

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

BOARD OF TRUSTEES COMMITTEE OF THE WHOLE AGENDA TUESDAY, JANUARY 18, 2022 7:00 p.m. MAPLE PARK CIVIC CENTER 302 WILLOW STREET, MAPLE PARK

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL/QUORUM ESTABLISHED
- **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. You may also send an e-mail to villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.
- 5. INFRASTRUCTURE ITEMS
- 6. PERSONNEL ITEMS
 - A. Village Administrator Performance Evaluation Process Discussion
- 7. FINANCE ITEMS
 - A. GIAG #21-001 Bootleggers Close-Out Request for AC/HVAC Reimbursement
 - B. Water Tower Financing
 - 1. Timetable
 - 2. Ordinance 2022-02 General Obligation Bonds
 - 3. Resolution 2022-02 Authorizing Approval of Letter of Engagement for proposed \$2.5 Million Dollar Bond Issue
- 8. VILLAGE ADMINISTRATOR REPORT
- 9. VILLAGE PRESIDENT REPORT

Committee of the Whole Meeting January 18, 2022 Page 2 of 2

10. OTHER BUSINESS

- A. The Maple Development Agreement Status of the Concept Plan & Revisions to The Maples Development Agreement
- B. Special Events Ordinance
- C. Chapter 7 Noise Control

11. ADJOURNMENT

12. RECONVENE TO SPECIAL VILLAGE BOARD MEETING



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MEMORANDUM

TO: Village Trustees

FROM: Village President Suzanne Fahnestock

DATE: January 12, 2022

SUBJECT: VILLAGE ADMINISTRATOR PERFORMANCE EVALUATION PROCESS

Per terms of the Village Administrator's Employment Agreement, a performance evaluation must be completed every February, subject to the process, form, criteria and format of the evaluation mutually agreed upon by the Village Board and the Administrator.

The Village Administrator has provided an article from the International City/County Management Association (ICMA) that talks about the suggested steps in the process and the common pitfalls to avoid. Although, the article is chronologically dated, the information contained in the article is still relevant, direct and practical. Because this is a new process for a majority of the Village Board and we are already in January and need to begin the process now in order to complete the process in March, so that any budget considerations can be incorporated and the Board and the Administrator are able to establish goals and objectives for the coming year, the process needs to be finalized at the Special Village Board Meeting.

The purpose of the performance evaluation of the Village Administrator is to establish important communication between the Village Board and the Village Administrator. The evaluation provides guidance to the Village Administrator and should reduce the possibility of any misunderstanding between the Village Board and the Village Administrator. The evaluation should be conducted annually, and each year prior to the start of the process, the Village Board and Village Administrator will review the overall process, the evaluation form and the evaluation schedule and if necessary, make adjustments as deemed mutually necessary. The Village President will serve as the Facilitator for the overall evaluation process.

The evaluation process also serves to clearly communicate the expectations of both the Village Board and the Village Administrator. It also reaffirms the daily direct line of communication between the Village Administrator and the Village Board and between the Village Administrator and Village Staff. The daily direct line of communication is between the Village President and Village Administrator; and the daily direct line of communication between the Village Administrator and Village Staff is the Village Administrator, per the Village's Organizational Chart as stated in the Employee Handbook, dated January 7, 2020.

Here is the envisioned start to the process:

- 1. At the January 18, 2022 Committee of the Whole (COW) Village Board and Village Administrator will:
 - a. Review the proposed Performance Evaluation Form to be used, the process listed on Page 2; and,

- b. Review the proposed evaluation schedule.
- 2. At the January 18, 2021 Special Village Board Meeting The Village Board and Village Administrator will confirm:
 - a. The overall evaluation process
 - b. The customized Performance Evaluation Form to be used in the process
 - c. The evaluation schedule

The attached proposed Performance Evaluation Form is a traditional form that evaluates behaviors associated with the Village Administrator position and for goals and objectives to be added to the end of the form.

Listed below are the steps in the evaluation process:

- 1. Each Board member will complete a Performance Evaluation Form (Pages 1 through 7), including:
 - a. Evaluating the list of goals and objectives** the Village Administrator identified in 2021 (Pages 8 through 12); and,
 - b. Responding to the "Conclusions" questions (Page 13), section of the form should be completed is also attached to the Performance Evaluation Form for Board Member information; and,
 - c. List the total score for each category and then the average score for each category from Pages 1 through 6 on Page 14; and,
 - d. Score the "Goal Performance" for each goal that the Village Administrator identified for completion between January 1 and December 31, 2021. For this evaluation, several of the goals that the Village Administrator identified were not specifically approved by the current Village Board. See the final page of the Village Administrator Performance Evaluation packet for an example of how a summary of goal accomplishments should be presented.
 - e. Sign and date the form.
 - f. Submit the completed Performance Evaluation Form to the Village President in the enclosed envelope.
 - g. The Village Administrator will complete a self-evaluation and an evaluation of the Village Board.
 - h. The Village Board will also complete a <u>self-evaluation</u> of their performance in terms of their interaction with the Village Administrator and as a Village Board Member.

When the Village Board is evaluating the Village Administrator, the Board as a whole should consider their own performance on how they may contribute to or hinder the Village Administrator's effectiveness. Goals are broad in nature, set general direction/vision, can be difficult to measure, can be abstract ideas, longer term and are the **expected end result of the work involved. Objectives are narrow in scope, specific steps in the process, associated with a schedule and time frame, work used to reach a goal, short-term and easy to measure. The quality of the work that results goal and/or objective accomplishment should also be a factor when providing an evaluation score.

- 2. The Village President will serve as Facilitator for the process and will sign and date each evaluation from as it is received.
- 3. The Village President will then summarize the scores, comments and goals and objectives and generate a "Master" Performance Evaluation Form listing the prioritized list of goals and objectives.
- 4. The Village Board will meet on its own in Executive Session to discuss the "Master" Form and concur on the goals and objectives that it would like the Village Administrator to complete in the coming year.
- 5. The Village Board will also evaluate and discuss its own performance after the Village Administrator portion of the process has been completed.
- 6. The Village Board and Village Administrator will then meet in Executive Session to review and discuss with the Village Administrator's evaluation, the Administrator's self-evaluation and the Board's self-evaluation and agree upon the goals and objectives for the coming year. The Village President again will serve as the Facilitator for this session.
- 7. The Village President and Village Administrator will finalize the Performance Evaluation Form, with the list of the coming year's goals and objectives, for signature by the Village President and Village Administrator.

- 8. The fully executed form will be placed in the Village Administrator's Personnel File.
- 9. A separate 2022 Annual Goals and Objectives List, that the Village Board has agreed with, will be placed in a Village Administration file.
- 10. Determination of the annual and/or merit increase for performance will be included in the FY 2022 Budget Process.
- 11. Annual and/or merit increase salary adjustment made on May 1, 2022.
- 12. Review evaluation process, forms and schedule for the 2023 evaluation at the November 15, 2022 Committee of the Whole Meeting.

Listed below is a proposed evaluation schedule for consideration by the Village Board and the Village Administrator.

Evaluation Task	Responsible Party	Established Deadline Date
Review of the proposed Performance Evaluation Form	Village President, Board of Trustees and Village Administrator	01/18/22
Review and approval of the customized Performance Evaluation Form and the evaluation schedule	Village President and Village Administrator	01/18/22
Distribution of the performance evaluation schedule and evaluation form, including prior year goals and objectives	Village President and Village Administrator	01/19/22
Submit completed confidential performance evaluation forms to Village President	Board of Trustees	02/01/22
Assembly and tabulation of performance evaluation scores, constructive "Conclusions" and goals and objectives for the coming year	Village President	02/08/22
Village President and Board of Trustees Executive Session to discuss Board results regarding performance evaluation scores, constructive "Conclusions" and goals and objectives for the coming year	Village President and Board of Trustees	02/15/22
Village President and Board of Trustees discuss, in Executive Session, the evaluation with Village Administrator and Board's evaluation and finalize the goals and objectives for the coming year	Village President, Board of Trustees and Village Administrator	03/01/22
Finalize evaluation form, with goals and objectives for the coming year identified and for signature by Village President and Village Administrator	Village President and Village Administrator	03/02/22
Determination of the annual and/or merit increase for performance during FY2023 Budget process*	Village President and Board of Trustees	03/02/22
Annual and/or merit salary adjustment made		05/01/22
Review of Village Administrator Performance Evaluation process including: The overall process, Evaluation Form and schedule	Village President, Board of Trustees and Village Administrator	11/15/22

^{*}For transparency purposes annual and/or merit increase ranges based on evaluations scores can be published as part of the budget process.

Please be prepared to discuss the evaluation process, form and evaluation schedule at the January 15, 2022 COW Meeting.

If you have any questions, please give me a call so we can discuss.

Attachments
ICMA Cover Store, "How Are We Doing?"
Appendix 1 – Reporting Structure
Proposed Evaluation Form
Example of the Summary of "Goal Performance" Notes

"How Are We Doing?"

Evaluating the Performance of the Chief Administrator

Margaret S. Carlson

icture a governing board meeting at a hectic time of year. Perhaps it is budget season and difficult funding decisions loom. Or the members are still recovering from stinging criticism over a hot community issue. Suddenly, someone says, "Hey, didn't we say last year that we were going to evaluate the manager around this time?" Other members groan inwardly as they envision yet another series of meetings and potential conflict with other board members. One member

says, "Everything seems to be going OK. Let's just go ahead and decide on a salary increase now. Is an evaluation really that important?"

Evaluating the performance of the chief administrative officer—whether the title is local government manager or health director or school superintendent or social services director—is critically important.

· In recent years, jurisdictions increasingly have recognized the importance of a useful performance evaluation system to the overall

effectiveness of their organizations. They have taken steps to improve their methods of evaluating line workers, supervi-

Avoid the
Pitfalls by
Using a
Systematic
Evaluation
Process

sors, and department heads. But one important individual is frequently overlooked at performance evaluation time: the person who reports to the governing board. Governing boards have a responsibility to get on with that job. This article is designed to show how to evaluate a chief administrative officer who reports to a governing board, for simplicity called here the "manager."

Ironically, the reasons that a manager may not receive a regular performance evaluation are the very reasons that an evaluation can be helpful:

- This individual is in a unique position in the organization.
- He or she serves at the pleasure of the board
- He or she may frequently receive conflicting messages about priorities and direction from board members.

It is vital for managers to get regular, accurate feedback about whether they are meeting the expectations of the board, but it is unlikely that the organization will have a useful process in place for administrators to get that information in the absence of a well-conceived performance evaluation system.

Conducting an effective evaluation is hard work, but it doesn't have to be a bad experience for the board or the manager. With planning and a commitment to open lines of communication, chances are good that the experience will result in a new level of cooperation and understanding between manager and board and, ultimately, a more effective working relationship.

Common Pitfalls

Both the board and the manager may approach an evaluation with reluctance. Board members will be required to talk openly and honestly about the positive and negative aspects of a person's performance—a difficult task for many people. The manager must be able to receive this feedback in a nondefensive manner, even when it appears that the board is articu-

lating specific performance expectations for the first time, or that the board is focused on the manager's conduct in the most recent crisis, rather than his or her overall performance.

Here are some common problems that boards and managers encounter when they plan for and conduct performance evaluations:

- The board evaluates the manager only when there are serious performance problems, or when all or some of the board members already have decided that they want to fire the manager.
- The board realizes it is time to determine the manager's salary for the upcoming year, and it schedules a performance evaluation for the next meeting without discussing the format or process of the evaluation.
- The discussion during the evaluation is unfocused, with board members disagreeing about *what* the manager was expected to accomplish as well as *whether* the manager met expectations.
- The board excludes the manager from the evaluation discussion.

- The board evaluates only the manager's interactions with and behavior toward *the board*, even though members recognize that this may represent a relatively small portion of the manager's responsibilities.
- The board borrows an evaluation form from another jurisdiction or from a consultant without assuring that the form matches the needs of its own board and manager.

Most of these pitfalls can be avoided by planning and conducting a systematic process for evaluating the manager's performance. A thorough evaluation process, like the one suggested below, contains several essential components (see Figure 1).

A Suggested Evaluation Process

Planning the Evaluation.

- 1. Agree on the purpose(s) of the evaluation. Typically, boards identify one or more of the following goals when describing the purpose of an evaluation:
- To give the manager feedback on his

Figure 1. Steps in Planning and Conducting an Evaluation Process

Planning the Evaluation.

- 1. Agree on the purpose(s) of the evaluation.
- 2. Agree on what the board expects of the manager.
- 3. Agree on the frequency and timing of the evaluation.
- 4. Agree on who will be involved.
- 5. Agree on an evaluation form to be used.

Conducting the Evaluation.

- 1. Have individual board members complete the evaluation form before the evaluation session.
- 2. Have the manager do a self-assessment.
- 3. Agree on a setting for the evaluation discussion.
- 4. Have the manager present during the evaluation.
- 5. Consider using a facilitator.
- 6. Allow sufficient time.
- 7. Include a portion during which the board evaluates its own performance.
- 8. Decide on the next steps, and critique the process.

Public Management 7

- or her performance and to identify areas in which improvement may be needed.
- To clarify and strengthen the relationship between the manager and the board.
- To make a decision about the manager's salary for the upcoming year.

These goals are not incompatible, and it is possible to accomplish all of these tasks at once. However, it is essential that board members and the manager discuss and reach agreement on the purpose of the evaluation before deciding what the rest of the process will be. For example, a board member who thinks the main reason for doing an evaluation is to make a decision about compensation may think that a brief consultation among board members minus the manager—is sufficient to ensure that no members have any major concerns about the manager's performance. This member also may ask for input from a personnel specialist who can provide information about managers' salaries in comparable jurisdictions. By contrast, a board member whose main interest is improving communication between the board and the manager may suggest a process that includes a conversation between the board and the manager, with the manager present throughout the evaluation.

A board might question whether the manager should be involved in planning the evaluation process, as the evaluation may be seen as the board's responsibility, with the manager as the recipient of the evaluation. Yet most boards want to conduct an evaluation that is helpful to the manager and provides guidance for his or her future actions. Because it can be difficult for the board to anticipate fully what the manager would—or would not—find useful in an evaluation, it is wise to consult with the manager early in the planning process.

For instance, the board may feel that the manager would be uncomfortable hearing board members talk about his or her performance at first hand and so may design a process that "protects" the manager from hearing any negative feedback. Although the board's motives may be good, such a design may not meet the manager's needs if the manager actually wants to be part of the discussion, negative comments and all. Spending some time talking about the purpose of an evaluation at the beginning of the process will reduce the possibility of misunderstandings and conflicting priorities later on.

2. Agree on what the board expects of the manager. A job is essentially a set of expectations. It is possible to assess whether or not an individual holding that job has met expectations. But an evaluation can be useful only if an earlier discussion has taken place in which the board and manager have outlined expectations for the manager's performance. A board and manager may discuss expectations in conjunction with setting organizational goals for the upcoming year, perhaps as part of an annual retreat.

