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

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Approved by the Infrastructure Committee on January 31, 2017. Received & Filed by the Board of Trustees on 2-7-17.

INFRASTRUCTURE COMMITTEE MEETING MINUTES
Tuesday, December 20, 2016
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 7:02 p.m.

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

Others present: Trustee Brandon Harris 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

- November 22, 2016

Trustee Dries made a motion to approve the meeting minutes from November 22, 2016, seconded by Trustee Borg. Motion carried by voice vote.

4. DISCUSSION OF GIS UPDATES

- *Discussion of fee for service*
- *Discussion of capabilities of the village to see utilized*
- *Discussion of cost and data gathering*

Village Engineer Jeremy Lin arrived at 7:05 p.m.

Trustee Brandon Harris advised that there is currently one license and the maintenance has not been kept up to date. He added that a desktop stand alone license will be about $1,200 (one time charge) and $400 maintenance per year. Trustee Harris talked about the entitlement program. Trustee Harris then showed Committee members the City of Warrenville's GIS program and discussed how this program could benefit the Village of Maple Park. Trustee Higgins asked about information gathering and Trustee Harris advised that ESRA has been compiling this data for years for this purpose.

Trustee Harris admitted that some things will need to be resubmitted and that a re-count is a huge undertaking, but some of that may not be a benefit to the village. But, the things that are going to be a benefit to the village are included in this license.

Trustee Goucher asked if you own your own files and Trustee Harris advised that the village would own the files. Trustee Goucher asked who would have access. Trustee Harris advised that there would be logins that would be issued to certain employees that need access, adding that restrictions can be added to individual logins. Village Engineer Jeremy Lin said that this would be a benefit to the staff and the village. Trustee Harris's recommendation that the village should not pay a consulting firm to help with setting this up, adding that he is willing to help with that at no charge. Trustee Higgins said that the $400 per year is worth it. Trustee Goucher said that the committee would be doing the village a disservice if they didn't investigate this.

Trustee Harris advised the committee that some sample items that could be added to the GIS is Street Lights, Maps, Water mains, Traffic Signs, and many more.

The committee then discussed licensing.

Trustee Harris then talked about the Trimble handheld GPS, which is about $1,000. This handheld will gather information that will be added to the GIS, such as fire hydrants culverts, water mains, etc. Trustee Harris also said that you can add a punch list to the GIS.

Trustee Borg said that before the committee takes ownership of this, some questions would need to be asked. Trustee Borg also mentioned a possible conflict of interest with Trustee Harris's company. Trustee Harris advised that he is happy to consult and recommend, but he will not push his company on the village.

Committee members were excited about this and consensus was to move forward on the $1,200 one-time license fee, the $400 per year maintenance fee and possibly the $1,000 Trimble GPS.

Trustee Harris said that he would put the village in contact with the ESRI representative and they would handle it from there. Trustee Goucher said that he and Trustee Harris will put together a list of what items the village would like put into the GIS and discuss this at the next meeting in order to get a package to the ESRI representative.

Village Engineer Jeremy Lin advised that he thought this was a good purchase.

Trustee Borg asked about the fact that Maple Park is in two counties. Trustee Harris said that there would not be an issue with this.

Trustee Goucher asked that Trustee Harris bring case studies from other communities to the next meeting that shows what they use the GIS for. Trustee Harris emailed those case studies to the committee right then.

5. DISCUSSION OF MAINTENANCE PLAN

- *Discussion of quote for overlay on W. Ashton/W. DeKalb for 2017 budget*
- *Discussion of Resurface and punch list for settlement*
- *Discussion of update on Heritage Hills Phase III list*

Trustee Goucher discussed the Heritage Hills punch list. He advised that Public Works Director Mike Miller didn't know what was left on the punch list and hadn't done anything on the punch list. Village Engineer Jeremy Lin will work with Mr. Miller to get the Heritage Hills maintenance list together. He added that it will no longer be called a punch list since the village has accepted the subdivision.

