

**MILL CREEK SPECIAL SERVICE AREA ADVISORY BODY**  
Kane County/Mill Creek SSA Office  
39W250 Herrington Boulevard, Suite R1, Geneva, IL 60134

The meeting of the Kane County Mill Creek SSA Advisory Body was held on Monday, April 17, 2017 at 6:30 pm at the Kane County Mill Creek SSA office at the Mill Creek Village Center, Suite R1, Geneva, IL.

**CALL MEETING TO ORDER:**

Biggs called the meeting to order at 6:30 pm.

**ATTENDANCE:**

Roll call was taken. Members present were: Jeff Danklefsen, Clare Fitzgerald, Carol Frey, Katherine Parr and Barry Stuedemann (arrived @ 6:53 pm).

Absent: Michael Barth and Mark Neville.

**PUBLIC COMMENT:**

- Resident Marc Ennis was present for public comment.
- He lives just north of a community park on the corner of Burnham & the Somerset Park.
- He inquired as to where the SSA was concerning the parkway tree program.
- His particular concern is the median.
- He stated that it went to an area filled with trees down to six trees.
- Out of six trees, one is acceptable with the remaining trees in poor condition either from disease, poor maintenance or casualties of weather conditions.
- The view is no longer pleasant and he inquired as to whether the remaining trees could be removed and just replaced with grass or what other alternative may be available, i.e., replanting with new specimens.
- Biggs replied that the prioritization of the schedule is to deal with residential parkway trees, which he anticipates being finished with this Fall.
- Biggs continued by saying that common areas would be addressed this Fall by developing planting areas between the two roads in this area. He elaborated by saying that some of the areas would have trees provided while others may include bushes, etc. However, these plans are, not as of yet, developed.
- Mr. Ennis felt that the specific median area he referenced would look best without trees.
- He suggested that if Advisory Body members took a look at this area, they would see what he was talking about and that the existing trees that are currently there, are in bad condition.
- He added that spots where previous trees were removed, also look terrible.
- Mr. Ennis further inquired that if replacement trees were to be planted, would they be planted in a straight row or in a staggered formation?
- Biggs indicated that it just depends on the plan and what will be determined to be the best placement when the plan is developed.
- Mr. Ennis asked if there were utilities located in this area. Biggs responded that he did not have an answer to that particular inquiry.
- Mr. Ennis thanked the Advisory Body for their time.

- Danklefsen asked for clarification from Mr. Ennis as to which area specifically he was commenting about.
- Mr. Ennis explained that the worst areas are the medians that run north & south of Somerset Park. It seem like on the South medians the trees are pretty full, but specifically between the park and Burnham, on the north side there are almost no trees left on South Mill Creek.
- Biggs said there are a lot of dead trees from approximately three years ago when quite a number of trees were removed. At that time the decision was then made to concentrate on replacement of residential parkway trees rather than the common median areas.
- Mr. Ennis then reiterated that he felt, in his opinion, it would be better to have grass and no trees than to have to look at a few sparse trees in poor condition.
- Biggs then stated that the following week, the SSA would have someone coming to assess tree conditions in Mill Creek for Spring removal assessments. He reassured Mr. Ennis that the area he expressed concern about would be looked at.

#### **APPROVAL OF MINUTES:**

- The Advisory Board had no comments concerning the:
  - February 21<sup>st</sup> meeting minutes (regularly scheduled meeting)
  - March 13<sup>th</sup> meeting minutes (special meeting)

The minutes **were approved on motion by Danklefsen, seconded by Fitzgerald. Motion was carried unanimously by voice vote, by those present.**

#### **MONTHLY FINANCIAL REPORTS:**

- The Advisory Board had no comments concerning the financial reports.

Both the Budget Performance report and the Detailed General Ledger report **were approved on motion by Danklefsen, seconded by Parr. Motion was carried unanimously by voice vote, by those present.**

#### **SUBDIVISION REPORTS:**

##### **A. Sheriff's Detail:**

- No Sheriff's staff was present at this meeting for a report.

##### **B. Brush Pick-Up Services:**

- 2017 brush pick-up dates are scheduled for the weeks of:
  - APR 24<sup>th</sup>
  - JUL 10<sup>th</sup>
  - OCT 23<sup>rd</sup>
- There is one more contract renewal available for 2018, if the Advisory Body decides to continue with Kramer Tree Services next year.

##### **C. Turf Fertilization Services:**

- 2017 turf fertilization service dates are scheduled for (weather dependent):

- APR/MAY
- JUN/JUL
- SEP/OCT
- There is also one more remaining contract renewal option on this contract for 2018.
- Fitzgerald asked if Spring-Green was aware that this year's servicing was to include the Prairie Clover area as well.
- Biggs responded that he believes this was already addressed.
- Earle confirmed that this has been discussed and the quote was just waiting for Biggs's signature of approval.

