

**VILLAGE BOARD COMMITTEE MEETING**  
**THE VILLAGE BOARD OF THE VILLAGE OF ISLAND LAKE**  
**June 5, 2008 7:30 pm**

**CALL TO ORDER** Trustee Herrmann called the meeting to order at 7:30 pm.

**ROLL CALL** Roll call indicated the following present: Trustees Garling, Herrmann, Mascillino, Ponio, Saville and Verciglio. Absent: Mayor Hyde. Also present: Sergeant Anthony Scarrione and Willie Kootstra, Public Works.

1. Pavement Management Report presentation

Willie Kootstra presented to the Board of Trustees the Pavement Management Report. He thanked the Board for allotting \$100,000 towards this project this year from the general fund. He stated though that this is not enough to properly maintain the roads in the Village. Mr. Kootstra explained that \$200,000 will be spent this year - \$100,000 from the general fund and \$100,000 from MFT. He explained that they started research the roads and preparing a report in 1997. It took 2 years to compile the information and form a plan. The report was then approved and the first copy of the report was ready in 2001. The report was updated in 2006 and it goes out for 5 years. The report recommends actually spending \$230,000 a year on the Village roads. Mr. Kootstra added though, that that figure should actually be increased each year because of the rising costs each year of oil, asphalt, etc. Mr. Kootstra explained that typical road design lasts 15-20 years. Roads only last so long and some will last a little bit longer and others will break down sooner. He pointed out on Page 3 the average road conditions. Mr. Kootstra stated that this is a 5 year plan and will have to be updated once again. He explained that once the base goes, there is a lot of repair work that needs to be done which drives the costs up even more. He recommended that the Village in the long run increase the funds to spend on roads each year in order to keep up. He added that the Village needs a plan especially with more and more subdivisions being approved and coming into the Village. More and more roads will have to maintain, repaired, etc. over time. Mr. Kootstra said that he emailed the Board about this report and he put a copy in everyone's boxes. There is a copy in the Board Room also for all to see. He asked the Board to give the report the credit that it deserves and to try to assist in coming up with a workable plan for the Village roads. He added that the roads are a major Village project and it requires much attention and a good solid plan. Mr. Kootstra explained that a plan for the funds for the roads needs to be worked on by everyone. He asked the Board to put some attention towards this as well as to work with the Finance Director on a plan. If grants are available, they can be worked on as well to try to obtain. Mr. Kootstra said that grants were obtained in the past which helped the Village through some of the projects but much more is needed. The recommendation is to spend \$300,000 a year in order to properly keep up on these road projects. Careful, proper planning is greatly needed. Mr. Kootstra pointed out some example of road projects that were worked on years ago; however, since then, they have not been looked at again but are in need: Fox River Shores 1992, Dartmouth Drive – some area have sunk a foot, etc. Mr. Kootstra recommended a committee be put together and that committee work on a long range plan.

2. 2008 MFT Maintenance Program

Mr. Kootstra stated that the bids were opened last Thursday. There were 7 bidders, the high bid was \$248,753.75 and the low bid was from Peter Baker for \$162,968.60. Trustee Ponio pointed out that there is \$32,000 then left over to use as there was initially \$200,000 budgeted. Trustee Ponio questioned if Baxter & Woodman will oversee the project. Mr. Kootstra replied that they try to utilize the contractors expertise instead as well as to save money. Baxter & Woodman is not scheduled to come out as the costs have to be kept low. The contractor is the expert and they have to comply to and follow strict guidelines. They take their time as well and do not rush projects. He reported that a full time engineer is not necessary as well as it saves money. Trustee Ponio replied that someone should oversee the project. Mr. Kootstra explained that spot checks are done and the checks are varied and done at different times. Baxter & Woodman handles all the paperwork. Trustee Ponio commented that maybe the extra money can be spent then on the roads. Mr. Kootstra stated too that in the past the Village had put a plan together and saved MFT money and accumulated \$400,000 which was able to be spent on one big project. He said that the Board could consider such a plan again.