Trustee Goucher then asked about the quote for the overlay on W. Ashton/W. DeKalb for the 2017 budget. Mr. Lin advised that he does not have that quote at this time, but will get it before the budget meetings begin.

Trustee Borg asked why they would be overlaying Ashton and DeKalb. Trustee Goucher advised that the village would have wasted money in crack sealing if they didn't come back and overlay. Mr. Lin confirmed that Ashton and DeKalb are the only streets that need to be overlaid at this time. Trustee Higgins asked about the intersections and Mr. Lin advised that the overlay will go in to the intersection of the cross street.

Trustee Borg asked about other sources for roads besides Motor Fuel Tax.

6. DISCUSSION OF CAPITAL IMPROVEMENTS PLAN

- *Review of permit fees collected since recapture expired*
- *Discussion of Pearl to Charles to State*

Trustee Goucher advised that they will continue to build the grant application for the Kane County grant.

7. DISCUSSION OF GRANT WRITING

- Discussion of deadlines for 2017 and all 2017 options

Trustee Goucher advised that the Village Clerk has offered to tackle the grant applications and he will help her, too.

8. PRESENTATION BY FUTURE LINK

Chris Higgins from Future Link presented information on bringing internet to Maple Park and adding an antenna to the water tower.

Mr. Higgins distributed a packet with information. He advised that quality is an ebb and flow and right now the current provider is not providing quality. He advised that 90% of

their bandwidth is used Monday through Thursday from 10 a.m. to 2 p.m. He said that he considers Future Link to be a boutique company.

He talked about different internet providers and what they offer. He advised that he has been in conversations with President Curtis about fiber optics. He advised that the cost of bringing internet to Maple Park would be about $16,000. He said that Future Link would like the opportunity to bring internet to Maple Park. He said that Future Link can bring to Maple Park what Mediacom and Frontier can't.

Trustee Borg asked if the price goes by download speed or upload speed. Mr. Higgins advised that it goes by download speed.

Mr. Higgins advised that the service provided is point to multi-point. He added that they would need to add equipment to the water tower. Trustee Dries asked about data limits. Mr. Higgins advised that there are no data limits, transfer limits, and no overage fees. Mr. Higgins then talked about general coverage areas and equipment rating. He said that after 3 miles they have issues with trees. He then talked about downtown coverage and putting a small antenna on top of village hall.

Trustee Dries asked about weather, and how that affects the service. Mr. Higgins advised that the answer to that question is in the "Frequently Asked Questions," but it would have to be a high wind, like a microburst, that would affect the service; it is not as touchy as a dish on your roof.

Mr. Higgins said there will be no welding on the tower, and they would not need any power to the water tower. He also addressed lightning strikes. He said that the antenna is basically a lightning rod. He also addressed inconveniences of staff getting in and out of the water tower. He said that in some cases they have keys to the water tower, in other municipalities there is a key lock box.

Mr. Higgins advised that Future Link is fully insured and so are the employees of Future Link. He advised that Future Link is on 18 water towers and gave the committee of list of those municipalities. He also gave a copy of a draft agreement to the committee. He said that Future Link can offer service to 5 extra facilities, and would deduct that charge from the $100 per month rent. He clarified that each facility would cost $100 per month, and the rent would be deducted would be deducted from that. Mr. Higgins then discussed other details of the contract. Mr. Higgins also advised that most internet companies run phone internet and cable over their lines, but Future Link only has internet on their lines and they have recently upgraded their entire infrastructure. Trustee Dries and Mr. Higgins discussed voice over IP phones and how much bandwidth would be required.

Trustee Goucher asked how many households are serviced in Elburn. Mr. Higgins advised that they have 40 customers in Blackberry Creek, and they also do the Elburn Village Hall and Fire Department.

Trustee Borg said that in the past the Board was always concerned about the integrity of the water tower. Mr. Higgins advised that the equipment has gotten lighter in recent years and discussed how the equipment would be attached to the water tower.

Trustee Borg asked Mr. Lin what his opinion would be. Mr. Lin said that the internet service would certainly be an improvement and it wouldn't be a problem with mounting it to the water tower.

