

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 20, 2024**

CALL TO ORDER

President Ryan Kauffman called the meeting to order at 6:03 p.m.

ROLL CALL

Board Members Physically Present: President Ryan Kauffman; Trustees Tom Guist, Kit Kuhrt, Karin McCarthy-Lange, Karen Novy, Jennifer Jones Sinnott, and Andrew Torres.

Staff Physically Present: Dan Di Santo, Village Administrator; Jean Bueche, Asst. Village Administrator; Tina Touchette, Village Clerk; Jason Bastin, Police Chief; Jennifer Hughes, Public Works Director; Andrea Lamberg, Finance Director; Rod Zenner, Development Services Director; Joe Renzetti, IT Director; Kevin Leighty, Economic Development Director; Bridget Bittman, Communications Manager; Maddie Upham, Management Analyst; Steve Raasch, Facilities Manager; and Dave Silverman, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:03 p.m. There was no one who requested to speak. The public forum was closed at 6:03 p.m.

OLD BUSINESS

There was no old business.

NEW BUSINESS

F.1 Public Works Space Needs Assessment Presentation

Facilities Manager, Steve Raasch addressed the Board regarding the Public Works space needs assessment. The Public Works Facility, at 100 Theodore Drive, was constructed in 2002. All but the eastern wall was constructed of brick. The eastern wall was constructed of metal to facilitate easy removal for a planned addition. The Village commissioned a master plan in 2009 for expansion of Public Works. The Village Board requested staff conduct a space needs assessment to determine the needs for the Public Works Facility over the next 20+ years. Williams Architects of Itasca, IL was awarded the contract to conduct the assessment. Staff had several meetings with Williams Architects and visited other public works facilities to determine the existing and long-term needs for the department. Key concerns include: 19 pieces of equipment are stored outdoors year-round and office space, lockers, and restrooms are inadequate to serve existing and future staff.

Andy Dogan, Managing Principal with Williams Architects presented the following:

Project Experience

ANTIOCH, IL

New Public Works and Village Hall Facilities

BARRINGTON, IL

New Village Hall Facility

BEACON, NY

Facilities Study

CAROL STREAM, IL

Village Hall & Police Needs Assessment and Planning

Municipal Facilities Master Plan

Police and Village Hall Addition / Remodeling

CARPENTERSVILLE, IL

Municipal Facilities Master Plan Public Works, Police & Village Hall, Public Works Facility

CENTERVILLE-WASHINGTON TOWNSHIP, OH

Maintenance Facility

CLARENDON HILLS, IL

Public Works Facility Renovation

DEER PARK, IL

Village Hall Planning Study

DEERFIELD, IL

Renovation/addition to Village Hall

DELAVAN, WI

Village Hall & Police Station Renovation

City Hall Master Plan

GLEN ELLYN, IL

Works & Village Hall Remodeling

GLENCOE, IL

Municipal Center- Police Dept. Renovation

GLENVIEW, IL

Village Hall Relocation and Police Renovation

New Fire Station No. 6

Fire Station 13 and 14 Remodel

ITASCA FIRE PROTECTION DISTRICT, IL

HQ Facility Master Plan

KANE COUNTY FOREST PRESERVE DISTRICT, IL

Natural Resources Maintenance Facility

LAKE COUNTY FOREST PRESERVE DISTRICT, IL

Lakewood Net Zero Grounds Maintenance Facility

LITSL, IL

Master Planning for Village Hall / Police

New Police Facility & Village Hall

MONTGOMERY, IL

Public Works Planning Study

New Public Works Facility

MORTON GROVE, IL

Police and Village Hall Planning Study

NEW PORT RICHEY, FL

Fleet Warehouse and Storage Improvements

ORLAND PARK, IL

Village Center Exterior Envelope Repairs

PALOS HEIGHTS, IL

City Hall Plan & Design

POUGHKEEPSIE, NY

Municipal Facilities Consolidation Study

RICHTON PARK, IL

Municipal Needs Assessment & Master Plan,

Village Hall, Police, Fire / EMS and Recreation

ROLLING MEADOWS, IL

Village Hall and Police Master Plan

SCHILLER PARK, IL

Master Plan – Village Municipal Center

SCHAUMBURG, IL

Master Plan

EPW Facility Storage Assessment

SUGAR GROVE, IL

Village Hall, Police & Public Works Master Plan Staffing, Site Needs,

WAYNE, IL

Village Hall & Police

WESTERN SPRINGS, IL

Capital Improvement Plan

WHEATON, IL

City Hall and Fire / EMS Station Master Plan

City Hall Addition/Renovation

New Fire / EMS Station No. 24

WILLOWBROOK, IL

Municipal Needs Master Plan - Public Works, Police, Village Hall & Recreation

WINFIELD, IL

Village Municipal Center Planning

WOOD DALE, IL

Public Works Feasibility Study

Public Works Addition & Renovation

WOODRIDGE, IL

Police & Public Works Needs & Assessment Master Plan



- They have opened bids for North Aurora and working on several others
- Aware of trends and needs
- Also helped with Venue 1012

