



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

BOARD OF TRUSTEES MEETING AGENDA

TUESDAY, SEPTEMBER 1, 2020

7:00 p.m.

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL/QUORUM ESTABLISHED
4. PUBLIC COMMENTS – Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. 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.
5. PRESENTATION OF THE AUDIT – LAUTERBACH & AMEN, LLP
6. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

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

- a) Approval of Board Minutes
 - August 4, 2020
- b) Receive and File
 - Infrastructure Committee Minutes – June 9, 2020/July 14, 2020
 - Finance Committee Minutes – June 23, 2020/July 28, 2020
- c) Acceptance of Cash and Investment Report as of July 31, 2020
- d) Approval of Bills Payable and Manual Check Register #795

ACCOUNTS PAYABLE:	<u>\$223,122.25</u>
MANUAL CHECKS:	<u>\$1,686.86</u>
TOTAL:	<u>\$224,809.11</u>
	<u> </u>

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

7. FINANCIAL REPORT

8. LEGAL REPORT

9. VILLAGE ADMINISTRATOR REPORT

10. POLICE DEPARTMENT REPORT

11. PUBLIC WORKS REPORT

12. ENGINEERING REPORT

13. OLD BUSINESS

14. NEW BUSINESS

A. CONSIDERATIONS

- I. Land Acquisition for the Wastewater Treatment Facility

B. MOTIONS

- I. Motion to Approve FY 2019-2020 Audit
- II. Motion to Approve Staffing Study
 - a. Staffing Study – Background Item #1/Job Descriptions
 - b. Staffing Study – Background Item #2/Positions Determination
 - c. Staffing Study – Background Item #3/Part-Time Maintenance Worker and Part-Time Police Officer
- III. Motion to Waive the Penalty Fee for Account #0030018000 in the Amount of \$66.58
- IV. Motion to Approve Submitting a DeKalb County Community Foundation Implementation Grant Application and Obtain Updated Sign Quotes

15. RESOLUTIONS

A. RESOLUTION 2020-20 A RESOLUTION EXTENDING THE TEMPORARY CLOSURE OF VILLAGE STREETS

This Resolution extends the termination date of outdoor seating and dining for the bars and restaurants in Maple Park until November 15, 2020.

B. RESOLUTION 2020-21 A RESOLUTION RATIFYING THE VILLAGE PRESIDENT'S SIGNATURE ON THE LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY SUPPORT PROGRAM (LOCAL CURE PROGRAM) FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION, CERTIFICATE No. 20-494583

This Resolution authorizes the Village President to sign the emergency support documentation to seek reimbursement for costs relating to the COVID-19 pandemic that were not budgeted in the fiscal year 2021.

16. ORDINANCES

A. ORDINANCE 2020-20 AN ORDINANCE AMENDING TITLE 1 OF THE VILLAGE CODE OF MAPLE PARK, ILLINOIS "ADMINISTRATION," SECTION 1-5-4(A) "MEETINGS," AND SECTION 1-5-6(A) COMMITTEES OF THE BOARD OF TRUSTEES

This Ordinance changes the committee structure of the Board of Trustees to combine all committees into one Committee of the Whole that will meet once a month.

17. VILLAGE PRESIDENT REPORT

18. TRUSTEE REPORT

19. EXECUTIVE SESSION

20. ADJOURNMENT



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BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, AUGUST 4, 2020

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

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER

Village President Curtis called the meeting to order at 6:00p.m.

2. PLEDGE OF ALLEGIANCE

President Curtis led everyone present in the Pledge of Allegiance.

3. ROLL CALL/QUORUM ESTABLISHED

President Curtis asked for a roll call. Those answering present were President Kathleen Curtis, Trustee JP Dries, Trustee Suzanne Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebene. Trustee Ward was absent.

Also present were Village Attorney Kevin Buick, Village Administrator Dawn Wucki-Rossbach, Village Clerk Terri D'Amato, Village Treasurer Cheryl Aldridge, Public Works Superintendent Lou Larson, Police Chief Dean Stiegemeier, and Village Engineer Jeremy Lin.

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.

Motion by Trustee Harris with 2nd by Trustee Dries to move to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body under ILCS 120/2(c)(1), and to review closed session minutes under ILCS 120/2(c)(21). On a roll call vote Trustees Dries, Fahnestock, Harris, Higgins, Rebene voted yes. Motion carried. Board moved to Executive Session at 6:03p.m.

Motion by Trustee Fahnestock with 2nd by Trustee Higgins to return to Regular Session. On a roll call vote Trustees Dries, Fahnestock, Harris, Rebene, Higgins voted yes. Motion carried. Returned to Regular Session at 8:0p.m.

President Curtis asked for a roll call upon return to regular session. Those answering present were President Curtis, Trustees Dries, Fahnestock, Harris, Higgins, and Rebene. Trustee Ward

was absent. Also present were Village Attorney Kevin Buick, Village Administrator Dawn Wucki-Rossbach, Village Clerk Terri D'Amato, Village Treasurer Cheryl Aldridge, Public Works Superintendent Lou Larson, Police Chief Dean Stiegemeier, and Village Engineer Jeremy Lin.

- 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.*

None heard.

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

- July 7, 2020

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

Motion by Trustee Rebone with 2nd by Trustee Higgins to approve Consent Agenda Items a) through e) as presented. On a roll call vote Trustees Dries, Fahnestock, Harris, Higgins, and Rebone voted yes. Motion carried.

8. FINANCIAL REPORT

Treasurer Aldridge presented the monthly financial reports consisting of the Budget Report, Estimated Fund Balance Report, and Estimated Cash Balance Report to the president and board. President Curtis asked if there were any questions on the reports. Hearing none, moved to the next item on the agenda.

9. LEGAL REPORT

Attorney Buick had nothing to report. President Curtis asked if there were any questions from the board. Hearing none, moved to the next item on the agenda.

10. VILLAGE ADMINISTRATOR REPORT

Census response rate is up another 1.4% and is currently at 75.4% response rate for the village.

With regards to the CARES Act on the Dekalb County side, justifications are sent out on a rolling notice for those that have signed up to receive those notifications, and we have not yet received our notification. Once certification paperwork has been received, we will have a better understanding of what costs can be included in those numbers. In Kane County, the CARES Act committee is going to the board for a review.

11. POLICE DEPARTMENT REPORT

Chief Stiegemeier had nothing to report. President Curtis asked if there were any questions for the Chief or the department. Hearing none, moved to next item on the agenda.

12. PUBLIC WORKS REPORT

Supt. Larson reported that Josh Jordan will be out all week on vacation. President Curtis asked if there were any questions for Supt. Larson. Hearing none, moved to the next item on the agenda.

13. ENGINEERING REPORT

Engineer Lin reported that the work on Center Street is 95% complete, with some grass still waiting to be restored. Had to replace one of the broken Dialers at the treatment plant.

Emergency rings are still functioning.

President Curtis asked if there were any questions from the board. Trustee Higgins inquired about the patch in the front of village hall if it has been fixed. Engineer Lin indicated it had not yet, but it will be added to the list of items to be repaired as soon as possible.

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.**

President Curtis asked for any discussion. Clerk D'Amato read an email received from Library Director Kimberly Martin with comments on the donation.

"I am sorry that I am unable to be at the village board meeting to thank the Legion and Trustee Rebone in person for making sure the library has new lights. We are very excited about it. This has been needed for a long time and will be an improvement for everyone that uses the library. We are very grateful for your generosity and community spirit."

So, entered into the record.

Motion by Trustee Fahnestock with 2nd by Trustee Higgins 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 Civic Center and authorize installation of such fixtures. On a roll call vote Trustees Higgins, Harris, Fahnestock, Dries voted yes, with Trustee Rebone abstaining. Motion carried.

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.

Motion by Trustee Dries with 2nd by Trustee Fahnestock to adopt Resolution 2020-12 as read.

President Curtis asked for any discussion. Hearing none, Clerk D'Amato called the roll call: Trustees Dries, Fahnestock, Harris, Higgins, Rebone voted yes. Motion carried.

- 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.

Motion by Trustee Harris with 2nd by Trustee Fahnestock to adopt Resolution 2020-13 as read.

President Curtis asked for any discussion. Trustee Fahnestock wanted confirmation on the backup procedure and security regarding any website loss or downtime. Clerk

D'Amato will follow up with American Legal and forward their response to the board.

On a roll call vote Trustees Rebone, Higgins, Harris, Fahnestock, and Dries voted yes. Motion carried.

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.

Motion by Harris with 2nd by Trustee Dries to adopt Resolution 2020-14 as read. On a roll call vote Trustee Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Dries voted yes. Motion carried.

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.

Motion by Trustee Fahnestock with 2nd by Trustee Rebone to adopt Resolution 2020-15 as read. On a roll call vote Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock, Trustee Dries voted yes. Motion carried.

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.

Motion by Trustee Fahnestock with 2nd by Trustee Rebone to adopt Resolution 2020-16 as read. On a roll call vote Trustee Harris, Trustee Fahnestock, Trustee Dries, Trustee Rebone, Trustee Higgins voted yes. Motion carried.

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.

Motion by Trustee Higgins with 2nd by Trustee Harris to adopt as read. On a roll call vote Trustee Harris, Trustee Fahnestock, Trustee Dries, Trustee Rebone, Trustee Higgins voted yes. Motion carried.

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.

President Curtis confirmed with Administrator Wucki-Rosbach that there is no annual fee for this service.

Motion by Trustee Fahnestock with 2nd by Trustee Higgins to adopt as read. On a roll call vote Trustee Higgins, Trustee Rebone, Trustee Dries, Trustee Fahnestock, Trustee Harris voted yes. Motion carried.

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.

After discussion, board consensus was to amend the contract to include the following:

- Inspection fees no greater than \$100.00
- Sinkhole repairs to be absorbed by the Village
- Connection fees to be \$4,599.18

Motion by Trustee Higgins with 2nd by Trustee Rebone to adopt as read. On a roll call vote Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock, Trustee Dries voted yes. Motion carried.

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.

Administrator Wucki-Rossbach explained this action is necessary to establish a sales tax prior to the implementation of any cannabis retailers license in order to collect sales tax distribution monies.

Motion by Trustee Higgins with 2nd by Trustee Rebone to approve as read. On roll call vote Trustee Harris, Trustee Fahnestock, Trustee Dries, Trustee Rebone, Trustee Higgins voted yes. Motion carried.

- 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.

Motion by Trustee Higgins with 2nd by Trustee Harris to approve as read. On a roll call vote Trustee Dries, Trustee Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebone voted yes. Motion carried.

- 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.

Motion by Trustee Rebone with 2nd by Trustee Fahnestock to approve as read. On a roll call vote Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Dries, Trustee Fahnestock voted yes. Motion carried.

16. VILLAGE PRESIDENT REPORT

President Curtis reported that Casey's has expressed an interest in having a curbside liquor license. Since the village currently doesn't have such a liquor license, it would require updating the liquor license code to include this type of license. Board consensus was to amend current liquor license to allow curbside service until November, but not as a permanent service.

President Curtis wanted board consensus on extending the September 8, 2020 deadline for outdoor dining and closed Village streets for bars and restaurants within the Village. Board consensus was to extend the deadline to November 15, 2020 with teardown of all tents, tables, outdoor facilities on November 16, 2020. Resolution to extend the deadline will be presented for adoption will be added to next Village Board agenda.

President Curtis confirmed that there are not any salary adjustments on the agenda for this meeting.

17. TRUSTEE REPORTS

None heard.

18. MATTERS REFERRED FROM EXECUTIVE SESSION

A. MOTION FOR APPROVAL OF CLOSED SESSION MEETING MINUTES

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

Motion by Trustee Fahnestock with 2nd by Trustee Harris to approve Closed Session Minutes from July 2, 2019, January 7, 2020, and March 3, 2020. On a roll call vote Trustee Dries, Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebone voted yes. Motion carried.

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

Motion by Trustee Rebone with 2nd by Trustee Fahnestock to open Closed Session Minutes from July 2, 2020 and January 7, 2020 but to remain closed the Closed Session

minutes from March 3, 2020. On a roll call vote Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock Trustee Dries voted yes. Motion carried.

19. ADJOURNMENT

Having no further business before the board, motion by Trustee Fahnestock with 2nd by Trustee Higgins to adjourn. Motion carried by voice vote. Meeting adjourned at 8:08p.m.

Respectfully submitted,

Terri D'Amato
Village Clerk



Village of Maple Park

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

Village Hall:

815-827-3309

Approved by Committee: August 11, 2020

Fax:

815-827-4040

Website:

<http://www.villageofmaplepark.org>

INFRASTRUCTURE COMMITTEE MEETING MINUTES

TUESDAY, JUNE 9, 2020

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

Join Zoom Meeting

<https://us02web.zoom.us/j/81418067799?pwd=S1U2c2htMi9KemZsYmRSVjBHcGR4Zz09>

Meeting ID: 814 1806 7799

Password: 998237

Dial by your location

+1 312 626 6799 US (Chicago)

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Dries called the meeting to order at 7:00pm and asked for a roll call. Members answering present were Chairman Dries, Trustee Rebone, Trustee Harris, Also present were Village Administrator Dawn Wucki-Rossbach and Village Clerk Terri D'Amato.

2. PUBLIC COMMENTS – 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.

3. APPROVAL OF MEETING MINUTES

- Infrastructure Minutes 5-12-20

Motion by Trustee Rebone with 2nd by Trustee Harris to approve as read. Motion carried by voice vote.

4. STORMWATER MANAGEMENT INFRASTRUCTURE SYSTEM REQUIREMENTS PACKET

Chairman Dries turned it over to Village Administrator Wucki-Rossbach to review the requirements packet regarding the HOA. Reviewed the changes to the checklist that was submitted.

Ability to charge for Jeremy's time for work done. Monthly billable hours or consider the changes in red. Add drawings to bottom of checklist.

Reimbursement for Jeremy's time for inspection – Rebone, yes to recoup some type of fee.

Inspection frequency – Lin – private HOA retention ponds to keep up the maintenance.
Checklist of items to maintain their own pond – private contractor or neighbors on their own. Making sure that these retention ponds would function like they were intended.
Timeline/timeframe – May to August annually.
Jeremy's cost is listed so the cost will be known. Hourly rate included per pond
Motion to approve the packet with the changes and including

5. PROJECT LIST STATUS

- Review List

Center St paving is completed-restoration meeting-accounting with project, added additional patching of sections along the roadway. Looks good. Landscape some of the ditches, contractor will do and be right at budget. Parking off the road, gravel parkin on gravel shoulders, Lou and Jeremy add stones to kind of fill in areas that would need that stone, and some areas to fill in with dirt on roads not so trafficked, All within base project, add stones in these areas will be additional cost above and beyond what we've talked about. If the village wants to entertain Lin can get the contractor cost.

Sewer gradings and off-street parking – estimate on gravel? 8-10K for gravel and a roller to have paving contractor do it. Questions included:

- Do we need a change order?
- Put it before the Board?
- Dawn or Kathy to ok?
- Hiring out or contracting individually?

Line item for finishing but not for gravel discussed. **Push it to Finance to find the funds to finish with the gravel discussed.** Not qualified for Rebuild Illinois Grant because project was already an approved project. Add this to some additional projects to reach the qualifying dollar amount.

Complete this as a separate project. Lou spoke of urgency to finish to avoid any damage to the road.

Jeremy to talk to contractor-ca6 used /grindings to fill up and then dress it? Alternatives? Storm sewer adjustments.

Wrapping up review on commercial property-water & sewer service where it's coming from/WWTP reports sent out to the committee.

Downtown areas where the INI is happening.

PW Administrator Larson-aerator put in at the pond/so far so good/got a bid for hot water for common side of building, set up electric and then hot water heater can be installed.

Clay valves coming Thursday. Rebuild clay valves hoping to not have to replace; power wash the parks, replaced the motor for ventilation in treatment plant.

Cross connection working on trying to get that resolved. No information from the county as work was done before tracking was done. Connection has been sealed up temporarily until this can be resolved.

6. OTHER ITEMS FOR DISCUSSION

- Wastewater Treatment Plant Testing Sampler

Dawn – Cost/Jeremy donation giving DirecTv to us/not in our best interest to accept.

Costs to purchase – 15K/concrete pad/met with Holmgren schedule a meeting with ComED dropping a line off the pole closest o the outlet.

Calculate – Housing structure around discharge area 4.5 x 21 ft long concrete pad/scratched

All weather unit concrete pad and control pad/work on getting price for electrical/not in this year's budget. /Committee to make recommendation would require budget

amendment/wastewater funds in better condition than general fund/or draft budget for next year.

Dawn-suggested to do it in next year's budget. Whole project together after budget approved next year.

Model choice? Cost of each example? Time to reevaluate if we wait until next year/true cost/sampler in building would save electrical costs for separate building/electrical/no can do/can't run longer than 50 feet.

Consensus to research/pricing from ComED/2022 budget.

7. ADJOURNMENT

Having no further business before the committee, motion by Trustee Rebone with 2nd by Trustee Harris

To adjourn. Motion carried by voice vote.

Meeting adjourned at 7:50pm.



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INFRASTRUCTURE COMMITTEE MEETING AGENDA

TUESDAY, JULY 14, 2020

Maple Park Civic Center

302 Willow Street, Maple Park, IL

7:00 p.m.

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM
2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*
3. APPROVAL OF MEETING MINUTES
4. REVIEW OF CURRENT OPERATIONS
5. PROJECT LIST STATUS
6. OTHER ITEMS FOR DISCUSSION
7. ADJOURNMENT

Committee Members:

Trustee Dries, Chair
Trustee Harris
Trustee Higgins
Trustee Rebone



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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



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FINANCE AND PR&D COMMITTEE

AGENDA

TUESDAY, JULY 28, 2020

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

7:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL / ESTABLISHMENT OF QUORUM

Chairman Higgins asked for a roll call. Trustee Fahnestock, Trustee Ward, Trustee Higgins answered present. Trustee Rebone was absent.

Also present were Village President Kathleen Curtis, Village Administrator Dawn Wucki-Rossbach, Village Treasurer Cheryl Aldridge, and Village Clerk Terri D'Amato.

3. PUBLIC COMMENTS - *Any resident wishing to address the Committee 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 do so by submitting 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.*

Steve Mendel – Owner of property at 19025 E. County Line Road in Maple Park, and indicated he was not aware his property was tied into the city sewer/storm line.

Trustee Rebone sent an email with his comments on the topics on the agenda, and Village Clerk D'Amato read them to the committee members.

"Item #5 - I have concerns only having 1 sewer connection when the property is being utilized as two residencies. This leads to a health issue for me. That being said, I'm OK with the text amendment adding non-resident rates, I am not in favor of reducing connection total but to find a good faith engagement with Mr. Mendel I wouldn't want to pursue repair fees...in general I would like to hold off on fee's like this particularly in this instance, until we have good understanding of illegal connections (I will touch on that further in CIP).

