

**MINUTES OF A REGULAR MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
August 6, 2019**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

President Troy Parlier called the meeting to order at 7:04 p.m. and led the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Pam Parr, Luis Perez, Judy Sollinger and Brian Thomas.

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; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover; B&Z Manager; Carri Parker, Purchasing Manager; Joe Renzetti, IT Manager; Susan Quasney, Project Engineer; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

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

There was no one who attended electronically.

**RECOGNITIONS/APPOINTMENTS**

D.1. Employee Service Awards

a. Ramon Palomo- 5 Years of Service (Public Works Department)

Director Hughes briefly spoke about his duties and contributions to Public Works. President Parlier congratulated him and presented him with a certificate.

b. Michael Fisher- 15 Years of Service (Building & Zoning Department) Was unable to attend.

c. David Lach- 15 Years of Service (Police Department) Was unable to attend.

President Parlier congratulated them on their years of service.

**PUBLIC FORUM**

Public Forum was opened at 7:08 p.m. There was no one who requested to speak; the Public Forum was closed at 7:08 p.m.

**STAFF REPORTS**

F.1. 2017-2020 Strategic Plan Update

Asst. Village Administrator Burns updated the Board on the strategic plan. The Village Board adopted the strategic plan in January 2017, which established five priorities of focus through 2020. The adopted plan document defines five strategic priorities:

- Financial Stability
  - Target- revenues exceed expenditures in the General Fund

- Infrastructure Maintenance and Expansion
  - Current status- received \$100 million from the Sate Capital Bill for Metra studies
- Community Engagement
  - Current status- regional positioning
  - Community events cost neutral
- Effective Growth and Development
  - =/> 100 new residential units under permit per year
  - Goal- two groundbreaking per year
- Productive and Engaged Workforce
  - Staffing study compiled in early 2019
  - Shared services program
  - Leadership program

Each priority includes a range of desired outcomes, key outcome indicators, targets and strategic initiatives. The summary, as well as the Vision, Mission and Values, was provided to the Board. Staff continues to make progress toward the strategic initiatives in the 2017-2020 plan. The following are a few key achievements since the last update in January:

- Metra funding secured in the state capital bill
- Construction to begin on The Reserve at Hudson Crossing and Block 11 improvements in the near future.
- Continued progress on Wolf’s Crossing Phase 1.
- 8 staff members completed the Growing Together Leadership development course
- FY2019 Village-hosted community events were cost neutral.

A more detailed update on each of the key outcome indicators, as well as a summary of the strategic initiatives relevant to each target was also provided to the Board and staff recommended that the Board discuss the next full update to the plan in 2020.

Board and staff discussion focused on the leadership program; value is there, execution needs refinement to maximize staff time; engaged workforce; always opportunity to improve; succession planning; need new staff; didn’t budget for a new strategic plan; priority workshop ahead of the budget; budgeting for a facilitator to come in; larger update next summer. Board to email ideas to staff for vetting. There was no further discussion.

Director Hughes- introduced the new project engineer, Susan Quasney, and briefly noted her background and skills. This position was a need from day one.

Administrator Di Santo- thanked Chief Burgner for attending National Night Out; Park District is a good host; great event.

**CONSENT AGENDA**

- G.1. July 16, 2019 Committee of the Whole Minutes
- G.2. July 16, 2019 Regular Village Board Minutes
- G.3. July 16, 2019 Closed Session Minutes (Approve and Release)
- G.4. Resolution Revising the Personnel Policies and Procedures Manual (Travel Reimbursement Policy) **Resolution No. 19-R-61**

A motion was made by Trustee Sollinger and seconded by Trustee Thomas to approve the Consent Agenda; Approving the July 16, 2019 Committee of the Whole Minutes; Approving the July 16,

2019 Regular Village Board Minutes; Approving and Releasing the July 16, 2019 Closed Session Minutes; and approving the following resolution:

**Resolution No. 19-R-61;** Resolution Revising the Personnel Policies and Procedures Manual (Travel Reimbursement Policy)

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

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 August 6, 2019 in the Amount of \$706,949.84.

