

MINUTES OF THE REGULAR MEETING FOR THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON WEDNESDAY, JANUARY 12, 2022 WAS HELD VIA ZOOM

A. CALL TO ORDER

Chairman Pink called the meeting to order at 6:00 pm.

The Village President has made the determination that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. As the head of this public body, the Village President has the authority to act on the Board's direction, based on the November 12, 2021 Disaster Declaration made by Governor Pritzker. The Village President has based this determination to ensure the safety of the Village Board members and the residents.

B. ROLL CALL

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

Present: Chairman Pink and Members Bohm and Clark

Absent: None

Chairman Pink declared a quorum present.

Also on the Call: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Engineer, Scott Anderson and Trustees Armstrong and Towne

Residents in Attendance: Karen Carruthers, Kourtney Witten and Amy Weiland

C. APPROVAL OF MINUTES OF THE MEETING

Minutes of the regular meeting for November 10, 2021 were reviewed. Chairman Pink had two edits and a change to the introduction paragraph. It was moved by Member Clark and seconded by Chairman Pink that the regular meeting minutes be approved with the edits and be placed on file. The motion was carried.

D. UPDATE ON THE LUCAS LANDSCAPING RIGHT-OF-WAY TREES REMOVAL PROJECT

Chairman Pink indicated all of the trees that were identified on the list have been cut. Village Engineer Scott Anderson added the tree logs will be picked-up and the stumps will be grounded in the next week or so, weather permitting. In addition, Lucas Landscaping has indicated two additional trees should be cleared. The trees are located on Old School Road west of St. Marys Road, in the amount of \$400. The proposal includes removing and clearing a 16-inch and a 14-inch tree. Village Administrator Florip indicated to Chairman Pink this proposal does not require a motion to take action, only Committee approval to be performed. The Committee consensus was to clear the fallen trees.

E. DISCUSS DUNLAP LAWN SERVICE PROPOSAL FOR THE VILLAGE'S RIGHT-OF-WAY MAINTENANCE PROGRAM FOR 2022

Chairman Pink stated the 2022 Dunlap Lawn Service proposal reflects no increase from 2021's proposal. Chairman Pink added the last time this maintenance program went out to bid, Dunlap Lawn Service was recorded as the lowest bidder. Member Bohm commented the Village has also

been satisfied with Dunlap's performance. Village Engineer Scott Anderson validated they too have been satisfied with Chris Dunlap's work. Member Clark added this contractor is also familiar with the Village's areas and our expectations.

A motion was made to approve the Dunlap Lawn Service proposal for the Village's 2022 right-of-way maintenance in the amount of \$39,825. The motion was made by Member Clark and seconded by Member Bohm. The motion was carried.

F. UPDATE ON THE HEY & ASSOCIATES INC., PROPOSAL FOR THE METTAWA LANE DRAINAGE PROJECT

Chairman Pink stated Mettawa Lane's drainage project is impacted by the MacLean Preserve at Oasis Park. Dave Kraft, Hey & Associates Inc., representative said during the stormwater drainage study, some recommendations of reconfiguring Mettawa Lane drainage included enhancing the ditches and storm sewers. Mr. Kraft indicated addressing the Oasis' water drainage issue would include submitting a grant application in October. To be awarded a grant also requires the Village to match the awarded amount. Chairman Pink asked Mr. Kraft if the Village should address the ditches in Mettawa Lane. Mr. Kraft replied the residents on this road have been approached, they fully understand the work that is required will impact their properties. Mr. Kraft added the Village has a wide right-of-way area on Mettawa Lane but this repair would also impact the resident's driveways and front yards.

