

VILLAGE OF MAPLE PARK, ILLINOIS  
Schedule of Cash and Investments  
February 28, 2018

Fund	Interest Rate	First Midwest CD	IPTIP Accounts	First Midwest Money Market	Old Second Checking	Total Cash & Investments
<b>Operating Funds</b>						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	(4,068.25)	(4,068.25)
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	127,150.70	-	-	127,150.70
Total General Fund		-	127,150.70	-	(4,068.25)	123,082.45
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	(9,141.99)	(9,141.99)
First Midwest Bank		-	-	246,685.08	-	246,685.08
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	95,887.00	-	-	95,887.00
First Midwest Bank - CD	0.70%	150,000.00	-	-	-	150,000.00
Total Utility Tax Fund		150,000.00	95,887.00	246,685.08	(9,141.99)	483,430.09
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	38,662.87	38,662.87
Total Road & Bridge Fund		-	-	-	38,662.87	38,662.87
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	4,653.77	4,653.77
Illinois Public Treasurer's Pool		-	34,868.50	-	-	34,868.50
Total Road & Bridge Fund		-	34,868.50	-	4,653.77	39,522.27
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	99,359.65	-	-	99,359.65
Total Motor Fuel Tax Fund		-	99,359.65	-	-	99,359.65
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account		-	-	-	(20,027.30)	(20,027.30)
Illinois Public Treasurer's Pool		-	296,284.14	-	-	296,284.14
Total Operating Accounts		-	296,284.14	-	(20,027.30)	276,256.84
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	14,124.55	14,124.55
Illinois Public Treasurer's Pool		-	141,445.19	-	-	141,445.19
First Midwest Bank - CD	0.70%	10,000.00	-	-	-	10,000.00
Total Water Improvement Accounts		10,000.00	141,445.19	-	14,124.55	165,569.74
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	14,463.66	14,463.66
Illinois Public Treasurer's Pool		-	183,362.59	-	-	183,362.59
First Midwest Bank - CD	0.70%	90,000.00	-	-	-	90,000.00
Total Sewer Improvement Accounts		90,000.00	183,362.59	-	14,463.66	287,826.25
Total Water & Sewer Funds		100,000.00	621,091.92	-	8,560.91	729,652.83
<b>Total Village Operating Funds</b>		250,000.00	978,357.77	246,685.08	38,667.31	1,513,710.16
<b>Escrow Funds</b>						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	3,200.00	3,200.00
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	60,409.53	60,409.53
<b>Total Village Escrow Funds</b>		-	-	-	63,609.53	63,609.53
<b>Total Village Cash &amp; Investments</b>		250,000.00	978,357.77	246,685.08	102,276.84	1,577,319.69

SYS DATE:03/28/18

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
REGISTER # 766  
wednesday March 28, 2018

SYS TIME:11:12  
[NW1]

DATE: 03/28/18

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 BLACKBERRY TOWNSHIP 03062018	01-50-5622	STREET SIGNS	406.50	406.50
01 CASEY'S GENERAL STORES, INC. 02282018	01-30-5250	GASOLINE	419.07	419.07
01 COMMONWEALTH EDISON 0147077192 0318	01-50-5730	STREET LIGHTING	4193.23	291.50
0498142046 0218	52-20-5730	LIFT STATION		117.03
0798152002 0218	52-10-5730	WELL		1902.13
1620026021 0218	52-20-5730	WWTP		994.51
4665155040 0318	01-50-5730	STREET LIGHTING		858.08
5778015012 0218	01-20-5730	HERITAGE HILLS POND		29.98
01 FOSTER, BUICK, CONKLIN & LUNDG 20967	01-10-5330	ORDINANCE VIOLATION	1487.50	175.00
20967	01-10-5330	GENERAL COUNSEL		1050.00
20967	01-10-5330	LIQUOR ISSUES		87.50
20967	01-10-5330	SPECIAL USE		175.00
01 GOODENOUGH INC. 60040	01-10-5420	PLUMBING INSPECTION	50.00	50.00
01 FRONTIER 8158273286 0318	01-30-5700	POLICE TELEPHONE	526.89	139.83
8158273309 0318	01-10-5700	OFFICE TELEPHONE		222.00
8158273710 0318	52-10-5700	WELL HOUSE		57.76
8158275039 0318	52-20-5700	WWTP		49.54
8158275069 0318	52-20-5700	LIFT STATION		57.76
01 IMPACT NETWORKING, LLC 1069314	01-10-5200	COPY COSTS	500.77	500.77
01 EASTERN ILLINOIS UNIVERSITY (I 05012018	01-10-5570	IMTA ANNUAL MEMBERSHIP	50.00	50.00
01 INTOXIMETERS, INC. 589471	01-30-5100	CANISTER	125.00	125.00
01 LOCIS 39519	01-10-5570	LOCIS MEMBERSHIP	3080.85	2784.00
39633	01-10-5200	UTILITY BILLING PAPER		98.95
39633	52-10-5100	UTILITY BILLING PAPER		98.95
39633	52-20-5100	UTILITY BILLING PAPER		98.95
01 LOWE'S 03172018	01-40-5600	MAINTENANCE & REPAIR	83.59	68.31
03172018	52-10-5600	MAINTENANCE & REPAIR		15.28
01 LINTECH ENGINEERING, INC. 2009	52-10-5390	WATER OPERATIONS	2500.00	1250.00
2009	52-20-5390	WASTEWATER OPERATIONS		1250.00
01 MIDWEST SALT P438526	52-10-5110	ROCK SALT	2788.14	2788.14
01 MINIFY SELF STORAGE LLC 03282018	01-10-5900	DEPOSIT BALANCE REFUNDED	1180.45	1180.45
01 NICOR			1625.05	

SYS DATE:03/28/18

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
331314100040318	01-50-5730	GARAGE GAS		179.33
399087100050318	01-40-5730	CIVIC CENTER GAS		1445.72
01 SHAW SUBURBAN MEDIA 1507862	01-10-5900	RFP	70.06	70.06
01 QUILL CORPORATION			413.29	
5303993	01-10-5200	OFFICE SUPPLIES		161.42
5303993	01-30-5100	OFFICE SUPPLIES		29.99
5370869	01-10-5200	PRINTER		29.99
5380172	01-10-5200	OFFICE SUPPLIES		55.92
5485636	01-10-5200	OFFICE SUPPLIES		135.97
01 E. DEAN STIEGEMEIER 1372	01-30-5560	ILACP ANNUAL CONFERENCE	360.00	360.00
01 STREICHER'S			536.50	
CM277940	01-00-1075	RECEIVABLES - EMPLOYEE		530.00-
I1300088	01-00-1075	VEST		536.50
I1303234	01-00-1075	VEST		530.00
01 THOMPSON ELEVATOR INSPECTION S 18-0753	01-40-5900	LIFT INSPECTION	235.00	235.00
01 VERIZON WIRELESS			244.51	
9803840720	01-10-5700	CELL PHONES		62.72
9803840720	01-30-5700	CELL PHONES		67.76
9803840720	01-30-5700	AIR CARDS		114.03
01 VERIZON WIRELESS 03312018	01-10-5700	CELL PHONE	50.00	50.00
** TOTAL CHECKS TO BE ISSUED			20926.40	

SYS DATE:03/28/18

VILLAGE OF MAPLE PARK  
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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		12246.35	
52	WATER & SEWER FUND		8680.05	
***	GRAND TOTAL	***	20926.40	
	TOTAL FOR REGULAR CHECKS:		20,071.41	
	TOTAL FOR DIRECT PAY VENDORS:		854.99	



SYS DATE:03/28/18

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
wednesday March 28, 2018

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[NW1]

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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-#03/08/18	21125		325.77		
44 03082018	01-00-2150	ICMA PAYABLE		85.65	
44 03082018	01-20-5030	PENSION EXPENSE		49.80	
44 03082018	01-30-5030	PENSION EXPENSE		89.23	
44 03082018	01-50-5030	PENSION EXPENSE		49.79	
44 03082018	52-10-5030	PENSION EXPENSE		25.65	
44 03082018	52-20-5030	PENSION EXPENSE		25.65	
01 VANTAGEPOINT TRANSFER AGENTS-#03/22/18	21130		325.77		
44 03222018	01-00-2150	ICMA PAYABLE		85.65	
44 03222018	01-20-5030	PENSION EXPENSE		49.80	
44 03222018	01-30-5030	PENSION EXPENSE		89.23	
44 03222018	01-50-5030	PENSION EXPENSE		49.79	
44 03222018	52-10-5030	PENSION EXPENSE		25.65	
44 03222018	52-20-5030	PENSION EXPENSE		25.65	
01 USPS	03/06/18	21126	50.00		
44 03062018	01-30-5750	ANNUAL POST OFFICE BOX RENT		50.00	
01 AMERICAN BANK & TRUST	03/08/18	21127	1481.83		
44 02252018E	01-20-5900	OTHER EXPENSE		58.97	
44 02252018E	01-40-5600	MAINTENANCE & REPAIR		302.89	
44 02252018E	01-50-5600	MAINTENANCE & REPAIR		152.37	
44 02252018F	01-10-5200	OFFICE SUPPLIES		175.77	
44 02252018F	01-10-5390	OTHER PROFESSIONAL SERVICES		479.00	
44 02252018F	52-10-5600	MAINTENANCE & REPAIR		245.00	
44 02252018I	01-50-5600	MAINTENANCE & REPAIR		67.83	

\*\* TOTAL MANUAL CHECKS REGISTERED

2183.37

A/P MANUAL CHECK POSTING LIST

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

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

## REPORT SUMMARY

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	20926.40	2183.37	23109.77
TOTAL CASH	20926.40	2183.37	23109.77

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	12246.35	1835.77	14082.12
52	8680.05	347.60	9027.65
TOTAL DISTR	20926.40	2183.37	23109.77



# 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.org>

Approved by the Infrastructure  
Committee on March 13, 2018.

## INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, February 13, 2018

7:00 p.m. Village of Maple Park

302 Willow Street Maple Park, IL 60151

### 1. MEETING CALL TO ORDER AND ROLL CALL

Chairman Harris called the meeting to order at 7:04 p.m.

Village Clerk Liz Peerboom called the roll call and the following committee members were present: Trustee Brandon Harris, Trustee JP Dries, Trustee Chris Higgins. Absent: Trustee Luke Goucher (arrived late).

Others present: Village President Kathy Curtis and 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. MEETING MINUTES

- January 9, 2018

Trustee Dries made a motion to approve the meeting minutes from January 9, 2018, seconded by Trustee Higgins. Motion carried by voice vote.

### 4. CONTINUED DISCUSSION OF WAYSIDE HORNS

Robert Albritton, Jr., from Quite Zone Technologies was in attendance to do a presentation on the steps that would need to be taken to install wayside horns at the three crossings in Maple Park (power point presentation attached).

Trustee Goucher arrived at 7:14 p.m.

Committee members asked questions about the process and the Mr. Albritton answered questions.

Consensus was that it was a very informative presentation. The committee then discussed the next steps. The committee discussed whether or not this was TIF eligible. President Curtis said that she thinks that this project would be TIF eligible. Trustee Goucher will take this project on and do more research before continuing. Consensus was that a meeting with Senator Oberweis might be a good idea, to discuss funding

opportunities. Trustee Goucher will have more information at the next Infrastructure Committee meeting.

## **5. ENGINEERING UPDATE**

President Curtis advised the committee that she would like to move forward on the Engineering RFP by Friday of this week. Village Clerk Liz Peerboom asked about a deadline. Consensus was that the deadline would be 30 days from the date of release. Clerk Peerboom advised that the RFP would be in the newspaper, would be on the website and mailed out to local Engineering firms.

Trustee Higgins asked why the Village Engineer was not in attendance at the Infrastructure meeting. President Curtis advised that Mr. Lin advised in an email that he wasn't going to attend meetings, unless asked, in light of the RFP.

Trustee Harris advised that Mr. Lin also included an Engineering update in that email.

Consensus was to have Mr. Lin put a hold on projects mentioned in the email until the Board decides who gets the bid.

## **6. PUBLIC WORKS UPDATE**

No report.

## **7. DISCUSSION OF OTHER PROJECTS**

Trustee Harris advised that he would like to do a demonstration of the new GIS system at the March Board meeting.

## **8. ADJOURNMENT**

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

Meeting adjourned at 8:58 p.m.

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Liz Peerboom, CMC  
Village Clerk

MINUTES  
Infrastructure Committee Meeting  
Tuesday, February 13, 2018  
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Committee Members:

Trustee Brandon Harris, Chair  
Trustee Chris Higgins  
Trustee Luke Goucher  
Trustee JP Dries



# *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>

Approved by the Infrastructure  
Committee on March 12, 2018.

## **INFRASTRUCTURE COMMITTEE MEETING MINUTES**

**Tuesday, March 13, 2018**

**7:00 p.m.**

**Maple Park Civic Center**

**302 Willow Street, Maple Park, IL**

**MEETING *RESCHEDULED***  
**TO**  
**MONDAY, MARCH 12, 2018**

### Committee Members

Trustee Harris, Chair

Trustee Goucher

Trustee Higgins

Trustee Dries





# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151  
Village Hall: 815-827-3309  
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Website: <http://www.villageofmaplepark.com>

Approved by the Personnel  
Committee on March 20, 2018.

## PERSONNEL & COMMUNICATIONS COMMITTEE MINUTES

Tuesday, February 20, 2018  
7:00 p.m. Village of Maple Park  
302 Willow Street, Maple Park, IL, 60151

### 1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:01 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Chairman JP Dries, Trustee Bart Shaver and Trustee Kristine Dalton.  
Absent: Trustee Brandon Harris.

Others present: Police Chief Dean Stiegemeier, Public Works Director Mike Miller and Village Clerk Liz Peerboom.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Committee 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

- December 4, 2017
- January 16, 2018

Trustee Dalton made a motion to approve the meeting minutes from the December 4, 2017 meeting and the January 16, 2018 meeting, seconded by Trustee Shaver. Motion carried by voice vote.

### 4. DISCUSSION OF POLICE OPERATIONS

Trustee Dries asked the Police Chief how the operations are going in the police department. Chief Stiegemeier said that he is going through policies that need to be updated right away. The Chief also advised that on Thursday, March 8, 2018, at 5 p.m., he will be having a staff meeting, which he invited the Board to attend for the first 15-20 minutes. He would like the staff to be introduced to the Board, but he would like the Board to only be there for a short time so that the staff can speak freely without Board members there.

Trustee Dries asked if the chief had been told about the shooting range policy. Chief

## MINUTES

Personnel Committee Meeting

February 20, 2018

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Stiegemeier said that he has been made aware. Chief Stiegemeier advised that he is having problems hiring part-time police officers. He advised that there are currently eight part-time officers, but they need to have officers fill the empty spots on the shifts. He said that right now the schedule is being piece-mealed together. Chief Stiegemeier advised that he is working on posting the positions on different websites. Trustee Dalton asked about advertising at colleges that have criminal justice programs. Chief Stiegemeier advised that most of the people in those programs are not certified and or are not experienced.

Trustee Dries asked when the committee would need to look at a full-time officer for days. Chief Stiegemeier said that the population will dictate that, when the demand for services increase but right now the need is not that great. He added that it will need to be kept in the backs of the Board's minds to think about in the future.

Trustee Dalton advised that she thinks that the police department is hard to get a hold of. The village clerk will post the officer phone number on the website. Trustee Dries said that if 911 is called there is a record of the call, so his premise is that if you want an officer to respond you should call 911.

### **5. DISCUSSION OF CODE ENFORCEMENT OFFICER POSITION**

Chief Stiegemeier also distributed a draft job description for the Code Enforcement Officer. Trustee Dalton asked what the difference was between a Code Enforcement officer and a Community Service officer. Chief Stiegemeier advised that they are basically the same thing, but some municipalities have separate positions.

The committee also discussed bringing an administrative hearings officer in Maple Park.

Trustee Dalton had concerns about forming a new code enforcement officer position. Trustee Dries said that he understands her concerns but the code enforcement officer would work mainly day shift.

Trustee Dalton asked why the officers can't do property maintenance. Chief Stiegemeier advised that the process for code enforcement is time consuming, and it would take away from responding to calls. Trustee Dalton said that she doesn't think that police officers have much to do, so she was thinking this would be something they could do. Trustee Dries said that, with a part-time police department, there isn't continuity with the residents with more than one officer working on each case and an officer might only work once per month.

The committee discussed different things that can be taken care of by a code enforcement officer. The committee and the chief then discussed what the pay rate might possibly be and some of the duties might be. Chief Stiegemeier discussed administrative hearings and what the possible process might be. Consensus was that the pay rate would be \$15.00 per hour. Trustee Dries advised that the code enforcement officer could help with the GIS.

Chief Stiegemeier will send his draft job description the village clerk and she will merge it with what she has. A draft will be distributed at the next meeting.



Trustee Dries then discussed the trailer ordinance, and other ordinances that will be enforced by the code enforcement officer.

Trustee Dries advised that the Board has put in place a review process. He said that this review process would be what would be used for raises. He also advised that this never happened for the police department and no one else has gotten reviews either.

Trustee Dries also advised that the perception to residents is that officers hang out at the bank or at Casey's. He would like to see the officers patrolling more. Trustee Dries also advised that the committee is desperately trying to find vehicles and equipment for the police department, but it has been challenging. Trustee Dries advised that the police chief car does not have a cage, because it is an administrative car, but if the chief decides that it is necessary the committee will work on retrofitting the car. Trustee Dries also discussed the need for security cameras. Chief Stiegemeier advised that he wrote a grant for a new breathalyzer, and it was delivered last week. Trustee Dries said that the committee is willing to work with the department to get the equipment they need. Trustee Dries mentioned having an auction on old equipment that is not being used.

Chief Stiegemeier advised that his top priority is getting a records management system. He said that he has been in touch with Crime Star and he thinks this records management system trumps the cameras.

Trustee Dalton asked about the drop-in center. She said that it has been closed a lot. Chief Stiegemeier advised that it has been closed a lot for weather, but it was open last weekend.

Chief Stiegemeier asked Trustee Dalton if she would like to do a ride along with an officer. She said that she would like to do that. Chief also extended that invitation to all Board members.

## **6. DISCUSSION OF GOLF CART TAGS AND INSPECTION PROCESS**

Trustee Dries advised that this was tasked to the previous Police Chief, but the ordinance and the process needs to be reviewed. He added that the whole premise of this new ordinance was safety, but the ordinance kind of went awry.

Trustee Dalton said that she thinks that if the village goes forward with this Fun Fest needs to be notified and all of their vendors need to be made aware that they need to have an inspection done. The committee discussed the inspection, the price of the tag and education. Chief Stiegemeier distributed an example of an application and inspection sheet from Pawnee, Illinois. Clerk Peerboom will make the application, inspection sheet and waiver form look like Maple Park forms and run those by the village attorney.

Consensus was that the cost of the application, inspection and sticker would be \$15.00, subject to approval by the Finance Committee and the full Board.

## **7. DISCUSSION OF PUBLIC WORKS DIRECTOR POSITION**

Trustee Dalton advised that Public Works Director Mike Miller will be retiring in

## MINUTES

### Personnel Committee Meeting

February 20, 2018

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November 2018. He added that he will take information from the job description and work on a job posting. Trustee Dries will have the draft job description and job posting ready for the next Personnel Committee meeting.

