



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

INFRASTRUCTURE COMMITTEE MEETING AGENDA

Tuesday, May 9, 2017

7:00 p.m.

**Maple Park Civic Center
302 Willow Street, Maple Park, IL**

- 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM**
- 2. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*
- 3. APPROVAL OF MEETING MINUTES**
 - April 25, 2017
- 4. DISCUSSION OF GIS**
 - Plan
- 5. DISCUSSION OF FEES**
- 6. DISCUSSION OF MAINTENANCE PLAN**
 - Crack filling – Settlement Subdivision
 - Squires Crossing Subdivision – Punch List
- 7. DISCUSSION OF CAPITAL IMPROVEMENTS PLAN**
- 8. OTHER ITEMS**
- 9. ADJOURNMENT**

Committee Members:

Trustee Harris, Chair

Trustee Higgins

Trustee Goucher

Trustee Dries



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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, April 25, 2017

7:00 p.m.

Maple Park Civic Center
302 Willow Street, Maple Park, IL

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Luke Goucher called the meeting to order at 7:00 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee Luke Goucher, Trustee JP Dries, Trustee Chris Higgins, Trustee Terry Borg.

Also present: Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, Jim Bibby, Rempe-Sharpe Consulting Engineers and Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

3. APPROVAL OF MEETING MINUTES

- March 28, 2017

Trustee Dries made a motion to approve the meeting minutes from March 28, 2017, seconded by Trustee Borg. Motion carried by voice vote.

4. REMPE-SHARPE & ASSOCIATES, INC. PRESENTATION

Jim Bibby, and Dan Watson from Rempe-Sharpe were present to give a presentation regarding their background and what they might offer the Village of Maple Park. Mr. Bibby advised that they were the Village Engineers several years ago.

Mr. Watson said that Village President Curtis invited Rempe-Sharpe to give the presentation. He then went over his qualifications. Mr. Watson advised that Lintech Engineering does an excellent job on waste water treatment plants.

Mr. Bibby highlighted awards that he and Mr. Watson have received. Mr. Bibby advised that President Curtis asked him to give a presentation on what they can do for Maple Park in economic development. He highlighted projects that they have worked with in other municipalities.

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Trustee Goucher asked Mr. Bibby to talk about the economic development projects they have worked on. Mr. Bibby said that their economic development specialist bills out at \$40 per hour and Mr. Bibby would not charge for any of his time.

Trustee Higgins asked about grant funding. Mr. Bibby said that one project was designed by him and Mr. Watson lined up the grants. Mr. Watson talked about FAU routes, which would allow for grants.

Trustee Higgins asked about water main grants. Mr. Watson said there isn't a lot in the area of water main grants. Mr. Bibby mentioned a large scale infrastructure grant that is moving through congress.

Trustee Borg said that public meetings make a lot of sense, but having someone that could bring industry in would be good for the village. Trustee Borg mentioned the fiber that goes from NIU along I-88 and thinks that could be tapped into. He also mentioned clean industry. Trustee Borg said that hiring a good grant writer would be beneficial for the village; he also mentioned the need for a new water tower. Trustee Borg also mentioned the TIF District.

Mr. Watson said that roof tops and traffic count generate the dollars. He also discussed what gets developers excited: water and sewer at the site, waste water treatment plant doesn't need to be enlarged.

Trustee Borg spoke about building an industry around a working farm. Mr. Bibby advised that they do master plans. Trustee Borg said that he is talking about "just in time" planning and the village has paid engineers for master plans that are now collecting dust.

Trustee Borg asked what is different about his services from what Jeremy Lin does. Mr. Bibby said that his firm has an outstanding transportation department, but Jeremy is very good at waste water treatment plants.

Trustee Goucher advised that President Curtis is thinking about this being an accelerant alongside Jeremy Lin. Mr. Watson advised that they are not interested in replacing Jeremy Lin.

Trustee Goucher asked if they were seeing a lot of new large scale developments yet. Mr. Bibby advised that there have been several residential lots built on existing lots in North Aurora.

Trustee Dries asked about rail ways and quiet zones. Mr. Watson advised that he has worked with municipalities to get a quiet zone. Trustee Goucher advised that the village was fairly far in the project and it was halted because they were asking the village to close a crossing and the residents were not interested in doing that. Mr. Bibby said that he doesn't enjoy working on quiet zones, but he has gotten them accomplished. The Village Clerk will get the quiet zone file to Mr. Bibby within the next couple of days.

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Trustee Goucher asked Jeremy Lin if he has ever worked in tandem with other companies. Mr. Lin advised that he has worked with many other companies. He said that he works with other companies for Maple Park a couple times a year. He said that he has worked with Rempe-Sharpe because they do not have waste water experience. He also said that the relationship between Lintech Engineering and Maple Park works because the village has small projects and Lintech Engineering is a small engineering firm. He added that there are other firms that do economic development. He said that generally the developers are usually the ones that pay for the studies.

