



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 MEETING MINUTES
TUESDAY, APRIL 5, 2016
IMMEDIATELY FOLLOWING THE PUBLIC HEARING
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK**

1. CALL TO ORDER

President Kathy Curtis called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Village Clerk Liz Peerboom called the roll call and the following Board members were present: Village Clerk Liz Peerboom called the roll call and the following Board members were present: President Kathy Curtis, Trustee Luke Goucher, Trustee Kristine Dalton, Trustee Valerie Massa and Trustee Chris Higgins. Absent: Trustee Terry Borg, and Trustee JP Dries.

Others present: Police Chief Mike Acosta, Police Sergeant Tony Ayala, Village Attorney Kevin Buick, Public Works Director Mike Miller and Village Clerk Liz Peerboom.

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.*

None.

5. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

All items listed on the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member, in which event the item(s) will be removed from the Consent Agenda. Prior to a vote on the Consent Agenda, members of the public may request that a Trustee have an item removed from the Consent Agenda.

- a) Approval of Board Minutes
 - Board Meeting – March 1, 2016

- b) Receive and File

- Finance Committee Minutes – February 16, 2016
- Infrastructure – February 23, 2016
- Water Report for February 2016

c) Acceptance of Cash and Investment Report as of February 29, 2016

d) Approval of Bills Payable and Manual Check Register

ACCOUNTS PAYABLE:	\$44,116.90
MANUAL CHECKS:	10,245.06
TOTAL:	<u>\$54,361.96</u>

Trustee Goucher, made a motion to approve the consent agenda, seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Goucher, Massa, Dalton, Higgins.
Nay: None. Absent: Borg, Dries. (4-0-2)

6. FINANCIAL REPORT

None.

7. COMMITTEE REPORTS

- Personnel & Communications – JP Dries, Chair

None.

- Finance & Public Relations & Development – Terry Borg, Chair

None.

- Infrastructure – Luke Goucher, Chair

None.

8. LEGAL REPORT

Village Attorney Kevin Buick spoke about a contact for a possible annexation.

9. POLICE DEPARTMENT REPORT

President Curtis discussed a possibility of purchasing a vehicle for the Police Department. Sergeant Ayala explained that he found the vehicle on Craig's list and Honest Automotive has looked over the vehicle and said that it is in top shape. Sgt. Ayala added that the vehicle has much of the equipment installed that would be needed for Maple Park. This vehicle is for sale for \$5,000.

Village Engineer Jeremy Lin arrived at 7:05 p.m.

President Curtis advised that there are funds that have been identified for this purchase.

Consensus was to allow the Police Department to get more information about this purchase to be approved at the next meeting.

Police Chief Mike Acosta advised that on Friday they will host Kops and Kids at the Movies in the new movie room.

10. PUBLIC WORKS REPORT

Public Works Director Mike Miller advised that he has been working on fixing the fountains in the pond at Heritage Hills. He added that he is trying to patch some streets, but has been hampered by the weather. He is also getting calls about sidewalks.

11. ENGINEERING REPORT

Village Engineer Jeremy Lin advised that he has been working on various issues with the Infrastructure Committee.

12. OLD BUSINESS

13. NEW BUSINESS

a) RESOLUTIONS

- 1) **RESOLUTION 2016-05 SHARING OF LOCAL SALES TAX INFORMATION**
A RESOLUTION SUPPORTING THE ABILITY OF MUNICIPALITIES TO SHARE LOCAL SALES TAX INFORMATION WITH OUTSIDE PROFESSIONALS FOR THE VILLAGE OF MAPLE PARK

Trustee Goucher made a motion to approve Resolution 2016-05 "A Resolution Supporting the Ability of Municipalities to Share Local Sales Tax Information with Outside Professionals for the Village of Maple Park, seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Dalton, Higgins, Goucher, Massa. Nay: None. Absent: Borg, Dries. (4-0-2)

- 2) **RESOLUTION 2016-06 FOSTER & BUICK AGREEMENT**
A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE AN AGREEMENT WITH THE FOSTER & BUICK LAW GROUP FOR VILLAGE LEGAL SERVICES.

Trustee Goucher made a motion to approve Resolution 2016-06 "A Resolution Authorizing the Village President or her designee to approve an agreement with the Foster & Buick Law Group for Village Legal Services," seconded by Trustee Massa. Motion carried by roll call vote. Aye: Higgins,

Goucher, Massa, Dalton. Nay: None. Absent: Borg, Dries. (4-0-2)

b) ORDINANCES

1) ORDINANCE 2016-06 APPROPRIATION ORDINANCE (THE BUDGET)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS.

Trustee Massa made a motion to approve Ordinance 2016-06 "An Ordinance Adopting the Annual Appropriation for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017, in the Village of Maple Park, Kane and DeKalb Counties, Illinois, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Goucher, Massa, Dalton, Higgins, Curtis. Nay: None. Absent: Borg, Dries. (5-0-2)

14. VILLAGE PRESIDENT REPORT

None.

15. TRUSTEE REPORTS

None.

16. EXECUTIVE SESSION – Employment / Appointment Matters 5 ILCS 120/2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Goucher made a motion to go into executive session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity as provided for in 5 ILCS 120/2(c)(1), seconded by Trustee Massa. Motion carried by roll call vote. Massa, Dalton, Higgins, Goucher. Nay: None. Absent: Borg, Dries. (4-0-2)

Meeting closed to the public at 7:20 p.m.

Returned from closed session at 7:43 p.m.

17. MATTERS REFERRED FROM EXECUTIVE SESSION

None.

18. ADJOURNMENT

Trustee Goucher made a motion adjourn the meeting, seconded by Trustee Dalton.
Motion carried by voice vote.

Meeting adjourned at 7:44 p.m.

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PUBLIC HEARING

VILLAGE OF MAPLE PARK, ILLINOIS, KANE AND DEKALB COUNTIES, FOR THE PURPOSE OF PUBLIC DISCUSSION OF THE FY2017 APPROPRIATIONS MINUTES

**Maple Park Civic Center
302 Willow Street, Maple Park
7:00 P.M.
Tuesday, April 5, 2016**

1. CALL TO ORDER

President Kathy Curtis called the public hearing to order at 7:00 p.m.

2. ROLL CALL

Village Clerk Liz Peerboom called the roll call and the following Board members were present: President Kathy Curtis, Trustee Luke Goucher, Trustee Kristine Dalton, Trustee Valerie Massa and Trustee Chris Higgins. Absent: Trustee Terry Borg, and Trustee JP Dries.

Others present: Police Chief Mike Acosta, Sergeant Tony Ayala, Village Attorney Kevin Buick, Public Works Director Mike Miller, and Village Clerk Liz Peerboom.

3. PUBLIC HEARING

ORDINANCE 2015-06 FY2017 APPROPRIATIONS ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS.

President Kathy Curtis advised the Board that the appropriations included the following:

Total Revenue – \$1,263,167

Total Expenses – 1,289,271

There were no questions or public comments.

4. ADJOURNMENT

President Curtis adjourned the public hearing at 7:01 p.m.



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Approved by the Personnel
committee on 4/12/16.

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING AGENDA

Tuesday, February 9, 2016

7:00 p.m.

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

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman JP Dries called the meeting to order at 7:03 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Chairman JP Dries, Trustee Kristine Dalton, and Trustee Luke Goucher. Absent: Trustee Valerie Massa.

Others present: Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

3. APPROVAL OF PERSONNEL COMMITTEE MINUTES

- December 8, 2015

Trustee Goucher made a motion to approve the Personnel Committee minutes from December 8, 2016, seconded by Trustee Dalton. Motion carried by voice vote.

4. REVIEW OF EMPLOYEE HANDBOOK

Trustee Dries distributed a draft of the employee handbook with changes discussed so far. He suggested having a date where performance reviews. Consensus was to use February 1 through January 31 as the timeframe for performance reviews. Trustee Dalton suggested defining that the raise is based on the performance review. It was determined that the handbook does cover that. Consensus was that performance reviews will begin February 1, 2016.

Trustee Dries suggested adding something about cell phones being part of their compensation. Consensus was that this was not an issue. Trustee Dries then discussed electronic communications. He added that the employee handbook from Cortland has a small paragraph that speaks to using email for derogatory or illegal use. Consensus was that the paragraph covered what they wanted it to cover, but Trustee Goucher pointed out

that the Village's handbook has the language they need. Trustee Dalton thinks that they should keep in language about not breaking any laws in the use of email.

The committee discussed certain aspects of the handbook and handed it off to the Clerk to make the changes and send to the committee in the final form.

Trustee Dries will be working on finalizing the drug testing company and will bring that back to the committee.

5. REVIEW OF COMMUNICATION POLICY

Trustee Dries distributed a draft Communication Policy for the committee to review. He had also gotten input from the Village Clerk and the Village Accountant.

Trustee Dalton said that she was concerned about not letting the Soup Bowl use the system. Trustee Goucher suggested having a non-governmental exemption list. The committee discussed certain instances where a non-governmental organization would be able to use the system. It was agreed that the Village President could make a decision at her discretion to add an organization to the list. The list will also be reviewed on an annual basis. Trustee Dries made some notes for language to add to the policy and consensus was to move this item to the March Board meeting.

6. ADJOURNMENT

Trustee Dalton made a motion to adjourn the meeting, seconded by Trustee Goucher. Motion carried by voice vote.

Meeting adjourned at 7:45 p.m.

Liz Peerboom, CMC
Village Clerk



Village of Maple Park

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

Approved by the Infrastructure
Committee on 4/26/16.

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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, March 22, 2016

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Luke Goucher called the meeting to order at 7:05 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee Luke Goucher, Trustee Chris Higgins, Trustee JP Dries and Trustee Terry Borg.

Others present: Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

3. APPROVAL OF MEETING MINUTES

• February 23, 2016

Trustee Dries made a motion to approve the minutes from the February 23, 2016 meeting, seconded by Trustee Higgins. Motion carried by voice vote.

Trustee Goucher advised that the agenda items would be juggled around because Village Engineer Jeremy Lin will be available by phone by about 7:15 or so.

4. SEWER RECAPTURE RATE / WATER & SEWER RATES

Trustee Goucher asked the Committee members to familiarize themselves with the current rates, adding that the Akrabawi recapture fee will expire in August 2016. Trustee Goucher also distributed a sample ordinance from Elburn for the Committee to review. He said that he would work with the Village Accountant to discuss actual costs.

Trustee Dries asked where the initial \$4,500 came from. The consensus was that it came from the original annexation agreement. The Committee then discussed rates.

Trustee Goucher asked the Committee if they would like to leave the amount at zero to get some houses built or if they would like to set an amount that would come directly to the village.

Trustee Goucher advised that he wasn't expecting any solutions tonight; he was just giving information to the Committee so that they could come back in the future with some ideas.

At 7:22 p.m., the Village Clerk called Jeremy Lin and put him on speaker phone.

The Committee discussed the possibility of changing the permit fee structure. Trustee Borg said he would like to figure out what fund the money is going to.

Trustee Goucher asked Mr. Lin what a price of a new plant would be. Mr. Lin said that he has gotten that information for the village in the past. He advised that to double the waste water treatment plant capacity, it would be approximately \$4 million.

Trustee Dries asked if the other facility would be closed. Mr. Lin advised that the old facility would indeed be closed. Trustee Goucher asked what the additional cost would be to close down the existing plant. Mr. Lin said that the closing of the old plant is in that figure, adding that that area could be used as a possible sludge storage area.

Trustee Borg asked about costs associated with the water/sewer ordinance. He advised that there are three separate sewer charges and the Board has waived two of those charges. He suggested simplifying those fees. He also asked about waiving fees for industry. Village Clerk Liz Peerboom clarified that the fees that were waived are only for residential.

Trustee Borg asked Mr. Lin if he could explain why there are three different sewer charges. Mr. Lin also said that he was confused about the extra charges also. He said that typically there is one sewer connection charge that covers all the costs involved.

The Committee members discussed the history of the sewer treatment plant and the sanitary sewer project on the old side of town.

Trustee Borg suggested raising property taxes for debt service so that homeowners can take a tax deduction on the debt service. Trustee Goucher said that taxes are already high enough in Maple Park, cautioning against raising taxes. Trustee Dries talked about a sales tax increase, but he didn't feel that a referendum for a sales tax increase would pass.

Trustee Goucher asked the Village Clerk to gather information on connection fees from surrounding communities. He also asked for the water rate survey to be sent to the Committee members.

Trustee Borg asked how much money would need to be put down for a water or sewer project. Mr. Lin advised that you don't need to put money down on a loan; it would be more for a grant, which would usually be 20%.

Mr. Lin discussed certain grants that could help the village.

5. MAINTENANCE LIST

Trustee Goucher asked if there were any updates to the maintenance list. Mr. Lin advised that he emailed a new list and it was distributed to the Committee. There were two items that will be added to the list.

Trustee Borg asked about crack sealing in Heritage Hills. Trustee Goucher said that pothole maintenance could be added to the list. Trustee Borg advised that Public Works Director Mike Miller had concerns at the Finance Committee meeting about the roads. Trustee Goucher asked that the minutes from the Finance Committee be sent to Mr. Lin.

Trustee Borg asked about tarring a road and putting down gravel. Mr. Lin advised that you could do that for a village funded road but not a Motor Fuel Tax funded road. Trustee Dries suggested doing that on a road that is village funded and only has one or two residents on the road. He specifically mentioned Maiden Lane, Pine Street and sections of Virgil. The committee discussed abandoning those roads. Trustee Higgins advised that those roads had at least one driveway.

6. GRANT DISCUSSION

Trustee Goucher asked for an update on possible grants from Village Engineer Jeremy Lin.

Mr. Lin said that he spoke to Kane County and the process has not started yet for this year, they are waiting on federal funding. It could start in about a month. Mr. Lin advised that based on census data, the project may not qualify, but could focus more on income standards. Mr. Lin said that the village could possibly get a grant on a portion of the project. Trustee Goucher asked Mr. Lin to keep the committee updated on the qualification for the grant.

Trustee Goucher asked if the village could go for a DeKalb County grant at the same time and would they have the same times lines for applications. Mr. Lin said that he has been concentrating on Kane County, but he will get information on the DeKalb County grant process.

Trustee Dries asked if it would be best to start on the DeKalb side. Mr. Lin said that yes, it would be best to start on the DeKalb County side. Mr. Lin said that it depends on when the county gets their allocation as to when the grant process starts. Mr. Lin advised that it would be a good idea to revisit the Department of Agriculture grants.

The committee hung up with Jeremy Lin at 8:05 p.m.

7. OTHER ITEMS

None.

8. ADJOURNMENT

Trustee Borg made a motion to adjourn the meeting, seconded by Trustee Dries. Motion carried by voice vote.