Trustee Dalton had suggestions for Mr. Miller. She also asked about the new Public Works Assistant. Mr. Miller advised that he is doing very well. He would like to get him outside to do some project.

Public Works Director Mike Miller advised that the Building Inspector is interested in making the Public Works Director position and the Code Enforcement Officer position to be one person and give it to Lou Larson. The committee discussed the challenges of putting the two positions together.

Trustee Dries said that he would put the information together and have a timeline for the next Personnel committee meeting in March.

## 10. OTHER ITEMS

- New ongoing projects

Chief Stiegemeier also discussed replacement of security cameras because of a licensing issue. He advised that prices were obtained that were very high, but he got some lower prices.

- Budget Items

- ♦ Computers – Sergeant and board room

Chief Stiegemeier asked if there was a problem with the sergeant's computer. Trustee Dries advised that the committee was trying to replace 2 computers a year and hers is one of the last old computers.

## 11. ADJOURNMENT

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

Meeting adjourned at 9:05 p.m.

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Liz Peerboom, CMC  
Village Clerk

### Committee Members:

Trustee JP Dries

Chair Trustee

Kristine Dalton

Trustee Brandon Harris

Trustee Bart Shaver



# 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>

Approved by the Finance  
Committee on 3/27/28.

## FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, February 27, 2018

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 Bart Shaver, Trustee Kristine Dalton, and Trustee Chris Higgins.

Others present: Village President Kathy Curtis, Trustee JP Dries, Public Works Director Mike Miller, Police Chief, Dean Stiegemeier, Village Accountant Liz Peerboom, and 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

- January 23, 2018

Trustee Higgins made a motion to approve the meeting minutes from January 23, 2018, seconded by Trustee Shaver. Motion carried by voice vote.

### 4. DISCUSSION OF FY19 BUDGET

Village Accountant Cheryl Aldridge advised that this is a preliminary budget and it will not be voted on tonight, it will be voted on at the April Board of Trustees meeting.

Ms. Aldridge went over the following items:

#### Preliminary Budget

- Used 2 Squire's permits to complete FY18 – These permits have been reviewed but have not been picked up as of 02/13/18
- Budgeted 4 additional Squire's permits for FY19

Project List

Public Works

- Truck – 2002 to 2006, \$40,000
- Park – after adding water, sink and stove to McAdams Shed
- New Garage Doors for the shop with openers – 3 Doors
- Civic Center Improvements – Gutters, Heat Systems – Approximately \$10,000 per area, Gym Door Lock – \$2,926, GIS System
- Handheld GPS (Trimble Unit) – approximately \$2,500

Streets

- Center and Pearl Street Repaving (Possibly MFT / Road & Bridge in FY2020)
- Washington/Pearl Storm Sewer Project (\$50,000 varies based on scope of improvements) - CDBG inquiry was started and income survey completed for eligibility. Infrastructure Committee decided not to pursue at the time.
- WWTP Blower Replacement (\$85,000) - Replacement of one or both blowers with dissolved oxygen control for energy efficiency - Dept of Energy Grant eligible, previously discussed at Infrastructure Committee.
- Dredge Pond for approximately \$100,000 for the small pond
- Paving Projects per Capital Improvement Plan
- Seal Coating – Ashton / DeKalb - \$35,000 to \$40,000

Village Administrator

Police Department

- Would like to begin paying holiday pay at time and a half for the following holidays – it would increase our current amount by \$927.84 (2 shifts of 8 hours would add 48 hours at \$19.33). Consensus was to give the police department 4 holidays, instead of 6 and let the Chief decide which holidays are paid.
- Bike events need to be reviewed as part of the time and a half policy
- Breathalyzer – FY2018 Cost 100% covered
- Records Management System - Upfront Cost - \$4,250, Annual Fee - \$900
- In Car Video Systems - 80% covered- \$9,640 – 20% cost to Village (\$1,928) plus installation of \$800 – Total Village cost \$2,728

Computers

- 2 replacements – Estimate of \$3,959.98, Board Room (1 monitor), Sergeant Computer (2 monitors). Consensus was to replace only the Board room computer this year.

Camera System

To get working again – \$1,516.00, Upgrading for additional 3 cameras - \$4,950.00  
Other options much lower – possibly around \$1,000, but would need installation assistance from CMJ.

TIF Wish List

- Park enhancement
- Lift station Beautification
- Signage – Façade grant
- Train horns
- Storm Water
- Business District Plan
- Kennebec
- Downtown Parking
- Continuity from Countyline and Main – sidewalks / lighting
- Water Tower

Economic Development Grant (Total budgeted amount - \$2,000)

- Branding
- Village Signage – welcome to Maple Park sign, Attractions sign
- Historic Downtown / Brown Signs
- Marketing Plan – Flyer / Ad
- Economic Development Plan - \$6-8K – Comprehensive Use Plan 2015
- Strategic Plan - \$10,000 – Public Meetings with Board & Staff, \$500 – Paid by Village; Public Meetings with residents and business, \$500 – Paid by Village; Implementation - \$10,000, Implementation - \$1,000 – Paid by Village

Board Decisions

- Board Pay – for future years
- Pay rates – Employees
- Projects

The Board discussed different options and Trustee Goucher advised that they will continue the budget discussion at the next Finance Committee meeting.

**5. DISCUSSION OF OTHER ITEMS**

None.

**6. ADJOURNMENT**

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

Meeting adjourned at 9:28 p.m.

MINUTES  
Finance Committee  
February 27, 2018  
Page 4 of 4

Committee Members  
Trustee Goucher, Chair  
Trustee Dalton  
Trustee Higgins  
Trustee Shaver





# *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>

## **FINANCE REPORT TUESDAY, APRIL 3, 2018**

- Budget Report – Included in the packet this month is the March Budget Report.
- Escrow Accounts – There was no escrow activity in March.
- Water Department Report – This report should be included in next month's report.
- Warrant List
  - A/P Check run of \$20,926.40, manual checks of \$2,183.37 for a total of \$23,109.77.
    - Nothing noteworthy for the month
- Please let me know if you have any questions or concerns.

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

	FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>01 - GENERAL FUND</b>					
TOTAL GENERAL FUND REVENUE	667,404	687,114	639,559	659,145	(19,586)
TOTAL ADMINISTRATION & FINANCE	347,043	345,786	292,629	282,736	9,894
TOTAL PARKS & GROUNDS	41,893	46,366	42,502	39,025	3,477
TOTAL POLICE DEPARTMENT	210,579	219,769	202,706	204,943	(2,237)
TOTAL CIVIC CENTER	17,532	22,000	20,167	19,658	509
TOTAL STREET DEPARTMENT	70,379	89,091	82,334	78,207	4,127
TOTAL NON DEPARTMENTAL	-	-	-	4,067	(4,067)
TOTAL GENERAL FUND EXPENDITURES	687,426	723,013	640,338	628,636	11,703
GENERAL FUND NET INCOME/LOSS	(20,022)	(35,899)	(780)	30,509	(31,289)
<b>12 - UTILITY TAX FUND</b>					
TOTAL REVENUE	121,846	82,244	76,202	94,450	(18,248)
TOTAL EXPENDITURES	141,417	84,754	84,754	113,795	(29,041)
UTILITY TAX FUND NET INCOME/LOSS	(19,571)	(2,510)	(8,552)	(19,345)	10,793
<b>13 - TIF DISTRICT FUND</b>					
TOTAL REVENUE	37,890	38,500	38,500	47,380	(8,880)
TOTAL EXPENDITURES	37,890	11,744	9,994	8,717	1,277
ROAD & BRIDGE FUND NET INCOME/LOSS	-	26,756	28,506	38,663	(10,157)
<b>15 - ROAD &amp; BRIDGE FUND</b>					
TOTAL REVENUE	43,582	42,847	42,809	45,755	(2,946)
TOTAL EXPENDITURES	45,091	60,500	60,458	42,858	17,600
ROAD & BRIDGE FUND NET INCOME/LOSS	(1,509)	(17,653)	(17,649)	2,897	(20,546)
<b>19 - MOTOR FUEL TAX FUND</b>					
TOTAL REVENUE	33,481	33,883	31,059	28,977	2,082
TOTAL EXPENDITURES	-	-	-	-	-
MOTOR FUEL TAX FUND NET INCOME/LOSS	33,481	33,883	31,059	28,977	2,082
<b>28 - DEVELOPER ESCROW FUND</b>					
TOTAL REVENUE	14,749	10,000	-	-	-
TOTAL EXPENDITURES	14,749	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
<b>52 - WATER &amp; SEWER FUND</b>					
TOTAL REVENUE	406,397	408,120	350,503	372,762	(22,259)
TOTAL WATER EXPENDITURES	198,224	209,508	200,280	197,382	2,898
TOTAL SEWER EXPENDITURES	135,985	148,586	141,496	165,567	(24,071)
TOTAL WATER & SEWER FUND EXPENDITURES	334,209	358,093	341,776	362,949	(21,173)
WATER & SEWER FUND NET INCOME/LOSS	72,188	50,027	8,727	9,814	(1,086)
<b>54 - WATER IMPROVEMENT ACCOUNT</b>					
TOTAL REVENUE	44,170	41,721	39,550	52,569	(13,019)
TOTAL EXPENDITURES	20,209	12,911	12,911	12,761	150
WATER IMPROVEMENT NET INCOME/LOSS	23,961	28,810	26,639	39,808	(13,169)
<b>56 - SEWER IMPROVEMENT ACCOUNT</b>					
TOTAL REVENUE	33,714	30,635	28,458	43,579	(15,122)
TOTAL EXPENDITURES	2,929	-	-	17,200	(17,200)
SEWER IMPROVEMENT NET INCOME/LOSS	30,784	30,635	28,458	26,379	2,078
<b>70 - SCHOOL LAND CASH</b>					
TOTAL REVENUE	-	-	-	26,800	(26,800)
TOTAL EXPENDITURES	-	-	-	17,200	(17,200)
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	9,600	(9,600)
<b>GRAND TOTAL REVENUE</b>	<b>1,403,233</b>	<b>1,375,062</b>	<b>1,246,640</b>	<b>1,371,417</b>	<b>(124,777)</b>
<b>GRAND TOTAL EXPENSES</b>	<b>1,283,921</b>	<b>1,261,015</b>	<b>1,150,232</b>	<b>1,204,115</b>	<b>(53,884)</b>
<b>GRAND TOTAL NET INCOME / LOSS</b>	<b>119,312</b>	<b>114,048</b>	<b>96,408</b>	<b>167,302</b>	<b>(70,893)</b>



