

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
September 5, 2017**

CALL TO ORDER

President Gail E. Johnson called the meeting to order at 6:01 p.m.

ROLL CALL

Physically Present: President Gail Johnson and Trustees Ryan Kauffman (attended at 6:36 p.m.), Karin McCarthy-Lange, Pam Parr, Luis Perez and 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; Rod Zenner, Community Development Director; Michele Brown, Community Engagement Coordinator-Special Events; Mark Horton, Finance Director; Corinna Cole, Economic Development Director; Jay Hoover, Building & Zoning Manager; Joe Renzetti, IT/GIS Manager; Jenette Sturges, Community Engagement Coordinator-Marketing; Tim Zasada, Asst. Public Works Director- Utilities; and David Silverman, Village Attorney.

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

There was no one who participated electronically.

PUBLIC FORUM

Public Forum was opened at 6:01 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:01 p.m.

OLD BUSINESS

E.1. Ordinance Amending Title 1 of the Village Code (Appointments)

Asst. Village Administrator Burns addressed the Board regarding recruitment and appointments of directors. The Code grants the Village President the authority, with advice and consent of the Village Board, to fill and remove all appointive offices. The appointments run through the current Village President's term. There is some inconsistency in the language for the appointments, and differences from what is outlined in the Village's Personnel Manual. The Village's goal in its hiring process is to always hire the most qualified candidate for the position. Some candidates have expressed concern about the appointed nature of these positions. By transitioning director positions away from any potential political influence, it promotes professionalism and signals to employees that their positions are not in peril based on changes in elected officials.

Under the Village Code as currently adopted, the appointed officers are:

- Clerk
- Treasurer-Budget Officer
- Attorney
- Director of Public Works
- Village Administrator
- Village Collector
- Community Development Director
- Village Engineer
- Economic Development Director

The proposed revised code reduces the number of positions to include only the Village Administrator, Clerk, Treasurer, Engineer, Village Attorney and Police Chief. No changes are proposed for the sections of the code related to Village Attorney and Police Chief. Based on these revisions, the Village Administrator would have authority to hire all other non-sworn positions in the Village. In some cases, an individual may be hired by the Village Administrator but also be appointed as Treasurer or Engineer. All positions except Administrator and sworn staff would continue to be considered at-will. The Village Administrator and Police Chief have contracts approved by the Board and all sworn staff are appointed by the Board of Police Commissioners. During the course of the review, a few additional changes were incorporated for accuracy, consistency and to reduce redundant language:

- 1) Revised code clarifies language on bonds for elected and appointed officials
 - Village covers all employees
 - Bonds are provided covering all elected and appointed officials under a blanket insurance policy
- 2) The current Code designates the Building and Zoning Manager as the accessibility coordinator
 - It is not necessary that this appointment is made by code
 - Information is publicized for members of the public requesting accommodations or concern for public facilities
 - The responsibility to appoint an accessibility coordinator was added to the responsibilities of the Village Administrator
- 3) Sections on compensation were removed from all positions except the Village Administrator
 - Compensation is already addressed in Section 5 of the Code

The effective date of these changes will be May 1, 2018 to coincide with the new fiscal year.

Board and staff discussion focused on department heads should not be of the Village President's alone; hoping to take the political nature out of it; should be based on performance. President Johnson noted Trustee West did have concerns, but was not here. There was no further discussion.

NEW BUSINESS

F.1. Fiscal Year 2018 First Quarter Financial Update

Director Horton presented the FY18 first quarter financial update. Total revenues for all Funds are at 16% of budget fiscal year to date compared to total expenditures at 23%. For just the Operating Funds, revenues are at 36% of budget compared to operating Fund expenditures of 29%. All Funds have revenues exceeding expenditures through the first three months of the fiscal year except the Motor Fuel Tax Fund, TIF Fund, Capital Improvement Fund and Debt Service Fund. A monthly financial report was provided to the Board for review.

