



Village of Maple Park

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

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Approved by the Personnel Committee:
October 15, 2019
Received and Filed by Board:
December 3, 2019

PERSONNEL COMMITTEE MINUTES
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

Chairman Suzanne Fahnstock 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 Fahnstock (chair), Trustee JP Dries, and Trustee Brandon Harris.

Others present: Village Administrator Dawn Wucki-Rossbach, and Village Clerk Terri D'Amato

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 the Village Board to elect from amongst themselves on a yearly basis a Trustee to serve as “President Pro Tem” 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
Liz Peerboom, CMC
Village Clerk

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