

**MINUTES OF THE PUBLIC WORKS COMMITTEE OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON
WEDNESDAY, SEPTEMBER 9, 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 (called in after roll call)

Absent: None

Chairman Pink declared a quorum present.

On the call: Village Administrator, Bob Irvin; Village Engineer, Scott Anderson; Trustee Towne

C. APPROVAL OF MINUTES OF THE AUGUST MEETING

Meeting minutes from August 12, 2020 were reviewed. Trustee Pink had a few corrections. 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. UPDATE FROM THE VILLAGE ENGINEER ON DITCHES AND CULVERTS

Village Engineer Scott Anderson said they can begin to clean out the ditches at the low areas along Bradley Road, near the MacLean Preserve at Oasis Park and Old School Road, west of St. Mary's Road where the sediment has built up from the trails. Village Engineer Scott Anderson added the Village could consider hiring a contractor to jet clean the culverts that are plugged or partially plugged which is reducing the flow of the water. Member Sheldon asked if a list of all the Village's culverts was provided. The Village Engineer said he had a list of the culverts and the list of those that need to be cleaned. Chairman Pink asked for a complete list of culverts and to indicate those that required maintenance. Trustee Towne stated it would be ideal to address these culverts this fall due to some of them already being plugged.

E. DISCUSS RESPONSIBILITY OF PRIVATELY OWNED CULVERTS

Chairman Pink stated residents have not been content with being held responsible for the culvert maintenance required on their property. As a result, Chairman Pink and Member Bohm discussed how the Village can support and encourage the residents to perform the necessary repairs and provide them a set dollar amount to offset costs. Chairman Pink added in order to receive the supporting funds, the Village Engineer would need to validate the maintenance is necessary and further regulations would need to have been followed in order to qualify. Member Bohm added the Committee received the Village Administrator's memo regarding the Village's code relating to the responsibility the property owners have for their culverts and driveways. Member Bohm agreed on the idea of providing a set amount to support the residents to maintain their culverts. Member Sheldon said she does not agree in providing the residents a monetary amount to repair their culvert. Home owners should be held responsible in completing their necessary property repairs. Member Sheldon added the Village

currently provides them a tax rebate check. The Village Engineer said when a culvert is being replaced, the pipe could cost around \$400- \$600. The pipe cost could be handled by the Village to reduce some of the expense for the resident. Member Sheldon commented the amount would need to be set and not determined on their culvert. Village Administrator Irvin added surrounding towns do cost sharing with their residents when areas are in municipal right-of-ways such as sidewalks. The decision needs to be made on a monetary amount not on the size or length of the material. Member Sheldon added she would like to ensure any new pipes do not impact other residents due to the size being added or create a heavy water flow somewhere else. Chairman Pink added this project would be handled by the Village Engineer. Trustee Towne asked if new construction would receive this monetary support. Chairman Pink said no. Trustee Towne asked how multiple driveways would be handled. Trustee Towne cautioned the Committee of this behavior and changing the ordinance. Member Sheldon added this agenda item should be further discussed after the culvert listing has been provided by the Village Engineer. Chairman Pink agreed and asked Village Engineer for a listing of all the Village culverts for the next Committee meeting.

F. REVIEW THE TREE REMOVAL BIDS

Village Administrator Irvin said the tree removal bidding that was opened on Friday, September 4th relates to the new trees that have been identified on Village property. Chairman Pink said two bids were received, Dunlap Tree Experts for \$8,650 and Lucas Landscaping and Design at \$9,025. Member Sheldon mentioned some of the Village's oak trees are expected to get fungus this year. Trustee Towne asked if the bids included stump removal. Village Engineer confirmed yes.

A motion was made to approve the Dunlap Tree Experts bid in the amount of \$8,650. The motion was made by Member Bohm and seconded by Chairman Pink. The motion was carried.

