

**MINUTES OF A REGULAR MEETING OF THE
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
April 17, 2018**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Gail Johnson called the meeting to order at 7:13 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 and Joe West.

Absent: Trustee Luis Perez and Judy Sollinger.

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Jeff Burgner, Police Chief; Rod Zenner, Community Development Director; Mark Horton, Finance Director; Corinna Cole, Economic Development Director; Jenette Sturges, Community Engagement Coordinator- Marketing; Jay Hoover, Building & Zoning Manager; Annie Callahan, Purchasing Manager; Anthony Bavuso, Shop Operations Superintendent; and James Murphy, Village Attorney.

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

There was no one who requested to attend electronically.

RECOGNITIONS/APPOINTMENTS

D.1. Oath of Office

a. James M. Lukaszek- Patrol Officer

Chief Burgner briefly spoke about James Lukaszek's background. He is a resident of Oswego and graduated from Oswego High School. He was a police officer for Villa Park. Chief noted his family members and girlfriend were in attendance. Ron Elvin, Police Commission Board Chairperson, and Carrie Niesman, Police Commission Board Member, were present. President Johnson administered the oath and swore him in.

D.2. Proclamation- Oswegoland Woman's Civic Club- 90th Anniversary

President Johnson briefly addressed the members of the Oswegoland Woman's Civic Club who attended the meeting and read the proclamation. Kathy Guseman, President of the Oswegoland Woman's Civic Club, thanked President Johnson and the Board and briefly told a story. She also noted that the members who were present had 475 years of combined service on the club.

D.3. Economic Development Commission

a. Re-appoint Dave Behrens for a Term to Expire April 30, 2021

b. Re-appoint Brenda Van Wyhe for a Term to Expire April 30, 2021

Historic Preservation Commission

a. Re-appoint Douglas Pfeiffer for a Term to Expire April 30, 2021

Adjudication Officer

a. Re-appoint Carlo Colosimo for a Term to Expire April 30, 2019

a. Re-appoint Linda Salfisberg for a Term to Expire April 30, 2019

- G.3. Ordinance Allocating the 2018 Village of Oswego Volume Cap of \$3,187,275.00 to Upper Illinois River Valley Development Authority (UIRVDA). (First Read of Ordinance, Waiver of Second Read)
Ordinance No. 18-16
- G.4. Ordinance Amending Title 3 Chapter 7; Decrease Class “G” Liquor License for Bogies Indoor Golf Club Located at 1501 Mitchell Drive, Oswego IL. (First Read of Ordinance, Waiver of Second Read)
Ordinance No. 18-17
- G.5. Ordinance Granting a Special Use Permit for a Cigar, Cigarette, and Tobacco Store for Kheen, Inc. (Tobacco Plus More) Located at 8 E. Merchants Drive (First Read of Ordinance, Waiver of Second Read)
Ordinance No. 18-18
- G.6. Ordinance Authorizing the Disposal of Surplus Property; Misc. Squad Equipment, Misc. General Police Equipment & Misc. Computer Equipment. (First Read of Ordinance, Waiver of Second Read)
Ordinance No. 18-19
- G.7. Ordinance Imposing a Recapture for Certain Lots in the Estates of Fox Chase Unit 2 (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-20**
- G.8. Ordinance Granting a Special Use for a Communication Tower and a Major Amendment to the Oswego Police Headquarters PUD to Allow for a Ten Foot Tall Fence. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-21**; fencing will be on the back side of the building and will cover the units and generator located there.
- G.9. Resolution Authorizing the Execution of a Contract with Americana Landscape Group, Inc. for Lawn Mowing and Landscape Maintenance of Village Properties in the Amount of \$87,806 in Year 1; \$91,606 in Year 2; and \$91,606 in Year 3. **Pulled for separate vote.**
- G.10. Resolution Authorizing Expenses Related to Village Board Travel to the MetroWest Drive Down (Springfield, IL) and Village President Travel to ICSC ReCon (Las Vegas) **Resolution No. 18-R-20**
- G.11. Resolution Authorizing Gilbane Building Company to Execute Change Order #ASI 045 to the Electrical Contract with Excel Electric, Inc. In the Amount of \$25,397.12 for the New Police Headquarters Construction Project and the Waiving of the Competitive Public Bidding Requirement.
Resolution No. 18-R-21
- G.12. Resolution Authorizing a Contract with AECOM Technical Services, Inc in the Amount of \$35,410 for Additional Services Related to Feasibility Study to Receive Lake Michigan Water Via the DuPage Water Commission. **Resolution No. 18-R-22**

A motion was made by Trustee Kauffman and seconded by Trustee Parr to approve the Consent Agenda; Approving the April 3, 2018 Special Committee of the Whole Meeting Minutes; Approving the April 3, 2018 Regular Village Board Minutes; and approving the following ordinances and resolutions:

Ordinance No. 18-16; Ordinance Allocating the 2018 Village of Oswego Volume Cap of \$3,187,275.00 to Upper Illinois River Valley Development Authority (UIRVDA).

