

**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, APRIL 13, 2022 AT HILTON GARDEN INN IN THE COTTONWOOD ROOM A**

**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 Clark

Absent: None

Chairman Pink declared a quorum present.

Attendees: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Engineers, Scott Anderson and Jamie Anderson; Trustees Armstrong and Towne

**C. APPROVAL OF THE REGULAR MEETING MINUTES OF MARCH 9, 2022**

Minutes of the regular meeting for March 9, 2022 were reviewed. Chairman Pink asked for a change to be reflected on page 2 under section E. It was moved by Member Clark and seconded by Member Bohm that the regular meeting minutes be approved with the modification and be placed on file. The motion was carried.

**D. UPDATE ON FOREST BUILDERS, INC. CLEANING OUT THE VILLAGE'S DITCHES**

Chairman Pink indicated some locations will require silt to be removed while other ditches will need to be deepened to improve the drainage. Village Engineer Scott stated a correction needed to be noted that they did have the equipment to clean the ditches. Trustee Towne stated a ditch that should be addressed is that of resident Les Raffel's on Little St. Marys Road. Chairman Pink confirmed she was fully aware of that property's front ditch currently being too shallow, causing the water over top onto the road during heavy rainfalls. Village Engineer Scott asked the Committee to set a budget to complete the annual maintenance on the ditches and to prioritize locations. Chairman Pink asked the Village Engineer Scott to drive around the Village to view the conditions of the ditches and provide a final report to the Committee on priorities. Village Engineer Scott remarked the cost of repairing one ditch versus another is dependent on how many cubic yards of dirt is removed and replaced. Village Engineer Scott added to reduce engineering buildable hours, no topographic surveys nor plans for the cleaning of the ditches were completed, as this job is completed by truckloads utilized and the hours worked. Village Engineer Scott indicated a \$10,000 budget would support a number of ditches to be repaired. Chairman Pink replied she will provide the Village Engineer a priority listing of ditches to be considered. Village Engineer Scott commented the Little St. Marys Road ditch predicament is the lack of room to create a larger ditch due to mass quantity of brush and trees located in that area. Member Clark added the current owners are working in clearing the buckthorn on their property. Chairman Pink added we will need to connect with the current homeowners to explain the Village's intentions to improve the ditch drainage we would need to remove some of shrubbery.

Chairman Pink asked Village Engineer Scott, once the \$10,000 allotted amount is spent, he report to the Committee what locations remain to be addressed. Village Engineer Scott replied they will begin the ditch work once the ground is dry.

A motion was made to approve Forest Builders to clean the ditches in the amount not to exceed \$10,000 and the Committee will prioritize the locations. The motion was made by Member Bohm and seconded by Member Clark. The motion was carried.

#### **E. DISCUSS PATCHING POTHoles THROUGHOUT THE VILLAGE**

Village Engineer Jamie Anderson provided the Committee an email listing all of the pothole's locations with pictures throughout the Village. Village Engineer Scott indicated the East Oasis Frontage Road has about 30 potholes with various alligator locations. To repair all of the alligator areas would be costly. Trustee Towne indicated when the Bradley bridge was redone the Tollway indicated they were going to resurface the portion of the road. Village Administrator Florip indicated she will follow-up with the Illinois Tollway to determine what was agreed upon during the 2017 reconstruction of Bradley Road bridge. Chairman Pink asked why the Village Engineer was out in the field with the landscaper picking up litter from the tollway road. Village Engineer Jamie Anderson replied he was working with the cleaning crew ensuring they removed the debris on the east and west side of the village property driveway up to the Oasis Business Park parking lots. Chairman Pink indicated she was unclear on who is responsible for clearing the waste, snowplowing and repairing the road around the Oasis Business Park. Village Engineer Scott stated the tollway deeded the Village the road years ago. Village Engineer Jamie Anderson said the village started cleaning up the litter from the ditches a few years ago given the quantity of waste that built up and the surrounding residents reported as an eye soar. Trustee Towne added the tollway is very slow in cleaning the debris within their side parking lots. The online ramps utilized by the trucks is filled with waste. Village Engineer Jamie Anderson remarked the tollway hired a leasing company to maintain the areas around their parting lots. If the Village seeks action, a communication will need to be sent to the tollway in order for their onsite management company to address the matter. Village Administrator Florip said she will reach out to the leasing company to address their waste levels and discuss their road conditions. Village Engineer Jamie Anderson worked with Dunlap Lawn Service to ensure they clear out all of the debris along the tollway areas that was village property. Chairman Pink indicated Member Clark will handle any special projects invoice approval completed by Dunlap. The Village Engineer will no longer need to complete the review of Chris Dunlap's work performed for Public Works. Member Clark will approve Chris Dunlap's invoices for Public Works projects. Member Bohm will approve the Parks and Recreation invoicing. Village Clerk Gallo will communicate to Chris Dunlap the Trustees responsible for approving invoices. James Anderson will spend one to three hours monthly to review the monthly right-of-way mowed by Dunlap Lawn Service prior to approving their invoice.

Village Engineer Scott indicated there are about 30 potholes throughout the Village that require filing. Village Engineer Scott stated the cost to repair these holes can range between \$500-\$1,000 utilizing cold patch. Village Engineer Jamie Anderson added one area on the east side of the Oasis Service drive pavement is eroding and it will require stones to prevent further deterioration. Member Bohm indicated we have only received one complaint from a non-resident about the service road conditions. Member Bohm said he agreed that the Village Administrator should reach out to the tollway to ensure they are maintaining their grassy area and the road.

