

**MINUTES OF A REGULAR MEETING OF THE
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 21, 2018**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Gail Johnson called the meeting to order at 7:04 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; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Christina Burns, AVA/HR Director; Jay Hoover, B&Z Manager; Corinna Cole, Economic Development Director; Jenette Sturges, Community Engagement Coordinator- Marketing; Carri Parker, Purchasing Manager; David Silverman, Village Attorney; and Marron Mahoney, Village Attorney.

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

There was no one who requested to attend electronically.

NEW BUSINESS

J.7. Ordinance Amending Title 2 Chapter 8; Cultural Arts Commission. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-70**

Item moved up to allow for discussion before appointing te new member.

Director Cole addressed the Board regarding an amendment to the Cultural Arts Commission (CAC). The Cultural Arts Commission was formed in March of 2007. The primary purpose of the Commission is to:

- Establish, initiate, sponsor, organize, and promote cultural and artistic programs and services for the enrichment and enjoyment of the Oswego community
- Build awareness of and participation in all the arts - visual, performing, and literary
- Continually add to the established public art collection
- Provide a diverse representation of superior quality artistic and cultural programs and events to serve all segments of the Oswego community, thus enhancing the quality of life in Oswego

The current code establishing the CAC is out of date and must be updated to reflect current conditions. The ordinance states that only one member of the seven-member commission may reside outside the bounds of the Village and only then may live no further than 1.5 miles away. The code also requires three ex-officio members, including a Village staff liaison, a representative from the Tourism Bureau, and a Park District member. The proposed updates are:

- To allow up to three non-residents to serve on the Commission, provided they are employed within the Village. This change ensures that Oswego residents are the majority representatives, but also allows qualified, engaged stakeholders that may work or teach within Oswego to still contribute to the Village-wide promotion of arts and culture.

PUBLIC FORUM

The Public Forum was opened at 7:10 p.m.

There was no one who requested to speak; the Public Forum was closed at 7:10 p.m.

STAFF REPORTS

Administrator Di Santo- the final Community Conversations is this Thursday at Prarie Point Elementary. Doors open at 6:00 p.m. with the presentation at 7:00 p.m.

Director Cole- final Beats & Eats is this Saturday. Stop by for food, music and drinks.

CONSENT AGENDA

- G.1. August 7, 2018 Committee of the Whole Minutes
- G.2. August 7, 2018 Regular Village Board Minutes
- G.3. August 7, 2018 Closed Session Minutes (Approve, but Not Release)
- G.4. BJ's Wine & Spirits
 - a) Ordinance Amending Title 3 Chapter 7; Increase Class "B" Liquor License for Oswego VSN, Inc. d.b.a. BJ's Wine & Spirits Located at 1154 Douglas Road. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-71**
 - b) Ordinance Amending Title 3 Chapter 7; Decrease Class "B" Liquor License for Kripayl Inc. d.b.a. BJ's Wine & Spirits Located at 1154 Douglas Road. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-62**
- G.5. 55 Chicago Road- Lease Change
 - a) Ordinance Amending Title 3 Chapter 7; Increase Class "B" Liquor License for Energymart, Inc., dba Energy Mart Located at 55 Chicago Road. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-63**
 - b) Ordinance Amending Title 3 Chapter 7; Decrease Class "B" Liquor License for Oswego Oil Co., Inc., dba Oswego Oil Company Located at 55 Chicago Road. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-64**
- G.6. Resolution Authorizing Final Acceptance of Public Improvements for Dunkin Donuts, 3300 Orchard Road, Oswego, IL, Effective August 22, 2018, and Release of Project Surety. **Resolution No. 18-R-75**
- G.7. Ordinance Authorizing Disposal of Public Works Surplus Equipment. (First Read of Ordinance; Waiver of Second Read) **Ordinance No. 18-65**