Ordinance No. 18-17; Ordinance Amending Title 3 Chapter 7; Decrease Class “G” Liquor License for Bogies Indoor Golf Club Located at 1501 Mitchell Drive, Oswego IL.

Ordinance No. 18-18; Ordinance Granting a Special Use Permit for a Cigar, Cigarette, and Tobacco Store for Kheen, Inc. (Tobacco Plus More) Located at 8 E. Merchants Drive.

Ordinance No. 18-19; Ordinance Authorizing the Disposal of Surplus Property; Misc. Squad Equipment, Misc. General Police Equipment & Misc. Computer Equipment.

Ordinance No. 18-20; Ordinance Imposing a Recapture for Certain Lots in the Estates of Fox Chase Unit 2.

Ordinance No. 18-21; Ordinance Granting a Special Use for a Communication Tower and a Major Amendment to the Oswego Police Headquarters PUD to Allow for a Ten Foot Tall Fence.

Resolution No. 18-R-20; Resolution Authorizing Expenses Related to Village Board Travel to the MetroWest Drive Down (Springfield, IL) and Village President Travel to ICSC ReCon (Las Vegas).

Resolution No. 18-R-21; Resolution Authorizing Gilbane Building Company to Execute Change Order #ASI 045 to the Electrical Contract with Excel Electric, Inc. In the Amount of \$25,397.12 for the New Police Headquarters Construction Project and the Waiving of the Competitive Public Bidding Requirement.

needs. The systems are proprietary and for the most part not interchangeable. Due to the complexities of the systems, the long term commitment to maintenance with a specific vendor, and the difficulty of comparing “apples-to-oranges”, staff recommended waiving sealed bids in accordance with 1-19-17A of the Village Code.

The Village needs to replace its water meters and components that transfer the meter readings to the Village for billing. The Village has approximately 11,600 commercial, industrial and residential water meter accounts. Staff reads approximately 1,500 water meters manually for a variety of reasons. The current supplier of the existing meter reading technology is no longer manufacturing or supporting the equipment and a large percentage of the equipment is more than 15 years old. There are also meters from multiple manufacturers in the system. Staff recommends replacing all of the existing water meters, outside readers, radio transmitters and the collectors. The water meter system consists of four components: 1) the water meter and register, 2) the radio transmitter, 3) the collectors, and 4) the software.

Residential and commercial water meters measure the volume of water for the property and the register stores and records the usage. Modern registers can store up to 90 days of usage and can detect minor and major leaks. As meters age they will under-measure the volume which reduces revenue for the Village. The radio transmitters send the meter readings remotely from the register to a collector mounted on a public facility; typically a water tower. The collectors are accessed through the internet, eliminating the need to send Village personnel into the field to read each meter. Each transmitter has a 20-year battery life; many of the current transmitters are not functioning properly and need to be replaced. Staff anticipates installing three collectors. The software processes the system data from the collectors and stores the data on a server. This data can be accessed to review all account activity, process reports and give customers web access to view their account. This software also interfaces with the Village software to generate customer invoices.

The Village will purchase from Ferguson Enterprises, Inc. and Ferguson will install the collectors and software now. Staff is developing specifications for the replacement program which will be bid out within the next few months. Once the system is up and running, staff will initiate the meter replacement program. Staff will purchase meters in sufficient quantity to ensure the contractor can keep pace with the four year program. Staff anticipates spending approximately \$1.7 M this coming fiscal year and a little more than \$5.4M over the life of the project. These dollar figures are exclusive of any meters purchased due to new development in the Village.

Board and staff discussion focused on why we are not going out for competitive bids; multiple options for the meters; Ferguson is appropriate for the Village’s needs; just buying the meters; changing out all meters; receiving station on three towers; separate contract for the hosting agreement; labor for installation will be bid out; Ferguson is the only vendor in the area; uncomfortable with not bidding out. There was no further discussion.

Item to be brought back for vote at a future meeting.

