

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
December 12, 2023**

CALL TO ORDER

President Ryan Kauffman called the meeting to order at 6:00 p.m.

ROLL CALL

Board Members Physically Present: President Ryan Kauffman; Trustees Tom Guist, Jennifer Jones Sinnott, and Andrew Torres.

Board Members Absent: Trustees Karin McCarthy-Lange and Karen Novy

Staff Physically Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jason Bastin, Police Chief; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Services Director; Andrea Lamberg, Finance Director; Joe Renzetti, IT Director; Bridget Bittman, Community Relations Manager-Marketing; Kevin Leighty, Economic Development Director; Madeleine Trinco, Management Analyst; Julie Hoffman, Community Relations Manager- Special Events; and Dave Silverman, Village Attorney.

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

President Kauffman noted that Trustee McCarthy-Lange would like to electronically attend tonight's meeting. Trustee McCarthy-Lange submitted the necessary documents to the Village Clerk.

A motion was made by Trustee Jones Sinnott and seconded by Trustee Torres to approve Trustee Karin McCarthy-Lange to electronically attend the December 12, 2023 Committee of the Whole Meeting.

Aye: Tom Guist	Kit Kuhrt
Jennifer Jones Sinnott	Andrew Torres

Nay: None

Absent: Karen Novy	Karin McCarthy-Lange
--------------------	----------------------

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

Trustee Karin McCarthy-Lange attended electronically at 6:01 p.m.

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

There was no old business.

NEW BUSINESS

F.1 Venue 1012 Rental Policy Discussion

Administrator Di Santo addressed the Board regarding the Venue 1012 rental policy. Venue 1012 opened in the summer of 2021. The venue is used by the Village for the annual summer concert series and other events, and the facility is also available for the public and private groups to rent. In 2021, staff prepared a rental policy that has

been updated from time to time, most recently in January 2023. To date, the venue has been rented annually by VetFest 141, as well as multiple car shows. At the November 28, 2023, Village Board meeting, a representative from Midnight Mods Car Club spoke during public comment asking the Village to allow public group rentals to book dates sooner than the current policy allows. As a result, the Village Board directed staff to bring the rental policy for Board discussion. The following are key provisions to the policy:

- The latest date on which Special Event Permit (SEP) applications will be processed for Venue 1012 is ten (10) weeks prior to the event date. Parking lot rental requests for prime time will be processed within 45-60 days of the event date(s). The policy allows the Village to finalize Venue 1012 events according to the dates listed in the reservation availability.
- Reservation availability- SEP applications may be submitted year-round. Fridays and Saturdays are considered Prime Dates with priority going to full-day rentals for the full facility. May 1 through September 30 is considered Prime Season with priority going to full-day rentals for the full facility. Reservations will be accepted at any time, but will not be confirmed any earlier than the dates outlined for the upcoming event season:
 - Full venue public event: February 1
 - Full venue private event: February 15
 - Parking Lot Only Off Season, Non-Prime Dates: February 1
 - Off Season, Prime Dates: March 1
 - Partial facility rentals (parking lot only) on Prime Dates in the Prime Season will not be considered until 60 days prior to the event. The Village, at its discretion, may modify this timeline and consider rentals on a case-by-case basis with the goal of promoting active, ongoing use of the facility.
- Scheduling: Village events take precedence over event applications from private and public groups. After Village dates are selected, other applications are considered on a first come, first served basis. In the event that multiple applications are received on the same day, scheduling is prioritized by the following:
 1. Village events.
 2. Recurring events scheduled for the same time frame on an annual basis (i.e. second weekend in May.)
 3. Public entertainment events hosted by not-for-profits, governments or businesses located in Oswego.
 4. Public entertainment events hosted by not-for-profits, governments or businesses not located in Oswego.
 5. Private event rentals from Village of Oswego residents.

Recurring full-day events are prioritized after Village events are confirmed. The current SEP application has a way to indicate a recurring event.