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the August 7, 2018 Committee of the Whole Meeting Minutes; Approving the August 7, 2018 Regular Village Board Minutes; Approving, but Not Releasing the August 7, 2018 Closed Session Minutes and approving the following ordinances and resolution:

Ordinance No. 18-71; Ordinance Amending Title 3 Chapter 7; Increase Class "B" Liquor License for Oswego VSN, Inc. d.b.a. BJ's Wine & Spirits Located at 1154 Douglas Road. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 18-62; Ordinance Amending Title 3 Chapter 7; Decrease Class "B" Liquor License for Kripayl Inc. d.b.a. BJ's Wine & Spirits Located at 1154 Douglas Road. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 18-63; Ordinance Amending Title 3 Chapter 7; Increase Class "B" Liquor License for Energymart, Inc., dba Energy Mart Located at 55 Chicago Road. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 18-64; Ordinance Amending Title 3 Chapter 7; Decrease Class "B" Liquor License for Oswego Oil Co., Inc., dba Oswego Oil Company Located at 55 Chicago Road. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 18-65; Ordinance Authorizing Disposal of Public Works Surplus Equipment. (First Read of Ordinance; Waiver of Second Read)

Resolution No. 18-R-75 Resolution Authorizing Final Acceptance of Public Improvements for Dunkin Donuts, 3300 Orchard Road, Oswego, IL, Effective August 22, 2018, and Release of Project Surety.

Aye: Ryan Kauffman
Pam Parr
Joe West

Karin McCarthy-Lange
Judy Sollinger

Nay: None

Absent: Luis Perez

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

BILL LIST

H.1. Approve Bill List Dated August 21, 2018 in the Amount of \$342,130.18.

A motion was made by Trustee Parr and seconded by Trustee Sollinger to approve the Bill List Dated August 21, 2018 in the Amount of \$342,130.18.

Aye: Ryan Kauffman
Pam Parr
Joe West

Karin McCarthy-Lange
Judy Sollinger

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

There was no Old Business.

NEW BUSINESS

J.1. Ordinance Amending Title 2 Chapter 7; ECO Commission. (First Read of Ordinance; Waiver of Second Read) **Ordinance No. 18-66**

Public Works Director Hughes addressed the Board regarding an amendment to the ECO Commission. The commission improved management of residential solid waste, advocating for recycling of electronic waste and food scraps. The commission has organized and conducted the annual Recycling Extravaganza, Community Garage Sales, the Fox River Cleanup, and rain barrels sales. They assisted in constructing and maintaining "green" infrastructure. Most recently, they researched and recommended approval of an ordinance allowing chickens in residential neighborhoods. Village Code provides for 9 voting members and 2 staff liaisons. In the last two years, the ECO Commission has declined in membership to the point that as of May 2018, the commission was down to 3 voting members. Staff has conducted significant outreach to the community to fill the vacancies but has received very few applicants. Village President Johnson attended the May ECO meeting to discuss with the remaining members options for addressing the vacancies. At that time, the commission expressed interest in becoming a community group not under the purview of the Village which would allow them to meet at times and places more convenient to the members. The discussion continued to the June meeting. After lengthy discussion, the commission members voted to recommend to the Village Board that the ECO Commission be dissolved and that the remaining members form an independent group.

Board, staff and ECO members discussion focused on excited to be able to set the commission free; how the members feel about dissolving the commission; members feel they get more done without restrictions; plans are already in the works; will be keeping the ECO name to be able to extend beyond Oswego; brilliant solution; the high school has ECO clubs. There was no further discussion.

President Johnson recognized staff liaison, Mark Runyon; and ECO members Ellen Von Ohlen, Dave Margolis and Joyce Frankino. President Johnson gave Ellen Von Ohlen a gift and asked them to keep the Board comprised of the group and congratulated them.

A motion was made by Trustee Sollinger and seconded by Trustee McCarthy-Lange to approve an Ordinance Amending Title 2 Chapter 7; ECO Commission. (First Read of Ordinance; Waiver of Second Read)

Aye: Ryan Kauffman
Pam Parr
Joe West

Karin McCarthy-Lange
Judy Sollinger

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.