#### **D. Street Sweeping Services:**

- 2017 street sweeping service dates are scheduled for the weeks of:
  - JUN 5<sup>th</sup>
  - AUG 15<sup>th</sup>
  - NOV 20<sup>th</sup>
- This is the last renewable contract year, so this will be rebid in 2018.
- Earle will be monitoring that watering is included in the service.

#### **E. Prairie Burn Maintenance:**

- Biggs stated that all burns have been completed.
- There is one area that will have to be mowed because the vegetation, the phragmites, commonly known as common reeds, are too tall for burning.
- ILM will be providing a quote for this special mowing project.
- ILM was able to meet all the burning requirements that the SSA had. Shodeen even contracted with them to burn portions of their properties.
- The Forest Preserve District also did a lot of burning.
- Earle added that the SSA had also added 10 acres of additional burning on South Mill Creek Dr.
- Parr added that it all looks so much better and all agreed that ILM did an excellent job and that the community looks so much better.
- Lannert said that the other portion of the contract requires that ILM submit a summary report indicating what was done and how. This will include a status report of what was good and what wasn't.
- Lannert added that with the completion of the burns, most of the green vegetation that is cropping up right now in the burned segments is invasive or non-native material which now has to be followed up with herbicidal treatment and cutting.
- This will be part of the new maintenance program to keep up with and continue what has been started with the burning project. This will help reestablish the areas to bring them back to the quality that they used to be.
- Biggs agreed that he and Earle will have to start these discussion in developing this portion of the new maintenance program.
- Lannert said that this will help in adding to the value of the burn efforts.

#### **E. Landscape Enhancement Maintenance Plan:**

- Biggs indicated that Lannert had brought updated, color-coded maintenance plans for the circular flag pole planting bed.

- He added that the maintenance manual has been completed, but that it now has to be edited for final corrections. So that will be provided to members when finalized.
- Lannert added that they are mostly correcting any misidentified figures and other miscellaneous items. Board members comments and/or findings have already been incorporated into the document.
- Lannert said that the current roundabout plans are attempting to utilize seasonal Spring/Summer/Fall colors so that annual plantings may not have to be used and those funds can be redirected to other projects.
- Lannert went on to say that if the Advisory Body feels that this plan does not offer enough color throughout this growing season, “holes” have been incorporated into the design so that drifts of annuals can be “plugged in” during next year’s Spring & Fall seasons.
- He went on to say that his team would like to encourage the SSA to go this route with the other planting beds.
- The evergreens will be removed from this bed, deciduous shrubs will be kept as well as the trees.
- The flagstone walks will be repositioned to come into the flag poles, as half of them are currently buried under vegetation/mulch. Any extra leftover flagstones will be incorporated somewhere in the plan.
- Earle asked if the flood lights for the flag poles will be hidden by plantings and Lannert assured him that they would be.
- Biggs stated that although the Advisory Body hasn’t had much time to review the plan as a group, he wanted to know if they wanted to make a decision right now as to whether annuals should be incorporated this year or if they wanted to wait to see how things looked first.
- Fitzgerald asked for clarification if the pictures at the bottom of the document were what was reflected in the schematics, to which Lannert answered in the affirmative.
- Lannert added that the pictures were all of perennials. He suggested they take a chance on the current schematics and postpone the decision concerning annuals until they had a first-hand chance at seeing the colors that this growing season brings forth. They could always add some mums this Fall.
- Earle asked if this incorporated all new sod to which Lannert said yes.
- Biggs indicated that this project would get started on immediately since it’s already Spring.
- Parr said she felt there was lots of color and that it should be fine.
- Biggs asked if that meant that we had the consent of everyone present, to which no one objected. He said they’ll move forward with the design and revisit it once it’s completed.

#### **F. Bike Paths, Bridges & Gazebos:**

- Biggs said that Earle has put together some quotes for the maintenance of gazebos and bridges.
- Earle said there were three bridge locations:
  - Two bridges require replacement of twelve timbers total.
  - A third bridge requires replacement of twenty timbers total.
- He added that instead of installing new 7’ X 9’ timbers, to go with 2 ½’ x 9 ½’ timbers. This is because he has found that there are a number of bridges with these thinner timbers and they appear to be in better shape since the wideness of the larger timbers allows for water to accumulate and sit which deteriorates the wood. The narrower timbers are not deteriorating at all.
- Earle spoke with several contractors and they can put move the smaller timbers to the front of the bridge and fill in the backs and you won’t even notice the difference.

