

MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON WEDNESDAY, AUGUST 12, 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 7:10 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; Trustee Pam Sheldon; Scott Anderson, Village Engineer; Colleen Liberacki, Deputy Village Clerk.

Chairman Armstrong declared a quorum present.

C. APPROVAL OF MINUTES FROM JULY 08, 2015 MEETING.

Meeting minutes from July 08, 2015 were reviewed and it was moved by Chairman Armstrong, and seconded by Member Pink that the meeting minutes were approved as presented. The motion was carried.

D. REPORT STATUS OF MAINTENANCE LIST ACTIVITIES

Scott Anderson advised that of the projects listed in the previous meeting, he had a proposal to remove 40 - 50 stumps in the right-of-ways for \$1,500 (number #2 priority). His next tasks will be to patch the pothole in Riverwoods Boulevard (now several potholes) and remove utility pole in restaurant parcel and deliver to Village property, both listed at #10 priorities.

Member Pink questioned who pays for the Meadowwoods Dr. tree removal, to which Member Towne replied that the village would remove all juniper trees and Novak would pay for the replacements. Member Pink also thought that seeding as far as possible on that parcel would also be nice.

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

| Project | Priority | \$ Cost Estimate |
|--|----------|------------------|
| Remove the manhole section in the ROW at 15290 Old School Road | 10 | 300.00 |
| Patch at the completed culvert replacement at 15540 Old School Road | 10 | 1,000.00 |
| Remove utility pole in restaurant parcel and deliver to Village property | 10 | 300.00 |
| Install a new culvert and perform some grading to | 10 | 2,500.00 |

| | | |
|--|----|----------------------------------|
| reduce trail erosion along church property | | |
| Patch pothole in Riverwoods Boulevard (now several potholes) | 10 | 150.00 – SSA#3 Funded |
| Re-stripe pavement as needed throughout Village (mostly on Riverwoods Boulevard) | 9 | 4,000.00 – SSA#3 Funded |
| 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 Marys | 4 | 1,000.00 |
| Replace the culvert under Old School Road adjacent to Trustee Towne's racetrack | 3 | 6,000.00 |
| 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 |
| 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 |

It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board approval of a proposal from Dunlop Tree Removal to remove 40 – 50 stumps located in the right-of-way along Mettawa Lane for \$1,500. The motion was carried.

E. DISCUSSION OF VILLAGE HALL NEXT STEPS

Chairman Armstrong thought it was time to get actual RFP from ten different firms to submit design/build proposals. Member Towne distributed the preliminary plan of placement of the village hall on the selected site and suggested a pervious parking surface (pavers, limestone, etc.). Chairman Armstrong questioned what type of specs should be listed before requesting RFPs (single story, maintenance free exterior, etc.) Rick Phillips responded that they should not create a plan in order to encourage creativity, but create a quantitative program (how many rooms, etc.) and qualitative program (ADA compliant, public vs. private sections). Trustee Sheldon felt that the RFP should include people from the area who know Mettawa and how best to utilize the site. She agreed with Rick Phillips and felt that the site plan alone was spec limitation in itself. Bob Irvin questioned how to put controls on the plan so the village did not end up with something very cheap or too expensive.

Rick Phillips advised not to put a dollar amount limit on the project to inhibit creativity, and described a two-stage process, where RFQ was submitted to 10 architects and of those pick 3

-4 for a design/bid. From those submissions he advised, choose one design and shop for a builder. He felt that this would ensure getting the best value for the money spent.

Member Towne disagreed and wanted a dollar limit placed and thought that the initial approach of requesting RFPs from 10 design/build firms was more creative. He assumed that the architects submitting designs alone would charge 10% of the project cost. Rick Phillips tried to explain that such an approach was comparing ideas and not an “apples to apples” comparison when it came to cost. Trustee Sheldon agreed with Rick Phillips and felt that a compromise would be to choose 5 architects and 5 design/build firms. Member Towne again disagreed and felt that the architects would not submit an RFP for free, but a design/build firm would. Chairman Armstrong reminded everyone that the whole point of this exercise was to come up with a dollar figure and determine if a village hall would be built. Rick Phillips felt that the Village Board needed to agree on a design and then submit the design for bids.

Heated discussion ensued as to the best approach, and Member Towne suggested working with the latest plan that Rick Phillips created, but include a basement and two bathrooms and submit to 10 builders for quotes. Rick Phillips presented his latest blueprint plan (2700 sf) which included the most recent suggestions from the committee and it was immediately determined that this met all the requirements with the addition of a back door and changing the double load of the staircase to a single load. Member Towne exclaimed he loved the plan and it was exactly what was needed. Other committee members agreed to use this latest plan with the newest changes and move forward and would not object to increasing the size to 3,000 sf.

Scott Anderson noted that this building contained no kitchen, which would reduce the cost considerably and \$200/sf estimate would be feasible. Chairman Armstrong felt that after these last changes that the design could go out for bid and Member Towne felt that Rick Phillips should be compensated for the extra modifications he had made since being paid for the original blueprints. Bob Irvin cautioned that allowances and specifications should be listed on the request for bids.

It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board approval of payment to Rick Phillips for additional modifications to the village hall blueprint to include design and specifications not to exceed \$3,000. The motion was carried.

F. DISCUSSION OF AGREEMENT WITH GREENGARD ENGINEERING GROUP FOR WATER MAIN ENGINEERING SERVICES (SSA#15)

Bob Irvin reported that they are coming close to closure on agreement and the approval is subject to legal review. There was discussion about which payments have already been made by which residents for engineering expenses incurred to date and how to make an equitable arrangement among those who put forth the funds once the SSA is approved.

It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board approval of an engineering services agreement with Greengard, Inc. for the water main extension project not to exceed \$76,000, subject to the creation of SSA #15, and pending legal review. The motion was carried.

G. DISCUSSION OF FINANCING ALTERNATIVES FOR SSA#15

Bob Irvin reported he still has not received a proposal from Wintrust. Member Towne thought that the interest rate should be tied to the T-bill on the day that the bid is accepted.

It was moved by Member Towne, and seconded by Member Pink, to recommend to the Village Board the approval of Self-Funding the Financing of SSA #15 Over Twenty (20) Years at a Rate Tied to the Treasury Bond Rates at the Time the SSA is Approved. The motion was carried.

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

Scott Anderson presented a Brickman proposal for brush mowing for Oasis Park and Whippoorwill berm, of which part of the jobs had already been completed. Parts of the bid were confusing, since some of the work was done and one job was under bid due to the delay in starting the work, which summer growth created more grass to mow. Member Towne noted that the brush hogging still needed to be done, but the price was marked “TDB”, so a consensus could not be reached, nor could Scott Anderson explain the proposal to anyone’s satisfaction. The proposal was tabled until it was fully complete and could be explained.

I. ADJOURNMENT

It was moved by Member Towne to adjourn the meeting 8:50pm, 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.