**VILLAGE OF MAPLE PARK - BUDGET REPORT**

May 1, 2017 - March 31, 2018

		FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>01 - GENERAL FUND</b>						
<b>REVENUES</b>						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	107,585	111,247	111,247	108,211	3,036
01-00-4120	REAL ESTATE TAX - KANE CO.	98,927	103,266	103,266	99,988	3,278
01-00-4220	STATE OF IL - INCOME TAX	124,056	132,310	121,284	120,395	889
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	63,797	70,000	64,167	66,437	(2,270)
01-00-4250	STATE OF IL-REPLACEMENT TAX	3,294	3,000	2,750	1,812	938
01-00-4270	STATE OF IL-USE TAX	32,300	33,143	30,381	27,296	3,086
01-00-4280	STATE OF IL-VIDEO GAMING TAX	17,047	15,600	14,300	19,166	(4,866)
01-00-4310	GAME LICENSE	150	150	150	300	(150)
01-00-4320	ANIMAL LICENSE	1,785	1,700	1,700	1,680	20
01-00-4330	CIGARETTE LICENSE	20	20	20	40	(20)
01-00-4340	FRANCHISE FEE LICENSE	3,015	2,750	2,750	2,157	593
01-00-4341	RAFFLE LICENSE FEE	45	20	15	45	(30)
01-00-4350	LIQUOR LICENSE	9,000	9,000	9,000	14,000	(5,000)
01-00-4407	TEMPORARY OCCUPANCY PERMIT	400	-	-	-	-
01-00-4410	BUILDING PERMITS	6,320	10,000	9,444	5,462	3,983
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSING	6,214	4,334	4,334	16,345	(12,011)
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	10,331	6,502	6,502	3,043	3,459
01-00-4420	SOLICITOR PERMITS	10	20	15	-	15
01-00-4500	GARBAGE COLLECTION REVENUE	123,308	127,262	106,052	107,079	(1,028)
01-00-4505	GARBAGE PENALTIES	2,009	1,750	1,458	1,569	(111)
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	1,020	680	680	2,380	(1,700)
01-00-4535.03	HERITAGE HILLS - ENGINEERING	1,700	1,020	1,020	340	680
01-00-4550	PARK RENT	1,260	1,500	1,500	860	640
01-00-4550.03	RENT - KANE COUNTY POLLING	40	40	40	40	-
01-00-4550.04	RENT - GYM USE	4,498	4,500	4,125	4,358	(233)
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	4,400	5,600	(1,200)
01-00-4550.11	RENT - KITCHEN	938	750	688	588	100
01-00-4550.17	RENT - EXERCISE ROOM	300	-	-	750	(750)
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	29,792	29,792	(0)
01-00-4610	DEKALB COUNTY FINES	441	500	458	263	195
01-00-4620	KANE COUNTY FINES	244	1,000	917	630	287
01-00-4625	ORDINANCE VIOLATION FINES	650	2,000	1,833	2,200	(367)
01-00-4800	INTEREST INCOME	1,036	1,500	1,375	2,385	(1,010)
01-00-4900	OTHER INCOME	2,567	250	229	1,068	(839)
01-00-4910	REIMBURSEMENT INCOME	5,799	4,000	3,667	12,866	(9,200)
<b>** TOTAL GENERAL FUND REVENUE</b>		<b>667,404</b>	<b>687,114</b>	<b>639,559</b>	<b>659,145</b>	<b>(19,586)</b>
<b>10 - ADMINISTRATION &amp; FINANCE EXPENDITURES</b>						
01-10-5010	WAGES - FINANCE	49,697	56,873	52,134	42,167	9,967
01-10-5010.01	WAGES - REIMBURSED (POLICE)	300	-	-	-	-
01-10-5010.02	WAGES - FUN FEST (POLICE)	2,980	3,000	3,000	2,835	165
01-10-5010.03	WAGES - FUN FEST (PUBLIC WORKS)	936	1,000	1,000	1,000	-
01-10-5011	SALARIES - VILLAGE BOARD	19,200	19,600	-	-	-
01-10-5012	STATE UNEMPLOYMENT TAX	930	1,000	750	460	290
01-10-5020	SOCIAL SECURITY EXPENSE	5,248	5,850	3,988	3,397	591
01-10-5120	POSTAGE	1,947	2,500	2,292	1,289	1,002
01-10-5150	ANIMAL TAG EXPENSE	73	100	100	58	43
01-10-5160	COPIER & POSTAGE MACHINE LEASE	3,456	3,441	3,154	1,867	1,287
01-10-5200	OFFICE SUPPLIES	7,288	6,000	5,500	6,893	(1,393)
01-10-5320	ENGINEERING SERVICES	4,038	5,000	4,583	2,890	1,693
01-10-5330	LEGAL SERVICES	22,834	20,000	18,333	19,045	(712)
01-10-5350	AUDIT EXPENSE	12,160	12,510	12,510	12,760	(250)
01-10-5390	OTHER PROFESSIONAL SERVICES	20,746	12,500	11,458	12,372	(914)
01-10-5400	GARBAGE COLLECTION EXPENSE	123,213	127,262	106,052	107,046	(994)
01-10-5420	PERMIT EXPENSE	-	-	-	200	(200)
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	-	-	-	975	(975)
01-10-5500	INSURANCE EXPENSE	44,066	46,000	46,000	45,024	976
01-10-5550	SOFTWARE EXPENSE	25	-	-	-	-
01-10-5570	DUES AND MEMBERSHIPS	4,917	5,000	4,583	7,264	(2,681)
01-10-5700	TELEPHONE	5,073	5,000	4,583	4,292	292
01-10-5900	OTHER EXPENSES	6,425	5,000	4,583	4,785	(202)
01-10-5900.01	FUN FEST EXPENSES	600	750	750	525	225
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	880	900	900	836	64
01-10-5920	CONFERENCES	2,643	1,500	1,375	(243)	1,618
01-10-5999	TRANSFER TO OTHER FUNDS	5,000	5,000	5,000	5,000	-
01-10-8210	COMPUTERS	2,368	-	-	-	-
<b>** TOTAL ADMINISTRATION &amp; FINANCE</b>		<b>347,043</b>	<b>345,786</b>	<b>292,629</b>	<b>282,736</b>	<b>9,894</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

	FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>20 - PARKS &amp; GROUNDS EXPENDITURES</b>					
01-20-5010 WAGES	29,484	29,283	26,843	26,455	388
01-20-5020 SOCIAL SECURITY EXPENSE	2,579	2,543	2,331	2,421	(90)
01-20-5030 PENSION EXPENSE	1,300	1,330	1,219	1,266	(47)
01-20-5040 EMPLOYEE MEDICAL INSURANCE	3,960	3,960	3,630	3,617	13
01-20-5250 GASOLINE & FUEL	792	1,000	917	612	304
01-20-5600 MAINTENANCE & REPAIR	2,600	7,000	6,417	3,557	2,860
01-20-5730 UTILITIES	862	1,000	917	1,038	(121)
01-20-5900 OTHER EXPENSE	316	250	229	59	170
<b>** TOTAL PARKS &amp; GROUNDS</b>	<b>41,893</b>	<b>46,366</b>	<b>42,502</b>	<b>39,025</b>	<b>3,477</b>
<b>30 - POLICE DEPARTMENT EXPENDITURES</b>					
01-30-5010 WAGES – CHIEF	58,599	53,300	48,858	44,360	4,498
01-30-5015 WAGES – PATROL OFFICERS	56,906	65,341	59,896	60,158	(262)
01-30-5016 WAGES – TRAINING	6,703	5,495	5,037	5,597	(561)
01-30-5018 WAGES – SERGEANT	28,443	30,462	27,923	25,887	2,036
01-30-5020 SOCIAL SECURITY EXPENSE	12,242	12,286	11,262	11,413	(151)
01-30-5030 PENSION EXPENSE	2,413	2,372	2,174	2,064	111
01-30-5040 EMPLOYEE MEDICAL INSURANCE	6,231	6,000	5,500	4,054	1,446
01-30-5100 GENERAL SUPPLIES	4,289	4,000	3,667	4,753	(1,086)
01-30-5250 GASOLINE & FUEL	6,127	7,500	6,875	5,182	1,693
01-30-5300 UNIFORM EXPENSE	3,270	4,000	3,667	2,327	1,340
01-30-5330 LEGAL SERVICES	44	1,000	917	131	785
01-30-5390 OTHER PROFESSIONAL SERVICES	-	-	-	14,360	(14,360)
01-30-5560 TRAINING	1,095	2,000	2,000	1,645	355
01-30-5570 DUES & MEMBERSHIPS	1,774	1,000	1,000	320	680
01-30-5600 MAINTENANCE & REPAIR	5,155	6,000	5,500	4,518	982
01-30-5700 TELEPHONE	3,830	5,000	4,583	3,650	933
01-30-5750 COMMUNICATIONS	11,438	12,014	12,014	12,038	(24)
01-30-5900 OTHER EXPENSE	2,021	2,000	1,833	2,486	(653)
<b>** TOTAL POLICE DEPARTMENT</b>	<b>210,579</b>	<b>219,769</b>	<b>202,706</b>	<b>204,943</b>	<b>(2,237)</b>
<b>40 - CIVIC CENTER EXPENDITURES</b>					
01-40-5100 GENERAL SUPPLIES	769	1,500	1,375	39	1,336
01-40-5600 MAINTENANCE & REPAIR	9,547	10,000	9,167	12,967	(3,800)
01-40-5730 UTILITIES	6,856	10,000	9,167	6,087	3,080
01-40-5900 OTHER EXPENSE	360	500	458	565	(107)
<b>** TOTAL CIVIC CENTER</b>	<b>17,532</b>	<b>22,000</b>	<b>20,167</b>	<b>19,658</b>	<b>509</b>
<b>50 - STREET DEPARTMENT EXPENDITURES</b>					
01-50-5010 WAGES	29,484	29,283	26,843	26,455	388
01-50-5020 SOCIAL SECURITY EXPENSE	2,579	2,543	2,331	2,421	(89)
01-50-5030 PENSION EXPENSE	1,300	1,330	1,219	1,266	(47)
01-50-5040 EMPLOYEE MEDICAL INSURANCE	3,960	3,960	3,630	3,617	13
01-50-5175 ROAD SALT	2,585	8,000	8,000	4,688	3,312
01-50-5250 GASOLINE & FUEL	1,331	2,500	2,292	1,518	774
01-50-5390 OTHER PROFESSIONAL SERVICES	219	225	206	-	206
01-50-5600 MAINTENANCE & REPAIR	5,419	7,500	6,875	4,510	2,365
01-50-5620 STREET MAINTENANCE	5,538	12,000	11,000	15,594	(4,594)
01-50-5621 TREE MAINTENANCE	4,550	7,500	6,875	4,900	1,975
01-50-5622 STREET SIGN INSTALLATION	-	2,000	1,833	1,430	403
01-50-5730 UTILITIES	13,075	12,000	11,000	11,793	(793)
01-50-5900 OTHER EXPENSE	339	250	229	14	215
<b>** TOTAL STREET DEPARTMENT</b>	<b>70,379</b>	<b>89,091</b>	<b>82,334</b>	<b>78,207</b>	<b>4,127</b>
<b>NON DEPARTMENTAL EXPENDITURES</b>					
01-90-5900.07 GRAND POINTE ESCROW LOSS	-	-	-	1,937	(1,937)
01-90-5900.16 OLSEN ESCROW LOSS	-	-	-	2,130	(2,130)
<b>** TOTAL NON DEPARTMENTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,067</b>	<b>(4,067)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>667,404</b>	<b>687,114</b>	<b>639,559</b>	<b>659,145</b>	<b>(19,586)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>687,426</b>	<b>723,013</b>	<b>640,338</b>	<b>628,636</b>	<b>11,703</b>
<b>GENERAL FUND NET INCOME/LOSS</b>	<b>(20,022)</b>	<b>(35,899)</b>	<b>(780)</b>	<b>30,509</b>	<b>(31,289)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

		FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>12 - UTILITY TAX FUND</b>						
<b>REVENUES</b>						
12-00-4140.10	TELECOMMUNICATIONS TAX	27,056	30,000	27,500	18,728	8,772
12-00-4140.30	COM ED - UTILITY TAX	33,220	30,000	27,500	27,348	152
12-00-4140.40	NICOR GAS - UTILITY TAX	15,333	12,000	11,000	9,724	1,276
12-00-4746	POLICE GRANTS	9,285	-	-	3,536	(3,536)
12-00-4750	VEHICLE LOAN PROCEEDS	-	-	-	23,520	(23,520)
12-00-4800	INTEREST INCOME	907	500	458	1,842	(1,383)
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	5,000	-
12-00-4996	TRANSFER FROM TIF FUND	31,046	4,744	4,744	4,752	(9)
<b>** TOTAL REVENUE</b>		<b>121,846</b>	<b>82,244</b>	<b>76,202</b>	<b>94,450</b>	<b>(18,248)</b>
<b>EXPENDITURES</b>						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	59,000	59,000	-
12-00-5993	TRANSFER TO WATER IMPROVEMENT	11,778	11,911	11,911	11,911	-
12-00-8102	CIVIC CENTER IMPROVEMENTS	24,025	-	-	-	-
12-00-8401	POLICE VEHICLE	30,970	7,500	7,500	31,020	(23,520)
12-00-8411	COMPUTERS & ACCESSORIES	3,693	4,843	4,843	5,237	(394)
12-00-8413	POLICE GRANT PURCHASES	5,976	-	-	3,050	(3,050)
12-00-8418	GIS	-	1,500	1,500	1,500	-
12-00-8419	PARK TUCKPOINTING	5,975	-	-	-	-
12-00-8420	POLICE VEHICLE LOAN - PRINCIPAL	-	-	-	1,889	(1,889)
12-00-8421	POLICE VEHICLE LOAN - INTEREST	-	-	-	189	(189)
<b>** TOTAL EXPENDITURES</b>		<b>141,417</b>	<b>84,754</b>	<b>84,754</b>	<b>113,795</b>	<b>(29,041)</b>
<b>UTILITY TAX FUND NET INCOME/LOSS</b>		<b>(19,571)</b>	<b>(2,510)</b>	<b>(8,552)</b>	<b>(19,345)</b>	<b>10,793</b>
<b>13 - TIF DISTRICT FUND</b>						
<b>REVENUES</b>						
13-00-4110	TIF TAX - DEKALB CO.	6,493	6,500	6,500	9,082	(2,582)
13-00-4120	TIF TAX - KANE CO.	31,397	32,000	32,000	38,297	(6,297)
<b>** TOTAL REVENUE</b>		<b>37,890</b>	<b>38,500</b>	<b>38,500</b>	<b>47,380</b>	<b>(8,880)</b>
<b>EXPENDITURES</b>						
13-00-5999	TRANSFER TO UTILITY TAX FUND	31,046	4,744	4,744	4,752	(9)
13-00-8417	ESTABLISHMENT OF TIF DISTRICT	6,844	7,000	5,250	3,964	1,286
<b>** TOTAL EXPENDITURES</b>		<b>37,890</b>	<b>11,744</b>	<b>9,994</b>	<b>8,717</b>	<b>1,277</b>
<b>TIF DISTRICT FUND NET INCOME/LOSS</b>		<b>-</b>	<b>26,756</b>	<b>28,506</b>	<b>38,663</b>	<b>(10,157)</b>
<b>15 - ROAD &amp; BRIDGE FUND</b>						
<b>REVENUES</b>						
15-00-4100	VEHICLE LICENSE FEES	20,605	20,000	20,000	19,675	325
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	3,023	3,023	3,023	6,004	(2,981)
15-00-4120	REAL ESTATE TAX-KANE COUNTY	19,374	19,374	19,374	19,593	(219)
15-00-4260	VIRGIL TWSP. REPLACE. TAX	317	250	229	212	18
15-00-4800	INTEREST INCOME	263	200	183	271	(88)
<b>** TOTAL REVENUE</b>		<b>43,582</b>	<b>42,847</b>	<b>42,809</b>	<b>45,755</b>	<b>(2,946)</b>
<b>EXPENDITURES</b>						
15-00-5100	GENERAL SUPPLIES	319	500	458	319	139
15-00-5320	ENGINEERING SERVICES	2,295	-	-	-	-
15-00-5620	STREET MAINTENANCE	42,477	60,000	60,000	42,539	17,461
<b>** TOTAL EXPENDITURES</b>		<b>45,091</b>	<b>60,500</b>	<b>60,458</b>	<b>42,858</b>	<b>17,600</b>
<b>ROAD &amp; BRIDGE FUND NET INCOME/LOSS</b>		<b>(1,509)</b>	<b>(17,653)</b>	<b>(17,649)</b>	<b>2,897</b>	<b>(20,546)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

		FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>19 - MOTOR FUEL TAX FUND</b>						
<b>REVENUES</b>						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	33,204	33,733	30,921	28,205	2,717
19-00-4800	INTEREST INCOME	277	150	138	772	(634)
	<b>** TOTAL REVENUE</b>	<b>33,481</b>	<b>33,883</b>	<b>31,059</b>	<b>28,977</b>	<b>2,082</b>
<b>EXPENDITURES</b>						
		-	-	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>MOTOR FUEL TAX FUND NET INCOME/LOSS</b>	<b>33,481</b>	<b>33,883</b>	<b>31,059</b>	<b>28,977</b>	<b>2,082</b>

**28 - DEVELOPER ESCROW FUND**

<b>REVENUES</b>						
28-00-4936	DEVELOPER RECEIPTS	14,749	10,000	-	-	-
	<b>** TOTAL REVENUE</b>	<b>14,749</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	1,488	5,000	-	-	-
28-00-5330	DEVELOPER ENGINEERING & ADMIN	13,262	5,000	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>14,749</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEVELOPER ESCROW FUND NET INCOME/LOSS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**52 - WATER & SEWER FUND**