Resident Kourtney Witten (699 Bradley Road) indicated they nor the residents in the area have not been approached with any suggestions or manner in which the drainage issues are going to be addressed. Mr. Kraft replied another option for Mettawa Lane is to widen the road to build curbs, gutters and storm sewer improvements. A more aggressive approach would be ditching, moving water off of Bradley Road and consolidate some of the water movement along Mettawa Lane. Mr. Kraft added the final report from the stormwater study included a recommendation for the MacLean Preserve at Oasis Park to contain a detention pond. Mrs. Witten asked what were the Committee's next steps as far as a plan and communication to the residents. Chairman Pink replied no meeting has been held with Mettawa Lane residents but they were part of the meeting when the stormwater study results were presented. Mr. Kraft added he met with a few residents on site to discuss their drainage issues and provided them some recommendations to improve their issue. Mrs. Witten added no additional meeting has been held to request permission from residents for future work to be completed that may impact their property. Chairman Pink added the ditch work across the service drive on Bradley Road was completed and that clearance should have improved the water flow on Mettawa Lane. Chairman Pink stated the Committee will need to determine if MacLean Preserve at Oasis Park should be addressed, as it impacts other areas too. Mr. Kraft indicated by creating a detention pond at the MacLean Preserve at Oasis Park, this would resolve some of the existing drainage and redirect the water away from the minor issues, the pond would be the water storage. Mr. Kraft indicated in Village's initial focus was to resolve the smaller cases by increasing culverts and repairing ditches to create immediate impact to the residents. The next level of repairs are investments. Chairman Pink stated when the Committee approves of a plan with a proposal, that is when the residents will be contacted. Chairman Pink asked Mrs. Witten to keep reviewing Public Works Committee agendas from month to month to read when the next progress report will be provided.

G. UPDATE ON ST. MARYS AND OLD SCHOOL ROAD DRAINAGE PROJECT

Chairman Pink stated at this time no resident has been adversely impacted with the St. Marys Road construction thus far. However, the Committee is suggesting that Hey & Associates complete a third-party field study at the corner of Old School and St. Marys Road to ensure the improvements were completed according to the submitted plans. A special Committee meeting will be held via Zoom to have Hey & Associates discuss the field-studies results. If the field study's outcome implicates issues from the construction, a Lake County representative will be asked to attend the special Committee meeting to address any matters discovered. Mr. Kraft said they reviewed the initial drawings of the construction and saw no concerns. However, they will review the plans at a deeper level to check the calculations of the anticipated water flow. Chairman Pink indicated the field study will cost \$4,000. Village Administrator Florip indicated the proposal will be provided to the whole Committee for the February meeting. Member Bohm indicated the road construction has not even been completed, how will a study be a true assessment. Village Engineer Scott Anderson confirmed the construction has not been completed. Member Clark stated her property will be greatly impacted given the size of the new culvert that was installed on St. Marys Road. Member Clark added the waters flows westerly down Old School Road and under the road. When the culvert under the road has not been cleared Member Clark's property located at this corner, driveway will flood. Member Clark added she is in favor of completing the study. Mr. Kraft replied the benefit of completing the study at this time will allow Lake County to address any matters quickly given they have not completed their construction. The study will also provide perspective of what clearing ditches, proper culvert sizes, water flow capacity in this area, and what ongoing maintenance should be considered by the Village.

H. DISCUSS THE VILLAGE'S REQUIREMENTS FOR ENGINEERING SERVICES

Chairman Pink stated the Committee members received a listing of engineering services performed by James Anderson (JACO) and Forest Builders. Village Administrator Florip remarked the items listed are not captured within the \$10K retainer. Chairman Pink indicated the annual picnic maintenance item is a Park & Recreation task. Chairman Pink asked why JACO's invoices included a 20% overhead charge. Village Engineer Scott Anderson replied the overage is only on material and its common business practice. Chairman Pink asked why JACO's \$10K retainer cannot be itemized. Village Engineer Scott Anderson replied a portion of the retainer amount is for the building department activity to issues permits and any related expense associated. Village Engineer Scott Anderson added prior discussions held with the Village lead to a cost savings plan for JACO not tracking every task within each hour and capturing that activity within the retainer amount. Chairman Pink asked if JACO conducts enough monthly business to charge \$10K. Village Engineer Scott Anderson replied he believes that some months they do \$15K of work. In prior years, the Village paid a larger retainer amount which was not offset from the permit revenue being received, as a result the monthly amount was reduced. Permit fees are not billed. Member Clark stated any work that is considered part of the retainer should be itemized. Listing the charges against this amount will determine when the threshold is reached. Village Engineer Scott Anderson replied given no permit expenses are directly billed to the Village as permits are issued, a percentage of the building revenue is later charged. The current James Anderson contract expired in 2019. Village Administrator Florip indicated this contract should be an annual contract renewal. In addition, in 2019 a 4% was approved, however, this increase has continued into 2020, 2021 without the Board's approval. Village Engineer Scott Anderson said the only increase is hourly rate work completed. Village Administrator Florip and Village Engineer Scott Anderson will meet to further discuss the contract.

I. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES

J. ADJOURNMENT

It was moved by Member Clark and seconded by Member Bohm to adjourn the meeting at 7:00 pm. The motion was carried.

Sandy Gallo, Village Clerk