Meeting adjourned at

Liz Peerboom, CMC
Village Clerk

Committee Members
Trustee Goucher, Chair
Trustee Borg
Trustee Dries
Trustee Higgins

MAPLE PARK COMMUNITY WATER SUPPLY

MONTH OF March 2016

ITEM #1 ADDITION OF OR ABANDONMENT OF WATER SYSTEM EQUIPMENT

Description (Including quantity and location)

Remarks including IEPA Operating Permit # 0890500

ITEM #2 and #3 -

WELL WATER LEVELS, PUMPING RATES AND DISCHARGE PRESSURES, RAW WATER SAMPLES, SYSTEM PRESSURE DATA,
HOURS WELL PUMPS RAN DURING MONTH AND TOTAL WATER PUMPED

Date	Well Number	Nonpumping Level*	Pumping Rate	Pumping Level*	Pump Setting*	Hours Pump Ran/mo.	Gallons Water Pumped/mo.
	#4	200	190.97	200		62.4	715000
	#5	146.2	132.76	67.1		69.9	1815000

SYSTEM PRESSURE DATA

Total Water pumped by system 2530000
Average Gallons/day 81612
Peak day Gallons 143000

Signed Robert O'Connor
Date 11-7-2016

Certificate No. 6438

Estimated Fund Balance
through April 30, 2016

	Beginning Balance	Revenues	Expenditures	Ending Balance	Est Balance Budget	Better/(Worse)
General Fund	\$274,133	\$542,485	\$701,015	\$115,603	\$172,847	-\$57,244
Other Funds:						
Utility Tax Fund	526,757	61,401	71,317	516,841	537,964	(21,123)
TIF District Fund	-	8,945	6,143	2,802	2,879	(77)
Road & Bridge Fund	50,809	43,730	56,024	38,515	14,510	24,005
Motor Fuel Tax Fund	175,928	28,095	169,718	34,305	38,234	(3,929)
Totals	753,494	142,171	303,202	592,463	593,587	(1,124)
Water & Sewer Funds						
Water & Sewer Operating Fund	232,415	334,536	420,868	146,083	207,729	(61,646)
Water Improvement Fund	70,025	52,077	16,547	105,555	113,409	(7,854)
Sewer Improvement Fund	225,280	10,378	-	235,658	238,762	(3,104)
Totals	527,720	396,991	437,415	487,296	559,900	(72,604)
Village Totals	\$1,555,347	\$1,081,647	\$1,441,632	\$1,195,362	\$1,326,334	-\$130,972

Estimated Cash Balances for April 30, 2016

	03/31/16 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	04/30/16 Check Run	Estimated 04/30/16 Balance	
Old Second Checking	65,057.34	(500.00)	190,243.11	(24,710.74)	(38,098.07)	(72,621.62)	119,370.02	N/A
First Midwest	245,630.22						245,630.22	0.03%
TIF Funds	5,026.90		(2,224.68)				2,802.22	N/A
Illinois Funds	860,278.81		(152,252.92)				708,025.89	N/A
CD	250,000.00						250,000.00	0.12%
	1,425,993.27	(500.00)	35,765.51	(24,710.74)	(38,098.07)	(72,621.62)	1,325,828.35	

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 743
wednesday April 27, 2016

SYS TIME:13:40

[NW1]

DATE: 04/27/16

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 TONY AYALA			159.61	
REIMB. 04/22/16	01-30-8400	REIMBURSEMENT FOR PLATES		103.00
REIMB. 4/7/16	12-00-8413	HOT DOGS, BUNS, KETCHUP, MUSTARD		56.61
01 AZAVAR AUDIT			7.30	
11830	01-10-5390	OTHER PROFESSIONAL SERVICES		7.30
01 BANNER UP SIGNS			207.00	
61834	01-30-5600	GRAPHICS FOR NEW SQUAD		207.00
01 KEVIN BROWN			48.00	
61719	01-30-5900	DOOR DECALS		48.00
01 CASEY'S GENERAL STORES, INC.			392.99	
03312016	01-30-5250	GASOLINE		392.99
01 CMJ TECHNOLOGIES, INC.			1200.00	
8151	01-10-5390	OTHER PROFESSIONAL SERVICES		1200.00
01 COMMONWEALTH EDISON			3493.46	
01470771920416	01-50-5730	STREET LIGHTIN		256.76
04981420460416	52-20-5730	LIFT STATION - EL		80.60
07981520020316A	52-10-5730	WELL-ELECTRIC		1548.83
16200260210316A	52-20-5730	WWTP - ELECTRIC		819.77
46651550400416	01-50-5730	UTILITIES		756.81
57780150120416	01-20-5730	HERITAGE HILLS POND		30.69
01 C.O.P.S. INC.			307.49	
33437	01-30-5300	UNIFORM EXPENSE		247.99
687	01-30-5300	UNIFORM EXPENSE		59.50
01 COUNTY LINE CUSTOMS & COLLISIO			1430.00	
A3005D60	01-30-5600	MAINTENANCE & REPAIR		990.00
D243B185	01-30-5600	MAINTENANCE & REPAIR		440.00
01 C.S.R.BOB CAT, INC.			350.00	
123956	01-20-5600	MAINTENANCE & REPAIR		350.00
01 DEKALB COUNTY ECONOMIC DEVELOP			300.00	
04082016	01-10-5570	DUES AND MEMBERSHIPS		300.00
01 DE LAGE LANDEN PUBLIC FINANCE			242.75	
49773898	01-10-5160	COPIER&POSTAGE MACHINE LEASE		242.75
01 THE ECONOMIC DEVELOPMENT GROUP			1964.28	
Q1 BILLING	13-00-8417	FIRST QUARTER BILLING		1964.28
01 ELEVATOR INSPECTION SERVICE CO			295.00	
59214	01-40-5900	WHEELCHAIR LIFT INSP		295.00
01 THE FOSTER & BUICK LAW GROUP,			962.50	
04/20/16	01-10-5330	LEGAL SERVICES		962.50
01 FRONTIER			541.75	
8158273286 0416	01-30-5700	TELEPHONE		143.93
8158273309 0416	01-10-5700	TELEPHONE		248.76
8158273710 0416	52-10-5700	TELEPHONE		51.86
8158275039 0416	52-20-5700	TELEPHONE		45.27
8158275069 0416	52-20-5700	TELEPHONE		51.93
01 HACH CO.			451.69	
9858489	52-10-5600	SERVICE AGREEMENT		146.00

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 743
Wednesday April 27, 2016

SYS TIME:13:40

[NW1]

DATE: 04/27/16

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
9858600	52-10-5110	CHEMICALS		305.69
01 HAWKINS, INC. 3867772	52-10-5110	CHEMICALS	222.30	222.30
01 DENNIS M. LEXA 6016	01-30-5600	CHEVY IMPALA - MAINTENANCE	1101.40	268.71
6040	01-30-5600	OIL CHANGE - CHIEF'S CAR		40.24
6042	01-30-5600	NEW SQUAD MAINTANENCE		792.45
01 ICMA-RC 16411	01-10-5390	401 ADMINISTRATION FEE	250.00	250.00
01 ILLINOIS ENVIRONMENTAL PROTECT 03152016	52-20-5870	IEPA LOAN - PRINCIPAL	48506.62	27898.00
03152016	52-20-5880	IEPA LOAN - INTEREST		2056.27
03152016-W1	52-10-5886	IEPA LOAN - PRINCIPAL		12587.04
03152016-W1	52-10-5888	IEPA LOAN - INTEREST		5965.31
01 STATE SURPLUS PROPERTY REVOLVI LESO	01-30-5570	LESO PROGRAM	300.00	300.00
01 STATE FIRE MARSHAL 5125074339	01-40-5900	CONVEYANCE REGISTRATION	100.00	100.00
01 ILLINOIS PAPER & COPIER CO. IN219943	01-10-5200	OFFICE SUPPLIES	982.72	982.72
01 JACOB & KLEIN, LTD. Q1 BILLING	13-00-8417	FIRST QUARTER BILLING	260.40	260.40
01 JCM UNIFORMS, INC. 718876	01-30-5600	Name tags for New Sergeant	30.95	30.95
01 LINTECH ENGINEERING, INC. 422	01-10-5320	ENGINEERING SERVICES	807.50	807.50
01 LOWE'S 04172016	01-40-5600	MAINTENANCE & REPAIR	912.39	13.24
04172016	01-40-5900	OTHER EXPENSE		270.01
04172016	01-40-5600	MAINTENANCE & REPAIR		130.96
04172016	01-50-5900	OTHER EXPENSE		7.56
04172016	01-40-5600	MAINTENANCE & REPAIR		490.62
01 MAPLE PARK LIBRARY 2163555	01-30-5900	MOVIE LICENSE	342.00	342.00
01 METRO WEST COUNCIL OF GOVERNME 2520	01-10-5920	BOARD MEETING	785.00	35.00
2553	01-10-5570	DUES AND MEMBERSHIPS		750.00
01 MIDWEST SALT 1591948	52-10-5110	TONS ROCK SALT	2699.71	2699.71
01 NICOR 331314100040416	01-50-5730	SHOP GAS	925.29	42.29
399087100050416	01-40-5730	UTILITIES		883.00
01 NORTH EAST MULTI-REGIONAL 204564	01-30-5560	TRAINING	665.00	665.00
01 SHAW SUBURBAN MEDIA 1169848	01-10-5900	PUBLIC HEARING NOTICE	69.00	69.00
01 QUILL CORPORATION			86.96	

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 743
Wednesday April 27, 2016SYS TIME:13:40
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
5131898	01-10-5200	OFFICE SUPPLIES		86.96
01 CURRAN CONTRACTING COMPANY			325.20	
10481	01-50-5620	COLD PATCH ASPHALT		201.60
19441	01-50-5620	STREET MAINTENANCE		123.60
01 SUBURBAN LABORATORIES, INC.			116.00	
133311	52-20-5335	TEST EXPENSE		116.00
01 HD SUPPLY WATERWORKS, LTD.			560.24	
F200933	52-10-5100	GENERAL SUPPLIES		560.24
01 VERIZON WIRELESS			194.12	
9764049890	01-10-5700	TELEPHONE		64.14
9764049890	01-30-5700	TELEPHONE		14.83
9764049890	01-30-5700	TELEPHONE		114.05
9764049890	52-20-5700	TELEPHONE		1.10
01 VERIZON WIRELESS			25.00	
APRIL	01-10-5700	MILLER - CELL		25.00
** TOTAL CHECKS TO BE ISSUED			72621.62	

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 743
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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01		GENERAL FUND	15184.41	
12		UTILITY TAX	56.61	
13		TIF DISTRICT	2224.68	
52		WATER & SEWER FUND	55155.92	
***		GRAND TOTAL ***	72621.62	
		TOTAL FOR REGULAR CHECKS:	71,167.48	
		TOTAL FOR DIRECT PAY VENDORS:	1,454.14	

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
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DATE: 04/27/16

A/P MANUAL CHECK POSTING LIST
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01 VANTAGEPOINT TRANSFER AGENTS-#04/07/16	020041	1571.66		
998 04/07/16	01-00-2150	ICMA PAYABLE	1331.97	
998 04/07/16	01-20-5030	PENSION EXPENSE	48.97	
998 04/07/16	01-30-5030	PENSION EXPENSE	91.29	
998 04/07/16	01-50-5030	PENSION EXPENSE	48.97	
998 04/07/16	52-10-5030	PENSION EXPENSE	25.23	
998 04/07/16	52-20-5030	PENSION EXPENSE	25.23	
01 VANTAGEPOINT TRANSFER AGENTS-#04/21/16	020114	1571.66		
997 4/21/16	01-00-2150	ICMA PAYABLE	1331.97	
997 4/21/16	01-20-5030	PENSION EXPENSE	48.97	
997 4/21/16	01-30-5030	PENSION EXPENSE	91.29	
997 4/21/16	01-50-5030	PENSION EXPENSE	48.97	
997 4/21/16	52-10-5030	PENSION EXPENSE	25.23	
997 4/21/16	52-20-5030	PENSION EXPENSE	25.23	
01 MIRO LAGUNA	04/07/16	020042	5200.00	
998 04/09/16	01-30-8400	VEHICLES	5200.00	
01 LINTECH ENGINEERING, INC.	04/13/16	020113	977.50	
998 419	01-10-5320	ENGINEERING SERVICES	977.50	
01 AMERICAN BANK & TRUST	04/11/16	020112	2875.34	
998 03282016A	01-10-5200	OFFICE SUPPLIES	20.18	
998 03282016A	01-10-5390	OTHER PROFESSIONAL SERVICES	300.00	
998 03282016A	01-30-5100	GENERAL SUPPLIES	20.19	
998 03282016A	01-30-5900	OTHER EXPENSE	38.87	
998 03282016B	01-30-5900	OTHER EXPENSE	1298.57	
998 03282016B	12-00-8413	POLICE GRANT PURCHASES	20.00	
998 03282016C	01-40-5600	MAINTENANCE & REPAIR	47.56	
998 03282016C	01-50-5600	MAINTENANCE & REPAIR	91.96	
998 03282016E	01-40-5600	MAINTENANCE & REPAIR	343.16	
998 03282016E	01-50-5600	MAINTENANCE & REPAIR	19.50-	
998 03282016E	01-50-5620	STREET MAINTENANCE	20.07	
998 03282016F	01-10-5120	POSTAGE	15.34	
998 03282016F	01-10-5200	OFFICE SUPPLIES	78.94	
998 03282016F	01-10-5920	CONFERENCES	600.00	

** TOTAL MANUAL CHECKS REGISTERED

12196.16

SYS DATE:04/27/16

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
Wednesday April 27, 2016

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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PAYABLE TO REG#	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
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REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	72621.62	12196.16	84817.78
TOTAL CASH	72621.62	12196.16	84817.78

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DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	15184.41	12075.24	27259.65
12	56.61	20.00	76.61
13	2224.68	.00	2224.68
52	55155.92	100.92	55256.84
TOTAL DISTR	72621.62	12196.16	84817.78

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VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
March 31, 2016

Fund	Interest Rate	CD	IPTIP Accounts	First Midwest Account	Old Second Checking	Total Cash & Investments
Operating Funds						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	(53,270.87)	(53,270.87)
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	225,645.85	-	-	225,645.85
Total General Fund		-	225,645.85	-	(53,270.87)	172,374.98
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	(29,543.91)	(29,543.91)
First Midwest Bank	0.03%	-	-	245,630.22	-	245,630.22
Illinois Public Treasurer's Pool		-	147,393.90	-	-	147,393.90
Old Second - CD	0.12%	150,000.00	-	-	-	150,000.00
Total Utility Tax Fund		150,000.00	147,393.90	245,630.22	(29,543.91)	513,480.21
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	5,026.90	5,026.90
Total Road & Bridge Fund		-	-	-	5,026.90	5,026.90
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	(17,585.99)	(17,585.99)
Illinois Public Treasurer's Pool		-	55,726.44	-	-	55,726.44
Old Second - CD	0.12%	-	-	-	-	-
Total Road & Bridge Fund		-	55,726.44	-	(17,585.99)	38,140.45
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	(5,502.40)	(5,502.40)
Illinois Public Treasurer's Pool		-	39,806.74	-	-	39,806.74
Total Motor Fuel Tax Fund		-	39,806.74	-	(5,502.40)	34,304.34
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account		-	-	-	(19,321.76)	(19,321.76)
Illinois Public Treasurer's Pool		-	207,460.75	-	-	207,460.75
Old Second - CD	0.12%	15,000.00	-	-	-	15,000.00
Total Operating Accounts		15,000.00	207,460.75	-	(19,321.76)	203,138.99
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	44,679.28	44,679.28
Illinois Public Treasurer's Pool		-	61,517.90	-	-	61,517.90
Total Water Improvement Accounts		-	61,517.90	-	44,679.28	106,197.18
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	27,930.96	27,930.96
Illinois Public Treasurer's Pool		-	122,727.23	-	-	122,727.23
Old Second - CD	0.12%	85,000.00	-	-	-	85,000.00
Total Sewer Improvement Accounts		85,000.00	122,727.23	-	27,930.96	235,658.19
Total Water & Sewer Funds		100,000.00	391,705.88	-	53,288.48	544,994.36
Total Village Operating Funds		250,000.00	860,278.81	245,630.22	(47,587.79)	1,308,321.24
Escrow Funds						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	-	-
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	117,672.03	117,672.03
Total Village Escrow Funds		-	-	-	117,672.03	117,672.03
Total Village Cash & Investments		250,000.00	860,278.81	245,630.22	70,084.24	1,425,993.27