- Rental and service fees
 - Public events
 - For Profit
 - ✓ Rental Rate: \$1,800.00/day and 15% of ticket revenue*
 - ✓ Hourly Rental Rate (Under 4 hours with a 2-hour minimum): \$350.00/hour
 - ✓ Refundable damage deposit: \$1,000.00 per day
 - Non-profit, government, community group
 - ✓ Rental Rate: \$1,000.00/day and \$1.00/ticket*
 - ✓ Hourly Rental Rate (Under 4 hours with a 2-hour minimum): \$250.00/hour
 - ✓ Refundable damage deposit: \$700.00 per day

*Rental policies subject to change at the discretion of the Village

Staff recommended the following:

- Create a new Venue 1012 event rental application instead of using the current SEP application and process.
- Clarify the time frame in which applicants can expect a response, after Village events are confirmed.

- Reduce the fees for non-profit/government/community event rentals for full-day, hourly and parking lot.

Board and staff discussion focused on whether we allow renters to pick a date first; dynamics; monetarily advantageous; how we want to review rentals moving forward; whether we want to allow renters to take up a date versus a paying event; whether we need a new policy or if this is an extenuating circumstance; whether we can make an exception for an event; treating all organizations the same; if you make an exception for one, then it's for all; breast cancer benefit event at the beginning of October is the same date as the annual Boo Cruise event; impact on event if pushed further into October; do nothing to the policy and have renters come to the Board for approval to use the Venue; what happens if dates haven't been booked for Village events; dates need to align for the booking of bands; limited on dates for the breast cancer event; staff was directed to do the breast cancer event, but not the Wine Off the Fox event; suggestion for the Village to partner with the Midnight Mods car show and the breast cancer event; have it all on the same day; goal is to give back to the community; Midnight Mods event outgrew their location in Yorkville; they give back to the community and the food pantry; whether it's feasible to partner and whether the car club wants to partner with the Village; need to ask the car club whether they want to partner with the Village; car show application is in process; it is the only event needing advance approval for the event; explore rental rate; rental rate is excessive for NFP's; concerning that we would let a renter come in and take dates before the Village has events booked; staff can look at booking Village events sooner; need to have a Committee of the Whole discussion regarding events before scheduling for next year; whether we can book two years at a time; fees noted in the memo are the current fees; don't want to create a new policy; need to create a new process for the Venue; fees were explained; NFP groups would like the fees to come down; cutting NFP fees in half; whether we need a ticket price; hourly rate should be \$100/hour with a minimum of two hours; small events versus large events; tiered fee for tickets based on attendance; cost to the Village for NFP events; staff time and wear and tear on the grounds; no negative impact for NFP other than staff time; 501c3 requirement for NFP events; parking lot rental versus full venue rental; parking lot fee is already half the rate; NFP fees: \$500/day, \$1.00/ticket, \$100/hour; change to percentage for NFP's; the market will justify the rates; 15% or a \$1.00, whichever is less; depends on applicant and applicant status; damage deposit is still \$700; not sure how we can change the timing; Village events versus non-Village events; move the date from February 1st to January 1st; Village blackout dates; it will change each year; wait until all Village event dates are booked; Village books dates on Thursdays and Saturdays; adjusting the policy to make it clearer; if we know we don't need the date, then we release the date; rain dates could complicate things; moving the deadline dates to January 1st or December 31st; whether the priority is Village events or community events; limiting the number of community events; first come first serve already in the policy; the venue is evolving; if deadline is December 31st we might lose some dates; recurring events have earlier deadlines of December 31st; staff likes to hold off on parking lot only events; staff recommendations start immediately. There was no further discussion.

