



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

BOARD OF TRUSTEES MEETING AGENDA

TUESDAY, AUGUST 4, 2020

~~7:00 p.m.~~ 6:00p.m.

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

4. EXECUTIVE SESSION

A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. 5 ILCS 120/2(c)(1)

B. Review of Closed Session Minutes 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

6. PROCLAMATIONS

7. 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

b) Receive and File

- Personnel Committee – June 16, 2020
- Finance Committee – June 23, 2020

c) Acceptance of Cash and Investment Report as of June 30, 2020

d) Approval of Bills Payable and Manual Check Register #794

ACCOUNTS PAYABLE:	<u>\$76,127.00</u>
MANUAL CHECKS:	<u>\$1,899.81</u>
TOTAL:	<u>\$78,026.81</u>

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

8. FINANCIAL REPORT

9. LEGAL REPORT

10. VILLAGE ADMINISTRATOR REPORT

11. POLICE DEPARTMENT REPORT

12. PUBLIC WORKS REPORT

13. ENGINEERING REPORT

14. OLD BUSINESS

15. NEW BUSINESS

A. CONSIDERATIONS

B. MOTIONS

- 1. Acknowledge Donation from the Maple Park Legion Post 312 to the Maple Park Public Library of new lighting fixtures for library space within Civic Center and authorize installation of such fixtures.**

C. RESOLUTIONS

- 1. RESOLUTION 2020-12 AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN AGREEMENT WITH BLACKBOARD, INC. FOR THE RENEWAL OF THE AGREEMENT FOR GOVERNMENT UNLIMITED EMERGENCY AND OUTREACH MESSAGING SERVICES**

This Resolution allows the Village President to extend/renew the current contract with Blackboard Connect for emergency messaging services.

2. RESOLUTION 2020-13 AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH AMERICAN LEGAL PUBLISHING CORPORATION FOR ONLINE CODE SERVICES.

This Resolution authorizes the Village President to enter into a contractual agreement with American Legal for codification for the online services of the Village Code.

3. RESOLUTION 2020-14 AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO ENTER INTO A GRAND VICTORIA RIVERBOAT FUND GRANTEE AGREEMENT IN THE AMOUNT OF \$17,500

This Resolution authorizes the Village President or designee to enter into a grant agreement with Kane County for \$17,500 from the Grand Victoria Riverboat Foundation; grant funds will be used to pay for a Risk and Resilience Assessment and Emergency Response Plan Project for Village water facilities.

4. RESOLUTION 2020-15 AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH GOVTEMPSUSA FOR EMPLOYEE LEASING AGREEMENT (VILLAGE ADMINISTRATOR) FOR THE BALANCE OF AUGUST 2020

This Resolution authorizes the Village President to enter into an Employee Leasing Agreement with GOVTEMPS for a part-time Village Administrator between August 6 through August 31, 2020.

5. RESOLUTION 2020-16 APPROVING AN EMPLOYMENT AGREEMENT WITH DAWN WUCKI-ROSSBACH AS THE FULL-TIME VILLAGE ADMINISTRATOR FOR THE VILLAGE OF MAPLE PARK BEGINNING SEPTEMBER 1, 2020

This Resolution, if approved, would authorize the Village President to execute an Employment Agreement with Dawn Wucki-Rossbach for the position of Village Administrator beginning September 1, 2020 on terms and conditions set forth in the Agreement.

6. RESOLUTION 2020-17 A RESOLUTION APPROVING THE MAPLE PARK TAX INCREMENT FINANCE (TIF) DISTRICT POLICY

This Resolution approves a TIF policy by which the Village will facilitate the approval and disbursement of TIF monies.

7. RESOLUTION 2020-18 A RESOLUTION APPROVING A LETTER OF ENGAGEMENT FOR ENGAGING AN INDEPENDENT REGISTERED MUNICIPAL ADVISOR BY AND BETWEEN THE VILLAGE OF MAPLE PARK, ILLINOIS AND THE ECONOMIC DEVELOPMENT GROUP, LTD

This Resolution approves the signing of a Independent Registered Municipal Advisor for the purpose of providing the Village with facts, figures, and advice on possible structure, timing, terms, and other matters concerning the potential issuance of municipal securities such as bonds, bank loans or other types of debt obligations that the Village may wish to consider.

8. RESOLUTION 2020-19 A RESOLUTION APPROVING THE WASTEWATER SERVICE AGREEMENT BETWEEN KATHRYN AND STEVEN MENDEL AND THE VILLAGE OF MAPLE PARK

This Resolution serves as an agreement and record between the Village of Maple Park and the property owners making the sewer connection a legal connection to the Village of Maple Park sewer line.

D. ORDINANCES

1. ORDINANCE 2020-16 AMENDING TITLE 2, “MUNICIPAL FINANCES AND TAXATION,” BY CREATING A NEW CHAPTER 7, ENTITLED, “MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX,” OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK TO IMPOSE A MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX

This Ordinance establishes a new chapter in the Village Code to allow the Village to establish and collect a retailers’ occupation tax for recreational cannabis sales within the village limits.

2. ORDINANCE NO. 2020-17 AMENDING TITLE 9, CHAPTER 2, ARTICLE A OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 1, SECTION 9-2A-1(C) and SECTION 9-2A-1(D), “WASTEWATER SERVICE CHARGES”

This Ordinance establishes a sanitary sewer rate for properties outside the corporate limits of Maple Park.

3. ORDINANCE 2020-18 AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR 2021 FOR THE VILLAGE OF MAPLE PARK

This Ordinance supplements the Fiscal Year 2021 Appropriation Ordinance with Riverboat Grant Funds and confirms the \$20,000 expenditure needed to pay for the

Risk and Resilience Assessment and Emergency Response Plan for Village water facilities.

16. VILLAGE PRESIDENT REPORT

17. TRUSTEE REPORTS

18. MATTERS REFERRED FROM EXECUTIVE SESSION

A. MOTION FOR APPROVAL OF CLOSED SESSION MEETING MINUTES

- July 2, 2019
- January 7, 2020
- March 3, 2020

B. MOTION FOR OPENING OF CLOSED SESSION MEETING MINUTES, if any deemed appropriate for opening at this time.

18. ADJOURNMENT



Village of Maple Park

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PERSONNEL COMMITTEE MINUTES

Tuesday, June 16, 2020

7:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/87959807132?pwd=WnFldldTS1loRFZjeDdhb21aQjdPZz09>

Meeting ID: 879 5980 7132

Password: 370670

Dial by Your Location

+1312-626-6799

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Committee Chair Fahnestock called the meeting to order at 7:01p.m. and asked for a roll call. Members answering present were Trustee Dries, Trustee Harris, Trustee Ward, and Trustee Fahnestock. Quorum was established.

1. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may also do so by submitting an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.*

None heard.

2. APPROVAL OF MEETING MINUTES

- April 21, 2020
- May 19, 2020

Motion by Trustee Ward with 2nd by Trustee Dries to approve. Motion carried with voice vote.

3. STAFFING STUDY

- Public Works Director/Building Inspector and Public Works Maintenance Assistant Positions

Village Administrator Wucki-Rossbach reviewed the memo to the committee which included comparable job responsibilities, overtime and costs.

Discussion regarding Public Works Director included:

MINUTES

Personnel Committee Meeting

June 16, 2020

Page 2 of 3

- Looking at comparable positions in comparable municipalities, PW Director position is 19K underpaid
- Enough hours to support Permanent PT position
- Creating new position for Permanent PT position
- Creating job description for Permanent PT position with salary
- Bring above items back to Personnel committee for review and approval then send to full Board.

Discussion regarding Public Works Maintenance Assistant included:

- Developing current employee with training and experience
- Performance Evaluation in the near future
- Encourage his progress
- Police Department Positions
 - Police Chief
 - Police Command
 - Police Officer

Item moved to July Personnel Committee meeting with the following issues to consider:

- 5-year goals
- Population totals
- Expanding into 24-hour department
- Village Accountant/Village Treasurer Position

Item moved to July Personnel Committee meeting.

4. VILLAGE ADMINISTRATOR POSITION

- Authorizing the Change of the VA Position from Contractual to Regular Full-Time Position - September 1, 2020
- Job Description
- Employment Agreement
- Ordinance Change to Bond the Position

Administrator Wucki-Rossbach reviewed memo presented to committee with job description and employment agreement. Current GovTemps contract is set to end on August 5, 2020. Due to expected revenue drop from COVID-19, change the effective date to September 1, 2020 with a possible bridge contract from GovTemps from August 6, 2020 to September 1, 2020. Will review July Revenues Report with Accountant Aldridge before proceeding. Revised job description was sent to committee members from draft originally submitted.

Motion by Trustee Harris with 2nd by Trustee Dries to move forward with making Village Administrator FT position. Motion carried by voice vote.

5. OTHER ITEMS

- Blackboard Connect Communications

Village Clerk D'Amato shared the memo prepared to the committee regarding Blackboard Connect with the success rate of the contacts for previous messages. Success rate depends on residents supplying village hall with their current and up to date contact information (i.e., phone number, email, text), and all information has to be updated with village personnel. Clerk D'Amato felt that messages to the residents were more successful through the current use of Facebook and village website announcements and recommended cancelling contract with Blackboard Connect.

Committee concerns included:

- Blackboard Connect was originally set up to be utilized as Emergency Management tool to inform residents of possible emergency situations, not as a communication tool.
- How to contact residents that do not use or have access to social media platforms.

Consensus of committee was to continue with Blackboard Connect until current contract expires on July 14, 2020, and review other platforms that may be available. Will revisit this again in September or October.

6. ADJOURNMENT

Having no further business before the committee, Chair Fahnestock asked for a motion to adjourn. Motion by Trustee Dries with 2nd by Trustee Ward. Motion carried on voice vote. Meeting adjourned at 8:04p.m.

Respectfully submitted,

Terri D'Amato
Village Clerk

Committee Members:
Suzanne Fahnestock, Chair
Trustee JP Dries
Trustee Brandon Harris
Trustee Jen Ward



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FINANCE AND PR&D COMMITTEE MEETING MINUTES TUESDAY, JUNE 23, 2020

Join Zoom Video Conference Meeting:

<https://us02web.zoom.us/j/89196046578?pwd=R0lNcUZhOFUxSEZ6UFFQTnZ5bEJ3dz09>

Meeting ID: 891 9604 6578

Password: 798730

Mobile Call in Option: 1-312-626-6799

1. CALL TO ORDER

Finance Chair Higgins called the meeting to order at 7:02p.m.

2. ROLL CALL / ESTABLISHMENT OF QUORUM

Committee Chair Higgins asked for a roll call. Trustee Fahnestock, Trustee Ward, Trustee Higgins answered present, Trustee Rebone was absent. Also present were Village Administrator Dawn Wucki-Rossbach, Village Engineer Jeremy Lin, and Village Clerk Terri D'Amato.

3. PUBLIC COMMENTS - *Any resident wishing to address the Board may also do so by submitting an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village will read such comments during the Public Comment portion of the meeting.*

None heard.

4. APPROVAL OF MEETING MINUTES

- April 21, 2020
- May 26, 2020

**Motion by Trustee Fahnestock with 2nd by Trustee Ward to approve as read.
Motion carried by voice vote.**

5. 2020 KANE COUNTY GRAND VICTORIA RIVERBOAT FUND GRANT AWARD ACKNOWLEDGEMENT AND GAP FUNDING REQUEST

- Risk and Resilience Assessment/Emergency Response Plan

Administrator Wucki-Rossbach reported that the grant fund request was \$20,000 but the village received \$17,500. Still felt the village could move forward with the project to fund the grant, and suggested moving \$2,500 from the Water fund to bring the project to the full cost. A resolution showing the use of the funds along with the Grant Agreement will be presented to the board for approval.

Motion by Trustee Fahnestock with 2nd by Trustee Ward to move forward with the grant project, moving \$2,500 from the Water fund to the Risk and Resilience Assessment/Emergency Response Plan to fund the project in its entirety. Motion carried by voice vote.

6. OTHER ITEMS

- Status of the Tax Increment Finance (TIF) District Policy

Discussion on the TIF district included:

- Setting Goals/Objectives
- Definitions
- Defining Eligible Projects
- Facades in Town
- General Improvement of the TIF Area

Administrator Wucki-Rossbach will set a date to meet with Attorney Buick and monitors to meet and discuss those issues brought up. A TIF Joint Review Board meeting has been set for July 7, 2020 at 5:00p.m. before the regular Village Board meeting of the same date.

7. ADJOURNMENT

Having no further business before the committee, motion by Trustee Fahnestock with 2nd by Trustee Ward to adjourn meeting. Motion carried by voice vote. Meeting adjourned at 7:26p.m.

Respectfully submitted,

Terri D'Amato
Village Clerk

VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
June 30, 2020

Fund	Interest Rate	CDs	IPTIP Accounts	First Midwest	Old Second Checking	Total Cash & Investments
Operating Funds						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	64,292.84	64,292.84
Old Second - TIF Checking Acct	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool	0.75%	-	321,877.20	-	-	321,877.20
Total General Fund		-	321,877.20	-	64,292.84	386,170.04
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	11,815.28	11,815.28
First Midwest Bank	0.04%	-	-	336,060.42	-	336,060.42
Illinois Public Treasurer's Pool	0.75%	-	6,326.39	-	-	6,326.39
First Midwest Bank - CD (for vehicle loan)	0.50%	37,000.00	-	-	-	37,000.00
First Midwest Investment Account	0.01%	-	-	145,111.29	-	145,111.29
Total Utility Tax Fund		37,000.00	6,326.39	481,171.71	11,815.28	536,313.38
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	274,199.58	274,199.58
Total Road & Bridge Fund		-	-	-	274,199.58	274,199.58
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	28,223.29	28,223.29
Illinois Public Treasurer's Pool	0.75%	-	55,031.56	-	-	55,031.56
Total Road & Bridge Fund		-	55,031.56	-	28,223.29	83,254.85
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool	0.75%	-	212,742.70	-	-	212,742.70
Total Motor Fuel Tax Fund		-	212,742.70	-	-	212,742.70
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account	0.00%	-	-	-	14,999.69	14,999.69
Illinois Public Treasurer's Pool	0.75%	-	400,981.42	-	-	400,981.42
Total Operating Accounts		-	400,981.42	-	14,999.69	415,981.11
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	36,786.90	36,786.90
Illinois Public Treasurer's Pool	0.75%	-	242,936.19	-	-	242,936.19
First Midwest Investment Account		-	-	20,341.01	-	20,341.01
Total Water Improvement Accounts		-	242,936.19	20,341.01	36,786.90	300,064.10
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	31,847.27	31,847.27
Illinois Public Treasurer's Pool	0.75%	-	350,172.20	-	-	350,172.20
First Midwest Investment Account		-	-	93,066.91	-	93,066.91
Total Sewer Improvement Accounts		-	350,172.20	93,066.91	31,847.27	475,086.38
Total Water & Sewer Funds		-	994,089.81	113,407.92	83,633.86	1,191,131.59
Total Village Operating Funds		37,000.00	1,590,067.66	594,579.63	462,164.85	2,683,812.14
Escrow Funds						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	4,400.00	4,400.00
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	48,381.32	48,381.32
Total Village Escrow Funds		-	-	-	52,781.32	52,781.32
Total Village Cash & Investments		37,000.00	1,590,067.66	594,579.63	514,946.17	2,736,593.46

DATE: 07/29/20

wednesday July 29, 2020

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 AEP ENERGY			2501.87	
30105270380620A	52-10-5730	WELL		1412.31
30105270490620A	52-20-5730	WWTP		998.17
30105270500620A	52-20-5730	LIFT STATION		91.39
01 CASEY'S BUSINESS	MASTERCARD		430.88	
07082020	01-30-5250	GASOLINE		430.88
01 CERTIFIED EMPLOYMENT SCREENING			17.00	
0014063-IN	01-10-5900	EMPLOYMENT SCREENING		17.00
01 KAREN CLIFTON			24.06	
07272020	01-30-5100	BATTERY REIMBURSEMENT		24.06
01 CODE BLUE			300.00	
2897	01-10-5420.01	PLUMBING INSPECTIONS		150.00
2897	01-10-5420.02	PLUMBING INSPECTIONS		150.00
01 COMMONWEALTH EDISON			1318.61	
01470771920620A	01-50-5730	STREET LIGHTING		210.28
4665155040 0720	01-50-5730	STREET LIGHTING		1021.67
5778015012 0620	01-20-5730	HERITAGE HILLS POND		86.66
01 DE LAGE LANDEN PUBLIC FINANCE			487.08	
68609714	01-10-5160	COPIER LEASE		199.82
68609714	01-10-5200	COPIER MAINTENANCE		287.26
01 DORNER COMPANY			5514.00	
153579-IN	52-10-5600	CLAY VALVE		5514.00
01 THE ECONOMIC DEVELOPMENT GROUP			1102.80	
07082020	13-00-8417	TIF PROFESSIONAL FEES		1102.80
01 ILLINOIS EPA - DWPC			2500.00	
07012020	52-20-5400	IL0070131 - 07/01/20-06/30/21		2500.00
01 FOSTER, BUICK, CONKLIN & LUNDG			1881.25	
33388	01-10-5330	GENERAL COUNSEL		1356.25
33388	01-10-5330	ORDINANCES&RESOLUTIONS		525.00
01 GOVTEMPS USA, LLC			7256.90	
3540446	01-10-5390	VILLAGE ADMINISTRATOR		1870.05
3540446	52-10-5390	VILLAGE ADMINISTRATOR		935.03
3540446	52-20-5390	VILLAGE ADMINISTRATOR		935.02
3547594	01-10-5390	VILLAGE ADMINISTRATOR		1758.40
3547594	52-10-5390	VILLAGE ADMINISTRATOR		879.20
3547594	52-20-5390	VILLAGE ADMINISTRATOR		879.20
01 ADAM KOZLOWSKI			398.97	
07212020	01-50-5620	GRAVEL & HAULING		398.97
01 GMJB INC.			2952.50	
11293	01-50-5620	GRATE REPLACEMENT		725.00
11314	01-50-5620	REPAIR		2227.50
01 FRONTIER			186.37	
8158273710 0720	52-10-5700	WELL HOUSE		65.45
8158275039 0720	52-20-5700	WWTP		55.47
8158275069 0720	52-20-5700	LIFT STATION		65.45
01 HANEX UTILITIES LLC			129.20	

DATE: 07/29/20

wednesday July 29, 2020

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
02242020	01-00-2103	WATER DEPOSIT REFUND		250.00
02242020	52-00-4170	HYDRANT WATER		120.80-
01 HOLMGREN ELECTRIC INC.			675.00	
7725	52-20-5600	LIFT STATION REPAIR		405.00
7744	01-40-5600	NEW HEATER OUTLET		270.00
01 JACOB & KLEIN, LTD.			275.70	
07092020	13-00-8417	TIF PROFESSIONAL FEES		275.70
01 JOSH JORDAN			25.00	
07312020	01-10-5700	CELL PHONE STIPEND		25.00
01 KANE COUNTY RECORDER			52.00	
MP061520	01-10-5900	COUNTY RECORDING		52.00
01 KANE COUNTY GOVERNMENT CENTER			13849.00	
2020-00000013	01-30-5750	EMERGENCY DISPATCH SERVICES		13849.00
01 KANELAND CUSD #302			18978.00	
0722020	70-00-5930	LAND CASH		12000.00
0722020	28-00-2200.91	KANELAND IMPACT FEES		4500.00
0722020	28-00-2200.90	KANELAND FOUNDATION FEES		278.00
07282020	70-00-5930	PAYMENT TO SCHOOLS		2200.00
01 LOWE'S			57.10	
07172020	01-40-5100	GENERAL SUPPLIES		57.10
01 BRAD MANNING FORD, INC.			39.67	
FOCS102519	01-30-5600	17 FORD MAINTENANCE		39.67
01 MAPLE PARK FIRE PROTECTION DIS			3026.01	
07242020	28-00-2200.93	FIRE DISTRICT IMPACT FEES		2017.34
07282020	28-00-2200.93	FIRE DISTRICT IMPACT FEES		1008.67
01 MAPLE PARK LIBRARY			3026.01	
07242020	28-00-2200.92	LIBRARY IMPACT FEES		2017.34
07292020	28-00-2200.92	LIBRARY IMPACT FEES		1008.67
01 MEDIACOM			156.90	
07212020	01-10-5700	INTERNET SERVICE		156.90
01 LINTECH ENGINEERING, INC.			2500.00	
3862	52-10-5390	JULY OPERATION SERVICES		1250.00
3862	52-20-5390	JULY OPERATION SERVICES		1250.00
01 MIDWEST SALT			3206.88	
P452364	52-10-5110	SALT		3206.88
01 NICOR			164.79	
331314100040720	01-50-5730	GARAGE GAS		42.50
399087100050720	01-40-5730	CIVIC CENTER GAS		122.29
01 P. F. PETTIBONE & CO.			194.10	
178965	01-30-5100	TICKET BOOKS		194.10
01 QUADIENT, INC.			83.85	
57750560	01-10-5160	POSTAGE MACHINE LEASE		83.85
01 QUILL CORPORATION			265.71	
84439995	01-30-5100	OFFICE SUPPLIES		42.99
8444135	01-10-5200	OFFICE SUPPLIES		79.98
8457375	01-10-5200	OFFICE SUPPLIES		7.89
8457375	01-30-5100	OFFICE SUPPLIES		134.85

SYS DATE:07/29/20

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 794

SYS TIME:14:00

[NW1]

DATE: 07/29/20

wednesday July 29, 2020

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 R.J. O'NEIL 00112360	01-40-5600	BOILER REPAIR	764.77	764.77
01 ROGER G. KAHL 15762	01-40-5600	AC MAINTENANCE	131.90	131.90
01 SUBURBAN LABORATORIES, INC. 177709	52-10-5335	TEST EXPENSE	75.00	75.00
01 USA BLUE BOOK 295122	52-10-5100	CHART PAPER	246.70	246.70
01 USIC LOCATING SERVICES, LLC 387034	01-50-5390	LOCATES 06/01/20-06/30/20	1000.00	500.00
387034	52-10-5390	LOCATES 06/01/20-06/30/20		250.00
387034	52-20-5390	LOCATES 06/01/20-06/30/20		250.00
01 VERIZON WIRELESS 9859061799	01-10-5700	CELL PHONES	331.42	127.00
9859061799	01-30-5700	CELL PHONES		94.39
9859061799	01-30-5700	AIR CARDS		110.03
** TOTAL CHECKS TO BE ISSUED			76127.00	

SYS DATE:07/29/20

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 794
wednesday July 29, 2020

SYS TIME:14:00
[NW1]

DATE: 07/29/20

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		28575.01	
13	TIF DISTRICT		1378.50	
28	DEVELOPERS ESCROW FUND		10830.02	
52	WATER & SEWER FUND		21143.47	
70	SCHOOL LAND CASH FUND		14200.00	
***	GRAND TOTAL ***		76127.00	
	TOTAL FOR REGULAR CHECKS:		75,121.23	
	TOTAL FOR DIRECT PAY VENDORS:		1,005.77	

DATE: 07/29/20

wednesday July 29, 2020

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A/P MANUAL CHECK POSTING LIST

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

PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01 VINCE LOGAN	07/07/20	22221	108.49	
74 06302020	01-30-5100	FARM&FLEET REIMBURSEMENT		108.49
01 SECRETARY OF STATE	07/23/20	22222	10.00	
74 07232020	01-10-5900	NOTARY FILING FEE-D'AMATO		10.00
01 AMERICAN BANK & TRUST	07/07/20	22220	1781.32	
74 06282020I	01-20-5600	MAINTENANCE & REPAIR		149.97
74 06282020J	01-20-5600	MAINTENANCE & REPAIR		395.74
74 06282020L	01-10-5200	OFFICE SUPPLIES		139.73
74 06282020L	01-10-5390	OTHER PROFESSIONAL SERVICES		794.35
74 06282020L	01-10-5700	TELEPHONE		161.14
74 06282020L	01-30-5700	TELEPHONE		140.39

** TOTAL MANUAL CHECKS REGISTERED 1899.81

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REPORT SUMMARY

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	76127.00	1899.81	78026.81
TOTAL CASH	76127.00	1899.81	78026.81

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	28575.01	1899.81	30474.82
13	1378.50	.00	1378.50
28	10830.02	.00	10830.02
52	21143.47	.00	21143.47
70	14200.00	.00	14200.00
TOTAL DISTR	76127.00	1899.81	78026.81



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

FINANCE REPORT TUESDAY, AUGUST 4, 2020

- Budget Report – Enclosed in this month's Board Packet is the July Budget Report. In the first 3 months of the fiscal year, we have issued 6 new home build permits. 4 in The Settlement, 1 in Squire's Crossing, and 1 in Heritage Hills. Of those 6 permits, 3 have the new impact fees included (the other 3 permit applications were received prior to May 1st). The additional impact fee revenue is seen in 2 locations for the Village. In the General Fund revenue, we have the Police Development Contribution and the Facility Development Contribution. The Road & Bridge Fund has the Roads Development Contribution included in the revenue.