- The cost should be a lot less as well.
- Biggs said that the other item that is being worked on right now is the bike paths.
- We are going out for quotes with the goal being to keep costs under \$30,000, so that we do not have to bid the project. That is the goal.
- He added that part of the bike path project will include incorporating some ADA improvements wherever the bike paths enter into the road.
- Earle interjected that he found a sample of where the Geneva Park District had added ADA pads on bike paths on the North side.
- Biggs said that the concrete contractor will probably be installing those for us before we redo the asphalt bike paths.
- Danklefsen asked for clarification as to which bridges were in need of repair, which Earle said were at:
  - Alexander & North Mill Creek
  - One is across from the golf course
  - Armstrong & Brundige

#### **G. Asphalt Road Repairs:**

- Biggs indicated that Mike Abts, from Geneva Township was present at tonight's meeting.
- Biggs added that the SSA went out to bid with KDOT for some of Geneva Township's work as well as Blackberry Township's work around Armstrong and some other areas.
- Carl Schoedel who oversees KDOT has informed the SSA that ADA improvements need to be made which are part of IL State regulations.
- In order for Abts to go ahead with his area, the SSA has to develop a plan which in the next five years will work on getting those handicap accessibility ramps from the street fixed.
- Currently many of the ADA ramps have incorrect grades – they have more than an 8 ½% slope.
- Biggs has been working with the County administration to help the SSA figure out how this happened. He cautioned that this answer will not be obtained overnight. It will take some time to develop answers and a corrective plan.
- We are currently working with Atty Bob Britz, the SSA's counsel, to look into what happened throughout this program – whether it's the developer's mistake and how to go about correcting the situation.
- Biggs' recommendation to the Advisory Body is to move forward with the development of a 5-year plan.
- Financially we cannot set monies aside right now, but every year we do anticipate roughly \$30,000 worth of concrete work, which we have been doing a lot more of recently. This dollar figure can always be increased with the reserves that the SSA has on hand.
- Biggs went on to add that he could not say as to whether or not the SSA would ever be reimbursed. He doesn't have any of these answers and as an agent for both the SSA and Kane County he has to remain neutral on the matter. But he did assure the Advisory Body that a reason has to be found as to how the situation developed.
- He also indicated that Abts could not move forward with the paving in the Oakmont neighborhood until the SSA agrees to develop this plan and say it will be moved forward with.
- This is the consensus that is required at tonight's meeting, if the SSA is interested in doing this. If not, the Oakmont neighborhood will not be getting asphalted this year.
- Earle asked for clarification if Abts indicated if this work was not done this year that it would be another five years before it would be revisited.

- Parr asked for clarification as to which area this was and then expressed that this was a brand new area.
- Fitzgerald inquired as to when the last time was that this particular area was done.
- Parr asked why we were concerned about asphalt for a newer area, when there were other older areas that required work.
- Earle indicated that this was the area that Geneva Township was responsible for whereas other areas are another entities' responsibility.
- Biggs indicated that the SSA was only responsible for the asphalt in the Village Center area. He further explained that Abts was responsible for the Geneva Township area and that Feece was responsible for the Blackberry Township area.
- Biggs said that Feece went out to bid for Armstrong Parkway and some other areas. Biggs recommends that since we have the monies available for concrete this year, that we go ahead and make those improvements that we see are required.
- He anticipates them to be right around \$30,000.
- He said we would defer some of the SSA's other sidewalk handicap ramp repairs that we picked out to do this year and we will instead address the issues on Armstrong.
- There are 76 locations, but we don't know if they are all bad. So we will have to hire an engineer, which will be at the SSA's expense for which the SSA may get reimbursed for down the road.
- But in order to meet the State of IL requirements, and allow Feece (Blackberry) and Abts (Geneva) to do the work for the SSA, we need to move forward with the Advisory Body's consensus on doing this work.
- We are pretty much in a bind right now because the bids have to be approved tomorrow – they need to be turned into KDOT tomorrow.
- Biggs recommends a consensus that a plan be developed for Geneva Township and over the next five years we'll implement that plan.
- As far as Blackberry Township areas are concerned, the projects that we have already bid out, we need to move forward with those repairs, which Biggs recommends.
- Earle reiterated that the SSA is doing Armstrong starting at Mill Creek Dr all the way around Dobson, then Dooley to Speekin Jenner Alley and then come in Mill Creek and do the roundabout. That was the plan that was laid out.
- Biggs said that the five-year plan will consist of the SSA hiring an engineer to survey the Mill Creek SSA, starting with the Oakmont neighborhood area and work our way around doing different neighborhood areas. However, the starting point should be Neighborhood O since this is what Abts is scheduling to work on. Then we'll work with Feece to develop his plan for the areas that Blackberry is going to work on.
- Frey inquired as to why the SSA is responsible for paying for engineer survey costs when Shodeen is still building in this area?
- Biggs said that he didn't have an answer for that which is why Atty Bob Britz help is being sought in this matter. However, Biggs cautioned that if the SSA does not move forward with this the projects for this year will be cancelled. So it is his recommendation to spend the \$10,000 - \$15,000 to start this project of doing an engineering survey. He did stipulate that he could not tell the SSA that they would be reimbursed for the engineering fees/study, but he did say that the County was involved in researching this situation along with both the SSA's attorney and the State's Attorney to see either whom might have made mistakes and did, or did not, follow the regulations. He did say that the engineer that had already been on-site to look at a few spots in Neighborhood O, and confirmed that they did not meeting ADA requirements.