<b>REVENUES</b>						
52-00-4170	WATER REVENUE	182,057	185,000	154,167	161,329	(7,163)
52-00-4171	ALLOCATION OF WATER REVENUE	(12,428)	(13,000)	(10,833)	(10,895)	61
52-00-4180	SEWER REVENUE	176,832	180,000	150,000	160,091	(10,091)
52-00-4181	ALLOCATION OF SEWER REVENUE	(12,287)	(13,000)	(10,833)	(10,789)	(45)
52-00-4190	PENALTIES	6,344	6,000	5,000	5,210	(210)
52-00-4200	TURN ON/OFF REVENUE	650	500	417	725	(308)
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENUE	300	200	200	700	(500)
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	500	300	300	200	100
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	1,032	688	688	2,420	(1,732)
52-00-4300.03	METER FEES - HERITAGE HILLS	1,782	1,032	1,032	688	344
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	600	400	400	1,400	(1,000)
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	1,000	600	600	400	200
52-00-4800	INTEREST INCOME	832	200	183	1,978	(1,794)
52-00-4900	OTHER REVENUE	184	200	183	304	(121)
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	59,000	59,000	59,000	-
	<b>** TOTAL REVENUE</b>	<b>406,397</b>	<b>408,120</b>	<b>350,503</b>	<b>372,762</b>	<b>(22,259)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

	FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>10 - WATER DIVISION EXPENDITURES</b>					
52-10-5010 WAGES	23,843	23,080	21,157	19,239	1,918
52-10-5020 SOCIAL SECURITY EXPENSE	2,007	1,922	1,762	1,698	64
52-10-5030 PENSION EXPENSE	670	685	628	652	(24)
52-10-5040 EMPLOYEE MEDICAL INSURANCE	2,040	2,040	1,870	1,863	7
52-10-5100 GENERAL SUPPLIES	98	400	367	185	182
52-10-5105 METERS	1,415	1,496	1,496	3,293	(1,797)
52-10-5110 CHEMICALS	14,775	15,000	13,750	10,930	2,820
52-10-5120 POSTAGE	866	2,000	1,833	831	1,002
52-10-5250 GASOLINE & FUEL	1,238	1,500	1,375	1,092	283
52-10-5320 ENGINEERING	170	-	-	-	-
52-10-5330 LEGAL EXPENSE	153	250	229	22	207
52-10-5335 TEST EXPENSE	2,150	3,000	2,750	1,415	1,335
52-10-5375 ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	14,896	14,896	(0)
52-10-5390 OTHER PROFESSIONAL SERVICES	13,600	15,500	14,208	13,750	458
52-10-5550 SOFTWARE EXPENSE	947	1,000	1,000	975	25
52-10-5600 MAINTENANCE & REPAIR	5,013	10,000	9,167	15,273	(6,106)
52-10-5700 TELEPHONE	639	600	550	617	(67)
52-10-5730 UTILITIES	16,149	18,000	16,500	13,974	2,526
52-10-5740 JULIE LOCATES	88	100	100	218	(118)
52-10-5870 IEPA LOAN - PRINCIPAL	49,380	50,710	50,710	50,710	-
52-10-5880 IEPA LOAN - INTEREST	9,520	8,370	8,370	8,370	-
52-10-5886 IEPA LOAN - WATERMAIN	25,319	25,903	25,903	25,903	-
52-10-5888 IEPA LOAN - WATERMAIN	11,520	11,202	11,202	11,202	-
52-10-5900 OTHER EXPENSE	374	500	458	275	183
<b>** TOTAL WATER EXPENDITURES</b>	<b>198,224</b>	<b>209,508</b>	<b>200,280</b>	<b>197,382</b>	<b>2,898</b>
<b>20 - SEWER DIVISION EXPENDITURES</b>					
52-20-5010 WAGES	20,918	23,080	21,157	19,239	1,918
52-20-5020 SOCIAL SECURITY EXPENSE	1,760	1,922	1,762	1,700	61
52-20-5030 PENSION EXPENSE	670	685	628	652	(24)
52-20-5040 EMPLOYEE MEDICAL INSURANCE	2,040	2,040	1,870	1,864	6
52-20-5100 GENERAL SUPPLIES	98	250	229	99	130
52-20-5110 CHEMICALS	-	250	229	-	229
52-20-5120 POSTAGE	640	600	550	448	102
52-20-5250 GASOLINE & FUEL	482	750	688	425	263
52-20-5330 LEGAL EXPENSE	66	250	229	22	207
52-20-5335 TEST EXPENSE	2,298	1,600	1,467	892	575
52-20-5375 ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	14,896	14,896	(0)
52-20-5390 OTHER PROFESSIONAL SERVICES	13,500	15,000	13,750	13,750	-
52-20-5400 PERMIT EXPENSE	2,500	2,500	2,500	2,500	-
52-20-5550 SOFTWARE EXPENSE	947	1,000	1,000	975	25
52-20-5600 MAINTENANCE & REPAIR	19	10,000	9,167	2,881	6,286
52-20-5700 TELEPHONE	1,206	1,200	1,100	1,152	(52)
52-20-5730 UTILITIES	13,124	11,000	10,083	9,814	270
52-20-5740 JULIE LOCATES	88	100	100	218	(118)
52-20-5870 IEPA LOAN - PRINCIPAL	56,196	57,817	57,817	57,817	-
52-20-5880 IEPA LOAN - INTEREST	2,961	2,091	2,091	2,091	-
52-20-5900 OTHER EXPENSE	224	200	183	131	52
52-20-5900.07 GRAND POINTE ESCROW LOSS (NPDES)	-	-	-	34,000	(34,000)
<b>** TOTAL SEWER EXPENDITURES</b>	<b>135,985</b>	<b>148,586</b>	<b>141,496</b>	<b>165,567</b>	<b>(24,071)</b>
<b>TOTAL WATER &amp; SEWER FUND EXPENDITURES</b>	<b>334,209</b>	<b>358,093</b>	<b>341,776</b>	<b>362,949</b>	<b>(21,173)</b>
<b>WATER &amp; SEWER FUND NET INCOME/LOSS</b>	<b>72,188</b>	<b>50,027</b>	<b>8,727</b>	<b>9,814</b>	<b>(1,086)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2017 - March 31, 2018**

		FY 2017 Actuals	FY 2018 Budget	Budget May 17 - Mar 18	Actual Totals for May 17 - Mar 18	Variance to Budget
<b>54 - WATER IMPROVEMENT ACCOUNT</b>						
<b>REVENUES</b>						
54-00-4171	ALLOCATION OF WATER REVENUE	12,428	13,000	10,833	10,895	(61)
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	9,175	6,254	6,254	21,820	(15,566)
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	10,233	10,506	10,506	6,867	3,639
54-00-4800	INTEREST INCOME	556	50	46	1,077	(1,031)
54-00-4994	TRANSFER FROM UTILITY TAX FUND	11,778	11,911	11,911	11,911	-
	<b>** TOTAL REVENUE</b>	<b>44,170</b>	<b>41,721</b>	<b>39,550</b>	<b>52,569</b>	<b>(13,019)</b>
<b>EXPENDITURES</b>						
54-00-8205	WATERMAIN LOAN PAYMENT - PRINCIPAL	10,256	10,625	10,625	10,625	-
54-00-8207	WATERMAIN LOAN PAYMENT - INTEREST	1,436	1,286	1,286	1,286	-
54-00-8210	CAMERA SYSTEM	8,517	-	-	-	-
54-00-8211	WATER READER UPGRADE	-	1,000	1,000	850	150
	<b>** TOTAL EXPENDITURES</b>	<b>20,209</b>	<b>12,911</b>	<b>12,911</b>	<b>12,761</b>	<b>150</b>
	<b>WATER IMPROVEMENT NET INCOME/LOSS</b>	<b>23,961</b>	<b>28,810</b>	<b>26,639</b>	<b>39,808</b>	<b>(13,169)</b>
<b>56 -SEWER IMPROVEMENT ACCOUNT</b>						
<b>REVENUES</b>						
56-00-4181	ALLOCATION OF SEWER REVENUE	12,287	13,000	10,833	10,789	45
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	10,300	7,004	7,004	24,445	(17,441)
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	10,233	10,506	10,506	6,867	3,639
56-00-4800	INTEREST INCOME	893	125	115	1,479	(1,364)
	<b>** TOTAL REVENUE</b>	<b>33,714</b>	<b>30,635</b>	<b>28,458</b>	<b>43,579</b>	<b>(15,122)</b>
<b>EXPENDITURES</b>						
56-00-5600	MAINTENANCE & REPAIR	-	-	-	17,200	(17,200)
56-00-8210	CAMERA SYSTEM	2,929	-	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>2,929</b>	<b>-</b>	<b>-</b>	<b>17,200</b>	<b>(17,200)</b>
	<b>SEWER IMPROVEMENT NET INCOME/LOSS</b>	<b>30,784</b>	<b>30,635</b>	<b>28,458</b>	<b>26,379</b>	<b>2,078</b>
<b>70 - SCHOOL LAND CASH FUND</b>						
<b>REVENUES</b>						
70-00-4100.02	SCHOOL CONTRIBUTION - SQUIRE'S CROSSING	9,600	-	-	22,400	(22,400)
70-00-4100.03	SCHOOL CONTRIBUTION - HERITAGE HILLS	11,000	11,000	-	4,400	(4,400)
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(20,600)	(11,000)	-	-	-
	<b>** TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,800</b>	<b>(26,800)</b>
<b>EXPENDITURES</b>						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	17,200	(17,200)
	<b>** TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,200</b>	<b>(17,200)</b>
	<b>SCHOOL LAND CASH NET INCOME/LOSS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,600</b>	<b>(9,600)</b>
<b>GRAND TOTALS</b>						
	<b>GRAND TOTAL REVENUE</b>	<b>1,403,233</b>	<b>1,375,062</b>	<b>1,246,640</b>	<b>1,371,417</b>	<b>(124,777)</b>
	<b>GRAND TOTAL EXPENSES</b>	<b>1,283,921</b>	<b>1,261,015</b>	<b>1,150,232</b>	<b>1,204,115</b>	<b>(53,884)</b>
	<b>GRAND TOTAL NET INCOME / LOSS</b>	<b>119,312</b>	<b>114,048</b>	<b>96,408</b>	<b>167,302</b>	<b>(70,893)</b>

