



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.org>

INFRASTRUCTURE COMMITTEE MEETING AGENDA

TUESDAY, MAY 12, 2020

7:00 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89510724473?pwd=UHdKWlUwMFNtVW5hb24vUVlTNHBTdz09>

Meeting ID: 895 1072 4473

Password: 328711

Dial by your location

+1 312 626 6799 US (Chicago)

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

2. **PUBLIC COMMENTS** – Any resident wishing to address the Committee may also do so by submitting an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.

3. APPROVAL OF MEETING MINUTES

- Infrastructure Minutes 4-14-2020

4. STORMWATER MANAGEMENT INFRASTRUCTURE SYSTEM REQUIREMENTS PACKET

- Information Packet Review and Discussion

5. FY 2021 BUDGET

- Discussion on:
 - Prioritization of Projects – Bid/Quote Ready

6. PROJECT LIST STATUS

- Review List

7. OTHER ITEMS FOR DISCUSSION

- Center Street Update
- Five-Year Capital Improvement Plan
 - Wastewater Treatment Plant Testing Sampler

8. ADJOURNMENT



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INFRASTRUCTURE COMMITTEE MEETING MINUTES

TUESDAY, APRIL 14, 2020

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

Join Zoom Meeting

<https://us04web.zoom.us/j/666918308?pwd=c0FHQXBVT1Z2VmtUSmJGRnZodzhxdz09>

Meeting ID: 666 918 308

Password: 165376

Dial by your location

+1 312 626 6799 US (Chicago)

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Committee Chair JP Dries called the meeting to order at 7:00pm and asked for a roll call. Committee members answering present were Trustee Dries, Trustee Harris, Trustee Higgins. Trustee Rebene was absent.

Also present were Village Administrator Dawn Wucki-Rossbach, Public Works Superintendent Lou Larson, Village Engineer Jeremy Lin, and Village Clerk Terri D'Amato.

2. **PUBLIC COMMENTS** – *Any resident wishing to address the Board may also do so by submitting an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village will read such comments during the Public Comment portion of the meeting.*

Bruce Elmore of Network Consulting Resources inquired about the IT project proposal he had sent to the village previously. Administrator Wucki-Rossbach indicated that the village will have to review the proposal and pricing after May 1st.

3. APPROVAL OF MEETING MINUTES

4. FY 2020 BUDGET

- Update on Center Street
- Update on Pearl Street
- Other Outstanding Public Works Goods/Services

Engineer Lin shared that Hanna Surveyors has completed surveys of Pearl Street and a small section of Center Street. Washington and Charles street stormwater TOPO are also

completed.

Asphalt plant is expected to open at the end of the month and Center Street paving is expected to begin after May 1st. Due to the delay, this project has been moved into the next fiscal year budget and is listed as a priority and will include restoration of the shoulders of the streets.

5. FY 2021 BUDGET

- Confirmation of Work for Work Areas #1, #2 – TV/Jet/Root Cut
- Discussion on:
 - Placement of All Projects on Hold
 - Prioritization of Projects

Due to the anticipated financial issues surrounding COVID-19, projects will be reviewed and placed on a priority listing and rescheduled as necessary. Finances will be re-evaluated and should have a better idea in July as to what projects will be scheduled and ready to go after financial review.

6. CAPITAL FUNDING REQUESTS

- \$50,000 Maple Park Allocation per State Representative Keicher
- \$2,089,700 Infrastructure Funding Request to Representative Underwood

The Village is not yet sure which projects submitted will be identified as to be funded. There is no definitive answer as of yet when we can expect to receive an answer on funding.

7. WAYSIDE HORNS DISCUSSION

This project has not been added to the current fiscal year budget for the funding of this project, but it remains on the wish list. The discussion of placing this project on the 5-year capital plan was held and consensus of committee was to have it included as a long-term goal.

8. PROJECT LIST STATUS

- Review List
 - Public Works Superintendent Larson reported a sinkhole on Maple Park Road ½ block west of County Line road has been discovered and is set to be repaired.
 - South, State, and Willow streets are set for patching.
 - Boiler repair was completed on April 13th.
 - Mason and plaster repairs in gymnasium are set for repair, which is in current FY budget.
 - Tree on Willow street that was set to be removed has been postponed until warmer weather arrives. Power will have to be cut off on Willow in order to accomplish this.
 - Pothole repairs will be forthcoming.

9. OTHER ITEMS FOR DISCUSSION

Administrator Wucki-Rossbach reminded everyone about the Census and the extended deadline.

Trustee Higgins inquired about the status of permits and inspections. Superintendent Larson indicated that all permits and inspections are continuing with no hold ups.

Discussion about property located at 18663 County Line regarding property maintenance and demolition permit. Nothing new to report about permit, and 2 calls to the developer

have had no response. Administrator Wucki-Rossbach to check on the Special Use permit timeframe and report back.

Discussion on property owner in Heritage Hills regarding property maintenance. Public Works is not yet able to mow as property is too wet. Administrator Wucki-Rossbach will check with village attorney on status of letters sent to property owner and report back.

10. ADJOURNMENT

Having no further business before the committee, motion by Trustee Higgins with 2nd by Trustee Harris to adjourn. Motion carried with voice vote.

Meeting adjourned at 7:43p.m.

Respectfully submitted,

Terri D'Amato
Village Clerk

Committee Members:

Trustee Dries, Chair
Trustee Harris
Trustee Higgins
Trustee Rebore



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MEMORANDUM

TO: Infrastructure Committee

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: December 18, 2019

SUBJECT: STORMWATER MANAGEMENT INFRASTRUCTURE SYSTEM REQUIREMENTS FOR HOMESOWNERS ASSOCIATIONS & NON-RESIDENTIAL PROPERTY OWNERS - INFORMATION PACKET

BACKGROUND

The Village has worked to address the flooding issues that have frustrated property owners and taxed municipal streets and storm sewers over the course of several years. In order to further reduce the possibility of flooding all stormwater management infrastructure systems must be in proper working order. The need to have properly operating stormwater management systems led to a number of discussions regarding the possible implementation of the Best Management Practice (BMP) of having the stormwater detention areas contained in residential and non-residential developments inspected on a regular basis. In order to implement the BMP, the Village determined it would be best to adopt an ordinance text amendment that would establish the practice of stormwater management infrastructure system inspection, maintenance, abatement and enforcement. On October 4, 2011, the Village of Maple Park approved Ordinance 2011-10, Exhibit A. Ordinance 2011-10, amended Title 12, Subdivisions Regulations.