- Parr commented that we had put in other ADA compliant sidewalks that flowed into streets. She asked if we would get an accounting for the entire subdivision of which ones are correct and which ones need to be addressed?
- Biggs confirmed that this is what the engineering survey would provide. He added that the use of the “orange ADA pads” began in 2003 or 2005.
- Earle interjected that it was actually in 2001, or at least that is what we’ve interpreted at this point.
- Biggs said that he believed that there have been a number of neighborhood sections that have been developed/built within Mill Creek since 2001 that do not have these ADA pads. So the question remains as to why these ADA regulations were not followed, which he believes goes back to the developer. But again, this is an investigation that will take some time to figure out.
- Parr continued by asking, where the ADA pads have recently been installed, do we know if these are compliant?
- Biggs said that we have to “shoot the grades” to make sure they are in the percentage of the 8% requirement.
- Earle elaborated by saying that there are two factors involved here: 1. The slope, 2. The pitch.
- Biggs added that the slope should be at 2% (left → right) and then the ramp itself cannot be over 8.5% pitch, or somewhere in that area. He did say that the ones that have just recently been checked are not right. The new building is incorrect. Biggs did go to the County and tell them that it has to be redone because it is not meeting the requirements.
- Danklefsen clarified that if an engineering plan was done, that would not commit the SSA to doing anything, but it would be a plan of what is required.
- Biggs said that in order for Abts (Geneva Township) and Feece (Blackberry Township) to move forward with asphalt work in Mill Creek, this engineering study needs to be approved.
- At that point Danklefsen made a motion to approve an engineering plan, which Fitzgerald seconded (see below).
- Biggs turned to Mike Abts who was present and asked him what he required to go forward with his portion of the asphalt project.
- Abts confirmed that he needed a statement in writing that ADA guidelines, within Geneva Township’s jurisdiction, will be corrected and brought up to code within the 5-year window.
- Biggs restated, to the Advisory Body, that all this needs to be done, it just remains to be figured out who ultimately will be responsible for the costs incurred during the process.
- Abts said that he would like to finish up this one last big section in Oakmont as the asphalt has dropped considerably and the bids came in very favorably this go round.
- Biggs confirmed that he would get Abts that documentation.
- Biggs stated that the bids for the SSA came in at \$139,000 to which he added a 10% contingency which brought the sum total to a \$158,000 mark which was cheaper than anticipated. We will be moving forward through the Kane County approval process which should be approved at next month’s County meeting.
- Earle said that we would be doing the ADA ramps all along that avenue plus the circle.
- Biggs stated that another part of the ADA compliance portion is that all bike paths that go into the streets must be ADA compliant, which means the pads have to have the correct slope, etc. He did say that none of these are done.

An engineering study to determine ADA sidewalk compliance throughout the Mill Creek SSA **was approved on motion by Danklefsen, seconded by Fitzgerald. Motion was carried unanimously by voice vote, by those present.**

#### **H. CONCRETE/SIDEWALKS:**

- A list of sites has been compiled, but the contractor has yet to be contacted to confirm actual project dates.
- But due to the ADA compliance issue, the list may now have to be altered, or monies have to be saved from some other source, or a change order sought to increase the project budget. A change order of up to 10% can be requested.
- So Earle and he will have to now go back and review the scope of the project. This means the concrete project may be shifted back to the end of May/beginning of June.

#### **ADVISORY BOARD COMMENTS:**

- Parr just wanted to remind Lannert that while he is working on the landscape plans, that the circle on Sheldon Lane still looks very scraggly after losing 2-3 trees. She wants to make sure that it does not get lost in the shuffle and thought it would be nice to have something on a smaller scale that mimics the flag roundabout.
- Fitzgerald inquired about the streetlight at Keslinger and Prairie Clover. What is the status?
- Earle informed her that this was a twelve week special order situation. The insurance company of the resident who was responsible for this incident, is covering the costs.
- Parr inquired if Cornerstone has started the mowing process for the year.
- Earle replied that they have been instructed to start when they feel it is necessary and he assumes that this would start next week. They are currently working on edging and cleaning up some of the grasses, etc.
- Lannert interjected that Cornerstone is doing a nice job, but we need to make sure that it is not overdone. It just depends on the specific crews that are doing different areas.

#### **ADJOURN:**

Motion to adjourn **was approved on motion by Danklefsen, seconded by Parr. Motion was carried unanimously by voice vote, by those present. Meeting was adjourned at 7:00 pm.**