

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
February 7, 2017**

CALL TO ORDER

President Gail Johnson called the meeting to order at 6:00 p.m.

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

There was no one who participated electronically.

ROLL CALL

Physically Present: President Gail Johnson; Trustees Ryan Kauffman (attended at 6:05 p.m.), 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; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Jay Hoover, Building & Zoning Manager; Corinna Cole, Economic Development Director; Tia Brooks, Tourism Bureau Assistant/Grant Write; and Dave Silverman, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:00 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:00 p.m.

OLD BUSINESS

E.1. IMRF Military Service Credit

Asst. Administrator Burns presented additional information concerning the purchase of IMRF service credit for Military Service. The Village does not currently participate in this program. The Illinois Pension Code permits police officers to purchase up to five years of military service credit. Staff surveyed 13 communities. The results are as follows:

<u>Community</u>	<u>Offer</u>	<u>Length</u>
West Chicago	Yes	4 years
New Lenox	No response	
Darien	No response	
Bartlett	No	
Bloomingtondale	Yes	2 years
Lockport	Yes	4 years
Batavia	Yes	2 years
Plainfield	Yes	2 years
Geneva	Yes	2 years
Glen Ellyn	No	
Roselle	Yes	2 years
Yorkville	Yes	2 years
Montgomery	Yes	4 years

The Village can choose whether to permit two years or four years of previous service credit purchase. The cost of the service credit is determined by including date and length of service, age, date of IMF enrollment and starting salary. The calculations incentivize the employee to purchase the credit as soon as possible. The employer's cost is paid through future contribution rates beginning in the second year after the member's purchase of the service. Staff reviewed several scenarios to get a sense of the costs per employee. IMRF provides a tool to calculate the total cost of participation for the member. The calculation assumes that both employees are in their mid-30s, would convert the maximum four years of service, and retire at their earliest full retirement age.

Employee 1: \$40,000 annual salary			
Year of Purchase	Employee	Village	Total Cost
2016	\$ 19,456.64	\$ 12,488.06	\$ 31,944.70
2017	\$ 20,915.89	\$ 11,028.81	\$ 31,944.70
2018	\$ 22,484.58	\$ 9,460.12	\$ 31,944.70

Employee 2: \$60,000 annual salary			
Year of Purchase	Employee	Village	Total Cost
2016	\$ 25,157.44	\$ 24,080.56	\$ 49,238
2017	\$ 27,044.25	\$ 22,193.75	\$ 49,238
2018	\$ 29,072.57	\$ 20,165.43	\$ 49,238

Currently, three IMRF employees have previous military service. If all three employees purchased the full four years of service, the Village's IMRF contribution would increase by approximately \$3,379 in 2018. The contribution for the employee and the Village would be reduced by half if a maximum of two years of service credit were permitted. The increased contribution rate would be in effect until the Village's full Military Service Credit obligation is fulfilled. The Village's total annual IMRF contribution is approximately \$407,000.

Board and staff discussion focused on whether to offer two or four years; three non-police employees would be eligible; what the best way would be to allow within the budget; can choose to go to four years; contributions will change depending on the number of years offered; the longer an employee waits to join, the more it will cost the employee and employer; using as a recruitment tool; funding properly; staying competitive with other communities; making sure the two year option makes sense. Board agreed on the two-year option. Staff to bring back for vote at the next Board meeting

NEW BUSINESS

F.1. Village of Oswego Special Event Analysis

Administrator Di Santo addressed the Board regarding the overall view on Community Relations participation and requested feedback from the Board on moving forward. Community Relations Manager, Brown presented the analysis of the Village's involvement in Special Events. The Community Relations Department was formed in 2005. Currently, the Community Relations Department has two (2) full-time employees and one temporary part-time intern. Duties for the department include the following:

- Communication
 - Time spent- 6%
 - Website time spent- 11%
- Marketing
 - Time spent- 16%
- Public Relations
 - Time spent- 11%
- Village Events
 - Time spent- 26%
- Tourism

- Time spent- 12%
- Meets once per month with the hotels, winery, Fox Bend and the downtown businesses
- Grants
 - Time spent- 10%
 - Works closely with Public Works and the Police Department

The Community Relations Department plans or assists with twelve (12) events:

- Oswego Light Festival
 - Time spent- 33%
 - 300 hours to plan; took 12-18 months to plan
 - Cost- \$8,500
 - Funding- Cultural Arts and Tourism Bureau accumulated over several years
 - ✓ Received \$1,500 in sponsorship funds
 - 100% planned by Community Relations and Cultural Arts Commission
 - Could be given to another entity to plan
- LUNAFEST
 - Time spent- 5%
 - 40 hours to plan
 - Cost- \$850- \$1,000
 - ✓ All material provided
 - Funding- reimbursed through ticket sales and sponsors; proceeds donated to charity
 - ✓ 25% must go to Mutual Ground and the Breast Cancer Fund
 - 100% planned by Community Relations and Cultural Arts Commission
 - Could be given to another entity to plan
- Oswego Hometown Expo
 - Time spent- 2%
 - 12 hours to plan
 - Costs- staff time;
 - Funding- Village does not fund
 - ✓ \$1,000 in-kind sponsorship for Christmas Walk
 - 100% planned by Chamber and Expo Committee
 - Hosted by Oswego Chamber
- #OswegoConnects Rally
 - 50 hours to plan
 - Cost- \$1,500
 - Funding- \$500 Village; remaining through vendor fees and sponsorships
 - 100% planned by Village formed Committee
 - Could be given to another entity to plan
- Wine on the Fox
 - Time spent- 13%
 - ✓ Finance Department employees on-hand for past 3 years to handle the money
 - 100 hours to plan
 - Cost- \$50,000
 - Funding- revenue funds the event each year
 - ✓ Event pays for itself every year
 - 100% planned by Community Relations
 - Could result in loss of revenue if given to another entity to plan

