
SERVICES COMMITTEE MEETING AGENDA

MEETING DATE: Monday, March 18, 2019

MEETING TIME: 6:00 p.m.

MEETING LOCATION: North Aurora Village Hall, 25 E. State St., North Aurora



CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

APPROVAL OF MINUTES

1. Approval of the Services Committee Minutes dated February 18, 2019

NEW BUSINESS

1. Public Works Policies Workshop

OLD BUSINESS

OTHER INFORMATION

TRUSTEE COMMENTS

ADJOURN

**VILLAGE OF NORTH AURORA
SERVICES COMMITTEE MEETING MINUTES
FEBRUARY 18, 2019**

CALL TO ORDER

Trustee Gaffino called the meeting to order.

ROLL CALL

In attendance: Trustee Mark Gaffino, Trustee Tao Martinez, Village Administrator Steve Bosco, Public Works Director John Laskowski, Mayor Dale Berman, Street Superintendent Brian Richter.

AUDIENCE COMMENTS – None

APPROVAL OF MINUTES

1. Approval of the Services Committee Minutes dated December 17, 2018

Motion for approval made by Mayor Berman and seconded by Trustee Martinez. All in favor.
Motion approved.

NEW BUSINESS

1. Public Works Policies Workshop

Tree Replacement policy – Public Works Director John Laskowski said that in reference to tree replacement within the village, when a problem has been identified, if a tree is 15 inches or less in diameter, those are removed in-house. If they are larger than that, the Village will ask the contractor to assist. Replacement tree planting is done in the fall. Village Administrator Steve Bosco noted that there is no need to monitor the Ash trees since the village has already replaced 2000 throughout town. When trees are placed on the list for replacement, they are taken down within a year and then replaced during the next cycle. Mayor Berman noted his concern with trees that are on private property that hang over the sidewalks. Laskowski said that the code enforcement officer has sent letters to residents who have had trees obstructing the sidewalk. Case law suggests that if branches overhang from one property to another, the resident of the property whose branches are hanging onto has the ability to trim them. Trustee Gaffino asked if the Village site checks the replacement trees to make sure the village is receiving quality trees. Laskowski said yes.

Mailbox Replacement policy - If a plow strikes a resident's mailbox with its blade, the mailbox is eligible for replacement. If the mailbox was installed properly, then the village will make a full replacement. If the mailbox was improperly installed and extended too far or over the curb, there is not a full replacement. The village provides a temporary mailbox and the resident would be responsible for replacing their own mailbox. Gaffino asked if someone from the village goes out to the location to ensure correct placement of the mailbox. Laskowski said the village will explain the requirements of installing the mailbox. Gaffino asked if there is a way to notify the homeowner once the mailbox is struck by a plow so that the resident knows right away instead of

finding out later and calling in to report it to the village. Laskowski said that the village could look into that and can have the village make a phone call to the resident.

When the village is responsible for replacing mailboxes, two options are provided: The village would install a new post and box or reimbursement up to \$100 and the resident installs their own mailbox of their choosing. Streets Superintendent Brian Richter said that the village currently has between 12 and 16 mailboxes that needed to be addressed. Richter noted that most of the time his snow plow drivers will call him and tell him if they hit a mailbox. Richter also noted that a mailbox should be 6 – 8 inches behind the curb.

Trustee Martinez suggested that any mailbox post that is hit, that the village place a tag on it so that the resident knows that the village is aware. Bosco noted that the contractor pays for any of the mailboxes they hit. Gaffino said he was unsure about the Village having to do the installation of the mailboxes since the department is small and could be focusing on other issues within the village.

The committee decided on the following: \$100 reimbursement, eliminate installation of a basic box, create a tag to place on the post when a mailbox is hit by a plow.

Leaf Pickup Policy – The village has two ways it collects leaves: 1. Curbside leaf collection program. 2. Bag leaf program (provided by Waste Mgmt). The bag leaf program does not require stickers during October and November. The curbside pickup is free to residents and runs from mid-October to late November. The village provides each side of town with 3 pickups during this time frame. The village asks residents to rake leaves to the curb and keep them in the parkway by 6:30 a.m. on Monday for collection that week. If weather prevents residents from receiving 3 opportunities for collection, the village may have to suspend or cancel the program.

Bosco said that the village is looking at adding \$60,000 this year for a leaf box and another leaf machine to make sure there are always two machines working at capacity and a backup machine. Bosco asked what feedback the board heard from residents about the east side not being picked up. Gaffino said the east side said they are always picked up last. Berman suggested starting on the east side and end up on the west side. Gaffino suggested alternating the days for pickup.

Martinez asked what would be easier: adding a third machine or having residents bag their own leaves with the village picking up. Richter said that bagging the leaves is one set way to ensure leaves are picked up.

