

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:02 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 Terry Olson, Pam Parr, Luis Perez, Judy Sollinger and Brian Thomas.

Trustee James Marter attended electronically at 7:03 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 Regular Village Board Meeting.

A motion was made by Trustee Perez and seconded by Trustee Olson to Approve Trustee James Marter to Electronically Attend the June 18, 2019 Regular Village Board 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 Regular Village Board Meeting at 7:03 p.m. via phone/audio conference.

RECOGNITIONS/APPOINTMENTS

D.1. Employee Service Awards

- a. Cassandra Catberro- 5 Years of Service (Police Department) Did not attend
- b. Jordan Lombardi- 5 Years of Service (Police Department) Did not attend
- c. Kenneth Foote- 10 Years of Service (Police Department) Did not attend
- d. Kelly Garcia- 15 Years of Service (Police Department) Did not attend

- e. Denise Lawrence- 15 Years of Service (Police Department)
President Parlier and Chief Burgner recognized her for her 15 years of service.
- f. Michael Gunter- 20 Years of Service (Public Works Department) Did not attend
- g. Scott Hart- 20 Years of Service (Police Department)
President Parlier and Chief Burgner recognized him for his 20 years of service.

President Parlier extended his congratulations to those who could not attend.

D.2. Character Counts Awards

Tammie Harmon, Principal at the Wheatlands, read the letters of nomination and, along with Village President Parlier and Alexa Backus, presented the nominees with an award and had their picture taken.

D.3. Police Commission Board:

- a) Re-appoint Ron Elvin for a Term to Expire April 30, 2022.

President Parlier read the re-appointment and requested a motion to approve.

A motion was made by Trustee Parr and seconded by Trustee Sollinger to Approve the Re-Appointment of Ron Elvin for a Term to Expire April 30, 2022.

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.

PUBLIC FORUM

Public Forum was opened at 7:16 p.m. There was no one who requested to speak; the Public Forum was closed at 7:16 p.m.

STAFF REPORTS

Administrator Di Santo- success at ReCon; all major corridors in the Village are showing progress; Delta Sonic, 7-11, Orchard Road strip center, new restaurant on Rt. 30.

Director Cole- second movies in the park is scheduled at Village Hall this Thursday at dusk. Featured movie is the Secret Life of Pets.

CONSENT AGENDA

- G.1. May 28, 2019 Special Committee of the Whole Minutes
- G.2. May 28, 2019 Special Village Board Minutes
- G.3. May 28, 2019 Closed Session Minutes (Approve and Release)
- G.4. Resolution Authorizing Release of Certain Closed Session Minutes. **Resolution No. 19-R-45**
- G.5. Resolution Authorizing the Destruction of Audio and Video Recordings of Closed Meeting Sessions Where More than 18 Months Have Elapsed. **Resolution No. 19-R-46**
- G.6. Resolution Approving the Oswego High School homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71. **Resolution No. 19-R-47**
- G.7. Resolution Authorizing the Execution of a Memorandum of Understanding Between the Oswego Police Department and the City of Aurora Police Department Regarding Use of the

Aurora Police Department National Integrated Ballistic Information Network System.

Resolution No. 19-R-48

G.8. Resolution Designating Depositories and Signors for Village Banking Services and Accounts.
Resolution No. 19-R-49

G.9. Approval of a Resolution Relating to Participation by Elected Officials in the Illinois Municipal Retirement Fund. **Resolution No. 19-R-50**

A motion was made by Trustee Perez and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the May 28, 2019 Special Committee of the Whole Minutes; Approving the May 28, 2019 Special Village Board Minutes; Approving the May 28, 2019 Closed Session Minutes (Approve and Release); and approving the following resolutions:

Resolution No. 19-R-45; Resolution Authorizing Release of Certain Closed Session Minutes.

Resolution No. 19-R-46; Resolution Authorizing the Destruction of Audio and Video Recordings of Closed Meeting Sessions Where More than 18 Months Have Elapsed.

Resolution No. 19-R-47; Resolution Approving the Oswego High School homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71.

Resolution No. 19-R-48; Resolution Authorizing the Execution of a Memorandum of Understanding Between the Oswego Police Department and the City of Aurora Police Department Regarding Use of the Aurora Police Department National Integrated Ballistic Information Network System.

