

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 16, 2016**

CALL TO ORDER

President Gail Johnson called the meeting to order at 6:00 p.m.

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

There was no one who participated electronically.

ROLL CALL

Physically Present: President Gail Johnson; Trustees Ryan Kauffman (attended at 6:05 pm), Karin McCarthy-Lange, Pam Parr, Judy Sollinger and Joe West.

Absent: Trustee Luis Perez

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; Mark Horton, Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Jay Hoover, B&Z Manger; Tyler Grace, Administrative Intern; James Jensen Deputy Chief; and Dave Silverman, Village Attorney.

Plan Commission Members Present: Dominick Cirone; Charlie Pajor; Rick Kuhn; Rebecca Stine.

PUBLIC FORUM

Public Forum was opened at 6:00 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:00 p.m.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

F.1. New Police Headquarters Visioning Session Conducted by Architect HOK

President Johnson thanked the members of the Plan Commission for attending. Chief Burgner briefly spoke about staff input on what the building would look like and noted Village Board members recently toured other communities' police facilities. The Design Development phase has been initiated to develop the visual look, site and internal layout of the new police headquarters. MWL conducted numerous visioning sessions that included members of the Steering Team and Police Department staff. The objective of the Visioning Session is to assist the designers from HOK in further developing the outside look and feel of the new police headquarters by obtaining Village Board input. This will give HOK the direction they need to further the design of the new police headquarters. HOK will also seek input and encourage conversation relating to what the building should convey to the public and staff who will utilize the facility. Throughout the design and construction process, the following 10 Critical Success Factors will help shape the facility and ensure that Village needs are met:

1. Process
2. Effective Site Design
3. Effective Building Adjacencies & Flow
4. Civic Architecture
5. Secure Site & Building

6. Regulatory Requirements
7. Professional Work Environment
8. Cost Parameters
9. Sustainability
10. Planning for the Future

Peter Ruggiero, Design Principal for HOK, and Larry Hlavacek for HOK presented their presentation to the Board. Dean Roberts, from MWL, was also present, but did not speak. Mr. Ruggiero and Mr. Hlavacek briefly spoke on what was appropriate to Oswego, the site, and to the region; and what was specific to Oswego's needs. Oswego has historic roots. HOK representatives briefly discussed and provided images of historical architecture, current architecture, green architecture as well as how the site will influence the design of the building. Architectural images and examples of other buildings, including civic buildings, were shown to assist in guiding the process.

Board and HOK discussion focused on the police facility being secure, but accessible; getting a mindset on the project; finding a balance; transparency; Frank Lloyd Wright inspired architecture; horizontal planes to compliment the expansion; one-story building; consider a contemporary expression; balance between tradition and looking forward; reductions in heating and energy costs; front façade should be seen and inviting; defining a front door as the first impression; understanding the look of the building during the day and night; transparency of government; value in utility; getting two uses out of each element; solar energy; connection of the building to the land; passive security features; changes in materials; scale appropriate to landscape and use; whether the use of glass would pose a security issue; utilizing glass in specific public areas; other areas will be behind the public areas and secured; professional environment where people work; balance in securing the environment; building to be welcoming; reflect and project what Oswego is; liking the two-story foyer element; fitting in with the fire department; central location; acknowledging the scale and geometric position; creating a municipal campus; passive protection for security; best security is invisible. HOK will be creating a visual program and design. There was no further discussion.

F.2. Review Enterprise Resource Planning System Process and Contract with Tyler Technologies.

Director Horton discussed the process for the proposed Enterprise Resource Planning System (ERP). In 2009, Staff began discussions on replacing the outdated financial software. Subsequent discussions determined an Enterprise Wide Software Solution was the best course to pursue. Client First Technology Consulting was selected to complete a Needs Assessment to determine what each individual department needed and wanted, and what systems would satisfy these needs. The Needs Assessment Report was presented and discussed with the Board on September 15, 2015. The Board directed staff to proceed to the next phases. Six proposals were received in response to the RFP and three vendors were contacted to demo their solution. A selection committee discussed the results of the evaluations and chose Tyler Technologies-MUNIS. A key decision factor in choosing Tyler was the system having the latest technology and being able to adapt to newer technologies in subsequent years.

The ERP system will create efficiencies in all departments with the elimination of shadow systems. The system will automate and integrate many of the core functions into one single centralized solution. This will allow for the collaboration and sharing of information between all departments creating efficiencies and cost savings. The contract cost is \$1,900,634; which includes a one-time upfront cost of \$454,707, plus annual recurring fees of \$202,921. The contract term is for seven years with one year renewals after the initial term. The one-time costs will be paid as implementation of the various software modules are completed. The annual service fees will be paid quarterly beginning September 1, 2016. For Fiscal Year 2016, staff anticipates paying \$135,280 in fees and 50% of the one-time costs (\$227,000). The Village will only pay for what is implemented, and the consultant time incurred for implementation. The Capital Improvement Plan includes \$800,000 for the purchase

of an Enterprise Resource Planning system over two fiscal years; FY 17 and FY 18. \$400,000 is included in the Fiscal Year 2017 Budget in the Capital Improvement Fund for this project. The total cost of the contract is \$1,875,154 over a seven year period which includes annual service fees. Optional services could add \$25,480.

Board and staff discussion focused on contract pricing is in line with what is available in the market; fees paid quarterly versus annually; two year process; cost is spread over several years; system is capable of staying ahead of technology; all shadow systems should go away; will start seeing efficiencies in years four and five; system will free up staff time and possibly eliminate the need to hire additional personnel; management decisions will be easier; system will integrate with OpenGov; man hours saved makes sense; great value; system will allow for the exporting of information to Excel; staff will track efficiency gains; implementation is just as important; making sure staff is prepared; may need to hire a full time individual or a consultant to assist with implementation. A recommendation for the implementation phase will be presented at the next Committee of the Whole meeting. There was no further discussion.

CLOSED SESSION

There was no Closed Session.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 6:51 p.m.

Tina Touchette
Village Clerk