Martinez suggested making it mandatory to bag leaves. Bosco said that if the village ever looked at getting rid of the leaf pick up program and going straight to a bag program, would then look at a brush pick up program instead.

The committee decided to keep the leaf program and look at ways to improve. A suggestion was made to budget another leaf machine.

Bosco said that the full packet of policies will go back to the services committee and the committee will discuss the changes that were made.

OLD BUSINESS - None

OTHER INFORMATION - None

TRUSTEE COMMENTS - None

ADJOURNMENT

Motion to adjourn made by Trustee Lowery and seconded by Mayor Berman. All in favor.

Motion approved.

Respectfully Submitted,

Lori J. Murray
Village Clerk



Memorandum

To: Services Committee
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: March 11, 2019
Re: Public Works Policy Discussions

The Public Works Department has been developing policies and formalizing past practices for public works operations and services. In past Services Committee meetings, members have discussed the following policies: Lawn Mowing and Right of Way Maintenance, Leaf Pick-Up Program, Mailbox Replacement, Sidewalk Replacement, Tree Replacement.

Tonight the last policy that will be reviewed is the Complete Streets Policy. A Complete Streets Policy considers all forms of transportation whenever transportation infrastructure projects are proposed. This policy would give consideration to modes of transportation other than automobiles, including pedestrian, bicycle, and buses. It is not a commitment to including this type of infrastructure but it gives consideration to making the transportation network more accessible to all users. Complete Streets policies are going to be a factor in allocating federal funding of projects using Surface Transportation Projects (STP) through the Kane County Council of Mayors (KKCOM) and Chicago Metropolitan Agency for Planning (CMAP), so it is important to have a policy adopted when applying for funding.

Public Works Policies



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Village of North Aurora Complete Streets Policy

1. PURPOSE

The Village of North Aurora seeks to create a comprehensive, integrated, connected multi-modal transportation network for all roadway users to encourage accessibility, inclusiveness, and safety. Complete Streets principles and best practices should be considered when planning, designing, operating, and maintaining the street network to determine if an appropriate context sensitive solution can achieve this purpose.

2. DEFINITION

Complete Streets are facilities designed, operated, and maintained to assure safe and comfortable mobility appropriate to the function and context of the facility for users of all ages and abilities, including pedestrians, bicyclists, and transit passengers as well as truck, bus, and automobile drivers.

3. BENEFITS

Complete Streets provide the following benefits:

- 1) **Increases Accessibility:** Streets that provide travel choices can give people the option to avoid traffic congestion and increase the overall capacity of the transportation network.
- 2) **Improves Safety:** Design and accommodation for bicyclists and pedestrians reduces crashes.
- 3) **Creates a Sense of Place:** Increased bicycling and walking are indicative of vibrant and livable communities, offering economic, social, and recreational opportunities for everyone.
- 4) **Generates Community Vitality and Economic Development:** Complete streets can reduce transportation costs and travel time while increasing property values and job growth in communities.
- 5) **Advances Efficient, Quality, and Responsive Services:** Integrating sidewalks, bike lanes, transit amenities, and safe crossings into the initial design of a project spares the expense of retrofits later.
- 6) **Improves Public Health:** Public health experts are encouraging walking and bicycling as a response to the obesity epidemic. Streets that provide room for bicycling and walking help people of all ages get physical activity and gain independence.

4. POLICY GOALS

The Village's Complete Streets policy will consider the needs of all users through the planning, design, and implementation processes for construction, reconstruction, or retrofit of streets, if the safety and convenience of users can be improved within the scope of the work.

- 1) Create a comprehensive, integrated, connected multi-modal network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational, and public facilities, as well as retail and transit centers.
- 2) Collaborate with the neighboring municipalities and the Metropolitan Planning Organization Chicago Metropolitan Agency for Planning (CMAP) to work with regional partners to ensure that jurisdictional boundary conditions are considered as a part of infrastructure projects.
- 3) Provide safe and accessible accommodations for existing and future pedestrian, bicycle, and transit facilities.
- 4) Establish a checklist of pedestrian, bicycle, and transit accommodations, such as accessible sidewalks curb ramps, crosswalks, countdown pedestrian signals, pedestrian scale lighting, median refuges, curb extensions, bike lanes, shoulders, and bus shelters, for consideration in street improvement projects.
- 5) Establish a procedure to evaluate resurfacing projects for complete streets inclusion according to length of project, local support, environmental constraints, total available right-of-way, funding resources and bicycle and/or pedestrian compatibility.
- 6) Evaluate the interaction of distinct modes of transportation along and at the intersection of transportation corridors.
- 7) Design bicycle and pedestrian facilities to the best currently available standards and practices including the American Association of State Highway Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, the AASHTO Green Book: A Policy on Geometric Design of Highways and Streets, the Federal Highway Administration (FHWA) Highway Capacity Manual (HCM), the FHWA Manual of Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and others as related. Methods for providing flexibility within safe design parameters, such as context sensitive solutions and design, will be considered.
- 8) Research, develop, and support best practices in improving safety and mobility.
- 9) Implement training for Engineers and Planners on Bicycle/Pedestrian/Transit policies and integration of non-motorized travel options into transportation systems.
- 10) Make provisions for pedestrians and bicyclists when closing roads, bridges or sidewalks for construction projects.
- 11) Consider connections for Safe Routes to Schools, trail crossings, and areas or population groups with limited transportation options.
- 12) Comply with the Americans with Disabilities Act (ADA).
- 13) Complement the context of the surrounding community.
- 14) Update all necessary and appropriate codes, standards, and ordinances to ensure that design components for all modified streets follow the intent of the policy.
- 15) Identify all current and potential future sources of funding, including grant opportunities, for Complete Streets improvements.