Resolution No. 19-R-49; Resolution Designating Depositories and Signors for Village Banking Services and Accounts.

Resolution No. 19-R-50; Approval of a Resolution Relating to Participation by Elected Officials in the Illinois Municipal Retirement Fund.

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

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 June 4, 2019 in the Amount of \$551,171.01 and Approve Bill List Dated June 18, 2019 in the Amount of \$939,624.05.

A motion was made by Trustee Perez and seconded by Trustee Parr to approve the Bill List Dated June 4, 2019 in the Amount of \$551,171.01 and Approve Bill List Dated June 18, 2019 in the Amount of \$939,624.05.

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

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 an Amendment to the Special Use Permit for Oswego Township to Allow for a Public Service Use Maintenance Garage Located at 1150 Route 25.
Ordinance No. 19-35

Attorney Ottosen noted that his firm represents Oswego Township. If there is a question on legality, he will step out of the Board room and not be included in the discussion. There was no one who questioned the legality.

Community Development Director Zenner addressed the Board regarding a special use permit for the Township. The petitioner is requesting approval to amend the Special Use permit to allow for the construction of an additional cold storage building and to pave the gravel storage area. There is also a future 35-foot by 70-foot building identified along the front of the building. The future use of this building has not been specifically identified as it may be a potential improvement to the site after the existing paving and storage facility is constructed. It would likely be office or other support space as necessary. Since these improvements will increase the impervious surface, the petitioner will also increase the size of the stormwater detention facility. Staff believes that the additional storage building is in keeping with the approved use of the site. The proposed paving of the rear gravel storage area will improve the site and reduce the potential for dust in the future. The additional stormwater detention would adequately address any storm water issues that could be generated by the increase in impervious surface. The Planning & Zoning Commission met on June 13, 2019 and approved the item contingent on approved architectural plans. There was no further discussion.

A motion was made by Trustee Perez and seconded by Trustee Sollinger to approve an Ordinance Granting an Amendment to the Special Use Permit for Oswego Township to Allow for a Public Service Use Maintenance Garage Located at 1150 Route 25 with the Condition Represented By the Planning & Zoning Commission.

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

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

J.2. 2019 Road Maintenance Project

- a. Supplemental Resolution for Maintenance Under the Illinois Highway Code in the Amount of \$99,600.00 of Motor Fuel Tax Funds in Fiscal Year 2020. **Resolution No. 19-R-51**
- b. Resolution Authorizing the Execution of a Contract with D Construction, Coal City, IL in the Amount of \$828,722.62 for Maintenance of Various Streets. **Resolution No. 19-R-52**

Public Works Director Hughes addressed the Board regarding the 2019 road maintenance project. On April 9, 2019, the Village Board authorized staff to move forward with the design of the 2019 Road Resurface Project. HR Green completed the design. Three bids were opened on May 9, 2019. Prices ranged from \$828,722.62 to \$930,888.00. D Construction, of Coal City, was the lowest responsible bidder. This company most recently completed a resurfacing project for the Village in 2015. The preliminary schedule will be refined during the pre-construction meeting. The completion date is August 9, 2019. The Village authorized the expenditure of \$800,000 in Motor Fuel Tax Funds on April 9, 2019. Due to the increase in the project costs, the Village will need to authorize an additional \$99,600. The Village expects to receive \$850,000 in FY 2020 MFT allotments distributed to the Village. Staff will transfer \$262,500 transfer to the Debt Service fund leaving an estimated Restricted Fund Balance of \$980,660 as of April 30, 2020.

The following streets will be worked on this year:

Street	Location
Resurface	
Prairieview Drive	Morgan Valley Drive to Forest Avenue
Forest Avenue	Prairieview Drive to concrete pavement
Seton Creek Drive	Gloria Lane to Wollmington Drive
Wollmington Drive	Seton Creek Drive to Old Post Road
Pearce's Ford	US 34 to Waubonsie Creek (south of bridge)
Patching	
Main Street – Southbound	At East Benton Street
Main Street – Southbound	North of Judson Avenue
Douglas Street – Southbound	South of South Madison Street
Douglas Street – Northbound	Between South Madison Street and West End Court
Judson Street	East of Main Street
Mill Road – Westbound	West of Station Drive

Board and staff discussion focused on why the bids were over the engineer's estimated cost; engineer did not increase appropriately from last year; staff is comfortable with the bids; whether the revenues are still ok; revenues will build up over the year; will still have a positive fund balance going into next year. There was no further discussion.

