
SERVICES COMMITTEE MEETING AGENDA



MEETING DATE: Monday, October 21, 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 July 15, 2019

NEW BUSINESS

1. Fleet Replacement Policy
2. 2020 Road Program Presentation

OLD BUSINESS

OTHER INFORMATION

TRUSTEE COMMENTS

ADJOURN

Initials SB

**VILLAGE OF NORTH AURORA
SERVICES COMMITTEE MEETING MINUTES
JULY 15, 2019**

CALL TO ORDER

Trustee Gaffino called the meeting to order.

ROLL CALL

In attendance: Trustee Mark Gaffino, Trustee Mike Lowery, Mayor Dale Berman, Village Administrator Steve Bosco, Public Works Director John Laskowski.

AUDIENCE COMMENTS – None

APPROVAL OF MINUTES

1. Approval of the Services Committee Minutes dated June 17, 2019

Motion for approval made by Trustee Lowery and seconded by Trustee Gaffino. All in favor.
Motion approved.

NEW BUSINESS

1. Tree Trimming Policy

Public Works Director John Laskowski stated that there are 5 different ways that the Public Works Department goes about trimming trees. This policy will describe the different ways they are done for trimming parkway trees.

1. Obstruction Trimming – if a tree hanging in front of a speed limit or stop sign causes a visual obstruction to a motorist, the Village would trim these as soon as possible to avoid a safety hazard. This year, the village will get an inventory of the parkway trees. Staff will utilize the GIS department to collect the trees around intersections as well as species data.

2. Street Maintenance Trimming - This will occur before the annual road program. The purpose is to lift the crown of the tree to an elevation where branches are not being struck by construction equipment.

3. Subdivision Trimming – Staff will drive throughout town and target those subdivisions which are the worst. Tanner Trails is planned for this season. The Village will look at the subdivision trimming as residents note their concerns and complaints. This trimming will be dependent on the budget.

4. Storm/Disaster Related Trimming – The Public Works Department will handle internally unless the disaster is extremely bad. In that case, the village would enlist a private contractor to assist.

5. Individual Tree Trimming – the Village gets individual requests from time to time from residents that there is a tree in a parkway that is obstructing a sidewalk. The Village will put that on a list to take care of at a later date. Laskowski noted that, in the past, homeowners have

asked if they can replace their own parkway tree and they would pay for it. The Committee was in favor of allowing residents to replace their parkway tree.

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



Title: Vehicle Replacement Policy

Purpose: Provide Guidance for Vehicle and Equipment Replacement

Description: Describe the Process for Vehicle Replacement

Evaluation

The Village maintains a Vehicle and Equipment Fund as part of the Village's operating budget to fund the replacement of vehicles. During the annual budget process Village Staff review vehicles for replacement in order to prioritize funding for the vehicles most needed for replacement. Vehicles considered for replacement are typically determined by a "Vehicle Guideline Evaluation Form" (attached to this policy). Staff anticipates updating the evaluation form for each vehicle while it receives regular maintenance service. This process would also be used periodically for pieces of significant equipment used regularly for Village operations. This evaluation method for each vehicle is used as a budgetary method to ensure adequate funding when a vehicle or piece of equipment may be expected for replacement; however, it does not mean a vehicle will be replaced the year it is up for replacement review.

Discretion will be exercised when assessing each vehicle. A vehicle that is approaching potential replacement according to the evaluation method in this policy might be kept longer due to a superior condition or low maintenance cost. Conversely a vehicle that does not yet meet the criteria for replacement per the evaluation method in this policy may be a candidate for earlier replacement due to poor condition or abnormally high maintenance costs or a change in operational usage.

Staff may also consider the estimated salvage value of the vehicle scheduled for replacement. The assessment will determine if the vehicle has more value being retained and repurposed or if more value will be realized if it is sold at auction.

Procurement

When recommending a vehicle for replacement, several options are typically looked at including, purchasing new or used vehicles and equipment. Vehicle purchases will be evaluated by determining the functions the vehicle will be performing and looking at factors like performance, price and fuel economy. Whenever purchasing a new vehicle, the first step will be to evaluate vehicles available through the Illinois State Contracts or other joint-purchasing programs available to municipalities that would leverage our purchasing power. Additionally, the Village may also compare these prices with prices available through local auto dealerships. Staff may also evaluate the option of leasing when appropriate.

