



# Village of Maple Park

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Approved by the Personnel Committee  
on March 20, 2018.

Received & Filed by the Board of  
Trustees on 4-30-18.

## PERSONNEL & COMMUNICATIONS COMMITTEE MINUTES

**Tuesday, February 20, 2018**  
**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 7:01 p.m.

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

Others present: Police Chief Dean Stiegemeier, 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

- December 4, 2017
- January 16, 2018

Trustee Dalton made a motion to approve the meeting minutes from the December 4, 2017 meeting and the January 16, 2018 meeting, seconded by Trustee Shaver. Motion carried by voice vote.

### 4. DISCUSSION OF POLICE OPERATIONS

Trustee Dries asked the Police Chief how the operations are going in the police department. Chief Stiegemeier said that he is going through policies that need to be updated right away. The Chief also advised that on Thursday, March 8, 2018, at 5 p.m., he will be having a staff meeting, which he invited the Board to attend for the first 15-20 minutes. He would like the staff to be introduced to the Board, but he would like the Board to only be there for a short time so that the staff can speak freely without Board members there.

Trustee Dries asked if the chief had been told about the shooting range policy. Chief

Stiegemeier said that he has been made aware. Chief Stiegemeier advised that he is having problems hiring part-time police officers. He advised that there are currently eight part-time officers, but they need to have officers fill the empty spots on the shifts. He said that right now the schedule is being piece-mealed together. Chief Stiegemeier advised that he is working on posting the positions on different websites. Trustee Dalton asked about advertising at colleges that have criminal justice programs. Chief Stiegemeier advised that most of the people in those programs are not certified and or are not experienced.

Trustee Dries asked when the committee would need to look at a full-time officer for days. Chief Stiegemeier said that the population will dictate that, when the demand for services increase but right now the need is not that great. He added that it will need to be kept in the backs of the Board's minds to think about in the future.

Trustee Dalton advised that she thinks that the police department is hard to get a hold of. The village clerk will post the officer phone number on the website. Trustee Dries said that if 911 is called there is a record of the call, so his premise is that if you want an officer to respond you should call 911.

## **5. DISCUSSION OF CODE ENFORCEMENT OFFICER POSITION**

Chief Stiegemeier also distributed a draft job description for the Code Enforcement Officer. Trustee Dalton asked what the difference was between a Code Enforcement officer and a Community Service officer. Chief Stiegemeier advised that they are basically the same thing, but some municipalities have separate positions.

The committee also discussed bringing an administrative hearings officer in Maple Park.

Trustee Dalton had concerns about forming a new code enforcement officer position. Trustee Dries said that he understands her concerns but the code enforcement officer would work mainly day shift.

Trustee Dalton asked why the officers can't do property maintenance. Chief Stiegemeier advised that the process for code enforcement is time consuming, and it would take away from responding to calls. Trustee Dalton said that she doesn't think that police officers have much to do, so she was thinking this would be something they could do. Trustee Dries said that, with a part-time police department, there isn't continuity with the residents with more than one officer working on each case and an officer might only work once per month.

The committee discussed different things that can be taken care of by a code enforcement officer. The committee and the chief then discussed what the pay rate might possibly be and some of the duties might be. Chief Stiegemeier discussed administrative hearings and what the possible process might be. Consensus was that the pay rate would be \$15.00 per hour. Trustee Dries advised that the code enforcement officer could help with the GIS.

Chief Stiegemeier will send his draft job description the village clerk and she will merge

it with what she has. A draft will be distributed at the next meeting.

Trustee Dries then discussed the trailer ordinance, and other ordinances that will be enforced by the code enforcement officer.

Trustee Dries advised that the Board has put in place a review process. He said that this review process would be what would be used for raises. He also advised that this never happened for the police department and no one else has gotten reviews either.

Trustee Dries also advised that the perception to residents is that officers hang out at the bank or at Casey's. He would like to see the officers patrolling more. Trustee Dries also advised that the committee is desperately trying to find vehicles and equipment for the police department, but it has been challenging. Trustee Dries advised that the police chief car does not have a cage, because it is an administrative car, but if the chief decides that it is necessary the committee will work on retrofitting the car. Trustee Dries also discussed the need for security cameras. Chief Stiegemeier advised that he wrote a grant for a new breathalyzer, and it was delivered last week. Trustee Dries said that the committee is willing to work with the department to get the equipment they need. Trustee Dries mentioned having an auction on old equipment that is not being used.

Chief Stiegemeier advised that his top priority is getting a records management system. He said that he has been in touch with Crime Star and he thinks this records management system trumps the cameras.

Trustee Dalton asked about the drop-in center. She said that it has been closed a lot. Chief Stiegemeier advised that it has been closed a lot for weather, but it was open last weekend.

Chief Stiegemeier asked Trustee Dalton if she would like to do a ride along with an officer. She said that she would like to do that. Chief also extended that invitation to all Board members.

## **6. DISCUSSION OF GOLF CART TAGS AND INSPECTION PROCESS**

Trustee Dries advised that this was tasked to the previous Police Chief, but the ordinance and the process needs to be reviewed. He added that the whole premise of this new ordinance was safety, but the ordinance kind of went awry.

Trustee Dalton said that she thinks that if the village goes forward with this Fun Fest needs to be notified and all of their vendors need to be made aware that they need to have an inspection done. The committee discussed the inspection, the price of the tag and education. Chief Stiegemeier distributed an example of an application and inspection sheet from Pawnee, Illinois. Clerk Peerboom will make the application, inspection sheet and waiver form look like Maple Park forms and run those by the village attorney.

Consensus was that the cost of the application, inspection and sticker would be \$15.00, subject to approval by the Finance Committee and the full Board.



## 7. DISCUSSION OF PUBLIC WORKS DIRECTOR POSITION

Trustee Dalton advised that Public Works Director Mike Miller will be retiring in November 2018. He added that he will take information from the job description and work on a job posting. Trustee Dries will have the draft job description and job posting ready for the next Personnel Committee meeting.

Trustee Dalton had suggestions for Mr. Miller. She also asked about the new Public Works Assistant. Mr. Miller advised that he is doing very well. He would like to get him outside to do some project.

Public Works Director Mike Miller advised that the Building Inspector is interested in making the Public Works Director position and the Code Enforcement Officer position to be one person and give it to Lou Larson. The committee discussed the challenges of putting the two positions together.

Trustee Dries said that he would put the information together and have a timeline for the next Personnel committee meeting in March.

## 10. OTHER ITEMS

- New ongoing projects

Chief Stiegemeier also discussed replacement of security cameras because of a licensing issue. He advised that prices were obtained that were very high, but he got some lower prices.

- Budget Items

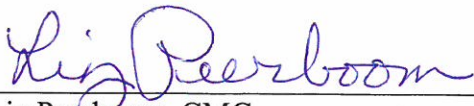
- ♦ Computers – Sergeant and board room

Chief Stiegemeier asked if there was a problem with the sergeant's computer. Trustee Dries advised that the committee was trying to replace 2 computers a year and hers is one of the last old computers.

## 11. ADJOURNMENT

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

Meeting adjourned at 9:05 p.m.

  
Liz Peerboom, CMC  
Village Clerk

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