



# 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 AGENDA

TUESDAY, JUNE 5, 2018

7 p.m.

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL/QUORUM ESTABLISHED
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.*
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 – May 1, 2018
- b) Receive and File
  - Infrastructure Committee – March 12, 2018
  - Personnel Committee – None
  - Finance Committee – April 24, 2018
- c) Acceptance of Cash and Investment Report as of April 30, 2018
- d) Approval of Bills Payable and Manual Check Register #768

ACCOUNTS PAYABLE:	<u>\$44,979.64</u>
MANUAL CHECKS:	<u>3,069.56</u>
TOTAL:	<u>\$48,049.20</u>

- e) Approval of Travel, Meals, Lodging for Elected Officials /Employees

None.

**6. FINANCIAL REPORT**

**7. LEGAL REPORT**

**8. POLICE DEPARTMENT REPORT**

**9. PUBLIC WORKS REPORT**

**10. ENGINEERING REPORT**

**11. COMMITTEE REPORTS**

- Personnel & Communications – JP Dries, Chair
- Finance & Public Relations & Development – Luke Goucher, Chair
- Infrastructure – Brandon Harris, Chair

**12. OLD BUSINESS**

**13. NEW BUSINESS**

**A. PROCLAMATIONS**

**PROCLAMATION 2018-02 SUICIDE PREVENTION AWARENESS**

*This Proclamation gives awareness to suicide prevention.*

**B. CONSIDERATIONS**

1. MOTION TO WAIVE THE VEHICLE STICKER FEE AND LATE FEE FOR THE 2018-2019 YEAR FOR A RESIDENT IN MAPLE PARK WITH 3 VEHICLES.
2. MOTION TO ALLOW FOR A PAYMENT ARRANGEMENT FOR THE PURCHASE OF 3 VEHICLE STICKERS FOR THE 2018-2019 YEAR AND WAIVE THE LATE FEE FOR EACH OF THOSE THREE STICKERS.
3. MOTION TO APPROVE THE UPDATED EMPLOYEE HANDBOOK
4. MOTION TO PURCHASE A NEW SECURITY CAMERA SYSTEM NOT TO EXCEED \$2,000.

**C. ORDINANCES**

**1. ORDINANCE 2018-14 PREVAILING WAGE**

AN ORDINANCE DETERMINING THE PREVAILING WAGE RATES AS OF JULY 2017 FOR CONSTRUCTION OF PUBLIC WORKS PROJECTS UNDER THE JURISDICTION OF THE VILLAGE OF MAPLE PARK

*This Ordinance determines the prevailing wage rates for July 2017. The Illinois Department of Labor has not updated their wage rates yet for this year.*

**D. RESOLUTIONS**

**1. RESOLUTION 2018-11 CORTLAND TOWNSHIP ROAD DISTRICT**

AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH CORTALND TOWNSHIP ROAD DISTRICT

*This Resolution allows for the Cortland Township Road District and the Village of Maple Park to share responsibility for snow removal, de-icing and ditch mowing on certain roads that are under the jurisdiction of both the Village of Maple Park and Cortland Township.*

**2. RESOLUTION 2018-12 BLACKBOARD CONNECT, INC.**

AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN AGREEMENT WITH BLACKBOARD, INC. FOR THE RENEWAL OF THE AGREEMENT FOR GOVERNMENT UNLIMITED EMERGENCY AND OUTREACH MESSAGING SERVICES

*This Resolution allows the village to use the services for emergency and outreach messaging to the residents.*

**3. RESOLUTION 2018-13 KANE COUNTY ANIMAL CONTROL AGREEMENT**

AUTHORIZING THE VILLAGE PRESIDENT TO RENEW THE INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF KANE FOR ANIMAL CONTROL

*This Resolution allows the village to use Kane County Animal Control for animal control services.*

**16. VILLAGE PRESIDENT REPORT**

**17. TRUSTEE REPORTS**

**18. EXECUTIVE SESSION**

**Employment / Appointment Matters 5 ILCS 120/(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 legal for the public body to determine its validity.*

**19. MATTERS REFERRED FROM EXECUTIVE SESSION**

**20. ADJOURNMENT**





# Village of Maple Park

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## BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, MAY 1, 2018

7 p.m.

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

### 1. CALL TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL/QUORUM ESTABLISHED

Deputy Clerk Cheryl Aldridge called the roll call and the following Board members were present: Village President Kathy Curtis, Trustee Bart Shaver, and Trustee Kristine Dalton, and Trustee Chris Higgins. Absent: Trustee Brandon Harris and Trustee JP Dries. Attending Remotely: Trustee Luke Goucher.

Others present: Police Chief Dean Stiegemeier, Village Engineer Jeremy Lin, Public Works Director Mike Miller (arrived late) and Deputy Clerk Cheryl Aldridge.

### 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.*

Jen Ward addressed the Board regarding the Golf Cart safety and requirements.

John Peloso also addressed the Board regarding Golf Cart safety and requirements.

Public Works Director Mike Miller arrived at 7:07 p.m.

### 5. VILLAGE PRESIDENT APPOINTMENTS:

- a) LIZ PEERBOOM, VILLAGE CLERK
- b) CHERYL ALDRIDGE, DEPUTY CLERK
- c) POLICE CHIEF DEAN STIEGEMEIER, POLICE DEPT FOIA OFFICER

Trustee Higgins made a motion to confirm the appointments, seconded by Trustee Shaver. Motion carried by roll call vote. Aye: Shaver, Goucher, Dalton, Higgins. Nay: None. Absent: Dries and Harris. (4-0-2)

## **6. 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 – April 3, 2018
  - Public Hearing – April 3, 2018
- b) Receive and File
  - Infrastructure Committee – March 13, 2018
  - Personnel Committee – March 20, 2018
  - Finance Committee – March 27, 2018
- c) Acceptance of Cash and Investment Report as of March 31, 2018
- d) Approval of Bills Payable and Manual Check Register #767

ACCOUNTS PAYABLE:	<u>\$111,177.39</u>
MANUAL CHECKS:	<u>3,184.10</u>
TOTAL:	<u>\$114,361.49</u>

- e) Approval of Travel, Meals, Lodging for Elected Officials /Employees

Metrowest Council of Government Board Meeting – April 19, 2018 (includes meal),  
\$35 for Kathy Curtis, Village President (included on warrant list).

Trustee Goucher made a motion to approve the Consent Agenda, seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Shaver, Goucher, Dalton, Higgins. Nay: None. Absent: Dries and Harris. (4-0-2)

## **7. FINANCIAL REPORT**

No questions on the Financial Report.

## **8. LEGAL REPORT**

There were no questions on the Legal Report as Village Attorney Kevin Buick was not in attendance at the meeting.

## **9. POLICE DEPARTMENT REPORT**

No questions on the Police Department Report.

## **10. PUBLIC WORKS REPORT**

Public Works Direct Mike Miller discussed the grant process and projects with the Board.

## **11. ENGINEERING REPORT**

Village Engineer Jeremy Lin updated the Board that he has been doing some lot reviews and a couple of finals for the building inspector. He also mentioned that the NPDES Permit is still under review, but nothing should be changing. He asked about some follow ups on work orders that he has given to the Village. He has also been working with Mike on some repairs to our water screens.

## **12. COMMITTEE REPORTS**

- Personnel & Communications – JP Dries, Chair

None.

- Finance & Public Relations & Development – Luke Goucher, Chair

None.

- Infrastructure – Brandon Harris, Chair

None.

## **13. OLD BUSINESS**

None.

## **14. NEW BUSINESS**

### **A. CONSIDERATIONS**

None.

### **C. ORDINANCES**

#### **1. ORDINANCE 2018-09 GARBAGE BILLING ADMIN FEE**

AN ORDINANCE AMENDING TITLE 5, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 2, GARBAGE AND REFUSE, 5-2-2, COLLECTION OF GARGAGE, SUBSECTION C, "CHARGES"

*This ordinance lays out the administration fee that will be charged on water bills to allow the village to recoup some of the costs in conjunction with billing for garbage and refuse pickup.*

Trustee Goucher made a motion to approve Ordinance 2018-09, Garbage Billing Admin Fee, seconded by Trustee Shaver. The Ordinance will need to add in that this fee is an annual fee of \$15,000.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

## **2. ORDINANCE 2018-10 VILLAGE PRESIDENT**

AN ORDINANCE AMENDING TITLE 1 ADMINISTRATION, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 5, COMPENSATION, SECTION B PRESIDENT, SUBSECTION 1.

*This ordinance allows the village to lower the pay for the Village President as of the 2019 Consolidated Election. This ordinance has been discussed and was recommended by the village's Finance Committee.*

Trustee Goucher made a motion to approve Ordinance 2018-10, Village President Pay, seconded by Trustee Dalton. The Ordinance was clarified to be going from \$5,200 to \$2,000 annually for the Village President and Liquor Commission compensation.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

## **3. ORDINANCE 2018-11 TRUSTEE PAY**

AN ORDINANCE AMENDING TITLE 1 ADMINISTRATION, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 5, COMPENSATION, SECTION B TRUSTEES, SUBSECTION 1.

*This ordinance allows the village to lower the pay for the Board of Trustees for the Trustees that are elected in the 2019 Consolidated Election and then in the 2021 Consolidated Election. This ordinance has been discussed and was recommended by the village's Finance Committee.*

Trustee Goucher made a motion to approve Ordinance 2018-11, Trustee Pay, seconded by Trustee Shaver. There was a brief discussion on the Trustee pay. The pay was clarified to be going from \$2,400 to \$500 annually.

Motion carried by roll call vote. Aye: Goucher, Shaver, and Curtis. Nay: Dalton and Higgins. Absent: Dries and Harris. (3-2-2)

**4. ORDINANCE 2018-12 GOLF CARTS**

**AN ORDINANCE AMENDING TITLE 7 “MOTOR VEHICLES,”  
CHAPTER 11 “GOLF CARTS AND UTILITY TERRAIN VEHICLES”**

*This Ordinance updates regulations in the golf cart ordinance after receiving input from residents.*

Trustee Goucher made a motion to approve Ordinance 2018-12, Golf Carts, seconded by Trustee Shaver. The Board discussed the changes made to this ordinance. The Golf Carts will need to go back to committee to further discuss child restraints.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

**5. ORDINANCE 2018-13 SALE OF MUNICIPAL PROPERTY**

**AN ORDINANCE AUTHORIZING THE SALE OF PROPERTY OWNED BY  
THE VILLAGE OF MAPLE PARK, ILLINOIS, KANE AND DEKALB  
COUNTIES, ILLINOIS**

*This Ordinance would allow the Village of Maple Park to sell the property located at 110 Summer Street (located on Main Street), PIN 07-31-131-004.*

Trustee Goucher made a motion to approve Ordinance 2018-13, Sale of Municipal Property, seconded by Trustee Higgins. Village President Curtis updated the Board on the property that was being discussed. She also informed them of information received from the neighboring property regarding the sale of her building.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

**D. RESOLUTIONS**

**1. RESOLUTION 2018-08 NIU CGS STUDIES STRATEGIC PLAN**

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH THE BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, ACTING ON BEHALF OF NORTHERN ILLINOIS UNIVERSITY THROUGH ITS CENTER FOR GOVERNMENTAL STUDIES, HEREINAFTER REFERRED TO AS “UNIVERSITY,” AND THE VILLAGE OF MAPLE PARK, HEREINAFTER REFERRED TO AS “MAPLE PARK”



*This agreement will allow the NIU Center for Governmental Studies to conduct a series of public meetings in conjunction with the Board of Trustees to allow the village to put together a strategic plan.*

Trustee Goucher made a motion to approve Resolution 2018-08, NIU CGS Studies Strategic Plan, seconded by Trustee Dalton. Village President Curtis reminded the Board that this is being paid by the grant that was received.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

**2. RESOLUTION 2018-09 SALE OF VILLAGE PROPERTY**

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT FOR THE SALE OF VILLAGE PROPERTY.

*This agreement will allow the village to transfer ownership of 110 Summer Street, Maple Park, IL. Parcel #07-31-131-004.*

This does not need to be approved, see above for Ordinance 2018-13 that replaced this Resolution.

**3. RESOLUTION 2018-10 KANE CDBG GRANT APPLICATION**

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN APPLICATION FOR KANE COUNTY COMMUNITY DEVELOPMENT FUNDS, A FUNDING AGREEMENT AND OTHER NECESSARY DOCUMENTS UPON APPROVAL OF THE APPLICATION BY THE KANE COUNTY BOARD, AND ANY REQUESTS FOR PAYMENT AND DOCUMENTATION REQUIRED TO BE SUBMITTED BY THE VILLAGE OF MAPLE PARK TO KANE COUNTY REQUESTING DISPERSAL OF FUNDS.

*This application will be submitted to Kane County for the 2018 Community Development funding for a project within the Village of Maple Park.*

Trustee Dalton made a motion to approve Resolution 2018-10, Kane County CDBG Grant Application, seconded by Trustee Higgins. No discussion.

Motion carried by roll call vote. Aye: Dalton, Goucher, Higgins, Shaver. Nay: None. Absent: Dries and Harris. (4-0-2)

**16. VILLAGE PRESIDENT REPORT**

Village President Curtis updated the Board on a property in town that is a hazard. She also requested approval from the Board to allow Future Link to attach an antenna to the Village's water tower. Approval was given for them to move forward once the Village receives their signed contract back.



## **17. TRUSTEE REPORTS**

Trustee Higgins requested that the Village educate the public on the Golf Cart requirements. Deputy Clerk Aldridge informed the Board that the information packet was mailed out to the residents yesterday, April 30<sup>th</sup>.

## **18. ADJOURNMENT**

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

Meeting adjourned at 7:57 p.m.

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Cheryl Aldridge  
Deputy Clerk

DRAFT



# *Village of Maple Park*

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**Approved by the Infrastructure  
Committee on May 8, 2018.**

## **INFRASTRUCTURE COMMITTEE MEETING MINUTES**

**Monday, March 12, 2018**

**7:00 p.m.**

**Maple Park Civic Center**

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

### **1. CALL TO ORDER / ESTABLISHMENT OF QUORUM**

Chairman Brandon Harris called the meeting to order at 7:24 p.m.

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

Others present: Trustee Bart Shaver, Village Engineer Jeremy Lin, Police Chief Dean Stiegemeier, Public Works Director Mike Miller and Village Clerk Liz Peerboom.

### **2. PUBLIC COMMENTS**

None.

### **3. APPROVAL OF MEETING MINUTES**

- February 13, 2018
- March 13, 2018

Trustee Higgins made a motion to approve the meeting minutes from February 13, 2018, and March 13, 2018, seconded by Trustee Goucher. Motion carried by voice vote.

### **4. REVIEW OF INFRASTRUCTURE PROJECTS**

- Center and Pearl Street Repaving (Possibly MFT / Road & Bridge FY20)

Village Engineer Jeremy Lin advised that this cost would be approximately \$5,000-\$7,000. The committee discussed the possibility of using MFT Funds for this project.

- Washington/Pearl Storm Sewer Project – CDBG inquiry was started, and income survey completed for eligibility

Trustee Goucher asked about the CDBG grant. Mr. Lin advised that the process was started for a storm sewer process but there wasn't money in the budget. Trustee Goucher advised that it wouldn't make the budget this year, either. Village Clerk Liz Peerboom advised that the income survey that was completed is good for ten years.

## MINUTES

### Infrastructure Committee Meeting

Monday, March 12, 2018

Page 2 of 4

- Waste Water Treatment Plant Blower Replacement – Replacement of one or both blowers with dissolved oxygen control for energy efficiency – Department of Energy Grant available

The committee discussed this possible project and Mr. Lin advised that this could be eligible for the Department of Energy grant. He explained the process of the replacement and why they would need to be replaced.

- Dredge pond

Trustee Goucher asked whether this project should be done or the blower replacement. Public Works Director Mike Miller advised that Lintech has not inspected the pond and Mr. Lin advised that this project may be able to wait. He recommended doing the first lagoon first. Mr. Lin also advised that the blower is much more important if it goes down. He recommended doing the blower instead of dredging the pond, adding that replacing the blower will save the village money.

- Paving Projects per Capital Improvement Plan

Mr. Miller advised that he will work on the paving of Heritage Hills to save the village money. Mr. Lin advised that Willow will need to be crack filled at the end of the street. Mr. Lin said that the crack filling for Willow would be less than \$5,000.

- Seal Coating – Ashton / DeKalb

The committee agreed to skip the seal coating this year.

- Wayside Horns

Trustee Harris said that this project is just in the Engineering stage. Trustee Goucher advised that they would know more after the TIF meeting.

- Handheld GPS

Trustee Harris said that he got a quote for \$2,500 for the handheld GPS. Trustee Goucher asked if the village could still be productive if this was not purchased this year. Trustee Harris advised that as long as the village has a pretty good located on where the mains are he can enter that into the GPS. Trustee Goucher asked if it makes sense to purchase this tool or can it wait. Trustee Harris said that it would be nice to have the tool, but it could wait until there is more money in the budget. Trustee Higgins agreed that the handheld GPS could wait. Consensus was to wait on the handheld GPS unit.

- New Public Works Truck

Mr. Miller advised that he could get a quote for about \$30,000 to \$35,000.

## MINUTES

Infrastructure Committee Meeting

Monday, March 12, 2018

Page 3 of 4

- Park – after adding water, sink and stove to McAdams Shed

Trustee Goucher asked how much more would need to be put into McAdams Shed. Mr. Miller advised that he doesn't think he will need any more money.

- Civic Center Improvements – Gutters, Heat Systems, Gym Door Lock

The committee discussed the garage door quotes received, the lowest being \$3,130 for two doors. Mr. Miller also said that he got a quote for the gutters of about \$1,500.

Mr. Miller also discussed the possibility of putting in zone heating in the police department and eventually taking the boiler off line completely.