5. EXEMPTIONS

The most context sensitive solution for street projects should be incorporated into the design to evaluate if Complete Streets Policy goals are appropriate. Exemptions include the following:

- 1) Non-motorized users are prohibited on the roadway.
- 2) The cost of accommodations for a particular mode is excessively disproportionate to the need and potential benefit of a project.
- 3) The project involves ordinary maintenance activities designed to keep assets in acceptable condition, such as cleaning, sealing, spot repairs, patching, and surface treatments, such as micro-surfacing.

6. EVALUATION GOALS

The following measures document the success of Complete Streets Policy goals:

- 1) Number of new miles of on-street bicycle routes defined by streets with clearly marked or signed bicycle accommodations.
- 3) Number of linear feet of new or reconstructed pedestrian accommodations.
- 4) Number of new or reconstructed accessible curb ramps.
- 5) Total number of funded bicycle and pedestrian projects and new facilities.
- 6) A periodic review of performance measures will evaluate their effectiveness in achieving outcomes and modified as necessary to accomplish policy goals.



Title: Right of Way Maintenance and Mowing Policy

Purpose: The Village is responsible for maintaining turf areas to the standards outlined in Village ordinances, the standards in the approved contract, and as defined in this policy.

Description: This policy identifies parties responsible for right of way maintenance.

Policy: The Village is responsible for maintaining turf areas through its lawn maintenance mowing contract. The Village's mowing contract primarily includes areas such as; SSAs (Special Service Areas), welcome signs, medians and village owned facilities/properties. The contract also includes right of way areas abutting other governmental agency properties and public utility company properties. Staff will use its discretion to identify these areas. Rights of way that abut residentially owned properties will be mowed if an SSA is not established to fund the mowing.

Rights of way that abut non-residential properties will not be mowed under the Village contract and shall be maintained by the abutting property owner. In circumstances where an undeveloped non-residential property abuts a natural area such as a wetland or prairie, property owners will be required to mow the right of way between the curb and sidewalk, or within 15 feet of the curb if not sidewalk exists. Additionally these properties will have the option of mowing the remainder of the property to a depth of 12 inches as opposed to the 8 inch standard established for all other areas.

The lawn mowing program runs for approximately 32 weeks (32 cuts) between April and November. The mowing contract also includes a spring and fall clean up in areas that are being maintained.



Title: Leaf Pick-Up Policy

Purpose: This policy is established to explain the leaf collection program schedule and procedure.

Description: There are two Leaf collection services available to North Aurora residents. The Village of North Aurora provides a curb-side leaf collection service and Waste Management provides a bagged leaf program.

Curb-Side Leaf Collection Program

The Village of North Aurora offers a free leaf pickup service to residents. The leaf pickup program runs from mid-October through late November. The start date is dependent on weather and when the leaves begin to fall. The start date will typically be the third week of October. The starting location will alternate between the east and west sides of town annually. During the designated east/west weeks residents must place leaves at the curb 6:30 a.m. Monday of the specific week, to ensure pickup in case your street is serviced first. It is the Village's goal to provide the residents with three opportunities to have their leaves collected. The leaf collection program is weather dependent and can potentially overlap with snow removal operations. In the event that weather prevents residents from receiving three opportunities for leaf collection, the Village may have to suspend or cancel the leaf collection program. If the program is either suspended or cancelled the Village will notify residents.

Bagged Leaf Program

Waste Management provides a leaf bagged leaf program. Leaves can be placed in Kraft paper bags for pick-up and will not require a sticker during the months of October and November. Bagged leaves and yard waste will be picked up by Waste Management on Fridays until the end of November. Yard waste pick-up ends the last Friday of November, and resumes in April.



Title: Mailbox Replacement Policy

Purpose: Maintain mail service for residents

Description: Describes the circumstances in which the Village replaces mailboxes.

