

**MINUTES OF A SPECIAL COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 9, 2022**

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:03 p.m.

ROLL CALL

Board Members Physically Present: President Troy Parlier; Trustees Tom Guist, Kit Kuhrt, James Marter II, Terry Olson, Jennifer Jones Sinnott, and Brian Thomas.

Staff Physically Present: Dan Di Santo, Village Administrator; Christina Burns, Asst. Village Administrator; Andrea Lamberg, Finance Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Rod Zenner, Community Development Services Director; Bridget Bittman, Community Engagement Manager- Marketing; Kevin Leighty, Economic Development Director; Joe Renzetti, IT/GIS Director; Corey Incandela, Administrative Intern; and Karl Ottosen, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:02 p.m. There was no one who requested to speak. The public forum was closed at 6:02 p.m.

OLD BUSINESS

F.1 Prescott Mill Parking Discussion

Chief Burgner addressed the Board regarding parking issues in Prescott Mill and Oswego East High School (OEHS). There have been issues with parking since 2015 with attempts made by the Village to address the issues in 2018 and 2021. The Village Board amended Village Code with regards to parking restrictions; a four-way stop was installed at the corner of Townsend and Harvey; numerous complaints have been received over the years; complaints have progressed; enforcement and messaging is not curbing the issues; citations have been issued; 76% of the citations were issued to those not living in the Village; population of Oswego students attending OEHS is 38%. Staff has had discussions with the school district; requested the adding of a parking lot at OEHS; OEHS does not feel adding parking spots will fix the issue; no indication that the school district is going to add parking spots for 70-80 cars.

Chief Burgner presented a draft ordinance for a permitting process for parking on the streets; if limits are put in place, it could push the parking issue further out to the industrial park and Ogden Falls; draft ordinance captures what was requested by the Village President with the least amount of impact on the police department staff in enforcing the ordinance.

Proposed Zones

- 1) Prescott Mill subdivision
- 2) Highland Business Park which includes Treasure Drive, Harvey Road and Mitchell Drive
- 3) Ogden Falls and Brighton Meadows subdivisions
- 4) Churchill subdivision
- 5) Steeple chase subdivision

Can add zones, if needed.

Exceptions

- Residents living in a specified zone
 - Any resident whose vehicle is registered to an address in one of the five zones
 - No permit required
- Residents residing outside of a zone
 - Eligible to apply for a permit
 - Permit will allow parking, in the zones, between the hours of 7am-3pm
 - Permit will be valid from August 1st through July 31st of the year the permit is purchased
 - Non-refundable permit fee= \$400.00 per year
 - ✓ Fee is not pro-rated
 - ✓ Permit must be applied for annually; not renewable
- Vehicles doing business
 - Contractors or individuals who are performing or providing services or repairs
 - Vehicles must be marked or display the name of the business

Permit applications will be available on-line through the police department. The permit application process will eventually be added to the new parking permit solution program. Signage will be added to the entrance of each zone. Some of the current signage may be re-purposed and moved to areas needing signage. Community Service Officers (CSO) would enforce the ordinance; if no CSO, an Officer would enforce; Class IV violation with a minimum and maximum of a \$250.00 fine; if the fine isn't paid, the vehicle can be immobilized; option to tow the vehicle if three or more tickets are issued in a seven-day period.

Board and staff discussion focused on this is not our first choice as a solution; gone through a lot of measures to resolve the issue; encouraged the school district to construct a new parking lot; \$189,444 is the engineer's estimate to construct a new parking lot; the Village delivered a \$189,444 check to the school district for their portion of the impact fees for the Avanterra development; a text amendment was approved by the Planning & Zoning Commission so the school district could do a gravel lot to save money; text amendment will be brought to the Village Board for approval at a future Board meeting; an additional text amendment was also approved by the Planning & Zoning Commission for future high schools to provide more parking; non-resident not allowed to get a permit; ownness needs to be on the school district; permits are not going to solve the problem; residents need to put pressure on the school district; safest place to park is on school property; goal is to give residents the ability to park on the street; making it as easy as possible for staff to enforce; if we deviate, need to make sure we can enforce; try banning parking for two hours and pivot, if needed; going to take one fatality and we will feel it; it's going to push the problem elsewhere; where the additional 80 cars will be parking if the current 70-80 cars are parked in a new parking lot; putting pressure on the School Board; residents who live in a specific zone will not need to apply for a permit; takes around 30 seconds to run a plate; shorten the permitted hours; 30 spots per 100 students; whether to add more parking spots based on enrollment; need to get it right before a new high school is built; whether to limit the number of permits issued in each zone; whether to limit the number of permits per household; whether the permit is specific to one of the zones; plates will be checked once; no re-check of plates; not all contractors will have a display on the vehicle; this will be handled through in-house procedures; will look for discretion on how to handle; whether a phone number is noted on the ticket; fleet plates and corporate vehicles not registered to an address in a zone; have ability to do an exemption; tickets, immobilization, and towing; tickets will be handled through adjudication; notice will be sent before a vehicle is booted; do not currently have the devices for booting; whether there will be pushback for non-residents not being allowed to apply for a permit; will be a Board decision to allow non-resident or charge more for non-residents; school district charges \$200/year for parking; everyone agrees the students should be parking on school property; 30% of OEHS are residents which equals to 27 permits; push this back on the school district.

Additional discussion focused on there will be a learning curve; delay in issuing tickets; warning first and educating residents, HOA's, and the school district; concurrent 30-day implementation period and a 30-day warning period; areas are not dealing with this now; needing to educate more; message boards and direct mailers can be used; standard ticket forms will be used; whether additional information can be added to the standard ticket form; could add sticker on the back of the ticket form; rough estimate of the cost of a gravel parking lot; less than \$100,000; financial burden on the police department; school district should help with the costs; enforcement time; daily compliance checks will take an average of 1 ½ to 2 hours plus the complaint calls; unsure if they will do a second compliance check; violations will take approximately ten minutes to process; new parking software will go

live in the Fall; adjusting shifts; need to focus on the available CSO's; don't want Officers doing the compliance checks; it's not efficient to use Officers; whether to hire another CSO; staffing of CSO's is challenging; all CSO's are part-time working 15-20 hours per week; currently have 4-5 CSO's; parking issues started in 2015; issue with students parking in Ogden Falls and walking through yards; whether to implement a full ban on parking will be up to the Village Board; would like to see more exemptions; whether the time should be 7am-noon, or 7am-3pm; leniency in the first hour. Staff to review the limits in the zones, the limits per household, and to clarify exemptions. There was no further discussion.

NEW BUSINESS

There was no new business.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

The meeting adjourned at 6:53 p.m.

Tina Touchette
Village Clerk