Board member inquired into bills for traffic signal repairs. Signals were damaged due to accidents. If offenders can be identified, then reimbursement from their insurance is sought. Payments would be made to the Village and deposited into the General Fund.

A motion was made by Trustee Sollinger and seconded by Trustee Olson to approve the Bill List Dated August 6, 2019 in the Amount of \$706,949.84.

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**

There was no Old Business.

**NEW BUSINESS**

J.1. Ordinance Amending Title 3 Chapter 7; Increase Class "D" Liquor License for RV's Home of the Hoagy Oswego Inc. Located at 2420 US Highway 30. **Ordinance No. 19-39**

Clerk Touchette addressed the Board regarding a Class "D" liquor license for RV's Home of the Hoagy. A Class "D" liquor license authorizes the retail sale of beer and wine only for the consumption inside their business. The business must receive more than fifty percent (50%) of its gross revenue from the sale of food to qualify for the Class "D" liquor classification. They will also be subject to sales tax and food and beverage tax. All required permits, registrations, insurance, bonds and a State issued liquor licenses shall be obtained prior to release of the Village issued liquor license. A satisfactory background check has also been received. Staff recommended the approval of the Class "D" liquor license. The applicants were present to answer any questions.

Board and staff discussion focused on the business is not open yet; other locations in Chicago and Plainfield; opening in three weeks; Oswego location was recommended; hesitant to open in other communities; applicant previously worked with Administrator Di Santo; sit in diner with a bar; will be fast casual; varieties of poutine being offered; not interested in video gaming. There was no further discussion.



Director Hughes addressed the Board regarding a contract for Block 11 public improvements. Block 11 is bounded by West Washington Street on the north; South Main Street on the east; West Van Buren Street on the south, and South Adams Street on the west. In July 2018, the Village hired Roake & Associates to design the public improvements. The Village had previously entered into purchase and sale agreement with Andrew Trasatt concerning 63 West Washington (Ord 17-23 approved 5/2/17, as amended) and a redevelopment agreement Imperial Investments LLC concerning 113 Main Street (Ord. 19-19 approved 3/19/19). The Village will construct the following public improvements on Block 11:

- New looped watermain to provide water service and fire protection
- New sanitary main to serve 63 West Washington which also allows for the removal of a sanitary lift station serving 65 West Washington
- New storm sewers and underground storage to minimize impact of development on IDOT storm sewer
- New 21 space parking lot; three new parking spaces on Adams Street; reconstruction of the existing five parking spaces on Adams Street
- Reconstruction of Adams Street from Washington Street to Van Buren Street
- Reconstruction of east-west alley between Main and Adams Streets
- Provision of a shared trash facility
- Street and parking lot lighting
- Construction of retaining wall between Adams Street and the railroad to shore of the roadway and improve drainage
- Burial of overhead public utilities

Construction of the public improvements is tied to the construction of foundations for the new buildings as these foundations are being constructed at the property line. The Village proposes to not complete the alley pavement until the foundations are complete, thereby reducing the cost to the developer. Certain improvements are necessary for the developers to continue interior finishes of the buildings during the winter.

On July 23, 2019, the Village opened three bids for the public improvements. Staff determined that one bid was non-responsive since the bid sheet contained in Addendum 3 was not utilized, resulting in the bidder not supplying prices for multiple line items. The remaining two bids were for \$1,578,406.00 and \$1,680,912.00. The Village budgeted \$1,100,000 in FY20 with \$840,500 devoted to construction. The following is a comparison of the budget with the estimated expenditures. Construction observation is estimated at 7% of the construction cost. Staff does not have final numbers on the utility relocations or the trash compactor yet.

