

**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, MARCH 8, 2023 VIA ZOOM**

**A. CALL TO ORDER**

Chairman Pink called the meeting to order at 6:02 pm.

**B. ROLL CALL**

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

Present: Chairman Pink and Members Armstrong and Clark

Absent: None

Chairman Pink declared a quorum present.

Attendees: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Engineer, Scott Anderson; Trustee Towne

Resident in Attendance: John Bradley

**C. APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY**

Minutes of the regular meeting for February 8, 2023 were reviewed. Member Clark had two edits. It was moved by Member Clark and seconded by Member Armstrong that the regular meeting minutes be approved with the edits and be placed on file. The motion was carried.

**D. DISCUSS FOREST BUILDERS, INC. CLEANING OUT OF THE VILLAGE'S DITCHES**

Chairman Pink asked Village Engineer Scott Anderson after last year's cleaning out of various ditches are there any remaining areas that need to be addressed this year. Village Engineer Scott Anderson replied yes. The ditch on Little St. Marys Road will need to be completed along with some land restoration. The Village Engineer added the ditch on the north side of Old School Road, west of St. Marys Road from Pegaso Farm's driveway to the Clark's property, the silt should be cleared out. Member Clark stated after Lake County completed the St. Marys Road project some triangular pieces were placed in the ditches, why. Village Engineer Scott Anderson replied they were placed for erosion control to help form pools of water to slow down the drainage. They can be removed.

Chairman Pink indicated the straw placed along 15130 Little St. Marys Road did not stop the erosion of this area. The residents at this property reported the same issue. Village Engineer Scott Anderson stated they will place the seed blanket once the ground has dried to allow additional soil to be placed to support the seeds growth rate. Chairman Pink asked the Village Engineer if they anticipated completing this area late March or early April, weather permitting. Chairman Pink reminded the Committee the work along Little St. Marys Road ditch area was approved last year. Member Clark asked if any of the straw that had been washed away could be reset to reduce the erosion. Village Engineer Scott Anderson replied they will look to see if that is an option as working in mud only makes the restoration even more difficult.

Village Engineer Scott Anderson added he drove through the village and found minor ditch areas that would benefit from silt being cleared out. However, no ditch required grading of any kind. Village Engineer Scott Anderson indicated the ditch work on the north side of Old School Road has

not been previously discussed nor approved as this stretch of area is a big job. Chairman Pink asked Village Engineer Scott Anderson if he had time to drive the village with her to show her the ditches that should be addressed. Village Administrator Florip added she received the expense along Old School Road from the Village Engineer and included the work in the next year's fiscal budget.

Village Engineer Scott Anderson stated the village should communicate with the landscapers and garbage trucks not to ride or park on the shoulder areas as they are being destructive. Chairman Pink asked how do you anticipate addressing this issue. The Village Engineer suggested Mettawa Public Safety administrator write tickets for damaging village property.

Chairman Pink stated the Committee will be receiving a proposal for any ditch work to be performed for the April meeting.

#### **E. DISCUSS THE JAMES ANDERSON COMPANY 2023 AGREEMENT**

Chairman Pink inquired why the agreement did not list all the activities performed for the village. Village Engineer Scott Anderson replied this agreement has been utilized for many years, the only changes made from year to year is the hourly rate increase. The Village Engineer reminded the Committee, projects not handled under a permit are billed hourly. Chairman Pink inquired on how Mr. Price's fence violation was handled. Village Engineer Scott Anderson replied the violation was billed by the hour as there was no permit obtained for the construction. Chairman Pink asked Village Engineer to provide her all of Mr. Price's accumulated charges for all his violations. Chairman Pink asked why the agreement listed four inspections were required per projects. Village Engineer Scott Anderson replied inspections are completed under building projects not village projects. Village Administrator Florip indicated this agreement is sufficient as stated as all the work completed is utilizing the same hourly rate. Chairman Pink asked how do you determine when B&F is employed for a commercial project. Village Engineer Scott Anderson indicated when a project requires a higher level of plumbing or electrical review. B&F will be asked by James Anderson to inspect the work. Member Clark asked if the reconciliation of permit charges could be provided quarterly. Village Engineer Scott Anderson replied yes. The reconciliation is completed when the permit fee received is over \$100K. Chairman Pink asked the Village Engineer to update the agreement to include quarterly reporting on revenue sharing to be presented at the Board meeting.

