

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, FEBRUARY 9, 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 January 7, 2022 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

C. APPROVAL OF MINUTES OF THE MEETING

Minutes of the regular meeting for January 12, 2022 were reviewed. It was moved by Member Bohm and seconded by Member Clark that the regular meeting minutes be approved and be placed on file. The motion was carried.

D. RECOMMENDATION TO APPROVE LUCAS LANDSCAPING & DESIGN PROPOSAL FOR THE BRUSH AND TREE REMOVAL AT RIVERSIDE PRESERVE SUBDIVISION

Chairman Pink indicated three landscaping companies submitted their proposal for the brush and tree removal project. The landscapers included; Dunlap Tree Experts in the amount of \$4,500, Lucas Landscaping & Design for \$3,475 and Perfect Cut for \$5,200. Member Bohm inquired if the Village maintained responsibility for this road. Village Engineer Scott Anderson replied yes. Chairman Pink indicated this work will be billed to the SSA and it will allow greater visibility around the bend when the snow removal is being performed. Village Clerk Gallo added an email of the following proposed work was sent to Walter Kotaba. Chairman Pink asked the Village Engineer Scott Anderson what the allotted area was approved to be cleared. Village Engineer Scott Anderson replied it was decided on 5 feet, which is well within the Village's right-of-way.

A recommendation was made to approve Lucas Landscaping & Design in the amount of \$3,475. The recommendation was made by Member Clark and seconded by Member Bohm. The motion was carried.

Member Bohm asked who would be supervising this job and how many hours will it require. Village Engineer Scott Anderson replied if this project is completed within a week time he estimated 5-10 hours, if the job takes a month, it will require additional hours. The additional labor

cost can range between \$500-\$1,000. Member Clark replied this contractor has performed work for Mettawa in the past, they should not require a large number of hours of supervision. Member Bohm added the required number of hours to provide direction should be minimum as the proposal stated the work needing to be done. Village Engineer Scott Anderson said he could manage the job according to the Committee's comments. The job will be scheduled in the next few weeks, weather permitting.

An amended recommendation was made to approve Lucas Landscaping & Design in the amount of \$3,475 with James Anderson regulation of this project for 4 hours, any additional hours required will be discussed at Committee. The motion was approved by Member Bohm and seconded by Member Clark. The motion was carried.

E. RECOMMENDATION TO APPROVE HEY & ASSOCIATES INC., FIELD STUDY PROPOSAL FOR OLD SCHOOL AND ST MARYS ROAD RECENT CONSTRUCTION

Chairman Pink indicated the field study on St. Marys Road was discussed at last month's Committee meeting. This meeting the Committee members received the proposal from Hey & Associates Inc., with its cost.

A motion was made to approve the Hey & Associates Inc., field study at the corner of Old School and St. Marys Road in the amount of \$4,000. The motion was made by Member Clark and seconded by Member Bohm. The motion was carried.

F. RECOMMENDATION TO APPROVE THE QUALITY SAW & SEAL PROPOSAL FOR THE RUMBLE STRIP ON BRADLEY ROAD

Chairman Pink mentioned the Committee requested two quotes to be received for this project, however, only one was obtained. Village Engineer Scott Anderson indicated not many contractors have the required machinery to complete a rumble strip nor can they be reached during the winter season.

Member Bohm stated he would like the Committee to approve the Quality Saw & Seal's proposal given the period of time it has taken to obtain this one estimate. Village Engineer Scott Anderson added the majority of the expense is for the machine to be mobilized. This proposal does not include a person to flag traffic during the project nor marking the area. Member Bohm asked if JACO could provide a person to be traffic flagger. Village Engineer Scott Anderson confirmed they could supply someone to flag traffic. Chairman Pink indicated the marking of the start and stop point for the rumble strip will need to be completed prior to the contractor's arrival. Member Bohm asked what was JACO's estimated hours to manage this project. Village Engineer Scott Anderson remarked the contractor has estimated 3-4 hours to complete the 8-inch strip. JACO will need that same number of hours to supervise and to clean-up, as the contractor did not include that in their proposal. The final approved hours for JACO to complete this project from the Committee is 5 hours, 4 hours are traffic control.

A motion was made to approve the Quality Saw & Seal proposal for the rumble strip in the amount of \$1,975 with JACO support of 5 hours. The motion was moved by Member Bohm and seconded by Member Clark. The motion was carried.

G. UPDATE ON THE METTAWA LANE AND LITTLE ST. MARYS ROAD DRAINAGE PROJECTS

Chairman Pink stated Hey & Associates Inc., are close in finalizing the bid specification documents for the Little St. Marys Road drainage project. Another issue that has been discovered in this area, on resident Les Raffel property is standing water. This matter may require the Army Corps of Engineers to explore and assess this drainage matter before the Village proceeds with the project.