In discussing the implementation of the ordinance and inspection program, it was determined that there is a need to provide an information packet to the Homeowners Associations and non-residential property owners explaining the ordinance and process. The attached packet contains a copy of Ordinance 2011-10, Village Board Meeting Minutes, the inspection information and checklist and as-build drawings of a couple of subdivisions. The goal was to create the information packet and then to hold a meeting where the packet and inspection process and checklist would be reviewed. HOAs and non-residential property owners would be invited to attend the meeting and ask questions about the packet and the inspection process. A copy of the packet is being brought to the Infrastructure Committee for review and for comments and suggestions.

It should be noted that during the meeting, the intent is to review the packet and to show a few of pictures of that stormwater management infrastructure system elements, such as riprap and catch basins or devices to trap/collect sediment.

RECOMMENDATION

That the Infrastructure Committee review and be able to discuss the information packet on stormwater management infrastructure systems at the meeting. Staff will then make adjustments to the information packet based on the discussion and suggestions received. Once packet revisions are made and stay at home restrictions lifted, a meeting with the HOA and non-residential property owners will be scheduled.

Attachment – Stormwater Management Infrastructure System Requirements Packet



Village of Maple Park

STORMWATER MANAGEMENT INFRASTRUCTURE SYSTEM REQUIREMENTS FOR HOMEOWNERS ASSOCIATIONS & NON-RESIDENTIAL PROPERTY OWNERS

May 7, 2020



Village of Maple Park

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May 7, 2020

Dear Homeowners Associations and Non-Residential Development Owners:

The Village has worked to address the flooding issues that have frustrated property owners and taxed municipal streets and storm sewers over the course of several years. To address flooding, the Village has upsized storm sewers and cleaned detention areas, and soon will be televising, root cutting and jetting storm sewer mains in order clean them of any debris and to assess their condition so that their replacement can be added to the Village's Five-Year Capital Improvement Plan.

In order to further reduce the possibility of flooding all stormwater management infrastructure systems must be in proper working order. The need to have properly operating stormwater management systems led to a number of discussions regarding the possible implementation of the Best Management Practice (BMP) of having the stormwater detention areas contained in residential and non-residential developments inspected on a regular basis. In order to implement the BMP, the Village determined it would be best to adopt an ordinance text amendment that would establish the practice of stormwater management infrastructure system inspection, maintenance, abatement and enforcement.

On October 4, 2011, the Village of Maple Park approved Ordinance 2011-10, Exhibit A. Ordinance 2011-10, amended Title 12, Subdivisions Regulations. The ordinance amended Title 12 and:

1. Established definitions for stormwater management terminology.
2. Established that the responsibility for the maintenance of all stormwater management infrastructure for each residential development belongs to the Homeowners Association for each residential development.
3. Provided a checklist to be used when inspections are conducted.
4. Established the abatement process and collection fee for the correction of any violations not completed within 30 days of the inspection.

A copy of the Village Board Meeting Minutes of the meeting discussing the Ordinance can be found as Exhibit B. The discussion regarding the ordinance can be found on Page 5, Item d) Approval of Detention Pond Ordinance. It should be noted that Item d) says Ordinance 2011-09, but is in fact 2011-10.

By approving Ordinance 2011-10, the Village is ensuring that the stormwater management infrastructure systems in each subdivision are maintained so that the infrastructure is in proper working order, thus alleviating the possibility for overflow and flooding when a severe storm event occurs.

The inspection of the stormwater management infrastructure systems, which includes detention pond areas in residential and non-residential areas, shall be completed by the Village Engineer. The checklist for the inspection is Exhibit C.

Once the inspection has been completed, the Homeowners Association (HOA) or the property owner will be given a copy of the inspection results. Any maintenance items or violations, must be abated within 30 days of receiving the inspection results. If the abatement work cannot be completed within 30 days, the Village Engineer is authorized to grant a 30-day extension. If the maintenance items or violations are not corrected within the extended timeframe, the Village has the right to incur costs or expenses to achieve compliance and seek reimbursement from the HOA or property owner. The Village's reimbursement request will include an additional fifteen (15%) above either the contractor's price or the Village's remedial expense to cover the Village's administrative cost of maintaining the stormwater management system.

The Village has provided a copy of the As-Built drawings for the detention ponds contained in the following subdivisions: Heritage Hills and The Squires.

The Village will provide the HOA or property owner with a schedule for when the annual inspection will be completed.

If you have any questions regarding the process please contact the following:

Public Works Director/Building Inspector Lou Larson at llarson@villageofmaplepark.com or
Village Administrator Dawn Wucki-Rossbach at dwrossbach@villageofmaplepark.com
Office phone is: (815) 827-3309

We thank you for your cooperation in achieving compliance with this ordinance and appreciate the effort in keeping our subdivisions and street flood free.

Sincerely,

Dawn Wucki-Rossbach
Village Administrator

STORMWATER MANAGEMENT INFRASTRUCTURE SYSTEM EXHIBITS

EXHIBIT A – Ordinance 2011-10

EXHIBIT B – Village Board Meeting Minutes – October 4, 2011

EXHIBIT C – Detention Pond Maintenance Requirements & Checklist

EXHIBIT D – As-Built Subdivision Exhibits

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2011-10

**AN ORDINANCE AMENDING TITLE 12, SUBDIVISION REGULATIONS, TO
ESTABLISH RESPONSIBILITY FOR THE MAINTENANCE OF ALL STORM WATER
MANAGEMENT INFRASTRUCTURE, PROVIDING FOR AN ENFORCEMENT
PROCEDURE AND ADDING APPLICABLE DEFINITIONS**

ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK

**AN ORDINANCE AMENDING TITLE 12, SUBDIVISION REGULATIONS, TO
ESTABLISH RESPONSIBILITY FOR THE MAINTENANCE OF ALL STORM WATER
MANAGEMENT INFRASTRUCTURE, PROVIDING FOR AN ENFORCEMENT
PROCEDURE AND ADDING APPLICABLE DEFINITIONS**

WHEREAS, it is necessary to establish regulations for the maintenance of all storm water management infrastructure; and

WHEREAS, it is necessary to provide a procedure for enforcement of such regulations.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees for the Village of Maple Park, that Title 12 of the Village Code of Maple Park, Illinois shall be amended as follows:

Section 1. That the Section 12-2-3 (Definitions) is hereby amended to add the following definitions:

"STORM WATER MANAGEMENT SYSTEM" All aspects of the system designed to effectively regulate and control storm water runoff emanating from one property or development to another, and which includes but is not limited to retention basins, detention basins, open waterways, and drainage easement areas.

