



# Village of Maple Park

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

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## PERSONNEL COMMITTEE MINUTES

Tuesday, July 21, 2020

7:00 P.M.

Maple Park Civic Center  
302 Willow Street, Maple Park, Illinois

### 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Committee Chair Suzanne Fahnstock called the meeting to order at 7:03p.m. and asked for a roll call.

Trustees answering present were Chair Trustee Fahnstock, Trustee JP Dries, and Trustee Jen Ward.

Also present were Village Administrator Dawn Wucki-Rossbach, Chief Dean Stiegemeier, and Village Clerk Terri D'Amato. Trustee Harris was absent.

2. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,”* *handout. Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting, or you may send an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.*

None heard.

### 3. APPROVAL OF MEETING MINUTES

- June 16, 2020

Motion by Trustee Ward with 2<sup>nd</sup> by Trustee Dries to approve as read. Motion carried by voice vote.

### 4. STAFFING STUDY

#### A. Staffing Summary To-Date

Administrator Wucki-Rossbach reviewed the current staffing study by reviewing the current and updated job descriptions, primary duties/responsibilities, and relative compensation of the following positions:

- Village Clerk
- Public Works Maintenance Worker
- Village Administrator

- **Code Enforcement Officer**

Discussion was had regarding what department this position will report to (Police department or Public Works), full or Part time, priority on compliance to code rather than ordinance violation importance. Consensus was to have position report to both departments, part time position with ability to issue code violations.

- **Village Clerk**

Review of current job description and duties/responsibilities was satisfactory with the committee and suggested to forward to board for final approval.

B. **Police Department Positions**

Chief Stiegemeier reviewed current call stats of officer involved calls, versus suggested staffing levels recommended. Based on current call levels and the anticipated increase in call volume, Chief Stiegemeier believes there will be a need to include another FT officer within a year.

I. **Police Chief**

II. **Police Command**

III. **Police Officer**

After discussion, consensus was to include another officer for an 8-hour shift on Sunday evenings on a seasonal level, and then budget for a permanent addition during next budget talks.

IV. **Five-Year Department Outlook for Patrol Staffing Levels**

Chief Stiegemeier would like to see this revisited on an annual basis, as the need for additional officers is expected to grow given the growth of the town.

C. **Village Accountant/Treasurer**

Consensus of committee that the verbiage in the description was acceptable.

**5. OTHER ITEMS**

**6. ADJOURNMENT**

Having no further business before the committee, motion by Trustee Dries with 2<sup>nd</sup> by Trustee Ward to adjourn. Motion carried by voice vote. Meeting adjourned at 8:12p.m.

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Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward