

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
June 18, 2019**

**CALL TO ORDER**

President Troy Parlier called the meeting to order at 6:02 p.m.

**ROLL CALL**

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

Trustee James Marter attended electronically at 6:03 p.m.

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; Rod Zenner, Community Development Director; Corinna Cole, Economic Development Director; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover; B&Z Manager; Carri Parker, Purchasing Manager; Joe Renzetti, IT Manager; and Karl Ottosen, Village Attorney.

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

President Parlier stated Trustee James Marter requested the consideration of electronically attending tonight's meeting. Clerk Touchette confirmed the receipt of an electronic attendance request form from Trustee James Marter who was out due to an illness. President Parlier requested the following motion after it was determined there was a quorum:

Motion to Approve Trustee Marter to Electronically Attend the June 18, 2019 Committee of the Whole Meeting.

A motion was made by Trustee Perez and seconded by Trustee Sollinger to Approve Trustee James Marter to Electronically Attend the June 18, 2019 Committee of the Whole Meeting.

Aye:	Terry Olson	Pam Parr
	Luis Perez	Judy Sollinger
	Brian Thomas	

Nay: None

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

Trustee James Marter was approved to electronically attend the June 18, 2019 Committee of the Whole meeting at 6:03 p.m. via phone/audio conference.

**PUBLIC FORUM**

Public Forum was opened at 6:04 p.m.

Gerald Sternberg addressed the Board regarding Delta Sonic; asked for no more fossil fuel stations; asked for no more curbs in front of residential driveways; asked the Board to reconsider condos unless there are strict standards in place.

There was no one else who requested to speak; the Public Forum was closed at 6:07 p.m.

**OLD BUSINESS**

E.1. Discussion Regarding Pedestrian Crossings on Washington Street

Director Hughes addressed the Board regarding the pedestrian crossing on Washington Street. This crossing has been an issue for 30 years. IDOT looks for warrants (prerequisites) to be done and the Village has done many warrant analyses over the years. Main Street doesn't meet the need for a traffic signal. Warrants include:

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

In October 1997, IDOT installed signs and lowered the speed limit on Washington Street. Village President Johnson and staff met with IDOT late last year to revisit the request to install traffic signals along Washington at Main and Harrison Streets and presented other options for consideration:

- Relocating/adding Rectangular Rapid Flashing Beacons over the pavement to improve visibility to all drivers.
  - System would not provide red signals to drivers along Washington Street
  - IDOT did not rule out this option but noted that such an installation would require electrical work and signal poles similar to what would be used for traffic signals
- Install a High Intensity Activated Cross Walk (HAWK) Pedestrian Beacon system that flashes a red light when a pedestrian activates it; clearly requiring vehicles to stop
  - IDOT indicated they would not approve this at an intersection
- Changes to the roadway
  - Narrowing the lanes or adding speed tables to intersections like those in downtown Plainfield
  - IDOT stated they would not permit a speed table on a state highway
  - IDOT would consider narrowing the lanes in conjunction with another project, but will require traffic studies of the impact of doing so
  - This option would take years to complete and construct
- Oswegoland Park District's master plan includes a pedestrian underpass under the US 34 bridge, designed to continue the Fox River Trail and connect development of a south park to Hudson Crossing Park.
- Staff does not recommend the installation of an underpass or overpass at Washington and Main Street
  - Such structures pose several engineering challenges due to the ramp requirements, footprint size, and drainage requirements
  - They are often underutilized by pedestrians unless physical barriers are constructed to force pedestrians to use them

IDOT agreed to conduct a traffic signal warrant analysis and report back the results. IDOT completed the study and reported back at the end of January 2019. The analysis confirmed that the intersection still does not meet warrants for the signal. They offered two options for the Village to look at:

- Village could update the study to consider future traffic based upon community growth and downtown redevelopment
- If the Village meets the future warrants, and if the public supports the signals despite the delays that will be caused by the signals, they then may authorize the signals to be constructed at the Village's cost
  - Village would hold a public meeting to see if there is support for the signals
  - Village would do an analysis to see how long it would take to get through Downtown
  - IDOT wants to make sure if the signals go in that the public supports it

The engineering for the traffic signals at Main and Harrison Streets is complex due to the proximity to signals at Madison Street, IL 31, and the railroad crossing. Each of these items needs to interact and ensure that intersections can clear when trains approach. In addition, IDOT has made it clear that the Village will also need to ensure that the intersections meet the requirements of the Americans with Disabilities Act. The Village is also working on establishing a railroad quiet zone through the downtown. This zone would create an environment where train engineers would not need to sound their horn except when they believe there is an imminent hazard. The Village would need to modify the railroad crossing signals on Washington and connect them to the new traffic signals.