Item #6 - The CIP looks good. I would recommend for the lift station pumps that the cost be 16k for all three FY's not 16k, 10k, 16k. I understand it's itemized as pull / repair but in good diligence always prepare to replace out right and 16k is a fair amount for a Barnes pump. To touch back on illegal sewer connections, I would like to include smoke testing to our televising / root cutting plan. This doesn't have to be Village wide and serves no purpose to do anything built after 2000 but would be wise to explore potential problem areas and that would help get ahead of issues like Mr. Mendel is facing with the Village now.

Item #7 - Nothing of note for Finance. Proceed to Board for consideration of Full Time Administrator and yes for increase in Police Hours.

Item #8 - Proceed to Board for both items.

Copies of the email were distributed to the committee members as well.

4. APPROVAL OF MEETING MINUTES

- June 23, 2020

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

5. 19025 EAST COUNTY LINE ROAD

- a) Text Amendment Adding Non-Resident Sewer Rates
- b) Request to Consider the Number of Sanitary Sewer Connections

Chairman Higgins turned it over to Village Administrator Wucki-Rossbach, who explained that there was a sinkhole at County Line and Maple Park road. Sanitary sewer line was discharging into that storm sewer as a result of this improper connection. Contacted the property owner in regards to the issue. Property owner is requesting a single sanitary sewer connection even though property is currently set up as two residences with only one B-Box for the water meter.

Suggested to property owner that he pay appropriate connection fees, and the village will establish a non-resident sanitary sewer rate to coincide with the non-resident water rate. Billing would be made and sent to property owner and not any renters or tenants.

After additional discussion, consensus of the committee was:

- Give property owners permission to connect the property to the village's wastewater system
- Property owner will pay for the sewer connection charge, inspection charges, and water/sewer impact fee in the amount of \$4,599.18.
- Property owner will be responsible for non-resident rate charges for wastewater service.

Motion by Trustee Higgins with 2nd by Trustee Fahnestock to approve 1 (one) sanitary sewer connection. Motion carried by voice vote.

Administrator Wucki-Rossbach will draft updated agreement for all parties to sign.

6. FIVE-YEAR CAPITAL PLAN

- a) Review and Recommendation

Administrator Wucki-Rossbach reviewed the Five-Year Capital Plan with the committee members. Concerns about revenue projections and if any of these projects/issues are currently affordable, as projections in revenue loss will be difficult. Suggestion was made to extract large projects, and keep the list as budget items discussed, or create a separate list of those items that are ready to be handled or taken care of.

7. FY 2021 REVENUE AND BUDGET REVIEW

- a) Financial Overview of Revenues and Expenditures

Treasurer Aldridge reviewed the June financials with the committee, and indicated that she will have the updated July numbers next Tuesday at the full board meeting.

Treasurer Aldridge left the meeting at 8:25p.m.

b) Consideration of Full-Time Village Administrator Position

This item will be discussed in closed session at the next board meeting on August 4, 2020.

c) Increase in Police Officer Hours

There was a concern over having enough police coverage on Sundays, and suggestion was made to add another 8-hour officer to Sunday's coverage. If the funds to cover this additional coverage are not currently in the budget, a budget amendment will need to be made but this additional officer hours are supported by the Police Department. Consensus was to bring before the full board for approval.

Treasurer Aldridge left the meeting at 8:25p.m.

8. TIF DISTRICT

a) Policy – Review and Recommendation

Administrator Wucki-Rossbach summarized the current TIF Policy with the committee members. After much discussion, the following items were suggested by consensus:

- Break down the current policy according to Residential, Commercial, Senior/Elder
- Keep pages 1-9 of the Policy
- Remove Attachment A – pages 10-98
- Page 102-Application
 - Must not exceed 5K
 - 50/50 Property owner/Village
 - 1 (one) per property every 3 (three) years
- Page 105-Define TIF eligible projects (Attachment A)
- Page 107 – Final Inspection, copies of receipts, payment received

b) Municipal Advisory – Review and Recommendation

Administrator Wucki-Rossbach shared with committee what this role would be in relation to the current TIF project. Plan is to meet with Treasurer Aldridge and Attorney Herb Klein to review revenue of TIF districts and any TIF projects that have been completed. Letter of Engagement is required, along with a Moody's review. After some discussion, consensus was to consult with village attorney regarding TIF consultant and to forward to full board the recommendation to obtain Municipal Advisor services.

Village President Curtis left the meeting at 8:50p.m.

9. ADJOURNMENT

Having no further business before the committee, motion by Trustee Ward with 2nd by Trustee Fahnestock to adjourn. Motion carried by voice vote. Meeting adjourned at 9:35p.m.

Respectfully submitted,

Terri D'Amato
Village Clerk

P VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
July 31, 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%	-	-	-	43,296.96	43,296.96
Illinois Public Treasurer's Pool	0.75%	-	347,819.55	-	-	347,819.55
Total General Fund		-	347,819.55	-	43,296.96	391,116.51
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	14,133.94	14,133.94
First Midwest Bank	0.04%	-	-	336,071.84	-	336,071.84
Illinois Public Treasurer's Pool	0.75%	-	7,617.64	-	-	7,617.64
First Midwest Bank - CD (for vehicle loan)	0.50%	37,000.00	-	-	-	37,000.00
First Midwest Investment Account	0.01%	-	-	145,112.52	-	145,112.52
Total Utility Tax Fund		37,000.00	7,617.64	481,184.36	14,133.94	539,935.94
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	(1,378.50)	(1,378.50)
Old Second - TIF Checking Acct	0.00%	-	-	-	288,921.26	288,921.26
Total Road & Bridge Fund		-	-	-	287,542.76	287,542.76
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	39,389.30	39,389.30
Illinois Public Treasurer's Pool	0.75%	-	55,691.56	-	-	55,691.56
Total Road & Bridge Fund		-	55,691.56	-	39,389.30	95,080.86
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	14,389.03	14,389.03
Illinois Public Treasurer's Pool	0.75%	-	215,952.88	-	-	215,952.88
Total Motor Fuel Tax Fund		-	215,952.88	-	14,389.03	230,341.91
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account	0.00%	-	-	-	39,839.28	39,839.28
Illinois Public Treasurer's Pool	0.75%	-	415,067.61	-	-	415,067.61
Total Operating Accounts		-	415,067.61	-	39,839.28	454,906.89
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	61,324.33	61,324.33
Illinois Public Treasurer's Pool	0.75%	-	242,936.19	-	-	242,936.19
First Midwest Investment Account		-	-	20,341.18	-	20,341.18
Total Water Improvement Accounts		-	242,936.19	20,341.18	61,324.33	324,601.70
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	49,759.70	49,759.70
Illinois Public Treasurer's Pool	0.75%	-	350,172.20	-	-	350,172.20
First Midwest Investment Account		-	-	93,067.70	-	93,067.70
Total Sewer Improvement Accounts		-	350,172.20	93,067.70	49,759.70	492,999.60
Total Water & Sewer Funds		-	1,008,176.00	113,408.88	150,923.31	1,272,508.19
Total Village Operating Funds		37,000.00	1,635,257.63	594,593.24	549,675.30	2,816,526.17
Escrow Funds						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	-	-
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	48,381.32	48,381.32
Total Village Escrow Funds		-	-	-	48,381.32	48,381.32
Total Village Cash & Investments		37,000.00	1,635,257.63	594,593.24	598,056.62	2,864,907.49

DATE: 08/26/20

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 AEP ENERGY			2683.85	
3010527038 0720	52-10-5730	WELL		1401.74
3010527049 0720	52-20-5730	WWTP		1178.71
3010527050 0720	52-20-5730	LIFT STATION		103.40
01 BLACKBOARD CONNECT INC.			883.74	
1351961	01-10-5910	BLACKBOARD SERVICE 07/15/20-7/14/21		883.74
01 CASEY'S BUSINESS MASTERCARD			481.29	
08082020	01-30-5250	GASOLINE		481.29
01 CODE BLUE			200.00	
2898	01-10-5420.01	PLUMBING INSPECTIONS		50.00
2898	01-10-5420.02	PLUMBING INSPECTIONS		150.00
01 COMMONWEALTH EDISON			1367.20	
0147077192 0720	01-50-5730	STREET LIGHTING		213.94
4665155040 0820	01-50-5730	STREET LIGHTING		1028.39
5778015012 0720	01-20-5730	HERITAGE HILLS POND		124.87
01 CONSERV FS, INC.			346.53	
121013478	01-20-5250	GASOLINE		124.75
121013478	52-10-5250	GASOLINE		124.75
121013478	01-50-5250	GASOLINE		48.51
121013478	52-20-5250	GASOLINE		48.52
01 DE LAGE LANDEN PUBLIC FINANCE			487.08	
69139670	01-10-5160	COPIER		199.82
69139670	01-10-5200	COPIER		287.26
01 ENTERALOGIX CORPORATION			60.00	
1798	01-10-5900	FINGERPRINTING		30.00
1798	01-30-5900	FINGERPRINTING		30.00
01 MAC A MCINTYRE			300.00	
1962	01-10-5390	HOSTING FEE 09/21/20-09/21/21		300.00
01 FOSTER, BUICK, CONKLIN & LUNDG			2231.25	
33990	01-10-5330	GENERAL COUNSEL		1925.00
33990	01-10-5330	ORDINANCES & RESOLUTIONS		218.75
33990	01-10-5330	PLAN COMMISION		87.50
01 GOVTEMPS USA, LLC			7133.00	
3555028	01-10-5390	VILLAGE ADMINISTRATOR		1737.05
3555028	52-10-5390	VILLAGE ADMINISTRATOR		868.53
3555028	52-20-5390	VILLAGE ADMINISTRATOR		868.52
3562411	01-10-5390	VILLAGE ADMINISTRATOR		1829.45
3562411	52-10-5390	VILLAGE ADMINISTRATOR		914.73
3562411	52-20-5390	VILLAGE ADMINISTRATOR		914.72
01 GMJB INC.			2202.50	
11384	52-10-5600	REPAIR WATER LEAK		2202.50
01 FRONTIER			186.48	
8158273710 0820	52-10-5700	WELL HOUSE		65.56
8158275039 0820	52-20-5700	WWTP		55.47
8158275069 0820	52-20-5700	LIFT STATION		65.45
01 HAWKINS, INC.			236.30	

SYS DATE:08/26/20

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 795

SYS TIME:10:43
[NW1]

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
4763283	52-10-5110	CHEMICALS		236.30
01 HOLMGREN ELECTRIC INC. 7797	01-40-5600	POWER TROUBLESHOOTING	1102.78	967.78
7797	52-10-5600	WATER TOWER LIGHTS		135.00
01 ICMA-RC 44260	01-10-5390	PLAN FEE 07/01/20-09/30/20	250.00	250.00
01 ILEAS DUES9535	01-30-5570	DUES 07/01/20-06/30/21	60.00	60.00
01 ILLINOIS ENVIRONMENTAL PROTECT 07162020	52-10-5870	PROJECT #L17-1438	29540.04	27276.58
07162020	52-10-5880	PROJECT #L17-1438		2263.46
01 IMPACT NETWORKING, LLC 1849994	01-10-5200	COPY PAPER	169.95	169.95
01 JANCO SUPPLY INC. 282545	01-40-5600	SUPPLIES	98.00	98.00
01 JOSH JORDAN 08312020	01-10-5700	CELL PHONE STIPEND	25.00	25.00
01 KANELAND COMM. UNIT SCHOOL DIS MP20-69	70-00-5930	SCHOOL DISTRICT LAND CASH	2200.00	2200.00
01 LINTECH ENGINEERING, INC. 3866	01-10-5320	VILLAGE BOARD MEETINGS	340.00	340.00
01 LOWE'S 08172020	01-20-5600	MAINTENANCE & REPAIR	15.17	15.17
01 MAPLE PARK FIRE PROTECTION DIS MP20-69	28-00-2200.93	FIRE DISTRICT IMPACT FEES	1008.67	1008.67
01 MAPLE PARK LIBRARY MP20-69	28-00-2200.92	LIBRARY IMPACT FEES	1008.67	1008.67
01 MEDIACOM 08212020	01-10-5700	INTERNET SERVICE	156.90	156.90
01 LINTECH ENGINEERING, INC. 3865	52-10-5390	AUGUST OPERATION SERVICES	2500.00	1250.00
3865	52-20-5390	AUGUST OPERATION SERVICES		1250.00
01 NICOR 331314100040820	01-50-5730	GARAGE GAS	163.31	42.04
399087100050820	01-40-5730	CIVIC CENTER GAS		121.27
01 P. F. PETTIBONE & CO. 179078	01-30-5300	ID CARD	13.00	13.00
01 QUILL CORPORATION 9274027	01-10-5200	OFFICE SUPPLIES	112.54	112.54
01 SHODEEN HOMES LLC MP19-104	01-00-2103	REFUND TEMP OCCUPANCY DEPOSIT	2100.00	1050.00
MP19-12	01-00-2103	REFUND TEMP OCCUPANCY DEPOSIT		1050.00
01 CURRAN CONTRACTING COMPANY 18266	19-00-5200	CENTER ST PAVING PROGRESS BILLING	162069.75	140000.00
18266	15-00-5620	CENTER ST PAVING PROGRESS BILLING		22069.75
01 SUBURBAN LABORATORIES, INC. 178618	52-10-5335	TEST EXPENSE	75.00	75.00

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 USIC LOCATING SERVICES, LLC			995.00	
391795	01-50-5390	LOCATE SERVICE		497.50
391795	52-10-5390	LOCATE SERVICE		248.75
391795	52-20-5390	LOCATE SERVICE		248.75
01 VERIZON WIRELESS			319.25	
9861119423	01-10-5700	CELL PHONES		138.20
9861119423	01-30-5700	CELL PHONES		69.82
9861119423	01-30-5700	AIR CARDS		111.23
** TOTAL CHECKS TO BE ISSUED			223122.25	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		15038.72	
15	ROAD & BRIDGE FUND		22069.75	
19	MOTOR FUEL TAX FUND		140000.00	
28	DEVELOPERS ESCROW FUND		2017.34	
52	WATER & SEWER FUND		41796.44	
70	SCHOOL LAND CASH FUND		2200.00	
***	GRAND TOTAL ***		223122.25	
	TOTAL FOR REGULAR CHECKS:		222,120.06	
	TOTAL FOR DIRECT PAY VENDORS:		1,002.19	

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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 TONY OBERHART	08/04/20	22258	231.13	
75 06112020	01-20-5600	SUMMER FLOWER REIMBURSEMENT		231.13
01 AMERICAN BANK & TRUST	08/06/20	22259	1455.73	
75 07282020J	01-10-5200	OFFICE SUPPLIES		20.18
75 07282020J	01-40-5600	MAINTENANCE & REPAIR		245.91
75 07282020J	52-10-5900	OTHER EXPENSE		16.59
75 07282020J	52-20-5900	OTHER EXPENSE		16.58
75 07282020L	01-10-5200	OFFICE SUPPLIES		241.82
75 07282020L	01-10-5390	OTHER PROFESSIONAL SERVICES		563.42
75 07282020L	01-10-5500	INSURANCE EXPENSE		51.06
75 07282020L	01-10-5700	TELEPHONE		161.14
75 07282020L	01-30-5700	TELEPHONE		139.03

** TOTAL MANUAL CHECKS REGISTERED 1686.86

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REPORT SUMMARY

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	223122.25	1686.86	224809.11
TOTAL CASH	223122.25	1686.86	224809.11

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	15038.72	1653.69	16692.41
15	22069.75	.00	22069.75
19	140000.00	.00	140000.00
28	2017.34	.00	2017.34
52	41796.44	33.17	41829.61
70	2200.00	.00	2200.00
TOTAL DISTR	223122.25	1686.86	224809.11



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, SEPTEMBER 1, 2020

- Budget Report – Enclosed in this month's Board Packet is the August Budget Report. In the first four months of the fiscal year, we have issued seven (7) new home build permits, four (4) in The Settlement, one (1) in Squire's Crossing, and two (2) in Heritage Hills. Of those seven (7) permits, four (4) have the new impact fees included (the other three (3) permit applications were received prior to May 1st).

The first billing for the Center Street Paving Project has been processed.

The Utility Bills for the end of August have not been issued yet, the revenue for those bills will be included in next month's report.

In your mailboxes you should have found a bound copy of the Fiscal Year 2020 Audit that you will be approving at this month's meeting.

Below is a comparison for the current fiscal year of some of the revenues that have been impacted by COVID-19. This shows what was budgeted (in our updated budget) vs. what has been received for the first three months of the fiscal year.

Fiscal Year 2021 Revenue

Tax Type	Budgeted	Actual	Number of Months
Income Tax	10,858.81	52,140.51	4
Sales Tax	4,772.73	9,636.50	1
PPRT	1,000.00	1,250.90	4
Use Tax	1,937.71	9,262.20	2
Video Gaming	3,450.00	1,895.79	3
MFT*	6,831.65	38,892.60	3

*Contains 2 payments of \$14,389.03 for Rebuild Illinois

As shown above, most of our revenue impacted by COVID-19 has not been as hard hit as we had anticipated. This being said, we had originally only factored in a loss of revenue for approximately three months. The situation we are now in appears that this impact will remain for an extended period of time. Areas that

appear to not be impacted (such as Income Tax), will show the downturn over time. With the high unemployment rate in our state currently, I know that this figure will catch up and see a significant decline. The revenue will be closely monitored this fiscal year.

I have attached an update to our annual cash flow to show our current cash position. The assumptions used in this model remove the state revenues as a precaution to show our position cautiously. Previously, our cash would run out in 2024. With the current revenues received, we extend out an additional year into 2025. Our estimated cash at the end of December is currently \$490,000 over the previous estimate. Again, our cash position will be monitored closely.

As you have concerns, please feel free to reach out and I can help provide information for further understanding.

- Escrow Accounts – There was no activity for the month of August.
- Warrant List
 - A/P Check run of \$223,122.25, manual checks of \$1,686.86 for a total of \$224,809.11.
 - IEPA - \$29,540.04 is for a loan payment.
 - Curran Contracting Company - \$162,069.75 is for a progress billing on the Center Street Paving Project.
- Please let me know if you have any questions or concerns.