3. Discussion of 3502 Woodlawn water matter – Mayor Hyde

Trustee Saville said that the address should be 3502 Woodland, Patti Raynor. He stated that each Board Member was supposed to go and take a look at this property. Trustee Ponio said that a solution is needed by Public Works or Baxter & Woodman. Trustee Saville replied that there is no real solution and that everyone really needs to go and take a look in order to properly discuss this. Trustee Mascillino replied that she took a look at it and stated that the lay of the land is awful. She too said there is no real solution. Trustee Ponio commented that the Village probably should not have allowed houses in that area.

4. Discussion of Veterans Park paving – Trustee Saville

Trustee Saville stated that he will take the hit on this matter. He explained that Mr. Kootstra called him on Tuesday am and said that the pavers were there and ready to start but that the work order was not signed. Trustee Saville said that he thought work order meant something different and that it meant that is was in conjunction with the grant money for this project. He understood that there was a deadline in place that this had to be paved by. He explained that he told Mr. Kootstra, in order to comply, to schedule the project and get it done. Again, he thought this was all part of the grant. A work order is different than a contract. Trustee Saville said that Mr. Kootstra and himself spoke about this matter immediately on the phone as well as face to face. They pavers showed up and they were not chased away. Trustee Ponio asked if this went out to bid, who received the bids, etc. He said that the parking spaces are shallow and he thought the purpose of this paving project was to comply with ADA and the Disabilities Act. He said that the end stall, one has to back up and into the grass in order to get out. He questioned why Baxter & Woodman did not design this parking lot. Mr. Kootstra said that engineering was not contacted. They were not changing the size/context and they were paving over the existing. There was never a complaint on the gravel that was there. He agreed that paving is required by law and it needed to be done. Mr. Kootstra explained what is required per the ADA and Disabilities act regarding parking spaces. He added that in size and quantity, the parking lot exceeds the minimum requirements. The handicapped areas exceed the minimum as well. Mr. Kootstra compared and pointed out other handicapped spaces that are at the Grape Vine restaurant, at Walgreens and at Home Depot. Mr. Kootstra explained that the laws are vague and that it is up to the governing bodies to decide what to do. There are no laws in place, only recommendations. Mr. Kootstra offered as a solution to blot out some of the yellow lines, that parallel parking can be done instead which would take out a few spaces and open areas up more, etc. He was open to suggestions. Trustee Ponio replied that there are standards for parking lots on angles and that they are based on lot design. He said that the entrance is a single land which maybe could have been reviewed and changed too. He said that the original design showed a different parking lot. Trustee Ponio felt it was premature to pave without a parking lot design. He added that the Village Hall parking lot is incorrect too and he hopes that gets fixed in the future too. Trustee Ponio said he is disappointed at the hurriedness and he just doesn't want to throw good money after bad. Mr. Kootstra said yes, the original design was different and parking was supposed to be bigger but, to go bigger is a lot more money. He said what is there is a good product and he too wishes the parking lot could be bigger but it takes money. He added that he presented this project at a recent budget meeting as well as John Little brought it up at another recent budget meeting too. Trustee Saville said that all received Kevin Sutherland's email and he answered all the questions presented to him. He added that they dealt with this the best that they could and that no additional expenses were spent. Trustee Ponio said that he did not receive the response. Trustee Saville said that everyone got the email on June 3, 2008 at 1:08 pm from Mr. Sutherland. Mr. Kootstra said there is 3.75 inches of asphalt. He said that many areas do it differently; however, there are no laws in place, only recommendations. He explained that the gravel was originally put down by a former Trustee and there have been no repairs since. He said that the same profile was used to built at Veterans was used at Fox River Shores. Mr. Kootstra said if the Board would like to add more asphalt, the area can be swept off and asphalt added. Mr. Kootstra said the project was discussed and presented on February 26<sup>th</sup> to the Board and on March 24<sup>th</sup> and April 22<sup>nd</sup> at the budget meetings. He said all the meetings were posted and open to the public. On May 1<sup>st</sup>, Mr. Little presented a memo to the Board members on this matter. The Budget was then approved on May 8<sup>th</sup>. He said that this was a detailed specific line item in the budget. Mr. Kootstra said he received an approval email from Trustee Verciglio and a voice mail approval from Trustee Saville. Trustee Ponio asked if the Board has to approve contracts. He asked who told this company it was okay to go ahead and complete the work. Mr. Kootstra replied not by himself. Trustee Ponio claimed that Mr. Kootstra went to Performance Paving on Wednesday to talk to them. Trustee Saville said once again that he will take the hit on this matter. He said that there is no signed contract. They were informed that they were the lowest bid.