"STORM WATER" Water that originates during precipitation events, snowmelt, or other runoff sources.

"STORM SEWER" A series of buried pipes, manholes, catch basins, or culvert pipes that are designed to drain excess rain and groundwater from paved streets, parking lots, sidewalks, and roofs, and convey to a drainage way.

"STORM WATER RUNOFF" Water from rain, snowmelt, or other sources, that flows over the land surface.

"DRAINAGE WAY" Use of the land to collect and transport storm water runoff in a swale, ditch, channel, or stream.

Further, that a new Section 12-3-21 shall be added to Title 12, SUBDIVISION REGULATIONS, as follows:

12-3-21. MAINTENANCE OF STORM WATER MANAGEMENT SYSTEMS

A. MAINTENANCE REQUIRED - The Homeowners Association for each residential development and/or the owner of each lot or parcel within the residential development, as well as the owner(s) of any non-residential development, shall be responsible for maintaining in good working order the

Storm Water Management System that has been provided to control the storm water runoff generated by such development. However, the Village of Maple Park shall be responsible for maintaining any Storm Water Management System that is located on Village owned property.

Minimum required maintenance of detention and/or retention basins shall include but not be limited to the control of vegetation within basin areas so as to not exceed a height of ten (10) inches unless otherwise explicitly approved by the Village Planning Commission and/or Village Board as part of a professional landscape plan. In addition, detention and/or retention basins shall not be permitted to accumulate with silt, soil, branches, trees, vegetation, debris, or any other obstructions, or to become damaged or compromised in any way so as to prevent the detention and/or retention basin from effectively operating in the manner in which it was designed and intended as determined by the Village Engineer.

Open drainage ways, or any portion thereof, located on any lot or parcel shall be maintained free from accumulations of silt, soil, branches, trees, vegetation, debris, or any other obstructions which impede the natural flow and/or course of the open waterway as determined by the Village Engineer.

B. INSPECTION – The Village will inspect each Homeowners Association Storm Water Management System according to the attached Inspection and Maintenance Checklist to ensure the system is being maintained in accordance with Village standards. If the Storm Water Management System is deemed unsatisfactory through the inspection, the Homeowners Association will be notified to the deficiencies. Upon notice, the Homeowners Association will have thirty (30) days to correct the deficiencies or be subject to Violation.

C. ABATEMENT OF VIOLATIONS - If the Homeowners Association for the residential development and/or the individual lot or parcel owners within the residential development, or the owner(s) of any non-residential development, after being given notice to comply with the requirements of this section, fail, neglect, or refuse, within thirty (30) days to comply with said order by the Village, the Village may take such action required by such order, either by force account or by contract, or the Village Prosecutor may institute legal proceedings to compel compliance with the order. The Village Engineer is authorized to grant an extension of the thirty-day compliance period if in his/her professional judgment additional time is reasonably required to correct the violation in question.

D. COLLECTION OF COSTS – Any cost or expense incurred by the Village pursuant to achieving compliance with the requirements of this Section, shall be reimbursed to the Village by the Homeowners Association and/or the individual lot or parcel owners within the residential development, or the owner(s) of any non-residential development, including an additional fifteen percent (15%) of either the contractors price or the Village's remedial expenses to cover the

Village's administrative cost of maintaining the Storm Water Management System.

Section 2. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 3. Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect as if the invalid provision had not been a part of this ordinance.

Section 4: This Ordinance shall be in full force and effect upon its passage and approval as required by law.

AYES: 7

NAYS: 0

ABSENT: 0

APPROVED BY THE 4th DAY OF October, 2011.



Kathleen Curtis

Kathleen Curtis
Village President
Village of Maple Park, Kane and DeKalb
Counties, Illinois

ATTEST:

Elizabeth E. Peerboom

Elizabeth E. Peerboom
Village Clerk
Village of Maple Park



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**Approved by the Board of Trustees
on November 1, 2011.**

MINUTES BOARD OF TRUSTEES MEETING TUESDAY, OCTOBER 4, 2011 7:00 P.M.

1. CALL TO ORDER

President Curtis called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Members in attendance: President Kathy Curtis, Trustee Greg Cutsinger, Trustee Pat Lunardon, Trustee Debra Armstrong, Trustee Steve Nowak, Trustee Suzanne Fahnestock, and Trustee Terry Borg.

Also in attendance: Village Attorney Kevin Buick, Village Engineer Jeremy Lin, Police Chief Mike Acosta, Public Works Manager Mike Miller, Village Accountant Cheryl Aldridge, and Village Clerk Liz Peerboom.

4. FINANCIAL REPORT

Village Accountant Cheryl Aldridge went over the Financial Report. She advised that the Village has received over 95% of the real estate tax revenue for the year. She added that the revenue for vehicle stickers has gone up due to the efforts of the Police Chief and the Village Clerk.

Mrs. Aldridge advised that the transfer to the water and sewer fund for the general obligation bond payment will be made in October. In the Road and Bridge Fund we have exceeded our budgeted revenue amount for Vehicle License Fees. This is due to the work that the Police Department and Village Clerk Liz Peerboom have put in on vehicle sticker enforcement. We currently have 23 people left that have not complied yet.

5. ACCEPTANCE OF STATEMENT OF CASH AND INVESTMENT REPORT FOR THE PERIOD OF AUGUST

Village Accountant Cheryl Aldridge went over the Cash and Investment Report for the period of August 2011.

6. APPROVAL OF BILLS PAYABLE and MANUAL CHECK REGISTER #686

ACCOUNTS PAYABLE:	\$38,828.78
MANUAL CHECKS:	<u>\$11,600.77</u>
TOTAL:	<u>\$50,429.55</u>

Trustee Lunardon made a motion to approve the bills payable and manual check register #686, seconded by Trustee Borg. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

7. RECEIVE AND FILE – COMMITTEE MINUTES

None.

8. RECEIVE AND FILE – WATER REPORT (August 2011)

Trustee Borg made a motion to receive and file the August 2011 Water Report, seconded by Trustee Cutsinger. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

9. APPROVAL OF MEETING MINUTES

- a. Regular Board Meeting Minutes – September 6, 2011
- b. Committee of the Whole Minutes – September 20, 2011
- c. Special Meeting – August 30, 2011, September 20, 2011
- d. Public Meeting – September 22, 2011

Trustee Borg advised that the minutes for the Special Meeting were not in the packet.

