



Village of Maple Park

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Approved by the Infrastructure
Committee on March 28, 2017.
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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, February 28, 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 7:06 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, and Trustee Terry Borg.

Others present: Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, Public Works Director Mike Miller, 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.*

Dean Goodenough, resident was in attendance but had no questions.

3. APPROVAL OF MEETING MINUTES

- January 31, 2017

Trustee Higgins made a motion to approve the minutes from the January 31, 2017 Infrastructure Committee meeting, seconded by Trustee Dalton. Motion carried by voice vote.

4. DISCUSSION OF GIS UPDATES

- Presentation by ESRI rep
- Questions / Discussion

Joe Araiza from ESRI was in attendance and went over his presentation on how mapping and GIS are transforming the work environment.

Mr. Araiza introduced himself and told the committee a little bit about himself before starting his presentation.

Mr. Araiza explained that GIS is a system of record, organizing and managing the geographic context of your assets and resources. He added that with ArcGIS, every employee and resident can access maps. He also talked about how the system works, adding that this is a system that works on many different types of devices. He said that this is an integrated web based program.

Trustee Borg asked how this program would help during a flooding situation. Mr. Araiza explained that they donate software for a short period of time to get the municipality to get through the emergency. He added that this program helps to get information to the state agencies quicker for disaster aid.

Trustee Goucher asked if the Maple Park platform would be an independent site that would be hosted by ESRI. Mr. Araiza said that there would be an icon on the webpage that would go right to the ESRI system.

Trustee Borg asked about a cost for storage. Mr. Araiza said that the municipality is charged on a plan, but the credits on the plan are not very expensive and the village would be notified if it was getting close to the amount of credits allowed in the plan. Village Clerk Liz Peerboom asked if this was an amount over and above what the village had been quoted. Trustee Harris said that this cost would only be if it was being hosted on the ESRI website, adding that would not be how would normally work.

Mr. Araiza also talked about Return on Investment. He said that it is not a forced multiplier and it saves time and duplicated efforts. He added that this system would alleviate the cost from paper and ink and printing maps.

Trustee Goucher advised that this program also helps with asset management and keeps it so that it is available for future staff.

Trustee Goucher asked if Mr. Araiza knew of any students that are looking for experience, and Mr. Araiza said that Northern IL University is always looking for ways for their students to experience. Village Clerk Liz Peerboom asked if that was free help or if the village would need to pay for this help. Mr. Araiza said that it is up to the village if they pay or not.

Trustee Dries said that he likes that this is not restricted to the Public Works Department; it can be used for the Police Department also. Trustee Harris said that it can also be used for keeping track of delinquent water bills.

Trustee Harris advised that this system can also be used for Economic Development. Mr. Araiza talked about a program called Tapestry, which can be accessed for free. This program gives you economic information about a certain area.

Trustee Borg said he was concerned about keeping the system updated. Village Accountant Cheryl Aldridge advised that the staff does not have the ability to update

the software and the data is a very large file that is hard to get from the Village Engineer to the village staff. Village Engineer Jeremy Lin advised that the software that the village uses is pre-2006 and asked Mr. Araiza to explain what has happened between 2006 and the current software. Mr. Araiza advised that this is a web based system that would not have to be transferred via email or disk.

The committee then discussed the evolution into the platform that it is now. Mr. Araiza advised that ESRI has been doing GIS since the 1960s and has continually moved forward with the platforms that are out there.

Mr. Araiza advised that there is also a way that you can keep track of building permits with ESRI.

Trustee Higgins talked about the need to keep track of road construction. Mr. Lin suggested that the village just start with asset management.

Mr. Araiza talked about the following:

- Desktop system (level 2 entitlement) - \$1,500 includes 100 credits
- Maintenance license - \$400 per year
- Remote reading capabilities (level 1) - \$100 per person (you have to buy a 10 pack)

Mr. Araiza also talked about add-ons and the cost associated with each add-on. Mr. Araiza said that the first year, for a basic system, would be about \$2,000, and then possibly purchase 1000 credits for \$100.

The committee then talked about getting the data input into the new system.

The committee then talked about hiring a “business partner,” which would help the village in getting data input into the system and to train the staff. Mr. Araiza advised that the village does not necessarily need a business partner.

