

**MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON WEDNESDAY, FEBRUARY 10, 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, Denis Bohm; 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 JANUARY 13, 2016 MEETING.**

Member Pink pointed out that on page 1: the 6:30 hour in the heading should be 6:00pm, Koful was incorrectly spelled and should be Koffel; "February blic Works" should be "February Public Works" and on page 3 "simmer" should be "summer". Meeting minutes from January 13, 2016 were reviewed and it was moved by Chairman Armstrong, and seconded by Member Towne that the meeting minutes were approved as presented, with the aforementioned edits. The motion was carried.

**D. REVIEW AND RECOMMEND THE LOWEST RESPONSIBLE BIDDER FOR THE WATER MAIN EXTENSION PROJECT.**

Scott Anderson reported that the water main extension project bids were opened and R.A. Mancini of Lakemoor, IL was the lowest responsible bidder at \$640,029 and Anderson noted the highest bid was for \$821K. He further noted that Greengard Engineering firm recommended that the Mettawa Village Board choose R.A. Mancini and enter into a contract with them to complete the necessary work. It was suggested that the acceptance of the contract be subject to legal review by the Village attorney.

**It was moved by Chairman Armstrong, and seconded by Member Towne, to recommend to the Village Board that they accept the recommendation of Greengard Engineering to enter into a contract with R.A. Mancini for \$640,029 proposal for the water main extension project, subject to legal review. The motion was carried.**

Member Pink inquired if this price included Greengard's service, to which Scott Anderson replied yes. Member Towne inquired of the timeline and if insurance liability was included. Bob Irvin stated that the vendor was bound to complete the project 90 days after being awarded the contract. Member Towne asked about the possibility of a penalty clause for delays in the completion, to which Scott Anderson replied that in order to impose a penalty

clause, it would have had to be listed in the original request for bid. He stated that he would have to rebid the job in order to include the penalty clause. Member Pink suggested adding this clause in all contracts, to which Member Towne readily agreed, as he anticipated delays. Chairman Armstrong suggested that he would look at the cost of the other sewer lines as a means for estimating costs of future sewer line extensions, as he thought this project might generate interest from other residents.

**E. REVIEW AND DISCUSS 2016 MOWING SPECIFICATIONS**

Jamie Anderson was trying to accommodate the Lake County mowing schedule and suggested a total of 5 mowing events, litter pick up and the Illinois State Tollway driveway entrance to be included. Bob Irvin suggested that the mowing should take place 30 days apart and possibly June or July would be skipped, noting that administering the scheduling management would be difficult due to timing anticipation. Member Towne suggested eliminating the Lake County mowing service, as it was getting expensive and would not work well with the mowing schedule they were trying to manage. He thought they would get a better unit price if the Village used one contractor for the job.

Jamie Anderson noted that this would be a maintenance contract with a new vendor and dropping the county would be ok. He suggested May thru October monthly mowing in the contract bid template, although it might be possible to skip one month. He also suggested an addendum price to cover the extra labor for the first visit to learn about the property and the Village’s desired specifications. Jamie Anderson suggested insurance requirements and legal review as well. He further noted that the mowing hours would be between Monday – Friday 7:00am – 7:00pm and Saturday, Sunday and holidays 8:00am – 6:00pm.

**It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board that they accept the template provided by Anderson Engineering for the 2016 Right-of-Way mowing bid specifications, subject to legal review and insurance requirements. The motion was carried.**

**F. REVIEW AND DISCUSS 2016 MAINTENANCE ITEMS**

Proposed Right-of-Way Work

	Project	Priority	Cost Estimate/ Status
1	Install a new culvert & perform some grading to reduce trail erosion along Bradley Rd at church property		~\$4,000
2	Restore the trail to its intended 8’ width at Old School Road & St. Mary’s Road		~\$1,000
3	Make ditch on south side of Old School Road drain from Meadowwoods to St. Mary’s Road		~\$6,000- \$12,000
4	Install a culvert under new section of trail just east of railroad on Old School Road		\$1,500
5	Solve the drainage issue on the trail at 14080 Old School Road		Cost undetermined until solution found
6	Replace twin 24” culverts under driveway at 15290 Old School Road		~\$6,000