Vehicle #		Year		VILLAGE OF NORTH AURORA
Make		Model		
Miles		Hours		
Original \$		in (date)		
Budgeted Replacement \$				Vehicle Replacement Guideline Evaluation Form
Sale /Auction / Estimated Trade-in \$				
Life Expectancy				Replacement Point Range:
Type of Service				Under 18 points Condition I Excellent
Division				18 - 22 points Condition II Good
				23 - 27 points Condition III Qualifies for replacement
				28+ points Condition IV High priority replacement

FACTOR	POINTS	DESCRIPTION	VEHICLE SCORE
AGE	1	Each year of chronological age	
MILES / HOURS	1	Each 10,000 miles of usage	
	1	Each 700 hours of usage (priority over miles on heavy duty and off-road equipment)	
TYPE OF SERVICE	1	Standard sedans and light pickups	
	2	Standard vehicles with the occasional off-road usage	
	3	Vehicles that pull trailers, haul heavy loads, has continued off-road usage, and police administration	
	4	Any vehicle involved in snow removal	
	5	Police emergency response vehicles	
RELIABILITY (PM work is not included)	1	In shop one time within a three month time period, no major breakdowns or road calls	
	2	In shop one time within a three month time period, 1 breakdown or road call within a three month period	
	3	In shop more than twice within a one month time period, no major breakdown or road call	
	4	In shop more than once within one month time period, two or more breakdowns/road calls within the same time period	
	5	In shop more than twice monthly, two or more breakdowns within one month time period	
MAINTENANCE AND REPAIR COSTS (Accident Repairs not included)	1	Maintenance costs (cumulative total) are \leq 10% of purchase cost	
	2	Maintenance costs (cumulative total) are \leq 25% of purchase cost	
	3	Maintenance costs (cumulative total) are \leq 45% of purchase cost	
	4	Maintenance costs (cumulative total) are \leq 60% of purchase cost	
	5	Maintenance costs (cumulative total) are \geq 61% of purchase cost	
CONDITION	1	Good drive train and minor body imperfections (road chips, scratches)	
	2	Imperfections in body & paint, paint fading & dents, interior fair (no rips, tears, burns), and a good drive train	
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train	
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad	
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, major damage from add-on equipment	
TOTAL			

Memorandum



To: Dale Berman, Village President & Service Committee Members
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: October 15, 2019
Re: Proposed 2020 Road Program

Annually the Public Works Department prepares a presentation for the selection of streets for the road maintenance program. This year the road program will be transitioning from the west side of town to the east side. The streets targeted for the 2020 Road Maintenance Program are listed in the table below. The streets marked with an asterisks (*), will have new water main installed as part of the road maintenance program.

No	Street	From	To
1	April Ln	Briar	east end
2	Briar Ln	River St (Route 25)	April Ln
3	Dee Rd	River St (Route 25)	Hill Ave
4	Arrowhead St	Spruce St	Spruce St
5	Greenbriar Ct	April Lane	south end
6	Laurel Ln	Butterfield Rd	Dee Rd
7	*Maple Ave	Lincolnway (Route 31)	west end of street
8	*Elm Ave	Lincolnway (Route 31)	west end of street

The cost of the road maintenance program for streets 1-6 in the table above is \$1,030,000. The cost of the water main replacement and road repairs for streets 7 and 8 (Maple and Elm) which include water main replacement is estimated at \$520,000. The cost of the improvements on Maple and Elm would be split between the Water Fund and Capital Fund. The total cost of the program is estimated to be \$1,550,000.



