

MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON WEDNESDAY, JANUARY 13, 2016, 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 6:00 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: Mayor Urlacher, Trustee Sheldon, Rick Phillips, architect; Bob Irvin, Village Administrator; Scott Anderson, Village Engineer and Jamie Anderson; Colleen Liberacki, Deputy Village Clerk. Chairman Armstrong declared a quorum present.

C. APPROVAL OF MINUTES FROM NOVEMBER 11, 2015 MEETING.

Member Pink pointed out that the photos mentioned in the minutes were not of various places throughout the village, but in fact only representative of Lake Forest Meadows. She further believed that the ruts featured in the photos were not private property, but village property. Meeting minutes from November 11, 2015 were reviewed and it was moved by Member Towne, and seconded by Member Pink that the meeting minutes were approved as presented, with the aforementioned edits. The motion was carried.

D. DISCUSSION OF 2016 MAINTENANCE ACTIVITIES AND CAPITAL PROJECTS

Scott Anderson reported that he would have a newly updated maintenance activity list by the next Public Works Committee meeting (2/10/16). Scott Anderson noted that the cores were taken on Old School Road with 4.5” thickness and will resurface. Chairman Armstrong inquired about having the corresponding documents ready by the February Public Works Committee meeting, to which Anderson replied yes and he would target July for the best prices for bids.

Chairman Armstrong further inquired about the Koful berm completion date, as he was concerned about a delay in progress that would jeopardize the plans for paving Old School Road. Scott Anderson advised that the deadline was 9/30/16, but Chairman Armstrong wanted assurances for planning purposes that the date could be relied on. Bob Irvin suggested creating a financial incentive to encourage the contractor to finish in a timely manner by offering a partial refund of the permit fee. Chairman Armstrong insisted that Scott Anderson furnish the necessary documents by the February Public Works Committee meeting.

Chairman Armstrong inquired about the handling of ditch work and drainage after the berm was completed. Anderson replied that if the work was done with the paving, a subcontractor would likely handle it in June/July and the paving would follow. Chairman Armstrong asked

for specifications and cost for the ditch project. Member Towne called attention to the work that should be done on the retention ponds (cleaning out the inlets/outlets and herbiciding the weeds) and noted he was working with Jamie Anderson on this. He further noted that the HOAs should be responsible for this expense, not the village. Chairman Armstrong inquired of how many ponds were involved, to which Member Towne replied Sanctuary Pond, Whippoorwill Pond and two others.

Member Pink expressed interest in the around-the-town meetings and if they were open to the public. Chairman Armstrong stated that they needed to avoid a quorum due to the Open Meetings Act and impose a limit to the attendance of committee members at the meeting. He further stated that they were more classified as staff meetings, and he would gladly skip one, should Member Pink want to attend.

Bob Irvin noted that the pothole repairs and sign replacement were done for the fiscal year. He also noted that they were no longer contractually obligated as of 5/1/16 with the public maintenance work. Chairman Armstrong inquired about the salt program. Bob Irvin stated they the village was part of the Lake County salt bid and they would be doing the bid again in March, since last year the village had gotten such a good price. Scott Anderson thought that the village was being overcharged for the salt, as the V-box only held 6 yards and they were consistently billed for 9 yards.

E. DISCUSSION OF ITEMS FOR FY 2016-17 BUDGET

Bob Irvin noted that the discussed maintenance activities would be tied into the budget numbers and he would increase the budget to include road shoulder maintenance, as well as pothole repairs in order not to overrun the budget. Scott Anderson advised that there were many potholes on Riverwoods Blvd. Bob Irvin advised that the \$15K culvert repair line item could be reduced, since the majority of work done would not be repeated for some years to come. Bob Irvin addressed a request to Scott Anderson about a 9/8/15 invoice for road patch work done in July, that more details were needed as to the locations of work, so he could charge expenses to the SSA appropriately.

Chairman Armstrong noted that funds for more trail maintenance should be included in the budget. Scott Anderson advised that the decrease in rainfall and the stamina of the limestone and sand screening caused less need for trail maintenance this past summer.