Village of Maple Park
Water & Sewer Departments
As of March 31, 2016

Water Pumped to Billed Statistics

Months	Gallons Pumped	Gallons Billed	% Pumped to Billed	Target* % Pump to Billed	% Variance
January / February 2016 -Civic Center Use -Back Wash Usage	5,200.70 (16.98) (184.00) 4,999.72	4,084.60	81.70%	90.00%	-8.30%
November / December 2015 -Civic Center Use -Back Wash Usage -Hydrant Flushing	4,747.00 (14.46) (180.90) (20.00) 4,531.64	4,093.00	90.32%	90.00%	0.32%
September / October 2015 -Civic Center Use -Back Wash Usage	4,617.00 (12.71) (175.00) 4,429.30	4,070.00	91.89%	90.00%	1.89%
July / August 2015 -Civic Center Use -Back Wash Usage	5,211.00 (10.22) (270.00) 4,930.79	4,099.25	83.14%	90.00%	-6.86%
May / June 2015 -Civic Center Use -Back Wash Usage -Hydrant Flushing - 06/16/15 -Fire Department - 05/17/15	5,745.00 (9.95) (122.00) (30.00) (0.25) 5,582.81	4,473.14	80.12%	90.00%	-9.88%
March / April 2015 -Civic Center Use -Back Wash Usage -Fire Department	5,445.00 (11.81) (103.00) (11.50) 5,318.69	3,870.80	72.78%	90.00%	-17.22%
January / February 2015 -Civic Center Use -Back Wash Usage	5,201.00 (24.72) (191.00) 4,985.28	3,901.70	78.26%	90.00%	-11.74%
November / December 2014 -Civic Center Use -Back Wash Usage	5,138.00 (29.34) (177.00) 4,931.66	4,217.00	85.51%	90.00%	-4.49%
September / October 2014 -Civic Center Use -Hydrant Flushing - 09/10/14 -Water Leak - 10/17/14	5,261.00 (13.39) (55.00) (200.00) 4,992.61	4,203.10	84.19%	90.00%	-5.81%
July / August 2014 -Civic Center Use	5,555.00 (6.84) 5,548.16	4,170.75	75.17%	90.00%	-14.83%
May / June 2014 -Civic Center Use -Fire Department (May) -Hydrant Flushing -06/16/14 & 06/17/14	5,953.00 (16.52) (15.00) (175.00) 5,746.48	4,360.25	75.88%	90.00%	-14.12%
March / April 2014 -Civic Center Use	5,379.00 (16.40) 5,362.60	4,248.25	79.22%	90.00%	-10.78%

*Target of 90% - Illinois Water Association Goal to maintain

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

	FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
01 - GENERAL FUND					
TOTAL GENERAL FUND REVENUE	685,442	670,668	670,668	542,485	128,183
TOTAL ADMINISTRATION & FINANCE	309,487	334,081	334,081	295,208	38,872
TOTAL PARKS & GROUNDS	47,866	43,791	43,791	40,543	3,248
TOTAL POLICE DEPARTMENT	195,930	224,017	224,017	206,461	17,555
TOTAL CIVIC CENTER	35,719	60,200	60,200	44,536	15,664
TOTAL STREET DEPARTMENT	86,015	128,941	128,941	114,267	14,674
TOTAL GENERAL FUND EXPENDITURES	675,018	791,029	791,029	701,015	90,013
GENERAL FUND NET INCOME/LOSS	10,424	(120,361)	(120,361)	(158,530)	38,169
12 - UTILITY TAX FUND					
TOTAL REVENUE	103,880	85,500	85,500	61,401	24,099
TOTAL EXPENDITURES	114,139	78,667	78,667	71,317	7,350
UTILITY TAX FUND NET INCOME/LOSS	(10,259)	6,833	6,833	(9,916)	16,749
13 - TIF DISTRICT FUND					
TOTAL REVENUE	7,137	6,500	6,500	8,945	(2,445)
TOTAL EXPENDITURES	7,137	5,200	5,200	6,143	(943)
ROAD & BRIDGE FUND NET INCOME/LOSS	-	1,300	1,300	2,802	(1,502)
15 - ROAD & BRIDGE FUND					
TOTAL REVENUE	46,886	43,889	43,889	43,730	158
TOTAL EXPENDITURES	28,960	83,800	83,800	56,024	27,776
ROAD & BRIDGE FUND NET INCOME/LOSS	17,927	(39,911)	(39,911)	(12,294)	(27,618)
19 - MOTOR FUEL TAX FUND					
TOTAL REVENUE	43,557	31,228	31,228	28,095	3,133
TOTAL EXPENDITURES	12,014	-	-	169,718	(169,718)
MOTOR FUEL TAX FUND NET INCOME/LOSS	31,543	31,228	31,228	(141,623)	172,851
28 - DEVELOPER ESCROW FUND					
TOTAL REVENUE	385	10,000	10,000	-	10,000
TOTAL EXPENDITURES	385	10,000	10,000	-	10,000
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
52 - WATER & SEWER FUND					
TOTAL REVENUE	372,855	364,450	364,450	334,536	29,914
TOTAL WATER EXPENDITURES	224,454	244,378	244,378	251,238	(6,861)
TOTAL SEWER EXPENDITURES	142,148	152,826	152,826	169,630	(16,804)
TOTAL WATER & SEWER FUND EXPENDITURES	366,602	397,204	397,204	420,868	(23,665)
WATER & SEWER FUND NET INCOME/LOSS	6,252	(32,754)	(32,754)	(86,332)	53,579
54 - WATER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	53,946	54,717	54,717	52,077	2,640
TOTAL EXPENDITURES	38,591	11,667	11,667	16,547	(4,880)
WATER IMPROVEMENT NET INCOME/LOSS	15,355	43,050	43,050	35,530	7,520
56 -SEWER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	12,420	13,125	13,125	10,378	2,747
TOTAL EXPENDITURES	-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	12,420	13,125	13,125	10,378	2,747
70 - SCHOOL LAND CASH					
TOTAL REVENUE	-	-	-	2,167	-
TOTAL EXPENDITURES	-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	2,167	-
GRAND TOTAL REVENUE	1,326,508	1,280,076	1,280,076	1,083,813	198,430
GRAND TOTAL EXPENSES	1,242,845	1,377,566	1,377,566	1,441,632	(64,066)
GRAND TOTAL NET INCOME / LOSS	83,663	(97,490)	(97,490)	(357,819)	262,496

VILLAGE OF MAPLE PARK - BUDGET REPORT

May 1, 2015 - April 30, 2016

		FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
01 - GENERAL FUND						
REVENUES						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	102,897	107,199	107,199	105,862	1,337
01-00-4120	REAL ESTATE TAX - KANE CO.	100,519	100,186	100,186	99,278	908
01-00-4220	STATE OF IL - INCOME TAX	134,354	129,690	129,690	71,353	58,337
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	105,733	110,000	110,000	47,258	62,742
01-00-4250	STATE OF IL-REPLACEMENT TAX	3,221	2,500	2,500	1,865	635
01-00-4270	STATE OF IL-USE TAX	26,468	25,414	25,414	23,134	2,280
01-00-4280	STATE OF IL-VIDEO GAMING TAX	10,411	8,000	8,000	10,714	(2,714)
01-00-4310	GAME LICENSE	400	400	400	125	275
01-00-4320	ANIMAL LICENSE	1,455	1,500	1,500	1,935	(435)
01-00-4330	CIGARETTE LICENSE	20	20	20	40	(20)
01-00-4340	FRANCHISE FEE LICENSE	2,220	2,000	2,000	1,807	193
01-00-4341	RAFFLE LICENSE FEE	30	20	20	55	(35)
01-00-4350	LIQUOR LICENSE	7,564	8,000	8,000	10,000	(2,000)
01-00-4410	BUILDING PERMITS	8,980	5,000	5,000	6,564	(1,564)
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	-	-	-	1,990	(1,990)
01-00-4420	SOLICITOR PERMITS	100	20	20	-	20
01-00-4500	GARBAGE COLLECTION REVENUE	116,305	119,679	119,679	99,298	20,380
01-00-4505	GARBAGE PENALTIES	1,778	1,500	1,500	1,870	(370)
01-00-4535.03	HERITAGE HILLS - ENGINEERING	-	-	-	540	(540)
01-00-4550	PARK RENT	1,330	1,500	1,500	1,360	140
01-00-4550.03	RENT - KANE COUNTY POLLING	80	40	40	40	-
01-00-4550.04	RENT - GYM USE	5,080	4,000	4,000	4,850	(850)
01-00-4550.07	RENT - M.P. LIBRARY	4,650	4,800	4,800	5,600	(800)
01-00-4550.11	RENT - KITCHEN	400	400	400	600	(200)
01-00-4550.15	RENT - ST. VINCENT DEPAUL	375	600	600	300	300
01-00-4550.17	RENT - EXERCISE ROOM	20	50	50	-	50
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	32,500	32,500	-
01-00-4610	DEKALB COUNTY FINES	756	500	500	511	(11)
01-00-4620	KANE COUNTY FINES	79	500	500	797	(297)
01-00-4625	ORDINANCE VIOLATION FINES	1,125	500	500	2,250	(1,750)
01-00-4800	INTEREST INCOME	41	50	50	660	(610)
01-00-4900	OTHER INCOME	101	100	100	1,510	(1,410)
01-00-4910	REIMBURSEMENT INCOME	16,451	4,000	4,000	7,819	(3,819)
** TOTAL GENERAL FUND REVENUE		685,442	670,668	670,668	542,485	128,183
10 - ADMINISTRATION & FINANCE EXPENDITURES						
01-10-5010	WAGES - FINANCE	34,128	58,571	58,571	40,638	17,932
01-10-5010.01	WAGES - REIMBURSED (POLICE)	285	-	-	273	(273)
01-10-5010.02	WAGES - FUN FEST (POLICE)	3,258	3,000	3,000	2,110	890
01-10-5010.03	WAGES - FUN FEST (PUBLIC WORKS)	896	1,000	1,000	914	87
01-10-5011	SALARIES - VILLAGE BOARD	16,800	19,600	19,600	18,600	1,000
01-10-5012	STATE UNEMPLOYMENT TAX	5,451	5,000	5,000	3,281	1,719
01-10-5020	SOCIAL SECURITY EXPENSE	3,870	5,980	5,980	4,653	1,327
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	10	-	-	11	(11)
01-10-5100	GENERAL SUPPLIES	-	300	300	60	240
01-10-5120	POSTAGE	1,968	3,000	3,000	3,177	(177)
01-10-5150	ANIMAL TAG EXPENSE	70	100	100	70	31
01-10-5160	COPIER & POSTAGE MACHINE LEASE	3,441	3,441	3,441	3,397	44
01-10-5200	OFFICE SUPPLIES	5,146	6,000	6,000	6,791	(791)
01-10-5320	ENGINEERING SERVICES	5,908	5,000	5,000	7,383	(2,383)
01-10-5330	LEGAL SERVICES	15,605	20,000	20,000	16,458	3,542
01-10-5350	AUDIT EXPENSE	12,160	12,510	12,510	12,510	-
01-10-5390	OTHER PROFESSIONAL SERVICES	8,549	7,500	7,500	8,097	(597)
01-10-5400	GARBAGE COLLECTION EXPENSE	116,283	119,679	119,679	99,235	20,443
01-10-5420	PERMIT EXPENSE	12,244	-	-	-	-
01-10-5500	INSURANCE EXPENSE	41,115	45,000	45,000	42,502	2,498
01-10-5550	SOFTWARE EXPENSE	-	500	500	237	263
01-10-5570	DUES AND MEMBERSHIPS	4,637	5,000	5,000	8,705	(3,705)
01-10-5700	TELEPHONE	3,334	3,500	3,500	3,382	118
01-10-5900	OTHER EXPENSES	8,736	5,000	5,000	9,266	(4,266)
01-10-5900.01	FUN FEST EXPENSES	5	1,000	1,000	-	1,000
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	880	900	900	1,380	(480)
01-10-5920	CONFERENCES	1,865	2,500	2,500	2,078	422
01-10-8210	COMPUTERS	2,844	-	-	-	-
** TOTAL ADMINISTRATION & FINANCE		309,487	334,081	334,081	295,208	38,872

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

	FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
20 - PARKS & GROUNDS EXPENDITURES					
01-20-5010 WAGES	27,955	27,872	27,872	26,842	1,030
01-20-5020 SOCIAL SECURITY EXPENSE	2,454	2,435	2,435	2,451	(16)
01-20-5030 PENSION EXPENSE	1,251	1,273	1,273	1,272	1
01-20-5040 EMPLOYEE MEDICAL INSURANCE	3,975	3,960	3,960	3,823	137
01-20-5250 GASOLINE & FUEL	1,561	2,000	2,000	831	1,169
01-20-5600 MAINTENANCE & REPAIR	9,704	4,000	4,000	4,171	(171)
01-20-5730 UTILITIES	815	1,500	1,500	677	823
01-20-5900 OTHER EXPENSE	150	750	750	475	275
** TOTAL PARKS & GROUNDS	47,866	43,791	43,791	40,543	3,248
30 - POLICE DEPARTMENT EXPENDITURES					
01-30-5010 WAGES - CHIEF	52,269	53,341	53,341	53,340	0
01-30-5015 WAGES - PATROL OFFICERS	54,493	62,192	62,192	61,252	940
01-30-5016 WAGES - TRAINING	3,546	5,230	5,230	1,719	3,512
01-30-5017 WAGES - INVESTIGATION	-	1,472	1,472	-	1,472
01-30-5018 WAGES - SERGEANT	22,675	28,993	28,993	26,254	2,738
01-30-5020 SOCIAL SECURITY EXPENSE	10,865	11,915	11,915	11,864	51
01-30-5030 PENSION EXPENSE	2,330	2,374	2,374	2,372	2
01-30-5040 EMPLOYEE MEDICAL INSURANCE	6,023	6,000	6,000	5,792	208
01-30-5100 GENERAL SUPPLIES	2,247	3,500	3,500	3,730	(230)
01-30-5250 GASOLINE & FUEL	6,272	13,000	13,000	5,099	7,901
01-30-5300 UNIFORM EXPENSE	1,836	4,000	4,000	1,011	2,989
01-30-5330 LEGAL SERVICES	219	1,000	1,000	-	1,000
01-30-5560 TRAINING	941	2,000	2,000	1,630	370
01-30-5570 DUES & MEMBERSHIPS	385	1,000	1,000	446	554
01-30-5600 MAINTENANCE & REPAIR	7,069	7,000	7,000	9,821	(2,821)
01-30-5700 TELEPHONE	3,335	5,000	5,000	3,237	1,763
01-30-5750 COMMUNICATIONS	10,377	13,000	13,000	10,851	2,149
01-30-5900 OTHER EXPENSE	2,757	3,000	3,000	2,740	260
01-30-8210 COMPUTERS	8,291	-	-	-	-
01-30-8400 VEHICLES	-	-	-	5,303	(5,303)
** TOTAL POLICE DEPARTMENT	195,930	224,017	224,017	206,461	17,555
40 - CIVIC CENTER EXPENDITURES					
01-40-5100 GENERAL SUPPLIES	1,396	3,500	3,500	647	2,853
01-40-5395 VILLAGE HALL CLEANING	6	-	-	-	-
01-40-5600 MAINTENANCE & REPAIR	21,141	46,000	46,000	37,454	8,546
01-40-5730 UTILITIES	12,845	10,000	10,000	5,614	4,386
01-40-5900 OTHER EXPENSE	331	700	700	820	(120)
** TOTAL CIVIC CENTER	35,719	60,200	60,200	44,536	15,664
50 - STREET DEPARTMENT EXPENDITURES					
01-50-5010 WAGES	28,087	27,872	27,872	27,104	768
01-50-5020 SOCIAL SECURITY EXPENSE	2,464	2,435	2,435	2,471	(36)
01-50-5030 PENSION EXPENSE	1,251	1,273	1,273	1,272	1
01-50-5040 EMPLOYEE MEDICAL INSURANCE	3,975	3,960	3,960	3,823	137
01-50-5100 GENERAL SUPPLIES	-	1,000	1,000	-	1,000
01-50-5175 ROAD SALT	12,223	8,000	8,000	3,451	4,549
01-50-5250 GASOLINE & FUEL	2,259	4,000	4,000	1,311	2,689
01-50-5320 ENGINEERING	-	2,500	2,500	-	2,500
01-50-5390 OTHER PROFESSIONAL SERVICES	639	500	500	-	500
01-50-5600 MAINTENANCE & REPAIR	12,203	6,000	6,000	3,717	2,283
01-50-5620 STREET MAINTENANCE	7,955	7,000	7,000	8,133	(1,133)
01-50-5621 ASH TREE REMOVAL	1,500	8,200	8,200	8,159	41
01-50-5622 STREET SIGN INSTALLATION	-	-	-	-	-
01-50-5730 UTILITIES	12,909	12,000	12,000	11,605	395
01-50-5900 OTHER EXPENSE	549	400	400	502	(102)
01-50-8215 VEHICLE PURCHASE	-	43,800	43,800	42,718	1,082
** TOTAL STREET DEPARTMENT	86,015	128,941	128,941	114,267	14,674
TOTAL GENERAL FUND REVENUES	685,442	670,668	670,668	542,485	128,183
TOTAL GENERAL FUND EXPENDITURES	675,018	791,029	791,029	701,015	90,013
GENERAL FUND NET INCOME/LOSS	10,424	(120,361)	(120,361)	(158,530)	38,169