Street Maintenance Program

Services Committee Presentation

October 21, 2019

Each street is assigned a PCI



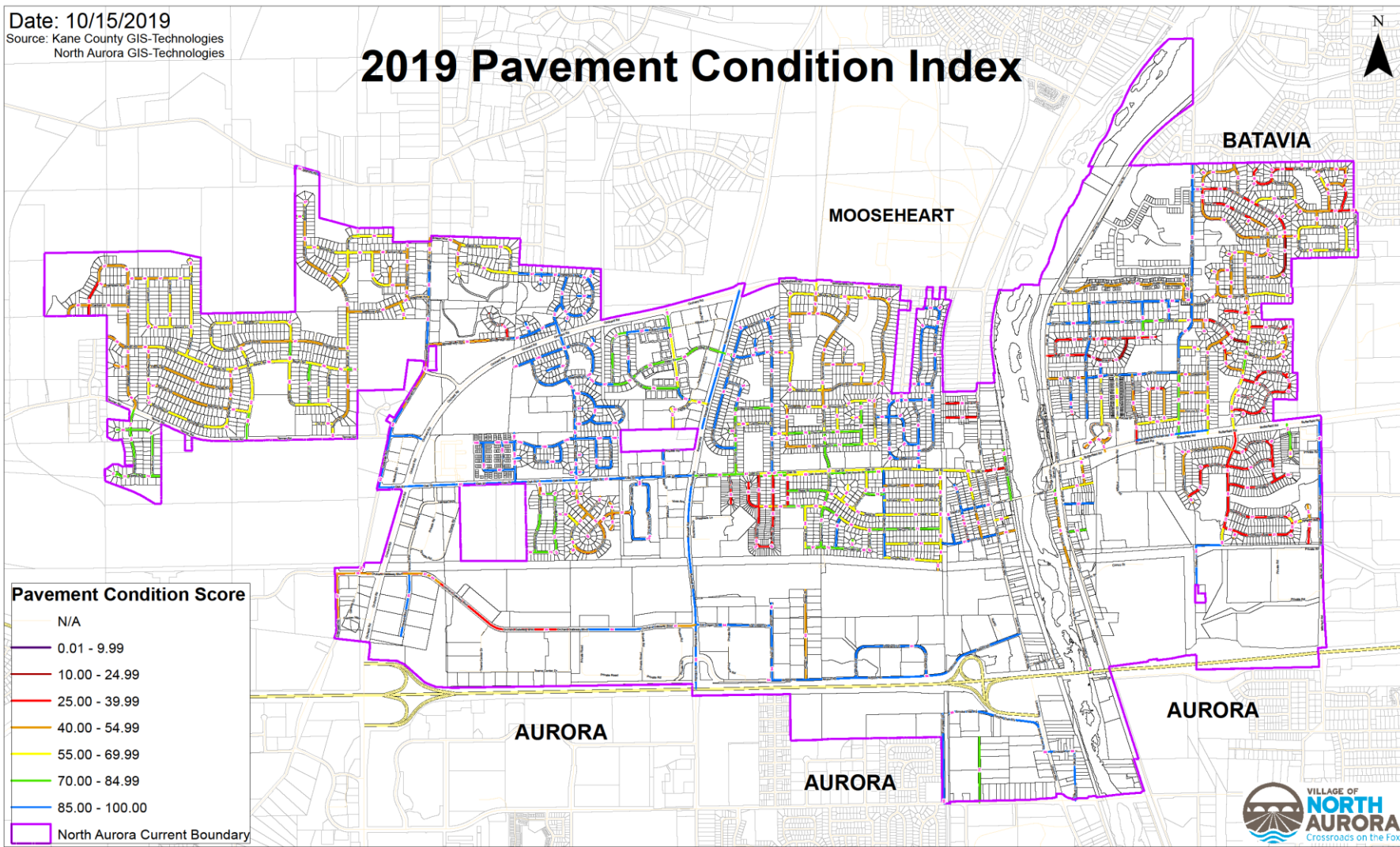
Group	PCI Range	Description	Maintenance Strategy
Good	86-100	Good	None
Satisfactory	71-86	Satisfactory	Lighter Duty Preventative Maintenance (e.g. crack sealing, slurry seal)
Fair	56-70	Fair	Preventative Maintenance (e.g. microsurfacing)
Poor	41-55	Poor	Overlay/Mill and Overlay
Very Poor	26-40	Very Poor	Base Repair + Mill and Overlay/Partial Reconstruction
Serious	16-25	Serious	Partial Reconstruction/Full Reconstruction
Failed	0-15	Failed	Full Reconstruction