Both Road & Bridge Fund and the Motor Fuel Tax Fund are waiting for the final invoices for the Center Street Paving Project to be submitted. The contractor was waiting until everything had been completed. I anticipate those bills being processed within the next month.

In your mailboxes you should find a bound copy of the Fiscal Year 2021 Budget that was approved in May.

- Escrow Accounts – There was no activity for the month of July.
- Warrant List
 - A/P Check run of \$76,127.00, manual checks of \$1,899.81 for a total of \$78,026.81.
 - Dorner Company – We replaced a clay valve for \$5,514.00.
 - Illinois EPA – DWPC - \$2,500.00 – This is our annual NPDES Permit for Wastewater.
 - Kane County Government Center - \$13,849.00 – This is our annual Emergency Dispatch Services.
 - Kaneland CUSD #302 - \$18,978.00 – This is a payment of the school fees associated with the 6 new build permits for FY2021.
 - Maple Park Fire Protection District - \$3,026.01 – This is a payment of the impact fees for the 3 new builds permitted after 05/01/20.
 - Maple Park Library - \$3,026.01 – This is a payment of the impact fees for the 3 new builds permitted after 05/01/20.
- Please let me know if you have any questions or concerns.

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

	FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
01 - GENERAL FUND					
TOTAL GENERAL FUND REVENUE	786,760	718,720	209,299	243,330	(34,031)
TOTAL ADMINISTRATION & FINANCE	378,241	282,133	76,670	35,409	41,261
TOTAL PARKS & GROUNDS	43,743	50,681	16,820	10,976	5,844
TOTAL POLICE DEPARTMENT	214,385	269,610	84,707	59,172	25,535
TOTAL CIVIC CENTER	19,469	75,000	18,750	2,780	15,970
TOTAL STREET DEPARTMENT	119,093	107,131	31,983	17,880	14,103
TOTAL EMERGENCY MANAGEMENT DEPARTMENT	-	7,343	6,336	269	6,067
TOTAL GENERAL FUND EXPENDITURES	774,932	791,898	235,266	126,486	108,780
GENERAL FUND NET INCOME/LOSS	11,829	(73,178)	(25,968)	116,844	(142,811)
12 - UTILITY TAX FUND					
TOTAL REVENUE	126,845	82,000	21,750	11,398	10,352
TOTAL EXPENDITURES	150,482	199,759	17,524	5,283	12,241
UTILITY TAX FUND NET INCOME/LOSS	(23,637)	(117,759)	4,226	6,115	(1,889)
13 - TIF DISTRICT FUND					
TOTAL REVENUE	89,827	92,000	45,080	119,254	(74,174)
TOTAL EXPENDITURES	6,924	23,690	18,065	1,379	16,687
ROAD & BRIDGE FUND NET INCOME/LOSS	82,903	68,310	27,015	117,876	(90,861)
15 - ROAD & BRIDGE FUND					
TOTAL REVENUE	47,271	61,750	48,317	38,519	9,798
TOTAL EXPENDITURES	61,165	80,285	79,285	-	79,285
ROAD & BRIDGE FUND NET INCOME/LOSS	(13,894)	(18,535)	(30,968)	38,519	(69,487)
19 - MOTOR FUEL TAX FUND					
TOTAL REVENUE	51,379	48,822	7,082	24,718	(17,636)
TOTAL EXPENDITURES	-	140,000	140,000	-	140,000
MOTOR FUEL TAX FUND NET INCOME/LOSS	51,379	(91,178)	(132,918)	24,718	(157,636)
28 - DEVELOPER ESCROW FUND					
TOTAL REVENUE	26,118	10,000	-	-	-
TOTAL EXPENDITURES	26,118	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
52 - WATER & SEWER FUND					
TOTAL REVENUE	463,550	475,866	74,204	80,832	(6,628)
TOTAL WATER EXPENDITURES	272,480	280,821	64,304	64,771	(466)
TOTAL SEWER EXPENDITURES	116,878	124,872	32,686	24,908	7,777
TOTAL WATER & SEWER FUND EXPENDITURES	389,358	405,693	96,990	89,679	7,311
WATER & SEWER FUND NET INCOME/LOSS	74,193	70,174	(22,785)	(8,847)	(13,939)
54 - WATER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	100,648	76,169	62,901	39,479	23,422
TOTAL EXPENDITURES	16,361	94,561	12,241	46	12,195
WATER IMPROVEMENT NET INCOME/LOSS	84,287	(18,392)	50,660	39,434	11,227
56 - SEWER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	73,827	55,993	39,910	29,333	10,577
TOTAL EXPENDITURES	-	37,817	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	73,827	18,177	39,910	29,333	10,577
70 - SCHOOL LAND CASH					
TOTAL REVENUE	-	-	-	14,200	(14,200)
TOTAL EXPENDITURES	-	-	-	17,400	(17,400)
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	(3,200)	3,200
GRAND TOTAL REVENUE	1,766,226	1,621,321	508,544	601,063	(92,519)
GRAND TOTAL EXPENSES	1,425,340	1,783,702	599,371	240,272	359,099
GRAND TOTAL NET INCOME / LOSS	340,887	(162,381)	(90,827)	360,791	(451,619)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
01 - GENERAL FUND						
REVENUES						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	117,431	121,752	59,658	64,181	(4,523)
01-00-4120	REAL ESTATE TAX - KANE CO.	103,279	104,698	51,302	54,179	(2,877)
01-00-4220	STATE OF IL - INCOME TAX	115,677	97,729	-	34,379	(34,379)
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	156,831	105,000	19,091	23,055	(3,964)
01-00-4250	STATE OF IL-REPLACEMENT TAX	3,632	3,000	750	909	(159)
01-00-4270	STATE OF IL-USE TAX	45,841	40,692	5,813	11,784	(5,971)
01-00-4280	STATE OF IL-VIDEO GAMING TAX	24,346	24,150	3,450	1,371	2,079
01-00-4281	STATE OF IL-CANNABIS TAX	214	1,200	300	173	127
01-00-4310	GAME LICENSE	275	250	250	275	(25)
01-00-4325	GOLF CART LICENSE	430	450	450	390	60
01-00-4330	CIGARETTE LICENSE	20	20	20	20	-
01-00-4340	FRANCHISE FEE LICENSE	4,446	3,500	875	792	83
01-00-4341	RAFFLE LICENSE FEE	60	40	15	-	15
01-00-4350	LIQUOR LICENSE	10,093	7,875	7,875	7,500	375
01-00-4407	TEMPORARY OCCUPANCY PERMIT	1,200	-	-	-	-
01-00-4410	BUILDING PERMITS	9,253	7,500	2,500	3,500	(1,000)
01-00-4410.01	BUILDING PERMITS - SETTLEMENT	4,474	4,536	4,536	9,107	(4,570)
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSING	21,809	13,120	13,120	2,236	10,884
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	2,239	-	-	2,228	(2,228)
01-00-4420	SOLICITOR PERMITS	100	-	-	-	-
01-00-4535.01	THE SETTLEMENT - ENGINEERING	680	680	680	1,360	(680)
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	3,400	2,040	2,040	340	1,700
01-00-4535.03	HERITAGE HILLS - ENGINEERING	340	-	-	340	(340)
01-00-4550	PARK RENT	1,000	1,000	750	400	350
01-00-4550.04	RENT - GYM USE	1,255	1,000	250	-	250
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	1,200	800	400
01-00-4550.11	RENT - KITCHEN	425	300	75	-	75
01-00-4550.17	RENT - EXERCISE ROOM	80	-	-	-	-
01-00-4560	FUTURE LINK RENT	4,410	4,620	1,155	1,155	-
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	8,125	8,124	1
01-00-4610	DEKALB COUNTY FINES	2,167	1,000	250	497	(247)
01-00-4620	KANE COUNTY FINES	1,016	1,000	250	262	(12)
01-00-4625	ORDINANCE VIOLATION FINES	2,200	1,500	375	300	75
01-00-4654.01	POLICE DEVELOP CONTRIB - SETTLEMENT	-	2,111	2,111	1,056	1,056
01-00-4654.02	POLICE DEVELOP CONTRIB - SQUIRE'S CROSSING	-	6,333	6,333	1,056	5,278
01-00-4654.03	POLICE DEVELOP CONTRIB - HERITAGE HILLS	-	-	-	1,056	(1,056)
01-00-4656.01	FACILITY DEVELOP CONTRIB - SETTLEMENT	-	3,206	3,206	1,603	1,603
01-00-4656.02	FACILITY DEVELOP CONTRIB - SQUIRE'S CROSSING	-	9,618	9,618	1,603	8,015
01-00-4656.03	FACILITY DEVELOP CONTRIB - HERITAGE HILLS	-	-	-	1,603	(1,603)
01-00-4800	INTEREST INCOME	7,093	6,000	1,500	1,333	167
01-00-4900	OTHER INCOME	591	500	125	-	125
01-00-4910	REIMBURSEMENT INCOME	103,153	5,000	1,250	4,365	(3,115)
01-00-4999	TRANSFER FROM OTHER FUNDS	-	100,000	-	-	-
** TOTAL GENERAL FUND REVENUE		786,760	718,720	209,299	243,330	(34,031)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
10 - ADMINISTRATION & FINANCE EXPENDITURES						
01-10-5010	WAGES – FINANCE	47,265	85,231	21,308	11,959	9,348
01-10-5010.01	WAGES – REIMBURSED (POLICE)	623	-	-	-	-
01-10-5010.02	WAGES – FUN FEST (POLICE)	3,000	3,000	-	-	-
01-10-5010.03	WAGES – FUN FEST (PUBLIC WORKS)	1,000	1,000	-	-	-
01-10-5011	SALARIES – VILLAGE BOARD	11,958	12,000	-	-	-
01-10-5012	STATE UNEMPLOYMENT TAX	809	1,000	250	246	4
01-10-5020	SOCIAL SECURITY EXPENSE	4,808	7,733	1,704	1,039	665
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	48	-	-	-	-
01-10-5030	PENSION EXPENSE	816	1,763	441	186	255
01-10-5040	EMPLOYEE MEDICAL INSURANCE	1,663	3,850	962	355	607
01-10-5120	POSTAGE	1,186	2,500	625	390	235
01-10-5155	GOLF CART LICENSE EXPENSE	95	100	-	-	-
01-10-5160	COPIER & POSTAGE MACHINE LEASE	1,135	2,733	683	683	-
01-10-5200	OFFICE SUPPLIES	9,660	10,000	2,500	1,538	962
01-10-5320	ENGINEERING SERVICES	7,055	7,500	1,875	170	1,705
01-10-5330	LEGAL SERVICES	20,431	20,000	5,000	4,594	406
01-10-5350	AUDIT EXPENSE	13,110	13,210	13,210	-	13,210
01-10-5390	OTHER PROFESSIONAL SERVICES	79,068	37,213	15,462	8,322	7,140
01-10-5420	PERMIT EXPENSE	220	100	100	-	100
01-10-5420.01	PERMIT EXPENSE - SETTLEMENT	550	600	600	250	350
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	1,650	1,500	1,500	350	1,150
01-10-5420.03	PERMIT EXPENSE - HERITAGE HILLS	200	-	-	-	-
01-10-5500	INSURANCE EXPENSE	44,531	46,000	-	-	-
01-10-5550	SOFTWARE EXPENSE	24	500	125	-	125
01-10-5570	DUES AND MEMBERSHIPS	4,500	5,000	1,250	3,678	(2,428)
01-10-5700	TELEPHONE	6,516	5,700	1,425	1,348	77
01-10-5900	OTHER EXPENSES	93,582	6,000	1,500	300	1,200
01-10-5900.01	FUN FEST EXPENSES	1,727	1,000	-	-	-
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	858	900	900	-	900
01-10-5920	CONFERENCES	597	1,000	250	-	250
01-10-5999	TRANSFER TO OTHER FUNDS	5,000	5,000	5,000	-	5,000
01-10-8210	COMPUTERS	14,556	-	-	-	-
** TOTAL ADMINISTRATION & FINANCE		378,241	282,133	76,670	35,409	41,261
20 - PARKS & GROUNDS EXPENDITURES						
01-20-5010	WAGES	30,355	31,309	7,827	6,744	1,084
01-20-5020	SOCIAL SECURITY EXPENSE	2,714	2,688	672	619	53
01-20-5030	PENSION EXPENSE	1,419	1,405	351	324	28
01-20-5040	EMPLOYEE MEDICAL INSURANCE	3,858	3,828	957	825	132
01-20-5250	GASOLINE & FUEL	518	1,000	250	197	53
01-20-5390	OTHER PROFESSIONAL SERVICES	1,475	-	-	-	-
01-20-5600	MAINTENANCE & REPAIR	2,453	9,000	6,400	2,156	4,244
01-20-5730	UTILITIES	878	1,200	300	112	188
01-20-5900	OTHER EXPENSE	73	250	62	-	62
** TOTAL PARKS & GROUNDS		43,743	50,681	16,820	10,976	5,844
30 - POLICE DEPARTMENT EXPENDITURES						
01-30-5010	WAGES – CHIEF	53,447	55,167	13,792	11,882	1,910
01-30-5015	WAGES – PATROL OFFICERS	60,188	89,335	22,334	17,478	4,856
01-30-5016	WAGES – TRAINING	11,127	9,334	2,334	-	2,334
01-30-5018	WAGES – SERGEANT	28,278	34,053	8,513	5,210	3,303
01-30-5020	SOCIAL SECURITY EXPENSE	12,781	14,878	3,720	2,910	810
01-30-5030	PENSION EXPENSE	2,495	2,471	618	569	49
01-30-5040	EMPLOYEE MEDICAL INSURANCE	6,651	6,600	1,650	1,422	228
01-30-5100	GENERAL SUPPLIES	4,540	6,200	1,550	579	971
01-30-5250	GASOLINE & FUEL	5,427	7,000	1,750	752	998
01-30-5300	UNIFORM EXPENSE	1,365	3,000	750	-	750
01-30-5330	LEGAL SERVICES	-	7,000	1,750	-	1,750
01-30-5550	SOFTWARE EXPENSE	-	2,670	2,670	1,670	1,000
01-30-5560	TRAINING	1,354	2,500	2,500	1,045	1,455
01-30-5570	DUES & MEMBERSHIPS	1,360	1,500	375	750	(375)
01-30-5600	MAINTENANCE & REPAIR	2,971	3,000	750	188	562
01-30-5700	TELEPHONE	4,034	5,000	1,250	860	391
01-30-5750	COMMUNICATIONS	13,246	13,903	13,903	13,849	54
01-30-5900	OTHER EXPENSE	1,310	2,000	500	10	490
01-30-8200	EQUIPMENT	3,812	4,000	4,000	-	4,000
** TOTAL POLICE DEPARTMENT		214,385	269,610	84,707	59,172	25,535
40 - CIVIC CENTER EXPENDITURES						
01-40-5100	GENERAL SUPPLIES	1,232	1,500	375	162	213
01-40-5390	OTHER PROFESSIONAL SERVICES	50	-	-	-	-
01-40-5600	MAINTENANCE & REPAIR	11,452	63,000	15,750	2,367	13,383
01-40-5730	UTILITIES	6,283	10,000	2,500	251	2,249
01-40-5900	OTHER EXPENSE	453	500	125	-	125
** TOTAL CIVIC CENTER		19,469	75,000	18,750	2,780	15,970

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
50 - STREET DEPARTMENT EXPENDITURES						
01-50-5010	WAGES	30,355	31,309	7,827	6,744	1,084
01-50-5020	SOCIAL SECURITY EXPENSE	2,714	2,688	672	619	53
01-50-5030	PENSION EXPENSE	1,419	1,405	351	324	28
01-50-5040	EMPLOYEE MEDICAL INSURANCE	3,857	3,828	957	824	133
01-50-5175	ROAD SALT	4,849	10,000	-	-	-
01-50-5250	GASOLINE & FUEL	1,304	2,500	625	77	548
01-50-5320	ENGINEERING	397	-	-	-	-
01-50-5390	OTHER PROFESSIONAL SERVICES	14,281	5,900	1,475	1,026	449
01-50-5600	MAINTENANCE & REPAIR	7,397	10,000	2,500	300	2,200
01-50-5620	STREET MAINTENANCE	9,004	12,000	7,200	4,202	2,998
01-50-5621	TREE MAINTENANCE	5,400	10,000	6,000	1,200	4,800
01-50-5622	STREET SIGN INSTALLATION	-	2,000	500	-	500
01-50-5730	UTILITIES	14,940	15,000	3,750	2,564	1,186
01-50-5900	OTHER EXPENSE	699	500	125	-	125
01-50-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL STREET DEPARTMENT		119,093	107,131	31,983	17,880	14,103
60 - EMERGENCY MANAGEMENT DEPARTMENT EXPENDITURES						
01-60-5010	WAGES	-	1,200	300	258	42
01-60-5020	SOCIAL SECURITY EXPENSE	-	95	24	-	24
01-60-5030	PENSION EXPENSE	-	48	12	10	2
01-60-5100	SUPPLIES	-	1,000	1,000	-	1,000
01-60-5600	MAINTENANCE & REPAIR	-	5,000	5,000	-	5,000
** TOTAL EMERGENCY MANAGEMENT DEPARTMENT		-	7,343	6,336	269	6,067
TOTAL GENERAL FUND REVENUES		786,760	718,720	209,299	243,330	(34,031)
TOTAL GENERAL FUND EXPENDITURES		774,932	791,898	235,266	126,486	108,780
GENERAL FUND NET INCOME/LOSS		11,829	(73,178)	(25,968)	116,844	(142,811)

12 - UTILITY TAX FUND

REVENUES						
12-00-4140.10	TELECOMMUNICATIONS TAX	16,232	14,000	3,500	3,530	(30)
12-00-4140.30	COM ED - UTILITY TAX	33,440	30,000	7,500	5,660	1,840
12-00-4140.40	NICOR GAS - UTILITY TAX	17,053	15,000	3,750	2,182	1,568
12-00-4746	POLICE GRANTS	8,586	-	-	-	-
12-00-4750	VEHICLE LOAN PROCEEDS	37,000	-	-	-	-
12-00-4751	DEKALB COUNTY COMMUNITY GRANT	-	10,000	-	-	-
12-00-4800	INTEREST INCOME	9,533	8,000	2,000	25	1,975
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	-	5,000
** TOTAL REVENUE		126,845	82,000	21,750	11,398	10,352
EXPENDITURES						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	-	-	-
12-00-5993	TRANSFER TO WATER IMPROVEMENT	12,237	12,426	12,241	-	12,241
12-00-5999	TRANSFER TO OTHER FUNDS	-	100,000	-	-	-
12-00-8102	CIVIC CENTER IMPROVEMENTS	7,361	-	-	-	-
12-00-8401	POLICE VEHICLE	43,865	-	-	-	-
12-00-8413	POLICE GRANT PURCHASES	9,321	-	-	-	-
12-00-8420	POLICE VEHICLE LOAN - PRINCIPAL	7,936	5,433	2,032	2,032	(0)
12-00-8421	POLICE VEHICLE LOAN - INTEREST	373	77	45	45	0
12-00-8425	DEKALB COUNTY COMMUNITY GRANT EXPENSES	-	10,000	-	-	-
12-00-8426	POLICE VEHICLE LOAN - PRINCIPAL	9,777	12,274	3,040	3,040	-
12-00-8427	POLICE VEHICLE LOAN - INTEREST	611	549	166	166	-
** TOTAL EXPENDITURES		150,482	199,759	17,524	5,283	12,241
UTILITY TAX FUND NET INCOME/LOSS		(23,637)	(117,759)	4,226	6,115	(1,889)