Attachment A
Village of Maple Park
Annual Cash Flow

	2020 End of Year	2021	2022	2023	2024	2025
Estimated Beginning Cash Balance		2,247,926.76	1,814,555.66	1,363,849.72	895,115.54	407,631.99
Annual Cash Drain - Increase based on 4%		(433,371.10)	(450,705.94)	(468,734.18)	(487,483.55)	(506,982.89)
Estimated ending cash	2,247,926.76	1,814,555.66	1,363,849.72	895,115.54	407,631.99	(99,350.90)

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

	FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
01 - GENERAL FUND					
TOTAL GENERAL FUND REVENUE	786,760	718,720	249,254	293,124	(43,871)
TOTAL ADMINISTRATION & FINANCE	378,241	282,133	96,290	50,132	46,159
TOTAL PARKS & GROUNDS	43,743	50,681	21,594	14,490	7,104
TOTAL POLICE DEPARTMENT	214,385	269,610	105,252	75,115	30,137
TOTAL CIVIC CENTER	19,469	75,000	25,000	4,213	20,787
TOTAL STREET DEPARTMENT	119,093	107,131	42,644	22,728	19,916
TOTAL EMERGENCY MANAGEMENT DEPARTMENT	-	7,343	6,448	365	6,083
TOTAL GENERAL FUND EXPENDITURES	774,932	791,898	297,227	167,042	130,186
GENERAL FUND NET INCOME/LOSS	11,829	(73,178)	(47,974)	126,083	(174,056)
12 - UTILITY TAX FUND					
TOTAL REVENUE	126,845	82,000	27,333	17,492	9,841
TOTAL EXPENDITURES	150,482	199,759	48,785	36,544	12,241
UTILITY TAX FUND NET INCOME/LOSS	(23,637)	(117,759)	(21,451)	(19,051)	(2,400)
13 - TIF DISTRICT FUND					
TOTAL REVENUE	89,827	92,000	47,840	126,942	(79,102)
TOTAL EXPENDITURES	6,924	23,690	18,065	1,379	16,687
ROAD & BRIDGE FUND NET INCOME/LOSS	82,903	68,310	29,775	125,564	(95,789)
15 - ROAD & BRIDGE FUND					
TOTAL REVENUE	47,271	61,750	49,157	41,467	7,690
TOTAL EXPENDITURES	61,165	80,285	79,285	22,070	57,215
ROAD & BRIDGE FUND NET INCOME/LOSS	(13,894)	(18,535)	(30,128)	19,397	(49,525)
19 - MOTOR FUEL TAX FUND					
TOTAL REVENUE	51,379	48,822	11,719	43,025	(31,306)
TOTAL EXPENDITURES	-	140,000	140,000	140,000	-
MOTOR FUEL TAX FUND NET INCOME/LOSS	51,379	(91,178)	(128,281)	(96,975)	(31,306)
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	171,724	112,556	59,167
TOTAL WATER EXPENDITURES	272,480	280,821	109,095	110,455	(1,360)
TOTAL SEWER EXPENDITURES	116,878	124,872	42,748	32,983	9,764
TOTAL WATER & SEWER FUND EXPENDITURES	389,358	405,693	151,842	143,438	8,404
WATER & SEWER FUND NET INCOME/LOSS	74,193	70,174	19,881	(30,882)	50,763
54 - WATER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	100,648	76,169	65,318	45,728	19,589
TOTAL EXPENDITURES	16,361	94,561	12,241	185	12,056
WATER IMPROVEMENT NET INCOME/LOSS	84,287	(18,392)	53,077	45,543	7,534
56 - SEWER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	73,827	55,993	42,660	38,332	4,328
TOTAL EXPENDITURES	-	37,817	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	73,827	18,177	42,660	38,332	4,328
70 - SCHOOL LAND CASH					
TOTAL REVENUE	-	-	-	16,400	(16,400)
TOTAL EXPENDITURES	-	-	-	19,600	(19,600)
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	(3,200)	3,200
GRAND TOTAL REVENUE	1,766,226	1,621,321	665,004	735,067	(70,062)
GRAND TOTAL EXPENSES	1,425,340	1,783,702	747,445	530,257	217,189
GRAND TOTAL NET INCOME / LOSS	340,887	(162,381)	(82,441)	204,810	(287,251)

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		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
01 - GENERAL FUND						
REVENUES						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	117,431	121,752	63,311	67,802	(4,491)
01-00-4120	REAL ESTATE TAX - KANE CO.	103,279	104,698	54,443	55,440	(997)
01-00-4220	STATE OF IL - INCOME TAX	115,677	97,729	10,859	52,141	(41,282)
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	156,831	105,000	28,636	32,691	(4,055)
01-00-4250	STATE OF IL-REPLACEMENT TAX	3,632	3,000	1,000	1,251	(251)
01-00-4270	STATE OF IL-USE TAX	45,841	40,692	9,689	16,661	(6,972)
01-00-4280	STATE OF IL-VIDEO GAMING TAX	24,346	24,150	5,750	1,371	4,379
01-00-4281	STATE OF IL-CANNABIS TAX	214	1,200	400	246	154
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	1,167	792	375
01-00-4341	RAFFLE LICENSE FEE	60	40	20	-	20
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	3,333	4,010	(677)
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	-	-	4,516	(4,516)
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	-	-	680	(680)
01-00-4550	PARK RENT	1,000	1,000	1,000	400	600
01-00-4550.04	RENT - GYM USE	1,255	1,000	333	-	333
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	1,600	3,200	(1,600)
01-00-4550.11	RENT - KITCHEN	425	300	100	-	100
01-00-4550.17	RENT - EXERCISE ROOM	80	-	-	-	-
01-00-4560	FUTURE LINK RENT	4,410	4,620	1,540	1,540	-
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	10,833	10,832	1
01-00-4610	DEKALB COUNTY FINES	2,167	1,000	333	497	(164)
01-00-4620	KANE COUNTY FINES	1,016	1,000	333	376	(43)
01-00-4625	ORDINANCE VIOLATION FINES	2,200	1,500	500	825	(325)
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	-	-	-	2,111	(2,111)
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	-	-	-	3,206	(3,206)
01-00-4800	INTEREST INCOME	7,093	6,000	2,000	1,626	374
01-00-4900	OTHER INCOME	591	500	167	-	167
01-00-4910	REIMBURSEMENT INCOME	103,153	5,000	1,667	4,365	(2,698)
01-00-4999	TRANSFER FROM OTHER FUNDS	-	100,000	-	-	-
** TOTAL GENERAL FUND REVENUE		786,760	718,720	249,254	293,124	(43,871)

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		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
10 - ADMINISTRATION & FINANCE EXPENDITURES						
01-10-5010	WAGES – FINANCE	47,265	85,231	28,410	16,200	12,210
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	2,272	1,380	891
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	48	-	-	-	-
01-10-5030	PENSION EXPENSE	816	1,763	588	248	339
01-10-5040	EMPLOYEE MEDICAL INSURANCE	1,663	3,850	1,283	482	801
01-10-5120	POSTAGE	1,186	2,500	833	390	443
01-10-5155	GOLF CART LICENSE EXPENSE	95	100	-	-	-
01-10-5160	COPIER & POSTAGE MACHINE LEASE	1,135	2,733	911	883	28
01-10-5200	OFFICE SUPPLIES	9,660	10,000	3,333	2,370	964
01-10-5320	ENGINEERING SERVICES	7,055	7,500	2,500	510	1,990
01-10-5330	LEGAL SERVICES	20,431	20,000	6,667	6,825	(158)
01-10-5350	AUDIT EXPENSE	13,110	13,210	13,210	-	13,210
01-10-5390	OTHER PROFESSIONAL SERVICES	79,068	37,213	21,866	13,002	8,864
01-10-5420	PERMIT EXPENSE	220	100	100	-	100
01-10-5420.01	PERMIT EXPENSE - SETTLEMENT	550	600	600	300	300
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	1,650	1,500	1,500	500	1,000
01-10-5420.03	PERMIT EXPENSE - HERITAGE HILLS	200	-	-	-	-
01-10-5500	INSURANCE EXPENSE	44,531	46,000	-	51	(51)
01-10-5550	SOFTWARE EXPENSE	24	500	167	-	167
01-10-5570	DUES AND MEMBERSHIPS	4,500	5,000	1,667	3,678	(2,011)
01-10-5700	TELEPHONE	6,516	5,700	1,900	1,829	71
01-10-5900	OTHER EXPENSES	93,582	6,000	2,000	353	1,647
01-10-5900.01	FUN FEST EXPENSES	1,727	1,000	-	-	-
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	858	900	900	884	16
01-10-5920	CONFERENCES	597	1,000	333	-	333
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	96,290	50,132	46,159
20 - PARKS & GROUNDS EXPENDITURES						
01-20-5010	WAGES	30,355	31,309	10,436	9,152	1,284
01-20-5020	SOCIAL SECURITY EXPENSE	2,714	2,688	896	826	70
01-20-5030	PENSION EXPENSE	1,419	1,405	468	432	37
01-20-5040	EMPLOYEE MEDICAL INSURANCE	3,858	3,828	1,276	1,119	157
01-20-5250	GASOLINE & FUEL	518	1,000	333	321	12
01-20-5390	OTHER PROFESSIONAL SERVICES	1,475	-	-	-	-
01-20-5600	MAINTENANCE & REPAIR	2,453	9,000	7,700	2,403	5,297
01-20-5730	UTILITIES	878	1,200	400	237	163
01-20-5900	OTHER EXPENSE	73	250	83	-	83
** TOTAL PARKS & GROUNDS		43,743	50,681	21,594	14,490	7,104
30 - POLICE DEPARTMENT EXPENDITURES						
01-30-5010	WAGES – CHIEF	53,447	55,167	18,389	16,126	2,263
01-30-5015	WAGES – PATROL OFFICERS	60,188	89,335	29,778	24,333	5,445
01-30-5016	WAGES – TRAINING	11,127	9,334	3,111	-	3,111
01-30-5018	WAGES – SERGEANT	28,278	34,053	11,351	7,397	3,954
01-30-5020	SOCIAL SECURITY EXPENSE	12,781	14,878	4,959	3,965	995
01-30-5030	PENSION EXPENSE	2,495	2,471	824	759	64
01-30-5040	EMPLOYEE MEDICAL INSURANCE	6,651	6,600	2,200	1,929	271
01-30-5100	GENERAL SUPPLIES	4,540	6,200	2,067	579	1,488
01-30-5250	GASOLINE & FUEL	5,427	7,000	2,333	1,233	1,100
01-30-5300	UNIFORM EXPENSE	1,365	3,000	1,000	13	987
01-30-5330	LEGAL SERVICES	-	7,000	2,333	-	2,333
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	500	810	(310)
01-30-5600	MAINTENANCE & REPAIR	2,971	3,000	1,000	188	812
01-30-5700	TELEPHONE	4,034	5,000	1,667	1,180	487
01-30-5750	COMMUNICATIONS	13,246	13,903	13,903	13,849	54
01-30-5900	OTHER EXPENSE	1,310	2,000	667	40	627
01-30-8200	EQUIPMENT	3,812	4,000	4,000	-	4,000
** TOTAL POLICE DEPARTMENT		214,385	269,610	105,252	75,115	30,137
40 - CIVIC CENTER EXPENDITURES						
01-40-5100	GENERAL SUPPLIES	1,232	1,500	500	162	338
01-40-5390	OTHER PROFESSIONAL SERVICES	50	-	-	-	-
01-40-5600	MAINTENANCE & REPAIR	11,452	63,000	21,000	3,678	17,322
01-40-5730	UTILITIES	6,283	10,000	3,333	372	2,961
01-40-5900	OTHER EXPENSE	453	500	167	-	167
** TOTAL CIVIC CENTER		19,469	75,000	25,000	4,213	20,787

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		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
50 - STREET DEPARTMENT EXPENDITURES						
01-50-5010	WAGES	30,355	31,309	10,436	9,152	1,284
01-50-5020	SOCIAL SECURITY EXPENSE	2,714	2,688	896	826	70
01-50-5030	PENSION EXPENSE	1,419	1,405	468	432	37
01-50-5040	EMPLOYEE MEDICAL INSURANCE	3,857	3,828	1,276	1,119	157
01-50-5175	ROAD SALT	4,849	10,000	-	-	-
01-50-5250	GASOLINE & FUEL	1,304	2,500	833	125	708
01-50-5320	ENGINEERING	397	-	-	-	-
01-50-5390	OTHER PROFESSIONAL SERVICES	14,281	5,900	1,967	1,524	443
01-50-5600	MAINTENANCE & REPAIR	7,397	10,000	3,333	300	3,033
01-50-5620	STREET MAINTENANCE	9,004	12,000	9,600	4,202	5,398
01-50-5621	TREE MAINTENANCE	5,400	10,000	8,000	1,200	6,800
01-50-5622	STREET SIGN INSTALLATION	-	2,000	667	-	667
01-50-5730	UTILITIES	14,940	15,000	5,000	3,848	1,152
01-50-5900	OTHER EXPENSE	699	500	167	-	167
01-50-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL STREET DEPARTMENT		119,093	107,131	42,644	22,728	19,916
60 - EMERGENCY MANAGEMENT DEPARTMENT EXPENDITURES						
01-60-5010	WAGES	-	1,200	400	351	49
01-60-5020	SOCIAL SECURITY EXPENSE	-	95	32	-	32
01-60-5030	PENSION EXPENSE	-	48	16	14	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	6,448	365	6,083
TOTAL GENERAL FUND REVENUES		786,760	718,720	249,254	293,124	(43,871)
TOTAL GENERAL FUND EXPENDITURES		774,932	791,898	297,227	167,042	130,186
GENERAL FUND NET INCOME/LOSS		11,829	(73,178)	(47,974)	126,083	(174,056)

12 - UTILITY TAX FUND

REVENUES						
12-00-4140.10	TELECOMMUNICATIONS TAX	16,232	14,000	4,667	4,742	(75)
12-00-4140.30	COM ED - UTILITY TAX	33,440	30,000	10,000	9,729	271
12-00-4140.40	NICOR GAS - UTILITY TAX	17,053	15,000	5,000	2,984	2,016
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	2,667	38	2,629
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	-	5,000
** TOTAL REVENUE		126,845	82,000	27,333	17,492	9,841
EXPENDITURES						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	29,500	29,500	-
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	2,713	2,713	(0)
12-00-8421	POLICE VEHICLE LOAN - INTEREST	373	77	57	56	0
12-00-8425	DEKALB COUNTY COMMUNITY GRANT EXPENSES	-	10,000	-	-	-
12-00-8426	POLICE VEHICLE LOAN - PRINCIPAL	9,777	12,274	4,057	4,057	-
12-00-8427	POLICE VEHICLE LOAN - INTEREST	611	549	218	218	-
** TOTAL EXPENDITURES		150,482	199,759	48,785	36,544	12,241
UTILITY TAX FUND NET INCOME/LOSS		(23,637)	(117,759)	(21,451)	(19,051)	(2,400)

13 - TIF DISTRICT FUND

REVENUES						
13-00-4110	TIF TAX - DEKALB CO.	12,161	12,000	6,240	11,922	(5,682)
13-00-4120	TIF TAX - KANE CO.	77,666	80,000	41,600	115,021	(73,421)
** TOTAL REVENUE		89,827	92,000	47,840	126,942	(79,102)
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	29,775	125,564	(95,789)

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		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
15 - ROAD & BRIDGE FUND						
REVENUES						
15-00-4100	VEHICLE LICENSE FEES	20,045	24,000	24,000	21,095	2,905
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	4,731	4,500	2,340	2,201	139
15-00-4120	REAL ESTATE TAX-KANE COUNTY	20,904	20,000	10,400	12,050	(1,650)
15-00-4260	VIRGIL TWSP. REPLACE. TAX	274	250	83	120	(37)
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	-	-	-	3,000	(3,000)
15-00-4800	INTEREST INCOME	1,317	1,000	333	-	333
** TOTAL REVENUE		47,271	61,750	49,157	41,467	7,690
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	22,070	15,930
15-00-5900	OTHER EXPENSES	96	500	-	-	-
** TOTAL EXPENDITURES		61,165	80,285	79,285	22,070	57,215
ROAD & BRIDGE FUND NET INCOME/LOSS		(13,894)	(18,535)	(30,128)	19,397	(49,525)
19 - MOTOR FUEL TAX FUND						
REVENUES						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	48,341	47,822	11,386	42,778	(31,392)
19-00-4800	INTEREST INCOME	3,038	1,000	333	247	86
** TOTAL REVENUE		51,379	48,822	11,719	43,025	(31,306)
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)	(128,281)	(96,975)	(31,306)
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	70,777	40,242	30,535
52-00-4171	ALLOCATION OF WATER REVENUE	(13,537)	(13,000)	(4,333)	(2,612)	(1,722)
52-00-4180	SEWER REVENUE	205,183	212,683	70,894	41,205	29,689
52-00-4181	ALLOCATION OF SEWER REVENUE	(13,422)	(13,000)	(4,333)	(2,589)	(1,744)
52-00-4190	PENALTIES	5,405	6,000	2,000	2,240	(240)
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	-	-	200	(200)
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	-	-	688	(688)
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	-	-	400	(400)
52-00-4800	INTEREST INCOME	7,116	6,000	2,000	-	2,000
52-00-4900	OTHER REVENUE	180	200	67	60	7
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	59,000	29,500	29,500	-
** TOTAL REVENUE		463,550	475,866	171,724	112,556	59,167

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

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
10 - WATER DIVISION EXPENDITURES						
52-10-5010	WAGES	24,763	37,192	8,786	7,194	1,592
52-10-5020	SOCIAL SECURITY EXPENSE	2,125	3,091	726	631	95
52-10-5030	PENSION EXPENSE	800	1,270	264	244	21
52-10-5040	EMPLOYEE MEDICAL INSURANCE	2,128	3,212	704	617	87
52-10-5100	GENERAL SUPPLIES	149	400	133	311	(177)
52-10-5105	METERS	4,238	5,000	1,667	1,731	(65)
52-10-5110	CHEMICALS	18,301	18,000	6,000	4,440	1,560
52-10-5120	POSTAGE	1,010	2,000	667	330	337
52-10-5250	GASOLINE & FUEL	1,012	1,500	500	321	179
52-10-5320	ENGINEERING	312	250	83	-	83
52-10-5330	LEGAL EXPENSE	-	250	83	-	83
52-10-5335	TEST EXPENSE	2,283	3,000	1,000	900	100
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	5,417	5,416	1
52-10-5390	OTHER PROFESSIONAL SERVICES	16,010	24,672	12,539	11,227	1,312
52-10-5550	SOFTWARE EXPENSE	975	1,000	-	-	-
52-10-5600	MAINTENANCE & REPAIR	43,584	47,900	15,967	24,142	(8,176)
52-10-5700	TELEPHONE	778	900	300	261	39
52-10-5730	UTILITIES	19,251	18,000	6,000	4,554	1,446
52-10-5740	JULIE LOCATES	248	250	-	-	-
52-10-5870	IEPA LOAN - PRINCIPAL	53,478	54,918	27,277	27,277	-
52-10-5880	IEPA LOAN - INTEREST	5,408	4,162	2,263	2,263	-
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	4,762	-
52-10-5900	OTHER EXPENSE	75	500	167	42	125
52-10-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL WATER EXPENDITURES		272,480	280,821	109,095	110,455	(1,360)
20 - SEWER DIVISION EXPENDITURES						
52-20-5010	WAGES	21,163	33,479	7,548	6,109	1,439
52-20-5020	SOCIAL SECURITY EXPENSE	1,816	2,782	623	536	87
52-20-5030	PENSION EXPENSE	637	1,108	210	194	16
52-20-5040	EMPLOYEE MEDICAL INSURANCE	1,796	2,882	594	521	73
52-20-5100	GENERAL SUPPLIES	149	250	83	-	83
52-20-5110	CHEMICALS	-	250	83	-	83
52-20-5120	POSTAGE	810	1,000	333	270	63
52-20-5250	GASOLINE & FUEL	393	750	250	125	125
52-20-5320	ENGINEERING	142	250	83	-	83
52-20-5330	LEGAL EXPENSE	-	250	83	-	83
52-20-5335	TEST EXPENSE	-	1,600	533	-	533
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	5,417	5,416	1
52-20-5390	OTHER PROFESSIONAL SERVICES	15,622	24,672	12,539	11,227	1,312
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	6,867	1,779	5,087
52-20-5700	TELEPHONE	1,431	1,500	500	480	20
52-20-5730	UTILITIES	14,370	13,000	4,333	3,784	549
52-20-5740	JULIE LOCATES	248	250	-	-	-
52-20-5900	OTHER EXPENSE	75	500	167	42	125
52-20-8215	VEHICLE PURCHASE	22,477	-	-	-	-
** TOTAL SEWER EXPENDITURES		116,878	124,872	42,748	32,983	9,764
TOTAL WATER & SEWER FUND EXPENDITURES		389,358	405,693	151,842	143,438	8,404
WATER & SEWER FUND NET INCOME/LOSS		74,193	70,174	19,881	(30,882)	50,763