F.2 Fiscal Year 2022 Second Quarter Financial Update

Director Lamberg presented the 2022 second quarter financial update:

Village Wide Actual

\$36,146,905	Village Wide Revenue
<u>\$26,937,665</u>	<u>Village Wide Expenses</u>
\$9,209,239	Year-to-Date Surplus

Village Wide Budget

\$68,799,512	Village Wide Revenue
<u>\$75,800,159</u>	<u>Village Wide Expenses</u>
(\$7,000,647)	Budgeted Deficit

- Driven by capital projects



**Revenues to date compared to Expenditures to date
For the Month Ending October 31, 2023**

Fund	Revenues	% of Budget	Expenditures	% of Budget	Rev/Exp Difference
GENERAL	\$15,193,007	60.8%	\$11,125,482	44.5%	\$4,067,526
MOTOR FUEL TAX	\$1,004,015	71.0%	\$1,432,500	79.2%	(\$428,485)
PUBLIC WORKS ESCROW	\$4,872	n/a	\$0	n/a	\$4,872
ECONOMIC DEVELOPMENT	\$21,306	n/a	\$0	n/a	\$21,306
SPECIAL EVENTS FUND	\$259,191	n/a	\$219,943	n/a	\$39,248
RESTRICTED ACCOUNTS FUND	\$114,944	n/a	\$44,961	n/a	\$69,983
TIF FUND	\$1,224,608	19.3%	\$1,257,793	19.6%	(\$33,184)
CAPITAL IMPROVEMENT	\$5,136,865	36.3%	\$2,720,124	16.7%	\$2,416,741
AMERICAN RESCUE PLAN ACT	\$28,944	n/a	\$0	n/a	\$28,944
DEBT SERVICE	\$665,680	22.6%	\$660,189	22.4%	\$5,491
WATER & SEWER	\$4,677,136	58.2%	\$3,324,433	39.7%	\$1,352,703
WATER & SEWER CAPITAL FUND	\$2,863,986	65.2%	\$3,523,172	43.4%	(\$659,186)
GARBAGE COLLECTION FUND	\$1,620,769	51.3%	\$1,551,337	50.4%	\$69,432
MUNICIPAL FLEET FUND	\$323,336	38.0%	\$442,811	26.5%	(\$119,475)
MUNICIPAL PARKING FUND	\$58,929	50.0%	\$9,241	13.5%	\$49,688
POLICE PENSION	\$2,949,317	122.5%	\$625,680	35.5%	\$2,323,637
	<u>\$36,146,905</u>		<u>\$26,937,665</u>		<u>\$9,209,239</u>

General Fund

Actual

\$15,193,007	General Fund Revenue
<u>\$11,125,482</u>	<u>General Fund Expenses</u>
\$4,067,526	General Fund Surplus

Budget

\$24,983,811	General Fund Revenue
<u>\$24,973,525</u>	<u>General Fund Expenses</u>
\$10,286	Budgeted Surplus

\$24,983,811	General Fund Budgeted Revenue
<u>\$15,193,007</u>	<u>General Fund Actual Revenue</u>
60.8%	Percentage of Budget Collected

\$24,973,811	GF Budgeted Expenditures
<u>\$11,125,482</u>	<u>GF Actual Expenditures</u>
44.5%	Percentage of Budget Spent

- Revenue- target is 50% or more halfway through the year
- Expenditures- target is 50% or less halfway through the year

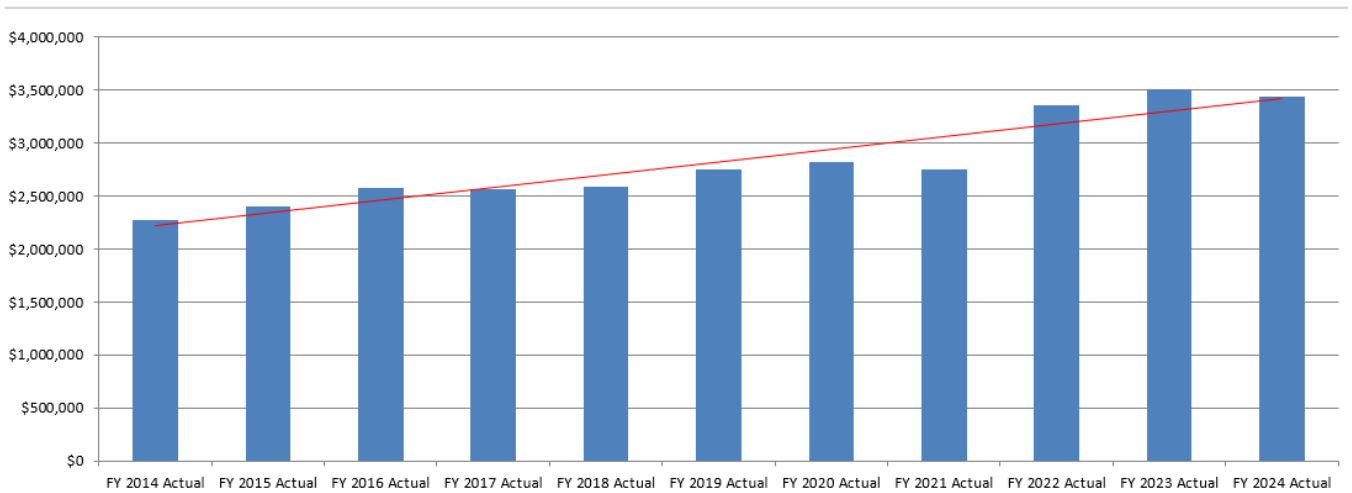
Revenue Sources

- 47.6% Sales Tax
- 19.0% Income Tax (LGDF)
- 5.0% Use Tax
- 4.8% Food and Beverage Tax

