

**MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 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 Armstrong called the meeting to order at approximately 6:01 pm.

**B. ROLL CALL**

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

Present: Chairman Armstrong, Member Pink and Member Towne

Absent: None

Member Towne declared a quorum present.

Also in attendance: Rick Phillips, architect; Bob Irvin, Village Administrator; Scott Anderson, Village Engineer; Colleen Liberacki, Deputy Village Clerk. Chairman Armstrong declared a quorum present.

**C. APPROVAL OF MINUTES FROM OCTOBER 14, 2015 MEETING.**

Meeting minutes from October 14, 2015 were reviewed and it was moved by Member Towne, and seconded by Chairman Armstrong that the meeting minutes were approved as presented. The motion was carried.

**D. REPORT ON UPDATE OF 2015 MAINTENANCE LIST ACTIVITIES**

Scott Anderson reported that the new culvert and grading was completed along the church property and he also replaced the culvert under Old School Road adjacent to Member Towne's former property.

Member Pink noted that there were ruts in the road on Mettawa Road, and three areas in particular needed to be filled in before the snow started. Member Towne suggested the work be done when the trail maintenance was being performed. Scott Anderson agreed to do the work and would use the dirt donated from Member Towne to complete the project.

Member Pink presented 30+ photos taken over a few months time, furnished by Woofie Tindall representing numerous ruts throughout the village. Scott Anderson replied that he does not fix ruts on private properties and that it is up to each resident's landscaper to perform the job, in addition to the fact that the road shoulder was too soft to maintain the repair. Member Towne offered to look at the sites and if it was really hazardous or dangerous, he would repair it. Bob Irvin noted that there was an old mailbox that needed to be removed on the SW corner of Alexander Road and St. Mary's Road, as noted in the October meeting, and dirt was needed for the fill.

\*\*\* #10 being most urgent, and #1 being least urgent\*\*\*\*

Project	Priority	\$ Cost Estimate/Status
Re-stripe pavement as needed throughout Village	9	4,000.00 – SSA#3

(mostly on Riverwoods Boulevard)		Funded- Demarr proposed to do it
Replace twin 24" culverts under driveway at 15290 Old School Road	4	5,000.00
Restore the trail to its intended 8 foot width at Old School Road and St Mary's Rd	4	1,000.00
Solve the drainage issue on the trail at 14080 Old School Road	3	No estimate- solution unknown
Remove selected stumps in various ROW	2	Estimate in process, partially done
Install a new culvert under the trail on the north side of Old School at Bradley	2	1,500.00
Make ditch on South side of OSR drain from Meadowoods to St. Marys	2	5,000.00 – 10,000.00
Clean the ditch between Bradley Road, Oasis Park, and beyond Mettawa Lane	1	1,500.00
Fill in ruts in Mettawa Road	10	Not known

**E. UPDATE ON THE WATER MAIN EXTENSION FOR SSA #15**

Bob Irvin advised that the IEPA permit was signed and sent on to the State of Illinois for approval. He also noted that the plans and specs should be read in early December, hoping to open the bids by 1/8/16, in preparation for the Village Board meeting that month. Scott Anderson suggested a late March or early April start on the project as the earliest possible timing. Bob Irvin expressed reluctance to go beyond February for the bidding deadline, knowing that most vendors wait until the last minute to submit. He also noted that the water main construction would be different than the homeowner tap construction. Chairman Armstrong was willing to accept the February deadline for the bid return. Bob Irvin suggested the February committee meeting could select and announce the lowest responsible bidder. Member Towne suggested a letter to homeowners or newsletter publication regarding Phase 2 of the water main extension.

**F. UPDATE ON VILLAGE HALL PLANS AND COST ESTIMATES**

Rick Phillips presented the updated blueprint plan for the village hall and awaited code drawings. He informed those present that equal time was spent on the code issues as well as addressing the costs. He was advised by B & F that if there were a full use attic or basement (7ft or greater height), it would require a commercial elevator, which would increase the cost of the project by \$125K, in addition to adding 250 sf of additional space. He explained that this specification required that if the space was usable, it must be accessed. He also explained that if the ceiling height of either space was less than 7ft (i.e. 6'11"), it would eliminate such requirement, as it would be considered unusable.

Member Towne inquired about a slab grade, to which Rick Phillips replied that the savings would be insignificant, as they would be saving on the expense of 4ft of concrete in the foundation walls. Phillips also stated that a (unusable) basement would provide much needed

access to all the contractors who were installing the utilities and mechanical services. He indicated that this was also the same for the attic, and that the contractors did not like working on projects without the type of access a basement offered. Member Pink agreed with Phillips, and thought that the village could use the space in the (unusable) basement. Scott Anderson added that with the commercial buildings he's been involved, they routed all mechanicals and utilities through the attic access.

Rick Phillips quoted the cost estimate at \$200/sf and there was 3,000sf for this building. Scott Anderson inquired about the cost of site excavations, parking lot, grading, storm and sewer drains (900 ft) and presented a work sheet/estimate draft for itemization of cost totaling \$324,140, keeping in mind that this included prevailing wage rates. Member Towne reminded members about Groundbreakers, Inc., who offered a reduction of \$40K (in cost) for the free site services of grading and foliage removal if he could deposit excavation spoils in the format of a berm, and also saw other areas that could be reduced in cost.

Scott Anderson thought the village should have a fire hydrant on the site. Chairman Armstrong inquired about the savings of a slab vs. a foundation, to which Rick Phillips replied not much, as it would only reduce 3 – 4ft of foundation wall. Member Towne inquired if this was the time to get involved design/build firms to get a price, to which Phillips replied that the building was already designed and that would be redundant. Member Towne pressed to acquire 7 hard bids in hand (i.e. Joe Krusinski) to eliminate the unknown cost factor. Phillips inquired how that step would fit into the procedure of public bidding, to which Bob Irvin replied that the village could waive it.

Member Towne still wanted to have 6 or 7 design/build firms compete in the bidding process for the job of building the village hall, stating that several have already contacted him and were eager to provide the service. Rick Phillips stated that the best way to spend the village money was to pick a vetted vendor and negotiate a fair price. He further explained that with 7 firms, there would be 7 prices, 7 designs and 7 times the differing material selections and grades to compare, so in the end, it would be difficult to obtain the best material and labor for the best price. Bob Irvin agreed with Rick Phillips that it was best to select a company and negotiate a price, as there were too many variables to compare. Chairman Armstrong estimated that with all the add-ins, they were up to \$1M for a Village Hall construction. Scott Anderson added that they would have to tie in with the county system for sewer or use a septic system. Member Towne preferred the county sewer system.

Bob Irvin presented the interior furnishing plan by Interior Investments, which came to \$53K and inquired what additional information does the board need to make a decision. Rick Phillips stated that in all fairness, before they approach the building trades for quotes, the Village Board had to decide about whether to build the Village Hall or not. Chairman Armstrong agreed and thought an accurate estimate was \$1.1M. Member Towne reminded those present that at the last Village Board discussion, it was \$850K maximum that was the threshold of their comfort level and again suggested 5 or 6 design/build proposals to give the Village Board a firm number. There was discussion of the benefits of design/build vs. waiving the public bidding process. Rick Phillips was still in favor of interviewing 3 – 5 contractors and selecting and negotiating the best contract. Member Pink agreed with Phillips and did not like the design/build, as the quotes submitted would be for differing designs and

materials and it would be very difficult to sift through and compare. She saw no savings with design/build. Member Towne wanted to keep the price down to \$800K and would not vote for a \$1.1M construction project. Chairman Armstrong thought they should present the range \$850K - \$1.1M and the Village Board should decide whether or not to proceed and then figure out the best way to pay for it all.

Bob Irvin suggested four ways to pay for the construction costs: 1) Village has \$4M in bank; 2) donations; 3) limited capital improvement projected in future and they could use that budget and 4) home rule sales tax of %0.25 which would pay for the village hall over a period of a few years. Chairman Armstrong pushed for a number to present to the Village Board, and Bob Irvin noted the furniture quote did not include window treatments. Rick Phillips and Scott Anderson concurred that the value engineering approach was the way their industry was handling projects, pick one team to work together on a project.

Member Towne thought that the committee was no further along with the cost estimate for this project and Member Pink inquired what Member Towne would bid for this project, to which he replied \$850K. Chairman Armstrong thought the range of \$850K - \$1.1M was acceptable to present to the Village Board. Rick Phillips stated that if the Village Board was willing to waive the bidding process, he could start getting competitive contract sums. Bob Irvin noted that if the Village Board would not commit to build, then the design/builders would not be willing to be involved. Member Pink was concerned with the low cost of \$850K, if it was an accurate representation of cost. It was explained that there were many unknowns that could reduce the cost from \$1.1M, so \$850K was a fair enough number to be included in the range.

Bob Irvin stated that the next steps would be to write the specs a little tighter and have it ready for a village meeting of the whole, possibly scheduled in January. He further advised that there were costs to be considered that would be incurred during the bidding process and what was spent should be considered part of the \$850K - \$1.1M budget.

**It was moved by Member Towne, and seconded by Member Pink, to advise the Village Board that the cost of constructing the proposed village hall would be in the range of \$850K - \$1.1M. The motion was carried.**

**It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board that they have a meeting of the whole in January for a vote on proceeding further with the village hall plans. The motion was carried.**

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

Bob Irvin advised the committee that he and Scott Anderson received an email from Jim Ferolo, village attorney about the village responsibility of improvement of the Old School Right-of-way, regarding the importance of access to the Clark driveway. It was noted that the Village was giving up maintenance and wanted to iron out the details by 11/12, prior to the Village Board meeting.

**H. ADJOURNMENT**

It was moved by Chairman Armstrong to adjourn the meeting 8:22 pm, seconded by Member Pink. The motion was carried.

---

Colleen Liberacki, Deputy Village Clerk

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