Trustee Borg clarified his statements on wayside horns. He also said that he was concerned about who would supervise the other firm, he doesn't think that Jeremy should do that.

Trustee Goucher said that the Village President was drawn in by the \$40 per hour rate.

Mr. Lin discussed his focus for the village. He discussed the possibility of an elevated tank, the waste water treatment plant and possible expansion. Trustee Goucher asked how long Jeremy Lin was the village engineer. Mr. Lin said that he thinks it is about 7 years. He discussed the history of his relationship with the village.

Trustee Dries said that the village needs to take a more futuristic approach. He thinks that the village needs a foot print of where the village would like to go. Trustee Higgins said that he doesn't think that a big box store is going to come to Maple Park. But, if the village realistic they may be able to bring some industry to the village. He added that he has someone that could come out and speak to the committee.

Trustee Goucher asked if a presentation is made should it be made to the committee or to the Board of Trustees. He also asked if a study has been done of what the village would have coming in if Shodeen actually built all 41 homes. He also asked about sales tax abatement to entice development. The committee then discussed the TIF and Village Accountant Cheryl Aldridge advised that next year the TIF will begin paying for itself.

Consensus was to look into economic development firms, and possibly use Mr. Lin's sources. Mr. Lin said that he is thinking that economic development is very broad, but a planner could benefit the village. Trustee Dries agreed. It was also agreed that this would be something that should be part of the Finance and PR&D committee. Trustee Goucher said that maybe a few planners should be interviewed and some homework needs to be done before a decision is made.

5. DISCUSSION OF GIS

- Plan

Trustee Goucher advised that Trustee Harris was not able to make the meeting; in the interest of time, he would like to push this to the next meeting.

6. DISCUSSION OF FEES

Trustee Goucher said that the committee needs to figure out what they want to do with new construction building fees. Trustee Dries advised that the village has never collected on the suspended fees, so the village wouldn't be losing anything to permanently suspend those fees. But, he said that the village does need to start bring in fees for infrastructure.

Village Accountant Cheryl Aldridge advised that there are 4 lots that we have permits for and today Shodeen closed on the 9 lots in the Settlement Subdivision.

Trustee Goucher said that he would like to right size the costs and leaving them, so that they are just a pass through and not a cost to the village. He added that we have a hungry developer and we are in the right spot for the village. But, he doesn't want to see the fees be put back on and we end up losing the developer. Ms. Aldridge advised that the fees were originally set by B&F Technical and now the village has a part-time building inspector that is a lower cost to the village. She also discussed where some of the other fees came from.

Trustee Goucher advised that the water meters that public works has can no longer be used because of a change in the EPA standards. Trustee Borg asked if the meters can be returned, but Ms. Aldridge advised that the meters are too old to be returned.

Ms. Aldridge said that she will go over the fees with the building inspector and bring back a new list to the committee. Trustee Goucher said that he thinks that once the fees are set, they should be that way for 18 months and then reviewed.

Trustee Borg said that the chart of fees works really well. He also said that the Kaneland fees should be looked into. He thinks that it would be unfair if Maple Park is the only one paying those fees.

7. DISCUSSION OF MAINTENANCE PLAN

- Crack filling – Settlement Subdivision

Mr. Lin said that crack filling is in the budget for \$20,000 and he will start getting bid. Trustee Goucher asked if there are being houses being built in Settlement does it make sense to do crack filling. Mr. Lin said that he doesn't think it will affect the crack filling.

Mr. Lin advised that there are some items that need to be taken care of the waste water treatment plant and need to be put into the budget. Mr. Lin gave the committee a picture of the lagoons and advised that the EPA inspector said that the vegetation will need to be removed and would probably cost approximately \$20,000.

Ms. Aldridge said that there are funds for this in the sewer improvement fund but she recommended an amendment to the budget.

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Trustee Borg asked about the deadline and Mr. Lin advised that there is not a violation at this time, but when the inspector comes back the village could get a fine.

The other items that Mr. Lin mentioned were the measurement of the lagoons to see if they need to be dredged. He also advised that the village needs a row boat in order to take care of things within the lagoons. Trustee Borg asked about health issues of a landscaper that goes into the lagoon. Mr. Lin said that there will be no health issues.

Village Clerk Liz Peerboom will draft a ordinance to amend the budget.

Mr. Lin also advised that the affluent meter was not installed on the waste water treatment plant and that will need to be purchased. Mr. Lin said that the affluent meter is required by the EPA permit.

Trustee Goucher asked about the lights in the lagoon that don't seem to be working. Mr. Lin said that his operator feels that the lights are working, but once the village purchases a boat, the operator can check those lights.