After setting goals, the board may specify objectives for the manager that define his or her role in meeting these goals. These objectives, then, are the board's expectations concerning the manager. For example, a city council may set a goal of working with agencies and community groups to reduce drugrelated crimes in the city. The council may list one or more objectives for the manager related to this goal: identifying groups and agencies that already are working to reduce drug-related crime, forming a partnership that includes members of all relevant groups, or explaining new programs to the local media. If the manager needs clarification of the objectives or has some concerns about his or her ability to meet the board's expectations, these issues are best discussed at the time these objectives are set, rather than a year later, when the board wants to know why its expectations have not been met.

In addition to identifying what the board wants the manager to achieve, a board typically has an interest in how

the manager achieves these objectives; it expects the manager to have certain knowledge and to exhibit certain skills while performing his or her duties. Expectations about the manager's knowledge and skills also should be articulated by the board. The board may expect the manager, for example, to have oral and written presentation skills that enable him or her to present ideas clearly and concisely to diverse groups. It also may expect the manager to be able to allocate resources in a way that ensures equitable service delivery to citizens and to be able to delegate work effectively and evaluate the performance of his or her staff.

A board's expectations for the manager often represent a mix of general areas of knowledge and skills every manager should possess, as well as specific expectations based on the board's composition, the organization's history, or special features of the city or region. Therefore, it may be helpful for the board to use an existing list of managerial expectations as input for its discussion, then to customize these expectations to fit the needs of the jurisdiction. Many professional organizations—like ICMA—can supply such a list; or the board and manager may contact other communities in their area. Remember that a list of expectations for the manager that comes from a source outside the board is intended to begin a discussion of the board's expectations for the manager, not to replace this discussion.

3. Agree on the frequency and timing of the evaluation. The board and manager should agree on how often evaluations should be conducted (perhaps once a year) and adhere to that schedule. The timing of the evaluation also should be considered. For instance, the board may wish to have the evaluation cycle and budget cycle coincide and to make decisions about the manager's compensation at such a time. Or, it may choose to conduct the evaluation before the budget process gets under way if it feels that it would not be able to give its full attention to the evaluation during the

months leading up to the adoption of the budget.

The board should avoid scheduling the evaluation just before or after an election. If the evaluation is held too soon after an election, new members may not have had the time they need to gather information about and form a judgment of the manager's performance. Likewise, it is not a good idea to schedule an evaluation just before an election if a change in the composition of the board is expected.

4. Agree on who will be involved. All members of the board and the manager should participate in the evaluation (more about the manager's presence at the evaluation, below). The full board's participation is necessary because all members have relevant information about the manager's performance. In addition, during the planning process, the board and manager should consider whether there are other parties who have an important perspective on the manager's performance. A common problem is for the board to focus entirely on the manager's interactions with the board, even though the manager spends only a fraction of his or her time in direct contact with the board.

Although both the board and manager may feel that the perceptions of staff, citizens, and others are important, they may be concerned about how these perceptions will be collected and shared. It is not a good idea for board members to go directly to staff and to poll employees on their views of the managers' strengths and weaknesses. Such actions would put board members in an inappropriate administrative role and may put staff members-including the manager-in an uncomfortable position. Instead, the manager might hold "upward review sessions" with his or her staff in order to receive feedback from subordinates and to report general themes that came out of these sessions as part of his or her self-assessment.

The goal is not to make the manager feel under attack; rather, it is to acknowl-

edge that many people may have relevant information about the manager's performance and that the board should not be expected to know everything about the manager's work. If the board and manager choose not to incorporate other sources of information in the evaluation, the board may want to consider omitting performance criteria that it feels unable to judge (such as the coaching and mentoring of subordinates).

5. Agree on an evaluation form to be used. Frequently, this is the first step that boards consider when planning an evaluation, and they find it to be a difficult task. However, if the board already has discussed and agreed on what it expects of the manager (see Step 2), agreeing on an evaluation form becomes much easier. It is simply a matter of translating expectations into performance criteria, making sure that the criteria are clear and measurable. For example, three expectations in the area of "knowledge and skills necessary for local government

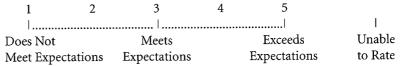
management" may look like Figure 2.

Following each criterion on the evaluation form is a scale ranging from "does not meet expectations" to "exceeds expectations," with an option of marking "unable to rate." A board may choose to assign numbers to this scale (say, 1 through 5, with 1 corresponding to "does not meet expectations" and 5 corresponding to "exceeds expectations"). But a numerical rating system is less useful in an evaluation of the manager than it is in an organization-wide evaluation of all employees, where standardized comparisons may have some value. In fact, a potential problem with using a numerical rating system is that it is easy to focus on the number as the end in itself, rather than simply a shorthand way to express the evaluation. Thus, a board may discuss at length whether a manager's performance on a given dimension is a 3 or a 4, and perhaps conclude that it is a 3.5, without fully exploring what these numbers represent.

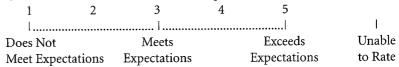
Samples of evaluation forms may be

Figure 2. Portion of Sample Evaluation Form

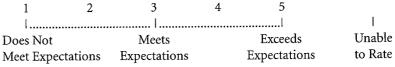
Presentation Skills. The ability to understand an audience and to present an idea clearly and concisely, in an engaging way, to a group whose interests, education, culture, ethnicity, age, etc., represent a broad spectrum of community interests and needs.



Citizen Service. The ability to determine citizen needs, provide equitable service, allocate resources, deliver services or products, and evaluate results.



Delegating. The ability to assign work, clarify expectations, and define how individual performance will be measured.



obtained from ICMA (contact Anthony Crowell by fax, 202/962-3500) and other professional organizations. Again, it is essential for boards and managers to tailor forms to meet their needs.

Conducting the Evaluation.

1. Have individual board members complete the evaluation form prior to the evaluation session. Setting aside some time for individual reflection is important preparation for the evaluation session. It reinforces the message that this is an important task, worthy of the board members' attention. Making individual assessments before beginning a group discussion also increases the likelihood that each member will form his or her own opinion without being influenced by the judgments or experiences of other members.

This is not meant to imply that board members cannot change their minds as a result of group discussion; on the contrary, members frequently change their views of a manager's performance as they hear the perspectives of other members and learn information that was not available to them when making their individual assessments.

2. Have the manager do a self-assessment. Inviting the manager to assess his or her own performance can add a helpful-and unique-perspective to the evaluation process. In most cases, the manager can simply complete the same evaluation form being used by the board. For the manager, the comparison of the self-assessment with the assessments of others provides an opportunity for insight into his or her own overestimation or underestimation of performance level as compared with the expectations of the board. For the board, hearing how the manager rates his or her own, performance (and, more important, how he or she arrived at that rating) can help members gain some insight into whether the board and manager are communicating effectively.

As an example, board members might

rate the manager as not meeting expectations in a given area because a land use study has not been completed. Upon discussion with the manager, however, the board might learn that the study has been completed but not yet been presented to the board. This distinction would be important because it would suggest different areas for improvement. If the manager has not completed the study, the discussion might have focused on the importance of meeting deadlines. Instead, the group could develop strategies for improving communication so that board members will receive information in a timely manner.

3. Agree on a setting for the evaluation discussion. The evaluation should be conducted in a setting that is private and comfortable, free from interruptions, and considered neutral by all parties. These are the same characteristics a board may look for in a retreat setting when it meets to develop a long-range plan, discuss roles and responsibilities of new board members, and the like. The idea is to set aside a time and place to address a single topic, away from the pressure of a loaded agenda.

Boards frequently ask whether the manager's evaluation is defined as an open meeting. Because the board is considering the performance of the manager—a public employee—during an evaluation, such a meeting may be held in executive session. According to the North Carolina open-meetings statute, for instance, a public body may hold an executive session to "consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a public officer or employee."

4. Have the manager present during the evaluation. The above example, in which the board learns important information from the manager during the evaluation, illustrates the benefit of having the manager in the room, playing an active role in the evaluation. A manager present during the discussion can respond

to questions from the board, ask questions, and provide relevant information.

Frequently, a board's first impulse is to exclude the manager from the evaluation session. Some members may be reluctant to share negative feedback in the manager's presence. Other members may fear that the evaluation will turn into an analysis of the manager's handling of a single incident, with the manager defending his or her actions. Still others may want to shield the manager from what they perceive to be unduly harsh criticism from a few board members. These are valid concerns.

However, many of the problems anticipated by the board stem from a lack of planning rather than from the manager's presence at the evaluation; consequently, many of these issues can be addressed in earlier phases of the planning process. For example, a good evaluation form will help ensure that the discussion focuses on job-related behaviors rather than personal traits and will look at the previous year's performance rather than that of the previous week.

Some boards choose to exclude the manager from the evaluation session and select one member to summarize the board's discussion for the manager after the evaluation has been completed. Appointing a "designated spokesperson" to communicate the board's evaluation to the manager is often frustrating for both parties. It is difficult for one person to summarize a complex discussion in an accurate and balanced way, and the spokesperson may end up overemphasizing some points and underemphasizing or eliminating others. To a manager who is seeking feedback and guidance, this one-way communication usually does not give a full picture of the board's perceptions; consequently, the manager may make future decisions that are not consistent with the board's expectations.

Even with a careful planning process, board members still may have concerns about sharing negative feedback with the manager. As described in the next section, a skilled facilitator frequently can diminish these concerns by helping the group discuss these issues in a constructive way.

After the board has concluded its discussion of the manager's performance, it may wish to excuse the manager while it makes a decision about the manager's compensation. The manager presumably will receive any feedback and guidance from the board before the salary discussion, so his or her presence is not necessary at this point. However, the board should keep in mind that the actual setting of the manager's salary may not be covered under a personnel exception to an open-meetings law, and for this reason this determination should take place in an open session.

5. Consider using a facilitator. A performance evaluation is a complex task, particularly when an entire group is participating in the evaluation. Members may have different views of the manager's past performance or different expectations for the future. Board members also may be reluctant to share negative feedback, or they may be concerned that their feedback will be misinterpreted.

For all of these reasons, it often is helpful to use a facilitator when conducting the evaluation. A facilitator can help the group by monitoring the group's process, while leaving all members free to focus on the task of the evaluation. Facilitators often suggest that groups use a set of ground rules to help them accomplish their work more effectively.

The board might look to local business, civic, and academic leaders for recommendations for qualified facilitators; or it might contact the Institute of Government at the University of North Carolina at Chapel Hill, or the state's association of county commissioners, league of municipalities, school board association, or similar organizations for help in this area.

6. Allow sufficient time. A useful technique for the actual evaluation is a "round robin" format. Each member in turn expresses his or her judgment of the manager's performance on a given

criterion, and the entire group then discusses any differences among individuals' ratings, with the goal of reaching group consensus on the manager's performance in this area before progressing to the next performance criterion. Even with a small board that is in general agreement about the manager's performance, this is a time-consuming process. Therefore, setting aside a full day for the evaluation session is a good idea.

Although this may seem like a lot of time to devote to one issue, the consequences of failing to reach agreement on what the board expects of the manager can ultimately require far more time and energy. The group may wish to divide the evaluation session into two half-days, if that is more manageable (both in terms of scheduling and energy levels).

7. Include a portion in which the board evaluates its own performance. In theory, it is possible for a board to specify expectations for the manager and then to evaluate the degree to which a manager has met these expectations. In practice, however, meeting expectations is usually a two-way street, and it is helpful for a board to examine its own functioning and how it contributes to-or hindersthe manager's effectiveness. In one case, a board set a number of high-priority objectives for the manager to meet, after which individual board members brought new "high-priority" projects to the manager throughout the year. In this case, the board was partly responsible for the manager's failure to meet the expectations initially set by the board.

8. Decide on the next steps, and critique the process. The actual evaluation of the manager's (and the board's) performance may seem like the last step in the evaluation process, but there still are a number of decisions to be made before the next evaluation cycle can begin. The board may wish to have a separate session to make a decision about the manager's compensation. This is also a logical time to talk about expectations and goals for the coming year, and the board

may wish to set a date in the near future when it will set expectations and performance measures in preparation for the next evaluation.

An important final step: Before the evaluation is concluded, all members should assess the evaluation process itself. This self-critique helps the group look at its own process and learn from its experiences in working together. By reflecting on the task just completed, the group frequently identifies components of the process that worked well and aspects that could have been more effective. For example, it may decide that it did not clearly define the manager's role in reaching board goals before the evaluation and resolve to address this lack by a specified date.

A Process, Not an Event

As the steps described here illustrate, the evaluation of a chief administrative officer is a process, not an event. Careful planning and a commitment to communication between the board and the manager throughout the year will greatly facilitate the actual evaluation and increase the likelihood that it will be a valuable experience for all involved.

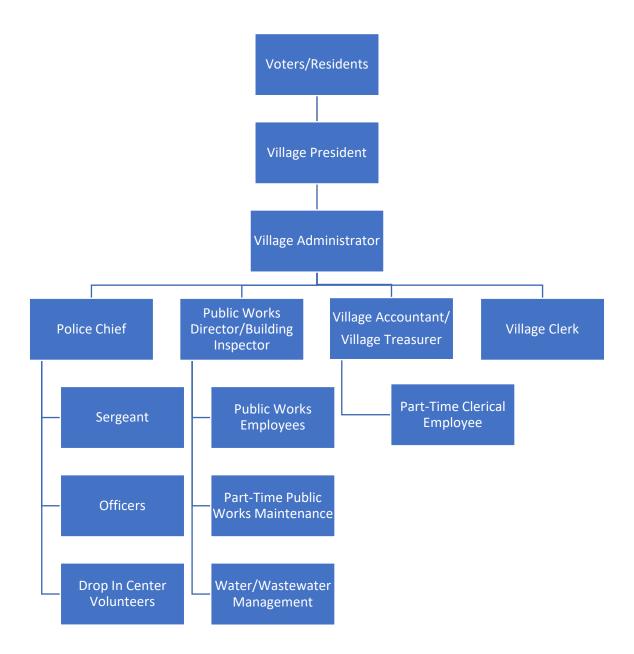
One last word: Don't let the fear that your board has not laid the proper groundwork prevent you from getting on with the job. You will probably see some things that you would like to change after the first evaluation (and the second, and the third . . .). That is what the self-critique is for. The important thing is to begin the process. Making the evaluation a regular part of the board's work is the best way to ensure its success.

Margaret S. Carlson is a faculty member of the Institute of Government, The University of North Carolina at Chapel Hill, Chapel Hill, N.C.

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Public Management 11

APPENDIX 1 – REPORTING STRUCTURE



Updated Based on Staffing Study Approved by Village Board on September 1, 2020.

ANNUAL PERFORMANCE EVALUATION Village Administrator:

In Section 1, Part C, Implementation of Changes and Goals, of her employment agreement with the Village, it is stated, "as Village Administrator, Current shall continue to use her best efforts to timely implement and complete where authorized, and propose changes to the Community Municipal Code where necessary to accomplish the following when not so authorized under the current Community Municipal Code, and to make or accomplish, or make significant progress toward making or accomplishing the following changes, policies, goals and objectives."

