



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, OCTOBER 2, 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 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Village Clerk Liz Peerboom called the roll call and the following Board members were present: Village President Kathy Curtis, Trustee Chris Higgins, Trustee JP Dries, Trustee Bart Shaver and Trustee Kristine Dalton. Absent: Brandon Harris (attended remotely).

Others present: Village Attorney Kevin Buick, Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, Police Chief Dean Stiegemeier, and Village Clerk Liz Peerboom.

Trustee Dries made a motion to allow Trustee Brandon Dries to attend the meeting remotely, seconded by Trustee Higgins. Motion carried by voice vote.

4. APPOINTMENT OF SUZANNE FAHNESTOCK TO COMPLETE THE TERM OF TRUSTEE LUKE GOUCHER

Trustee Dries made a motion to approve the appointment of Suzanne Fahnestock to complete the term of Trustee Luke Goucher, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Harris, Dalton, Higgins, Shaver. Nay: None. Absent: None. (5-0-0)

Village Attorney Kevin Buick swore in Suzanne Fahnestock as the new Trustee.

5. 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.*

Janean Koebbe, 204 Main Street, spoke about noise on Main Street.

JT Pelosi, HD Rockers, inquired about a request to extend liquor license hours on Fun Fest weekend. President Curtis advised that his request was denied.

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 – September 4, 2018
- b) Receive and File
 - None
- c) Acceptance of Cash and Investment Report as of August 31, 2018
- d) Approval of Bills Payable and Manual Check Register #772

ACCOUNTS PAYABLE:	\$40,471.88
MANUAL CHECKS:	3,839.07
TOTAL:	\$44,310.95

- e) Approval of Travel, Meals, Lodging for Elected Officials /Employees
 - None

Trustee Higgins made a motion to approve the Consent Agenda, seconded by Trustee Shaver. Motion carried by roll call vote. Aye: Dries, Fahnestock, Harris, Dalton, Higgins, Shaver. (6-0-0)

7. FINANCIAL REPORT

Cheryl noted that the pump to billed is at 93%, which is much better than in the past. No questions about the financial report.

8. LEGAL REPORT

Trustee Higgins mentioned that the county line property has been cleaned up. Village Attorney Kevin Buick advised that the old tenants have moved out and the new owners have purchased through contract for deed. He added that, presumably, the new owners will comply with all village ordinances going forward.

9. POLICE DEPARTMENT REPORT

Chief Stiegemeier noted that on Wednesday, October 3, 2018, FEMA will be testing the emergency alert system through text messages to cell phones. In the future, land lines will be tested. Trustee Dries congratulated the police department in raising over \$100,000 for Special Olympics.

10. PUBLIC WORKS REPORT

Public Works Director Mike Miller was not present.

11. ENGINEERING REPORT

Village Engineer Jeremy Lin updated the Board on the first phase of the resin replacement. The second phase is to begin next Tuesday. Trustee Higgins asked if both softener resins were tested. Mr. Lin advised that both were tested and came back good. After a question from Trustee Dalton, Mr. Lin explained the life cycle of the resin.

Mr. Lin also advised the Board of the other projects that he is working on. Trustee Dries asked about the progress of Squires Crossing. Mr. Lin said that he doesn't know the schedule of the builder. Ms. Aldridge advised that she thinks there will be 2 more homes permitted.

Trustee Fahnestock asked if the results of the tests are posted on the village's website. Mr. Lin said that he doesn't suggest posting the monthly test results on the website, because they fluctuate, but the village does post the yearly results each year.

Mr. Lin advised that he spoke to Shodeen about adding a silt fence to a lot with a pile of dirt on it. Trustee Dries advised that it was added before they started building.

Phone connection with Brandon Harris was lost at 7:26 p.m.

Mr. Lin also discussed issues that he has had with some lots in Squires Crossing. He has been making Shodeen aware of constraints on certain lots.

12. COMMITTEE REPORTS

- Personnel & Communications – JP Dries, Chair

Trustee Dries advised that they will meet this month to put together some new goals. Trustee Dalton asked if she could add Trustee expectations to a committee agenda. President Curtis advised that it would be personnel.

- Finance & Public Relations & Development – Chris Higgins, Chair

President Curtis asked about a Public Hearing for the Planning Commission. She and Clerk Peerboom will work together to set the meeting with the chair of the Planning Commission.

Trustee Higgins advised that he would be going over any open items for the Finance Committee.

- Infrastructure – Brandon Harris, Chair
Trustee Harris was no longer present.

13. OLD BUSINESS

None.

14. NEW BUSINESS

A. MOTIONS

None.

B. ORDINANCES

None.

C. RESOLUTIONS

1. RESOLUTION 2018-16 LIBRARY LEASE

AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE A FIVE (5) YEAR LEASE AGREEMENT WITH THE MAPLE PARK PUBLIC LIBRARY DISTRICT

This resolution and lease agreement were discussed at the Finance Committee and the consensus was to offer the Maple Park Library District a five (5) year lease agreement with no rent increase for the life of the agreement.

Trustee Dries made a motion to approve Resolution 2016-16, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Fahnestock, Dalton, Higgins, Shaver, Dries. Nay: None. Absent: Trustee Harris. (5-0-1)

2. RESOLUTION 2018-16 ISP FORENSICS AGREEMENT

AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT BETWEEN THE VILLAGE OF MAPLE PARK (PARTICIPATING AGENCY) AND THE ILLINOIS STATE POLICE, DIVISION OF FORENSIC SERVICES (DFS).

This resolution and agreement allow the Police Department to enter into an agreement to use the Illinois State Police Forensics Services.

Trustee Dries made a motion to approve Resolution 2018-16, seconded by Trustee Shaver.

Chief Stiegemeier advised that the State of Illinois is now requiring an agreement to use the services of the Illinois State Police Forensics Services. This is a service that they have been using in the past, but now there is an agreement that is required.

Motion carried by roll call vote. Aye: Dalton, Higgins, Shaver, Dries, Fahnestock.
Nay: None. Absent: Harris. (5-0-1)

15. VILLAGE PRESIDENT REPORT

President Curtis advised that Dr. Ryan has opened his Chiropractic office on Main Street and is having an open house on Friday at 5 p.m.

Trustee Dalton asked if she could discuss Trustee expectations at an upcoming meeting. President Curtis advised that it would need to be discussed at the Personnel Committee. She could talk to the Chair of that committee, Trustee Dries, about getting it on an upcoming agenda.

16. TRUSTEE REPORTS

Trustee Dries asked Chief Stiegemeier how Pleasant and Main Street stop sign is coming. Chief Stiegemeier advised that Kane County installed a new stop sign that is bigger and higher and the county also painted stop lines. President Curtis advised that the Town Hall meeting went very well, adding that NIU staff said that it was that it was one of the largest attended public meeting that NIU has facilitated.

Trustee Fahnestock thanked Kathy for the appointment and the affirmation from the Board and she is looking forward to working with everyone.

17. ADJOURNMENT

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

Meeting adjourned at 7:40 p.m.

Liz Peerboom, CMC
Village Clerk



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Others present: Village Attorney Kevin Buick, Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, Police Chief Dean Stiegemeier, and Village Clerk Liz Peerboom.

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Village Attorney Kevin Buick swore in Suzanne Fahnestock as the new Trustee.

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Trustee Higgins advised that he would be going over any open items for the Finance Committee.

- Infrastructure – Brandon Harris, Chair
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A. MOTIONS

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C. RESOLUTIONS

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Trustee Dries made a motion to approve Resolution 2018-16, seconded by Trustee Shaver.

Chief Stiegemeier advised that the State of Illinois is now requiring an agreement to use the services of the Illinois State Police Forensics Services. This is a service that they have been using in the past, but now there is an agreement that is required.

Motion carried by roll call vote. Aye: Dalton, Higgins, Shaver, Dries, Fahnestock.
Nay: None. Absent: Harris. (5-0-1)

15. VILLAGE PRESIDENT REPORT

President Curtis advised that Dr. Ryan has opened his Chiropractic office on Main Street and is having an open house on Friday at 5 p.m.

Trustee Dalton asked if she could discuss Trustee expectations at an upcoming meeting. President Curtis advised that it would need to be discussed at the Personnel Committee. She could talk to the Chair of that committee, Trustee Dries, about getting it on an upcoming agenda.

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Trustee Fahnestock thanked Kathy for the appointment and the affirmation from the Board and she is looking forward to working with everyone.

17. ADJOURNMENT

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

Meeting adjourned at 7:40 p.m.

Liz Peerboom, CMC
Village Clerk



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BOARD OF TRUSTEES SPECIAL MEETING MINUTES

BOARD RETREAT

SATURDAY, OCTOBER 13, 2018

8:30 A.M. TO 3:30 P.M.

NORTHERN ILLINOIS AG CENTER

1100 COUNTY LINE ROAD, MAPLE PARK

Agenda

- Introductions and Garage Sale Exercise

President Kathy Curtis called the meeting to order at 8:30 a.m.

Village Clerk Liz Peerboom called the roll call and the following Board members were present: President Kathy Curtis, Trustee JP Dries, Trustee Chris Higgins. Absent: Trustee Suzanne Fahnestock, Trustee Brandon Harris, Trustee Bart Shaver, and Trustee Kristine Dalton.

Others present: Police Chief Dean Stiegemeier, Village Clerk Liz Peerboom, CGS Research Associate Mel Henricksen, and CGS Assistant Director Greg Kuhn.

Mel Henricksen asked the group to choose an item off the table and then explain how that correlates with municipal government and where they see the village today.

- Visions of Tomorrow

The group then chose a second item from the table and described how they would like to see the village in the future.

- Environmental Scan –Community Forum Results

Ms. Henricksen and Mr. Kuhn went over the results of the Community Forum. They advised that it was the largest community forum they have facilitated. They also went over observations from the forum.

- Environmental Scan Part II–S.W.O.T. Analysis

After finishing up the results of the community forum, the group then took part in the SWOT Analysis.

- Goal Identification

Some of the goals that came out of the session were as follows:

- Village administrator position

- Civic Center Building Maintenance
 - Civic Center Security
 - 24-hour police department
 - Zoning Review
 - Policy and Procedures
 - TIF Policy
 - Administrative best practices
 - 5-year infrastructure plan
 - Downtown streetscape
 - Downtown parking
 - Economic Development
- Classification and Prioritization of Goals

When asked to prioritize the goals into short-term and long-term plans, the group agreed on the following:

Short-term (1-3 years)

- Village administrator position
- Civic Center Building Maintenance
- Civic Center Security
- Discussion of 24-hour police department
- Zoning ordinance review
- Policies and Procedures
- TIF Policy
- Administrative Best Practices

Long-term (3-8 years)

- Implementation of 24-hour police department
- 5-year infrastructure plan
- Downtown streetscape
- Downtown parking
- Economic Development

- Adjournment

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

Meeting adjourned at 2:01 p.m.



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**Approved by the Finance
Committee on August 28, 2018.**

FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, July 24, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING
SCHEDULED FOR TUESDAY, JULY 24, 2018 WAS RESCHEDULED TO THURSDAY, JULY 26, 2018.

Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Goucher, Chair
Trustee Dalton
Trustee Higgins
Trustee Shaver



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Approved by the Finance
Committee on 8/28/18.

FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Thursday, July 26, 2018

7:00 p.m.

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

THERE WAS NO QUORUM.

Liz Peerboom, CMC
Village Clerk

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



Village of Maple Park

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Committee on 10-23-18.

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FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, August 28, 2018

7:00 p.m.

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

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

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

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee Luke Goucher, Trustee Kristine Dalton, Trustee Chris Higgins, and Trustee Bart Shaver.

Others present: Trustee JP Dries, Vaughn K, from Waste Management, Police Chief Dean Stiegemeier and Village Clerk Liz Peerboom.

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

Vaughn from Waste Management was present to answer any questions.

3. APPROVAL OF MEETING MINUTES

- June 25, 2018
- July 24, 2018
- July 26, 2018

Trustee Higgins made a motion to approve the meeting minutes from June 25, 2018, July 24, 2018, and July 26, 2018, seconded by Trustee Shaver. Motion carried by voice vote.

4. DISCUSSION OF GARBAGE RFP

Trustee Goucher advised that he feels that the clear choice is Waste Management. He would like to discuss whether or not the village would like the contractor to bill and which choice of service the village would like to choose.

The committee discussed the different choices and the contractor bill choice.

Trustee Higgins said that he agrees with staying with Waste Management. He would like to see the Board approve the Base Rate + E-Waste.

Trustee Goucher asked how the E-Waste is picked up. Mr. Kirschner went over the “At Your Door” program.

The committee discussed what the process would be to change over to the Contractor billing; Mr. Kirschner advised that the village would just need to send them list of addresses for billing. Trustee Higgins advised that Waste Management has the higher incremental accelerators than the other

bidders. The committee's consensus was that the amount is actually lower because the next lowest bidder did not bid for the E-Waste portion.

Trustee Higgins made a motion to offer a 5-year contract to Waste Management for the Base Rate + E-Waste, seconded by Trustee Shaver. Motion carried by voice vote.

5. DISCUSSION OF FEES FOR PROPERTY MAINTENANCE

Police Chief Dean Stiegemeier provided a list of fines that he would like to propose to be put into the code. Trustee Goucher suggested that the Chief come back to the full Board for approval.

The committee then discussed vehicle stickers and possible fines for not having a vehicle sticker. Consensus was to add a fine when a vehicle is stopped and can't produce a vehicle sticker.