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

		FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
12 - UTILITY TAX FUND						
REVENUES						
12-00-4140.10	TELECOMMUNICATIONS TAX	28,945	40,000	40,000	20,981	19,019
12-00-4140.30	COM ED - UTILITY TAX	32,339	30,000	30,000	27,788	2,212
12-00-4140.40	NICOR GAS - UTILITY TAX	19,342	15,000	15,000	11,607	3,393
12-00-4746	POLICE GRANTS	2,900	-	-	645	(645)
12-00-4749	CDBG WHEELCHAIR FUNDS	20,000	-	-	-	-
12-00-4800	INTEREST INCOME	354	500	500	381	119
** TOTAL REVENUE		103,880	85,500	85,500	61,401	24,099
EXPENDITURES						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	59,000	59,000	-
12-00-5993	TRANSFER TO WATER IMPROVEMENT	11,576	11,667	11,667	11,667	-
12-00-5994	TRANSFER TO TIF DISTRICT FUND	425	-	-	-	-
12-00-8403	LAWN MOWER	7,987	8,000	8,000	-	8,000
12-00-8413	POLICE GRANT PURCHASES	2,708	-	-	650	(650)
12-00-8415	WHEELCHAIR LIFT	32,443	-	-	-	-
** TOTAL EXPENDITURES		114,139	78,667	78,667	71,317	7,350
UTILITY TAX FUND NET INCOME/LOSS		(10,259)	6,833	6,833	(9,916)	16,749
13 - TIF DISTRICT FUND						
REVENUES						
13-00-4110	TIF TAX - DEKALB CO.	3,141	3,000	3,000	4,855	(1,855)
13-00-4120	TIF TAX - KANE CO.	3,571	3,500	3,500	4,089	(589)
13-00-4994	TRANSFER FROM UTILITY TAX FUND	425	-	-	-	-
** TOTAL REVENUE		7,137	6,500	6,500	8,945	(2,445)
EXPENDITURES						
13-00-8417	ESTABLISHMENT OF TIF DISTRICT	7,137	5,200	5,200	6,143	(943)
** TOTAL EXPENDITURES		7,137	5,200	5,200	6,143	(943)
ROAD & BRIDGE FUND NET INCOME/LOSS		-	1,300	1,300	2,802	(1,502)
15 - ROAD & BRIDGE FUND						
REVENUES						
15-00-4100	VEHICLE LICENSE FEES	23,195	20,000	20,000	21,400	(1,400)
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	3,041	3,041	3,041	2,929	112
15-00-4120	REAL ESTATE TAX-KANE COUNTY	20,347	20,347	20,347	19,158	1,189
15-00-4260	VIRGIL TWSP. REPLACE. TAX	298	250	250	243	7
15-00-4800	INTEREST INCOME	5	250	250	-	250
** TOTAL REVENUE		46,886	43,889	43,889	43,730	158
EXPENDITURES						
15-00-5100	GENERAL SUPPLIES	319	800	800	319	481
15-00-5320	ENGINEERING SERVICES	5,775	28,000	28,000	20,560	7,440
15-00-5620	STREET MAINTENANCE	22,866	55,000	55,000	35,145	19,855
15-00-5900	OTHER EXPENSES	-	-	-	-	-
15-00-8415	SKIDSTER	-	-	-	-	-
** TOTAL EXPENDITURES		28,960	83,800	83,800	56,024	27,776
ROAD & BRIDGE FUND NET INCOME/LOSS		17,927	(39,911)	(39,911)	(12,294)	(27,618)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

		FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
19 - MOTOR FUEL TAX FUND						
REVENUES						
19-00-4280	STATE OF IL-MOTOR FUEL TAX	43,534	31,178	31,178	28,052	3,126
19-00-4800	INTEREST INCOME	23	50	50	43	7
** TOTAL REVENUE		43,557	31,228	31,228	28,095	3,133
EXPENDITURES						
19-00-5200	STREET IMPROVEMENTS	-	-	-	166,703	(166,703)
19-00-5320	ENGINEERING SERVICES	11,985	-	-	3,015	(3,015)
19-00-5900	OTHER EXPENSE	29	-	-	-	-
** TOTAL EXPENDITURES		12,014	-	-	169,718	(169,718)
MOTOR FUEL TAX FUND NET INCOME/LOSS		31,543	31,228	31,228	(141,623)	172,851
28 - DEVELOPER ESCROW FUND						
REVENUES						
28-00-4940	DEVELOPER RECEIPTS	385	10,000	10,000	-	10,000
** TOTAL REVENUE		385	10,000	10,000	-	10,000
EXPENDITURES						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	175	5,000	5,000	-	5,000
28-00-5330	DEVELOPER ENGINEERING & ADMIN	210	5,000	5,000	-	5,000
** TOTAL EXPENDITURES		385	10,000	10,000	-	10,000
DEVELOPER ESCROW FUND NET INCOME/LO:		-	-	-	-	-
52 - WATER & SEWER FUND						
REVENUES						
52-00-4170	WATER REVENUE	168,568	165,000	165,000	146,138	18,862
52-00-4171	ALLOCATION OF WATER REVENUE	(12,362)	(13,000)	(13,000)	(10,410)	(2,590)
52-00-4180	SEWER REVENUE	163,402	160,000	160,000	142,656	17,344
52-00-4181	ALLOCATION OF SEWER REVENUE	(12,233)	(13,000)	(13,000)	(10,292)	(2,709)
52-00-4190	PENALTIES	5,944	5,500	5,500	6,192	(692)
52-00-4200	TURN ON/OFF REVENUE	350	500	500	350	150
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	-	-	-	100	(100)
52-00-4300.03	METER FEES - HERITAGE HILLS	-	-	-	356	(356)
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	-	-	-	200	(200)
52-00-4800	INTEREST INCOME	54	250	250	15	235
52-00-4900	OTHER REVENUE	132	200	200	231	(31)
52-00-4975	TRANSFER FROM UTILITY TAX	59,000	59,000	59,000	59,000	-
** TOTAL REVENUE		372,855	364,450	364,450	334,536	29,914
10 - WATER DIVISION EXPENDITURES						
52-10-5010	WAGES	36,114	34,595	34,595	36,571	(1,976)
52-10-5020	SOCIAL SECURITY EXPENSE	2,918	2,803	2,803	3,052	(249)
52-10-5030	PENSION EXPENSE	644	656	656	656	0
52-10-5040	EMPLOYEE MEDICAL INSURANCE	2,048	2,040	2,040	1,969	71
52-10-5100	GENERAL SUPPLIES	317	400	400	948	(548)
52-10-5110	CHEMICALS	12,837	12,000	12,000	15,821	(3,821)
52-10-5120	POSTAGE	1,040	2,000	2,000	-	2,000
52-10-5250	GASOLINE & FUEL	2,135	2,000	2,000	1,241	759
52-10-5320	ENGINEERING	-	2,500	2,500	-	2,500
52-10-5330	LEGAL EXPENSE	131	500	500	-	500
52-10-5335	TEST EXPENSE	3,228	3,000	3,000	2,342	658
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	16,250	17,604	(1,354)
52-10-5390	OTHER PROFESSIONAL SERVICES	100	250	250	1,915	(1,665)
52-10-5550	SOFTWARE EXPENSE	785	850	850	809	41
52-10-5570	DUES AND MEMBERSHIPS	-	-	-	359	(359)
52-10-5600	MAINTENANCE & REPAIR	4,097	19,000	19,000	7,152	11,848
52-10-5700	TELEPHONE	505	600	600	557	43
52-10-5730	UTILITIES	16,578	18,000	18,000	15,166	2,834
52-10-5740	JULIE LOCATES	78	250	250	105	145
52-10-5870	IEPA LOAN - PRINCIPAL	46,824	48,085	48,085	48,085	-
52-10-5880	IEPA LOAN - INTEREST	12,085	10,995	10,995	10,995	-
52-10-5886	IEPA LOAN - WATERMAIN	22,645	24,747	24,747	37,334	(12,587)
52-10-5888	IEPA LOAN - WATERMAIN	12,217	12,357	12,357	18,323	(5,965)
52-10-5900	OTHER EXPENSE	877	500	500	235	265
52-10-5999	TRANSFER TO WATER IMPROVEMENT	30,000	30,000	30,000	30,000	-
** TOTAL WATER EXPENDITURES		224,454	244,378	244,378	251,238	(6,861)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

		FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
20 - SEWER DIVISION EXPENDITURES						
52-20-5010	WAGES	37,096	38,890	38,890	36,078	2,812
52-20-5020	SOCIAL SECURITY EXPENSE	3,000	3,131	3,131	3,025	106
52-20-5030	PENSION EXPENSE	644	656	656	656	0
52-20-5040	EMPLOYEE MEDICAL INSURANCE	2,048	2,040	2,040	1,970	70
52-20-5100	GENERAL SUPPLIES	299	500	500	121	379
52-20-5110	CHEMICALS	110	250	250	-	250
52-20-5120	POSTAGE	578	600	600	-	600
52-20-5250	GASOLINE & FUEL	830	1,000	1,000	483	518
52-20-5320	ENGINEERING	-	1,500	1,500	-	1,500
52-20-5330	LEGAL EXPENSE	88	500	500	-	500
52-20-5335	TEST EXPENSE	1,542	1,600	1,600	1,542	58
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	16,250	14,896	1,354
52-20-5400	PERMIT EXPENSE	2,500	2,500	2,500	2,500	-
52-20-5550	SOFTWARE EXPENSE	785	850	850	809	41
52-20-5600	MAINTENANCE & REPAIR	5,625	10,000	10,000	6,202	3,798
52-20-5700	TELEPHONE	1,031	1,200	1,200	1,067	133
52-20-5730	UTILITIES	10,323	11,000	11,000	10,194	806
52-20-5740	JULIE LOCATES	78	250	250	105	145
52-20-5870	IEPA LOAN - PRINCIPAL	53,088	54,620	54,620	82,518	(27,898)
52-20-5880	IEPA LOAN - INTEREST	6,111	5,289	5,289	7,345	(2,056)
52-20-5900	OTHER EXPENSE	122	200	200	120	80
** TOTAL SEWER EXPENDITURES		142,148	152,826	152,826	169,630	(16,804)
TOTAL WATER & SEWER FUND EXPENDITURES		366,602	397,204	397,204	420,868	(23,665)
WATER & SEWER FUND NET INCOME/LOSS		6,252	(32,754)	(32,754)	(86,332)	53,579
54 - WATER IMPROVEMENT ACCOUNT						
REVENUES						
54-00-4171	ALLOCATION OF WATER REVENUE	12,362	13,000	13,000	10,410	2,590
54-00-4800	INTEREST INCOME	7	50	50	-	50
54-00-4975	TRANSFER FROM UTILITY TAX FUND	11,576	11,667	11,667	11,667	-
54-00-4999	TRANSFER FROM WATER FUND	30,000	30,000	30,000	30,000	-
** TOTAL REVENUE		53,946	54,717	54,717	52,077	2,640
EXPENDITURES						
54-00-5320	ENGINEERING SERVICES	1,110	-	-	-	-
54-00-5600	WATERMAIN REPAIRS	25,965	-	-	4,880	(4,880)
54-00-8205	WATERMAIN LOAN PAYMENT - PRINCIPAL	9,696	9,948	9,948	9,948	-
54-00-8207	WATERMAIN LOAN PAYMENT - INTEREST	1,821	1,719	1,719	1,719	-
** TOTAL EXPENDITURES		38,591	11,667	11,667	16,547	(4,880)
WATER IMPROVEMENT NET INCOME/LOSS		15,355	43,050	43,050	35,530	7,520
56 - SEWER IMPROVEMENT ACCOUNT						
REVENUES						
56-00-4181	ALLOCATION OF SEWER REVENUE	12,233	13,000	13,000	10,292	2,709
56-00-4800	INTEREST INCOME	187	125	125	86	39
** TOTAL REVENUE		12,420	13,125	13,125	10,378	2,747
EXPENDITURES						
** TOTAL EXPENDITURES		-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS		12,420	13,125	13,125	10,378	2,747

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2015 - April 30, 2016

		FY 2015 Actuals	FY 2016 Budget	Budget May 15 - Apr 16	Actual Totals for May 15 - Apr 16	Variance to Budget
70 - SCHOOL LAND CASH FUND						
REVENUES						
70-00-4100.03	HEIRTAGH HILLS - REVENUE	-	-	-	2,200	(2,200)
	** TOTAL REVENUE	-	-	-	2,200	(2,200)
EXPENDITURES						
	** TOTAL EXPENDITURES	-	-	-	-	-
	SCHOOL LAND CASH NET INCOME/LOSS	-	-	-	2,200	(2,200)
<hr/>						
GRAND TOTAL REVENUE		1,326,508	1,280,076	1,280,076	1,083,847	196,230
GRAND TOTAL EXPENSES		1,242,845	1,377,566	1,377,566	1,441,632	(64,066)
GRAND TOTAL NET INCOME / LOSS		83,663	(97,490)	(97,490)	(357,786)	260,296



Village of Maple Park

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

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

FINANCE REPORT TUESDAY, MAY 3, 2016

- Budget Report
 - Because we are at the end of the fiscal year, adjustment entries have begun. I met with the auditor on April 27th to begin discussing the audit. The revenue will need to be accrued in the next couple of months which is why the funds look as if we are far off of the budget. Also, the utility billing for the end of April has not been entered yet.
- Escrow Accounts – There was no activity in April.
- Warrant List
 - A/P Check run of \$72,621.62, manual checks of \$12,196.16 for a total of \$84,817.78.
 - IEPA – 2 loan payments for a total of \$48,506.62
- Water Department Report – This is the water report that should have been out last month.
- Please let me know if you have any questions or concerns.