During snow removal operations it is not uncommon during some snow events that mailboxes are damaged. In snow events where there is a high water content creating a heavier snow damage is more likely to occur. Mailboxes are typically damaged by the snow that is being cleared from the roadway. In these circumstances the Village does not replace the resident's mailbox. However if damaged to the point where mail will not be delivered, then the Village will provide a temporary mailbox until the damaged one is replaced by the resident.

If the mailbox is struck by the plow, and was installed properly according to the United States Postal Services guidelines the Village will provide a temporary mailbox and reimburse the resident up to \$100 for the replacement and installation of the new mailbox.



Title: Sidewalk Repair and Replacement Policy

Date Approved:

Purpose: Maintaining and building safe and accessible sidewalks for pedestrians throughout North Aurora.

Description: This policy is composed to establish how hazardous sidewalks are identified, repaired or replaced.

Policy:

1. Identification

Resident Request – Upon receiving a request from a resident, Public Works Staff will visit the location and evaluate the hazard. Based on the nature of the hazard, staff will utilize the appropriate method identified above for repair and replacement.

Employee Observation – Village employees are routinely working outdoors collecting data, enforcing ordinances, and performing maintenance. When employees identify a hazardous sidewalk, the location shall be conveyed to the Public Works Department to determine the appropriate method of repair.

Annual Streets Maintenance Program – Every year staff and the Village's consulting engineer determine roads to be included in the upcoming annual street maintenance program. Once the roads for the annual street maintenance program are selected, Public Work staff will evaluate the adjacent sidewalks to the selected roads to determine the appropriate method of repair.

High Priority Areas – Each year after the roads for the annual street maintenance program are selected, Public Work staff will evaluate sidewalks adjacent to schools, public facilities, recreational facilities and other areas generating significant amounts of pedestrian traffic.

2. Methodology

Sidewalk Repair (Leveling/Shaving) – Generally, this type of repair is utilized when a sidewalk exhibits a surface distress and/or a trip hazard has been identified as small enough to be leveled as opposed to fully replaced. Sidewalks in this category are added to a list to be replaced during an upcoming sidewalk leveling program.

Sidewalk Replacement – Generally, this type of repair is utilized when a sidewalk exhibits surface distress and/or a trip hazard larger in scope than what can be rectified through sidewalk leveling. Sidewalks in this category are added to a list to be replaced during an upcoming annual street maintenance program.

Emergency Sidewalk Replacement – Generally, this type of repair is utilized when a sidewalk exhibits surface distress and/or a trip hazard larger in scope than what can be rectified through sidewalk leveling and pose a more immediate threat to public safety. In these instances, the sidewalk square(s) are added to a list to be replaced as soon as possible and are often replaced by Village Public Works staff to expedite the replacement.

3. In the event the Village receives a complaint regarding a sidewalk square(s) which exhibits a surface distress such as “pitting”, it shall be the determination of the Public Works Department as to whether the sidewalk(s) square shall be deemed a hazard or cosmetic issue. In the event that the sidewalk square(s) is deemed a hazard or potential hazard in the near future, the Public Works Department shall determine the appropriate method of repair.

4. In the event that the list of sidewalks earmarked for sidewalk repair or replacement exceeds the amount of funds budgeted in a fiscal year, staff will prioritize which sidewalks should be repaired or replaced immediately. Sidewalks not repaired or replaced during the fiscal year will be kept on the list to be reprioritized each subsequent fiscal year until they have been repaired or replaced.



Title: Tree Replacement Policy

Purpose: Maintain a healthy urban forest.

Description: Describe the process for tree replacement in parkway and public properties

Typically trees are replaced because the tree has been identified by a resident or staff member that the tree is dead or dying. The request is then included on a tree replacement list. Public Works or arborist inspects the tree and confirms it is dead or dying the tree then the list is updated to indicate the tree is scheduled for removal by Public Works staff.

As time permits throughout spring and summer Village staff will remove trees up to 15 inches in diameter. Trees larger than 15" will typically be removed by a contractor. When the trees have been removed the list is updated once again and now the remaining stump is scheduled for stump grinding. Stump grinding is an operation performed by a contractor.

After stump grinding staff will inspect all proposed locations for trees to confirm the location has the space requirements to thrive. The Village will select a diverse species of trees from the list in Municipal Code section 12.17.010. Staff will visit the nursery to select the trees the contractor will be planting to confirm the appropriate diameter. If the trees are not available for inspection they will be measured upon delivery. Trees that do not meet the minimum diameter will be returned and replaced with one that meets specification.

The trees planted in the annual program are guaranteed for one year. Prior to the end of this one year warranty period, public works staff inspects the health of the trees. Any trees that are deemed to be in poor quality are identified for replacement by the contractor responsible for planting the trees.