The committee then discussed abandoned and inoperable vehicles. Trustee Dalton said that it might be easier to have the same cost of a fine across the board. The committee discussed different items that would be included and education to the residents. Trustee Goucher made a motion to make the golf cart tickets \$50 for the first offense and \$100 for the second offense, seconded by Trustee Higgins. Motion carried by voice vote.

6. DISCUSSION OF OTHER ITEMS

Village Clerk Liz Peerboom suggested making the Library Lease 5 or 10 years. Trustee Dries suggested clearing that with the Village Attorney. Clerk Peerboom advised that she would send the agreement to the village attorney and then place it on the next Board agenda for approval.

Trustee Dalton said that some Trustees have noticed violations going on and residents are getting away with it. Chief Stiegemeier said that for the most part golf cart owners are complying, but this is a new thing for the village and the police officers are learning too. Trustee Higgins suggested that the officers issue tickets for violators. Chief Stiegemeier said that if it takes calling 911 to get this solved then 911 should be called.

7. ADJOURNMENT

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

Meeting adjourned at 8:18 p.m.

Liz Peerboom, CMC
Village Clerk

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



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**Approved by the Finance
Committee on 10-23-18.**

FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, September 25, 2018

7:00 p.m.

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

THE FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING SCHEDULED FOR TUESDAY, SEPTEMBER 25, 2018 WAS CANCELLED.

THE NEXT MEETING WAS SCHEDULED FOR TUESDAY, OCTOBER 23, 2018

Committee Members

Trustee Goucher, Chair
Trustee Dalton
Trustee Higgins
Trustee Shaver



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Approved by the Personnel
Committee on 10-16-18.

**PERSONNEL COMMITTEE
SPECIAL MEETING MINUTES
Wednesday, August 22, 2018, 6:30 p.m.
Maple Park Civic Center
302 Willow Street, Maple Park, IL**

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman JP Dries called the meeting to order at 6:35 p.m.

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

Others present: Public Works Director Mike Miller and Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MEETING MINUTES

- August 21, 2018

Trustee Shaver made a motion to approve the meeting minutes from August 21, 2018, seconded by Trustee Dalton. Motion carried by voice vote.

4. PUBLIC WORKS DIRECTOR INTERVIEWS

The committee interviewed three applicants for the position of Director of Public Works.

Consensus was to have Lou Larson meet with President Curtis and Trustee Dries for a second interview and possible job offer.

5. ADJOURNMENT

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

Meeting adjourned at 9:14 p.m.

Liz Peerboom, CMC, Village Clerk

Committee Members
Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Brandon Harris
Trustee Bart Shaver



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Approved by the Personnel
Committee on 10-16-18.

PERSONNEL COMMITTEE SPECIAL MEETING MINUTES

Monday, August 27, 2018

7:00 p.m.

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

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman JP Dries called the meeting to order at 7:00 p.m.

Present: Trustee JP Dries, Trustee Luke Goucher, and Village President Kathy Curtis.

Others present: Lou Larson

2. PUBLIC WORKS DIRECTOR 2ND INTERVIEW

Members of the Personnel Committee conducted a second interview with Lou Larson.

Mr. Larson left the meeting at 7:15 p.m.

The committee then discussed the Public Works Director position and the consensus was to discuss an offer letter, salary, and the scope of the position in closed session at the Board meeting.

3. ADJOURNMENT

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

Meeting adjourned at 7:25 p.m.

Liz Peerboom, CMC
Village Clerk

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Trustee JP Dries, Chair
Trustee Kristine Dalton
Trustee Brandon Harris
Trustee Bart Shaver



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Approved by the Infrastructure
Committee on 10-30-18.

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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, June 12, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

MEETING *RESCHEDULED* TO THURSDAY, JUNE 14, 2018

Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Harris, Chair

Trustee Goucher

Trustee Higgins

Trustee Dries



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

Approved by the Infrastructure
Committee on 10-30-18.

INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, June 14, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE INFRASTRUCTURE COMMITTEE MEETING SCHEDULED FOR TUESDAY, JUNE
14, 2018 WAS CANCELLED.

THE NEXT MEETING WAS SCHEDULED FOR

TUESDAY, JULY 10, 2018.

Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Harris, Chair

Trustee Goucher

Trustee Higgins

Trustee Dries



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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, July 10, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE INFRASTRUCTURE COMMITTEE MEETING SCHEDULED FOR TUESDAY, JULY 10, 2018 WAS
RESCHEDULED TO TUESDAY, JULY 24, 2018.

Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee Harris, Chair

Trustee Goucher

Trustee Higgins

Trustee Dries



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INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, July 24, 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 7:03 p.m.

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

Others present: Public Works Director Mike Miller and Village Clerk Liz Peerboom.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MEETING MINUTES

- **April 10, 2018**
- **May 8, 2018**

Trustee Higgins made a motion to approve the meeting minutes from April 10, 2018, and May 8, 2018, seconded by Trustee Dries. Motion carried by voice vote.

4. SMALL CELL ORDINANCE / DOWNTOWN BUSINESS DISTRICT

Trustee Harris said that Trustee Higgins has an idea about aesthetics for small cell towers and the implementation and designation of a business district. The committee then discussed the logistics of this issue going to the planning commission. Consensus was that this could go from the Infrastructure Committee to the Planning Commission and then to the Board for full approval.

Trustee Higgins said that he has done some research and spoke to the Mayor of St. Charles. He also discussed possible requirements for the installation of new light poles. He also discussed sidewalk requirements for residential and commercial.

Trustee Dries questioned whether or not the village could place requirements on roads that are not within the village's jurisdiction.

Trustee Goucher arrived at 7:24 p.m.

5. SNOW PLOW – PUBLIC WORKS

Trustee Harris said that he would like to recommend that Trustee Shaver take the snow plow truck out for a test drive and look it over to make sure that it is in good shape for the village to purchase it.

Consensus was to allow Trustee Shaver to test drive and inspect the truck. Mr. Miller will let the seller know that it will be on the August Board agenda for approval.

Trustee Dries advised that Village Accountant Cheryl Aldridge is working on the loan for the vehicle, but the village will pay for the vehicle outright and then get reimbursed with the loan.

6. GIS UPDATES – INITIATIVES

Trustee Harris said that staff is having trouble loading the GIS and so he will be in the office within the next week or so to help her with that, possibly re-loading the software.

The committee then discussed logistics of getting information loaded into the GIS. Public Works Director Mike Miller said that he is willing to help get information loaded, even after he retires.

The committee also discussed the use of the GIS for grant information.

7. WAYSIDE HORN UPDATES

Trustee Harris advised that he doesn't have much of an update. He has been playing phone tag with the quiet zone representative.

Trustee Goucher advised that he has been discussing this issue with President Curtis and they would like to suspend the decision on this until they can get through the grant process.

The committee then discussed individual meetings with NIU's Center for Governmental studies for the Strategic Plan. Village Clerk Liz Peerboom will facilitate the scheduling of these meetings.

8. ENGINEERING UPDATES

The committee discussed engineering firms and the expiration of the Lintech Engineering contract, or MDG Water Solutions contract.

Mr. Miller discussed golf carts and a good route for residents to take to get to Casey's. He also discussed the use of Liberty Street to cross the tracks. He also advised that he is meeting with a representative from KDOT to talk about the intersection of Main and Pleasant Street. He is hoping to get a red flashing light for the stop sign there. The

committee also discussed downtown parking.

9. ADDITIONAL BUSINESS

None.

10. ADJOURNMENT

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

Meeting adjourned at 7:55 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members:
Trustee Harris, Chair
Trustee Goucher
Trustee Higgins
Trustee Dries



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Committee on 10-30-18.

INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, August 14, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE INFRASTRUCTURE COMMITTEE MEETING SCHEDULED FOR TUESDAY,
AUGUST 14, 2018 WAS **CANCELLED**.

THE NEXT MEETING WAS SCHEDULED FOR
TUESDAY, SEPTEMBER 11, 2018.

Committee Members

Trustee Harris, Chair

Trustee Goucher Trustee

Higgins Trustee Dries



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Approved by the Infrastructure
Committee on 10-30-18.

INFRASTRUCTURE COMMITTEE MEETING MINUTES

Tuesday, September 11, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE INFRASTRUCTURE COMMITTEE MEETING SCHEDULED FOR TUESDAY,
SEPTEMBER 11, 2018 WAS **CANCELLED**.

THE NEXT MEETING WAS SCHEDULED FOR
TUESDAY, OCTOBER 9, 2018.

Committee Members

Trustee Harris, Chair

Trustee Goucher

Trustee Higgins

Trustee Dries



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Approved by the Infrastructure
Committee on 10-30-18

INFRASTRUCTURE COMMITTEE MEETING AGENDA

Tuesday, October 9, 2018

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

THE INFRASTRUCTURE COMMITTEE MEETING SCHEDULED FOR TUESDAY, OCTOBER 9, 2018 WAS
RESCHEDULED TO TUESDAY, OCTOBER 30, 2018.

Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee Harris, Chair

Trustee Fahnestock

Trustee Higgins

Trustee Dries

VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
September 30, 2018

Fund	Interest Rate	First Midwest CD	IPTIP Accounts	First Midwest Money Market	Old Second Checking	Total Cash & Investments
Operating Funds						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	28,987.16	28,987.16
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	240,473.91	-	-	240,473.91
Total General Fund		-	240,473.91	-	28,987.16	269,461.07
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	1,518.57	1,518.57
First Midwest Bank		-	-	249,169.36	-	249,169.36
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	108,443.39	-	-	108,443.39
First Midwest Bank - CD	1.00%	151,260.09	-	-	-	151,260.09
Total Utility Tax Fund		151,260.09	108,443.39	249,169.36	1,518.57	510,391.41
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	77,788.82	77,788.82
Total Road & Bridge Fund		-	-	-	77,788.82	77,788.82
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	4,502.67	4,502.67
Illinois Public Treasurer's Pool		-	58,718.50	-	-	58,718.50
Total Road & Bridge Fund		-	58,718.50	-	4,502.67	63,221.17
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool		-	119,768.50	-	-	119,768.50
Total Motor Fuel Tax Fund		-	119,768.50	-	-	119,768.50
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account		-	-	-	35,687.22	35,687.22
Illinois Public Treasurer's Pool		-	284,922.98	-	-	284,922.98
Total Operating Accounts		-	284,922.98	-	35,687.22	320,610.20
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	5,506.50	5,506.50
Illinois Public Treasurer's Pool		-	176,445.19	-	-	176,445.19
First Midwest Bank - CD	1.00%	10,084.01	-	-	-	10,084.01
Total Water Improvement Accounts		10,084.01	176,445.19	-	5,506.50	192,035.70
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	7,320.46	7,320.46
Illinois Public Treasurer's Pool		-	233,362.59	-	-	233,362.59
First Midwest Bank - CD	1.00%	90,756.05	-	-	-	90,756.05
Total Sewer Improvement Accounts		90,756.05	233,362.59	-	7,320.46	331,439.10
Total Water & Sewer Funds		100,840.06	694,730.76	-	48,514.18	844,085.00
Total Village Operating Funds		252,100.15	1,222,135.06	249,169.36	161,311.40	1,884,715.97
Escrow Funds						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	19,200.00	19,200.00
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	72,701.02	72,701.02
Total Village Escrow Funds		-	-	-	91,901.02	91,901.02
Total Village Cash & Investments		252,100.15	1,222,135.06	249,169.36	253,212.42	1,976,616.99

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 773

SYS TIME:10:48

[NW1]

DATE: 11/01/18

Thursday November 1, 2018

PAGE 1

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 KEVIN BROWN			189.90	
07162018	12-00-8413	HOME DEPOT REIMBURSEMENT		98.15
10192018	12-00-8413	HALLOWEEN PARTY REIMBURSEMENT		91.75
01 THERESA BUKOVSKY			200.00	
10062018	01-00-2103	DEPOSIT REFUND		100.00
10062018	01-00-4550	PARK RENT REFUND		100.00
01 CAL'S ANGELS			240.00	
10072018	01-00-2103	PARK DEPOSIT REFUND		100.00
10072018	01-00-4910	POLICE COVERAGE REFUND		140.00
01 CASEY'S GENERAL STORES, INC.			649.45	
10012018	01-30-5250	GASOLINE		572.28
10012018	01-10-5900.01	FUN FEST EXPENSES		77.17
01 COMMONWEALTH EDISON			3419.80	
0147077192 0918	01-50-5730	STREET LIGHTING		191.00
0498142046 0918	52-20-5730	LIFT STATION		162.55
0798152002 0918	52-10-5730	WELL		1268.54
1620026021 0918	52-20-5730	WWTP		818.38
4665155040 1018	01-50-5730	STREET LIGHTING		840.24
5778015012 0918	01-20-5730	HERITAGE HILLS POND		139.09
01 CORE & MAIN LP			2278.56	
J517591	52-10-5105	METERS		2278.56
01 C.S.R. BOBCAT, INC.			4050.17	
135346	01-50-5600	SKIDSTER REPAIR		1651.81
135347	01-50-5600	SKIDSTER REPAIR		2398.36
01 THE ECONOMIC DEVELOPMENT GROUP			1068.20	
10042018	13-00-8417	PROFESSIONAL FEES		1068.20
01 FIRST NATIONAL BANK OF OMAHA			36.30	
2018401	01-30-5900	RECORDS RESEARCH		36.30
01 FOSTER, BUICK, CONKLIN & LUNDG			1181.25	
24688	01-10-5330	ORDINANCE VIOLATION		306.25
24688	01-10-5330	GENERAL COUNSEL		568.75
24688	01-10-5330	DEMOLITION		306.25
01 GOODENOUGH INC.			300.00	
60789	01-10-5420.02	PLUMBING INSPECTION		50.00
60791	01-10-5420.02	PLUMBING INSPECTION		50.00
60795	01-10-5420.02	PLUMBING INSPECTION		50.00
60800	01-10-5420.02	PLUMBING INSPECTIONS		150.00
01 GMJB INC.			1395.00	
10658	52-10-5600	BUFFALO BOX REPAIR		1395.00
01 FRONTIER			532.59	
8158273286 1018	01-30-5700	POLICE		140.67
8158273309 1018	01-10-5700	OFFICE		220.41
8158273710 1018	52-10-5700	WELL HOUSE		59.95
8158275039 1018	52-20-5700	WWTP		51.61
8158275069 1018	52-20-5700	LIFT STATION		59.95
01 HOLMGREN ELECTRIC INC.			1162.50	

