



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

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Approved by the Personnel
Committee on 7/12/16.
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Trustees on 8/3/16.

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, May 10, 2016

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 7:00 p.m.

Village Clerk Peerboom called the roll call and the following committee members were present: Chairman JP Dries, Trustee Kristine, and Trustee Luke Goucher. Absent: Trustee Valerie Massa.

Others present: Village President Kathy Curtis, Trustee Chris Higgins, Trustee Terry Borg, Sally Eickhorst and Matt Krueger from Krueger & Associates, and Village Clerk Liz Peerboom.

2. PRESENTATION BY KRUEGER & ASSOCIATES

Sally Eickhorst and Matt Krueger were present to give an overview the services that they offer for Accounting Clerk. Started the company in 2004, has 7 employees, 4 of which are full-time, and has served the Village of Burlington for 6 years.

Mr. Krueger stated that, in the Village of Burlington, they attend meetings, do the tax levy, the budget, payroll and payroll tax forms, IMRF deposits, bank reconciliations, accounts payable, treasurer's report, and other duties.

Mr. Krueger advised that the yearly contract would be a flat fee no matter how many hours the employee works. He added that Krueger & Associates is bonded and insured.

Trustee Borg asked about their TIF experience. Mr. Krueger advised that, although they are willing to learn and have some rough knowledge of TIF, they don't have any experience with TIF. Trustee Borg asked about mileage. Mr. Krueger said that is built into the contract, so there would be no additional charges for mileage.

President Curtis asked about getting a quote for services for all the duties listed above, but then also with payroll and water billing separated out. Mr. Krueger will get the information to Trustee Dries.

President Curtis asked about building permits. Mr. Krueger advised that they don't have much experience in building permits, but they are willing to learn. Trustee Dries mentioned that Maple Park is a dual county municipality.

Trustee Borg asked about covering the office. Ms. Acors advised that she is flexible and would be willing to cover the office.

Mr. Krueger advised that he has a draft agreement and would leave it with Trustee Dries. He advised that the agreement is approved year to year.

Ms. Eickhorst and Mr. Krueger left the meeting at 7:45 p.m.

President Curtis advised the Board that her plan would be to have the Village Clerk take on payroll and utility billing and have the accounting firm pick up the rest of the accounting duties.

Trustee Goucher asked about the budget for Village Accountant. Trustee Dries advised that the budgeted amount was \$29,500 per year.

Trustee Dries suggested hiring Krueger & Associates for one year and get a plan together. He also discussed another accounting firm, which previously did accounting for Campton Hills. Trustee Dries will contact this firm and ask about a scope of services. President Curtis advised that Ms. Aldridge will be around for another two months to train. Consensus was to have Trustee Goucher negotiate with Krueger & Associates to get a contract that works for the village.

Trustee Goucher made a motion to allow him to negotiate with Krueger & Associates to get the price under \$30,000, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Goucher. Nay: None. Absent: Massa. (3-0-1)

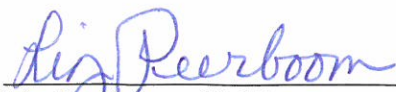
3. DISCUSSION OF OTHER PROJECTS

None.

4. ADJOURNMENT

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

Meeting adjourned at 8:08 p.m.



Liz Peerboom, CMC
Village Clerk