13 - TIF DISTRICT FUND

REVENUES						
13-00-4110	TIF TAX - DEKALB CO.	12,161	12,000	5,880	9,189	(3,309)
13-00-4120	TIF TAX - KANE CO.	77,666	80,000	39,200	110,066	(70,866)
** TOTAL REVENUE		89,827	92,000	45,080	119,254	(74,174)
EXPENDITURES						
13-00-5350	AUDIT EXPENSE	-	260	260	-	260
13-00-8417	TIF LEGAL FEES	6,924	7,500	1,875	1,379	497
13-00-8418	TIF IMPROVEMENTS	-	15,930	15,930	-	15,930
** TOTAL EXPENDITURES		6,924	23,690	18,065	1,379	16,687
TIF DISTRICT FUND NET INCOME/LOSS		82,903	68,310	27,015	117,876	(90,861)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
15 - ROAD & BRIDGE FUND						
REVENUES						
15-00-4100	VEHICLE LICENSE FEES	20,045	24,000	24,000	20,130	3,870
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	4,731	4,500	2,205	2,079	126
15-00-4120	REAL ESTATE TAX-KANE COUNTY	20,904	20,000	9,800	11,690	(1,890)
15-00-4260	VIRGIL TWSP. REPLACE. TAX	274	250	62	120	(58)
15-00-4652.01	ROADS DEVELOPMENT CONTRIB - SETTLEMENT	-	3,000	3,000	1,500	1,500
15-00-4652.02	ROADS DEVELOPMENT CONTRIB - SQUIRE'S CROSS	-	9,000	9,000	1,500	7,500
15-00-4652.03	ROADS DEVELOPMENT CONTRIB - HERITAGE HILLS	-	-	-	1,500	(1,500)
15-00-4800	INTEREST INCOME	1,317	1,000	250	-	250
** TOTAL REVENUE		47,271	61,750	48,317	38,519	9,798
EXPENDITURES						
15-00-5100	GENERAL SUPPLIES	554	500	-	-	-
15-00-5320	ENGINEERING SERVICES	15,815	41,285	41,285	-	41,285
15-00-5620	STREET MAINTENANCE	44,700	38,000	38,000	-	38,000
15-00-5900	OTHER EXPENSES	96	500	-	-	-
** TOTAL EXPENDITURES		61,165	80,285	79,285	-	79,285
ROAD & BRIDGE FUND NET INCOME/LOSS		(13,894)	(18,535)	(30,968)	38,519	(69,487)
19 - MOTOR FUEL TAX FUND						
REVENUES						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	48,341	47,822	6,832	24,516	(17,684)
19-00-4800	INTEREST INCOME	3,038	1,000	250	202	48
** TOTAL REVENUE		51,379	48,822	7,082	24,718	(17,636)
EXPENDITURES						
19-00-5200	STREET IMPROVEMENTS	-	140,000	140,000	-	140,000
** TOTAL EXPENDITURES		-	140,000	140,000	-	140,000
MOTOR FUEL TAX FUND NET INCOME/LOSS		51,379	(91,178)	(132,918)	24,718	(157,636)
28 - DEVELOPER ESCROW FUND						
REVENUES						
28-00-4940	DEVELOPER RECEIPTS	26,118	10,000	-	-	-
** TOTAL REVENUE		26,118	10,000	-	-	-
EXPENDITURES						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	-	5,000	-	-	-
28-00-5330	DEVELOPER ENGINEERING & ADMIN	26,118	5,000	-	-	-
** TOTAL EXPENDITURES		26,118	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS		-	-	-	-	-
52 - WATER & SEWER FUND						
REVENUES						
52-00-4170	WATER REVENUE	205,447	212,332	35,389	40,017	(4,629)
52-00-4171	ALLOCATION OF WATER REVENUE	(13,537)	(13,000)	(2,167)	(2,612)	445
52-00-4180	SEWER REVENUE	205,183	212,683	35,447	40,992	(5,545)
52-00-4181	ALLOCATION OF SEWER REVENUE	(13,422)	(13,000)	(2,167)	(2,589)	422
52-00-4190	PENALTIES	5,405	6,000	1,000	1,098	(98)
52-00-4200	TURN ON/OFF REVENUE	450	500	-	-	-
52-00-4200.01	THE SETTLEMENT - TURN ON/OFF REVENUE	200	200	200	400	(200)
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENUE	900	600	600	100	500
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	100	-	-	100	(100)
52-00-4300.01	METER FEES - SETTLEMENT	688	688	688	1,376	(688)
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	3,096	2,064	2,064	344	1,720
52-00-4300.03	METER FEES - HERITAGE HILLS	344	-	-	344	(344)
52-00-4460.01	SEWER INSPECT - SETTLEMENT	400	400	400	800	(400)
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	1,800	1,200	1,200	200	1,000
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	200	-	-	200	(200)
52-00-4800	INTEREST INCOME	7,116	6,000	1,500	-	1,500
52-00-4900	OTHER REVENUE	180	200	50	60	(10)
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	59,000	-	-	-
** TOTAL REVENUE		463,550	475,866	74,204	80,832	(6,628)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
10 - WATER DIVISION EXPENDITURES						
52-10-5010	WAGES	24,763	37,192	6,590	5,271	1,319
52-10-5020	SOCIAL SECURITY EXPENSE	2,125	3,091	545	471	73
52-10-5030	PENSION EXPENSE	800	1,270	198	183	16
52-10-5040	EMPLOYEE MEDICAL INSURANCE	2,128	3,212	528	455	73
52-10-5100	GENERAL SUPPLIES	149	400	100	311	(211)
52-10-5105	METERS	4,238	5,000	1,250	1,731	(481)
52-10-5110	CHEMICALS	18,301	18,000	4,500	4,204	296
52-10-5120	POSTAGE	1,010	2,000	500	330	170
52-10-5250	GASOLINE & FUEL	1,012	1,500	375	197	178
52-10-5320	ENGINEERING	312	250	62	-	62
52-10-5330	LEGAL EXPENSE	-	250	62	-	62
52-10-5335	TEST EXPENSE	2,283	3,000	750	825	(75)
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	4,063	4,062	1
52-10-5390	OTHER PROFESSIONAL SERVICES	16,010	24,672	9,404	7,945	1,459
52-10-5550	SOFTWARE EXPENSE	975	1,000	-	-	-
52-10-5600	MAINTENANCE & REPAIR	43,584	47,900	11,975	21,805	(9,830)
52-10-5700	TELEPHONE	778	900	225	195	30
52-10-5730	UTILITIES	19,251	18,000	4,500	3,152	1,348
52-10-5740	JULIE LOCATES	248	250	-	-	-
52-10-5870	IEPA LOAN - PRINCIPAL	53,478	54,918	-	-	-
52-10-5880	IEPA LOAN - INTEREST	5,408	4,162	-	(615)	615
52-10-5886	IEPA LOAN - WATERMAIN	27,112	27,738	13,790	13,790	-
52-10-5888	IEPA LOAN - WATERMAIN	9,713	9,366	4,762	445	4,318
52-10-5900	OTHER EXPENSE	75	500	125	14	111
52-10-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL WATER EXPENDITURES		272,480	280,821	64,304	64,771	(466)
20 - SEWER DIVISION EXPENDITURES						
52-20-5010	WAGES	21,163	33,479	5,661	4,471	1,190
52-20-5020	SOCIAL SECURITY EXPENSE	1,816	2,782	467	400	67
52-20-5030	PENSION EXPENSE	637	1,108	158	145	12
52-20-5040	EMPLOYEE MEDICAL INSURANCE	1,796	2,882	446	384	62
52-20-5100	GENERAL SUPPLIES	149	250	62	-	62
52-20-5110	CHEMICALS	-	250	62	-	62
52-20-5120	POSTAGE	810	1,000	250	270	(20)
52-20-5250	GASOLINE & FUEL	393	750	188	77	111
52-20-5320	ENGINEERING	142	250	62	-	62
52-20-5330	LEGAL EXPENSE	-	250	62	-	62
52-20-5335	TEST EXPENSE	-	1,600	400	-	400
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	4,063	4,062	1
52-20-5390	OTHER PROFESSIONAL SERVICES	15,622	24,672	9,404	7,945	1,459
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	16,023	20,600	5,150	1,779	3,371
52-20-5700	TELEPHONE	1,431	1,500	375	359	16
52-20-5730	UTILITIES	14,370	13,000	3,250	2,502	748
52-20-5740	JULIE LOCATES	248	250	-	-	-
52-20-5900	OTHER EXPENSE	75	500	125	14	111
52-20-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL SEWER EXPENDITURES		116,878	124,872	32,686	24,908	7,777
TOTAL WATER & SEWER FUND EXPENDITURES		389,358	405,693	96,990	89,679	7,311
WATER & SEWER FUND NET INCOME/LOSS		74,193	70,174	(22,785)	(8,847)	(13,939)

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2020 - July 31, 2020

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Jun 20	Actual Totals for May 20 - Jun 20	Variance to Budget
54 - WATER IMPROVEMENT ACCOUNT						
REVENUES						
54-00-4171	ALLOCATION OF WATER REVENUE	13,537	13,000	2,167	2,612	(445)
54-00-4430.01	WATER CONNECTION - THE SETTLEMENT	5,000	5,000	5,000	10,000	(5,000)
54-00-4430.02	WATER CONNECTION - SQUIRE'S CROSSING	22,500	15,000	15,000	2,500	12,500
54-00-4430.03	WATER CONNECTION - HERITAGE HILLS	2,500	-	-	2,500	(2,500)
54-00-4650.01	IMPACT FEES - THE SETTLEMENT	7,258	7,498	7,498	14,744	(7,245)
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	29,912	20,245	20,245	3,374	16,871
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	3,665	-	-	3,749	(3,749)
54-00-4800	INTEREST INCOME	4,039	3,000	750	0	750
54-00-4880	RIVERBOAT GRANT FUNDS	-	-	-	-	-
54-00-4994	TRANSFER FROM UTILITY TAX FUND	12,237	12,426	12,241	-	12,241
** TOTAL REVENUE		100,648	76,169	62,901	39,479	23,422
EXPENDITURES						
54-00-5320	ENGINEERING SERVICES	4,250	25,000	-	-	-
54-00-5600	WATER IMPROVEMENT REPAIRS & MAINTENANCE	-	57,135	-	-	-
54-00-8205	WATERMAIN LOAN PAYMENT - PRINCIPAL	11,531	12,056	12,056	-	12,056
54-00-8207	WATERMAIN LOAN PAYMENT - INTEREST	580	370	185	46	139
** TOTAL EXPENDITURES		16,361	94,561	12,241	46	12,195
WATER IMPROVEMENT NET INCOME/LOSS		84,287	(18,392)	50,660	39,434	11,227
56 - SEWER IMPROVEMENT ACCOUNT						
REVENUES						
56-00-4181	ALLOCATION OF SEWER REVENUE	13,422	13,000	2,167	2,589	(422)
56-00-4420.01	SEWER TAP - SETTLEMENT	1,500	1,500	1,500	3,000	(1,500)
56-00-4420.02	SEWER TAP - SQUIRE'S CROSSING	6,750	4,500	4,500	750	3,750
56-00-4420.03	SEWER TAP - HERITAGE HILLS	750	-	-	750	(750)
56-00-4650.01	IMPACT FEES - THE SETTLEMENT	7,258	7,498	7,498	14,744	(7,245)
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	32,912	22,495	22,495	3,749	18,746
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	3,665	-	-	3,749	(3,749)
56-00-4800	INTEREST INCOME	7,570	7,000	1,750	2	1,748
** TOTAL REVENUE		73,827	55,993	39,910	29,333	10,577
EXPENDITURES						
56-00-5600	MAINTENANCE & REPAIR	-	37,817	-	-	-
** TOTAL EXPENDITURES		-	37,817	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS		73,827	18,177	39,910	29,333	10,577
70 - SCHOOL LAND CASH FUND						
REVENUES						
70-00-4100.01	SCHOOL CONTRIBUTION - SETTLEMENT	4,400	4,400	4,400	8,800	(4,400)
70-00-4100.02	SCHOOL CONTRIBUTION - SQUIRE'S CROSSING	28,800	19,200	19,200	3,200	16,000
70-00-4100.03	SCHOOL CONTRIBUTION - HERITAGE HILLS	2,200	-	-	2,200	(2,200)
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(35,400)	(23,600)	(23,600)	-	(23,600)
** TOTAL REVENUE		-	-	-	14,200	(14,200)
EXPENDITURES						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	17,400	(17,400)
** TOTAL EXPENDITURES		-	-	-	17,400	(17,400)
SCHOOL LAND CASH NET INCOME/LOSS		-	-	-	(3,200)	3,200
GRAND TOTALS						
GRAND TOTAL REVENUE		1,766,226	1,621,321	508,544	601,063	(92,519)
GRAND TOTAL EXPENSES		1,425,340	1,783,702	599,371	240,272	359,099
GRAND TOTAL NET INCOME / LOSS		340,887	(162,381)	(90,827)	360,791	(451,619)

Estimated Fund Balance
through July 31, 2020

	Beginning Balance 05/01/20	Revenues FY21	Expenditures FY21	Ending Balance	Est Balance Budget as of 04/30/21	Better/(Worse)
General Fund	\$300,016	\$243,330	\$126,486	\$416,860	\$221,103	195,757
Other Funds:						
Utility Tax Fund	537,148	11,398	5,283	543,263	412,936	130,327
TIF District Fund	169,667	119,254	1,379	287,542	237,977	49,565
Road & Bridge Fund	56,176	38,519	-	94,695	37,650	57,045
Motor Fuel Tax Fund	195,075	24,718	-	219,793	100,116	119,677
Totals	958,066	193,889	6,662	1,145,293	788,679	356,614
Water & Sewer Funds						
Water & Sewer Operating Fund	485,762	80,832	89,679	476,915	541,714	(64,799)
Water Improvement Fund	285,168	39,479	46	324,601	248,864	75,737
Sewer Improvement Fund	463,666	29,333	-	492,999	468,112	24,887
Totals	1,234,596	149,644	89,725	1,294,515	1,258,690	35,825
Village Totals	\$2,492,678	\$586,863	\$222,873	\$2,856,668	\$2,268,472	588,196

Estimated Cash Balances for July 31, 2020

	07/01/20 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	07/31/20 Check Run	Estimated 07/31/20 Balance	
Old Second Checking	240,746.59		156,951.90	(15,031.20)	(19,480.22)	(76,127.00)	287,060.07	0.00%
First Midwest	336,060.42						336,060.42	0.04%
TIF Funds	274,199.58		14,721.68				288,921.26	0.00%
Illinois Funds	1,590,067.66		41,383.45				1,631,451.11	0.99%
First Midwest CD	37,000.00						37,000.00	0.50%
First Midwest LPL	258,519.21						258,519.21	0.01%
	2,736,593.46	0.00	213,057.03	(15,031.20)	(19,480.22)	(76,127.00)	2,839,012.07	



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 23, 2020

SUBJECT: **ACKNOWLEDGE DONATION FROM MAPLE PARK LEGION POST 312 TO THE MAPLE PARK LIBRARY - NEW LIGHTING FIXTURES FOR LIBRARY SPACE WITHIN CIVIC CENTER**

BACKGROUND

On July 21, 2020, the Maple Park Public Library submitted a letter informing the Village that the Library has been the recipient of a generous donation from Maple Park Legion Post 312. The Legion is going to donate replacement lighting fixtures and new light-emitting diode (LED) bulbs for existing lighting fixtures in the library. The Legion will be paying for all permit and inspections fees on behalf of the Library. The project will be completed in compliance with all codes.

The Village entered into a lease agreement with the Library in October 2018. The lease requires that the Library is responsible for all property maintenance associated with the space. The lease also requires that all necessary repairs, with the exception of the major mechanical systems or the roof, are the responsibility of the tenant. Staff does not consider changing out light fixtures a major mechanical system. However, because the Library resides in a Village facility, they are notifying the Village of the lighting project. The Legion has consulted with Village Staff regarding lighting and permitting requirements.

RECOMMENDATION

That the Village thanks the Library for informing the Village regarding the proposed lighting fixture changes; and that the Board motion to acknowledge the donation from the Maple Park Legion Post 312 to the Maple Park Public Library of new lighting fixtures for library space within the Civic Center and authorize installation of such fixtures.

Attachment

Attachment A – July 21, 2020 Letter from the Maple Park Public Library



302 Willow Street, Maple Park, IL, Phone: 815-827-3362

RECEIVED

JUL 21 2020

VILLAGE OF MAPLE PARK

July 21, 2020

Dear President Curtis,

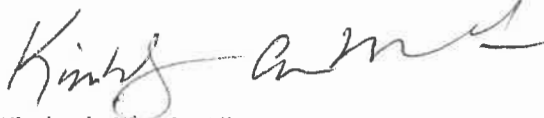
The Maple Park Legion Post 312 has offered to donate new lighting for the library. The donation is for installation of replacement light fixtures in our center room, and new LED bulbs for the existing light fixtures in the other rooms. The Legion will be paying for all permit fees and will comply with all applicable code.

This donation will greatly improve visibility in the library. It will also be more sensory friendly for those with autism or sensory difficulties.

We would like to thank Trustee Rebone for his help in getting new lights.

The library requests the village board to accept this donation from the Legion so that we may proceed with the project.

On behalf of the Maple Park Public Library,



Kimberly Martin, Library Director

AMERICAN LEGION

Maple Park Post 312

P.O. Box 97
Maple Park, IL. 60151



legion312@mapleparklegion.org
www.mapleparklegion.org

July 28, 2020

Kimberly Martin,

The American Legion Post 312 would like to donate to the Maple Park Library, the replacement of 12 light fixtures and LED bulbs with work to be completed by a Licensed Electrician. All fee's and permit costs associated to this work is also covered.

Regards,

Dave Trumble
Commander

Maple Park American Legion
P.O. Box 97
Maple Park, IL 60151
779-212-9141



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Terri D'Amato/Village Clerk

DATE: August 4, 2020

SUBJECT: RENEWAL OF THE BLACKBOARD CONNECT CONTRACT TO PROVIDE EMERGENCY AND OUTREACH MESSAGING SERVICES

BACKGROUND

At the June 16, 2020 Personnel committee meeting the committee reviewed the contract with Blackboard Connect, reviewed content and verbiage of messages previously sent, and rates of success to those messages. After some discussion, the committee consensus was to continue with Blackboard Connect messaging service to reach those residents that may not have access to the social media pages available, in order to ensure all residents are receiving the same and accurate information.

RECOMMENDATION

That the Village Board motion to approve the Resolution 2020-12, authorizing the Village President to enter into an agreement with Blackboard, Inc. for emergency and outreach messaging services for the Village of Maple Park.

Attachments

Attachment A – Renewal Confirmation Notice

Attachment B - Resolution 2020-12



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

Renewal Confirmation Notice

CUSTOMER INFORMATION:

Billing Address:

Village of Maple Park
302 Willow Street P.O. Box 220
Maple Park, IL 60151
USA

Date: 07/21/2020
Customer No: 332250
Document No: CSF000328633

Customer Primary Contact: Elizabeth Peerboom

RENEWAL PRODUCTS AND SERVICES:

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
429	BC-STND-GOV	Blackboard Connect for Government Unlimited Emergency and Outreach Messaging Service per Recipient License Fee, 1 - 5,000 Recipients	07/15/2020	07/14/2021	883.74

Renewal Amount (USD) 883.74

RENEWAL CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next renewal period starts on **07/15/2020**. Per the terms of your contract, this license may be automatically renewed 30 days prior to this renewal period start date.

Use of the product and/or services on or beyond 07/15/2020 may result in an automatic invoice from Blackboard for the annual renewal amount noted above.

Any utilization beyond license quantities allowed under your current contract with Blackboard may result in additional license fees to be charged in addition to the renewal amount notated above. Please reach out to Blackboard to adjust your current license quantity if applicable.

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

Please complete the following to ensure accurate billing:

- Billing information is accurate: _____ (please initial or note corrections)
- Purchase Order No. _____ - OR - My organization does not require a Purchase Order _____ (please initial)
- Please send this completed renewal confirmation notice and the accompanying purchase order, unless a purchase order is indicated as not required above, via any one of the following methods by **07/21/2020**:
 - Email: operations@blackboard.com
 - Fax: +1.312.236.7251
 - Mail: Blackboard Inc., 3815 River Crossing Parkway, Suite 200, Indianapolis, IN 46240, USA

VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES

RESOLUTION 2020-12

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

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

WHEREAS, the President and Board of Trustees of the Village finds it is in the best interest of the Village of Maple Park to approve and to authorize a partnership with Blackboard, Inc. for the emergency and outreach messaging services, now therefore,

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

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

Section 2. That the Agreement, in substantially the same form as attached to this Resolution by Exhibit “A” and incorporated herein by reference, is approved and accepted by the Village.

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

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, 2020

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D’Amato, Village Clerk



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Terri D'Amato/Village Clerk

DATE: August 4, 2020

SUBJECT: RENEWAL OF THE CODIFICATION AGREEMENT WITH STERLING (NOW AMERICAN LEGAL PUBLISHING) FOR THE CODIFICATION AND ONLINE PUBLISHING OF THE VILLAGE CODE

BACKGROUND

At the September 4, 2012 Village Board Meeting, the board voted to enter into an agreement with Sterling Codifiers for the codification and online publishing of the village code by the passage of Resolution 2012-12. Since that time, the Village has been operating under that agreement at a cost of \$500/year for annual internet hosting fee, additional fees for codifying ordinances into the code, and for printing of hard copy updates for the two (2) Village Code Books. Currently, the Village has \$3000/year budgeted for codification under line item #01-10-5390 – Professional Services.

Since the signing of the Sterling Codifiers, Inc contract, the company has been bought out by American Legal Publishing Corporation. staff contacted American Legal to confirm that: a) the Village would be able to migrate to the American Legal web service under the terms of the Sterling Codifiers contract, and: b) that American Legal Publishing would honor the terms and agreement of our contract with Sterling Codifiers. They indicated that both items would be honored, and they also sent a Code Supplement Service Agreement for Maple Park outlining and detailing the services they will provide, and also listing additional services available.

After an exhaustive search by both myself and the Village Accountant/Village Treasurer, we were unable to locate any hard copy books of the Village Code. It was decided that since the Village Code is already maintained and updated on the website for immediate reference, that hard copies requiring additional printing and updating was no longer a need.

We have the option of sending in our approved Ordinances on an annual, bi-annual, quarterly, or as ordinance passes to have them incorporated into the code – there is no price difference in how often we update. Codifying ordinances into the online code will be \$21.75/page.

Included in the proposed contract is the service called “New Ordinance Service” which is included in the online hosting fee. American Legal sets a link to the new ordinances from a “New Legislation” button on the mail splash page (see Fulton, IL for example: <https://codelibrary.amlegal.com/codes/fultonil/latest/overview>)

RECOMMENDATION

That the Village Board motion to approve the Resolution 2020-13, authorizing the Village President to enter into an agreement with American Legal Publishing for online codification services for the Village of Maple Park.

Attachments

Attachment A - Resolution 2012-12

Attachment B - Professional Services Contract – Sterling Codifiers, Inc. (9/4/2012)

Attachment C – Code Supplement Service Agreement – American Legal Publishing Corporation

Supplement Proposal

**Code of Ordinances
Maple Park, IL**



American Legal Publishing Corporation
525 Vine Street, Ste. 310, Cincinnati, Ohio 45202

**Ray G. Bollhauer, Esq.
1-800-445-5588**

American Legal Publishing Corporation
525 Vine Street, Ste. 310
Cincinnati, Ohio 45202

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

CODE SUPPLEMENT SERVICE AGREEMENT

July 30, 2020

WHEREAS, the Village of Maple Park, a municipal corporation in the State of Illinois (hereinafter referred to as "Municipality"), has need of codification of its existing ordinances;

WHEREAS, American Legal Publishing Corporation, (hereinafter referred to as Publisher), an Ohio Corporation, desires to perform such services for Municipality.

NOW THEREFORE, in consideration of the mutual benefits to be derived from entering into and performing this Agreement and the mutual promises and covenants contained herein, the parties agree as follows:

I. THE PUBLISHER SHALL:

EDITORIAL PROCESS

1. Examine the ordinances and other legislative material as submitted by the Municipality and post such new legislation online until codified.
2. Incorporate new legislation into the Municipal Code of Ordinances according to the subject matter in the existing code, or where there is no existing legislation on the subject, at a logical location in the Code.
3. Make only necessary changes in wording of the materials to bring about uniformity of style and to correct typographical errors.
4. Prepare a legislative history of each affected section citing the ordinance or resolution number and date of passage of the ordinance or resolution.
5. Revise or make additional entries to chapter summaries, tables of special ordinances, cross-reference tables, and general index as necessary to reflect the incorporation of additional, changed or deleted material.
6. Host the Code online in a searchable format, and update such online code with changes to the Code pursuant to the supplement.
7. Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.

PRINTING

The Municipality requests no printed copies of the code book.

II. THE MUNICIPALITY SHALL:

1. Email electronic copies of newly adopted ordinances and/or resolutions passed subsequent to publication of the previous Code supplement;
2. Pay to the Publisher:

To update the Code of Ordinances the sum of \$21.75 per affected code page, includes:

- Updating the Code word processing files
- Updating the online Code version
- Adding text of new ordinances to beginning of online code prior to codification

To host the code online, an annual fee of \$500. Additional optional online features are available as listed in Exhibit A.