A motion was made to repair the potholes utilizing cold patch in the amount not to exceed \$2,000. The east side of the Oasis Frontage Road pavement area that is eroding will be filled with rocks. The motion was made by Member Clark and seconded by Member Bohm. The motion was carried.

**F. DISCUSS VILLAGE SHOULDER MAINTENANCE**

Chairman Pink asked Village Engineer Scott if he had an estimate for the shoulder maintenance. Village Engineer Scott replied the estimate for the shoulder maintenance can vary on locations. Village Engineer Scott said he could not repair the shoulder and trails at the same time. The two jobs vary in equipment and material required. Village Engineer Scott indicated the parameters of how much asphalt is needed for each area varies and therefore he cannot give us a proposal. Member Clark asked that the Village Engineer drive the Village and provide a listing of locations that should be repaired with a priority. Village Administrator Florip indicated it would be cost efficient to provide Forest Builders budgeted amount for the project as opposed to going out to bid for the work. Chairman Pink agreed. Village Clerk Gallo will provide the Committee last year's invoice for the shoulder maintenance. Chairman Pink stated this work is not due to start until June or July as the areas need to be drier; this item will be furthered discussed next month.

Village Engineer Scott added the Committee will also need to confirm if a weed control will be applied on the shoulder.

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

Member Bohm remarked to Village Engineer Jamie Anderson that he was taken back on the number of hours billed by James Anderson when researching the placement of a fence in Whippoorwill Park. Village Engineer Jamie Anderson indicated he reached out to three vendors for quotes, topographic surveys of the park and current tree location, along with holding various conversation with the Village Attorney. Village Engineer Scott said the village ordinance is dictating our actions and how we present the plans for the placement of the fence. Member Bohm indicated he wasn't aware of the number of hours being accumulated on an inquiry of installing a fence. Village Engineer Jamie Anderson said at glance there was no awareness of the trail easement nor the variance that is needed to be considered in order to install this fence according to the village zoning code.

Village Administrator Florip commented that after having reviewed the budget amount for Building Services, she recommended that next year's budget be increased to \$215K versus the current budget of \$190K. The Committee consensus was to increase the Building Services amount.

Chairman Pink asked Village Engineer Scott to provide the details on AbbVie's email request for the Village to review their safety measures around the crosswalks on Bradley Road and Riverwoods Blvd and Route 60 and Riverwoods Blvd. Village Engineer Scott indicated the corner of Bradley and Riverwoods Blvd currently has two-way stop signs. However, a recent report was made that a jogger almost was hit by a car at this intersection. Member Bohm stated AbbVie should receive the message that the Village assessed this corner, discussed different options and at this time the Village found the crosswalk to be adequate. Trustee Armstrong agreed no flashing lights are needed with this intersection crosswalks clearly being marked and having two-way stop signs. Chairman Pink stated in the communication from AbbVie they also asked if a crosswalk

could be placed at the north corner of Route 60 and Riverwoods Blvd for walkers to safely cross. Chairman Pink added the Village will not be striping a crosswalk as no trails nor sidewalks are available at the opposite sides of the road to safely walk. The consensus was to communicate to AbbVie that their employees need to consider alternate areas which are clearly marked with crosswalks and signs for their safety. The Committee asked Village Administrator Florip to reply to AbbVie's email on behalf of the Village indicating the alternate areas to cross instead of Route 60. In addition, the Village will continue to monitor the corner of Bradley Road and Riverwoods Blvd, but no further action will be taken at this time.

Member Clark indicated she met with Dave Kraft from Hey & Associates to perform the walkthrough of the field study of St. Marys Road stormwater going west on Old School Road. Mr. Kraft explained how the new drainage system handles the water flowing at a slower rate. Member Clark felt reassured after Mr. Kraft indicated the drainage project was completed properly. Member Clark added they will need to address some issues on how the water drains down Old School Road crosses under the road into a small culvert onto her property and the township property. The culvert was installed by the Clark's about ten years ago when they purchased that corner lot. Mr. Kraft recommended the Clark's install a box Trevor at the corner lot to improve their water drainage. Mr. Kraft also recommended that the Clark's hold-off from making any modifications until he reassures them there was grant funding available from the Township to continue their water shed improvements on that corner lot. Having the water shed and the box Trevor installed simultaneously would improve the current drainage issues tremendously. Mr. Kraft recommended on the northside of Old School Road ditches, which are currently narrow be widened at the bottom. The grading of the ditches are in ideal condition but widening the bottom will improve the water flow. Village Engineer Scott replied this road's ditches have no room to be made wider. Mr. Kraft recommended the flatten area be 12-18 inches wide. In addition, at the bottom of the ditches, heavier rocks should be placed to reduce the flatten areas from eroding. Village Engineer Scott replied when a ditch is widened at the bottom the walls will collapse into the area if the pitch is not 3:1. Village Engineer Scott added cleaning silt from boulders presents a bigger challenge too. Trustee Towne added Lake County cleared various brush and trees on St. Marys in order to make their ditches wider yet still in a V like shape. Mettawa does not have wide ditches due to the limitation of right-of-way and thick vegetation. Member Bohm asked why wasn't this area part of the stormwater management study. Member Clark replied this issue presented itself after the St. Marys Road improvement. Chairman Pink asked that the Committee continue the St. Marys Road field study once the final report has been received from Hey & Associates.

## **H. ADJOURNMENT**

It was moved by Member Clark and seconded by Member Bohm to adjourn the meeting at 7:13 pm. The motion was carried.

Sandy Gallo, Village Clerk