J.2. Resolution Authorizing the Execution of a Contract with Layne Christensen Company for Repairs to Well 4. **Resolution No. 18-R-76**

Asst. Public Works Director Zasada addressed the Board regarding a contract for repairs to Well 4. Well, 4 located at 401 Route 34, was constructed in 1964 by Layne Christensen Company. In 2015, the pump was replaced and the motor was serviced. Well 4 is a deep well with a total depth of 1,396 feet and a pump setting of 746 feet. The design flow is 650 gallons per minute (gpm). There has been a rapid decline in the performance of this well in the last 10 months. Well 4 was producing 550 gpm in October 2017, 500 gpm in March 2018, and is currently pumping 330 gpm which is a performance loss of 51% of the overall design capacity. Pumping drawdowns indicate the well is currently stable. There has been a slight recovery, but this is most likely due to the lower pumping rate. The column pipe may also have developed a hole causing the rapid decline in production.

Board and staff discussion focused on how long the repairs will take; 4-6 weeks to repair; work will get done immediately after Well 7 is repaired. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee McCarthy-Lange to approve a Resolution Authorizing the Execution of a Contract with Layne Christensen Company for Repairs to Well 4.

Aye: Ryan Kauffman
Pam Parr
Joe West

Karin McCarthy-Lange
Judy Sollinger

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.

J.3. Ordinance Granting a Final Planned Unit Development (PUD) for The Learning Experience Located at 91 Templeton Drive (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-67**

Director Zenner addressed the Board regarding a final PUD for the Learning Experience. The property is currently zoned B-2 and is a vacant development. The Special Use Permit and Final PUD were reviewed at a public hearing at the Planning and Zoning Commission meeting on April 5, 2018. On June 5, 2018, the Village Board approved a Special Use Permit to allow for the operation of a day care center for The Learning Experience by Ordinance No. 18-32. At that time, the proposed plans for the Final PUD were still in the review process and were to be brought before the Board for consideration at a later date. The proposed development consists of:

- 9,973 square foot building with a 4,800 square foot outdoor play area
- Building features a hipped roof and will be constructed of plank lap siding in a sandstone beige color with brick wainscoting
- Installing black LED parking lot lights which will be 20 feet tall

The petitioners briefly spoke about their business, current properties and future projects.

Board and staff discussion focused on Board excited about the petitioner being a part of the community; would be happy to have the petitioners work on other projects in the Village. There was no further discussion

A motion was made by Trustee West and seconded by Trustee McCarthy-Lange to approve an Ordinance

the Fox river, the star/sun burst motifs, and a feeling of whimsy and celebration. The chasing rope lights and twinkling starbursts in the trees will add gentle movement and visual interest to the dark streets. The reflective pinwheels also sparkle and move during the day.

The design was deliberately chosen to evoke a playful winter feeling that can be added upon for the Christmas holiday, but provide visual interest past the holiday season. Staff has received feedback from multiple sources, including several lighting design companies and Oswego’s downtown businesses. The lighting extends the shopping season past Christmas into slower winter months. The versatile decorations also relieves Oswego’s Public Works staff from spending additional hours after the Christmas holiday in removing holiday-specific decorations. All decorations carry a three-year warrantee. The expected useful life of the lights displayed in the wintertime in the Chicagoland region is ten years. However, the frames are expected to last longer and can be refurbished with new bulbs.