EXERCISE OF OPTIONS. The Municipality exercises the following options:

Schedule for future updates:

_____ annually _____ six months _____ quarterly _____ as ordinances pass

III. TERM AND TERMINATION:

The term of this agreement shall be for a period of five years from the date of the execution of this agreement by the Municipality. However, the Municipality shall have the right to terminate this supplemental service plan at any time after one year following the date of the execution of this agreement by serving the Publisher with written notice of its intent to terminate. This written notice shall be sent by mail to Publisher and shall be effective as to the next supplement to be produced, only if received by Publisher at least sixty days before the projected delivery date of the next supplement. Unless otherwise specifically agreed upon by the parties, the projected delivery date shall be the anniversary of the date the Municipality executed this agreement. This agreement shall automatically renew annually after five years unless terminated by either party.

IV. TRANSMITTAL AS OFFER:

The transmittal of this Agreement to the Municipality unexecuted by the Municipality is an offer by the Publisher to perform the stated services at the price and upon the

terms and conditions herein and shall be subject to acceptance by the Publisher's receipt of the agreement executed by the Municipality no later than December 31, 2020 unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

CITY OF MAPLE PARK, ILLINOIS

AMERICAN LEGAL PUBLISHING

BY _____

BY 

TITLE _____

TITLE President

DATE _____

DATE 7/30/20

Exhibit A

**American Legal Publishing Internet Features
(2020 Price List)**

The Code will be transferred to the American Legal website. Our online codes have the following features:

Online Features:	Many features are included in current annual hosting fee at no additional cost	Price:
PC, Tablet, Smart Phone versions	PC and Mobile Views	Included
Multiple Search formats	1. Quick Search 2. Advanced Search Template	Included
Automatic Stem Searches (finds plurals of words)	<i>Dog</i> finds <i>dog</i> and <i>dogs</i> <i>Fence</i> finds <i>fence</i> , <i>fences</i> , <i>fencing</i> and <i>fenced</i>	Included
Synonym Searches	Users can choose synonym searching: <i>Grass</i> finds <i>grass</i> , <i>turf</i> , <i>lawn</i> <i>Garbage</i> finds <i>garbage</i> , <i>litter</i> , <i>trash</i> , <i>rubbish</i>	Included
Continuous Next Hit feature	You can go through all hits without having to go back to the Results List for each chapter	Included
Table of Contents expands and links to sections	View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time	Included
Download text in multiple file choices from the web	Can download into MS Word, HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)	Included
Email links to text	Can email link to specific text in code	Included
Cross-references hyperlinked	Cross-references to other sections, including Penalty references are hyperlinked	Included
Color Graphics	Yes - if provided in color by the Municipality	Included
Static Links to specific sections can be set	Ability to set links to titles, chapter or individual sections in the code	Included
Scrolling tables - static header	The titles of table columns remain visible as you scroll through tables	Included

Limit searches to specific sections	Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)	Included
New Ordinance Service	Ordinances not yet codified posted with full text of ordinances (ordinances removed from list once they are codified)	Included
Email notifications of code changes	Staff and the public can create a free account to receive email notifications when the code changes	Included
Annotations	Staff and the public can create a free account to create annotations	Included
Electronic format	Online document flows uninterrupted; no page breaks or page numbers to interrupt the text	Included
Translation into other languages	Apply Google Translate to the Code	Included
Search over 1,500 municipal codes	Free access to all codes we publish online; no need to subscribe to any service	Included
Searchable CD-ROM version provided	Searchable CD version of the documents can be provided	Included
Online help features	Use online help features or contact our technical service reps via email or toll-free phone number	Included
OPTIONAL SERVICES:		
New Ordinance Notification	Notice posted at beginning of code section with link to ordinance that will amend that section (ordinances removed from code once they are codified)	\$10/ordinance that is linked (5 links included; \$2 per addit. link)
Comprehensive Ordinance List	New ordinances added to list of all ordinances codified and remain even after code is updated	\$8/ordinance if hosted on city's website, or \$10/ordinance if hosted on ALP website

Ordinances History Links within code section histories	As new ordinances are added to the code section history list, links to the original ordinance can be set	\$8/ordinance if hosted on city's website, or \$10/ordinance if hosted on ALP website
Definition Links	Defined terms in the code can be hyperlinked directly to their definition (See Weston, FL code)	\$75/hour
Archive of prior versions of code online and Comparing different versions	Prior versions of the code may be hosted online for research purposes, including creating a compared document	Annual code updates: \$50/yr; 6 month or quarterly updates: \$100/yr; More often: \$250/yr
Custom Website Banner	Municipal seal or logo posted at code site, or partial or complete banner from the Municipality's website can be used	\$0 for city seal/logo on front page; \$100-950 for banner

Meeting Minutes hosted online in searchable database:

Prior minutes (initial set-up of database): 75¢ per page if provided from city to ALP in electronic format such as PDF or MS Word (minimum start up fee of \$300) + hosting fee

Future minutes posted at 75¢ per page if provided from city to ALP in electronic format such as PDF or MS Word (minimum fee of \$10 per update) + hosting fee

Hosting Fee: \$250/year hosting fee; increases by 2% per year after third year

VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES

RESOLUTION 2012-13

AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH AMERICAN LEGAL PUBLISHING CORPORATION FOR CODIFICATION AND ONLINE CODE SERVICES

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

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

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

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

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

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

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D’Amato, Village Clerk



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 30, 2020

SUBJECT: **2020 KANE COUNTY GRAND VICTORIA RIVERBOAT FUND GRANTEE AGREEMENT AND ORDINANCE SUPPLEMENTING FY2021 APPROPRIATION ORDINANCE**

BACKGROUND

At the July 7, 2020 Village Board Meeting, the Village Board approved Resolution 2020-11 acknowledging the receipt of a \$17,500 Grand Victoria Riverboat Grant and authorizing the use of \$2,500 of the water improvement fund in order to fund the \$20,000 needed to complete a Risk and Resilience Assessment and Energy Response Plan Project (RRA/ERP.)

On July 20, 2020 the Village received a Grand Victoria Riverboat Grantee Agreement. The agreement is between Kane County, Illinois and the Village of Maple Park. The Village needs to formally enter into the grantee agreement with Kane County for the \$17,500, see Attachment A - Resolution 2020-14. The Village also needs to supplement the Village's Appropriation Ordinance for Fiscal Year 2021 in order to formally accept the revenue and expend the \$17,500 in grant funds, see Attachment B - Ordinance 2020-18. The revenue from the grant will be placed in Revenue line item 54-40-4880. The RRA/ERP project will be expended out of line item is 54-00-5600.

RECOMMENDATION

That the Village Board review and approve:

1. Resolution 2020-14 A Resolution Authorizing the Village President or designee to enter into a Grand Victoria Fund Grantee Agreement in the amount of \$17,500.
2. Ordinance 2020-18 An Ordinance to supplement the Appropriation Ordinance for Fiscal Year 2021

Attachments

Attachment A – Resolution 2020-14 Resolution Authorizing the Village President

Attachment B – Ordinance 2020-18 Ordinance to Supplement the Appropriation Ordinance

ATTACHMENT A
VILLAGE OF MAPLE PARK KANE AND DEKALB COUNTIES, ILLINOIS

RESOLUTION 2020-14

**A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER
DESIGNEE TO ENTER INTO A GRAND VICTORIA RIVERBOAT FUND
GRANTEE AGREEMENT IN THE AMOUNT OF \$17,5000**

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

WHEREAS, the Village has determined that it was in the best interest of the Village to submit a 2020 Kane County Grand Victoria Riverboat Fund Grant Application for \$20,000 toward the cost of having a Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP) Project completed on the Village's water infrastructure facilities; and

WHEREAS, the RRA/ERP will analyze and recommend the best way to protect one of the Village's most valuable resources, it's water supply; and

WHEREAS, on June 11, 2020, the Village received notification that the Kane County Riverboat Fund Program had funded \$17,500 out of the \$20,000 requested, and that the Fund requests the Village fund the \$2,500 gap for the RRA/ERP Project; and

WHEREAS, the Village Board and Staff have determined that funds are available in the Water Improvement Fund (54-00-5600 Maintenance and Repair) needed to pay for this Project.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE VILLAGE OF MAPLE PARK, LOCATED IN DEKALB AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

- Section 1.** The Village Board acknowledges that the Village of Maple Park has received \$17,500 out of the \$20,000 requested for its RRA/ERP Project from the Kane County Riverboat Fund Program.
- Section 2.** The Village Board hereby authorizes the Village President or her authorized designee to enter into a Grantee Agreement, see Attachment A, with the Grand Victoria Riverboat Fund Program to accept the money awarded.
- Section 3.** The Village will expend \$2,500 from the Water Improvement Fund (54-00-5600) Maintenance and Repairs in order to fund the gap between the \$17,500 received from the Riverboat Fund Program and the \$20,000 requested.
- Section 4.** The Village intends to approve an amendment to the annual Appropriation Ordinance to accept the \$17,500 Riverboat Fund Grant in the Water Improvement Fund (54-40-4880) River Boat Grant when the Grantee Agreement is approved by the Village Board.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb
Counties, Illinois at its regular Board meeting held on _____, August, 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk

**GRAND VICTORIA RIVERBOAT FUND GRANTEE AGREEMENT
BETWEEN KANE COUNTY, ILLINOIS
AND
VILLAGE OF MAPLE PARK**

THIS AGREEMENT is entered into on August 4, 2020, by and between Kane County, Illinois (herein called the "County"), and Village of Maple Park (herein called the "Grantee").

WHEREAS, under an agreement between the County and the Grand Victoria Casino Elgin, the County receives an annual contribution from the casino to support a variety of educational, environmental, and economic development activities; and

WHEREAS, the Kane County Board has allocated a portion of said contribution for use by non-profit organizations and units of local government for projects that meet the fund's guidelines and are expected to improve the quality-of-life in Kane County; and

WHEREAS, the Grantee has applied for and been awarded Grand Victoria Riverboat funds by the Kane County Board.

NOW, THEREFORE, the parties agree to the following:

I. STATEMENT OF WORK

A. Project Description, Tasks, Schedule, and Budget

The Grantee shall complete the project described in Exhibit A. Funds provided herein shall be used in the manner described in said exhibit, which includes a description of the project, the tasks to be performed by the Grantee, a schedule for completing the tasks, and a project budget.

B. Grand Victoria Riverboat Fund Objectives

The Grantee certifies that the activities carried out with funds provided under this Agreement are consistent with the Grand Victoria Riverboat Fund's objectives and will be of an educational, environmental, or economic development nature.

C. Staffing

The Grantee will be responsible for all normal administrative services and expenses not funded under this Agreement but required in order to undertake the project identified herein.

D. Performance Monitoring

The County will monitor the performance of the Grantee against goals and performance standards established herein. Substandard performance as determined by the County will constitute noncompliance with this Agreement. If action to correct such noncompliance is not taken by the Grantee within the period of time specified by the County in its notification to the Grantee, the County may initiate suspension or termination procedures.

II. TIME OF PERFORMANCE

The work being performed by the Grantee hereunder shall be completed according to the project schedule contained herein. This Agreement shall terminate 60 days after the Project Completion Date indicated in Exhibit A. In accordance with the amendment procedures set forth in Paragraph X, however, the term of this Agreement and the provisions herein may be extended at the County's discretion.

III. FUNDING

In consideration of the project to be completed by the Grantee hereunder, the County shall pay to the Grantee up to \$17,500.00 with funds it receives from the Grand Victoria Riverboat Casino. The total of said payment(s), however, shall not exceed the County's proportional share (88%) of the actual cost of the project described in Exhibit A. Further, said funds shall be used for the payment of expenses eligible under the Grand Victoria Riverboat Fund Program and specifically listed in the project budget contained in Exhibit A. Payments are contingent upon the Grantee's compliance with the terms and conditions of this Agreement. The Grantee agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

The Grantee shall credit the County and the Grand Victoria Riverboat Casino for funding the project identified herein by including the following statement on any sign that may be erected at the project site, and in any promotional material that may be published in connection to the project: *"Support for this project has been provided by the Kane County Board, through its Office of Community Reinvestment, with funds from the Grand Victoria Riverboat Casino."*

IV. NON-PROFIT STATUS

If the Grantee is a non-profit organization, it certifies that it is a 501(c)(3) organization as determined by the Internal Revenue Service, that said determination has not been revoked or modified, and that, if applicable, Grantee has filed all federal, state, and local tax documents. Grantee further certifies that all corporate annual reports and other federal, state, and local reporting requirements have been filed. The Grantee understands that if, for any reason, there is any change to any status of the organization as a result of any Internal Revenue Service determination, or any other change to the status of the corporation, or if the organization is delinquent in the payment of any federal, state, or local taxes or obligations, the Grantee must notify the County within thirty (30) days of such change or delinquency. The County will not disburse funds to the Grantee until it receives proof that said change or delinquency has been rectified, and reserves the right to review and terminate this Agreement if such requirement has not been met in a reasonable time.

V. NOTICES

Communication and details concerning this Agreement shall be directed to the following individuals:

COUNTY	GRANTEE
Chris Dall, Project Manager	Dawn Wucki-Rossbach
Kane County Office of Community Reinvestment	Village of Maple Park
719 South Batavia Avenue	302 Willow Street
Geneva IL 60134	Maple Park, IL 60151
Phone: 630-444-3048	Phone: 815-827-3309
Email: dallchris@countyofkane.org	Email: DWRossbach@villageofmaplepark.com

VI. GENERAL CONDITIONS

A. Prohibited Activities

Funds provided herein shall not be used to provide a grant to another organization, for personal expenses, or to support – either directly or indirectly – a project/program outside of Kane County. The Grantee is prohibited from using funds provided herein or personnel employed in the administration of the project for political activities, sectarian or religious activities, lobbying, political patronage and nepotism activities.

B. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, create or establish the relationship of employer/employee between the parties. The Grantee shall, at all times, remain an independent contractor with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Grantee is an independent contractor.

C. Assignability

The Grantee shall not assign or transfer any interest in this Agreement without the prior written consent of the County thereto, provided, however, that claims for money due or to become due to the Grantee from the County under this Agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the County.

D. Hold Harmless

The Grantee shall hold harmless, defend, and indemnify the County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of Grantee's performance or nonperformance of the services of subject matter called for in this Agreement.

E. Insurance & Bonding

The Grantee shall carry sufficient insurance coverage to protect Agreement assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the County.

F. Compliance with Federal, State, and Local Laws

Notwithstanding any other provision of this Agreement, the Grantee agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Agreement, including, but not limited to, those related to prevailing wages, minimum wages, workplace safety, and the legal status of employees.

G. Copyrightable Materials

If this Agreement results in any copyrightable materials, the County (and by extension the Grand Victoria Riverboat Casino) reserves the right to royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use such materials.

VII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Grantee agrees to comply with OMB standards regarding accounting principles and procedures, to utilize adequate internal controls, and to maintain necessary source documentation for all costs incurred.

2. Audits

The Grantee shall comply with OMB standards, and shall obtain, at its own expense, any required audit(s). Audits shall be performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits. Audits shall include, in addition to the financial statement(s) of the Grantee, auditor's comments regarding the Grantee's compliance and internal controls pertaining to the expenditure of grant funds. The Grantee shall submit one certified copy of each required audit report to the County no later than six months following the close of the Grantee's fiscal year for single audits; and not later than six months following project closeout for grant audits. Any deficiencies noted in audit reports must be fully cleared by the Grantee within thirty (30) days after receipt by the Grantee.

B. Documentation and Record Keeping

1. Records to be Maintained

The Grantee shall maintain records to document the activities funded under this Agreement. Such records shall include, but not be limited to:

- a. Records detailing the scope of the project and its educational, environmental, or economic development objectives and accomplishments;
- b. Figures regarding the number of clients or beneficiaries served by the project;
- c. Financial records detailing all expenditures and deposits associated with the project;
- d. Records regarding all purchases and contracting activity associated with the project; and
- e. Real property inventory records, clearly identifying any properties purchased, improved or sold with funds provided herein.

2. Records Inspections

The Grantee shall make all documentation associated with the completion of the project available for inspection by the County, or its designees, and the Grand Victoria Riverboat Casino, or its designees. Failure by the Grantee to comply with this requirement will constitute a violation of this Agreement and may result in the withholding of future payments.

3. Retention

The Grantee shall retain all records associated with the completion of the project for a period of five (5) years after the termination of all activities funded under this Agreement, or after the resolution of all audit findings, whichever occurs later. Records for non-expendable property acquired with funds under this Agreement shall be retained for five (5) years after final

disposition of such property. Contact the County before disposing of any records related to this Agreement.

C. Reporting and Payment Procedures

1. Performance Reports

The Grantee shall submit semi-annual performance reports to the County, in a format prescribed by the County, for the duration of this Agreement. Said performance reports shall be submitted according to the following schedule:

- a. Report for July 1 through December 31 due on January 30; and
- b. Report for January 1 through June 30 due on July 31.

2. Payment Procedures

In consideration of the work performed hereunder, the County will pay the Grantee with Grand Victoria Riverboat Casino funds available under this Agreement for eligible costs, consistent with the project budget contained herein (see Exhibit A), and based on requests submitted by the Grantee on forms provided by the County. Such requests shall be accompanied by the appropriate receipts, invoices, canceled checks, and/or other documentation required by the County. The Grantee may not request the disbursement of funds available under this Agreement until the funds are needed for the payment of eligible costs. The amount of each request must be limited to the amount needed for such costs at the time the request is submitted to the County. Advance disbursements are not permitted under this Agreement.

The presentation of requests for the disbursement of funds on the part of the Grantee shall constitute a warranty and representation by the Grantee to the County that the amounts requested are elements of the project budget contained herein; that all such amounts are required for the payment of eligible costs that were actually incurred by the Grantee; and that the Grantee will use the amounts requested only for eligible purposes under this Agreement. Prior to any disbursement of funds by the County, it reserves the right to perform an independent review of any and all documentation and/or inspect the project site(s) to independently determine that such disbursement is justified. If the County is dissatisfied with the documentation submitted, or the status of the work performed hereunder, it may require the Grantee to submit further documentation or perform additional work before it makes any further disbursements under this Agreement. The County reserves the right to reduce funds available under this Agreement for any costs incurred by the County on behalf of the Grantee to complete the project to the County's satisfaction. Finally, the County shall not be required to make any disbursements of funds to the Grantee if the County is not legally capable or permitted by law to make such disbursements.

VIII. PERSONNEL AND CONTRACTING PROVISIONS

A. Personnel Provisions

1. Nondiscrimination

The Grantee will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, or status with regard to public assistance. The Grantee will state that it is an Equal Opportunity Employer in all solicitations or advertisements for employees.

The Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, as amended, Title VIII of the Civil Rights Act of 1968, as amended, Section 109 of Title I of the Housing and Community Development Act of 1974, Executive Order 11063, and Executive Order 11246, as amended by Executive Order 12086. The Grantee also agrees to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

2. Workers' Compensation

The Grantee shall ensure that Workers' Compensation Insurance coverage is provided for all employees involved in the performance of this Agreement.

3. Drug-Free Workplace

The Grantee shall comply with the Illinois Drug Free Workplace Act (30 ILCS 580/1, et seq.), and, if applicable, with the Federal Drug Free Workplace Act (41 U.S.C. Section 701, et seq.)

B. Contracting Provisions

1. Fair and Cost-Reasonable Contracting

The Grantee shall undertake to ensure that all contracts let in the performance of this Agreement are awarded on a fair and cost-reasonable basis. It shall be the responsibility of the Grantee to confirm that all contractors employed on the project have the appropriate licenses and insurance, and obtain the required permits to complete the work for which they are contracted to perform. Under no circumstance shall the Grantee require nor shall it accept a contribution in connection with the award of a contract associated with the project described herein. Upon request, the Grantee shall provide copies of contracts to the County along with documentation concerning the Grantee's review and award process.

2. Required Content

All bid solicitations for work associated with the project described herein shall bear the following statement: *"This contracting opportunity has been made possible, in part, by the Kane County Board, through its Office of Community Reinvestment, with funds provided by the Grand Victoria Riverboat Casino. Minority/Women-Owned Businesses are encouraged to bid on this project."*

The Grantee shall cause all provisions of this Agreement to be included by reference in all contracts executed in the performance of this Agreement so that such provisions will be binding upon each contractor.

3. Monitoring

The Grantee will monitor all contracted services on a regular basis to ensure compliance with the terms of this Agreement. Results of monitoring efforts shall be summarized in the Grantee's semi-annual written reports to the County and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

C. Conflicts of Interest

The Grantee agrees that, in the performance of this Agreement, it shall refrain from employing, contracting with, or otherwise retaining, any individual having a conflict of interest. This provision applies

to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee or the County.

IX. REAL PROPERTY PROVISIONS

A. Land Covenants

With regard to the sale, lease, or other transfer of land acquired or improved with assistance provided under this Agreement, the Grantee shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the County is a beneficiary of and entitled to enforce such covenants. The Grantee, in undertaking its obligation to carry out the project assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

B. Repayment Upon Sale or Transfer

In the event that all or any portion of the funds provided herein are for the purchase or lease of any real property, upon the sale or transfer of such property at a profit to the Grantee, all or a portion of the funds provided herein shall be repaid to Kane County to the extent of the profit realized. This provision shall not apply where the terms of the grant specifically contemplate the sale of such property as part of the purpose of the project.

X. AMENDMENTS

The parties may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, are executed in writing, and are signed by a duly authorized representative of both parties and approved by either party's government body to the extent required by state law, local charter or otherwise. In addition, the County may, in its sole discretion, amend this Agreement to conform to federal, state or local governmental guidelines, policies and available funding amounts. However, if any such amendments result in a change in the funding, the scope of services, or the scheduling of services to be undertaken as part of this Agreement such modifications will be incorporated only by written amendment signed by both parties.

XI. SUSPENSION AND TERMINATION

In the event there is probable cause to believe the Grantee is in noncompliance with any term of this Agreement, or with any of the rules or regulations referred to herein, the County may suspend payments to the Grantee until such time as the Grantee is found to be in compliance by the County or is otherwise adjudicated to be in compliance.

In the event the Grantee breaches or otherwise fails to perform any of its obligations under this Agreement, the County may terminate this Agreement and shall be entitled to repayment of all prior funds paid to the Grantee under this Agreement, including reasonable attorney's fees and costs of collection, and may declare the Grantee ineligible for any future participation in County programs, in addition to other remedies as provided by law.

The Grantee may terminate this Agreement at any time by giving written notice to the County, provided such notice is accompanied by repayment of all prior funds paid to the Grantee under this Agreement.

XII. AGREEMENT IN MULTIPLE COUNTERPARTS

The parties hereto agree that this Agreement may be executed in one or more counterparts, each of which shall, for all purposes, be deemed an original and all of such counterparts, taken together, shall constitute one and the same Agreement.

IPREVN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

For the County of Kane:

Signature

Christopher J. Lauzen, Chairman, Kane County Board
Name and Title (Printed)

Date

For the Grantee:

Signature

Kathleen Curtis, Village President

Date

KANE COUNTY

GRAND VICTORIA RIVERBOAT FUND

Exhibit A: Project Description, Tasks, Schedule, and Budget

Project Description

The Grantee will use awarded funds to conduct a risk and resilience assessment and prepare an emergency response plan. Said work will be partially financed with funds provided herein. Additional details concerning the project are described in the Grantee's application and subsequent submittals, which are on file with the County and incorporated into this Agreement by reference.