Staff incorporated the following projects into the Capital Improvement Program:

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

Chief Burgner provided traffic unit and enforcements stats:

- January-April 2019: 290 hours of enforcement
  - 1,400 written warnings and citations issued
- Traffic crashes
  - January 2014-current
    - ✓ 25 crashes at Washington & Harrison Streets
    - ✓ 32 crashes at Main & Washington Streets
    - ✓ 2 pedestrian crashes a Main & Washington Streets
    - ✓ Fatal by the tracks at Adams Street

Staff recommended moving forward with the study. This is the best hope in getting a signal. Re-wiring the pedestrian crossing signals and making modifications to the curb ramps is still expensive.

Board and staff discussion focused on how long the study would take; public meeting will be scheduled in 2-3 months; traffic signal at Main Street is budgeted for; Harrison Street signals budgeted in next year; speed bumps are not allowed on a State highway; other option is to move Route 34 traffic to Orchard Rd; Village would be required to conduct a full blown study to see the impacts of this move; the Village would need to absorb all the costs; State said no to speed bumps because they need traffic moving on a State highway; other communities have traffic signals on every block in their thriving downtowns; the railroad tracks will cause unbelievable backups; because of the railroad tracks, the study will cost more and may require the study to include the impact on five corners; wanting to move pedestrians safely; studies help to provide the impacts, anticipate costs and future planning. Staff will be presenting a resolution for approval of a traffic study at the June 18, 2019 Regular Village Board meeting. There was no further discussion.

## **NEW BUSINESS**

### **F.1. IT Staffing Discussion**

Director Burns addressed the Board regarding IT staffing. In 2016, the Village determined that it needed additional support for IT services. The Village's reliance on technology and various platforms continued to grow, and the Village launched the implementation of an enterprise resource planning software (Munis). The demand for services far exceeded the capacity of the IT/GIS Manager. Following a joint RFP for IT services with Yorkville, the Village joined the GovIT Consortium. The consortium is a group of municipalities that collectively contract for IT services, with the goal of additional efficiencies through the shared service model. While the consortium model provided benefits for some municipalities, the Village has not seen the same level of benefits due to our existing IT staff and previous progress in moving to cloud-based services.

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

#### Cost Comparison

The Village currently has \$150,000 budgeted annually for contract IT support services. The Village's contract with Interdev calls for 32 hours a week of Tier 1 technical support. The consortium is currently renegotiating a master contract with Interdev based on service-level agreements rather than dedicated hours, and the future price is unknown. Based on available market data, staff anticipates the IT Technician salary range to be between \$55,000 and \$75,000, and the total employee cost with taxes and benefits between \$86,000 and \$110,000. With the addition of a much more narrowed scope of contract services, staff expects the change to be cost neutral to the Village.

#### Timeline

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

Board and staff discussion focused on paying \$138,000 annually to the consortium; only getting 32 hours per week in services; IT Technician will be full-time; IT/GIS Manager will be part of the hiring process; disappointed with the consortium; consortium term expires 4/17/20; Board and staff have done all the right things to make this work; Village's software and the IT/GIS Manager are far above others; wanting someone really good to work with the IT/GIS Manager; needing to define roles and gaps; workloads have increased; looking at the needs; hiring process will include practical scenarios for the applicant to go through; staff will be bringing a resolution to the Board for formal approval to withdraw from the consortium; whether the contract renews automatically; the new resource assigned by the consortium is better. There was no further discussion.

#### **CLOSED SESSION**

There was no Closed Session held.

#### **ADJOURNMENT**

The meeting adjourned at 6:37 p.m.

Tina Touchette  
Village Clerk