J.2. Clarke Agreement

Purchasing Manager Callahan addressed the Board regarding the mosquito contract. The Village has been under contract with Clarke through the 2017 season; at which time the current contract expired. The past agreement was a three year contract. Staff negotiated a 10.5% reduction over the previous year, saving the Village an additional \$9,839 annually. The proposed agreement is for five years. Years 2018 and 2019 will be reduced to \$83,398.12 and the remaining years 2020-2022 will only increase in price, but not exceed the annual cost of living rate, if necessary. Clarke will provide the following:

- GIS mapping and tracking of vehicles
- Mosquito hotline access for residents
- Public relations and educational brochures
- Comprehensive insurance coverage
- Regulatory compliance on local, state and federal levels
- Monthly reports

- Program consulting
- Surveillance & monitoring
- Larval and adult control
 - Larval control is the application process of tablets placed in catch basins

There will be eight adult control applications where Clarke’s trucks will spray the Village. The contract also provides for three applications in limited areas for special events. Staff researched other firms which provide mosquito management services and found that they do not provide the level of service required by the Village. In particular, Clarke provides public relations program that notifies residents upon request of any spraying. They use GIS to track their vehicles which assists the Village in responding to service issues. They have sufficient equipment to complete each spray application in one night. The Village has a great relationship with Clarke and their representatives and anticipate the same in the future. There was no further discussion

a) Motion to Waive Sealed Bids for an Environmental Mosquito Management Services Agreement

A motion was made by Trustee McCarthy-Lange and seconded by Trustee Parr to Waive Sealed Bids for an Environmental Mosquito Management Services Agreement.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Joe West
Nay: None	
Absent: Luis Perez	Judy Sollinger

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

b) Resolution Authorizing an Environmental Mosquito Management Services Agreement with Clarke Environmental Mosquito Management, Inc. in the Amount of \$83,398.12 for Fiscal Year 2019 with Increases as Noted for Fiscal Years Through 2023. **Resolution No. 18-R-24**

A motion was made by Trustee Kauffman and seconded by Trustee West to approve a Resolution Authorizing an Environmental Mosquito Management Services Agreement with Clarke Environmental Mosquito Management, Inc. in the Amount of \$83,398.12 for Fiscal Year 2019 with Increases as Noted for Fiscal Years Through 2023.

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Joe West
Nay: None	
Absent: Luis Perez	Judy Sollinger

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

J.3. Resolution Authorizing the Execution of a Professional Engineering Agreement with HR Green, Incorporated for Years 2018 to 2020 General Consultation Services. **Resolution No. 18-R-25**

Director Hughes addressed the Board regarding an agreement for professional services with HR Green. The contract with HR Green expires in 2018. The proposed contract is identical to past contracts except for the dates. The Village can verbally initiate any project where the expected cost will be less than \$1,000. Should the estimated cost be more, the Village will issue a work order. Director Hughes will remain the Village’s officially designated “Village Engineer” and will continue to sign official documents on behalf of the Village. HR Green will provide technical assistance for engineering matters such as annual bridge inspections, road resurfacing contracts and consultation on past projects.

Board and staff discussion focused on paid on a per project basis; using them as a second opinion, or for engineering work that the Village Engineer cannot handle in-house; have been using HR Green for years. There was no further discussion

Pam Parr

Joe West

Nay: None

Absent: Luis Perez

Judy Sollinger

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

J.6. New Truck Purchase

Public Works Shop Superintendent Bavuso addressed the Board regarding the purchase of a truck from Rush Truck Center in Chicago, IL. Staff chose International over the other truck manufacturers because they can build a chassis that meets the requirements within the Village's budget. Purchasing Manager Callahan was able to lower the price of the truck by an additional \$5,050 with the help of dealer incentives from Navistar Inc. The up fitting for the dump bed, plow and salt spreader will be performed by Bonnell Industries Inc. for consistency with the existing fleet. This will continue to standardize the Village fleet for maintenance costs as well as training.

The vehicle being replaced is used primarily for snow removal operations and is underutilized during the warmer months due to the high sides of the dump body. The new truck will be outfitted with a lower bed height to allow for the vehicle to be used year-round for a variety of tasks including pavement patching, infrastructure repairs, moving cargo, and special events. The vehicle is sized to compete with the larger trucks during snow removal operations and haul salt as well as pre-treatment liquid, but will have better maneuverability. Staff proposes to paint the vehicle pink to promote breast cancer awareness as well as public works profession as a career opportunity for women. We will use this truck at community engagement situations such as touch-a-truck events. This particular truck is not available through the State of Illinois joint purchasing program. The new truck will replace PW 11 (policy score of 29) as this vehicle qualifies as a high priority replacement.