General Fund

- Revenues total \$4.9 million; 28% of budget
- Expenditures total \$4.7 million; 27% of budget
- Sales tax revenue received this month was \$21,103 greater than the prior year
- Home rule sales tax revenue received this month was \$9,671 greater than last year
- Income tax received for May was 7% (\$29,302) greater than May 2016 and June was 15.8% (31,370) greater than June 2016; two payments were received in July
- Telecommunications tax revenue received this month was \$7,192 less than last year
- Building related permit revenues for the month decreased year over year by \$48,993
- Revenues and expenditures increased
- Revenues trending up
- Expenditures trending faster

Motor Fuel Tax Fund

- Revenues total \$211,978; 26% of budget
- Expenditures total \$637,259; 74% of budget
- MFT allotments received were 38% greater than last fiscal year

TIF Fund

- Revenues total \$11,647
- Expenditures total \$15,573

Water & Sewer Capital Fund

- Revenues total \$37,942; 5% of budget
- Expenses total \$0; 0% of budget

Water and Sewer Fund

- Revenues total \$1,679,562; 32% of budget
- Expenses total \$802,438; 13% of budget
- Water user charges and sewer user charges are less than last fiscal year to date and are at 33% of budget respectively
- Revenues and expenditures decreasing
- Only quarterly results, not a 12 month picture

Capital Improvement Fund

- Revenues total \$784,167; 2.3% of budget
- Expenses total \$1,066,157; 15% of budget

Garbage Collection Fund

- Revenues total \$790,638; 32% of budget
- Disposal fee revenue is \$8,000 greater than last year
- Expenses total \$401,251; 16% of budget

Debt Service Fund

- Revenues exceed expenditures by \$26; Interest payments on the debt account for \$791,000 of expenditures to date

Vehicle Fund

- Revenues total \$23,348; 3.2% of budget
- Expenditures total \$17,796; 2.5% of budget

Police Pension Fund (as of July 31, 2017)

- Revenues total \$1,505,470 compared with expenditures of \$195,235
- Ending Net Assets of \$27.5 million

Date Trends

- Sales Tax
 - Sales tax revenues based on the liability month (month the sales occur in)
 - Village receives revenues in the third month following the point of sale
 - FY17 sales tax receipts fluctuated monthly compared to FY16
 - FY17 annual receipts were \$6,247 less than FY16
 - Sales tax is flattening
- Local Home Rule Sales Tax- General Fund
 - Since January, receipts are staying close to last year's receipts month over month
 - FY17 receipts were \$17,637 greater than FY16
- Local Home Rule Sales Tax- Capital Improvement Fund

- Tax became effective January 2016
- FY17 receipts since January are close to FY16 levels; as forecasted or slightly higher
- Income Tax
 - Monthly receipts for FY18 have been greater than FY17 each month
 - Last three months slightly higher
 - Can't find the trend by the State of Illinois; wait and see
 - Income tax received through July is \$60,600 greater than the prior year
- Permit Fees
 - Building permit related fees are \$49,000 lower than last year
 - Building permits are \$22,000 lower than last year
 - Contractor registration is less by \$650
 - Repair permits are \$23,000 less than last year
 - Remodeling and expansion to existing properties was much stronger than new property builds this fiscal year
 - All fees go to the General Fund
 - Waiting for building to pick back up

Board and staff discussion focused on whether there was any concerns with the quarterly results; income tax coming in better; impossible to know what the State will do; every municipality is trying to figure out where their money is. There was no further discussion.

Director Hughes introduced Tim Zasada, Asst. Public Works Director- Utilities, to the Board and briefly spoke about his background and qualifications.

CLOSED SESSION

A motion was made by Trustee Sollinger and seconded by Trustee McCarthy-Lange 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: Karin McCarthy-Lange Pam Parr
 Luis Perez Judy Sollinger

Nay: None

Absent: Ryan Kauffman and Joe West

The motion was declared carried by a roll call vote with four (4) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 6:18 p.m.

The Board returned to open session at 7:04 p.m.; all remaining members still present.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 7:04 p.m.

Tina Touchette
 Village Clerk