



# Village of Maple Park

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Approved by the Finance Committee  
on 3-15-16.

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Trustees on 4/5/16.

## FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, February 16, 2016

7:00 p.m.

Maple Park Civic Center  
302 Willow Street, Maple Park, IL

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

Chairman Terry Borg called the meeting to order at 7:01 p.m.

Village Clerk Liz Peerboom called the roll call and the following Board members were present: Trustee Terry Borg, Trustee Chris Higgins, and Trustee Kristine Dalton. Absent: Trustee Valerie Massa.

Others present: Trustee JP Dries, Public Works Director Mike Miller, Village Accountant Cheryl Aldridge, Police Chief Mike Acosta, and Village Clerk Liz Peerboom.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

### 3. APPROVAL OF FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MINUTES

- December 15, 2015

Trustee Higgins made a motion to approve the minutes of December 15, 2015, seconded by Trustee Dalton. Motion carried by voice vote.

### 4. VILLAGE BUDGET PROCESS

Village Accountant Cheryl Aldridge went over the packet of information that was distributed to the Committee. Ms. Aldridge advised that the items that will be discussed tonight are the revenues, park and gym rental fees, suspension of impact fees, and payroll rates. She also gave the Board a draft budget to review.

The committee discussed revenue pieces of the budget. Trustee Terry Borg discussed rental rates and reminded the committee that they had discussed previously the rental rates for the parks, civic center rooms, and the gym. The committee discussed what is included in the rental of Washington Park. The committee then discussed leasing prices for rooms in the Civic Center. Consensus was to tour the areas at the end of the meeting.

Trustee Higgins said that he doesn't think the village can get \$6 per square foot for any of the rooms in the civic center. The committee then discussed gym rental rates. Staff had compiled rental rates for parks and gyms from eight different municipalities. After a lengthy discussion, consensus was that the rates for the parks and the ball diamonds should be left the same, and the gym rental will stay the same. Consensus on the Civic Center Room rates would be \$4.00 per square foot per year and \$17.50 per hour if rented by the hour. There was also discussion of \$50.00 per 6 week session, which was what was charged for the Zumba classes. Consensus also was to start charging the Wednesday night basketball league. Ms. Aldridge clarified that the village will not charge the family fund to store gifts at Christmas time.

Ms. Aldridge then moved on to the suspension of fees ordinances. The committee discussed the different items that would be suspended, which were: Development contributions to the Library District; Development contributions to the Fire Protection District; Development contributions for Park Land acquisition; and Water and Sewer Connection fees. Consensus was to suspend the fees for six months.

Ms. Aldridge then moved on to expenses. The committee discussed catch basins and came to the conclusion that no money needs to be budgeted at this time, but it will be clarified with the Infrastructure Committee Chair and the Village Engineer. The committee then discussed Center Street paving. Ms. Aldridge advised that she doesn't know where the money will come from for this project. Public Works Director Mike Miller said that there are some desperate spots in town that need attention. Trustee Borg asked if pea gravel could be dumped on a road to help. Mr. Miller advised that it would be a good idea to do that. Consensus was that staff would look at other approaches.

Trustee Dries suggested adding a replacement vehicle fund because the police department needs cars and there is no money at this time for replacement of vehicles. Trustee Higgins asked that staff give them a list of vehicles and how long before those vehicles would need to be replaced. Consensus was to put in \$5,000 per year for vehicle replacement.

The next items on the list were the plow truck and the part-time snow plow driver. These items were taken care of in FY2016; therefore, nothing is to be budgeted.

Ms. Aldridge moved on to drainage on Broadway. She advised that Jeremy Lin, Village Engineer, had estimated \$65,000 for this project. She does not know where the money will come from for this project. Mr. Miller explained the drainage issue, but he doesn't know what the village can do for the resident. Trustee Dalton suggested digging out the ditch to let the water flow better. Mr. Miller advised that he would need a large tractor to dig out the ditch, but it could be possible to do. Consensus was to not budget for this project.

Ms. Aldridge discussed a quote for a leaf vacuum service, in the amount of \$18,706.00. Committee members felt that this was too much money for a leaf vacuum service. Consensus was to not budget for this project.

Ms. Aldridge talked about Spring Clean Up, but after speaking with Waste Management it was something that she was discouraging. Trustee Borg suggested educating residents

about what can and cannot be picked up. The committee discussed electronics recycling. Trustee Higgins explained that most counties are not taking televisions in their electronics recycling programs, because there is no money coming back to them for those televisions from the State of Illinois. Consensus was to not budget for this project.

Trustee Borg asked the Police Chief if there was anything the committee needs to know about police cars. Chief Acosta said that he would rather see more service in the budget than more police cars. Ms. Aldridge advised that staff increased the budget for police vehicle maintenance to \$10,000. Trustee Borg suggested borrowing money to purchase vehicles. Trustee Dries advised that some municipalities lease vehicles. Trustee Dalton suggested asking DeKalb to donate a couple of cars to Maple Park. Trustee Borg suggested spending the \$10,000 on a purchase instead of on fixing vehicles. Consensus was to keep the \$10,000 in the fund, but allow for flexibility for a different approach.

Ms. Aldridge then moved on to webmail. She advised that there were a couple of Board members that were unhappy with the email that the village currently uses. She discussed possible upgrades to Office 365 on computers that run the webmail in the office. She advised that the estimate was \$12 per email per quarter, and considering there are about 30 email accounts that is a lot of money. Trustee Higgins explained different types of email services. Consensus was not to budget for this project.

Ms. Aldridge moved on to an expense for a laptop. She does have a quote for a laptop because the laptop that is used in the Board room is going to die soon. She advised that she is not going to budget for this expense at this time, but will look at it in the future.

Ms. Aldridge then discussed tuck pointing. She would like to budget \$24,000 for tuck pointing and window replacement. She said that since the Civic Center is one of the village's few larger assets, it should be maintained. Mr. Miller advised that they would be doing six windows at approximately \$4,000 each. He added that some windows may not cost that much. After a brief discussion, consensus was to budget the \$24,000 from utility tax for this project.

Ms. Aldridge then discussed salaries. She advised that a 1% increase would only increase the budget by \$2,374. Trustee Borg asked the Police Chief if he was asking for any increases. Chief Acosta advised that he is not asking for any increases. Chief Acosta advised that they are at 64 hours per week of officer time, 27 hours per week for the Sergeant, and 40 hours per week for Chief.

Ms. Aldridge then went over the entire budget. She discussed last year's budget, this year's estimate as of April 30, and what is being proposed for the next budget. Trustee Dries asked about estimates of employee's salaries.

Trustee Higgins asked if they could add PR and marketing to the budget. He said that this came out of the Developer's Meeting in November. He mentioned sending emails to certain select groups for different situations. Ms. Aldridge said that everything that Trustee Higgins discussed can be done through Blackboard Connect. Consensus was to look at both programs and see what is best for the village.



Ms. Aldridge advised that she would go through the budget line by line at the next meeting.

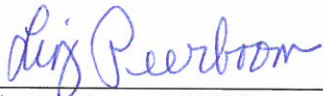
**5. DISCUSSION OF OTHER ITEMS**

None.

**6. ADJOURNMENT**

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

Meeting adjourned at 9:19 p.m.



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Liz Peerboom, CMC  
Village Clerk

Committee Members

Trustee Borg Chair  
Trustee Dalton  
Trustee Higgins  
Trustee Massa