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

February 7, 2017

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Gail Johnson called the meeting to order at 7:11 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 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; and Dave Silverman, Village Attorney.

RECOGNITIONS/APPOINTMENTS

D.1. Employee Service Awards

a. Tina Touchette- 5 Years of Service (Village Clerk Department)

Administrator Di Santo and President Johnson recognized and thanked Tina Touchette for her five (5) years of service. Administrator Di Santo briefly spoke about her history and accomplishments with the Village.

D.2. Retirement Recognition- Sergeant Dan Kipper

Chief Burgner spoke about Dan Kipper's history on the department. His wife was in attendance along with others who worked for, or with him over the years. Dan Kipper will be staying on as a member of the Honor Guard. President Johnson presented him with a certificate of recognition. Dan Kipper briefly spoke about his career with Kendall County, the Oswego Police Department, and Operation Impact. He thanked the Board, his wife, family and friends.

PUBLIC FORUM

The Public Forum was opened at 7:21 p.m.

Tom Collins, President of the HOA for the single family homes in Prescott Mill, addressed the Board regarding the installation of cable lines by MetroNet. Work started the beginning of summer; damage was done to the parkway; power was severed to the monument sign at the entrance. The contractor was approached about the damage; they said they would fix it. A complaint was submitted to MetroNet. The business manager reached out to the HOA this morning. Homeowners are complaining about their yards and the placement of pedestals that are located 5-10 feet into the backyards. Mr. Collins asked the Board if they are also receiving complaints about other subdivisions. Village staff is handling complaints and encourages homeowners to contact MetroNet directly and follow through. MetroNet has a 48-hour restoration goal. MetroNet will be attending the next Prescott Mill HOA meeting.

There was no one else who requested to speak; the Public Forum was closed at 7:28 p.m.

STAFF REPORTS

F.1. Annual Fireworks Show Discussion

Community Relations Manager Brown addressed the Board regarding the next steps for selecting the fireworks

date for 2017. The planning has begun for the Vietnam Moving Wall memorial which will be hosted in the Village of Oswego June 29th – July 3rd. The closing ceremony will be held on July 3rd. Due to the nature of the event and the proximity to the July 4th holiday, the Vietnam Moving Wall Committee is interested in the Village hosting the Independence Day Fireworks Show on July 3rd as a way to honor our veterans and celebrate our independence. The following are four options for the Board to consider:

Option 1: Host the Annual Fireworks show on July 3rd to honor the Vietnam Moving Wall and our veterans and Independence Day. Cost= \$10,000.

Option 2: Host a small show on July 3rd. The minimum charge for Mad Bomber is \$5,000 due to its proximity to Independence Day, and our normal Independence Day show on July 4th. The Vietnam Moving Wall committee indicated they could raise \$1,000 towards the show. Costs= \$15,000. This option has a \$4,000 funding gap.

Option 3: Host a small show on July 3rd for the Vietnam Moving Wall Closing Ceremony (\$5,000) and a small show on July 4th for Independence Day (\$5,000) which would utilize the Village's budget of \$10,000. Cost= \$10,000.

Option 4: Host Annul Fireworks show on July 4th to celebrate Independence Day and do not host a fireworks show on July 3rd. Total cost for the show is \$10,000.

Staff is looking for Board direction before moving forward with a survey to the public.

Additionally, Dave Krahn addressed the Board regarding the Vietnam Moving Wall. The event will draw approximately 150,000-200,000 people to Oswego over the course of four days. Rick Gardner was also in attendance.

Joint Community Effort Between

- Village of Oswego
- Oswegoland Park District
- Oswego School District 308
- Oswego Chamber of Commerce
- Fox Valley Veterans Breakfast Club
 - Sponsored by
 - ➤ Meet every couple weeks

History of the Wall

- Created in 1984; approximately 253 feet long; 3/5 the size of the wall in Washington D.C.
- Wall stands 6 feet tall with names ranging from 1959-1975
- East Wall and West Wall
- Traveled to over 1,300 cities

Healing Field

- 2017 American flags
- Honor loved ones, military personnel
- Flags are available to purchase for \$40; online purchase to be determined
- Flags will fly throughout the event and available for pick-up on July 4th

Current Sequence of Events

- 6/29- Wall arrives in Oswego; procession to Grounds
- 6/30- opening ceremony; Wreath Laying
- 7/1- Gold Star Family Day
- 7/2- Sunday services

