

PROPERTIES and RECREATION COMMITTEE MEETING

Friday February 1, 2019

Call to Order: 9:19AM

Committee Members Present:

William Siffermann-Village Trustee

Sheila Hansen- Chair (conferenced in)

Staff Present

Matthew Supert-Staff

Tracy Alden-Staff

Jenny Pesek-Staff

Others:

Alice Gallagher –Village President

1) Public Comment

2) Approval of Minutes

The meeting minutes from the 1/10/2019 were approved without corrections by Trustee Siffermann and seconded by Chair Hansen.

3) Capital Project Summary (Draft Format) Redesign

Director Supert presented the Capital Summary Report Draft. Director Supert introduced a draft seeking feedback from the Committee. Director Supert showed a breakdown detailing information and a financial tracking for each project.

Financial Status- A quick snapshot.

Project overview and an overall summary section is a narrative for a second page breakdown. Discussed the pie chart for each project with budget vs spending so far. Chair Hansen reported it is a good format and easy to read and shows breakdown on each project.

Trustee Siffermann agreed it is a great addition and likes the new draft for the Capital Summary. Trustee Siffermann advised it works well for all.

Village President Alice Gallagher recommends adding a grant line for projects. The Engineering firm oversees the construction, and this would incorporate the Phase II of the project. Director Supert reports this is not an action item and wanted feedback from all.

Trustee Sifferman advised staff to add a completion status date. Director Supert would also like to incorporate any change orders on the Capital Summary Report.

EAST TRAIN PLATFORM –

Director Supert advised punch list items on hold until Spring.

WOLF ROAD BIKE PATH-

Director Supert reported it is in the waiting process for scheduling a meeting with the Village Engineer, Jeff Ziegler. Director Supert advised follow-up with Cook County Commissioner Jeff Tobolski may be needed. Director Supert will update the Committee on the costs. Cook County estimated costs \$45,000.00 for tree mitigation on the Forest Preserve side. Staff is waiting for the IGA to get this completed & to waive costs. Staff resubmitted paperwork with IDOT two weeks ago and now waiting for approval.

FLAGG CREEK GREENWAY-

Director Supert reported the meeting for discussion is scheduled for February 19, 2019 at 6:00 p.m. Director Supert will be coordinating a schedule with a notification to post for early next week. It will be a meeting with detailed background information with ideas and seeking feedback from residents. This will be an open discussion Trustee Siffermann advised to convey to all this is a grant funded project, and would like photos and exhibits. Director Supert reports they will show all grant details at the meeting.

4) Recreation Center Office Re-Design

Bid Opening (2/4/2019) 9:00 a.m.

Trustee Siffermann not attending the bid opening. Budgeted item and trying to prepare everyone for budgeted number. The project includes adding two offices at the recreation center. Recreation Director Tracy Alden presented a floor plan for the recreation center which basically is removing locker space. The design shows breaking out a wall and eliminating lockers to create two new offices. There is currently unused space and need another office. In the process of hiring another director and an additional Athletic Coordinator. Budgeted amount is \$20,000.00 would like to present to the February board meeting.

Voting will be the end of the month and will be on the agenda for February 11, 2019. Village President reports this amount is very reasonable. Workshop on February 11, 2019. Final approval on February 25, 2019. Possible construction once approved for March.

Director Supert will forward all other documents related to the office expansion re-design to the staff for their review.

Recreation Director Tracy Alden advised the designs are all up to code. Bid results to follow in the packet for February 11, 2019.

Jamie will make the final recommendation and bid results.

5) 2019 Landscaping Services Bid Tabulation

Director Supert reports to the staff, bids were opened on Thursday January 31, 2019 for the Landscaping Contract. The staff had to go out to bid since the train platform project was completed and there is a significant amount of landscaping needed. This additional work has been added to the contract.

A total of five bids received for 2019 Landscaping Services. The lowest bidder was NCA Property Group and upon review they are not a landscaping group. Director Supert and Assistant Director Biernacki contacted references and they appeared to **not** be a qualified bidder. Our recommendation would be not to award the contract to this group.

Upon consulting with Village Attorney Mike Jurusik, he recommended to reject all bids. Mr. Jurusik recommends reaching out to the remaining bidders to solicit proposals. They may hold their existing proposal prices from their bids or they may provide us with an adjustment. We will need to present this to the board in two weeks before Staff can negotiate. The board may vote to reject since this contract needs to move faster. Director Supert reported most of the bidders were very close in pricing.

Trustee Siffermann motions to advance to our agenda as an action item on February 11, 2019 since landscaping begins in April 2019.

6) HVAC Maintenance RFP

Director Supert & Assistant Director Biernacki received proposals on January 24, 2019 from eight contractors for HVAC Maintenance for all the Village facilities. This not an open bid since all the equipment is different, and Staff is suggesting a maintenance schedule. Upon review Director Supert and Assistant Director Biernacki recommend The YMI Group for the HVAC Maintenance. They maintain equipment for other municipalities in the area such as Westchester.

Budget approximately \$70,000.00.

Currently Environment Services is the Village's HVAC contractor and they are currently having staffing issues. Chair Hansen approves to use YMI Group and Trustee Siffermann seconds and moves to advance to the full board.

7) Other: SEASPAR- RECREATION

Director Alden presented information regarding SEASPAR- Budget \$15,000.00
Meeting Monday February 4, 2019 (Tour at 6:30p.m.) Meeting to begin at 7:00 p.m.

President Alice Gallagher recommends and suggests this will benefit residents, adults, children, and all others. This is not just for special needs. It offers a sensory room and the only other sensory location nearby is in Lisle which President Gallagher has visited. It is unique and it is consistent with other communities. This would be open to all and generates goodwill for the community.

Recreation Director Tracy Alden reported SEASPAR is not a generating revenue. SEASPAR will not pay rent. The recreation would provide a space for SEASPAR. It would be SEASPAR responsibility for furnishings. \$60,000-\$80,000.

Chair Hansen recommends consulting with Attorney Jurusik before the meeting.

Trustee Siffermann motioned to adjourn
Chair Hansen seconded motion

The meeting adjourned at 9:52 A.M.
Respectfully Submitted: J. Pesek