Trustee Fahnestock made a motion to approve the minutes as presented with the exception of the August 30, 2011 minutes, seconded by Trustee Nowak. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

10. LEGAL REPORT

Village Attorney Kevin Buick went over his Legal Report. Mr. Buick advised the Trustees that Trustees will need to take the Open Meetings Act training. Trustee Fahnestock asked if that would be a one time thing. Mr. Buick advised that it will be a yearly training.

Mr. Buick also discussed the following items:

- Akrabawi/Heritage Hills III – a judgment of foreclosure was entered in April and the property sold at judicial sale on September 22, 2011.
- Akrabawi Litigation
- Village of Maple Park Prosecutions

11. POLICE DEPARTMENT REPORT

Chief Acosta went over his Police Department Report. He advised that the biggest cost last month was Fun Fest. Trustee Borg asked if there was a specific line item for Fun Fest. President Curtis advised that the Village Accountant moves that amount from the Police budget to the Fun Fest budget and it appears to be under budget.

Trustee Armstrong talked about the resignation of Officer Thime and if that officer would be replaced. Chief Acosta advised that at this time the position will not be filled.

12. PUBLIC WORKS REPORT

Public Works Manager Mike Miller went over his Public Works report. Trustee Lunardon asked about geese being trapped in the pond. Mr. Miller advised that he would be getting the geese out of the pond soon. Trustee Lunardon also asked about some expenses for repairs on the Civic Center due to vandalism. Trustee Borg asked about turning in the broken window to the baseball league. After some discussion, it was decided that the cost of the broken window would be invoiced to the baseball league.

13. ENGINEERING REPORT

Village Engineer Jeremy Lin went over his Engineering report. Mr. Lin discussed the paving project bid. He added that he is recommending the award of the bid to Curran Contracting Company from Crystal Lake. He added that he will provide the Village with an "as built" set. Trustee Lunardon asked about drainage for the project. Mr. Lin advised that they have designed something to take care of the drainage issue. He also added that the project should be started within the next couple of weeks.

Mr. Lin added that the Watermain Project is back on its feet. He added that some of the scope of the project was re-designed and the project should begin next week. He discussed some of the changes to the project. The Pearl Street section will be part of the IEPA loan.

Mr. Lin also discussed the proposed future elevated water tank.

Trustee Borg had some questions about the water main project and the Pearl Street portion of the project. Mr. Lin advised that the Pearl Street portion will probably be started next spring.

Mr. Lin discussed the Heritage Hills Phase III punch list. Trustee Lunardon asked how that would be addressed. President Curtis said that she will let the trustees know how it will be addressed once the list is finished.

Mr. Lin discussed storm water issues in Heritage Hills. He advised that the John Clare property is a major contributor to the storm water issues, adding that most of which will be alleviated when the John Clare property is developed. Mr. Lin advised that his

recommendation is to add a storm sewer in the farmer's field if the farmer agrees. He does not recommend tearing up the residents' properties on Ashton Drive. He added that this storm water drainage issue project is large in scope and will not be covered by the grant and the village will need to work with the developer of the property. Mr. Lin said that he will do a cost estimate and present it to the village. Trustee Lunardon asked if this is on the back burner, and Mr. Lin said that he will continue working on it but it won't be part of this **grant** project, it will be done as part of a future project.

President Curtis asked if this would be part of the project that was bid, and Mr. Lin advised that this will not be part of the project covered by the grant. President Curtis asked when the project would begin. Mr. Lin advised that when the contractor returns the project agreement, the project can be schedule. Trustee Borg asked what contractor hasn't returned an agreement. Mr. Lin advised that Elliott and Wood has not returned the contract agreement. President Curtis advised that Mike Wood asked for some documents and she responded to him that, on the advice of the Village Attorney, she would present the documents when he returned a signed contract.

Trustee Borg asked Mr. Lin to give a recommendation on what to do with Ashton Drive, Mr. Toms interrupted and Trustee Armstrong advised that she would like to hear from the engineer. Mr. Lin reiterated his earlier recommendation of not proceeding with any mitigation on Ashton Drive at this time.

14. OLD BUSINESS

a) Storm Water Mitigation

Storm water mitigation was discussed in the Engineer's report.

15. NEW BUSINESS

a) Fiscal 2010/2011 Audit Review and Acceptance

President Curtis advised that the auditor had a medical emergency and would not be attending the meeting, but questions would be answered by Village Accountant Cheryl Aldridge. Trustee Borg had some questions about the audit that were answered by the Village Accountant.

Trustee Borg made a motion to accept the audit review, seconded by Trustee Lunardon. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

b) 2011 Street Project – Bid Award

Jeremy Lin presented the 2011 Paving Improvements Bid Results. The project was bid on October 2, 2011, and there were two bidders. The lowest responsible bidder was Curran Contracting Company, in the amount of \$107,009.80. Mr. Lin advised that Curran Contracting is a qualified bidder from Crystal Lake, IL, with a history of successful projects in the Chicagoland area for over 70 years. Curran Contracting is

one of the largest asphalt paving companies in Illinois and manages 5 asphalt plants to produce hot mix asphalt in Northwest Illinois. Mr. Lin recommended the award of the base bid contract to Curran Contracting Company.

Trustee Fahnestock made a motion to award the 2011 Paving Improvements contract to Curran Contracting Company in the amount of \$107,009.80, seconded by Trustee Cutsinger. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

c) Approval of Storm water Ordinance 2011-10

Village Engineering Jeremy Lin advised the Board that this ordinance is not yet ready, and asked that it be deferred to a future meeting.

d) Approval of Detention Pond Ordinance 2011-09

“AMENDING TITLE 12, SUBDIVISION REGULATIONS, TO ESTABLISH RESPONSIBILITY FOR THE MAINTENANCE OF ALL STORM WATER MANAGEMENT INFRASTRUCTURE, PROVIDING FOR AN ENFORCEMENT PROCEDURE AND ADDING APPLICABLE DEFINITIONS.”

Village Attorney Kevin Buick distributed an updated ordinance to the trustees and discussed the changes made to the ordinance. Trustee Borg asked about penalties. Mr. Buick advised that he removed language that doesn't match up with Illinois law, but kept language for penalties. Trustee Lunardon asked about definitions. Mr. Buck advised that the definitions are addition to the definitions in Title 12 of the Village Code. Mr. Buick advised that he kept in the language for penalties, but took out what doesn't match up with IL law.

Trustee Lunardon made a motion to approve Ordinance 2011-09 as amended, seconded by Trustee Nowak. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

e) Approval of Public Hearing Ordinance 2011-11

“ORDINANCE TO ESTABLISH DATE FOR PUBLIC HEARING FOR THE MAPLE PARK TAX INCREMENT FINANCING DISTRICT.”