VILLAGE OF MAPLE PARK KANE AND DEKALB COUNTIES, ILLINOIS

RESOLUTION 2016-07 Approved: _____

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS.

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, on January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison; and,

WHEREAS, as a result of this deregulation, electricity may be purchased based on market price and Commonwealth Edison, will no longer be the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Commonwealth Edison, and competitive market forces dictating the price of electricity; and,

WHEREAS, municipalities across the State now look to enter the market to purchase electric power in order to mitigate some of the economic impact of rising rates, which, on a practical basis, can best be accomplished by using a third party who will serve as a broker for the municipalities and has the knowledge and experience to seek bids from the various electricity providers; and,

WHEREAS, the Village of Maple Park has selected the Progressive Energy Group (PEG) to serve as the Village's broker relative to the acquisition of electrical energy due to PEG municipal experience; and,

WHEREAS, there is no cost to join PEG and no fees will be paid to PEG. PEG acts as a broker by the supplier. The broker fee is embedded in the price that will be presented to/paid by the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE VILLAGE OF MAPLE PARK, WILL COUNTY, ILLINOIS, AS FOLLOWS:

- Section 1.** That Progressive Energy Group (PEG) has been appointed the Village's broker for purposes of obtaining electricity supply for the Village's municipal needs.
- Section 2.** That the Village President or her designee is authorized to discuss and negotiate energy rates directly with suppliers in an effort to secure lower energy costs for the Village of Maple Park.
- Section 3.** That in light of the time constraints and procedures required, applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by PEG, the Village President or her designee is hereby authorized to sign the contract with the lowest bidder, provided the bid is at a rate that is less than the rate available from Commonwealth Edison.

Section 4: This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, 2016.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

DRAFT

VILLAGE OF MAPLE PARK KANE AND DEKALB COUNTIES, ILLINOIS

RESOLUTION 2016-08 Approved: _____

A RESOLUTION IN SUPPORT OF FRA CREW SIZE RULE

WHEREAS, the safe operation of freight and passenger trains is vital not only to interstate commerce but also to the health and welfare of local communities, and the Village of Maple Park, Counties of DeKalb and Kane, Illinois, supports efforts to keep train operations safe in our village;

WHEREAS, the Federal Railroad Administration (FRA) has published a notice of proposed rulemaking (NPRM) to require minimum staffing on trains, a factor vital to ensuring safe train operations;

WHEREAS the FRA NPRM proposes two alternate options for permitting a railroad to operate with fewer than a two-person crew, the first of which is stronger because it requires FRA review and approve prior to commencement of those operation as opposed to after;

WHEREAS, polling across the nation shows overwhelming bi-partisan support of two-person crews, with 83 to 87 percent of those polled in favor of mandating that trains be operated by a crew of at least two qualified individuals;

WHEREAS, national studies show that a minimum of two onboard crew members is vital to operate a train safely and minimize the likelihood of train-related accidents;

WHEREAS, the FRA proposal for a two-person minimum train crew recognizes that, while technologies like Positive Train Control (PTC) can improve safety, they do not perform several important physical and cognitive functions currently performed by a second crewmember;

WHEREAS, attending to a disabled train in a timely manner, opening a blocked crossing for an emergency vehicle to pass, and providing timely and accurate information to emergency responders are vital functions train crews perform;

WHEREAS, a railroad's use or reliance on new, innovative technology for its operations should not place new risks or burdens on local communities;

WHEREAS, metropolitan Chicago is the one of nation's largest and most significant rail hubs, making rail safety an important consideration for many of the region's municipalities and counties with rail lines within their boundaries;

WHEREAS, the Chicago metropolitan region is home to some 1,500 public at-grade highway-rail crossings, which account for some 7,800 hours of motorist delay each weekday;

WHEREAS, over 280 collisions have occurred at the Chicago metropolitan region's highway-rail grade crossings between 2009-2014, resulting in 65 fatalities and 146 injuries;

WHEREAS, rail safety issues have been particularly salient in recent years after a series of high-profile derailments, collisions, and releases of flammable liquids shipped by rail, as well as collisions at highway-rail grade crossings across the country and in Canada and has caused Canadian regulators to put in place a two-member crew requirement for any train transporting hazardous goods;

WHEREAS, virtually all trains in North America are already operated by crews of at least two individuals, making the economic impact of the FRA NPRM minimal;

WHEREAS, the public deserves the assurance that a thorough risk analysis has been completed, risks have been properly identified, and a rail carrier has mitigated these risks in advance of any approval for reduced crew staffing and borne the burden and cost to mitigate these risks;

THEN THEREFORE be it resolved, that the Village of Maple Park does hereby support the FRA's train crew staffing NPRM, and encourages the FRA to strengthen the rule to ensure that communities around railroads are protected and safe by requiring FRA review and approval before a railroad is allowed to operate with less than a two-person crew.

BE IT FURTHER RESOLVED that this resolution be filed with the United States Department of Transportation in the form of comments to Docket Number FRA-2014-0033 and Regulatory Identification Number 2130-AC48 in support of a strong federal rule.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, 2016.

Ayes:

Nays:

Absent:

APPROVED by the Village President of the Village of Maple Park, Kane and DeKalb
Counties, Illinois on _____, 2016.

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

ISSUE SUMMARY & ACTION REQUEST

on FRA-2014-0033 – Proposed FRA Regulation on Train Crew Staffing

ISSUE SUMMARY: On March 15, 2016 the Federal Railroad Administration (FRA) released a proactive and forward-looking Notice of Proposed Rulemaking (NPRM) that would institute minimum two-man crew size requirements for trains operating in the United States with certain enumerated exceptions for operations the FRA believes will pose minimal public safety risks. The FRA has become concerned that the railroads plan to phase in more operations that rely upon using only one crew member without properly considering and evaluating the risks associated with downsizing crew sizes. The FRA is seeking public comment about the proposed rules by May 16, 2016.

BACKGROUND: Currently, the FRA does not regulate minimum train crew sizes, as it has long been an industry operating practice to staff trains with two (or more) crew members. With the advent of mandated technology advances like Positive Train Control (PTC), however, the FRA is learning that railroads are increasingly seeking to substitute technology for a second trained “failsafe” crew member aboard the nation’s freight and passenger trains. Because there are many cognitive and manual functions undertaken by two crew members that cannot be accomplished by a combination of one crew member with the assistance of technology, the FRA is seeking to address any potential risk proactively *before* public safety is endangered by the widespread railroad adoption of one-crew member train operations that fail to achieve the same level of safety that is achieved through the use of two-person crews.

The NPRM contains two main provisions. The first provision establishes a general rule that each train operating in the country be assigned at least a two-person crew. The rule goes on to identify exceptions to this rule in various existing situations that the FRA considers low-risk, including for trains that are hauling less than 20 carloads of hazardous materials; for small railroads with trains operating at less than 25 mph; for tourist or other excursion trains; or, for trains assisting in railroad operations (e.g., track maintenance, train assistance, or moving locomotives). The second provision defines the role and responsibilities of the second crew member on a moving train to insure that this crew member has the experience and knowledge necessary to serve as an effective asset to the train’s crew team as incidents arise during train movements.

The new FRA rules are proposing two ways to handle railroad petitions to the FRA for use of one-person crews, for either the continuation of operations that were in existence as of January 1, 2015 or for the initiation of new operations. ***Option 1*** would require a railroad to submit an application to the FRA, which would then be reviewed and approved or rejected within 90 days of receipt. Existing one-person train operations would be allowed to continue during the 90-day review period. ***Option 2*** would require a railroad to submit documentation to the FRA demonstrating the safety of its proposed one-person train operations, but it would not require FRA approval before beginning or continuing any grandfathered operations. The FRA, however, would reserve the right to investigate subsequent safety issues and to discontinue unsafe single crew member train operations. ***Option 1 pre-approval*** places the burden of proving safety on the petitioning railroad before such operations commence (or continue if they were in existence prior to 2015) in order to obtain an affirmative sign-off from the FRA. ***Option 2 allows the railroad to commence single crew member operations*** as long as the railroad has submitted an “FYI” petition to the FRA and an officer of the company attests that the railroad undertook a safety evaluation of the operation covered in the petition.

In the NPRM, the FRA has explained the functions of crew members and its concerns surrounding operating trains with just one crew member based on knowledge gleaned from two major rail accident investigations and reviews of relevant crew-related safety research. The FRA’s concerns include cognitive overload when one crew member needs to operate a complex and heavy train while maintaining situational awareness of what is happening outside the train locomotive; potential for increases in impaired operation associated with drug use, alcohol use, fatigue, and unauthorized use of distracting electronics by the one crew member; the inability of a single crew member who is operating the train to operate manual switches or serve as a flagger if a crossing gate fails while in route; and, the extent to which a single crew member can perform necessary public safety duties in cases of train accidents and malfunctions.

In a 2014 research report conducted by the FRA involving five public surveys, the agency found that 77% of all respondents support federal legislation requiring freight trains to be operated by a crew of two. Another finding was that an overwhelming majority of those polled (between 83 to 87 percent in each of the five surveys) had the opinion that, generally speaking, when it comes to railroad safety and operations, a train operated by one operator cannot be as safe as a train operated by a crew of two individuals. While the public intuitively believes this to be the case, the FRA – as the experienced federal regulator of safe railroad operations – clearly shares these public concerns.

ISSUES OF CONCERN TO LOCAL GOVERNMENTS: Agencies of local government serve as first responders in the event of a public safety threat associated with railroad operations. Whether it be malfunctioning crossing gates, traffic back-ups stemming from blocked crossings, or in worst case scenarios of a rail derailment involving a hazmat release. As such, local governments are critical stakeholders in a railroad's train staffing decisions.

The quarter-century history of federal hindsight efforts to insure that flammable hazmat (like crude oil) be hauled in robust tank cars clearly serves as a cautionary tale in support of the FRA's current efforts to take a proactive approach when it comes to insuring that adequately staffed trains operate on the nation's 140,000-mile rail network. In the wake of a series of crude train derailments, the FRA described in Emergency Order 28 the chilling lack of non-compliance by railroads when it comes to train securement rules, so local governments believe that allowing industry to make staffing decisions without proper regulatory oversight in advance constitutes a clear and unacceptable risk to public safety. As a result, the Option 2 approach lacks the proactive regulatory review and approval that should be mandatory before any train operates with a single crew member.

Furthermore, local governments urge FRA to strengthen the train crew staffing rules laid out in FRA-2014-0033 by requiring that all trains hauling any number of carloads of flammable and/or explosive hazmat have at least a two-member crew. This would harmonize the U.S. with Canada's rules for crew sizes on all trains carrying dangerous goods.

ACTION REQUEST OF LOCAL GOVERNMENTS: In support of the FRA's approach to crew staffing levels, local governments across the country should weigh in on the positions described above. To that end, a sample resolution is attached that local units of government can adopt and forward to the FRA to indicate their support for new crew staffing rules that best protect public safety interests.

Once adopted, a copy of your government's resolution should be uploaded electronically **BY MAY 16, 2016** to docket FRA-2014-0033 by going to <https://www.regulations.gov/#!home> and typing "FRA-2014-0033" into the search box. Then please forward a copy of the resolution to your Members of Congress in the Senate and the House of Representatives.

Any questions you may have on this matter can be directed to FightRailCongestion@gmail.com. Thank you!



MGDWATER
SOLUTIONS

2413 W. Algonquin Rd, #502
Algonquin, IL 60102

April 22, 2016

Ms. Kathleen Curtis
Village President
Village of Maple Park
302 Willow St, PO Box 220
Maple Park, IL 60151

Subject: Water & Wastewater Operation Services - Proposal

Dear Kathy:

It is our pleasure to submit our proposal for temporary water and wastewater operation services for the Village facilities. As a quick background, Lintech Engineering operates MGD Water Solutions as a DBA company, and we currently operate over twenty small water and wastewater systems throughout the state. Our staff has the required licenses to operate the Village systems. Ed Fox, my chief operator, will be performing most of the field work while I will handling the reporting requirements to Illinois EPA. Our services will complement the existing duties of the Village staff (Mike Miller & Ken Thorgesen).

Scope of Services

- a. Provide a licensed and experienced operator on a part-time basis to operate the Village water treatment plant (WTP), wastewater treatment plant (WWTP) and lift station.
- b. Visit the site a minimum of two times per week typically on Wednesday and Friday.
- c. Record meter readings and equipment run times for the WWTP and lift station.
- d. Record pumpage readings and chemical levels at the WTP as necessary.
- e. Collect all wastewater samples as required by IEPA and submit them to a certified laboratory for analysis.
- f. Operate and monitor the chemical feed systems on a weekly basis or as needed.
- g. Operate and monitor the backwash process for the ion exchange softeners.
- h. Assist the Village in hydrant flushing.
- i. Provide backup for water meter replacements as needed.
- j. Perform general maintenance and repairs as needed.
- k. Respond to emergency call outs from the alarm dialer system.

- l. Complete and submit the monthly water report to IEPA.
- m. Prepare and submit the monthly discharge monitoring report (DMR) for the WWTP to IEPA.
- n. Prepare the Consumer Confidence Report for issuance by the Village.
- o. Perform the duties of Certified Operator as required by IEPA.
- p. Respond to emergency call outs as needed.
- q. Review all IEPA correspondence received by the Village.
- r. Email the Village a weekly report of operational duties and tasks performed.

Fee

Our fee for the water and wastewater operation services described in the above Scope of Services is \$1,500/month with a \$50/hr overtime charge for any emergency call outs. Any reimbursable expenses purchased by MGD for Village use will be invoiced with a 10% surcharge. Invoices will be submitted to the Village on a monthly basis, and our work for April will be pro-rated for the month. Our insurance coverage is the same as Lintech Engineering, Inc and a certificate of insurance is enclosed.

We appreciate the opportunity to serve the Village. If our services eventually become required on a permanent basis, a formal Service Contract will be prepared for your review and execution.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J.C.L.', is written above the printed name.

