

**Special Board Meeting of the Board of the Trustees of Elk Grove Township
Elk Grove Township Hall, 2400 S. Arlington Heights Road, Arlington Heights IL
May 14, 2019**

Minutes

- I. Call to order. Supervisor Sweeney call the Special Meeting to order at 7:00 p.m.
- II. Roll Call. Trustees Satern, Niewiardowski, Ingraffia, Kennley and Supervisor Sweeney present. In attendance: Highway Commissioner Niewiardowski, Administrator Pioch, Township Attorney Trembley and Architect John Berta.
- III. Public Comments. None
- IV. Review of Appraisal and Discussion of Construction Loan. Supervisor Sweeney reminded the Board that the Township swapped the Township Hall building at 2400 S. Arlington Heights Road, Arlington Heights for the former Elk Grove Village Public Works building at 600 Landmeier Road, Elk Grove Village for a stated value of \$2M. Since a professional appraisal of the Elk Grove Village Public Works Building came in at \$2.4M after the swap, the Township currently has \$400,000 of equity in the property. Supervisor Sweeney pointed out that the Township would be able to borrow against the equity in the building if additional funds were needed to complete the conversion of the building into the new Township Hall. Township Attorney Tremblay confirmed that borrowing the funds in this fashion would be compliant with the Board's commitment to Township residents that the new Township Hall conversion costs would be covered by the sale of the Township properties on Golf Road in Mount Prospect, Chelmsford in Elk Grove Village and Arlington Heights Road in Arlington Heights. Supervisor Sweeney also reported that the appraiser recently projected a post-construction valuation of the new Township Hall of \$4.4M.
- V. Review of Construction Bids for Remodeling of the Township Building located at 600 Landmeier Road, Elk Grove Village. Township Attorney Tremblay provided the Board with the results of his review of the bids submitted for the remodeling of the Township property on Landmeier Road, Elk Grove Village. He reported that Integral Construction submitted the lowest bid at \$1,153,200. He noted that there was a small technical problem with the bid. Specifically, the bid listed the officers of the company but not the owners as required. Township Attorney Tremblay contacted Integral and discovered that the officers and owners of the company are one in the same and that the company didn't understand that they had to list both separately even if they were the same people. Integral resubmitted their bid with the appropriate corrections. In Township Attorney Tremblay's legal opinion, the error was not significant enough to disqualify the bid and he declared the bid Qualified. Supervisor Sweeney noted that the Integral bid was not only the lowest but, at 120 days, it also offered the quickest construction time.

However, he pointed out that Integral is relatively new company with a limited track record and he had some concern about the company's ability to fulfill their proposals. He therefore requested Architect John Berta to thoroughly vet the company. Architect Berta told the Board that he spoke with several of the company's clients, including the College of DuPage, and all inquiries produced very positive results. At this point in the discussion, Township Attorney Tremblay provided a review of the next two lowest bids - GMA Construction and FBG Construction. Both bids were deemed legally qualified. Architect Berta stated that they were reputable firms. After a short discussion, Supervisor Sweeney suggested that the Board consider approving the bid from Integral.

- VI. Discussion and Action on Bid for Remodel Project of Elk Grove Township Building located at 600 Landmeier Road, Elk Grove Village. Supervisor Sweeney asked for a motion to approve the Integral construction bid as the lowest responsible bid pending the execution of a written resolution. Such a motion was made by Trustee Satern and seconded by Trustee Keenley. *The motion passed on a 5-0 roll call vote.*
- VII. HRGreen Contract. Supervisor Sweeney suggested the hiring of a company that would provide owner representation services for the Township Hall project. He noted that HRGreen is a leading CM/Owner Representation Services company that was recommended to him by Elk Grove Village. The company would provide professional project oversight and represent the Township in its interaction with the Architect and General Contractor. Their services would cost \$31-\$35K. Township Attorney Tremblay stated that HRGreen's services fall under professional services and would not be subject to the \$20K bid requirement. After a short discussion a motion was made by Trustee Ingraffia and seconded by Trustee Keenley to hire HRGreen to provide the stated representation services. *The motion passed on a 5-0 roll call vote.*

VIII. Update on Property at 2400 S. Arlington Heights Road.

A. Lease with Owner. Supervisor Sweeney reported that he contacted the purchaser of the Township Hall at 2400 S. Arlington Heights to seek an extension of the Township lease of the building. The current lease ends on June 30th. Since the new Township Hall at 600 Landmeier Road will not be ready for occupancy on June 30th, Supervisor Sweeney asked for a lease extension through October 30, 2019. The purchaser, HVAC Equipment Sales, agreed to the extension but stated that they needed the use of one office and the bike safety building. Supervisor Sweeney agreed to these conditions. The Clerk's office will be the office made available.

B. Property Taxes. Supervisor Sweeney reported that the Township is appealing the property taxes for 2400 S. Arlington Heights Road for 2017, 2018 and 2019. As part of the purchase agreement with the purchaser, the Township agreed to pay the property tax on the building for as long as it was leased/occupied by the Township plus three months. The purchase date was December 29th, 2017. The Township has retained the services of the law firm Saul, Ewing, Arnstein & Lehr for the appeal. The law firm

believes that they will be able to reduce the property tax for 2017, 2018 and 2019 from approximately \$120k each year to approximately \$60K. The tax attorney's fee will be 25% of the reduction in the property tax for each year, but will be capped at \$7,000 per year. The Board expressed their approval of this action.

- IX. Adjournment. There being no further business Supervisor Sweeney asked for a motion to adjourn. Motion to adjourn was made by Trustee Satern and seconded by Trustee Niewiardowski. *The motion passed on a voice vote at 8:03 p.m.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'George Busse', written over a faint rectangular stamp or box.

George Busse

Elk Grove Township Clerk

