



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, July 18, 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 7:00pm.

Terri D'Amato called the roll call and the following Committee members were present: Trustee Dries, Trustee Dalton, Trustee Harris.

Others present: Trustee Chris Higgins, Trustee Appointee Bart Shaver.

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.*

Trustee Higgins indicated that restrictions regarding parking RV's, boats, and trailers would make it unavailable to those residents residing in townhomes and condos.

3. APPROVAL OF MEETING MINUTES

- June 20, 2017

Trustee Harris made a motion to approve the meeting minutes, seconded by Harris. Motion carried by aye vote. Aye: Dries, Dalton, Harris. Nay: None. Absent: None. (3-0-0)

4. PUBLIC WORKS JOB DESCRIPTION AND POSTING

The committee reviewed current Maple Park job description and added some suggestions from descriptions from other municipalities. Chairman JP Dries said that he would incorporate those suggestions into the current job description and bring it back to the committee for review and approval at next meeting.

5. HANDBOOK REVIEW AND JOB PERFORMANCE PROCESS

The committee reviewed the Performance Evaluations section as outlined in the current Employee Handbook. Consensus was to amend the evaluation period from January 1st to December 31st, with all employee evaluations to be completed no later than January 31st. Department Heads would then bring salary increases to Finance committee for budget review.

6. ORDINANCE REVIEW

MINUTES

Personnel and Communications Committee

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- **Ordinance 2017-09 – An ordinance amending Title 11 “Zoning Regulations,” Chapter 9 “Special Regulations,” Subsection 3 “Additional Parking Regulations,” of the Village Code of the Village of Maple Park, Illinois**

After much discussion, Trustee Harris made a motion to move the ordinance to the full Board for approval, with the inclusion of 572 Elizabeth under Section 1, 3 (h), seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Harris. Nay: None. Absent: None. (3-0-0)

- **Ordinance 2017-11 – An ordinance amending Title 11 “Zoning Regulations,” Chapter 2 “General Provision,” Subsection 3 “Accessory Building and Uses,” F. Prohibited Accessory Building,” of the Village Code of the Village of Maple Park, Illinois**

Committee consensus was to pull ordinance since definitions have been updated already.

- **Ordinance 2017-13 – An ordinance amending Title 7 “Motor Vehicles and Traffic,” Chapter 4 “Parking Regulations,” Subsection 3 “Trailer Parking Prohibited,” of the Village Code of the Village of Maple Park, Illinois**

Committee consensus was to pull ordinance since definitions have been updated already.

7. DISCUSSION ON NEW POLICE VEHICLE

The committee discussed the possibility of purchasing a new police vehicle. The committee came to the consensus that the vehicle would need to be financed. It was suggested to move the Expedition to a reserve role, to be used by the police sergeant. Chairman Dries advised that the Sheriff's department will bring over a car and an SUV sometime in August to be reviewed by the police department. Chairman Dries said he would invite Chief Ayala to next meeting for his feedback and input.

8. OTHER ITEMS

Suggestion made to consider a PT Code Enforcement employee for next budget review.

9. ADJOURNMENT

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

Meeting adjourned at 8:13pm

Liz Peerboom, CMC
Village Clerk

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

Personnel Committee Agenda



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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, August 15, 2017

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

NO QUORUM

Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Brandon Harris
Trustee Bart Shaver

Code Enforcement Officer:

- This individual is responsible for enforcement of property maintenance, building & life safety, and zoning codes.
- The Code Enforcement Officer works with citizens to resolve issues that impact the quality of life in Maple Park, including investigating violations of the Zoning regulations and Village Code. It is up to the Code Enforcement Officer to educate the citizen and encourage voluntary compliance, but this individual has the authority to order the removal or alteration of conditions or materials, which violate applicable codes and ordinances.
- Enforcement is accomplished by routine inspections of commercial and residential areas, as well as by responding to citizen complaints. Typical issues addressed by the Code Enforcement Officer include:
 - Illegal signs
 - Junk vehicles or vehicle parts stored outdoors
 - Accumulation of trash or garbage
 - Outdoor sales of merchandise without a permit
 - Lack of maintenance of fences, doors, windows, etc.
 - Failure to obtain a permit when required
 - Parking concerns or complaints
 - Pet waste, too many pets

Essential Duties and Responsibilities

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Conducts field inspection to ensure compliance with appropriate codes, ordinances and regulations.
- Investigates, reviews and responds to complaints of possible ordinance violations.
- Prepares reports of conditions for referral to proper authorities and prepares notices of violations and other similar notices.
- Interviews property and business owners, residents, and members of the public concerning violations and other code enforcement matters.
- Provides information regarding compliance with: property maintenance standards, land use, sign related ordinances.
- Assists and educate individuals on issues and corrective actions
- Issues citations for violations of the Municipal Code
- Prepares investigative documentation, including photographs required to support findings
- Maintains on-going surveillance of assigned area for zoning/code compliance
- Represents the Village in court regarding violation cases submitted for prosecution
- Performs record search to determine accuracy of data such as location, ownership, district and legal description
- Inspects signs and fences for compliance with specifications
- Issues vehicle violation notices and arranges for towing of vehicles

Job Knowledge

- Purpose of zoning, signs and related regulations and of the provisions of the Village Zoning and Ordinance codes

Skill in:

- Interpreting plans and specifications
- Gathering violation data and ownership information based on field observation and investigative questioning
- Evaluating situations and drawing conclusions
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.

Ability to:

- Manage projects and multiple priorities simultaneously
- Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Communicate and use interpersonal skills to interact with co-workers, supervisor, the general public etc, to sufficiently exchange and convey information and to receive work directions
- Convey excellent oral and written communication
- Maintain confidentiality

Education

- High school diploma or GED
- Preferred experience in zoning, code enforcement or related field to successfully perform the essential duties of the job as listed above.

Work Environment

- The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to moving mechanical parts, vibrations, loud noise, noxious odors, dusts, poor ventilation, unsanitary conditions, chemicals, oils, electricity, extreme temperatures, inadequate lighting, work space restrictions

Licenses

- This position requires a valid Illinois driver's license