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

		FY 2020 Actuals	FY 2021 Budget	Budget May 20 - Aug 20	Actual Totals for May 20 - Aug 20	Variance to Budget
54 - WATER IMPROVEMENT ACCOUNT						
REVENUES						
54-00-4171	ALLOCATION OF WATER REVENUE	13,537	13,000	4,333	2,612	1,722
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	-	-	5,000	(5,000)
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	-	-	7,498	(7,498)
54-00-4800	INTEREST INCOME	4,039	3,000	1,000	1	999
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	65,318	45,728	19,589
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	185	(0)
** TOTAL EXPENDITURES		16,361	94,561	12,241	185	12,056
WATER IMPROVEMENT NET INCOME/LOSS		84,287	(18,392)	53,077	45,543	7,534
56 - SEWER IMPROVEMENT ACCOUNT						
REVENUES						
56-00-4181	ALLOCATION OF SEWER REVENUE	13,422	13,000	4,333	2,589	1,744
56-00-4420	SEWER TAP	-	-	-	750	(750)
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	-	-	1,500	(1,500)
56-00-4650	IMPACT FEES	-	-	-	3,749	(3,749)
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	-	-	7,498	(7,498)
56-00-4800	INTEREST INCOME	7,570	7,000	2,333	2	2,331
** TOTAL REVENUE		73,827	55,993	42,660	38,332	4,328
EXPENDITURES						
56-00-5600	MAINTENANCE & REPAIR	-	37,817	-	-	-
** TOTAL EXPENDITURES		-	37,817	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS		73,827	18,177	42,660	38,332	4,328
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	-	-	4,400	(4,400)
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(35,400)	(23,600)	(23,600)	-	(23,600)
** TOTAL REVENUE		-	-	-	16,400	(16,400)
EXPENDITURES						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	19,600	(19,600)
** TOTAL EXPENDITURES		-	-	-	19,600	(19,600)
SCHOOL LAND CASH NET INCOME/LOSS		-	-	-	(3,200)	3,200
GRAND TOTALS						
GRAND TOTAL REVENUE		1,766,226	1,621,321	665,004	735,067	(70,062)
GRAND TOTAL EXPENSES		1,425,340	1,783,702	747,445	530,257	217,189
GRAND TOTAL NET INCOME / LOSS		340,887	(162,381)	(82,441)	204,810	(287,251)

Estimated Fund Balance
through August 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	\$293,124	\$167,042	\$426,098	\$221,103	204,995
Other Funds:						
Utility Tax Fund	537,148	17,492	36,544	518,096	412,936	105,160
TIF District Fund	169,667	126,942	1,379	295,230	237,977	57,253
Road & Bridge Fund	56,176	41,467	22,070	75,573	37,650	37,923
Motor Fuel Tax Fund	195,075	43,025	140,000	98,100	100,116	(2,016)
Totals	958,066	228,926	199,993	986,999	788,679	198,320
Water & Sewer Funds						
Water & Sewer Operating Fund	485,762	112,556	143,438	454,880	541,714	(86,834)
Water Improvement Fund	285,168	45,728	185	330,711	248,864	81,847
Sewer Improvement Fund	463,666	38,332	-	501,998	468,112	33,886
Totals	1,234,596	196,616	143,623	1,287,589	1,258,690	28,899
Village Totals	\$2,492,678	\$718,666	\$510,658	\$2,700,686	\$2,268,472	432,214

Estimated Cash Balances for August 31, 2020

	08/01/20 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	08/31/20 Check Run	Estimated 08/31/20 Balance	
Old Second Checking	309,135.36		178,890.85	(14,092.61)	(19,561.64)	(223,122.25)	231,249.71	0.00%
First Midwest	336,071.84						336,071.84	0.04%
TIF Funds	288,921.26		6,309.19				295,230.45	0.00%
Illinois Funds	1,635,257.63		(82,358.73)				1,552,898.90	0.99%
First Midwest CD	37,000.00						37,000.00	0.50%
First Midwest LPL	258,521.40						258,521.40	0.01%
	2,864,907.49	0.00	102,841.31	(14,092.61)	(19,561.64)	(223,122.25)	2,710,972.30	



Village of Maple Park

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


Village Hall: 815-827-3309

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

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 19, 2020

SUBJECT: LAND ACQUISITION FOR THE WASTEWATER TREATMENT FACILITY

BACKGROUND

At the August 25, 2020 Finance Committee Meeting the members discussed acquiring land for a new wastewater treatment facility. The Committee reviewed the following information.

That the Village annexed several large properties in 2006. There are two (2) annexation agreements that talk about the wastewater treatment plant (WWTP.) The first is the McCaleb-MacLands, Inc., Gaylord Lockwood, Kathleen Lockwood and Grand Pointe Homes Annexation Agreement and the second, is the Theodore and Lauryce Weydert, and John Clare, Ltd. Annexation Agreement, see attached. These annexation agreements will expire in July 2026.

The WWTP is located within the McCaleb, Lockwood property and the WWTP donation language is on Page 8 – Article 7 of the Agreement. In the Clare Agreement, the language regarding the WWTP can be located on Page 11 – Article 8.3. Please note that both Agreements include a Facilities List that also talk about the land donation. In the McCaleb Agreement is it Exhibit F. In the Clare Agreement is is Exhibit E.

The Wastewater Treatment Facilities General Layout is attached. The layout includes the WWTP and the Public Works Garage and future salt storage facility. The size of the parcel is 3.2 acres.

Per the Village Engineer, the WWTP is planned to expand to 0.40 MGD from the current 0.25 MGD capacity. This is not a large expansion. With that said, any property purchase should handle at least 1.0 MGD for future planning purposes, not that the plant would ultimately get to that point. If the existing annexed properties never develop, it just delays the need for an expansion to the WWTP. His recommendation is not to downsize any proposed expansion as the proposed 0.40 MGD would allow for approximately 425 additional houses over the existing capacity.

The Finance Committee motioned on a 4 – 0 vote to recommend to the Village Board that a letter be sent to the property owners inquiring if they would be interested in selling the property. Then a larger conversation could be held on these annexation agreements.

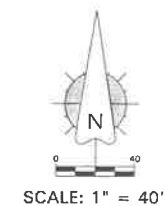
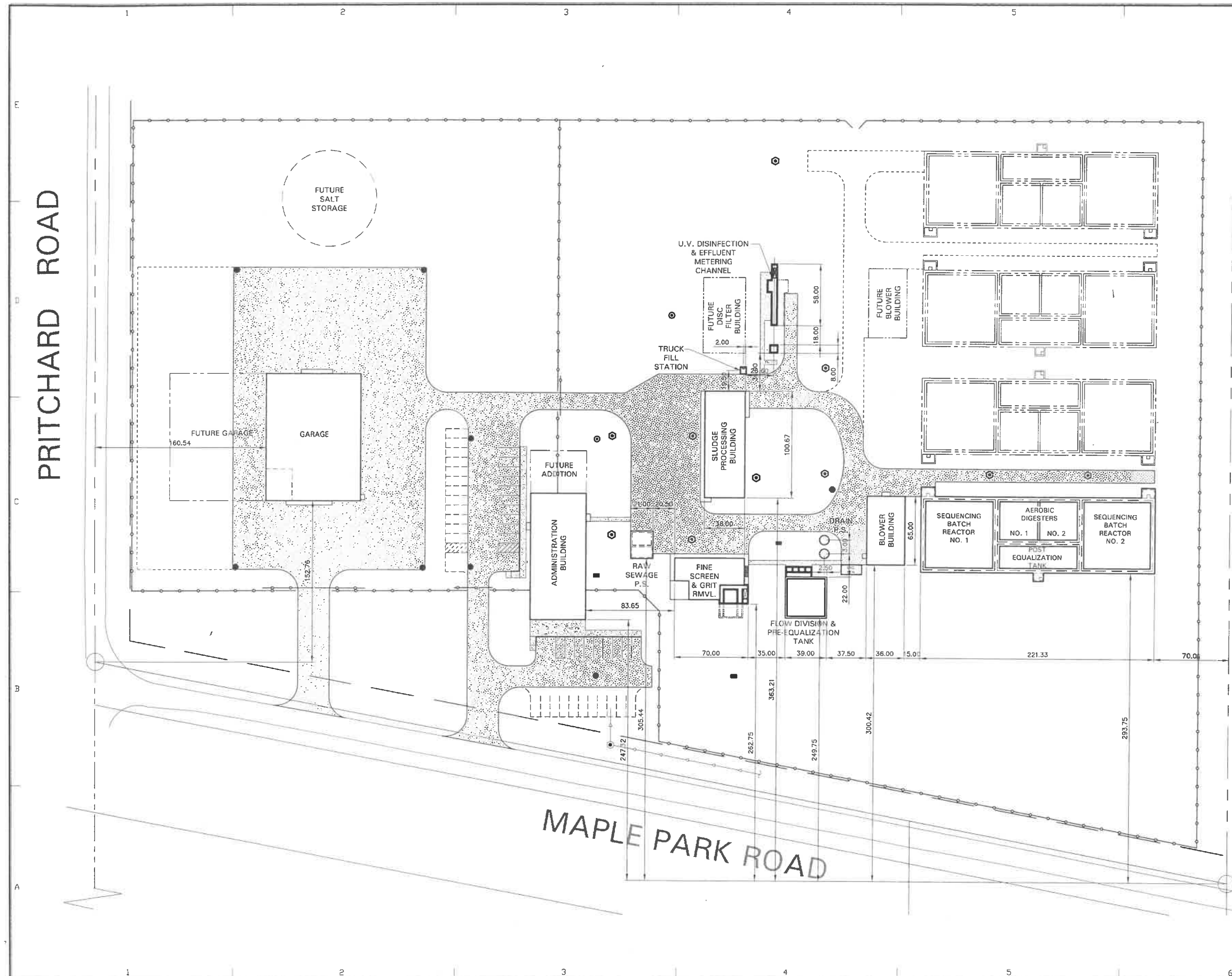
RECOMMENDATION

That the Village Board discuss sending a letter to the property owners inquiring if they would be interested in selling the land would be used for the future wastewater treatment facility.

Attachments

Wastewater Treatment Facilities General Layout Dated 12-18-06

The above listed annexation agreements are part of the August 25, 2020 Finance Committee packet.



VILLAGE OF MAPLE PARK, ILLINOIS WASTEWATER TREATMENT FACILITIES		GENERAL LAYOUT	
PROJ. NO. 2006-04 PROJ. MGR. JCL PROJ. ENG. FY DRAWN BY: RGE CHKD BY: DWG. DATE: 12-18-06 SCALE: AS NOTED		SHEET C1	
INTTECH ENGINEERING		1496 MERCHANT DRIVE, ALGONQUIN, IL. 60102 TEL: 847-960-7150 FAX: 847-960-7151	
STATE OF ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION LICENSE NO. 184-002451		Dwg	
REVISIONS		NO. DATE	



Village of Maple Park

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MEMORANDUM

TO: Village Board
FROM: Village Accountant Cheryl Aldridge
DATE: August 27, 2020
SUBJECT: Fiscal Year 2020 Audit

BACKGROUND

The Village of Maple Park has an annual audit conducted by Lauterbach & Amen, LLP. This audit has been completed and Lauterbach has provided the Village with their findings.

DISCUSSION

Lauterbach & Amen, LLP has given the Village a clean audit. A representative from Lauterbach will be in attendance at the Board Meeting to go over any questions regarding the audit.

RECOMMENDATION

That the Village Board motion to approve the FY2019-2020 Audit as presented. After approval, the audit will be posted to the Village's website for resident review.



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 18, 2020

SUBJECT: RESULTS OF THE STAFFING STUDY

BACKGROUND

The Personnel Committee began examining Village positions included in a Staffing Study in November 2019. The study examined the following positions: Part-Time Code Enforcement Officer, Part-Time Village Clerk, Public Works Director/Building Inspector, Public Works Maintenance Assistant, Police Chief, Police Command, Police Officer, Village Administrator and Village Accountant/Village Treasurer.

The Personnel Committee, at their July 21, 2020 Meeting motioned to move the following to the Village Board for final review and approval.

1. Job Descriptions for the following positions: Part-Time Code Enforcement Officer, Part-Time Village Clerk, Part-Time Public Works Maintenance Worker, and Public Works Maintenance Assistant, see attachments.
2. The Committee examined the following positions and determined that:
 - a. Additional responsibilities be added to the Public Works Maintenance Assistant in order to grow the position and allow the Public Works Director/Building Inspector the ability to spend work hours on code enforcement, projects, policies and procedures, developing RFPs and Village goal accomplishment. If the additional job responsibilities are taken on and performed well, the Village would consider a market adjustment for this position in the upcoming fiscal year.
 - b. The Part-Time Code Enforcement Officer (CEO) would not be needed if the Public Works Director/Building Inspector relinquishes lawn mowing and snow plowing tasks to a Part-Time Public Works Maintenance Worker and other tasks that are to be taken on by the Public Works Assistant.
 - c. The Village create a Part-Time Maintenance Worker position would be based on eight (8) hours a week, with the majority of the hours scheduled between April 1 and October 31. The position can be re-evaluated annually to determine if additional hours are needed. See #3 regarding cost.
 - d. The following positions, although under paid compared to the market, should not be given a market adjustment, but would receive merit pay based on an above average or excellent annual performance evaluation and goal accomplishment. This is applicable to the: Part-Time Village

Clerk, Public Works Director/Building Inspector, Public Works Maintenance Assistant, Village Accountant/Village Treasurer, Police Chief, and Police Commander.

- e. That on an annual basis, the Police Chief's salary would be evaluated and, if the budget allows, the ability to increase funding for professional development, including out-of-state conferences and locally sponsored seminars in order to compensate for the salary difference for the position compared to the market.
 - f. Based on the current call volume and time spent per call, the Chief's recommended to the Committee that a Full-Time Police Officer is not needed at this time. We may need a Full-Time Police Officer in five (5) years; however, we can revisit the discussion in the next 12 to 24 months based on an updated call analysis. Staff will place this on the calendar for review and discussion prior to the budget cycles for the next couple of years. The Committee concurred with this recommendation.
3. The Committee also recommended, which would be considered during the budget process, the costs associated with the following:
- a. Hiring a Part-Time Public Works Maintenance Worker – 8 Hours per week at an hourly rate between \$18 and \$25/hour.

Position	Hourly Rate	Hours Per Week	Annual Cost	Deferred Comp.	FICA	Total Cost
PT PW Maintenance Worker	18.00	8	7,488.00	299.52	572.83	8,360.35
PT PW Maintenance Worker	25.00	8	10,400.00	416.00	795.60	11,611.60

- b. An hourly rate increase for Part-Time Police Officers – The Village has had trouble obtaining/retaining qualified Police Officers to fill the shifts needed to protect the community. The study revealed that the Part-Time Police Officers are under paid \$3.09 per hour compared to the surrounding communities. The Committee concurred with Staff's recommendation that the Village gradually adjust the hourly rate of the Police Officers from \$21.01 to \$23.00 per hour over the course of the next two (2) years. Listed below is the estimated annual cost increase.

Fiscal Year	Hourly Rate	Hourly Cost*	FICA	Total Cost	Annual Increase
FY2021	21.01	83,335.00	6,375.13	89,710.13	
FY2022	22.00	102,696.00	7,856.24	110,552.24	20,842.12
FY2023	23.00	107,364.00	8,213.35	115,577.35	5,025.10

*Based on 4,698 (4,282 + 416) hours per year.

There are two (2) additional recommendations that the Personnel Committee made that have already been implemented. The first is Village Administrator position, including the job description and the approval of the Employment Agreement at the August 4, 2020 Village Board Meeting.

The second recommendation was scheduling a second Police Officer to work eight (8) hours on Sundays. The Village Board agreed that if Staff could work out the details and incorporate this into the budget, based up the current number of hours worked and the projected budget expenditure for year-end, that the Police Chief should fill this new shift. Per the Village Treasure/Village Accountant, even if we add the hours in addition the hours

already worked this fiscal year, we anticipate being ~\$2,000 under budget. An officer will begin working this shift on Sunday, August 30, 2020.

RECOMMENDATION

That the Village Board*:

1. Approve the job descriptions for the following positions: Part-Time Code Enforcement Officer, Part-Time Village Clerk, Part-Time Public Works Maintenance Worker and Public Works Maintenance Assistant.
2. That the Board approve the recommendations made in Background Item #2.
3. That the Board approve the recommendations made in Background #3.

*All approved recommendations would be discussed and incorporated into the FY2022 Budget assuming there is revenue to support these changes.

If you wish to review the full analysis regarding the CEO, Public Works, Village Clerk and Police Department positions, please refer to the Personnel Committee Agenda packets for the following dates: November 19, 2019, June 16, 2020, and July, 21, 2020.

Attachments

Job Descriptions for Part-Time Code Enforcement Officer, Part-Time Village Clerk, Part-Time Public Works Maintenance Worker, and Public Works Maintenance Assistant



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Code Enforcement Officer (CEO)

Position Status: Part-Time

Position Reports to: Public Works Director/Building Inspector and Police

Chief FLSA Status: Non-Exempt, Seasonal (March – December)

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to investigate code violations, issue letters of abatement, violation warnings, and patrol the Village looking for violations.

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

Respond to citizen's complaints of code violations.

Inspect and investigate potential violations of village codes and other laws (ordinances) which have been reported to determine if a violation has occurred.

Proactively patrol and survey locations for code violations during the course of duties.

Research land ownership records, permitting records and past or current code violations using computer.

Prepare property liens as needed.

CODE ENFORCEMENT OFFICE – PART-TIME

Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for administrative adjudication hearing preparation.

Works to achieve an educational versus enforcement environment by working toward compliance and issues violation notices and fines when deemed necessary.

Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.

Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.

Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of infractions of codes, ordinances and/or laws.

Works in compliance with other departments that are engaged in code compliance tasks. (i.e., Building Inspector, Public Works, Police Department and Fire Protection District, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.

All other duties as assigned.