Trustee Borg asked about the internet company called WOW. Mr. Higgins advised that customers want equipment that works.

Trustee Goucher asked if internet use was the bigger weakness in town or if cell phone use was and if the village is going to be using the tower for anything it would be for cell phone usage. He is also concerned about the revenue; he doesn't feel that the revenue is enough. Trustee Goucher doesn't think he is comfortable with the rate. He is also concerned about tower security. Mr. Lin also agreed that tower security is a very important issue for all municipalities. Mr. Higgins advised that they have protocol for tower security. He also discussed painting the water tower.

Trustee Goucher said that if the village is comfortable with Future Link, they would be comfortable with other suppliers and the village could then negotiate the revenue.

Mr. Higgins said that it is expensive to put equipment on the water tower, but the higher the equipment the better the service.

Trustee Borg asked what the next steps would be. Trustee Goucher asked what the appetite is of the committee is for this project at this juncture. Trustee Dries said that the common complaint of the community is poor internet service. Trustee Borg said that he is getting very poor service from Frontier, but he added that he is concerned about tower security. Mr. Lin said that if someone wants to tamper with the water service they will tamper with it, it's not necessary just from the tower, but the village does need to be concerned about who you are letting in. Trustee Dries suggested running piggy back on the current camera in the water tower and use it for security. Trustee Goucher said that there would need to be a protocol put in place by the village for tower security. Trustee Goucher also advised that he thinks that a zero net revenue is too low for the village to allow this project to move forward. Trustee Borg advised that this is a first offer and Trustee Goucher said that the committee could explore this further.

Trustee Goucher suggested having the Village Attorney help with a tower security protocol and see what other type of revenue providers are out there. Mr. Higgins will provide a full price quote to the committee.

Trustee Borg asked if there were any discounts to the police. Trustee Dries said there wouldn't be because it is a mobile system. Mr. Higgins advised that they could provide Wi-Fi to the ball fields and the parks.

9. OTHER ITEMS

Trustee Borg asked about the Squires Crossing water main detail that was provided to the Board. Trustee Borg wanted to know why this could be put together so quickly, but the water main recapture detail couldn't be done. Mr. Lin advised that he doesn't know the

details of the Main Street water main, but he had details about the Squires Crossing water main. Trustee Goucher said that Finance could take over the Main Street Water Main Recapture issue.

Trustee Dries discussed the need for vehicles for the Police Department and Public Works. He would like to start a replacement financing program. He said that he is willing to keep this item in Personnel, but wanted to know if it should go to a different committee. He also discussed different financing programs and said that he has been working with the Police Chief to find the best program for the village. Trustee Goucher said that the Board should have a utility list with purchase date, mileage, life expectancy, etc.

Trustee Goucher asked if there was an equipment list. Trustee Dries advised that there is a list, but it does not have a replacement plan. Trustee Goucher was concerned that staff doesn't have the equipment they need to get their job done. Trustee Dries suggested taking the $30,000 in the equipment budget and purchasing a new vehicle for the Police Department instead of continually fixing the old vehicles they have. Trustee Goucher asked why this is the first time they are hearing about this. Trustee Dries advised that staff does not want to come to the Board for money because they know that the budget is constrained. Trustee Goucher advised that the situation will be worse if the money is not budgeted and they end up with no vehicles.

Trustee Dries is going to put together a vehicle replacement plan together and work with Ford on getting government financing for this replacement plan. Trustee Dries then discussed discounts that are allowed to governments when they use the financing plans. Trustee Borg said that if the Personnel Committee has time to run with this, they should continue with it, but the village does need to have a plan. Trustee Dries is waiting for pricing and will discuss it in Personnel. Consensus was that Trustee Dries get the information and discuss it at the Personnel Committee meeting. The Personnel Committee can then bring a plan to the full Board.

10. ADJOURNMENT

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

Meeting adjourned at 9:29 p.m.

Liz Peerboom

Liz Peerboom, CMC
Village President

Committee Members:

Trustee Goucher, Chair	Trustee Higgins
Trustee Borg	Trustee Dries