76.4% of General Fund revenue comes from 4 revenue sources

- LGDF is from the State

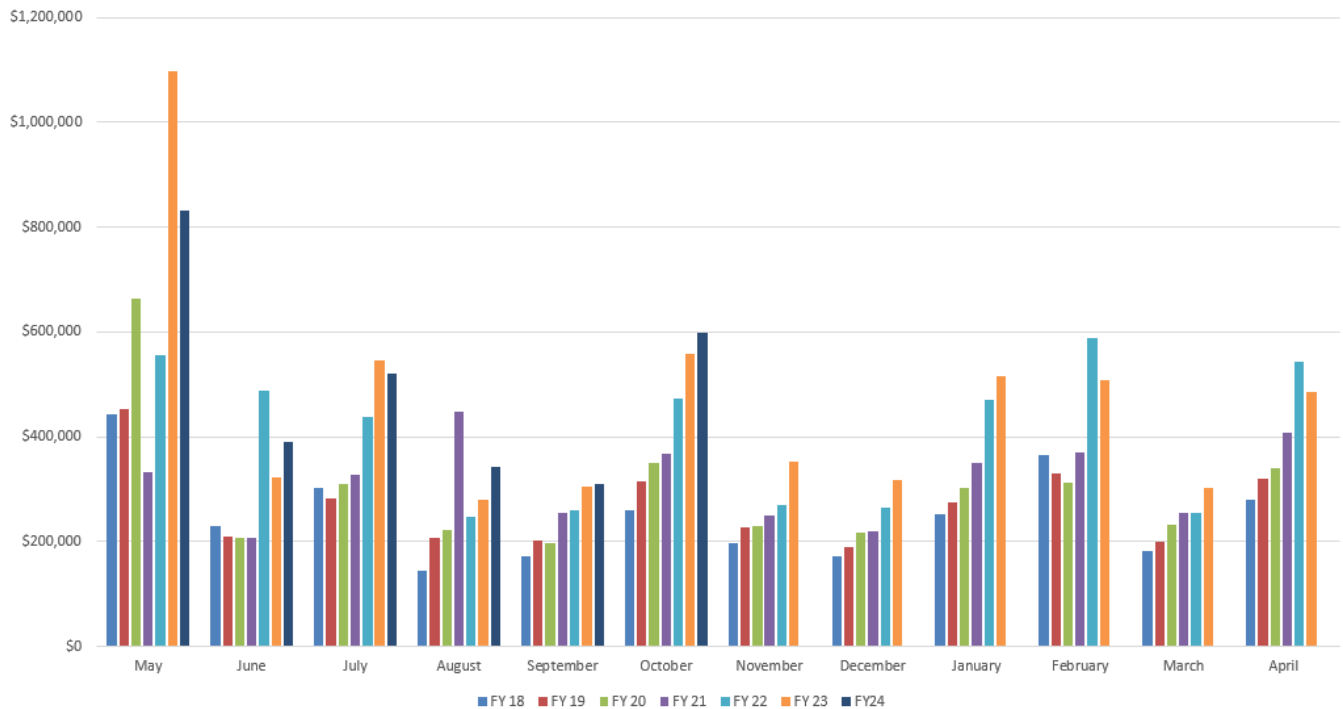
Sales Tax Fiscal Year to Date



Sales Tax revenue for the year is down 2.0% from this time last year. The budget accounted for this decrease and revenue is on target to meet budget for the year.

- Overall trend of increasing revenue

Income Tax



Income Tax revenue is down 3.7% from this time last year. Revenue is trending slightly below budget.

- Could catch up

Permit Fee Revenue

- Building Permit revenue through the second quarter was at 95% of budget and \$275,942 more than last year .
- Accessory Permit revenue through the second quarter was 149% of budget and \$266,748 more than last year.
- Plan Review Fee revenue through the second quarter was 115% of budget and \$80,856.31 more than last year.
- Big numbers coming in this year

General Fund Expenditures By Department

General Fund	50%
Administration	49%
Community Relations	40%
Development Services	41%
Economic Development	42%
Finance	48%
Information Technology	50%
Police*	56%
Public Works	38%

Police Expenditures

Police expenditures are at 56% of budget through the second quarter of FY24. All property tax levy revenue for the year has been collected and paid to the Police Pension Fund.

If you exclude the Police Pension Fund contribution, Police expenditures are at 49% of budget.

Capital Improvement Fund

- Direct Impact Fee revenue through the second quarter was \$1,037,737 compared to \$468,015 last year. Direct Impact Fee revenue is budgeted at \$500,000.
- Transportation Development Fee revenue (earmarked for Wolf's Crossing) is now recognized in the Capital Improvement Fund as it is received. Revenue through the second quarter totaled \$1,032,226. This is a new revenue source and was not budgeted.
- Largely project based

Water and Sewer Fund

Actual

\$4,677,136	W&S Fund Revenue
<u>\$3,324,433</u>	<u>W&S Fund Expenses</u>
\$1,352,703	W&S Fund Surplus

Budget

\$8,032,100	W&S Fund Revenue
<u>\$8,371,622</u>	<u>W&S Fund Expenses</u>
(\$339,522)	Budgeted Deficit

\$8,032,100	W&S Budgeted Revenue
<u>\$4,677,136</u>	<u>W&S Actual Revenue</u>
58.2%	Percentage of Budget Collected

\$8,371,622	W&S Budgeted Expenditures
<u>\$3,324,433</u>	<u>W&S Actual Expenditures</u>
39.7%	Percentage of Budget Spent

Water Fund Highlights



- Water fund revenue is trending over budget because volume is greater than anticipated.
- Expenditures are trending under budget due to scheduled and potential maintenance that has not yet occurred.

Water and Sewer Capital Fund

- Real Estate Transfer Tax revenue through the second quarter was \$349,026 which is 78% of budget.
- Water Tap on Fee revenue through the second quarter was \$780,450 which 222% of budget. Revenue was 417,350 last year for the same time period.
- Project based

Board and staff discussion focused on looks like we are in a great place; real estate transfer tax budgeted at \$480,000. There was no further discussion.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

The meeting adjourned at 7:02 p.m.

Tina Touchette
Village Clerk