



Village of Maple Park

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PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, October 16, 2018

7:00 p.m.

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 7:00 p.m.

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

Others present: Village Clerk Liz Peerboom.

2. APPROVAL OF MEETING MINUTES

- August 22, 2018
- August 27, 2018

Trustee Harris made a motion to approve the minutes from August 22, 2018, and August 27, 2018, seconded by Trustee Dalton. Motion carried by voice vote.

3. PROJECTS AND GOALS

Trustee Dries discussed some goals that the Personnel Committee could be discussing. He mentioned hiring a Village Administrator. He added that a Village Administrator could drive the projects that the village needs to follow through on. The committee discussed the logistics of hiring a Village Administrator, and what job duties would possibly look like. Trustee Dries suggested \$50 per hour for a 1099 position.

Trustee Dries would like to see a new Village Administrator to be hired with the new fiscal year, which starts May 1, 2019. He added that by January, the village might have an idea of how much the sales tax will generate.

4. BUDGET ITEMS

- IT – ITEMS FOR CONSIDERATION AND PRICING

Trustee Dries would like CMJ to come in to a meeting to discuss items that they feel need to be purchased for the village; for example, how soon will the village need to purchase a server.

Trustee Dries also discussed the possibility of purchasing IP Phones.

- **POLICE**

The committee discussed possible police car purchases. The committee also briefly discussed Public Works vehicle purchases. When discussing one of the police vehicles, Trustee Shaver offered to take that vehicle and look at it at no cost to the village.

Trustee Dries went over the projects that the Personnel Committee has completed and said that the committee has worked hard and gotten things done.

5. HANDBOOK REVIEW AND PROCESS

Trustee Dries advised that it is good to have a review of the handbook to see if anything needs to be updated. The committee reviewed and discussed the handbook. A motion to approve the new handbook will be on the November Board agenda.

6. TRUSTEE EXPECTATIONS

Clerk Peerboom distributed a document from IML for newly elected officials and the village's Trustee Guide. Trustee Dries advised that the committee will discuss trustee expectations at a future meeting.

7. OTHER ITEMS FOR CONSIDERATION FOR FUTURE MEETINGS

NEXT MEETING

- Follow-up on Village Manager Position
- CMJ Presentation
- Follow-up on Employee Handbook
- Follow-up on Trustee Expectations

8. ADJOURNMENT

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

Meeting adjourned at 8:54 p.m.

Liz Peerboom, CMC
Village Clerk

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