



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

Approved by the Personnel
Committee on May 21, 2019.

Received & Filed by the Board of
Trustees on July 2, 2019.

PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, January 15, 2019

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Dries called the meeting to order at 7:05 p.m. Chairman Dries then called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Brandon Harris, and Trustee Kristine Dalton. Absent: Trustee Bart Shaver, Village Clerk Liz Peerboom.

2. **PUBLIC COMMENT** – *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.*

No public were in attendance, but Trustee Dries updated the committee on items that Mr. Dan Humme brought before the Infrastructure committee meeting the previous week. He advised that the Police Chief is working on the items.

3. APPROVAL OF MEETING MINUTES

- November 20, 2018
- December 18, 2018

Trustee Dalton made a motion to approve the meeting minutes from November 20, 2018, and December 18, 2018, seconded by Trustee Harris. Motion carried by voice vote.

4. DISCUSSION CHANGES TO EMPLOYEE HANDBOOK

Trustee Dries asked the committee to look over the changes to the employee handbook and let him know if they have any issues with it.

5. DISCUSSION OF VILLAGE ADMINISTRATOR POSITION

Trustee Dries distributed a draft job description for the part-time Village Administrator position. He added that they can't post this position until after the budget is approved. He asked the committee to look over the job description and let him know if they have any changes.

Trustee Dalton asked why one of the requirements was to represent the village at local membership meetings “when asked”. After a brief discussion, consensus was to remove “when asked.” Trustee Dries briefly went over the job description.

MINUTES

Personnel Committee Meeting

Tuesday, January 15, 2019

Page 2 of 2

Trustee Dalton asked why the Planning Commission was separate from the Board. She felt that the Board and the Planning Commission should be working together. Trustee Dries advised that the Planning Commission is a volunteer committee and they are tasked with making changes to the zoning ordinance, and they also have public hearings for zoning map amendments. Trustee Dalton said that she doesn't think the village uses the resources they have in the right way. The committee agreed that there should be more collaboration with the Board and the Planning Commission.

Trustee Dries said that the chair of the Planning Commission should be invited to the Finance & Development Committee, but that is not under the direction of the Personnel Committee.

Trustee Dries also discussed job postings for other municipalities, adding that he will bring more information to the committee from GovHR.

6. DISCUSSION OF BUDGET ITEMS

The Committee discussed a new VOIP phone system, a new internet provider, lower cost fax line, and a new server for the budget.

Trustee Dries then discussed a possible police department vehicle. He added that the police chief would like to repaint the police cars so they don't look so much like fire vehicles. Trustee Dries said that, in his opinion, he would like to purchase an SUV for the police department, adding that Ford is phasing out the Taurus.

Trustee Dries also discussed the possible purchase of a public works truck.

Trustee Dries then discussed having the police chief at a future meeting to discuss a possible purchase of Tasers. Trustee Harris said he believes that the police officers should have the tools they need to do the job.

Consensus was to ask for these vehicles to be put in the budget.

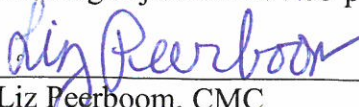
7. OTHER ITEMS FOR CONSIDERATION FOR FUTURE MEETINGS

Trustee Dries recapped the items that will be requested to be put in the budget.

8. ADJOURNMENT

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

Meeting adjourned at 7:55 p.m.



Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Brandon Harris
Trustee Bart Shaver