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 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 fellow employees, residents, and business/property owners. Persuade others in favor of a service or course of action using the Municipal Code.

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

CODE ENFORCEMENT OFFICE – PART-TIME

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate 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; may compute ratios, rates, and percents.

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

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

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 semi-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 moderate 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.

CODE ENFORCEMENT OFFICE – PART-TIME

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 some 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.*

Requires education or training equivalent to a high school diploma or GED equivalent.

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. Prefer ICC Property Maintenance Certification.

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 one (1) year of related experience.

Requires considerable knowledge of: 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: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

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 ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, 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.

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

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

The position may be exposed to additional hazards that may be safety related, chemical, physical or biological in nature.

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.

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: 09/01/20



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Village Clerk
Position Status: Part-Time
Position Reports to: Village Administrator
FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to perform moderately complex work related to primary function of Village Clerk related activities and the daily administrative functions of the Village's municipal office. The position may supervise another part-time clerical employee.

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

Attends all meetings of the corporate authorities – Village Board (including Executive Sessions), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission.

Maintain confidentiality of municipal business.

Prepares agendas and schedules meetings for Village Board (including Executive Sessions and Committee of the Whole), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

Transcribes meeting minutes for all Village Board (including Executive Sessions and Committee of the Whole), Finance Committee, Infrastructure Committee, Personnel Committee and Planning Commission meetings.

VILLAGE CLERK

Drafts ordinances and resolutions.

Serves as the Village's Freedom of Information (FOIA) Officer.

Receives candidates' nominating papers and certify the names of all candidates to be printed on the ballot.

Serves as the Village's keeper of records and is responsible for the oversight of the Village of Maple Park's State's Records Disposal permit.

Responsible for submitting the proper documentation and disposal of Village records.

Assist with the issuance of Liquor Licenses, Amusement Licenses and Tobacco Licenses.

Serves as the Office Manager and plans, establishes and implements office methods and procedures.

Ensures that office hours are covered.

Updates Village website and Facebook.

Assist with the issuance of building permits and property maintenance letters.

Assists with the issuance of golf cart and vehicle stickers.

Assists with enforcement of Covenants, Codes and Restrictions (CCR.)

Assist with the issuance of park, gym and facility rentals.

Order office supplies and business cards and letterhead.

Answer correspondence pertaining to Village or department business; compile various statistical reports as requested.

Assist customers with basic and complex questions over the phone, in person or by mail.

May complete daily deposits.

Serves as utility billing backup.

Picks up and processes mail.

VILLAGE CLERK

All other related duties as assigned.

Serves as Deputy Registrar for voter registration.

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, organizes, analyzes, examines, or evaluates data or information.

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

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 moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate 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; may compute ratios, rates, and percents.

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

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

VILLAGE CLERK

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 semi-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 moderate 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.

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 some 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.*

Requires education or training equivalent to a high school diploma; prefer Associates Degree from an accredited college or university in office or business administration. Requires training in general business and administrative office procedures.

VILLAGE CLERK

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Prefer Municipal Clerk Certificate.

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 three (3) years of related experience.

Requires considerable knowledge of: office management or supervisory methods, practices and techniques; records and operation of the office is required; forms and procedures generally used in Village for personnel, purchasing, accounting and budgetary purposes; laws affecting the work of the assigned division or department; modern office practices, procedures and equipment; specialized terminology of the division, department or office to which assigned; spelling, punctuation and grammar.

Requires the ability to: set priorities; supervise and train subordinate employees; develop, implement and evaluate new and/or revised methods, procedures and performance standards; estimate and budget for future needs and cost of personnel, equipment and supplies; maintain complex clerical records and prepare reports of such records; read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations; write reports and routine business correspondence; effectively present information and respond to questions from managers, clients, customers, and the general public.

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 25 pounds of force; moderate dexterity in operating machinery, tools, or office equipment.

Requires daily attendance in the office and numerous night meetings.

VILLAGE CLERK

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

The position is exposed to standard indoor office conditions.

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.

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: 09/01/20



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Public Works Maintenance Worker

Position Status: Part-Time

Position Reports to: Public Works Director/Building Inspector

FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

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

Mow and trim grass (by walking or riding mower) for all Village property.

Trim trees on Village properties.

Assist in the removal of snow and ice by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Perform street work such as pothole patching, gravel backfill installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.

Install and remove snow fences.

CODE ENFORCEMENT OFFICER – PART-TIME

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

Able to assist in maintaining the Civic Center including the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

Perform street maintenance work such as pothole patching, gravel installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.
May assist in water meter reading tasks.

May assist with detention pond maintenance, including aerators and landscaping.

May assist with water plant and wastewater treatment plant maintenance.

Respond and resolve resident, business/property owner complaints.

Assist in maintaining Village equipment and vehicles.

Perform all other duties as assigned.

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 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 fellow employees, residents and business/property owners. 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 moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate 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; may compute ratios, rates, and percents.

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

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

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 semi-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 limited 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 mowers, trimmers (brush and lawn), vehicles, snowplow attachments and salt spreaders, etc. 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 some responsibility for safety and health of fellow employees, self and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

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

Requires education or training equivalent to a high school diploma or GED equivalent.

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. Must be able to obtain a Class B CDL with air brake and tanker endorsements within six (6) months of hire.

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 a minimum of three years (3) of related experience.

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

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 ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, 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.

Daily attendance required on scheduled work days.

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

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

The position may be exposed to additional hazards that may be safety related, chemical, physical or biological in nature.

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.

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: 09/01/20



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Public Works Maintenance Assistant

Position Status: Full-Time

Position Reports to: Public Works Director/Building Inspector

FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

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

Performs basic Public Works Director duties in his/her absence.

Mow and trim grass (by walking or riding mower) for all Village property.

Trim trees on Village properties.

Perform snow and ice removal by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Perform street maintenance work such as pothole patching, gravel backfill installation, culvert and catch basin cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.

Install and remove snow fences.

PUBLIC WORKS MAINTENANCE ASSISTANT

Flush and assist with the maintenance of Village fire hydrants.

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

Able to assist in maintaining the Civic Center including the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

Perform water meter reading tasks.

Perform detention pond maintenance, including aerators and landscaping.

Perform water plant and wastewater treatment plant maintenance.

Respond and resolve resident, business/property owner complaints.

Create, implement and maintain daily, weekly, monthly and annual checklists of routine maintenance tasks.

Assist office staff with tasks when requested.

Assist in maintaining Village equipment and vehicles.

Conduct vegetation/weed control through herbicide application or by hand removal.

Properly set up work zones to enhance road and employee safety while working on streets, parks, water and wastewater facilities.

Performs all duties in conformance to appropriate safety and security standards.

Perform all other duties as assigned.

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 data or information.

PUBLIC WORKS MAINTENANCE ASSISTANT

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

Establishes and maintains effective working relationships with fellow employees, residents and business/property owners. 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 moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate 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; may compute ratios, rates, and percents.

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

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

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 semi-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 limited impact on whole municipal operation.

PUBLIC WORKS MAINTENANCE ASSISTANT

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 mowers, trimmers (brush and lawn), vehicles, snowplow attachments and salt spreaders, etc. Maintains cleanliness of assigned vehicle and equipment.

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Requires some responsibility for safety and health of fellow employees, self and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

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

Requires education or training equivalent to a high school diploma or GED equivalent.

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. Must be able to obtain a Class B CDL with air brake and tanker endorsements within six (6) months of hire.

Prefer an Illinois Pesticide Application License and Flagger Certification.

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 a minimum of three years (3) of related experience.

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

PUBLIC WORKS MAINTENANCE ASSISTANT

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 ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, 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.

Daily attendance required on scheduled work days.

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

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

The position may be exposed to additional hazards that may be safety related, chemical, physical or biological in nature.

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.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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Description Approved: 09/01/20



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

MEMORANDUM

TO: Village Board
FROM: Village Accountant Cheryl Aldridge
DATE: August 27, 2020
SUBJECT: Utility Billing Penalty Write Off

BACKGROUND

There is a landlord (also lives in town) that is requesting that the penalties on an account be waived. The Village was just about to shut the water off to his tenant when COVID-19 hit. Public Works had also discovered that there is a combined B-Box at the property, so we were unable to shut off only the tenant's water.

DISCUSSION

The tenant to this property has moved out, but keeps telling me that they are waiting on a payment so they would be able to pay the Village soon. That does not seem to actually be happening. The landlord understands that he is liable for this balance and he is planning on paying the bill. His one question is, could the Village waive the penalties? Our policy states that the Village Accountant may waive one penalty within a five (5) year period. The last penalty was waived in October of 2018 for the tenant, so according to our policy, staff can not waive it without Board approval. There are currently two (2) penalties on the account for a total of \$66.58.

RECOMMENDATION

That the Village Board motion to approve the penalty write off in the amount of \$66.58. Once the penalty is removed, the landlord agrees to pay the balance of \$758.05.



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 27, 2020

SUBJECT: DEKALB COUNTY COMMUNITY FOUNDATION GRANT – REBRANDING AND VILLAGE SIGNS

BACKGROUND

In the FY2021 Budget, there is a placeholder of \$10,000 in revenues and expenditures in the Utility Tax Fund. This is the second half of a \$20,000 grant. The first \$10,000 was utilized for the Village's Strategic Plan. The remaining \$10,000 is for rebranding the Village and construction of new signs. The FY2021 revenue line item is 12-00-4751 (DeKalb County Community Grant) and the expenditure line item 12-00-8425 (DeKalb County Community Grant Expenses.)

Speaking with the DeKalb Community Foundation, the Foundation is looking to close out this grant by the of 2020. In order to move forward with this project, the Village would need to submit a new implementation grant application. The Finance Committee did not wish to move forward on the rebranding, but felt that new signage would be of benefit to Maple Park and that the Village should apply for this grant otherwise we may lose the opportunity to utilize these funds. The Committee also discussed changing the sign layout and/or construction material so that we would be able purchase two (2) signs in order to utilize the full \$10,000.

The Finance Committee motioned, in a 4 – 0 vote, to recommend to the Board that Staff should complete the DeKalb County Community Foundation Implementation Grant Application, obtain updated sign quotes, if the Board is in agreement with the sign design and seek to obtain permission from the proper State and County Departments of Transportation to place the signs in the rights-of-way.

Currently, rebranding and new signage is not on the Village's goal list.

RECOMMENDATION

That the Village Board review and consider approving that Staff complete the DeKalb County Community Foundation Implementation Grant Application, obtain updated sign quotes, if the Board is in agreement with the sign design and seek to obtain permission from the proper State and County Departments of Transportation to place the signs in the rights-of-way.

If approved, the Grant Application and sign installation should be added to the Village's goal list.

Attachments

2018 Strategic Plan Grant Application

03-27-18 SouthWater Signs Proposal #7027071

Strategic Plan Grant

Community Economic Development Grant

Village of Maple Park

Kathy Curtis
302 Willow Street
P.O. Box 220
Maple Park, IL 60151

epeerboom@villageofmaplepark.com
O: 815-827-3309
F: 815-827-4040

Liz Peerboom

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

epeerboom@villageofmaplepark.com
O: 815-827-3309
M: 815-748-5006
F: 815-827-4040

Application Form

PROJECT INFORMATION

Project Name*

Give your grant request or project a brief name using only a few words

.

Strategic Plan Grant

Type of Grant Request*

Each municipality or community is limited to a total of \$20,000 in the form of planning and/or implementation grants over the life of the DeKalb County Community Economic Development Grant Program.

Check if this is a request for a planning grant

Economic Development Plan

If this is an implementation grant request, upload a PDF of the current economic development plan for your community on which the implementation grant request is based. Applications for implementation grants must be based upon a current economic development plan.

Purpose*

In one or two sentences briefly describe the purpose of your grant request. Be as succinct as possible. You will have space to elaborate later.

Strategic Plan and implementation.

Total Project Cost*

What is the total budget/cost of your planning or implementation project?

Note that applicant and/or partners must be able to provide a minimum of 10% of the total project budget as a cash match (in addition to any in-kind support).

\$20,000.00

Amount Requested*

Note that applicant and/or partners must be able to provide a minimum of 10% of the total project budget as a cash match (in addition to any in-kind support).

\$20,000.00

Number of DeKalb County Residents Served*

Approximately how many residents of DeKalb County are served by your project?

560

Non-Discrimination Policy

It is the policy of the Community Foundation to operate without regard to race, creed, color, sex, religion, marital status, age, national origin, ancestry, political affiliation, sexual orientation, disability, or veteran status. All organizations benefiting from a grant must adhere to the same regards.

The project for which we seek funding complies with the foundation's non-discrimination policy

PROJECT DESCRIPTION

General description of your project and request*

Describe your project in no more than three paragraphs. Include who will be involved and how the project will be implemented.

The Board of Trustees in Maple Park would like to use NIU's Center for Governmental Studies and have them do a strategic plan. We would like to then implement some of the ideas received from that strategic plan at a later date and possibly use the other \$10,000 at that time.

Objectives*

List measurable objectives for your project and the activities and time frames planned to meet those objectives. If this is an implementation grant request, reference the sections of the current economic development plan on which this implementation grant is based.

1. Hire NIU's Center for Governmental Studies
2. Hold a strategic planning session with the Board of Trustees and village staff
3. Hold public meetings with residents and business owners to get public input
4. Review strategic plan
5. Apply for Economic Development Grant for implementation
6. Implement various projects throughout the community

Qualification*

Describe the qualifications of key personnel involved in the project. How is the organization or how are the consultant(s) involved in the project specifically qualified to execute the proposed planning process or project?

NIU's Center for Governmental Studies has done many strategic plans for many other communities in the area.

Evaluation*

How do you plan to evaluate the success of your project especially in light of the project's objectives? Applicants and/or partners may be asked to present or share results of their project process and results as appropriate with other participating municipalities and communities.

The DeKalb County Community Development Foundation will get a report after each step is completed.

Collaboration*

Explain the details of your project's collaboration with other organizations or programs within the community. Explain how your project is leveraging local funding.

We will be collaborating with NIU's Center for Governmental Studies, residents, and business owners.

Letter of Support

If your project is collaborative, include letters of support from key organizations, participants, or stakeholders.

PROJECT BUDGET

Use the template provided below to list all expenses and funding associated with your proposed project. Include expenses already incurred and funds already received. If applicable, include in-kind contributions, non-cash support, and staff time required.

Click to view an example Project Budget Detail. The example is a budget for a make-believe nonprofit shoe drive organization that distributes men's dress shoes to low-income individuals that need professional shoes.

Project Budget Details*

Download and complete a blank Project Budget Details template. When you have completed the template document **save it as a PDF** and use the "Choose File" button below to attach it here. **You must upload a PDF.**

2018 DCCF Grant Project Budget.pdf

ADDITIONAL ORGANIZATION INFORMATION

Board of Directors or Trustees*

Type the names of the individuals on your trustees or board of directors in the field below or upload a document that provides this information.

Kathleen Curtis, Village President
Kristine Dalton, Trustee
JP Dries, Trustee
Luke Goucher, Trustee
Brandon Harris, Trustee
Chris Higgins, Trustee
Bart Shaver, Trustee
Liz Peerboom, Village Clerk

Organizational Budget*

Upload your organization's operating budget for the current fiscal year.

FY2018 Maple Park Budget.pdf

Board Meeting Minutes

Upload any recent trustee or board meeting minutes that pertain to your grant request.

Board Minutes 020618.pdf

Photos and/or additional support material

Upload and explain any additional information you would like to include in this grant application. You may upload a document or type in the field below.

Board minutes are draft because they have not yet been approved by the Board of Trustees. But, it does show that they voted on it.

Non-Discrimination*

It is the policy of DCCF to operate without regard to race, creed, color, sex, religion, marital status, age, national origin, ancestry, political affiliation, sexual orientation, disability, or veteran status. All projects benefiting from DCCF grant funds must adhere to the same regards.

The project for which we are seeking funding complies with DCCF's non-discrimination policy

SUBMIT APPLICATION

When your application is complete click 'Submit' below. You will receive an e-mail to confirm the DCCF has successfully received your grant application.

File Attachment Summary

Applicant File Uploads

- 2018 DCCF Grant Project Budget.pdf
- FY2018 Maple Park Budget.pdf
- Board Minutes 020618.pdf

DCCF GRANT APPLICATION

Project Budget Details

Instructions:

Use the table below to list the expenses and amounts for **all** costs associated with your project. Be as specific as possible. For each expense state the source(s) of funding (DCCF, Operating Reserves, Grant From another Foundation, etc...) and the funding status (Received, Committed but not yet received, or Requested but unsure of approval)

If one expense item has multiple sources of funding, use multiple "Description of Expense" lines to describe all sources of funding for that expense. **The grants committee should be able to easily identify the exact expenses you are asking the DCCF to fund.** The sum of your total expenses should match your total project cost listed in the "Project Summary" section of this application. If applicable, list personnel expenses or ongoing operating expenses related to your project.

Save this completed document as a PDF and upload it to your grant application under the *Project Budget* requirement.