Trustee Borg said that he would like to see some goals for this system. Trustee Goucher said that the village absolutely needs to have a plan.

Trustee Harris said that in year one he will volunteer some time to help get this up and running.

Consensus was to go with the basic plan, which would be \$1,500 now and then next year pay the \$400 maintenance fee and add some credits up to \$1,500. Trustee Goucher said that this would be discussed in the budget meeting in March and then would be in the FY18 budget. Mr. Araiza advised that he will give a free 60-day trial.

Trustee Goucher asked Mr. Araiza to send the village information on municipalities that are approximately the same size as Maple Park, so that the Board and staff can go online and look at what they have and how they are using it.

Trustee Higgins asked if the village decides to upgrade will there be a difference in cost. Mr. Araiza advised that there will be some sort of proration if upgraded in the first year.

Ms. Aldridge asked the committee to decide where they would like this to be budgeted. Trustee Borg suggested utility tax, but said that it should be shared by water, sewer, roads, etc.

Mr. Goodenough left the meeting at 8:48 p.m.

Trustee Goucher asked that Mr. Miller and Ms. Aldridge to attend the next Infrastructure committee meeting to continue this discussion and put together a plan.

5. DISCUSSION OF CONTINUING THE SUSPENSION OF CERTAIN FEES

Trustee Goucher said that he wanted to put together a proposal to extend the continued abatement of the fees. Trustee Borg said that the current suspension expires on March 7, and they discussed extending it for three months and then pick the date that village begins charging again. Trustee Goucher suggested extending the suspension for the rest of the building season.

The committee discussed reasons why to continue the suspension for six months rather than three months.

Trustee Borg said that this requires more study and Trustee Goucher said that that is why he is opposed to three months; he would like it to be six months. Trustee Borg said that it was never the intent to raise it during this building season, so he is not opposed to six months.

Trustee Goucher said that he feels that this suspension does entice building in the TIF District, which will benefit the village.

Ms. Aldridge will get the spreadsheet of fee information to the committee for review.

Trustee Borg made a motion to move this item to the full Board and extend the suspension of fees in Ordinance 2017-01 and Ordinance 2017-02, then amended the motion to strike section 3 and extend the dates to September 7, 2017, seconded by Trustee Higgins. Motion carried by voice vote.

6. DISCUSSION OF MAINTENANCE PLAN

- Receive Quote for Crack Filling in the Settlement Subdivision

Mr. Lin advised that he has asked Behm to give a quote and they will be out next week.

7. DISCUSSION OF CAPITAL IMPROVEMENTS PLAN / GRANT WRITING

Trustee Goucher advised that he would be suspending discussion to the next meeting. Ms. Aldridge advised that she is taking some of WITHEA's webinars and is not sure if the village qualifies.

8. MUNICIPAL INFRASTRUCTURE LEASING: ACCESS DISCUSSION

- Review of neighboring municipal policies

Trustee Goucher advised that he would be suspending discussion to next meeting.

9. OTHER ITEMS

Trustee Dries asked Mr. Lin about budgeting for preventative maintenance for equipment at the water and sewer treatment plants. Ms. Aldridge advised that there is money in the budget for this. Mr. Lin will make a list and get it to him for Finance committee discussion.

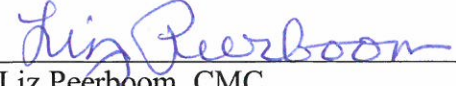
Trustee Borg asked Mr. Lin about budgeting for energy for the lift stations. He wanted to know if there is any way to become energy efficient at the lift stations. Mr. Lin advised that there are ways, but they are expensive. He said that he can make a list and see what money the village has to work with and he can look at grants for this type of thing.

Trustee Borg advised that this type of expense can come out of an enterprise fund. Ms. Aldridge agreed and she said that she can find money in those funds for this. Mr. Lin advised that this could cost the village between \$20,000 and \$30,000, but there are grant opportunities available. He will bring more ideas to the next meeting.

10. ADJOURNMENT

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

Meeting adjourned at 9:28 p.m.


Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee Goucher, Chair
Trustee Borg

Trustee Higgins
Trustee Dries