

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF HARWOOD HEIGHTS
HELD ON WEDNESDAY, JANUARY 7, 2009**

- A. **CALL TO ORDER** at 7:34 pm by Mayor Margaret P. Fuller
- B. **PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**

Mayor	Margaret P. Fuller
Deputy Clerk	Marcia Pollowy
Trustees	Mark Dobrzycki Michael Gadzinski Arlene Jezierny Demetrios Mougolias Therese Schuepfer Lester Szlendak (Absent)

D. **AGENDA ITEMS**

Mayor Fuller did not have any reports or updates; turned the meeting over to Lee Fell from Christopher Burke.

Christopher Burke Engineering- Union Ridge Pedestrian Improvements, Streetscape closeout & CDBG Projects (side streets & Oak Park water main.)

1. Provided the board with the final cost break down report for the Union Ridge Elementary School project; crosswalks, bike racks, stop signs, fences along Oak Park and flasher lights for the school. The original contract bid was \$76,270.50; the final construction cost was \$59,367.42, so there was a cost saving to the village of \$16,903.08. This item is on the agenda for tomorrow's board meeting to approve the contract changes.
2. Lee Fell reviewed the spreadsheet for Construction costs for the Union Ridge project and that the total cost of the project was \$79,434.63; \$11,000 was for Design with \$8,800 from the CMAQ grant and \$2,200 for local share. Construction cost was \$59,367.42; \$47,493.94 from the CMAQ grant and \$11,873.48 for local share. Construction engineering was \$9,067.21; \$7,200 from the CMAQ grant and \$1,867.21 for local share. Of the original grant of maximum participation of \$73,600, we will be utilizing \$63,493.94.
3. Lee Fell provided the board with a copy of the final cost breakdown for the Lawrence Avenue Streetscape Project. The original bid for the project was \$3,245,825.25 and with the three grants that the village received, the local share was \$2,320,825.25. The final construction costs came in about \$7,200 less than the original bid and that was with everything that was discussed at all the board meetings, all change orders except ComEd and the water main. The village did receive an extra \$150,000 grant, so the local share dropped down to \$2,163,597.54; so the local share savings was \$157,227.71. The packet contained 2 authorizations for the contract change order which is required by IDOT on a federal project. The \$150,000 STU Grant from the NW Council of Mayors did not have a local share match requirement. Lee Fell indicated that there are some punch items that will be reviewed, such as all the landscaping, to make sure that everything is thriving after the winter and also the removal of debris that needs to be cleaned up off of Oketo; Christopher Burke will retain about 3% of the expenses pending completion of the punch list items and then will come back to the board for all the final payouts.
4. Lee Fell indicated that because ComEd delayed the contractor, Martam Construction, they had to spend an additional 40 working days to complete their contract which incurred an additional \$40,000 to the construction engineering expense. At this time Christopher Burke is requesting due to the village's financial difficulties a payment of \$20,000 to complete the construction engineering expense; this payment would have to go to the board for board approval.

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5. Lee Fell indicated that at the last board meeting the board approved usage of the CDBG funds for side street improvements. Last year the village applied for funds, to utilize on the side streets of the village's choice, the village received \$100,000 with a \$15,000 local match. The memo that Lee provided to the trustees indicated the four side streets being considered and the construction cost for each. These costs do not include engineering costs. The Design Engineering Fee to revise the engineering plans into CDBG and MFT format for any combination of the streets would be \$7,500. The Construction Engineering Fee would be 7% of the construction cost. Christopher Burke Engineering is recommending proceeding with Octavia Avenue and if the village desires, a second street may be added to maximize the \$100,000 and utilize the entire grant. If the village did not want to do the second street, Lee Fell indicated that the remaining grant funds could be rolled over to the following year.
6. Mayor Fuller included in the discussion the agenda item on tonight's agenda regarding the handicapped parking sign request for the first angled parking space on Octavia. Lee Fell referred to the street diagram attached to his memo and pointed out the design for the first angled parking space on Octavia and indicated that it has been marked as handicap. Christopher Burke has already designed all of the side streets within the Lawrence Avenue Streetscape project but the board has never approved the design. Discussion ensued regarding the parking situation on Octavia; the parking setup before the streetscape project, angled parking on both the east and west sides of the street and also discussed some of the other streets based on the proposed parking based on the design included in Christopher Burke's plan design which was approved by IDOT. The board agreed that Octavia would be the main street for improvements and Oconto would be the alternate.
7. Lee Fell informed the board about a \$66,000 CDBG grant that the village received about 2-years ago for the Oak Park Water Main, the bids received were under the estimate, but due to the village's financial uncertainty, all the bids were rejected. Back in August, Al Stein, the Senior Planner from Cook County contacted Christopher Burke inquiring if the village was going to do the projects or not; Lee Fell told him that a decision would be made after the first of the year. Lee indicated that the plans would have to be revised to meet the 2009 standards. Since our new fiscal year starts May 1st, Mayor Fuller asked Lee if he could ask Mr. Stein if we appropriated money for the new fiscal year, could he hold over the money for us; Lee will contact Mr. Stein regarding this possible hold over.
8. Lee Fell indicated that there is a workshop for CDBG projects on January 14th; Christopher Burke is attending on behalf the municipalities that they represent and applications are due by February 20th and wanted to know if he should apply for additional grants for the village. Discussion ensued on other possible areas including the 4 side streets; Lee will send the board members a copy of the map. Mayor Fuller suggested that Lee proceed with applications for the side streets and other areas he might see where we could apply for additional grants and then at the next Committee of the Whole, the board after reviewing the map could suggest other possible areas.
9. Lee Fell reviewed the three motions that will be on tomorrow's board consent agenda.

