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

September 4, 2018

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.

President Johnson requested a moment of silence to remember Mayor emeritus, George Pradel who passed away. He was the longest serving Mayor for Naperville.

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; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Director; Jay Hoover, B&Z Manager; Corinna Cole, Economic Development Director; Jenette Sturges, Community Engagement Coordinator-Marketing; and Marron Mahoney, 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. Employee Service Awards
- a. Kathy Schiltz- 10 Years of Service (Finance Department)

Administrator Di Santo briefly spoke about Kathy's service and duties with the Village. President Johnson presented her with a certificate of appreciation.

b. Page Bond- 20 Years of Service (Police Department)

Chief Burgner briefly spoke about Page's service and duties with the Police Department. President Johnson presented her with a certificate of appreciation.

c. Russ Garcia- 20 Years of Service (Public Works Department)- Did not attend.

President Johnson asked Director Hughes to wish him congratulations on behalf of the Board.

D.2. Retirement- Administrative Assistant, Claudia Wyngard

Building & Zoning Manager Hoover briefly spoke about Claudia's service to the Village; her customer service and volunteering at events. He thanked her for making everyone feel welcomed. President Johnson read the proclamation drafted for her.

PUBLIC FORUM

The Public Forum was opened at 7:09 p.m.

There was no one who requested to speak; the Public Forum was closed at 7:09 p.m.

STAFF REPORTS

There were no Staff Reports.

CONSENT AGENDA

- G.1. August 21, 2018 Committee of the Whole Minutes
- G.2. August 21, 2018 Regular Village Board Meeting Minutes

- G.3. Ordinance Amending Title 3 Chapter 7; Decrease Class "K" Liquor License for Studio 60 on Main, d.b.a. Studio 60 on Main, Located at 18 W. Washington Street. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-72**
- G.4. Ordinance Amending the Annual Budget of the Village Of Oswego for the Fiscal Year Commencing May 1, 2017 Adopted by Ordinance No. 17-15. (First Read of Ordinance, Waiver of Second Read) **Pulled for separate vote.**
- G.5. Resolution Authorizing the Execution of a Contract With Marking Specialist Corporation, of South Elgin II, in the Amount of \$92,457.00 for Street Striping in Various Locations Throughout the Village and the Waiving of the Competitive Bid Requirement. **Resolution No. 18-R-80;** additional discussion focused on the item was bid out; staff went back to the lowest bidder to negotiate; had to waive because of what is written in Village code; staff looking at changing the code; same contractor as last year; others did not bid because of the size of the project and the time of the year; bid went out late this year due to staff workload; this is a specialty contract; can't go out to bid until after the budget is approved; project is under budget.

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to approve the Consent Agenda; Approving the August 21, 2018 Committee of the Whole Meeting Minutes; Approving the August 21, 2018 Regular Village Board Minutes; and approving the following ordinance and resolution:

Ordinance No. 18-72; Ordinance Amending Title 3 Chapter 7; Decrease Class "K" Liquor License for Studio 60 on Main, d.b.a. Studio 60 on Main, Located at 18 W. Washington Street. (First Read of Ordinance, Waiver of Second Read)

Resolution No. 18-R-80; Resolution Authorizing the Execution of a Contract With Marking Specialist Corporation, of South Elgin II, in the Amount of \$92,457.00 for Street Striping in Various Locations Throughout the Village and the Waiving of the Competitive Bid Requirement.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Luis Perez Judy Sollinger Joe West

Nay: None

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

G.4. Ordinance Amending the Annual Budget of the Village Of Oswego for the Fiscal Year Commencing May 1, 2017 Adopted by Ordinance No. 17-15. (First Read of Ordinance, Waiver of Second Read) **Ordinance No. 18-73**

Pulled for separate vote.

Aye: Ryan Kauffman Karin McCarthy-Lange

Pam Parr Luis Perez Judy Sollinger Joe West

President Gail Johnson

Nay: None

The motion was declared carried by a roll call vote with seven (7) aye votes and zero (0) nay votes.

BILL LIST

H.1. Approve Bill List Dated September 4, 2018 in the Amount of \$2,054,759.25.

A motion was made by Trustee Kauffman and seconded by Trustee Sollinger to approve the Bill List Dated September 4, 2018 in the Amount of \$2,054,759.25.

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 Authorizing the Village Administrator to Execute a Contract with Quantum Sign Corporation for the Purchase and Installation of a Monument Sign and Site Directional Signage for the New Oswego Police Headquarters in an Amount Not to Exceed \$36,443.00. **Resolution No. 18-R-81**

Chief Burgner addressed the Board regarding a contract for a monument sign for the Police Headquarters. The Village Board and Staff have been completing design work on the new Oswego Police Headquarters since June of 2016. A need for a monument sign and site directional signage was identified during the development of the project design. On June 26, 2018, staff released a Request for Proposals (RFP) regarding the purchase and installation of a monument sign and site directional signage. Proposals were opened on August 9, 2018 and three proposals were received. The proposal results were (lowest proposal is bold):

•	Quantum Sign Corporation	\$45,182.00
•	MC Building	\$46,300.00
•	Correct Digital Displays	\$48,980.00

Staff conducted a scope review meeting with Quantum Sign Corporation to ensure the contractor had a clear understanding of the work to be completed and confirm that their proposal included all associated costs. During this meeting, staff requested the contractor to provide any value engineering concepts that would maintain the integrity of the original design. Quantum Sign Corporation provided value engineering input with an updated total project cost of \$36,443.00. Staff reviewed the design modifications and determined they would meet the Village's needs and maintain the design intent. The design modification will gain a savings of \$8,739.00. The monument sign will show Public Safety Campus on the face of the sign. The design detail is intended to enhance the partnership with the Oswego Fire Protection District as the Village's public safety neighbor. Design documents were provided to the Board.

Board and staff discussion focused on a change order came up to extend the wall for the parking structure; snow melt system not the best option at this time; adding five feet to the brick wall; badge signs on the monument sign need to be flipped; directional signage; sign was eliminated and could save \$2,000-\$3,000; sign seemed redundant because of the size of the signs. There was no further discussion.

A motion was made by Trustee McCarthy-Lange and seconded by Trustee Kauffman to approve a Resolution Authorizing the Village Administrator to Execute a Contract with Quantum Sign Corporation for the Purchase and Installation of a Monument Sign and Site Directional Signage for the New Oswego Police Headquarters in an Amount Not to Exceed \$36,443.00.

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.

PRESIDENT'S REPORT

K.1. Proclamation- Constitution Week, September 17-23, 2018 President Johnson noted that Constitution Week is September 17-23, 2018. K.2. Proclamation- Chamber of Commerce Week, September 10-14, 2018 President Johnson noted that Chamber of Commerce Week is September 10-14, 2018.

The last CabCab is this Saturday. The Village's employee picnic is September 15th.

TRUSTEE REPORTS

Trustee Kauffman- thankful for the moment of silence for Mayor emeritus, George Pradel who passed away. He told a story about when he was younger and how Mayor emeritus, George Pradel helped him. Thoughts and prayers for him and his family and to Senator John McCain.

Trustee Parr- thank you to Director Hughes and Public Works personnel for all the hours they put in during and after Beats & Eats; they worked very hard.

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 7:26 p.m.

Tina Touchette Village Clerk