



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

BOARD OF TRUSTEES SPECIAL MEETING AGENDA
TUESDAY, OCTOBER 19, 2021
Immediately Following the Committee of the Whole Meeting
Maple Park Civic Center
302 Willow Street, Maple Park, IL

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

- 2. 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 e-mail to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

3. NEW BUSINESS

A. CONSIDERATIONS - None

B. MOTIONS

- Motion to Approve Soliciting the Request for Proposal Not to Exceed \$2,250,000 General Obligations Bonds (Alternative Revenue Source), Series 2022

4. RESOLUTIONS

A. RESOLUTION 2021-24 - A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH PELOTON INC. FOR A TEMP-TO-PERM CONVERSION HIRE FOR A PART-TIME VILLAGE CLERK

This Resolution approves an Agreement with Peloton Inc. for a temporary-to-permanent part-time Village Clerk.

4. EXECUTIVE SESSION

5. ADJOURNMENT



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 14, 2021

SUBJECT: **WATER TOWER FUNDING – REQUEST FOR PROPOSALS (RFP) FOR NOT TO EXCEED \$2,250,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022**

BACKGROUND

If the Board agrees with soliciting an RFP for general obligation bonds for an amount not to exceed \$2,250,000.00 general obligation bonds to fund the engineering and construction of the water tower, the Board should motion to work with our Registered Municipal Advisor (RMA), The Economic Development Group, LTD. and our TIF Advisor Jacob and Klein, LTD. to begin the RFP Process.

RECOMMENDATION

That the Board motion that the Village should proceed on soliciting the Request for Proposal for Not to Exceed \$2,250,000.00 General Obligation Bonds (Alternative Revenue Source), Series 2022

Attachment

Draft Request for Proposal for General Obligation Bonds

DRAFT COPY

**REQUEST FOR PROPOSALS (“RFP”) FOR
NOT TO EXCEED \$2,250,000 GENERAL OBLIGATION
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022**

Required for use by:
Village of Maple Park, Kane and DeKalb Counties, Illinois

All proposals and other communications must be addressed
and returned on behalf of the Village to:

The Economic Development Group, Ltd.
Registered Municipal Advisor (S.E.C., M.S.R.B.)
% Gwen Crawford, Vice President Financial Analysis
1701 Clearwater Avenue
Bloomington, Illinois 61704

**PROPOSALS MUST BE RECEIVED NO LATER THAN
5:00 P.M., CENTRAL TIME, ON **NOVEMBER 26, 2021.****

Background of the Borrower and Timeline

The Village of Maple Park (the “Village”) is located within Kane and DeKalb Counties, Illinois. The estimated population of the Village was 1,433 at the time of the 2020 census and it consisted of a total area of approximately 2.35 square miles. Following the establishment of the Maple Park Tax Increment Financing (“TIF”) District in 2012 (the “TIF District”), the Village has undertaken efforts to encourage development of commercial and residential areas within the community. As of tax year 2020, equalized assessed value (“EAV”) of the TIF District Redevelopment Project Area (the “Area”) has increased by **\$3,002,942** over and above the Base EAV of \$11,336,610 that existed prior to the establishment of the TIF District. As of tax year 2020, the total EAV of the Village was **\$36,171,250**. For tax year 2020 payable 2021, the TIF District is anticipated to generate **\$290,222** of total TIF real estate tax increment. As of April 30, 2021, the total ending net balance of the Special Tax Allocation Fund (the “TIF Fund”) was **\$384,924**. The Maple Park TIF District was established as a 23-year redevelopment project, continuing through tax year 2035 payable in 2036.

Proposed Use of Proceeds

The Village is planning to incur expenses for construction of a new water tower and other capital projects as further described in the Maple Park TIF District Redevelopment Plan at a total cost not to exceed **Two Million Two Hundred Fifty Thousand and 00/100 Dollars (\$2,250,000)**, including costs of issuance of the Bonds (defined herein). The Village intends to pay for the annual debt service on the proposed bonds (the “Bonds”) over a 15-year period by pledging the Village’s TIF Funds, backed by the full faith and credit and general obligation of the Village.

Village Authorization

The Village is authorized by the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4 *et. seq.*) to spend or obligate TIF Funds for the above-described public capital improvements, which are required to meet an increase in the need for public safety purposes and are in furtherance of the goals and objectives of the Maple Park TIF District Redevelopment Plan and Projects.

Pursuant to the FY 2021 Audit, as of April 30, 2021, the estimated legal debt margin of the Village is as follows:

Total Village EAV for Tax Levy (Tax Year 2020).....	\$33,168,308
Total TIF EAV Increase (Tax Year 2020).....	<u>\$3,002,942</u>
Total Village EAV with TIF EAV (Tax Year 2020).....	\$36,171,250
Statutory Debt Limitation (8.625% of EAV).....	\$3,119,770
Total General Obligation Indebtedness as of April 30, 2021	<u>\$14,949</u>
Legal Debt Margin as of April 30, 2021	<u>\$3,104,821</u>

The Bonds, when issued as an alternate revenue bond, would not be subject to such debt limit pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended.

Village Counsel, Bond Counsel and Municipal Advisor

The general corporate counsel for the Village is The Foster & Buick Law Group, LLC.

The Village also intends to engage Bond Counsel for the purpose of providing a legal opinion as to the federal tax-exempt status of the interest on and approval of the validity of the Bonds. Bond Counsel will also prepare the Village’s ordinances authorizing the issuance of the Bonds.

On August 4, 2020, The Economic Development Group, Ltd. (“EDG”) was engaged as the Village’s Independent Registered Municipal Advisor (see a copy posted online at: <https://villageofmaplepark.org/tif-info/>). The Village also intends to engage EDG as a Registered Municipal Advisor for the issuance of the Bonds as proposed herein. As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act, municipal entities are now protected by a set of rules established for registered municipal advisors by the Municipal Securities Rulemaking Board (the “MSRB”). The MSRB’s jurisdiction was expanded to include the regulation of registered municipal advisors who provide advice to municipal entities, so the Village chose to establish a municipal advisory relationship with EDG to obtain financing proposals on its behalf and to provide advice to the Village regarding the material risks, potential benefits, structure, and other information it may result from this RFP.

Services Requested and Timeline

The Village is seeking proposals from pre-qualified Underwriters and Commercial Banking Institutions for acquiring new debt financing described as follows:

Total Estimated Cost of the Project.....	\$2,250,000-\$3,000,000
Amount of Financing Needed	Not to Exceed \$2,250,000
Anticipated Project Start Date & End Date	1/1/2022 to 12/31/2022
Term of Bonds	15 Years, Semi-Annual Interest & Annual Principal Payments
Prepayment/Call Provision	Optional Redemption after 10 years
Type of Bonds	General Obligation, Tax-Exempt, Alternate Revenue Source, Draw Bonds
Expected Revenue Source of Repayment.....	Tax Increment Financing Funds
Expected Annual Revenue Available for Annual Bond Debt Service	\$282,758

Proposals in response to this RFP should include the following:

1. **Proposal to Loan Funds:** The rate or rates of interest to be paid, upfront fee statement (if any) for providing such financing and include a private placement term letter acknowledging the risks associated with the securities being purchased.
2. **Firm Overview:** A description of the firm’s general background and experience in providing financing for similar municipal projects during the last five years, as well as a brief description of the institution, including ownership structure, affiliate and subsidiary banks and municipal and public funds departments.
3. **Loan Capabilities:** The proposed timeframe for obtaining credit approval for the transaction, as well as a credit rating and rating outlook from all rating agencies. A letter acknowledging the risks associated with the securities being purchased, including representations of total assets, net worth, sophistication, and access to information, is also requested.
4. **Primary Contact:** The name and contact information for personnel who will be assigned to the Village’s transaction including all relevant staff member(s) responsible for day-to-day relationship, pricing, financial analysis, or other relevant responsibilities. Please provide a brief resume for each team member.
5. **Disclosure:** Disclosure of any professional or personal conflict of interest in providing credit services for the Village. Additionally, please describe any past (within the past three years) or present civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees that could impact your role or ability to serve the Village.

6. **Additional Information:** Any additional information that you feel will be helpful to the Village and EDG to evaluate the firm's qualifications with respect to the services requested.

Deadline and Procedures for Submitting Proposals

To be assured of consideration, Proposals must be received by The Economic Development Group, Ltd. no later than **5:00 p.m. Central Time on November 26, 2021.**

Proposals must be delivered to the following address:

The Economic Development Group, Ltd.
Registered Municipal Advisor (S.E.C., M.S.R.B.)
% Gwen Crawford, Vice President Financial Analysis
1701 Clearwater Avenue
Bloomington, Illinois 61704

Respondent must submit one (1) hardcopy original proposal at the address above and one (1) electronic copy in PDF format via email to EDG at gcrawford@tifillinois.com and a second electronic copy to Ms. Dawn Wucki-Rossbach, Village Administrator, at dwrossbach@villageofmaplepark.com. The original documents must be clearly marked as "ORIGINAL" and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all original documents in sealed envelopes or boxes.

Additional information may be obtained by contacting Gwen Crawford at The Economic Development Group, Ltd., 1701 Clearwater Avenue, Bloomington, IL 61704 (ph: (309) 664-7777; fax: (309) 664-7878; or email at gcrawford@tifillinois.com).

Village's Procedure and Right to Reject Proposals

The Village Board of the Village of Maple Park will review any responses to this RFP at its regularly scheduled Board Meeting on Tuesday, **December 7, 2021**. A decision regarding the acceptance of a proposal, if any, is anticipated to occur on or before **December 21, 2021**. The Village reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP, or upon the Village withdrawing or subsequently re-issuing a new Request for Proposals. If no Respondent is selected through this RFP process, the Village may utilize any other procurement method available to obtain the services described herein.

THE ECONOMIC DEVELOPMENT GROUP, LTD. WAS AUTHORIZED BY THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS TO PREPARE THIS REQUEST FOR FINANCING PROPOSALS ON OCTOBER 19, 2021.



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MEMORANDUM

TO: Committee of the Whole and Village President and Board of Trustees

FROM: Deputy Clerk Cheryl Aldridge

DATE: October 14, 2021

SUBJECT: RESOLUTION 2021-24 – A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH PELOTON INC. FOR A TEMP-TO-PERM CONVERSION HIRE FOR A PART-TIME VILLAGE CLERK

BACKGROUND

The Village recently hired a new Village Clerk; however, the Clerk resigned her position to return to her former employer based on the salary that was offered. The Village reviewed the prior applicants it has for the position and offered the position to another candidate based on their resume and interview performance; however, the candidate had already accepted another position that offered health insurance benefits.

The Village did not wish to pursue any other previously reviewed candidates and reviewed any additional applications and resumes that had been received. Staff determined that it would be in the best interest of the Village to consult with a temporary agency and pursue a temporary-to-hire agreement. This would mean the agency would be responsible for seeking qualified candidates. The Village could then review the resumes and interview candidates. Once a suitable candidate is determined, the Village would enter into the Agreement with the firm for 60 days. Sixty days should allow enough time to determine if the candidate is a good fit for the organization and to test the candidate's skills.

The Village contacted four (4) firms: Staff Today, Inc., The Salem Group, Inc., Peloton Inc., and GovTempsUSA, LLC. The vendor percentage and conversion from temporary-to-hire and hourly rate were compared. While GovTempsUSA had the lowest vendor percentage and the lowest conversion rate at the end of the 240 hours of work, they have not been able to provide a candidate. Peloton Inc. believes that they have a candidate that would be a good fit for the position. The total cost with Peloton Inc. is \$13,357.50, see attached Village Clerk Vendor Comparison spreadsheet. Staff would like to have two (2) vendors looking for a qualified candidate.

Staff will work with Peloton Inc. to review resumes and conduct interviews. Once a candidate has been selected, the Village President should review and then execute the Agreement with Peloton Inc. for a temp-to-perm part-time Village Clerk.

Prior to the end of the 240 hours working through Peloton Inc., the candidate will be required to complete the Village's Job Application, complete the required fingerprinting, credit and background checks. If the candidate moves through this process without any issues, the candidate will be issued a conditional offer of employment, contingent upon passing a physical and drug and alcohol screen.

RECOMMENDATION

That the Committee of the Whole discuss the proposed hiring of a temporary-to-hire part-time Village Clerk through Peloton Inc. If the Committee has no issues with arrangement, the matter will be approved at the Special Village Board Meeting immediately following the October 19, 2021 Committee of the Whole Meeting.

If the Village Board approves the Agreement, there will be no delay in starting the hiring process for a new Village Clerk.

Attachments

Temporary-to-Hire Part-Time Village Clerk Vendor Comparison

Resolution 2021-24 Authorizing the Village President to Approve an Agreement with Peloton Inc.

Peloton Inc. Agreement for a Temp-to-Perm Conversion Hire for a Part-Time Village Clerk

VILLAGE OF MAPLE PARK - TEMPORARY-TO-HIRE VILLAGE CLERK VENDOR COMPARISON

Vendor	Employee Hourly Rate	Vendor Percentage	Total Hourly Rate	Explanation of Conversion from Temp to Hire Cost	Annual Position Cost (30 Hr. X 52 Wks.)*	Conversion Cost	Estimated Cost of 240 Hours to Hire**	Total Cost^
The Salem Group, Inc.@	\$19.50	55.00%	\$30.63	20% of the annual base salary	\$30,420.00	\$6,084.00	\$7,350.00	\$13,434.00
Peloton Workforce	\$19.50	50.00%	\$29.25	25% of the annual base salary, prorated based on how long they have already worked (so approx 21%)	\$30,420.00	\$6,337.50	\$7,020.00	\$13,357.50
Staff Today, Inc.	\$19.50	33.00%	\$25.94	Depends on billable hours - Assume 240 hours (1 - 260 hours) = 20% of first year's earnings	\$30,420.00	\$6,084.00	\$6,224.40	\$12,308.40
GovTemps USA	\$19.50	40.00%	\$27.30	Two (2) weeks gross salary	\$30,420.00	\$1,170.00	\$6,552.00	\$7,722.00

Lowest total cost

Staff Recommendation

* Originally budgeted at \$18.28 X 30 X 52

**Assume we'll know in 60 days

^Total Cost = Estimated Cost + Conversion Cost

@Conversion is based on billable hours. 1 - 260 hours = 20% of total guaranteed first year's earnings.

Annual PT Village Clerk Hours	1,560	Clerk Hours YTD	146.50
Hourly Rate	\$18.28	Remaining Clerk Hrs. @ \$19.50	\$25,875.72
FY22 Budgeted Salary	\$28,516.80	TTH	(\$13,357.50)
FICA	\$2,181.54	VC available through 04/30/22	\$12,518.22
	\$30,698.34	Hours available	641.96

RESOLUTION 2021-24

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH PELOTON INC. FOR A TEMP-TO-PERM CONVERSION HIRE FOR A PART-TIME VILLAGE CLERK

WHEREAS the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, the Village has determined that the Part-Time Village Clerk position is of benefit to the Village; and,

WHEREAS, the Village Board has determined that it is to its advantage and best interest of the Village to continue to avail itself of the services in connection with its agreement with Peloton Inc. between a To-Be-Determined Date through 240 hours of work; and,

WHEREAS, Peloton Inc. is desirous of performing the service for the Village and the Agreement for a Temp-to-Perm Conversion Hire for a Part-Time Village Clerk, Attachment A is attached; and

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, as follows:

Section 1. The Village President or a designee is hereby directed to sign the attached Agreement with Peloton Inc. for a temporary-to-hire part-time Village Clerk.

Section 2. This Resolution shall be in full force and effect from and after its passage, approval.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at a Special Board Meeting held on October 19, 2021.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Suzanne Fahnestock, Village President

ATTEST:

Cheryl Aldridge, Deputy Village Clerk



Dawn Wucki-Rossbach
 Village of Maple Park
 302 Willow St
 Maple Park IL 60151

Letter Agreement for Temp, Temp-to-Perm Conversion and Direct Hire

Temp and Temp-to-Perm:

- The temporary employee hourly rate *plus 50% is the bill rate to Client for all positions filled.*
- The Temp-to-Perm fee is **25%** of the wages that the temporary employee would normally earn in his/her first year. This fee is prorated based on how long the temporary employee has already worked. For example, if the employee works Temp for 3 months the direct hire fee is 9/12's of 25% or 18.75%.
- If Client is to hire any candidate submitted from PELOTON INC., without PELOTON's knowledge within six months of submission, the Client is responsible for the full fee normally charged by PELOTON INC.
- Invoices are Due Upon Receipt.

For Direct Hire:

- The fee is 20% of the annual wage.
- Invoice is net 15 days.
- If you are unhappy with the candidate within 60 days, we will replace the candidate.
- If Client is to hire any candidate submitted from PELOTON INC., without PELOTON's knowledge, within six months of submission, the Client is responsible for the full fee normally charged by PELOTON INC.

If you agree to these terms, please sign below effective this DATE: 10/13/2021 , and we will send you a copy for your records.

 SIGNATURE

 SIGNATURE

 NAME

 NAME

 TITLE

 TITLE

 PELOTON INC.,

 COMPANY