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 773
Thursday November 1, 2018

SYS TIME:10:48

[NW1]

DATE: 11/01/18

PAGE 2

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
5612	01-50-5600	LIGHTING REPAIRS		300.00
5612	52-20-5600	ELECTRICAL REPAIRS		250.00
5612	28-00-2200.02	LIGHTING REPAIRS		362.50
5655	01-40-5600	BOILER ELECTRICAL REPAIR		250.00
01 ICMA-RC 41898	01-10-5390	PLAN FEE 10/01/18-12/31/18	250.00	250.00
01 ILLINOIS MUNICIPAL LEAGUE RISK 10152018	01-10-5570	MEMBERSHIP	44781.19	250.00
10152018	01-10-5500	2019 RISK MANAGEMENT		44531.19
01 ILLINOIS ENVIRONMENTAL PROTECT 09172018	52-10-5886	PROJECT #L17-3375	18552.35	13325.99
09172018	52-10-5888	PROJECT #L17-3375		5226.36
01 IMPACT NETWORKING, LLC 1240999	01-10-5200	COPY PAPER	374.24	149.95
1251451	01-10-5200	COPY COST		224.29
01 JACOB & KLEIN, LTD. 10042018	13-00-8417	PROFESSIONAL FEES	267.05	267.05
01 KANE COUNTY SHERIFF'S OFFICE 18-MP01	01-30-5560	RANGE RENTAL	300.00	300.00
01 KANE COUNTY TREASURER 2018-00000021	54-00-8205	RECOVERY BOND PAYMENT	11557.10	11050.22
2018-00000021	54-00-8207	RECOVERY BOND PAYMENT		506.88
01 VULCAN MATERIALS COMPANY 31825697	01-50-5620	STONE	36.90	36.90
01 LOCIS 40022	01-10-5200	TAX FORMS	185.00	185.00
01 LOWE'S 10172018	01-40-5100	GENERAL SUPPLIES	19.92	19.92
01 METRO WEST COUNCIL OF GOVERNME 3617	01-10-5920	09/27/18 BOARD MEETING	35.00	35.00
01 LINTECH ENGINEERING, INC. 2534	52-10-5390	OPERATION-OCTOBER	4320.00	1250.00
2534	52-20-5390	OPERATION-OCTOBER		1250.00
2534	54-00-5600	RESIN REPLACEMENT		1820.00
01 MIKE MILLER 10312018	01-10-5700	CELL PHONE REIMBURSEMENT	50.00	50.00
01 NEOPOST USA INC 56182678	01-10-5160	POSTAGE METER	83.85	83.85
01 NICOR 331314100041018	01-50-5730	GARAGE GAS	32.51	32.51
01 SAGE PAULI 10132018	01-00-2103	PARK DEPOSIT REFUND	200.00	100.00
10132018	01-00-4550	PARK RENT REFUND		100.00
01 BRYAN PINNER MP18-66	01-10-5900	SIDEWALK REIMBURSEMENT	135.00	135.00
01 QUILL CORPORATION 1373605	01-10-5200	OFFICE SUPPLIES	182.51	117.45

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 773
Thursday November 1, 2018SYS TIME:10:48
[NW1]

DATE: 11/01/18

PAGE 3

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
1573070	01-10-5200	OFFICE SUPPLIES		24.49
1720290	01-30-5100	OFFICE SUPPLIES		40.57
01 E. DEAN STIEGEMEIER			15.00	
10182018	01-30-5560	KANE COUNTY LUNCHEON MEETING		15.00
01 SUBURBAN LABORATORIES, INC.			259.00	
159427	52-10-5335	WATER TESTING		259.00
01 VERIZON WIRELESS			251.73	
9816830521	01-10-5700	CELL PHONES		58.80
9816830521	01-30-5700	CELL PHONES		78.90
9816830521	01-30-5700	AIR CARDS		114.03
01 WASTE MANAGEMENT			22398.12	
3573358-2011-8	01-10-5400	GARBAGE COLLECTION EXPENSE		22398.12
01 WASCO LAWN AND POWER, INC			674.25	
206603	01-20-5600	LAWN MOWER REPAIR		674.25
01 WILTSE'S FARM PRODUCE, GREENHO			123.00	
199065	01-20-5600	MUMS		123.00
** TOTAL CHECKS TO BE ISSUED			121787.44	

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 773
Thursday November 1, 2018

SYS TIME:10:48
[NW1]

DATE: 11/01/18

PAGE 4

FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01		GENERAL FUND	78866.80	
12		UTILITY TAX	189.90	
13		TIF DISTRICT	1335.25	
28		DEVELOPERS ESCROW FUND	362.50	
52		WATER & SEWER FUND	27655.89	
54		WATER IMPROVEMENT ACCT	13377.10	
***		GRAND TOTAL ***	121787.44	
		TOTAL FOR REGULAR CHECKS:	120,983.20	
		TOTAL FOR DIRECT PAY VENDORS:	804.24	

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
Thursday November 1, 2018

SYS TIME:10:48

DATE: 11/01/18

[NW1]
PAGE 5

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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
01 DENNIS M. LEXA 52 8413	10/29/18 01-50-5600	21410 2004 FORD REPAIR	1800.00	1800.00
01 VANTAGEPOINT TRANSFER AGENTS-#10/04/18	21400	428.83		
52 10042018	01-00-2150	ICMA PAYABLE		187.18
52 10042018	01-20-5030	PENSION EXPENSE		50.30
52 10042018	01-30-5030	PENSION EXPENSE		89.23
52 10042018	01-50-5030	PENSION EXPENSE		50.30
52 10042018	52-10-5030	PENSION EXPENSE		25.91
52 10042018	52-20-5030	PENSION EXPENSE		25.91
01 VANTAGEPOINT TRANSFER AGENTS-#10/18/18	21407	428.83		
52 10182018	01-00-2150	ICMA PAYABLE		187.18
52 10182018	01-20-5030	PENSION EXPENSE		50.30
52 10182018	01-30-5030	PENSION EXPENSE		89.23
52 10182018	01-50-5030	PENSION EXPENSE		50.30
52 10182018	52-10-5030	PENSION EXPENSE		25.91
52 10182018	52-20-5030	PENSION EXPENSE		25.91
01 KANE COUNTY CLERK	10/24/18	21408	22.00	
52 10242018	01-10-5900	NOTARY-STIEGEMEIER		11.00
52 10242018	01-30-5900	NOTARY-ALDRIDGE		11.00
01 VILLAGE OF MAPLE PARK	10/11/18	21403	75000.00	
52 10112018	12-00-1011.38	TRANS FUNDS TO FIRST MIDWEST		75000.00
01 AMERICAN BANK & TRUST	10/11/18	21402	1480.23	
52 09272018F	01-10-5200	OFFICE SUPPLIES		27.59
52 09272018F	01-10-5390	OTHER PROFESSIONAL SERVICES		723.00
52 09272018F	01-30-5100	GENERAL SUPPLIES		19.64
52 09272018F	01-40-5100	GENERAL SUPPLIES		24.59
52 09272018F	12-00-8425	DEKALB CO COMM GRANT EXPENSES		196.30
52 09272018H	01-30-5100	GENERAL SUPPLIES		39.94
52 09272018H	01-30-5600	MAINTENANCE & REPAIR		200.00
52 09272018I	01-20-5600	MAINTENANCE & REPAIR		210.80
52 09272018I	01-40-5600	MAINTENANCE & REPAIR		19.54
52 09272018I	52-20-5600	MAINTENANCE & REPAIR		18.83

** TOTAL MANUAL CHECKS REGISTERED

79159.89

SYS DATE:11/01/18

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
Thursday November 1, 2018

SYS TIME:10:48

[NW1]

PAGE 6

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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	121787.44	79159.89	200947.33
TOTAL CASH	121787.44	79159.89	200947.33

=====

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	78866.80	3841.12	82707.92
12	189.90	75196.30	75386.20
13	1335.25	.00	1335.25
28	362.50	.00	362.50
52	27655.89	122.47	27778.36
54	13377.10	.00	13377.10
TOTAL DISTR	121787.44	79159.89	200947.33

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Village of Maple Park

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

Village Hall: 815-827-3309

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FINANCE REPORT TUESDAY, NOVEMBER 6, 2018

- Budget Report – Enclosed in the packet is the October Budget Report. We now have 9 new home permits that have been issued since the beginning of the fiscal year. We received the first month's Non-Home Rule Sales Tax this month. It was for the month of July that the state collected in the month of August. We received \$6,800.89 for the month. I will be keeping track of this separately so that we can get a fairly good estimate to include in our FY 2020 budget in a few months.
- Escrow Accounts – There was a small amount of escrow activity in October.
- Warrant List
 - A/P Check run of \$121,787.44, manual checks of \$79,159.89 for a total of \$200,947.33.
 - Illinois Municipal League Risk – This includes our annual membership fee, our 2019 insurance, but is offset with a 1% early payment discount for a total amount due of \$44,781.19.
 - Illinois Environmental Protection – This is a water loan payment for \$18,552.35.
 - Kane County Treasurer – This is a water loan payment for \$11,557.10.
 - Waste Management - \$22,398.12 for Garbage Collection Expense for September and October.
- Please let me know if you have any questions or concerns.

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

	FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
01 - GENERAL FUND					
TOTAL GENERAL FUND REVENUE	712,857	749,720	483,619	518,455	(34,836)
TOTAL ADMINISTRATION & FINANCE	336,790	350,404	199,707	192,888	6,819
TOTAL PARKS & GROUNDS	49,196	44,053	22,026	22,051	(24)
TOTAL POLICE DEPARTMENT	226,906	235,505	125,308	97,765	27,543
TOTAL CIVIC CENTER	26,034	21,500	10,750	7,097	3,653
TOTAL STREET DEPARTMENT	89,610	84,978	45,489	31,723	13,766
TOTAL NON DEPARTMENTAL	4,067	-	-	-	-
TOTAL GENERAL FUND EXPENDITURES	732,604	736,440	403,281	351,524	51,757
GENERAL FUND NET INCOME/LOSS	(19,747)	13,280	80,338	166,931	(86,593)
12 - UTILITY TAX FUND					
TOTAL REVENUE	107,678	91,500	58,500	48,476	10,024
TOTAL EXPENDITURES	102,576	101,525	62,370	43,876	18,495
UTILITY TAX FUND NET INCOME/LOSS	5,102	(10,025)	(3,870)	4,600	(8,470)
13 - TIF DISTRICT FUND					
TOTAL REVENUE	47,380	56,509	56,509	55,582	927
TOTAL EXPENDITURES	11,087	57,000	3,500	2,671	830
ROAD & BRIDGE FUND NET INCOME/LOSS	36,293	(491)	53,009	52,911	98
15 - ROAD & BRIDGE FUND					
TOTAL REVENUE	45,689	46,737	46,437	44,822	1,616
TOTAL EXPENDITURES	43,082	20,500	20,000	16,300	3,700
ROAD & BRIDGE FUND NET INCOME/LOSS	2,607	26,237	26,437	28,522	(2,084)
19 - MOTOR FUEL TAX FUND					
TOTAL REVENUE	34,489	34,221	17,110	17,419	(309)
TOTAL EXPENDITURES	-	10,000	10,000	-	10,000
MOTOR FUEL TAX FUND NET INCOME/LOSS	34,489	24,221	7,110	17,419	(10,309)
28 - DEVELOPER ESCROW FUND					
TOTAL REVENUE	134,115	10,000	-	-	-
TOTAL EXPENDITURES	134,115	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
52 - WATER & SEWER FUND					
TOTAL REVENUE	430,693	375,776	189,176	207,608	(18,432)
TOTAL WATER EXPENDITURES	211,898	213,118	108,434	115,526	(7,092)
TOTAL SEWER EXPENDITURES	173,504	118,737	74,971	71,370	3,601
TOTAL WATER & SEWER FUND EXPENDITURES	385,402	331,855	183,405	186,897	(3,492)
WATER & SEWER FUND NET INCOME/LOSS	45,291	43,921	5,771	20,712	(14,941)
54 - WATER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	49,475	27,008	19,758	34,047	(14,289)
TOTAL EXPENDITURES	12,659	12,064	507	14,464	(13,957)
WATER IMPROVEMENT NET INCOME/LOSS	36,816	14,944	19,251	19,583	(332)
56 -SEWER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	53,656	29,008	21,508	37,311	(15,803)
TOTAL EXPENDITURES	17,200	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	36,456	29,008	21,508	37,311	(15,803)
70 - SCHOOL LAND CASH					
TOTAL REVENUE	-	-	-	28,800	(28,800)
TOTAL EXPENDITURES	-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	28,800	(28,800)
GRAND TOTAL REVENUE	1,616,032	1,420,478	892,617	992,520	(99,902)
GRAND TOTAL EXPENSES	1,438,724	1,279,384	683,063	615,731	67,332
GRAND TOTAL NET INCOME / LOSS	177,308	141,095	209,554	376,789	(167,235)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

		FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
01 - GENERAL FUND						
REVENUES						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	108,211	121,426	121,426	112,652	8,775
01-00-4120	REAL ESTATE TAX - KANE CO.	99,988	106,385	106,385	99,371	7,014
01-00-4220	STATE OF IL - INCOME TAX	118,422	116,590	58,295	66,262	(7,967)
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	82,259	75,000	37,500	50,097	(12,597)
01-00-4250	STATE OF IL-REPLACEMENT TAX	2,756	3,000	1,500	1,512	(12)
01-00-4270	STATE OF IL-USE TAX	34,458	35,043	17,521	17,542	(21)
01-00-4280	STATE OF IL-VIDEO GAMING TAX	21,304	20,000	10,000	11,553	(1,553)
01-00-4310	GAME LICENSE	300	300	300	225	75
01-00-4320	ANIMAL LICENSE	1,680	-	-	-	-
01-00-4325	GOLF CART LICENSE	-	300	300	525	(225)
01-00-4330	CIGARETTE LICENSE	20	20	20	20	-
01-00-4340	FRANCHISE FEE LICENSE	3,157	3,000	1,500	767	733
01-00-4341	RAFFLE LICENSE FEE	45	30	15	30	(15)
01-00-4350	LIQUOR LICENSE	10,000	10,000	10,000	10,000	-
01-00-4410	BUILDING PERMITS	7,037	7,500	5,000	5,046	(46)
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSING	21,048	8,767	8,767	21,064	(12,297)
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	3,043	-	-	-	-
01-00-4500	GARBAGE COLLECTION REVENUE	129,198	148,509	74,255	74,357	(102)
01-00-4505	GARBAGE PENALTIES	1,872	1,800	900	1,129	(229)
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	3,060	1,360	1,360	3,060	(1,700)
01-00-4535.03	HERITAGE HILLS - ENGINEERING	340	-	-	-	-
01-00-4550	PARK RENT	960	1,500	1,500	1,270	230
01-00-4550.03	RENT - KANE COUNTY POLLING	80	40	-	40	(40)
01-00-4550.04	RENT - GYM USE	5,198	5,500	2,750	1,335	1,415
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	2,400	3,200	(800)
01-00-4550.11	RENT - KITCHEN	663	750	375	75	300
01-00-4550.17	RENT - EXERCISE ROOM	1,190	600	300	2,580	(2,280)
01-00-4560	FUTURE LINK RENT	-	-	-	2,100	(2,100)
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	16,250	16,248	2
01-00-4610	DEKALB COUNTY FINES	206	500	250	47	203
01-00-4620	KANE COUNTY FINES	730	1,000	500	264	236
01-00-4625	ORDINANCE VIOLATION FINES	2,200	2,000	1,000	425	575
01-00-4800	INTEREST INCOME	1,961	2,000	1,000	7,171	(6,171)
01-00-4900	OTHER INCOME	5,320	500	250	3,476	(3,226)
01-00-4910	REIMBURSEMENT INCOME	8,853	4,000	2,000	5,012	(3,012)
01-00-4999	TRANSFER FROM OTHER FUNDS	-	35,000	-	-	-
** TOTAL GENERAL FUND REVENUE		712,857	749,720	483,619	518,455	(34,836)
10 - ADMINISTRATION & FINANCE EXPENDITURES						
01-10-5010	WAGES - FINANCE	48,212	58,012	29,006	23,472	5,534
01-10-5010.01	WAGES - REIMBURSED (POLICE)	-	-	-	238	(238)
01-10-5010.02	WAGES - FUN FEST (POLICE)	2,835	3,000	3,000	2,807	193
01-10-5010.03	WAGES - FUN FEST (PUBLIC WORKS)	1,000	1,000	1,000	888	112
01-10-5011	SALARIES - VILLAGE BOARD	19,000	19,600	-	600	(600)
01-10-5012	STATE UNEMPLOYMENT TAX	823	1,000	500	368	132
01-10-5020	SOCIAL SECURITY EXPENSE	5,133	5,937	2,219	2,022	197
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	-	-	-	18	(18)
01-10-5120	POSTAGE	1,589	2,500	1,250	1,139	111
01-10-5150	ANIMAL TAG EXPENSE	58	-	-	-	-
01-10-5155	GOLF CART LICENSE EXPENSE	168	200	-	-	-
01-10-5160	COPIER & POSTAGE MACHINE LEASE	1,951	335	168	168	-
01-10-5200	OFFICE SUPPLIES	8,075	6,000	3,000	4,189	(1,189)
01-10-5320	ENGINEERING SERVICES	3,740	5,000	2,500	553	1,948
01-10-5330	LEGAL SERVICES	20,914	20,000	10,000	9,987	13
01-10-5350	AUDIT EXPENSE	12,760	12,860	12,860	12,860	-
01-10-5390	OTHER PROFESSIONAL SERVICES	14,449	12,500	6,250	4,982	1,268
01-10-5400	GARBAGE COLLECTION EXPENSE	129,172	133,509	66,755	66,826	(72)
01-10-5420	PERMIT EXPENSE	200	-	-	50	(50)
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	1,175	800	800	1,700	(900)
01-10-5500	INSURANCE EXPENSE	45,024	46,000	46,000	44,582	1,418
01-10-5550	SOFTWARE EXPENSE	24	-	-	-	-
01-10-5570	DUES AND MEMBERSHIPS	4,780	5,000	2,500	4,017	(1,517)
01-10-5700	TELEPHONE	4,629	5,000	2,500	2,023	477
01-10-5900	OTHER EXPENSES	4,929	5,000	2,500	7,529	(5,029)
01-10-5900.01	FUN FEST EXPENSES	525	750	750	782	(32)
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	836	900	900	858	42
01-10-5920	CONFERENCES	(208)	500	250	230	20
01-10-5999	TRANSFER TO OTHER FUNDS	5,000	5,000	5,000	-	5,000
** TOTAL ADMINISTRATION & FINANCE		336,790	350,404	199,707	192,888	6,819

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

		FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
20 - PARKS & GROUNDS EXPENDITURES						
01-20-5010	WAGES	30,835	28,734	14,367	12,891	1,476
01-20-5020	SOCIAL SECURITY EXPENSE	2,687	2,501	1,251	1,252	(1)
01-20-5030	PENSION EXPENSE	1,392	1,308	654	653	1
01-20-5040	EMPLOYEE MEDICAL INSURANCE	4,090	3,960	1,980	1,813	167
01-20-5250	GASOLINE & FUEL	791	1,000	500	579	(79)
01-20-5600	MAINTENANCE & REPAIR	8,237	5,000	2,500	4,290	(1,790)
01-20-5730	UTILITIES	1,106	1,300	650	546	104
01-20-5900	OTHER EXPENSE	59	250	125	28	97
** TOTAL PARKS & GROUNDS		49,196	44,053	22,026	22,051	(24)
30 - POLICE DEPARTMENT EXPENDITURES						
01-30-5010	WAGES – CHIEF	51,060	52,000	26,000	22,975	3,025
01-30-5015	WAGES – PATROL OFFICERS	67,275	67,750	33,875	28,743	5,132
01-30-5016	WAGES – TRAINING	5,636	5,631	2,816	1,536	1,280
01-30-5018	WAGES – SERGEANT	29,716	32,091	16,045	11,859	4,187
01-30-5019	WAGES – CODE ENFORCEMENT	-	11,700	5,850	-	5,850
01-30-5020	SOCIAL SECURITY EXPENSE	12,327	13,401	6,700	5,900	801
01-30-5030	PENSION EXPENSE	2,262	2,320	1,160	1,160	(0)
01-30-5040	EMPLOYEE MEDICAL INSURANCE	4,769	6,000	3,000	2,746	254
01-30-5100	GENERAL SUPPLIES	5,324	5,000	2,500	1,605	896
01-30-5250	GASOLINE & FUEL	6,011	7,000	3,500	2,689	811
01-30-5300	UNIFORM EXPENSE	2,823	4,000	2,000	1,088	912
01-30-5330	LEGAL SERVICES	131	500	250	-	250
01-30-5390	OTHER PROFESSIONAL SERVICES	14,360	-	-	-	-
01-30-5560	TRAINING	1,645	1,500	1,500	1,169	331
01-30-5570	DUES & MEMBERSHIPS	320	1,000	1,000	600	400
01-30-5600	MAINTENANCE & REPAIR	4,643	6,000	3,000	810	2,190
01-30-5700	TELEPHONE	3,969	5,000	2,500	1,987	513
01-30-5750	COMMUNICATIONS	12,038	12,612	12,612	12,562	50
01-30-5900	OTHER EXPENSE	2,596	2,000	1,000	337	663
** TOTAL POLICE DEPARTMENT		226,906	235,505	125,308	97,765	27,543
40 - CIVIC CENTER EXPENDITURES						
01-40-5100	GENERAL SUPPLIES	431	1,000	500	150	350
01-40-5600	MAINTENANCE & REPAIR	16,845	10,000	5,000	6,851	(1,851)
01-40-5730	UTILITIES	7,972	10,000	5,000	96	4,904
01-40-5900	OTHER EXPENSE	785	500	250	-	250
** TOTAL CIVIC CENTER		26,034	21,500	10,750	7,097	3,653
50 - STREET DEPARTMENT EXPENDITURES						
01-50-5010	WAGES	32,334	28,734	14,367	12,891	1,476
01-50-5020	SOCIAL SECURITY EXPENSE	2,802	2,501	1,251	1,252	(1)
01-50-5030	PENSION EXPENSE	1,392	1,308	654	653	1
01-50-5040	EMPLOYEE MEDICAL INSURANCE	4,089	3,960	1,980	1,812	168
01-50-5175	ROAD SALT	6,222	7,000	-	-	-
01-50-5250	GASOLINE & FUEL	1,585	2,500	1,250	225	1,025
01-50-5390	OTHER PROFESSIONAL SERVICES	100	225	113	-	113
01-50-5600	MAINTENANCE & REPAIR	4,548	7,500	3,750	7,844	(4,094)
01-50-5620	STREET MAINTENANCE	15,939	12,000	10,000	760	9,240
01-50-5621	TREE MAINTENANCE	4,900	5,000	5,000	1,200	3,800
01-50-5622	STREET SIGN INSTALLATION	1,430	2,000	1,000	30	970
01-50-5730	UTILITIES	14,254	12,000	6,000	5,051	949
01-50-5900	OTHER EXPENSE	14	250	125	4	121
** TOTAL STREET DEPARTMENT		89,610	84,978	45,489	31,723	13,766
NON DEPARTMENTAL EXPENDITURES						
01-90-5900.07	GRAND POINTE ESCROW LOSS	1,937	-	-	-	-
01-90-5900.16	OLSEN ESCROW LOSS	2,130	-	-	-	-
** TOTAL NON DEPARTMENTAL		4,067	-	-	-	-
TOTAL GENERAL FUND REVENUES		712,857	749,720	483,619	518,455	(34,836)
TOTAL GENERAL FUND EXPENDITURES		732,604	736,440	403,281	351,524	51,757
GENERAL FUND NET INCOME/LOSS		(19,747)	13,280	80,338	166,931	(86,593)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

		FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
12 - UTILITY TAX FUND						
REVENUES						
12-00-4140.10	TELECOMMUNICATIONS TAX	20,255	21,000	10,500	10,084	416
12-00-4140.30	COM ED - UTILITY TAX	31,979	30,000	15,000	16,630	(1,630)
12-00-4140.40	NICOR GAS - UTILITY TAX	15,280	13,000	6,500	4,100	2,400
12-00-4746	POLICE GRANTS	3,536	-	-	3,960	(3,960)
12-00-4750	VEHICLE LOAN PROCEEDS	23,520	-	-	-	-
12-00-4751	DEKALB COUNTY COMMUNITY GRANT	-	20,500	20,500	10,500	10,000
12-00-4800	INTEREST INCOME	3,356	2,000	1,000	3,202	(2,202)
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	-	5,000
12-00-4996	TRANSFER FROM TIF FUND	4,752	-	-	-	-
** TOTAL REVENUE		107,678	91,500	58,500	48,476	10,024
EXPENDITURES						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	-	-	-	-
12-00-5993	TRANSFER TO WATER IMPROVEMENT	-	-	-	-	-
12-00-5999	TRANSFER TO OTHER FUNDS	-	35,000	-	-	-
12-00-8102	CIVIC CENTER IMPROVEMENTS	-	14,700	14,700	12,552	2,148
12-00-8401	POLICE VEHICLE	31,020	-	-	-	-
12-00-8411	COMPUTERS & ACCESSORIES	5,237	3,248	3,248	1,758	1,490
12-00-8413	POLICE GRANT PURCHASES	3,050	-	-	434	(434)
12-00-8418	GIS	1,500	-	-	-	-
12-00-8420	POLICE VEHICLE LOAN - PRINCIPAL	2,511	7,640	3,783	3,783	(0)
12-00-8421	POLICE VEHICLE LOAN - INTEREST	259	669	372	371	0
12-00-8422	PUBLIC WORKS VEHICLE	-	11,290	11,290	19,776	(8,486)
12-00-8423	POLICE RECORDS MANAGEMENT SYSTEM	-	4,250	4,250	-	4,250
12-00-8424	POLICE IN CAR VIDEO SYSTEMS	-	2,728	2,728	-	2,728
12-00-8425	DEKALB COUNTY COMMUNITY GRANT EXPENSES	-	22,000	22,000	5,201	16,799
** TOTAL EXPENDITURES		102,576	101,525	62,370	43,876	18,495
UTILITY TAX FUND NET INCOME/LOSS		5,102	(10,025)	(3,870)	4,600	(8,470)
13 - TIF DISTRICT FUND						
REVENUES						
13-00-4110	TIF TAX - DEKALB CO.	9,082	10,000	10,000	10,919	(919)
13-00-4120	TIF TAX - KANE CO.	38,297	46,509	46,509	44,663	1,846
** TOTAL REVENUE		47,380	56,509	56,509	55,582	927
EXPENDITURES						
13-00-5999	TRANSFER TO UTILITY TAX FUND	4,752	-	-	-	-
13-00-8417	TIF LEGAL FEES	6,335	7,000	3,500	2,671	830
13-00-8418	TIF IMPROVEMENTS	-	50,000	-	-	-
** TOTAL EXPENDITURES		11,087	57,000	3,500	2,671	830
TIF DISTRICT FUND NET INCOME/LOSS		36,293	(491)	53,009	52,911	98
15 - ROAD & BRIDGE FUND						
REVENUES						
15-00-4100	VEHICLE LICENSE FEES	19,550	20,000	20,000	20,125	(125)
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	6,004	6,004	6,004	4,928	1,076
15-00-4120	REAL ESTATE TAX-KANE COUNTY	19,593	20,133	20,133	19,544	589
15-00-4260	VIRGIL TWSP. REPLACE. TAX	136	250	125	224	(99)
15-00-4800	INTEREST INCOME	406	350	175	-	175
** TOTAL REVENUE		45,689	46,737	46,437	44,822	1,616
EXPENDITURES						
15-00-5100	GENERAL SUPPLIES	319	500	-	-	-
15-00-5620	STREET MAINTENANCE	42,763	20,000	20,000	16,300	3,700
** TOTAL EXPENDITURES		43,082	20,500	20,000	16,300	3,700
ROAD & BRIDGE FUND NET INCOME/LOSS		2,607	26,237	26,437	28,522	(2,084)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

		FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
19 - MOTOR FUEL TAX FUND						
REVENUES						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	33,448	33,471	16,735	16,515	220
19-00-4800	INTEREST INCOME	1,041	750	375	903	(528)
	** TOTAL REVENUE	34,489	34,221	17,110	17,419	(309)
EXPENDITURES						
19-00-5320	ENGINEERING SERVICES	-	10,000	10,000	-	10,000
	** TOTAL EXPENDITURES	-	10,000	10,000	-	10,000
	MOTOR FUEL TAX FUND NET INCOME/LOSS	34,489	24,221	7,110	17,419	(10,309)

28 - DEVELOPER ESCROW FUND						
REVENUES						
28-00-4936	DEVELOPER RECEIPTS	134,115	10,000	-	-	-
	** TOTAL REVENUE	134,115	10,000	-	-	-
EXPENDITURES						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	131	5,000	-	-	-
28-00-5330	DEVELOPER ENGINEERING & ADMIN	133,984	5,000	-	-	-
	** TOTAL EXPENDITURES	134,115	10,000	-	-	-
	DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-

52 - WATER & SEWER FUND						
REVENUES						
52-00-4170	WATER REVENUE	190,867	195,000	97,500	103,364	(5,864)
52-00-4171	ALLOCATION OF WATER REVENUE	(12,865)	(13,000)	(6,500)	(4,763)	(1,737)
52-00-4180	SEWER REVENUE	188,928	195,000	97,500	103,920	(6,420)
52-00-4181	ALLOCATION OF SEWER REVENUE	(12,741)	(13,000)	(6,500)	(4,721)	(1,779)
52-00-4190	PENALTIES	6,210	6,000	3,000	3,499	(499)
52-00-4200	TURN ON/OFF REVENUE	725	500	250	200	50
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENUE	900	400	400	900	(500)
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	200	-	-	-	-
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	3,131	1,376	1,376	3,289	(1,913)
52-00-4300.03	METER FEES - HERITAGE HILLS	688	-	-	-	-
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	1,800	800	800	1,800	(1,000)
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	400	-	-	-	-
52-00-4800	INTEREST INCOME	3,146	2,500	1,250	-	1,250
52-00-4900	OTHER REVENUE	304	200	100	120	(20)
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	-	-	-	-
	** TOTAL REVENUE	430,693	375,776	189,176	207,608	(18,432)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

	FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
10 - WATER DIVISION EXPENDITURES					
52-10-5010 WAGES	22,105	22,957	11,479	9,452	2,027
52-10-5020 SOCIAL SECURITY EXPENSE	1,866	1,912	956	875	81
52-10-5030 PENSION EXPENSE	717	674	337	337	0
52-10-5040 EMPLOYEE MEDICAL INSURANCE	2,107	2,040	1,020	934	86
52-10-5100 GENERAL SUPPLIES	185	400	200	-	200
52-10-5105 METERS	5,780	5,000	5,000	2,279	2,721
52-10-5110 CHEMICALS	11,522	15,000	7,500	7,985	(485)
52-10-5120 POSTAGE	951	2,000	1,000	480	520
52-10-5250 GASOLINE & FUEL	1,265	1,500	750	579	171
52-10-5330 LEGAL EXPENSE	22	250	125	44	81
52-10-5335 TEST EXPENSE	2,287	3,000	1,500	1,352	148
52-10-5375 ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	8,125	8,124	1
52-10-5390 OTHER PROFESSIONAL SERVICES	15,000	15,000	7,500	7,500	250
52-10-5550 SOFTWARE EXPENSE	975	1,000	-	-	-
52-10-5600 MAINTENANCE & REPAIR	16,613	10,000	5,000	2,192	2,808
52-10-5700 TELEPHONE	674	700	350	356	(6)
52-10-5730 UTILITIES	17,323	18,000	9,000	6,343	2,657
52-10-5740 JULIE LOCATES	218	250	-	-	-
52-10-5870 IEPA LOAN - PRINCIPAL	50,710	52,076	25,865	25,865	-
52-10-5880 IEPA LOAN - INTEREST	8,186	7,005	3,675	3,675	-
52-10-5886 IEPA LOAN - WATERMAIN	25,903	26,501	13,175	26,501	(13,326)
52-10-5888 IEPA LOAN - WATERMAIN	10,932	10,604	5,378	10,604	(5,226)
52-10-5900 OTHER EXPENSE	308	500	250	52	199
** TOTAL WATER EXPENDITURES	211,898	213,118	108,434	115,526	(7,092)
20 - SEWER DIVISION EXPENDITURES					
52-20-5010 WAGES	22,105	22,957	11,479	9,452	2,027
52-20-5020 SOCIAL SECURITY EXPENSE	1,869	1,912	956	877	79
52-20-5030 PENSION EXPENSE	717	674	337	337	0
52-20-5040 EMPLOYEE MEDICAL INSURANCE	2,107	2,040	1,020	934	86
52-20-5100 GENERAL SUPPLIES	199	250	125	-	125
52-20-5110 CHEMICALS	-	250	125	-	125
52-20-5120 POSTAGE	538	600	300	360	(60)
52-20-5250 GASOLINE & FUEL	492	750	375	225	150
52-20-5320 ENGINEERING	-	-	-	510	(510)
52-20-5330 LEGAL EXPENSE	22	250	125	-	125
52-20-5335 TEST EXPENSE	892	1,600	800	183	617
52-20-5375 ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	8,125	8,124	1
52-20-5390 OTHER PROFESSIONAL SERVICES	15,000	15,000	7,500	7,500	-
52-20-5400 PERMIT EXPENSE	2,500	2,500	2,500	2,500	-
52-20-5550 SOFTWARE EXPENSE	975	1,000	-	-	-
52-20-5600 MAINTENANCE & REPAIR	3,009	10,000	5,000	5,031	(31)
52-20-5700 TELEPHONE	1,259	1,300	650	666	(16)
52-20-5730 UTILITIES	12,070	11,000	5,500	4,664	836
52-20-5740 JULIE LOCATES	218	250	-	-	-
52-20-5870 IEPA LOAN - PRINCIPAL	57,816	29,531	29,531	29,532	(1)
52-20-5880 IEPA LOAN - INTEREST	1,318	423	423	423	-
52-20-5900 OTHER EXPENSE	149	200	100	53	47
52-20-5900.07 GRAND POINTE ESCROW LOSS (NPDES)	34,000	-	-	-	-
** TOTAL SEWER EXPENDITURES	173,504	118,737	74,971	71,370	3,601
TOTAL WATER & SEWER FUND EXPENDITURES	385,402	331,855	183,405	186,897	(3,492)
WATER & SEWER FUND NET INCOME/LOSS	45,291	43,921	5,771	20,712	(14,941)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2018 - October 31, 2018

		FY 2018 Actuals	FY 2019 Budget	Budget May 18 - Oct 18	Actual Totals for May 18 - Oct 18	Variance to Budget
54 - WATER IMPROVEMENT ACCOUNT						
REVENUES						
54-00-4171	ALLOCATION OF WATER REVENUE	12,865	13,000	6,500	4,763	1,737
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	28,074	12,508	12,508	29,246	(16,738)
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	6,867	-	-	-	-
54-00-4800	INTEREST INCOME	1,669	1,500	750	38	712
54-00-4994	TRANSFER FROM UTILITY TAX FUND	-	-	-	-	-
** TOTAL REVENUE		49,475	27,008	19,758	34,047	(14,289)
EXPENDITURES						
54-00-5600	WATER IMPROVEMENT REPAIRS & MAINTENANCE	-	-	-	2,400	(2,400)
54-00-8205	WATERMAIN LOAN PAYMENT - PRINCIPAL	10,625	11,050	-	11,050	(11,050)
54-00-8207	WATERMAIN LOAN PAYMENT - INTEREST	1,183	1,014	507	1,014	(507)
54-00-8211	WATER READER UPGRADE	850	-	-	-	-
** TOTAL EXPENDITURES		12,659	12,064	507	14,464	(13,957)
WATER IMPROVEMENT NET INCOME/LOSS		36,816	14,944	19,251	19,583	(332)
56 - SEWER IMPROVEMENT ACCOUNT						
REVENUES						
56-00-4181	ALLOCATION OF SEWER REVENUE	12,741	13,000	6,500	4,721	1,779
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	31,449	14,008	14,008	32,246	(18,238)
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	6,867	-	-	-	-
56-00-4800	INTEREST INCOME	2,599	2,000	1,000	344	656
** TOTAL REVENUE		53,656	29,008	21,508	37,311	(15,803)
EXPENDITURES						
56-00-5600	MAINTENANCE & REPAIR	17,200	-	-	-	-
** TOTAL EXPENDITURES		17,200	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS		36,456	29,008	21,508	37,311	(15,803)
70 - SCHOOL LAND CASH FUND						
REVENUES						
70-00-4100.02	SCHOOL CONTRIBUTION - SQUIRE'S CROSSING	28,800	12,800	12,800	28,800	(16,000)
70-00-4100.03	SCHOOL CONTRIBUTION - HERITAGE HILLS	4,400	-	-	-	-
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(33,200)	(12,800)	(12,800)	-	(12,800)
** TOTAL REVENUE		-	-	-	28,800	(28,800)
EXPENDITURES						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	-	-
** TOTAL EXPENDITURES		-	-	-	-	-
SCHOOL LAND CASH NET INCOME/LOSS		-	-	-	28,800	(28,800)
GRAND TOTAL REVENUE		1,616,032	1,420,478	892,617	992,520	(99,902)
GRAND TOTAL EXPENSES		1,438,724	1,279,384	683,063	615,731	67,332
GRAND TOTAL NET INCOME / LOSS		177,308	141,095	209,554	376,789	(167,235)

Estimated Fund Balance
through October 31, 2018

	Beginning Balance	Revenues	Expenditures	Ending Balance	Est Balance Budget	Better/(Worse)
General Fund	\$143,053	\$518,455	\$351,524	\$309,984	\$148,985	160,999
Other Funds:						
Utility Tax Fund	517,915	48,476	43,876	522,515	504,747	17,768
TIF District Fund	36,293	55,582	2,671	89,204	26,756	62,448
Road & Bridge Fund	39,308	44,822	16,300	67,830	18,763	49,067
Motor Fuel Tax Fund	107,741	17,419	-	125,160	107,348	17,812
Totals	701,257	166,299	62,847	804,709	657,614	147,095
Water & Sewer Funds						
Water & Sewer Operating Fund	358,666	207,608	186,897	379,377	368,223	11,154
Water Improvement Fund	168,349	34,047	14,464	187,932	156,870	31,062
Sewer Improvement Fund	304,907	37,311	-	342,218	295,059	47,159
Totals	831,922	278,966	201,361	909,527	820,152	89,375
Village Totals	\$1,676,232	\$963,720	\$615,732	\$2,024,220	\$1,626,751	397,469

Estimated Cash Balances for October 31, 2018

	10/01/18 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	10/31/18 Check Run	Estimated 10/31/18 Balance	
Old Second Checking	175,258.60	(48.46)	103,691.71	(87,423.79)	(18,296.97)	(121,787.44)	51,393.65	N/A
First Midwest	249,169.36		77,100.15				326,269.51	N/A
TIF Funds	77,788.82		12,750.37				90,539.19	N/A
Illinois Funds	1,222,135.06		39,905.22				1,262,040.28	N/A
First Midwest CD	252,100.15		(2,100.15)				250,000.00	2.35%
	1,976,451.99	(48.46)	231,347.30	(87,423.79)	(18,296.97)	(121,787.44)	1,980,242.63	

