



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.org>

PERSONNEL COMMITTEE AGENDA

Tuesday, November 19, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

2. **PUBLIC COMMENT** – *Any resident wishing to address the Board may do so according to the guidelines set for in the “Rules for Public Comments at Public Meetings,” handout. Please complete a speaker request form and submit it to the Village Clerk.*

3. APPROVAL OF MEETING MINUTES

October 15, 2019

4. OTHER ITEMS

- A. Discussion of Part-Time Code Enforcement Officer Position
- B. Discussion of Part-Time Village Clerk Position

5. ADJOURNMENT

Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward



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PERSONNEL COMMITTEE MINUTES

Tuesday, October 15, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Suzanne Fahnestock called the meeting to order at 7:02 p.m.

Village Clerk Liz Peerboom called the roll call and the following committee members were present: Trustee Suzanne Fahnestock (chair), Trustee JP Dries, and Trustee Brandon Harris. Absent: Trustee Jen Ward* (arrived late).

Others present: Village Administrator Dawn Wucki-Rossbach, and Village Clerk Liz Peerboom.

2. PUBLIC COMMENT – *Any resident wishing to address the Board may do so according to the guidelines set for in the “Rules for Public Comments at Public Meetings,” handout. Please complete a speaker request form and submit it to the Village Clerk.*

None.

3. APPROVAL OF MEETING MINUTES

- September 17, 2019

Trustee Harris made a motion to approve the minutes from the September 17, 2019 meeting, seconded by Trustee Harris. Motion carried by voice vote.

4. ORDINANCE 2019-14 PRESIDENT PRO TEM

AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” CHAPTER 5, “VILLAGE PRESIDENT AND BOARD OF TRUSTEES,” SECTION 1, “VILLAGE PRESIDENT,” BY ADDING SUBSECTION I, “PRESIDENT PRO TEM”

This ordinance adds language to the code to allow for the most senior Trustee to take over in the President’s absence.

Trustee Dries made a motion to send Ordinance 2019-14 to the Board for approval, seconded by Trustee Harris.

Trustee Jen Ward arrived at 7:03 p.m.

Trustee Fahnestock went over changes that she would like to see in the language of the ordinance. The Committee discussed the language change.

Motion carried by roll call vote.

5. ORDINANCE 2019-15 EMERGENCY MANAGEMENT AGENCY

AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," BY ADDING CHAPTER 11, "EMERGENCY MANAGEMENT AGENCY"

This ordinance add language to the code that will create an Emergency Management Agency for the Village of Maple Park.

Trustee Dries made a motion to send Ordinance 2019-15 to the Board for approval, seconded by Trustee Ward.

Trustee Fahnestock went over a minor language change.

Motion carried by roll call vote.

6. ORDINANCE 2019-16 VILLAGE ADMINISTRATOR AND DEPARTMENT ORGANIZATION

AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," CHAPTER 6, "VILLAGE OFFICERS AND EMPLOYEES," BY ADDING SECTION 1-6-14, "VILLAGE ADMINISTRATOR," AND SECTION 1-6-15, "DEPARTMENT ORGANIZATION."

This ordinance adds language to the code that will create the Village Administrator position and establishes an organizational structure for the Village of Maple Park.

Trustee Harris made a motion to send ordinance 2019-16 to the Board for approval, seconded by Trustee Dries.

Trustee Fahnestock advised that she had minor language changes.

Motion carried by roll call vote.

7. OTHER ITEMS

Trustee Dries advised that there are still many errors in the Emergency Management document, but he added that it is a good document and it needed to be approved. Dawn told the Committee that she and the Chief are working on updating the EM document as was discussed and requested during the last Board meeting. She also said that when the document is done being updated, she will be providing each Trustee with a new copy of it, and they will be asked to turn in their binders so the updated document can be inserted. Chair Fahnestock suggested to Trustee Dries that he forward to Dawn the discrepancies he found in the document.

Trustee Dries also discussed adding credentials. Trustee Harris asked what that meant and Trustee Dries explained that, during an emergency, it would be required to show an id to get into the village. The committee then discussed different types of ids.

Trustee Dries also discussed the upcoming budget season and gave some suggestions on what might be added.

Trustee Fahnestock asked about recording of meetings, and the space that it takes up on the server. Village Clerk Liz Peerboom advised that only closed session meetings are recorded; then once those minutes are 18 months old or more (once the minutes are approved), the recordings are destroyed through resolution. She added that she does not have very many recordings on the server at this time.

Trustee Dries advised that staffing needs to be looked at. He also discussed hiring long-term employees. The committee discussed the police department and the part-time officers. Trustee Ward advised that communities that surround Maple Park pay more for their part-time officers. Village Administrator Wucki-Rossbach discussed possibly doing a salary study, and then trying to find funding to cover these new wages. The committee also discussed reasons why it is hard to find part-time officers, and the liability of hiring officers that have police officer or security positions. Chair Fahnestock stated that this will be a topic for a future Committee meeting where we can discuss reviewing the staff needs of the village, conducting a salary study and the three year plan for the Board to consider.

