

**MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON WEDNESDAY, SEPTEMBER 09, 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 6:35 pm.

**B. ROLL CALL**

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

Present: Chairman Armstrong and Member Towne

Absent: Member Pink

Member Towne declared a quorum present.

Also in attendance: Jeff Clark; 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 AUGUST 12, 2015 MEETING.**

Meeting minutes from August 12, 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 MAINTENANCE LIST ACTIVITIES**

Scott Anderson advised that of the projects listed in the previous meeting, he had reported those desired completed in 2015 were nearly done.

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

Project	Priority	\$ Cost Estimate/Status
Remove the manhole section in the ROW at 15290 Old School Road	10	DONE
Patch at the completed culvert replacement at 15540 Old School Road	10	DONE
Remove utility pole in restaurant parcel and deliver to Village property	10	DONE
Install a new culvert and perform some grading to reduce trail erosion along church property	10	DONE
Patch pothole in Riverwoods Boulevard (now several potholes)	10	DONE
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	4	5,000.00

Old School Road		
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

**E. UPDATE ON THE CREATION OF SSA#15**

Chairman Armstrong reported he was told that six residents had signed no objection waivers the 60-day deadline was approaching, due at the October Village Board meeting. The 60-day count down started at the August Village Board meeting, which held a public hearing and if there was less than 50% objection, approval was achieved. Bob Irvin noted that there were 22 registered voters who could be legible to sign a no objection waiver, however, five of them no longer lived in the area and had not changed their voter residency. Without the deadline, they would need a minimum of six more signed no objection waivers to proceed. Jeff Clark wondered why certain neighbors were required to participate if not agreeable to the project. Member Towne explained that after the pipe was installed and costs covered by other residents, a recapture agreement would prevent an objecting resident to hook up to the water at no cost to them, and would cover their potential future participation. Member Towne also offered that a resident who did not want the water access could file an objection. Bob Irvin stated he would cut off the acceptance of signed no objection waivers by Friday, so he could post the Village agenda in a timely manner.

**F. DISCUSSION OF REVISED VILLAGE HALL PLANS AND ASSOCIATED COSTS**

Rick Phillips presented the updated blueprint plan for the village hall, which incorporated the desired changes without increasing the 3,000 sf. The main change was that all village offices were located in the same wing. He suggested the footprint of the building be placed further north and further east on the property site, due to the grade. He also presented two parking scenarios, one was surrounding the building in an elliptical circle and the other was flanking the building on two sides, leaving two other sides open.

The updated plan was met with approval, although Member Towne preferred a closer drop off point to the front doors, due to the elderly population of the village. Rick Phillips stated that the next step was to cost out the building of the structure, but he would also consult with BIF to make sure he was compliant with all requirements. It was noted that the driveway and

gates on Alexandra might make the entrance a squeeze, and it was suggested to move the access driveway to the village hall further east to avoid that. Rick Phillips thought he could have bid submittals for preliminary prices targeted for the November Public Works Committee meeting, if the Board approved this blueprint plan at the October meeting. Bob Irvin also mentioned the associated costs of site preparation, utility connections, parking lot, furnishings and landscaping. Rick Phillips thought he would put in allowances for that. Bob Irvin also noted that the site would have been cleaned up anyway, as part of the WRD open land management plan.

**G. DISCUSSION OF VACATION/SALE OF OLD SCHOOL ROAD RIGHT-OF-WAY**

Resident Jeff Clark presented a plat of vacation survey and was appealing to the Village to consider vacating an unimproved section of Old School Road right-of-way that is adjacent to his property. The area requested is included on a map with the agenda item. If approved, he plans to use the land for an improved access to his existing property. He would place his driveway in this location since his current driveway located on a curve would not permit access by large trucks such as fire apparatus. He suggests leaving the front section as right-of-way so that Libertyville Township's property is accessible to its vehicles. He agreed to make the required improvements for access and provide the Village with a drainage easement. He has suggested that his taking over maintenance of the property relieves the Village of this responsibility and is a fair reason for the vacation similar to other road vacations in the Village. This was agreeable to all present, however, there were concerns about any other unanticipated engineering factors, drainage or otherwise.

**It was moved by Member Towne, and seconded by Chairman Armstrong, to recommend to the Village Board approval of the plat of vacation of the Old School Right-of-Way, contingent upon both engineering review and legal review. The motion was carried.**

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

Bob Irvin presented the 2015/2016 Public Works budget.

**I. ADJOURNMENT**

It was moved by Member Towne to adjourn the meeting 7:26 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.*