



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 9, 2026

TOPIC 2026 Street Improvement Program Ad Hoc Committee

BACKGROUND BRIEF:

Council Member Lamb is requesting the establishment of an ad hoc committee to review and provide recommendations on changes to the special assessment policy relating to street improvements. Council adopted a special assessment policy on July 10, 2023. The current policy is attached. Council Member Lamb is concerned that the current policy allocates only 10% of the cost of dead end street improvements to the Village generally and requires abutting properties to be assessed 90% of the cost. The reasoning for this policy is that dead end streets receive no cut-through traffic and, therefore, receive very little traffic from the community generally.

The special assessment policy was adopted to provide a fair, uniform, and consistent framework for the levying of special assessments for different types of public improvement projects based as closely as possible on the level of general community benefit.

Administration intends to undertake the following steps in the project process to help ensure that timely and accurate information is shared with affected property owners and the public generally on the 2026 street improvement program:

1. Council will hold a needs public hearing to receive input from affected property owners on the proposed project and determine whether the project is a necessity. The Village Engineer will be in attendance to answer questions about the proposed scope of work and other details.
2. Administration will hold a public informational meeting with affected property owners when design plans are completed to allow property owners to review and comment on the proposed project.
3. Administration will make any necessary changes to the plans and solicit competitive bids for the project.
4. Council will review the bids, direct Administration to cause to have a proposed special assessment roll prepared, and schedule a public hearing on the proposed special assessment rolls for the project based on the bid amounts, grant funding for Division 1 of the project, and other project costs.
5. Council will hold the special assessment public hearing; approve, modify and approve, or reject the special assessment roll; and award the construction contract for the project if proceeding.

6. Administration will give notice to the contractor to proceed with work if the State approves the contract as to Division 1 (grant funded portion).
7. Administration will have a construction management team comprising the Village Manager, Public Works Director, Village Engineer, and contractor representative; the team will meet regularly to review construction progress, discuss upcoming construction work, and provide necessary notifications to residents about disruptions or other important matter. Council will receive copies of team meeting minutes and any notices distributed to residents for Council's information.
8. Administration's intention is to have the project substantially completed by October 31.

If Council still feels that an ad hoc committee is necessary, the Council must create the committee, determine its specific scope of work and required recommendations/reports to be submitted to Council, designate the individuals who will serve on the committee, and set the term (expiration date) of the committee.

SUMMARY OF PREVIOUS COUNCIL ACTION:

02/23/2026 – Council postponed action on this matter until additional Council Members could be present and provide input.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None