VILLAGE OF MAPLE PARK
Escrow Accounts – 10/31/18

Developer	Date Established	Plan Stage	Account Number	Balance 10/01/18	-----Current Period----- -----Transactions----- Deposits	Charges	Balance 10/31/18	Balance to stay above	Minimum Required Balance	Amount Due	Spent to date Engineering	Legal / Other	Notes
Turnstone Group LLC (Squire's)	12/19/02	Under Construction	28-00-2200.02	23,158.36		(362.50)	22,795.86	10,000.00	25,000.00	-	132,037.36	13,486.74	-
Paydon (North Coast Dvlpt)	07/10/02	Preliminary Plat Submitted	28-00-2200.05	294.28			294.28	10,000.00	25,000.00	24,705.72	46,028.52	10,312.50	1
Maple Park Development, LLC	02/26/08		28-00-2200.17	7,460.00			7,460.00	2,500.00	7,500.00	-	5,025.00	21,939.50	-
Barsic Bros.	04/08/08		28-00-2200.18	3,318.68			3,318.68	2,500.00	7,500.00	-	3,761.32	420.00	-
James McWethy	11/09/11		28-00-2200.20	10,000.00			10,000.00	2,500.00	7,500.00	-	0.00	0.00	-
REO Funding Solutions	07/01/14	Cash Deposit - Completion date 06/30/17	28-00-2200.21	15,000.00			15,000.00			-	0.00	101,875.00	-
Totals				\$ 59,231.32	\$ -	\$ (362.50)	\$ 58,868.82			\$ 24,705.72	\$ 186,852.20	\$ 148,033.74	

Notes:

1. On Red Light List as of 09/21/07

Balance Required by Ordinance

\$7,500 - Preapplication
\$7,500 - Concept Review
\$25,000 - Prelim Plat
\$25,000 - Final Plat

Replenish if under \$2,500
Replenish if under \$2,500
Replenish if under \$10,000
Replenish if under \$10,000

Village of Maple Park

Employee Handbook



2018

Approved by the Board of Trustees on ~~June 5, 2018~~November 6,
2018

Table of Contents

Table of Contents	2 & 3
INTRODUCTION	4
YOUR VILLAGE GOVERNMENT	4
OUR GOALS AND SERVICE PHILOSOPHY	4
COMMITMENT TO CUSTOMER SERVICE	4
EMPLOYMENT POLICIES	5
Employment Policy	5
Employment at Will	5
Immigration Reform Act Notice	6
Physical Examination	6
Federal Controlled Substances and Alcohol Use and Testing Rules for Employees	6
Background Investigations	7
Probationary Period & Training	7
Categories of Employment	7
Job Descriptions	8
Performance Evaluations	8
Personnel Records	9
Ethical Standards/Conflict of Interest	10
Open Door Policy	10
Suggestions	10
Anti-Harassment Policy	10
Sexual Harassment	11
GENERAL POLICIES	13
Personal Appearance	13
Uniforms and Equipment	13
Solicitation or Distribution	13
Smoking	14
Drug Free Workplace	14
Anti-Nepotism	14
No Violence in the Workplace	14

Job Classifications.....	14
Punctuality and Attendance.....	15
Outside Employment.....	15
Meal & Break Periods.....	15
Compensatory Time.....	15
Salary, Payday and Payroll Deductions	16
Employee Benefits	16
Holidays	17
Vacations.....	<u>18</u> 17
Jury Duty/Court Appearances	<u>19</u> 18
Funeral Leave.....	<u>19</u> 18
Sick Leave.....	<u>19</u> 18
Other Leaves of Absences.....	<u>20</u> 19
CONDUCT.....	<u>26</u> 25
Discipline and Discharge	<u>27</u> 26
Access to Village Property.....	<u>27</u> 26
Use of Village Equipment and Supplies	27
Use of Village-Owned Vehicles.....	<u>28</u> 27
Compliance with Laws.....	28
SAFETY	<u>29</u> 28
VACATING YOUR POSITION	<u>29</u> 28
Layoff.....	<u>29</u> 28
Resignation.....	<u>29</u> 28
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT	29
APPENDIX 1 – REPORTING STRUCTURE.....	<u>31</u> 30
VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT	<u>31</u> 30

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 1st to December 31st of a single calendar year. Self-reviews will be provided to the employee in late December and due to the manager by January 1st 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-your department head](#) 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.

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+ 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~~ one and one-half times their hourly rate.

• Special Events

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+ 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.

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+ 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.

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+ 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.

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	◆ Day After
◆ Independence Day	◆ Christmas Eve
◆ Labor Day	◆ Christmas Day

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✦ 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

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- ✦ 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

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- ✦ Vacation can be used in one-hour increments, not to exceed normally scheduled hours for that day.

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- ✦ In no case shall employees be allowed to use more than two weeks of vacation at one time.

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- ✦ Vacation earnings are based on the date of employment.

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- ✦ Vacation earnings shall not be allowed to be carried over into the next succeeding year without express approval of the Board (or its designee).

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- ✦ 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.

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- ✦ When an individual terminates employment with the Village, (s) he will be paid for unused vacation time not to exceed the allowed maximum.

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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 applies 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, considering 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

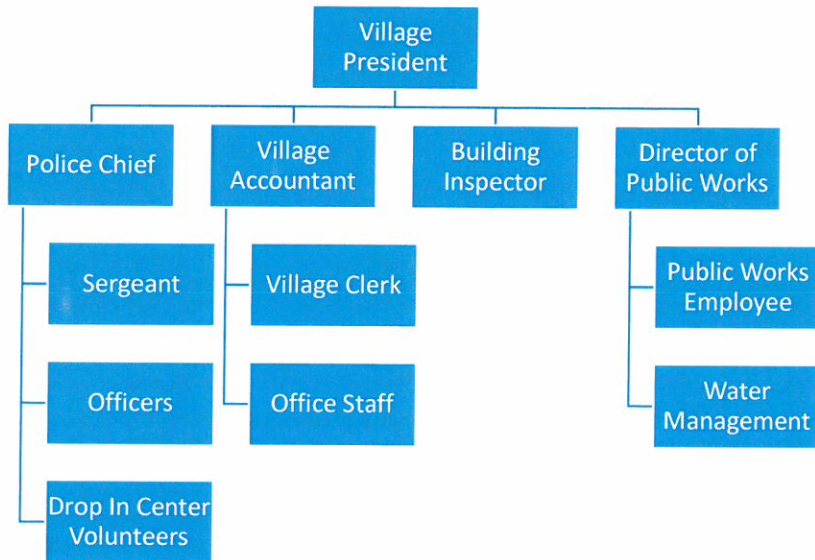
I have received a copy of the Village of Maple Park Employee Handbook. I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits and rules, and that it is not a contract, promise or guarantee of employment or of any specific terms or conditions 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)

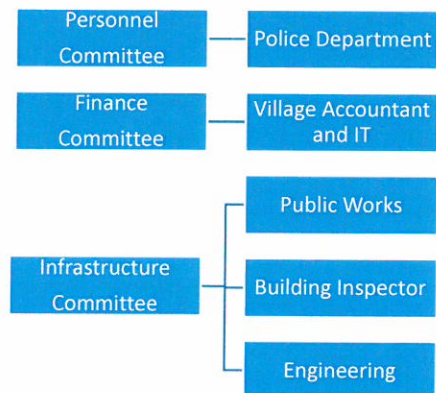
Employee Signature

Date

APPENDIX 1 – REPORTING STRUCTURE



VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT



Engineering Estimates

Current Year

Does not include any engineering passes on threw permit fees

Task	hours	Lintec Rate	Lintec Cost	Fehr Est Rate	Fehr Est	Rempe Est Rate	Rempe Estimate
Meetings	8.5 hr.	\$85	722.50	170	1445	110	935
GIS	2	\$85	170.00	110	220	110	220
NPDES	6	\$85	510.00	110	660	110	660
RESIN Work	3	\$85	255.00	110	330	106	318
Total hours	37.5			97-123		106-135	
Cost			1657.50		2655		2133
Difference					997		475

Motor Fuel / Road and Bridge Revenue

	Motor Fuel	R & B	Vehicle	Annual Est	Running Total
2018	30,000	26,000	20,000	76,000	
2019	30,000	26,000	20,000	76,000	152,000
2020	30,000	26,000	20,000	76,000	228,000
2021	30,000	26,000	20,000	76,000	304,000
2022	30,000	26,000	20,000	76,000	380,000
2023	30,000	26,000	20,000	76,000	456,000

Panic Buttons for Village Office

<u>Monthly Fees</u>		<u>Per Year</u>
3 Users	\$18.00	\$216.00
E911	\$37.42	\$449.00
Total Per Month	\$55.42	\$665.00

<u>Set Up Fees</u>	
CRS Set Up	\$75.00
E911 Set Up Fee	\$98.00
Total Set Up Fee	\$173.00

Equipment Purchase **\$298.00**

Due At Application \$526.42

CRS Notify and Your Network

You don't need to purchase any additional hardware or software to operate CRS Notify, it's all included!

We designed CRS Notify to have a minimal impact on local resources, both in terms of storage space and network traffic. The client takes up less than 4MB on disk and the CRS server installer is small enough to fit on an old 3.5" floppy disk at less than 1MB. The clients send small heartbeat messages out to the server consisting of a few bytes each and the server sends similar heartbeat messages out to the CRS corporate server for maximum program stability.

Questions?

800.533.7201

Community Response Systems
321 First Street North
Alabaster, Alabama 35007

Valued Client



*Next Generation
Alerting and
Communication
Software*

Businesses Churches

Education

**FIRST
RESPONDERS**

*Government
Offices Hospitals*

**PRIVATE
SECURITY
FIRMS**

www.communityresponsesystems.com

800.533.7201



CRS Notify 13.10 - Alert Room

LOW LEVEL ALERT: PROBLEM IN THE RECEPTION AREA

HIGH LEVEL ALERT: SITUATION ESCALATED TO A HIGH ALERT

CRS No. - 0

10 out of 10 Review

"awesome product and easy to implement with current infrastructure"

-Happy CRS Client



Why CRS?

With the discreet click of a mouse, or push of a button, the CRS Notify system will automatically send your information to the people who need to be notified! Simple for the end-user, the CRS Notify system can allow facilities to **customize a color-coded alert system**. You decide who gets alerted via computer, phone call, text message, or email on either level alert.

Customize in Almost No Time

In seconds, you have instant access to your portal! **In minutes**, you have a customized alert system to meet your exact needs. CRS Notify does not stop at just alerting multiple people, it also allows you to centrally communicate until the situation has been resolved.

All Packages Include:

- ✓ Two color-coded alert levels
- ✓ Initiate either alert with mouse
- ✓ All alert details date/time stamped
- ✓ Cloud-based management portal
- ✓ End-User video training academy
- ✓ AES-256 encryption security
- ✓ IT Support

*per physical location

Affordability

From storefronts to universities, CRS Notify brings next generation technology with yesterday's prices! Contact us at 800.533.7201 to find out our **current promotions**.

Optional Extras

USB Hardware Buttons- All come pre-programmed and ready to use with CRS Notify, simply plug and use. You can **customize the message of each button for each user as well as assign them to alert levels**. Both wireless and stationary are available at

www.communityresponsesystems.com

E911 - On high level alerts, CRS Notify can route alert voice calls to your local E911 center. The voice call conveys all alert details as well as physical location in the E911 database.



Contact Us

Community Response Systems
323 First Street North
Alabaster, Alabama 35007
800.533.7201
info@communityresponsesystems.com
www.communityresponsesystems.com



QUOTE NUMBER
16380

DATE
October 17, 2018

VALID UNTIL
November 16, 2018 at 1:22pm

FROM
Laura Ray
Community Response Systems, LLC
323 1st Street North
www.communityresponsesystems.com

PHONE
8005337201

FOR
The Village of Maple Park
TO
Dean Stiegemeier

Proposal Made For You

CRS Three-User license - Monthly Plan

Computer, text recipients, email recipients, and phone call recipients in any variation up to a total of Three. Included in every package: Free system updates, Free IT support, Cloud-based management portal, Tray icon panic button, and CRS Notify Use policy template.

18.00
x 1
18.00

CRS Notify Set-up Fee

CRS Notify program onboarding set up fee per physical location. One-time fee for installation

75.00
x 1
75.00

E911 Add-On Monthly Service

Each physical location has the option to take advantage of E911. This is an add-on service to your CRS Notify 1.8 version software. Registers with E911, Set to Nearest PSAP, Alert-Specific Call, Confirmation of Completion.

37.42
x 1
37.42

E911 Add-On Service One-Time Setup Cost

One-time setup cost \$98.00 per physical location. You MUST have set up cost with each physical location receiving the E911 add-on service.

98.00
x 1
98.00

Total USD

\$228.42

CRS Notify 60-day Money Back Guarantee!

CRS Notify is a simple interlinking panic button for your facility. There is no need to purchase any additional hardware or software to operate this simple system.

Why CRS Notify over traditional panic buttons? Traditional panic buttons take several minutes to alert just ONE responder. CRS alerts staff and responders at the same time in seconds, if not, instantaneous.

Here is why we are the better choice:

Raise alerts with computer mouse (optional hardware available)

Ability to make alerts discreet

Instant notification to all computers with CRS Notify

Audible pop-up alert window

Text, emails, and phone calls made with alert details

Opens centralized communication channel

The ability to connect multiple buildings and networks together

Centralized cloud-based management portal

Adjustable security privileges

Automatic login capabilities

Wireless and stationary hardware buttons available

All CRS packages include:

- 1. Cloud-Based Management Portal**
- 2. Tray Icon Panic Button**
- 3. Free System Updates**
- 4. Free IT support**
- 5. NO contracts**
- 6. CRS Notify Use Policy Template**

This is not a bill. You will be invoiced accordingly to the items you hand selected.

