

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
May 26, 2020**

Pursuant to Executive Order 2020-07 signed by Governor Pritzker and Guidance Provided by Legal Counsel, the Village of Oswego may conduct all or portions of this meeting by use of telephonic or electronic means. Instructions on public access to this meeting are available through the link within the agenda.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Troy Parlier called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Board Members Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Luis Perez and Brian Thomas.

Board Members Attended Electronically: Trustees Pam Parr, Judy Sollinger

Staff Physically Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jenette Sturges, Community Engagement Coordinator, Marketing; Joe Renzetti, IT/GIS Director; and Jay Hoover, Building Services Manager.

Staff Attended Electronically: Christina Burns, Asst. Village Administrator; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Director; Corinna Cole, Economic Development Director; Carri Parker, Purchasing Manager; Susan Quasney, Project Engineer; Steve Raasch, Facilities Manager; Tim Zasada, Asst. Public Works Director Utilities; Karl Ottosen, Village Attorney.

RECOGNITIONS/APPOINTMENTS

There were no Recognitions/Appointments.

PUBLIC FORUM

Public Forum was opened at 7:01 p.m. Public comment was extended to allow comment through email, via phone call and attendance through the Zoom meeting. Administrator Di Santo read the comment received via email:

Shane Wade addressed the Board regarding assistance on repairing the parking lot of his business located at 57 W. Van Buren St; it's like driving through a mountain range; gets a lot of public parking in the lot; with things being built in downtown there is minimal parking; a lot of people park in his lot; quotes for repair are from \$6,000-\$8,000; can the Village help.

There were no Zoom meeting participants who wished to speak. There was no one else who requested to speak; the Public Forum was closed at 7:03 p.m.

STAFF REPORTS

There were no Staff Reports

CONSENT AGENDA

- H.1 May 12, 2020 Committee of the Whole Minutes
- H.2 May 12, 2020 Regular Village Board Meeting Minutes
- H.3 Resolution Authorizing Reserve at Hudson Crossing, L.L.C. to Execute Change Order #5 to the Construction Contract with H. Linden & Sons in the Amount of \$29,648.50 for the Construction of the Reserve at Hudson Crossing Public Improvements. **Resolution No. 20-R-38**
- H.4 Ordinance Amending Title 3 Chapter 7; Decrease Class "C" Liquor License for Windy City Restaurant Holding, LLC dba Famous Dave's Located at 2440 US Highway 34. **Ordinance No. 20-26**
- H.5 Resolution Authorizing Final Acceptance of Public Improvements f or a Multi-Tenant Commercial Building Located at 3425-3437 Orchard Road Effective May 27, 2020, and Release of Surety Letter of Credit #928 in the Amount of \$126,787.10. **Resolution No. 20-R-39**
- H.6 Ordinance Amending Title 3 Chapter 7 and Title 2 Chapter 31; Alcoholic Beverages and Video Gaming. **Ordinance No. 20-27**
- H.7 Resolution Authorizing the Execution of a Five-Year Agreement with Lakeshore Recycling Systems dba Clean Sweep of West Chicago, IL, in the Amount of \$43,078 for FY21 For Street Sweeping Throughout the Village. **Resolution No. 20-R-40**; skip summer street sweeping; will bring back in July or August; out clause in the five year contract; auto renews for a five year contract.
- H.8 Resolution Authorizing the Execution of a Contract with Marking Specialists Corporation in the Amount Not to Exceed \$25,925.25 for Pavement Markings in Various Locations Throughout the Village. **Resolution No. 20-R-41**
- H.9 Resolution Authorizing the Execution of a Three-Year Contract with Hampton, Lenzeni, and Renwick, Inc., in the Amount of \$17,000 for FY2021 for the Native Landscape Planting Maintenance at Police Headquarters. **Pulled for discussion.**
- H.10 Resolution Authorizing the Execution of a Contract with Copenhagen Construction in the Amount of \$16.00 per Square Foot for Sidewalks and \$68.00 per Linear Foot for Curbs to Repair and Replace Concrete in Various Locations Throughout the Village. **Resolution No. 20-R-42**

A motion was made by Trustee Perez and seconded by Trustee Thomas to approve the Consent Agenda; Approving the May 12, 2020 Committee of the Whole Minutes; Approving the May 12, 2020 Regular Village Board Minutes; and approving the following ordinances and resolutions:

Ordinance No. 20-26; Ordinance Amending Title 3 Chapter 7; Decrease Class "C" Liquor License for Windy City Restaurant Holding, LLC dba Famous Dave's Located at 2440 US Highway 34.

Ordinance No. 20-27; Ordinance Amending Title 3 Chapter 7 and Title 2 Chapter 31; Alcoholic Beverages and Video Gaming.

Resolution No. 20-R-38; Resolution Authorizing Reserve at Hudson Crossing, L.L.C. to Execute Change Order #5 to the Construction Contract with H. Linden & Sons in the Amount of \$29,648.50 for the Construction of the Reserve at Hudson Crossing Public Improvements.

Resolution No. 20-R-39; Resolution Authorizing Final Acceptance of Public Improvements f or a Multi-Tenant Commercial Building Located at 3425-3437 Orchard Road Effective May 27, 2020, and Release of Surety Letter of Credit #928 in the Amount of \$126,787.10.

Resolution No. 20-R-40; Resolution Authorizing the Execution of a Five-Year Agreement with Lakeshore Recycling Systems dba Clean Sweep of West Chicago, IL, in the Amount of \$43,078 for FY21 For Street Sweeping Throughout the Village.

A motion was made by Trustee Parr and seconded by Trustee Marter II to approve the Bill List Dated May 26, 2020 in the Amount of \$3,047,897.32.

Aye: James Marter II Terry Olson
Pam Parr Luis Perez
Judy Sollinger Brian Thomas

Nay: None

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

OLD BUSINESS

J.1 Resolution Ratifying the Village President’s Executive Orders and Extending Declaration of Local Emergency and Disaster. **Resolution No. 20-R-43**

A motion was made by Trustee Thomas and seconded by Trustee Olson to approve the Resolution Ratifying the Village President’s Executive Orders and Extending Declaration of Local Emergency and Disaster.

Aye: James Marter II Terry Olson
Pam Parr Luis Perez
Judy Sollinger Brian Thomas

Nay: None

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

NEW BUSINESS

K.1 Resolution Approving an Intergovernmental Agreement with Kendall County for Kendall County Transportation Alternatives Program Funding Grant to the Village of Oswego for Installing Pedestrian Signals and Signs at the Intersection of Plainfield Road (County Highway 22) and Woolley Road (2020). **Resolution No. 20-R-44**

Director Hughes addressed the Board regarding an agreement for installing signals and signs at Plainfield and Woolley Roads. The Kendall County Transportation Alternatives Program grant requires a 50/50 match with awards up to \$50,000 for multi-use trail and sidewalk projects along a US, State or County highway in Kendall County that connects businesses and residential developments. Projects must be part of the long-range transportation plan. Maintenance projects are not eligible. The Village applied for a grant from the KC-TAP in the amount of \$7,500 in December 2019. Kendall County Board approved the grant of this award on February 18, 2020. Staff proposes to install flashing crosswalk signs with advance warning beacons along Plainfield Road at the intersection of Woolley Road to improve pedestrian safety. All signs will be solar powered. The Village will utilize its own crews to install the equipment.

Board and staff discussion focused on timely signal; many small kids crossing the road; SD308 had to change bus routes; added safety elements; hundreds of kids utilize the path; need to order the product; start on project in couple weeks. There was no further discussion.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve a Resolution Approving an Intergovernmental Agreement with Kendall County for Kendall County Transportation Alternatives Program Funding Grant to the Village of Oswego for Installing Pedestrian Signals and Signs at the Intersection of Plainfield Road (County Highway 22) and Woolley Road (2020).

Aye: James Marter II Terry Olson
Pam Parr Luis Perez

Judy Sollinger

Brian Thomas

Nay: None

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

K.2 Resolution Authorizing Execution of Two Work Orders with HR Green to Complete EPA Required Risk and Resilience Assessment, Emergency Response Plan and the Source Water Protection Plan Assessment In a Total Amount Not to Exceed \$41,950. **Resolution No. 20-R-45**

Asst. Director Zasada addressed the Board regarding mandated EPA reports.

Risk and Resilience Assessments (RRA)

The RRA assesses risks from natural and intentional acts; evaluates the length and severity of the disruption; and evaluates the resiliency of the water network within the Village. Considerations focus on events that could substantially disrupt the ability of the system to provide a safe and reliable supply of drinking water; or otherwise present significant public health or economic concerns to the community served by the system.