Chairman Pink stated at last month's Committee meeting a resident attended our meeting and addressed she was not aware that Hey & Associates held meetings on resident properties along with the Chairman to discuss their drainage issue submitted. As a result, the Chairman indicated an update will be provided to all of the residents regarding the stormwater progress since the presentation from Hey & Associates Inc., of their findings. Chairman Pink asked Village Administrator Florip to set-up a Zoom call for the residents on Mettawa Lane to provide them a direct update. Village Administrator Florip commented the MacLean Preserve at Oasis Park drainage improvement is estimated in the amount of \$456K. This amount is not part of this year's fiscal budget. The budget included this year is solely for design work and that is estimated in the amount of \$50K. In October, the Village will be applying for a Stormwater Management Commission (SMC) grant, which is a matching grant for the design work. If the Village is awarded the SMC grant, this will build a stronger case when the Village applies to the Illinois Department of Commerce and Economic Opportunity (DCEO) for the larger project amount.

H. DISCUSS JAMES ANDERSON COMPANY ENGINEERING SERVICE AGREEMENT FOR 2022

Chairman Pink stated James Anderson Company has requested a 4% hourly increase for their 2022 agreement. The Committee received a memo from Village Administrator Florip stating JACO's six items making their case for their request of an increase. Chairman Pink added in 2019 a 4% hourly increase was approved by the Board. However, in 2020 and 2021 JACO automatically increased their hourly rates by 4% without having received Board approval. Chairman Pink commented the Committee needs to decide if a 4% increase or a lower percentage should be granted for 2022. Chairman Pink asked why the memo she received did not include the 2019 nor 2020 total revenues. Village Engineer Scott Anderson indicated he did not compile the revenue amounts for the Committee. Village Engineer Scott Anderson replied in 2021, 40% of their hourly work was not charged given it was part of the retainer amount. Village Engineer Scott Anderson indicated JACO's business costs have increased more than the 4% and permit revenue is a variable factor that occurs year to year. The retainer amount protects and avoids the Village from overpaying on cases that are being handled ongoing. Village Engineer Scott Anderson indicated the prior Village Administrator indicated an automatic 4% increase should occur for the 2020 and 2021 hourly rates. No documentation was found to validate this statement. Member Bohm stated JACO received a generous hourly increase in 2020 and 2021 during the COVID restrictions and the cost of living did not increase as such during these two years. Village Engineer Scott Anderson indicated he did have business increases during this period. Member Bohm suggested a 2% increase for this year's agreement. Village Engineer Scott Anderson replied 2% would be an acceptable increase. Chairman Pink commented she agreed with the 2% increase, since prior year's increases were not approved. Member Clark agreed with the suggested 2% increase. Member Clark asked if the retainer amount still remained at \$6K for building related services and \$4K for permit revenue. Village Engineer Scott Anderson replied at one point the dollar amounts changed to \$5K for both sections. The smaller inspection jobs are performed by JACO and not B&F Construction Code. Member Bohm asked that the new hourly rates be included with the 2022

agreement. Village Administrator Florip indicated the new agreement will include the 2% increase, the retainer amount will remain at \$10K, permit fees and the building services portion will reflect no change. Member Clark asked if the agreement could be reviewed annually. Village Administrator Florip replied this agreement will be reviewed every January.

A recommendation was made to approve James Anderson Company 2022 agreement with a 2% hourly increase. The motion was moved by Member Bohm and seconded by Member Clark. The motion was carried.

I. DISCUSS MAINTENANCE AND CAPITAL IMPROVEMENT ITEMS FOR FY2022-2023 BUDGET

Village Administrator Florip indicated the Committee will be reviewing two budget drafts for the upcoming fiscal budget prior to recommending the final numbers to the Board in April. Chairman Pink indicated the Little Melody Lane Road resurfacing will need to be a joint expense effort with the Township of Libertyville to complete this project. Chairman Pink asked the Village Administrator when do capital projects get recorded as a capital item given the current dollar amounts only relate to the design and planning phase. Village Administrator Florip replied she will follow up with Trustee Maier on how the capital project should be reflected.

Chairman Pink asked that the ROW tree removal budget amount be increased to \$12K. The shoulder maintenance budget amount was reduced to \$15K. Village Engineer Scott Anderson said the east Oasis service road is the only location that requires pot holes to be filled. Street and pot holes repairs line-item amount was reduced to \$12K. The unknown project line item was increased to \$3,500 for any unplanned miscellaneous projects.

Member Bohm asked if we could reach out to the Township of Libertyville to better understand when they will have the budget to resurface Little Melody Lane.

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

Member Clark asked if she could be the main contact with Hey & Associates Inc., when the field study is being walked-thru and the results are being reported on St. Marys Road and Old School Road. Chairman Pink replied she understood the request and confirmed Member Clark will be handling the field study ongoing.

K. ADJOURNMENT

It was moved by Member Bohm and seconded by Member Clark to adjourn the meeting at 7:19 pm. The motion was carried.

Sandy Gallo, Village Clerk