



Village of Itasca
Capital and Infrastructure Committee Meeting Minutes
Tuesday, September 3, 2019
6:00 p.m.
Itasca Municipal Complex, Board of Trustees Room

1. Call to Order

The Capital and Infrastructure Committee Meeting was called to order at 6:02 p.m. by Trustee Aiani.

2. Roll Call

PRESENT: Mayor Jeff Pruyn, Trustee Jeff Aiani (Chair), Trustee Mike Latoria (Co-Chair), Trustee Dino Gavanis, Trustee Kathy Linsner.

ABSENT: Trustee Frank Madaras, Trustee Ellen Leahy.

Others Present: Utilities Superintendent Mike Subers, Village Engineering Consultant Mark Wesolowski, Village Engineering Consultant Aaron Fundich, Public Works Director Ross Hitchcock, Village Administrator Carie Anne Ergo, Village Clerk Jody Conidi.

3. Pledge of Allegiance

Trustee Aiani led the Pledge of Allegiance.

4. Audience Participation

No Audience Participation.

5. Meeting Minutes

a. Public Works/ Infrastructure Committee Meeting Minutes – October 23, 2018

The Public Works/Infrastructure Committee Meeting Minutes for October 23, 2018 were not reviewed.

b. Joint Community Development Committee and Capital and Infrastructure Committee Meeting Minutes – June 18, 2019

The Joint Community Development Committee and Capital and Infrastructure Committee Meeting Minutes for June 18, 2019 were not reviewed.

6. Old Business

7. New Business

a. Future Contract Completion Incentives

Trustee Aiani reported a need for a project timeline to allow projects to start in early spring with bids awarded in late fall or early winter and awards in March.

Trustee Leahy arrived at 6:05 p.m.

Trustee Aiani reported the meeting was to discuss in-house projects, not state or federal funded projects, and Robinson Engineering was asked to look at incentives and penalty options for the Village Board to review for projects.

Village Engineer Wesolowski presented some goals to promote construction completion in a timely manner and with minimal delays. A progress schedule is needed up front with updates made as projects move forward. A prosecution of work is needed to start projects within so many days of contract which is usually three to four weeks. Project books are usually held until insurance is received.

Trustee Madaras arrived at 6:11 p.m.

Village Engineer Fundich asked what defines the start of a project because sometimes parts have to be ordered before a project can begin.

Village Engineer Wesolowski added all contracts have a one-year warranty period and special provisions for schedules and damages can be fine-tuned. Completion is based on anticipated construction and time of year for the bid. Damages are defined in specs and some recent contracts have required a guaranteed maintenance bond for additional protection. Contracts can require a contractor to stay onsite until a project is completed and retainage or extended warranty periods can be increased. A performance bond would provide 110% coverage.

Village Engineer Wesolowski reported incentives can be tied into certain types of work to be completed by a specific date at a specific percentage or fixed amount, or the whole project completed by a date for a bonus and with this incentive, the specific date would not change no matter the reason.

Village Engineer Fundich reported high impact projects can be more structured with tighter schedules that may involve late night or early morning construction in residential areas to consider. Having incentives would offer better communication, innovation, and ownership; but cons are increased oversight, more opportunities for dispute, and incentive amounts have to be reviewed per project.

Village Administrator Ergo reported for rollover bids, contractors must meet dates to be awarded the next year's project which would require a three- or five-year plan be in place for work which is mostly identical, and staff needs to talk about a construction schedule when a contract is brought in.

Village Engineer Fundich recommended awards need to be in February or March to keep projects on schedule.

Trustee Aiani stated if the Village Board wants to solidify capital improvement projects for next April 2020 then incentives need to be approved soon so staff can investigate and provide recommendations within the next few weeks.

Trustee Latoria stated the Village also has to pay contractors in a timely manner if the Village wants contractors to bid on projects.

Village Engineer Fundich and Public Works Director Hitchcock will reach out to contractors for input on what would help contractors get a job completed without increased costs.

8. Closed Session
No Closed Session.

9. Adjournment

Trustee Latoria moved to adjourn the Capital and Infrastructure Committee Meeting at 6:50 p.m. Trustee Gavanis seconded. Motion carried by unanimous voice vote.

Submitted this 3rd day of September 2019:



Jody A. Condi, Village Clerk