Description of Expense	Amount	Funding Source	Funding Status	Notes on this Expense
Strategic Plan	\$ 10,000.00	DCCF Grant		
Public Meetings with Board & Staff	\$ 500.00	Municipality		
Public Meetings with residents and business	\$ 500.00	Municipality		
Implementation	\$ 10,000.00	DCCF Grant		
Implementation	\$ 1,000.00	Municipality		
	\$ -			
	\$ -			
	\$ -			
	\$ -			
Total Project Costs	\$ 22,000.00	<-- this number should match your total project costs stated at the beginning of this application		
Amount Request from the DCCF	\$ 20,000.00	<-- this number should match the "Amount Requested from the DCCF" at the beginning of this application AND equal the sum of all your DCCF funding source lines		

VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
01 - GENERAL FUND					
REVENUES					
01-00-4110	REAL ESTATE TAX - DEKALB CO.	105,862	110,365	107,585	111,247
01-00-4120	REAL ESTATE TAX - KANE CO.	99,278	100,617	98,927	103,266
01-00-4220	STATE OF IL - INCOME TAX	132,785	133,620	127,332	132,310
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	60,481	80,000	64,904	70,000
01-00-4250	STATE OF IL-REPLACEMENT TAX	2,965	2,500	3,051	3,000
01-00-4270	STATE OF IL-USE TAX	30,240	30,785	31,702	33,143
01-00-4280	STATE OF IL-VIDEO GAMING TAX	13,376	12,000	16,136	15,600
01-00-4310	GAME LICENSE	125	125	150	150
01-00-4320	ANIMAL LICENSE	1,855	1,400	1,785	1,700
01-00-4330	CIGARETTE LICENSE	20	20	20	20
01-00-4340	FRANCHISE FEE LICENSE	2,607	2,500	3,015	2,750
01-00-4341	RAFFLE LICENSE FEE	55	20	25	20
01-00-4350	LIQUOR LICENSE	8,000	8,000	9,000	9,000
01-00-4407	TEMPORARY OCCUPANCY PERMIT	-	-	400	-
01-00-4410	BUILDING PERMITS	6,679	10,000	6,400	10,000
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSIN	-	-	4,175	4,334
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	1,990	-	10,331	6,502
01-00-4420	SOLICITOR PERMITS	-	20	10	20
01-00-4500	GARBAGE COLLECTION REVENUE	119,543	123,385	123,114	127,262
01-00-4505	GARBAGE PENALTIES	1,870	1,500	2,008	1,750
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	-	-	680	680
01-00-4535.03	HERITAGE HILLS - ENGINEERING	540	-	1,700	1,020
01-00-4550	PARK RENT	1,460	1,500	1,200	1,500
01-00-4550.03	RENT - KANE COUNTY POLLING	40	40	40	40
01-00-4550.04	RENT - GYM USE	5,650	4,500	4,618	4,500
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	4,800	4,800
01-00-4550.11	RENT - KITCHEN	600	400	938	750
01-00-4550.15	RENT - ST. VINCENT DEPAUL	300	-	-	-
01-00-4550.17	RENT - EXERCISE ROOM	-	-	180	-
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	32,500	32,500
01-00-4610	DEKALB COUNTY FINES	559	500	480	500
01-00-4620	KANE COUNTY FINES	845	1,000	350	1,000
01-00-4625	ORDINANCE VIOLATION FINES	2,250	2,000	540	2,000
01-00-4800	INTEREST INCOME	299	100	2,700	1,500
01-00-4900	OTHER INCOME	1,531	100	1,734	250
01-00-4910	REIMBURSEMENT INCOME	7,832	4,000	5,519	4,000
** TOTAL GENERAL FUND REVENUE		646,937	668,297	668,047	687,114
10 - ADMINISTRATION & FINANCE EXPENDITURES					
01-10-5010	WAGES - FINANCE	42,584	51,629	47,053	56,873
01-10-5010.01	WAGES - REIMBURSED (POLICE)	273	-	165	-
01-10-5010.02	WAGES - FUN FEST (POLICE)	2,110	3,000	2,980	3,000
01-10-5010.03	WAGES - FUN FEST (PUBLIC WORKS)	914	1,000	936	1,000
01-10-5011	SALARIES - VILLAGE BOARD	18,600	19,800	19,200	19,600
01-10-5012	STATE UNEMPLOYMENT TAX	3,281	4,000	939	1,000
01-10-5020	SOCIAL SECURITY EXPENSE	4,653	5,449	5,068	5,850
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	11	-	-	-
01-10-5100	GENERAL SUPPLIES	60	-	-	-
01-10-5120	POSTAGE	1,800	2,500	2,112	2,500
01-10-5150	ANIMAL TAG EXPENSE	70	100	73	100
01-10-5160	COPIER & POSTAGE MACHINE LEASE	3,397	3,441	3,500	3,441
01-10-5200	OFFICE SUPPLIES	6,851	6,000	6,500	6,000
01-10-5320	ENGINEERING SERVICES	7,383	5,000	3,621	5,000
01-10-5330	LEGAL SERVICES	17,552	20,000	21,912	20,000
01-10-5350	AUDIT EXPENSE	12,510	12,160	12,160	12,510
01-10-5390	OTHER PROFESSIONAL SERVICES	9,170	12,500	20,303	12,500
01-10-5400	GARBAGE COLLECTION EXPENSE	119,513	123,385	123,114	127,262
01-10-5500	INSURANCE EXPENSE	42,502	44,000	44,066	46,000
01-10-5550	SOFTWARE EXPENSE	263	250	-	-
01-10-5570	DUES AND MEMBERSHIPS	5,496	5,000	4,662	5,000
01-10-5700	TELEPHONE	3,382	3,500	5,141	5,000
01-10-5900	OTHER EXPENSES	9,696	5,000	4,587	5,000
01-10-5900.01	FUN FEST EXPENSES	-	-	600	750
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	1,380	900	880	900
01-10-5920	CONFERENCES	1,588	2,000	2,233	1,500
01-10-5599	TRANSFER TO OTHER FUNDS	-	5,000	5,000	5,000
01-10-8210	COMPUTERS	-	-	2,368	-
** TOTAL ADMINISTRATION & FINANCE		315,037	335,414	339,172	345,786

VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
20 - PARKS & GROUNDS EXPENDITURES					
01-20-5010	WAGES	27,914	28,569	28,569	29,283
01-20-5020	SOCIAL SECURITY EXPENSE	2,451	2,488	2,488	2,543
01-20-5030	PENSION EXPENSE	1,272	1,301	1,301	1,330
01-20-5040	EMPLOYEE MEDICAL INSURANCE	3,975	3,960	3,960	3,960
01-20-5250	GASOLINE & FUEL	982	2,000	772	1,000
01-20-5600	MAINTENANCE & REPAIR	6,681	10,000	2,275	7,000
01-20-5730	UTILITIES	708	1,500	854	1,000
01-20-5900	OTHER EXPENSE	475	750	379	250
** TOTAL PARKS & GROUNDS		44,459	50,569	40,598	46,366
30 - POLICE DEPARTMENT EXPENDITURES					
01-30-5010	WAGES - CHIEF	55,392	54,674	58,599	53,300
01-30-5015	WAGES - PATROL OFFICERS	63,902	63,747	56,449	65,341
01-30-5016	WAGES - TRAINING	1,719	5,361	3,825	5,495
01-30-5017	WAGES - INVESTIGATION	-	1,509	-	-
01-30-5018	WAGES - SERGEANT	27,476	29,719	25,898	30,462
01-30-5020	SOCIAL SECURITY EXPENSE	11,884	12,317	11,552	12,286
01-30-5030	PENSION EXPENSE	2,372	2,427	2,549	2,372
01-30-5040	EMPLOYEE MEDICAL INSURANCE	8,023	6,000	6,231	6,000
01-30-5100	GENERAL SUPPLIES	3,730	4,000	3,567	4,000
01-30-5250	GASOLINE & FUEL	5,512	9,500	5,432	7,500
01-30-5300	UNIFORM EXPENSE	2,047	4,000	3,193	4,000
01-30-5330	LEGAL SERVICES	-	1,000	44	1,000
01-30-5560	TRAINING	1,630	2,000	892	2,000
01-30-5570	DUES & MEMBERSHIPS	448	1,000	1,680	1,000
01-30-5600	MAINTENANCE & REPAIR	10,409	10,000	4,559	6,000
01-30-5700	TELEPHONE	3,237	5,000	3,807	5,000
01-30-5750	COMMUNICATIONS	10,851	12,000	11,438	12,014
01-30-5900	OTHER EXPENSE	4,677	2,000	2,166	2,000
01-30-8400	VEHICLES	5,303	-	-	-
** TOTAL POLICE DEPARTMENT		216,590	226,254	201,860	219,769
40 - CIVIC CENTER EXPENDITURES					
01-40-5100	GENERAL SUPPLIES	647	1,500	923	1,500
01-40-5600	MAINTENANCE & REPAIR	37,704	15,000	8,436	10,000
01-40-5730	UTILITIES	5,928	12,000	5,566	10,000
01-40-5900	OTHER EXPENSE	820	700	280	500
** TOTAL CIVIC CENTER		45,098	29,200	15,205	22,000
50 - STREET DEPARTMENT EXPENDITURES					
01-50-5010	WAGES	28,176	30,569	28,260	29,283
01-50-5020	SOCIAL SECURITY EXPENSE	2,471	2,641	2,465	2,543
01-50-5030	PENSION EXPENSE	1,272	1,301	1,400	1,330
01-50-5040	EMPLOYEE MEDICAL INSURANCE	3,975	3,960	3,960	3,960
01-50-5100	GENERAL SUPPLIES	-	1,000	-	-
01-50-5175	ROAD SALT	3,451	8,000	5,124	8,000
01-50-5250	GASOLINE & FUEL	1,370	4,000	1,529	2,500
01-50-5320	ENGINEERING	-	2,500	-	-
01-50-5390	OTHER PROFESSIONAL SERVICES	-	500	219	225
01-50-5600	MAINTENANCE & REPAIR	4,176	10,000	5,227	7,500
01-50-5620	STREET MAINTENANCE	8,133	12,000	5,807	12,000
01-50-5621	TREE MAINTENANCE	8,159	7,500	4,550	7,500
01-50-5622	STREET SIGN INSTALLATION	-	2,000	-	2,000
01-50-5730	UTILITIES	12,661	12,000	10,267	12,000
01-50-5900	OTHER EXPENSE	502	500	342	250
01-50-8215	VEHICLE PURCHASE	42,718	-	-	-
** TOTAL STREET DEPARTMENT		117,065	98,472	69,150	89,091
TOTAL GENERAL FUND REVENUES		646,937	668,297	668,047	687,114
TOTAL GENERAL FUND EXPENDITURES		738,248	739,909	665,985	723,013
GENERAL FUND NET INCOME/LOSS		(91,311)	(71,612)	2,062	(35,899)

VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
12 - UTILITY TAX FUND					
REVENUES					
12-00-4140.10	TELECOMMUNICATIONS TAX	29,656	30,000	26,751	30,000
12-00-4140.30	COM ED - UTILITY TAX	30,600	30,000	33,544	30,000
12-00-4140.40	NICOR GAS - UTILITY TAX	12,964	12,000	13,914	12,000
12-00-4746	POLICE GRANTS	645	-	9,085	-
12-00-4800	INTEREST INCOME	465	500	630	500
12-00-4992	TRANSFER FROM GENERAL FUND	-	5,000	5,000	5,000
12-00-4996	TRANSFER FROM TIF FUND	2,802	-	31,055	4,744
** TOTAL REVENUE		77,132	77,500	119,980	82,244
EXPENDITURES					
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	59,000	59,000
12-00-5993	TRANSFER TO WATER IMPROVEMENT	11,667	11,778	11,778	11,911
12-00-8102	CIVIC CENTER IMPROVEMENTS	-	30,000	30,000	-
12-00-8401	POLICE VEHICLE	-	-	31,500	7,500
12-00-8411	COMPUTERS & ACCESSORIES	-	-	3,673	4,843
12-00-8418	GIS	-	-	-	1,500
12-00-8413	POLICE GRANT PURCHASES	838	-	9,155	-
** TOTAL EXPENDITURES		71,505	100,778	145,108	84,754
UTILITY TAX FUND NET INCOME/LOSS		5,627	(23,278)	(25,126)	(2,510)
13 - TIF DISTRICT FUND					
REVENUES					
13-00-4110	TIF TAX - DEKALB CO.	4,855	4,500	6,493	6,500
13-00-4120	TIF TAX - KANE CO.	4,089	4,000	31,397	32,000
13-00-4994	TRANSFER FROM UTILITY TAX FUND	-	-	-	-
** TOTAL REVENUE		8,945	8,500	37,890	38,500
EXPENDITURES					
13-00-5999	TRANSFER TO UTILITY TAX FUND	2,802	-	31,055	4,744
13-00-8417	ESTABLISHMENT OF TIF DISTRICT	6,143	7,000	6,835	7,000
** TOTAL EXPENDITURES		8,945	7,000	37,890	11,744
ROAD & BRIDGE FUND NET INCOME/LOSS		-	1,500	-	26,756
15 - ROAD & BRIDGE FUND					
REVENUES					
15-00-4100	VEHICLE LICENSE FEES	20,975	20,000	20,455	20,000
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	2,929	2,929	3,023	3,023
15-00-4120	REAL ESTATE TAX-KANE COUNTY	19,158	19,158	19,374	19,374
15-00-4260	VIRGIL TWSP. REPLACE. TAX	302	250	246	250
15-00-4800	INTEREST INCOME	61	200	200	200
** TOTAL REVENUE		43,425	42,537	43,298	42,847
EXPENDITURES					
15-00-5100	GENERAL SUPPLIES	319	500	319	500
15-00-5320	ENGINEERING SERVICES	20,560	-	2,295	-
15-00-5620	STREET MAINTENANCE	35,145	55,000	42,477	60,000
** TOTAL EXPENDITURES		56,024	55,500	45,091	60,500
ROAD & BRIDGE FUND NET INCOME/LOSS		(12,599)	(12,963)	(1,794)	(17,653)

**VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018**

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
19 - MOTOR FUEL TAX FUND					
REVENUES					
19-00-4290	STATE OF IL-MOTOR FUEL TAX	33,508	33,929	33,536	33,733
19-00-4800	INTEREST INCOME	52	50	158	150
	** TOTAL REVENUE	33,561	33,979	33,694	33,883
EXPENDITURES					
19-00-5200	STREET IMPROVEMENTS	166,703	-	-	-
19-00-5320	ENGINEERING SERVICES	3,015	-	-	-
	** TOTAL EXPENDITURES	169,718	-	-	-
	MOTOR FUEL TAX FUND NET INCOME/LOSS	(136,157)	33,979	33,694	33,883
28 - DEVELOPER ESCROW FUND					
REVENUES					
28-00-4935	RECAPTURE RECEIPTS	6,732	-	13,464	-
28-00-4936	DEVELOPER RECEIPTS	16,219	10,000	10,000	10,000
	** TOTAL REVENUE	22,951	10,000	23,464	10,000
EXPENDITURES					
28-00-5310	RECAPTURE PAYMENTS	6,732	-	13,464	-
28-00-5320	DEVELOPER LEGAL EXPENDITURES	481	5,000	5,000	5,000
28-00-5330	DEVELOPER ENGINEERING & ADMIN	15,738	5,000	5,000	5,000
	** TOTAL EXPENDITURES	22,951	10,000	23,464	10,000
	DEVELOPER ESCROW FUND NET INCOME/LO	-	-	-	-
52 - WATER & SEWER FUND					
REVENUES					
52-00-4170	WATER REVENUE	174,606	175,000	182,829	185,000
52-00-4171	ALLOCATION OF WATER REVENUE	(12,283)	(13,000)	(12,606)	(13,000)
52-00-4180	SEWER REVENUE	169,943	170,000	177,690	180,000
52-00-4181	ALLOCATION OF SEWER REVENUE	(12,140)	(13,000)	(12,463)	(13,000)
52-00-4190	PENALTIES	6,192	5,500	6,334	6,000
52-00-4200	TURN ON/OFF REVENUE	350	500	650	500
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENL	-	-	200	200
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	100	-	500	300
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	-	-	688	688
52-00-4300.03	METER FEES - HERITAGE HILLS	356	-	1,782	1,032
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	-	-	400	400
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	200	-	1,000	600
52-00-4800	INTEREST INCOME	241	200	200	200
52-00-4900	OTHER REVENUE	231	200	231	200
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	59,000	59,000	59,000
	** TOTAL REVENUE	386,796	384,400	406,435	408,120

VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
10 - WATER DIVISION EXPENDITURES					
52-10-5010	WAGES	37,623	35,457	22,869	23,080
52-10-5020	SOCIAL SECURITY EXPENSE	3,052	2,869	1,906	1,922
52-10-5030	PENSION EXPENSE	656	670	670	685
52-10-5040	EMPLOYEE MEDICAL INSURANCE	2,048	2,040	2,040	2,040
52-10-5100	GENERAL SUPPLIES	948	400	-	400
52-10-5105	METERS	-	-	1,410	1,496
52-10-5110	CHEMICALS	15,821	15,000	13,000	15,000
52-10-5120	POSTAGE	671	2,000	1,000	2,000
52-10-5250	GASOLINE & FUEL	1,392	2,000	1,308	1,500
52-10-5320	ENGINEERING	-	2,500	170	-
52-10-5330	LEGAL EXPENSE	-	500	153	250
52-10-5335	TEST EXPENSE	2,482	3,000	2,340	3,000
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	17,604	16,250	16,250	16,250
52-10-5390	OTHER PROFESSIONAL SERVICES	2,290	500	13,600	15,500
52-10-5550	SOFTWARE EXPENSE	809	850	947	1,000
52-10-5570	DUES AND MEMBERSHIPS	359	850	-	-
52-10-5600	MAINTENANCE & REPAIR	7,174	10,000	5,990	10,000
52-10-5700	TELEPHONE	557	600	639	600
52-10-5730	UTILITIES	16,665	18,000	13,920	18,000
52-10-5740	JULIE LOCATES	105	250	88	100
52-10-5870	IEPA LOAN - PRINCIPAL	48,085	49,380	49,380	50,710
52-10-5880	IEPA LOAN - INTEREST	10,820	9,700	9,700	8,370
52-10-5886	IEPA LOAN - WATERMAIN	24,747	25,319	25,319	25,903
52-10-5888	IEPA LOAN - WATERMAIN	12,103	11,786	11,786	11,202
52-10-5800	OTHER EXPENSE	260	500	425	500
52-10-5999	TRANSFER TO WATER IMPROVEMENT	30,000	-	-	-
** TOTAL WATER EXPENDITURES		236,270	210,421	184,809	209,508
20 - SEWER DIVISION EXPENDITURES					
52-20-5010	WAGES	36,787	39,861	19,359	23,080
52-20-5020	SOCIAL SECURITY EXPENSE	3,025	3,205	1,637	1,922
52-20-5030	PENSION EXPENSE	656	670	670	685
52-20-5040	EMPLOYEE MEDICAL INSURANCE	2,048	2,040	2,040	2,040
52-20-5100	GENERAL SUPPLIES	121	500	-	250
52-20-5110	CHEMICALS	-	250	-	250
52-20-5120	POSTAGE	671	600	600	600
52-20-5250	GASOLINE & FUEL	541	1,000	509	750
52-20-5320	ENGINEERING	-	1,500	-	-
52-20-5330	LEGAL EXPENSE	-	500	66	250
52-20-5335	TEST EXPENSE	1,542	1,600	2,135	1,600
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	14,896	16,250	16,250	16,250
52-20-5390	OTHER PROFESSIONAL SERVICES	375	-	13,500	15,000
52-20-5400	PERMIT EXPENSE	2,500	2,500	2,500	2,500
52-20-5550	SOFTWARE EXPENSE	809	850	947	1,000
52-20-5600	MAINTENANCE & REPAIR	8,202	10,000	1,519	10,000
52-20-5700	TELEPHONE	1,067	1,200	1,208	1,200
52-20-5730	UTILITIES	11,108	11,000	11,433	11,000
52-20-5740	JULIE LOCATES	105	250	88	100
52-20-5870	IEPA LOAN - PRINCIPAL	54,620	56,196	56,196	57,817
52-20-5880	IEPA LOAN - INTEREST	4,559	3,713	3,713	2,091
52-20-5900	OTHER EXPENSE	123	200	149	200
** TOTAL SEWER EXPENDITURES		141,754	153,885	134,517	148,586
TOTAL WATER & SEWER FUND EXPENDITURES		378,024	364,306	329,426	358,093
WATER & SEWER FUND NET INCOME/LOSS		8,772	20,094	77,009	50,027

VILLAGE OF MAPLE PARK - BUDGET REPORT
BUDGET FOR FISCAL YEAR 2018

		FY 2016 Actuals	FY 2017 Budget	FY 2017 Estimate	FY 2018 Budget
54 - WATER IMPROVEMENT ACCOUNT					
REVENUES					
54-00-4171	ALLOCATION OF WATER REVENUE	12,283	13,000	12,606	13,000
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	-	-	6,117	6,254
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	-	-	10,233	10,506
54-00-4800	INTEREST INCOME	71	50	50	50
54-00-4994	TRANSFER FROM UTILITY TAX FUND	11,667	11,778	11,778	11,911
54-00-4999	TRANSFER FROM WATER FUND	30,000	-	-	-
** TOTAL REVENUE		54,021	24,828	40,783	41,721
EXPENDITURES					
54-00-5600	WATERMAIN REPAIRS	4,880	-	-	-
54-00-8205	WATERMAIN LOAN PAYMENT - PRINCIPAL	9,948	10,256	10,256	10,625
54-00-8207	WATERMAIN LOAN PAYMENT - INTEREST	1,647	1,522	1,522	1,286
54-00-8210	CAMERA SYSTEM	-	-	8,517	-
54-00-8211	WATER READER UPGRADE	-	-	-	1,000
** TOTAL EXPENDITURES		16,474	11,778	20,295	12,911
WATER IMPROVEMENT NET INCOME/LOSS		37,546	13,050	20,488	28,810
56 -SEWER IMPROVEMENT ACCOUNT					
REVENUES					
56-00-4181	ALLOCATION OF SEWER REVENUE	12,140	13,000	12,463	13,000
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	-	-	6,867	7,004
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	-	-	10,233	10,506
56-00-4800	INTEREST INCOME	246	125	125	125
** TOTAL REVENUE		12,386	13,125	29,687	30,635
EXPENDITURES					
56-00-8210	CAMERA SYSTEM	-	-	2,929	-
** TOTAL EXPENDITURES		-	-	2,929	-
SEWER IMPROVEMENT NET INCOME/LOSS		12,386	13,125	26,758	30,635
70 - SCHOOL LAND CASH FUND					
REVENUES					
70-00-4100.03	HEIRTAGH HILLS - REVENUE	2,200	-	15,400	11,000
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(2,200)	-	(15,400)	(11,000)
** TOTAL REVENUE		-	-	-	-
EXPENDITURES					
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	-
** TOTAL EXPENDITURES		-	-	-	-
SCHOOL LAND CASH NET INCOME/LOSS		-	-	-	-
GRAND TOTALS					
GRAND TOTAL REVENUE		1,286,154	1,263,167	1,403,277	1,375,062
GRAND TOTAL EXPENSES		1,461,890	1,289,271	1,270,185	1,261,015
GRAND TOTAL NET INCOME / LOSS		(175,736)	(26,105)	133,092	114,048



Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

**BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, FEBRUARY 6, 2018
7 p.m.
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Deputy Clerk Cheryl Aldridge called the roll call and the following Board members were present: President Kathy Curtis, Trustee JP Dries, Trustee Luke Goucher, Trustee Chris Higgins. Absent: Trustee Brandon Harris, Trustee Bart Shaver and Trustee Kristine Dalton (arrived late). Trustee Harris was on the phone.