Jeremy C. Lin
President

SYS DATE 042116 [URIWIN]

DATE: 04/21/16

VILLAGE OF MAPLE PARK
U / B H I S T O R Y I N Q U I R Y
Thursday April 21, 2016
DATE RANGE FROM 01/01/2015 THRU 04/30/2016

SYS TIME 10:08

PAGE: 1

DATE	TR CODE	DESCRIPTION	AMOUNT	OLD READING	NEW READING	CONSUM UNITS	SERVICE FROM/TO DATES	EST	BALANCE BEFORE	BALANCE AFTER
0010059000										
01/02/15	BI	USAGE	GARB	39.82			11/01/14 12/31/14			
01/02/15	BI	SEWER	SEWE	58.23	226000	235000	9000 11/01/14 12/31/14			
01/02/15	BI	USAGE	WATE	58.19	226000	235000	9000 11/01/14 12/31/14			
01/02/15	BI	TOTAL		156.24						156.24
01/28/15	CP	PAYMENT		156.24	CHECK #: 2771				156.24	
03/04/15	BI	USAGE	GARB	40.39			01/01/15 02/28/15			
03/04/15	BI	SEWER	SEWE	64.70	235000	245000	10000 01/01/15 02/28/15			
03/04/15	BI	USAGE	WATE	63.40	235000	245000	10000 01/01/15 02/28/15			
03/04/15	BI	TOTAL		168.49						168.49
04/01/15	CP	PAYMENT		168.49	CHECK #: 2787				168.49	
05/05/15	BI	USAGE	GARB	40.96			03/01/15 04/30/15			
05/05/15	BI	SEWER	SEWE	51.76	245000	253000	8000 03/01/15 04/30/15			
05/05/15	BI	USAGE	WATE	52.98	245000	253000	8000 03/01/15 04/30/15			
05/05/15	BI	TOTAL		145.70						145.70
05/13/15	CP	PAYMENT		145.70	CHECK #: 2602				145.70	
07/02/15	BI	USAGE	GARB	40.96			05/01/15 06/30/15			
07/02/15	BI	SEWER	SEWE	64.70	253000	263000	10000 05/01/15 06/30/15			
07/02/15	BI	USAGE	WATE	63.40	253000	263000	10000 05/01/15 06/30/15			
07/02/15	BI	TOTAL		169.06						169.06
07/17/15	CP	PAYMENT		169.06	CHECK #: 2632				169.06	
09/01/15	BI	USAGE	GARB	40.96			07/01/15 08/31/15			
09/01/15	BI	SEWER	SEWE	26.68	263000	266000	3000 07/01/15 08/31/15			
09/01/15	BI	USAGE	WATE	32.78	263000	266000	3000 07/01/15 08/31/15			
09/01/15	BI	TOTAL		100.42						100.42
09/11/15	CP	PAYMENT		100.42	CHECK #: 2645				100.42	
10/30/15	BI	USAGE	GARB	40.96			09/01/15 10/31/15			
10/30/15	BI	SEWER	SEWE	113.39	266000	283000	17000 09/01/15 10/31/15			
10/30/15	BI	USAGE	WATE	102.59	266000	283000	17000 09/01/15 10/31/15			
10/30/15	BI	TOTAL		256.94						256.94
11/19/15	CP	PAYMENT		256.94	CHECK #: 2657				256.94	
01/05/16	BI	USAGE	GARB	40.96			11/01/15 12/31/15			
01/05/16	BI	SEWER	SEWE	26.68	283000	286000	3000 11/01/15 12/31/15			
01/05/16	BI	USAGE	WATE	32.78	283000	286000	3000 11/01/15 12/31/15			
01/05/16	BI	TOTAL		100.42						100.42
01/19/16	CP	PAYMENT		100.42	CHECK #: 2669				100.42	
03/02/16	BI	USAGE	GARB	41.55			01/01/16 02/29/16			
03/02/16	BI	SEWER	SEWE	573.62	286000	372000	86000 01/01/16 02/29/16			
03/02/16	BI	USAGE	WATE	473.12	286000	372000	86000 01/01/16 02/29/16			
03/02/16	BI	TOTAL		1088.29						1088.29
04/04/16	CP	PAYMENT		1088.29	CHECK #: 2689				1088.29	

** END OF HISTORY **

CURRENT BALANCE IS: .00

Minimum Sewer

\$26.68

Request Credit
\$546.94

Vacant

Cheryl Aldridge

From:
Sent: Monday, March 28, 2016 3:31 PM
To: caldridge@villageofmaplepark.com
Subject: 0010059000

Hi Cheryl

This is in regards to the water and sewer bill at account #001 00590 00. Mike Miller brought it to our attention that there was a lot of water usage at this property. This property is currently vacant which caused us to question what was going on. There was a small leak in the basement that has been fixed. But it only would cause a small puddle which would drain back into the sump pump and not the sewer. Since that is the only possible cause for the increased usage would it be possible to get a reduced charge on the sewer portion of the bill? We have been closely monitoring the meter and it has barely moved since we fixed the leak.

Thanks

Village of Maple Park

Employee Handbook



2016

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INTRODUCTION

The policies and procedures summarized in the manual are presented as information only and are not conditions of employment. The Village of Maple Park reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Village of Maple Park and any one or all of its employees. No representative of the Village of Maple Park other than the Village Council has any authority to enter into any agreement of employment for any specified period of time.

WELCOME

Kathy to write?

YOUR VILLAGE GOVERNMENT

The Village of Maple Park operates under a President and Village Board form of government. The Board consists of six Trustees who are elected to 4 year terms, at large. Elections are held on a non-partisan basis in April, every other year. Half of the Trustees are elected every other year to provide continuity to the board. Village voters also elect a Mayor, Clerk and Treasurer, every fourth year, each for a four year term.

The Village Board is responsible for the general administration of all Village business and coordinates Department Heads. The Department Heads and all other Village employees assist in providing the services legislated by the Board for the citizens of Maple Park.

You are one of these important employees, without whom the Village would be unable to function. Your contribution to this organization is a major factor in the success of the Village to provide the great quality of life Maple Park residents have come to expect and appreciate.

OUR GOALS AND SERVICE PHILOSOPHY

The following long term goals have been established to guide you in providing Village services. It is important that you understand why you are doing your job, you become familiar with these goals, and you always strive to provide services in a manner consistent with these goals.

- Provide quality, economical, efficient, and effective services in an equitable manner.
- Involve citizens in the decision-making process and be responsive to their input.
- Provide professional management in a fiscally responsive manner with the highest standard of integrity.

Similarly, we recognize a management philosophy that puts the citizen first. Citizens are the focus of all of our services. Therefore, it is important that you support the efforts of the Village Board and always maintain ethical conduct.

COMMITMENT TO CUSTOMER SERVICE

When you have contact with citizens, you are expected to promote the Village's best interest and build citizen goodwill. When you come in contact with a member of the public, you are "The Village," and the only employee with whom a citizen might talk. The citizen judges the character of the entire Village government based upon the way you perform, your attitude, and your appearance.

Please listen carefully to customer inquiries and complaints and then respond in a courteous, professional manner. Take a sincere interest in a customer's questions and never lose your temper, even if a customer should become inconsiderate with you.

If a controversy with a customer arises, attempt to explain Village policy clearly, yet respectfully. You cannot know all the answers, but you may refer the citizen seeking information to the right source. If a customer becomes unreasonable and you cannot resolve the problem, refer the customer to your Department Head or the Village President. This assures that both you and the customer remain satisfied.

The same customer relations policies that apply to in-person customer relations also apply to telephone contacts. Answer the telephone promptly and be courteous and friendly to the caller. If a call is misdirected to your phone, determine the correct destination of the call and arrange for its transfer.

EMPLOYMENT POLICIES

The Village of Maple Park is committed to providing equal opportunity and believes that people should be recruited, hired, trained and promoted according to their qualifications, ability and merit. In keeping with this goal, it is the policy of the Village of Maple Park as an Equal Opportunity Employer, to consider all applicants for employment without regard to race, color, religion, national origin, gender, age or disability except where age or physical standards are applicable bona fide occupational requirements.

Employment Policy

- The Village Board (or its designee) has the responsibility and authority for recruiting. Selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is fixed by statute or ordinance
- Applicants will be selected on the basis of merit, training, experience and other job-related factors
- The Village will attempt, as far as it deems possible, to fill vacancies from existing employees where it is deemed to be in the best interest of the Village. The Village shall not, however be required to fill a vacancy by transfer or promotion of an existing employee

Employment at Will

- Employment with the Village of Maple Park is considered "at-will" and has no definite term. The Village or the employee may terminate services at any time, with or without

cause, and with or without notice. No representative of the Village, other than the Board acting in whole, or its designee, has the authority, at any time, to enter into an agreement of employment for any specified period of time, or to assume any other personnel action relating to the employee, or to assure any salary, benefits, or other terms or conditions of employment, or to make any agreement relating to an individual's employment. This policy supersedes any other communication, assurance or promise which may have been made to an employee at any time, whether oral or written.

Immigration Reform Act Notice

- It is the policy of the Village of Maple Park not to employ persons who are not legally eligible to work in the United States.
- The Immigration Reform and Control Act of 1986 require that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service and other appropriate government agencies. Any Village employee hired hereafter will be required to sign a verification form (currently Form 1-9) and furnish both proof of identity, (normally a driver's license or state identification card), and proof of eligibility to work in the United States, (normally a social security card or birth certificate) within 3 business days of the offer for employment.
- If you have any questions about the law or about this policy, please contact your Department Head or the Village President.

Physical Examination

- Upon offer of employment, the Village may require the selected candidate to undergo a physical examination, at the Village's expense conducted by a licensed physician. The purpose of the physical examination is to assure that the candidate is physically fit to perform the essential job duties and functions of the position as detailed in the job description.
- Further, at any time during the course of employment an employee may be required to undergo a medical examination by a licensed physician, whenever the Board (or its designee) reasonably believes that it is in the best interest of the Village and the employee to require such.
- Some employees whose responsibilities require them to possibly become exposed to infectious disease will be required to receive, prior to or in the course of their employment, inoculations for various types of diseases (e.g. TB, hepatitis, etc.)

Federal Controlled Substances and Alcohol Use and Testing Rules for Employees

- In accordance with Federal Register 49 CFR Part 382, the Village will request alcohol and controlled substances information from the previous employer of any employee who possesses and is expected to use for Village business a Commercial Driver's License (CDL).
- The Village extends its alcohol and controlled substance testing policy to cover any new employee.

- The Village will test all directly involved employees for alcohol and drugs when a work-related accident occurs resulting in injury (other than minor first aid) or property damage.

Background Investigations

- A complete background may be completed on new or prospective employees prior to employment, as determined by the Board. Prior to such an investigation, applicants must execute the necessary release information form.
- Applicants must be able to demonstrate that they possess, or qualify to possess, a valid driver's license if the nature of the position or assignment requires them to operate a Village-owned vehicle or use their own personal vehicle while conducting Village business.
- If required, a candidate, new employee, or current employee may be requested to provide the Village with proof of educational achievement or professional licenses obtained as stated in their employment application.

Probationary Period & Training

- The first six months of employment will be considered a probationary period for each new employee. This period will provide an opportunity for the Village to fairly evaluate the individual's progress and potential as a permanent employee with the Village. The Village reserves the right to accelerate or lengthen this probationary period in the event it is necessary.
- The Board (or its designee) shall provide orientation programs for new employees and to conduct or support training as deemed appropriate.
- The employee's work performance will be evaluated monthly during the probationary period. If satisfactory performance does not result at any time during an employee's probationary period, the employee shall be terminated immediately at the Board's (or its designee's) discretion. Upon successful completion of probation, a new employee shall be eligible for all benefits afforded to all other permanent employees.

Categories of Employment

- Salaried Employees – A large percentage of the employee's time is executive, administrative, managerial, supervisory, or professional in nature. These employees are paid on the basis of an annual salary, regardless of the number of hours they work. These employees may be entitled to fringe benefits as established by the Board.
- Hourly Full-Time Employees – An employee working a regular schedule of at least thirty-five (35) hours per week and not salaried is considered hourly full-time. These employees are entitled to fringe benefits as established by the Board.
- Regular Part-Time Employees – An employee working a regular schedule of twenty (20) to thirty-four (34) hours per week is considered part-time. These employees are not entitled to fringe benefits.

- Temporary Employees – An employee whose employment will not exceed six consecutive months either on a full or part time basis is considered temporary. These employees are not entitled to fringe benefits.
- Continuous Service - Continuous service refers to a full time employee of the Village of Maple Park and shall continue until the retirement, resignation or dismissal of an employee. Time spent in part time employment or under an approved work training program, or in an elective position, shall not count towards the accumulation of continuous service. An absence granted by the Village Board under any of the Village's leave programs shall not constitute discontinuance of service. The term continuous service in relation to vacation earned will be based upon completion of each full year of service.

Job Descriptions

- Each person employed by the Village shall have a specific job title and shall perform specific duties that are established within a formal job description. Any additional terms of employment will be set on a job-by-job basis by the Board (or its designee). A copy of the current job description and any additional terms of employment shall be kept within the employee's personnel file.

Performance Evaluations

- The Board or its designee shall establish yearly written goals and objectives for each full time employee by which their job performance will be evaluated for that year. At the end of the year, the Board (or its designee) shall prepare a written evaluation of the individual's work performance.
- Employees will be given a copy of all written reviews and will be provided an opportunity to respond to its contents. Copies of all written reviews and responses shall be kept within the employee's permanent personnel file.
- *A performance review does not guarantee an increase in pay.* It is conducted for the purpose of assessing work performance and progress. If a pay adjustment is made, it is considered a confidential matter between the employee and the Board (or its designee).
- During the individual's performance review, they will be advised of their performance progress and accomplishments, as well as any aspects of their performance which may need improvement. An employee's input during their performance review is strongly encouraged.
- Regular, informal conversations between the employee and their supervisor are strongly recommended to help assure regular feedback about work progress throughout the year. If an employee has a question or a problem, they should not wait until their scheduled review time, but should speak to their supervisor immediately.
- An employee's salary is based on a number of factors including, but not limited to, the relative contribution of their work, their experience, skill, ability, efficiency, knowledge, education, training, communication skills, attitude, leadership, dependability, teamwork, effort, attendance record, safety record, and disciplinary record, as well as the Village's economic situation and needs.

- Employee performance evaluations shall be for the period of February 1 through January 31.

Personnel Records

- Personnel records for all applicants, employees, and past employees shall be maintained to document employment related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements. Employees are responsible to make sure their personnel records are up to date and should notify the Board (or its designee) in writing of any changes in the following:
 - Name
 - Permanent Address
 - Telephone number
 - Marital status (for benefits and tax withholding purposes only)
 - Beneficiary designations for any of the Village's pension or similar type plans that may be offered
 - Persons to be notified in case of emergency
 - Change in the number of dependents or marital status (for benefits and tax withholding purposes only)
 - Any change in health condition which would impair the employee's ability to comply with any federal, state, or local regulations regarding personal protective equipment (for example, any requirement that the individual wear a respirator).
- All such information will be treated as highly confidential and will be available only to those people with a need or right to know the information. Any requests to review an employee's personnel file will be handled in accordance with Illinois law.

Ethical Standards/Conflict of Interest

- The Village of Maple Park strives to conduct its business activities with integrity, fairness, and in accordance with the highest ethical standards.
- Employees must bring overall ethical and professional behavior to the job. Our demands for excellence and the preservation of our integrity, objectivity, and complete fairness are distinguishing characteristics of the Village. The discovery of any questionable, fraudulent, or illegal activities, offers, or transactions should be reported to your Department Head, the Village President, or a member of the Board.
- The activities of the Village of Maple Park are based on the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.). The Act regulates ethical conduct, political activities, and the solicitation and acceptance of gifts by State officials and employees.

Open Door Policy

- Employees are encouraged to share their concerns, seek information, provide input, and resolve problems through their Department Head or the Village President and, as appropriate, consult with any member of the Board toward those ends. Department

Heads or the Village President are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

Suggestions

- If you have any suggestions or ideas that you feel would benefit the Village of Maple Park, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures, and working conditions, reduce costs or errors, and benefit the Village and its employees.

Anti-Harassment Policy

- Both state and federal law prohibits sex discrimination in the workplace. The Village of Maple Park is committed to maintaining a work environment that is free of discrimination. In keeping this commitment, the Village will not tolerate harassment of its employees by anyone, including any supervisor or co-worker.
- Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.
- You must be familiar with and comply with the Villages Anti-Harassment Policy, since all employees are responsible for assuring that the workplace is free from any unlawful form of harassment, including the types listed above.
- Prohibited harassment includes behavior which:
 - Creates an intimidating, hostile, or offensive work environment;
 - Unreasonably interferes with an individual's work performance; or
 - Otherwise adversely affects an individual's employment opportunity.
- If you believe that you are being unlawfully harassed, take the following steps:
 - Firmly tell the person who is harassing you to immediately stop the comments and/or behaviors which you find offensive.
 - If the harassment continues or if you believe employment consequences may result from your request that the behavior stop, report the matter as soon as possible to your Department Head or the Village President. The complaint should be in writing.
- Complaints are investigated by the Police and/or the Clerk for referral to the Board. The Village will listen to all reasonable complaints, verify complaints, and discipline appropriately.
- False accusations of harassment may have serious adverse effects. We expect all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Village's desire to continue providing a pleasant work environment for all employees, free of harassment.