A motion was made by Trustee Perez and seconded by Trustee Thomas to approve a Supplemental Resolution for Maintenance Under the Illinois Highway Code in the Amount of \$99,600.00 of Motor Fuel Tax Funds in Fiscal Year 2020 and Approve a Resolution Authorizing the Execution of a Contract with D Construction, Coal City, IL in the Amount of \$828,722.62 for Maintenance of Various Streets.

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

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

**J.3. Resolution Authorizing the Execution of a Four (4) Year Contract with Busted Knuckles Landscape, Sheridan, IL, for Tree Removal Services for Various Areas Throughout the Village.
Resolution No. 19-R-53**

Manager Parker addressed the Board regarding a contract for tree removal. Currently, Public Works staff removes small to medium-size trees and hires a contractor to perform stump grinding for \$10/inch. Staff obtains quotes on an as-needed basis to remove large trees that either requires personnel to climb the trees or requires larger equipment to remove. Due to the lack of staff within the Public Works department, there is a backlog of 168 stumps (2120 inches) that need to be removed throughout the Village. As a result, the Village joined the Oswego Township's invitation to bid for tree removal services throughout the entire Township and Village.

On April 12, 2019, the Township and the Village held a public bid opening for tree trimming and removal services for various areas throughout Oswego. The Township received three (3) bids:

- Busted Knuckles Landscaping
- Pessina Tree Services
- Arborworks

Busted Knuckles Landscaping, LLC, located in Sheridan, IL, was the lowest responsible bidder. Per the terms of the bid document, each agency will award a contract for their work separately. The Township is scheduled to award their portion of the contract on June 24, 2019.

The Village is only interested in contracting for tree removal services and emergency tree services. The emergency specifications state that the contractor must be provided twenty-four (24) hours' notice of said project and will have it completed within a twenty-four (24) hour period. The tree removal services are for dead, diseased, hazardous, and inappropriate species trees. The tree removal services include the removal of the tree, removal of branches, brush and chips, stump grinding, removal of chips after stump grinding, placement of topsoil and grass seed. The following shows the services received in FY2019 compared to what it would cost with the new contract if the same services were received through Busted Knuckles Landscaping, LLC:

Type of Work - # of Items	In-House*	Contractor	Busted Knuckles	Difference
			Comparable prices	
Tree pruning - 792	\$ 62,325			
Tree removal – 114 Trees	\$ 10,755	\$ 11,100	\$ 46,605	\$ 24,750
Stump grinding – 2,287 inches		\$ 22,870		\$ (22,870)
Total	\$ 73,080	\$ 33,970	\$ 46,605	\$ (60,445)

The In-house cost does not include equipment costs, transportation costs, supply purchases and cost for brush disposal. The advantages of this contract are:

- Continue to outsource stump grinding while adding tree removal services
- Have a contractor in place ready to deal with emergency tree removal without taking time to obtain a quote for each tree
- Increase the likelihood of reimbursement from FEMA should a declared disaster occur since the contract is in place prior to an emergency declaration.

Per the Village President's request, staff reached out to SD308 to seek their interest in this contract. They are not interested in tree removal services but are interested in emergency services. Staff contacted the owner of Busted Knuckles Landscaping, LLC, and he agreed to uphold the bid pricing to these two organizations. As a result, staff will develop a piggybacking clause that will allow any other governmental organization, within the Village limits, to be able to contract with Busted Knuckles Landscaping, LLC at the prices provided in the competitive bid process through the Township. Each organization will need to enter into their own agreement.

Due to the significant reduction in the Emerald Ash Borer program over the years, staff has budgeted \$30,000 for FY2020 tree removal services. The Village will be utilizing Busted Knuckles Landscaping for larger projects that staff is not able to perform this fiscal year. The budgeted amount does not include any emergency services that may arise. To assist with the removal of existing stumps throughout the Village, Purchasing Manager Parker reached out to Yorkville to borrow their stump grinder as part of the shared services agreement between the two municipalities. Village staff will remove the existing stumps, while Busted Knuckles Landscaping will remove the stump when they remove the tree. This will reduce any safety concerns and increase the aesthetics of the Village by having these areas fully restored.

