



# 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>

## FINANCE AND PR&D COMMITTEE AGENDA TUESDAY, JUNE 23, 2020

### Join Zoom Video Conference Meeting:

<https://us02web.zoom.us/j/89196046578?pwd=R0lNcUZhOFUxSEZ6UFFQTnZ5bEJ3dz09>

**Meeting ID: 891 9604 6578**

**Password: 798730**

**Mobile Call in Option: 1-312-626-6799**

#### 1. CALL TO ORDER

#### 2. ROLL CALL / ESTABLISHMENT OF QUORUM

3. **PUBLIC COMMENTS** - Any resident wishing to address the Board may also do so by submitting an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village will read such comments during the Public Comment portion of the meeting.

#### 4. APPROVAL OF MEETING MINUTES

- April 21, 2020
- May 26, 2020

#### 5. 2020 KANE COUNTY GRAND VICTORIA RIVERBOAT FUND GRANT AWARD ACKNOWLEDGEMENT AND GAP FUNDING REQUEST

- Risk and Resilience Assessment/Emergency Response Plan

#### 6. OTHER ITEMS

- Status of the Tax Increment Finance (TIF) District Policy

#### 7. ADJOURNMENT



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## FINANCE AND PR&D COMMITTEE MEETING MINUTES TUESDAY, APRIL 28, 2020

### Join Zoom Video Conference Meeting:

<https://us02web.zoom.us/j/87954731242?pwd=WnhiK1lGOWhjQ3NlNFplZDlldVJ5Zz09>

**Meeting ID: 879-5473-1242**

**Password: 086545**

### Mobile Call in Option:

**1-312-626-6799**

## 1. CALL TO ORDER

Chairman Higgins called the meeting to order at 7:00pm.

## 2. ROLL CALL / ESTABLISHMENT OF QUORUM

Chairman Higgins asked for a roll call. Members answering present were Trustees Fahnestock, Trustee Rebone, Trustee Ward, and Chairman Higgins.

Also present were Public Works Superintendent Lou Larson, Fire Chief Kevin Peterson, Police Chief Dean Stiegemeier, Village President Kathleen Curtis, Village Administrator Dawn Wucki-Rossbach, Village Treasurer/Accountant Cheryl Aldridge, and Village Clerk Terri D'Amato.

Members of the public attending were Kim Martin (Maple Park Public Library Director), John Peloso, Tonia Groezinger, Rita and Tom Campbell.

## 3. PUBLIC COMMENTS - *Any resident wishing to address the Board may also do so by submitting an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village will read such comments during the Public Comment portion of the meeting.*

Tonia Groezinger – Written statement received from resident Tonia Groezinger was read before the committee and entered into the official record.

Police Chief Dean Stiegemeier - Submitted a written statement to the village clerk which will be entered into the official record, as well as spoke to the committee about the financial deficits in his department and his opposition to the extension of the Impact Fee moratorium.

Fire Chief Kevin Peterson – Submitted a written statement to the village clerk which will be entered into the official record, as well as spoke to the committee about his opposition to the extension of the Impact Fee moratorium, and the need for the funds from the

Impact Fees to offset the financial shortfalls within the Fire Department. Those included only 1 FTE currently employed, and the age of the vehicles they are currently utilizing. Maple Park Public Library Director – Spoke to the committee about the library’s opposition to the moratorium extension, the financial shortfalls the library is facing, and the need for the funds from the Impact Fees collected.

#### **4. APPROVAL OF MEETING MINUTES**

#### **5. FISCAL YEAR 2021 BUDGET**

- **Budget Revisions**

Village Treasurer Aldridge presented the committee with a memo regarding Cash Flow with supporting financials, and a copy of the draft budget for discussion.

Concerns and discussion on the following items in the draft budget included:

- Treasurer Aldridge indicated that she will continue to set project priorities with Chief Stiegemeier, Administrator Wucki-Rossbach, and PW Superintendent Larson.
- Will not transfer funds from Utility Tax Fund if it is not needed.
- Clarification of funding for water department and sewer department projects with emphasis on sanitary and storm projects.
- Additional patrol officer is not in current budget.
- Employee raises have been factored in.
- Budget numbers are more conservative due to current COVID-19 pandemic.

Committee consensus was to send current copy of draft budget to full board for approval.

- **Deferral of Development Contributions (Impact Fees) from May 1 to July 1, 2020**

Taking into consideration the public comments made earlier, the committee discussed the following:

Builder was aware of the increase in fees beginning May 1, 2020.

Although not required by statute or ordinance, a letter to the builder regarding the expiration date of the fees was not sent. In spite of no official notice to the builder, it was confirmed they were aware of the expiration date of May 1, 2020.

Concern about creating slow growth due to fee implementation, but committee felt the village can’t afford additional growth without impact fees.

