



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
10/17/17.

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, September 19, 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 7:00 p.m.

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

Village Clerk Liz Peerboom was absent.

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

- July 18, 2017

Trustee Harris made a motion to approve the meeting minutes from the July 18, 2017 meeting, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

- August 15, 2017

Trustee Harris made a motion to approve the meeting minutes from the August 15 meeting, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None.

4. REVIEW OF PUBLIC WORKS ASSISTANT APPLICATIONS

Chairman Dries advised that the newspaper publication was going to be over \$600, so staff decided to only place the position on the village's website and on Facebook. The committee reviewed the applications and discussed possible interview candidates.

5. REVIEW JOB DESCRIPTION FOR NEW POLICE CHIEF, PAY AND TIMELINE OF HIRE

MINUTES

Personnel and Communications Committee

September 19, 2017

Page 2 of 3

Trustee Dalton made a motion to approve the new Police Chief Job Description, pay and timeline, and move to the full Board for final approval, seconded by Trustee Shaver.

The committee reviewed the job description and discussed the pay and the timeline of the hiring process.

Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

6. REVIEW JOB DESCRIPTION FOR CODE ENFORCEMENT PERSON, PAY AND TIMELINE OF HIRE

Trustee Dalton made a motion to approve the new Code Enforcement Position Job Description, pay and timeline, and move to the full Board for final approval, seconded by Trustee Shaver.

The committee reviewed the job description and discussed the pay and the timeline of the hiring process. Chairman Dries advised that, although this position is being possibly approved, it will wait to be posted until after a new police chief is hired.

Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

7. GOLF CART ORDINANCE

- **Review seat belt requirements**
- **Discussion of Parking requirements for golf carts**

Trustee Harris made a motion to approve the draft golf cart ordinance, and move to the full Board for final approval, seconded by Trustee Dalton.

The committee discussed the draft ordinance and Chairman Dries advised that although the seat belt requirement was already in the code, it needed to be clarified and an incorrect statute number needed to be removed.

Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

Discussion of parking requirements for golf carts was tabled.

8. REVIEW AND DISCUSS CODIFIER QUESTIONS

Trustee Dalton made a motion move the draft ordinance to the full Board for approval, which would answer the codifier's questions, seconded by Trustee Shaver.

The committee discussed the draft ordinance and agreed it was important to make the changes to make the code clear.

Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

9. REVIEW OF EMPLOYEE HANDBOOK

Trustee Dalton made a motion to amend the Employee Handbook to include the addition of performance evaluations, and move to the full Board for final approval, seconded by Trustee Harris. Motion carried by roll call vote. Aye: Dries, Dalton, Harris, Shaver. Nay: None. Absent: None. (4-0-0)

10. OTHER ITEMS

None.

11. ADJOURNMENT

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

Meeting adjourned at 8:52 p.m.



Liz Peerboom, CMC
Village Clerk

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