He explained that Mr. Kootstra called him and explained everything and that it was his error. Trustee Saville said that no one else will show up from now on and just start working. He again stated that the words "work order" threw him for a loop and thought that this was then an inter-Village item. He said that this will not happen again. Mr. Kootstra said there were 3 bids - \$11,200, \$14,500 and \$16,200. He said that he let Performance Paving know that they did have the lowest bid. He said that he also told them that it was not signed yet. He said that he did not authorize them to start. Mr. Kootstra added that this project was under \$20,000 and actually did not need a formal bid. He told the Board if they want to formally approve everything, that they can do that and to let the department heads know. Trustee Ponio said that Mayor Hyde said he would not sign any more contracts without Board approval. Mr. Kootstra replied, again, if the Board wants them to bring every item forward for formal approval, the department heads can do that and he added though, that this will slow down projects. The quote was received on April 24<sup>th</sup> for \$11,200. Mr. Kootstra said that this was discussed several times then formally approved in the budget so there was plenty of opportunity for the Board to discuss it. Trustee Mascillino said that there was some miscommunication here, somewhere, and that the Board should work on a policy and procedure going forward for such a matter so everyone is clear. Trustee Herrmann agreed and pointed out that Attorney Puma had issued a memo stating that these are common sense matters and matters that deal with every day, day to day, work in the Village and if everything has to be formally approved, many projects will be halted and take much longer. She said that department heads are hired to make the day to day decisions. Trustee Mascillino said that the park has a parking lot now. It's paved and it is useable. The Board discussed and agreed to a few changes to the parking lot and striping.

**5. Mosquito abatement discussion – Trustee Saville**

Trustee Saville said that this is in the budget and all have received an email. 3 sprayings are in the budget. Last year there were 5 or 6. Mr. Kootstra suggested July 4<sup>th</sup>, LakeFest and Labor Day. Mr. Kootstra questioned what protocol is to active this, who made the decision, etc. He said that he is already receiving mosquito calls from residents. He asked if more applications are added down the road, what will the decision be based on. Trustee Saville commented that last year was the first time the Village had sprayed in years. He said that the Board assured the residents that they would continue this. He said that the spraying has to be done on a timely basis and at peak times. A plan is needed. Trustee Mascillino said that weather plays a roll too, rainfall, the temperature, etc. She said some flexibility will be needed. Mr. Kootstra said that the company too needs some notice. Trustee Ponio stated that he feels that the suggested dates are good recommendations. Mr. Kootstra explained that the spraying kills flying adult mosquitoes only. If the spray hits the ground, it is ineffective at that point. The spray has no effect on larvae. Trustee Garling asked what Wauconda does and when they spray. Mr. Kootstra will check with Wauconda. Ms. Mascillino stated that the spraying is not that beneficial; however, the public expects it and she too feels the dates presented are good. John Little had said that maybe 2 more sprays can be added but this can be decided down the road. Trustee Mascillino said that Mr. Kootstra should manage the program and he should remain the contact. Trustee Garling said it's in the budget, it got approved and it is in the minutes.

**6. Discussion of architectural service to perform an architectural review of Village Hall – Trustee Ponio**

Trustee Ponio said that 3 firms have presented a plan. The budget was approved and has \$26,000 to be spent in this area. He does not feel that Village Hall needs to be demolished and that he thinks it is salvageable. He explained that Castle out of Elgin is the only one that got a proposal to the Village with a fee and he added that Durant Company is also another good choice. Both are in the Midwest and are qualified. Trustee Ponio believes it would be best to stay with a local company and that within the quote, for \$24,297, it does say that it can be negotiated. He would like the Board to interview this company again with several Trustees being there and then bring it to the Board for approval.