The village has already received approximately 6 new home building applications, with approximately 12 additional homes being spec’d out.

Consensus of the committee was to not forward to the full board the draft ordinance for consideration.

- **Revisit Development Contributions (Impact Fees)**

## **6. OTHER ITEMS**

## **7. ADJOURNMENT**

Having no further business before the committee, motion by Trustee Fahnestock with 2<sup>nd</sup> by Trustee Ward to adjourn the meeting. Motion carried by voice vote.

Meeting adjourned at 8:25p.m.

Respectfully submitted,

Terri D'Amato/Village Clerk



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## FINANCE AND PR&D COMMITTEE MINUTES TUESDAY, MAY 26, 2020

### Join Zoom Video Conference Meeting:

<https://us02web.zoom.us/j/89196046578?pwd=R0lNcUZhOFUxSEZ6UFFQTnZ5bEJ3dz09>

**Meeting ID: 891 9604 6578**

**Password: 798730**

**Mobile Call in Option:**

**+13126266799 US (Chicago)**

- 1. CALL TO ORDER**
- 2. ROLL CALL / ESTABLISHMENT OF QUORUM**
- 3. PUBLIC COMMENTS** - *Any resident wishing to address the Board may also do so by submitting an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village will read such comments during the Public Comment portion of the meeting.*
- 4. APPROVAL OF MEETING MINUTES**
  - April 28, 2020
- 5. FISCAL YEAR 2021 BUDGET**
- 6. OTHER ITEMS**
- 7. ADJOURNMENT**



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## MEMORANDUM

**TO:** Finance Committee

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** June 5, 2020

**SUBJECT:** **2020 KANE COUNTY GRAND VICTORIA RIVERBOAT FUND GRANT AWARD ACKNOWLEDGEMENT AND GAP FUNDING REQUEST – RISK AND RESILIENCE ASSESSMENT/EMERGENCY RESPONSE PLAN (RRA/ERP)**

### BACKGROUND

On March 19, 2020, Staff submitted a \$20,000 grant request to the 2020 Kane County Grand Victoria Riverboat Fund. The grant request was for a Risk and Resilience Assessment and Emergency Response Plan for Village of Maple Park potable water facilities.

On June 11, 2020, the Village received a letter stating that our funding request had been approved; however, the amount approved was only \$17,500 out of the \$20,000 requested. The letter further stated that the Riverboat Fund recognized that the \$2,500 gap between our request and the grant award could pose a challenge and asked that the Village complete the Kane County Riverboat Fund Program Post-Award Questionnaire. The questionnaire asks if the Village will fund the \$2,500 gap in order to complete the project. The Village's response to this is, yes, we will proceed and have identified the source of where the needed funds needed funds will come from.

In response to the funding gap challenge Staff has reviewed and determined that the Village would be able to fund the \$2,500 gap through the Water Improvement Fund. Staff has completed the questionnaire, see attached, and identified the Water Improvement Fund (54-00-5600 Maintenance and Repairs) as the source of the \$2,500 needed to complete the project.

The questionnaire also includes a timetable for completion of the project. We anticipate the first step of the grant process to take place at the August 4, 2020 Board Meeting where the Board will formally accept the grant award and authorize execution of the Grant Agreement.

### RECOMMENDATION

That the Finance Committee recommend that the Village Board approve the use of Water Improvement Funds (54-00-5600 Maintenance and Repairs) in the amount of \$2,500 in order to fund the balance of the Risk and Resilience Assessment/Emergency Response Plan Project.

### Attachments

June 11, 2020 Letter from Kane County Office of Community Reinvestment Requesting Application of Riverboat Funds

June 17, 2020 Completed Kane County Riverboat Fund Program Post-Award Questionnaire

# COUNTY OF KANE

## OFFICE OF COMMUNITY REINVESTMENT

Scott Berger, Director



## County Government Center

719 South Batavia Avenue

Geneva IL 60134

Fax: 630-232-3411

[www.countyofkane.org/Pages/OCR.asp](http://www.countyofkane.org/Pages/OCR.asp)

June 11, 2020

Dawn Wucki-Rossbach  
Village of Maple Park  
302 Willow Street  
Maple Park, IL 60151

Re: Application for Kane County Grand Victoria Riverboat Funds

Dear Ms. Wucki-Rossbach:

Congratulations! On behalf of Kane County, I am pleased to notify you that your application for 2020 Grand Victoria Riverboat funds has been partially approved. This decision was based on your project's eligibility under the Riverboat Program, and its responsiveness to the program's evaluation criteria.