Board and staff discussion focused on the Village has not contracted with this company before; they do have a building and the references were checked; contract price will go up 3% throughout the contract; listing of what emergencies cost; Village would be at the top of the list for all emergencies; use of stump grinder from Yorkville is at no cost to the Village; Public Works staff can focus on a tree trimming and pruning program; the Village has not had a program in five years; thousands of trees in the Village; Public Works personnel would supervise the contractors instead of doing the work; staff would work along with the contractor in emergency cases. There was no further discussion.

A motion was made by Trustee Thomas and seconded by Trustee Perez to approve a Resolution Authorizing the Execution of a Four (4) Year Contract with Busted Knuckles Landscape, Sheridan, IL, for Tree Removal Services for Various Areas Throughout the Village.

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

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

J.4. Resolution Authorizing the Execution of a Professional Engineering Services Contract with Christopher B. Burke Engineering Ltd. in an Amount of \$94,500.00 for a Traffic Study of Washington Street. **Resolution No. 19-R-54**

Director Hughes addressed the Board regarding a contract for a traffic study of Washington Street. This item is a follow-up from the Committee of the Whole meeting discussion held earlier tonight. Pedestrian safety in the downtown is a high priority for the Village. Washington Street (US Hwy 34) is a State highway under IDOT's jurisdiction, any improvements along US Hwy 34 must be approved by IDOT. Late 2018, early 2019, IDOT completed a traffic signal warrant analysis and confirmed that the intersection still does not meet warrants for the signal. IDOT offered that the Village could update the study to consider future traffic based upon community growth and downtown redevelopment. They stated that if the Village meet these future warrants, and if the public supports the signals despite the delays that will be caused by the signals, they may authorize the signals to be constructed at the Village's cost.

The engineering for the traffic signals at Main and Harrison Streets is complex due to the proximity to signals at Madison Street, IL RT 31, and the railroad crossing. Each of these need 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. In a separate but related project, the Village is working on establishing a railroad quiet zone through the downtown. This zone would create an environment where train engineers would not need to sound their horn except when they believe there is an imminent hazard. 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

- Can use the funds for design to conduct the study

Based upon Christopher B. Burke Engineering Ltd.'s (CBBEL) experience working on the quiet zone study and their extensive background of completing similar studies, staff selected CBBE. The scope of the project includes:

- Obtain vehicle and pedestrian counts sufficient to complete the study
- Working with the Community Development Department, use existing traffic, recognized growth factors such as those determined by CMAP, the Comprehensive Plan and forecasted development in the downtown to project future vehicle and pedestrian counts over a five- and ten-year planning horizons
- Prepare signal warrant analysis for each intersection under existing conditions and projected five and ten-year planning horizons
- Conduct modeling to determine impacts to corridor; using traffic visualization software, prepare a video to help residents, public officials, and others understand the impacts
- Prepare engineering concept plans for each intersection in enough detail to
 - Determine feasibility of construction of traffic signals including power sources
 - Identify and develop a plan to resolve any ADA impacts at the intersections
- Identify short term (30-90 days) actions that can be taken to improve pedestrian safety in the corridor
- Determine if a signal interconnect system will be required in the corridor that ties in train pre-emption for the crossing between Main and Harrison Streets
- Identify long term actions that could be taken to improve pedestrian safety should traffic signals not be approved at these locations
- Identify utility impacts for all options
- Prepare cost estimates for all options
- Identify permit requirements
- Conduct up to two public meetings to gather input from residents and the downtown business community
 - Gauge public support for alternative improvements for pedestrians that may increase delay for motorists
 - Exhibits to be presented include concept drawings of the traffic signals, traffic simulation results, and other documents to clearly demonstrate the options and impacts of improvements
 - Prepare a summary of the meetings and document resident input as preferences for the options
- Coordinate the scope of work with IDOT to ensure they will accept the proposed approach and present a written report as well as meeting with IDOT and Village officials to discuss the results

The scope does not include preparation of construction plans, construction plans, specifications, estimates, and bid documents for the Village and IDOT approved concept, bid services, or construction observation/documentation.