Trustee Goucher advised that he would like to know where the \$20,000 could be allocated if the crack filling is not going to be done. Ms. Aldridge advised that the fund is getting low, and if that money is used, there may not be money in that line item in the future.

Consensus was to amend the budget to include the landscaping project. The other items will be in next year's budget.

Mr. Lin advised that a grant can be received for energy efficiency but in order to get that the village would need to purchase a new blower. He said this blower would cost approximately \$100,000, but your amount of energy efficiency is what decides how much of a grant you get. Ms. Aldridge will put a place holder in next year's budget for the blower.

The committee also discussed a building, a hedge, or a fence to cover the lift station. Trustee Goucher said that the lift station is right on County Line Road and is an eyesore. Trustee Borg recommended looking at the aluminum wiring in the waste water treatment plant.

Trustee Higgins asked if the money can be moved from fund to fund. Ms. Aldridge said that she would only like to move money from water to sewer enterprise fund, but no other funds.

- Squires Crossing Subdivision – Punch List

Trustee Dries asked about Squires Crossing paving. Mr. Lin said that it will be done this year, because the developer is very motivated.

Trustee Borg asked about the spoils pile in Heritage Hills. He was wondering why this pile wasn't required to be fenced like the one in Heritage Hills. He thinks it is a safety issue.

8. DISCUSSION OF CAPITAL IMPROVEMENTS PLAN

None.

9. OTHER ITEMS

None.

10. ADJOURNMENT

Trustee Borg made a motion to adjourn the meeting, seconded by Trustee Higgins.
Motion carried by voice vote.

Meeting adjourned at 9:02 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee Luke Goucher, Chair
Trustee Terry Borg
Trustee JP Dries
Trustee Chris Higgins

1 Year GIS Plan

3/28/17



Introduction

This plan focuses on a tactical plan of action for implementing the key elements that have been identified and detailed throughout this plan. A tactical plan refers to a plan of action designed to identify a series of maneuvers or stratagems for obtaining a specific goal or result. In this case, the desired result is to utilize GIS as an enterprise-wide tool which enables staff to more effectively and efficiently collect, monitor, and manage assets within the Village of Maple Park.

This plan defines the necessary tasks and procedures for The Village of Maple Park to plan and implement the recommendations outlined in this report. This one-year tactical plan, if implemented, will provide The Village of Maple Park with a cost effective solution that allows the Village to further utilize GIS in an enterprise-wide fashion.

The first part of this plan will be identifying the goals of the Village of Maple Park in year one. These goals focus on the implementation and development of GIS and the procedures that will ensure the tools are being effectively used and maintained. The primary year one goals are outlined as follows;

- Activate new license and account
- Train Village GIS Administrator and Field Operator (Public Works)
- Set up ArcGIS Online organizational account and user privileges
- Load and configure ArcGIS Online applications (Collector for Public Works)
- Convert existing data to new GIS System
- Collect new data using mobile field application (Collector)

The Village will execute these goals by utilizing various resources throughout the Village and through the Esri support that comes with the license.

The new license will be activated by the Esri representative once the Village places the order. The license will then be activated and ready for use.

The Village GIS users will utilize the free online courses offered by Esri in order to gain better understanding of the new system. If training needs are not met the Village can hire Esri or an outside firm for GIS training. Recommended Esri courses are;

- Configuring and Administering an ArcGIS Online Organization
- Creating and Sharing GIS Content using ArcGIS Online
- User Workflows for ArcGIS Online Organizations
- Performing ArcGIS Online Administrator Tasks

After training and with Esri and Village Resource assistance, the Village will set up ArcGIS Organizational account and organizational privileges. The ArcGIS Online named user account will be assigned to the Public Works Department for use in the field. Once this account is

configured, the Village will install and configure the Collector App, which can be loaded onto the Public Work's field staff's phone or tablet.

The Village GIS Administrator will begin copying existing shape files from the old ArcGIS system and load them into the current version. The Village will then identify information gaps and requirements. These necessary data fields will be added to the Collector App, so the information can be collected in the field.

This process will be evaluated after one year. The metrics will be the accuracy and ease of collecting data, the efficiency of the data, and the additional benefits through information sharing. After these metrics are reviewed and analyzed, the Village will evaluate the expansion of GIS through additional budgeting and/or staffing.