Sexual Harassment

- A specific type of harassment that is not tolerated by the Village is sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
 - Submission to such conduct is an explicit or implicit term or condition of continued employment;
 - An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include, but is not limited to, explicit propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, the display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.
- It is illegal and against the Village's policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging any of the above, as well as:
 - Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
 - Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee's body; and
 - Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
 - Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.
- The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Board will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- The Village will not condone any sexual harassment of its employees. All workers, including Department Heads, will be subject to severe discipline up to, and including, discharge, for any act of sexual harassment they commit.
- All Village employees are responsible for helping to assure that harassment is avoided. If an employee advises you as to a belief that he or she has experienced or witnessed harassment, you must immediately report the statement to the Department Head or the

Village President. Thereafter, you will be provided with instructions as to the steps to be taken in the course of investigating the complaint. The Village forbids retaliation against anyone who has reported harassment.

- Employees who feel victimized by sexual harassment are encouraged to report the harassment to their:
 - Department Head or the Village President.
 - If the worker's immediate Department Head is the source of the alleged harassment, the employee should report the problem to the Village President. Employees who witness or are aware of, any incident of suspected sexual harassment are required to report the incident immediately, even if they are not the subject of the harassment.
- Department Heads who receive a sexual harassment complaint should immediately report the complaint to the Village President, who will co-ordinate a careful investigation of the matter. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.
- Employees who are dissatisfied with the initial resolution of a sexual harassment complaint may file a complaint with an appropriate outside agency. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- It is the Village of Maple Park's policy to investigate all such complaints thoroughly and promptly and to take all appropriate action that may be deemed necessary to end the harassment and to prevent this misconduct from recurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Village will take corrective action, including such discipline up to, and including, immediate termination of employment, as is appropriate.

GENERAL POLICIES

Personal Appearance

- Village employees' dress and grooming must be appropriate to their position. Office employees often have contact with the public and therefore represent the Village. By dressing appropriately, you help to create a favorable image for the Village. Accordingly, you are expected to dress in a manner that is normally acceptable in business offices.
- If you work in the field, wear protective clothing that is appropriate for the work that you perform. If uniforms are provided it is expected that they be worn while on duty. Unkempt, torn and/or suggestive clothing are not appropriate work clothes for employees. Shirts must be worn at all times. In no circumstances may any Village employee wear any clothing upon which appears any type of message or any symbol or picture which is inappropriate, lewd, or offensive to any citizen or employee. The Village reserves the right to decide what is appropriate clothing.

Uniforms and Equipment

- Public Works employees are provided with appropriate personal protective equipment as needed for particular tasks. They are also expected to wear the appropriate personal protective equipment necessary for adequate safety when performing particular tasks. We want our employees to work safely. If you feel a particular task requires additional personal protective equipment, notify your Department Head or the Village President
- Police officers will be provided 2 pairs of trousers, 2-short-sleeve shirts, 1-long-sleeve shirt, badge, tie, tie clip, 2 name badges, 1 winter coat, 1 dress cap, and 1 badge for dress cap. Cost of replacements are at the discretion of the department head.

Solicitation or Distribution

- No solicitations of any type are permitted by non-employees. You may only solicit for a nonprofit organization, and these solicitations are only permitted to be done during non-working hours.
- The only non-work-related materials or literatures that may be posted on the Village bulletin boards are personal notices (e.g., items for sale, party announcements, etc.). Such postings may only be posted within the Village office.

Smoking

- Public buildings are considered to be smoke-free. Smoking is not permitted in general access areas (such as doorways), in work areas where customers and visitors have access, and all other areas where an occupational safety or health hazard may exist. Smoking is only allowed outdoors at least fifteen (15) feet away from entrance doors or paths.

Drug Free Workplace

- In accordance with Federal law, employees may not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance at work, while on Village property, at work locations, while on duty, or while scheduled to be on call.

Anti-Nepotism

- Your family members may be considered for Village employment provided that they meet the qualifications and their employment does not create a conflict of interest or a conflicting Department Head-employee relationship.

No Violence in the Workplace

- The Village has a zero tolerance policy against violence in the workplace or the threat of violence. Weapons are not allowed in the workplace or in Village vehicles, except by authorized public safety employees. You must immediately report any workplace violence that you have received or witnessed. The Village will investigate and attempt to verify such reports and discipline appropriately.

Job Classifications

- Police
- Public Works
- Village Accountant and Clerk
- Buildings
- Immediate Superiors: The immediate superior of a police officer shall be the Chief of Police, the Immediate superior of the Chief of Police shall be the Village President. The immediate supervisor of the public works employee shall be the Director of Public Works, the immediate superior of the Director of Public Works is the Village President. The immediate superior of a Village Clerk is the Village Accountant, the immediate superior of the Village Accountant is the Village President.
- Refer to Appendix 1

Punctuality and Attendance

You are responsible for being on time for work. When you are late or absent from work, other schedules and public services are disrupted. When you know you are going to be late or absent, notify your Department Head or the Village President as soon as possible, preferably within thirty (30) minutes after your scheduled start time. If you do not notify your Department Head or the Village President, you may be disciplined.

Outside Employment

- In most cases, the Village approves its employee's requests for outside employment. However, such part-time work may not interfere with your Village duties, responsibilities, and normal hours of work or overtime, work performance, or compromise the Village's interests. Before accepting outside employment, check with your Department Head or the Village President so that there is no conflict of interest between your Village position and your outside work.

Meal & Break Periods

- The Village will provide a meal period of no less than thirty (30) minutes, beginning no later than five (5) hours after commencing work in each continuous eight (8) hour period worked by an employee. Employees shall also be entitled to two (2) paid fifteen (15) minute breaks each day.

- An employee who is to work 7 1/2 continuous hours or more shall be provided a meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work. Illinois has no law regarding breaks.

Compensatory Time

- Non-exempt hourly employees will receive compensatory time of one and one-half hours for all hours actually worked in excess of forty (40) hours worked per week. Accrual and use of compensatory time shall be subject to the following terms and conditions:
 - No employee shall work in excess of 40 hours per week without the express written consent of his or her supervisor, which shall be noted on the employee's timesheet.
 - Employees shall be eligible to accrue up to 80 hours of compensatory time in one fiscal year (May 1 through April 30).
 - Requests to use compensatory time must be approved in advance by an employee's Supervisor and may be denied based upon the needs of the Village at that time.
 - Compensatory time shall not be used in increments of less than 4 hours nor more than 80 hours at one time.
- Compensatory time shall not be carried over from fiscal year to fiscal year nor shall the employee receive any monetary compensation for accrued compensatory time at termination of employment.

Salary, Payday and Payroll Deductions

- An employee's salary is based upon the job description, responsibilities, and/or supervisory duties as set down by the Board.
 - Unless otherwise designated, salaries and wages shall be paid every other Thursday, by noon (26 times per calendar year).
 - All employees must submit time cards/sheets by 12:00 p.m. on the Monday prior to pay day.
 - Time cards/sheets must be signed by the employee, and also signed and dated by the employee's supervisor to verify the hours worked.
 - In the event that payday falls on a holiday, checks shall be issued the day before.
- The employee is the only person who can receive their payroll check unless they have submitted a signed written request to the Village Clerk for another person to receive it. The person who receives the employee's paycheck may be asked to show picture proof of identity. Additionally, the employee may request to have his/her check direct deposited to any financial institution of his or her choosing. Forms authorizing this service shall be available from the Village Clerk.
- The Village does not make personal loans or extend credit to employees.
- Those persons who are hired or who terminate their employment in the middle of a pay period shall be paid at an hourly rate based on their current salary schedule for hours worked in that period after their hiring or prior to their termination.

Employee Benefits

The following is a general description of current employee benefits. In the event of a conflict between the description of the benefits in this Handbook and the terms of any employment contract, the contract will control.

Health Care Stipend

- Full-time employees who have successfully completed their probationary periods are eligible to receive an annual stipend to offset medical and related health costs for themselves and their dependents. The amount of this stipend shall be established by the Board from time to time and will be distributed to employees on a bi-weekly basis with their regular paychecks
- The Village reserves the right to amend or terminate this stipend at any time, with or without notice.

Workers Compensation Insurance

- All employees are covered by workers' compensation which provides for benefits in case of on-the-job injury. It goes into effect on the first day of employment. Any medical or hospital expenses resulting from a work-related injury are covered by this insurance. In addition, if the injury prevents the individual from working, this coverage may also pay the individual a percentage of their average weekly earnings depending upon the nature and extent of the injury, in accordance with state laws.
- If an employee sustains a work related injury, no matter how slight, they must immediately report it to their supervisor. If the supervisor is unavailable, it should be reported to any Board member (or its designee). Additionally, an accident report form must be completed by the employee and received by their supervisor within twenty-four (24) hours of the injury or accident. Failure to complete all required forms on a timely basis may result in an individual's claim for compensation being denied.

Holidays

- The Village recognizes certain paid holidays for its full-time and part time employees. Full-time and permanent part time employees will receive their regular rate of pay for the number of hours that they are normally scheduled to work on the day the holiday occurs.

These holidays are:

- | | |
|--------------------|-----------------|
| ◇ New Year's Day | ◇ Columbus Day |
| ◇ Presidents' Day | ◇ Veterans' Day |
| ◇ Good Friday | ◇ Thanksgiving |
| ◇ Memorial Day | ◇ Day After |
| ◇ Independence Day | ◇ Christmas Eve |
| ◇ Labor Day | ◇ Christmas Day |

- Employees who want to take off a religious, ethnic, or political holiday not listed above may take the day off without pay or may use a vacation day or compensatory time. However, employees must have advance approval from their Supervisor before taking the day off.

Vacations

- Paid vacation is awarded to full time employees only in accordance with the following schedule:

1 Year of Service	5 Days
2 Years of Service	10 Days
5 Years of Service	15 Days
10 Years of Service	20 Days

- Vacation can be used in one hour increments, not to exceed normally scheduled hours for that day.
- In no case shall employees be allowed to use more than two weeks of vacation at one time.
- Vacation earnings are based on the date of employment.
- Vacation earnings shall not be allowed to be carried over into the next succeeding year without express approval of the Board (or its designee).
- All vacation requests must be submitted in writing in advance, usually at least two weeks prior to the first day of vacation, and must be approved by the employee's supervisor. Under some circumstances, specific vacation requests may be denied because of Village needs.
- When an individual terminates employment with the Village, (s) he will be paid for unused vacation time not to exceed the allowed maximum.

Jury Duty/Court Appearances

- The Village encourages all employees to meet their civic responsibility by serving on a jury when called to do so. If an employee is summoned for jury duty or to appear as a witness, the employee may take time off from work for this purpose without penalty.
- Employees must provide written notification to their immediate supervisor as promptly as possible of the dates and expected duration of their jury duty. They also must present proof of jury duty service to their supervisor at its conclusion. Employees will be paid their regular salary minus any compensation received for the duty.

Funeral Leave

- Full Time Employees will be granted up to three days' paid funeral time to attend the funeral of:
 - Your spouse, parents, step-parents, children, step children, legal guardian, grandchildren, grandparents, brother, sister;
 - Mother-in-law, father-in-law, brother-in-law, sister-in-law;
 - Your spouse's children, grandparents, and grandchildren.
 - You will be granted up to one day off with use of employee time to attend the funeral of an aunt, uncle, cousin, nephew, and niece of yours or your spouse.

Sick Leave

- Paid sick leave is granted to full time employees only who are suffering from an illness which prevents them from performing their usual duties and responsibilities or who require medical, dental, or optical consultation or treatment. Sick leave is also granted to an employee when their spouse, child, or parent is suffering from an illness defined in the Family Medical Leave Act (FMLA). A doctor's statement may be required at any time during the sick leave or upon return to work.
- Employees are entitled to sick leave according to the following guidelines:
 - Full-time employees accrue paid sick leave at the rate of 4 hours per month or a total of 6 working days per year.
 - Sick leave may accrue to a maximum of 160 hours or 20 working days.
 - Employees must notify their immediate supervisor at the earliest possible time regarding the need to use sick leave.
- Use of sick days for reasons other than those for which this benefit is intended is considered an abuse of this benefit, and may result in disciplinary action, up to, and including, discharge. Days of absence beyond all accrued time will be unpaid, and, if they are not covered under any of the Village's leave of absence policies, may be considered excessive absenteeism and grounds for disciplinary action including, but not limited to, discharge.
- It is the employee's responsibility to notify his/her supervisor when they must be absent because of sickness or other emergency. In the event the supervisor is not available, the employee is to contact any Board Trustee or its designee as soon as possible, at least one hour prior to the start of their scheduled work time, on each and every day of absence. If the telephone is not answered, the employee should leave a voice-mail message and then follow up with their supervisor at their earliest opportunity.
- If an employee needs to leave work prior to the end of their shift due to an illness or an emergency, they must first contact their supervisor, or a Board Trustee (or its designee) if the supervisor is unavailable.
- Employees are required to attempt to schedule medical appointments outside of their normal work days and hours. If it is not possible to schedule appointments outside of normal work days or hours, employees will be granted sick leave in the amount necessary for the appointment and travel time to and from the appointment.

- Employees not using their accrued sick leave shall have the option of being paid for it at the conclusion of each fiscal year. Unused sick days will not be paid out to employees upon separation of employment.

Other Leaves of Absences

Family and Medical Leave of Absence ("FMLA")

- The Village will provide up to twelve (12) weeks of a combination of paid and/or unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Village for at least 12 months, and have worked at least 1,250 hours during the previous 12 month period.
- Employees will be required to substitute any accrued vacation time and/or sick days for any unpaid leave time taken under this policy. Similarly, if the employee otherwise qualifies for any other type of leave of absence, (s) he must take that leave at the same time (s) he is taking FMLA Leave. All time missed from work that qualifies for both Family and Medical Leave, and for worker's compensation, will be counted toward the twelve (12) weeks of Family and Medical Leave.
- The administration of this policy will be in accordance with the Family and Medical Leave Act of 1993 and its applicable regulations.
- Leave will be granted for any of the following reasons:
 - Because of the birth of a child and to care for such child (within 12 months after the birth of the child);
 - Because of the placement of a child with the employee for adoption or foster care (within 12 months of the placement of the child);
 - To care for a spouse, child, or parent, who has a serious health condition;
 - For a serious health condition that makes the employee unable to perform their job.
- Employees shall be required to use any accrued vacation and/or sick time and shall not accrue additional sick or vacation time during an FMLA leave of absence.
- If the employee and their spouse both work for the Village and each qualify for a leave under Points 1 or 2 of this section, the number of workweeks of leave to which both employees may be entitled is limited to a combined total of 12 in any 12-month period.
- Employees who want to take FMLA leave must ordinarily provide the Village at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition.
- Medical Certification: Any request for a leave under Points 3 or 4 above must be supported by certification issued by the applicable health care provider. At its discretion, the Village may require a second medical opinion and periodic re-certification to support the continuation of a leave at the Village's expense. If the first and second opinions differ, a third opinion may be obtained from a health care provider jointly approved by both the employee and the Village at the Village's expense.

- The Village may deny leave to employees who do not provide proper advance leave notice or medical certification.

Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
- Chronic Conditions Requiring Treatment. A chronic condition which: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Intermittent Leave

- If certified as medically necessary for the serious health condition of either the employee or their spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Village may require the employee to temporarily transfer to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Return from Family and Medical Leave

- Upon return from a Family and Medical Leave of Absence which has extended no longer than a total of 12 workweeks within a 12-month period, the employee will be restored to the same or an equivalent position to the one (s)he held when the leave started. The employee shall have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA periods. If the leave was due to the employee's own serious health condition, (s) he will be required to submit a certification from their attending physician stating the employee is able to perform the essential functions of their job.
- Certain highly compensated "Key Employees" may be denied reinstatement when necessary to prevent "substantial and grievous injury" to the Village's operations. A "Key Employee" is a salaried employee who is among the highest paid ten (10) percent of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a Key Employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

- The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Victim's Economic Security and Safety Act Leave of Absence ("VESSA")

- Under the Victim's Economic Security and Safety Act ("VESSA"), an employee may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12)-month period in order to address matters involving domestic violence.
- **Eligibility:** Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:
 - To seek medical attention or treatment
 - To seek psychological counseling
 - To obtain victim services
 - To relocate for reasons of safety
 - To seek legal assistance
 - To participate in a related court proceeding
- **Leave Time:** If an employee is entitled to leave under both VESSA and FMLA, the leave time will run concurrently.
- **Notice Required:** The employee must provide their supervisor with advance notice of at least 48 hours of his/her intention to take the leave. If such notice is not possible, the employee must notify their supervisor, any Board Trustee or its designee as soon as is practicable.
- **Certification Required:** If an employee seeks to use VESSA leave, (s) he must provide his/her supervisor with certification that: a) states that they or a family member is a victim of domestic violence; and, b) includes the employee's reason(s) for taking the leave. In certain circumstances, information such as documentation from victim services

organizations, attorneys, clergy members, medical professionals, police or court records, or other corroborating evidence may be requested. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time following the request by the Board (or its designee).

- Employment and Benefits: Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits.
- Upon the employee's return from a VESSA leave, which has extended no longer than a total of twelve (12) workweeks within a rolling twelve (12) month period, the employee will be reinstated to the same or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, to the one they held when the leave started. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if (s) he had been continuously employed during the VESSA leave period.

School Visitation Leave

- The School Visitation Rights Act allows parents and guardians, who cannot meet with educators during the school year due to a work schedule conflict, an allotment of time to do so. Village employees who are parents and/or guardians of biological, adopted, foster, or step children, or a legal ward who is enrolled in a public or private primary or secondary school in Illinois or a state which shares a common boundary with Illinois are eligible for School Visitation Leave if they have worked fulltime for at least six consecutive months immediately preceding a request for school visitation.
- Employees may request up to a total of eight (8) hours of unpaid leave during a school year, of which no more than four (4) hours can be used on a given day, to attend school conferences or classroom activities, if the conference or activity cannot be scheduled during non-work hours. The total of eight (8) hours of school visitation time during the school year is available to an employee regardless of how many children they may have in school.
- School visitation time can only be requested after an employee has exhausted all accrued vacation, or other leave time other than sick time or disability leave. Employees must request the leave from their immediate supervisor at least seven (7) days prior to the leave unless it is an emergency situation, in which case, 24 hours' notice is allowed.

Military Leave of Absence

- An employee who is drafted for service in the armed forces or is a reservist called up for active duty is eligible for military leave of absence. Such military leave of absence is governed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Illinois state law.
- An employee whose absence from work with the Village is required by reason of service in the uniformed services is entitled to re-employment rights and benefits under USERRA if the employee meets the following criteria for eligibility:
 - The employee gives the employer advance written or verbal notice of the service (no notice is required if military necessity prevents notice from being given or if,

under all of the circumstances, giving such notice is impossible or unreasonable); and

- The cumulative length of the absence and of all previous absences from work with the Village by reason of service in the uniformed services does not exceed five years; and
- The employee has not been dishonorably discharged or separated from the uniformed service under other than honorable conditions; and
- The employee reports to, or submits an application for reemployment to the Village within the time periods allowed by USERRA.
- The time periods for applying for reemployment are based on the employee's length of military service. For service of less than thirty-one (31) days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account sufficient time for safe travel home plus an eight-hour rest period. For service of more than thirty (30) days but less than one hundred eighty-one (181) days, the service member must apply for reemployment within fourteen (14) days of being released from service. For service of more than one hundred eighty (180) days, the member must apply for reemployment within 90 days of being released from service.
- Failure to apply for reemployment within the specified time periods does not automatically forfeit the service member's entitlement to reemployment, but subjects the person to the Village's general practices pertaining to explanations and discipline with respect to absence from scheduled work.
- An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term (two weeks or less) reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered vacation time.
- There are additional rights, responsibilities and benefits associated with federal and Illinois state law regarding military leave. Employees who are currently, or are likely to become, members of the uniformed services should contact the Village Finance Committee for more details.

Family Military Leave of Absence

- The Illinois Family Military Leave Act provides for unpaid leave for the families of military personnel. An employee is eligible for this leave if they are a spouse or the parent of an individual called to military service of at least 30 days in length by the State of Illinois or the United States, have been employed by the Village for at least 12 months, and have been scheduled to work at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
- Eligible employees will be provided with up to 30 days of protected, unpaid leave to visit with a spouse or child who has been called into military service for a period lasting longer than thirty (30) days. The leave must be taken during the time federal or state orders are in effect (the period in which the respective military personnel's unit has been mobilized and is preparing to leave its base to prepare for combat). Family Military

Leave may also be taken intermittently. The Village may require certification from a proper military authority to verify an employee's eligibility for family military leave.

- Before taking family military leave, employees must exhaust all their accrued paid leave. The Village requires as much foreseeable notice of the leave as possible and reserves the right to schedule the leave so as not to unduly disrupt Village operations. If an employee's leave will extend over five (5) or more consecutive work days, the Village will require at least 14 days' notice of the intended leave.
- Employees will be restored to the position they held when the leave commenced or to a position with equivalent terms and conditions of employment.

CONDUCT

Village employees are expected to behave in a proper, ethical manner at all times. Departments may have a comprehensive set of work rules that govern on-the-job behavior and manner of job performance. All employees should be familiar with your Department's work rules. The following guidelines are intended to serve as general examples of inappropriate behavior for which an employee may be disciplined. The list is not comprehensive of all improper behaviors.

- Incompetence or inefficiency.
- Offensive conduct.
- Insubordination or violation of any official order or regulation. Insubordination is defined as failure or deliberate refusal to obey an order by a superior, ridiculing a superior or a superior's orders, whether in or out of the presence of a superior.
- Accepting tips or gifts in the course of work.
- Conviction of a criminal offense involving moral turpitude or depravity.
- Negligent, or willful, damage or waste of public property.
- Inexcusable absences without being granted leave.
- Bringing, possessing, or being under the influence of intoxicants, or using intoxicants, or the consumption of alcoholic beverages or controlled substances while on duty or subject to duty.
- Harassment of any employee because of sex, race, religion, physical disability, or any other legally protected group status.
- Engaging in outside employment while on any leave of absence.
- Engaging in fraudulent use of a leave of absence.
- Claiming sick leave under false pretenses.
- Excessive or chronic absenteeism or tardiness.
- Failure to notify your supervisor in advance when you will be absent from work or are unable to report for work on time.
- Failure to comply with employee's specific department rules.
- Failure to conform to assigned work hours.
- Falsification or misuse of time cards, time sheets, records, or assisting in such falsification.
- Theft or misappropriation of Village property or another employee's property.

- Provoking, instigating, or involvement in fighting on the job, or on Village property. Threatening or carrying out acts of violence to an employee, supervisor, Village official, or visitor.
- Sleeping on the job.
- Violation of the Employee Handbook.
- Working unauthorized overtime.
- Possessing weapons or explosives of any type on Village property without Village authorization.
- Deliberately restricting work output or encouraging another employee to do so.
- Illegal, immoral, offensive or indecent conduct during the workday or on Village property.
- Failure to comply with the Village Safety Program.
- Using profanity or abusive language.
- Any other activity which is not compatible with good public service.
- Rude behavior toward a member of the general public or other Village employees.
- Lying or attempting to withhold information from a supervisor.
- Any other action or activity which results in a loss of public trust or affects any Village employee's ability to perform his/her duties as a Village employee.

Discipline and Discharge

- Employees are considered at-will employees and serve at the discretion of the Board. The Board's determination to discipline an employee, including discharge of employment, is final and may be without cause. The at-will policy shall not be modified by any statements made to you or materials given to you.
- Progressive discipline will be administered by the Village, at its sole discretion. The steps of progressive discipline include, in order of severity:
 - Oral warning
 - Written warning
 - Meeting with employee, Department Head, and others as determined by the Village President
 - Suspension
 - Recommendation to Village Board for termination of employee
 - Termination from employment

Access to Village Property

- You do not have a right to privacy when using Village offices, file cabinets, desks, lockers, and other Village property and facilities. Although the Village does not prohibit you from bringing personal items to work, (e.g., family pictures, plants, etc.) you should not bring them if you do not want them exposed to the public. You also do not have a right to privacy regarding the Internet sites you access or e-mails you write. E-mails are considered open, permanent records under the law. If you would not want them to be seen, then don't click on the web sites or write the e-mails. E-mails considered as public

records shall not be deleted unless they have been archived on a CD or printed and properly filed and stored.

- Close and lock all doors, windows, and other Village property as identified by your supervisor (e.g., file cabinets, desks) in your work area at the end of the work day.

Use of Village Equipment and Supplies

- You are responsible for proper operation, care, and conservation of Village equipment, tools, and supplies. You must report any accidents, breakdowns, malfunctions, or thefts immediately so that necessary repairs or investigations may be made. You may not use Village equipment and supplies for unauthorized or personal purposes, including photocopying equipment. The guidelines below are intended to serve as a general example for which you may be disciplined regarding the use of Village equipment and supplies.
- The following are prohibited actions:
 - Negligent, or willful damage, waste, or loss of public property;
 - Theft or misappropriation of Village property or another employee's property;
 - Any other action or activity that results in a loss of public trust or affects any employee's ability to perform his/her duties as a Village employee.

Use of Village-Owned Vehicles

- Village vehicles will be provided to designated employees by the Village of Maple Park for work. They are not to be used for personal reasons or errands. It is the employee's responsibility to keep the vehicles in good working order and to report any problems immediately. The vehicles are to be neat and orderly, inside and out, at all times. It is the employee's responsibility to wash and clean the vehicle they are responsible for, as time allows. Each employee will be responsible for keeping the vehicle (they use the most) organized, stocked and fueled. Gas tanks are required to be more than one-quarter full and supplies are to be stocked.
- Village vehicle are to be driven in a responsible manner at all times. Speeding, reckless driving, etc., will not be tolerated. Remember that our name is on the vehicle. In the event an employee is stopped for a violation other than equipment safety, the employee shall be solely responsible for any fines and/or tickets. You should make regular visual checks of your truck for scratches, scrapes and dents. Any problems should be reported to your Department Head and or the Village President immediately. A police report must be filled out at the scene of an accident if there is substantial damage requiring repair. If damage is due to the employee's negligence, the employee shall be responsible for payment of the insurance deductible for repairs.
- Employees must wear seat belts at all times while using a Village vehicle.
- It is the employee's responsibility to make sure the vehicles are completely locked up. Village vehicles are valuable property and you may only drive them to conduct Village business. Personal use of a Village vehicle is never authorized, since such use creates

unnecessary liability exposure to the Village and may hurt the reputation of the Village and other employees.

- Any employee driving a Village vehicle must have a valid state issued driver's license. If using a personal vehicle for Village-related travel, you must document mileage and reason for travel to receive a reimbursement at the Federal mileage rate.

Compliance with Laws

- Village employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on Village computer networks. Any attempt to break those laws through the use of the networks may result in litigation against the offender by the proper authorities. If such an event should occur, the Village of Maple Park will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

SAFETY

- The Village is committed to provide a safe working environment for all employees. Employees in Public Works and Utilities and certain Administrative employees may participate in safety training. The purpose of the training is to educate in the prevention of accidents and injuries to you and others. Other general safety training may be provided to all Village employees from time to time (e.g., defensive driving, first aid, CPR).

VACATING YOUR POSITION

Layoff

- Layoffs may occur because of a decrease in services, change in work methods, or other conditions. To assure continued quality services, merit and length of service may be given consideration in determining the order in which employees are laid off
- You may be laid off if you lose a license or other requirement necessary for you to perform the duties of your position.

Resignation

- A written notice of 14 days is expected upon resignation from employment and you must work during the notice period. A Department Head or the Village President is not allowed to request or demand that you sign an undated resignation. An exit interview with the Department Head or the Village President may be scheduled to process your file for termination, authorize the release of your final paycheck, and review any final benefit payout.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

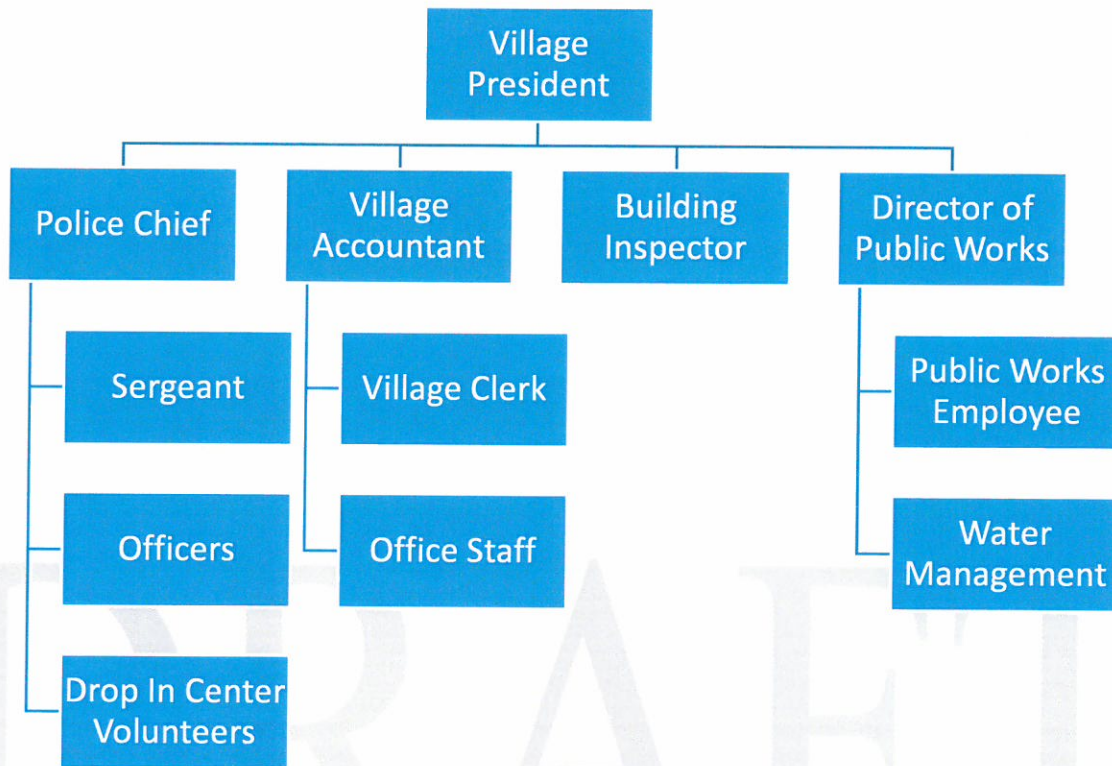
I have received a copy of the Village of Maple Park Employee Handbook. I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits and rules, and that it is not a contract, promise or guarantee of employment or of any specific terms or conditions of employment or procedural rights. I further understand that any or all portions of this Handbook may be amended or eliminated from time to time without advance notice. I also understand that my employment with the Village is at-will, and can be terminated either by me or by the Village at any time, for any reason, with or without notice

Employee Name (Printed)

Employee Signature

Date

APPENDIX 1 – REPORTING STRUCTURE



VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT

