

**MINUTES OF A REGULAR MEETING OF THE
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
January 3, 2017**

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; Trustees Ryan Kauffman, Karin McCarthy-Lange, Pam Parr, Luis Perez, Judy Sollinger

Absent: Trustee 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; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Jay Hoover, Building & Zoning Manager; Corinna Cole, Economic Development Director; Tyler Grace, Administrative Intern; James Jensen, Deputy Chief of Police; and Dave Silverman, Village Attorney.

RECOGNITIONS/APPOINTMENTS

D.1. Oath of Office

Chief Burgner thanked the Police Commissioners for all their work.

a. Anthony J. DeNatale- Patrol Officer

Chief Burgner briefly spoke about his background. President Johnson swore him in.

b. Larry T. Olsen- Patrol Officer

Chief Burgner briefly spoke about his background. President Johnson swore him in.

D.2. Employee Service Awards

a. Eric Mikutis- 5 Years of Service (Public Works Department) – Unable to attend

b. Steven Lawrence- 20 Years of Service (Police Department) – Unable to attend

c. Keith Wilson- 20 Years of Service (Police Department) – Unable to attend

President Johnson read the employee service awards and asked the department heads to extend congratulations to them.

D.3. Character Counts Awards

Julia Van Camp, President of Character Counts, read the letter of nominations; along with Village President, Johnson, they presented the nominees with an award and had their picture taken.

PUBLIC FORUM

The 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

Village Administrator- looking to get more involved with State legislative issues. The Mayor and Village Administrator are putting together a legislative meeting the end of January, beginning of February to assist when they go to Springfield.

Community Relations Manager- the 1st Oswego Light Festival is scheduled for January 21st from 5pm-9pm. The event will be outdoors and feature a laser light show, a light up robot, a giant light brite, a DJ, and food trucks. Please dress warm.

F.1. Distinguished Budget Presentation Award- Fiscal Year 2017 Annual Budget

Annually, the Finance department submits the budget to the Government Finance Officers Association Distinguished Budget Award Program. The Award Program is the highest form of recognition in governmental budgeting. To receive the award, the Budget must serve as a policy document, a financial plan, an operations guide, a communications device and be rated proficient in 14 mandatory criteria by three reviewers. The annual budget has been submitted to the GFOA for the Budget Award since 2004 and has received the award all twelve years. The Fiscal Year 2017 Annual Budget marks the 13th year in a row in receiving this distinguished honor. The Budget Reviewers selected the top score of “Outstanding” 17 times in the rating criteria. Staff will work on incorporating the comments received for improvement into the next fiscal year budget document. This is a proud achievement.

CONSENT AGENDA

- G.1. November 29, 2016 Special Village Board Minutes
- G.2. December 6, 2016 Committee of the Whole Minutes
- G.3. December 6, 2016 Regular Village Board Minutes
- G.4. December 20, 2016 Special Village Board Minutes
- G.5. December 20, 2016 Closed Session Minutes
- G.6. Ordinance Granting a Variance to Reduce the Corner Side Yard and Rear Yard Setbacks to Allow for an Attached Garage Addition at 175 S. Madison. (First Read of Ordinance, Wavier of Second Read) **Ordinance No. 17-01**
- G.7. Ordinance Adopting Civil Penalties for Cannabis and Drug Paraphernalia Violations and Amending Title 6 of the Village of Oswego Code of Ordinances; Civil Cannabis. (First Read of Ordinance, Wavier of Second Read) **Ordinance No. 17-02**; Class III fine with a max fine of \$750. Unsure if other communities are adopting an ordinance. Village of Montgomery does not have an ordinance.
- G.8. Resolution for Construction on a State Right-of-Way. **Resolution No. 17-R-01**
- G.9. Resolution Amending the Personnel Policy for the Village of Oswego. (Memberships and Career Development, Travel Reimbursement Policy, Sick Leave, and Tobacco Use) **Resolution No. 17-R-02**
- G.10. Ordinance Granting a Variance for Splash Car Wash Located at 250 North Merchants Drive; Increase the Height of a Ground Sign to 26 Feet. Ordinance to Substitute Exhibit C and Supersede Ordinance No. 16-35. (First Read of Ordinance, Wavier of Second Read) **Ordinance No. 17-03**; no landscaping by the sign as the bottom of the sign cannot be seen behind the sound wall.

A motion was made by Trustee McCarthy-Lange and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the November 29, 2016 Special Village Board Minutes; Approving the December 6, 2016 Committee of the Whole Minutes; Approving the December 6, 2016 Regular Village Board Meeting Minutes; Approving the December 20, 2016 Special Village Board Minutes; Approving, but not Releasing the December 20, 2016 Closed Session Minutes; and approving the following ordinances and resolutions:

- Ordinance No. 17-01**; Ordinance Granting a Variance to Reduce the Corner Side Yard and Rear Yard Setbacks to Allow for an Attached Garage Addition at 175 S. Madison.
- Ordinance No. 17-02**; Ordinance Adopting Civil Penalties for Cannabis and Drug Paraphernalia Violations and Amending Title 6 of the Village of Oswego Code of Ordinances; Civil Cannabis.
- Ordinance No. 17-03**; Ordinance Granting a Variance for Splash Car Wash Located at 250 North Merchants Drive; Increase the Height of a Ground Sign to 26 Feet. Ordinance to Substitute Exhibit C and Supersede Ordinance No. 16-35.
- Resolution No. 17-R-01**; Resolution for Construction on a State Right-of-Way.
- Resolution No. 17-R-02**; Resolution Amending the Personnel Policy for the Village of Oswego. (Memberships and Career Development, Travel Reimbursement Policy, Sick Leave, and Tobacco Use).

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

Nay: None

Absent: Joe West

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 December 20, 2016 in the Amount of \$696,475.45.

A motion was made by Trustee Parr and seconded by Trustee Kauffman to Approve the Bill List Dated December 20, 2016 in the Amount of \$696,475.45.

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

Nay: None

Absent: Joe West

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 3 Chapter 2 of Village Code; Special Events. (First Read of Ordinance, Wavier of Second Read) **No Vote was taken.**

Clerk Touchette presented the proposed changes to the Special Events Village code. The ordinance was drafted to bring the Village's code in-line with actual practices. The following is a brief description of some of the proposed changes:

- Permit issued shall apply to events held on Village property as well as on private property
- Non-refundable fee = \$25.00
 - Fee has not changed since the creation of the procedure in 1994
- Two separate application processes
 - Private events
 - ✓ Applications to be completed for events not open to the general public
 - ✓ Some private special events may be subject to road closure permit requirements
 - ✓ Other permits and/or licenses may be necessary including sign permits, banner permits, tent permits and flame certificates
 - Public events
 - ✓ Applications to be completed for events open to the general public
 - ✓ Disclose whether there will be street closures or the need for barricades
 - ✓ Disclose whether alcohol will be sold or served
 - ✓ Food may be sold, if approved, and a temporary food permit obtained from the Kendall County Health Department
 - ✓ Other permits and/or licenses may be necessary in addition to the special event permit, including but not limited to, a temporary liquor license, raffle license, sign permit, banner permit, tent permit and flame certificates
- Permits are issued by the Village Clerk or their designee
- Permits are denied at the discretion of the Village Administrator
 - To date, the Village has not denied a special event permit
- Violation of the terms, restrictions, and conditions contained in the permit may result in the suspension or revocation of the permit
 - To date, the Village has not revoked a special event permit

In addition to the proposed changes, two forms were created:

- Application for private event
- Application for a public event

Some of the events this year did not rise to the level of needing a special event permit. Instead, staff disseminated the information to various departments as an "FYI only". Examples of these types of events included: Hilltop Gardner's Plant Sale and a 40th birthday party at Arranmore. Board and staff discussion focused on whether we are still in line with the fees; whether there should be a fee increase; a fee comparison was compiled in 2015; fees appeared to be in line with other communities. Staff was directed to update the fee comparisons and bring back to the Board for further discussion. There was no further discussion.

