

MINUTES OF THE JOINT SPECIAL MEETING OF PUBLIC WORKS COMMITTEE AND THE PARKS & RECREATION COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 5:30 P.M. ON WEDNESDAY, OCTOBER 09, 2013, 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 5:30 p.m.

B. ROLL CALL

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

Present: Chairman Towne, Member Lane and Member Armstrong

Absent: None

Chairman Towne declared a quorum present

C. ROLL CALL

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

Present: Chairman Armstrong, Member Clark (left at 6:38pm) and Member Towne

Absent: None

Chairman Armstrong declared a quorum present.

Also in attendance: Bob Irvin, Village Administrator; Scott Anderson, Village Engineer; Mary Brennan, Rick Phillips, Dennis Bohm, Drew Johnson (representing MOLA), Tom Hines, all residents; Mayor Urlacher; Colleen Liberacki, Deputy Village Clerk. Chairman Armstrong declared a quorum present. Dennis Bohm left the meeting at 5:45pm; Mary Brennan and Casey Urlacher left the meeting at 6:38pm.

D. UPDATE ON WHIPPOORWILL FARM

Chairman Towne presented the various bids from Guy Scopelliti and others and noted that they were higher than expected, due to the enforcement of employing prevailing wages. He was advised by Village Attorney Ferolo that if work is done inside the village on village property, the rate of prevailing wages must be applied. Chairman Towne suggested to work around this requirement, that MOLA could do the work and the Village would make a contribution to them. Member Lane inquired if the Village Attorney was in agreement with this, but Chairman Towne did not ask him. Member Towne did not want to substitute the paid labor with volunteer hours to plant trees, as he felt that the work was too hazardous to be performed by volunteers. Member Lane thought that his task could not be completed by fall 2013 and all agreed to put the tree planting off until spring 2014 and pursue the prevailing wages vs. MOLA installation at a later time. Bob Irvin inquired about the dead trees being removed and Scott Anderson stated that this was part of his proposal. Irvin also noted that Commonwealth Edison installed a pole at the NW corner of Bradley Road and Route 60 and he saw no need for it, since the electrical service was terminated at the house before the demolition. Chairman Towne noted that Eagle Biomas has a record of such termination and that the village would

have to pursue Commonwealth Edison to remove the pole, as there is no incentive for them to do it.

Chairman Towne solicited Tallgrass and ILM for a bid to burn the site and input from DePaul University affiliate Lauren Eumek. He stated that the ILM bid came in lower. Drew Johnson recommended a burn in the fall 2013 as opposed to spring 2014, due to the wet conditions. Chairman Towne wanted to eradicate the teasel invasive and it was decided by Chairman Towne and Member Armstrong to burn now and follow up with teasel eradication in the spring 2014 with Round Up spraying.

It was moved by Member Armstrong and seconded by Chairman Towne to recommend to the Village Board that they accept the ILM bid for \$3,600 to burn the Whippoorwill park property. The motion was carried.

E. UPDATE ON OASIS PARK

Chairman Towne reported that Riverwoods Road and Bradley Road base held up nicely with the volume of trucks traveling with excavation dirt being dumped on site. They are working with Canopy Tree now to clear the north end of the park tomorrow and are preparing for complaints from the residents due to the resulting visibility of the truck stop.

F. DISCUSS VILLAGE HALL OPTIONS

Chairman Armstrong presented an evaluation tool packet for the Mettawa Village Hall selection process. It detailed the need to agree on methodology, selection criteria, identification of variable assumptions and it assigned a point system of values of 1 - 5, as some options are more weighted than others. Member Clark alluded to other variables and options that might present themselves in the future. Chairman Armstrong felt timing was of the essence and questioned for how long deliberations should proceed in anticipation of unknown options that might appear in the unknown future. Member Clark felt that a decision on the fate of the Dreikosen property would help the selection process.

Chairman Armstrong made one assumption that new construction would cost approximately \$200/s.f., to which Member Towne agreed, but advised that this cost would not include furniture, window and door requirement details, etc. Chairman Armstrong made second assumption that if the Dreikosen property would not be remodeled for a Village Hall, that it would be demolished. After that assumption, he wanted the committees to focus on four possible outcomes:

- 1) Remodel Dreikosen property (4+ acres) for the Village Hall.
- 2) Demolish Dreikosen property and build a new Village Hall on the site.
- 3) Demolish Dreikosen property and build elsewhere.
- 4) Demolish Dreikosen property and rent elsewhere.