Chairman Pink asked to remove the statement of overtime being billed, the minimum charge for the field work from the hourly rate sheet and the premium of 25% charged to the village. Village Engineer Scott Anderson updated the hourly rate page and provided the Village Clerk a modified agreement for the Board meeting.

A motion was made to approve the James Anderson Company agreement with the three changes noted on the hourly rate sheet. The motion was made by Member Clark and seconded by Member Armstrong. The motion was carried.

#### **F. DISCUSS THE MAINTENANCE AND CAPITAL IMPROVEMENT ITEMS FOR FY2023-2024 BUDGET**

Chairman Pink stated she approved of the draft budget being proposed. Member Clark asked if the budget included the right-of-way winter tree removal and trimming project. Chairman Pink replied yes, as the number of trees to be removed can be determined by the Committee.

Chairman Pink added Little Melody Lane repairs to the road will occur when Little St. Marys Road is resurfaced. Chairman Pink added the original plan was to work with the Township of Libertyville to repave the whole road. However, Libertyville has indicated they have no funding for this work. As a result, the village will move forward on their own in this repair. Resident John Bradley added the potholes on the road are getting worse and deeper as it is now a safety issue. Mr. Bradley added the residents will need to complete some interim patching until the village is ready. Chairman Pink asked Village Clerk Gallo to provide Mr. Bradley the Lake County maps of the three Mettawa residents located on Little Melody Lane. Village Engineer Scott Anderson asked Chairman Pink if she wanted the potholes to be filled along the three Mettawa residents' properties. Chairman Pink replied yes. Village Engineer Scott Anderson indicated he will also access the whole village for potholes.

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

Trustee Towne indicated he received three resident calls during the high rains. One resident was Adam Lyons located 735 Bradley Road with a minor drainage issue. Trustee Towne added Mr. Lyons ditch ends and it ponds onto his property. Trustee Towne indicated if the ditch by his property was continued easterly to the culvert it would improve his drainage issue. Village Engineer Scott Anderson added this ditch will be looked at when he drives the village with Chairman Pink. Resident Roy Bollhoffer located at 707 Bradley Road also called Trustee Towne about the culvert under his private driveway and the Oasis service drive. Mr. Bollhoffer indicated he was experiencing severe turbulence and that his culvert was cracking and failing. Member Clark added this culvert is part of the MacLean Preserve at Oasis stormwater drainage project. Village Administrator Florip added indeed it was. She along with Dave Kraft from Hey & Associates spent a long period of time on Mr. Bollhoffer's property aiming to understand his drainage issues. The third resident were the Rudow's located at 27070 Northwoods Lane. Chairman Pink replied she too had received an email from this resident. Trustee Towne indicated the tree roots located on the resident's right-of-way is compromising their culvert. Trustee Towne suggested removing the tree to alleviate the drainage. Village Engineer Scott Anderson added he saw the ditch work around this property and it was on his list of areas to improve. Trustee Towne added a communication should be shared with this resident by providing them guidance on the repair work. Village Engineer Scott Anderson said this issue is a culvert matter. Village Clerk Gallo added Village Engineer Jamie Anderson visited and spoke to the Rudow's about their issue. Village Engineer Jamie Anderson will be writing-up a report stating which are the resident's responsibility versus the villages to rectify this matter. Trustee Towne added the cul-de-sac appears to be a dangerous situation after ComEd completed their cable installation and possibly broke a large tile.

**H. ADJOURNMENT**

It was moved by Member Clark and seconded by Member Armstrong to adjourn the meeting at 7:02 pm. The motion was carried.

Sandy Gallo, Village Clerk