



Village of Maple Park

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

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Approved by the Personnel Committee:
12/17/2019
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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 7:01 pm.

Acting Village Clerk Terri D'Amato called the roll and the following committee members were present: Trustee Fahnstock, Trustee Dries, Trustee Harris, and Trustee Ward.

Also present were Village Administrator Dawn Wucki-Rossbach and Acting 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.*

3. APPROVAL OF MEETING MINUTES

Motion by Trustee Harris with 2nd by Trustee Dries to approve with the following corrections:

3.) Approval of Minutes “Trustee Harris made a motion to approve the minutes from the September 17, 2019 meeting, seconded by Trustee “Ward”.

4.) Amending the description verbiage to read: “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”.

Motion carried by voice vote.

4. OTHER ITEMS

A. Discussion of Part-Time Code Enforcement Officer Position

Administrator Wucki-Rossbach presented to committee members the review of duties and survey results. Discussion that followed included:

- Inclusion in the 2020 Budget
- Having the Police Dept oversee versus the Code Enforcement Officer
- Having a vehicle to utilize to perform the job
- Possibly contracting job to outside staffing agency
- Seasonal employment vs annual employment
- Including/amending specific language in job description such as:
 1. Communication – Process for handling and pursuing adherence
 2. All other duties as assigned
 3. Specific language regarding working with the public

Consensus of committee was to have Administrator Wucki-Rossbach review all comments and suggestions with Chief Stiegemeier and Public Works Director Larson and report back to committee.

B. Discussion of Part-Time Village Clerk Position

Administrator Wucki-Rossbach presented to committee members the review of duties and survey results. Discussion that followed included:

Keep the position appointed rather than elected
Appoint village clerk FOIA officer for all requests (for continuity and accountability)

Consensus of committee was to give Administrator Wucki-Rossbach discretion and proceed with posting of position.

5. ADJOURNMENT

Having no further business to discuss, motion by Trustee Ward with 2nd by Trustee Dries to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:50pm.

Terri D'Amato
Acting Village Clerk

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