



# Village of Maple Park

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

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Approved by the Village of Maple Park  
Board of Trustees on 03/02/21.

**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 16, 2021  
7:00 p.m.  
MAPLE PARK CIVIC CENTER  
302 WILLOW STREET, MAPLE PARK**

**1. CALL TO ORDER**

President Curtis called the meeting to order at 7:00p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL/QUORUM ESTABLISHED**

President Curtis asked for a roll call to establish quorum. Those answering present were Village President Kathleen Curtis, Trustee Kristine Dalton, Trustee Suzanne Fahnestock, Trustee Brandon Harris, Trustee Christopher Higgins, Trustee Christian Rebone, Trustee Jen Ward.

Also present were Village Administrator Dawn Wucki-Rossbach, Police Chief Dean Stiegemeier, Village Treasurer Cheryl Aldridge, 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**

**6. PERSONNEL ITEMS**

**7. FINANCE ITEMS**

**A. Initial Fiscal Year 2021-2022 Budget Discussion**

Treasurer Aldridge presented the President and the Board with a wrap of Fiscal Year 2021 which included reports on Revenues, reviewed and shared activity in the following Village accounts

General Fund, Utility Tax Fund, TIF Fund, Road & Bridge Fund, Motor Fuel Tax Fund, Developer Escrow Fund, Water & Sewer Operating Fund, Water Improvement Fund, Sewer Improvement Fund, School Land Cash Fund.

Confirmed that Capital Improvement Plan and Maintenance Plan items are included in the 2022 Fiscal Year budget.

TIF revenue will not be finalized until budget is finalized.

2<sup>nd</sup> new Police Car is in the budget for Fiscal Year 2023

Will be purchasing 4 Starcom Radios for the Police Department

Questions/Concerns included:

- Maintenance on Wells – Maintenance has been updated and included in Capital Improvement Plan, including Well #5.
- Pond Maintenance – Aerator may need to be repaired and second one maintained as well. Confirmed that one aerator has already been repaired and that the second aerator repair is already included in budget plan.
- Employee Reviews/Evaluations – Employees aware of expectations? Salary generated by reviews?

Items to review, consider, and determine for Fiscal Year 2022 budget:

- Health Care Stipend (Reviewed annually – currently \$6,000)
  - May 1, 2019 increased to \$6,600
- Pay Rates for Employees
- Water Service Connection Fee – Leave at 50% of original fee or reinstate full fee
- Sewer Treatment Charge – Leave at 50% of original fee or reinstate full fee
- Impact Fee/Park Land – Fee Moratorium of \$2,000.00 expires 4/30/21 – Continue or expire?

Board consensus:

- Health Care Stipend – Raise to \$7,000.00
- Water Service Connection Fee – Retain at 50% of original fee
- Sewer Treatment Charge – Retain at 50% of original fee
- Impact Fee/Park Land – Continue moratorium of \$2,000.00 until June 30, 2021
- Pay Rates for Employees – Department Heads to complete Employee Evaluations, forwarded to Village President and Personnel Committee Liaison for review at next budget meeting.

## **8. VILLAGE ADMINISTRATOR REPORT**

## **9. VILLAGE PRESIDENT REPORT**

Change to Village Hall office hours beginning in March, 2021. Tuesday hours will remain 3:00 p.m. to 7:00 p.m. on the First and Third Tuesdays of the month (to coincide with the current Village Board meetings and the Committee of the Whole meetings), but will change to 9:00 a.m. to Noon on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays for subsequent Tuesdays.

## **10. OTHER BUSINESS**

### **A. Possible Gym Reopening to the Public**

Administrator Wucki-Rosbach presented to the Village President and Village Board the email received by Ms. Theresa Miller requesting permission to utilize the gym at the Civic Center in spite of the COVID shut down of all rental facilities.

Her request included the following guidelines and understandings:

- No water fountain use
- No bathroom uses
- Three (3) – five (5) children per one (1) to two (2) hour session
- Practice only, no games
- Follow COVID-19 Certification protocols similar to Kaneland School District
- Clean area after use
- Participants would complete a waiver

Guidelines recommended and to be considered by the Village:

- Complete the Village's Facility Rental Application
- Provide a Certificate of Liability Insurance naming the Village as an additional insured
- Pay the appropriate fee based on usage schedule
- Waivers must be signed by both the coaches as well as any minors under the age of 18
- Users would utilize one door for entry and exit
- Provide a gym usage schedule
- Provide documentation on which athlete used which basket and sat in which bleacher (to allow for contact tracing should an outbreak occur)
- No bathroom uses
- No water fountain use
- Must wear masks at all times, except during water breaks
- Users must bring in their own equipment
- Drop off and pick up of participants – no loitering in the gym before/after practice
- No spectators

Discussion by board members included the following:

- The Village did not budget for any potential overtime associated with the cleaning of the gym after use.
- Opening up the gym to the general public
- Possible liability to the Village (i.e., potential spread of virus)
- Enforcement of recommended guidelines

After discussion of the guidelines and concerns, board consensus, with the exception of Trustee Higgins, was to allow the use of the gym to Ms. Miller's group as a pilot basis, waive the rental fee, and open the gym for use by Maple Park children only in this group.

Trustees Ward, Rebone, and Fahnestock volunteered their services as monitors for the use of the gym by Ms. Miller's group. The Trustees will open the door to the building/gym, sign in the children utilizing the gym, collect the waivers for each individual entering, and monitor the activity during the time period they are in the gym.

## **11. GOALS LIST**

## **12. ADJOURNMENT**

Having no further business before the board, motion by Trustee Rebone with 2<sup>nd</sup> by Trustee Higgins to adjourn. Motion carried by voice vote. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Terri D'Amato  
Village Clerk