Home (<https://www.communityresponsesystems.com>) / Buy Addons

BUY ADDONS

Showing all 7 results



e911
(annually)

\$449.00

(<https://www.communityresponsesystems.com/products/button-e911-annually/>)
ADD TO CART (/SHOP/?ADD-TO-CART=2114)



e911
(monthly)

\$37.42

(<https://www.communityresponsesystems.com/products/button-e911-monthly/>)
ADD TO CART (/SHOP/?ADD-TO-CART=2115)



High-Level
Wireless

\$349.00

(<https://www.communityresponsesystems.com/products/button-wireless-mountable/>)
ADD TO CART (/SHOP/?ADD-TO-CART=2117)



Silent Panic
Button

\$149.00

(<https://www.communityresponsesystems.com/products/button-stationary/>)
ADD TO CART (/SHOP/?ADD-TO-CART=2117)



Wireless
Panic
Button

2 of these

Default sorting

End User License Agreement (<http://communityresponsesystems.com/docs/EULA-0616.pdf>)

Terms and Conditions (<http://communityresponsesystems.com/docs/CRS-TERMS-AND-CONDITIONS-0616>).

Privacy Policy (<https://www.communityresponsesystems.com/privacy-policy/>)

Content & Notify Software © 2017 Community Response Systems

Webmail Login (<http://portal.office.com/>) | Admin Login (<https://www.hubspot.com/>)

Call us: 1-800-533-7201

X

CRS Notify – Panic Button

1) **Computer Based** – Easy to install. **NO HARDWIRING**. Optional hardware buttons are all USB driven. Applications to operate CRS Notify are located on your CRS cloud based dashboard. Up load **Windows CRS Server** to your server or workstation and then upload **CRS Client** to all computers you want to operate the **CRS Notify 1.8** program. It takes just a few mins to install.

2) **There are two applications:**

a. **Window CRS SERVER** - goes on a server or workstation and connects all computers with the client installed together.

b. **Client for Windows** - The application installed on **All** workstations you want to have the ability raise and alert in a crisis situation.

c. All of the installers are always available for you on your dashboard.

3) **Cloud based dashboard** – Ability to set users and privileges for each user you want to be able to operate the CRS Notify system. You can add and remove users at your convenience. You can also determine who gets what alert level or both and how they are notified of the alert.

4) **All User Packages Include** – Your choice of notifications via; automated phone calls, text, emails, and computer based alert pop up window, free system updates, and free IT support.

5) **E911 Optional Add-on feature** - CRS sets up your location with a unique CRS Notify phone number through E911. The CRS Notify phone number will be attached to the business name and physical address listed in your CRS Notify portal. The address and assigned CRS Notify phone number is the information that will be displayed at the receiving local 911 center. If the 911 center needs to call the location, they will dial the unique CRS Notify phone number that will automatically be forwarded to the main business phone number listed in your CRS Notify portal.

6) **Location down Notification** - If for any reason your internet goes down, our system will continually knock on the door to reconnect. If it is unable to reconnect with in a certain amount of time it will send emails out to alert you that it cannot connect. Once the internet is restored it will then auto reconnect all of your workstations.

RESOLUTION 2018-221 Approved: _____

DRAFT

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A ONE-YEAR AGREEMENT WITH LINTECH ENGINEERING, INC. FOR ENGINEERING SERVICES.

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

WHEREAS, Village has determined that it is to its advantage and best interest of the Village to avail itself of the services of Lintech Engineering, Inc., in connection with its Engineering Services; and,

WHEREAS, Lintech Engineering, Inc., is desirous of performing Engineering services for the Village; and,

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

- Section 1.** The Village President or a designee is hereby directed to sign the attached agreement with Lintech Engineering, Inc. for Engineering Services.
- Section 2.** This Agreement shall expire on November 30, 2019, unless extended in writing by the Village of Maple Park.
- Section 3.** This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

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

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

DRAFT

**VILLAGE OF MAPLE PARK
ENGINEERING SERVICES AGREEMENT**

This Agreement is made as of December 1, 2018 between the Village of Maple Park (Client) and Lintech Engineering, LLC (Engineer).

Client and Lintech Engineering, LLC agree:

- 1. Scope of Services** – Lintech Engineering, LLC shall perform engineering services as stated in Exhibit A.
- 2. Compensation and Rates** – Client shall compensate Lintech Engineering, LLC for services as stated in Exhibit B.
- 3. Terms and Conditions** – Lintech Engineering, LLC shall provide engineering services in accordance with the terms and conditions stated in Exhibit C.
- 4. Term of Agreement** – This agreement shall expire on November 30, 2019, unless extended in writing by the Village of Maple Park.
- 5.** Client shall provide for payment from one or more lawful sources of all sums to be paid to Lintech Engineering, LLC.
- 6.** The following sections are attached to and made part of this Agreement:

Exhibit A – Scope of Services
Exhibit B – Compensation and Rates
Exhibit C – Standard Terms and Conditions

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

LINTECH ENGINEERING, LLC

VILLAGE OF MAPLE PARK

Jeremy C. Lin, P.E., BCEE
Principal

Kathy Curtis
Village President

Attest

Attest

Address:
720 Industrial Dr, Unit 104
Cary, IL 60013

Address:
P.O. Box 220
302 Willow Street
Maple Park, IL 60151

Exhibit A - Scope of Services

DRAFT

- General Consulting
 - Meeting attendance
 - Board presentations
 - Facility planning
 - Engineering reports and analysis
 - Loan and grant assistance
 - Project budgeting
 - Project bidding
 - Ordinance development and review
 - User charge systems
 - TIF engineering analysis
 - Developer negotiation, impact fees
- Review services
 - Commercial development review
 - Subdivision review
 - Conceptual planning
 - Preliminary and final plats
 - Stormwater pollution prevention review
 - Annexation agreement
- Design services
 - Site plan and grading
 - Subdivision design and roadways
 - Water and sewer infrastructure
 - Lift stations
 - Treatment plants
 - Stormwater and detention facilities
 - Soil and erosion control
 - Coordination with surveyor
- Construction services
 - Construction observations and reporting
 - Pay request review
 - Material testing
 - Project closeout and punchlist
 - Project and facility startup
 - Roadway inspection
 - Soil and erosion control inspection

Exhibit B

DRAFT

Exhibit B - Compensation

1. Schedule of Rates

<u>Category</u>	<u>Hourly Rate</u>
Engineer	\$85.00
CADD Technician	\$75.00
Field Services	\$75.00
Administrative	\$50.00

The hourly rate is charged for actual consulting/engineering work and duration of meetings. No time is charged for travel time to and from the Village.

2. Negotiated Lump Sum

Certain projects may be performed or proposed to be lump sum payments. In these cases, a proposal identifying the scope and lump sum price will be presented to the Village for approval before any work is started.

3. Sub-Consultants

Whenever a sub-consultant is required for a project or consulting, a separate proposal for their services will be presented for Village approval. Engineer subcontract with the sub-consultant and pass the invoices through to the Village for payment.

4. Reimbursable Expenses

<u>Category</u>	<u>Rate</u>
Copies and Plans for Village use	No charge
Phone & Fax	No charge
Out of town travel	Actual costs

Exhibit C – Standard Terms and Conditions

Client Responsibilities

Client shall provide criteria and requirements for the project including objectives and constraints, design and construction standards, and budgetary requirements.

Client agrees to provide Lintech Engineering, LLC with all the existing available information pertinent to the project in which Lintech Engineering, LLC shall be entitled to use and rely upon. Such information may include, but not limited to, existing studies and reports, plat of survey and legal descriptions, copies of permits, site information, and other pertinent data.

Client shall arrange for safe access to and make all provisions for Lintech Engineering, LLC to enter upon public and private property as required for Lintech Engineering, LLC to perform services under this agreement.

Obtain all approvals, consents, and permits necessary for project. Client shall be responsible for paying all application and permit fees and bear any incidental costs related to the project.

Payment & Billing

Lintech Engineering, LLC shall submit a monthly invoice for services rendered and reimbursable expenses occurred. Payment shall be due upon receipt of invoice.

The Client shall pay Lintech Engineering, LLC for all additional services requested which are not included in the scope of this Agreement on the basis agreed to in writing by the parties at the time such services are authorized by Client.

Insurance & Indemnification

Throughout the duration of the project, Lintech Engineering, LLC shall procure and maintain the following insurance:

<u>Liability</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory Limits
General Liability	Per Claim: \$2,000,000
	Aggregate: \$2,000,000
Automobile Liability	Combined Single Limit: \$1,000,000
Excess Umbrella Liability	Per Claim and Aggregate: \$3,000,000
Professional Liability	Per Claim and Aggregate: \$2,000,000

Lintech Engineering, LLC shall indemnify and hold harmless Client from and against all claims, losses, damage, injury or liability arising directly from the negligent acts or omissions of employees, agent and subcontractors of Lintech Engineering, LLC. Client shall indemnify and hold harmless Lintech Engineering, LLC from and against all claims, losses, damage, injury or liability arising directly from the negligent acts or omissions of employees, agent and subcontractors of Client. In addition, client shall indemnify and hold harmless Lintech Engineering, LLC from and against all claims, losses, damages, injury or liability arising out of or relating to the presence, discharge, release, or escape of asbestos, PCBs, petroleum, hazardous waste, or radioactive material at, on, under, or from the Project site if Client is knowledgeable of the presence of same at the time of work on project.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Lintech Engineering, LLC on account of any design defect, error, omission, or professional negligence to actual damages proximately resulting directly from such negligence. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Lintech Engineering, LLC's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.

Service Considerations

Lintech Engineering, LLC is responsible for the quality, technical accuracy, timely completion, and coordination of all professional services furnished under this agreement with the same skill and judgment which can be reasonably expected from similarly situated professionals. Lintech Engineering, LLC shall not be responsible for delays due to factors beyond its control.

Either party may at any time, upon ten days prior written notice to the other party, terminate this agreement. Upon such termination, Client shall pay all amounts owing to Lintech Engineering, LLC for all work performed up to the effective date of termination, including reimbursable expenses.

Warranty

Lintech Engineering, LLC makes no warranties, expressed or implied, under this Agreement or otherwise in connection with Lintech Engineering, LLC's services. Lintech Engineering, LLC shall not be responsible for contractors' construction means, methods, techniques, sequences, or procedures, or for contractors' failure to perform according to contract documents.

Ownership & Reuse of Documents

All documents including electronic data and media prepared Lintech Engineering, LLC are instruments of service, belonging to Client upon payment for same, but Lintech Engineering, LLC retains ownership of all copyrights. Client may retain copies for reference, but reuse on another project without Lintech Engineering, LLC's written consent is prohibited. Said items are not intended to be suitable for completion of a particular project by others.

Any furnishings of additional copies and verification or adaptation of the documents and electronic media will entitle Lintech Engineering, LLC to claim and receive additional compensation from the Client.

Opinion of Probable Cost

"Construction cost" means total cost of entire project to Client, except for Lintech Engineering, LLC's compensation and expenses, cost of land, rights-of-way, legal and accounting services, insurance, financing charges, and other costs which are Client's responsibility as provided in this Agreement.

Engineer's opinion of probable cost provided for herein are to be made on the basis of Lintech Engineering LLC's experience and qualifications, and represent our best judgment as an experienced and qualified professional generally familiar with the industry. However, since Lintech Engineering, LLC has no control over the cost of labor, materials, equipment, or services furnished by others, or over the contractors' methods of determining prices, or over competitive bidding or market conditions, Lintech Engineering, LLC cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from the opinion of probable cost.

Extent of Agreement

Neither party shall assign its rights, interests, or obligations under this Agreement without the express written consent of the other party.

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and Lintech Engineering, LLC, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

This Agreement is to be governed by the laws of the State of Illinois.

RESOLUTION 2018-19 Approved: _____

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

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

WHEREAS, Village has determined that it is to its advantage and best interest of the Village to avail itself of the legal services of Foster & Buick in connection with its legal affairs; and,

WHEREAS, Foster & Buick is desirous of performing legal services for the Village; and,

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

Section 1. The Village President or a designee is hereby directed to sign the attached agreement with Foster & Buick for legal services.

Section 2. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

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

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT, made this ____ day of **November, 2018**, between the **VILLAGE OF MAPLE PARK**, 302 Willow Street, P.O. Box 220, Maple Park, Illinois, 60151, (hereinafter referred to as the "VILLAGE") and **FOSTER, BUICK, CONKLIN & LUNDGREN, LLC**, 2040 Aberdeen Court, Sycamore, Illinois, 60178, (herein after referred to as "FOSTER & BUICK" or "the law firm").