Others present: Village Attorney Kevin Buick, Police Chief Dean Stiegemeier, and Deputy Village Clerk Cheryl Aldridge.

4. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk.*

None.

5. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

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

a) Approval of Board Minutes

- Board Meeting – January 2, 2018

b) Receive and File

-
- Finance and PR&D Committee – December 27, 2017

- Infrastructure Committee – December 12, 2017
- c) Acceptance of Cash and Investment Report as of December 31, 2017
- d) Approval of Bills Payable and Manual Check Register #764

ACCOUNTS PAYABLE:	\$74,368.65
MANUAL CHECKS:	<u>5,029.43</u>
TOTAL:	<u>\$79,398.08</u>

- e) Approval of Travel, Meals, Lodging for Elected Officials /Employees
- Metrowest Council of Government 2018 Legislative Breakfast – January 17, 2018 (includes meal), \$20 for Kathy Curtis, Village President (included on warrant list).

Trustee Goucher made a motion to allow Trustee Harris to attend the meeting remotely, seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Dries, Goucher, Higgins. Nay: None. Absent: Harris, Dalton, Shaver. (3-0-3)

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

Trustee Dalton arrived at 7:03 p.m.

6. FINANCIAL REPORT

None.

7. LEGAL REPORT

Village Attorney Kevin Buick advised that the prosecution of the matter at 18662 is being continued pending the resolution of the property's Special Use permit request for a mini-storage facility. That matter will come before the Village Board on March 6, 2018.

Mr. Buick advised that the matter of Carson v. Maple Park/Ayala Employment lawsuit has been dismissed.

Mr. Buick also reminded the Board that all members of the public body for the Village of Maple Park must take the Open Meetings Act training.

8. POLICE DEPARTMENT REPORT

9. PUBLIC WORKS REPORT

10. ENGINEERING REPORT

No report.

11. COMMITTEE REPORTS

- Personnel & Communications – JP Dries, Chair

Trustee Dries advised that the next meeting will have the same agenda as they had in January. They will be discussing the golf cart policy and fees.

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

Trustee Goucher advised that at the March meeting the Finance Committee will be discussing the budget.

- Infrastructure – Brandon Harris, Chair

Trustee Harris advised that they would be discussing Wayside Horns at the February 13, 2018 Infrastructure Committee meeting and that a representative from AHS will be in attendance, along with Drew Fraz.

12. OLD BUSINESS

None.

13. NEW BUSINESS

A. CONSIDERATIONS

None.

B. MOTIONS

1. MOTION TO WAIVE THE WATER BILL FOR ACCOUNT #0010060000.

Trustee Dries made a motion to Waive the Water Bill for Account #0010060000, seconded by Trustee Goucher.

After a brief discussion, the motion and second were withdrawn and the motion did not pass.

2. MOTION TO REDUCE THE AMOUNT OF ESCROW ON FILE FOR SQUIRES CROSSING WITH REO FUNDING TO \$15,000.00 FROM \$50,907.00.

Trustee Goucher made a motion to reduce the amount of escrow on file for Squires Crossing with REO Funding to \$15,000.00 from \$50,907.00, seconded by

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

3. MOTION TO APPROVE THE APPLICATION FOR THE DEKALB COUNTY COMMUNITY FUND GRANT.

Trustee Higgins made a motion to approve the application for the DeKalb County Economic Development Corporation Grant, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dries, Goucher, Harris, Dalton, Higgins. Nay: None. Absent: Shaver. (5-0-1)

C. ORDINANCES

1. ORDINANCE 2018-02 ANIMAL TAGS

AN ORDINANCE AMENDING TITLE 6, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 2, ANIMAL CONTROL, 6-2-3, SUBSECTION E., "LICENSE FEES; REQUIREMENTS"

This ordinance takes away the requirement for residents to obtain animal tags.

Trustee Dries made a motion to approve Ordinance 2018-02, "Amending Title 6, of the Municipal Code of Maple Park, Chapter 2, Animal Control, 6-2-3, Subsection E., License Fees; Requirements," seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dries, Goucher, Harris, Dalton, Higgins. Nay: None. Absent: Shaver. (5-0-1)

2. ORDINANCE 2018-03 TEMPORARY SUSPENSION OF FEES

TEMPORARILY SUSPENDING CERTAIN PROVISIONS OF CHAPTER 17, FEES AND PENALTIES IN TITLE 12, SUBDIVISION REGULATION, IN THE MAPLE PARK VILLAGE CODE

This Ordinance extends the suspension of fees until December 31, 2018.

Trustee Goucher made a motion to approve Ordinance 2018-03 "Temporarily suspending certain provisions of Chapter 17, and penalties in Title 12, subdivision regulation, in the Maple Park Municipal Code," seconded by Trustee Higgins.

Trustee Goucher said that he thinks these fees should be waived indefinitely. He will discuss the issue with Building Inspector Lou Larson in the near future, and go over all of the fees for building permits.

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

4. ORDINANCE 2018-04 TEMPORARY SUSPENSION OF WATER/SEWER CONNECTION FEES

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

This ordinance extends the suspension of fees until December 31, 2018.

Trustee Goucher made a motion to approve Ordinance 2018-04 “Modifying certain provisions of Title 9, Utilities, Chapter 1, Water Use and Service, and Chapter 2, Article B. Sewer Connection Permits and charges within the Village of Maple Park,” seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Dries, Goucher, Harris, Dalton, Higgins. Nay: None. Absent: Shaver. (5-0-1)

D. RESOLUTIONS

1. RESOLUTION 2018-01 WAYSIDE HORNS

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO SUBMIT AN APPLICATION FOR WAYSIDE HORNS TO UNION PACIFIC RAILROAD FOR CROSSINGS AT COUNTY LINE ROAD, PLEASANT STREET AND LIBERTY STREET

This Resolution allows the village to submit an application to Union Pacific Railroad for wayside horns.

Trustee Goucher made a motion to approve Resolution 2018-01 “Authorizing the Village President to submit an application for wayside horns to Union Pacific railroad for crossings at County Line Road, Please Street and Liberty Street,” seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Goucher, Harris, Dalton, Higgins. Nay: None. Absent: Shaver. (5-0-1)

2. RESOLUTION 2018-02 ENGINEERING REQUEST FOR PROPOSALS

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO PUBLISH A REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES FOR VILLAGE ENGINEER

This Resolution would allow village staff to publish a request for proposals for a new Village Engineer.

Trustee Goucher made a motion to approve Resolution 2018-02, “Authorizing the Village President or her designee to publish a request for proposals (RFP) for engineering services for Village Engineer,” seconded by Trustee Higgins. Motion

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

3. RESOLUTION 2018-04 ACCEPTANCE OF SQUIRES CROSSING BRIDGE

A RESOLUTION AUTHORIZING THE PARTIAL ACCEPTANCE OF SQUIRES CROSSING FROM REO FUNDING SOLUTIONS IV, LLC

This resolution accepts the bridge in Squires Crossing after work has concluded on the bridge.

Trustee Dries made a motion to approve Resolution 2018-04, "Authorizing the partial acceptance of Squires Crossing from REO Funding Solutions IV, LLC," seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dries, Goucher, Harris, Dalton, Higgins. Nay: None. Absent: Shaver. (5-0-1)

16. VILLAGE PRESIDENT REPORT

President Curtis advised that she would like to hold a Committee of the Whole meeting on a Saturday morning in April. She would like the Committee Chairs to discuss what they are working on and what they would like to get done. She would then like to focus on priorities.

Trustee Harris asked if they could avoid April 21, because he has a conflict.

17. TRUSTEE REPORTS

Trustee Higgins advised that he tried to install an electronic lock on the gym door, but was having trouble, adding that the door has a push bar on it and does not work well with the kind of lock that was purchased. He said that he had gotten 2 quotes to retrofit the door, but they range from \$3,000 to \$3,500. He would like to get this added into the agenda.

Trustee Higgins also advised that he would like to use part of the DeKalb County Fund Grant for public relations and marketing work.

17. EXECUTIVE SESSION

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.

President Curtis advised that there would be not closed session because the Village Clerk is out sick.

18. ADJOURNMENT

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

Meeting adjourned at 7:44 p.m.

Cheryl Aldridge, Deputy Clerk

DRAFT

Proposal



Created Date 3/27/2018

Last Modified Date 3/27/2018

Quote Expiration Date 6/25/2018

Job # 7027071

Prepared By Paul Kaminski

Email pkaminski@southwatersigns.com

Project Location
Project Contact Chris Higgins
Project Street 302 Willow Street
Project City State Maple Park, IL 60151-0220
Zip

Client Billing Address
Bill To Company Village of Maple Park
Bill To Contact Chris Higgins
Bill To PO Box 220
Maple Park, IL 60151-0220
USA

Product	Description	Unit Price	Quantity	Total Price
Monument - Non-Illuminated	Monument Sign: S/F, non-illum, alum frame & faces, vinyl graphics and acrylic FCO for "Village of Maples Park", engineering, concrete footing and breakaway system. Fabrication: \$5,071 Installation: \$1,940	\$7,011.00	1.00	\$7,011.00

Totals

Subtotal	\$7,011.00
Deposit	\$3,505.50
Total Contract	\$7,011.00

Conditions

Acceptance of Quotation:

Acceptance of this quotation and issuance of a Purchase Order or Start Work Order will be considered as indication that the scope of work for this project has been interpreted accurately and customer accepts full responsibility for all and any changes made to this quotation. All changes must be made in writing. The customer also accepts all financial responsibility created by such changes.

Adequate Access:

Customer is to provide adequate access to the front and back of the wall surfaces and the sign mounting location in general.

Conditional Sales:

All sales are conditional: Title to merchandise or material supplied by South Water Sign Company, LLC; does not pass until paid in full. Buyer is responsible for all legal costs to quiet delinquent accounts. All delinquent accounts are subject to a 2% monthly service charge on the remaining unpaid balance.

Deposits Required:

50% Deposits are required unless credit arrangements have been made at the time of contract approval.

Engineering Conflicts:

Should subsequent structural or professional engineering change to the initial or outlined scope of work; South Water Sign Company, LLC; reserves the right to revise this quotation to reflect changes in this scope caused by additional information or changes by the engineers.

Environmental Issues:

South Water Sign Company, LLC; will notify the customer when excavating a foundation; should any hazardous wastes, garbage or potentially hazardous chemical materials be discovered. It will be the customer's responsibility to assume all of the costs related to the excavation of this foundation and removal of the tainted spoil material by a certified hazardous waste material hauler.

Proposal



Fabrication Release Dates:

South Water Sign Company, LLC; will release for production approved and confirmed orders only after the proper permits have been secured. South Water Sign Company, LLC; will proceed with fabrication prior to the issuance of permits; if the customer waives this clause and requests immediate release for production. The customer understands that with this release they assume all financial responsibility for the labor and materials used for the manufacture of these items if the permit is not approved.

Final Connections to Primary Feeds:

At the time of installation, the sign or signs will be connected to an approved dedicated sign circuit of adequate capacity, if available and within five (5'-0") unobstructed feet of the sign location, provided for by others. Should permanent power not be available at the time of installation, sign installations will be considered complete upon field-testing with a portable power source. Buyer will be responsible at the buyer's expense for an electrical hookup at a future date. This clause does not apply, if final connection to be performed by customers electricians.

Ground Clause:

When installation specifications call for new footings; pricing assumes normal soil conditions. Any required breaking of surface asphalt or overcoming underground obstructions such as rock, marked and unmarked utility lines, frost, sprinkler systems, etc., will be billed as an extra once customer approval has been obtained.

Landscape Restoration:

South Water Sign Company, LLC; will not be responsible for any landscape restoration; unless it is written into the body of this quotation.

Permit Fees and Permit Procurement:

Not included in this proposal or quotation price are the following: Bonds, permits, inspection fees, engineering costs or the time to secure these items. These costs if any will be added to the final invoicing. It is also agreed that the customer will approve documents and assist in the securing of permitting documents, i.e., Landlord and tenant approvals, site plans, plat of survey and elevation drawings, etc.

Plenum Environment:

Additional charges will be added to the final invoice for materials and additional labor for plenum environments.

Premium or Overtime Work:

Additional charges will be added if work is to be performed at a time other than normal working hours. Normal working hours are: Monday through Friday; 7:00 AM to 3:30 P.M. Any other time will be considered premium time and will be billed at the rate of time and one-half, double time for Sunday and holidays.

Removals:

The above pricing does not include the removal of any existing signage, unless it is clearly noted in the body of the above quotation. Removals can and will be quoted as a separate line item and added to the final invoice.

Staging Required:

The above pricing assumes adequate access to the sign mounting location. Should staging be required for this installation; the staging cost will be billed at the rate of cost of the staging plus 20% unless otherwise noted. A copy of the bill for the staging will be presented with the final invoice.

Underwriters Laboratory Approval:

As of February 7, 2001 the City of Chicago requires that all sign installed within the City limits to carry the UL Label. If this General Listing Number is not on file with South Water Sign Company, LLC; customer signs will be inspected, brought up to UL 48 standards and labeled by South Water Sign Company, LLC; prior to installation. The cost for this inspection, upgrading to standard and labeling will be added to the final invoice as a separate line item.

Wall Surfaces, Penetrations and Obstructions:

Pricing assumes that building walls are adequate to support signs using standard anchoring methods. Any wall reinforcement or other special anchoring will be an extra once customer approval has been obtained. Any obstruction in the wall area that is not in plane sight, which causes additional time to be spent on any part of this installation, will be considered an additional cost. Signage hole penetrations through a wall are assumed to be normal stucco, drivet or soft brick construction. If the installer discovers obstructions, buyer shall be billed for special install labor.

Wall Surface Repairs:

Upon removal of existing signage, any hole penetration created during installation will be patched with silicone caulk only. Painting or repair of wall surfaces will be quoted as a separate line item in the body of this quotation.

By signing below, Customer accepts this proposal for the project and agrees to all of the terms and conditions stated on the Contract Conditions.

Approval

Name (Printed)

Date

Signature

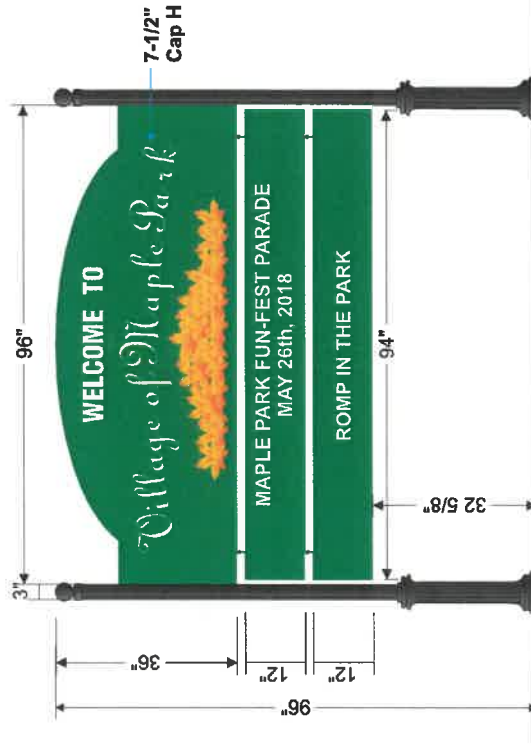


VILLAGE OF MAPLE PARK

301 Willow Street
Village of Maple Park

Gateway Monument 1





Gateway Monument
Qty:(1) Req.

Main Cabinet

2" Deep single sided kerf cut tube frame with laminated bleed faces.
Flush mount 1/4" white acrylic "VILLAGE OF MAPLE PARK" FCOs to face.
Paint face to match PMS 355c green with first surface digital vinyl graphics applied.

Install onto (2) extruded black aluminum posts using angle clips.
Mount to concrete footing using IDOT approved breakaway method as shown
on supplied mounting detail on page 3; Utilize concrete surface installation with sleeved 2"x2" post.

Rider Panels

(2) 2" deep single sided aluminum tube frame, painted to match PMS 355c green
and first surface white vinyl graphics applied to face.
Install using rivscrews with closed I-hooks.