- 7/3- Closing ceremonies
- Continuous reading of 58,282 names
 - > 24/7 in one hour shifts by volunteers starting Friday morning and ending with the closing ceremonies
 - > Approximately 16 names read per minute
 - ➤ Requires 61 hours of reading

Costs & Fundraising Plans

- \$50,000 to sustain the Wall for 4 days
 - Includes cost of wall, marketing, security, build-out, logistics, etc.
- Fundraisers
 - > Sponsorships
 - ➤ Salute & Boogie at Kickers on 3/31
 - > Private donations
 - ➤ Government and Club donations
 - ➤ Kiwanis/Oswego Police
 - > PrairieFest booth

What They Need

- Over 2,000 volunteers
- Resources- require \$50,000 to cover expenses
- Community participation
 - > Youth groups
 - > Camps
 - > Scouts
 - Daycare/preschool
- Marketing
 - > Social media
 - > Traditional
 - Word of mouth

What Can you Do

- Pick a date during the event to supply volunteers
- Attend March 31st, Salute & Boogie
- Consider a monetary donation
- Post event on Facebook page and website
- Do an email blast to members

Board and staff discussion focused on the event being a unique circumstance to hold the fireworks show on 7/3; proud partner with the Village; flags will be available on-line and at PraireFest; flags are reusable; the logistics of the closing ceremony and time will need to be changed to accommodate fireworks; how fireworks trigger PTSD; liking option #2; raising more money; getting a sponsor for the 7/3 fireworks; not wanting the fireworks show on 7/3 if it cannot be funded; working with someone on sponsors; scaling back the 4th of July show; fundraiser specific to the 7/3 fireworks. Board consensus was to hold both events. 7/3 event = \$5,000; 4th of July= \$10,000.

STAFF REPORTS- continued

Finance Director Horton- the Village bids out for electric, water and sewer, pumping stations and street lighting. The contracts for water and sewer, pumping stations and street lighting expire in May. The cooperative the Village belongs to has been watching the market and is planning on bidding out the water pumping sometime in February. When the bids come in, the Village needs to sign the contracts by 5:00 p.m. and return back to the winning supplier the same day as the bid. The Village Administrator and the Finance Director have signed the contracts in the past. He asked if this process is still ok with the Board. Board agreed to keep the current process in place.

Chief Burgner discussed the press release of the 2016 Village of Oswego crime rates. The Department has seen a reduction in crime rates for the second year in a row. Most notably in the "Part 1 crimes" and "Part 2 crimes". The decreases illustrate the success of the dedication and partnerships in Oswego. The report can be found on the Department's website at https://www.oswegopoliceil.org.

CONSENT AGENDA

- G.1. January 17, 2017 Committee of the Whole Minutes
- G.2. January 17, 2017 Regular Village Board Minutes
- G.3. January 17, 2017 Closed Session Minutes (Approve, but Not Release)
- G.4. Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71. **Resolution No. 17-R-07**
- G.5. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Public Works Vehicles and Salt Spreader. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 17-08**; vehicles have already been purchased.
- G.6. Resolution Authorizing Initial Acceptance of Public Improvements for the Sam's Club Truck Distribution Center Phase II, 2000 Weisbrook Drive, Effective February 8, 2017, and Reduction of Letter of Credit L5LS-155989. **Resolution No. 17-R-08**

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the January 17, 2017 Committee of the Whole Minutes; Approving the January 17, 2017 Regular Village Board Minutes; Approving, but not Releasing the January 17, 2017 Closed Session Minutes; and approving the following ordinance and resolutions:

Ordinance No. 17-08; Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Public Works Vehicles and Salt Spreader.

Resolution No. 17-R-07; Resolution Approving the Oswego High School Homecoming Parade and Temporary Closure of US Highway 34 and IL Route 71.

Resolution No. 17-R-08; Resolution Authorizing Initial Acceptance of Public Improvements for the Sam's Club Truck Distribution Center Phase II, 2000 Weisbrook Drive, Effective February 8, 2017, and Reduction of Letter of Credit L5LS-155989.

Aye: Ryan Kauffman Judy Sollinger Karin McCarthy-Lange Pam Parr Luis Perez 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 February 7, 2017 in the Amount of \$999,751.17.