Village Clerk asked about the gym door key pad and the status. Trustee Higgins went over the quotes that he received. After some discussion, consensus was to not put this item in the budget this year. Trustee Goucher volunteered to purchase the equipment that was purchased so far if the village would like him to.

### 5. ENGINEERING REPORT

Village Engineer Jeremy Lin distributed a work order for the Engineering for a new elevated storage tank. The committee discussed the work order. Mr. Lin advised that his company would recommend three sites for a new elevated water tower, but this would not include the soil borings.

### 6. PUBLIC WORKS REPORT

None.

### 7. FINANCE COMMITTEE:

- **TIF Wish List**
  - Park Enhancement
  - Lift station beautification
  - Signage/Façade Grant
  - Wayside Horns
  - Storm Water
  - Business District Plan
  - Kennebec

- **Administration**

Chief Stiegemeier distributed a quote for the records management system of \$4,250; and said he would rather do that instead of the cameras. After some discussion, it was decided that Chief Stiegemeier would apply for a grant and if the grant is not approved, he will not get the system.

Trustee Higgins had questions about storage for the cameras. Chief Stiegemeier

advised that they will either use the current server the village has or purchase new storage equipment.

Trustee JP Dries arrived at 8:12 p.m.

The committee discussed the computer purchase for the Board room. The quote came back at \$1,748.00.

Trustee Goucher asked about the status of the civic center camera quote. Trustee Higgins said that he hasn't had a chance to come look at the cameras, but he thinks it can be done for lower than \$1,000. Consensus was to budget to get the cameras working again and look at the other cameras at a later date.

## **8. OTHER ITEMS**

## **9. ADJOURNMENT**

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

Meeting adjourned at 8:18 p.m.

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Liz Peerboom, CMC  
Village Clerk

### Committee Members:

Trustee Brandon Harris, Chair  
Trustee Goucher  
Trustee Higgins  
Trustee Dries





# Village of Maple Park

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Approved by the Finance  
Committee on May 22, 2018.

## FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, April 24, 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 6:32 p.m.

Chairman Goucher called the roll call and the following Committee members were present: Trustee Goucher, Trustee Higgins, Trustee Shaver. Absent: Trustee Dalton (arrived late).

Others present: Village President Kathy Curtis.

### 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.*

### 3. APPROVAL OF MEETING MINUTES

March 27, 2018

Trustee Higgins made a motion to approve the meeting minutes from March 27, 2018, seconded by Trustee Shaver. Motion carried by voice vote.

### 4. ENGINEERING FIRM INTERVIEWS

The Committee interviewed three Engineering Firms:

- Fehr-Graham and Associates
- Trotter & Associates
- Rempe-Sharpe

The Committee then discussed the three firms.

### 5. DISCUSSION OF OTHER ITEMS

1. Trustee Goucher advised that the village has been approached about selling the property owned by the village located at 110 Summer Street, which was previously a water



## MINUTES

### Finance and Public Relations & Development Committee

April 24, 2018

Page 2 of 2

Trustee Dalton made a motion to move this item forward to the full Board, seconded by Trustee Shaver. Motion carried by voice vote.

2. Trustee Goucher advised that Kane County has notified the village of a possible grant opportunity. President Curtis said that this is a matching grant, and this has not been budgeted, but will be budgeted next year. President Curtis gave an overview of the grant. She advised that this is a community development grant, which has strict regulations.

The committee discussed possibly using it to go toward items that have already been budgeted.

Trustee Higgins made a motion to move forward with the Community Development grant for a project to be determined, seconded by Trustee Shaver. Motion carried by voice vote.

3. Trustee Goucher discussed the possibility of beginning to charge a video gaming machine cost up to \$25 per machine. He advised that this can't be done this year but wondered if the Committee would be interested in pursuing this charge for the next license year.

The committee discussed the pros and cons of pursuing this idea. Trustee Goucher said that he is okay with the fee but is concerned about coming across as giving the businesses in town a "one-two punch" with the passing of the sales tax referendum.

Trustee Goucher said that, although he does not agree with it, the perception with the Maple Park business owners is that the village is trying to "stick it to them".

At this time, the committee is not interested in pursuing this idea.

## 6. ADJOURNMENT

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

Meeting adjourned at 10:01 p.m.

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Liz Peerboom, CMC  
Village Clerk

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

VILLAGE OF MAPLE PARK, ILLINOIS  
Schedule of Cash and Investments  
April 30, 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%	-	-	-	44,145.32	44,145.32
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	71,887.91	-	-	71,887.91
Total General Fund		-	71,887.91	-	44,145.32	116,033.23
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	22,548.12	22,548.12
First Midwest Bank		-	-	247,280.86	-	247,280.86
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	99,318.42	-	-	99,318.42
First Midwest Bank - CD	1.00%	150,517.81	-	-	-	150,517.81
Total Utility Tax Fund		150,517.81	99,318.42	247,280.86	22,548.12	519,665.21
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	36,292.62	36,292.62
Total Road & Bridge Fund		-	-	-	36,292.62	36,292.62
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	4,798.93	4,798.93
Illinois Public Treasurer's Pool		-	34,918.50	-	-	34,918.50
Total Road & Bridge Fund		-	34,918.50	-	4,798.93	39,717.43
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	104,741.83	-	-	104,741.83
Total Motor Fuel Tax Fund		-	104,741.83	-	-	104,741.83
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account		-	-	-	(49,212.28)	(49,212.28)
Illinois Public Treasurer's Pool		-	307,073.57	-	-	307,073.57
Total Operating Accounts		-	307,073.57	-	(49,212.28)	257,861.29
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	16,691.76	16,691.76
Illinois Public Treasurer's Pool		-	141,445.19	-	-	141,445.19
First Midwest Bank - CD	1.00%	10,034.52	-	-	-	10,034.52
Total Water Improvement Accounts		10,034.52	141,445.19	-	16,691.76	168,171.47
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	30,423.87	30,423.87
Illinois Public Treasurer's Pool		-	183,362.59	-	-	183,362.59
First Midwest Bank - CD	1.00%	90,310.68	-	-	-	90,310.68
Total Sewer Improvement Accounts		90,310.68	183,362.59	-	30,423.87	304,097.14
Total Water & Sewer Funds		100,345.20	631,881.35	-	(2,096.65)	730,129.90
<b>Total Village Operating Funds</b>		<b>250,863.01</b>	<b>942,748.01</b>	<b>247,280.86</b>	<b>105,688.34</b>	<b>1,546,580.22</b>
<b>Escrow Funds</b>						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	-	-
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	59,550.04	59,550.04
<b>Total Village Escrow Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>59,550.04</b>	<b>59,550.04</b>
<b>Total Village Cash &amp; Investments</b>		<b>250,863.01</b>	<b>942,748.01</b>	<b>247,280.86</b>	<b>165,238.38</b>	<b>1,606,130.26</b>

