

**MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF  
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON  
WEDNESDAY, OCTOBER 14, 2020 VIA ZOOM**

**A. CALL TO ORDER**

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

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued June 26, 2020 and the Governor's Executive Order 43 regarding Phase 4 reopening. In recognition of Section 12 of the Disaster Proclamation which provides that meetings attended by more than 50 persons are not feasible and the social distancing requirements, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted by audio conference.

**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 Clerk, Sandy Gallo; Village Administrator, Bob Irvin; Village Engineer, Scott Anderson; Trustee Towne

**C. APPROVAL OF MINUTES OF THE SEPTEMBER MEETING**

Regular Meeting minutes from September 9, 2020 were reviewed. Chairman Pink had some minor edits to the minutes. It was moved by Member Sheldon and seconded by Member Bohm that the meeting minutes be approved and be placed on file. The motion was carried.

Special Meeting minutes from September 29, 2020 were reviewed. It was moved by Member Bohm and seconded by Member Sheldon that the meeting minutes be approved and be placed on file. The motion was carried.

**D. DISCUSS SELECTING AN ENGINEERING FIRM FOR THE STORMWATER  
MANAGEMENT STUDY**

Chairman Pink said her choice for the engineering firm is Hey & Associates, Inc. The reason Chairman Pink selected this firm was given their extensive work done within the area which can provide a benefit in savings to the initial work required for the study. Chairman Pink added the results of the Committee members ranking their final four engineering firms included Hey & Associates as either their 1<sup>st</sup> or 2<sup>nd</sup> choice.

Member Sheldon added all of the final four firms are reputable companies. Member Sheldon stated she highly encouraged a written proposal to be submitted by the four firms to provide a cost comparison. Chairman Pink added to receive a cost estimate implies the Village would furnish the firm information. The Committee does not want to limit the information to only a

few areas. Member Sheldon agreed the Committee needs to provide the firm direction of the trouble locations in order to get an estimated cost. Chairman Pink stated the Village does not want to narrow down areas on where the firm should be observing. We are looking for the firm to give the Village feedback on what areas they perceive as issue areas and provide solutions.

Village Administrator Irvin reminded the Committee the request of qualifications document to the engineering firms indicated the Village's process included a firm would be selected after the interview. The process also stated once a firm was selected for their service, the Village would provide the necessary stormwater drainage documents. In addition, a meeting would be held with the firm, driving around the Village with a Committee member to discuss the problem areas and a proposal would be drafted.

Member Bohm said he agreed with Hey & Associates, Inc. selection. Member Bohm mentioned this firm has worked with the Lake County Forest Preserve and with the Stormwater Management Commission. Member Bohm recommended that this firm be recommended to the Board.

Trustee Towne said all of the firms that submitted their request for qualifications are strong engineering firms. Trustee Towne stated he attended the special meeting and heard the four interviewed firms. Trustee Towne's selection was Hey and Associates Inc, and Gewalt Hamilton. Trustee Towne suggested that these two firms be asked to provide proposals. Chairman Pink replied one firm indicated this study can be estimated at \$30,000-\$40,000.

A motion was made to recommend the selection of Hey & Associates, Inc., for the stormwater management study to be presented to the Board for final approval. The motion was moved by Member Bohm and seconded by Chairman Pink. The motion was carried.

#### **E. UPDATE ON THE VILLAGE ENGINEER ON THE MAINTENANCE OF DITCHES AND CULVERTS**

Village Engineer Scott Anderson mentioned there are three areas that require maintenance. One location is the west side of Bradley Road, from Forest Drive to the culverts across Bradley Road that leads to Oasis Park. This culvert is clogged about 25% with sediment. This location will also require the ditch to be cleared. This same area includes an extra culvert on a driveway that is no longer being utilized. This culvert would need to be discussed with the property owner before being removed. A second location of sediment build-up is at the southwest corner of Bradley and Old School Road. This blockage is causing a slowdown of the water flow. The third location is on Old School Road west of St. Mary's Road, this area is scheduled to be cleaned by the County. This location ditch requires clearing the sediment too. Member Bohm asked if these areas should be included in the stormwater study. Village Engineer Scott Anderson said he was asked to find problem areas in the interim of the study. Member Sheldon agreed these areas should be included in the stormwater study. Village Administrator Irvin said a comprehensive study will be done by the selected firm as they begin to receive the Village detention pond documents and they already have the Lake County information.