F. REVIEW AND DISCUSS RIGHT-OF-WAY MOWING BID SPECIFICATIONS

Chairman Armstrong noted that the Meadowwood subdivision should be accurately worded as Lake Forest Meadows subdivision on the program bid template. Jamie Anderson thought there should be an agreement about how much mowing and how often. Member Towne suggested watching the intervals. Jamie Anderson suggested a monthly mowing, so it gets on the contractor's schedule. Chairman Armstrong suggested that on page 3, item #10 the dated should be the April board meeting and determine an early June start date.

Scott Anderson suggested a June, July, August and September monthly cycle and schedule around the county boom activity. Member Towne suggested it was reasonable that the mowing should take place in the first 15 days of the month. It was noted that the template called for the elimination of debris and litter, and Jamie Anderson noted that the contractor

would want to remove the debris, so as not to damage their equipment. Bob Irvin suggested the prevailing wages item was not necessary, to which Jamie Anderson agreed and would remove it. Jamie Anderson inquired about the brush mowing width requirements, since it could vary between 3ft – 6ft, depending on the location from the road and/or intersections. He advised that it was his intention not to allow the brush to encroach.

He also inquired about the plans for herbiciding and brush removal. Chairman Armstrong replied that the village had vendors in place for tree and brush removal and inquired if this bid template could be approved at the February committee meeting. Bob Irvin suggested that the specs could be changed and have the document ready for the February committee meeting approval, bids put out in March and open bids delivered by the April committee meeting. Denis Bohm asked if they could reduce the trail mowing to 4 ft at Whippoorwill, since many wild flowers were propagating, to which Chairman Armstrong agreed.

G. UPDATE ON THE WATER MAIN EXTENSION FOR SSA #15

Bob Irvin reported that the bids were out and Greengard would put the bid tab together and will have it ready for approval at the February committee meeting. Chairman Armstrong inquired if the Finance committee was on track, to which Bob Irvin advised that December 2016 would be the first tax levy.

H. UPDATE ON THE LAKE COUNTY WATERSHED DEVELOPMENT ORDINANCE ADOPTION

Chairman Armstrong reported that the ordinance adoption is on autopilot. Bob Irvin noted that the changes were made and they were obligated to adopt the ordinance by 2/17/16, that this ordinance supersedes all prior existing ordinances addressing this item.

It was moved by Chairman Armstrong, and seconded by Member Pink, to recommend to the Village Board that they accept the changes made to the Lake County Watershed Development Ordinance and adopt same. The motion was carried.

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

Chairman Armstrong addressed the details of the village hall discussion. He stated that on the 1/23/16 special board meeting the primary purpose would be to ensure that the residents understand the final cost and floor plan, before there would be a decision on whether or not to proceed with the construction of same. Rick Phillips suggested that after said special board meeting that they put together a set of specs so all participants were bidding on the same thing.

Chairman Armstrong advised that they would start with the floor plan, add some specs and then go out for RFP. He suggested that the commercial building trend was slowing, so favorable prices could be expected. He suggested that accessibility and safety of location would be considered regarding the site. Member Towne noted that the Hilton Garden Inn is a more accessible site, than the Dreikosen location in the summer, but in the winter leaving HGI heading towards Route 60 and St. Mary's Road is more hazardous route. He thought that the location might affect the time scheduling of meetings.

Rick Phillips observed that the Route 60 traffic was greatly reduced after 6:00pm. Chairman Armstrong reminded members that the Board would first seek the cost to build the village hall before deciding whether or not to build it, including the maintenance costs. Bob Irvin suggested expand on cost to finalize building specs, and needed the estimated cost of the water main, building utilities, etc. Chairman Towne cautioned not to include water hook-ups just yet, since Scott Anderson could estimate that, since site work was different than building work. Scott Anderson wanted the cost included in the plan and agreed to submit it with Rick Phillips. Chairman Armstrong stated he would hand out his summary of the values scorecard used in determining site and other involved amenities. Rick Phillips committed to take the plans and submit the cost estimate. Bob Irvin advised he was working on a 5-year budget estimate about what the village has and what would be anticipated. Scott Anderson suggested that the Board furnish the bottom line, but not necessarily the line items. Member Towne agreed to just the rough numbers and Chairman Armstrong thought a range would be sufficient. Bob Irvin shared that the Village has 4.5M in reserves and revenue expected over the next 5 years would put the Village in good shape.

J. ADJOURNMENT

It was moved by Chairman Armstrong to adjourn the meeting 7:19 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.