SYS DATE:05/31/18

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
REGISTER # 768  
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 CASEY'S GENERAL STORES, INC. 04302018	01-30-5250	GASOLINE	367.91	367.91
01 KAREN CLIFTON 05072018	01-30-5600	CAR SEAT COVERS	38.64	18.15
05162018	01-30-5700	PHONE ACCESSORIES		20.49
01 COAST TO COAST SOLUTIONS IVC0086595	01-30-5100	CLEANUP KIT	169.06	169.06
01 COMMONWEALTH EDISON 0147077192 0518	01-50-5730	STREET LIGHTING	3488.25	254.25
0498142046 0418	52-20-5730	LIFT STATION		81.00
0798152002 0418	52-10-5730	WELL		1615.14
1620026021 0418	52-20-5730	WWTP		817.65
4665155040 0518	01-50-5730	STREET LIGHTING		854.93
5778015012 0418	01-20-5730	HERITAGE HILLS POND		134.72-
01 RUTH A. FEW 05112018	52-20-5100	ROWBOAT	100.00	100.00
01 FOSTER, BUICK, CONKLIN & LUNDG 21565	01-10-5330	ORDINANCE VIOLATOIN	1168.75	350.00
21565	01-10-5330	GENERAL COUNSEL		568.75
21565	01-10-5330	DEMOLITION		250.00
01 GOODENOUGH INC. 60187	01-10-5420.02	PLUMBING INSPECTION	450.00	50.00
60217	01-10-5420.02	PLUMBING INSPECTION		50.00
60227	01-10-5420.02	PLUMBING INSPECTIONS		200.00
60243	01-10-5420	PLUMBING INSPECTION		50.00
60243	01-10-5420.02	PLUMBING INSPECTION		50.00
60320	01-10-5420.02	PLUMBING INSPECTION		50.00
01 FRONTIER 8158273286 0518	01-30-5700	POLICE TELEPHONE	530.16	143.87
8158273309 0518	01-10-5700	OFFICE TELEPHONE		216.89
8158273710 0518	52-10-5700	WELL HOUSE		59.23
8158275039 0518	52-20-5700	WWTP		50.94
8158275069 0518	52-20-5700	LIFT STATION		59.23
01 HAWKINS, INC. 4271014	52-10-5110	CHEMICALS	215.46	215.46
01 J & R HERRA, INC. 36783	01-40-5600	BOILER REPAIR	409.95	409.95
01 DENNIS M. LEXA 8002	01-30-5600	2008 FORD EXPEDITION OIL CHANGE	52.74	52.74
01 IMPACT NETWORKING, LLC 1121252	01-10-5200	COPY COSTS	703.66	703.66
01 J & D DOOR SALES, INC. 98068	12-00-8102	2 GARAGE DOORS	3130.00	3130.00
01 KANE COUNTY CHIEFS OF POLICE A 2018-08	01-30-5570	KC MAJOR CRIMES TASK FORCE	500.00	500.00
01 DENNIS LEXA			100.00	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
05262018	01-00-2103	PARK DEPOSIT REFUND		100.00
01 LINTECH ENGINEERING, INC.			807.50	
2206	52-20-5320	NPDES PERMIT RENEWAL		510.00
2206	01-10-5320	LOT REVIEW		170.00
2206	01-10-5320	BOARD MEETING		127.50
01 LINTECH ENGINEERING, INC.			2500.00	
2205	52-10-5390	WATER OPERATION SERVICES		1250.00
2205	52-20-5390	WASTEWATER OPERATION SERVICES		1250.00
01 MIDWEST SALT			2907.28	
P439776	52-10-5110	ROCK SALT		2907.28
01 MIKE MILLER			50.00	
05312018	01-10-5700	CELL PHONE REIMBURSEMENT		50.00
01 NICOR			705.79	
331314100040518	01-50-5730	GARAGE GAS		79.82
399087100050518	01-40-5730	CIVIC CENTER GAS		625.97
01 P. F. PETTIBONE & CO.			507.50	
173551	01-30-5100	IDENTIFICATION CARD		10.80
174293	01-30-5300	SHOULDER PATCHES		496.70
01 QUILL CORPORATION			612.09	
6567075	01-10-5200	OFFICE SUPPLIES		303.66
6932235	01-10-5200	OFFICE SUPPLIES		117.77
7312019	01-10-5200	OFFICE SUPPLIES		178.67
7332580	01-10-5200	OFFICE SUPPLIES		11.99
01 ROGER'S REPAIR SERVICE			597.20	
14273	01-40-5600	ELECTRICAL WORK		597.20
01 SPECIALTY FLOORS, INC.			895.00	
1834	01-40-5600	GYM FLOOR		895.00
01 THEISEN ROOFING & SIDING CO. I			1570.00	
05172018	12-00-8102	GUTTERS		1570.00
01 UPS			15.18	
0000Y74387178	01-10-5120	SHIPPING		15.18
01 VERIZON WIRELESS			261.46	
9807544486	01-10-5700	CELL PHONES		71.03
9807544486	01-30-5700	CELL PHONES		76.40
9807544486	01-30-5700	AIR CARDS		114.03
01 WASTE MANAGEMENT			22126.06	
3558869-2011-3	01-10-5400	GARBAGE COLLECTION EXPENSE		22126.06
** TOTAL CHECKS TO BE ISSUED			44979.64	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		31363.71	
12	UTILITY TAX		4700.00	
52	WATER & SEWER FUND		8915.93	
***	GRAND TOTAL ***		44979.64	
	TOTAL FOR REGULAR CHECKS:		44,188.02	
	TOTAL FOR DIRECT PAY VENDORS:		791.62	

SYS DATE:05/31/18

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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-#05/03/18		21166	325.77	
46 05032018	01-00-2150	ICMA PAYABLE		85.65
46 05032018	01-20-5030	PENSION EXPENSE		49.80
46 05032018	01-30-5030	PENSION EXPENSE		89.23
46 05032018	01-50-5030	PENSION EXPENSE		49.79
46 05032018	52-10-5030	PENSION EXPENSE		25.65
46 05032018	52-20-5030	PENSION EXPENSE		25.65
01 VANTAGEPOINT TRANSFER AGENTS-#05/17/18		21205	328.51	
46 05172018	01-00-2150	ICMA PAYABLE		87.02
46 05172018	01-20-5030	PENSION EXPENSE		50.25
46 05172018	01-30-5030	PENSION EXPENSE		89.23
46 05172018	01-50-5030	PENSION EXPENSE		50.25
46 05172018	52-10-5030	PENSION EXPENSE		25.88
46 05172018	52-20-5030	PENSION EXPENSE		25.88
01 VANTAGEPOINT TRANSFER AGENTS-#05/31/18		21210	328.83	
46 05312018	01-00-2150	ICMA PAYABLE		87.18
46 05312018	01-20-5030	PENSION EXPENSE		50.30
46 05312018	01-30-5030	PENSION EXPENSE		89.23
46 05312018	01-50-5030	PENSION EXPENSE		50.30
46 05312018	52-10-5030	PENSION EXPENSE		25.91
46 05312018	52-20-5030	PENSION EXPENSE		25.91
01 KANE COUNTY TREASURER	05/29/18	21207	506.88	
46 2018-00000001	54-00-8207	RECOVERY BOND INTEREST		506.88
01 AMERICAN BANK & TRUST	05/07/18	21200	1579.57	
46 04272018E	01-20-5250	GASOLINE & FUEL		5.88
46 04272018E	01-20-5600	MAINTENANCE & REPAIR		179.99
46 04272018E	01-40-5600	MAINTENANCE & REPAIR		137.20
46 04272018E	15-00-5620	STREET MAINTENANCE		100.91
46 04272018E	52-10-5110	CHEMICALS		376.72
46 04272018E	52-20-5600	MAINTENANCE & REPAIR		127.81
46 04272018F	01-10-5390	OTHER PROFESSIONAL SERVICES		459.00
46 04272018F	01-10-5550	SOFTWARE EXPENSE		23.88
46 04272018F	01-40-5100	GENERAL SUPPLIES		51.70
46 04272018H	01-30-5600	MAINTENANCE & REPAIR		23.50
46 04272018I	15-00-5620	STREET MAINTENANCE		92.98

\*\* TOTAL MANUAL CHECKS REGISTERED

3069.56



SYS DATE:05/31/18

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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	44979.64	3069.56	48049.20
TOTAL CASH	44979.64	3069.56	48049.20

=====

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	31363.71	1709.38	33073.09
12	4700.00	.00	4700.00
15	.00	193.89	193.89
52	8915.93	659.41	9575.34
54	.00	506.88	506.88
TOTAL DISTR	44979.64	3069.56	48049.20

=====



# *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, JUNE 5, 2018**

- Budget Report – There is no budget report included this month. Year end entries have begun; but have not been completed. I will give the Board an update once the entries have been completed. Our auditor was out for a preliminary audit day in May and will return in June to continue our audit.
- Escrow Accounts – There was no escrow activity in May.
- Warrant List
  - A/P Check run of \$44,979.64, manual checks of \$3,069.56 for a total of \$48,049.20.
    - Waste Management - \$22,126.06 for March and April Garbage Collection.
- Please let me know if you have any questions or concerns.

Estimated Cash Balances for May 31, 2018

	05/01/18 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	05/31/18 Check Run	Estimated 05/31/18 Balance	
Old Second Checking	128,945.76	(507.51)	97,271.12	(14,794.30)	(27,909.02)	(44,979.64)	138,026.41	N/A
First Midwest	247,280.86						247,280.86	N/A
TIF Funds	36,292.62		1,777.94				38,070.56	N/A
Illinois Funds	942,748.01		12,501.71				955,249.72	N/A
First Midwest CD	250,863.01						250,863.01	1.00%
	1,606,130.26	(507.51)	111,550.77	(14,794.30)	(27,909.02)	(44,979.64)	1,629,490.56	

# *Proclamation*

2018-02  
*VILLAGE OF MAPLE PARK*

## *September Is National Suicide Prevention Awareness Month*

**WHEREAS;** September is known around the United States as National Suicide Prevention Awareness Month and is intended to help promote awareness surrounding each of the Suicide Prevention resources available to us and our community. The simple goal is to learn how to help those around us and how to talk about suicide without increasing the risk of harm; and

**WHEREAS;** Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

**WHEREAS;** According to the CDC, each year more than 41,000 people die by suicide; and

**WHEREAS;** Suicide is the 10<sup>th</sup> leading cause of death among adults in the US, and the 2<sup>nd</sup> leading cause of death among people aged 10-24; and

**WHEREAS;** Maple Park, Illinois is no different than any other community in the country, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and

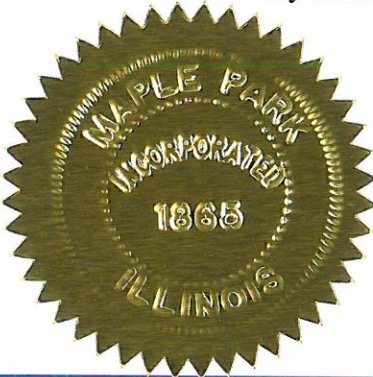
**WHEREAS;** local organizations like Suicide Prevention Services (SPS) and national organizations like the National Alliance on Mental Illness (NAMI) are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and

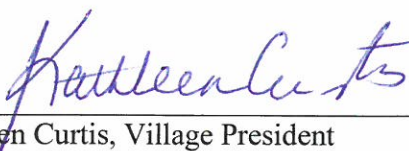
**WHEREAS,** every member of our community should understand that throughout life's struggles we all need the occasional reminder that we are all silently fighting our own battles; and

**WHEREAS,** I encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

**NOW, THEREFORE,** be it resolved that I, Kathleen Curtis, do hereby proclaim the month of September 2018, as National Suicide Prevention Awareness Month in the Village of Maple Park.