Member Towne gave the history of the purchase and site for the benefit of those who were present and uninformed. Chairman Armstrong suggested a file should be created for options for Board members to reference. Member Clark again suggested that other options might present themselves in a year's time. Chairman Armstrong questioned how long was appropriate to wait for other options to materialize. Member Towne pushed for a decision on whether to winterize, demolish or remodel the Dreikosen property, as the season advancing would require action. Chairman Armstrong suggested criteria for evaluation: Cost

– long term and short term (25 years); space requirements (desks, meeting rooms, storage, parking); and location with consideration to access and safety. Tom Hines suggested a one story structure due to ADA requirements. Member Towne anticipating that concern, suggested a walk-out basement that would be used for storage. Member Towne wanted to focus on the goal today to decide on the fate of the Dreikosen property.

Chairman Armstrong felt that Village Hall location inside the village would be highly desirable, as opposed to outside the village boundaries. Member Lane disagreed, stating that was not important, as long as the location was close enough to be accessible. Member Towne noted that there was an excellent rental opportunity in Libertyville at the corner of Route 60 and Milwaukee Avenue. Member Clark suggested that it would be nice to have the Village Hall within the village boundaries, but it was not a deal killer. Rick Phillips suggested performing a short term life cycle analysis, including probable expenses incurred vs. teardown.

Member Towne suggested addressing the issue of record storage, as it contributed to space requirements. He suggested contacting a vendor known as Impact to solicit ideas and quotes to convert all cold storage documents into electronic files. Mary Brennan thought the cost would run easily as high as \$50K. Chairman Armstrong suggested scanning and archiving all documents that were not being used, and indexing them for future reference. Bob Irvin stated that this was done for the Village of Lincolnshire and there must be some consideration given to government regulations about the retention of certain documents as a hard copy. He is aware of the multiple locations where Mettawa Village records are being kept: Jack Tindall's home, Libertyville storage facility and Lake Forest locations, and that 12 – 14 storage cabinets alone are at the Tindall home. Chairman Armstrong noted that scanning and online storage of maps is more expensive than just regular documents. Tom Hines noted that the records must be kept accessible as the storage and scanning technology improved over time.

Member Towne presented another option for the Village Hall: photos of the Gardner School, which previously wanted to build on the restaurant site at Route 60 and Bradley Road. He suggested a 50-year lease on the land in exchange for the school building the Village Hall and sharing space with the school, including parking and maintenance. He thought that it would fit on the site nicely, and at the end of 50 years, the village would own the property and building. Member Clark expressed concern that the Village previously turned down the Hamilton Partners proposal for their intentions on this same site. Chairman Armstrong thought the idea sounded interesting and would look into it further. Tom Hines questioned the scenario if the school wanted more space, or went out of business.

Rick Phillips presented a building plan for a modular building, with a series of modules creating the entire building. The plan and elevations showed 2,400 s.f., with as much shared space and multi-use as possible and an approximate cost of \$500K. Chairman Armstrong questioned who would set up chairs and prepare a room for meetings. Member Towne reminded members that having a Village Hall would require regular maintenance. Bob Irvin stated that there are vendors who do required maintenance and meeting set up. Mary Brennan did not think the village needed to be in a rush to commit to a permanent space, since the space utilization and human/auto traffic need to be studied to make an effective

decision, and renting somewhere for a 1-year trial would be a good idea. Chairman Armstrong advised the committees that the administrative procedures, filing and paperwork to change the address of a Village Hall was cumbersome and would be discouraged.

Member Clark thought the study of a needs assessment was a good idea to figure out accommodations. Member Lane questioned the annual cost of the Hilton Garden Inn (HGI) that the village currently uses for all its meeting and Mary Brennan suggested permanently renting a spot inside of HGI. Member Towne advised that this was suggested before and HGI is not interested in permanently renting out a spot, since they need the space for other clients. Bob Irvin thought the traffic of a Village Hall would not justify a full scale building and Member Towne also thought the office hours would not be full-time access, either.