Board and staff discussion focused on whether to defer the quiet zone for a year; may need the quiet zone sooner; need traffic signal study first; using funds from the quiet zone to do the study; could bring back to the Board to increase funding for the studies; could decide whether or not to budget more funds in the 4th quarter; revising the projects in the 3rd quarter; difficult to get quiet zones due to safety; Village would need to prove that the improvements being made are better than a train horn; putting new gates in; most crossings do not have gates; need railroad and Federal Government to approve the quiet zone; cannot pick and choose when the trains blow their horns; downtown is going to look different; it's the job of the Board to look into this; staff has received complaints about BNSF

train horns that are not in the Village; the trains are in Montgomery and Yorkville. Board agreed to bring back a contract for a quiet zone study later in the year; whether any of this can be included in the TIF Fund. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Perez to approve a Resolution Authorizing the Execution of a Professional Engineering Services Contract with Christopher B. Burke Engineering Ltd. in an Amount of \$94,500.00 for a Traffic Study of Washington Street.

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

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

J.5. Staffing Discussion

a) Resolution Modifying Authorized Staffing from the FY2020 Budget (Part-time Administrative Assistant and Sergeant) **Resolution No. 19-R-55**

b) Resolution Adopting Revised Fiscal Year 2020 Salary Ranges (Part-time Administrative Assistant) **Resolution No. 19-R-56**

Asst. Village Administrator Burns addressed the Board regarding a modification to staffing and salary ranges. Staff regularly evaluates the best way to allocate staff to meet Village needs. The adopted FY2020 Budget outlines the personnel allocations for each department. Staff is requesting a modification of staffing levels in the Police, Administration and Building and Zoning departments to meet evolving needs.

Administrative Support Staff

The Village recently conducted a staffing analysis that prioritized the most effective ways to grow Village staff to meet increasing demands. Additional administrative support ranked high on the list, with each department in Village Hall in need of additional administrative help. A full-time Administrative Assistant was included in the FY 2020 budget to address these needs; with the intention of further defining the role prior to hiring the position. Economic Development, Community Development/Building & Zoning, the Clerk's Office and Finance all indicated a need for additional administrative support. Tasks included answering calls, greeting walk-up counter visitors, processing payments or permits, maintaining electronic and physical files, and assisting with scheduling. Additionally, a vacancy in the Executive Assistant position provides the opportunity to review how responsibilities are allocated more broadly. Previously, the Executive Assistant provided support for the Village Board, Village Administrator and Village Clerk.

Staff is recommending hiring three part-time Administrative Assistants in lieu of a full-time position. Two positions would be assigned to Building and Zoning to assist with permitting, filing and assisting customers at the counter. Building and Zoning would also take over the Special Events permitting process that is currently shared between the Village Clerk and Finance Department. The third position would be assigned to the Village Clerk to provide support previously provided by the Executive Assistant. The Executive Assistant would be assigned to support the Village Board, Administrator and Economic Development Director.

A full-time Administrative Assistant, inclusive of taxes, benefits and pension, has a total cost between \$74,500 and \$96,800 based on salary and benefit selections. The three part-time positions total between \$60,300 and \$85,600 due to the elimination of benefit and pension costs. Staff is

recommending assigning this position to Grade II (between \$18.68 and \$26.52 per hour) based on comparable wages for part-time administrative support positions in other communities.

Administrative Assistant Cost Comparison

	Min	Max
	\$	\$
Full time/hr	21.70	30.82
Wage	\$ 45,136.00	\$ 64,105.60
Benefits	\$ 29,358.10	\$ 32,719.51
<i>Total Cost</i>	<i>\$ 74,494.10</i>	<i>\$ 96,825.11</i>
	\$	\$
Part time/hr	18.68	26.52
Wage	\$ 18,680.00	\$ 26,520.00
Benefits	\$ 1,429.02	\$ 2,028.78
<i>Total Cost x3</i>	<i>\$ 60,327.06</i>	<i>\$ 85,646.34</i>
Savings	\$ 14,167.04	\$ 11,178.77