Dated this 5<sup>th</sup> day of June, 2018, A.D.



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



# **Village of Maple Park**

## **Employee Handbook**



**20178**

Approved by the Board of Trustees on ~~October 3, 2017~~  
2018

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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.

## **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 I-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 Department Manager shall establish yearly written goals and objectives for each full time and part time employee by which their job performance will be evaluated for that year. At the end of the year, the Department Manager 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 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 recommended, the employee will be informed of the recommended amount and the new salary will be provided to the Village Accountant for budgeting. Salary recommendations will be effective the passage of the new fiscal budget. All recommended salary increase will be effective 05/01 of the calendar year, the start of the new annual fiscal budget.
- 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 the 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.
- Salary recommendations will be limited to the range of 0% to 3% of their current annual salary. If a manager feels a higher recommendation is justified, the Department head can make the request to the Finance Committee.
- Employee performance evaluations shall be for the period of January 1<sup>st</sup> to December 31<sup>st</sup> of a single calendar year. Self-reviews will be provided to the employee in late December and due to the manager by January 1<sup>st</sup> or next business day of next calendar year. The manager will complete and meet with the employee during the month of January, but should be completed no later than February 15th.

#### 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 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.

### Overtime

- † The work week shall consist of seven (7) consecutive days. This section shall not be construed as a guarantee of any number of days per week or hours worked.
- † All work performed in excess of forty (40) hours in a single work week shall constitute overtime for hourly employees and shall be paid at a rate of one and one half times their hourly rate.

### Special Events

- † Special events are for coverage outside of the normal patrol duties. This would be for a special event to include bike races or other event where the community or event program requests a police officer or officers.
- † Events that request a police officer, the police officer can be paid at a rate of one and one half hours worked, only when the cost of such expense is covered by the reimbursement to the village from the requestor.
- † Fun Fest over Labor Day weekend is exempt from this rule and any hourly police officers would be paid at their regular pay rate for time worked.

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## 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 permanent 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
- ◇ Independence Day
- ◇ Labor Day
- ◇ Day After
- ◇ Christmas Eve
- ◇ Christmas Day

#### † Holiday Pay – Hourly Police Officers

† Hourly police officers will receive holiday pay at an overtime rate of one and one half times their pay rate for any actual hours worked on village recognized holidays.

These holidays include:

- New Year's Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve 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.

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#### 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 vehicles 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).

**Commented [CG1]:** Is this not required? If it is required, I would put MUST instead of MAY

## 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.

**Commented [CG2]:** Possibly include this in the item above: Layoff.

### 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)

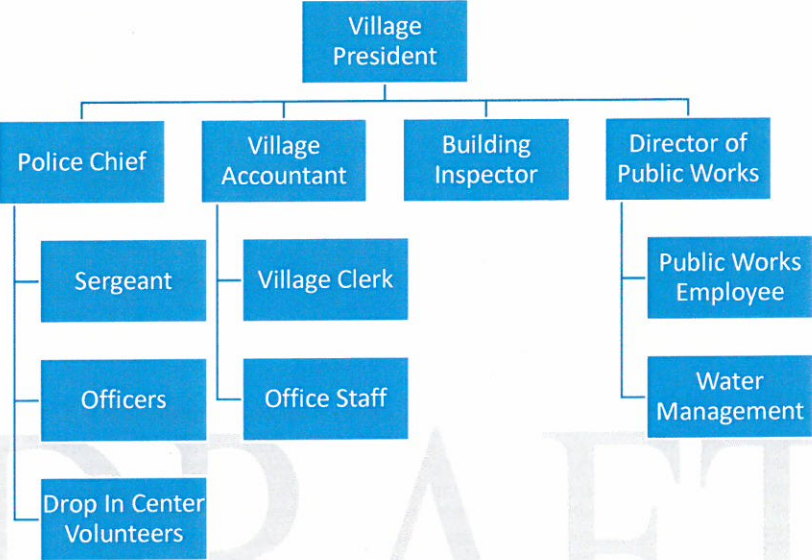
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

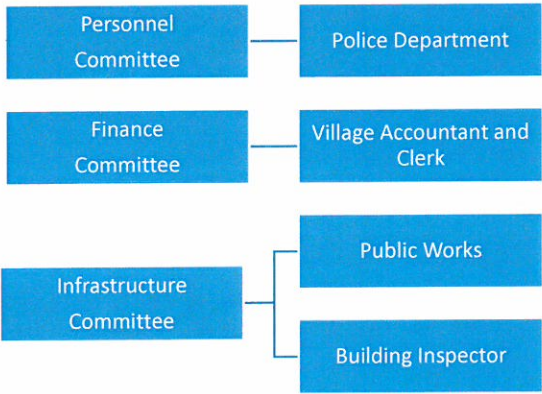
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**APPENDIX 1 – REPORTING STRUCTURE**



**VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT**



**VILLAGE OF MAPLE PARK**

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**ORDINANCE NO. 2018-14**

**AN ORDINANCE DETERMINING THE PREVAILING  
WAGE RATES AS OF JULY 2017 FOR CONSTRUCTION  
OF PUBLIC WORKS PROJECTS UNDER THE  
JURISDICTION OF THE VILLAGE OF MAPLE PARK**

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

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**ORDINANCE 2018-14**

**AN ORDINANCE DETERMINING THE PREVAILING  
WAGE RATES AS OF JULY 2017 FOR CONSTRUCTIONS  
OF PUBLIC WORKS PROJECTS UNDER THE  
JURISDICTION OF THE VILLAGE OF MAPLE PARK**

**WHEREAS**, the State of Illinois has enacted the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.* (hereinafter the “Act”); and

**WHEREAS**, Section 9 of the Act, 820 ILCS 130/9, requires that, for effectuation of the purposes of the Act, each public body, during the month of June of each calendar year, investigate and ascertain the prevailing rate of wages within its locality, to publicly post such determination or keep it available for inspection by interested parties, and to file a certified copy thereof no later July 15th of each calendar year with the Illinois Secretary of State and the Illinois Department of Labor; and

**WHEREAS**, the Village of Maple Park (“Village”), as a “public body” under Section 2 of the Act, 820 ILCS 130/2, is required by the Act to investigate and ascertain the prevailing rate of wages as defined in the Act for laborers, mechanics and other workers within its locality employed in performing construction of public works for the Village; and

**WHEREAS**, the Village is located in both DeKalb and Kane Counties, and therefore, in accordance with the definition of “locality” in Section 2 of the Act, the prevailing wages to be paid in the Village must be as determined in regard to those areas of the Village DeKalb and Kane Counties; and

**WHEREAS**, the President and Board of Trustees of the Village has reviewed the schedule of wage rate for laborers, mechanics, or other workers set out in Exhibit “A” for DeKalb County, and the schedule of such set out in Exhibit “B” for Kane County and has determined them to be the prevailing rate wages for localities within the Village in DeKalb and Kane Counties during the month of June 2014,

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

- Section 1. The recitals set forth above are incorporated herein and made a part hereof.
- Section 2. To the extent and as required by the Prevailing Wage Act, the general prevailing rate of wages in this locality for laborers, mechanics, or other workers engaged in the construction of public works, under the jurisdiction of the Village is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DeKalb County and Kane County areas (the prevailing rate to be determined by the locality of the work performed) as determined by the Department of Labor of the State of Illinois, a copy of the determinations being attached hereto as Exhibit “A” for the DeKalb County area and as Exhibit “B” for the Kane County area, both of which are incorporated herein and attached herein by reference. The definition of

any terms appearing in this Ordinance, which are also used in the aforesaid Act, should be the same as in said Act

Section 3. Nothing herein shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the Village to the extent required by the aforesaid Act.

Section 4. The Village Clerk shall publicly post or keep available for inspection by any interested party in the main office of the Village, this determination of such prevailing rate of wages.

Section 5. The Village Clerk shall mail a copy of this determination to any employer and to any association of employers and to any person or association of employees who have filed, or filed names and addresses requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 6. The Village shall promptly file, not later than August 15, 2017, a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois at the following addresses:

Secretary of State, Index  
Division  
111 East Monroe Street  
Springfield, IL 62756

Illinois Department of Labor  
Conciliation/Mediation Division  
900 S. Spring Street  
Springfield, IL 62704-2725

Section 7. The Village Clerk shall cause a notice to be published in newspaper of general circulation within the area at the determination of prevailing wages as made. Said notice shall conform substantially to the notice attached hereto as Exhibit "C." Such publication shall constitute notice that this is the determination of the public body and is effective.