President Curtis advised that this ordinance is required by law to set the date for the Public Hearing. The date will be November 22, 2011.

Trustee Armstrong made a motion to approve Ordinance 2011-11 as presented, seconded by Trustee Cutsinger. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg, Curtis. (7-0)

16. TRUSTEE REPORTS

Trustee Fahnestock advised that Village Accountant Cheryl Aldridge closed the River Boat grant in the amount of \$40,000 and is working on finalizing the GIS grant in the amount of \$5,000.

Trustee Lunardon advised that the Library and St. Vincent DePaul rental leases are due. She will forward the new leases to the Village Clerk to be finalized. Trustee Borg asked about energy usage and was advised that the energy usage issue is no longer a problem because St. Vincent DePaul got rid of their refrigerator.

Trustee Armstrong asked about trick or treat hours and the Halloween Parade. President Curtis said that the trick or treat hours are on the website as is the information about the parade. The 4-H will be using the gym on the day of the parade.

President Curtis asked Trustees Armstrong and Lunardon to check their calendars to schedule a property maintenance meeting.

Trustee Nowak commented on the gross misuse of easements. He said that he and Trustee Cutsinger went to Ashton Drive a few weeks ago to view the drainage issues themselves. He said they observed several occurrences where residents are misusing the easement, including a clear removal of a berm and modification of the swale. He said that he feels that the village needs to take a closer look at what the residents are doing to the easements and check on proper permitting of the items placed in the easements. Trustee Borg discussed issues with prior home inspections. Much discussion was held about misuse of the easements by the residents. President Curtis added that the village should look at the building inspector contract and resolve it all at once.

17. PUBLIC COMMENTS

PUBLIC COMMENTS ARE THE OPINION OF THE PERSON SPEAKING AND ARE IN NO WAY TO BE TAKEN AS THE OPIONION OF THE VILLAGE OF MAPLE PARK.

Mr. James Toms, 306 Ashton Drive, advised that he has spoken with IDOT and has gotten a resolution on the drainage issues. He advised that IDOT will be excavating in the next two or three weeks to alleviate the flooding. Trustee Fahnestock asked if they responded in writing. Mr. Toms said that they have not yet. Mr. Toms said that to his knowledge there has never been a berm on those properties. He said that he did not take down the berm, that it is a fairy tale that is being spread by the good folks in Maple Park. Mr. Toms talked about when he put up a fence he was told by the previous Village Clerk that he didn't need a permit for his fence. He added that he has a registered letter, received two days after the fence went in, in his files saying that he should have gotten a permit. Mr. Toms advised that the reason they put in fences is because of the sound from Route 38. Trustee Lunardon asked if Mr. Toms could give the IDOT information to the village engineer. Trustee Armstrong asked what IDOT's proposed project will do to the village's project.

Mr. Roger Kahl advised that he had heard that Curran's was shutting down the black top plant in two weeks if they have no more work, so it's a good time for them to get the paving project.

18. EXECUTIVE SESSION – Review of Closed Session Minutes 5 ILCS 120/2(21)

Trustee Borg made a motion to go into closed session "for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06" seconded by Trustee Cutsinger.

The Board went into closed session at 8:13 p.m.

The Board returned to open session at 8:22 p.m.

19. MATTERS REFERRED FROM EXECUTIVE SESSION

ADOPTING RESOLUTION 2011-04 "AUTHORIZING THE DESTRUCTION OF AUDIO RECORDING OF CLOSED MEETING SESSIONS."

Trustee Armstrong made a motion to adopt Resolution 2011-04, seconded by Trustee Lunardon. Motion carried unanimously by roll call vote. Aye: Cutsinger, Lunardon, Armstrong, Nowak, Fahnestock, Borg. (6-0)

20. ADJOURNMENT

Trustee Armstrong made a motion to adjourn the meeting, seconded by Trustee Cutsinger. Motion carried unanimously by voice vote.

Meeting adjourned at 8:24 p.m.

Village of Maple Park

Detention Pond Maintenance Requirements

Routine maintenance includes:

Regular Inspections: Yearly scheduled inspections with attached checklist, and inspections after major rainfall events, to check for obstructions/damage & to remove debris/ trash.

Vegetation Management: Mowing on a regular basis to prevent erosion or aesthetic problems. Cattails, and other indigenous wetland plants are encouraged along the pond perimeter for pollutant uptake and breakdown, but must be removed when they cover the entire pond surface. Limited use of fertilizers and pesticides in and around the ponds to minimize entry into pond and subsequent downstream waters. Excessive vegetation such as willows or other large trees and shrubs should be removed unless specifically planted as part of the treatment plan. Yearly inspection and treatment program for common regional aquatic weeds and algae.

Trash, debris and litter removal: Removal of any trash, etc. causing any obstructions at the inlet, outlet, orifice or trash rack during periodic inspections and especially after every runoff producing rainfall event. Side slopes and the collection system (i.e. catch basins, piping and grassed swales) also need litter and debris removal on a regular basis. General pickup of trash, etc. in and around the pond during all inspection.

Mechanical Equipment check: Inspection of any valves, pumps, fence gates, locks or mechanical components during periodic inspections and appropriate replacement/repair.

Storm Sewer System and Structural Component check: Inspection of the outlet works, inlet, orifice, trash rack, trickle channel on a regular basis for additions to the annual Nonroutine Maintenance list

Review by a licensed Professional Civil Engineer

Non-routine maintenance includes:

Bank erosion/stabilization: It is critical to keep effective ground cover on all vegetated areas in order to see the benefits of proper infiltration of runoff, and effective filtering of pollutants. All areas not vegetated should be re-vegetated and stabilized immediately. Grass should be mowed at a frequency where 9" to 12" of height can be maintained for adequate erosion protection. Excessive bank erosion may result in bank failures.

Sediment removal: Every six months or so, the accumulated sediment should be removed from the bottom of the outlet structure and the pond depths checked at several points. If the depth of the accumulated sediment is greater than 25% of the original design depth, sediment should be removed to the design depth to ensure adequate storage capacity. In general, sediment removal will be required every 5 to 15 years.

Structural Repair/Replacement: Eventually the outlet structure or other structural components like the trickle channel or trash rack will need repair or be replaced.