Police Department Staffing

The Village budget includes authorization for 49 sworn officers. Of those, four serves as department command, eight are allocated to sergeant and 37 as patrol officers. Staff is requesting promoting an officer to the rank of sergeant to serve as the sergeant of the Criminal Intelligence Team (CIT) which is an arm of the Kendall County Cooperative Police Assistant (KCCPAT). CIT is a multi-jurisdictional task force that focuses on gang, gun and drug related investigations and offenses throughout Kendall County. It was established in May 2015 and comprises officers from Oswego, Kendall County Sheriff’s Office, Yorkville Police Department, and Montgomery Police Department. CIT provides the Village with a team of officers that specialize in gang related crimes in an effort to minimize violent crimes from occurring in the Village. The team works closely with other Chicagoland gang units to share critical gang related intelligence. The team of four serves as a force multiplier regarding enforcement efforts to member agencies when issues arise that relate to gang, gun and drug related criminal activity.

The CIT has had a rotation of sergeants from the member agencies to lead the team. The most recent CIT Sergeant was promoted to a Deputy Chief position in Yorkville. It is now Oswego’s turn to supply a sergeant. By assigning a Sergeant, Oswego will have a Patrol Officer return from KCCPAT to the general patrol staff in the operations of the Department. Promoting a Patrol Officer to Sergeant will minimize the risk for overtime and not cause an increased risk of overtime at the patrol rank. The Village will not need to hire another Patrol Officer to fill the vacancy from the promotion since the Patrol Officer from KCCPAT will be returning to patrol. The assignment of a Sergeant to CIT is not planned to last more than five years. It would be expected that another member agency would step up and provide the next supervisor for a similar term in CIT. Once the Village completes the obligation, the member would return to the Department and be reintroduced to the staffing plan through the potential of adding a Commander position that would be appointed in accordance to Village Code. If the Department was not able to grow the command staff team at that time, staff would look for other options to absorb the role.

The overall sworn level in the Department is currently 49 and would remain at that level even with the proposed promotion. The staffing costs to be considered would be the difference between a Patrol

Officer and a Sergeant salary. Typically, any overtime worked in the CIT is reimbursed through Federal funding and would be a passthrough for the Village. The risk would be minimal from an overtime perspective. If authorized, the promotion would take place in January of 2020 which would assist in controlling cost rather than promote immediately. Comparison chart is as follows:

**3 Year Salary Comparison
Collective Bargaining Agreements Expire April 30, 2022**

	Difference
FY20 (Jan 1 st – April 30 th)	\$3,198
FY21	\$12,342
FY22	\$15,209

Board and staff discussion focused on five-year timeframe to have the Officer in CIT; another agency would take over after that; thank you for waiting our turn and stepping in; not adding more officers; what other communities are doing this; thank you to staff for finding ways to save money and provide service. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve a Resolution Modifying Authorized Staffing from the FY2020 Budget (Part-time Administrative Assistant and Sergeant) and Approving a Resolution Adopting Revised Fiscal Year 2020 Salary Ranges (Part-time Administrative Assistant).

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

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

PRESIDENT’S REPORT

Thanked staff and the Board for attending PrairieFest. He also thanked the eight legislators for the funds received for the Metra study and the Capital project funding for Oswego.

Community Mental Health Day is June 25, 2019.

TRUSTEE REPORTS

Trustee Olson- inquired into whether the Police Department needs equipment. Department is buying 2-3 shields and helmets; a few of the shields are rifle rated; have more of the pistol rated shields; helmets are assigned individually; would like a shield in each vehicle; always nice to be over prepared. Department will need to budget \$2,000-\$11,000 per shield.

Trustee Sollinger- inquired into the results for Wine on the Fox; staff is working on the report and should have it ready this week.

Trustee Marter- he thanked staff for accommodating him to attend the meetings tonight; he is feeling under the weather and is looking forward to the next meeting.

Trustee Perez- important to keep retail in mind with the competition from Amazon.

Trustee Thomas- turnout at the tent at PrairieFest was fantastic; looking forward to the 4th of July event.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Perez and seconded by Trustee Parr to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 8:04 p.m.

Tina Touchette
Village Clerk