Emergency Response Plans (ERP)

The ERP focuses on the following:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Source Water Assessment

This report identifies all associated risks to the wells and the aquifer currently providing the Village's drinking water. The report is required to be completed within the next four years for the population served by the Village. This has not been completed in several years.

On April 20, 2020, the Village received 15 responses to the RFP/RFQ request to develop the Village's RRA and ERP. Staff interviewed Strand and Associates, Engineering Enterprises Inc, and HR Green and HR Green to complete the reports due to the strength of their interview, the significantly lower cost of their proposal relative to other firms, and their familiarity with the Village's water system; combined with the fact that they drafted the previous vulnerability assessment (a predecessor to the current RRA requirement). Staff budgeted \$70,000 for only the RRA/ERP portion of the mandate. However, due to HR Green's low proposal cost, staff investigated the possibility of completing the Source Water Assessment report also and still be within the budgeted amount. There was no further discussion.

A motion was made by Trustee Marter II and seconded by Trustee Olson to approve a Resolution Authorizing Execution of Two Work Orders with HR Green to Complete EPA Required Risk and Resilience Assessment, Emergency Response Plan and the Source Water Protection Plan Assessment In a Total Amount Not to Exceed \$41,950.

Aye: James Marter II Terry Olson
Pam Parr Luis Perez
Judy Sollinger Brian Thomas

Nay: None

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

K.3 Resolution Authorizing the Execution of a Contract with WGI of Downers Grove, Illinois for Parking Deck Consultant Services and Construction Oversight in an Amount Not to Exceed \$50,000. **Resolution No. 20-R-46**

Engineer Quasney addressed the Board regarding a contract for the parking deck at Reserve at Hudson Crossing. The Village entered into a Redevelopment Agreement (RDA) with Reserve at Hudson Crossing, L.L.C. (commonly known as Shodeen) for the properties at 13, 15, 19, 27 and 59 S. Adams Street. Per the RDA, the development includes a two-level parking deck which will be turned over to the Village for ownership and maintenance with final acceptance. While the Village has many capable inspectors on staff, inspection of parking garages is highly specialized and necessitates outside expertise. These specialized firms have a wide range of knowledge spanning from the design and oversight of new construction through to identifying problems and providing recommendations for repair within aging structures. Staff believes that using a consulting firm with intimate knowledge of potential long-term problems during the construction phase of this parking deck will reduce the Village's long-term maintenance burden. In the role of an owner's representative, this firm will oversee construction, and performing a wide variety of inspections including structural inspections of the precast members, grouts and sealants, waterproofing systems, electrical systems, HVAC systems, and elevators. Since the Village has no prior experience with managing and maintaining parking garages, this consultant will assist in drafting the long-term parking agreement and maintenance contracts with Shodeen, acquisition of parking stall counter signs, electric car charging stations, camera placement, etc.

On April 30, staff received four responses to an RFP from firms that specialize in parking deck design, construction oversight, and inspections. Based on review of the RFP responses, three firms were invited to interview with staff. All three were judged to be knowledgeable and capable, and hourly rates were competitive. WGI was ultimately selected by the evaluation committee. While construction oversight is a large part of the request, much of this contract would be for general consulting services and an exact cost cannot be determined. Hourly rates are provided for all persons within each firm that may be required, depending on the specific service requested. Staff worked with WGI to determine a "not to exceed" value for the contract.

Board and staff discussion focused on estimated return on investment; parking permits should pay for on-going maintenance; staff interviewed numerous communities and budgets were all over; every parking deck is different; comfortable with rates; going to be work needed on the deck 10-15 years out; need people with experience in this field; parking counter; revenue from permits; don't have number on maintenance costs; currently going through several agreements on how the Village becomes owners and setting rates; add-ons such as charging stations; balancing costs and benefits; physical construction; cost sharing maintenance on portions of garage; who owns what and where; need this kind of contract to help separate the issues before it comes out; value added maintenance program tailored to the building; whether this item was budgeted; was not a line item in the budget or CIP; why this was not part of the original agreement; parking deck set at high parameters; security; wish list items; why it wasn't included upfront and added initially; who is responsible if a pillar falls; agreement still needs to be negotiated; strongly recommend hiring a group like WGI; needing an expert; agreement would be between the Village and Shodeen; precast rarely crumbles; maybe a

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Marter II and seconded by Trustee Perez to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 8:48 p.m.

Tina Touchette
Village Clerk