



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>

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, April 12, 2016

7:00 p.m.

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

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

Chairman JP Dries called the meeting to order at

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Valerie Massa, and Trustee Kristine Dalton.

Others present: 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 PERSONNEL COMMITTEE MINUTES

- February 9, 2016

Trustee Massa made a motion to approve the Personnel Committee minutes from February 9, 2016, seconded by Trustee Dalton. Motion carried by voice vote.

4. DISCUSSION OF VILLAGE ACCOUNTANT POSITION

Village Clerk Liz Peerboom advised that the Village Accountant job was posted on the IML Website, Chicagojobsonline.com, on the village website, on the village's Facebook page, and was sent to Metro West and the Northwestern Illinois Municipal Clerk's Association for distribution.

The Committee discussed several different options such as splitting the job into two part-time jobs. Trustee Dalton asked Clerk Peerboom if she would be willing to take on more hours. Clerk Peerboom advised that she had already advised the Village President that she would take on more hours temporarily until someone is hired. Trustee Dalton asked if she would be willing to go full-time if a part-time accounting clerk was hired and Lauterbach and Amen did the quarterly reporting, general ledger, bank statements, audit and budget. Ms. Peerboom advised that she would be willing to go full-time and split the duties so there would be separation and accountability.

Clerk Peerboom advised that she and the Village Accountant were having a meeting with the Village President and would discuss the suggestion and come back to the Committee with the final solution.

5. REVIEW OF EMPLOYEE HANDBOOK

Trustee Dries discussed performance reviews. Trustee Dalton said that she would like the reviewer to give the employee a score and the score correlates to the percentage increase. Trustee Dries said that he doesn't think the Board should see a performance review. Trustee Dalton would like to see the score manage the percentage increase and if the employee scores below a certain number they would not get a raise. Trustee Massa would like to see cost of living raises across the board, but also have a merit raise on top of that cost of living raise.

Consensus was to move the handbook to the full board for review.

6. REVIEW OF COMMUNICATION POLICY

Trustee Dries distributed the draft policy for the Committee's review. He advised that Blackboard Connect is still not cooperating with the village regarding the phone act.

Trustee Dries also discussed taking non-profits out of the approved list.

Trustee Massa suggested changing to paper water bills so there would be more room to add events and announcements. Consensus was that this would be too costly.

Consensus was to table the communication policy until next month.

7. DISCUSSION OF DRUG TESTING COMPANY

Trustee Dries distributed a list with quotes from three drug testing companies. The committee reviewed and discussed the quotes. Consensus was to recommend Northwestern to the full Board for approval.

8. ADJOURNMENT

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

Meeting adjourned at 8:06 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Dries, Chair Trustee Goucher
Trustee Dalton Trustee Massa



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PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, April 19, 2016
Immediately Following Town Hall Meeting
Maple Park Civic Center
302 Willow Street, Maple Park, IL

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman JP Dries called the meeting to order at 7:07 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Valerie Massa, and Trustee Kristine Dalton.

Others present: President Kathy Curtis, Trustee Terry Borg, Village Clerk Liz Peerboom, Village Accountant Cheryl Aldridge.

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. DISCUSSION OF VILLAGE ACCOUNTANT POSITION

Village Accountant Cheryl Aldridge went over some of the duties of the position.

The committee discussed several options for the new position. Three options were explored – Hiring a part-time accounting clerk and use Lauterbach and Amen to do the accountant duties at 5 hours per month; hiring a shared accounting clerk and using Lauterbach and Amen to do the accountant duties at 5 hours per week; and hiring a part-time Village Administrator and a part-time Accounting Clerk

After some discussion, consensus was to post the part-time Village Administrator position and the part-time Accounting Clerk position. In the mean time, Ms. Aldridge will follow-up with Lauterbach and Amen to clarify any conflicts with them doing the Accountant work if the situation changes. Village Clerk Liz Peerboom will work on the job descriptions.

Clerk Peerboom will post the Accounting Clerk position at \$12.00 per hour and the Village Administrator position at \$29-\$33 per hour, both at 20 hours per week.

4. ADJOURNMENT

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

Meeting adjourned at 8:35 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Dries, Chair
Trustee Dalton
Trustee Goucher
Trustee Massa

DRAFT



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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, May 10, 2016

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:00 p.m.

Village Clerk Peerboom called the roll call and the following committee members were present: Chairman JP Dries, Trustee Kristine, and Trustee Luke Goucher. Absent: Trustee Valerie Massa.

Others present: Village President Kathy Curtis, Trustee Chris Higgins, Trustee Terry Borg, Sally Eickhorst and Matt Krueger from Krueger & Associates, and Village Clerk Liz Peerboom.

2. PRESENTATION BY KRUEGER & ASSOCIATES

Sally Eickhorst and Matt Krueger were present to give an overview the services that they offer for Accounting Clerk. Started the company in 2004, has 7 employees, 4 of which are full-time, and has served the Village of Burlington for 6 years.

