



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 AGENDA

Tuesday, May 16, 2017

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

1. MEETING CALL TO ORDER AND ROLL CALL

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.*

3. APPROVAL OF MEETING MINUTES

- March 14, 2017

4. DISCUSSION OF PARKING / NUISANCE ISSUES – REVIEW OF THE VILLAGE CODE

5. DISCUSSION OF GOLF CART ORDINANCE

6. DISCUSSION OF PURCHASING VILLAGE COMPUTERS AND A COMPUTER BACKUP SYSTEM

7. ADJOURNMENT

Committee Members:

Trustee JP Dries, Chair

Trustee Kristine Dalton

Trustee Brandon Harris



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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, March 14, 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 7:09 p.m.

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

Also 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

- January 10, 2017
- January 17, 2017
- February 14, 2017

Trustee Harris made a motion to approve the Personnel Committee meeting minutes from January 10, 2017, January 17, 2017, and February 14, 2017, seconded by Trustee Dalton. Motion carried by voice vote.

4. DISCUSSION OF TRAVEL EXPENSE POLICY

The committee discussed the updated Travel Expense policy that is now required by Illinois statute. Trustee Harris made a motion to send the Travel Expense Policy to the full Board for approval, seconded by Trustee Dalton. Motion carried by voice vote.

5. UPDATE TO THE EMPLOYEE HANDBOOK

The committee discussed updates to the Employee Handbook. Trustee Dalton suggested changing truck to vehicle on page 26 of the handbook. Consensus was to add a sentence regarding the requirement of having insurance if you are using a personal car.

This item will be further discussed at the next meeting.

6. DISCUSSION OF PURCHASING VILLAGE COMPUTERS

The committee discussed the purchase of two computers and four monitors for the village. Originally the purchase would have been for the two office employees. After some discussion, the consensus was to have one computer go to the Police Chief because his computer is worse than Cheryl's.

Trustee Dalton made a motion to approve the purchase of two computers and four monitors in the amount of \$3,592.92, seconded by Trustee Harris. Motion carried by voice vote.

This item will go to the full Board for final approval.

7. ADJOURNMENT

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

Meeting adjourned at 7:56 p.m.

Liz Peerboom, CMC
Village Clerk

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



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

Q U O T E
CMJQ2379
May 2, 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: 05/16/2017

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
 Lenovo ThinkCentre Tiny Desktop Computer - Intel Core i5 2.50 GHz - 8GB RAM - 256GB Solid State Hard Drive - 6 x Total USB Ports - Windows 7/10 Upgrade Pro 64-bit	\$799.00	2	\$1,598.00
 LG 24" LED LCD Small Format Monitor	\$169.99	4	\$679.96
 Microsoft Office 2016 Home & Business (Excel, Outlook, Powerpoint, Word and OneNote)	\$229.99	2	\$459.98
 New Computer Prep (Run security updates, Uninstall unnecessary programs, Install Microsoft Office, Run manufacturer updates)	\$99.99	2	\$199.98
 Estimated Labor - Delivery and setup of two new desktops and monitors. Changing Cheryl's old to Lou Larson	\$1,000.00		\$1,000.00
 Shipping	\$15.00	1	\$15.00

Subtotal	\$3,952.92
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$3,952.92
Deposit Required	\$1,976.46

Please contact me if I can be of further assistance.



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

QUOTE
CMJQ2201
May 2, 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:


Chad Jewett

chad@cmjtech.net

815-899-2468



Quote Expiration Date: 05/16/2017

Description	Unit Price	Qty	Ext. Price
<input type="checkbox"/> ShadowProtect Server & Cloud Backup - Monthly - Includes backup software updates and support. - 1 TB Offsite Storage (Image Based). 12 Month Term Required	\$100.00	1	\$100.00
	(First Monthly Payment) \$100.00 billed Monthly		
<input type="checkbox"/> CMJ Premier Network Device Management - Monthly Per Device - Remote monitoring and alerts of NAS, including hardware health and critical events.	\$10.00	1	\$10.00
	(First Monthly Payment) \$10.00 billed Monthly		
<input type="checkbox"/> First year monthly discount	-\$11.00 billed Monthly		
<input type="checkbox"/>  Buffalo TeraStation 2 TB NAS - 2 x 2 TB drives configured in Raid 1 for Redundancy - Gigabit Ethernet (Local Backup Destination)	\$569.99	1	\$569.99
<input type="checkbox"/> Estimated Labor - Installation and configuration of NAS and ShadowProtect local and offsite backup software on Main Server.	\$600.00		\$600.00
<input type="checkbox"/> Shipping	\$15.00	1	\$15.00

	Subtotal	\$1,294.99
Your investment in addition to the Grand Total: \$99.00 Billed Monthly	Tax	\$0.00
	Shipping	\$0.00
	Grand Total	\$1,294.99
	Deposit Required	\$647.50

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.