A motion was made by Trustee Parr and seconded by Trustee Sollinger to Approve the Bill List Dated February 7, 2017 in the Amount of \$999,751.17.

Aye: Ryan Kauffman Judy Sollinger Karin McCarthy-Lange Pam Parr Luis Perez 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. Ordinance Amending Title 3 Chapter 2 of Village Code; Special Events. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 17-09**

Village Clerk Touchette presented the Board with special event fee comparisons and a recommendation to amend the Special Events Village code. Twenty –six comparable communities were reviewed. Most did not charge for block parties. Other communities could be compared directly to Oswego's procedures. Staff found most permits and fees were tied to liquor licenses. The Village's fees for temporary liquor licenses were low in comparison. The following was proposed:

- Block parties- no charge unless Village services are required
 - > Services would include barricades or Police services
 - ➤ No charge events will be disseminated as an FYI only event
- Events requiring Village services= \$25
- Events requiring a temporary liquor license
 - ➤ \$25 fee for the Special Event Permit
 - ➤ Increasing the fee for a temporary liquor license from \$50 to \$75

Board and staff discussion focused on not charging for a block party unless Village services are required; fee is \$25 if Village services are required; fee has not changed since 1994; only twelve comparable communities can be correlated back to services and fees similar to Oswego; Oswego is in-line with services other communities are providing; Oswego is not in-line with the fees charged for a temporary liquor license; events with liquor licenses involve additional services above and beyond a typical event; increasing the temporary liquor license fee from \$50 to \$75; why we are not charging \$100 for a temporary liquor license; average fee for a temporary liquor license is \$94 and includes services; liking even numbers; serving liquor at events is a margin business; Oswego makes it easy to do business with; encouraging events.

A motion was made by Trustee McCarthy-Lange and seconded by Trustee Sollinger to Approve an Ordinance Amending Title 3 Chapter 2 of Village Code; Special Events.

Aye: Ryan Kauffman Judy Sollinger

Karin McCarthy-Lange Pam Parr Luis Perez Joe West

Nay: None

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

I.2. Resolution Adopting the 2017-2020 Vision, Mission, Values and Strategic Plan. Resolution No. 17-R-09

Asst. Administrator Burns addressed the Board regarding the adoption of the 2017-2020 Mission, Vision, Values and Strategic Plan. The Village Board and staff further discussed and refined the Strategic Plan, as well as Mission, Vision and Value statements, during a recent Committee of the Whole Discussion. Staff incorporated the changes into the plan and will also be including in staff evaluations.

A motion was made by Trustee Sollinger and seconded by Trustee Parr to Adopt the 2017-2020 Vision, Mission, Values and Strategic Plan.

Aye: Ryan Kauffman Judy Sollinger Karin McCarthy-Lange Pam Parr Luis Perez 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. Resolution Authorizing the Execution of an Agreement with TPI Building Code Consultants, Inc. as an Independent Contractor for Inspections and Plan Reviews for the Village of Oswego.

Resolution No. 17-R-10

Building & Zoning Manager Hoover presented a contract for professional services through TPI for inspections and commercial or large plan review on an as needed basis. The Village currently provides building plan review and inspection services with in-house staff. Due to limited staff, specialization, training, and licensing such as plumbing inspections, staff needs to coordinate times when inspectors are out of the office at required training or on vacation. Based on estimates, the Village may need inspection and plan review assistance for approximately 72 hours. Staff solicited proposals to find a secondary or back-up source for services when the work load reaches a level that the current staff cannot absorb. Staff recommended TPI. TPI's fee structure is the most advantageous to the Village as it allows inspections and plan reviews on a trade for trade basis. The Village has previously used the professional services of TPI. Staff has had a favorable experience and is familiar with the processes and services provided by TPI.

Staff and Board discussion focused on allowing staff with certifications to take an extended length of time off; staff will exhaust all avenues first; over 200 inspections last year; allows for flexibility and a personal life; Village has contracted with TPI in the past; very responsive; can perform an extended review on a higher service level; fees would be passed on to the customer.

A motion was made by Trustee West and seconded by Trustee Parr to Approve a Resolution Authorizing the Execution of an Agreement with TPI Building Code Consultants, Inc. as an Independent Contractor for Inspections and Plan Reviews for the Village of Oswego.