Section 8. This Ordinance shall be in full force and effect upon its passage and approval as required by law.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2018, by a roll call vote as follows:

**AYES:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

APPROVED by the Village President and attested by the Village Clerk this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

ATTEST:

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

D

A



**CERTIFICATION**

STATE OF ILLINOIS  
COUNTY OF DEKALB AND KANE

I, Elizabeth Peerboom, do hereby certify that I am the Village Clerk of Maple Park, Illinois, and keeper of the records of said Village, Maple Park, Illinois, and that the foregoing is a true and correct copy of the Prevailing Wage Rates Ordinance as adopted by the Board of Trustees of the Village of Maple Park, Illinois, at their Regular Meeting held 7:00 p.m. on \_\_\_\_\_.

Dated this \_\_\_\_\_, 2018.

By: \_\_\_\_\_

Elizabeth Peerboom, CMC  
Village Clerk

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## OF MAPLE PARK, ILLINOIS

address and a request for such in writing with the Village Clerk.

Dated this \_\_\_\_\_, 2018.

## Village Clerk

# Exhibit A DeKalb County

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

## DEKALB COUNTY PREVAILING WAGE RATES EFFECTIVE JUNE 5, 2017

Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	BLD		37.45	38.45	1.5	1.5	2.0	8.42	19.06	0.00	0.80
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	BLD		40.10	44.51	1.5	1.5	2.0	10.36	15.55	0.00	0.60
CARPENTER	All	HWY		39.83	41.58	1.5	1.5	2.0	11.50	15.05	0.00	0.49
CEMENT MASON	All	All		43.95	45.95	2.0	1.5	2.0	10.00	19.66	0.00	0.50
CERAMIC TILE FINISHER	All	BLD		37.81	37.81	1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMMUNICATION												
TECH	All	BLD		38.50	42.35	1.5	1.5	2.0	11.34	13.54	0.00	0.77
ELECTRIC PWR EQMT												
OP	All	All		37.89	51.48	1.5	1.5	2.0	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT												
OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR												
GRNDMAN	All	All		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR												
GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR												
LINEMAN	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45

ELECTRIC PWR LINEMAN	All	HWY	48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85
ELECTRIC PWR TRK DRV	All	All	30.34	51.48	1.5	1.5	2.0	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK DRV	All	HWY	31.40	53.29	1.5	1.5	2.0	5.00	9.73	0.00	0.31
ELECTRICIAN ELEVATOR	All	BLD	45.00	49.50	1.5	1.5	2.0	11.34	18.23	0.00	0.90
CONSTRUCTOR	All	BLD	46.83	52.68	2.0	2.0	2.0	13.57	14.51	3.77	0.60
FENCE ERECTOR	SE	All	45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
GLAZIER	All	BLD	38.53	40.53	1.5	1.5	1.5	10.30	8.20	0.00	1.25
HT/FROST INSULATOR	All	BLD	49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72
IRON WORKER	NW	All	36.29	38.10	2.0	2.0	2.0	11.94	23.69	0.00	0.60
IRON WORKER	SE	All	45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
LABORER	All	BLD	32.25	33.25	1.5	1.5	2.0	8.42	16.56	0.00	0.80
LABORER	All	HWY	34.75	38.20	1.5	1.5	2.0	8.42	19.06	0.00	0.80
LABORER, SKILLED	All	HWY	37.45	38.20	1.5	1.5	2.0	8.42	19.06	0.00	0.80
LATHER	All	BLD	40.10	44.51	1.5	1.5	2.0	10.36	15.55	0.00	0.60
MACHINIST	All	BLD	45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE MASON	All	BLD	44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All	33.56	0.00	1.5	1.5	2.0	8.24	16.39	0.00	0.80
MATERIALS TESTER II	All	All	33.56	0.00	1.5	1.5	2.0	8.24	16.39	0.00	0.80
MILLWRIGHT	All	BLD	37.72	41.49	1.5	1.5	2.0	10.12	15.25	0.00	0.60
OPERATING ENGINEER	All	BLD	44.80	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	44.10	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	41.65	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	39.65	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	48.55	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	47.80	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	44.80	48.80	2.0	2.0	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	44.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	44.10	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30



OPERATING ENGINEER	ALL	HWY	3	42.80	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	ALL	HWY	4	41.35	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	ALL	HWY	5	39.90	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	ALL	HWY	6	47.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	ALL	HWY	7	45.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
ORNAMNTL IRON WORKER	SE	ALL		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	ALL	ALL		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	ALL	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	ALL	BLD		40.60	45.07	1.5	1.5	2.0	10.36	15.55	0.00	0.60
PILEDRIIVER	ALL	HWY		40.83	42.58	1.5	1.5	2.0	11.50	15.05	0.00	0.49
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	ALL	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	ALL	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	ALL	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	ALL	BLD		39.76	42.15	1.5	1.5	2.0	6.50	17.85	0.52	0.37
SPRINKLER FITTER	ALL	BLD		37.12	39.87	1.5	1.5	2.0	8.42	8.50	0.00	0.35
STEEL ERECTOR	SE	ALL		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
STONE MASON	ALL	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	ALL	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	ALL	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE LAYER	ALL	BLD		40.10	44.51	1.5	1.5	2.0	10.36	15.55	0.00	0.60
TILE MASON	ALL	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRUCK DRIVER	ALL	ALL	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	ALL	ALL	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	ALL	ALL	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	ALL	ALL	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCKPOINTER	ALL	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations



DEKALB COUNTY

IRONWORKERS (NORTHWEST) - That portion of the county from a point where the western county line intersects with Rt. 30, continuing eastward to Shabbona, north between Shabbona and Clare, and northeast between Clare and New Lebanon.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems

where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but

not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials.

The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and

intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

#### LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or

motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper,



hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete

Paver (over 27E cu. ft.): Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment - excluding hose work and any sewer work); Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes; Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom,

All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over);

Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig;

Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck



Cars (Haglund or Similar Type); Drills, all; Finishing Machine -

Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging

Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All

Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump;

Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum

Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller,

Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled

Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime

Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push,

Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender;

Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over);

Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.;

Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists,

Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep

Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw,

Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed

and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with

"A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Graddall and machines of like nature.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or

machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turntrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P. B. and trucks with scoops on the front.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available.

If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.





## Exhibit B Kane County

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

### KANE COUNTY PREVAILING WAGE RATES EFFECTIVE JUNE 5, 2017

Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.61	0.00	0.63
CEMENT MASON	All	All		43.95	45.95	2.0	1.5	2.0	10.00	19.66	0.00	0.50
CERAMIC TILE FNSHER	All	BLD		37.81	37.81	1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMMUNICATION	N	BLD		37.39	39.49	1.5	1.5	2.0	11.30	12.97	0.00	0.66
TECH	S	BLD		39.02	41.27	1.5	1.5	2.0	10.90	10.93	0.00	1.37
ELECTRIC PWR EQMT	All	All		37.89	51.48	1.5	1.5	2.0	5.00	11.75	0.00	0.38
OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR	All	ALL		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45
LINEMAN	All	HWY		48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85



OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	All	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	All		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIWER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.61	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		45.77	47.77	1.5	1.5	2.0	10.65	14.10	0.00	0.82
SIGN HANGER	All	BLD		26.07	27.57	1.5	1.5	2.0	3.80	3.55	0.00	0.00
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	All	All		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	35.10	1.5	1.5	2.0	8.10	7.62	0.00	0.25
TRUCK DRIVER	All	All	1	36.30	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	2	36.45	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	3	36.65	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	4	36.85	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TUCKPOINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

KANE COUNTY

ELECTRICIANS AND COMMUNICATIONS TECHNICIAN (NORTH) - Townships of

Burlington, Campton, Dundee, Elgin, Hampshire, Plato, Rutland, St.

Charles (except the West half of Sec. 26, all of Secs. 27, 33, and

34, South half of Sec. 28, West half of Sec. 35), Virgil and Valley

View CCC and Elgin Mental Health Center.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES



ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor

surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

## COMMUNICATIONS TECHNICIAN

Construction, installation, maintenance and removal of telecommunication facilities (voice, sound, data and video), telephone, security systems, fire alarm systems that are a component of a multiplex system and share a common cable, and data inside wire, interconnect, terminal equipment, central offices, PABX and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area network), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

## MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters

cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel,

fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic



Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300

ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);  
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick  
Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt  
Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar  
type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast  
Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix  
Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe  
Bucket or over or with attachments); Concrete Breaker (Truck

Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining

Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve;  
Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front  
Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with  
attachments); Compressor and Throttle Valve; Compressor, Common  
Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding  
Machine; Concrete Mixer or Paver 7S Series to and including 27 cu.  
ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine,  
Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck  
Cars (Haglund or Similar Type); Drills, All; Finishing Machine -  
Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging  
Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro  
Excavating (excluding hose work); Laser Screed; All Locomotives,  
Dinky; Off-Road Hauling Units (including articulating) Non  
Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type  
Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows;  
Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor;  
Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and  
Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors  
pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEERS - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement



Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the

classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

## MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

RESOLUTION 2018-11 Approved: \_\_\_\_\_

**AUTHORIZING THE VILLAGE PRESIDENT TO ENTER  
INTO AN INTERGOVERNMENTAL AGREEMENT WITH  
CORTLAND TOWNSHIP ROAD DISTRICT**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES** of the Village of Maple Park, Illinois, as follows:

**Section 1.** That the Village President be authorized and directed to execute an Intergovernmental Agreement with the Cortland Township Road District, a copy of which is attached hereto and made a part hereof as Exhibit "A".

