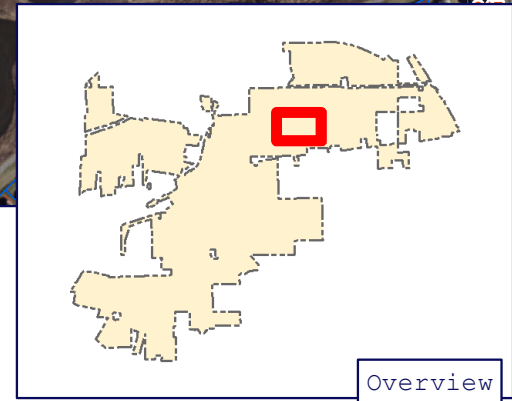
Location Map: 3020 Route 34



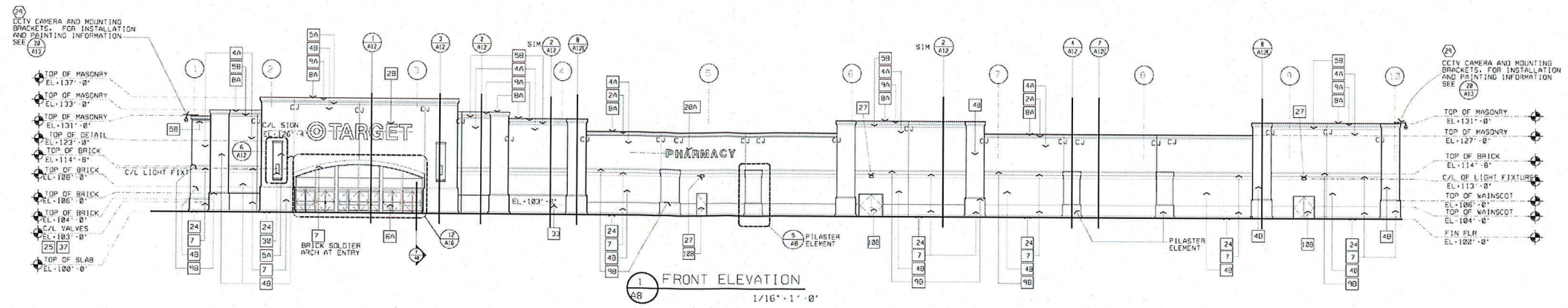
Date Printed: 9/5/2019



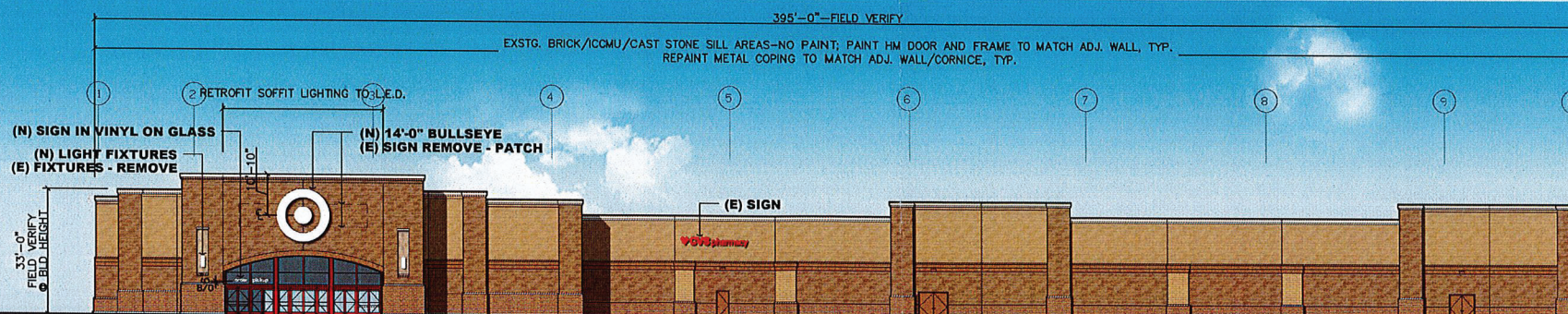
The requested map will be created for study purposes only. Please refer to the official recorded plats or deeds for the actual legal descriptions and property dimensions. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by the Village of Oswego or its employees. This work is protected by the United States Copyright Act of 1976 (17 U.S.C. Sec101 et seq). You are not permitted to use and/or reproduce any part of a copyrighted work of the Village of Oswego in violation of Federal Copyright Law. Doing so may result in prosecution under such law. If you wish to use property in which the Village of Oswego owns a copyright, you must obtain written permission through the Community Development Department in the Village of Oswego, located at 100 Parkers Mill, Oswego, Illinois 60543.