Tasks

The Grantee shall be responsible for all tasks required to complete the project described herein, including, but not limited to the following:

1. Preparation of the necessary project plans/specifications;
2. Procurement of contractor services necessary to complete the project;
3. Supervision of work performed to ensure compliance with the provisions of this Agreement; and
4. Inspection of work performed to ensure satisfactory completion of the project.

Project Schedule

The Grantee shall complete the project described herein according to the following schedule:

Release Request for Proposal (RFP)	08/2020
Receive RFPs	08/2020
Staff presents RFPs and Recommended Vendor to Infrastructure Committee	09/2020
Contract Presented to Finance Committee for Budget Review	09/2020
Village Board Awards Contract	10/2020
Work Begins on RRA/ERP	10/2020
Project Completion	01/2021

Project Budget

Expenses	Other Sources*	Kane County GVR Funds	Totals
Risk and Resilience Assessment and Emergency Response Plan	\$2,500	\$17,500	\$20,000
Totals (and Proportional Share of Total Project Cost)	\$2,500 (12%)	\$17,500 (88%)	\$20,000

* Grantee certifies to County that funds from "Other Sources" are committed and available for use in completing the project described herein.



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 29, 2020

SUBJECT: VILLAGE ADMINISTRATOR POSITION

BACKGROUND

The Personnel Committee reviewed and discussed the Village Administrator position and the benefits of having the position at the June 16, 2020 Meeting. The Committee recommended authorizing the change from part-time contractual to full-time Village employee; they also recommended that there be an ordinance amendment that requires that the position be bonded. The Committee was also reminded that due to COVID the budget was revised to reflect utilizing the GovTemps agreement through the expiration date of August 5, 2020 with the need for a bridge agreement between August 6 and August 31, 2020, with the position being full-time on September 1, 2020. At the July 21, 2020 Personnel Committee Meeting, the Committee recommended approval of the Village Administrator Job Description, Attachment A.

At July 28, 2020 Finance Committee Meeting, the Committee recommended that the Village Administrator position be moved to the Village Board for consideration. The Committee did not discuss whether or not the Village should purchase an additional copy of Adobe DC Pro license nor did they discuss the Village Administrator receiving partial reimbursement for utilizing her personal copy of Adobe DC Pro for the last 11 months or the Village Administrator Agreement Costing information, Attachment B.

Attachment C is a copy of Resolution 2020-15 Authorizing the Village President to enter into an Employee Licensing Agreement with GOVTEMPSUSA for the Village Administrator from August 6 – August 31, 2020. The Employee Licensing Agreement is referred to as Attachment A.

Attachment D is a copy of Resolution 2020-16 Approving an Employment Agreement with Dawn Wucki-Rossbach as the Full-Time Village Administrator for the Village of Maple Park beginning on September 1, 2020 and expires on August 31, 2022. The agreement can be renewed.

RECOMMENDATION

That after Executive Session, that the Village Board review and:

1. Approve Resolution 2020-15 Authorizing the Village President to enter into an Employee Licensing Agreement with GOVTEMPSUSA for the Village Administrator for the Balance of August 2020.
2. Approving Resolution 2020-16 Approving an Employment Agreement with Dawn Wucki-Rossbach as the full-time Village Administrator for the Village of Maple Park beginning on September 1, 2020.
3. Approve the purchase of another copy of Adobe DC Pro for the Village of Maple Park

4. Consider reimbursing the Village Administrator for a portion of utilizing her personal copy of Adobe DC Pro for the last 11 months.

Attachments

Attachment A – Village Administrator Job Description

Attachment B – Village Administrator Agreement Costing

Attachment C – Resolution 2020-15 Authorizing the Village President to enter into an Employee Licensing Agreements of the Village Administrator

Attachment D – Resolution 2020-16 Approving Employment Agreement with Dawn Wucki-Rossbach as Village Administrator



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Village Administrator
Position Status: Full-Time
Position Reports to: Village President & Board of Trustees
FLSA Status: Exempt

DUTIES

GENERAL DESCRIPTION

The Administrator serves as the Chief Administrative Officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a full-time, salaried position appointed by the Village President with the advice and consent of the Village Board. He/she serves the Board in the development and implementation of its legislative policies. He/she manages and provides leadership to full-time, part-time and 10-99 employees. This person is - responsible for the duties of Village Administrator as outlined in Title 1, Chapter 1-6-14 Village Administrator of the Municipal Code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, divisions, and services of Village government and of all officers and employees thereof which are under the control and jurisdiction of the Village President and Board as provided by law, and to make recommendations respecting the same to the Board.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Carry out directives of the Village President and Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein.

Oversee, in conjunction with the Village Accountant/Village Treasurer, the procuring and monitoring of the annual operating budget in accordance with all statutory requirements, answer budget inquiries of staff and elected officials.

VILLAGE ADMINISTRATOR

Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings, and State statutes.

Assist the President as the Chief Administrative Officers of the Village and perform such duties as may be directed by the President.

Be the primary point of contact with the Village Attorney and with his/her staff; coordinate and follow-up with the attorney regarding authorized assignments and disseminate his/her work product to the Board and otherwise be the point of contact for legal advice required of any Village department heads; ensure protection of the attorney-client privilege, provided that nothing shall prohibit the President and Trustees from consulting the Village Attorney as they deem appropriate from time-to-time.

Serve as the Village's internal TIF District Administrator; is the primary point of contact with the Village's TIF District attorney and the financial advisor; authorizes assignments and disseminates the attorney/financial advisor's work product to the appropriate Village Board Committees and the Village Board. Drafts and administers the TIF Policies and coordinates the use TIF funds with the Village Accountant/Village Treasurer per Board approval.

Promote the economic and business development of the Village through the use of the Village's Tax Increment Finance (TIF) District, outreach and negotiation, marketing and promotion of development within Maple Park and a variety of other means to produce expanded property taxbase.

Draft administrative procedures to increase the effectiveness and efficiency of Village government according to best practices in local government.

Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the Village.

Oversee all aspects of personnel and benefits administration including evaluation, discipline, pay and wage recommendations when necessary.

Oversee the engagement of outside consultants through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board.

Ensure the thorough and satisfactory completion of all contracted and consultant work.

VILLAGE ADMINISTRATOR

Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the Village, by all necessary means, for long-term sustainability.

Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official.

Promote the economic well-being and growth of the Village of Maple Park through public and private sector cooperation.

Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties.

Serve as the Staff Liaison to the Finance, Infrastructure, Personnel Committee and the Plan Commission.

Assist the Village Board in implementing the Village's Strategic Plan.

Assist the Village Board and the Plan Commission in creating a downtown development plan that supports new and existing businesses and residential needs; assist in developing/modifying current code to encourage consistency and development that complements the current historical downtown and the community overall.

Prepare, maintain and oversee the Five-Year Capital Improvement Plan; a plan which includes equipment, facilities, streets and underground utilities.

Assist in creating a long-term financial plan for the Village, including funding for prioritized infrastructure improvements and explore new revenue streams and opportunities.

Serves as the Village's principal grant writer.

Keep the President and Board regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Village Board.

Report regularly to the Village Board on the current fiscal position of the Village.

Perform all other duties as may be assigned by the Board.

VILLAGE ADMINISTRATOR

Secondary, Incidental Duties and Responsibilities: *In addition to the primary duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:*

Oversee that the Village web site is updated in a timely basis to ensure all materials are current.

Respond to employee requests, concerns or grievances in a timely and professional manner.

Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed.

Attend conferences, seminars, workshops and court proceedings as needed.

Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Maple Park.

Direct the Emergency Management Agency and its Director to carryout the program for emergency services and disaster operations of the Village, per Title 1, Chapter 11 Emergency Management Agency; work with the Village Accountant/Village Treasurer to appropriate and distribute funds associated with emergency operations and to seek reimbursement from other sources to reimburse the Village for and/or directly pay for goods and services used in time of an emergency. Serve as the Public Information Officer (PIO) when needed.

Supervisory Responsibilities: *The supervisory responsibility of this position includes, but is not limited, to the following:*

Provide administrative direction and coordination of all employees of the Village according to the established organization procedures.

Recommend to the Village Board the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of department directors.

In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of employees below the department director level.

Assure that Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances.

VILLAGE ADMINISTRATOR

Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates complex data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with the Board of Trustees, local leaders, department directors, and employees. Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving the best economies of scale and/or preventing losses through the management or handling of supplies of high value or extensive amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; compute complex formulas, ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Read complex sentences, instructions, or work orders; write sentences and complete any required forms; be able to convey complex matters in terms understood by the audience they are being delivered to.

VILLAGE ADMINISTRATOR

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extensive impact on whole municipal operation.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines. Maintains cleanliness of assigned vehicle and equipment.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires knowledge of and responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Minimum education should include a Bachelor’s Degree in Business Administration, Public Administration, Political Science, Community Planning, law, or related field with a minimum of seven (7) years direct employment experience in the public sector. Prefer those holding a Master’s or related advanced degree.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver.

VILLAGE ADMINISTRATOR

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires seven (7) years of related experience.

Considerable knowledge of public administration and its applications to local government laws, principles and regulations.

Requires knowledge of street locations, geography, and Village demographics and GIS, and applies knowledge of codes/ordinances and laws to specific situations and makes corresponding decision. Has a knowledge and acceptance of the cultural/racial diversity and demographics of a community.

Capable of conducting a thorough plan/drawing review, interpreting customer requests and working with figures.

Requires the ability to: write, speak and follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

Able to supervise and direct personnel in all aspects of Village operations.

Knowledge of intergovernmental agencies, State, County and Federal Forms of Government with the ability to establish and maintain effective working relationships with individuals and groups.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing stairs, ramps, stairwells, etc. Capable of stopping, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Requires daily attendance.

VILLAGE ADMINISTRATOR

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to occasionally lift and/or move items of light or medium weight. The employee is frequently required to travel to other locations within and outside of the Village, and to feel by use of hands and finger.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities. The employee regularly works in a business office setting. The noise level in the work environment is usually quiet but can become loud in field situations. The employee occasionally works in other areas of the Village and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: July 21, 2020

VILLAGE ADMINISTRATOR AGREEMENT COSTING
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Description	Annual
Hire Full-Time	\$65,000.00
FICA/Medicare (7.65%)	\$5,523.30
Deferred Compensation (4%)	\$2,888.00
Health Care Stipend	\$6,600.00
Dues - ICMA, ILCMA/Metro/Legacy	\$815.75
Estimated Training - ICMA Conf., ILCMA, GFOA, etc.*	\$2,750.00
TOTAL	\$83,577.05
GovTemps USA Buy Out**	\$1,250.00
	\$84,827.05
Village Phone	\$629.16
Automobile Allowance (\$50/month)	\$600.00
Bonding (\$100,000/\$1,000 X \$3.00)	\$300.00
	\$86,356.21
Second year of agreement - GovTemps Buy Out	<u>(\$1,250.00)</u>
	\$85,106.21

Added to the total per the Employment Agreement

**First year only.

Position should be paid through a split between funds:

	FY21
50% General Fund - Administration & Finance	\$42,413.53
25% Water	\$21,206.76
25% Sewer	\$21,206.76

*Estimated, negotiated.

SIX-MONTHS SEVERANCE	
Hire Full-Time	\$65,000.00
FICA/Medicare (7.65%)	\$5,523.30
Deferred Compensation (4%)	\$2,888.00
Health Care Stipend	\$6,600.00
TOTAL	\$80,011.30
Automobile Allowance (\$50/month)	\$600.00
	\$80,611.30
	\$40,305.65

ATTACHMENT C

RESOLUTION 2020-15

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH GOVTEMPSUSA FOR EMPLOYEE LEASING AGREEMENT (VILLAGE ADMINISTRATOR) FOR THE BALANCE OF AUGUST 2020

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

WHEREAS, the Village has determined that the Village Administrator position is of benefit to the Village and that the position should continue as a part-time contractual position; and,

WHEREAS, the Village Board has determined that it is to its advantage and best interest of the Village to continue to avail itself of the services in connection with its employee leasing agreement with GOVTEMPS between August 6 through August 31, 2020; and,

WHEREAS, GovTemps is desirous of performing the service for the Village and the Employee Leasing Agreement, Attachment A is attached; and

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

Section 1. The Village President or a designee is hereby directed to sign the attached Employee Leasing Agreement with GOVTEMPSUSA for a part-time Village Administrator.

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, August 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D’Amato, Village Clerk

ATTACHMENT D

RESOLUTION 2020-16

A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT WITH DAWN WUCKI-ROSSBACH AS THE FULL-TIME VILLAGE ADMINISTRATOR FOR THE VILLAGE OF MAPLE PARK BEGINNING SEPTEMBER 1, 2020

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

WHEREAS, the President and Board of Trustees of the Village of Maple Park believed it is in the best interest of the health, safety, and welfare of its citizenry to amend the text of the Municipal Code of the Village and created the position of Village Administrator; and,

WHEREAS, the Village Administrator will take direction from the Village President and Board of Trustees and will oversee the daily operations of the Village of Maple Park; and,

WHEREAS, the Village Board has determined that it is to its advantage and best interest of the Village to enter into an Employment Agreement, Attachment A, with Dawn Wucki-Rossbach as the full-time Village Administrator.

WHEREAS, Dawn Wucki-Rossbach is desirous of performing the service for the Village of Maple Park as the full-time Village Administrator, Attachment A is attached; and

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

Section 1. The Village President or a designee is hereby directed to sign the attached Employee Agreement with Dawn Wucki-Rossbach as the full-time Village Administrator.

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, August 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk



Village of Maple Park

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


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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 30, 2020

SUBJECT: TAX INCREMENT FINANCING (TIF) DISTRICT POLICY AND MUNICIPAL ADVISOR

BACKGROUND

The Village approved a Tax Increment Finance (TIF) District on January 3, 2012. The TIF District was created via Ordinance 20120-01 to address establish a redevelopment project area to address blighted areas, conservation areas and a combination of blight and conservation areas. The implementation of a Redevelopment Plan will increase the Village's population, increase employment opportunities, increase the overall value and quality of life for the community by completing Redevelopment Projects.

In order to move the TIF forward, the Village needed to develop a TIF Policy and Project Priority List, see Attachment A, that would outline the types of projects that would be eligible to receive TIF Funds and that if the TIF did not exist projects would not be completed. Per the Village Board's direction, Staff prepared a TIF Policy and Project Priority List, see Attachment A. The Finance Committee, at their July 28, 2020 Meeting reviewed and discussed the policy and project priority list. Listed below are the changes that have been made to the document. Areas where the Committee did not agree have been referred to the whole Village Board for review and discussion and will noted below.

1. Page 1 Paragraph 1 – The TIF expiration date of December 31, 2035, payable through December 31, 2036 per the TIF Act was added. Also added, per the Village's TIF Advisor, was the last sentence of the paragraph.
2. Page 3 through Page 5 – What Redevelopment is TIF Eligible? The Committee felt that the first paragraph and Item #1 were good. The Committee debated over Items 2 through 16; some Committee members felt that it was a good summary of the full list of TIF Redevelopment Projects that are referred to in the TIF Redevelopment Plan, this way a developer or business would only have to look in the Policy to determine if they have a project that may be TIF eligible; however, the other opinion was that Items 2 through 16 could be taken out of context and misused and that they should be removed and only a reference to the TIF Redevelopment Plan should be listed. Access to the TIF Redevelopment Plan would be on the Village's website. The Village Board will need to determine whether or not Items 2 through 16 be removed and only a reference to the TIF Redevelopment Plan should be listed.

The Committee wanted the Village's TIF consultant and the Village Attorney to review the language. The Village's TIF economic consultant reviewed the TIF Eligible documentation from the Plan and stated that the summary "just a broad description of the different types of potential projects," and that we refer to the

Plan for specific information so there is not a problem with keeping the summary language. The Village Attorney deferred to the expertise of the Village's TIF consultant on this matter.

3. Pages 9 and 10 – Attachment A - The 2012 TIF District Redevelopment Plan and Projects document has been removed and is now the TIF District Map.
4. Pages 11 and 12 - Attachment B – TIF Infrastructure Project Priority List – The Committee debated over the list. One opinion was that the list should remain “as is” because it lists the projects and is a working list which can be modified as projects move between fiscal years based on budget review and revenue. The other opinion was that the list should only include the Priority Number, Work Area and the Description of the project, the years and dollar amounts should be removed because the Village will most likely not be building a new wastewater treatment facility in Fiscal Year 2024. The Village Board will need to determine whether or not the list should remain “as-is” or it should list the TIF Priority Number, Work Area and Description or it could be something completely different.
5. Pages 13 through 16 – This is the TIF District General Improvements Assistance Grant Program and Application. The Committee reviewed the Program and Application. The Program now includes a 50% matching expenditure by the applicant, a maximum of \$5,000 reimbursement; tenants must have written permission documentation from the property owner to apply and make changes to the building they occupy; and project costs must not exceed \$10,000. Additional language regarding “close-out” packet submission requirements has been added. The Board should discuss whether or not the program should begin in Fiscal Year 2024 as it is on the TIF Project Priority List.
6. Pages 19 through 20 – Attachment C – This is Tax Incremental Financing Application, the Committee made no changes to this application.

Resolution 2020-16, see Attachment B, is being presented to the Village Board; the resolution approves the Maple Park Tax Increment Financing (TIF) District Policy.

The Committee also discussed the need to have updated TIF Revenue information, the consensus was that it should not be included in the TIF Policy; however, updated revenue information should be obtained.

The final item that the Committee discussed was the need to engage a Municipal Advisor for the TIF District. A Municipal Advisor would assist the Village in assessing the Village's fiduciary capability; identify and analyze financial solutions and alternatives for funding capital improvements; verify cash flow calculations and would assist with preparation for the sale of bonds, etc. These services are valuable to the Village because they will assist the Village in determining whether or not the Village would be able to entertain a bond issue and sustain bond payments that could be used to pay for municipal infrastructure projects. There is no cost to the Village for this service; however, the Village would need to enter into a Letter of Engagement with The Economic Development Group, Ltd. (EDG). EDG currently oversees the Village's annual TIF Financial Reporting requirements. The Committee recommended that the Village authorize the Village President to sign a Letter of Engagement with The Economic Development Group for Municipal Advisor services.

RECOMMENDATION

That the Village Board discuss and approve:

1. Approve Resolution 2020-16 Approving the Maple Park Tax Increment Finance (TIF) District Policy; and make a decision on the following items:
 - a. For Pages 3 through 6 whether or not the eligible redevelopment Items 2 through 16 be removed and only a reference to the TIF Redevelopment Plan be listed.
 - b. Whether or not the TIF Project Priority List should remain “as-is” or it should list the TIF Priority Number, Work Area and Description or should it be something completely different.
 - c. The Board should discuss whether or not the General Improvements program should begin in FY 2024 as on the TIF Project Priority List.

2. That the Village Board approve Resolution 2020-17 Approving the Letter of Engagement with The Economic Development Group, Ltd. as the Village's Independent Municipal Advisor.

Attachment

Attachment A – Maple Park Tax Increment Finance (TIF) District Policy

Attachment B - Resolution 2020-16 Approving the Tax Increment Finance (TIF) District Policy

Attachment C - Resolution 2020-17 Authorizing the Village President to sign the Municipal Advisor Letter of Engagement

Village of Maple Park



Tax Increment Finance (TIF) District Policy

Approved _____, 2020

**VILLAGE OF MAPLE PARK
TAX INCREMENT FINANCE (TIF) DISTRICT POLICY
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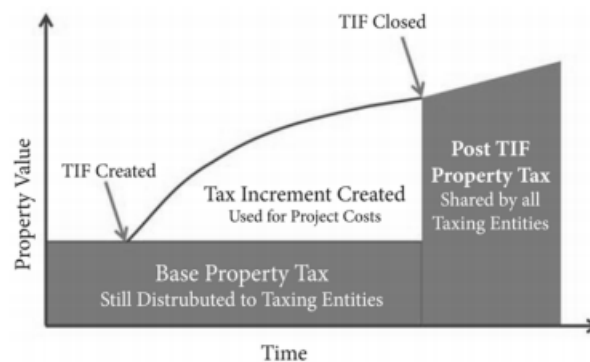
Village of Maple Park

TAX INCREMENTAL FINANCE POLICY

WHAT IS TIF?

A Tax Increment Finance (TIF) is an economic development funding tool used to stimulate redevelopment in the areas with blight where redevelopment would be unlikely without some form of government stimulus. TIF Districts can also be used to provide public improvements such as water and sanitary systems or street improvements. These public improvements, combined with expected private investment, work together to revitalize properties inside the district.

When a TIF District is created property owners within the district continue to pay the same property tax rates as those outside the district. The difference (increment) is the tax collected, over and above the “base value” and that increment is what is placed into a separate fund that is used to pay project costs. The TIF District does not generate the increment through additional taxes. Once all costs incurred by the creation of the TIF are recouped by the additional increment created, the TIF District is closed, any remaining property taxes will be returned to DeKalb and Kane Counties so that they can be distributed back to the other taxing bodies. Taxing bodies include: fire protection, library and school districts; townships and township road districts; colleges, counties and the State. A TIF District expires 23 years from the date the TIF was enacted through a municipal ordinance. The Village’s TIF District will expire on December 31, 2035, payable through December 31, 2026. From time-to-time the expiration date of a TIF District may be legislatively extended by the State Legislature, as it requires an Amendment to the TIF Act.



TIF funds can be used to finance public infrastructure projects such as a wastewater treatment plant and sanitary sewer system improvements; a new water tower and water system improvements; the construction of parking lots and/or decks and of course it can be used for street and storm sewer improvements. It can be used to assist existing business/property owners in rehabilitating their

buildings through façade or lighting improvement programs. It can also be used to assist the redevelopment of the land located within the TIF District. Redevelopment may include assistance to businesses looking to relocate and locate new commercial, light industrial, retail, residential, senior and elder assisting living facilities in Maple Park.

TIF Authority

The State of Illinois permits the formation of a TIF District pursuant to the Tax Increment Allocation Redevelopment Act, 65 ICLA 5/11-74.4 *et seq.*

On January 3, 2012, the Village of Maple Park enacted the following ordinances establishing the TIF District. Ordinance 2012-01, that approved the Redevelopment Plans and Projects for the Maple Park Tax Increment Finance (TIF) District – Redevelopment Plans and Projects, see the Village’s website for the complete plan; Ordinance 2012-02 Designated the Redevelopment Project Area, see Attachment A; and Ordinance 2012-03 Adopts Tax Increment Finance for the Maple Park Tax Increment Financing District.

Purpose

The purpose of the Maple Park TIF District is to redevelop property that is currently underutilized for residential, commercial and light industrial development. The Redevelopment Plan allows the Village the ability to alleviate and/or remove blighted conditions such as the lack of public infrastructure or to repair/replace infrastructure that is in poor condition and it allows for public and private redevelopment projects that will benefit from tax increment financing.

“But For” TIF

The fundamental principle and one which the Village of Maple Park must determine based on the information submitted by the property owners/developers is that the project would not occur “but for” the assistance provided through Tax Incremental Financing. The burden is on the property owner/developer to make their case and not for the Village to make their case for owner/developer. Should the Village determination that the “but for” not be made, Tax Incremental Financing for the project cannot be approved.