Member Bohm asked if any of these locations were urgent. The Village Engineer said no.

Trustee Towne mentioned the worst culverts are located at the MacLean Preserve at Oasis Park and they require maintenance immediately. Village Engineer Anderson indicated he viewed those culverts just recently and they are in good condition. Village Engineer Anderson stated the worst culvert is the one Lake County will be clearing and relocating at St. Mary's and Old School Road.

The Committee reached a consensus that the maintenance of ditches and culverts should be included into the stormwater study.

#### **F. DISCUSS RESPONSIBILITY OF PRIVATELY OWNED CULVERTS**

Chairman Pink stated she received a recommendation from Member Bohm in supporting the residents with private owned culverts utilizing a cost-share program. Member Bohm recommended residents should be reminded of their responsibilities of their culverts, one idea is in the weekly resident email or in the Newsletter. Member Bohm said some communities participate in cost-sharing with planting trees. Our Village would consider this program for the replacement of residents privately owned culverts.

Chairman Pink said she understands the idea of cost-sharing would require a code change. In addition, this program would not be available for new development. Details for this program need to be determined as well as the final monetary amount. Village Engineer Anderson said inspections are required and only a few culverts were replaced in the last two years. An estimated amount of \$600-\$700 for the pipe replacement was stated by the Village Engineer. Member Sheldon indicated this program will require prevailing wages. Village Administrator Irvin said the matter of residents with two driveways will also need to be considered. Legal issues of prevailing wages programs will need to be researched if resident tax dollars are to be utilized for this type of program.

Resident, Jess Ray (350 Little Melody Lane) asked the Committee not to disregard this cost-sharing program so quickly and additional study should be completed. Mr. Ray suggested to talk to the Village of Bannockburn regarding their subsidiary program for the residents. They installed rain gardens to address drainage issues.

Member Bohm asked that the Village Attorney looked into this matter. Village Administrator Irvin said this program can be furthered discussed as next year's budget is being considered. Trustee Towne said once the stormwater study is completed, the final project may be a municipal expense.

Chairman Pink said with the final study results the Village may qualify for a state grant for this improvement. Village Administrator Irvin suggested any further decisions for a cost-sharing be delayed until the stormwater study has been completed by the firm. The Village Administrator has also began to research the available grants. Some grants are highly focused on property damage cases.

#### **G. REPLACEMENT OF THE CULVERT OF LITTLE ST. MARY'S ROAD**

Village Engineer Anderson said the culvert replacement at this location and patching can be estimated at \$6,000. This repair is not an immediate need and it could be completed in the spring. Village Administrator Irvin suggested this location be added to the stormwater study.

**H. REPLACEMENT OF SPLIT FENCE ON OLD SCHOOL ROAD AT THE RAILROAD CROSSING**

Chairman Pink said two proposals were received for the split fence repair. Pearson Fence proposal for \$915 and Fenceworks for \$1,098. Village Engineer Scott Anderson said the proposals include the posts and the rails to be replaced. Member Sheldon asked what the recent fix included compared to what is going to be repaired. The Village Engineer commented they tried to reposition the posts and were not able to. The whole section was going to be replaced.

A motion was made to send the lowest bid of Pearson Fence in the amount of \$915 to the Board for final approval. The motion was made by Member Sheldon and seconded by Member Bom. The motion was carried.

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

Chairman Pink said an invoice was received for the trees on Oak Hill Lane from Dunlap in the amount of \$2,500. These trees were not part of the original tree removal project.

**J. ADJOURNMENT**

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

Sandy Gallo, Village Clerk