

# MINUTES OF THE SPECIAL PUBLIC WORKS COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON WEDNESDAY, SEPTEMBER 29, 2020 VIA ZOOM

## A. CALL TO ORDER

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

## B. ROLL CALL

Upon a call of the roll, the following persons were:  
 Present: Chairman Pink and Members Bohm and Sheldon  
 Absent: None  
 Chairman Pink declared a quorum present.

On the call: Village Administrator Bob Irvin

## C. INTERVIEWING OF ENGINEERING FIRMS FOR STORMWATER MANAGEMENT STUDY

Hey & Associates, Inc.	<a href="#">Dave Kraft, PE, CFM, Principal Engineer (the manager for this project)</a> <a href="#">Tom Polzin, PE, CFM, President</a> <a href="#">Steve Rauch, Environmental Services Manager</a> <a href="#">Kirsten James, EIT, Civil Engineer II</a>
Baxter & Woodman	<a href="#">John Ambrose, President/CEO</a> <a href="#">Matt Moffit, Project Manager</a> <a href="#">Emily Grimm, Project Engineer</a>
Christopher Burke	<a href="#">Thomas T. Burke, PE, PhD – Executive Vice President &amp; Water Resources Department Head</a> <a href="#">Darren Olson, PE – Vice President &amp; Assistant Head Water Resources Department</a> <a href="#">Scott Griffith, PE – Water Resources Project Manager</a>
Gewalt Hamilton Associates, Inc	<a href="#">Patrick J. Glenn, P.E., CFM, Director of Municipal Services</a> <a href="#">Jodi McCarthy, PE, CPESC, CFM, Senior Engineer</a>

Chairman Pink stated in accordance with the statute of the state of Illinois and the ordinances of the Village of Mettawa, notice was given of this special meeting for the Public Works Committee to be held on Tuesday, September 29, 2020 at 6:00 pm via Zoom. This meeting will include discussion and action for the following agenda item. Village Administrator Irvin said tonight’s meeting will include interviewing four engineering firms for the Village’s stormwater management study. Each firm has been scheduled for 30 minutes to be interviewed by the Committee.

**Hey & Associates**, representatives include Tom Polzin, David Kraft and Kristen James. Hey & Associates, have a unique qualification in the community due to the various drainage projects they have completed. They assisted in the culvert replacement at the Stevenson’s resident on St. Mary’s Road by doing the hydraulics. A cost savings for this project would be by utilizing the modeling that was completed for the Village through the forest preserve. Their approach to completing this study consists of, firstly understand the issues to define and develop solutions. Secondly, by development web mapping to better understand which locations require further work. To complete this study, they would utilize the Lake County topography information, reference what they already have in their database information and reference any historical plans the Village may own to identify trouble areas. In addition, resident complaints would be gathered to better understand their concerns. They are able to drive to the Village during a heavy rainfall to better assess and understand the drainage issues residents are experiencing. Since Mettawa has open ditches for storm water, they have a wide range of

experience addressing this style. How important is it to incorporate the Village's subdivisions in the overall study's depends where the issue is located to determine the flow of the water. If chosen what is the best way to minimize some of the cost, the savings start with having information and modeling of the community that is currently available to complete the study. What kind of timing do you expect in being able to provide a proposal to the Village, a proposal can be completed within a week. This study would be ideal to complete by fall or winter since the areas are open with less vegetation. They have great experience in working with Lake County Stormwater Management Committee.