7	Install a new culvert under the trail on the north side of Old School Road at Bradley Road		~\$1,500
8	Clean the ditch between Bradley Road, Oasis Park and beyond Mettawa Lane		~\$5,000
9	Replace and extend large culvert under Mettawa Lane (evidence of failure)		
10	Relocate ditch on south side of Mettawa Lane away from pavement		
11	Remove 20" dead tree on Old School Road just before cul-de-sac		
12	Replace culvert under pavement near 15141 Little St. Mary's Road (old Novak place)		
13	Eliminate standing water on Little St. Mary's Road at St. Mary's Road		
14	Annual shoulder/grass maintenance		
15	Continue stump removal		
	<b>SSA# 3 Work to be completed this season</b>		
16	Patch numerous potholes in Riverwoods Blvd		~\$300
17	Re-stripe pavement on Riverwoods Blvd		~\$5,000

Bob Irvin presented the Right-of-Way proposed work schedule with estimates from Scott Anderson, who noted items 1 – 8 were from last year. Member Towne noted that there was no drainage around the area of Old School Road from Meadowwoods to St. Mary's Road. And inquired if the Village would need permission to work on the railroad area. Scott Anderson replied that he would obtain the permit and permission. Scott Anderson noted that the ditch between Bradley Road, Oasis Park and beyond Mettawa Lane was full of gravel and sand and would need dredging, as well as the homeowner's permission to work there, due to the machinery.

Member Towne urged Scott Anderson to concentrate on Old School Road, since the paving would be eminent. Chairman Armstrong added that ditches and drainage were a higher priority on the list. Mayor Urlacher inquired if the paving or the ditch work came first, to which Anderson replied that the ditch work would take place first, as the pavers do not do ditch work. Chairman Armstrong noted that the Riverwoods Road potholes were getting worse and inquired about the funds to repair them. Anderson noted that the road was about to fail and he would recommend doing larger patches, and it had lousy drainage. Chairman Armstrong asked Scott Anderson for estimates for both paving and patching and the numbers would drive the decision. Bob Irvin noted that SSA# 1 & SSA# 2 would not likely allow the Village to borrow the funds for the repair. Scott Anderson advised that if the patching estimate would come to 10%-15% of the cost of a total repaving, that would be the threshold for a decision to attempt the whole repaving.

**G. CONSIDERATION OF MAINTENANCE AND CAPITAL IMPROVEMENT ITEMS FOR THE FY 2016/17-BUDGET**

Bob Irvin presented the updated Public Services 2016/17 budget, and stated he was not sure about the numbers for the right-of-way mowing services until they open up the bids. He

noted that the frequency of service might reduce the unit price. Bob Irvin noted that the Village used 44 tons of salt thus far this year and they were committed to purchase 120K tons this year, so he advised buying less salt next year. Scott Anderson cautioned that the Village should have 150 tons available. Member Sheldon inquired about the practice of overcharging the Village for the amount of salt loaded in the V-box, as discussed last meeting. Scott Anderson stated that he had not followed up on it as of yet, that it would require him to have the V-box filled and emptied to calculate the exact load being accepted.

Bob Irvin reported that he spoke to Koffel about the completion date of his berm project, sharing with him that the Village would get a more favorable price for the Old School Road paving if started before 10/1/16, and Koffel was open to listening. Chairman Armstrong expressed a desire to get the bids out soon for the Old School Road paving project, using the 10/1/16 start date. Bob Irvin reminded everyone that the ditch work needed to be completed prior to the paving project. Scott Anderson added that July was a good month, as it was the driest. Chairman Armstrong suggested the option to move up the paving timeline to September in the bid. Anderson cautioned that this would cut down the ditch work to a one-month window for completion. Chairman Armstrong advised Scott Anderson that he wanted the bid documents ready to submit by 5/1/16.

#### **H. DISCUSS POTENTIAL SANITARY SEWER EXTENSIONS IN THE VILLAGE.**

Chairman Armstrong reported receiving calls from a resident on Little Melody Lane reporting no capacity in the lift station or sewer lines for extensions. Scott Anderson advised to add extra capacity to the lift and the wet well would cost approximately \$1.5M. Member Towne questioned why this item was on the agenda and if this street was actually located inside of the Village, to which Chairman Armstrong replied that it was. Member Towne believed this to be a county issue, noting that Korhumel tried this before and was unsuccessful. Scott Anderson reported that the Riverwoods sewer line had no capacity, per Lake County. Member Towne suggested directing homeowner inquiries to the county, as this was not a Village sewer. Scott Anderson advised that the Village has a sewer line between Granger and Vernon Hills with a recapture agreement. Member Towne suggested looking at the documents first and acquiring an easement to access the sewer line. Anderson said that the public sewer on Bradley Road could accept one homeowner capacity, but not 10 or 15 homes. Chairman Armstrong stated that Peter Kolb is the Lake County contact for this information and he volunteered to follow up on this.