**Section 2.** That the Village Clerk of the Village of Maple Park be authorized and directed to attest the Village President's signature.

**PASSED BY THE BOARD OF TRUSTEES** of the Village of Maple Park, Illinois, at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, and approved by me as Village President on the same day.

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

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

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

**ATTEST:**

\_\_\_\_\_  
**ELIZABETH PEERBOOM**, Village Clerk

\_\_\_\_\_  
**KATHLEEN CURTIS**, Village President

## INTERGOVERNMENTAL COOPERATION AGREEMENT

This agreement is made this \_\_\_\_ day of \_\_\_\_, 2018 between Cortland Township Road District, a unit of local government whose principal address is 14 S Prairie St., Cortland, IL 60112 (hereafter "Cortland Township Road District"), and the Village of Maple Park, a unit of local government whose principal address is 302 Willow St., Maple Park, IL 60151 (hereafter "Village of Maple Park"). The parties enter into this agreement pursuant to the authority granted to each of them by Article VII, Sec. 10 of the Constitution of the State of Illinois adopted at special election on December 15, 1970 and the Intergovernmental Cooperation Act.

WHEREAS, there are various roads throughout Cortland Township Road District and the Village of Maple Park which overlap, the parties agree that it is to both of their benefit to delineate to the deicing, snow removal and ditch mowing of said roads so the responsibility is clear, and duplication of costs and effort is avoided.

In consideration of the mutual obligations and promises between and among the parties contained in this agreement, the receipt and sufficiency of which is hereby stipulated, the parties agree as follows:

**1. Shared Responsibility for Snow Removal, Deicing and Ditch Mowing:**

- a. The Village of Maple Park and Cortland Township Road District acknowledge that there are certain roads that are under the jurisdiction of both the Cortland Township and the Village of Maple Park, which are traversed by both parties in the ordinary course of their respective activities. With regard to these roads, the primary responsibility for snowplowing, deicing and ditch mowing activities shall be shared equally by both parties.
- b. Each party shall use its own equipment, materials and labor and pay the costs for said equipment, materials and labor for their respective services.
2. This agreement will remain in place until one or both parties deem it unnecessary.
3. Either party may at any time voluntarily provide additional maintenance beyond deicing, snow removal and ditch mowing, subject to paragraphs 4-6 below. Such voluntary maintenance shall not obligate the party performing the voluntary maintenance to any action or inaction now or in the future. All ongoing maintenance, resurfacing, asphalt and replacement shall remain the responsibility of the party whose jurisdiction the road lies.
4. This written instrument is the entire agreement between the parties and changes may only be made in writing that is duly executed by both parties. The parties signing below acknowledge and affirm that they have the authority to execute this Agreement.
5. With respect to any services required to be provided by either party under this Agreement, each party shall be individually responsible for determining the time at which it provides services, the nature and extent of services required, and the



means, materials and mechanism for performing such services. Neither party shall be responsible for the action or inaction of the other party.

6. The Village of Maple Park and Cortland Township Road District agree that each shall maintain comprehensive general liability and other insurance in amounts determined to be appropriated by their respective corporate authorities. The Village of Maple Park agrees that it shall indemnify, defend and hold harmless Cortland Township Road District from any alleged claim arising solely out of the action or inaction of the Village of Maple Park with respect to the performance of obligations of the Village of Maple Park under the terms of the Agreement or the negligence or willful and wanton misconduct of the Village of Maple Park. Cortland Township Road District agrees that it shall indemnify, defend and hold harmless the Village of Maple Park from any alleged claim arising solely out of the action or inaction of Cortland Township Road District with respect to the performance of obligations of Cortland Township Road District under the terms of the Agreement or the negligence or willful and wanton misconduct of Cortland Township Road District. The parties agree that they shall cooperate in the defense of an alleged claim arising out of the mutual or joint conduct of the parties.

Executed on the date first written above by:

Mayford Lockwood

Cortland Township Road District Commissioner

Witness: Clara Swadlow

\_\_\_\_\_  
Village of Maple Park President

\_\_\_\_\_  
Village of Maple Park Witness

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

**RESOLUTION 2018-12 Approved:** \_\_\_\_\_

**AUTHORIZING THE VILLAGE PRESIDENT TO ENTER  
INTO AN AGREEMENT WITH BLACKBOARD, INC.  
FOR THE RENEWAL OF THE AGREEMENT FOR  
GOVERNMENT UNLIMITED EMERGENCY AND  
OUTREACH MESSAGING SERVICES**

**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

**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 a partnership with Blackboard, Inc. for the emergency and outreach messaging services, 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, in substantially the same form as attached to this Resolution by Exhibit “A” and incorporated herein by reference, is approved and accepted by the Village.

**Section 3.** The President or designee is authorized to execute the Lease 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 \_\_\_\_\_.

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

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

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

(SEAL)

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

**ATTEST:**

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



Blackboard Inc.  
3815 River Crossing Parkway, Suite  
200  
Indianapolis, IN 46240 USA  
Phone: +1 202.463.4860  
Fax: +1.312.236.7251  
Email: [operations@blackboard.com](mailto:operations@blackboard.com)  
Tax ID: 52-2081178

## Renewal Confirmation Notice

**CUSTOMER INFORMATION:****Billing Address:**

Village of Maple Park  
302 Willow Street  
Maple Park, IL 60151  
USA

**Date:** 04/30/2018

**Customer No: 332250**

Document No: CSF000188294

**Customer Primary Contact:** Cheryl Aldridge

**RENEWAL PRODUCTS AND SERVICES:**

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
429	BC-STND-GOV	Blackboard Connect for Government Unlimited Emergency and Outreach Messaging Service per Recipient License Fee, 1 - 5000 Recipients	07/15/2018	07/14/2019	858.00

Renewal Amount (USD) 858.00

**RENEWAL CONFIRMATION:**

You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Renewal Amount and will be added, where applicable, when invoiced. If you exempt from paying sales tax, include your current state tax exemption certificate or forward to [exemptcerts@blackboard.com](mailto:exemptcerts@blackboard.com).

Billing information is accurate: Please Add PO Box 220 (please initial or note corrections)

Purchase Order No. \_\_\_\_\_ - OR - My organization does not require a Purchase Order                      (please initial)

Please send this complete renewal confirmation notice and the accompanying purchase order, unless a purchase order is indicated as not required above, via any one of the following methods by **07/14/2018**:

- Email: [operations@blackboard.com](mailto:operations@blackboard.com)
- Fax: +1.312.236.7251
- Mail: Blackboard Inc., 3815 River Crossing Parkway, Suite 200, Indianapolis, IN 46240, USA

[illegible]

**VILLAGE OF MAPLEPARK**

**RESOLUTION 2018-13      Approved: \_\_\_\_\_**

**AUTHORIZING THE VILLAGE PRESIDENT TO RENEW  
THE INTERGOVERNMENTAL AGREEMENT WITH THE  
COUNTY OF KANE FOR ANIMAL CONTROL**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES** of the Village of Maple Park, Illinois, as follows:

**Section 1.** That pursuant to Section 8 of the Agreement for Animal Control Services (the “Agreement”) dated August 6, 2013, by and between the County of Kane and the Village of Maple Park, the Village hereby notifies Kane County of its intent to exercise its option to renew the Agreement for the period of July 1, 2018 through June 30, 2018.

**Section 2.** That the Village Clerk of the Village of Maple Park be authorized and directed to attest the Village President’s signature.

**PASSED BY THE BOARD OF TRUSTEES** of the Village of Maple Park, Illinois, at a regular meeting thereof held on the 6th day of June, and approved by me as Village President on the same day.

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

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

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

**APPROVED** by the Village President on \_\_\_\_\_ of \_\_\_\_\_, 2018.

**ATTEST:**

\_\_\_\_\_  
**ELIZABETH PEERBOOM**, Village Clerk

\_\_\_\_\_  
**KATHLEEN CURTIS**, Village President

## **AGREEMENT FOR ANIMAL CONTROL SERVICES**

**THIS INTERGOVERNMENTAL AGREEMENT** ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_, 2018 by and between the **COUNTY OF KANE**, a body politic and corporate, and the **VILLAGE OF MAPLE PARK**, an Illinois municipal corporation.