Village Property Owner regarding his property use:

Property owner canceled; Mayor will reschedule with property owner and will let the board know the new date.

In House Administration of Health Reimbursements

Mayor Fuller indicated that she placed a motion on tomorrow's consent agenda for in-house administration of the health reimbursements for the employees; the board already approved for a third party administrator to handle the health reimbursements. Due to the paperwork involved the third party administrator has been delayed until February 1st; both Bridgette and Linda indicated that they could handle reimbursements and preparing the additional checks. Discussion ensued regarding the pros and cons of in-house handling and also some of the other pressing needs within the village at this time. The consensus of the board was to pull the motion that's on tomorrow's agenda and to proceed with using the third party administrator for the time being, and then review the process at a later date.

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Costs for Tax Refund Mailing

Mayor Fuller provided the trustees with the cost information which was in their packets. The cost would be about \$5,000; this would include the imprinting the checks with the names, doing the letters, sending the letters out, pulling the information from the Cook County report, doing the checks and the postage; the company does not have a bulk rate stamp, so it would be regular postage. The tax refunds need to be verified so that the correct taxpayer who paid the taxes receives the refund. Discussion ensued regarding the procedure that would work the best. A number of trustees asked for a copy of the Cook County report that the Mayor received; the Mayor indicated that she didn't think so, but will check to see if it can be distributed to them.

E. PUBLIC COMMENT

Joan White: Indicated that she contacted the Cook County Tax Extension Department and asked for a copy of the taxpayers who overpaid on their taxes and asked the trustees if they knew if all the taxes had been paid and how much money the village had received.

F. EXECUTIVE SESSION

Motion by Trustee Dobrzycki, seconded by Trustee Gadzinski to enter into Closed Executive Session at 8:55pm; on a roll call vote, all in favor.

Motion to enter into Executive Session: pursuant to (5ILCS 120/2) Sec. 2. Open meetings © Exceptions. A public body may hold closed meeting to consider the following subjects: (1) the appointment, employment, compensation, discipline of specific employees of the public body.

Motion by Trustee Dobrzycki, seconded by Trustee Gadzinski to close the Executive Session at 9:23pm; all in favor.

Back to open session at 9:23pm.

Trustee Comments

Trustee Gadzinski: Asked why the trustees did not see a copy of the calendar before it's printed; last year's calendar had a lot of mistakes with misspelling of names.

Trustee Mougolias: Asked if another negotiation meeting is going to be setup and requested a couple of the revenues to determine a possible counter proposal.

Trustee Gadzinski: Asked the Mayor for an update on Burlington Coat Factory's timeline.

Mayor Fuller: Indicated that they are currently remodeling and the tentative opening is Spring/Summer.

Trustee Schuepfer: Indicated that she heard Tornado is closing.

Trustee Mougolias: Indicated that they're shutting down next week, the employees were let go and they'll be moving out next week.

Mayor Fuller: Indicated that she just spoke with Gary and he did not say anything to her; Mayor Fuller stated that he's actively seeking developers again. Also indicated that the new owners of Mateo's are in the process of remodeling.

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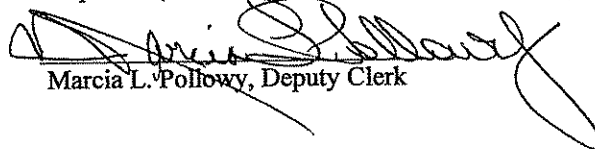
Trustee Schuepfer: Updated the board members regarding the residents request for permit parking on Leland. Indicated that she spoke with the Mayor and the Mayor sent the police to view the parking situation and found a lot of non-resident cars. A possible suggestion is to go resident parking instead of permit parking; will continue to review. Spoke with Pat Renk regarding this option and for her to collect a signed petition for "Resident Only" parking.

Also received a request from the residents on Sunnyside, behind the Ridgemoor Country Club that are asking for "Resident Only" parking, as well.

G. ADJOURNMENT

Motion by Trustee Gadzinski seconded by Trustee Dobrzycki to adjourn. On a voice vote, all being in favor, the motion carried and the Committee of the Whole Meeting of the Board of Trustees of the Village of Harwood Heights was adjourned by Mayor Margaret P. Fuller on Wednesday, January 7, 2009 at 9:30pm.

Respectfully submitted,


Marcia L. Polfowy, Deputy Clerk