1. Staff Management/Administrative

The Administrator achieved 100% of this goal by focusing on restructuring and repositioning staff. She focused on streamlining services and processes by evaluating positions and redefining tasks assigned to employees and to departments. She has worked diligently on updating Village Code, some of which has not been updated for decades. She continues to work on updates per direction from the Board and in trying to determine what is most urgent in moving the Village forward in obtaining goals and objectives of the Strategic Plan.

2. Public Improvements

Focusing on two major projects, the implementation of the new water system and the completion of new police facility, while also implementing changes to brush collection and water rates, contributed to Current's ability to achieve 95% in obtaining the objectives assigned under this section. When the water system goes live and the concrete work is complete within the next month, this will be at 100%.

3. Services

Always looking to provide the best services at the least cost is what led to the achievements in this section. With direction from the Board, Current was able to review and cut many costs while still keeping with the high level of service to residents and the business community. Notably reducing employee health insurance costs and negotiating the renewal of the MAP contract.

4. Development

Our Village has experienced substantial development and growth under Current's direction. She has focused on decreasing the vacancy rate for commercial businesses, facilitated the implementation of the TOD Plan, focused on marketing the Village for developments in all areas (something cooking in every quadrant), and developed new uses

VILLAGE OF MAPLE PARK VILLAGE ADMINISTRATOR PERFORMANCE EVALUATION

Evalua	ation of:	Evaluation period:	to
Evalua	ation by:Trustee		
to the to the sheet Evalua	Village President. If you need back of the evaluation form of paper. The deadline ations will be summarized ar	d should complete this evaluation form, sed additional space, please use a separan, please identify the Section and Item lefter submitting this performance evaluation on the agenda for discussion the end of the Committee of the Wholes	te sheet of paper and attach that sheet etter next to each item on the separate lation is Monday, January 4, 2021 . In at the Executive Session scheduled
Truste	ees' Signature		
Date \$	Submitted:		
	e President's Signature Received:		
		SECTION ONE: BEHAVIORS	
1.	ELECTED BODY RELAT	IONS	
A	any one elected body m	istrator carry out directives of the elected ember?	•
B	and needs?	ntor available for elected body consultation	on and responsive to elected body input
C	issues affecting the com	istrator keep the elected body informed omunity?	
D	Does the Village Admin and with individual mem Comments:		cation with the elected body as a body

E	Does the Village Administrator assist in facilitating elected body consensus and in identifying and setting goals and policies? Comments:
	Total Score (50 points possible)
	 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 – Outstanding
2.	LEADERSHIP AND POLICY EXECUTION
A	Does the Village Administrator implement elected body action in accordance with the intent of the elected body? Comments:
B	Does the Village Administrator support the actions of the elected body after a decision has been reached? Comments:
C	Does the Village Administrator enforce and carry out organizational policies? Comments:
D	Does the Village Administrator present comprehensive factual information and analysis of issues for elected body decisions, and ensure that the elected body receives timely and sound advice and information in evaluating policy initiatives? Comments:
E	Does the Village Administrator have the respect and confidence of the elected body, employees, the community, and government officials? Comments:
F	Does the Village Administrator articulate a vision that motivates the organization to perform consistent with the elected body's policy direction? Comments:

G	Does the Village Administrator direct customer service initiatives, both internally and externally? Comments:
	 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 –Outstanding
3.	COMMUNICATION
A	Does the Village Administrator provide the elected body with reports (written and/or verbal) concerning matters of importance to the organization in a timely fashion, and does the Village Administrator provide equal information to all members of the elected body? Comments:
B	Does the Village Administrator continuously evaluate and enhance methods to provide information to the widest audience possible through the efficient use of resources and technology? Comments:
C	Does the Village Administrator prepare a sound, well-organized elected body meeting agenda with clear staff reports fairly describing the issues and outlining more than one alternative action? Comments:
D	Does the Village Administrator provide adequate, timely information and provide follow-up to individual elected body requests for information? Comments:
E	Does the Village Administrator serve as an effective advocate in communicating support for organizational policies, programs, and plans? Comments:
F	Does the Village Administrator provide clear and concise oral explanations to the elected body at elected body meetings? Comments:

1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 – Outstanding

government units, such as the neighboring cities, the county, special-purpose districts, and the state and federal governments, and does the Village Administrator represent the community's interests through regular participation in local, regional, and state groups? Comments:
Does the Village Administrator cooperate and work well with neighboring communities and other government units, such as the neighboring cities, the county, special-purpose districts, and the state and federal governments, and does the Village Administrator represent the community's interests through regular participation in local, regional, and state groups? Comments:
government units, such as the neighboring cities, the county, special-purpose districts, and the state and federal governments, and does the Village Administrator represent the community's interests through regular participation in local, regional, and state groups? Comments:
_Does the Village Administrator project a positive public image, based on courtesy, professionalism, and integrity? Comments:
 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 – Outstanding
IANAGEMENT AND ADMINISTRATION
_Is the Village Administrator successful at recruiting and retaining competent personnel for city and does the Village Administrator ensure the fair and equitable treatment of employees? Comments:
_Is the Village Administrator willing to try new ideas to supplement or stretch resources and improve the management of services and programs? Comments:

D	Does the Village Administrator ensure that the organization's resources—human, material, and fiscal—are used wisely? Comments:
E	Does the Village Administrator structure administrative work plans designed to accomplish elected body's goals? Comments:
F	Does the Village Administrator handle emergencies and crises in an effective and efficient professiona manner? Comments:
	Total Score (60 points possible) 1 –Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 –Exceeded expectations; 10 – Outstanding
6.	FINANCIAL MANAGEMENT
A	Does the Village Administrator direct the preparation of a balanced budget that provides services a levels consistent with elected body policy and direction? Comments:
B	Does the Village Administrator makes the best possible use of available funds, conscious of the need to operate the organization in an efficient and effective manner? Comments:
C	Is the budget prepared in a readable and easy-to-understand format? Comments:
D	
E	

F	Does the Village Administrator evaluate programs and services (e.g., opportunities for cost reduction, revenue enhancement, incorporation of supplemental resources) and make adjustments as needed? Comments:
	Total Score (60 points possible)
	 1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 – Outstanding
7.	PERSONAL CHARACTERISTICS
A	IMAGINATION: Does the Village Administrator show originality in approaching problems? Does she create effective solutions? Is she able to visualize the implications of various alternatives? Comments:
B	OBJECTIVITY: Does the Village Administrator take a rational, impersonal, and unbiased viewpoint based on facts and qualified opinions? Is he able to put aside his personal feelings when considering the community's best interest? Comments:
C	ENERGY: Is the Village Administrator energetic and willing to spend the time necessary to do a good job? Does she have good initiative, and is she a self-starter? Comments:
D	JUDGMENT AND DECISIVENESS: Is the Village Administrator able to reach quality decisions in a timely fashion? Are his decisions generally good? Does he exercise good judgment in making decisions and in his general conduct? Comments:
E	INTEGRITY: Is the Village Administrator honest and forthright in her professional capacities? Does she have a reputation in the community for honesty and integrity? Comments:

· <u> </u>	SELF-ASSURANCE: Is the Village Administrator self-assured of his abilities? Is he able to be honest with himself and take constructive criticism? Does he take responsibility his own mistakes? Is he confident enough to make decisions and take actions as may be required without undue supervision from the
	elected body? Comments:
	Total Score (60 points possible)

 $1- Needs \ improvement; \ 3- Marginally \ met \ expectations; \ 5- Met \ expectations; \ 7- Exceeded \ expectations; \ 10- Outstanding$

SECTION TWO: GOAL PERFORMANCE

GOAL 1					
OBJECTIVE					
Performance achie	eved				
DESCRIPTION: (DESCRIBE THE RESULTS ACHIEVED)					
Performance-Leve	l Term: (CIRCLE)				
1	3	5	7	10	
Needs Improvement	Marginally Met Expectations	Met Expectations	Exceeded Expectations	Outstanding	
GOAL 2					
OBJECTIVE					
Performance achie	eved				
DESCRIPTION: (DES	CRIBE THE RESULTS ACH	IIEVED)			
Performance-Leve	l Term: (CIRCLE)				
1	3	5	7	10	
Needs Improvement	Marginally Met Expectations	Met Expectations	Exceeded Expectations	Outstanding	

GOAL 3					
OBJECTIVE					
Performance a	chieved				
DESCRIPTION: (DESCRIBE THE RESULTS A	CHIEVED)			
Performance-L	evel Term: (CIRCLE)				
1	3	5	7	10	
Needs	Marginally Met	Met Expectations	Exceeded	Outstanding	
Improvement	Expectations		Expectations		
GOAL 4					
OBJECTIVE					
Performance achieved					
DESCRIPTION: (DESCRIBE THE RESULTS A	CHIEVED)			
Performance-L	evel Term: (CIRCLE)				
1	3	5	7	10	
Needs Improvement	Marginally Met Expectations	Met Expectations	Exceeded Expectations	Outstanding	

GOAL 5				
OBJECTIVE				
Performance ach	nieved			
DESCRIPTION: (DI	ESCRIBE THE RESULTS A	CHIEVED)		
Performance-Lev	vel Term: (CIRCLE)			
1	3	5	7	10
Needs Improvement	Marginally Met Expectations	Met Expectations	Exceeded Expectations	Outstanding
Improvement	Expositations		Ехроскийоно	
GOAL 6				
OBJECTIVE				
OBJECTIVE Performance ach	nieved			
Performance ach	nieved ESCRIBE THE RESULTS A	.CHIEVED)		
Performance ach		CHIEVED)		
Performance ach		CHIEVED)		
Performance ach		CHIEVED)		
Performance ach		CHIEVED)		
Performance ach		CHIEVED)		
Performance ach	ESCRIBE THE RESULTS A	5 Met Expectations	7 Exceeded	10 Outstanding

GOAL 7				
OBJECTIVE				
Performance a	achieved			
DESCRIPTION:	DESCRIBE THE RESULTS A	CHIEVED)		
Performance-l	_evel Term: (CIRCLE)			
1 Needs	3 Marginally Mat	5 Mot Eypoototions	7	10 Outstanding
Needs Improvement	Marginally Met Expectations	Met Expectations	Exceeded Expectations	Outstanding

Conclusions
In what areas has the Village Administrator excelled over the past year?
What areas need improvement? What constructive, positive ideas can you offer the Village Administrato to improve these areas?
Do you have other comments or observations you want to share with the Village Administrator?
Village Administrator Comments:

COMPOSITE PERFORMANCE RATING

SE	CTION ONE: BEHAVIORS (with points possible)	TOTAL SCORE	AVERAGE SCORE
1.	RELATIONS WITH ELECTED BODY (50)		
2.	LEADERSHIP AND POLICY EXECUTION (60)		
3.	COMMUNICATION (30)		
4.	COMMUNITY AND INTERGOVERNMENTAL RELATIONS (40)		
5.	MANAGEMENT AND ADMINISTRATION (50)		
6.	FINANCIAL MANAGEMENT (60)		
7.	PERSONAL CHARACTERISTICS (60)		
	SECTION ONE AVERAGE	SE SCORE	
SE	CTION TWO: GOAL PERFORMANCE		
1.	DEVELOP A STORMWATER MANAGEMENT SYSTEM INFORMA UNDERSTOOD BY HOMEOWNERS ASSOCIATIONS	TION EASILY	
2.	DEVELOP AND IMPLEMENT AN EMERGENCY MANAGEMENT F	PLAN	
3.	REVIEW THE VILLAGE'S ASSETS AND CREATE A CAPITAL IMPLAN THAT PRIORITIZES CAPITAL INFRASTRUCTURE NEEDS		
4.	DEVELOP AND IMPLEMENT A TIF DISTRICT POLICY AND PRO	OJECT	
5.	PRIORITY LIST DEVELOP A STAFF NEEDS ASSESSMENT FOR ALL VILLAGE	POSITIONS	
6.	REVIEW AND ANALYZE IMPACT FEES AND MAKE RECOMMEN RE-INSTATEMENT AND FEE DOLLARS	DATIONS ON	
7.	DEVELOP AND IMPLEMENT AN ADMINISTRATIVE ADJUDICAT	ION PROGRAM	
	Section Two- Average	SE SCORE	
SECT	ION ONE + SECTION TWO = TOTAL /2 = COMPOSITE SCO	RE	

<u>VILLAGE ADMINISTRATOR</u> COMPENSATION ADJUSTMENT MECHANISM

Performance-Based Adjustment Based on Comparable Cities' Village Administrator/Administrator Compensation using Composite Performance Score:

0 to 2.49 > 2.50 to 3.49	No increase in base pay No increase or base pay equals 90 percent of comparables average (whichever is greater)
> 3.50 to 5.49 > 5.50 to 7.49 > 7.50 to 10.00	Base pay equals average of comparables, no performance pay Base pay equals average of comparables plus 3% one-time performance pay Base pay equals average of comparables plus 5% one-time performance pay

VILLAGE BOARD EVALUATION

Village Board evaluation questions are based on the Duties and Responsibilities identified in the 2018 Trustee Guide.

A	Do Village Board Members open lines of communication with the Village Administrator as individua Board Members or as a Committee Liaison? Comments:
B	Do Village Board members come prepared to contribute to discuss the issues and business a scheduled meetings, having read the agenda and all background material? Comments:
C	Does the Village Board provide clear, timely direction to the Village Administrator regarding goals and objectives or change in Board priorities? Comments:
D	Does the Village Board abide by all actions taken by the Village Board, even when a minority position on such actions is not approved? Comments:
E	
F	Has the Village Board refrained from intruding in administrative issues, which are the responsibility o Village management staff, except to monitor results and ensure that all Village Board policies are being carried out as directed? Comments:

1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations; 7 – Exceeded expectations; 10 – Outstanding

VILLAGE BOARD BEHAVIORS (with points possible)

		TOTAL SCORE	AVERAGE SCORE
A.	COMMUNICATION WITH ADMINISTRATOR (10)		
В.	PREPAREDNESS FOR MEETINGS & DISCUSSIONS (10)		
С	PROVIDE CLEAR AND TIMELY DIRECTION (10)		
D.	ABIDE BY ACTIONS TAKEN BY VILLAGE BOARD (10)		
E.	SUPPORT VILLAGE ADMINISTRATOR AFTER DIRECTION GIVEN BY VILLAGE BOARD (10)		
E.	REFRAIN FROM INTRUDING IN ON ADMINISTRATIVE ISSUES THAT ARE STAFF RESPONSIBILITIES (10)		
	VIII AGE BOARD AVERA	GE SCORE	

and sources of revenues for Community Hills, to name a few. She continues to evaluate service delivery in Community Development and Building and will be implementing a complete overhaul of services by combining these two departments into the Planning and Development Services Department. She has definitely met this goal.

5. Communication

Achieving the assigned goals and objectives could not have happened without communication...communication with the Village President, Board, staff, community organizations, taxing bodies and neighboring municipalities. Current has achieved a higher level of communication through various means and media, and continues to look for ways to improve on this.

6. Pending Major Projects

Beyond the two major projects (police facility and water system), there are other major plans Current continues to develop. She continues to oversee the proposed Capital Improvement Plan and continues to focus on development of proposals to cut spending.

2022 VILLAGE OF MAPLE PARK GOALS

2. 3. 4. 5. 6.	1.	
3. 4. 5.		
3. 4. 5.	2.	
4. 5.		
4. 5.		
4.	3.	
5.		
5.	4	
	4.	
	5.	
6.		
	6.	
7	7.	



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

MEMORANDUM

TO: Finance Liaison Jen Ward

Committee of the Whole

Village Administrator Dawn Wucki-Rossbach FROM:

DATE: January 13, 2022

GIAG 21-001 GENERAL IMPROVEMENTS ASSISTANCE GRANT APPLICATION **SUBJECT**:

FOR THE HVAC SYSTEM - TONY AND DONNA HARRINGTON, OWNERS OF

BOOTLEGGERS – 107 MAIN STREET, MAPLE PARK, ILLINOIS

Background

On July 6, 2021, the Village Board approved GIAG #21-001 General Improvements Assistance Grant Application for the HVAC System for 107 Main Street, Maple Park, Illinois submitted by Tony and Donna Harrington. The Grant accepted Estimate 1091 from Christensen Mechanical in the amount of \$10,500.00 as the dollar value of the proposed HVAC System. The \$10,500.00 serves as the basis for reimbursing the Harringtons \$5,000.00 in grant dollars after the work has been completed and the close-out documentation had been reviewed and recommended for approval by Staff.

On September 10, 2021, the Village received a note from Mrs. Harrington stating that Christensen Mechanical was no longer able to complete the work and a new proposal had been obtained. A proposal dated July 16, 2021 from DeKalb Mechanical was provided. DeKalb's quote is for \$10,750.00. The quote was \$250.00 over the original quote of \$10,500.00. The TIF Consultant confirmed that the vendor change and the change in the dollar value of the quote were not significant changes that required a full review of the application. The Board motioned to acknowledge the change in vendor and quote for the HVAC work.

The work has been completed and the Harrington's submitted their close-out information, including:

- 1. A letter stating that the project is now complete and the applicant is seeking reimbursement
- 2. Written documentation that all inspections have been passed A final mechanical inspection was completed by Public Works Director/Building Inspector on December 20, 2021. The system passed inspection.
- 3. An itemized invoice for the purchase of goods/services for the HVAC System.
- 4. Invoice payment documentation Date of transaction, check payment information that confirms that payment was made and the check was cashed by DeKalb Mechanical.
- 5. "After" photos of the work completed

The Harringtons also submitted an invoice and payment documentation for electrical work that was completed by Finney's Electric LLC. The work completed by Finney totaled \$3,230.89. The electrical work in ineligible for reimbursement; however, the work was necessary so that the new system could be installed.

Staff reviewed and confirms that all close-out documentation is present, and the project is eligible for reimbursement. The Village's Municipal Advisor has reviewed the close-out documentation and reviewed and completed the Verification of TIF Eligibility. The applicant is eligible to be reimbursed \$5,000.000 from TIF Account 13-00-8418 TIF Improvements.

Recommendations

That the Committee of the Whole review and recommend that the Village Board motion to accept the close-out documentation for GIAG #21-001 and that the applicant is eligible for a \$5,000.00 reimbursement. If the COW recommends approval, the request will appear on the February 1, 2022 Village Board Agenda and the check will then be issued.

Attachments
GIAG #21-001 Close-Out Documentation
Verification of TIF Eligibility Requisition Form dated 01/13/22

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DeKalb Mechanical, Inc.

339 Wurlitzer Drive, DeKalb, IL 60115

(815) 756-6528 Fax (815) 756-6529

www.DeKalbMechanical.com

Invoice Date: 12/7/21 Invoice No: 120576	Job No: A18268 Customer No: BOOT02
Bill To: BOOTLEGGERS 19602 AIRPORT RD MAPLE PARK, IL 60151	Job Site: BOOTLEGGERS BAR & GRILLE 107 N MAIN ST MAPLE PARK, IL 60151
Contract Date: 09/07/2021 Contract #:	P.O. # Terms: UPON RECEIPT

Remarks: COST OF LABOR, EQUIPMENT AND MATERIALS TO FURNISH AND INSTALL NEW ROOF TOP

UNIT PER PROPOSAL.

LABOR: 31 HOURS X \$125.00 = \$3,875.00

MATERIALS:

= \$ 480.90

EQUIPMENT:

= \$5,215.60

CRANE RENTAL:

= \$ 945.00

TAXES:

= \$ 233.50

Contract Amount:	\$10,750.00
Adjusted Amount:	\$10,750.00
Total Value Complete:	\$10,750.00
Less Prior Billing	\$0.00
Less Retainage:	\$0.00
Net Value Complete:	\$10,750.00
Job Deposit:	\$0.00

Amount Due: \$10,750.00

Run Date: 01/10/2022 14:23

U.S. Department of Labor

Employment Standards Administartion Wage and HourDivision

DEKALB MECHANICAL, INC.

NAME OFCONTRACTOR

PAYROLL

(For Contractor's Optional Use: See Instructions at ww.dol.gov/esa/whd/forms/wh347instr.htm))

Persons are not required to respond to the collection of Informellon unless it displays a currently valid OMB control number

ADDRESS

339 WURLITZER DR DEKALB, IL 60115

PROJECT OR CONTRACT NO 107 N MAIN ST PROJECT AND LOCATION 10/24/2021 FOR WEEK ENDING 13044 PAYROLL NO

A18268 BOOTLEGGERS BAR & GRILL
E W
WORK CLASSIFICATION
HOURS WORKED EACH DAY
SMJ FIELD S 0.00 0.00
2600 0 000 0
SMJ FIELD S 0.00 0.00
2600 0.00 0.00

While completion of Form WH-347 is optional, it is mandatory for covered contractors performing work on Federally financed or assistad construction contracts to respond to the Information contained in 28 C.F.R. §§ 3.9, 6.6a). The Copalisand Act
(40 U.S.) and the register of registe

Public Burden Statement

We estimate that lawfil take an average of 65 minutes to complete this collection, including time for reviewing lastructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3602, 200 Constitution Avenue, N.W. Washington, D.C., 20210

Date 10/24/2021	(b) WHERE FRINGE BENEFITS AREPAID IN CASH
	Each laborer or mechanic listed in the above referenced payr as indicated on the payrell an amount not less than the sum.
do hereby state: (1) That I pay or supervise the payment of the persons employed by DEKALB MECHANICAL, INC.	basis hourly wage rate plus the amount of the required fringe in the contract, except as noted in section 4(c) below (C) EXCEPTIONS
(Contractor or Subcontractor)	
BOOTLEGGERS BAR & GRILLE	
(Building or Work)	
Day of 10/18/2021 and ending the Day of 10/24/2021	
on said project have been paid the full weekly wages earned, that rectly to or on behalf of said	
DEKALB MECHANICAL, INC.	

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laboriers or mechanics contained therein are not less than the applicable wage rates contained in any age defermination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR RPGRAMS

立

(4) That:

in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of finige benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF THE UNITED STATES CODE.

EDENCET IS AREFAILD IN CASSH Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below								ANNOHA CHACKER	Charrent	SIGNATURE
Each (abover or mechanic listed and interpretation of the payor), an as indicated on the payor), an abasic hourly wage rate plus her hosts the contract, except as noted	(C) EXCEPTIONS					REMARKS	CHERY BROWN	OFFICE MANAGE		NAME AND TITLE

from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3/29 C.F.R. Subtille A); issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Start. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

(Contractor or Subconfractor)

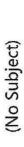
GIAG #21-001
Project Completion Photos
New AC/HVAC Unit Bootleggers
107 Main Street, Maple Park, Illinois
Tony and Donna Harrington

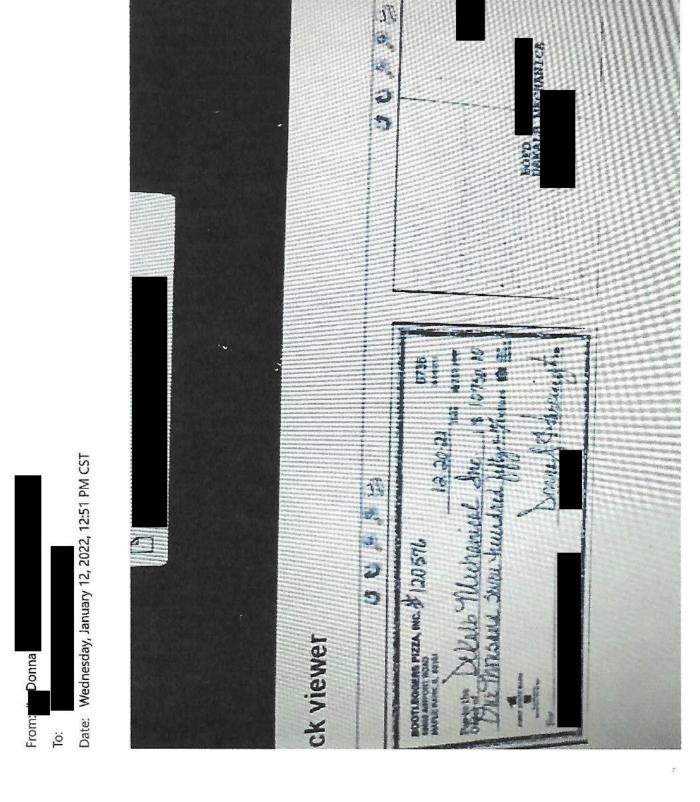












Finney's Electric LLC

437 Borden Ave. Sycamore IL 60178 12.32.21 Ce 6137 a 3230.89

Invoice

Date	Invoice #
12/10/2021	23995

Bill To

Bootlegger's
19602 Airport Rd.
Maple Park IL 60151

Work Performed

107 Main St,.

Terms

Due on receipt

Quantity	Description	Rate	Amount
Rite	Hook up new roof top unit and bring to code.		
1	Dave *Oct-20*	135.00	135.00
7.5	Brian *Dec-2*	135.00	1,012.50
5.5	Scott *Dec-2*	135.00	742.50
1	HOM120 Breaker	7.97	7.97
3	FKNR40 Fuse	13.57	40.71
5	1/2" Sealtight	2.48	12.40
2	1/2" Sealtight 90d Connector	6.04	12.08
	1/2" Sealtight St. Connector	4.88	9.76
20	1/2" Rigid	5.55	111.00
1	1/2" Rigid Threadless Connector	3.46	3.46
4	1/2" Rigid 1H Strap	0.35	1.40
1	1/2" Rigid Minnie	0.77	0.77
2	1/2" Locknut	0.29	0.58
	1/2" Bushing	0.29	0.29
3	1" Sealtight	6.09	18.27
2	1" Sealtight St. Connector	7.97	15.94
	1" Rigid	9.07	181.40
	1" Rigid Threadless Connector	4.99	4.99
3	1" Rigid 1H Strap	0.69	2.07
1	1" Rigid Chase Nipple	1.61	1.61
2	1" Locknut	0.54	1.08
2	1" Bushing	0.34	0.68
1	1G Weatherproof Box	8.69	8.69
1	1G Weatherproof Cover	5.62	5.62
1	20amp GFI Receptacle	25.99	25.99
	1 5/8" Unistrut	5.36	10.72
13	Self Tapping Screw	0.38	4.94
		Total	

Phone #	Fax#	E-mail
815-895-4480	815-895-4098	dfinney@frontier.com

Finney's Electric LLC

437 Borden Ave. Sycamore IL 60178

Invoice

Date	Invoice #
12/10/2021	23995

Bill To	
Bootlegger's	
19602 Airport Rd.	
Maple Park IL 60151	
•	

Work Performed

107 Main St,.

Terms

Due on receipt

Quantity	Description	Rate	Amount
560 87 160	#6 THHN #10 THHN #12 THHN 18-5 Thermostat Wire HD Silicone Caulk Duct Seal	1.33 0.47 0.31 0.61 7.63 3.35	744.80 40.89 49.60 12.20 7.63 3.35
		Total	\$3,230.89

Invoices past 30 days are subject to a 1.5% monthly service charge.

Phone #	Fax#	E-mail
815-895-4480	815-895-4098	dfinney@frontier.com

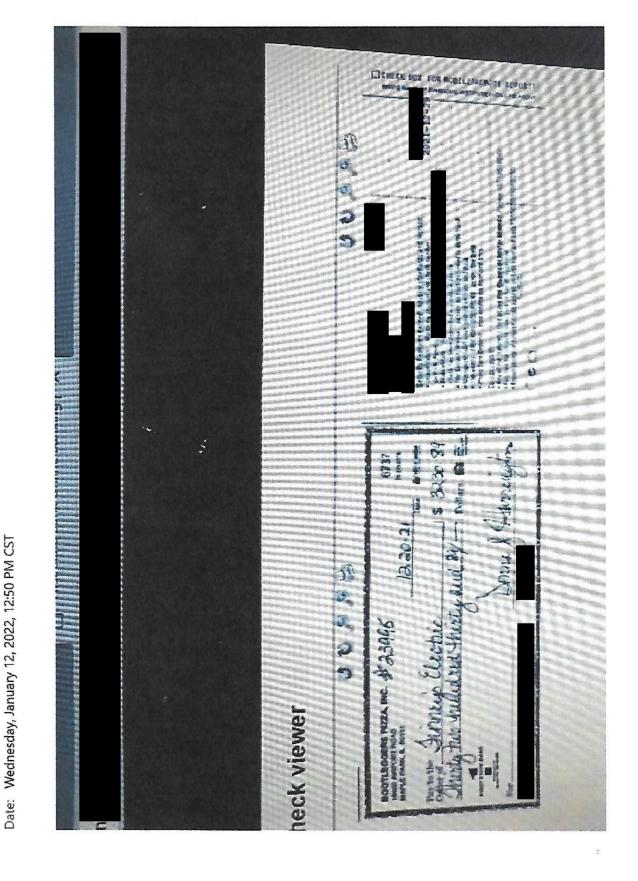
Page 2

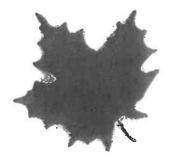
(No Subject)

Donna

From:

<u>1</u>0:





Village of Maple Tark 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

Contractor/Owner	r Tann II.	. 1	Data	To :
Inspection Addres	r: Tony Donny Harr s: 187 main	17900		Dec 20,20
Location:	10/10/912	<u> </u>	Permit No.: Project Code	
			No.:	
Time:	(Building)	(Me	chanical)	(Other)
□ Footing	☐ Insulation	0	Electric	☐ Building
☐ Foundation	☐ Fire Alarm	0	Electric Service	Mechanical
☐ Foundation Ba	ckfill	п	Fire	☐ Plumbing
Other:	Roof top U	sit	Suppression	- ramonag
☐ Underground	□ Rough	A I	final :	Re-Inspection
1 & 2 Family	Commercial Industrial		Multi-Family	100-mapeetion
Inspection Commen	nts:			
			4	
			<u> </u>	
☐ Re-Ins	pection Required	Approved	as Noted	Approved
Received By:		Inspector) i	ana
Printed Name:	(Signature)	_ Printed N	(S	ignature)
NOTIFIED (BY:	Owner Com	tractor	Applicant Inspection R	Agent Agent



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

MEMORANDUM

TO: Committee of the Whole &

Village President and Board of Trustees

FROM:

Village Administrator Dawn Wucki-Rossbach

DATE: January 13, 2022

SUBJECT: ORDINANCE 2022-02 AN ORDINANCE AUTHORIZING THE ISSUANCE OF

> GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022, IN ONE OR MORE SERIES, OF THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,250,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL PROJECTS WITHIN THE VILLAGE AND PAYING FOR COSTS RELATED

THERETO

RESOLUTION 2022-02 A RESOLUTION AUTHORIZING APPROVAL OF A LETTER OF ENGAGEMENT FOR ENGAGING AND UNDERWRITER OR BANK BY AND

BETWEEN THE VILLAGE OF MAPLE PARK, ILLINOIS AND

Background

At the December 21, 2021 Special Village Board Meeting, the Board approved an agreement with its Municipal Advisor, The Economic Development Group, LTD. (EDG). EDG will advise the Village as it moves forward with financing a new water tower and other capital improvement projects through a bond issue that will not exceed \$2,250,000. Also on December 21, the Village entered into an agreement with ICE Miller, LLP to serve as the Village's Bond Counsel for the bond issue. The next step in the process is for the Village Board to review and approve an authorizing bond issue. The proposed ordinance establishes the timetable for a public hearing and 30day petition period.

The Board should discuss and consider approving the bond ordinance, per EDG, approving the bond ordinance does not obligate the Village, it states that the Village intends to issue bonds and authorizes the Village to start the process. The ordinance requires that a notice be published in the newspaper and also establishes the bond hearing date and a 30-day petition period, see attached letter dated January 13, 2022. During the 30-day period required in the ordinance, residents may sign a petition and if 200 or more residents sign the petition, the bond issue has to go to referendum. The next election is not slated to take place in Illinois until June 28, 2022. Waiting for the next election, in order to have the referendum on the ballot, would push the Village's timetable back for the bond issue.

Recommendations

The Board should also discuss whether it would like to:

- 1. Issue public bonds or proceed with a private placement for the \$2,250,000 General Obligation (Alternative Revenue Source) Bonds; the Municipal Advisor is recommending a private issue based on the RFP responses submitted
- 2. Award the RFP for the bond issue

If the Board decides to move forward with the two (2) items listed below, it should approve Ordinance 2022-02 and Resolution 2022-02 during the reconvened Special Village Board Meeting. For Resolution 2022-02, the Board should amend the resolution to name the Underwriter/Bank selected to conduct the issue.

If the Board decides not to move forward with the two (2) items listed above, the Board should not approve Ordinance 2022-02, nor should it approve Resolution 2022-02. If the ordinance and resolution are not approved, a new RFP would need to be distributed. The Municipal Advisor has pointed out that the Federal rate-setting committee is expecting interest rates to rise by three-quarters of a percent or more sometime in 2022. This should be taken into consideration when making the decision on ordinance and resolution approval.

Attachments

EDG Letter dated January 13, 2022

Ordinance 2022-02 An Ordinance Authorizing the Issuance of \$2,250,000 General Obligation (Alternate Revenue Source) Bonds

General Obligation Bonds (ARS), Series 2022 Proposed Timeline

Resolution 2022-02 A Resolution Authorizing Approval of a Letter of Engagement for Engaging an Underwriter or Bank



THE ECONOMIC DEVELOPMENT GROUP, LTD.

January 13, 2022

Ms. Dawn Wucki-Rossbach, Village Administrator Village of Maple Park 302 Willow Street P.O. Box 220 Maple Park, IL 60151

Maple Park TIF District: 2022 G.O. Bonds - Authorizing Bond Ordinance & RFP

Dear Dawn:

I am writing to summarize our discussion regarding the proposed Authorizing Bond Ordinance that you have included on the Agenda for a Special Meeting on January 18, 2022 and the RFP proposals that were received by the Village, which are further detailed in our letter dated December 9, 2021.

Although the Village does not have an exact location for the new water tower yet, assuming it will be located somewhere in the TIF District, this Authorizing Ordinance allows the Village to begin the bonding process, which usually takes 2-3 months to complete.

For the Authorizing Bond Ordinance, please note the following:

- 1. The **Authorizing Bond Ordinance** that was prepared by the Village's Bond Counsel does not obligate the Village to issue a specific amount of bonds or require a specific location for the new water tower, it just states that the Village <u>intends</u> to issue the bonds and <u>authorizes</u> the Village to start the process of issuing total bonds **not to exceed \$2,250,000**.
- 2. The Ordinance sets the date for the Bond Information and Notification Act (BINA) Public Hearing for February 1, 2022 at 6:30 p.m. This hearing is statutorily required.
- 3. Once the BINA Hearing date and Authorizing Ordinance are approved and notice is published, this also starts the statutory **30-day petition period** in which registered voters could choose to sign a petition for requiring the G.O. Bonds to go to referendum.
- 4. Once the 30-day petition period has ended without a valid petition, the Village can proceed to adopt the **Parameters Bond Ordinance** which will outline the details of the Bonds and set the parameters for issuance. We reasonably anticipate approval of the Parameters Ordinance sometime in March if this process begins January 18th.
- 5. If all goes as outlined above, the Village would likely be ready to close on the Bonds and start the project sometime in **mid-to-late March**, after the Parameters Ordinance is adopted.

For the five (5) RFP proposals that were received by the Village, the RFP stated that the Village would review those in December and make a decision in January. If the Board is not able to make a decision on January 18th, it will most likely need to issue a new RFP. If the Village wishes to move forward with the Authorizing Ordinance as outlined above, it will be helpful to also select a proposal so the Bank or Underwriter can join the bond issuance team and begin their work. Of course, if the Village does not intend to select any of the proposals it received, then it would not be necessary to approve the Authorizing Bond Ordinance until after new RFP has been distributed.

We assume that total interest cost on the Bonds is among the Village's primary considerations. Although the Fed has kept interest rates near zero throughout the pandemic in an effort to prop up the economy, a dozen of the 18 members of the Fed's rate-setting committee indicated in December that they expect interest rates to rise by three-quarters of a percent or more at some point in 2022.

Also, it is important to note that the Village indicated in the RFP that it intends to issue the Bonds as draw bonds, which means the Village would only pay interest on the principal as the funds are drawn down. Typically, lenders would expect the full amount to be drawn down in a year or so, but this way the Village can effectively lock in an interest rate sooner and only pay interest on the amounts drawn for the project as the project is completed.

I hope this information is helpful to the Board. As always, feel free to contact us with any other questions that come up.

Sincerely,

Gwen R. Crawford Vice President

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2022-02

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022, IN ONE OR MORE SERIES, OF THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,250,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL PROJECTS WITHIN THE VILLAGE AND PAYING FOR COSTS RELATED THERETO.

ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK

Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this 18th day of January 2022.

ORDINANCE NO. 2022-02

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022, IN ONE OR MORE SERIES, OF THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,250,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL PROJECTS WITHIN THE VILLAGE AND PAYING FOR COSTS RELATED THERETO.

WHEREAS, the Village of Maple Park, Kane and DeKalb Counties, Illinois (the "Village"), is a municipal corporation and body politic of the State of Illinois (the "State"), duly created, organized and existing under Illinois Municipal Code (the "Municipal Code"), and having the powers, objects and purposes provided by said Municipal Code; and

WHEREAS, the Village Board of the Village (the "Corporate Authorities") has determined that it is necessary to (i) finance the construction of a new water tower and other capital projects within the Maple Park Tax Increment Financing District (the "TIF District"), as further described in the Maple Park TIF District Redevelopment Plan, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto (collectively, the "Project") and (ii) pay certain costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the Village; and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, if any, printing and publication costs, capitalized interest, if any, and other expenses (collectively, the "Costs"), will not exceed \$2,250,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, up to \$2,250,000 of alternate bonds need to be issued at this time pursuant to the Local Government Debt Reform Act of the State, 30 ILCS 350/1 to 350/18 (the "Act"); and

WHEREAS, it is necessary for the best interests of the Village that the Project be completed, and in order to raise funds required for such purpose it will be necessary for the Village to borrow an aggregate principal amount of not to exceed \$2,250,000 and in evidence thereof to issue alternate bonds, being general obligation bonds payable from the distributive share of incremental taxes derived from the TIF District (the "Pledged Revenues") in an aggregate principal amount not to exceed \$2,250,000, all in accordance with the Act; and

WHEREAS, if the above-mentioned revenue source is insufficient to pay the alternate bonds, ad valorem taxes of the Village for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount (the "Pledged Taxes") are authorized to be extended to pay the principal of and interest on the alternate bonds;

WHEREAS, pursuant to and in accordance with the provisions of Section 15 of the Act, the Village is authorized to issue alternate bonds, in one or more series, in an aggregate principal amount not to exceed \$2,250,000 for the purpose of providing funds for the Project and to pay the Costs;

NOW THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, as follows:

- **Section 1.** <u>Incorporation of Preambles</u>. The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Ordinance are full, true and correct and do incorporate them into this Ordinance by this reference.
- Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the Village to complete the Project and pay the Costs, and, in order to do so, alternate bonds, in one or more series, of the Village are hereby authorized to be issued and sold in an aggregate principal amount not to exceed \$2,250,000, known as "General Obligation Bonds (Alternate Revenue Source), Series 2022" (the "Bonds") of the Village, said Bonds being payable from (i) the distributive share of incremental taxes derived from the TIF District (the "Pledged Revenues") and (ii) ad valorem taxes of the Village for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount (the "Pledged Taxes").
- Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published once by the Corporate Authorities in the *Elburn Herald*, being a newspaper of general circulation in the Village, and if no petition, signed by 200 electors (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the Village or (ii) the lesser of 200 registered voters or 15% of registered voters), asking that the question of the issuance of the Bonds be submitted to the electors of the Village, is filed with the Village Clerk of the Village within thirty (30) days after the date of the publication of this Ordinance and said notice, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A petition form shall be provided by the Village Clerk at the principal office of the Village, located at 302 Willow Street, Maple Park, Illinois, to any individual requesting one.
- **Section 4.** Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the purposes described herein. Such additional ordinances or proceedings shall in all instances become effective in accordance with applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.
- **Section 5.** Additional Proceedings. If no petition meeting the requirement of applicable law is filed during the petition period hereinabove referred to, then the preparation and distribution of a preliminary official statement relating to the Bonds is hereby approved, and the President is hereby authorized to deem the preliminary official statement nearly final.

Section 6. Severability. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Ordinance.

Section 7. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 18th day of January 2022, pursuar	nt to a	roll call vote as follows:
AYES:		
NAYS:		
ABSENT:		
APPROVED by me this 18th day of January, 20	022. By:	
	Its:	Suzanne Fahnestock Village President, Village of Maple Park, Kane and DeKalb Counties, Illinois
ATTEST:		
By:		
Deputy Village Clerk, Village of Maple Pa	ırĸ,	

Kane and DeKalb Counties, Illinois

NOTICE OF INTENT TO ISSUE BONDS AND RIGHT TO FILE PETITION AND HEARING ON PROPOSED ISSUANCE

Notice is hereby given that pursuant to Ordinance No. 2022-02, adopted on January 18, 2022, the Village of Maple Park, Kane and DeKalb Counties, Illinois (the "Village"), intends to issue alternate bonds, being general obligation bonds (the "Bonds") payable from the hereinafter identified revenue source, in an aggregate principal amount not to exceed \$2,250,000, and bearing interest per annum at not to exceed the maximum rate authorized by law at the time the Bonds are sold, for the purpose of (a) financing the construction of a new water tower and other capital projects within the Maple Park Tax Increment Financing District (the "TIF District"), as further described in the Maple Park TIF District Redevelopment Plan, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto, and (b) paying certain costs related to the issuance thereof. The Bonds shall be payable from (i) the distributive share of incremental taxes derived from the Maple Park Tax Increment Financing District, and (ii) ad valorem taxes of the Village for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount. The ordinance authorizing the issuance of bonds is attached hereto and appears below this notice.

Notice is hereby further given that if a petition signed by 200 or more of registered voters (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the Village or (ii) the lesser of 200 registered voters or 15% of registered voters) of the Village is submitted to the Village Clerk of the Village (the "Village Clerk") within 30 days of publication of this notice and the ordinance, asking that the question of the issuance of the Bonds be submitted to referendum, then the question of the issuance of the Bonds (the "Proposition") shall be submitted to the electors of the Village at the general primary election to be held on the 28th day of June, 2022, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the Village at the general election to be held on the 8th day of November, 2022. If no petition is filed with the Village Clerk within said 30-day period, the Bonds shall be authorized to be issued. A form of petition is available from the Village Clerk at the principal office of the Village at 302 Willow Street, Maple Park, Illinois.

/s/ Cheryl Aldridge

Deputy Village Clerk Village of Maple Park, Kane and DeKalb Counties, Illinois

PETITION – KANE COUNTY, ILLINOIS

To the Village Clerk of Village of Maple Park, Kane and DeKalb Counties, Illinois:

We, the undersigned, being registered voters of the Village of Maple Park, Kane and DeKalb Counties, Illinois (the "Village"), do hereby petition you to cause the question of issuing General Obligation Bonds (Alternate Revenue Source), Series 2022 (the "Bonds") of said Village for the purpose of (a) financing the construction of a new water tower and other capital projects within the Maple Park Tax Increment Financing District (the "TIF District"), as further described in the Maple Park TIF District Redevelopment Plan, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto, and (b) paying certain costs related to the issuance thereof, with said Bonds being payable from (i) the distributive share of incremental taxes derived from the TIF District, and (ii) ad valorem taxes of the Village for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount to be certified to the County Clerk of Kane County, Illinois, and submitted to the electors of said Village at the next election to be held at which said question may be voted upon.

<u>Name</u>	<u>Ad</u>	<u>ldress</u>	
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
			, Maple Park, Kane County, Illinois
18 years of age or older were signed in my pres	, and in the County of sence, and are genuin e at the time of signi	f Kane, Illinois ne, and, to the ing this petitio	izen of the United States and at least, and that the signatures on this petition best of my knowledge and belief, the n registered voters of said Village and
		/ 3/	
Subscribed and sworn t	o before me this	day of	, 20
			Illinois Notary Public
My Commission Expire	es:		•

PETITION – DEKALB COUNTY, ILLINOIS

To the Village Clerk of Village of Maple Park, Kane and DeKalb Counties, Illinois:

We, the undersigned, being registered voters of the Village of Maple Park, Kane and DeKalb Counties, Illinois (the "Village"), do hereby petition you to cause the question of issuing General Obligation Bonds (Alternate Revenue Source), Series 2022 (the "Bonds") of said Village for the purpose of (a) financing the construction of a new water tower and other capital projects within the Maple Park Tax Increment Financing District (the "TIF District"), as further described in the Maple Park TIF District Redevelopment Plan, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto, and (b) paying certain costs related to the issuance thereof, with said Bonds being payable from (i) the distributive share of incremental taxes derived from the TIF District, and (ii) ad valorem taxes of the Village for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount to be certified to the County Clerk of DeKalb County, Illinois, and submitted to the electors of said Village at the next election to be held at which said question may be voted upon.

<u>Name</u>	<u>A</u>	<u>ldress</u>	
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
			, Maple Park, DeKalb County, Illinois
18 years of age or older petition were signed in n	er, and in the County ny presence, and are ere at the time of sign	y of DeKalb, genuine, and, gning this petit stated herein.	(insert residence address), itizen of the United States and at least Illinois, and that the signatures on this to the best of my knowledge and belief, iton registered voters of said Village and
Subscribed and sworn to	before me this	<u>/s/</u> day of _	, 20
My Commission Expire	s:		Illinois Notary Public

BINA Notice Form

The President and Village Board of the Village of Maple Park, Kane and DeKalb Counties, Illinois will hold a public hearing on February 1, 2022 at 7:00 p.m. The hearing will be held at the Board Room in the Maple Park Civic Center located at 302 Willow Street, Maple Park, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds in the amount of up to \$2,250,000 for the purpose of (i) financing the construction of a new water tower and other capital projects within the Maple Park Tax Increment Financing District (the "TIF District"), as further described in the Maple Park TIF District Redevelopment Plan, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto, and (ii) paying certain costs related to the issuance thereof.

By: /s/ Cheryl Aldridge	Title: <u>Deputy Village Clerk</u>			
not prior to 30 days before the hearing publication may be in the "legals" or "	be published <u>one time</u> on or before 7 days before the hearing, but. Suggest sometime in the week of <u>January 23, 2022</u> . The classified" section of the paper. NO SPECIAL BORDER IS ON. DO NOT USE ANY SPECIAL BORDER. Please send			
Village Administrator Village of Maple Park 302 Willow Street Maple Park, Illinois 60	151			
and send two publication certificates (and Chicago, Illinois 60606-3417, Attention J	•			
PUBLISHER: DO NOT PRINT THE				
President's Approval and Order Settin	g Public Hearing:			
The undersigned, President of the above above Bond Issue Notification Act hear	e Municipality hereby approves and orders the setting of the ring.			
Date:, 20				
	President			

When signed by the President, please date and fax back to Ice Miller LLP, Attention: Jenine Phillips at 312/726-2694.

VILLAGE OF MAPLE PARK, IL

GENERAL OBLIGATION BONDS (ARS), SERIES 2022 PROPOSED TIMELINE

12/30/2021

	DATE:	٧	STEP IN PROCEDURE:
1.:	Tuesday, December 21, 2021		SPECIAL BOARD MEETING: Village adopts Ordinances to approve IRMA Engagement Letter for EDG & Ice Miller Engagement Letter, 7:00 pm.
2.	Tuesday, January 18, 2022		SPECIAL BOARD MEETING: Village adopts Authorizing Bond Ordinance & Sets date for BINA Hearing, 7:00 pm.
3.	Friday, January 28, 2022		Publication of Authorizing Bond Ordinance and Bond Issue Notification Act ("BINA") Public Hearing in the Kane County Chronicle.
4.	Friday, January 28, 2022		Village posts notice of BINA Public Hearing at Village Hall.
5.	Tuesday, February 1, 2022		BINA PUBLIC HEARING: Village holds BINA public hearing: 6:30 p.m.
6.	Sunday, February 27, 2022		Expiration of 30 day petition period.
7.	Tuesday, March 1, 2022		REGULAR BOARD MEETING: Village adopts Bond Ordinance: 7:00 pm.
8.	Thursday, March 3, 2022		Tentative Closing.

Municipal Meetings: 1st Tuesday of each Month, 7:00 PM

RESOLUTION NO. 2022-02

VILLAGE OF MAPLE PARK, COUNTIES OF KANE AND DEKALB, STATE OF ILLINOIS

A RESOLUTION AUTHORIZING APPROVAL OF A LETTER OF ENGAGEMENT FOR ENGAGING AN UNDERWRITER OR A BANK FOR THE PROPOSED 2022 GENERAL OBLIGATION ALTERNATE REVENUE BONDS

by and between

THE VILLAGE OF MAPLE PARK, ILLINOIS

and

ADOPTED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE

VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS ON THE 18TH DAY OF JANUARY, 2022.

RESOLUTION NO. 2022-02 A RESOLUTION AUTHORIZING APPROVAL OF A LETTER OF ENGAGEMENT FOR ENGAGING AN UNDERWRITER OR A BANK BY AND BETWEEN THE VILLAGE OF MAPLE PARK, ILLINOIS AND

WHEREAS, the Village of Maple Park (the "Village") is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*, and

WHEREAS, the Village has determined that it is in the best interest of the residents and businesses to construct a water tower and complete needed capital improvement projects and,

WHEREAS, the Village thought it was in the best interest of the Village to solicit Request for Proposals (RFP) from qualified underwriters and banks; and,

WHEREAS, the Village, with the assistance of its Municipal Advisor, The Economic Development Group, Ltd. (EDG), released an RFP for General Obligations (Alternate Revenue Bonds) Bonds in an amount not to exceed \$2,250,000 to qualified underwriters and banks on October 27, 2021; and,

WHEREAS, the Village received five (5) RFP responses by November 30, 2021, which where were reviewed by EDG; and,

BE IT RESOLVED by the Board of Trustees of the Village of Maple Park, Counties of Kane and DeKalb, Illinois, as follows:

<u>Section 1.</u> The Village of Maple Park desires to engage an <u>Underwriter or a Bank</u> for the issuance of the proposed 2022 General Obligation Alternate Revenue Bonds; and,

Park have evaluated and recommended that the Village engage for the issuance of the proposed 2022 General Obligation

Alternate Revenue Bonds; and,

<u>Section 3.</u> The President is hereby authorized and directed to enter into and execute on behalf of the Village said Letter of Engagement and the Deputy Village Clerk of the Village of Maple Park is hereby authorized and directed to attest such execution; and,

<u>Section 4.</u> The Engagement Letter shall be effective on the date set forth and executed by the President in said Engagement Letter; and,

<u>Section 5.</u> This Resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED, APPROVED AND ADOPTED by the Corporate Authorities of the Village of Maple Park, Kane and DeKalb Counties, Illinois, on the 18th day of January, A.D., 2022, and deposited and filed in the Office of the Deputy Village Clerk of said Village on that date.

Ayes:	
Nays:	
Absent:	
(SEAL)	
	Suzanne Fahenstock, Village President
ATTEST:	
Cheryl Aldridge, Deputy Village Clerk	



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

MEMORANDUM

TO: Committee of the Whole

FROM: Village Administrator Dawn Wucki-Rossbach

DATE: January 11, 2022

SUBJECT: REVISED DRAFT ORIDNANCE 2022-02 AN ORDINANCE AMENDING TITLE 1,"

ADMINISTRATION," BY ADDING CHAPTER 12, "SPECIAL EVENTS"

Background

At the December 21, 2022 Committee of the Whole Meeting, the Special Events Ordinance was discussed. The information was discussed with the Village Attorney and the ordinance has been revised based on the COW and Village Attorney discussions. Revisions include:

- 1. Whereas language in the beginning of the ordinance has been softened through the removal of language that declares special events a nuisance, and the Village may define, prevent or abate nuisances, and that the Village may regulate street use (which is understood.)
- 2. Whereas the language now that states that the proposed ordinance is set to regulate special events through a permitting process, rules and regulations.
- 3. 1-12-2.E.6. Removed the reference stating that the Village would designate when temporary structures would be removed. The requirement for removal can be determined during the permit review process and listed directly on the Special Events permit.
- 4. 1-12-2.8.a. through e. Refers directly to Title 4, Chapter 2, Liquor Control to address temporary liquor license requirements.
- 5. 1-12-2.F.i. Removes repeat of Chapter 7 Noise Control language and directly applies Section 5-7-3 unless the Special Event permit modifies noise control provisions.

No changes were made to the Special Events Permit Application.

Once the Committee and Board have completed their discussion on this ordinance and the Noise Control Ordinance, then Staff will work with the Village Attorney to make adjustments, to the other sections of the code that might be affected by the implementation of the Special Events permitting process and the enforcement of noise control, liquor licensing and street usage language.

Recommendations

That the Committee review and discuss the changes listed above. If the Committee is in agreement with the above listed changes, then Staff will work will present the ordinance for approval at the February 2, 2022 Village Board Meeting.

At that time, if there are any	additional sections	of the code that	nt need to be ame	ended, they will	also be brought
before the Village Board.					

Attachments

Ordinance 2022-0__ An Ordinance Amending Title 1, "Administration"

ORDINANCE NO. 2022-0

AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," BY ADDING CHAPTER 12, "SPECIAL EVENTS"

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF MAPLE PARK, ILLINOIS

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this 4th day of January, 2022.

ORDINANCE NO. 2022-0

AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," BY ADDING CHAPTER 12, "SPECIAL EVENTS"

WHEREAS, 65 ILCS 5/1-1-1 et seq. provides that the corporate authorities may pass and enforce all necessary police power ordinances to ensure the welfare of the residents of the Village of Maple Park; and,

WHEREAS, the Village hereby desires to regulate special events through the permitting process and rules and regulations set forth herein.

THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Maple Park, Illinois, as follows:

SECTION 1. That the following chapter, "Chapter 12, "Special Events," shall be added to Title 1, "Administration," in the Maple Park Village Code as follows:

TITLE 1, ADMINISTRATION

CHAPTER 12 SPECIAL EVENTS

SECTIONS:

- 1-12-1: PERMIT REQUIRED
- 1-12-2: PERMIT; PROCEDURES, FEES
- 1-12-3: PERMIT ISSUANCE
- 1-12-4: EMERGENCY REVOCATION
- 1-12-5: PERMIT DENIAL
- 1-12-6: REVOCATION OF EVENT PERMIT
- 1-12-7: **PENALTY**

1-12-1: PERMIT REQUIRED:

A. Application: The provisions of this chapter shall apply to all special events including, but not limited to, festivals, block parties, concerts, beer gardens, races, 1K/5K/10K races, bicycle time trials, bikeathons, fireworks, biathlons, parades, marches, fundraisers, circuses, carnivals, concerts, car shows, sidewalk sale, farmers' markets, food trucks, sales or promotional events, Christmas tree lots, ice screen/snow cone stands, and other special events in the Village, whether specifically permitted in another chapter of this code or not. For uses involving the exercise of first amendment rights, the Village may waive application or permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing.

- B. Special Event: A "special event" is defined, for the purposes of this chapter, as an event whether indoors or outdoors that is held on public property or streets, nonprofit organization property, or private property that can reasonably be expected to cause a gathering that is not part of the normal intended use at the location or current zoning as may be determined by the village administrator, chief of police, building inspector, or their designees. An event that requests the use of public sidewalks, that requests a temporary street closure, closure of parking, use of Village-owned property and events that require the posting of "No Parking" signs are considered special events. Special events also may include an event sponsored by any person, entity, business or group including, but not limited to, a park district, school district, library district. fire protection district, event complex and at any event venue within the Village and open to the public:
 - 1. Which is held in any public park and/or facility, nonprofit organization property, or any property end/or facility which is open to the public;
 - 2. Which is held on private property that can reasonably be expected to cause a gathering that is not part of the normal intended use at the location as defined in B. above:
 - 3. Which entertainment provided by or for any persona, and/or made available to any person:
 - 4. For profit entertainment activities of persons, entities and businesses who are currently licensed to regularly provide specified entertainment at fixed locations in the Village which will foreseeably result in extraordinary impacts on public safety, health, welfare, and police resources;
 - 5. Requires street closures, closure of parking, use of Village-owned property, use of police to control traffic, and events that require the posting of "No Parking" signs.
- C. First Amendment: "First Amendment" or "exercise of first amendment rights" for purposes of this chapter, shall include, without limitations, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petition signatures or contributions, picketing and leafleting.
 - 1. It shall be unlawful to collect, gather, or be a member of any disorderly crowd, or any crowd gathered together for any lawful purpose, or for any person to join in and stay with or near any such gathering.
- D. Exclusions: "Special event," as defined in this section shall not include:
 - 1. An event held in a members only or religious facility at which the only participants are the members and their invited nonpaying guests and no extraordinary police services are required.

1-12-2: PERMIT; PROCEDURES, FEES:

It shall be unlawful to conduct or operate any special event without having first secured a permit therefore; provided that the provisions of this section shall not be held to apply to those events which are specifically permitted by any other provision of this code. Permits issued for the operation of a special event shall apply to premises located on Village property as well as special events that may be subject to road closure permit requirements when the flow of traffic on Village or State roadways may be affected by the event or when the event is otherwise unduly burdensome on the Village.

Completed applications for special event permits not involving the exercise of first amendment rights must be received by the Village at least eight (8) weeks prior to the special event for which the permit is sought application for such permits shall be made to the village clerk or their designee and shall comply with all of the general provisions of this code relating to such application. Failure to submit within the eight (8) weeks may result in denial of the application and event. Applications for the exercise of first amendment rights must be received by the Village at least three (3) working days prior to the event requested.

- A. The nonrefundable special event permit fee shall be twenty-five (\$25.00) for each application processed. The application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the Village. There shall be no fee for any village sponsored special event.
- B. For uses involving the exercise of first amendment rights, the village may waive any application or permit fees or requirements for insurance if the applicant demonstrates that the cost of such fee is prohibitive. An applicant must request such a waiver in writing.
- C. Applicants must be eighteen (18) years of age or older and the applicant shall be the individual who is directly responsible for organizing and/or conducting the event.
- D. Private special event permit applications to be completed for events not open to the general public and shall include, but limited to, the following information:
 - 1. Description, nature, purpose, date, hours and location of the event for which the permit is applied, an estimate of anticipated attendings and/or participants, and a reproducible diagram showing the proposed layout of the event or party including proposed, and if provided, restrooms, first aid facilities, emergency vehicle access, tents or temporary structures, stages, utility lines, lighting and area restriction devices (including barricades or screening);
 - 2. Name, address, phone number and e-mail address of the contact person for the event;
 - 3. Whether there will be street closures or the need for barricades, including the details of the accessibility (emergency and Americans with Disabilities Act compliance) plans for the event;
 - 4. In addition to the special event permit, other permits and/or licenses may be necessary including, but not limited to, sign permits, banner permits, temporary structure permits and flame certificates;
 - 5. Where there will be entertainment performances or music at the event;

- 6. No alcoholic beverages shall be sold at any private party or gathering other than as may be allowed under Title 4, Chapter 2, Liquor Control of this code.
- 7. The contact person shall be responsible for the removal of litter, refuse, or property deposited in the public right-of-way and compliance with village policies, code provisions and state law;
- 8. The contact personal shall be responsible for any costs incurred by the village for establishing detours, assigning of police officers, cleanup or repair of public right-of-way, or damage by the party or gathering;
- 9. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- E. Public special event permit applications to be completed for events open to the public and shall include, but not limited to, the following information:
 - 1. Description, nature, purpose, date, hours and location of the event for which the permit is applied and an estimate of anticipated attendees and/or participants;
 - 2. Name, address and phone number of the sponsoring organization for the event and/or the name, address, phone number and e-mail address of the person responsible for conducting the event;
 - 3. Whether there will be street closures of the need for barricades; including details of the accessibility (emergency access and Americans with Disabilities Act compliance) plans for the event;
 - 4. Information regarding whether admission fees or charges are to be assess to attendings or participants;
 - 5. Whether vehicle parking will be restricted and identify the parking areas for attendings, participants, sponsors, employees and volunteers;
 - 6. Other permits and/or licenses may be necessary in addition to the special event permit, including, but not limited to, a temporary liquor license, raffle license, sign permit, banner permit, temporary structure permits;
 - 7. Description of the type and nature of any entertainment, including, but not limited to, music acts, performances or carnival rides at the event;
 - 8. Information regarding the consumption of alcohol is planned, and if so, the hours, location and type of alcohol to be served.
 - a) A temporary liquor license approved by the Village and State of Illinois shall be required.

- b) The provisions of Title 4, Chapter 2, Liquor Control of the Maple Park Village Code shall be strictly followed concerning the number of permitted temporary licenses;
- c) Retail sale and consumption of alcohol shall be limited to the premises specified in the permit;
- d) In the event of outdoor sales, such premises shall be entirely enclosed by Village approved fencing and entrances and exits shall be monitored as required by the provisions of the Maple Park Village Code; and
- e) Any approval of a temporary liquor license for a special event shall be issued at the discretion of the Liquor Commissioner as governed by Title 4, Chapter 2, Liquor Control of the Maple Park Village Code.
- 9. Description of the provision for refuse needs for the event which shall be in compliance with village policies, codes provisions and state law;
- 10. A list of all vendors participating at the event;
- 11. Description and number of restrooms, portable facilities and sinks available for the event. An adequate number of restrooms shall be provided and an appropriate number of handicapped facilities must be available;
- 12. A certificate of Insurance (COI), and endorsement Form CG 2026 0413, naming the Village of Maple Park and its officials, employees, and agents as an additional insured, must be received before the events can be permitted. The COI must have one million dollars (\$1,000,000.00) in general liability coverage and two million dollars (\$2,000.000.00) in aggregate liability coverage. The COI Acord Form in the Description of Operations/Locations Section must list the name and the date(s) of the event.
- 13. Food may be sold, if approved, and a temporary food permit must be obtained from the Kane or DeKalb County Departments of Health.

14. Public Safety;

- A. Sufficient security shall be provided by the sponsoring organization, or person responsible for the special event. The village police department shall determine the appropriateness of any security and may require the sponsoring organization, or person responsible for the special event to hire police officers for the special event, if deemed necessary.
- B. Sufficient fire and medical staff shall be provided by the sponsoring organization, or person responsible for the special event. The Maple Park and Countryside Fire Protection district shall determine the appropriateness of any

fire or medical staff and may require the sponsoring organization, or person responsible for the special event to hire such staff for the special event, if deemed necessary.

- 15. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- F. All Village ordinances and safety rules pertaining to noise, parking restrictions, fireworks, recreational fires, and outdoor electrical and weather conditions shall be followed.
 - i. SPECIAL EVENT SPECIFIC RESTRICTIONS REGARDING NOISE: The provisions of Section 5-7-3 of the Maple Park Village Code shall apply in full force and effect except as may be otherwise modified for a particular special event in the sole discretion of the Village. Such conditions, which may include more stringent limitations on hours and applicable decibel standards for particular events than the general regulations as found in Section 5-7-3, shall be depicted on the face of the permit if applicable.
 - ii. PARKING: There shall be no special exceptions for on-street parking. All vehicles must be legally parked in accordance with Village ordinances and Illinois State Statutes.
 - G. Permission for use of village public works services and/or equipment, including the use of fire hydrants shall be obtained from the village public works department.
 - H. Additional information and documentation may be required as outlined in the special event permit application.

1-12-3: PERMIT ISSUANCE:

The village clerk, or their designee, shall issue the special event permit. The applicant shall be notified if any conditions or approval, or reasons for denial, at the time action the permit is taken.

Any permit granted by the Village shall contain lawful requirements to the issuing of the permit and restrictions on the permitted use including, but not limited to:

- A. Payment of a reasonable fee;
- B. Obtaining general liability coverage;
- C. Agreement to full indemnity and hold the village harmless from any liability or costs resulting from the use;
- D. Requirements that the person involved in the use observe all federal, state, local, and village laws, ordinances, rules, and regulations;

- E. Observing time, duration, and location restrictions;
- F. Any reasonable restriction necessary for the efficient and orderly administration of the use.
- G. A requirement that any temporary structures associated with the event shall be removed within a specific time frame as determined by the Village and reflected on the issued permit.

1-12-4 EMERGENCY REVOCATION:

Notwithstanding any other provision in this code, if in the judgement of the village administrator, the chief of police or the Maple Park and Countryside Fire Protection District fire chief, or their designees, any emergency situation has been created such that the continues use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, chief of police or the fire chief, or their designees, upon the issuance of an order stating the reason for such conclusion and without notice or hearing may immediately revoke or suspend the permit and require the use of the property to immediately cease. They may also require an immediate evacuation of the area. No person shall continue to use the property contrary to such order.

1-12-5 PERMIT DENIAL:

Permits for special events will be granted at the discretion of the village administrator after a review of the application and comments from reviewing departments. A special event permit application may be denied upon evidence that:

- A. The information contained in the application, or supplementary information requested from the applicant, is false in any material detail or the applicant has failed to provide a complete application after reasonable efforts to obtain the information, or the application is in any way untimely or incomplete;
- B. The proposed activity violates any federal, state, local, or village ordinance, rule, or regulation;
- C. A prior application for a permit for the same date, time, and location has been or will be granted and the use authorized by that permit does not allow multiple occupancy of that particular location by more than one permittee;
- D. The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to village resources or facilities; damage to environmentally sensitive or protected area's ecosystem, unreasonable interference with village functions, buildings, facilities, operations, programs, or activities, or unreasonable interference with the use or purpose of the village property applied for;

- E. The proposed use would substantially impair the operation or use of facilities or services of village contractors;
- F. The proposed use would dominate the use of village property as to prevent other persons from using and enjoying the property;
- G. The granting of the permit will result in substantial adverse impacts including, but not limited to, noise, litter, traffic and congestion upon the surrounding neighborhood or the community in general;
- H. The time or size of the event will substantially interrupt the safe and orderly movement of pedestrian or vehicular traffic in the immediate vicinity of the vent, or disrupt the use of a street at a time when it is usually subject to great traffic congestions;
- I. The size or duration of the event will require a great amount of village police services jeopardizing the level of police services to other areas of the village;
- J. The size or duration of the event will requirement a great amount of fire district services jeopardizing the level of fire or emergency medical services to other areas of the village;
- K. The event will interfere with construction or maintenance work scheduled to take place upon or along the village streets or a previously granted encroachment permit;
- L. The granting of the permit is likely to result in substantial negative impacts upon the delivery of village-wide services and therefore pose a threat to the public health, safety, and order due to the likelihood of the special event resulting in a call for police emergency response.

1-12-6 REVOCATION OF EVENT PERMIT:

Violation of the terms, restrictions, and conditions contained in the permit may result in the suspension or revocation of the permit. Permits may be revoked, including during the event, by the chief of police or their designees for:

- A. Violation of any of the imposed permit conditions;
- B. Failure to obtain and post any permit required by the liquor control commissioner;
- C. The occurrence of any unlawful or criminal activity during the event;
- D. Any grounds listed in this chapter for denying a special event permit application

1-12-7 PENALTY:

Any person found violating the provisions of this chapter shall be subjected to the General Penalty provisions of Section 1-4-1 of the Maple Park Village Code, plus any administrative or judicial hearing costs as may be applicable. The Village police department may shut down any events deemed to be in violation of this code. Enforcement action specifically authorized by this section may be utilized in conjunction with, or in addition to, any other statutory, code, administrative, or regulatory procedure applicable to this chapter or under state or federal law. In addition, nothing in this section shall be interpreted to preclude or limit the village from seeking injunctive or other judicial relief as permitted by law.

SECTION 3: That all ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed to the extent of any conflict or inconsistency.

SECTION 4: That if any part or portion of this ordinance shall be declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect the remainder of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as is hereby authorized to be done by the Village President and Board of Trustees.

PASSED this day of	2022, pursuant to a roll call vote as follows:
AYES:	
NAYS:	
ABSENT:	
APPROVED this day of	, 2022.
SEAL	Suzanne Fahnestock, Village President
ATTEST:	
Cheryl Aldridge, Deputy Village Cl	lerk

STATE OF ILLINOIS)
COUNTIES OF KANE AND DEKALB) SS)
PUBLICATION IN PA	AMPHLET FORM
I, Cheryl Aldridge, certify that I am the Dep	outy Village Clerk of the Village of Maple Park,
Kane and DeKalb Counties, Illinois, and as such of	officer I am the keeper of the records, files and
proceedings of the corporate authorities of said mu	unicipality.
I further certify that, as of the date hereof, C	Ordinance No. 2022-02 adopted by the corporate
authorities on, enti-	tled AN ORDINANCE AMENDING TITLE
1, "ADMINISTRATION," BY ADDING CHAP	TER 12, "SPECIAL EVENTS" has been duly
published in pamphlet form in accordance with Se	ection 1-2-4 of the Illinois Municipal Code.
IN WITNESS WHEREOF, I have hereunt	to affixed my official hand and the seal of the
municipality this day of	, 2022.
(SEAL)	
· ·	yl Aldridge, Deputy Village Clerk
	ge of Maple Park and DeKalb Counties, IL



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

MEMORANDUM

TO: Committee of the Whole

FROM: Village Administrator Dawn Wucki-Rossbach

DATE: January 12, 2022

SUBJECT: CHAPTER 7 NOISE CONTROL ORDINANCE

Background

At the December 21, 2021 Committee of the Whole Meeting, the Committee discussed that the current Night Hours were a compromise. The Village had received a request for an 11:30 p.m. end time for Friday through Saturday and the Board compromised and changed the time to 10:30 p.m. The Committee also discussed the noise complaints received on loud music, the normal ambient noise level in the Village, train noise, the need for a noise study, changing the "night hours," and having seasonal quiet days.

Based on that discussion, the attached ordinance proposes the following changed to the code:

- 1. 5-7-3.A. Day Hours Friday through Saturday 7:00 a.m. to 10:30 p.m.
- 2. 5-7-3.B. Night Hours Friday through Saturday 10:30 p.m. to 7:00 a.m.
- 3. The addition of 5-7-3.C. Special Seasonal Noise Restrictions for the Downtown Area -
 - A. Defines the downtown area, map attached
 - B. States the maximum permitted decibel level of sound measured from the property line of the complainant
 - C. Sets the special season as April 1 October 31
 - D. Sets "quiet" days as the first Friday and the third Saturday of the month during the identified season
 - E. Sets the decibel level measurement at the property adjacent to the offender's property, not at a complainant's property

In order to better address the noise levels, the Chief of Police has obtained specifications and cost information of several decibel meters, information on a firm that is able to conduct a Village-wide noise study and a noise ordinance that was written by a noise study consultant. The noise ordinance that accompanies the memorandum is more technical than the Village of Maple Park's ordinance. The Chief's memorandum is attached.

Recommendations

That the Committee of the Whole review and discuss:

- 1. If the proposed change day and night hours are satisfactory
- 2. The decibel levels for day and night hours and whether they should change

- 3. The proposed special seasonal language:
 - A. Dates of April 1 October 31
 - B. Boundary area
 - C. Maximum dBA of fifty (50) dBA
 - D. Quiet days as the first Friday and third Saturday of the month
- 4. Including the purchase of two (2) decibel meters in the FY2023 Budget
- 5. Obtaining quotes on conducting a Village-wide sound study, that will be considered during the FY2023 Budget process

Attachments

Proposed Special Seasonal Area Map 01-12-22 Noise Decibel Meter and Sound Study Research Memorandum Proposed Ordinance 2022- Noise Control

SPECIAL SEASONAL DOWNTOWN AREA MAP

= Proposed Downtown Area





David Krull

Chief of Police

Maple Park Police Department

306 Willow Street

Maple Park, Illinois 60151 Telephone (815) 827-3286 Fax (815) 827-4306

MEMORANDUM

TO: Village Administrator Dawn Wucki-Rossbach

FROM: Chief of Police David Krull

DATE: January 12, 2022

SUBJECT: Noise Decibel Meter and Sound Study Research

Research has been completed on the various noise decibel meters and the results are included with this memo, along with the noise ordinance from the City of Yorkville and company information for the company that completed the City of Yorkville's sound study.

There are numerous types and styles of noise decibel meters available ranging from basic models to feature laden professional models. The prices range from \$18.00 on the low end up to \$5,000.00 on the high end. A majority of the noise decibel meters that are suitable for the Police Department usage are in the \$250.00 to \$350.00 range. These sound decibel meters are ready to use out of the box and require very little training.

These decibel sound meters are not certified by any agency or company. Calibration of the noise decibel meters would be the responsibility of the Police Department.

Three highly rated decibel sound meters for law enforcement use were discovered and the information is listed below:

- 1. Digi-Sense Data Logging Sound Meter with NIST-Traceable Calibration, priced at \$259.25.
 - The Digi-Sense unit is Precalibrated to NIST traceable standards
 - Meets ANSI & IEC61672-1 Class 2 Standards
 - Four user- selectable ranges from 30 dB to 130 dB
 - Ability to store 32,700 readings
 - Includes data logging software with graphic display for analysis

- 2. BK Precision Model 732A & 735 Datalogging Digital Sound Level Meter with RS-232 Software and Cable, priced at \$376.00
 - Bar graph display
 - Auto ranging from 30dB 130dB
 - Auto power off
 - Backlit LCD display
 - Windows software included
 - 32,000 records data logger

*** BK Precision Model CAL73 Sound Level Calibrator available for purchase for \$338.00 ***

- 3. Extech SDL600 Data Logging Sound Meter with SD Card, priced at \$630.00
 - Precalibrated to NIST-traceable standards
 - Meets ANSI & IEC61672-1 Class 2 Standards
 - Selectable ranges from 30 dB 130 dB
 - Memory for up to 32,700 readings
 - Included data logging software with graphical display for analysis.

The information sheets for each one of the sound meters listed is attached.

Soundscape Engineering, 3711 N. Ravenswood Avenue Suite 104, Chicago, Illinois 60613 (312) 436-0032, was contacted due to the company's experience conducting sound studies for various municipalities and other government entities in Illinois and other states. Speaking with Nathan Sevener, who advised that his company completed a sound study for the City of Yorkville, Illinois, in 2016, to address a specific noise issue from a bar/restaurant to an adjacent residential area. Soundscape Engineering also re-wrote the Yorkville noise ordinance and advised the Police Department on sound level meters they could purchase to take sound level measurements for enforcement purposes. If the Board would like a sound study completed, quotes will be obtained and will be ready for discussion during the budget process.

The City of Yorkville's Noise Ordinance that Soundscape Engineering prepared is attached for reference.

Attachments
Sound Meter Specifications
City of Yorkville Noise Ordinance



Home | Safety Products | Sound Meters | Digi-Sense Data Logging Sound Meter with NIST-Traceable Calibration







Digi-Sense Data Logging Sound Meter with NIST-Traceable Calibration

Digi-Sense - Item # UX-20250-29

(4.5)

2 Reviews Write a Review

2 100%

of respondents would

Precision accuracy measurements with powerful data logging software

- · Reliable measurements, guaranteed! Precalibrated to NISTtraceable standards
- Meets ANSI and IEC61672-1 Class 2 standards
- Four user-selectable ranges from 30 to 130 dB provide additional flexibility
- · Expanded memory of up to 32,700 readings
- Included data logging software with graphical display for quick and easy analysis

\$259.25 USD / EACH \$305.00 USD/EACH

In Stock

Time to recalibrate?

View InnoCal Calibration Services

OFTEN BOUGHT WITH...



Extech SL400 Personal Noise Dosimeter



\$612.00 USD / EACH \$720.00 USD / EACH

Specifications & Description

Decibel (Db) Low Range (dB)

30





INCLUDES

Decibel (Db) High Range (dB)

130

Resolution (dB)

0.1

Accuracy	±1.4 dB
Response	Fast (125 millisecond), Slow (1 second)
Weighting	A, C
Humidity Range	10 to 90% RH
Meter Class	Type 2
Function	Fast/Slow, Min/Max Hold, Low/Med/Hi/auto-range, Under/Over range, A/C weighting; auto-off feature
Compliance	ANSI; IEC 61672-1 class 2
Output	USB
Data Logging	Yes
Memory	32,700 readings
Display	4-digit LCD (backlit)
Battery Type	AAA Battery (3)
Length (in)	9 1/4
Height (in)	1
Width (in)	2 1/2
Length (cm)	23.5
Height (cm)	2.7
Width (cm)	6.1
Description	Data Logging Sound Meter with NIST-Traceable Calibration

Windscreen, 3.5-mm earphone plug, screwdriver, USB cable, three AAA batteries, and NIST-traceable calibration report with data supplied by InnoCal.

KEY FEATURES

- Reliable measurements, guaranteed! Precalibrated to NISTtraceable standards
- · Meets ANSI and IEC61672-1 Class 2 standards
- Four user-selectable ranges from 30 to 130 dB provide additional flexibility
- Expanded memory of up to 32,700 readings
- Included data logging software with graphical display for quick and easy analysis
- Programmable sample rates for a wide range of applications
- · Tripod mountable-ideal for field use

MORE ABOUT THIS ITEM

The Digi-Sense data logging sound level meter provides precision sound decibel measurements for product noise certification and reduction applications. It conforms to IEC61672-1 Class 2 standards, making it ideal for OSHA and IEC surveys. Unit features A and C weighting capabilities for measuring noise levels from industrial machinery or equipment to residential/commercial environments ensuring noise level standards and compliance.

The intuitive interface makes this sound meter easy to set up and use right out of the box. Use the included software to view your sound measurement data in graphical formats as well as record and download data, via USB connectivity, to your PC for further analysis.

Additional features include Max/Min and Hold functions, overand under-range indication, fast/slow response, analog AD/DC outputs, and USB connectivity. Automatic power-off conserves battery life. Plus the NIST-traceable precalibration means you get reliable measurements right out of the box, saving you time and money!



Models 732A, 735 and CAL73

Sound Level Meters & Calibrator

Data Sheet

Whether you are testing for OSHA compliance, quieting equipment, or monitoring the roar of a stadium crowd, B+K Precision's Sound Level Meters can get the job done. The model 732A and 735 Sound Level Meters provides $30\sim130$ dB capability in three convenient measurement ranges Low, Med and Hi with an accuracy of ±1.5 dB. The meter meets the IEC 651 Type II and includes frequency weighting A & C and fast and slow time weighting. Two auxiliary ports provide either AC output, 1Vrms full scale, or DC output, 10mV /dB. With models 732A or 735, B&K Precision can meet all your sound testing needs.

Models 732A & 735

Sound Level Meters

Common features

- RS-232 Interface
- · Bargraph
- MAX/MIN function
- · Auto Ranging (30 ~ 130dB)
- · Resolution 0.1dB
- · Level Range Display
- · AC/DC Signal Output
- · Auto Power Off
- Backlit LCD

Model 735 only

- Windows Software Included
- · Clock Display
- · 32,000 Records Data Logger

\$376.00



Back Light Function

RS-232 Interface

RS-232 Software for Windows 95/98/ 2K/XP included with model 735



Model 732A

The CAL73 sound level calibrator is used to calibrate sound level meters and other sound measurement equipment. You can calibrate 1 inch diameter microphones directly and 1/2 inch microphones using 1/2 inch adapter supplied with the calibrator.

Model CAL73

Sound Level Calibrator

- · Conforms to IEC 60942 (2003) Class 2, ANSI SI.40-1984
- · 94dB and I I 4dB Sound calibrator at IKHz
- · Accurate and simple to use
- Fits I inch and 1/2 inch microphones

\$ 338,00



Model CAL73

B&K Precision Corporation



Home | Safety Products | Sound Meters | Extech SDL600 Data Logging Sound Meter with Sd Card



Extech SDL600 Data Logging Sound Meter with Sd Card

Extech - Mfr # SDL600 - Item # UX-50536-34

No Reviews Write the First Review

Records data on an SD card in Excel® format

- Built-in PC interface for easy connectivity
- Records readings with date-andtime stamp

\$630.00 USD / EACH SIGN IN FOR YOUR PRICE

. 0

In Stock

Include InnoCal
Calibration Services

\$219.00 USD / each

Specifications & Description

Resolution	0.1 dB
Accuracy	±1.4 dB
Function	Datalogging, min/max/hold, auto power-off
Display Type	LCD (backlit)
Output	Analog AC
Height (in)	3
Width (in)	9 3/4
Depth (in)	2
Depth (cm)	5.1

7.6

Height (cm)



INCLUDES

six AA batteries, SD Card, wind screen, and hard carrying case.

MORE ABOUT THIS ITEM

This sound meter allows you to store up to 99 readings manually and 20 M of readings on the included 2G SD card for easy transfer to a PC. Meter records readings with real date and time stamp and features a built-in PC interface with AC analog output capability for connection to an analyzer or recorder. Additional features include min/max and data hold, auto/manual ranging, user programmable sample rates, and auto power off.

Compliance: ANSI and IEC 61672-1 Type 2 standards

Width (cm)	24.8
Description	Data Logging Sound Meter with Sd Card

Cole-Parmer | 625 East Bunker Ct Vernon Hills, IL 60061 United States

Telephone: 1-800-323-4340 , 1-847-549-7600 | Fax: 1-847-247-2929 | Email: sales@coleparmer.com

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CHAPTER 4 - NOISE ORDINANCE

4-4-1: - Definitions:

All terminology used in this chapter shall be in conformance with applicable publications of the American National Standard Institute (ANSI) or its successor body.

(Ord. 2017-24, 4-25-2017)

4-4-2: - Weighted sound level:

Sound level meter meeting Class 1 or Class 2 requirements as defined by IEC 61672 or ANSI S1.4, and which is specified by the meter manufacturer to have a measurement level range that encompasses the noise level to be measured. When the sound level measurement is to be made indoors, a Class 1 meter may be required to check for conformance with the sound level limits because most Class 2 meters do not have a measurement level range that extends low enough.

(Ord. 2017-24, 4-25-2017)

4-4-3: - Sound level meter settings:

- A. Sound level meter shall be set to A-weighting (frequency weighting).
- B. Sound level meter shall be set to slow meter response (one-second exponential time averaging).
- C. Measured sound level shall be the maximum (Lmax) sound level, attributable to the source under investigation, which is measured during the measurement period.

(Ord. 2017-24, 4-25-2017)

4-4-4: - Measurement location:

- A. Measurement may be made anywhere within the receiving property, but must be made at least three feet (3') from any building facade or other surface.
- B. Measurement may be made at any height above grade, at or near locations that are regularly occupied by people. For example, a measurement may be made at a position three feet (3') to the exterior of a second floor window since people can be expected to occupy the second floor room.
- C. Measurement may be made inside a structure on the receiving property, in any space that is classified as inhabitable and constructed with necessary City construction permits.
- D. If measurement is to be made within a building on the receiving property, then measurement shall be made with windows, doors, and other openings to the exterior closed and measurement shall be made at least three feet (3') from floor, ceiling, and all other partitions or surfaces.
- E. If the sound source is in a public park or other public open space and sound level measurement is to be in the public park or other public open space then the measurement location shall be no closer than fifty

feet (50') from the source.

(Ord. 2017-24, 4-25-2017)

4-4-5: - Hours and levels:

A. No person shall operate or cause to be operated any source of sound in such a manner as to create a sound level which exceeds the sound level limits in table 1 of this section, as adjusted according to table 2 of this section.

TABLE 1
SOUND LEVEL LIMITS

Time of Day	Receiving Property Land Use			
	Residential	Commercial	Public Parks and Other Public Open Spaces	
Daytime (7:00 a.m 10:00 p.m.)	60 dBA	67 dBA	67 dBA	
Nighttime (10:00 p.m 7:00 a.m.)	50 dBA	67 dBA	67 dBA	

TABLE 2
ADJUSTMENTS TO SOUND LEVEL LIMITS

	Adjustment to Sound Level Limit
1. Duration of noise in any one-hour period (use 1 adjustment only):	
a. 12 minutes and longer	Add 0 dBA
b. Under 12 minutes but over 3 minutes	Add 5 dBA
c. Under 3 minutes but over 1/2 minute	Add 10 dBA

d. Under 1/2 minute	Add 15 dBA
2. Noise is impulsive in character (e.g., hammering, firearms discharge, explosions)	Subtract 5 dBA
3. Content of noise includes electronically amplified, reinforced, or reproduced voice or music	Subtract 5 dBA
4. Noise is tonal in character (e.g., hum, screech)	Subtract 10 dBA
5. If measured within a building on the receiving property per subsections 4-4-4.C and D of this chapter	Subtract <u>20</u> dBA

B. All adjustments in table 2 of this section which are relevant to the noise shall be applied. For example, if the noise source is tonal and has a duration of less than twelve (12) minutes in any one-hour period then the sound level limit shall be increased by five (5) dBA for the duration adjustment and decreased by ten (10) dBA for the tonal adjustment.

(Ord. 2017-24, 4-25-2017)

4-4-6: - Exemptions:

- A. *Emergency operations:* Emergency short-term operations which are necessary to protect the health and welfare of the citizens, such as, emergency utility and street repair, fallen tree removal or emergency fuel oil delivery shall be exempt, provided that reasonable steps shall be taken by those in charge of such operations to minimize noise emanating from the same.
- B. *Noises required by law:* The provisions of this section shall not apply to any noise required specifically by law for the protection or safety of people or property.
- C. *Powered equipment:* Powered equipment, such as lawn mowers, small lawn and garden tools, riding tractors, and snow removal equipment which is necessary for the maintenance of property is exempted between the hours of 7:00 a.m. and 10:00 p.m.
- D. *Community events:* The term "community events" shall include such things as parades, festivals, drum corps shows, sports events, Fourth of July celebrations, sanctioned or sponsored in whole or in part by local governments, schools or charitable or service organizations.
- E. *Construction or maintenance:* Noise generated by construction or maintenance activities, performed for the improvement or maintenance of real property, from 7:00 a.m. to 7:00 p.m.

(Ord. 2017-24, 4-25-2017)

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2022-

AN ORDINANCE AMENDING TITLE 7, "PUBLIC HEALTH AND SAFETY," CHAPTER 7, "NOISE CONTROL," SECTION 3, "HOURS RESTRICTED," OF THE MAPLE PARK VILLAGE CODE

ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK

Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this day of , 2022.

ORDINANCE NO. 2022-

AN ORDINANCE AMENDING TITLE 7, "PUBLIC HEALTH AND SAFETY," CHAPTER 7, "NOISE CONTROL," SECTION 3, "HOURS RESTRICTED," OF THE MAPLE PARK VILLAGE CODE

WHEREAS, the Village of Maple Park, DeKalb and Kane Counties, Illinois is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and,

WHEREAS, the President and Board of Trustees of the Village of Maple Park believe it is in the best interest of the health, safety, and welfare of its citizenry to amend the text of the Municipal Code of the Village regarding noise control and decibel levels within the Village of Maple Park.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Maple Park as follows:

SECTION 1. That Section 5-7-3: Hours Restricted of the Maple Park Village Code shall be deleted in its entirety and replaced with the following:

5-7-3: HOURS RESTRICTED:

A. Day Hours: No person shall cause or allow the emission of sound during the daytime hours upon the following days of the week:

Sunday through Thursday 7:00 A.M. to 10:00 P.M.

Friday through Saturday 7:00 A.M. to 10:30 P.M.

from any noise source which exceeds **sixty-five (65) dB**A when measured from the adjacent property line of the complainant.

B. Night Hours: No person shall cause or allow the emission of sound during nighttime hours upon the following days of the week:

Sunday through Thursday 10:00 P.M. to 7:00 A.M.

Friday through Saturday 10:30 P.M. to 7:00 A.M.

from any noise source which exceeds **fifty (50) dBA** when measured from the adjacent property line of the complainant.

C. Special Seasonal Noise Restrictions for Downtown Area: For businesses located in the Downtown area; defined for the purpose of this Section to be the area

bounded on the west by West County Line Road, on the north bounded by Kennebec Street, on the east bounded by Liberty Street, and on the south by Main Street, no person shall cause or allow the emission of sound from any noise source which exceeds **fifty (50) dBA** when measured from the adjacent property line of the complainant during the following period of time:

From April 1 to October 31:

On the First Friday of each month within this period; On the Third Saturday of each month within this period

At any hour of the day or night.

SECTION 2. Severability. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance.

SECTION 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

PASSED this	day of	, 2022, pursuant to roll call vote as follows:
AYES:		
NAYS:	_	
ABSENT:		
APPROVED this	s day of	, 2022.
SEAL		Suzanne Fahnestock, Village President
ATTEST:		
Cheryl Aldridge, Deputy	Village Clerk	

CLERK'S CERTIFICATE

STATE OF ILLINOIS)) SS		
COUNTIES OF DEKALB AND KAN	,		
I, Cheryl Aldridge, certify that of Maple Park, DeKalb and Kane Cour		nted and acting municipal dep	uty clerk
I further certify that on the Village of Maple Park passed and "PUBLIC HEALTH AND SAFETY "HOURS RESTRICTED," OF THE	approved AN OR Y," CHAPTER 7,	DINANCE AMENDING T "NOISE CONTROL," SEC	ITLE 7,
Dated at Maple Park, Illinois, t	his day of	, 2022.	
(SEAL)			
	Chery	vl Aldridge, Deputy Village Cl	erk