Maintenance Item	Satisfactory/ Unsatisfactory	Recommended Inspection Frequency	Comments
Inlet/Outlet Pipes			
Structural integrity of inlet/outlet (Any inlet pipes broken, crumbling, separated?) List Inlet Pipes Approximate Diameter and Type of Material Inlet Pipe 1 _____ Inlet Pipe 2 _____ Inlet Pipe 3 _____ Outlet Pipe Size/Type _____		A	
Riprap at inlet pipe (Is the riprap still present? Is it visible and not covered with sediment?)		A	
Stone around outlet pipe (Is the stone clogged with debris and/or sediment?)		A	
Trash or debris blocking inlet/outlet (Inspect to ensure no major obstructions hindering general functionality)		M	
Inspect/clean catch basin upstream of the BMP if accessible.		A	
Inspect inlets and outlet for erosion (Are there eroded areas around the pipes?)		A	
Inspect overflow spillway for signs of erosion.			
Pretreatment (if applicable) (Might include sediment forebay, upstream catch basin, bioswale, rain garden, swirl concentrator)			
Device functioning to trap/collect sediment		A	
Remove accumulated sediment as appropriate for the pretreatment device. forebay		A	
Detention Pond		A	
Inspect side slopes, berms and emergency overflow for erosion		A	
Reestablish permanent native vegetation on eroded slopes		As needed	
Inspect for excess sediment accumulation in pond if not pretreatment device is present		A	
Overall functionality			
Ensure pond is functioning properly (Professional Civil Engineer is recommended)		A	
Ensure the outlet is functioning properly (Professional Civil Engineer is recommended)		A	
Optional/Enhancements			
Maintain 15-20 feet “no mow and chemical free” zone		A	
Mow (or burn) the “no mow” zone		A	
Inspect basin and “no mow” zone for invasive species.		A	
Qualified professional applicator selectively herbicide invasive species		A	

Increase plant diversity by planting additional vegetation in and around pond.		A	
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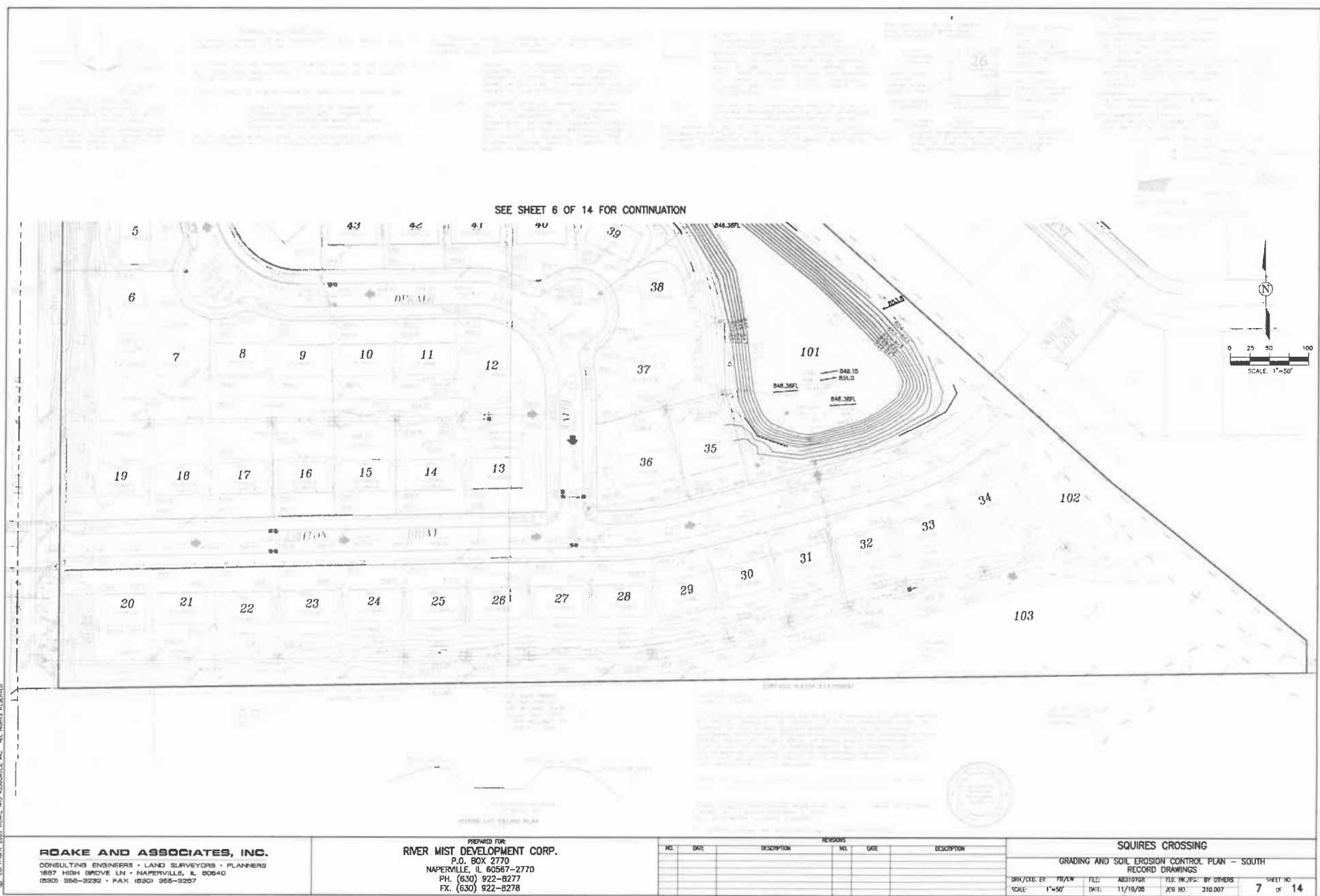
Detention Pond Inspection Checklist

