



# Village of Maple Park

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

Village Hall: 815-827-3309  
Fax: 815-827-4040  
Website: <http://www.villageofmaplepark.com>

Approved by the Personnel  
Committee on 7/12/16.  
Received & Filed by the Board of  
Trustees on 8/3/16.

**PERSONNEL COMMITTEE MEETING  
AGENDA  
Tuesday, April 19, 2016  
Immediately Following Town Hall Meeting  
Maple Park Civic Center  
302 Willow Street, Maple Park, IL**

**1. CALL TO ORDER / ESTABLISHMENT OF QUORUM**

Chairman JP Dries called the meeting to order at 7:07 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Valerie Massa, and Trustee Kristine Dalton.

Others present: President Kathy Curtis, Trustee Terry Borg, Village Clerk Liz Peerboom, Village Accountant Cheryl Aldridge.

**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. DISCUSSION OF VILLAGE ACCOUNTANT POSITION**

Village Accountant Cheryl Aldridge went over some of the duties of the position.

The committee discussed several options for the new position. Three options were explored – Hiring a part-time accounting clerk and use Lauterbach and Amen to do the accountant duties at 5 hours per month; hiring a shared accounting clerk and using Lauterbach and Amen to do the accountant duties at 5 hours per week; and hiring a part-time Village Administrator and a part-time Accounting Clerk

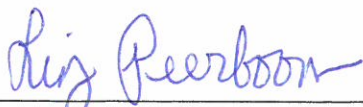
After some discussion, consensus was to post the part-time Village Administrator position and the part-time Accounting Clerk position. In the mean time, Ms. Aldridge will follow-up with Lauterbach and Amen to clarify any conflicts with them doing the Accountant work if the situation changes. Village Clerk Liz Peerboom will work on the job descriptions.

Clerk Peerboom will post the Accounting Clerk position at \$12.00 per hour and the Village Administrator position at \$29-\$33 per hour, both at 20 hours per week.

**4. ADJOURNMENT**

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

Meeting adjourned at 8:35 p.m.



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Liz Peerboom, CMC  
Village Clerk

Committee Members

Trustee Dries, Chair  
Trustee Dalton  
Trustee Goucher  
Trustee Massa