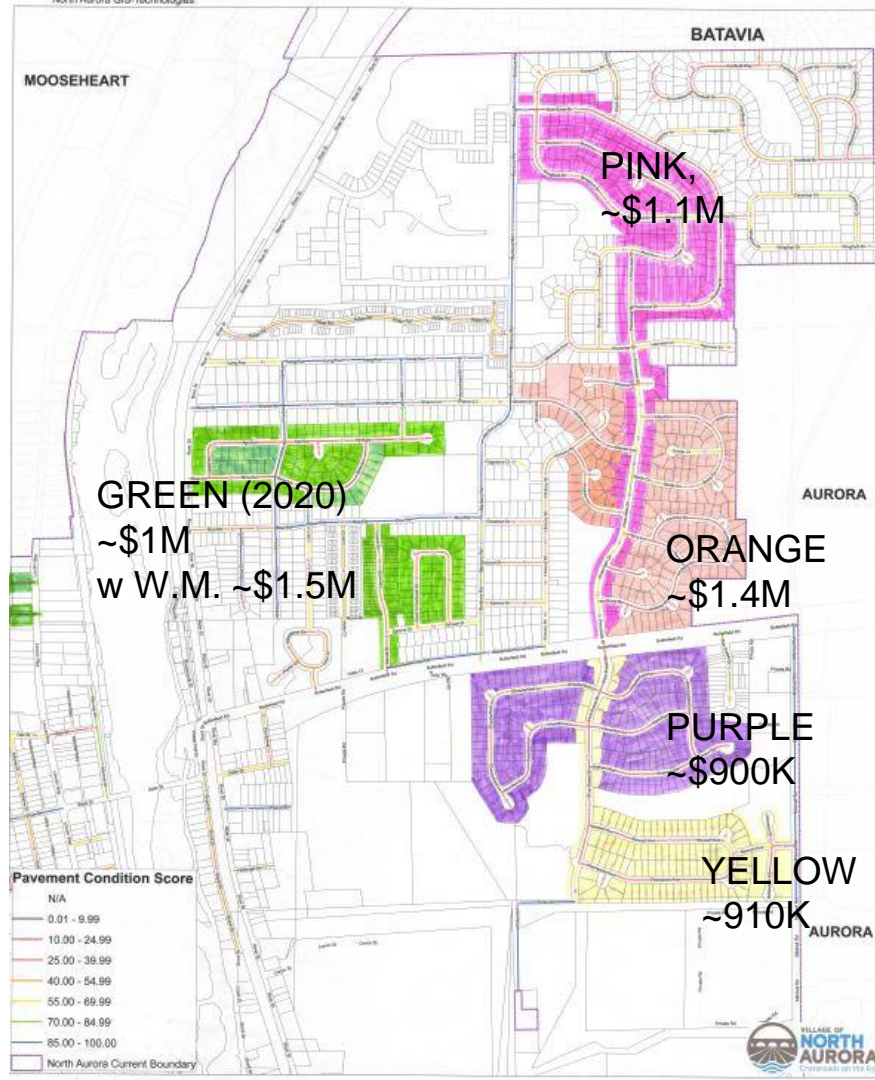


Long Term Planning for Infrastructure

- Identify streets displaying distresses using the PCI Study
- Geographically group these streets into maintenance areas & review with staff
- Prepare cost estimates based on street characteristics for budgeting purposes
- Determine if water main and sanitary sewer repairs are needed in the area
- Perform maintenance annually
- Reassess the road network annually after road program
- Perform PCI study every 4 years to calibrate data, next scheduled for 2021-22

2019 Pavement Condition Index







Annual Program Activities

- Tree Trimming in the selected area
- Identify unique problems or resident concerns in the area
- Begin Maintenance Activities: road resurfacing/reconstruction, sidewalk r&r, curb and gutter, restoration, storm sewer repairs, and finally restoration.
- Perform patching in areas targeted for future maintenance.
- Crackfilling streets 2-6 years old
- Pavement striping (every other year)

2020 Road Program Area Selection



- Median PCI Scores: 36.5 categorized as “Very Poor”
- Roads demonstrated significant need for maintenance
- Addresses roads that have experienced a significant of settling along the gutter
- Street has a significant amount of storm manholes that need to be reconstructed
- Estimated to be \$1,029,000 for 1.7 miles of road maintenance

2020 Road Program Area Selection



No.	Street	From	To	PCI 2019	Condition	PCI 2020	Condition
1	Dee Rd	River St	Anna St	48	Poor	43	Poor
2	E. Arrowhead St	Spruce St	N. Arrowhead St	47	Poor	42	Poor
3	Dee Rd	Anna St	Hill Ave	43	Poor	38	Very Poor
4	Laurel Dr	Spruce St	Dee Rd	41	Poor	36	Very Poor
5	West Arrowhead St	Spruce St	N. Arrowhead St	40	Very Poor	35	Very Poor
6	April Ln	Laurel Dr	E. End	38	Very Poor	33	Very Poor
7	Greenbriar Ct	Cul-de-Sac	Hartfield Rd	37	Very Poor	32	Very Poor
8	N. Arrowhead St	W. Arrowhead St	E. Arrowhead St	37	Very Poor	32	Very Poor
9	April Ln	Briar Ln	Laurel Dr	36	Very Poor	31	Very Poor
10	April Ln	Briar Ln	Hill Ave	33	Very Poor	27	Very Poor
11	Briar Ln	River St	April Ln	33	Very Poor	27	Very Poor
12	April Ln	Hill Ave	Briar Ln	32	Very Poor	26	Very Poor
13	Briar Ln	April Ln	Hill Ave	28	Very Poor	23	Serious
14	Laurel Dr	Butterfield Rd	Spruce St	26	Very Poor	21	Serious
15	Briar Ln	Hill Ave	Lilac Ln	22	Serious	16	Serious
16	Briar Ln	Lilac Ln	April Ln	18	Failed	12	Failed



Questions and/or Contributions...