Add/Alternatives

- Pole Décor- the design of the pole décor is set. However, staff is working with AHD on whether the final color will be pure white or a mixture of pure and warm white. A decision will be made after samples are tested in the ambient downtown lighting to determine whether the warm or pure white shows best.
- Overhead Décor- Use of the overhead décor is dependent on the adaptability and cost of new temporary anchoring poles in the downtown. Staff proposes setting a target for the purchase and installation for up to four pairs of poles (or eight individual poles) this year in the amount of \$12,000. Poles would be purchased from a separate manufacturer than AHD. The Village would purchase only the number of overhead decorations that can be accommodated by the worth of poles. The Village can bring back additional purchases in future years.
- Non-AHD Holiday Purchases- the Village will purchase approximately \$3,000 of lights outside of the AHD contract. These will include string lights for the Village Christmas Tree, string lights for the trunks of the Main Street trees, and replacement bulbs for the wreaths on Washington.
- Items to be Purchased- after extensive conversations with AHD and Public Works staff, staff has negotiated two potential contracts that are structured as follows:
 - Single purchase- will include an upfront purchase of all items along Main Street; cumulative price, including the overhead décor, is up to \$46,534.94.
 - Three year rent to own- the contract would spread the cost of the purchase across three years, with a slight premium the first year for shipping charges; second and third years costs would be the same.

Single Purchase Contract		
Item Descriptions	Quantity	Total Purchase cost
Street crossing décor * add alternate feature*	4	\$5,520.24
2-meter pole decor (6.5')	30	\$24,464.70
Spritzer 3 pack- (2- 16" and 1- 24")	60	\$10,200.00
36" sphere for planters (w lights)	14	\$3,850.00
Shipping		\$2,500
Rent to Own Fee		
Totals:		\$46,534.94

Rent to Own Three Year Contract		
Item Descriptions	Quantity	Total Purchase cost
Street crossing décor * add alternate feature*	4	\$5,520.24
2-meter pole decor (6.5")	30	\$24,464.70
Spritzer 3 pack- (2- 16" and 1- 24")	60	\$10,200.00
36" sphere for planters (w lights)	14	\$3,850.00
Shipping		\$2,500
Rent to Own Fee		\$4,403.49
\$1 buyout option December 2019		\$1.00
Totals:		\$50,938.43
Year One		\$18,646.14
Years Two and Three:		\$16,146.14

The Village will also purchase temporary poles if the contract with AHD is approved. The Village will purchase lights for its Christmas tree and for Main Street. Additional details are below:

Other lighting purchases	Purchase price	Quantity	Total Purchase cost	Predicted Next Year's Cost
Temporary poles and installation costs	unknown	Up to 8	Not to exceed \$12,000	unknown
LED string lights for Main Street and Christmas Tree	~\$16	170	\$2,720	\$2,000
Replacement wreath bulbs	N/A	N/A	\$280	\$300
			\$15,000	

Board and staff discussion focused on twinkling star bursts are reflective; whether the LED lights will change colors; will be white, but can change in the future; multi-colors are more for Christmas; what option is the preferred way; three year rental allows flexibility; colored lights have a blue-purple feel; Finance Director prefers upfront purchase; developing policies for special events; difficult to add more events, or to significantly change events; purchasing now; what happens with bad weather; can't waive the fee; cheaper in shipping; any issues with temporary poles; money being spent is from the special events fund. 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 Holiday Decorations from Artistic Holiday Design in an Amount Not to Exceed \$46,534.94 and the Waiving of the Competitive Bidding Requirement.

Aye: Ryan Kauffman
Pam Parr
Joe West

Karin McCarthy-Lange
Judy Sollinger

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.

There was no vote on a Resolution Approving a Three-Year Rent-to-Own Purchase of Holiday Decorations from Artistic Holiday Design in an Amount Not to Exceed \$50,938.43 and the Waiving of the Competitive Bidding Requirement.

PRESIDENT'S REPORT

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

Wished Trustee Sollinger a happy birthday.

Look at dates on the budget calendar; March 2, 2019 is the budget workshop from 9am-noon.

TRUSTEE REPORTS

Trustee Kauffman- issues still with parking in Prescott Mill; students are parking further into the subdivision.

Trustee West- September is Suicide Prevention Month; think about Veterans.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 7:55 p.m.

Tina Touchette
Village Clerk