Fund	FY20 Budget	Revised Est. Expenditures Based Upon Bid Opening				
		Construction	Construction Obs. (7% Constr. Cost)	Utilities Allowance	Trash Compactor Allowance	Rev. Total by Fund
Capital Fund	\$889,000	\$1,189,100	\$83,200	\$150,000		\$1,422,300
Water & Sewer Capital Fund	\$200,000	\$389,300	\$27,300			\$416,600
Garbage Fund	\$11,000				\$11,000	\$11,000
Subtotal by Task	\$1,100,000	\$1,578,400	\$110,500	\$150,000	\$11,000	
Total	\$1,100,000					\$1,849,900

As bid, the project is \$749,900 (68%) over budget. The Village has enough funds in the various accounts to absorb the additional project costs. Doing so will affect future capital projects.

### Bid Analysis

The bidding for this project was impacted by various factors. Several contractors stated they did not bid because they have a backlog of work due to all the rain in the spring. The project has a very tight time frame for completing pad ready improvements. Prior to the bid opening, the engineer revised the EOPC to \$948,227 from the initial budgeted amount of \$840,500. The difference between the revised and initial EOPCs relates to changes in scope of work as the project moved through the permitting and utility coordination process.

The low bidder, Copenhaver Construction, is \$630,179 (66%) over the revised EOPC and \$737,853.50 (88%) over the initial EOPC. The engineer advised staff that a few of the line items in the revised EOPC should have had a higher estimate resulting in a new EOPC of \$1,106,539. Three items account for \$472,970 (72%) of the difference between the revised EOPC and the bid:

1. Special Excavation - \$167,710 (27%) over revised EOPC. If special excavation is not required, this line item could be reduced.
2. Stormtrap Underground Detention Facility - \$104,260 (16%) over revised EOPC. Staff is in discussions with Copenhaver and the engineer over use of an alternative product to reduce costs.
3. Traffic Control & Protection - \$181,000 (29%) over revised EOPC. Includes the cost of placing and maintaining traditional barricades and signs around the project, but also additional requirements due to the proximity of the railroad (insurance and flagger). Staff is in discussions with Copenhaver to negotiate a lower price for this line item.

This project is necessary for development in the downtown. Staff anticipates groundbreaking for the 113 Main Street building will occur by the end of August.

Board and staff discussion focused on erosion issues changed the scope; scenarios to reduce the gap; value engineering; needing to have a person with a flag by the railroad tracks even when there is no train; wanting to get Fire House Pizza back open; billing back to Mexican restaurant going in; advantages to delaying the project; construction prices going up; delaying would also delay two projects and Fire House Pizza opening; taking longer to pay back; affects to the increment; Imperial will be moving on to other projects in town; opportunities to reduce the costs; reserve right to establish an SSA; detention vaults. There was no further discussion.

A motion was made by Trustee Perez and seconded by Trustee Sollinger to approve a Resolution Authorizing the Execution of a Contract with Copenhaver Construction, Gilberts, IL in the Amount of \$1,578,406.00 for Block 11 Public Improvements.

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.

### **PRESIDENT'S REPORT**

Thanked Trustee Parr for the potluck dinner; thanked staff; Coffee and Conversations for the seniors was recently held; Beats & Eats was a good event. Dine N' Drive is this Thursday at the Park & Ride. The Greatest Showman will be shown. This is hosted by Oswego and Yorkville. Vets Bringing it Home event is on August 10<sup>th</sup> at the Kickers Club.

### **TRUSTEE REPORTS**

Trustee Sollinger- Beats & Eats had a good turn out; weather was good.

Trustee Parr- thanked the Board for contributing to the potluck dinner.

**CLOSED SESSION**

A motion was made by Trustee Sollinger and seconded by Trustee Olson to enter into Closed Session for the purposes of discussing the following:

- a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

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.

The Board adjourned to Closed Session at 7:53 p.m.

The Board returned to open session at 8:28 p.m.; all remaining members still present.

**ADJOURNMENT**

A motion was made by Trustee Sollinger 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 8:29 p.m.

Tina Touchette  
Village Clerk