

**MINUTES OF A REGULAR MEETING OF THE  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
May 1, 2018**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Gail Johnson called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Physically Present: President Gail Johnson and Trustees Ryan Kauffman, Karin McCarthy-Lange, Pam Parr, Luis Perez, Judy Sollinger and Joe West.

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Jeff Burgner, Police Chief; Rod Zenner, Community Development Director; Mark Horton, Finance Director; Jenette Sturges, Community Engagement Coordinator-Marketing; Steve Raasch, Facilities Manager; and Dave Silverman, Village Attorney.

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

There was no one who requested to attend electronically.

**RECOGNITIONS/APPOINTMENTS**

D.1. Character Counts Awards

Tammy Harmon read the letters of nomination; along with Alexa Backus, the new President of Character Counts and Village President Jonhson, they presented the nominees with an award and had their picture taken. Julie Van Camp, previous President of Character Counts, was also presented with an award and recognized for her seven years of dedication to the coalition.

**PUBLIC FORUM**

The Public Forum was opened at 7:09 p.m. There was no one who requested to speak; the Public Forum was closed at 7:09 p.m.

**STAFF REPORTS**

Administrator Di Santo- Wine on the Fox is this weekend. Director Cole has the new wine list of approximately 120+ wines; event will be bigger and better this year.

Assistant Village Administrator Burns- today is Purchasing Manager, Annie Callahan's, last day; she was hired last year and was a shared position for Oswego and Yorkville; she saved approximately \$160,000+; she worked on many notable and bidding projects. She will be working for a former business contact.

Public Works Director Hughes- welcome to the new Facilities Manager, Steve Raasch. He will be shared between Oswego and Yorkville; 12 years of experience; came from Brookfield Zoo; was chosen from a lot of strong candidates; was able to quickly fix the Board room's cooling system prior to tonight's meeting.

**CONSENT AGENDA**

- G.1. April 17, 2018 Committee of the Whole Minutes
- G.2. April 17, 2018 Regular Village Board Minutes
- G.3. April 17, 2018 Closed Session Minutes (Approve, but Not Release)
- G.4. Resolution Approving a Memorial Day Parade and the Temporary Closure of U.S. Highway 34 in the Village of Oswego. **Resolution No. 18-R-27**

G.5. Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71. **Resolution No. 18-R-28**; Oswego East High School has not asked to do a parade for their homecoming.

A motion was made by Trustee McCarthy-Lange and seconded by Trustee Kauffman to approve the Consent Agenda; Approving the April 17, 2018 Committee of the Whole Meeting Minutes; Approving the April 17, 2018 Regular Village Board Minutes; Approving, but Not Releasing the April 17, 2018 Closed Session Minutes; and approving the following resolutions:

**Resolution No. 18-R-27**; Resolution Approving a Memorial Day Parade and the Temporary Closure of U.S. Highway 34 in the Village of Oswego.

**Resolution No. 18-R-28**; Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71.

Aye: Ryan Kauffman                      Karin McCarthy-Lange  
Pam Parr                                  Luis Perez  
Judy Sollinger                         Joe West

Nay: None

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

### **BILL LIST**

H.1. Approve Bill List Dated May 1, 2018 in the Amount of \$2,604,394.88.

A motion was made by Trustee Parr and seconded by Trustee Kauffman to approve the Bill List Dated May 1, 2018 in the Amount of \$2,604,394.88.

Aye: Ryan Kauffman                      Karin McCarthy-Lange  
Pam Parr                                  Luis Perez  
Judy Sollinger                         Joe West

Nay: None

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

### **OLD BUSINESS**

I.1. Resolution Authorizing the Award of a Contract to Ferguson Enterprises, Inc. for the Purchase of Neptune Water Meters, Registers, Radio Transmitters, Collectors and Meter Couplings Including the Installation of the Collectors and the Waiving of the Competitive Sealed Bidding Requirement.  
**Resolution No. 18-R-29**

Director Hughes addressed the Board regarding the purchase of water meters, registers, radio transmitters, collectors and meter couplings, including the installation of the collectors. This item was previously discussed at the April 17, 2018 Village Board meeting. Trustee Perez thanked staff for responding to his questions. All answers were sent to all Board members. There was no further discussion.

A motion was made by Trustee Parr and seconded by Trustee Perez to approve a Resolution Authorizing the Award of a Contract to Ferguson Enterprises, Inc. for the Purchase of Neptune Water Meters, Registers, Radio Transmitters, Collectors and Meter Couplings Including the Installation of the Collectors and the Waiving of the Competitive Sealed Bidding Requirement.

Aye: Ryan Kauffman                      Karin McCarthy-Lange  
Pam Parr                                  Luis Perez  
Judy Sollinger

Nay: Joe West

The motion was declared carried by a roll call vote with five (5) aye votes and one (1) nay vote.

I.2. Resolution Approving the Purchase of Wine from Breakthru Beverage Illinois, LLC in an Amount Not to Exceed \$62,000 and the Waiving of the Competitive Bidding Requirement. **Resolution No. 18-R-30**

Director Cole addressed the Board concerning the purchase of wine for the Wine on the Fox event. Staff proposes to purchase roughly 2/3 of the available wine from Breakthru Beverage, an alcohol distributor. The wine will be sold to the Village at wholesale price, as mandated by law. The product will be delivered immediately before the event. The Village will sell the wine at retail price by one ounce pour, five ounce pour, and bottle (for offsite consumption). The approval amount is a not to exceed value. The final value will be determined by type, brand, and quantity. Unopened and undamaged cases of product will be returned to the Distributor for credit. Unopened product will be stored in a semi trailer for safekeeping and protection from the elements.

Board and staff discussion focused on whether the Village would be buying from other wineries; Fox Valley winery is the only one; ticket prices; \$15 for a glass and 7 tickets; reimbursement to wineries rate changed to sixty cents on the dollar; Mother's Day package will include a voucher for a small gift at a local business; twelve bottles to a case; who is responsible for the remaining stock; will raffle off bottles; keeping an inventory system; cost of product, labor and entertainment; returning of unopened cases is good; giving money to clubs for volunteering; giving back to the community; getting civic clubs involved; donating time to get a donation to their organization or to the Kendall County Food Pantry; opportunistic; PD and staff is responsible for the safe keeping of wine; insurance coverage; good comments on Mother's Day boutique; 5,000 people have visited the website; 5,100 on Facebook; hoping for good weather; Oswego Brewing Company will be at the event; will need to purchase tickets for beer. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee McCarthy-Lange to approve a Resolution Approving the Purchase of Wine from Breakthru Beverage Illinois, LLC in an Amount Not to Exceed \$62,000 and the Waiving of the Competitive Bidding Requirement.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

Nay: None

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

**NEW BUSINESS**

J.1. Ordinance Granting a Third Amendment to the Final Planned Unit Development (PUD) for Walmart Located at 2300 Route 34 (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-24**

Director Zenner addressed the Board regarding an amendment to the PUD for Walmart. The petitioner is requesting approval of a Minor Amendment to allow changes to the approved site plan, building elevations and exterior signage for Walmart. Walmart is currently updating their store to offer an online grocery pickup service. Customers will be able to order groceries or other products online and pick them up at the store. To retrieve an order, customers will park in one of the designated pickup parking spaces and enter a number on their phone to alert a Walmart employee. The prepared order will be retrieved by a Walmart employee and loaded into the customer's car without them exiting their vehicle.

Site Plan

The online grocery pickup area will be constructed at the southeast corner of the site. Ten (10) parking spaces, a small access drive, and a landscape island will be removed. A total of twelve (12) parking spaces will be constructed, eight (8) of which will be designated for the online grocery pickup area. Six (6) designated pickup spaces will be covered by a canopy constructed of orange painted steel frame and a tan tensile fabric. The proposed changes will result in the addition of two (2) spaces, for a total of 992 parking spaces serving Walmart. Minor changes will be made to the existing parking lot landscape islands and a new landscape island will be installed with relocated trees and a relocated light pole; resulting in an additional 122 square feet of landscaping

on site. A striped walkway extending from the pickup service door to the designated customer parking spaces will provide a safe route for employees delivering orders to parked vehicles.

Building Elevations

The northeast corner of the building on the front and side elevation will be painted “Knockout Orange” to correspond with the new online grocery pickup branding colors. There are no proposed changes to the west (side) and south (rear) elevation.

Signage

In 2014, the Second Amendment to the Final PUD approved new wall signage for Walmart, reducing the overall signage from 777.97 square feet to 702.52 square feet. The proposed changes to wall signage on the front elevation will decrease overall signage by approximately 13 square feet, resulting in 689.39 square feet of wall signs. The existing “Pharmacy Drive-Thru” wall sign measuring 74.6 square feet will be removed and replaced with a new “Pickup” sign with a Spark logo measuring 42.8 square feet and a smaller “Pharmacy Drive-Thru” sign measuring 18.83 square feet. There are no proposed changes to any other wall signs on the building. Additional directional signage and pavement markings are also proposed.

Board and staff discussion focused on less parking; more landscaping; pharmacy sign; will still have a drive thru area; they can expand, if needed. There was no further discussion.

A motion was made by Trustee McCarthy-Lange and seconded by Trustee West to approve an Ordinance Granting a Third Amendment to the Final Planned Unit Development (PUD) for Walmart Located at 2300 Route 34 (First Read of Ordinance, Waiver of Second Read)

- Aye: Ryan Kauffman                                  Karin McCarthy-Lange
- Pam Parr    Luis Perez
- Judy Sollinger    Joe West

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 Police Department Purchase of Two New Ford Utility Interceptor Squads not to Exceed \$58,914.36 from Hennessy's River View Ford in Oswego, Illinois and the Waiving of the Competitive Public Bidding Requirement. **Resolution No. 18-R-31**

Chief Burgner addressed the Board regarding the purchase of two squads. Staff contacted Hennessey’s River View Ford in Oswego and spoke to their fleet sales manager. Specifications were provided that matched the State and SPC bid pricing in order to obtain a quote on the mentioned vehicles. The fleet sales manager provided a quote for the police squad which includes all requested options and the cost was \$29,457.18 per squad; with a total purchase cost for both quads of \$58,914.36. Shown below are the contract prices from the State and SPC bids as well as Hennessy’s River View Ford. This pricing is only for the vehicle and does not include equipment.

	<u>State</u>	<u>SPC</u>	<u>Hennessy’s River View Ford</u>
Ford Utility Interceptor	\$29,365.00	\$28,490.00	\$29,457.18

Under Village Purchasing Code Local Business & Resident Preference, the Village Board can authorize the purchase cost with local businesses preference of not more than 5% above the lowest bid. This purchase would be approximately 3% higher than the SPC pricing with a difference of \$967.18 per squad.

Board and staff discussion focused on what caused the 3% overage; State bid is very competitive because of the volume; saving by buying local; not having to go pick-up the vehicles; local is good. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee West to Approve a Resolution Authorizing the Police Department Purchase of Two New Ford Utility Interceptor Squads not to Exceed \$58,914.36 from Hennessy's River View Ford in Oswego, Illinois and the Waiving of the Competitive Public Bidding Requirement.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

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 Authorizing the Approval of a Second Amendment to the Purchase and Sale Agreement with Andrew Trasatt for 63 Washington Street. (First Read of Ordinance, Waiver of Second Read)  
**Ordinance No. 18-25**

Administrator Di Santo addressed the Board regarding an amendment to the agreement with Andrew Trasatt for 63 Washington Street. On May 2, 2017, the Village Board approved a PSA with Mr. Trasatt that would sell the property to him following a 90-day inspection period. Following a delay based on a failed Kendall County revolving loan application, on November 21, 2017, the Village Board approved the first amendment to the PSA to extend the inspection period to May 21, 2018. The second amendment proposes to extend the inspection period to November 21, 2018. Since November 21, 2017, Mr. Trasatt and the Village have worked on preliminary engineering plans for the Old Village Hall block. These plans have led Mr. Trasatt to amend his site plan to include a second outdoor patio at the rear of the restaurant facing the alley. The revised plans, once finalized, would return to the Planning and Zoning Commission and Village Board for final approval.

During the extended inspection period, Mr. Trasatt and Mr. Leahy will seek financing and continue negotiations on a Redevelopment Agreement (RDA) for the 63 Washington Street property. The RDA will:

- Outline all development terms
- Finalize the property's development plan
- Establish the use of any Village incentives, including
  - ✓ The use of TIF increment to finance the project
  - ✓ Adjustments to property's purchase price
- Allow Mr. Trasatt to close on the property

Should Mr. Trasatt or the Village fail to enter into an RDA within that timeframe, the PSA will terminate and the Village will continue to own the property.

Board and staff discussion focused on fitting more seating in the back; redevelopment agreement; break ground in the Fall for opening in the Spring. There was no further discussion

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger Approving an Ordinance Authorizing the Approval of a Second Amendment to the Purchase and Sale Agreement with Andrew Trasatt for 63 Washington Street. (First Read of Ordinance, Waiver of Second Read)

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

Nay: None

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

J.4. Resolution Approving a Contract with ETC Institute to Conduct a Community Survey in an Amount Not to Exceed \$21,800.

Asst. Administrator Burns addressed the Board regarding a contract to conduct a community survey. In 2016, the Village conducted its first large-scale community survey. The survey produced statistically valid input on Village services and resident opinions about the community. The Village selected ETC Institute to conduct the survey with the intent of replicating the survey on a bi-annual basis to provide regular benchmarking. The survey is a key component to the Village's Strategic Plan and identifies service areas for improvement. The Village also has the opportunity to ask questions about current issues and seeking feedback on broad issues. The contract with ETC Institutes includes a five- to six-page statistically valid survey, which will include mail, online and phone survey questionnaires for a not-to-exceed fee of \$21,800. This is a nominal fee increase from two years ago.

ETC Institute will assist in drafting the survey, will test the questions, and continue the survey process until a random sample of 500 completed surveys is achieved. This sample size will result in a precision of +/-4.4 percent at a 95 percent confidence level. Additionally, the sample size will allow ETC to conduct sub-analysis of the data based on demographic groups or regions of the Village. ETC conducts similar studies for municipalities across the country. Their final report will include benchmarking against similar municipalities that have conducted the survey. Staff will begin reviewing potential survey questions following approval of the contract, with an opportunity for Board input prior to the survey being finalized. The intent is for the survey to be distributed in September with results received in November.

Board and staff discussion focused on not comfortable with moving forward with the survey yet; needing more details on what was learned from the last survey; what was done with the last survey; staff updates the strategic plan twice a year; looking at metrics to see what is trending; second survey is valued more to establish a trend; already made progress in the areas that needed improvement; needing more data; value is in the repetition; cost last time was \$21,400; putting the survey report on the website; survey is done by random; paying for validity; guarantee 500 completed surveys; randomly chosen through GIS maps so all of Oswego is covered; strongly in favor of. There was no further discussion

No vote taken, Item to be brought back to a future Board meeting.

J.5. Resolution Amending a Ground License Agreement with Metro Fiber LLC (378 Ogden Falls Boulevard).  
**Resolution No. 18-R-32**

Asst. Administrator Burns addressed the Board regarding an agreement with Metro Fiber. The ground license agreement with MetroNet provides monthly rent to the Village until MetroNet services are available to Village facilities. MetroNet began their fiber-to-home build out in late 2016 with an estimated three-year build out. In March 2018, they notified the Village they had completed their buildout and were prepared to provide cable services to Village facilities. The ground license agreement provides for 100/100 internet service to the Village at a cost of \$2,300 per month. In Fall of 2016, the Village's Comcast service was up for renewal. Based on pricing offered at the time and the predicted three-year build out for MetroNet, it was determined that a five-year contract was the best value for the Village. Comcast's monthly fee is \$3,845. Because the Village does not have a need for two high-speed internet services, we requested MetroNet provide the Village a back-up, lower speed service at no cost until our Comcast contract ends. MetroNet has agreed, providing the proposed amendment to their original ground license agreement. The back-up service will provide value to the Village as we continue to move to a cloud-based environment. There was no further discussion

A motion was made by Trustee Perez and seconded by Trustee Parr Approving a Resolution Amending a Ground License Agreement with Metro Fiber LLC (378 Ogden Falls Boulevard).

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

Nay: None

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

J.6. Resolution Authorizing the Village to Enter into a Revised Intergovernmental Agreement with the United City of Yorkville Regarding the Sharing of Information Technology Services. **Resolution No. 18-R-33**

Asst. Administrator Burns addressed the Board regarding a revised agreement for IT services. Oswego and Yorkville have worked cooperatively over the past year to share IT service staff time. The agreement has been successful in terms of providing flexibility to meet evolving demands in each municipality. The two communities previously split 40 hours, with 32 hours allocated to Oswego and 8 going to Yorkville. There will now be 56 hours between the two communities, with 32 remaining with Oswego and 24 being allocated to Yorkville. Oswego will benefit from the additional resources so that the needs of both municipalities can better be met. Because Oswego's staffing allocation remains the same, there will be no additional cost for the Village. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to Approve a Resolution Authorizing the Village to Enter into a Revised Intergovernmental Agreement with the United City of Yorkville Regarding the Sharing of Information Technology Services.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

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**

K.1. Proclamation- Building Safety Month, May 2018

President Johnson recognized May as Building Safety Month.

K.2. Proclamation- Motorcycle Awareness Month, May 2018

President Johnson recognized May as Motorcycle Awareness Month.

K.3. Proclamation- Rain Barrel Month, May 2018

President Johnson recognized May as Rain Barrel Month. Forty rain barrels were picked up at the ECO event; some people ordered more than one.

K.4. Proclamation- Drinking Water Week, May 6-12, 2018

President Johnson recognized May 6-12, 2018 as Drinking Water Week.

K.5. Proclamation- Municipal Clerks Week, May 6-12, 2018

President Johnson recognized May 6-12, 2018 as Municipal Clerks Week; the Village has an exceptional Clerk.

K.6. Proclamation- National Police Week, May 13-19, 2018 and Peace Officers' Memorial Day, May 15, 2018

President Johnson recognized May 13-19, 2018 as National Police Week and May 15, 2018 as Peace Officers' Memorial Day.

President Johnson noted she traveled to Springfield for the Drive Down Day; she met with legislators and discussed sales tax. She thanked everyone who is volunteering for Wine on the Fox.

**TRUSTEE REPORTS**

Trustee Kauffman- thank you to our exceptional Village Clerk and the Police Department.

Trustee Parr- thank you to our exceptional Village Clerk, Police Department and Director Cole.

Trustee Sollinger thanked everyone for their thoughts and prayers.

Trustee West- hope everything goes well at Wine on the Fox.

Trustee Perez- welcomed Trustee Sollinger back; best wishes to Annie Callahan.

Trustee McCarthy-Lange- encouraged people to stop down at Wine on the Fox; enjoyed the Drive Down; it was enlightening; hopefully the State will have a budget.

**CLOSED SESSION**

There was no Closed Session held.

**ADJOURNMENT**

A motion was made by Trustee Kauffman 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 7:57 p.m.

Tina Touchette  
Village Clerk