Background / Purpose

- Assess current condition and functionality of existing PW facility as well as potential 7 Stonehill Circle site
- Determine current and projected space needs
- Evaluate preliminary alternatives to meet projected needs, with preliminary budgets

- Two directions to consider
 - Current location
 - Different site
- Public Works staff provided information and anticipated growth
- Projecting public needs for next 25 years

Prior 2009 Study

- Potential additions to existing facility
- Addressed need for indoor vehicle storage but left existing staff spaces, offices, and common areas as is
- Locker rooms across garage from common space
- Limited yard space / exterior functionality
- No separation between public and private access



VILLAGE OF OSWEGO
ADDITION AND MASTER PLAN FOR THE PUBLIC WORKS FACILITY

LEGATARCHITECTS

JANUARY 20, 2009



Village of

WILLIAMS

- Series of additions
- Biggest concern is getting vehicles inside to protect assets
- Additions did not move forward
- Looking at it from a fresh perspective

Existing Facility

- Well maintained – good bones, no deferred maintenance items
- Undersized in all areas
- 12' wide bay doors severely limit use for larger vehicles
- Lack of indoor vehicle storage = slower response times and shorter expected fleet life

Existing Facility

- Locker and personnel areas within inches of moving vehicles
- Undersized electrical service for future expansion
- Some items not in compliance with current accessibility codes

- No structural problems
- Affects life of fleet and response to events
- Safety issues

Space Needs For Current Operations

- Evaluated current operation and fleet against current best practices and space needs
- Current deficiencies:
 - Need 75% more toilets
 - Lack of work benches
 - Crane required to lift items to mezzanine storage
 - Lack of natural light in garage
 - Wash bay used for storage

Existing Facility

24,000 SF

Space Needs – Current Operations

57,500 SF

Percentage Of Needed

42%



- Lack of work areas
- No access to mezzanine
- Natural light is required by building code
- Quality of space

7 Stonehill Road Property

- Property is too small for Village future needs
- Not sprinkled



- Would need to build a fleet garage
- No maneuver or turning radius ability
- Newer area is not sprinkled

Space Needs For Future Operations

- Space and fleet projections to year 2050
- Anticipated population approx. 59,200

Space Type / Division	Area Needed	Current Area
Administration / Engineering	5,800 SF	2,772 SF
Common Areas	9,300 SF	3,392 SF
Roads Division	4,100 SF	130 SF
Facilities Management	1,500 SF	0 SF
Fleet Division	18,900 SF	5,232 SF
Utilities Division	3,100 SF	80 SF
Forestry Division	3,000 SF	90 SF
Vehicle Storage/ Mezzanine	75,000 SF	12,304 SF
TOTAL AREA	119,700 SF	24,000 SF
Space Deficit		95,700 SF

- Future streets
- Future population
- Vehicle and equipment needs
- Staff needs

Area PW Facility Comparisons

Municipality	Oswego (Current)	Oswego (Proposed Full Buildout)	Montgomery (New)	Yorkville (Planned)	North Aurora (Just Bid)
Size	24,000 SF	119,700 SF	74,500 SF	100,000 SF	50,836 SF
Population	34,600	34,600	20,600	22,600	18,260
SF / Resident (Current Population)	0.69	3.45	3.616	4.424	2.784
		2050 CMAP projected population: 59,200	2050 CMAP projected population: 28,800	2050 CMAP projected population: 24,630	2050 CMAP projected population: 23,800

- Not over planning or under planning

**Option 1 –
Storage Garage Only
(Existing Site)**

Total Project Budget:

\$17,000,000 –

\$18,700,000

- **Maintains existing facility**
- **Includes buildout of Village Hall for Engineering staff**
- **Only addresses vehicle storage need**



OPTION 1 - EXISTING SITE - GARAGE ONLY
10/17/14



- Keeping building as is and only building storage garage
- Least expensive
- Preliminary cost ranges based on other projects bid the past three months
- North Aurora bid came in \$1 million under budget

**Option 2 –
Storage Garage +
Admin & Common
Space**

Total Project Budget:

\$20,700,000 –

\$22,400,000

- **Meets immediate top priority needs**
- **Maintains existing facility**



OPTION 2 - EXISTING SITE - GARAGE, ADMINISTRATION, AND COMMON AREAS
10/17/14

- Build garage, administration, and common spaces
- Existing building would become a maintenance facility and storage