**Baxter & Woodman**, representatives include John Ambrose, Matt Moffit and Emily Grimm. Their recent work completed in the surrounding neighborhood includes performing stormwater analysis for the City of Lake Forest in 2014 and updated their data in 2019. Emily Grimm serves as the Village Engineer in Glenview as the primary stormwater resource. The biggest area in which this firm has grown is in water resource. The key elements in completing this study, is determining the Village's inventory in culverts, detention ponds, green infrastructure and add them to GIS (Geographic Information System Mapping). A thorough review of the management within these areas is critical. Determining what is public versus privately maintained is also crucial in considering creating Standard Operating Procedures. They can also help support and build a list of future capital projects to navigate these issues to improve in the future. The plan would be to address your residents' concerns that have been heard in the last few months. They would utilize the Village's engineering subdivision detention ponds, and Lake County contour maps to determine how big the ditch or culverts are or should be to help understand the water flow and identify some potential issues. They would complete a resident survey to gather information. They would consider using the FEMA flood plans or aero images (land usages) to better understand the Village's layout. They added something else to consider with the plan is to not disturb the large trees within the right-of-way areas. The best way to minimize cost is to present a clear scope of the Village's project. Once the study is complete, implementing the designed project, Board approves the plans, they will work directly with the contractors and this would allow the forego of going out to bid. Our nature resource performs complete design and construction which provides great resources to support the success in the project's material and constructable. A proposal would require a week for a scoping meeting and a second week to finalize the documents. This job can be roughly estimated between \$30,000 to \$40,000. To build community value means finding ways to reduce maintenance impacts and finding opportunities to have stormwater management projects to work with open lands recommendations. They also have the experience in submitting Illinois' grants funding.

**Christopher Burke**, representatives include Thomas Burke, Darren Olsen and Scott Griffith. Burke has the greatest knowledge and has done the largest amount of work in Lake County. They have done several surrounding neighbors communities stormwater studies addressing flooding issues from design to construction. The initial step in working on the study is to receive feedback through a survey from the residents and the Village staff. They would develop solutions, provide the Village a matrix of expenses and include support to submit for grant funding for the project. They would complete the study by using the Lake County GIS maps to provide current data and identify low spots throughout the Village and review any reports that the Village can provide for the development, design and hydraulics maps. Some of their experience has included creating policies to help residents understand the Village's expectations of clearing culverts of silt. In their Lincolnshire's study, they determined the

private versus the public sectors and identified some capital future projects design and cost. To reduce the study cost identifying problem areas and targeting those areas, using the Lake County data and having an experienced firm can reduce the time spent to design solutions. They qualify as the best firm because of their experience in working with Lake County communities, their water resources knowledge and years of completing surrounding studies of different projects and knowing the area. They are invested in the projects and become part of the community when hired to see the issue first hand. They will support the Village from the design level to the bidding for contractors to help determine which contractor to utilize. They provide resident engineering to ensure the project is completed as designed. Their staff includes wetland specialists and erosion inspectors which is critical when submitting for the permits and indicating the work with the surroundings. Once a scope has been identified, they would need a week to submit documents and could start immediately.

**Gewalt Hamilton Associates, Inc.**, representatives include Patrick Glenn and Jodi McCarthy. The firm is located in Vernon Hills. Their strength is work closely with municipalities, to ensure they are providing the project that works for their community. The project experience with the Village of Riverwoods mirrors many of the same issues of Mettawa. The biggest project they oversaw was the East Skokie drainage project. The approach in completing this study, would include discussions with the Village staff to identify the areas and receive the residents' output. Their support would include designing plans to resolve some of the flooding issues and provide ongoing maintenance guidelines for the private and public sector as part of their study. They have knowledge of the Village's water system given their prior years support. They would gather maps from the Lake County topography data, utilize James Anderson's information from Scott Anderson and complete a resident survey to better understand their needs. They would also apply for grants to help provide resources to support the Village's maintenance issues. The most recent developed subdivisions as built drawings can be referenced too. In order to reduce some of the cost, they should be provided residents communications and James Anderson's culvert maps to better understand the water's path flow. Another way to reduce some expenses would be to tailor the services to the problems and not model the whole community if not needed. Their staff is ready to commence the project. Stormwater grants are received when the project entails damage prevention. They have been very successful in receiving grants funding for other communities. Water quality improvement is another area for available grant funding. Stream bay erosion project can be considered. They can create the bid package, provide construction observation and maintenance plans and educational tools.

Village Administrator said he will contact the surrounding communities to complete a reference check on the four engineer firms. Village Administrator Irvin said the Public Works Committee will discuss and make their final selection on a firm on October 14<sup>th</sup>.

#### **D. ADJOURNMENT**

It was moved by Member Bohm and seconded by Member Sheldon to adjourn the meeting at 8:10 pm. The motion was carried.

Sandy Gallo, Village Clerk