



Village of Maple Park

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Approved by the Finance and PR&D
on 2/21/17.

INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, January 31, 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 7:01 p.m.

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

Others present: Village President Kathy Curtis, Trustee Brandon Harris, and Village Clerk Liz Peerboom.

Trustee Terry Borg arrived at 7:06 p.m.

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.*

Village President Kathy Curtis was in attendance to speak to the committee about the following items:

- ◇ The engineering firm, Rempe-Sharp, would like to give a presentation to the committee regarding certain engineering-related items at a reduced hourly rate. Trustee Goucher suggested that they might have an employee that could provide services that would closely match a Village Administrator position. The consensus was to listen to the pitch and then decide if they have anything of interest to the village, which would be within the village's budget.
- ◇ President Curtis advised that she would be attending the Legislative Drive Down on March 15, 2017, with Metro West Council of Government and plans to attend the Mayor's Caucus and possibly get information from the IEPA about grants.
- ◇ President Curtis also advised the committee that Shodeen will have three items on the Board of Trustees meeting agenda in February. She explained that she negotiated with Shodeen and has agreed to a \$375 reduction in building permits for each of the 40 lots. She added that this agreement will be on the agenda for approval by the full Board.
- ◇ President Curtis advised that the Police Chief is working with the Fire Chief and the Village Engineering to craft an Emergency Management Plan for the Village of Maple

Park and she has asked Trustee Dries to be her second in command, in case the emergency happens when she is out of town.

3. APPROVAL OF MEETING MINUTES

- December 20, 2016
- January 24, 2017

Trustee Dries made a motion to approve the meeting minutes of December 20, 2016 and January 24, 2017, seconded by Trustee Higgins. Motion carried by voice vote.

4. DISCUSSION OF GIS UPDATES

Trustee Goucher asked about pricing for the new GIS. Trustee Harris advised that there is a one-time \$1,200 fee for license and \$400 annual maintenance fee. He also added that the ESRI rep will get the process rolling once the budget is approved. Trustee Goucher advised that the ESRI will come to the next meeting. Trustees Borg and Higgins asked about the fees. Trustee Dries asked who the main user would be and Trustee Goucher said that Jeremy and Mike will have input in the process, but staff would likely be the main user, although the login could be shared. Trustee Dries asked about adding the GPS device to the budget. Trustee Goucher suggested waiting until after the first year to see if the device is necessary.

Trustee Goucher called Village Engineer Jeremy Lin on the phone; advising that Mr. Lin did not attend the meeting due to illness.

Trustee Goucher asked how GIS pertains to Mr. Lin and the village's contract with him. Mr. Lin suggested that he would issue a work order for each item that needs to be added to the GIS. Trustee Goucher asked for scope and price. Mr. Lin said that the first step would be to build the GIS and suggested a standard hourly not-to-exceed \$7,000 agreement. Trustee Goucher asked about the hourly rate, and Mr. Lin said that it is \$85/hour.

Trustee Goucher asked about what it would take to transfer the current GIS to the new GIS. Trustee Harris advised that it would be an easy process, depending on the quality of the current GIS.

Mr. Lin then discussed some of the goals of the GIS and Trustee Goucher asked him to put that on paper for the next committee meeting.

5. DISCUSSION OF MAINTENANCE PLAN

Trustee Goucher asked about pricing for seal coating. Mr. Lin said that he is having difficulty getting quotes for the project because most seal coating companies are off for the winter. Mr. Lin said that an estimate would be \$35,000 to \$40,000 for both Ashton and DeKalb. He also advised that this is the least expensive option.

Trustee Goucher and Mr. Lin also discussed seal coating in the Settlement Subdivision in 2018. Trustee Dries advised that there hasn't been anything done in the Settlement Subdivision since 2005.

Trustee Borg mentioned a few areas where there are micro cracks that were not crack sealed because they were too small. He said those areas are now breaking up and he feels they need to be cut out and patched. Trustee Goucher suggested that the village budget for patching in Heritage Hills and seal coating in Heritage Hills and leave the Settlement for 2018, which would be FY2019.

President Curtis asked for documentation to put into the Emergency Management Plan. Mr. Lin said he would have it done by the end of next week.

6. DISCUSSION OF CAPITAL IMPROVEMENTS PLAN

None.

7. DISCUSSION OF GRANT WRITING

- Discussion of deadlines for 2017 and all 2017 options

None.

8. FLEET DISCUSSION

Trustee Dries discussed the current fleet of vehicles and equipment, and discussed the fact that the police department is in need of a new vehicle and Public Works is in need of a new pickup truck for plowing. He suggested getting a new pickup truck or a new dump. He advised that the village could pay cash for a new vehicle for the chief and also replace the computers this budget year, and then purchase a vehicle for public works next year. The Committee discussed financing, but Trustee Dries said that the percentage rate makes it not a good deal for the village. President Curtis said that she thinks that police vehicles are needed. She said that snow equipment can be hired out during a large snow event, but you can't do that with a police vehicle.

The Committee discussed the difference between purchasing an SUV-type vehicle versus a Sedan-type vehicle. Trustee Dries said that the chief was the one that said he would prefer the Explorer. Trustee Borg suggested buying used, but Trustee Dries said that from experience you really don't want to buy a used vehicle because the maintenance costs are very high.

Consensus was that the committee would move this forward as a Sedan-type vehicle purchase instead of an SUV-type vehicle purchase.

Trustee Goucher made a motion to purchase a vehicle in the not-to-exceed amount of \$34,700, seconded by Trustee Dries. Motion carried by voice vote.

9. DISCUSSION OF POLICY FOR LEASING MUNICIPAL INFRASTRUCTURE

The Committee discussed the reasons for the village needing such a policy. Consensus was that it is important for the village to have this type of policy. Trustee Goucher will reach out to other communities to see what they have in their policies. The Committee also discussed insurance concerns. Trustee Goucher will put together a draft policy and bring it to the next meeting.

10. OTHER ITEMS

Trustee Borg asked about WOW, the internet company. President Curtis said that they had completed their assessment in December and won't be moving forward until the middle of the year.

Trustee Dries asked about getting a deadline for the punchlist for Squires.

11. ADJOURNMENT

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

Meeting adjourned at 8:10 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee Goucher, Chair
Trustee Borg

Trustee Higgins
Trustee Dries