Trustee Harris asked if the committee list on the wall could be updated. Clerk Peerboom said that she would replace it the next day.

The committee then briefly discussed FMLA and other possible changes to the employee handbook.

8. ADJOURNMENT

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

Meeting adjourned at 7:37 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members:
Suzanne Fahnestock, Chair
Trustee JP Dries
Trustee Brandon Harris
Trustee Jen Ward

DRAFT



**VILLAGE OF MAPLE PARK
POSITION DESCRIPTION**

Title: Code Enforcement Officer (CEO)

Position Status: Part-Time

Position Reports to: Public Works Director/Building Inspector and Police Chief

FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to investigate code violations, issue letters of abatement, violation warnings, and patrol the village looking for violations.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Respond to citizen's complaints of code violations.

Inspect and investigate potential violations of village codes and other laws (ordinances) which have been reported to determine if a violation has occurred.

Proactively patrol and survey locations for code violations during the course of duties.

Research land ownership records, permitting records and past or current code violations using computer.

Prepare property liens as needed.

Prepare a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for administrative adjudication hearing preparation.

CODE ENFORCEMENT OFFICER – PART-TIME

Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.

Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.

Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of infractions of codes, ordinances and/or laws.

Works in compliance with other departments that are engaged in code compliance tasks. (i.e., Building Inspector, Public Works, Police Departments and Fire Protection District, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with fellow employees. Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

CODE ENFORCEMENT OFFICER – PART-TIME

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact on whole municipal operation.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines. Maintains cleanliness of assigned vehicle and equipment.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma or GED equivalent;

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver. Prefer ICC Property Maintenance Certification.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

CODE ENFORCEMENT OFFICER – PART-TIME

Requires one (1) year of related experience.

Requires considerable knowledge of: of street locations, geography, and Village demographics and GIS.] and applies knowledge of codes/ordinances and laws to specific situations and makes corresponding decision. Has a knowledge and acceptance of the cultural/racial diversity and demographics of a community.

Capable of conducting a thorough plan/drawing review, interpreting customer requests and working with figures.

Requires the ability to: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Requires daily attendance.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Village Clerk
Position Status: Part-Time
Position Reports to: Village Administrator
FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to perform moderately complex work related to assisting in Village Clerk related activities and the daily administrative functions of the Village's municipal office. The position may supervise another part-time clerical employee.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Attends all meetings of the corporate authorities – Village Board (including Executive Sessions), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission.

Maintain confidentiality of municipal business.

Prepares agendas and schedules meetings for Village Board (including Executive Sessions), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

Transcribes meeting minutes for all Village Board (including Executive Sessions), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

Drafts ordinances and resolutions.

Serves as the Village's Freedom of Information (FOIA) Officer.

Receives candidates' nominating papers and certify the names of all candidates to be printed on the ballot.

VILLAGE CLERK

Serves as the Village's keeper of records and is responsible for the oversight of the Village of Maple Park's State's Records Disposal permit.

Responsible for submitting the proper documentation and disposal of Village records.

Assist with the issuance of Liquor Licenses, Amusement Licenses and Tobacco Licenses.

Serves as the Office Manager and plans, establishes and implements office methods and procedures.

Ensures that office hours are covered.

Updates Village website and Facebook.

Issues animal tags and vehicle stickers.

Assist with the issuance of building permits and property maintenance letters.

Assists with enforcement of Covenants, Codes and Restrictions (CCR.)

Assist with the issuance of park, gym and facility rentals.

Order office supplies and business cards and letterhead.

Answer correspondence pertaining to Village or department business; compile various statistical reports as requested.

Assist customers with basic and complex questions over the phone, in person or by mail.

May complete daily deposits.

Issue vehicle stickers.

Serves as utility billing backup.

Picks up and processes mail.

All other related duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information.

VILLAGE CLERK

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact on whole municipal operation.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

VILLAGE CLERK

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma; prefer Associates Degree from an accredited college or university in office or business administration. Requires training in general business and administrative office procedures.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Prefer Municipal Clerk Certificate.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three (3) years of related experience.

Requires considerable knowledge of: office management or supervisory methods, practices and techniques; records and operation of the office is required; forms and procedures generally used in Village for personnel, purchasing, accounting and budgetary purposes; laws affecting the work of the assigned division or department; modern office practices, procedures and equipment; specialized terminology of the division, department or office to which assigned; spelling, punctuation and grammar.

Requires the ability to: set priorities; supervise and train subordinate employees; develop, implement and evaluate new and/or revised methods, procedures and performance standards; estimate and budget for future needs and cost of personnel, equipment and supplies; maintain complex clerical records and prepare reports of such records; read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations; write reports and routine business correspondence; effectively present information and respond to questions from managers, clients, customers, and the general public.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 25 pounds of force; moderate dexterity in operating machinery, tools, or office equipment.

Requires daily attendance in the office and numerous night meetings.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

VILLAGE CLERK

The position is exposed to extreme heat/cold; wet or humid conditions.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

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