TIF REDEVELOPMENT GOALS AND OBJECTIVES

The Maple Park TIF District Redevelopment Plan is expected to include, but is not limited to, the following general long-term goals and objectives:

1. Eliminate or reduce those conditions which qualify the Redevelopment Project Area as a Combination of Blighted and Conservation Areas.

2. Facilitate the completion of necessary public infrastructure to encourage residential, commercial and light industrial development within the Village of Maple Park.
3. Extend/upgrade storm drainage and sanitary sewer lines throughout the Area.
4. Improve and update antiquated and/or inadequate water lines, mains and distribution systems.
5. Improve and update streets, street lighting, landscaping, curbs, alleys, parks, public green space, recreational amenities, sidewalks, bike paths and other pedestrian walkways throughout the Redevelopment Project Area.
6. Leverages the maximum amount of non-Village funds into a development or redevelopment project back into the community.
7. Enhance the tax base for the Village and other taxing districts through coordinated, comprehensive planning efforts by either the public or private sectors which focus on efforts to improve infrastructure, property reuse, and the upgrade of existing buildings.
8. Attract new commercial development which complies with Village zoning and land use ordinances, increases assessed valuations and enhances the real estate tax base for the Village and creates additional employment opportunities within the community.
9. Attract tourism and retail/commercial businesses through the use of financial incentives offered by Tax Increment Financing and, thereby, increase retail business activity which will lead to an increase in municipal sales taxes for the Village.
10. Further improve the overall quality of life, health and well-being of the community.

WHAT REDEVELOPMENT IS TIF ELIGIBLE?

TIF eligible project costs are defined by Illinois State Statute, 65 ILCS 5/11-74.4-1 through 11-74.4-11. The Village believes that redevelopment within the TIF District Area would not occur without the use of tax increment financing; therefore, the Village plans to offer incentives to potential developers in order to encourage commitment and new private investment during the life of the TIF District. For specific incentive information, please refer to the Maple Park TIF District Redevelopment Plan dated January – 2012. Public and private projects that are in the Village's TIF Plan include, but are not limited to the following types of projects:

1. Public Infrastructure improvements that includes: Streets, sidewalks, curbs; water lines/mains and water treatment facility; sanitary sewer lines, lift stations and wastewater treatment facility; storm sewer and drainage facilities (retention ponds and detention basins); new municipal building, engineering, architectural, legal, administrative costs; other professional development, economic development staff, property assembly costs and marketing and capital costs of other taxing districts.

The Village Board shall establish a TIF Infrastructure Project Priority List (Attachment B.) The list shall be reviewed and may be modified from time-to-time based on project completion and a “pay-as-you-go,” strategy; however, that does not prevent the Village Board from issuing general obligation, revenue or other types of bonds to finance the work.

2. Commercial projects that consist of new building or rehabilitation or renovation of an existing commercial building.
3. Commercial General Merchandise projects that consist of new retail facilities requiring an investment between \$500,000 to \$3,000,000.
4. Commercial Convenience Store/Restaurant I project consists of a chain of convenience store/fast food facilities that employs at least three (3) supervisory personnel and 50 – 60 food service workers.
5. Commercial Restaurant II and III projects that construct or renovate an existing building and will employ at least two (2) supervisory personnel and 30 – 340 food service workers.
6. Commercial/Retail Strip Development project that requires a total investment that is projected to be \$5,000,000.
7. Commercial Hotel/Motel project that consists of 80 plus rooms, including a small meeting facility.
8. Commercial Storage/Mini-Warehouse projects that includes enclosed and/or outdoor miniature warehouse units.
9. Commercial Rehabilitation/Renovation for approximately ten (1) properties involving façade renovations, structural rehabilitation/expansion and other repairs to the existing buildings and facilities.
10. Light Industrial projects that consist of the construction of manufacturing facilities starting at 5,000 square feet to 100,000 square feet and employ between 10 and 75 employees or more.
11. Residential Townhome/Apartment Complex projects between 24 to 48 units with an average fair market value of \$150,000.
12. Residential Single-Family Housing Development between 100 to 400 homes phased in over a period between 10 and 15 years.
13. Residential Duplex projects that consist of 100 duplex units with a average fair market value of \$125,000.

14. Senior Living Facility project that consists of 65 senior housing units and facilities with an average fair market value of \$155,000.
15. Elder Assisted/Supportive Living Facility that consists of 10 private pay and 10 government subsidized housing units.
16. Residential Rehabilitation/Renovation projects that consist of approximately 24 residential buildings and includes work for such things as exterior siding, roof or other structural repairs.

Project must comply with the following:

- Land use as identified in the Zoning and Subdivision Ordinances.
- Certification of “No Displacement of Residential Units.”
- Commitment to fair employment.
- Will require a total investment of the developer of a certain dollar amount or higher, based on the type of project.
- Must generate an increase in real estate tax increment over the life of the TIF District.
- And, depending on the project, must generate a new municipal sales tax increment over the life of the TIF District.

TYPES OF INCENTIVES

The following is a list of potential incentives the Board may consider. Not all incentives will be appropriate for all projects and some projects may necessitate creative incentives that may not be listed below.

- Tax Increment Financing
- General Improvements Assistance Grant Program, see Attachment C – For existing commercial establishments located in the Village of Maple Park
- Other –
 - Use of Village property and/or right-of-way for development at a reduced or no cost, excluding previously vacated right-of-way.
 - Contribution toward public improvements or infrastructure
 - Fee waivers for zoning, permits, etc.
 - Cooperative provision of municipal services

The Village reserves the right to deny any request for TIF assistance. There many important criteria and considerations that must be taken into account when evaluating possible TIF projects. The following a list of criteria a developer, busines owner or resident, should take into account when developing a request for TIF assistance and the Village Board should consider when determining when TIF assistance is warranted:

- Village incentives shall be limited to the minimum amount necessary to make the project feasible. Assistance will not be provided solely to increase the developer or business

owner's profit margin. It is up to the Village's discretion to determine how many, if any assistance is necessary to make the project feasible;

- The applicant shall demonstrate that the project would not otherwise take place "but for" the incentive;
- A maximum dollar amount and term will be determined. The level of assistance should be awarded at the lowest possible level in the least amount of time by maximizing the use of private debt and equity financing first;
- All projects shall be reviewed on a case-by-case basis. Meeting all the criteria for TIF assistance does not guarantee that assistance will be awarded, nor does the approval or denial of one (1) project set a precedent for approval or denial of another;
- Assistance will be provided by a "pay-as-you-go" method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- Assistance for land/property purchases will not exceed the fair market value of the property. The Village will hire an independent appraiser and the appraisal cost will be reimbursed by the developer;
- Assistance shall not be provided for projects that would result in extraordinary demands on Village infrastructure or services;
- The developer is responsible for providing any additional information, such as market and feasibility studies, and appraisals, which the Village deems necessary to review the need for TIF assistance;
- The developer owner must provide adequate financial guarantees and enter into a TIF Assistance/Developer Agreement with performance measures that ensure completion of the project, and are not limited to letters of credit, cash escrow and personal guarantees. The developer must also demonstrate to the Village's satisfaction, the ability to construct, operate and maintain the proposed project;
- All projects must demonstrate the probability of economic success. The developer shall submit to the Village preliminary sales, data projections, and/or pro forma analyses concerning the subject site. The Village will hire an independent consultant to verify the developer's submissions and the resulting cost will be reimbursed by the developer through an escrow;
- The developer must retain ownership of the overall project until final completion. For projects intended as for-sale developments, individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership at least long enough to complete the project (as evidenced by the issuance of a final certificate of occupancy), stabilize its occupancy, establish project management and initiate property tax payments based on the increased project value;
- The Village will not provide mortgage guarantees.

Exceptions to TIF Policy. Village reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the Village with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Village.

TIF SUBMITTAL GUIDELINES

The Village requires certain information from every applicant requesting TIF Funds. The information the Village requests is critical in order to allow the Village to make proper informed decisions. Existing commercial businesses that are interested in making improvements to their interior and exterior façade shall complete the Village of Maple Park General Improvements Assistance Grant Program Application, Attachment C. All General Improvement Assistance Grant Program applications for TIF Funding are on a first come, first serve basis and shall follow the review process identified in Attachment D.

New redevelopment applications for TIF Funding that do not qualify for the General Improvement Assistance Grant Program are also on a first come, first serve basis and shall follow the process listed below.

1. Pre-application meeting is held between developer and the Village;
2. A Tax Increment Financing Application, see Attachment D, is submitted by the developer to the Village;
3. Village Management, and it chosen consultant(s) will conduct a review of the submitted documentation –
 - A. Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one-time fees (building permits, fee-in-lieu charges, water and sanitary sewer connection fees, etc.)
 - B. Determine if there are any State or County incentives available to coordinate a joint incentive package;
4. Presentation of request, management and analysis and recommendation to the Finance Committee;
5. Village Management prepares draft TIF Assistance/Developer Agreement as recommended by the Finance Committee; if applicable;
6. Finance Committee recommendation, management recommendation, and draft TIF Assistant/Developer Agreement is forwarded to the Village Board, if applicable; and
7. Village Board Meeting for final consideration of TIF assistance request.
8. Execution of the TIF Assistance/Developer Agreement between the Village and Developer.
9. TIF Assistance/Developer Agreements shall include the following provisions:
 - A. Reimbursement for Failure: The TIF Assistance/Developer Agreement will contain a claw-back provision to the Village for reimbursement of a pro-rates share of the assistance based on specific time periods should a developer associated with the assistance cease to operate during the terms of the agreement or another specified period of time;
 - B. Look-Back Provision: The look back mandates a developer to provide the Village or its Financial/Municipal Advisor with evidence of its annualized cumulative internal rate of return on the investment (IRRI) at specified periods of time after

project completion. The IRRI shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.

When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Village at the time of development agreement, the developer and the Village shall split, on a 50/50 basis, the increase above the originally projected rates of return.

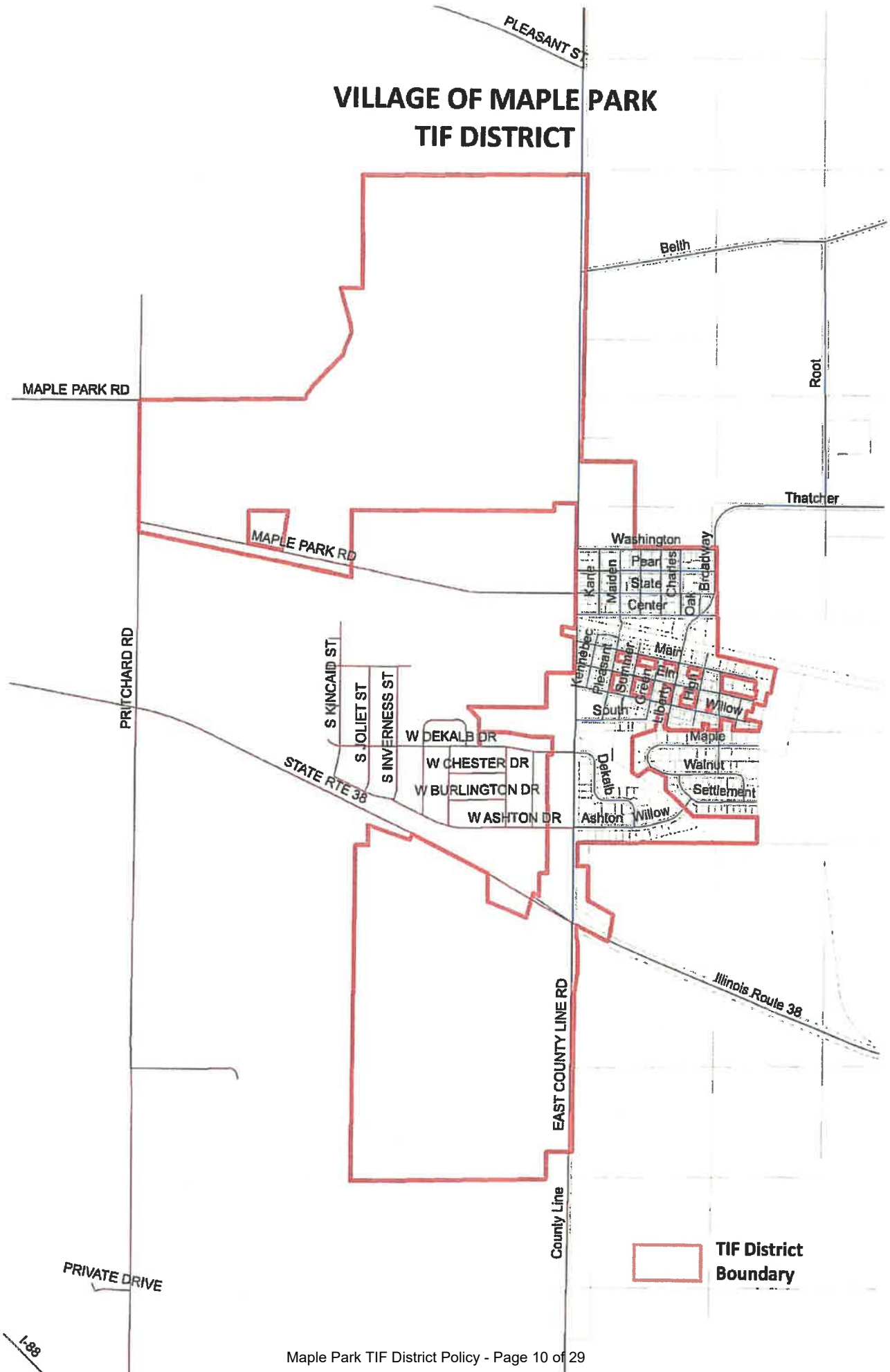
When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Village shall split, on a 50/50 basis, any increase at or above original projected rates of return.

The Village Board has the final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The proceeding guidelines do not limit Village Board action.



VILLAGE OF MAPLE PARK
ATTACHMENT A – TIF DISTRICT MAP

VILLAGE OF MAPLE PARK TIF DISTRICT





VILLAGE OF MAPLE PARK

ATTACHMENT B – TIF INFRASTRUCTURE PROJECT PRIORITY LIST

VILLAGE OF MAPLE PARK TIF DISTRICT - PUBLIC INFRASTRUCTURE PRIORITY LIST

TIF Priority #	Work Area	Category	Fund/Dept. Number	CIP ID #	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY 2020	Current Fiscal Year - FY 2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025
1	WA4	Streets	13-00	TIF-003	Televise, Root Cut, Jet Storm Sewer - Pearl Street				15,930				
2	WA6	WWTP	56-10	WWTP-0002	WWTP Facility (New) - 3.23 Acre Land Purchase, Appraisal, Legal/Closing							275,000	
3	WA1	Water Improv.	54-00	W-0015	Water Tower - Engineering				25,000				
4	WA6	WWTP	56-10	WWTP-0003	WWTP Facility (New) - Engineering/Design/Permitting							125,000	
5	WA1	Water Improv.	54-00	W-0022	Water Tower - Construction							1,825,000	
6	WA6	WWTP	56-10	WWTP-0004	WWTP Facility (New) Construction							5,500,000	
7	WA6	WWTP	56-10	WWTP-0010	Demolish/Remove WWTP Bldg.								
8	WA1	Water	52-10	W-0033	150,000 gallon waterspheroid** - Item #1 Blast Clean/Repair/Containment; Item #6 Coat Foundation; Item #8 Ring Couplings; Items #11, 12 #13								195,000
9	WA6	WWTP	56-10	WWTP-0011	Decommission/Remove Cesspools at WWTP							275,000	
10	WA1	Water	52-10	W-0034	150,000 gallon waterspheroid - Items #2 Abrasive Blast Clean; Item #3 Install Clips/Pressure Fitting for Cathodic Protection								22,600
11	WA6	WWTP	56-10	WWTP-0008	WWTP - Generator, ATS, electric, pad, natural gas piping							175,000	
12	WA1	Water	52-10	W-0035	150,000 gallon waterspheroid - Item #4 Blast Clean Pit Pipe/Repair; Item #5 Repair Spalling Concrete Foundation								5,300
13	WA1	Water	52-10	W-0036	150,000 gallon waterspheroid - Item #7 Install Handrail/Painter's Railing on Roof; Item #9 Replace Globe/Cage for Light Fixture; Item #10 Install Ladder Extension on Condensate Plat.								14,300
14	WA1	Water	52-10	W-0037	150,000 gallon waterspheroid - Item #14 Remove Glandular Expansion Joint Repl. w/Bellows; Item #15 Install AL Cover over Fill/Draw Pipe Insulation.								18,900
15	WA1	Water	52-10	W-0038	150,000 gallon waterspheroid - Item #16 Install Mud Valve; Item #17 Replace Condensate Drain Line								6,600
16	WA4	Admin	01-10	A-0016	Civic Center - Space Needs Study								
17	WA4	Admin	01-10	A-0031	Civic Center - Generator, Pad and ATS						250,000		
18	WA4	Admin	01-10	A-0034	Public Works Garage						120,000		
19	WA4	MFT	19-00	MFT-0005	Maple - Walnut to end of street at corn field	Construction - Pavement							
20	WA3	TIF	13-00	TIF-0002	Wayside Horns	Horn Installation							
21	WA1	Road & Bridge	15-00	RB-0008	Main to Kennebec - Downtown	Parking Study			5,000				
22	WA4	TIF		13-00	TIF-0004 through TIF-0008	General Improvements Assistance Grants - 5 @ \$3,000 ea.						15,000	15,000
									0	40,930	5,000	370,000	8,190,000
												275,700	



VILLAGE OF MAPLE PARK

ATTACHMENT C – GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM



Village of Maple Park

TIF District General Improvements Assistance Grant Program

Maple Park Tax Increment Financing (TIF) District

In 2012, the Village of Maple Park established its first Tax Increment Financing (TIF) District an effort to stimulate new private investment, encourage economic development and improve public infrastructure. As a result, the Village now offers various ways of helping property owners and/or tenants located within the Maple Park TIF District area to reduce the costs of residential, commercial and industrial redevelopment projects. The *Maple Park General Improvements Assistance Grant Program* is one method of helping existing businesses.

Maple Park General Improvements Assistance Grant Program

PURPOSE:

The primary goal of the Village of Maple Park's *General Improvements Assistance Grant Program* is to visibly enhance, preserve and rehabilitate the commercial properties within Maple Park's Tax Increment Financing (TIF) District, an area which encompasses the historic downtown business district and includes commercial properties located along County Line Road. TIF District was established in 2012 to stimulate private, economic development and while also improving, updating and maintaining our public infrastructure. The Village utilizes TIF resources to annually fund the *Maple Park General Improvements Assistance Grant Program*, hereinafter "Program", which is outlined in this application.

FUNDING:

This grant covers up to 50% of the TIF Eligible Costs and are awarded on a first come, first served basis. Business and property owners within the Maple Park TIF District may be eligible for a maximum \$5,000.00 reimbursement grant. The Applicant is required to match or exceed any awarded program funding through an investment of their own capital toward the project's total cost.

PROPERTY ELIGIBILITY:

To be eligible for reimbursement of project costs under this Program, the following requirements and conditions shall be met:

- The property must be a commercial establishment that is located within Maple Park's TIF District (see TIF boundary map on Village's website www.VillageofMaplePark.org); and Properties must not be in arrears of property assessments, municipal utilities, or taxes; and
- The total project cost must not exceed \$10,000.00; and
- The Applicant must be either (1) the owner of a building within Maple Park's TIF District, or (2) the owner of a business within Maple Park's TIF District, who has a valid lease of at least a 1-year term and has written permission documentation from the property owner allowing them to make changes to the building; and
- The improvement project must be for one or more of the items listed as eligible for reimbursement below; and

- Repair, renovation, or installation projects started prior to the submission of a grant application are ineligible for reimbursement of project costs under this Program; and
- The Property must not have received a grant under this program within the immediately preceding three (3) years.

ELIGIBLE COSTS FOR REIMBURSEMENT:

Grants are issued in the form of reimbursements for eligible expenses once the work has been completed. This program allows for the reimbursement of the following exterior and interior work:

- Driveway/parking lot paving replacement (excluding new lot driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Route 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement
- Structural Repairs that have framed property unsafe
- Exterior Windows
- Exterior Doors
- Exterior Siding
- Interior ADA Compliance Upgrades
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Interior Electrical Upgrade to Bring to Code
- Interior Installation or Fire Suppressions System

INELIGIBLE REIMBURSEMENT COSTS:

- Maintenance
- Painting
- Signage

PROGRAM REVIEW AND APPROVAL PROCESS:

All Applicants are on a first come, first serve basis. Applications are limited to one (1) grant per parcel, per fiscal year (Village of Maple Park's fiscal year is May 1st - April 30th.) The Village has established an initial annual program allocation of \$15,000.00 per fiscal year so Applicants are encouraged to file early and execute the improvements as soon as possible. The Village encourages you to employ or purchase services, products and materials available within the Village whenever possible. The Program process is as follows:

1. Application submitted along with required supportive documentation and photographs.
2. Attend Finance Committee meeting to discuss/answer questions about your application and subject property.
3. At the same meeting, the Finance Committee will review your application and either a) ask for clarification and re-submittal, or b) make a decision as to whether to grant or deny "preliminary approval" and recommend to the Village Board that the application is eligible to proceed.
4. Notice to Proceed letter from the Village Clerk. (*Steps 3 & 4* confirm your application's place in line for funding as long as the following steps are completed.)

5. Applicant will execute improvements within 5-months and completed within 11-months of Village's notice to proceed. Extension requests must be made in writing. However, the Applicant may risk a depletion of funds within the fiscal year. The Village may modify this time-line on a case-by-case basis based on the project's specific factors.
6. After project is completed, submit "close-out" items to Village Clerk and Finance Committee for review and final approval and the next scheduled Finance Committee Meeting.
7. "Close-out" items include:
 - Letter stating that the project is now complete and the applicant is seeking reimbursement for a specific dollar amount
 - Written documentation that all inspections have been passed – List the following:
 - Date of Inspection
 - Type of Inspection
 - If the inspection passed or failed (will be validated by the Village)
 - Invoices for purchases of goods/services for project costs – Invoices should be itemized
 - Invoice payment documentation – List the following:
 - Date of Transaction
 - Check # or credit card payment information
 - Bank or credit card statements that confirm payment
 - "After" photos of the completed work – Digital and hard copy should be provided with packet.
8. Upon recommendation from the Finance Committee, the Village Board shall approve the final disbursement of grant reimbursement funds at the following, monthly Board meeting.
9. If the Applicant has not met one or any of these requirements, the Finance Committee will re-evaluate the status of the project and may unilaterally rescind or modify the amount of the grant.

For more information and applications relating to the *Maple Park General Improvements Assistance Grant Program* please contact:

Maple Park Village Hall, 302 Willow Street, PO Box 220, Maple Park, IL 60151-0220; Phone (815) 827-3309



TIF District General Improvements Assistance Grant Program Application

Business owners within the Maple Park TIF District may be eligible for a *Maple Park TIF District General Improvements Assistance Grant* to improve deteriorated, structures within the Maple Park TIF District Redevelopment Area. General Improvements Grants for 50% of eligible costs up to \$5,000.00 are awarded on a first come, first served basis and are limited to one grant per property within the immediately preceding three (3) years. The *Maple Park TIF District General Improvements Assistance Grant* program is funded annually by the Village of Maple Park and the Village encourages you to buy within the Village whenever possible.

