



Village of Maple Park

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

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Approved by the Village of Maple Park
Board of Trustees on November 1, 2016.

BOARD OF TRUSTEES MEETING MINUTES TUESDAY, OCTOBER 4, 2016 7:00 P.M. MAPLE PARK CIVIC CENTER 302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER

Village President Kathy Curtis called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Village Clerk Liz Peerboom called the roll call and the following Board members were present: President Kathy Curtis, Trustee Luke Goucher, Trustee Chris Higgins, Trustee JP Dries, Trustee Terry Borg, and Trustee Brandon Harris. Absent: Kristine Dalton (arrived at 7:02 p.m.).

Others present: Public Works Director Mike Miller, Police Chief Tony Ayala, Village Accountant Cheryl Aldridge, Jamie Wilkey, from Lauterbach and Amen, LLC, Village Attorney Kevin Buick, and Village Clerk Liz Peerboom.

4. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk.*

Ed Jarka, 699 Geneva Street, said that he wanted to put up a shed in his yard, but the building inspector says that he can't put up the shed because he is on a corner lot. He said that he doesn't understand why he has two front yards. He wants to know why he can't get a building permit for the shed.

President Curtis advised that the Building Inspector can put his findings in writing and the resident is welcome to apply for a variance.

Trustee Dalton arrived at 7:02 p.m.

Mr. Jarka is concerned about things in Maple Park being unfair. He advised that Lou Larson said that he won't go back and look at pools that have been installed before he came to the village.

Mr. Jarka also discussed a tree that had been cut in his yard. Public Works Director Mike Miller explained why the tree was trimmed. Trustee Borg asked how a resident would find information about the variance process. President Curtis advised that the process is in the code and the building inspector can explain the process and the Village Clerk has the packet in the village office. Village Clerk Liz Peerboom advised that she had given a packet to the resident.

5. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

All items listed on the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member, in which event the item(s) will be removed from the Consent Agenda. Prior to a vote on the Consent Agenda, members of the public may request that a Trustee have an item removed from the Consent Agenda.

a) Approval of Board Minutes

- Board Meeting – September 6, 2016

b) Receive and File

- Finance Committee Minutes – June 21, 2016, July 19, 2016

c) Acceptance of Cash and Investment Report for August 2016

d) Approval of Bills Payable and Manual Check Register #748

ACCOUNTS PAYABLE:	\$44,184.44
MANUAL CHECKS:	3,192.68
TOTAL:	<u>\$47,377.12</u>

Trustee Higgins made a motion to approve the Consent Agenda, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Borg, Dries, Goucher, Dalton, Higgins, Harris. Nay: None. (6-0-0)

6. FINANCIAL REPORT

None.

7. COMMITTEE REPORTS

- Personnel & Communications – JP Dries, Chair

No report

- Finance & Public Relations & Development – Terry Borg, Chair

Trustee Borg reported that there will not be a Finance Committee meeting in October.

- Infrastructure – Luke Goucher, Chair

No report.

8. LEGAL REPORT

There were no questions about that legal report.

9. POLICE DEPARTMENT REPORT

Trustee Dries congratulated the Police Chief on the donation for the Drop-in Center.

10. PUBLIC WORKS REPORT

No report.

11. ENGINEERING REPORT

Village Engineer Jeremy Lin was not in attendance. President Curtis advised that he sent her the following report:

Plants are working fine, cameras are working fine, backwash was sampled, all reports have been filed, and worked with the Village Clerk on the Zoning Map.

Director of Public Works Mike Miller asked if GIS maps could be updated.

12. OLD BUSINESS

None.

13. NEW BUSINESS

A. PRESENTATION OF THE ANNUAL AUDIT – Lauterbach & Amen, LLP

Jamie Wilkey from Lauterbach & Amen, LLP was present and gave the following report on the audit:

- No journal entries as part of the year end process. No new management letter recommendations. MFT and TIF funds had overages.
- The audit opinion – unmodified opinion (highest letter), free of a material misstatement.

- Management discussion and analysis – Key transactions for the year.
- 26% fund reserve, general fund exceeded budgetary expectations.

Trustee Borg asked Ms. Wilkey to explain the recommendation. Ms. Wilkey said that, in theory, there should have been a budget amendment, and the MFT fund should be aligned with the fiscal year. She added that overages are a required disclosure, but the village has a logical revenue stream.

Trustee Dries asked why the sales tax is down. Ms. Wilkey advised that there are several months of a lag and the village is slightly down in all state revenue.