Board and staff discussion focused on the truck will be mid-sized; prototype to see if it can be used year round; using fleet more efficiently; trading in the replacement vehicle; may need to change the Village logo to black instead of white; bed height; utility of a smaller vehicle, but strength of a larger vehicle; will reduce maintenance; five year warranty; standardizing the fleet. There was no further discussion

a) Motion to Waive Sealed Bids for the Purchase of a 2018 International 4300 Truck Chassis, Snow Plow and Dump Body

A motion was made by Trustee Parr and seconded by Trustee Kauffman to Waive Sealed Bids for the Purchase of a 2018 International 4300 Truck Chassis, Snow Plow and Dump Body.

Aye: Ryan Kauffman

Karin McCarthy-Lange

Pam Parr

Joe West

Nay: None

Absent: Luis Perez

Judy Sollinger

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

b. Resolution Authorizing the Purchase of a 2018 International 4300 Truck Chassis from Rush Truck Center in the Amount of \$75,950.00 and the Purchase of a Snow Plow and Dump Body from Bonnell Industries in the Amount of \$68,100.00. **Resolution No. 18-R-25**

A motion was made by Trustee Parr and seconded by Trustee Kauffman Approving a Resolution Authorizing the Purchase of a 2018 International 4300 Truck Chassis from Rush Truck Center in the Amount of \$75,950.00 and the Purchase of a Snow Plow and Dump Body from Bonnell Industries in the Amount of \$68,100.00.

Aye: Ryan Kauffman

Karin McCarthy-Lange

Pam Parr

Joe West

Nay: None

Absent: Luis Perez

Judy Sollinger

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

J.7. Resolution Approving the Purchase of Wine from Breakthru Beverage Illinois, LLC in an Amount Not to Exceed \$62,000 and the Waiving of the Competitive Bidding Requirement. First Read Only; no vote.

Director Cole addressed the Board regarding the purchase of wine for Wine on the Fox. The Village proposes to purchase roughly 2/3 of the wine at the event from Breakthru Beverage, an alcohol distributor. The wine will be sold to the Village at wholesale price, as mandated by law. The Village will receive a formal invoice from the distributor once the Village's State special event liquor license is posted by the State and the distributor can review it. The product will be delivered immediately before the event, inventoried and signed off by both parties. The Village will pay the distributor for the product at that time. The Village will only pay for the opened product cases.

The resolution will authorize the Village to process the transaction for an amount not to exceed \$62,000. Staff anticipates the value will be lower. The resolution will also allow the waiver of competitive bidding. Julie Hoffman, Community Engagement Coordinator for Special Events, managed the selection of Breakthru Beverage Illinois. Initially she requested recommendations from the CEO of Special Events Management, Inc., an event management company out of Chicago. Based on those recommendations, Julie reached out to at least five distributors in mid-February. The respondents either did not represent wines, were insufficiently responsive, or had a previous commitment for the event weekend. Breakthru Beverage, had numerous wines and was interested in partnering with Oswego.

Board and staff discussion focused on having smaller wineries attend; currently working with Fox Valley Winery and five other local wineries; ten booths in total; possibly one beer vendor; whether there is a guarantee that the distributor will buy back the product in a timely manner. There was no further discussion.

Item to be brought back for vote at a future meeting.

PRESIDENT'S REPORT

President Johnson recognized Ernest Price for his service on the ECO Commission. He has been serving as a member since April 2010. His last day on the commission will be April 30, 2018. Mr. Price was present to accept his recognition letter.

K.1. Proclamation- Earth Day 2018, April 22, 2018

The Village's ECO Commission is holding an Earth Day Recycling Extravaganza on Saturday, April 21, 2018, in honor of Earth Day. The event will run from 9 a.m. to noon at Village Hall, 100 Parkers Mill, Oswego.

K.2. Proclamation- Arbor Day, April 27, 2018

At the Earth Day event, Village of Oswego Public Works staff will be planting two trees at the Oswego Village Hall. This will take place on Saturday, April 21st at 10:00 a.m. If you would like to be a part of this annual event, please be at the Village Hall parking lot near the gazebo by 10:00 a.m.

K.3. Proclamation- Small Business Week, April 29 - May 5, 2018; she briefly noted the importance of small businesses in the community.

TRUSTEE REPORTS

Trustee Kauffman- reminded people to change out light bulbs to LED.

Trustee West- thanked Purchasing Manager Callahan; she has done a great job.

Trustee McCarthy-Lange- recycling event includes electronics.

Administrator Di Santo-if anyone would like to volunteer for Wine on the Fox, please go to the website.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

A motion was made by Trustee Kauffman and seconded by Trustee McCarthy-Lange to adjourn the meeting; upon a voice vote with all remaining members present voting aye, the meeting was adjourned at 7:51 p.m.

Tina Touchette
Village Clerk