Estimated Cash Balances for March 31, 2018

	02/28/18 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	03/31/18 Check Run	Estimated 03/31/18 Balance	
Old Second Checking	63,613.97	(27.85)	75,529.73	(9,747.33)	(18,659.48)	(20,926.40)	89,782.64	N/A
First Midwest	246,685.08						246,685.08	N/A
TIF Funds	38,662.87						38,662.87	N/A
Illinois Funds	978,357.77		5,588.33				983,946.10	N/A
First Midwest CD	250,000.00						250,000.00	0.70%
	1,577,319.69	(27.85)	81,118.06	(9,747.33)	(18,659.48)	(20,926.40)	1,609,076.69	

Estimated Fund Balance  
through March 31, 2018

	Beginning Balance	Revenues	Expenditures	Ending Balance	Est Balance Budget	Better/(Worse)
<b>General Fund</b>	\$162,800	\$659,145	\$628,636	\$193,309	\$148,985	44,324
<b>Other Funds:</b>						
Utility Tax Fund	512,813	94,450	113,795	493,468	504,747	(11,279)
TIF District Fund	-	47,380	8,717	38,663	26,756	11,907
Road & Bridge Fund	36,701	45,755	42,858	39,598	18,763	20,835
Motor Fuel Tax Fund	73,252	28,977	-	102,229	107,348	(5,119)
<b>Totals</b>	<b>622,766</b>	<b>216,562</b>	<b>165,370</b>	<b>673,958</b>	<b>657,614</b>	<b>16,344</b>
<b>Water &amp; Sewer Funds</b>						
Water & Sewer Operating Fund	313,375	372,762	362,949	323,188	368,223	(45,035)
Water Improvement Fund	131,533	52,569	12,761	171,341	156,870	14,471
Sewer Improvement Fund	268,451	43,579	17,200	294,830	295,059	(229)
<b>Totals</b>	<b>713,359</b>	<b>468,910</b>	<b>392,910</b>	<b>789,359</b>	<b>820,152</b>	<b>(30,793)</b>
<b>Village Totals</b>	<b>\$1,498,925</b>	<b>\$1,344,617</b>	<b>\$1,186,916</b>	<b>\$1,656,626</b>	<b>\$1,626,751</b>	<b>29,875</b>



# Proclamation

2018-01

*Municipal Clerks Week*

*May 6 – May 12, 2018*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and,*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and,*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and,*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and,*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and,*

*Now, Therefore, the Village of Maple Park shall recognize the week of May 6 through May 12, 2018, as Municipal Clerks Week, and further extend appreciation to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 3<sup>rd</sup> day of April, 2018.*



Kathleen Curtis, Village President

**Attest:**

Elizabeth Peerboom, Village Clerk

**VILLAGE OF MAPLE PARK**

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**ORDINANCE NO. 2018-07**

**AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE  
FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019 IN  
THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES,  
ILLINOIS.**

**DRAFT**

---

**ADOPTED BY  
THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF MAPLE PARK**

**ORDINANCE 2018-07**

**AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019 IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS.**

**BE IT ORDAINED:** by the President and Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois as follows:

That the Annual Budget document, a copy of which is attached hereto and made a part of this Ordinance having been placed on public display in accordance with State Statutes, is hereby adopted as the Budget for the Village of Maple Park for the fiscal year beginning May 1, 2018 and ending April 30, 2019.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kathleen Curtis, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Elizabeth Peerboom, CMC, Village Clerk

STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF DEKALB AND KANE )

I further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2018, the Board of Trustees of the Village of Maple Park passed and approved Ordinance 2018-078, entitled “AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2018, AND ENDING APRIL 30, 2019, IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS.”

Dated at Maple Park, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Elizabeth Peerboom, CMC, Village Clerk

**VILLAGE OF MAPLE PARK  
KANE AND DEKALB COUNTIES, ILLINOIS**

**ORDINANCE NO. 2018-08**

**AN ORDINANCE IMPOSING THE NON-HOME RULE MUNICIPAL  
RETAILERS' OCCUPATION TAX AND NON-HOME RULE MUNICIPAL  
SERVICE OCCUPATION TAX.**

**DRAFT**

**ADOPTED BY  
THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF MAPLE PARK, ILLINOIS**

## **ORDINANCE NO. 2018-08**

### **AN ORDINANCE IMPOSING NON-HOME RULE MUNICIPAL RETAILERS' OCCUPATION TAX AND SERVICE OCCUPATION TAX**

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees for the Village of Maple Park as follows:

1. A tax is hereby imposed upon all persons engaged in the business of selling tangible personal property, other than an item of tangible personal property titled and registered with an agency of this State's government, at retail in this municipality at a rate of one percent (1%) of the gross receipts from such sales made in the course of such business while this Ordinance is in effect; and a tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, at a rate of one percent (1%) of the selling price of all tangible personal property transferred by such serviceman as an incident to a sale of service. This "Non-Home Rule Municipal Retailers' Occupation Tax" and this "Non-Home Rule Municipal Service Occupation Tax" shall not be applicable to the sales of food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food that has been prepared for immediate consumption) and prescription and non-prescription medicines, drugs, medical appliances and insulin, urine testing materials, syringes, and needles used by diabetics.

The imposition of these non-home rule taxes is in accordance with and subject to the provisions of Sections 8-11-1.1, 8-11-1.2, 8-11-1.3, and 8-11-1.4 of the Illinois Municipal Code (65 ILCS 5/8-11-1.1, 8-11-1.2, 8-11-1.3, and 8-11-1.4).

2. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.
3. The Municipal Clerk is hereby directed to file a certified copy of this Ordinance and a certification that the Ordinance received referendum approval with the Illinois Department of Revenue on or before May 1, 2018.
4. This Ordinance shall take place on (i) the first day of July following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding May 1<sup>st</sup>, or (ii) the first day of January next following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding October 1<sup>st</sup>.
5. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.
6. If any section, subsection, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Trustees of the Village of Maple Park hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences,

clauses and phrases be declared unconstitutional. Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or Ordinance hereby repealed in this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

7. Any motion, order, resolution, or ordinance in conflict with the terms and provisions of this Ordinance shall be and is, to the extent of such conflict, hereby repealed, superseded and waived.
8. This Ordinance shall be in full force and effect from and after its passage, approval, and publication, as provided by law.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kathleen Curtis, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Elizabeth Peerboom, CMC, Village Clerk



STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF DEKALB AND KANE )

# CERTIFICATE

I, Elizabeth Peerboom, certify that I am the duly appointed and acting Village Clerk of Maple Park, DeKalb and Kane Counties, Illinois, and as such officer I am the keeper of the records, files and proceedings of the corporate authorities of said municipality.

I further certify that, as of the date hereof, Ordinance 2018-08, adopted by the corporate authorities on the \_\_\_\_ day of \_\_\_\_\_, 2018, entitled AN ORDINANCE IMPOSING THE NON-HOME RULE MUNICIPAL RETAILERS' OCCUPATION TAX AND NON-HOME RULE MUNICIPAL SERVICE OCCUPATION TAX, including a cover sheet thereof prepared, and a copy of such Ordinance was posted in Village Hall, commencing on April \_\_, 2018, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request of the municipal clerk.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and the seal of the  
municipality this this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Elizabeth Peerboom, Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, Illinois

# VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES

**RESOLUTION 2018-07**    **Approved:** \_\_\_\_\_

**AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE  
LEASE AGREEMENT FOR THE RENTAL OF ROOM 6, OF  
THE MAPLE PARK CIVIC CENTER**

**WHEREAS**, the village of Maple Park (the “Village”) is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*, and D Construction, (hereinafter “Tenant”),

**WHEREAS**, the President and Board of Trustees of the Village finds it is in the best interest of the Village of Maple Park to approve and to authorize such lease agreement, now therefore,

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

**Section 1.** The recitals set forth above are incorporated and made a part hereof.

**Section 2.** That the lease agreement is substantially the same form as attached to this Resolution and incorporated herein by reference, is approved and accepted by the Village.

**Section 3.** The President or designee is authorized to execute the lease agreement on behalf of the Village and, as may be required, the Village Clerk to attest to the same.

**Section 4.** That this Resolution shall be in full force and effect from and after its adoption and approval.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on \_\_\_\_\_, 2018.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Kathleen Curtis, Village President

**ATTEST:**

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

# VILLAGE OF MAPLE PARK COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement and attached Exhibit "A" (hereinafter "Lease") is made and effective **April 1, 2018**, by and between the VILLAGE OF MAPLE PARK, (hereinafter "Village") and D CONSTRUCTION, (hereinafter "Tenant").

**Whereas**, Village is the owner of land and improvements identified by the common address of 302 Willow Street, Maple Park, Illinois (the Leased Premises").

**Whereas**, Village makes available for lease Room 6 in the Civic Center.

**Whereas**, Tenant is familiar with the condition of the Leased Premises and has had the opportunity to examine and know of the condition of the Leased Premises; and

**Whereas**, Village desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Village for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

**THEREFORE**, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed as follows:

## **1. Incorporation of Preambles.**

The preambles set forth above are incorporated herein and made a part hereof.

## **2. Term.**

Village hereby leases the Leased Premises to Tenant and Tenant hereby leases the same from Village, for Term beginning **April 1, 2018**, and ending **November 30, 2018**.