G. UPDATE ON THE RESURFACING OF LITTLE MELODY LANE

Chairman Pink said she received an estimated cost to resurface Little Melody Lane from the Village Engineer. Village Engineer mentioned to Chairman Pink that the Village could repair the apron of this road as it is the worst area. Village Engineer indicated he only provided an estimate of the work, a true amount requires a survey to be completed. In addition, the Village is only responsible for 25% of this expense. Village Administrator Irvin stated to Chairman Pink she had enough information to speak with Libertyville Township to ask if they could cover their portion of the expense in the next few years. Member Bohm commented we should speak to the Township and include our residents petition for the repair to be completed. Member Sheldon agreed we should speak with the Township to ensure the Village continues to maintain their road standards. Trustee Towne said the majority of the road is Libertyville Township and they need to take the lead to have this project go out to bid.

A motion was made to discuss with Libertyville Township if they can plan their budget accordingly to include the resurfacing of Little Melody Lane. The motion was made by Member Sheldon and seconded by Member Bohm. The motion was carried.

H. SELECT ENGINEERING FIRMS TO INTERVIEW FOR THE STORMWATER MANAGEMENT STUDY

Chairman Pink said the final four firms that will be interviewed have been determined. The firms are Hey & Associates, Inc., Baxter & Woodman, Christopher Burke and Gewalt Hamilton Associates, Inc. Chairman Pink said the Committee needs to decide in which fashion they would like to handle the interviews and on what date. Trustee Townes said an RFP (request for proposal) should be created at a high level and allow these firms to submit their information. Village Administrator Irvin said that the Committee had decided not to do a request for proposal due to the amount of work it would take to list the specifications and areas to determine the work. A request for qualifications was indeed the best route to solidify their qualifications and which firm we would like to work with. Village Administrator Irvin said after the Committee has interviewed the four firms and a firm is determined, the Committee will work with them to develop the work to be completed in order to draw-up a proposal. Member Sheldon said she would like to select a firm that has worked in a municipality within Lake County. Member Bohm suggested each firm should be interviewed for 30 minutes. Chairman Pink said Village Administrator Irvin will provide the Committee some common questions to ask during the interviews. The Committee agreed on a Zoom meeting. Village Administrator Irvin suggested on a Special Public Works meeting to handle the interviews. Trustee Town suggested the Village Board review the firms and request an RFP be submitted. Member Sheldon agreed the Village Board should have an input. Chairman Pink asked what information was posted on the Village website. Village Administrator Irvin said agendas are provided to residents and Zoom calls are easier for residents to attend.

Resident, Jess Ray (350 Little Melody Lane) said he agreed with Trustee Towne's comment that an RFP is the best route for this study. If residents can attend the Zoom meeting, how can we receive the vendors presentations. Village Administrator Irvin said there are no presentations, the interview will be heard on that day.

Trustee Towne commented the consultants may not understand the Village's boundaries without maps in advance to create a proposal encompassing the right area. Village Engineer Scott Anderson added the boundaries are irrelevant to what work is being completed. Trustee Towne said these vendors need information of our Village's troubled areas.

Member Sheldon asked if this matter can wait a month or two to allow the Committee to better understand how to handle this stormwater study. Village Engineer Scott Anderson said the engineering firms will calculate the water flow with their model software. Member Bohm said the four interviews should be completed and after the interview we can decide at what speed we want to move forward. Village Administrator Irvin said this meeting is a public meeting and anyone can attend. Trustee Towne suggested that the Committee review the RFP that Gewalt Hamilton had submitted in the past.

Chairman Pink said she will update the Board on the Committee's next steps of interviewing and reviewing Gewalt Hamilton's RFP.

A motion was made to obtain the RFP for the Committee to address this matter for the next month. The motion was made by Member Sheldon. The motion failed.

A motion was made to send out the RFP for the water extensions completed by Gewalt Hamilton's, update the Board on the selection of the engineering firms for the stormwater management study and the Committee will have a Zoom meeting to interview the four engineering firms separately. The motion was moved by Member Bohm and seconded by Member Pink. 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

J. ADJOURNMENT

It was moved by Member Bohm and seconded by Member Sheldon to adjourn the meeting at 7:28 pm. The motion was carried.

Sandy Gallo, Village Clerk