Overview



Existing Condition



Proposed Front Elevation

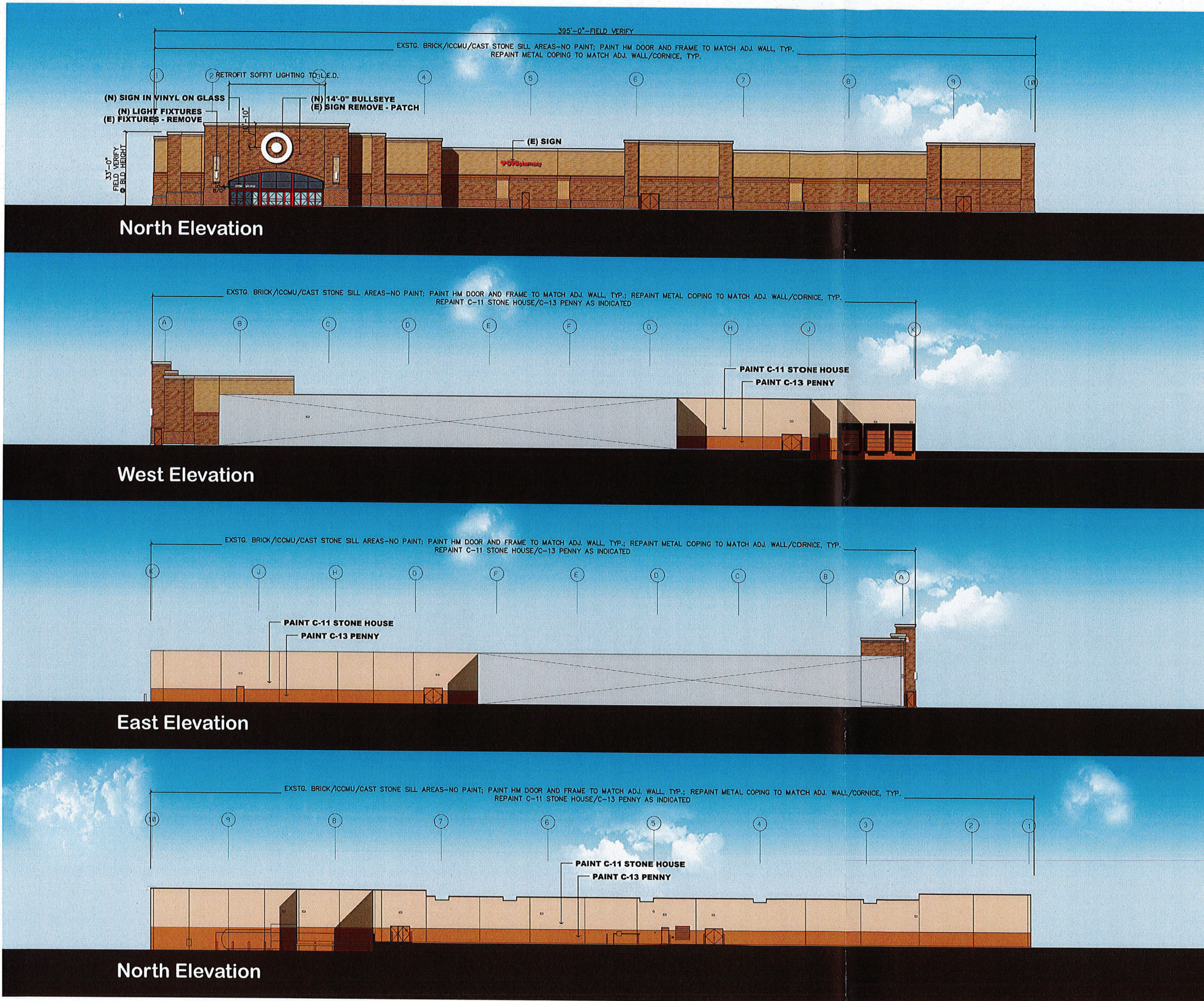
T-1402 Oswego, IL : Exterior Elevation Refresh

RECEIVED

AUG 27 2019

Community Development
Department

April 15, 2019



- C-11 STONE HOUSE
- C-13 PENNY

NOTE:

* ALL COLORS ARE FOR REFERENCE ONLY.

* EXISTING BRICK, ICCMU & CAST STONE SILL AREAS-NO PAINT; PAINT HM DOOR AND FRAME TO MATCH ADJ. WALL, TYP. PAINT METAL COPING TO MATCH ADJ. WALL/CORNICE, TYP.

* RESEAL ICCMU AND CAST STONE CAP.

*NEW LIGHT FIXTURES: OCL "NEWPORT" @ EXSTG. SCONCES LOCATIONS

*STORE EXTERIOR WALLS ARE PRIMARILY : CMU & BRICK

*BEN-3 : TRANSITIONAL , COLOR.....SILVER

RECEIVED

AUG 27 2019

Community Development
Department

T-1402 Oswego, IL : Exterior Elevation Refresh

April 15, 2019

Proclamation

The Village of Oswego, Illinois
Founded in 1833

“IT’S OUR FOX RIVER DAY – A Watershed Wide Celebration”

WHEREAS, the Fox River was central to the lives of native Americans inhabiting the Fox River Valley in Wisconsin and Illinois for millennia, providing an abundance of food and water to wildlife and those native populations; and

WHEREAS, the Fox River was the central to the lives of early settlers of the Fox River Valley, providing a source of water and power to mill the grains to feed those settlers, saw the lumber to shelter those settlers, and drive the early machinery which formed the commercial and industrial base that gave first growth to our community; and

WHEREAS, the Fox River, once a fine fishery and source of public water, became burdened with the uncontrolled discharge of industrial, commercial and municipal wastes, with the resulting pollution threatening the health and welfare of all populations of the Fox River, including human and wildlife; and

WHEREAS, sustained and increasingly diligent and effective efforts have been made over the past century to reduce and eliminate pollution and changes to our river’s natural shorelines; and

WHEREAS, the Fox River has been largely freed from its burden of pollution and once again has become a safe source of recreation and reliable public water supply, with its fish and wildlife population in clear recovery; and

WHEREAS, the Village of Oswego recognizes the historic, present and future value of this unique and precious natural resource to our community, and all other communities within and beyond the Fox River Valley.

NOW, THEREFORE, I, Troy Parlier, President of the Village of Oswego, Kendall and Will Counties, Illinois do hereby proclaim that the third Saturday of September, this year and every year thereafter, shall be recognized as “It’s Our Fox River Day”, and to have and support events, public and private, that honor and celebrate the life and well-being of the Fox River for us to share now, and with generations to come.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Oswego to be affixed this 17th day of September 2019.

Troy Parlier, Village President

ATTEST:

Tina Touchette, Village Clerk