Name of Business Owner(s): _____ Address: _____
Name of Property Owner(s): _____ Address: _____
Applicant/Contact Person: _____ Address: _____
Applicant Daytime Telephone: _____ E-mail: _____

Property Owner Contact Information, if different from Applicant:

Property Owner Telephone: _____ E-mail: _____

Project Description: _____

Project Street **Address:** _____ Within TIF District? ☐ YES ☐ NO

Property **Tax PIN #:** _____ **Tax Bill** Attached? ☐ YES ☐ NO

Required Items to Include with Your Initial Application:

- ✓ Copy of the most recent, paid property tax bill with PIN Number.
- ✓ "Before" photos* of the proposed area(s) of improvement; exterior wall(s), roofs, doorways, etc.
- ✓ On a separate sheet of 8.5" x 11" paper, provide a simple, hand drawn diagram of the building's footprint dimensions. Below each footprint dimension, indicate that respective wall's height (to the best of your ability). Include your name and address on this diagram.
- ✓ Attend TIF Committee Meeting when your project application is an agenda item.

Required Close-Out Items for Final Reimbursement (see General Improvement Assistance Grant Program for full list):

- ✓ All invoices and receipts supporting project costs and accounting records validating payment.
- ✓ "After" photos* of the completed work.
- ✓ If requested, attend TIF Committee Meeting to review and approve project (close-out).

**All photo submissions can be: hard copy prints on regular 8.5 x 11 paper or photographs (3.5x5 or 4x6) The Village reserves the right to request digital files of photographs as well as field verify all submitted dimensions. Net Grant Amount:*

Grant Amount not to exceed \$5,000.00\$ _____
Less Application Fee - 5.00
Less Project Inspection Fee _____
Plus Project Inspection Fee Waiver + _____
Net Grant Amount\$ _____

NOTE: Applicant must provide itemized copy of receipts and a copy of most recently paid property tax bill prior to receiving *Maple Park TIF District General Improvement Assistance Grant Funds*. Village will measure the project and require before-and-after photos of the project prior to disbursement of funds.

Business Owner's Signature

Village of Maple Park

Property Owner's Signature if not the same as above.

ELIGIBLE ITEMS INCLUDE:

Exterior:

- Driveway/parking lot paving replacement (excluding new lot/driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Rt 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement.
- Structural Repairs that have framed property unsafe.
- Exterior Windows.
- Exterior Doors.
- Exterior Siding (not on the front facade)

Interior:

- ADA Compliance Upgrades.
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Electrical Upgrade to Bring to Code.
- Installation or Fire Suppression System.

NON-ELIGIBLE ITEMS:

- Maintenance
- Painting
- Signage



VILLAGE OF MAPLE PARK
ATTACHMENT D – TIF FINANCING APPLICATION



TAX INCREMENTAL FINANCING APPLICATION

Please complete and submit the following information to the Village of Maple Park for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of four parts: 1) Applicant Information, 2) Project/Property Information, 4) Project Budget/Financial Information, and 4) Attachments.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

The Finance Committee reviews all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the Finance Committee reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the "Village of Maple Park Tax Incremental Financing Policy" document.

Applicant Information

Legal Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Legal Entity (check one):
☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common
☐ Corporation ☐ LLC ☐ Partnership
☐ Other: _____

If not a Illinois corporation / partnership / LLC, state where organized: _____

Will a new entity be created for ownership (check one)? ☐ Yes ☐ No

Principals of existing or proposed corporation / partnership / LLC and extent of ownership interests:

Name	Address	Title	Interest

Is any owner, member, stockholder, partner, officer, or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Maple Park (check one)? ☐ Yes ☐ No

If yes, give the name and relationship of the employee: _____

Have any of the applicants (including the principals of the corporation / partnership / LLC) ever been charged or convicted of a misdemeanor or felony? ☐ Yes ☐ No

If yes, please furnish details: _____

Project / Property Information

Project Narrative

Overall Project Summary and Objectives: _____

Current and Proposed Uses: _____

Description of End Users: _____

Describe any zoning changes that will be needed: _____

Identify any other approvals, permits, or licenses (i.e. Liquor License, Health Department, etc.): _____

Describe briefly what the project will do for the property and neighborhood: _____

Property Summary:	
Parcel / Land Area:	_____ SF
Building Area:	_____ SF
# of Dwelling Units:	_____
# of Stories:	_____
# of Parking Spaces:	_____

Project Timeline	
Step	Date
Final Plan / Specification Preparation	
Bidding and Contracting	
Firm Financing Approval	
Construction / Rehabilitation	
Landscaping / Site Work	
Occupancy / Lease Up	

Development Team

Developer: _____ Architect: _____

Surveyor: _____ Contractor: _____

Other Members: _____

Describe Development Team expertise and experience in developing similar projects: _____

Other current Development Team projects in development: _____

Financial ability of the applicant to complete the project: _____

Full and part-time jobs to be created by the proposed project including estimated salary: _____

Professional Studies

Market Studies: Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

Appraisal: All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property "as is", and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Project Budget / Financial Information

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing.

Use of Funds	Amount (\$)	\$ per SF of Building Area
Land Acquisition		
Demolition		
Environmental Remediation		
Site Clearance and Preparation		
Soft Costs / Fees		
Soft Cost Contingency		
Hard Construction Costs		
Total Projected Costs		

Sources of Funds	Amount (\$)	% of total project costs	
Equity			_____ %
Developer Equity			_____ %
Other: _____			_____ %
Total Equity			_____ %
Loans	Rate	Term	
Construction Financing	_____ %	_____ mos.	
Permanent Financing	_____ %	_____ yrs.	_____ %
TIF Assistance			_____ %
Other: _____			_____ %
Total Sources of Funds			100%

Source Amount	Terms: Years / Interest	Contact Information
Equity: _____		
Loans:		
1.		
2.		
3.		
4.		

Detailed Pro Forma (must correspond to line items for Use of Funds on previous page)	
Land Acquisition	\$
Demolition	\$
Site Clearance	
Infrastructure	\$
Utilities / Removal	\$
Utilities / Relocation	\$
Utilities / Installation	\$
Hazardous Materials Removal	\$
Other: _____	\$
Total Site Clearance and Preparation	\$
Soft Costs / Fees	
Project Management (_____ %)	\$
General Contractor (_____ %)	\$
Architect / Engineer (_____ %)	\$
Developer Fee (_____ %)	\$
Appraisal	\$
Soil Testing	\$
Market Study	\$
Legal / Accounting	\$
Insurance	\$
Title / Recording / Transfer	\$
Building Permit	\$
Mortgage Fees	\$
Construction Interest	\$
Commissions	\$
Marketing	\$
Real Estate Taxes	\$
Other Taxes	\$
Other: _____	\$
Other: _____	\$
Sub-Total Soft Costs / Fees	\$
Soft Cost Contingency	\$

Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.**

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property: For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

For Sale Residential: Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial / For-Sale Residential: Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial: For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects: In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Maple Park and locations that are seriously being considered by the applicant.

Revenue Projections – Rental Project			
	Year 1	Year 2	>>Year 11
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue: _____	\$	\$	\$
Gross Potential Income	\$	\$	\$
Commercial Vacancy _____%	\$	\$	\$
Residential Vacancy _____%	\$	\$	\$
Effective Gross Income (EGI)	\$	\$	\$
Expenses			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense: _____	\$	\$	\$
Other Expense: _____	\$	\$	\$
Total Expenses	\$	\$	\$
Net Operating Income (NOI)	\$	\$	\$
Capital Expenses (reserves, tenant improvements, commissions)	\$	\$	\$
Debt Service	\$	\$	\$
Net Cash Flow (before depreciation)	\$	\$	\$
Reversion in Year 10			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate		%	
Gross Reversion	\$		

Revenue Projections – For-Sale Project			
Gross Sales Revenue Housing Units	Unit Type*	Number	Price / Unit
			\$
			\$
			\$
			\$
			\$
			\$
Total Housing Sales: *affordable units if any			\$
Housing Unit Upgrades:			\$
Commercial Space	Unit Type	Size (SF)	Price per SF
			\$
			\$
			\$
Total Commercial Sales			\$
Total Gross Sales Revenue			\$
Cost of Sales			
Commissions	%	\$	
Marketing	%	\$	
Closing	%	\$	
Other Costs: _____	%	\$	
Total Costs of Sales			\$
Net Sales Revenue			\$

Attachments

Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village Administrator. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site or building
- Description of end users
- Profitability
- Overview of private-sector financing
- Summary of increment projections
- Total development costs
- Current and proposed uses
- Project start and end dates
- Description of public benefits, including job creation
- Amount of TIF assistance requested
- Name of developer and owner
- Statement regarding why TIF is essential and why the “but for” provision will be met

Note: In the “but for” discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.

Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) of project (e.g. industrial, commercial, retail, office, residential for sale or rental, senior/assisted housing, etc.).
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction: types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; number and type of parking spaces; and construction phasing.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

Filing Requirements

You must provide all of the following items with your signed application:

- **Fee:** An application fee of 1% for projects with assistance up to \$100,000, 2% for projects with assistance between \$100,000 to \$499,999, or 3% for projects with assistance at \$500,000 or greater. This fee is to cover Village costs associated with evaluating the TIF application. Make your check payable to the Village of Maple Park.
- **Site Maps:** Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17 inches. Larger maps may be required for projects presented to the Plan Commission, Finance Committee, or Village Board.

- **Project Renderings:** Provide preliminary architectural drawings, plans, and renderings for the project. These drawings should be no larger than 11x17 inches. Larger drawings may be required for projects presented to the Plan Commission, Finance Committee, or Village Board.

Notes

- If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

Agreement

I, by signing this application, agree to the following:

- I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
- The information submitted is correct.
- I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
- I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
- The undersigned authorizes the Village of Maple Park to check credit references and verify financial and other information.
- The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

Applicant Printed Name/Title

Applicant Signature

Date

ATTACHMENT A

RESOLUTION 2020-17

**A RESOLUTION APPROVING THE MAPLE PARK TAX
INCREMENT FINANCE (TIF) DISTRICT POLICY**

WHEREAS the Village of Maple Park ("The Village") adopted and approved a Tax Increment Allocation Financing and the Redevelopment Project Area for the Maple Park Tax Increment Financing ("TIF") District; and,

WHEREAS, the President and Board of Trustees of the Village of Maple Park believes it is in the best interest of the health, safety, and welfare of its citizenry to move the TIF District forward by approving a TIF District Policy that will assist in the implementation of this economic development tool; and,

WHEREAS, the TIF District Policy will serve as a guideline to the Village and to private development the types of redevelopment projects that may be eligible for TIF Funds 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 Board approves the Maple Park TIF District Policy as discussed/presented in the August 4, 2020 Village Board meeting.

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, August 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk

RESOLUTION NO. 2020-18

A RESOLUTION APPROVING A LETTER OF ENGAGEMENT FOR ENGAGING AN INDEPENDENT REGISTERED MUNICIPAL ADVISOR BY AND BETWEEN THE VILLAGE OF MAPLE PARK, ILLINOIS AND THE ECONOMIC DEVELOPMENT GROUP, LTD.

**BE IT RESOLVED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF
THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS,
THAT:**

1. The U.S. Securities and Exchange Commission's (SEC) final municipal advisor (MA) registration and recordkeeping rules became effective on July 1, 2014. Firms that are engaged in, or plan to be engaged in, municipal advisory activities must be registered with both the SEC and the Municipal Securities Rulemaking Board of Trustees (MSRB). Therefore, a firm must register as an MA if it provides "advice" to a municipality.

"Advice" is defined under the MA rules promulgated by the SEC to include, without limitation, a recommendation that is particularized to the specific needs, objectives, or circumstances of a municipal entity or obligated person with respect to municipal financing products or the issuance of municipal securities, including with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues, based on all the facts and circumstances; and
2. The Village of Maple Park desires to engage an *Independent Registered Municipal Advisor*; and
3. The Economic Development Group, Ltd. (EDG) located at 1701 Clearwater Avenue, Bloomington, Illinois is registered as a Municipal Advisor with both the SEC and the MSRB; and
4. The President and Village Board of Trustees of the Village of Maple Park have evaluated and recommended that the Village engage The Economic Development Group, Ltd. as an *Independent Registered Municipal Advisor* for the purpose of providing the Village with facts, figures and advice on the possible structure, timing, terms, and other matters concerning the potential issuance of municipal securities, such as bonds, bank loans or other types of debt obligations that the Village may wish to consider; and
5. Upon designating EDG as its *Independent Registered Municipal Advisor*, the Village may publicly post a written disclosure letter indicating that the Village intends that market participants receive and use such letter for purposes of the *Independent Registered Municipal Advisor Exemption* as provided in the SEC's final rules adopted for municipal advisor registration; and

6. The Village President is hereby authorized and directed to enter into and execute on behalf of the Village said Letter of Engagement attached hereto as ***Exhibit A***, and the Village Clerk of the Village of Maple Park is hereby authorized and directed to attest such execution; and
7. The Engagement Letter attached hereto as ***Exhibit A*** shall be effective on the date set forth and executed by the Village President in said Engagement Letter; and
8. If the Village determines that it is necessary to proceed with the issuance of a specific SEC regulated municipal security and wishes to rely on the advice of EDG for said issuance, then EDG shall provide such advice pursuant to a separate Letter of Engagement with a fee that is commensurate with said issuance and approved by the Village of Maple Park at that time; and
9. This resolution shall be in full force and effect from and after its approval and publication as required by law.

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 Engagement Letter with The Economic Development Group, LTD.

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

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, August 2020.

Ayes: _____

Nays: _____

Absent: _____

APPROVED: _____
Village President

Date: _____

ATTEST: _____
Village Clerk

Date: _____



THE ECONOMIC DEVELOPMENT GROUP, LTD.

August 4, 2020

Village of Maple Park
Village President and Board of Trustees
302 Willow St, P.O. Box 220
Maple Park, IL 60151

Re: **Independent Registered Municipal Advisor**
Proposed Economic Development Group, Ltd.
Engagement Letter

Dear President Curtis and Village Trustees:

A Municipal Advisor (MA) is one who gives advice to a municipal entity regarding municipal financial products or the issuance of municipal securities.

The U.S. Securities and Exchange Commission's (SEC) final municipal advisor registration and recordkeeping rules became effective on July 1, 2014. Firms that are engaged in, or plan to be engaged in, municipal advisory activities must be registered with both the SEC and the Municipal Securities Rulemaking Board (MSRB). Therefore, a firm must register as an MA if it provides "advice" to a municipality. "Advice" is defined under the MA rules promulgated by the SEC to include, without limitation, a recommendation that is particularized to the specific needs, objectives, or circumstances of a municipal entity or obligated person with respect to municipal financing products or the issuance of municipal securities, including with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues, based on all the facts and circumstances.

The Economic Development Group, Ltd. (EDG) is registered as a Municipal Advisor with both the SEC and the MSRB. As such, we ask that the Village hereby designates the Economic Development Group, Ltd. as its *Independent Registered Municipal Advisor* for the purpose of providing the Village with facts, figures and advice on the possible structure, timing, terms, and other matters concerning the potential issuance of municipal securities, such as bonds, bank loans or other types of debt obligations that the Village may wish to consider. Activities that the Economic Development Group, Ltd., proposes to undertake on behalf of the Village as its *Independent Registered Municipal Advisor* include the following:

- Act in a fiduciary capacity for the Village;
- Assist in developing the plan of finance and related transaction timetable;
- Identify and analyze financing solutions and alternatives for funding capital improvement plans;
- Advise on the method of sale, considering market conditions and near-term activity in the municipal market;
- Assist in the preparation of any rating agency strategies and presentations;
- Coordinate internal/external accountants, feasibility consultants and escrow agents;

- Assist with the selection of underwriters, underwriter compensation issues, syndicate structure and bond allocations;
- Verify cash flow calculations;
- Prepare preliminary cash flows analysis;
- Plan and coordinate bond closings.

The Economic Development Group, Ltd. is currently engaged by the Village to provide professional services relating to the establishment and ongoing annual administration of its Tax Increment Financing (TIF) District. Jacob & Klein, Ltd., an economic development law firm and affiliate of The Economic Development Group, Ltd., is also engaged by the Village for legal services relating to matters pertaining to the establishment and annual administration of the TIF District.

The Economic Development Group, Ltd. hereby agrees to provide *IRMA* services, including facts, calculations, projections and information relating to the potential issuance of such municipal securities, such as bonds, bank loans or other types of debt obligations **at no additional fee (\$0.00 annual fee)**.

If at any time the Village determines that it is necessary to proceed with the issuance of a specific SEC regulated municipal security or other financial product and wishes to rely on the advice of EDG for said issuance, then EDG shall provide such advice pursuant to a separate Letter of Engagement with a fee that is commensurate with said issuance and approved by the Village at that time.

The Economic Development Group, Ltd. has determined that it does not have any conflicts of interest that would interfere with its ability to fulfill its duty of care and its duty of loyalty to the Village pursuant to MSRB rules.

EDG's most recent update to its Form MA occurred on February 5, 2020 and Form MA-I occurred on October 25, 2017, as required by the SEC for the purpose of amending contact information relating to its Registered Municipal Advisor Representatives. To date, EDG has not been the subject of any legal or disciplinary complaints or other information for which the SEC requires municipal advisors to provide. The Village may access EDG's Form MA and Form MA-I information on-line by visiting the Electronic Data Gathering, Analysis, and Retrieval system (EDGAR) found at: <https://www.sec.gov/edgar/searchedgar/companysearch.html>.

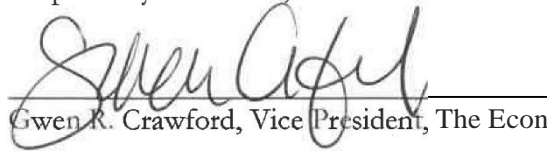
Upon designating EDG as its *Independent Registered Municipal Advisor*, the Village may publicly post a written disclosure letter (see ***Exhibit 1***, "Sample IRMA Disclosure Letter") indicating that the Village intends that market participants receive and use such letter for purposes of the *Independent Registered Municipal Advisor Exemption* as provided in the SEC's final rules adopted for municipal advisor registration. This Engagement Letter and the related Representation Letter may be relied upon until amended or otherwise replaced by a new Representation Letter posted to the Village's website.

EDG, in acting as your MA, will rely on data from outside sources. EDG will act and provide advice to the best of its ability and knowledge, however, no warranty or guarantee is provided and by entering into this Engagement, the Village hereby releases EDG, its owners, officers, and employees from any liability in connection with advice or information provided pursuant to this Engagement. The Village hereby acknowledges that EDG is not engaged by the Village for the purpose of providing continuing disclosure services, and EDG is not responsible for the Village's prior compliance with continuing disclosure obligations as specified in Rule 15c2-12 under the Securities Exchange Act of 1934.

We request that the Village Board approve this Engagement Letter and authorize the President to execute this Engagement Letter in order for EDG to proceed as the Village's *Independent Registered Municipal Advisor*.

We look forward to working on future financing transactions for the Village.

Respectfully Submitted,



Gwen R. Crawford, Vice President, The Economic Development Group, Ltd.

Accepted by and on behalf of the Village of Maple Park, Kane and DeKalb Counties, Illinois
on this ____ day of _____, 2020.

Village of Maple Park

By: _____
Kathleen Curtis, Village President

Attest: _____
Theresa D'Amato, Village Clerk

EXHIBIT 1

SAMPLE INDEPENDENT REGISTERED MUNICIPAL ADVISOR LETTER

[VILLAGE LETTERHEAD]

August 4, 2020

Independent Registered Municipal Advisor (IRMA) Representation Letter

The Village of Maple Park, Kane and DeKalb Counties, Illinois (the “Village”) is hereby disclosing and notifying all potential underwriters, placement agents and other market participants that it has retained an *Independent Registered Municipal Advisor* (“Municipal Advisor” or “IRMA”) pursuant to Section 975 of Title IX of the Dodd-Frank Wall Street reform and Consumer Protection Act (“Dodd-Frank Act”) amended Section 15B of the Securities Exchange Act of 1934 (“Exchange Act”).

By publicly posting the following written disclosure, the Village intends that market participants receive and use it for purposes of the Independent Registered Municipal Advisor Exemption (the “IRMA Exemption”) as provided in the Securities and Exchange Commission’s final rules adopted for municipal advisor registration (the “Final MA Rules”).

Disclosure of Independent Registered Municipal Advisor Representation

The Village is represented by and will rely on its Municipal Advisor, **The Economic Development Group, Ltd.** (“EDG”), and more specifically Steven E. Kline and Gwen R. Crawford for General Municipal Advisory Services and to provide advice on proposals from financial services firms concerning the issuance of municipal securities and municipal financial products. The individual listed herein is on our retained team at our Municipal Advisor and has been employed by our Municipal Advisor for two years (or more) prior to the date of this disclosure and, thus, is not “associated” (as defined in the Final MA Rules) at either an entity level or an individual level with persons seeking to rely on the *IRMA Exemption*. Any changes to the Village’s team going forward will be promptly posted to the Village’s website. **The written notice required under the *IRMA Exemption* of the Final MA Rules stating that an underwriter or placement agent is not a municipal advisor and is, therefore, not subject to a fiduciary duty to the Village should be provided to the Village at the address noted below, with a copy to The Economic Development Group, Ltd. at 1701 Clearwater Avenue, Bloomington, Illinois 61704.**

Notices and proposals should be addressed to Ms. Dawn Wucki-Rosbach, Village Administrator, Village of Maple Park, 302 Willow Street, P.O. Box 220, Maple Park, IL 60151. To encourage the continued sharing of ideas and proprietary information by market participants, the Village intends to keep original materials provided by and concepts it discusses with market participants from time to time confidential (to the extent provided by law), but hereby reserves the right, in its sole discretion, to share any information which will be seriously considered by the Village with its Municipal Advisor. **Please note that aside from regulatory mandated correspondence between an underwriter and municipal advisor, an underwriter or placement agent should not speak directly with or send documents directly to the Village’s Municipal Advisor unless specifically directed to do so by the Village President or designated personnel.**

This Representation Letter may be relied upon until amended or otherwise replaced by a new Representation Letter posted to the Village’s website.

Sincerely,

Kathleen Curtis, Village President
Village of Maple Park, Illinois



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 23, 2020

SUBJECT: **19025 EAST COUNTY LINE ROAD – NON-RESIDENT CONNECTION TO SANITARY SEWER**

BACKGROUND

In late May 2020 during a sink hole repair around the Village's storm sewer located just north of 19025 East County Line Road, unincorporated DeKalb County, it was discovered that the property's sanitary waste was connected to the Village's storm sewer. Staff consulted with the Village Attorney and requested information from DeKalb County for the building permits and the septic system for the property. Unfortunately, the property permitting information is no longer available at the County due to age of the material and the proper application of document disposal laws.

Mr. Mendel stated that he would like to connect to the Village's sanitary sewer system. Staff informed Mr. Mendel that if the Village Board agrees with the connection, that the Village would need to amend the Municipal Code to add a an "Outside Corporate Limits," wastewater sewer charge and that he would fill out the permit paperwork to connect to the Village's sewer system. Sanitary sewer connection fees, see Attachment A, were provided to Mr. Mendel. The property, per code would require that the multi-family per unit cost be applied. Staff determined and removed a plumbing inspection fee that would not be required in this process. If two (2) connections were made, the cost would be \$16,396.72.