Specifically, the county has approved funding in the amount of \$17,500 for your project involving the conduction of a Risk and Resilience Assessment and preparation of an Emergency Response Plan. Obviously, this amount is less than you had requested, making the Riverboat award from the county – in essence – a challenge grant to your organization. We recommend that you do not make any purchases until you are under agreement with the County. We are hopeful that you will be able to raise the balance of funding necessary to complete the project outlined in your original application, but we understand that may not be practical. In order to move forward, please complete and return the enclosed questionnaire so that we can determine whether you are ready to proceed. Please provide an updated summary of the funding commitments you have secured to date (including the above-mentioned Riverboat award), and answer the questions regarding how you plan to proceed with your project. Please return the completed form to [dallchris@countyofkane.org](mailto:dallchris@countyofkane.org) no later than July 24, 2020.

Again, congratulations on being selected for funding! If you have any questions regarding the questionnaire, your options for moving forward, or the Grand Victoria Riverboat Fund Program in general, please don't hesitate to call Chris Dall, who will serve as your primary point of contact at Kane County. Chris can be reached at 630-444-3048. Thank you and best wishes!

Sincerely,

A handwritten signature in blue ink that reads "Scott Berger".

Scott Berger  
Director

# KANE COUNTY RIVERBOAT FUND PROGRAM

## Post-Award Questionnaire

Please return to "[dallchris@countyofkane.org](mailto:dallchris@countyofkane.org)" by July 24, 2020

### **SECTION 1: Grantee/Project Information**

Grantee Name: Village of Maple Park

Project Name: Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP)

Contact Name: Dawn Wucki-Rossbach

Phone No. : (815) 827-3309 Email: dwrossbach@villageofmaplepark.com

### **SECTION 2: Status of Project Funding**

#### **Uses**

	<b>Amount</b>
Total Project Cost ( <i>Amount should match your application</i> )	\$ 20,000.00

#### **Committed Sources**

<b>Name of Committed Funding Source</b>	<b>Amount</b>
2020 Grant Victoria Riverboat Fund	17,500.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Kane County Riverboat Fund	\$
Total Committed Sources	\$

#### **Funding Gap**

	<b>Amount</b>
Amount Needed ( <i>Difference between "Uses" and "Committed Sources"</i> )	\$ 2,500.00

### **SECTION 3: Intent to Proceed**

1. Does your organization intend to raise the additional funding necessary to cover the "Funding Gap" identified above in order to complete the project described in your application?

Yes. (*Please answer questions 2 & 3.*)

No. We have decided to reduce our project's scope and expenses such that the "Committed Sources" identified above will cover all project expenses. We will submit a revised proposal by **August 21, 2020** describing the modified scope, budget, and



timeframe for completing the project for approval by the county. (Please disregard questions 2 & 3.)

- No. We have decided to decline the Riverboat Fund award. (Please disregard questions 2 & 3.)

2. If “yes” to question #1, please list the additional sources of funding you will pursue and the anticipated timeframe for securing funding commitments from those sources.

Name of Funding Source	Amount	Anticipated Commitment Date
Village of Maple Park – Water Improvement Fund	2,500.00	07/07/20
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total (Should equal “Funding Gap” from above)</b>	<b>\$ 2,500.00</b>	

3. Based on your anticipated timeframe for securing additional funding commitments, please provide an updated schedule for completing your project. Include key project tasks (or benchmarks) and an estimated completion date for those tasks.

Project Task	Estimated Completion Date
Release Request for Proposal (RFP) to Vendors	08/03/20
RFPs Due	08/21/20
Staff Presents RFPs and Recommended Vendor to Infrastructure Committee	09/08/20
Vendor Contract Presented to Finance Committee for Budget Review	09/22/20
Village Board Awards Contract	10/06/20
Works begins on RRA/ERP	10/15/20
Project Completion Date	01/15/21

**SECTION 4: Grantee Certification**

I, the undersigned representative of the above-named Grantee, certify that all information furnished in/with this questionnaire is true and complete to the best of the Grantee’s knowledge and belief. If any information provided herein changes following the submission of this questionnaire, the Grantee agrees to notify Kane County immediately. Further, the Grantee acknowledges that Kane County may verify any information contained in/with this questionnaire, and submission of this questionnaire constitutes the Grantee’s authorization for Kane County to complete such verification as it deems necessary.

Dawn Wucki-Rossbach  
Signature

Dawn Wucki-Rossbach  
Name (Printed)

06/17/20  
Date

Village Administrator  
Title (Printed)

Terri D'Amato is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee Meeting

Time: Jun 23, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89196046578?pwd=R0lNcUZhOFUxSEZ6UFFQTnZ5bEJ3dz09>

Meeting ID: 891 9604 6578

Password: 798730

One tap mobile

+13017158592,,89196046578#,,,,0#,,798730# US (Germantown)

+13126266799,,89196046578#,,,,0#,,798730# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 891 9604 6578

Password: 798730

Find your local number: <https://us02web.zoom.us/u/kypjM2CAm>