Mr. Krueger stated that, in the Village of Burlington, they attend meetings, do the tax levy, the budget, payroll and payroll tax forms, IMRF deposits, bank reconciliations, accounts payable, treasurer's report, and other duties.

Mr. Krueger advised that the yearly contract would be a flat fee no matter how many hours the employee works. He added that Krueger & Associates is bonded and insured.

Trustee Borg asked about their TIF experience. Mr. Krueger advised that, although they are willing to learn and have some rough knowledge of TIF, they don't have any experience with TIF. Trustee Borg asked about mileage. Mr. Krueger said that is built into the contract, so there would be no additional charges for mileage.

President Curtis asked about getting a quote for services for all the duties listed above, but then also with payroll and water billing separated out. Mr. Krueger will get the information to Trustee Dries.

President Curtis asked about building permits. Mr. Krueger advised that they don't have much experience in building permits, but they are willing to learn. Trustee Dries mentioned that Maple Park is a dual county municipality.

Trustee Borg asked about covering the office. Ms. Acors advised that she is flexible and would be willing to cover the office.

Mr. Krueger advised that he has a draft agreement and would leave it with Trustee Dries. He advised that the agreement is approved year to year.

Ms. Eickhorst and Mr. Krueger left the meeting at 7:45 p.m.

President Curtis advised the Board that her plan would be to have the Village Clerk take on payroll and utility billing and have the accounting firm pick up the rest of the accounting duties.

Trustee Goucher asked about the budget for Village Accountant. Trustee Dries advised that the budgeted amount was \$29,500 per year.

Trustee Dries suggested hiring Krueger & Associates for one year and get a plan together. He also discussed another accounting firm, which previously did accounting for Campton Hills. Trustee Dries will contact this firm and ask about a scope of services. President Curtis advised that Ms. Aldridge will be around for another two months to train. Consensus was to have Trustee Goucher negotiate with Krueger & Associates to get a contract that works for the village.

Trustee Goucher made a motion to allow him to negotiate with Krueger & Associates to get the price under \$30,000, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Goucher. Nay: None. Absent: Massa. (3-0-1)

3. DISCUSSION OF OTHER PROJECTS

None.

4. ADJOURNMENT

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

Meeting adjourned at 8:08 p.m.

Liz Peerboom, CMC
Village Clerk

RESOLUTION 2015-10 Approved: November 3, 2015

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE AN AGREEMENT WITH CMJ TECHNOLOGIES FOR IT SERVICES.

WHEREAS the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, Village has determined that it is to its advantage and best interest of the Village to avail itself of the services of CMJ Technologies, in connection with its IT Services; and,

WHEREAS, CMJ Technologies, is desirous of performing IT services for the Village; and,

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

Section 1. The Village President or a designee is hereby directed to sign the attached agreement with CMJ Technologies for IT Services.

Section 2. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on November 3, 2015.

Ayes: Borg, Dries, Goucher, Massa, Dalton

Nays: Higgins

Absent: None



Kathleen Curtis
Kathleen Curtis, Village President

ATTEST:

Elizabeth E. Peerboom
Elizabeth Peerboom, Village Clerk

Quote CMJQ1869

Valid through November 18, 2015

Prepared For:

Village of Maple Park
Kathleen Curtis
Phone: 815-827-3309
302 Willow Street
P.O. Box 220
Maple Park, IL 60151
jdries@villageofmaplepark.com

Prepared By:

Chad Jewett
Phone: 815-899-2468
Fax: 866-591-9241
Email: chad@cmjtech.net



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

QTY	Description	Picture	Unit Price	Ext Price
14	CMJ Maximum Managed Workstation - Monthly Per Workstation*		\$20.00	\$280.00
1	CMJ Maximum Managed Server - Monthly Per Server*		\$100.00	\$100.00
<p>* Price is subject to change based on the number of devices and requires purchase of pre-paid block hours. Fee includes monitoring and automated services listed below. Support and services beyond those described will be deducted from pre-paid hours.</p> <ul style="list-style-type: none"> - Remote monitoring and alerts of servers and workstations, including hardware health and critical events. - Remote access to your computers, servers, and network equipment. - Prompt response to detected issues and incidents. - IT Asset tracking and reporting. - Computer and Server OS patch monitoring and maintenance. - Approved third-party software patch monitoring and maintenance. - Computer and Server antivirus software and updates. - Security scanning of internet activity. - Content filtering of internet activity. - Server data backup monitoring. - Server battery backup monitoring (where possible). <p>Managed Services may be billed monthly via credit card or paid by check quarterly or annually. 12 Month Term Required.</p>				
1	Pre-paid block of 12 hours labor **		\$1,200.00	\$1,200.00
<p>** Prepaid hours may be utilized for service, maintenance or training at customer's discretion. Complete report of usage will be furnished through customer portal online. A minimum of one hour will be deducted for work completed onsite. Work performed remotely is deducted in quarter hour increments. When the amount of hours remaining reaches a set threshold, four hours, you will be automatically notified and given the option to purchase another block of time. If during the term of the contract, the total hours exceed the contract maximum and additional block time is not purchased, you will be billed for the excess time at the rate of \$115.00 per hour.</p>				

SubTotal: \$1,580.00
Shipping: \$0.00
Sales Tax: \$0.00
Total: \$1,580.00

Deposit Required: \$1,580.00
Plus \$380.00 Monthly (incl tax)

✦ Acceptance Detail

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions. Orders will be placed when confirmation of deposit is received.