Option 3 – Full Program On Existing Site

Total Project Budget:
\$37,000,000 –
\$40,200,000

- **Maintains portion of existing facility for additional storage**
- **Addresses all current and future needs to at least 2050**
- **Addresses all current and foreseeable future needs**



OPTION 3 - EXISTING SITE - FULL PROGRAM
10/17/10



- Keep current building for vehicle storage
- Build north and east of the garage
- Mostly pre-cast
- Keep existing parking lot
- Yard space all gated and secured; currently not secured

Option 4 – Full Program On New Site

Total Project Budget:
\$40,600,000 –
\$44,000,000

- Includes allowance for land acquisition (17.5 acres)
- Does not include utilities to the site



OPTION 4 - NEW SITE - FULL PROGRAM

- Need to acquire land
- \$50,000 per acre
- Does not include utilities and infrastructure

Existing Site Vs. New Considerations

Existing Site:

- Lower cost
- Ability to phase if needed
- Maintains central location away from residential

New Site:

- More future expansion possibility
- Unknown location
- Cost of infrastructure and utilities indeterminate



OPTION 3 - EXISTING SITE - FULL PROGRAM



OPTION 4 - NEW SITE - FULL PROGRAM

- No specific sites discussed

Potential Schedule (Once Funding Method Is Determined)

Design Phase	4 Months
Construction Documents	4 Months
Bidding	2 Months
Construction	14 Months
Total	24 Months



- Highly recommend getting a Construction Manager

Next Steps

- **Discuss/Evaluate Options**
- **Determine Funding Mechanism**
- **Engage A/E Team**
- **Engage Construction Manager (if preferred)**
- **Design / Construction Documents**
- **Construction**
- **Occupancy / Move In**

Board and staff discussion focused on how long have we known it was undersized; it was always known to be expanded, it was just a matter of when; space needs of 57,500 sqft is based on existing fleet, future fleet and size of each; 75% driven by fleet space; lockers, workspace, and miles of maintenance of the roads; a lot of shared space being built into the needs; admin and engineering offices; training room; lockers, storage and lunch room; facilities management area; shop to be used for facility group; preparing a report with more detail to be provided later;

whether 119,000 sqft is enough; comfortable with the numbers because of the projections of the fleet; option 3 provides for future expansion; can't project the population in the next 40-50 years; can have unknowns and make adjustments; what year does option 1 and 2 get us to; vehicle storage until 2050, but nothing else; best approach is a phased approach; challenges; cost of doing several projects versus one large project; taking longer to build; hard to plan for costs; more unknowns; 2-3 phases; option 2 is a valid solution, but will still have inefficiencies; option 1 includes the buildout at Village Hall; can recommend all we want, but if not financially responsible then it doesn't work; back area at Village Hall built out to include 18 office spaces; current Public Works (PW) facility can't handle the staff load; loading of trucks; don't have room to service and fix things; can't wash vehicles; need more room to work; always potential to move the dog park when it was built; can move the dog park by the Police Department (PD), to Venue 1012, or to Hunt Club; dog park was supposed to have been at the PD initially; PW is more important; expanding or building another salt dome; could have two domes; IGA's with the school district; under option 2, the current building will be used for vehicle maintenance bays and various shops; storage garage is 76 sqft; have limitations of the existing bays; phasing because of the costs; avoid having to bond the project; building projected needs in their entirety instead of 70% of everything; reserves at just over 100%; have a lot of capital needs; \$15 million out of reserves still puts us above the 30% reserve threshold; option 2 without bonding; will know more about the ability to pay for option 3 after we bid out for the water projects; could add the PW facility on to the water project; would need to see what the impact will be on the water rates; can do option 1 or 2 immediately; would come back next summer about the water rates; need direction on which option; option 2 will cover current and future vehicle needs; engineering group would be on-site versus at Village Hall; prefer to see a strong relationship with PW employees and not separating them; current facility retrofitted to storage and workspace; would need to do some work on the floors; can easily phase from option 2 to option 3; can come back and give more options to the Board; possible to keep the current building and not have to demo it; option 2 would use the current building as a bay area and additional fleet; pre-cast would allow for expansion; would need to re-build east and west walls of existing building; schematic design phase to be provided; can add labeling; costs include equipment to operate the building; fees for design and construction manager are included in the cost; want option 3, but can afford option 2; full design for option 2 and plug in numbers for option 3; suggest a schematic design for option 3; option 3 because we are so far behind and possible costs in the future; not interested in option 3 right now; maybe in 10 years; would like to see a breakdown of what it looks like; construction management company to help minimize interruptions; any concepts will maintain access except on the south side of the site. Board is not interested in option 1.

Discussion to be continued at the August 20, 2024 Regular Board meeting under Staff Reports.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Tina Touchette
Village Clerk