



# Village of Maple Park

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

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Website: <http://www.villageofmaplepark.org>

Approved: 12/1/2020

**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
MEETING MINUTES  
TUESDAY, NOVEMBER 17, 2020**

**7:00 p.m.**

**Join Zoom Video Conference Meeting**

**<https://us02web.zoom.us/j/85952806499?pwd=STMvUTNxTXgrTFhLWTcxVU4yUnVjUT09>**

**Meeting ID: 859 5280 6499**

**Password: 048656**

**Mobile Call in Option:**

**+1 312 626 6799**

**1. CALL TO ORDER**

Village President Curtis called the meeting to order at 7:01p.m.

**2. PLEDGE OF ALLEGIANCE**

Due to the meeting being held remotely, the Pledge of Allegiance was not held.

**3. ROLL CALL/QUORUM ESTABLISHED**

President Curtis asked for a roll call to establish a quorum. Those answering present were Trustee JP Dries, Trustee Suzanne Fahnestock, Trustee Brandon Harris, Trustee Christian Rebone, Village President Kathy Curtis. Trustee Jen Ward logged in at 7:08p.m. Trustee Higgins was absent.

Also present were Village Administrator Dawn Wucki-Rossbach and Village Clerk Terri D'Amato.

- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board 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. . You may also send an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

None heard.

**5. INFRASTRUCTURE ITEMS**

**A. Water System Update**

Village Administrator Wucki-Rossbach briefed the board on the water system which included:

- Work order has been submitted to replace two (2) release valves and elbows for the Waste Water Treatment Plant.
- Replacement of the release valves should clear the cloudiness in the water that has been reported.
- No IEPA violations have been found after testing was completed but will continue to monitor water quality.
- Sanitary Sewer back up was discovered on November 13<sup>th</sup> and was able to be cleared up over the weekend. A dig to further investigate the source of the backup was scheduled for Wednesday, November 18<sup>th</sup> and all homeowners affected have been notified to have their vehicles off the street before 7:00 a.m.
- President Curtis and Trustee Rebone shared kudos to Supt. Larson and his staff for the hard work and weekend staffing they put in to get this situation taken care of.
- Discussion on regular updates to the community via the village website and Facebook pages regarding these situations was suggested and will be implemented.

## 6. PERSONNEL ITEMS

### A. Village Administrator Performance Evaluation Process

Administrator Wucki-Rossbach presented the board the proposed process for the evaluation of the Village Administrator position which was developed in conjunction with Personnel Liaison Trustee Fahnstock, which was outlined in the attached memo to the board. Also included was a Performance Evaluation Form that is to be filled out by each member of the Board and submitted to the Village President who will act as the Facilitator for the process.

Discussion points included:

- Approval of the evaluation form as submitted.
- Approval of the timetable for completion as submitted.
- The evaluation form can be changed or modified as the process continues.
- Self-Assessment by the Village Administrator to be included in the final evaluation.

Board consensus was to move with confirmation on the process and evaluation form at the December 1, 2020 Village Board Meeting. Item to be added to the agenda for approval.

## 7. FINANCE ITEMS

### A. Capital Improvement Plan/Maintenance Plan (CIP/MP)

Administrator Wucki-Rossbach reviewed the Capital Improvement Plan/Maintenance Plan with the Board and Village President, explaining that any item/project more than a \$20,000 cost will be included in the Capital Improvement Plan, and any item/project less than \$20,000 will be included in the Maintenance Plan.

Comments, concerns, and discussions included:

- New Water Tower – 1-year construction plan, financing dependent on if it will be located in the TIF district or not.

### B. Financial Discussion

- i. Financial Policy – Including Debt, Fund Balance, Purchasing
- ii. Long Term Financial Forecast and Alignment with CIP/MP

- Administrator Wucki-Rossbach explained that the \$20,000 threshold has been able to be maintained, and is in alignment with the financials.
- MFT monies is always a slow build up, but it will be monitored and adjusted with the expected effects of COVID.
- Anticipating possible financial effects from COVID pandemic could possibly be felt for two to three years, but goal is always to avoid deficit spending.

Board consensus was to move the Capital Improvement Plan/Maintenance Plan to the Village Board meeting scheduled for December 1, 2020 for Board approval. Item to be added to the agenda for approval.

#### **8. VILLAGE ADMINISTRATOR REPORT**

Administrator Wucki-Rossbach informed the Board that both her and President Curtis have a meeting scheduled at 5:00 p.m. on November 20<sup>th</sup> to meet with the proposed WWTP facility landowners. Will keep the members updated on the progress.

Attended a call with Governor Pritzker's office today which outlined new Tier 3 COVID mitigations going into effect at 12:01 a.m. Friday, November 20<sup>th</sup>. Information will be uploaded to the website and Village Facebook pages to inform residents, with a link to the state's mitigation information page.

#### **9. VILLAGE PRESIDENT REPORT**

President Curtis had nothing to report.

#### **10. GOALS LIST**

Strategic Plan finalized.

Capital Improvement Plan/Maintenance Plan finalized.

#### **11. OTHER ITEMS**

##### **A. State Required Sexual Harassment Training**

Zoom presentation of the State of Illinois 2020 Sexual Harassment Prevention Training pursuant to Illinois Human Rights Act, 775 ILCS 5/2-109 to all the members was not successful. Decision to have the presentation loaded to flash drives and distributed to all members to review on their own was made. Clerk D'Amato will upload the presentation to flash drives and will be placed in their mailboxes for pick up. Deadline to review, fill out the Acknowledgment of Receipt, Certification of Participation is December 31, 2020. Documents should be returned to the Village Clerk.

#### **12. ADJOURNMENT**

Having no further business before the board, motion by Trustee Dries with 2<sup>nd</sup> by Trustee Harris to adjourn. Motion carried by voice vote.

Meeting adjourned at 8:04p.m.

Respectfully submitted,

Terri D'Amato  
Village Clerk