

MINUTES OF THE PARKS AND RECREATION COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 5:30 P.M. ON WEDNESDAY, NOVEMBER 13, 2013, IN THE MAPLE BOARDROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS.

A. CALL TO ORDER

Chairman Towne 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: Member Armstrong, Member Lane and Chairman Towne

Absent: None

Also present: Bob Irvin, Village Administrator; Scott Anderson, Village Engineer; Denis Bohm, Tom Hines, residents; Mayor Urlacher; Colleen Liberacki, Deputy Village Clerk. Chairman Towne declared a quorum present.

C. Approval of minutes from September 11, 2013.

Member Armstrong moved to accept the minutes of September 11, 2013 as presented and Member Lane seconded the motion. The motion was carried.

D. WHIPPOORWILL PARK PLAN UPDATE

Chairman Towne advised the committee that Ehlers & Juhrend have graded and seeded the property. He believes that the village will be getting a bill for the extra seeding. He also stated that the cover crop is coming up as expected and a burn is scheduled east of the trail.

E. OASIS PARK UPDATE

Chairman Towne reported that the berm is getting closer to grading and the contractors are in competition with the weather, which is hampering their efforts. He advised those present that the village was getting many phone calls and inquiries about the activity. Tom Hines asked if the finished project would look like Whippoorwill Park/Farm. Chairman Towne replied that it would and will also include many undulations, just as Whippoorwill, as well.

Scott Anderson reported that the status of Canopy's work was started then stopped a month ago, due to the contractor's work schedule. Anderson promised that the work would get done and he has been contacting them to get them out to the site again. Chairman Towne urged Anderson to call Canopy twice a week to get them back on the job and push to complete it.

F. DREIKOSEN DEMOLITION APPROVAL PER EAGLEBIOMAS PROPOSAL

Chairman Towne revisited the Eaglebiomas (of McHenry) proposal discussion, noting that the proposal included a 40/60 split for the recyclable material. He also noted that this demolition work would not include asbestos, which would cost about \$12K and involve another contractor.

It was moved by Member Armstrong and seconded by Chairman Towne, to recommend to the Village Board that they accept the proposal from Environmental Consultant Compliance for HASMAT work on the Dreikosen property not to exceed \$12,000. The motion was carried.

It was moved by Member Armstrong and seconded by Chairman Towne, to recommend to the Village Board that they accept the proposal from Eaglebiomas for \$29,000 to demolish the Dreikosen property. The motion was carried.

G. REVIEW VILLAGE OFFICE/STORAGE PROPOSAL PER RICK PHILLIPS' DRAWINGS & ELEVATION

Chairman Towne presented an elevation and layout drawing from Rick Phillips' a resident architect to kick the discussion off. He believed that the priority designations of the plan should include storage facility, clerk's and mayor's offices. The estimated square footage would be approximately 575 sf per floor, and there are two floors, location site still undetermined. In this plan, the lower level was for the storage need, with a walkout orientation eliminating the ADA requirement of an elevator for anything other than a single level building. Chairman Towne estimated the cost of this building at \$200K.

Scott Anderson noted that the lower level should not be noted as an alternative meeting room, which would trigger the need for another bathroom. Bob Irvin advised that Cathy Nelson would keep current files she was working on at her home and all other files could be located at the office/storage facility. He also brought up the option of digitized files, stating that some files, like Granger, would not be worth digitizing. Member Lane inquired about the need to keep hard copy files if they have been digitized. It was mentioned that the hard copies of digitized files could be sent to offsite storage. As a comparison, Irvin measured the Lincolnshire file storage allocation, which was 350 sf, and a place for bookshelves was also needed. Tom Hines advised that the digitized records of Library of Congress CD's were only relevant for 10 years, which prompted Chairman Towne to note that this technology is rapidly changing and the village would need to keep up to keep the digitized files accessible.

Bob Irvin noted that most records have been automatically digitized over the last five years, so that would eliminate that portion of the task of converting over paper to digital. Tom Hines noted that the CD's storing digitized records would need to be updated in the years to come.

Discussion returned to the location site of a village storage facility/office and Chairman Towne noted that the elevation of Whippoorwill and Oasis Parks both accommodate a walkout style building. Also, he advised that there was a one acre triangular shaped site at the SW corner of Riverwoods and Bradley Roads. He did not favor the potential church property, due to its isolation. Anderson noted that the staircase in the two level structure took up approximately 300 sf, or 25% of the entire space of the building. Bob Irvin stated that a single level would eliminate this problem and Chairman Towne also agreed. Hines noted that fireproofing of documents would be an issue, as the walkout would have addressed that. Member Armstrong also liked the single level building, as it would eliminate ADA accommodations.

Chairman Towne advised the group that the budget number proposed and the use of the building would be a priority consideration to the Village Board members. Bob Irvin cautioned that they should allow room for any potential addition at a later date. Hines urged using the berm at Oasis Park would be valuable as fireproofing for the documents. Bob Irvin anticipated needing approximately 30 parking spaces for autos for a village board meeting. Member Lane suggested the Dreikosen site, to which Hines and Chairman Towne replied that poor street access was a deciding factor in eliminating that site from the plan. Anderson stated that in the evening, the access was not a traffic problem. Mayor Urlacher questioned how much of the Oasis Park would be left after accommodations were made for a building and parking. Member Armstrong thought that they should decide on the size and structure of the potential storage/office building and then attempt to decide on a location within Mettawa, estimating that a one level ranch with 10 parking spots was adequate. Chairman Towne stated that they could use gravel surface for overflow parking. Member Lane inquired if the building angle could be positioned to access it also from the Oasis Service Road.

Chairman Towne noted that the drawing work delivered thus far has been done gratis by Phillips' architectural firm. Member Lane did not like deciding on a budget dollar number without the groundwork being performed. Anderson stated that the committee could not know the cost of the building without deciding on a structure and then sending out for a construction bid. Chairman Towne summarized the discussion stating that there is a need in the village for a primary storage file site and one or two offices (village clerk, mayor), ancillary meeting room in a 1500 – 1750 sf ranch structure.

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

Member Lane has been getting phone calls regarding the issue that the village has gone “sign crazy” and would like to do something about it. Anderson advised that all signs has trail crossings are necessary, per the county. He noted a lot of speed signs, though, citing the 2 signs in each direction on Old School Road and Bradley Roads. Bob Irvin agreed. Member Lane would like the minimum amount of signs present. Chairman Towne offered to address the issue in the round the town discussion, about eliminating some speed signs and make recommendations. Anderson stated he is willing to do as directed.

Tom Hines advised that a letter was sent out regarding Zen Center people acquiring the church property and their intent to pursue it. Chairman Towne stated that the village is interested in owning said property and could not comment any more due to confidentiality invoked by the Village's executive session and ongoing negotiations. Denis Bohm stated that he did not want any development on this corner, and would prefer the whole corner to be a nature preserve. Member Armstrong cautioned that they could not discuss further until the village closed on the property.

I. ADJOURNMENT

With no further items discussed, it was moved by Chairman Towne to adjourn the meeting at 6:17pm, seconded by Member Armstrong. The motion was carried.

Colleen Liberacki, Deputy Clerk

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