7. Discussion of Room Rental and Closing time of Village Hall – Trustee Verciglio

Trustee Verciglio said that a memo was received from Karen Luebbers, John Little and Clerk Kaczmarek on this matter. They are recommending that Village Hall close at 9:30 pm but that a procedure is needed because some meetings are running over. Trustee Herrmann agreed but added that it does complicate things though because meetings can run over. Trustee Mascillino said though, if 9:30 is the set time to close, it will keep meetings moving along more efficiently. It was discussed too what to do at Village Hall in the event of a power failure – how long are employees to stay on the premises if the power goes out. Trustee Garling stated that where he works, the employees wait about 15 minutes and then they start evacuating for safety. There were also suggested charges for using Village Hall rooms, \$25 a month and a \$50 refundable fee. Trustee Herrmann did not agree with the Village usage fee though that could be charged.

8. Discussion of Covered Bridge plat – Trustee Verciglio

Trustee Verciglio said that Clerk Kaczmarek prepared this for the Board Members to review; however, only 2 have reviewed it so far. He asked everyone to take the time to look it over.

9. Discussion of Historic Preservation Partnership between the Historical Society and the Village of Island Lake Resolution – Trustee Mascillino

Trustee Mascillino presented this to the Board Members. It will go before the Board for a vote at the next meeting.

10. Issue a key to Summer staff person in charge of summer camp for summer months only – Trustee Verciglio

The Summer staff person starts at 6:30 am every day and she is requesting a key. The Board approved for her to have a key for the summer.

Items from the Clerk, Trustees and Department Heads

- Trustee Verciglio said that two employees have been put into place at Veterans Park. Everything is the same as last year and that it closes at 10 pm. Trustee Ponio pointed out that the signs say parks close at dusk and the ordinance says something else. It was pointed out that there are lights at the park so there is no need to close at dusk. A phone is being worked on for Veterans Park too.
- Trustee Saville announced the Children's fishing tournament at Eastway Park on August 2, 2008. Frank DeSort and Clerk Kaczmarek are asking for a consensus of the Board that this event is okay to hold so that they can advertise in the newsletter which is scheduled to go out next week. This will be put on the agenda to vote on at the next meeting also. Trustee Verciglio asked if there would be signs too and Clerk Kaczmarek said yes but they will ask for approval. The Board Members agreed to move forward on this.
- Trustee Herrmann mentioned a notice from Mayor Hyde regarding MCMRMA. Trustee Mascillino spoke to Mr. Kootstra about this and they are actually meeting, as an organization, to vote to see if they want to stay as an organization and continue what they are doing. There is no required input from the Village Board. They just want to let everyone know that they are hoping to continue to stay as an organization and continue what they are doing.
- Trustee Mascillino pointed out that there is shore station sitting on the beach at Eastway Park and it is a hazard. Trustee Saville said that it is Lake Managements. Trustee Mascillino said it is in a precarious place especially with so many children around and that it could be a liability.
- Trustee Herrmann said that the Relay for Life in Lake Zurich is June 21<sup>st</sup> and 22<sup>nd</sup>.
- Trustee Herrmann reminded the Board Members of the event that Baxter & Woodman is holding in July and that all are invited.
- Trustee Verciglio reminded the Board that next weeks meeting is June 11<sup>th</sup> at 7:30 pm, not June 12<sup>th</sup>.

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*Motion by Trustee Garling, properly seconded to open the meeting to the floor. All in favor.*

*No comments.*

*Motion by Trustee Garling, properly seconded to bring the meeting back to the Board. All in favor.*

*Motion by Trustee Garling, properly seconded to adjourn the committee meeting. Being that no further business was discussed, the meeting adjourned at 9:45 pm. All in favor.*

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*Christine Kaczmarek, Village Clerk*