1. The VILLAGE hereby employs FOSTER & BUICK as legal counsel for the VILLAGE, and FOSTER & BUICK hereby accepts employment in said capacity upon the terms and conditions hereinafter set forth.
2. FOSTER & BUICK shall be designated as the Village Attorney and shall be responsible for the oversight and conduct of the Village's legal affairs. KEVIN E. BUICK will be the attorney primarily responsible for the Village's legal affairs; however, other attorneys in the firm will, on occasion, work on the Village's matters. The law firm shall serve as the advisor to the Village President, Village Board of Trustees ("Village Board"), and the various Boards and Commissions of the Village, as requested. The law firm shall be responsible for attending regularly scheduled board meetings, special Board meetings, and Planning Commission or Zoning Board of Appeals meetings upon request. The duties of the law firm shall include: drafting and reviewing various legal documents, including preparation of resolutions, ordinance, and regulations as directed by the Village President and the Village Board; preparation of routine reports to the Village regarding the status of Village matters; legal research and review of correspondence generated or received by the Village; representation of the Village in litigation matters, including lawsuits brought against or initiated by the Village; representation of the Village in connection with labor matters, and such other matters as may be assigned by the Village President and the Village Board. The law firm shall also be responsible for the coordination of all Village legal services, including the hiring and supervision of outside counsel and legal support personnel, when necessary. It is understood that "necessary" includes the situations where the law firm may have a conflict of interest. Outside counsel will be responsible for such duties as the Village President and the law firm may delegate to them with respect to those matters assigned.
3. The term of this Agreement shall begin on **November __, 2018**, and shall expire on **November 1, 2020**. This Agreement may be terminated by either party upon 30 days notice to the other.
4. For services rendered by FOSTER & BUICK as identified above the VILLAGE shall pay an hourly rate of \$175.00 per hour. Attendance at scheduled monthly Village Board meetings shall be billed at a maximum time of one (1) hour per meeting, irrespective of the length of the meeting, unless otherwise agreed between the parties. Invoices will be prepared and sent to the VILLAGE on a monthly basis and will be due and payable within 30 days.
5. Should the VILLAGE engage FOSTER & BUICK for the purpose of performing legal work for which it expects to be reimbursed by outside parties or entities, the law firm shall be entitled to bill at its prevailing standard hourly rates instead of the hourly rate fixed in Paragraph 4 of this Agreement. It is mutually agreed and understood that these non-discounted hourly rates currently range from \$195 - \$275 per hour,

depending upon the attorney. Any legal assistant/paralegal time, if applicable, will be billed at \$100.00 per hour.

6. The VILLAGE shall reimburse FOSTER & BUICK for court costs, service of process fees, or other expenses advanced by the law firm on behalf of the VILLAGE, and this reimbursement shall be included on the monthly statements.
7. All records, files, documents, etc., which FOSTER & BUICK may possess in performing their duties as described above, shall be property of the VILLAGE. At the expiration of the tenure of FOSTER & BUICK as the Village Attorney, all such records, files, documents, etc., shall be returned to the VILLAGE, or delivered otherwise as the VILLAGE may direct.
8. This Agreement constitutes the entire agreement between the parties and may be only changed by an agreement in writing signed by the parties.

IN WITNESS WHEREOF, the VILLAGE and FOSTER & BUICK have executed this Agreement the day and year first mentioned above.

VILLAGE OF MAPLE PARK

FOSTER, BUICK, CONKLIN &
LUNDGREN, LLC

By: _____
Kathy Curtis, Village President

By: _____
On behalf of the firm

ATTEST

By: _____
Liz Peerboom, Village Clerk

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2018-18

**AN ORDINANCE MODIFYING CERTAIN PROVISIONS OF TITLE 9,
UTILITIES, CHAPTER 1, WATER USE AND SERVICE, AND CHAPTER 2,
ARTICLE B. SEWER CONNECTION PERMITS AND CHARGES WITHIN
THE VILLAGE OF MAPLE PARK**

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

**Published in pamphlet form by authority of the Board of Trustees of the Village of
Maple Park, Kane and DeKalb Counties, Illinois, this ____ day of _____.**

ORDINANCE NO. 2018-18

**AN ORDINANCE MODIFYING CERTAIN PROVISIONS OF TITLE 9,
UTILITIES, CHAPTER 1, WATER USE AND SERVICE, AND CHAPTER 2,
ARTICLE B. SEWER CONNECTION PERMITS AND CHARGES WITHIN
THE VILLAGE OF MAPLE PARK**

WHEREAS, the Village of Maple Park has previously passed an ordinance imposing a temporary moratorium, for a fixed period of time through December 31, 2018, of certain fees associated with utility service connection fees within the Village of Maple Park; and

WHEREAS, The Village Board believes that further extending the temporary moratorium on such fees is not in the best interest of the Village of Maple Park; and

BE IT HEREBY ORDAINED by the President and Board of Trustees of the Village of Maple Park, Illinois, that the following shall be modified as follows:

SECTION ONE: Section 9-1-5 C. (relating to Water Service) shall be deleted in its entirety and replaced with the following:

C. Service Connection Fees:

1. A service connection fee shall be paid to the village clerk prior to issuance of any permit and the service connection fee for such connection shall be as follows:

	<u>Fee</u>
Single-family residence	\$2,500.00 per unit
Multi-family residence	\$2,500.00 per unit
Commercial/industrial, i.e., nonresidential	Service connection fee determined by diameter of water service pipe:
	1 inch \$ 5,000.00
	1.5 inches \$ 7,250.00
	2 inches \$ 8,500.00
	3 inches \$10,000.00
	4 inches \$13,000.00
	6 inches \$20,000.00
	8 inches \$51,000.00

2. No service connection fee, nor water meter connection, shall be required for a fire sprinkler system.

SECTION TWO: Section 9-2B-1 B. (relating to Sanitary Sewer service) shall be deleted

B. Sewer Treatment Charges:

1. Rates Imposed: Prior to the connection of any building with any sanitary sewer which is part of the village sanitary sewer system, the owner of the property for which service by said system is desired shall pay to the village, through its building inspector, in addition to other sanitary connection service charges and before a building permit is issued, a sewer treatment charge as follows:

- | | |
|---|-------------------|
| a. Single-family residential buildings | \$750.00 per unit |
| b. Multi-family residential buildings, per unit | \$500.00 per unit |
| c. Restricted business, general business and industrial, per building based upon size of water meter installed in each building as follows: | |

<u>Diameter of Water Service Pipe</u>	<u>Estimated Water Use (Gallons Per Day)</u>	<u>Sanitary Sewer Service Charge</u>
Up to 1 inch	1,250	\$1,500.00
1 ½ inches	2,000	\$2,400.00
2 inches	3,000	\$3,600.00
3 inches	6,250	\$7,250.00
4 inches	12,500	\$14,500.00
6 inches	12,000	\$23,000.00

- d. A separate charge shall be computed for each residential building, dwelling unit, restricted business, general business or industrial building.

2. **Charges Where Schedule Inapplicable:** In the case of any application for sanitary sewage service connection permit to which the application of the schedule of charges as above set forth are not definitely applicable, the village board shall determine the charges to be made in the particular situation.

PASSED this ____ day of _____, 2018, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, **2018**.

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

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

PUBLICATION IN PAMPHLET FORM

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

I further certify that, as of the date hereof, Ordinance No. 2018-18, adopted by the corporate authorities on _____, **2018**, entitled "AN ORDINANCE MODIFYING CERTAIN PROVISIONS OF TITLE 9, UTILITIES, CHAPTER 1, WATER USE AND SERVICE, AND CHAPTER 2, ARTICLE B. SEWER CONNECTION PERMITS AND CHARGES WITHIN THE VILLAGE OF MAPLE PARK," has been duly published in pamphlet form in accordance with Section 1-2-4 of the Illinois Municipal Code.

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

(SEAL)

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

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2018-19

**AN ORDINANCE REMOVING THE TEMPORARY SUSPENSION OF
CERTAIN PROVISIONS OF CHAPTER 17, FEES AND PENALTIES
IN TITLE 12, SUBDIVISION REGULATION,
IN THE MAPLE PARK VILLAGE CODE**

DRAFT

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

**Published in pamphlet form by authority of the Board of Trustees of the Village of Maple
Park, Kane and DeKalb Counties, Illinois, this ____ day of _____, 2018.**

ORDINANCE 2018-03

**AN ORDINANCE REMOVING THE TEMPORARY
SUSPENSION OF CERTAIN PROVISIONS OF CHAPTER
17, FEES AND PENALTIES IN TITLE 12, SUBDIVISION
REGULATION, IN THE MAPLE PARK VILLAGE CODE**

WHEREAS, the Village of Maple Park has undertaken a review of existing fees associated with development in the Village; and

WHEREAS, the Village Board believes that the temporary suspension of certain fees associated with the development of real estate within the Village of Maple Park shall be allowed to expire;

BE IT HEREBY ORDAINED by the President and Board of Trustees of the Village of Maple Park, Illinois, as follows:

That the following Development Contributions shall be required to be paid beginning on the effective date of this Ordinance until January 1, 2018:

1) 12-17-3 B 1: DEVELOPMENT CONTRIBUTIONS TO LIBRARY DISTRICT

Three hundred-seventy-five dollars (\$375.00) per residential dwelling unit

2) 12-17-4 B 1: DEVELOPMENT CONTRIBUTIONS TO FIRE PROTECTION DISTRICT

Three hundred-seventy-five dollars (\$375.00) per residential dwelling unit

One thousand fifty dollars (\$1,050.00) per one thousand (1,000) square feet of commercial or industrial space.

3) 12-17-5 A 1-5: DEVELOPMENT CONTRIBUTIONS TO VILLAGE for Roads, Police, Facilities, and Community Development

1. Roads: Six Hundred Seventy Five Dollars and Five Cents (\$670.05) per unit
2. Police: Five Hundred Two Dollars and Fifty Four Cents (\$502.54) per unit
3. Facility: One Thousand Seventy Four Dollars and Nine Cents (\$1,074.09) per unit
4. Community Development: Six Hundred Seventy Dollars and Five Cents (\$670.05) per unit

Each of the above fees shall increase by five-percent (5%) on May 1, 2019, and an additional five-percent (5%) of the base amount on May 1 of each year.

4) 12-6-1: CASH CONTRIBUTIONS FOR PARK LAND ACQUISITION

PASSED this ____ day of _____, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, **2018**.

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom, Village Clerk

DRAFT

Fees per Title 12 Chapter 17

Library District

2007	750.00
05/01/08	768.75
05/01/09	787.97
05/01/10	807.67
05/01/11	827.86
05/01/12	848.56
05/01/13	869.77
05/01/14	891.51
05/01/15	913.80
05/01/16	936.65
05/01/17	960.06
05/01/18	984.06

Fire Protection District

Residential Dwelling Unit

2007	750.00
05/01/08	768.75
05/01/09	787.97
05/01/10	807.67
05/01/11	827.86
05/01/12	848.56
05/01/13	869.77
05/01/14	891.51
05/01/15	913.80
05/01/16	936.65
05/01/17	960.06
05/01/18	984.06

Commerical / Industrial Space per 1,000 square feet

2007	1,050.00
05/01/08	1,076.25
05/01/09	1,103.16
05/01/10	1,130.74
05/01/11	1,159.00
05/01/12	1,187.98
05/01/13	1,217.68
05/01/14	1,248.12
05/01/15	1,279.32
05/01/16	1,311.31
05/01/17	1,344.09
05/01/18	1,377.69

12-6-1: CASH CONTRIBUTIONS FOR SCHOOL AND PARK LAND ACQUISITION¹:

As a condition of approval of a final plat of subdivision, or of a final plat of a planned unit development, for any residential use, each subdivider or developer will be required to make as a minimum cash payment contributions in the following to provide for the acquisition of school and park sites to serve the immediate and future needs of the residents of such subdivision or development:

Schools: Two thousand two hundred dollars (\$2,200.00) per residential unit, payable in accordance with a certain intergovernmental agreement entered into by the Village which is appended as appendix 17-A to the ordinance codified herein.

Parks: Two thousand dollars (\$2,000.00) per residential unit, payable by the applicant for a building permit at the time of issuance of the permit.

In lieu of part or all of the foregoing cash payments, the Village, in its discretion, may determine to accept a dedication of land from the subdivider or developer based upon the fair market value of the undeveloped land at the time the making of the contribution is required or upon such other basis as the subdivider or developer and the Village may mutually agree to. Whether to accept a dedication of land partially or wholly in lieu of the above cash payments, as well as the amount and location of such land, shall be entirely within the discretion of the Village, as it shall reasonably determine; however, the criteria in the following sections shall serve as a guide to land amounts, locations, and types for any subdivider or developer wishing to propose a dedication of land in lieu of cash payments. (Ord. 2007-14, 7-3-2007)

Fees per Title 12 Chapter 17

Library District

2007	750.00
05/01/08	768.75
05/01/09	787.97
05/01/10	807.67
05/01/11	827.86
05/01/12	848.56
05/01/13	869.77
05/01/14	891.51
05/01/15	913.80
05/01/16	936.65
05/01/17	960.06
05/01/18	984.06

Fire Protection District

Residential Dwelling Unit

2007	750.00
05/01/08	768.75
05/01/09	787.97
05/01/10	807.67
05/01/11	827.86
05/01/12	848.56
05/01/13	869.77
05/01/14	891.51
05/01/15	913.80
05/01/16	936.65
05/01/17	960.06
05/01/18	984.06

Commerical / Industrial Space per 1,000 square feet

2007	1,050.00
05/01/08	1,076.25
05/01/09	1,103.16
05/01/10	1,130.74
05/01/11	1,159.00
05/01/12	1,187.98
05/01/13	1,217.68
05/01/14	1,248.12
05/01/15	1,279.32
05/01/16	1,311.31
05/01/17	1,344.09
05/01/18	1,377.69

Development Contributions to Village

	Roads	
2007		1,000.00
04/24/13		1,050.00
04/24/14		1,102.50
04/24/15		1,157.63
04/24/16		1,215.51
04/24/17		1,276.28
04/24/18		1,340.10

	Police	
2007		750.00
04/24/13		787.50
04/24/14		826.88
04/24/15		868.22
04/24/16		911.63
04/24/17		957.21
04/24/18		1,005.07

	Facility	
2007		1,603.00
04/24/13		1,683.15
04/24/14		1,767.31
04/24/15		1,855.67
04/24/16		1,948.46
04/24/17		2,045.88
04/24/18		2,148.17

	Community Development	
2007		1,000.00
04/24/13		1,050.00
04/24/14		1,102.50
04/24/15		1,157.63
04/24/16		1,215.51
04/24/17		1,276.28
04/24/18		1,340.10