



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC 2026 Street Improvement Program Ad Hoc Committee

BACKGROUND BRIEF:

Council Member Lamb is requesting the establishment of an ad hoc committee to facilitate an in-depth knowledge of the protocols and procedures of the project so that they are moving forward through the community.

Administration intends to undertake the following steps in the project process to help insure that timely and accurate information is shared with affected property owners and the public generally:

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, the members to serve on the committee, and the term (expiration date) of the committee.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None