☒ I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 170.249.76.1

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email Address kcurtis@villageofmaplepark.com

Printed Name Kathleen Curtis - Village President

Signature *****

"signatures" could include: /john smith/; /js/; /js123/, etc

Click to Accept

(Note: After accepting you will have the opportunity to provide payment.)

This document was accepted on November 4, 2015 @ 6:28 am.
An email confirmation was sent to kcurtis@villageofmaplepark.com.

✦ Payment Details

Make a Payment

[Click here to make a payment](#)

✦ Have Questions?

Quote Accepted. Have additional questions?

Submit

(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Central Standard Time UTC-06:00

This page was created using [QuoteValet](#) - The online quote delivery and acceptance vehicle for [QuoteWerks](#).



114 S California St., PO Box 115, Sycamore, IL 60178
t. 815-899-2468 f. 866-591-9241

QUOTE
CMJQ1869
Oct 21, 2015

Quoted To:

Village of Maple Park
Kathleen Curtis
302 Willow Street
P.O. Box 220
Maple Park, IL 60151

Phone 815-827-3309

Prepared By:

Chad Jewett

chad@cmjtech.net

815-899-2468



Quote Expiration Date: 11/18/2015

Description	Unit Price	Qty	Ext. Price
CMJ Maximum Managed Workstation - Monthly Per Workstation*	\$20.00	14	\$280.00
	(First Monthly Payment) \$280.00 billed Monthly		
CMJ Maximum Managed Server - Monthly Per Server*	\$100.00	1	\$100.00
	(First Monthly Payment) \$100.00 billed Monthly		

* Price is subject to change based on the number of devices and requires purchase of pre-paid block hours. Fee includes monitoring and automated services listed below. Support and services beyond those described will be deducted from pre-paid hours.

- Remote monitoring and alerts of servers and workstations, including hardware health and critical events.
- Remote access to your computers, servers, and network equipment.
- Prompt response to detected issues and incidents.
- IT Asset tracking and reporting.
- Computer and Server OS patch monitoring and maintenance.
- Approved third-party software patch monitoring and maintenance.
- Computer and Server antivirus software and updates.
- Security scanning of internet activity.
- Content filtering of internet activity.
- Server data backup monitoring.
- Server battery backup monitoring (where possible).

Managed Services may be billed monthly via credit card or paid by check quarterly or annually.

12 Month Term Required.

Pre-paid block of 12 hours labor **	\$1,200.00	1	\$1,200.00
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** Prepaid hours may be utilized for service, maintenance or training at customer's discretion. Complete report of usage will be furnished through customer portal online. A minimum of one hour will be deducted for work completed onsite. Work performed remotely is deducted in quarter hour increments. When the amount of hours remaining reaches a set threshold, four hours, you will be automatically notified and given the option to purchase another block of time. If during the term of the contract, the total hours exceed the contract maximum and additional block time is not purchased, you will be billed for the excess time at the rate of \$115.00 per hour.

Subtotal		\$1,580.00
Tax		\$0.00
Shipping		\$0.00
Grand Total		\$1,580.00
Deposit Required		\$1,580.00

NOTE: In the event of a hardware failure, replacement of faulty equipment will go through the proper warranty/RMA process. All labor performed by CMJ in the evaluation and replacement of failing equipment under manufacturer warranty shall be billed at the standard hourly rate.

Cheryl Aldridge

From: Kathleen Curtis [kcurtis@villageofmaplepark.com]
Sent: Wednesday, November 04, 2015 6:33 AM
To: Cheryl Aldridge
Subject: Fwd: QuoteValet: Thank you for your order.
Attachments: CMJQ1869_AcceptedSigned_20151104_122843.pdf

----- Original Message -----

From:
"Chad Jewett" <chad@cmjtech.net>

To:
"Kathleen Curtis" <kdries@villageofmaplepark.com>, "Kathleen Curtis - Village President"
<kcurtis@villageofmaplepark.com>

Sent:
4 Nov 2015 12:28:49 +0000
Subject:
QuoteValet: Thank you for your order.



www.cmjtech.net

815-899-2468

114 S California St., PO Box 115, Sycamore, IL 60178

Dear Kathleen Curtis,

This is an automated notification from the QuoteValet system.

Thank you for accepting quote #CMJQ1869. We sincerely appreciate your business, our sales team has been notified and we will begin processing your order.

Per the Electronic Signature Act we've attached a copy of the quote you've accepted.

Acceptance Details:

Name: Kathleen Curtis - Village President
Email Address: kcurtis@villageofmaplepark.com
Signature: *****
From IP Address: 170.249.76.1
Acceptance Key: 39e7e5d27104fc5bbebbac0f15f98298

To view or review the accepted Quote on QuoteValet at any time [Click here](#).