Village of Maple Park
New Construction Building Permit Fees
Subdivision Summary

GL Name	Description	Squire's Crossing	Heritage Hills	The Settlement
Building Permits	Building Permit Fees (Inspection Fees) \$635 + \$0.20 per square foot	1,035.00	1,035.00	1,035.00
Building Permits	Project Admin Fee -Includes completion of the certificate of occupancy	75.00	75.00	75.00
Building Permits	Plan Review	635.00	635.00	635.00
Park Contribution	Park District Land / Cash*	-	-	-
School Contributions Paid out to the Kaneland School District	School District Land / Cash	3,200.00	2,200.00	2,200.00
	School Site re Land Cash Fees 1.88 Per acre value: \$80,000.00 Total Land Cash Fees: \$150,400.00 Equal amount per each of 47 units: \$3,200.00		Per Village Code 12-6-1	Per Village Code 12-6-1
Sewer Tap (Sewer Improvement Fund)	Sewer Treatment Charge* Also called "Sewer Tap"	-	-	-
Water Connection (Water Improvement Fund)	Water Service Connection Fee*	-	-	-
Meter Fees (Water & Sewer Operating Fund)	Water Meter / Water Reader	344.00	344.00	344.00
Sewer Connect (Water & Sewer Operating Fund)	**Village's Cost plus 15%** (Needs to be adjusted for current costs) Sanitary Sewer Connection Charge*	-	-	-
Turn On / Off Revenue (Water & Sewer Operating Fund)	Water Turn on Fee	100.00	100.00	100.00
Sewer Inspect (Water & Sewer Operating Fund)	Engineering Drainage Lot Review & Inspections plus \$50.00 per each re-inspection	340.00	340.00	340.00
Engineering	Sanitary Sewer Inspection Charge	200.00	200.00	200.00
Building Permits	Public Sidewalk Inspection plus \$100.00 per each re-inspection	200.00	200.00	200.00
Kaneland Foundation Fees Paid out to the Kaneland School District	Final Building permit Re-inspection \$100 per inspection	-	-	-
	Kaneland Foundation Donation \$1.00 per thousand of permitted value \$240,000.00 Home = \$240.00 \$270,000.00 Home = \$270.00 \$300,000.00 Home = \$300.00	240.00	-	-
Water / Sewer Impact Fee	Per Ordinance 2016-10 plus cpi increase May 1 of each year	6,866.63	6,866.63	6,866.63
Plumbing Inspections	Kane County Fee	-	-	-
Kaneland Impact Fees Paid out to the Kaneland School District Would be forwarded to Library District	School Impact Fees Per Chart*	2,268.04	-	-
Would be forwarded to Fire District	Library District*	-	-	-
General Fund or Road & Bridge	Fire Protection District*	-	-	-
General Fund	Roads*	-	-	-
General Fund	Police*	-	-	-
General Fund	Facility*	-	-	-
General Fund	Community Development*	-	-	-
Permit Total	\$	15,503.67	11,995.63	11,995.63
	- Example Home - 3 Bedroom, 2 Bath - 2,000 square feet - Home value \$240,000			

*Temporarily Suspended

Squire's Crossing
Maple Park, IL

Construction Punch List and Completion Items
Prepared by Lintech Engineering, Inc.
March 13, 2017

1. Finish construction of roadway surface. Prior to the construction fix any binder areas that have failed. We will mark these areas once a date has been established for the paving. Edge grind pavement at curb to allow for design surface course.
2. Provide butt joint where existing asphalt meets new asphalt.
3. Remove all filter fabric from storm structures and clean out inlets.
4. Lower all fire hydrants and valve boxes that appear high in relation to existing grade or adjust accordingly to proposed final grade.
5. The following is a list of b-boxes that need repair:

<u>Lot No.</u>	<u>Issue</u>
1	This lot was previously considered unbuildable and therefore no b-box exists.
4	Replace missing top on b-box.
7	Replace missing top on b-box.
8	Replace missing top on b-box.
18	Replace missing top on b-box.
25	B-box cannot be located. Locate for re-inspection.
26	Replace missing top on b-box.
28	B-box cannot be located. Locate for re-inspection.
29	B-box cannot be located. Locate for re-inspection.
30	Replace missing top on b-box.
31	Replace missing top on b-box.
32	Repair bent b-box.
33	Replace missing top on b-box.
34	Replace missing top on b-box.
35	Repair bent/broken b-box.
36	Replace missing top on b-box.
37	Repair bent b-box.
39	Replace missing top on b-box.
43	Replace missing top on b-box.
46	Replace missing top on b-box.

6. Properly install access plates at bottom of all street lights.
7. Provide all parkway trees and final landscaping.
8. Remove spoils pile if not being used and grade and seed areas disturbed. If spoils pile is being used provide timeline for its removal.
9. Remove and replace damaged and failing sidewalk sections at bridge.
10. Remove and replace cracked sidewalk sections as marked.
11. The bridge concrete has spalled in several areas where the handrail has been installed. Both sides of the bridge has this issue and there are some cracks in the wall as well. We are seeking a structural engineer's opinion on the remedy and will pass this along once it's received.