Also, Bob Irvin offered for consideration that currently the village is renting two rooms inside the Village Clerk's home for storage, and should she step down, they would be at a disadvantage. Mary Brennan suggested the Bolton Center Area for storage rental, but Member Towne advised that Bolton did not want to rent out space. Chairman Armstrong and Bob Irvin both agreed that the village needs central record storage and paying \$12K HGI annually for prepared meeting facilities was a deal. Member Towne stated that the administrative process associated with house closings was difficult for Cathy Nelson, as she works out of her home. Member Lane thought the storage location would not be important for digitized files. Member Clark felt that the committee members should assess the needs of Cathy Nelson, Village Clerk, Bob Irvin, Village Administrator and Mayor Urlacher before deciding on the disposition of a Village Hall. Member Clark felt that even if it was easy to keep things the same, would that be the best for the village? Chairman Armstrong felt strongly that the Village Hall should be located within the bounds of the village and Member Lane stated that distance was important more than location. Chairman Armstrong felt that at the end of 20 years, he would rather be paying towards ownership of a Village Hall, not to be paying rent and have nothing to show for it.

Member Clark thought that the Dreikosen property was not a viable option and it should be demolished, regardless of the other pending alternatives and Member Lane and Chairman Armstrong agreed. Member Towne agreed, suggesting that it would cost approximately \$400K to remodel and they would still have a 1953 building. He thought that they should not have to bid out the demolition, using Eagle Biomass as they had previously done a good job at the Whippoorwill house. In addition to the demolition, they needed to cap the well and crush the septic tank at an estimated cost of \$50K, as well as removing some hazardous trees. Member Towne suggested building a possible storage facility on the site and thought that 1,000 s.f. to cover enough storage space and a small work area for the Village Clerk; Bob Irvin suggested a bathroom also. Member Lane thought there was no need to build a village hall, as the HGI was perfect for the village meetings. Mary Brennan urged the committee to get a bid for the scanning and organizing of documents from Impact and Chairman Armstrong agreed. Bob Irvin advised that there will be scanning cost, organizing cost and retrieving system cost, but he does like the concept of a modular building.

It was moved by Member Towne and seconded by Member Lane to recommend to the Village Board that they demolish the Dreikosen property. The motion was carried.

Chairman Armstrong offered to visit the Tindall residence to assess the volume of material that would need to be scanned and organized into a digital database and from that could

estimate cost and tech support. Tom Hines cautioned that the Lake County website does not handle map illustrations well.

G. DISCUSSION OF VILLAGE HALL/DREIKOSEN PROPERTY AND DETERMINE IF WINTERIZING OR DEMOLITION IS APPROPRIATE

See above

H. RECOMMEND VILLAGE BOARD APPROVAL FOR PAYMENT OF JOHNSON PAVING AND CURRAN CONSTRUCTION INVOICES

Scott Anderson sent both invoices to Chairman Armstrong for the residual work that was done. He stated that he held back 5% for anticipated details to be addressed. Member Lane stated that he wanted the grass to meet the blacktop with no gravel in between.

It was moved by Member Towne and seconded by Chairman Armstrong to recommend to the Village Board that they accept Proposal A from Forest Builders to provide topsoil and seeding approximately 1900 s.f. of area in the Lake Forest Meadows subdivision. The motion was carried.

I. DISCUSSION OF TRUCK RESTRICTIONS

Chairman Armstrong offered that Jeff Clark reported seeing some trucks turn around in response to the new signage posted, but he felt that he should still talk to the officer to start enforcing the signs. Member Towne also reported that he has seen trucks stopping and turning around. Chairman Armstrong will talk to the Lake County Sheriff to suggest that they put on an extra shift to enforce the new signage if the response is not adequate.

J. DISCUSSION OF TRAIL MAINTENANCE ACTIVITIES

Scott Anderson reported that the maintenance work was done. Both Member Towne and Chairman Armstrong were concerned about the abrupt trail closure at the NE corner of St. Mary's Road and Old School Road. Member Towne noted that there was a sign there discouraging people from accessing the road, but the sign was knocked down. Bob Irvin felt that this type of dead end trail could prove a liability to the village if it was next to a street. Member Towne stated that it is the responsibility of Scot Crest to fix the trail, as it is a mess and there is standing water. They will try grass seeding first and a barrier if that is not successful.

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

None

L. ADJOURNMENT OF PARK AND RECREATION COMMITTEE

It was moved by Chairman Towne to adjourn the Parks & Recreation meeting at 7:25 pm, seconded by Member Armstrong. The motion was carried.

M. ADJOURNMENT OF PUBLIC WORKS COMMITTEE

It was moved by Member Towne to adjourn the Public Works meeting at 7:25 pm, seconded by Chairman Armstrong. The motion was carried.

Colleen Liberacki, Deputy Village Clerk

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