



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>

Approved by the Personnel Committee on 7/18/17.

Received & Filed by the Board of Trustees on 8/1/17.

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, June 20, 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 7:03 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Chairman JP Dries, Trustee Brandon Harris, and Trustee Brandon Harris.

Others present: Trustee Chris Higgins, Public Works Director Mike Miller and 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

- May 16, 2017

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

4. CONTINUED DISCUSSION OF GOLF CART RULES

Chairman Dries said that he asked the Police Chief to give some recommendations for a new policy. The committee went through the suggested changes to the code line by line.

After discussing the changes, the committee agreed to recommend changes to the code and to have the permits be required as of May 31, 2018.

5. REVIEW OF VILLAGE CODE REGULATING PARKING OF TRAILERS

Chairman Dries followed up on recommendations from the Planning Commission Public Hearing. He advised that some residents have asked to be grandfathered in if they built the approved surface for their trailer or RV under the current rules.

MINUTES

Personnel & Communications Committee

June 20, 2017

Page 2 of 3

Trustee Chris Higgins said that he called several communities, including Geneva and Batavia, and they do not prohibit parking a boat or an RV in a driveway. Trustee Harris advised that his family lives in Geneva and they do prohibit parking of an RV.

Trustee Higgins said that he has trouble with the 7-day rule. Trustee Higgins voice his opposition to the changes and said that he would like the current ordinance be enforced.

Trustee Harris said that he fishes and he owns a boat, but he realizes that owning a boat comes with the cost of storage. Trustee Higgins said that he would like the people that are not in compliance now given tickets. Trustee Harris said that the chief wants the ordinance tweaked so that he can enforce the code.

Trustee Dries will wordsmith the ordinance and send it to the Board. Trustee Harris likes the idea of working with the residents not working against them. The committee then discussed other possible changes.

6. DISCUSSION OF REPLACING A PUBLIC WORKS EMPLOYEE

Trustee Dries advised that Public Works employee Paul Johnson will be retiring at the end of the year, and he would like to hire someone that might be experienced enough to take over for Public Works Director Mike Miller when he retires.

The committee agreed that a job description will need to be written for both positions. The committee also discussed a timeline.

Trustee Harris suggested having the new employee enter data into the GIS, with the hopes of having the employee learn more about the village while doing that project. Trustee Dries asked about certifications and Mr. Miller advised that he does not have any certifications, although it would be nice if the new employee had a CDL.

Trustee Harris suggested having a 5-month review of the new employee to be sure he is ready to take that position. Trustee Dalton suggested a 3-month review and a 6-month review. Trustee Harris agreed and said that he didn't want the village to be in the situation where there is only 2 months left until Mr. Miller retires and we realize that the employee is not the person to take over the Public Works Director position.

The committee also discussed having a residency requirement for the Public Works Director or having a requirement that the person can respond within a certain amount of time. Trustee Dries advised that most communities are doing away with residency requirements. Trustee Dalton said that it would be hard for someone that lives far away to get here to plow snow during a bad snow storm.

The committee agreed on the following timeline:

- July 18th meeting – Job Description due from Mike for Paul's position for the committee to review
- Suggested items – CDL license and distance from town
- August 15th meeting – Job posting created and finalized job description

MINUTES

Personnel & Communications Committee

June 20, 2017

Page 3 of 3

- September 1st – Job posting posted
- September 19th meeting – Review of applicants and resumes
- October – Schedule interviews with candidates – Mike Miller to be included.
- November – Job offer prior to Thanksgiving week
- December 11th, - Target start date for new employee

7. FINALIZING EMPLOYEE REVIEW PROCESS

This item will be discussed at the next meeting.

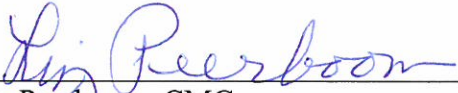
8. OTHER ITEMS

None.

9. ADJOURNMENT

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

Meeting adjourned at 8:50 p.m.



Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee JP Dries, Chair

Trustee Kristine Dalton

Trustee Brandon Harris