Aye: Ryan Kauffman Judy Sollinger
Karin McCarthy-Lange Pam Parr
Luis Perez 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 Selecting Sikich, LLP to Provide Auditing Services for Fiscal Years Ending April 30, 2017 through April 30, 2021 with Annual Fees of \$36,150 for FY 2017, \$36,805 for FY 2018, \$37,542 for FY 2019, \$38,667 for FY 2020 And \$39,827 for FY 2021. **Resolution No. 17-R-11**

Director Horton addressed the Board regarding the selection of the Village's auditing firm. The Village is required by State Statutes to have a certified audit completed annually. The Village has contracted with audit firms in the past for periods of one to five years. The current agreement (five years) expired with the Village's last audit for Fiscal Year Ending April 30, 2016. A Request for Proposals for Auditing Services for the next five fiscal years was distributed and four responses were received. Staff reviewed the proposals, completed reference checks, and had each finalist submit a breakdown of hours by staff level for the 2017 fee. Concerns with the two lower priced firms were uncovered. Staff recommended selecting Sikich, LLP as the Village Auditor for the next five years. While Sikich, LLP was not the lowest priced proposal, staff believes the firms experience, long tenure in local government auditing, number of governmental clients the same size as the Village, prior satisfaction with Sikich, LLP and available training offered by Sikich, LLP to Village staff throughout the year is well worth the additional costs. The Village and Sikich, LLP sign an Engagement Letter, each year prior to the beginning of the audit, detailing the specifics of the audit procedures and audit costs.

Board and staff discussion focused on low price does not have current government contracts or clients; issue with independence for Lauterbach; Sikich has experience with over 150 government clients; Sikich employees a GASB guru; price difference; Sikich spends more time with the Village; liability lies with Sikich; Director has been working with Sikich since 1992; comfortable with the 5-year plan; Sikich knows our systems and lets us know when we need to fix something.

A motion was made by Trustee Sollinger and seconded by Trustee Kauffman to Approve a Resolution Selecting Sikich, LLP to Provide Auditing Services for Fiscal Years Ending April 30, 2017 through April 30, 2021 with Annual Fees of \$36,150 for FY 2017, \$36,805 for FY 2018, \$37,542 for FY 2019, \$38,667 for FY 2020 And

\$39,827 for FY 2021.

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

Luis Perez 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

An email was sent to the Village Board from President Johnson asking Board members to file witness slips in support of a bill that addresses LGDF (Local Government Distributed Funding). She thanked those who have done so.

The Legislative breakfast was a success. Six of our eight State Legislators attended. Representatives from the Village, Park District, Fire District, School District and Waubonsee Community College attended as well. Good dialogue; we were able to present our legislative priorities. We now have a legislative priorities list and ready to go to Springfield. Senator Oberweis and Representative Batinick were unable to attend. Trustee McCarthy-Lange met up with Representative Batinick and gave him all the materials that were provided at the breakfast.

The Springfield Drive Down is scheduled for March 15th-16th. Let Executive Assistant, Linda Ebinger know if interested in attending. Administrator Di Santo added that the State Senate staff office called him; Senator Holmes asked staff to draft legislation based on our legislative priorities.

TRUSTEE REPORTS

Trustee McCarthy-Lange

- Pancake breakfast tickets can be purchased from the Police Department, or she can drop-off tickets for purchase.

Trustee Perez

- Senior Center dance is open to the public at Kickers on Saturday night.
- He is supportive of the fireworks being held on both nights; he would like it funded.

Trustee West

- He will be working on obtaining funds for the fireworks.

Trustee Sollinger

- She will be working with Trustee West in obtaining funds for the fireworks.
- She thanked Community Relations Manager, Michele Brown for her involvement in and coordination of LunaFest.

Trustee Kauffman

- He has been collecting money and donations for the PADS program for the homeless shelter. He thanked staff for their donations.

CLOSED SESSION

A motion was made by Trustee Sollinger and seconded by Trustee Parr to enter into Closed Session for the purposes of discussing the following:

- a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]

d. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

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

Nay: None

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

The Board adjourned to Closed Session at 8:22 p.m.

The Board returned to open session at 9:57 p.m.; all remaining members still present.

ADJOURNMENT

A motion was made by Trustee Kauffman and seconded by Trustee McCarthy-Lange to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 9:57 p.m.

Tina Touchette Village Clerk