WHEREAS, the County of Kane ("Kane County") is a body politic and corporate duly organized and existing under the Constitution and laws of the State of Illinois; and

WHEREAS, the **VILLAGE OF MAPLE PARK** ("Municipality") is an Illinois municipal corporation; and

WHEREAS, Kane County pursuant to the Animal Control Act, 510 ILCS 5/1 et seq. (the "Act") has certain rights, duties and obligations with respect to rabies control and registration of dogs and cats on a county-wide basis, and also has primary responsibility for animal control activities within unincorporated Kane County; and

WHEREAS, the Municipality has the right, but not the obligation to control animal activities in its corporate limits, and has historically taken the primary responsibility for animal control activities within its corporate limits and desires to contract with the County to discharge these responsibilities; and

WHEREAS, pursuant to Kane County Board Ordinance 07-254, passed July 10, 2007, Kane County is ready, willing and able to contract with the municipalities of Kane County to provide them with animal control services, including but not limited to pick-up of animals running at large, sick or injured dogs and small, wild mammals such as skunks, raccoons, and bats and providing housing and adoption services for animals in its custody to the best of its ability at Kane County Animal Control, located at 4060 Keslinger Road, Geneva, IL, (the "Facility") the Kane County; and

WHEREAS, the parties have a mutual interest in long term planning for animal control services in Kane County; and

WHEREAS, pursuant to Article VII Section 10 of the Constitution of the State of Illinois and Section 3 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/3, units of local government are authorized and empowered to enter into agreements to obtain and share services and to exercise jointly or transfer any powers or functions not prohibited by law; and

WHEREAS, the Chairman of the Kane County Board has heretofore been authorized pursuant to Resolution \_\_\_\_\_ to enter into an intergovernmental agreement with the Municipality as herein provided;

**NOW, THEREFORE the COUNTY OF KANE and the VILLAGE OF MAPLE PARK** do hereby agree as follows:

**Section 1. Incorporation of Recitals.** The facts and statements contained in the preamble to this Agreement are hereby incorporated herein as if fully set forth.

**Section 2. Pickup Service Provided.** The Kane County Animal Control Department will provide pickup service for stray dogs found within the limits of the Municipality, and for pickup of animals from locations where a forcible entry and detainer action results in an eviction conducted by the Kane County Sheriff, and shall transport them to the Facility or another County designated animal shelter for a service fee to be paid to the County as provided in Section 5-49(a) of the Kane County Code.

**Section 3. Complaint Calls – Response.** The Kane County Animal Control Department will respond to complaint calls, as provided in Section 5-49(a) of the Kane County Code, from the Municipality's police department (or appropriate Municipal officials if no police department exists), for barking dogs, dogs running at large and sick or injured wildlife outside of a building or structure within the limits of the Municipality and shall transport them to the Facility or another County designated animal shelter. The service fee to be paid to the County shall be that shown on Exhibit A. Should the Kane County Animal Control Department face unexpected budgeting concerns rendering the services described herein impossible to provide at the fees described herein, upon formal written notice by the Kane County Animal Control Administrator, the parties may renegotiate the financial terms of this Agreement. If the parties are unable to reach an agreement as to such renegotiation, any party may cancel this Agreement upon 30 days' written notice.

**Section 4. Vicious or Dangerous Dogs.** The Kane County Animal Control Department shall cooperate with the police department of the Municipality in responding to complaints relating to vicious or dangerous dogs. All complaints and proceedings shall be handled as provided in Sections 15 and 15.2 of the Act.

**Section 5. Invoices for Services.** Kane County shall invoice the Municipality for services provided at the end of each month and the Municipality shall remit payment to Kane County in full within thirty (30) days. The County invoice shall, at a minimum, specify the dates of service, particulars regarding the animal serviced and the types of services rendered. The County shall retain the right to limit, suspend, or terminate services to the Municipality if it shall omit to pay any fees within sixty (60) days of receipt of the County's invoice therefore. All fees for services shall be deposited by the County as set forth in Resolution 06-330.

**Section 6. Termination of prior Agreements; Waiver of Fees.** Upon the effective date of this Agreement, any and all prior agreements between Kane County and the Municipality are hereby terminated and abrogated.

**Section 7. Fees and Charges to Individual Owners.** Nothing in this Agreement shall be construed to limit the right of Kane County or the municipality to increase or impose any fees or charges to individual owners as permitted or provided by law.



**Section 8. Effective Date; Termination.** This Agreement shall commence upon the affixing of the last signature of any officer required to sign this Agreement, which date shall be deemed the "Effective Date." This Agreement shall remain in full force and in effect until **June 30, 2019**, with two one-year renewal options. The Municipality shall notify the county in writing, not less than 60 days prior to the expiration date, of its intent to exercise each renewal option.

**Section 9. Additional Agreement.** The Parties agree to meet to work towards a long term solution to the regional issues of animal control. To that end, the County will assist the Municipality cooperatively with Metro West to participate in developing a plan to meet specific anticipated demand for animal control services due to municipal growth. Failure by the Municipality to participate in good faith in said meetings shall be a breach of the terms of this agreement by the Municipality.

**Section 10. Service Provision Subject to Shelter Capacity.**

The County shall reserve 30% of the animal shelter capacity for the exclusive use of the County for provision of services to residents of unincorporated Kane County and for its use for provision of County-wide animal bite investigation services. If, at any time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders constitute more than 60% but less than 70% of total shelter capacity, the Administrator shall notify the Municipality as provided for in Section 12 of this Agreement. If, at that time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders has reached 70% of the total shelter capacity, the Administrator shall notify the Municipality that Animal Control services for new additional animals are being suspended and for what time period they shall be suspended to the Municipality and to all other municipal contract-holders. In the event of service suspension, the County shall work with the Municipality to identify and obtain animal control services from other service providers in the geographic area, but it shall be the sole responsibility of the Municipality to secure such services for its residents during the service suspension period, and the County shall have no obligation, responsibility or liability to the Municipality for animal control services except as provided by other applicable law. Animal Control services shall be reinstated when the Animal Control Administrator determines that the unused shelter capacity has exceeded 30% for two consecutive weeks.

**Section 11. Indemnification.** The Municipality shall indemnify, defend and hold harmless Kane County and its officers, agents and employees of and from any and all claims, demands, suits at law or in equity, of any kind and manner, which in any way occur or arise in connection with Kane County's services or facilities provided pursuant to this Agreement, except as to claims of negligence, intentional, willful or wanton acts committed by the County and its officers agents and employees and/or to the extent prohibited by law or public policy. In the event of a claim being made by the County under this Section, the County shall be entitled to be defended by counsel of its own choosing, and the Municipality shall pay any reasonable attorneys' fees and expenses incurred by the County in connection therewith.

**Section 12 Notices.** Any notices permitted or required to be given under this Agreement shall be deemed given if sent by certified mail, return receipt requested, or by personal delivery to the person to who it is addressed, to the following:

If to Kane County:

County of Kane

Kane County Government Center

719 South Batavia Avenue - Building A - 2nd Floor

Geneva, IL 60134

Attention: County Board Chairman

With a copy to:

Animal Control Administrator

County of Kane

4060 Keslinger

Geneva, IL 60134

With a copy to:

States Attorney, Chief of the Civil Division

100 South Third Street, 4<sup>th</sup> Floor

Geneva, IL 60134

If to the Municipality:

Village Clerk

302 Willow Street, P.O. Box 220

Maple Park, IL 60151

until notice of change of address is given in the manner provided. Notice by fax transmission or email communication shall not be sufficient unless required by an applicable statute.

**Section 13 Severability.** If any provision, clause or section of this Agreement shall be ruled or held invalid by any Court of competent jurisdiction, then and in such event such finding of invalidity shall not affect the remaining provisions of this Agreement which can be given effect without such invalid provisions and to that end to provisions of this Agreement are Severable.

**Section 14 Entire Agreement of the Parties.** This Agreement, and any ordinances or resolutions incorporated herein by reference or by operation of law constitutes the entire agreement of the parties and no modifications by course of conduct or oral agreement shall be valid unless reduced to writing and duly adopted by the Kane County Board and the Municipality.

**Section 15. Binding Effect; Successors' Assignment.** This Agreement shall be binding upon the respective parties hereto, and their lawful successors in interest, except that Kane County shall not assign performance of this Agreement to another unit of local government without the written consent of the Municipality.

**WHEREFORE,** the parties have caused this Agreement to be signed as of the date and year first above written.

**COUNTY OF KANE**

By: \_\_\_\_\_

Christopher Lauzen

County Board Chairman

ATTEST: \_\_\_\_\_

John A. Cunningham

Kane County Clerk

**VILLAGE OF MAPLE PARK**

By: \_\_\_\_\_  
Kathleen Curtis, Village President

ATTEST: \_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

## Exhibit A - Kane County Fee Schedule for Municipalities

Service	Fee
Pick up per animal (7:00am - 7:59pm)	\$20.00
Pick up charge group of small animals, evictions only	\$25.00
Boarding per animal/per day/Maximum charge \$70	\$10.00
Vaccination for distemper per animal	\$10.00
Euthanasia per dog/cat animal ≤ 30 pounds	\$30.00
Euthanasia per dog/cat animal > 30 pounds	\$50.00
Rabies observation (includes euthanasia fee) ≤ 30 pounds	\$150.00
Rabies observation (includes euthanasia fee) > 30 pounds	\$175.00
Specimen pick up	\$30.00
Specimen prep	\$50.00
Eviction cost comprise of pickup charges and boarding	\$90.00
After Hours Pick up (8:00pm - 6:59am)	\$150.00
Average cost per animal impounded	\$100.00