



# *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, January 10, 2017**

**7:00 p.m.**

**Maple Park Civic Center**

**302 Willow Street, Maple Park, IL**

**MEETING**  
**RESCEDULED TO**  
**Tuesday, January 17, 2017**

### Committee Members

Trustee Dries, Chair

Trustee Dalton

Trustee Goucher

Trustee Harris



# 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, January 17, 2017

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 7:05 p.m.

Village Clerk Liz Peerboom called the roll call and the following committee members were present: Trustee JP Dries, Trustee Kristine Dalton, and Trustee Luke Goucher.

Others present: Village Clerk Liz Peerboom.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Committee 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 MEETING MINUTES

- November 15, 2016
- December 13, 2016

Trustee Goucher made a motion to approve the meeting minutes from November 15, 2016 and December 13, 2016, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Goucher. Nay: None. Absent: Trustee Harris. (3-0-1)

### 4. DISCUSSION OF EMPLOYEE PERFORMANCE REVIEWS

The committee reviewed the new employee performance review form. Trustee Dalton suggested removing relationships with people, because customer service covers inside customers and outside customers.

Trustee Dalton made a motion to send the form to the full board for approval, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dalton, Goucher, Dries. Nay: None. Absent: Trustee Harris. (3-0-1)

### 5. DISCUSSION OF TRAVEL EXPENSE POLICY

Trustee Dries advised that he looked at two or three other communities' policies. He asked the committee to determine the amount of miles that would be considered out of town travel. The

committee discussed mileage and settled on 50 miles to be considered in town travel. The committee then discussed meal allowances and settled on \$30 per day for meals. The committee then discussed lodging. Consensus was that lodging will only be reimbursed if only pre-approved, and receipts will be required. Transportation may be provided by the village and then the village would not pay mileage. Trustee Dalton suggested requiring that the vehicle that the employee is travelling in have insurance. The committee then discussed how to restructure the policy to cover the insurance requirement.

The committee then discussed charges that will not be reimbursed; such as companion airline tickets.

Trustee Dries advised that, according to the new law, any member of the village board would need to have their travel pre-approved by roll call vote at a Board of Trustees meeting.

Consensus was to have the updated policy sent to Village Attorney Kevin Buick for review.

## **6. VEHICLES – POLICE / PUBLIC WORKS**

Trustee Dries discussed different prices received from dealers on new squad cars and a new pickup truck for Public Works. He added that the budget only allows for \$25,000 for this fiscal year, but the village can't keep putting Band-Aids on the old vehicles. He also advised that repair costs have dropped dramatically after purchasing a new vehicle.

Trustee Dries suggested purchasing a new squad and a new pickup truck in this fiscal year and then purchasing a new squad next year. The committee then discussed different financing avenues and different prices for vehicles that are financed. Trustee Dalton asked about getting a 2016, instead of 2017. She also asked about checking with Zimmerman Ford. Trustee Dries advised that he hasn't been able to match the state purchasing price.

Trustee Goucher said that he doesn't think it is that great of a deal and he would not purchase two vehicles just because of the interest rate. He is more in favor of purchasing vehicles with cash, if the village can find the cash. Trustee Dalton said that she would lean more toward getting a police car than a public works vehicle. Trustee Dries advised that public works is not in need a vehicle this year; they can wait until the money is budgeted. Consensus was to put as much money down on the vehicle and then finance the balance.

## **7. DISCUSSION OF IT ITEMS FOR 2017**

Trustee Dries distributed a list of IT items and advised that the laptop on the list has already been replaced. He added that the two computers that would be replaced would be the two office computers. Trustee Dries suggested waiting on IP phones because of the bandwidth issue.

Trustee Dries said that storage space needs to be upgraded. He advised that office staff is taking the backup to the bank every day and putting it in a safe deposit box, but with the bank closing that will not be available any longer. He then discussed different prices of the cloud storage.

Trustee Goucher said that the computers should be purchased, but he is concerned about the high labor costs. Trustee Dries will go back to CMJ and discuss the labor cost. Trustee Goucher suggested taking \$2,500 from the purchase of the vehicle to pay for the computers.

The committee also discussed email with no solutions found.

#### **8. UPDATE TO THE EMPLOYEE HANDBOOK**

Trustee Dries advised of a new law on sick leave that requires an update to the employee handbook. After some discussion, consensus was that the Village Clerk would make the changes and send to the Village Attorney, then have for committee review at the next meeting.

#### **9. ADJOURNMENT**

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

Meeting adjourned at 8:13 p.m.

---

Liz Peerboom, CMC  
Village Clerk

Committee Members:  
Trustee JP Dries, Chair  
Trustee Kristine Dalton  
Trustee Luke Goucher  
Trustee Brandon Harris



# *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, February 14, 2017**

**7:00 p.m.**

**Village of Maple Park**

**302 Willow Street, Maple Park, IL, 60151**

# *Meeting Cancelled*

The next meeting is scheduled for Tuesday, March 14, 2017.

### Committee Members:

Trustee JP Dries, Chair

Trustee Kristine Dalton

Trustee Luke Goucher

Trustee Brandon Harris

Draft



435 Borden Ave, PO Box 115, Sycamore, IL 60178  
t. 815-899-2468 f. 815-524-2559

**QUOTE**  
CMJQ2288  
Feb 23, 2017

### Quoted To:

**Village of Maple Park**  
Cheryl Aldridge  
302 Willow Street  
P.O. Box 220  
Maple Park, IL 60151

**Phone** 815-827-3309



### Prepared By:

Tim Davis

tim@cmjtech.net

**Quote Expiration Date:** 02/28/2017

Here is the quote you requested.

Description		Unit Price	Qty	Ext. Price
<input type="checkbox"/>	HP Business ProDesk 400 G2 Desktop - Intel Core i5 2.50 GHz - 8GB RAM - 256GB SSD - 6x USB Ports - Intel HD 530 Graphics - Windows 10 Pro 64-bit	\$739.00	2	\$1,478.00
				
<input type="checkbox"/>	HP Business 23" LED LCD Monitor - 1920 x 1080 - VGA - DisplayPort	\$159.99	4	\$639.96
				
<input type="checkbox"/>	Microsoft Office 2016 Home & Business (Excel, Outlook, Powerpoint, Word and OneNote)	\$229.99	2	\$459.98
<input type="checkbox"/>	New Computer Prep (Run security updates, Uninstall unnecessary programs, Install Microsoft Office, Run manufacturer updates)	\$99.99	2	\$199.98
<input type="checkbox"/>	Estimated Labor - Delivery and setup of two new desktops and monitors.	\$800.00		\$800.00

<b>Subtotal</b>		\$3,577.92
<b>Tax</b>		\$0.00
<b>Shipping</b>		\$15.00
<b>Grand Total</b>		<b>\$3,592.92</b>
<b>Deposit Required</b>		\$1,796.46

Please contact me if I can be of further assistance.