B. MOTIONS

1. Motion to Approve the Audit for the Fiscal Year Ending April 30, 2016.

Trustee Borg made a motion to approve the audit for the Fiscal Year Ending April 30, 2016, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dries, Goucher, Dalton, Higgins, Harris, Borg. Nay: None. (6-0-0)

2. Motion to adjust the sewer charge for Account #0030044000 in the amount of \$1,300.99 and penalty assessed.

President Curtis advised that this charge was due to a leak that did not go down the sewer.

Trustee Dries made a motion to adjust the sewer charge of Account #0030044000 in the amount of \$1,300.00 and the penalty assessed, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Goucher, Dalton, Higgins, Harris, Borg, Dries. Nay: None. (6-0-0)

C. ORDINANCES

1. **ORDINANCE 2016-15** AMENDING THE SOLICITOR ORDINANCE

AN ORDINANCE AMENDING TITLE 4 “BUSINESS AND LICENSE REGULATIONS,” CHAPTER 4 “PEDDLERS, SOLICITORS, AND ITINERANT MERCHANTS”

The Board will consider four (4) changes to this section of the code:

- Changing “Certificate of Registration” to “Permit”
- Raising the fees
- Changing the hours that a person can solicit from “9 a.m. to 9 p.m.” to

“9 a.m. to 7:30 p.m.”

- Changing the language in the criminal history to update how background checks are done.

Village Attorney Kevin Buick advised that there was a slight change to language in draft ordinance. Mr. Buick read aloud the amended paragraph.

Trustee Dries made a motion to approve Ordinance 2016-15, “AN ORDINANCE AMENDING TITLE 4 “BUSINESS AND LICENSE REGULATIONS,” CHAPTER 4 “PEDDLERS, SOLICITORS, AND ITINERANT MERCHANTS,” as amended, seconded by Trustee Borg. Motion carried by roll call vote. Aye: Dalton, Higgins, Harris, Borg, Dries, Goucher. Nay: None. (6-0-0)

2. ORDINANCE 2016-16 ALLOWING REMOTE PARTICIPATION IN MEETINGS

AN ORDINANCE AMENDING TITLE 1 “ADMINISTRATION,” CHAPTER 5 “VILLAGE PRESIDENT AND BOARD OF TRUSTEES,” SECTION 4, “MEETINGS,” BY ADDING D. “REMOTE PARTICIPATION”

Because one or more of the Trustees on the Village Board will be travelling for work, they have asked the Board to consider allowing for remote participation in meetings (via phone, or other electronic means).

Trustee Borg made a motion to approve Ordinance 2016-16, “AN ORDINANCE AMENDING TITLE 1 “ADMINISTRATION,” CHAPTER 5 “VILLAGE PRESIDENT AND BOARD OF TRUSTEES,” SECTION 4, “MEETINGS,” BY ADDING D. “REMOTE PARTICIPATION,” seconded by Trustee Dries. Motion carried by roll call vote. Aye: Higgins, Harris, Borg, Dries, Goucher Dalton. Nay: None. (6-0-0)

D. RESOLUTIONS

1. RESOLUTION 2016-11 MAPLE PARK LIBRARY LEASE

AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE LEASE AGREEMENT WITH THE MAPLE PARK PUBLIC LIBRARY DISTRICT

This is the lease renewal for the Maple Park Public Library District, with no rent increase.

President Curtis advised that a possible rent increase would be discussed at budget time in the spring.

Trustee Goucher made a motion to approve Resolution 2016-11, "AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE LEASE AGREEMENT WITH THE MAPLE PARK PUBLIC LIBRARY DISTRICT," seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Harris, Borg, Dries, Goucher Dalton, Higgins. Nay: None. (6-0-0)

14. VILLAGE PRESIDENT REPORT

None

15. TRUSTEE REPORTS

Trustee Dries discussed his attendance at the Illinois Municipal League Conference, and suggested getting an ISCS membership. He also spoke about getting projects done through the issuance of bonds. Trustee Dries discussed a change to video gaming. He said that the change is technology that allows the state to update the machines remotely.

The Board then discussed economic development. President Curtis advised that she has been contacted by an engineering firm that has an Economic Development Director that can be hired for a few hours to assess the village and give a report.

Trustee Harris asked about a missing person sign at the corner of County Line Road and Route 38. President Curtis advised that it is on private property that is not in the village.

Trustee Borg advised that there would be no Finance Committee meeting this month. President Curtis asked about the Recapture Ordinance. Trustee Borg advised that the village has not found the information that is needed to get the calculations for this ordinance. He added that some of the Board members had expressed that they didn't think it was worth it.

16. ADJOURNMENT

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

Meeting adjourned at 7:48 p.m.

Liz Peerboom, CMC
Village Clerk