

**MINUTES OF A REGULAR MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
March 5, 2019**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Gail Johnson 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

Physically Present: President Gail Johnson and 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; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Corinna Cole, Economic Development Director; Jay Hoover, Building & Zoning Manager; Julie Hoffman, Special Events Coordinator; 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.

RECOGNITIONS/APPOINTMENTS

D.1. Character Counts Awards

Dr. Tammy Harmon read the letters of nomination and, along with Village President Johnson, they presented the nominees with an award and had their picture taken.

PUBLIC FORUM

Public Forum was opened at 7:06 p.m. There was no one who requested to speak; the Public Forum was closed at 7:06 p.m.

STAFF REPORTS

Director Cole- provided a brief update on the Scale Up event that took place at Fire Station #1 on Woolley Road; 18 organizations showed up and were available to small business owners; opportunity to network and make plans; kudos to Julie Hoffman; EDC took this event on as an initiative.

CONSENT AGENDA

- G.1. February 19, 2019 Committee of the Whole Minutes
- G.2. February 19, 2019 Regular Village Board Minutes
- G.3. February 19, 2019 Closed Session Minutes (Approve, but Not Release)
- G.4. Ordinance Amending Title 3 Chapter 7; Decrease Class "C" Liquor License for Firehouse Pizza & Pub LLC Located at 65 W. Washington Street. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 19-08**
- G.5. Ordinance Repealing Ordinance No. 18-82 Which Increased a Class "C" Liquor License for Planet Fun Inc. Located at 1501 Mitchell Drive. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 19-09**; it was asked what the difference is between repealing and reducing; repealing references the recitals in the ordinance.
- G.6. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Police Equipment and Police Weapons. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 19-10**

A motion was made by Trustee Perez and seconded by Trustee Kauffman to approve the Consent Agenda; Approving the February 19, 2019 Committee of the Whole Minutes; Approving the

February 19, 2019 Regular Village Board Minutes; Approving, but Not Releasing the February 19, 2019 Closed Session Minutes; minutes reflect the edits to show Trustee Judy Sollinger as absent for the February 19, 2019 meetings; Clerk Touchette has copies of the corrected minutes; and approving the following ordinances:

Ordinance No. 19-08; Ordinance Amending Title 3 Chapter 7; Decrease Class "C" Liquor License for Firehouse Pizza & Pub LLC Located at 65 W. Washington Street. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 19-09; Ordinance Repealing Ordinance No. 18-82 Which Increased a Class "C" Liquor License for Planet Fun Inc. Located at 1501 Mitchell Drive. (First Read of Ordinance, Waiver of Second Read)

Ordinance No. 19-10; Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Oswego; Police Equipment and Police Weapons. (First Read of Ordinance, Waiver of Second Read)

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

Nay: None

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

BILL LIST

H.1. Approve Bill List Dated March 5, 2019 in the Amount of \$1,077,762.38.

A motion was made by Trustee Kauffman and seconded by Trustee Perez to approve the Bill List Dated March 5, 2019 in the Amount of \$1,077,762.38.

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

There was no Old Business.

NEW BUSINESS

J.1. Resolution Amending the Sale Listing Agreement with CBRE, Inc for the Sale of 3525 U.S. Highway 34. **Resolution No. 19-R-08**

Director Cole addressed the Board regarding an amended sale listing agreement. In February of last year, the Village entered into an agreement with CBRE to represent the Village in the marketing and sale of the old Police Station. The agreement was in effect for a year and expired on February 21st, 2019. A resolution was drafted for consideration of an amendment to extend the agreement for another year. The broker fee remains set at 6% of the sale price, which is in line with industry standards. During the last year, CBRE has marketed the building with 34 email marketing blasts, individual outreach and in other formats. The site has been shown to five interested parties and continue to have interest on the site.

It is a difficult site, given that it is a former police station with a jail that would need to be renovated for most other uses. The limited parking can be a challenge to certain uses that require more. CBRE has done a good job in representing the Village's interests and marketing the site.

Board and staff discussion focused other marketing plans; individual outreach; best suited to a local entity; unique site; good success with CBRE versus another broker; no complaints with CBRE;

CBRE contacts staff frequently; would like to hear about site visits in the weekly report; whether there are any measurables; will take someone thinking out of the box for the use of the site; what else can staff be doing to update the Board throughout the year. There was no further discussion.

A motion was made by Trustee Kauffman and seconded by Trustee Perez to approve a Resolution Amending the Sale Listing Agreement with CBRE, Inc for the Sale of 3525 U.S. Highway 34.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	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. New Police Headquarters Construction:

- a) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Steel Contract with Lenex Steel Company in an Amount not to Exceed \$5,089.00 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-09**
- b) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Roofing Contract with Sterling Roofing in an Amount not to Exceed \$4,278.43 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-10**
- c) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Metal Panel Contract with Bennett & Brosseau, Inc. in an Amount not to Exceed \$16,566.94 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-11**
- d) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Drywall Contract with Champion Drywall, Inc. in an Amount not to Exceed \$1,974.00 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-12**
- e) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-004 to the Electrical Contract with Excel Electric, Inc. in an Amount not to Exceed \$2,533.75 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-13**
- f) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the HVAC Contract with C. Acitelli Heating in an Amount not to Exceed \$42,013.51 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-14**
- g) Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Flooring Contract with Kingston Tile in an Amount not to Exceed \$811.00 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement. **Resolution No. 19-R-15**

Chief Burgner addressed the Board regarding change orders for the new Police Headquarters. Currently, the two boilers and two hot water heaters exhaust flu gases through ductwork out the Woolley Road side of the building. Once both systems became operational, police department and Gilbane Building Company staff noticed a large amount of moisture building up on the south elevation of the first and second floor which was caused by the hot moist air exhausting from the

boilers and hot water heaters. It was also determined that the flu gases were not properly exhausting the building causing the system to not function properly. Police department and Gilbane Building Company staff immediately notified HOK of the issue. HOK and their subcontracted engineering firm assessed the issues and agreed that there was a design issue with the location of the exhaust ducts as well as the functionality. The HVAC contractor, with input from Gilbane and HOK, was able to create a temporary mitigation plan to ensure one boiler would function while addressing the flu gas issue. HOK provided a redesign of the boiler and hot water heater exhaust ducts that required them to be run through the building to the roof. They vetted this approach and determined that this solution would address both issues. Once redesign drawings were issued, Gilbane Building Company obtained pricing from the trades that were affected by the redesign.

Village staff engaged HOK in conversations regarding the cost for the labor and materials for the redesign of the boiler and hot water heater exhaust. HOK has committed, in writing, that they will cover the cost of the labor and materials for the trade contractors to complete the work. Those cost are as follows:

Trade Work	Cost
Steel	\$5,089.00
Roofing	\$4,278.43
Metal Panels	\$16,566.94
Drywall	\$1,974.00
Flooring	\$811.00
HVAC	\$42,013.51
Electrical	\$2,533.75
Total	\$73,266.63

HOK is still in discussions with the subcontracted engineering firm and Gilbane Building Company regarding Gilbane Building Company fees and labor for managing the construction of this redesign work.

Board and staff discussion focused on Gilbane will oversee the work and HOK will reimburse the Village; there may be another change order in the future; Steve Raasch has been helpful. There was no further discussion.

A motion was made by Trustee Perez and seconded by Trustee McCarthy-Lange to approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Steel Contract with Lenex Steel Company in an Amount not to Exceed \$5,089.00; approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Roofing Contract with Sterling Roofing in an Amount not to Exceed \$4,278.43; approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Metal Panel Contract with Bennett & Brosseau, Inc. in an Amount not to Exceed \$16,566.94; approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Drywall Contract with Champion Drywall, Inc. in an Amount not to Exceed \$1,974.00; approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-004 to the Electrical Contract with Excel Electric, Inc. in an Amount not to Exceed \$2,533.75; approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the HVAC Contract with C. Acitelli Heating in an Amount not to Exceed \$42,013.51; and approve a Resolution Authorizing Gilbane Building Company to Execute Change Order #OCO-0004 to the Flooring Contract with Kingston Tile in an Amount not to Exceed \$811.00 for the Construction of the New Police Headquarters Project and The Waiving of the Competitive Public Bidding Requirement.

Aye: Ryan Kauffman
Pam Parr
Judy Sollinger

Karin McCarthy-Lange
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

Kudos to the Scale Up event; people were delighted; vendors enjoyed the event.

TRUSTEE REPORTS

Trustee West- impressed with Logan Goodbred; wish him success.

Trustee Perez- in the closing of events, due to construction, it is always tough; moving from an economic development team to a marketing team; strength of the community; confident we will be alright.

Trustee Parr- State of the Village was great; kudos to everyone involved.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Kauffman and seconded by Trustee Parr to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 7:24 p.m.

Tina Touchette
Village Clerk