

MINUTES OF THE PARKS AND RECREATION COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 5:30 P.M. ON WEDNESDAY, NOVEMBER 11, 2015, IN THE MAPLE BOARDROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS.

A. CALL TO ORDER

Chairman Towne called the meeting to order at approximately 5:33 pm.

B. ROLL CALL

Upon a call of the roll, the following persons were:

Present: Chairman Towne and Member Armstrong

Absent: Member Sheldon

Also present: Bob Irvin, Village Administrator; Scott Anderson, Village Engineer; Jan Pink, Village Trustee; Colleen Liberacki, Deputy Village Clerk.

Chairman Towne declared a quorum present.

C. Approval of minutes from October 14, 2015.

Member Armstrong moved to accept the minutes of October 14, 2015 as presented, and Chairman Towne seconded the motion. The motion was carried.

D. REVIEW DESIGN AND PLANNING SERVICE PROPOSALS FOR WHIPPOORWILL PARK AND OASIS PARK.

As agreed at the September meeting, Bob Irvin acquired and emailed proposals from WRD and now presented them for discussion. There were three proposals: for Oasis Park (\$11,030), for Whippoorwill Park (\$9,130) and for a combination project of Oasis and Whippoorwill Parks (\$14,590). Each of these proposals outlined and defined four tasks: schematic design, construction documents, bidding & construction administration. Chairman Towne was pleased with WRD's responsiveness, however, wanted to narrow the scope of work associated with Whippoorwill, since it already had a plan. He was focused on the patio, wishing well and berm.

Chairman Towne stated he would like to get going on Oasis Park, as the Village Board had already approved on the overview plan for that parcel. He noted that the trail plan was originally rejected due to budget concern, however, he was willing to consider rebidding with another vendor and relaxing the imposed timeline to gain a more favorable number. He further expressed interest in proceeding with Whippoorwill Park, but thought that there was no need for a schematic design, since they already had a prairie and woodland areas.

Member Armstrong was agreeable with the combination plan, but also thought that the Whippoorwill scope could be reduced. Bob Irvin shared that for Oasis Park, there was a hefty price tag in the design process and it made more economical sense to accept the proposal that had the projects combined, instead of pursuing each project separately. He suggested meeting with WRD, possibly at the Around the Town meeting, and redefine several items in the proposal. Chairman Towne also agreed and asked that WRD could come

back with a modified proposal in time for the January committee meeting. Bob Irvin added that the village could bid out the items (listed on the proposal) in phases, as they did not all have to be done at the same time, to which Member Armstrong agreed (a multi-year project). Bob Irvin presented the 2015-16 Public Works budget and noted that there was money in the budget to get started.

E. DETERMINE BID PROCESS TIMING FOR ROUTE 60 TRAIL EXTENSION AND OASIS PARK TRAIL RELOCATION

Chairman Towne thought that separate bids made sense and asked Scott Anderson for a recommendation. Scott Anderson thought it wise to bid on these projects over the winter for the spring work. He also reported that the State of Illinois has had the redesign items for one week and there has been no feedback as of yet. Chairman Towne suggested that the bid results could be on the March committee meeting agenda, which meant that the RFP should be published no later than 2/08/2016, with a deadline by 3/8/15. Bob Irvin cautioned that references should be acquired on the vendors who submitted bids, which prompted Scott Anderson to revise the bid return deadline to 3/2/16.

Member Armstrong questioned if the bids are accepted in March, how the funding would be carried over from the 2015 budget to the 2016 budget. Bob Irvin assured him that the project would only be paid as it progressed and the residual unspent funds would be transferred over into the new budget year.

F. ANY OTHER ITEMS THAT MAY APPEAR BEFORE THE COMMITTEE FOR DISCUSSION AND POSSIBLE RECOMMENDATION TO THE VILLAGE BOARD.

Chairman Towne advised that he would not be holding a December committee meeting due to holiday activity and the next meeting would be 1/13/16.

Chairman Towne noted that in their "Around the Town" meeting, they missed a muddy trail extension, the westerly trail close to the railroad on Old School Road that linked into the trail at LCFP and would like to get the maintenance done this year. Scott Anderson agreed to take care of it.

Bob Irvin reported his discussion with the Hilton Garden Inn regarding their meeting room rental arrangement for 2016 and they requested that the 5:30pm committee meeting be held at 6:00pm to accommodate their earlier meeting commitment in the same room. He stated that Mayor Urlacher agreed with this request, and also suggested that the Public Works Committee meeting proceed the Parks & Recreation meeting. Bob Irvin advised that he would create a resolution to make the necessary changes and starting in January, this could take effect.

G. ADJOURNMENT

With no further items discussed, it was moved by Member Armstrong to adjourn the meeting at 6:01pm, seconded by Chairman Towne. The motion was carried.

Colleen Liberacki, Deputy Clerk

This document is subject to correction as noted on next meeting's minutes.