## **3. Rental.**

Tenant shall pay Village rent of Two Hundred Forty-Five dollars (**\$400.00**) per month upon the execution of the Lease. Each payment shall be due in advance on 1<sup>st</sup> day of each calendar month during the lease term to Village at Village of Maple Park, Civic Center, P.O. Box 220, 302 Willow Street, Maple Park, IL 60151-0220 or at such other place designated by written notice from Village to Tenant. Tenant shall also pay to Village a "Security Deposit" in the amount of one (1) month's rent (see item 17).

## **4. Holdover.**

There shall be no holdover in tenancy, without the express written authorization of the Village. Failure to deliver possession of the Leased Premises to the Village in accordance with the terms set forth in this Lease, shall be cause for legal action, and the Tenant shall also be responsible for all court costs and reasonable attorney's fees incurred in any effort by the Village to secure possession of the leased Premises as a result of Tenant's failure to abide by the terms of this agreement. Damages for possession following the period of possession shall also accrue to Village at a rate double the daily rental amount set forth herein, which said sum Tenant agrees is reasonable. Tenant hereby expressly waiving any

and all notices to cure or vacate or to quit the Leased Premises provided by current of future law (except for those specifically required by this Lease).

**5. Use.**

Tenant shall use the Leased Premises as an office. In no event shall Tenant be allowed to use the leased Premises for any use beyond that specified within the lease. Tenant shall also not use the Lease Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance.

**6. Sublease and Assignment.**

Tenant shall have no right to assign this Lease or to sublet the Leased Premises in any fashion.

**7. Repairs.**

During the Lease Term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, wall, ceilings and other parts of the leased Premises damaged or worn through normal occupancy, except for major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease.

**8. Property Maintenance.**

As part of its Lease of the Lease Premises, Tenant shall also be solely responsible for maintenance of the leased space.

**9. Property Taxes.**

Tenant shall be not be responsible for payment of any general real estate taxes or installments of special assessments coming due during the lease Term on the Leased premises as a result of Tenant's occupancy of the leased Premises.

**10. Insurance.**

- A. If the leased Premises or any other part of thereof is damaged by any act of or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be solely responsible for the costs of repair.
- B. Village shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Village shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

- C. Tenants, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the use of the leased premises with the premiums thereon fully paid on or before due date, issued by and binding upon an insurance company approved by Village, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Village shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Village with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Village that a policy is due to expire at least (10) days prior to such expiration.

**11. Utilities.**

Tenants shall pay all charges for cable, telephone and any other services and utilities used by Tenant on the Leased Premises during the term of this Lease, unless otherwise expressly agreed in writing by the Village (*see exhibit A*). Tenant acknowledges that the Lease Premises are designed to provide standard office use electrical facilities and standard office lighting. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Village's reasonable opinion, overload the wiring or interfere with electrical services to the Leased Premises.

**12. Entry.**

Upon reasonable notice, Village shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Village shall not thereby unreasonably interfere with tenants business on Leased Premises.

**13. Parking.**

During the term of this Lease, Tenant shall have the non-exclusive use in common with village, of common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Village.

**14. Damage and Destruction.**

If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right, within ninety (90) days following damage to elect by notice to Village to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Village shall promptly repair such damage at the cost of the Village. In making the repairs called for in this paragraph, Village shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Village. Tenant shall be relieved from paying a portion of said rent and other charges during any portion of the Lease term that the Leased premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges

paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant.

**15. Default.**

If default shall at any time be made by Tenant in the payment of rent when due to Village as herein provided, and if said default shall continue for five (5) days after written notice thereof shall have been given to tenant by Village, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for five (5) days after notice thereof in writing to Tenant by Village without correction thereof then having been commenced and thereafter diligently prosecuted, Village may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered immediately, Village may reenter said premises. Village shall have, in addition to the remedy above provided, any other right or remedy available to Village on account of any Tenant default, either in law or equity. Village shall use reasonable efforts to mitigate its damages.

**16. Quiet Possession.**

Village covenants and warrants that, upon performance by Tenant of its obligations hereunder, Village will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

**17. Security Deposit.**

Security Deposit of \$400.00 by check number \_\_\_\_\_ was collected on \_\_\_\_\_, 2018, and shall be held by Village without liability for interest and as security for the performance by Tenant of Tenant's covenants and obligations under this Lease. Unless otherwise provided by mandatory non-waivable law or regulation, Village may commingle the Security Deposit with Village's other funds. Village may, from time to time without prejudices to any other remedy, use the Security Deposit to the extent necessary to make good and arrearages of rent or to satisfy any other covenant or obligation of Tenant hereunder. Following any such application of the Security Deposit, Tenant shall pay to Village on demand the amount so applied in order to restore the Security Deposit to its original amount. If Tenant is not in default at the termination of this Lease and no damage to the leased premises has occurred during the tenancy, the balance of the Security Deposit remaining after any such application shall be returned by Village to Tenant. If Village transfers its interest in the Premises during the term of this Lease, Village may assign the Security Deposit to the transferee and thereafter shall have no further liability for the return of such Security Deposit.



**18. Notice.**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if personally delivered or if sent by United State certified mail, return receipt requested, address as follows:

If to Village

Attn: Village Clerk  
Village of Maple Park  
P.O. Box 220, 302 Willow St.  
Maple Park, IL 60151-0220

If to Tenant:

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Village and Tenant shall each have the right, from time to time; to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**19. Costs and Fees.**

The parties agree that reasonable attorney's fees, court costs and litigation expenses will be recoverable by the prevailing party against the non-prevailing party, in the event any litigation is necessary to enforce the terms of this Lease.

**20. Waiver.**

No waiver of any default of Village or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Village or Tenant shall no be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**21. Headings.**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

**22. Successors.**

The provisions of this Lease shall extend to and be binding upon Village and Tenant and their respective legal representatives, successor and assigns.

**23. Consent.**

Village shall not unreasonably withhold or delay its consent with respect to any matter for which Village's consent is required or desirable under this Lease.

**24. Compliance with Law.**

Tenant shall comply with all laws, orders ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Village shall comply with All laws, orders ordinances and other public requirements now or hereafter affecting the Leased Premises.

**25. Final Agreement.**

This Agreement terminates and supersedes all prior understanding or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**26. Severability.**

If any clause, phrase, provision or portion of this Lease or the application thereof to any person or circumstance shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Lease nor shall it affect the application of any phrase, provision or portion thereof to other persons or circumstances.

**27. Governing Law, Venue.**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Illinois. Any litigation which shall commence to enforce the terms of the Lease shall be commenced in the Sixteenth Judicial Circuit court, Kane County, Illinois.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

**VILLAGE OF MAPLE PARK**

\_\_\_\_\_  
Kathleen Curtis, Village President

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

\_\_\_\_\_  
Date

**D CONSTRUCTION**

**SIGNED:** \_\_\_\_\_

\_\_\_\_\_  
Date

**TITLE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

\_\_\_\_\_  
Date

**TITLE:** \_\_\_\_\_

**EXHIBIT A**

**RULES AND REGULATIONS**

1. No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the outside or inside of Building, except on the glass of the doors and windows of the Premises, and then only upon the written agreement of the Lessor specifying the color, size, materials and style of the sign. No showcase shall be placed in front of the Building by Lessee, without the written consent of Lessor. The Lessor reserves the right to remove all signs and showcases not in compliance with this rule without notice to Lessee at the expense of the Lessee. At the expiration of the term Lessee is to remove all signs from such windows, doors and directory board.
2. Lessee shall not put up or operate any steam or gasoline engine, boiler, stove, hot plate, charcoal or propane grill upon the Premises or carry on any mechanical business on Premises or use or store gasoline, naphtha, paint thinners or other inflammable fluids in the Premises without written consent of the Lessor. Any space heater used shall be those designed and intended for household rather than a commercial or industrial use.
3. No additional locks shall be placed upon any doors of said room without the written consent of the Lessor endorsed on the forgoing lease and the Lessee will not permit any duplicate keys to be made, all necessary keys to be furnished by the Lessor. Upon the termination of this lease, Lessee will surrender all keys to the Premises and Building.
4. A Village Board Representative and the building maintenance personnel shall have passkeys for admittance to the Premises for any emergency or fire requiring entry into the Premises or inspection of the Premises. Contractors, agents, and employees of the Lessee shall be subject to the control and direction of the President and Board of Trustees or their representatives when elsewhere in the Building other than the Premises.
5. The Premises leased shall not be used for the purpose of lodging or sleeping rooms or any immoral or illegal purpose or in any manner inconsistent with the stated purpose of the Lease.
6. The Lessee and Lessee's agents, employees, and contractors shall not leave the Premise windows open when it rains or snows. For any failure or carelessness in this regard, the Lessor shall make good all injuries sustained by other tenants and also all damage to the Building resulting from such default or carelessness.
7. No packages, merchandise or other effects shall be allowed to remain in the common areas of Building at any time.
8. The Lessor reserves the right to make such other and further reasonable rules and regulations as in its judgment from time to time are needed for the safety and cleanliness of the Premises and the Building for the preservation of good order therein.

9. It is understood and agreed between the Lessee and the Lessor that no assent or consent to change in or waiver of any part of the lease has been or can be made, unless done in writing and approved hereon by the Lessor and in such case it shall operate only for time and purpose in such lease expressly stated.
10. If Commonwealth Edison commences charging the Lessor for electric use, Lessee shall pay its proportional share of that use.
11. Lessee shall have sole obligation to construct and pay for any improvements to the premises it requires upon the Lessor's approval of such improvements. All requests for approval by the Lessee and the actual approval by the Lessor of such improvements must be in writing.
12. Lessee shall provide its own contents/personal property and liability insurance.
13. Permanent lighting fixtures, including ballasts, shall be the responsibility of the Lessor to maintain. Incandescent bulbs and fluorescent lighting tubes shall be the responsibility of the Lessee to furnish and maintain.

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