# MINUTES OF A REGULAR MEETING OF THE OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES OSWEGO VILLAGE HALL 100 PARKERS MILL, OSWEGO, ILLINOIS

00 PARKERS MILL, OSWEGO, ILLIN May 15, 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, Judy Sollinger and Joe West.

Absent: Trustee Luis Perez

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Director; Mark Horton, Finance Director; Deputy Chief James Jensen; Jenette Sturges, Community Engagement Coordinator- Marketing; and Jordan Kielian, 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. Oath of Office

a. Timothy W. Laurenzo- Patrol Officer

Deputy Chief Jensen briefly spoke about Timothy Laurenzo's background and work history. Family and friends were present; father could not make it. Ron Elvin, Police Commission Board Chairperson was present. President Johnson administered the oath and swore him in.

b. Andrew S. Wagner- Patrol Officer

Deputy Chief Jensen briefly spoke about Andrew Wagner's background and work history. Family and friends were present. Ron Elvin, Police Commission Board Chairperson was present. President Johnson administered the oath and swore him in.

## **PUBLIC FORUM**

The Public Forum was opened at 7:15 p.m. There was no one who requested to speak; the Public Forum was closed at 7:15 p.m.

## **STAFF REPORTS**

Administrator Di Santo-Oswego Brewing Company's grand opening is this weekend. They will also be holding a private opening for their public partnerships.

#### **CONSENT AGENDA**

- G.1. May 1, 2018 Committee of the Whole Minutes
- G.2. May 1, 2018 Regular Village Board Minutes
- G.3. May 1, 2018 Closed Session Minutes (Approve, but Not Release)
- G.4. Ordinance Granting a Rezoning from R-1 Single Family Residence District to B-3 Commercial Service and Wholesale District for 4100 Route 71 (First Read of Ordinance, Waiver of Second Read).

Ordinance No. 18-26

- G.5. Ordinance Repealing Ordinance #17-11 Granting a Major Change to the Prairie Market PUD, a Special Use Permit for a Rest Home/Nursing Home, and Preliminary and Final PUD and Subdivision Plat Approval to Allow for an 88 Unit Memory Care and Assisted Living Facility at the Northwest Corner of 5th Street and Yoakum Boulevard. (First Read of Ordinance, Waiver of Second Read)

  Ordinance No. 18-27
- G.6. Resolution Authorizing Reduction in Project Security Bond #K09217332 to \$1,175,089.70 for the Ashcroft Place Unit 3 Subdivision Effective May 16, 2018. **Resolution No. 18-R-34**
- G.7. Resolution Authorizing the Initial Acceptance Of Certain Public Improvements For Ashcroft Place Unit 3

   Woolley Road Improvements, Effective May 16, 2018. **Resolution No. 18-R-35**
- G.8. Renewal of Contracts for Engineering Plan Review and Inspection Services
  a. Resolution Authorizing the Execution of a Professional Engineering Services Agreement with Baxter & Woodman, Inc. for Engineering Plan Review and Inspection Services. Resolution No. 18-R-36
  b. Resolution Authorizing the Execution of a Professional Engineering Services Agreement with Robinson Engineering, Ltd. for Engineering Plan Review and Inspection Services.
  Resolution No. 18-R-37

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to approve the Consent Agenda; Approving the May 1, 2018 Committee of the Whole Meeting Minutes; Approving the May 1, 2018 Regular Village Board Minutes; Approving, but Not Releasing the May 1, 2018 Closed Session Minutes; and approving the following ordinances and resolutions:

**Ordinance No. 18-26;** Ordinance Granting a Rezoning from R-1 Single Family Residence District to B-3 Commercial Service and Wholesale District for 4100 Route 71.

**Ordinance No. 18-27;** Ordinance Repealing Ordinance #17-11 Granting a Major Change to the Prairie Market PUD, a Special Use Permit for a Rest Home/Nursing Home, and Preliminary and Final PUD and Subdivision Plat Approval to Allow for an 88 Unit Memory Care and Assisted Living Facility at the Northwest Corner of 5th Street and Yoakum Boulevard.

**Resolution No. 18-R-34;** Resolution Authorizing Reduction in Project Security Bond #K09217332 to \$1,175.089.70 for the Ashcroft Place Unit 3 Subdivision Effective May 16, 2018.

**Resolution No. 18-R-35**; Resolution Authorizing the Initial Acceptance Of Certain Public Improvements For Ashcroft Place Unit 3 – Woolley Road Improvements, Effective May 16, 2018.

**Resolution No. 18-R-36;** Resolution Authorizing the Execution of a Professional Engineering Services Agreement with Baxter & Woodman, Inc. for Engineering Plan Review and Inspection Services.

**Resolution No. 18-R-37**; Resolution Authorizing the Execution of a Professional Engineering Services Agreement with Robinson Engineering, Ltd. for Engineering Plan Review and Inspection Services.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Judy Sollinger

Joe West Nay: None

Absent: Luis Perez

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

#### BILL LIST

H.1. Approve Bill List Dated May 15, 2018 in the Amount of \$1,894,025.57.

A motion was made by Trustee Sollinger and seconded by Trustee Parr to approve the Bill List Dated May 15, 2018 in the Amount of \$1,894,025.57.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Judy Sollinger

Joe West

Nay: None

Absent: Luis Perez

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

#### OLD BUSINESS

I.1. Resolution Approving a Contract with ETC Institute to Conduct a Community Survey in an Amount Not to Exceed \$21,800. **Resolution No. 18-R-38** 

Asst. Administrator Burns addressed the Board regarding a contract with ETC to conduct a survey. This is a follow-up from the last Board meeting. A full copy of the 2016 survey was provided to the Board. 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, seeking feedback on broad issues. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee Parr to approve a Resolution Approving a Contract with ETC Institute to Conduct a Community Survey in an Amount Not to Exceed \$21,800.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Judy Sollinger

Nay: Joe West Absent: Luis Perez

The motion was declared carried by a roll call vote with four (4) aye votes and one (1) nay vote.

#### **NEW BUSINESS**

J.1. Ordinance Granting a Special Use Permit for a Liquor Store for Market 7 Located at 58 Main Street (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-28** 

Director Zenner addressed the Board regarding a special use permit for a liquor store located at 58 Main Street. The applicant is requesting approval of a Special Use Permit to allow for the operation of a liquor store with the sale of packaged alcohol. The property is currently zoned B-2 Community Shopping District and is improved with a two-story building with two commercial tenant spaces on the ground floor and apartments on the second floor. The proposed business will include a food market, café, and wine bar, which are considered permitted uses in the B-2 District. Customers will have the option to purchase wine and craft beer for on-site consumption or purchase packaged, sealed containers for off-site consumption. Due to the sale of packaged alcohol, the business is classified as a liquor store by the Zoning Ordinance, which requires a Special Use Permit in the B-2 District.

Market 7 is proposing to occupy a 1,600 square foot tenant space on the ground floor of the building. A retail display area will be located near the entrance offering specialty and gourmet food products, packaged wine and craft beer, and other items. Baked foods, prepackaged salads and sandwiches, cheese plates, wine and craft beer, and other seasonal items will be offered to customers in the café, which will include about 20 seats. According to the applicant, different hours of operation are proposed for the food market and for the café and wine bar to accommodate different levels of food service.

Any proposed changes to the exterior of the building, site, or signage are not part of the Special Use Permit and shall be reviewed and approved separately by the Village. A liquor license shall also be approved by the Village and all operations will be required to comply with Village and Illinois Liquor Control laws and regulations. The following conditions of approval have been added to the ordinance, which will require the applicant to obtain any required permits prior to occupancy or starting construction and to obtain a liquor license from the Village:

- All required occupancy and building permits shall be obtained from the Village prior to commencing any work or occupancy of the tenant space.
- A liquor license shall be obtained from the Village. All operations shall comply with Village and Illinois Liquor Control Commission laws and regulations.

Board and staff discussion focused on how soon they could be open. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee McCarthy-Lange to approve an Ordinance Granting a Special Use Permit for a Liquor Store for Market 7 Located at 58 Main Street (First Read of Ordinance, Waiver of Second Read)

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Judy Sollinger

Joe West Nay: None Absent: Luis Perez

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

J.2. Resolution Authorizing the Execution of a Contract with Henricksen for the Purchase/Installation of Building Furniture for the New Oswego Police Department Headquarters in the Amount Of \$594,688.99. (Subject to Village Attorney and Village Administrator Approval) **Resolution No. 18-R-39** 

Deputy Chief Jensen addressed the Board regarding a contact for the purchase and installation of furniture for the new Police Headquarters. An Interior Design team was created to assist in developing the optimal furniture selection that would best fit the needs of the Department and operation. The team included Department staff, MWL staff, as well as, a Village Board representative. HOK coordinated vendor tours at the Chicago Merchandise Mart where five different furniture vendors were viewed and critiqued. The Interior Design team found products offered by Henricksen to be the most desirable option. Staff also determined that Henricksen was able to provide pricing through the National Intergovernmental Purchasing Alliance (National IPA). Henricksen provided design recommendations during the selection process and location verification services during the construction phase of this project. Henricksen will also provide project management services during the delivery and installation of their furniture systems. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to Approve a Resolution Authorizing the Execution of a Contract with Henricksen for the Purchase/Installation of Building Furniture for the New Oswego Police Department Headquarters in the Amount of \$594,688.99.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Judy Sollinger

Joe West Nay: None

Absent: Luis Perez

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

### PRESIDENT'S REPORT

Waubonsee Community College is starting a group to assist in providing youth representation on Committees. President Johnson would like the Village to explore this more. Geneva currently does this.

Aurora Area GoGuide- Oswego is now included in the guide.

K.1. Proclamation- National Poppy Days, May 25-26, 2018

Herb and Linda from the American Legion were here earlier to accept the proclamation and have a photo taken. President Johnson recognized Poppy Days as, May 25-26, 2018.

K.2. Proclamation-Public Works Week, May 20 - 26, 2018

President Johnson recognized Public Works Week as May 20 - 26, 2018. She Thanked Director Hughes and her staff.

Oswego Brewing Company- tomorrow, at 5:00 pm, is the ribbon cutting.

## TRUSTEE REPORTS

Trustee McCarthy-Lange- great time at Wine on the Fox; thank you to staff.

Trustee West- reminded everyone of the Memorial Day parade in the Downtown; time should be on the Village's website; can include information in the weekly report.

Trustee Sollinger- inquired into the addressing of weeds and grass; contractors started mowing yesterday; right-of-ways will be next week. Late start was due to insurance requirements. The lot across the street from Village Hall is under contract. She won a bottle of wine from Wine on the Fox.

Trustee Parr- thanked everyone who helped with Wine on the Fox; Jenette and Julie were always smiling and calming; outstanding job.

Trustee Kauffman- awesome job and year for Wine on the Fox; thank you to Public Works staff and exceptional Police; congrats to Sgt. Nehring.

Jenette Sturges, Community Engagement Coordinator- Marketing- thanked the staff who volunteered.

## **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 7:33 p.m.

Tina Touchette Village Clerk