Further, we discussed that he would be interested in annexing to the Village once the sanitary sewer situation was resolved. The annexation would mean that the property would only be paying "Inside Corporate Limits" water and sewer rates. Mr. Mendel was also advised on the deposit required to begin the annexation process and that there would most likely be other costs that he would have to pay.

Mr. Mendel, because he already has only one (1) Village water connection, he would like to have only one (1) sanitary sewer connection. Staff advised that this would be taken under advisement and that the matter regarding the number of connections and the "Outside Corporate Limits" charges would appear before the Finance Committee first and then onto the Village Board. On July 20, 2020 Mr. Mendel submitted a letter, see Attachment C, requesting that he only be required to have one (1) sanitary sewer connection, thus lowering the cost to \$8,398.36. Mr. Mendel has stated that he has two lines that run into the "septic tank", but that the septic tank lines appears to be the pipe that is connected to the storm sewer.

Staff has prepared Ordinance 2020-18, which contains a text amendment in 9-2A1.C. Basic User Charge will contains the phrase, "for all users inside the Corporate Limits," and removes the existing 9-2A1.D Debt Service

Charge and replaced it with “Wastewater Rates and Charges Outside Corporate Limits.” The replacement language mirrors the language in the 9-1A1.D, see attachment E, Water User and Service Chapter of the Municipal Code. The Village, if it should issue debt associated with wastewater, the Municipal Code could be amended and the language regarding debt service would be again added to the code.

Staff has also questioned whether or not the sanitary sewer discharge that is flowing into the storm sewer may be responsible/partially responsible for the sink hole at this storm sewer location, although the pipe is approximately 81 years old. The Village has had a company come in and make a temporary repair to the storm sewer and alleviate the ground sinking. The to-date estimated cost of the repair is \$2,500. The Village may wish to have the property owner also pay for a portion of the repairs made to the storm sewer at that location.

Staff also stated that they were waiting on an agreement from the Village Attorney. The agreement would be between the Mendels and the Village; and that the property owner would agree to pay the fees associated with the connection to the wastewater treatment system and would pay non-resident wastewater charges.

At the July 28, 2020 Finance Committee Meeting, Mr. Mendel asked if the Water/Sewer Impact fee should be reduced to half because he is already connected to the Village’s water system. The Finance Committee has recommended that:

1. That Staff and Mr. Mendel were to look through the records to determine whether or not a water/sewer impact fee was paid at the time the property was connected to the Village’s water system. This would decrease the Water/Sewer Impact Fee from \$7,498.36 to \$3,749.12 bringing the total cost down from \$8,398.36 to \$4,649.18.

Neither Staff nor Mr. Mendel could locate any documentation that would prove that an impact fee was paid at the time the water connection as made. Staff’s recommendation is that regardless of how the impact fees are currently split between the water and sewer improvement fund, and because the property owner already has a water connection

2. Because property currently has only one (1) water connection for both apartment units in this single-family home that they approved paying fees for only one (1) wastewater connection.
3. That because the property owners have been cooperative, the Finance Committee does not want to seek reimbursement from the property owners for repairing the sink hole at the illegal connection site.
4. The Committee recommended approving Ordinance 2020-18 Amending Title 9, Chapter 2 adding wastewater service charges for properties that reside outside the corporate limits of Maple Park.

RECOMMENDATION

That the Village Board approve:

1. That fees be paid for one (1) wastewater connection for 19025 East County Line Road for a total of \$8,398.36
2. Resolution 2020-19 Approving a Wastewater Service Agreement between Kathryn and Steven Mendel and the Village of Maple Park
3. Ordinance 2020-17 Amending Chapter 2A-1(C) and Chapter 1, Section 9-2A-1, Wastewater Service Charges adding Wastewater Service Charges for users outside the corporate limits.

Attachments

Attachment A – Wastewater Connection Fees for 19025 East County Line Road

Attachment B – Resolution 2020-19 Approving a Wastewater Service Agreement

Attachment C – Ordinance 2020-18 Amending Title 9 by Adding Wastewater Service Charges

ATTACHMENT A

Village of Maple Park
Sewer Connection Fees - 19025 East County Line Road, DeKalb County

Description	Amount
Sewer Treatment Charge - Two (2) connections	1,000.00
-9-2B-1B-1b - Multi-family residential buildings -\$500 per unit	
Sanitary Sewer Inspection Charge -9-2B-1E	400.00
Water / Sewer Impact Fee -9-2B-1C-1 - Multi-family residential -per permissible dwelling unit \$7,498.36 *Updated as of 05/01/20	14,996.72
Connection Costs	16,396.72
Annexation -11-13-4B - Required Deposit to begin process	5,000.00
Concurrently with the submission of request for zoning amendment, variance, special use permit, approval of annexation agreement, or any other relief as provided for herein, the applicant shall deposit in escrow with the Village Treasurer, as escrowee, a sum of money that shall be used by the Village to defray the cost and expense billed to it by the Village Staff and such other consultants as are consulted by the Village during the review process. Said escrow shall also be used to pay the costs of all processes. Said escrow shall also be used to pay the costs of all special board of trustees' meetings	
Types of Costs (But not limited to) -Attorney -Public Hearing Notices -Village Administrator	

Sewer Treatment Charge - One (1) connection	500.00
-9-2B-1B-1b - Multi-family residential buildings -\$500 per unit	
Sanitary Sewer Inspection Charge -9-2B-1E	400.00
Water/Sewer Impact Fee -9-2B-1C-1 - Multi-family residential -per permissible dwelling unit \$7,498.36 *Updated as of 05/01/20	7,498.36
Connection Costs	8,398.36
Mendel Proposal of paying 50% of the Water/Sewer Impact Fee	(3,749.18)
	4,649.18

Finance Committee Recommended Fees

Annexation -11-13-4B - Required Deposit to begin process	5,000.00
Concurrently with the submission of request for zoning amendment, variance, special use permit, approval of annexation agreement, or any other relief as provided for herein, the applicant shall deposit in escrow with the Village Treasurer, as escrowee, a sum of money that shall be used by the Village to defray the cost and expense billed to it by the Village Staff and such other consultants as are consulted by the Village during the review process. Said escrow shall also be used to pay the costs of all processes. Said escrow shall also be used to pay the costs of all special board of trustees' meetings	
Types of Costs (But not limited to) -Attorney -Public Hearing Notices -Village Administrator	

ATTACHMENT B

RESOLUTION 2020-19

A RESOLUTION APPROVING THE WASTEWATER SERVICE AGREEMENT BETWEEN KATHRYN AND STEVEN MENDEL AND THE VILLAGE OF MAPLE PARK

WHEREAS the Village of Maple Park ("The Village") discovered an illegal sanitary sewer connection to the Village's storm sewer for the property located at 19025 East County Line Road, Maple Park, Illinois; and,

WHEREAS, the property owner and the Village want to resolve this situation as quickly as possible; the property owners wish to disconnect the illegal storm sewer connection and make a legal connection to the Village of Maple Park's municipal wastewater system; and,

WHEREAS, the Village is willing to allow the connection, subject to the terms of the Wastewater Service Agreement, see Attachment A,

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 Board authorize the Village President or her designee to enter into the Wastewater Service Agreement with Kathryn and Steven Mendel.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on _____, August 2020.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk

WASTEWATER SERVICE AGREEMENT

THIS AGREEMENT is made and entered into by and between the **Village of Maple Park**, an Illinois municipal corporation (hereinafter referred to as the "Village") and **Steven Mendel and Kathryn Mendel** (hereinafter referred to as "Property Owners"),

WITNESSETH:

WHEREAS, the Village operates a municipal wastewater system which serves the citizens of the Village; and,

WHEREAS, the Property Owners' property located at 19025 E. County Line Road, Maple Park, Illinois, DeKalb County is not currently within the corporate boundaries of the Village but is located in close proximity to Village wastewater mains; and,

WHEREAS, the Property Owners have requested permission to connect this property to the Village wastewater system; and,

WHEREAS, the Village is willing to allow connection, subject to the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises herein made, the parties hereto agree as follows:

1. **Connection to Sewer System.** The Property Owners are given the express permission to connect their property located at to the Village's wastewater system.
2. **Connection Fees.** The Property Owners understand that there are connection fees associated with connection to the Village wastewater system, and the Property Owners agree that they will pay relevant connection fees as set forth in the Maple Park Village Code.
3. **Wastewater Service.** The Property Owners understand that they will pay service fees associated with property located outside the Village (unless the property is subsequently annexed to the Village) at the rate set forth in the Maple Park Village Code for territory outside the corporate boundaries of the Village.
4. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law in the State of Illinois. Venue for any dispute between the parties to this Agreement shall be fixed in the Circuit Court for the 23rd Judicial Circuit, DeKalb County, Illinois.
5. **Amendments.** Amendments to this Agreement may be made from time to time; however, any such amendment shall be placed in writing and approved and signed by each of the parties hereto. No oral promises on the part of either party to this Agreement shall be binding and may not be relied upon by either party to this Agreement.

6. **Partial Invalidity.** In the event any portion of this Agreement or part thereof shall be deemed invalid, such invalidity of said provision or part thereof shall not affect the validity of any other provision hereof.
7. **Notices.** Unless stated otherwise elsewhere herein, any notice required or permitted under this Agreement shall be in writing and shall be deemed given when mailed by registered or certified mail:

If to the Village:
The Village of Maple Park
302 Willow Street
P.O. Box 220
Maple Park IL 60151

If to the Property Owners:
Steven Mendel and Kathryn Mendel
707 Herra Street, Unit H
Elburn, IL 60119

11. **Binding Effect.** This Agreement shall inure to the benefit of the parties hereof, their successors, and assigns.
12. **Execution of Documents: Further Documentation.** All parties agree to execute any and all additional documents and instruments necessary to carry out the terms of this Agreement.
13. **Conflict with Prior Agreements.** If and to the extent that this Agreement is in conflict with any prior written or oral agreement or understanding between the parties hereto, the terms of this Agreement shall prevail. No modification or waiver of the terms of the Agreement shall be valid unless made in a writing signed by both parties.
14. **Headings and Sections.** The use of headings in this Agreement is for convenience and reference purposes only, and is not intended to limit, expand or otherwise define the parties' respective obligations. The use of sections is for convenience and organizational purposes only and is not intended to create a severable contract.
15. **Attorney's Fees.** In the event of any dispute arising hereunder, the prevailing party in litigation, inclusive of any appeals, shall be entitled to recover attorneys' fees and costs, court costs, arbitration costs and costs of discovery incurred in connection therewith.
16. **Waiver/Assignment.** The waiver by any party of a breach of any provision of this Agreement shall not be deemed a continuing waiver or a waiver of any subsequent breach, whether of the same or another provision of this Agreement. Property Owners may not assign any of their rights under this Agreement without the prior written

consent of the Village, and any purported assignment without such consent shall be null, void and of no force or effect.

17. **Final Agreement.** This Agreement states the entire agreement between Property Owners and the Village, and there are no promises, representations or agreements, other than those herein contained either oral or written, which have been made or relied upon.
18. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

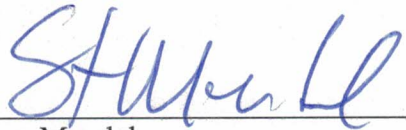
IN WITNESS THEREOF, the parties hereto have hereunder set their hands and seals this _____ day of _____, 2020.

Village of Maple Park

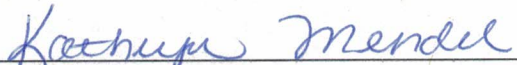
By: _____
Kathleen Curtis, Village President

Attest:

By: _____
Theresa D'Amato, Village Clerk



Steven Mendel



Kathryn Mendel



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>

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: July 30, 2020

SUBJECT: MUNICIPAL CANNABIS RETAILERS' OCCUPATION TAX

BACKGROUND

On October 1, 2019 the Village Board passed Resolution 2019-27 to submit an advisory referendum question on whether or not the Village of Maple Park should allow the operation of recreational cannabis businesses within the Village of Maple Park to DeKalb and Kane Counties. The advisory referendum would be placed on the March 17, 2020 ballot. The March 17, 2020 advisory referendum passed.

If the Village should have a recreational cannabis business in town, the Village per Illinois Municipal Cannabis Retailers' Occupation Tax Law, 65 ILCA 5/8-1-23 *et seq.*, may impose a municipal cannabis retailers' occupational tax upon the business. In order to do so, the Village must amend the Municipal Code to create the tax. Ordinance 2020-16 amends the Code to create the tax. Because the Village is amending the code to create this tax after June 1, 2020, the Illinois Department of Revenue would implement the tax on September 1, 2021.

The Plan Commission will hold a public hearing at their August 20, 2020 meeting for text amendment that will add recreational cannabis businesses to the Village's Zoning Ordinance. The Plan Commission's recommendation on the text amendment would then be forwarded to the Village Board at the September 1, 2020 Meeting. The Village does not have any medical cannabis business retailers in town. The Village also does not have any interested businesses waiting on recreational cannabis text amendments to pass in order to submit their permit applications.

In Fiscal Year 2020 the Village received \$214 from statewide cannabis sales and to-date in Fiscal Year 2021 the village has received \$110 in statewide cannabis sales. These funds are distributed on a per capita basis.

RECOMMENDATION

That the Village Board approve Ordinance 2020-16

Attachment

Attachment A – Ordinance 2020-16 Amending Title 2, Creating Chapter 7 Municipal Cannabis Retailers' Occupational Tax

ATTACHMENT A

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2020-16

**AN ORDINANCE AMENDING TITLE 2 “MUNICIPAL FINANCES AND TAXATION,”
BY CREATING A NEW CHAPTER 7, ENTITLED, “MUNICIPAL CANNABIS
RETAILERS’ OCCUPATION TAX,” OF THE MUNICIPAL CODE OF THE VILLAGE
OF MAPLE PARK TO IMPOSE A MUNICIPAL CANNABIS RETAILERS’
OCCUPATION TAX**

**ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK
KANE AND DEKALB COUNTIES, ILLINOIS**

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 _____, 2020.

ORDINANCE NO. 2020-16

AN ORDINANCE AMENDING TITLE 2 “MUNICIPAL FINANCES AND TAXATION,” BY CREATING A NEW CHAPTER 7, ENTITLED, “MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX,” OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK TO IMPOSE A MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that protect the public health, safety, and welfare of its citizens; and

WHEREAS, this Ordinance is adopted pursuant to the provisions of the Illinois Municipal Cannabis Retailers’ Occupation Tax Law, 65 ILCS 5/8-11-23 *et seq.* (the “Act”); and

WHEREAS, this Ordinance is intended to impose the tax authorized by the Act providing for a Municipal Cannabis Retailers’ Occupation Tax which will be collected by the Illinois Department of Revenue.

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

SECTION 1. Recitals. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. Adoption of Tax. Title 2 “Municipal Finances and Taxation” of the Municipal Code of the Village of Maple Park shall be amended by the addition of Chapter 7 entitled, “Municipal Cannabis Retailers’ Occupation Tax,” that will read as follows:

CHAPTER 7. MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX

2-7-1: TAX IMPOSED; RATE:

- (a) A tax is hereby imposed upon all persons engaged in the business of selling cannabis, other than cannabis purchased under the Compassionate Use of Medical Cannabis Pilot Program Act, at retail in the City at the rate of 3% of the gross receipts from these sales made in the course of that business.
- (b) The imposition of this tax is in accordance with the provisions of Section 8-11-23, of the Illinois Municipal Code (65 ILCS 5/8-11-23).

2-7-2: COLLECTION OF TAX BY RETAILERS:

- (a) The tax imposed by this Ordinance shall be remitted by such retailer to the Illinois Department of Revenue (Department). Any tax required to be collected pursuant to or as authorized by this Ordinance and any such tax collected by such retailer and required to be remitted to the Department shall constitute a debt owed by the retailer to the State. Retailers

may reimburse themselves for their seller's tax liability hereunder by separately stating that tax as an additional charge, which charge may be stated in combination, in a single amount, with any State tax that sellers are required to collect.

- (b) The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department. The Department shall have full power to administer and enforce the provisions of this article.

Section 3. That each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof, other than the part affected by such decision.

Section 4. That except as to the amendment heretofore mentioned, all chapters and sections of the Municipal Code of Maple Park, Illinois, shall remain in full force and effect.

Section 5. That this Ordinance shall, by authority of the Board of Trustees of Maple Park, Illinois, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect.

ADOPTED THIS _____ day of _____, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this _____ **day of** _____, **2020.**

SEAL

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk

ATTACHMENT C

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2020-17

**AN ORDINANCE AMENDING TITLE 9, CHAPTER
2, ARTICLE A OF THE VILLAGE CODE OF THE
VILLAGE OF MAPLE PARK, CHAPTER 1,
SECTION 9-2A-1(C) and SECTION 9-2A-1(D),
“WASTEWATER SERVICE CHARGES”**

**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 _____, **2020.**

ORDINANCE NO. 2020-17

**AN ORDINANCE AMENDING TITLE 9, CHAPTER 2,
ARTICLE A OF THE VILLAGE CODE OF THE VILLAGE
OF MAPLE PARK, CHAPTER 1, SECTION 9-2A-1,
“WASTEWATER SERVICE CHARGES”**

WHEREAS, the Board of Trustees of the Village of Maple Park, DeKalb and Kane Counties, Illinois (hereinafter referred to as the “VILLAGE”), is a non-home rule municipality, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*; and

WHEREAS, there is in effect, in Title 9, Chapter 1, Section 9-2A-1, of the Maple Park Village Code (hereinafter referred to as “VILLAGE CODE”), a provision imposing Wastewater Service Charges which establishes certain rates for wastewater service and it is desired to modify charges to provide for users both within and outside corporate limits of the Village; and

WHEREAS, pursuant to the compulsory review of the adequacy of the rates and charges of the Corporate Authorities of the Village seeking to ensure that such rates and charges provide sufficient funds to pay all expenses of the wastewater system, the Corporate Authorities have determined that it will serve the best interests of the Village to amend the code to provide this modification for wastewater rates both within and outside corporate boundaries.

NOW THEREFORE, BE IT ORDAINED by the President and Village Board of the Village of Maple Park DeKalb and Kane Counties, Illinois, in a regular session as follows:

Section 1. That the recitals set forth are incorporated herein and made a part hereof.

Section 2. That Title 9, Chapter 2, Section 9-2A1, Paragraph C of the Village Code be amended as follows:

9-2A-1: C: BASIC USER CHARGE COMPUTED: The basic user charge “for all users inside the Corporate Limits” shall be computed on the following:

Section 3. That Title 9, Chapter 2, Section 9-2A1, Paragraph D of the Village Code currently captioned “Debt Service Charge” is hereby repealed. A new paragraph D shall be enacted as follows:

9-2A-1: D: WASTEWATER RATES AND CHARGES OUTSIDE CORPORATE LIMITS: For each metered user/occupant of wastewater system located outside the corporate limits of the Village, either a single metered user/owner/occupant in a multiple-unit structure, the basic user charge and the wastewater rate shall be one hundred fifty (150%) of the charges and rates effective within the Village, which charges are determined to be reasonable and necessary.

All other subparagraphs of Section 9-2A-1 except C and D shall remain in full force and effect.

Section 4. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 5. Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect as if the invalid provision had not be part of this Ordinance.

Section 6. STATEMENT OF URGENCY. This ordinance shall take effect immediately upon passage, due to the urgency of implementing its provision to accommodate extraterritorial connection to the Village's wastewater treatment system.

PASSED this ____ day of _____, **2020** pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, **2020**.

SEAL

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk

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

PUBLICATION IN PAMPHLET FORM

I, Theresa D’Amato, 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. 2020-18, adopted by the corporate authorities on , **2020**, entitled “AN ORDINANCE AMENDING TITLE 9, CHAPTER 2, ARTICLE A OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 1, SECTION 9-2A-1(C), AND SECTION 9-2a-1(D), “WASTEWATER SERVICE CHARGES” 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 _____ **2020**.

(SEAL)

Theresa D'Amato Village Clerk
Village of Maple Park
Kane and DeKalb Counties, IL

ATTACHMENT B

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

ORDINANCE NO. 2020-18

**AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION
ORDINANCE FISCAL YEAR 2021
FOR THE VILLAGE OF MAPLE PARK, ILLINOIS**

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

ORDINANCE NO. 2020-18

**AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION
ORDINANCE FISCAL YEAR 2021 FOR THE VILLAGE OF
MAPLE PARK, ILLINOIS**

WHEREAS, the Village of Maple Park applied for and has been awarded a 2020 Grant Victoria Riverboat Grant in the amount of \$17,500 towards the completion of a Risk and Resilience Assessment/Emergency Response Plan Project; and

WHEREAS, the Village acknowledges the grant award in Resolution 2020-11 and commits to expend \$2,500 out of the Water Improvement Fund – Line item 54-00-5600 Maintenance and Repair; and

WHEREAS, it is in the best interest of the Village to accept the grant award and enter into the grant agreement; and

WHEREAS, the Village Board must amend the Village's Appropriation Ordinance in order to reflect the changes made as a result of receiving this Grant.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS AS
FOLLOWS:**

Section 1: That the below listed Appropriation in the Annual Appropriation Ordinance of the Village of Maple Park, Illinois for Fiscal Year beginning on May 1, 2020 and ending on April 30, 2021, commonly known as Village of Maple Park Ordinance No. 2020-07, is hereby supplemented as follows:

- A. **Riverboat Grant Fund:** Line Item 54-40-4880, the Village received a 2020 Grand Victoria Riverboat Grant in the amount of \$17,500. The new revenue amount is \$93,669.
- B. **Water Improvement Fund** – Line Item 54-00-5600, Maintenance and Repair. The Village will contract with a firm to complete a Risk and Resilience Assessment/Emergency Response for all Village water treatment facilities. The cost of this project is \$20,000. Of the \$20,000 for the cost of the project, \$2,500 will be paid by the Village out of this line item. The total fund expenditures for the fund are estimated to be \$94,561.

Section 2. All other provisions of Village of Maple Park Ordinance No. 2020-07 shall remain in full force and effect without change.

Section 3. This Ordinance shall be effective immediately upon its passage by the Board of Trustees, its approval by the Mayor, and its publication as provided by law.

Section 4. All ordinances or parts of ordinances in conflict with this Ordinance are repealed insofar as they conflict.

Section 5. If any section, clause or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid, and this Board of Trustees hereby expressly declares that it would have enacted this Ordinance even with the invalid portion deleted.

PASSED this ____ day of August, 2020, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of August, 2020.

Kathleen Curtis, Village President

(SEAL)

ATTEST:

Theresa D'Amato, Village Clerk

CLERK'S CERTIFICATE

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

I, Elizabeth Peerboom, certify that I am the duly appointed and acting Village Clerk of
Maple Park, DeKalb and Kane Counties, Illinois.

I further certify that on the 3rd day of April, 2018, the Board of Trustees of the Village of Maple Park passed and approved Ordinance 2018-06, entitled “AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR 2018 FOR THE VILLAGE OF MAPLE PARK, ILLINOIS.”

The pamphlet form of Ordinance 2018-06 was posted in the Village Hall, commencing on April 5, 2018. Copies of the Ordinance were also available for public inspection upon request in the office of the Village Clerk.

Dated at Maple Park, Illinois, this 4th day of April, 2018.

(SEAL)

Elizabeth Peerboom, CMC, Village Clerk