- Movies in the Park
 - Time spent- 4%
 - 26 hours to plan
 - ✓ Free event
 - ✓ Held four times per year
 - Cost- \$1,200- \$1,500
 - Funding- \$1,500 budgeted each year
 - 100% planned by Community Relations and Cultural Arts Commission
 - ✓ Cultural Arts Commission selects the movies every year
 - Could be given to another entity to plan
- PrairieFest
 - Time spent- 6%
 - 30 hours to plan; Police Department- 60 hours of planning
 - ✓ Park District uses the Public Works building for 9 days before and during the event
 - Cost- \$500 for supplies; \$2,500 sponsorship from Tourism
 - Funding- \$500 budgeted each year; \$2,500 from Tourism marketing budget
 - ✓ Police Department bills Park District at government rate
 - ✓ Traffic control not billed back
 - ✓ Police Department bills Oswego Inn for services
 - 100% planned by the Park District
 - Hosted by the Park District
- Beats & Eats (3)
 - Time spent- 15%
 - 85 hours to plan
 - Cost- \$70,800
 - Funding- \$10,000 budgeted from FY budget; Mr. Brooks pays through fundraising and personal funds
 - ✓ Village pays for items from the \$10,000 such as fencing, stage, porta-a-pottys and generators
 - ✓ Police Department charges for services
 - ✓ Public Works does not charge for services
 - 50% planned by Village, 50% planned by Mr. Brooks
 - Could turn over to Mr. Brooks
- 4th of July Fireworks
 - Time spent- 4%
 - 30 hours to plan
 - Cost- \$10,000
 - Funding- \$10,000 budgeted each year
 - 100% planned by the Village with assistance from the Oswego Fire Protection District
 - Possible partnership with Montgomery
- Oswego Literary Festival
 - Time spent- 6%
 - 40 hours to plan
 - Cost- \$750
 - Funding- \$2,000 budget allocated for Cultural Arts Commission each year
 - 60% planned by Village (Cultural Arts); 40% planned by Library
 - Could turn over to the Oswego Public Library District

- Oswego Tree Lighting
 - Time spent- 5%
 - 42 hours to plan
 - Cost- \$4,000 (Christmas Walk budget)
 - Funding- \$18,500 Christmas Walk budget
 - 100% planned by Community Relations
 - Could be given to another entity to plan
- Christmas Walk
 - Time spent- 7%
 - 58 hours to plan
 - Cost- \$15,000
 - Funding- FY \$18,000
 - 100% planned by the Village with assistance from various entities
 - Could be given to another entity to plan

Total Event Man Hours

- Community Relations- 1,017 hours
- Public Works- 323.5 hours
- Police Department- 547.5 hours
- Village Hall volunteers- 115.5 hours
- Volunteers (includes the Village Board)- 718 hours

Board and staff discussion focused on the Light Festival being a great event; crowds were bigger than Christmas Walk; Oswego Chamber was selling items for Community Relations; suggested a sign be put on the booth regarding the sales of items; looking at future revenues; some downtown businesses are not happy about the downtown events and see them as a nuisance; need to look at the target demographic; being supportive of the businesses; not all events will help businesses; site visits; closing streets in sections; obtaining testimonials from businesses; speaking to the downtown businesses and learning about their models; Wine on the Fox moved to May 6 and 7th; many wineries cannot attend on Mother's Day weekend; fewer wineries are preferred; 14-16 wineries is ideal; working with Mr. Brooks on getting a P&L for Beats & Eats; Mr. Brooks does not want to take-over Beats & Eats; no way of recouping money; what the Village would do if another group came in and asked for \$10,000 and volunteers for an event; staff getting stretched out; thinking of Community Relations as a revenue generating department; Movies in the Park gets one sponsorship per year; Village Board and staff participate at the Village's tent at PrairieFest; Department of Homeland Security provides the Command Center truck; Oswego Chamber was hosting Christmas Walk up until 2008; website development; going after big sponsorships; covering as much costs as possible; limited time to spend requesting sponsorships; putting more effort into sponsorships; put a plan together; working with the Oswego Chamber on a signature fundraiser; getting rid of some events; cutting back on other events; PrairieFest makes money on beer sales and sponsorships; being creative with sponsorship; food trucks will not come to events if there is no guarantee of sale; some food trucks will not come without cash in hand; whether Beats & Eats brings any value to the downtown.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 7:05 p.m.

Tina Touchette
Village Clerk