J.2. Police Headquarters:

- a. Ordinance Granting a Preliminary PUD, Final PUD, and Subdivision Plat for the Oswego Police Headquarters Located North of Woolley Road at the Intersection of Woolley and Juniper. (First Read of Ordinance, Wavier of Second Read) **Ordinance No. 17-04**

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to Approve an Ordinance Granting a Preliminary PUD, Final PUD, and Subdivision Plat for the Oswego Police Headquarters Located North of Woolley Road at the Intersection of Woolley and Juniper.

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

Nay: None
Absent: Joe West

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

- b. Ordinance Granting a Special Use Permit to Allow for Governmental Services Use for the 16 Acre Property Located on the North Side of Woolley Road at the Intersection of Woolley and Juniper; Oswego Police Facility. (First Read of Ordinance, Wavier of Second Read) **Ordinance No. 17-05**

A motion was made by Trustee Parr and seconded by Trustee McCarthy-Lange to Approve an Ordinance Granting a Special Use Permit to Allow for Governmental Services Use for the 16 Acre Property Located on the North Side of Woolley Road at the Intersection of Woolley and Juniper; Oswego Police Facility.

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

Nay: None
Absent: Joe West

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

J.3. Resolution Authorizing the General Fund to Loan \$2,000,000 to the Tax Increment Financing Fund. **Resolution No. 17-R-03**

The Village established a TIF District in 2016. The property tax increment from the designated properties within the district will be received between June and December 2017. Expenditures have already been incurred with no revenue in the TIF Fund to pay for the expenditures. To properly account for the TIF expenditures, staff asked the Village Board to approve the General Fund loaning the TIF Fund \$2.0 million to support expenditures incurred to date and future expenditures until the TIF Fund receives sufficient revenues to sustain all the activities of the

Fund. The General Fund has sufficient reserves to make the loan at this time. The TIF Fund has incurred attorney fees, consultant fees and a land purchase of approximately \$1,492,000. The balance of the \$2.0 million will be used for any additional expenditures incurred in the subsequent months. The loan will be paid back with interest on the outstanding balance at a rate of 1.5%. Staff expects the advance to be outstanding for approximately 2 to 3 years.

Board and staff discussion focused on allowing the Village to pay back themselves and helping with tax reporting And comptroller requirements; transparency in reporting; auditors like this reporting; 2-3 years is the time line for the completion of the new police headquarters and possible sale of the current police facility; 1.5% interest is what the Village invests in currently. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to Approve a Resolution Authorizing the General Fund to Loan \$2,000,000 to the Tax Increment Financing Fund.

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

Nay: None
Absent: Joe West

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

PRESIDENT'S REPORT

Forward to the Village Board any items for discussion with legislators.

TRUSTEE'S REPORTS

Trustee Kauffman- volunteering for PADS. He asked for help with filling backpacks with toiletry items to give out. Items can be dropped off at Village Hall or to his house.

Trustee Parr- on March 11th, the Village will be holding a community rally for people who are looking to volunteer. Website is [Oswegoconnects.com](http://oswegoconnects.com). They are expecting 5,000 people and 75 exhibits.

Trustee McCarthy-Lange- The Kiwanis of Oswego along with the Oswego Police Department and Explorers Post 3525 will be hosting a pancake breakfast on February 11th. All proceeds benefit the Vietnam Moving Wall coming in June.

Administrator Di Santo noted that the Village closed on the Alexander Lumber property. The Village does not want to own for long. Packets have been sent out to developers.

Trustee Perez- congratulated Economic Development Director Cole on putting the packet together for the 59 S. Adams Street development. He congratulated the team.

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 7:44 p.m.

Tina Touchette
Village Clerk