#### **I. DISCUSS VILLAGE HALL RESIDENT SURVEY**

Chairman Armstrong distributed the 2012 and 2014 resident surveys regarding the need for a Village Hall and the alternative options. It was still debated if the next proposed survey should include the detailed construction cost and thus, the proposal from AR-K-TEKS Unlimited (for soliciting formal construction bids) should be considered. Member Towne proposed a motion to accept the proposal for these service, not to exceed \$8,600, with the intention of seeking prices for two versions of the Village Hall: one larger building and one smaller building.

Rick Phillips, the original architect of the proposed Village Hall was confused and inquired if the committee was starting from scratch. Member Towne replied that they were using the existing floor plans, but wanted to firm them up to be code ready. Mayor Urlacher objected,

stating that this floor plan could not be put out to bid, unless they were definitively going forward with the project. He further noted that at the special Board meeting, a range was introduced. Member Sheldon noted that the Village already paid \$8K - \$12K to Rick Phillips to develop the floor plan and thought the AR-K-TEKS Unlimited proposal for another \$8,600 was backpeddling.

Member Towne replied that the Committee of the Whole meeting result was a request for firm dollar numbers and stronger designs. He stated that the cost range was presented in 2012 and 2014 and a smaller building was then suggested. Rick Phillips questioned the need for another architect and Mayor Urlacher stated that Village attorney Jim Ferolo advised against going out for bid. Member Towne pressed, stating that you can pursue a bid for anything and it can be rejected. Bob Irvin added that the motion approved in the special Board meeting was for a resident survey, however, Member Towne believed that the residents want more detailed information than just a range. Mayor Urlacher stated that the residents wanted a broad range on the survey, which is also how Rick Phillips remembered it. Bob Irvin recalled that the motion attempted was for authorizing the completion of plans and to go out for bid, however, it got changed to a survey with a broad cost range exercise. Member Towne felt strongly that the committee promised the residents a survey with cost numbers and they did not have it, so they failed the residents.

Member Sheldon noted that the cost of the Village Hall would not affect the Village taxes. Member Towne felt strongly that he wants the cost per square foot of the Village Hall before going to the Village Board and he does support the construction of a Village Hall. He believed that you would not authorize the construction of anything without the knowledge of cost. Denis Bohm stated that the Village Board could always reject the proposal if the numbers come in too high. Bob Irvin stated that the Village Board tasked the Public Works Committee with drafting the question(s) on the survey, or run the exact same survey with additional questions about changes (i.e. location), if that was included in the cost, etc.

Chairman Armstrong felt that they should seek guidance from the Village Board, asking if they wanted exact cost numbers in the survey, then it would be necessary for them to authorize the Public Works Committee to go out for bid, and if they were satisfied with the cost range, they would leave it as is. Bob Irvin noted the present cost range was \$850K – \$1.1M, and Member Sheldon added that the \$300K range was good for the version of the smaller Village Hall. Bob Irvin suggested that the committee put together a resident survey and bring it to the Village Board. Scott Anderson suggested eliminating some variables in the survey in order to increase the chances of a 50% majority. Mayor Urlacher believed it was status quo on the building opinion, to which Member Towne disagreed, and felt that a leasing option may present itself, i.e. the CDW building. They disagreed over the viability of the potential renting possibility as each had their sources supporting the opinion. Mayor Urlacher repeated that the direction from the special Board meeting was to do the resident survey, not go out to bid. Chairman Armstrong concluded that they would seek guidance from the Village Board to include or omit the construction cost and Member Sheldon felt that they should follow the directive from the special Board meeting and do the survey.

**J. CONSIDERATION OF A PROPOSAL FROM AR-K-TEKS UNLIMITED FOR VILLAGE HALL ARCHITECTURAL SERVICES**

AR-K-TEKS Unlimited proposal was not considered, due to the discussion under item I.

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

Chairman Armstrong solicited the members for other topics to discuss, but there were none.

**L. ADJOURNMENT**

It was moved by Member Towne to adjourn the meeting 7:44 pm, seconded by Member Pink. The motion was carried.

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Colleen Liberacki, Deputy Village Clerk

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