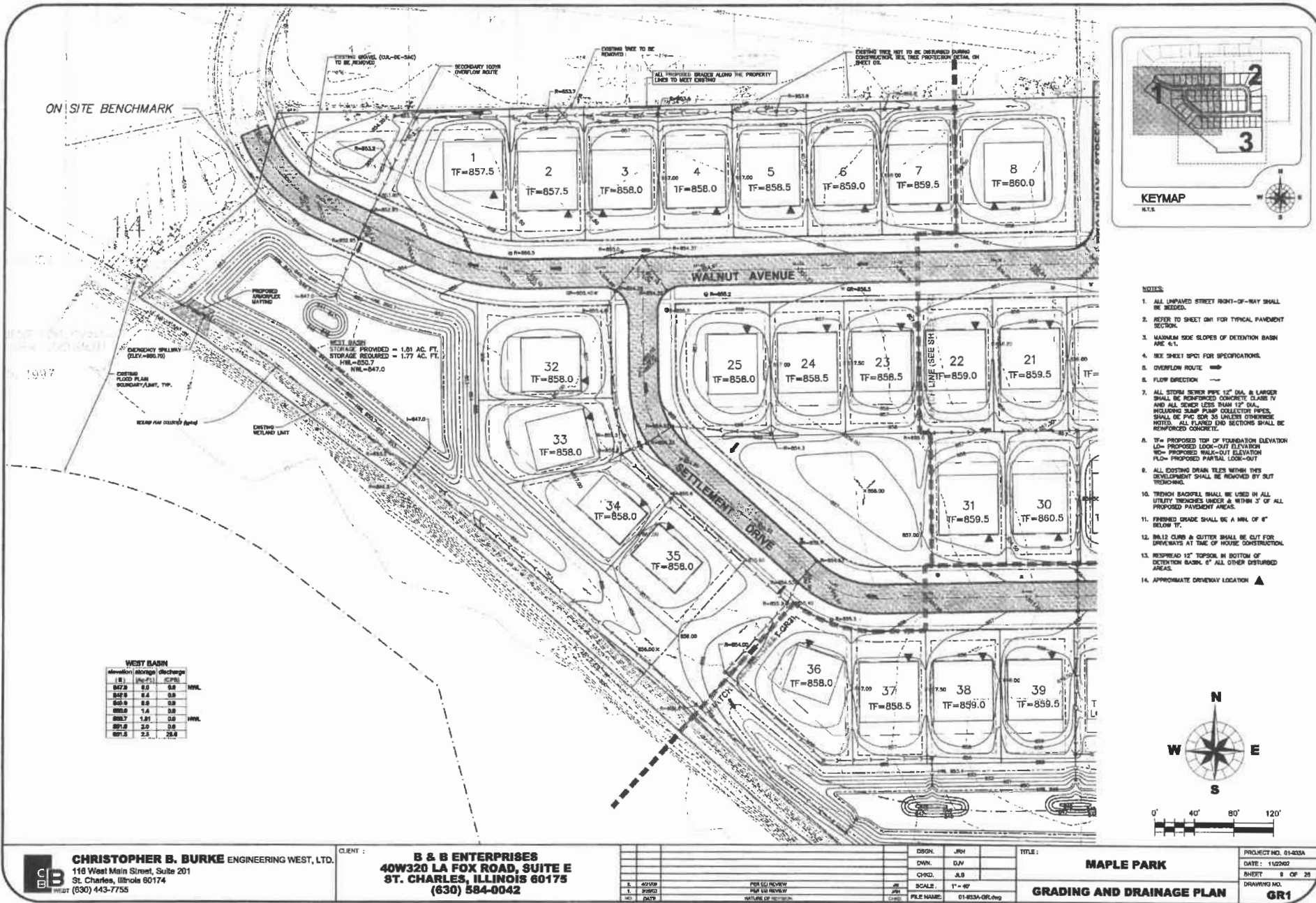
Project Location: _____

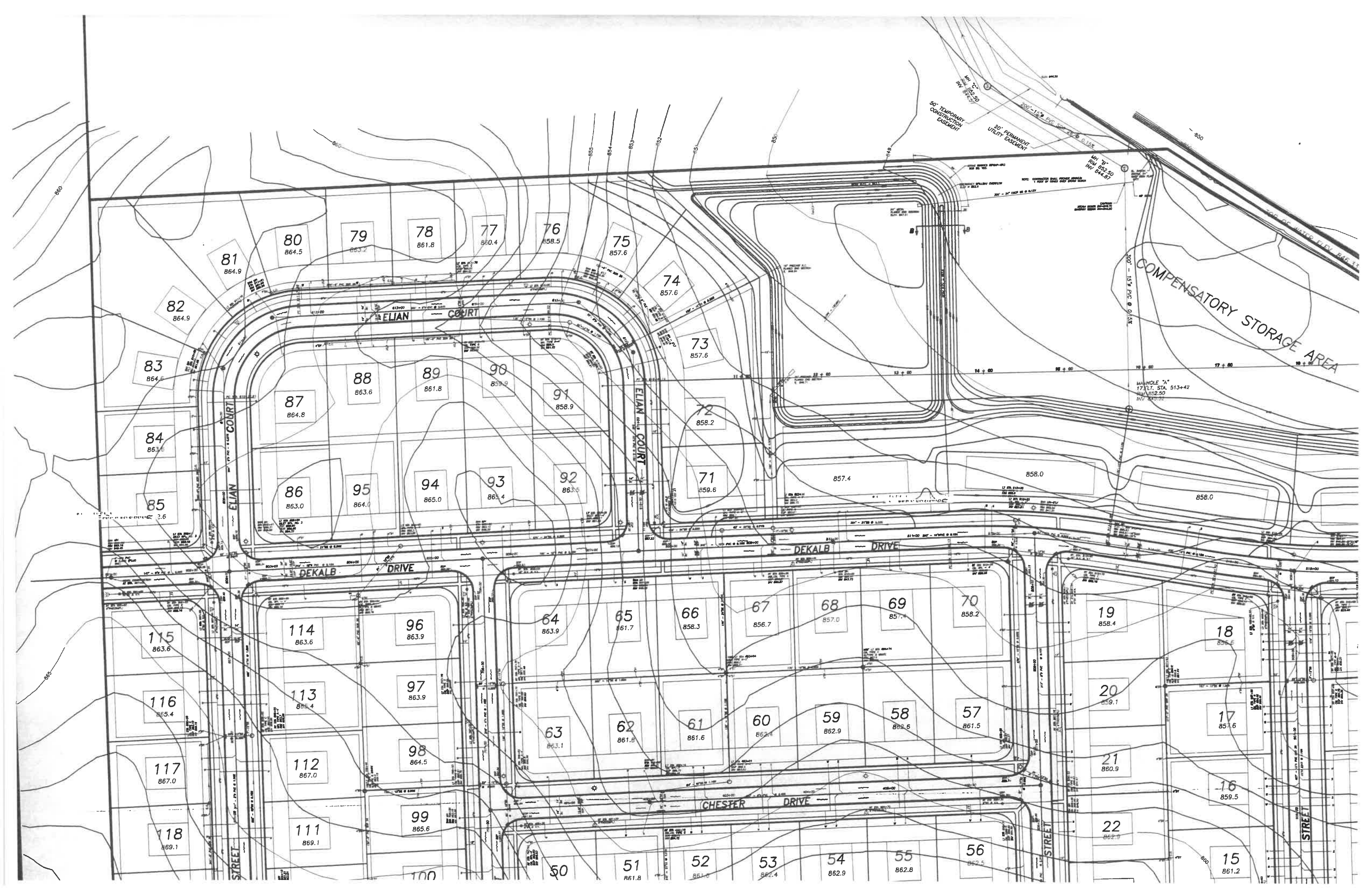
Date/Time: _____

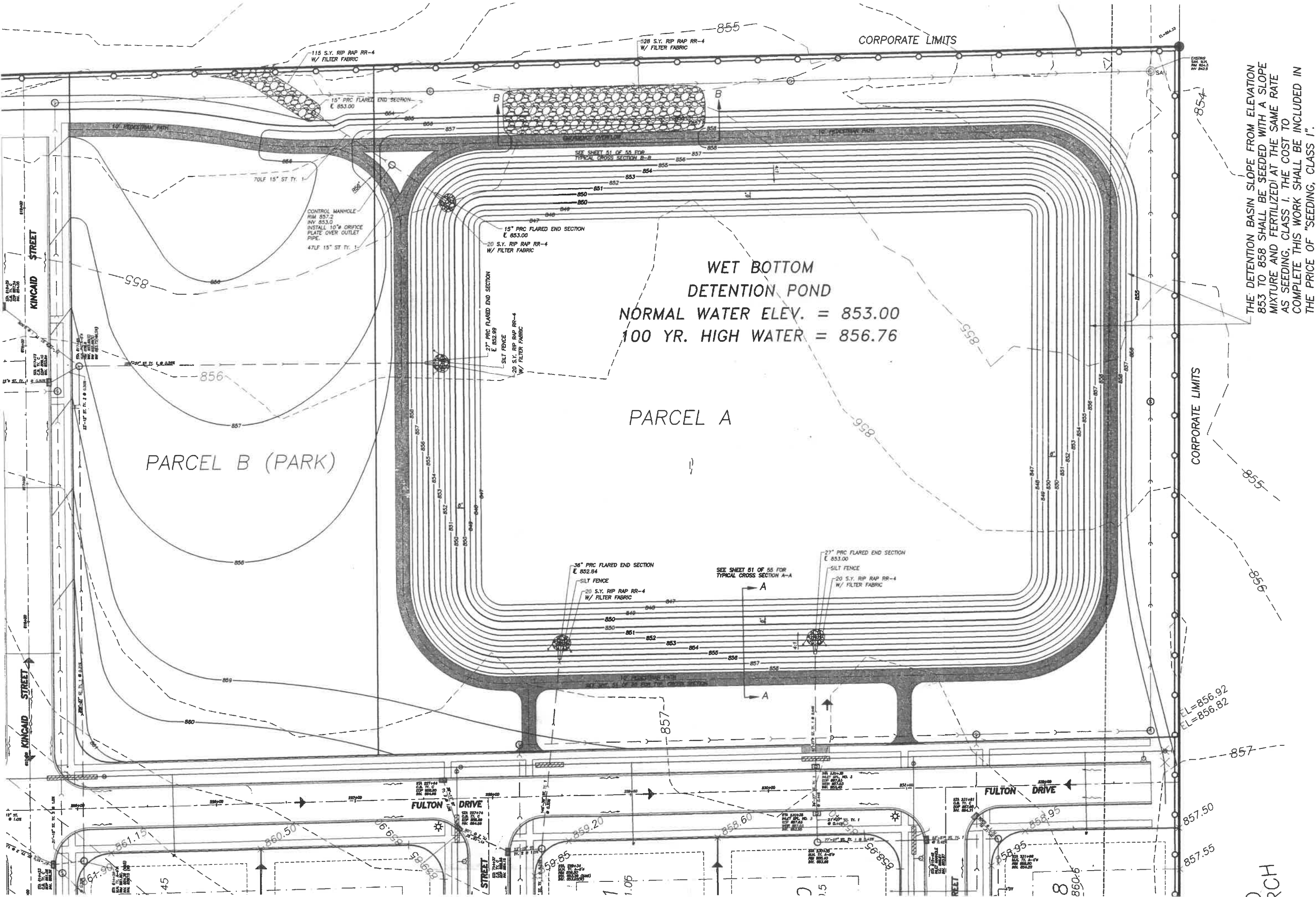
Inspector: _____











WET BOTTOM
DETENTION POND
NORMAL WATER ELEV. = 853.00
100 YR. HIGH WATER = 856.76

PARCEL A

PARCEL B (PARK)

THE DETENTION BASIN SLOPE FROM ELEVATION 853 TO 858 SHALL BE SEEDED WITH A SLOPE MIXTURE AND FERTILIZED AT THE SAME RATE AS SEEDING, CLASS I. THE COST TO COMPLETE THIS WORK SHALL BE INCLUDED IN THE PRICE OF "SEEDING, CLASS I".

MEMORANDUM



TO: Village of Maple Park

FROM: Village Engineer Jeremy Lin, P.E. BCEE

DATE: May 7, 2020

SUBJECT: WWTP Composite Sampler

Background

The WWTP is required to take monthly samples of the wastewater influent (incoming raw wastewater) and wastewater effluent (treated wastewater being discharged). The samples are required once a month and the permit allows a grab sample which is simply filling the sample bottle.

At times, the grab sample results for the BOD and TSS for the wastewater effluent have been higher than the allowable discharge permit levels. Since the sample is a "grab in time", it might not be reflective of the treatment plant's performance for that entire day, week, or month.

A more accurate sampling method is composite sampling which takes periodic samples over 24 hours to combine into one composite sample. This is typically done using a composite sampler which has a sampling pump that draws small samples of the water over the course of 24 hours and is programmable. The pump and sample bottle are contained in a refrigerated housing and can be weatherproof.

Recommendation

If the Village budget allows, a composite sampler would be a benefit to the WWTP reporting in giving a more accurate picture of the WWTP performance and treatment. The sampler would require an electrician to run a power feed, and we can install the sample tubing to the sample point.

The budget cost for the sampler is \$12,000 to \$15,000 based on prior experience. The electrical hookup cost is estimated at \$3,000.

The sampler is reusable in the future if a new WWTP facility is required, and the future NPDES permit requires composite sampling. The addition of the automatic composite sampler should be added to the capital improvement list for budgeting and planning purposes.

Terri D'Amato is inviting you to a scheduled Zoom meeting.

Topic: Infrastructure Committee

Time: May 12, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89510724473?pwd=UHdKWlUwMFNtVW5hb24vUVITNHBTdz09>

Meeting ID: 895 1072 4473

Password: 328711

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+19292056099,,89510724473#,,1#,,328711# US (New York)

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