Foundation - TBD - Technical survey req. based on final location



934 N Church
Elmhurst, IL 60126
tel: 530.333.4900
fax: 530.333.4915

CLIENT
Village of Maple Park

STOWER APPROVAL

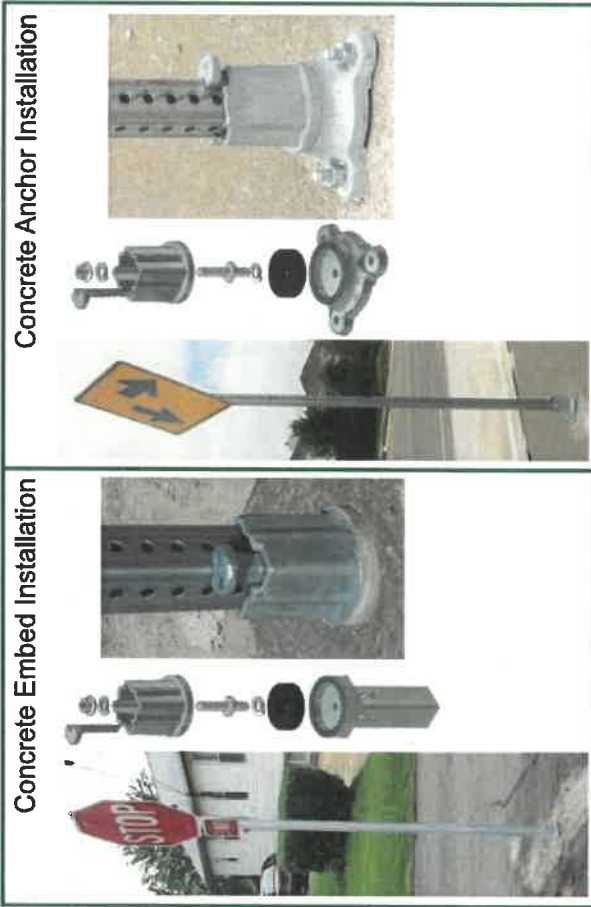
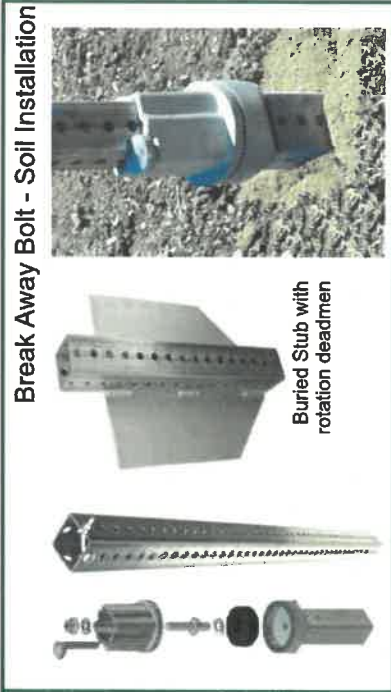
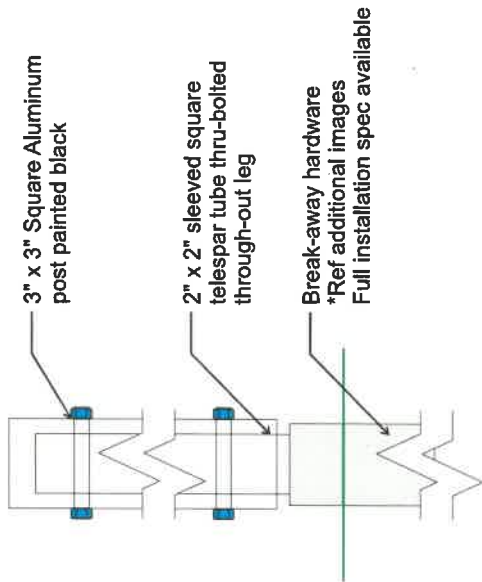
PROJECT NAME
301 Willow Street
Village of Maple Park

TRACKER NUMBER
7027071

DATE
03.21.18

DESIGNED BY
mk

THIS DRAWING IS THE PROPERTY
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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: August 26, 2020

SUBJECT: CONTINUATION OF PHASE IV – BARS/RESTAURANTS AND STREET CLOSURES

BACKGROUND

At the June 2, 2020 Village Board Meeting, the Village approved Resolution 2020-09 that temporarily closed Pleasant Street from Main Street to the north side of the railroad tracks and then fencing off Pleasant Street between Main Street and Kennebec Street and the closure of the intersection of Kennebec Street and Kennebec Street between Main Street and Kennebec Street and the fencing off of Kennebec Street from Main Street to Kennebec Street from June 3, 2020 through September 8, 2020.

The Village has received a request from Lodi Tap House, LLC requesting that the bars and restaurants on Main Street be able to continue outdoor dining operations through November, 2020. This will allow the bars and restaurants to make the most of the opportunity for patrons to dine/drink while we all continue to operate in Phase IV of the Restore Illinois Plan.

The Village will continue to be responsible for the street closure postings and the owners will continue maintain the fencing, tents and the subcontractor services for garbage, port-a-potty, security, sanitizing station services, etc. they are currently using. Owners will also be responsible for the take-down and removal of all subcontractor services and will complete a detailed policing of the neighborhood the day after the street closure is no longer active in order to ensure all is clean.

Owners previously supplied the Village with a Certificate of Insurance (COI), naming the Village as an additional insured on file. Only one owner will need to provide an updated COI prior to November 16, 2020.

Owners have been advised, via e-mail, that as of Wednesday, August 26, 2020 customers in bars and restaurants will be required to wear a mask while interacting with staff, including when they order, when the food arrives and when orders are picked up. In the e-mail the owners were also reminded of the following:

1. Indoor dining and drinking now permitted for parties of up to 10 people
2. Seated areas should be arranged so that tables allow for six (6) feet between parties; impermeable barriers may be installed between booths which are less than six (6) feet apart
3. Standing areas (in restaurants or bars) should be limited to no more than 25% of standing area capacity

4. Buffets and self-service food stations (e.g. hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines
5. Self-service beverage fountains are permissible with the additional precautions

Owners have been asked to contact the Village if they are no longer need the street closure that way the Village can remove the barricades and re-open the street.

RECOMMENDATION

That the Village Board review and approve Resolution 2020-20 A Resolution Extending the Temporary Closure of Village Streets from 12 Noon on September 8, 2020 through November 15, 2020, with owners being responsible a cleanup of their area and the neighborhood that is to be completed by 12 Noon on November 16, 2020.

Attachment

Resolution 2020-20 A Resolution Extending the Temporary Closure of Village Streets

VILLAGE OF MAPLE PARK, ILLINOIS

RESOLUTION 2020-20

A RESOLUTION EXTENDING THE TEMPORARY CLOSURE OF VILLAGE STREETS

WHEREAS, the Village of Maple Park (Village) is a non-home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, the Governor of the State of Illinois on March 9, 2020 has declared a Disaster and on March 26, 2020 the President of the United States has accepted that declaration; and,

WHEREAS, on May 5, 2020 the Governor issued the Restore Illinois Plan in order to begin re-opening the State of Illinois, and on May 20, 2020 the Governor further modified the Restore Illinois Plan and moved bars and restaurants into Phase III of the Restore Illinois Plan, but only with outdoor seating, with parties of six (6) or fewer and that tables be spaced six (6) feet apart; and on August 21, 2020 the Governor extended the Disaster Declaration to September 19, 2020; and,

WHEREAS, the Village deems it necessary and beneficial to provide the bars and restaurants along Main Street with the greatest opportunity to continue their daily operations, until Phase V of the Restore Illinois Plan is enacted, by closing streets and providing owners with outdoor seating that they might not currently possess; and,

WHEREAS, the Board had previously approved Resolution 2020-09 on June 2, 2020 temporarily closing streets from June 3, 2020 to 12:00 Noon on September 8, 2020 to accommodate outdoor seating to those owners without outdoor seating available; and,

WHEREAS, this Board's action will extend the temporary closure of Pleasant Street from Main Street to the north side of the railroad tracks and then fencing off Pleasant Street between Main Street and Kennebec Street and the closure of the intersection of Kennebec Street and Kennebec Street and Kennebec Street between Main Street and Kennebec Street and the fencing off of Kennebec Street from Main Street to Kennebec Street from 12:00 Noon on September 8, 2020 through November 15, 2020; and,

WHEREAS, the Village will continue to be responsible for the street closure postings and the owners will continue maintain the fencing, tents and the subcontractor services for garbage, port-a-potty, security, sanitizing station services, etc. they are currently using. Owners will also be responsible for the take-down and removal of all subcontractor services and will complete a detailed policing of the neighborhood the day after the street closure is no longer active in order to ensure all is clean;

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. These street closures shall continue from 12:00 Noon September 8, 2020 and until November 15, 2020.

SECTION 2. The bar and restaurant owners will assume responsibility for the teardown of their tents and additional fencing they have erected and for a neighborhood cleanup no later than Noon on Monday, November 16, 2020.

SECTION 3. The bar and restaurant owners assume full responsibility for the direction, protection, and regulation of the fenced off areas during the time of closure.

SECTION 4. To the fullest extent permitted by law, the owners shall be responsible for all injuries, to persons or property, and shall indemnify and hold harmless the Village of Maple Park, its officers, employees, and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorneys' fees and expenses) of every nature or description, arising out of, resulting from, or connected with the exercise of authority granted by the requestor, which is the subject of this resolution. This obligation is binding upon the requestor, regardless of whether or not such claim, damage, loss or expense is caused in part by the act, omission, or negligence of the Village of Maple Park or its officers, employees or agents.

SECTION 5. The bar and restaurant owners shall provide a comprehensive general liability policy and an additional named insured endorsement in the amount of \$2,000,000.00 general aggregate, \$1,000,000.00 per person, which has the Village of Maple Park, its officials, employees, and agents as insureds, and which protects them all from claims arising from the requested road closure. A copy of said policy and endorsement shall be provided to the Village of Maple Park before the street will be closed.

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

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

ADOPTED by the Village President on the ____ day of ____, 2020.

(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: August 27, 2020
SUBJECT: **LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY SUPPORT PROGRAM (CURE) PROGRAM**

BACKGROUND

In response to the Coronavirus, and the enactment of the Coronavirus Urgent Remediation Emergency Support Program (Local CURE Program) the Village is seeking reimbursement for all our COVID-19 related expenses. Possible reimbursement items include payroll, expenses related to complying with COVID-19 public health measures, medical and public health expenses.

In order for the Village to seek reimbursement, we must move through two (2) different processes. The first process is through Kane County, who directly received CURE Funds and is dispersing those funds to the municipalities within the County. Distributions is based on a per capita calculation of 690 people; the Village is eligible to be reimbursed for a maximum of \$40,611. However, the Village is seeking a per capita increase based on the homes built in the Village since the last Census.

For the DeKalb side of the Village we must proceed through the reimbursement process that is being administered through the Illinois Department of Commerce and Economic Opportunity (DCEO). The Village is considered part of Allotment A and is eligible to receive a maximum reimbursement of \$26,319 based on a population of 638. The Village's COVID expenses would need to be split between the two (2) programs.

As part of the DCEO CURE process, the Village must submit an executed Local Coronavirus Urgent Remediation Emergency Support Program ("Local CURE Program") Financial Support Conditions and Certification, Certificate No. 20-494583. Attached is a copy of the executed Certification. The Village has already submitted the executed document in order to begin the process as quickly as possible. Please note that the form asks the Village whether or not they intent to use the full allotment. Staff has marked yes and will seek full reimbursement because we will seek reimbursement up to the fullest extent possible. We do not anticipate having eligible expenses over and above our allotment.

RECOMMENDATION

That the Village Board approve Resolution 2020-21 Ratify the Village President's signature of the Local Coronavirus Urgent Remediation Emergency Support Program ("Local CURE Program") Financial Support Conditions and Certification, Certificate No. 20-494583

Attachment

Resolution 2020-21 Ratify the Village President's signature of the Local Coronavirus Urgent Remediation Emergency Support Program ("Local CURE Program")

VILLAGE OF MAPLE PARK, ILLINOIS

RESOLUTION 2020-21

A RESOLUTION RATIFYING THE VILLAGE PRESIDENT'S SIGNATURE ON THE LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY SUPPORT PROGRAM (LOCAL CURE PROGRAM) FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION, CERTIFICATE No. 20-494583

WHEREAS, the Village of Maple Park (Village) is a non-home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, the Governor of the State of Illinois on March 9, 2020 has declared a Disaster and on March 26, 2020 the President of the United States has accepted that declaration; and,

WHEREAS, on May 5, 2020 the Governor issued the Restore Illinois Plan in order to begin re-opening the State of Illinois, and on May 20, 2020 the Governor further modified the Restore Illinois Plan and on August 21, 2020 the Governor extended the Disaster Declaration to September 19, 2020; and,

WHEREAS, the Village deems it necessary and beneficial to seek reimbursement of the Village's expenditures, such as personnel, commodities, materials, projects and contracted services, etc. associated with combatting the coronavirus; and,

WHEREAS, it is in the best interest of the Village that financial support for these expenditures is provided through the Coronavirus Aid Relief and Economic Security Act and that the Village is eligible to receive an amount not to exceed \$26,319; and,

WHEREAS, the Village is seeking to be reimbursed for COVID expenditures that were not budgeted for in the Fiscal Year 2021 for the period of March 1, 2020 through December 30, 2020; and,

WHEREAS, Village Staff is working diligently to prepare and submit all required forms and backup documentation associated with the CURE Program by the established deadline to the Illinois Department of Commerce and Economic Opportunity; 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 authorized to sign the attached Local Coronavirus Urgent Remediation Emergency Support Program (“Local CURE Program”) Financial Support Conditions and Certification, Certificate No. 20-494583

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

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

ADOPTED by the Village President on the ____ day of ____, 2020.

(SEAL)

Kathleen Curtis, Village President

ATTEST:

Theresa D'Amato, Village Clerk



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Clerk Terri D'Amato

DATE: September 1, 2020

SUBJECT: COMMITTEE OF THE WHOLE MEETING FORMAT

BACKGROUND

Currently, the corporate authorities meet the first Tuesday of every month at 7:00 p.m., and have committee meetings on the following Tuesday evenings (Infrastructure, Personnel, and Finance) of the month. The committees are made up of four (4) Trustees (technically a “quorum” as defined by Code), and each Trustee is on two (2) separate committees.

There are times when a subject or issue will have to make its way from one committee to another, and depending on when each individual committee meets, it may be a month or more before it comes before the board for action (which is the only place an action can be decided and “voted” on). This can delay some actions past the expected resolution timeframe of the board as well as the residents of Maple Park. Also, if an issue/action moves from one committee to the next, the same information is disseminated to different members of the Board, with some information possibly being shared at one that is not at another. When this issue does come before the Board, you will then have to share the recommendations of each committee to any Board members that were not at attendance or a member of that particular committee, and have another discussion to bring everyone up to speed.

Moving from a Village Board/Committee meeting structure to a Village Board/Committee of the Whole structure, allows each Board member the opportunity to be a part of the entire discussion process with all members in attendance, being a part of the conversation as a group, and hearing and giving feedback to all members as a group, rather than as a smaller committee. With so many large and outstanding issues/projects currently affecting the Village, this process streamlines Village operations and decreases the amount of time a project takes to move to full Board approval.

Although there will no longer be Committee Chairs, there is still the option and opportunity to be a Committee Liaison, working directly with the Village Administrator to ensure that any and all items relative to that particular committee will be on the agenda and discussed with the full Board at the Committee of the Whole meeting. This meeting structure change will be effective in October, with a Committee of the Whole meeting scheduled for Tuesday, October 18, 2020. Committees can wrap up any outstanding items in September, and if no outstanding items exist then the committee meeting will be cancelled. The annual meeting schedule will be noticed on the Village website and also sent to the local paper for publication.

Since this meeting structure only affects the Corporate Authorities (Village Board), this has no effect on the Plan Commission.

RECOMMENDATION

That the Board members review and approve Ordinance 2020-20, effective upon its passage and approval as required by law.

Attachment

Ordinance 2020-20 An Ordinance Amending Title 1 of the Village Code of Maple Park

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2020-20

**AN ORDINANCE AMENDING TITLE 1 OF THE VILLAGE
CODE OF MAPLE PARK, ILLINOIS “ADMINISTRATION,”
SECTION 1-5-6 “COMMITTEES OF THE BOARD OF
TRUSTEES”**

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

ORDINANCE NO. 2020-20

**AN ORDINANCE AMENDING TITLE 1 OF THE VILLAGE CODE
OF MAPLE PARK, ILLINOIS “ADMINISTRATION,” SECTION 1-
5-6 “COMMITTEES OF THE BOARD OF TRUSTEES”**

WHEREAS, the President and Board of Trustees of the Village of Maple Park desire to change the composition of the Committees of the village; and

WHEREAS, the primary focus of the change will include implementing a regular Committee of the Whole meeting of the Village Board; and

WHEREAS, the Village shall fully comply with the provisions of the Illinois Open Meetings Act with respect to these modifications.

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

SECTION 1: That Section 1-5-6 “Committees of the Board of Trustees,” be deleted in its entirety and amended to read as follows:

- A. Committee of the Whole: There is hereby established a standing committee known as the Committee of the Whole, which shall consist of the President and all the Trustees. A quorum of the Committee of the Whole shall not be less than four (4). The President shall serve as Chair of the Committee of the Whole and conduct the order and consideration of business of the Committee of the Whole. The President Pro Temp shall serve as Chair of the Committee of the Whole in the absence of the President. The Committee of the Whole shall consider and make recommendations to the Village Board regarding business of the Village, including but not limited to the subject matters of finance, administration, community and economic development, public utilities, public parking, public land renovations, public safety and transportation.
- B. The Committee of the Whole shall meet on the third Tuesday of each month at the hour of 7:00 p.m. The President may call such additional meetings of the Committee of the Whole as are required, pursuant to the notice requirements set forth in this Chapter and in compliance with the Illinois Open Meetings Act.
- C. Committee Liaisons: One member of the Committee of the Whole shall be appointed by the President to act as the Committee Liaison for each of the areas set forth below. Such appointment shall be made at the first Regular Board Meeting in May of each year, or as soon thereafter as practicable. Vacancies may be filled at any time in the same manner. A Committee Liaison shall be appointed for each of the following areas of Village business:
 - Finance and Public Relations and Development
 - Infrastructure
 - Personnel
- D. Duties: The Committee Liaisons shall serve as an intermediary between the Board of Trustees and the Village regarding the areas of Village business in Subsection C above, and shall be responsible for any other duties assigned to them by the Board of Trustees, Village Administrator, or President.

SECTION 2: That all ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed to the extent of any such conflict or inconsistency.

SECTION 3: That if any part or portion of this Ordinance shall be declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect the remainder of this Ordinance.

SECTION 4: This Ordinance shall take effect upon its passage and approval as required by law.

PASSED by the Board of Trustees of the Village of Maple Park, DeKalb and Kane Counties, Illinois this ____ day of _____, **2020**, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

SIGNED by the President of the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this ____ day of _____, **2020**.

SEAL

Kathleen Curtis, Village President

ATTEST:

Theresa A. D'Amato, Village Clerk