



# Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

## BOARD OF TRUSTEES MEETING AGENDA

TUESDAY MAY 4, 2021

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](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

**5. PRESENTATIONS AND PROCLAMATIONS**

**Presentation**

**Plaque Honoring Village President Kathleen Curtis for 16 Years as a Public Servant**

**Proclamation 2021-01**

**May Motorcycle Awareness Month**

**Proclamation 2021-02**

**Honoring Trustee Harris Tenure as a Public Servant**

**Proclamation 2021-03**

**Honoring Trustee Higgins Tenure as a Public Servant**

**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**

- Public Hearing and Village Board Meeting – April 6, 2021

**b) Acceptance of Cash and Investment Report as of March 31, 2021**

c) Approval of Bills Payable and Manual Check Register #803

ACCOUNTS PAYABLE:	\$88,066.15
MANUAL CHECKS:	\$12,986.19
TOTAL:	<u>\$101,052.34</u>

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

- None

**7. FINANCIAL REPORT**

**8. LEGAL REPORT**

**9. VILLAGE ADMINISTRATOR REPORT**

**10. POLICE DEPARTMENT REPORT**

**11. PUBLIC WORKS REPORT**

**12. ENGINEERING REPORT**

**13. VILLAGE PRESIDENT REPORT**

**14. TRUSTEES REPORT**

**15. OLD BUSINESS**

**16. ADJOURNMENT SINE DIE**

**ORDER OF BUSINESS (NEW BOARD MEMBERS)**

**1. SWEARING IN OF THE NEWLY ELECTED TRUSTEES AND VILLAGE PRESIDENT**

**2. CALL TO ORDER**

**3. ROLL CALL/ESTABLISH QUORUM**

**4. NEW BUSINESS**

**5. MOTIONS**

- A. Motion to Waive Penalty Fee for Acct# 0070007600 in the Amount of \$47.87

## **6. RESOLUTIONS**

### **A. RESOLUTION 2021-07 - A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET NAME DESIGNATION**

*This resolution adopts the Honorary Street Name Designation Policy that allows Streets to be Named after Individuals, Organizations or Events if they Meet Certain Criteria*

### **B. RESOLUTION 2021-08 – HONORARILY NAMING CENTER STREET AS KATHLEEN CURTIS WAY**

*This Resolution Honorarily Designates Center Street as Kathleen Curtis Way*

### **C. RESOLUTION 2021-09 – A RESOLUTION AUTHORIZING THE TEMPORARY USE OF THE PUBLIC SIDEWALK BY LODI TAP HOUSE, LLC AND SOUL LOCO, LLC**

*This Resolution authorizes the temporary use of the public sidewalk during the Phase IV Restore Illinois Mitigation Plan*

## **7. ORDINANCES**

### **A. ORDINANCE 2021-10 AN ORDINANCE MODIFYING TITLE 4, CHAPTER 2, “LIQUOR CONTROL,” SECTIONS 5 AND 6 OF THE MAPLE PARK VILLAGE CODE**

*This Ordinance amends the Village Code with regards to the ability to hold a liquor license.*

### **B. ORDINANCE 2021-11 AN ORDINANCE AMENDING TITLE 1 “ADMINISTRATION,” CHAPTER 6 “VILLAGE OFFICERS AND EMPLOYEES,” ARTICLE 1 “VILLAGE CLERK,” TO INCLUDE A NEW SECTION 9 ENTITLED “DEPUTY VILLAGE CLERK”**

*This Ordinance amends the Village Code and officially creates the position of Deputy Village Clerk*

## **8. APPOINTMENTS**

- A. Deputy Village Clerk – Cheryl Aldridge

## **9. EXECUTIVE SESSION**

## **10. ADJOURNMENT**

# *Proclamation 2021-01*

## *MOTORCYCLE AWARENESS MONTH*

### *May 2021*

*Whereas, Safety is the Highest Priority for the Highways and Streets of our Village and State; and*

*Whereas, the great State of Illinois is Proud to be a National Leader in Motorcycle Safety, Education and Awareness, and*

*Whereas, Motorcycles are a Common and Economical Means of Transportation that Reduces Fuel Consumption and Road Wear, and Contributes in a Significant Way to the Relief of Traffic and Parking Congestion, and*

*Whereas, it is Especially Meaningful that the Citizens of our Village and State be Aware of Motorcycles on the Roadways and Recognize the Importance of Motorcycle Safety, and*

*Whereas, the Members of the DuKane Chapter of A.B.A.T.E. of Illinois (A Brotherhood Aimed Toward Education) Continually Promote Motorcycle Safety, Education and Awareness in High School Drivers' Education Programs and to the General Public in our Village and State, Presenting Motorcycle Awareness Programs to over 120,000 Participants in Illinois Over the Past Five Years, and*

*Whereas, All Motorcyclists Should Join the DuKane Chapter of A.B.A.T.E. of Illinois, Inc. in Actively Promoting the Safe Operation of Motorcycles as Well as Promoting Motorcycle Safety, Education, Awareness and Respect of the Citizens of our Village and State, and*

*Whereas, The Motorcyclists of Illinois Have Contributed Extensive Volunteerism and Money to National and Community Charitable Organizations, and*

*Whereas, During the Month of May, all Roadway Users Should Unite in the Safe Sharing of Roadways Within the Village of Maple Park and Throughout the Great State of Illinois,*

*Now, Therefore, I, Kathleen Curtis, Maple Park Village President in recognition of the continued role Illinois serves as a leader in motorcycle safety, education, and awareness,*

*Do Hereby Proclaim the Month of May in the Year of 2021 as Motorcycle Awareness Month in the Village of Maple Park, and urge all motorists to join in an effort to improve safety and awareness on our roadways.*

*Dated this 4<sup>th</sup> Day of May, 2021*

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*Kathleen Curtis, Village President*

*ATTEST:*

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*Village Clerk*

# *Proclamation 2021-02*

## *HONORING VILLAGE TRUSTEE BRANDON HARRIS ON HIS TENURE AS A PUBLIC SERVANT*

*May 4, 2021*

*Whereas, the Village Trustee is a time honored and vital part of local government that exists throughout the United States; and,*

*Whereas, the people of the Village of Maple Park recognize that the quality and character of life in our community is reflective of the concerned and dedicated efforts of those organizations and individuals who devote themselves to the service of their community; and,*

*Whereas, Brandon was first appointed on July 5, 2016, to fill a vacancy as a Village of Maple Park Village Trustee, and Brandon Harris was then elected on April 4, 2017 as Village Trustee and sworn in on May 2, 2017; and,*

*Whereas, Brandon Harris served on the Infrastructure and Personnel Committees for his entire tenure, and served as Committee Chair for the Infrastructure Committee from May of 2017 until April of 2019, for the Village of Maple Park; and*

*Whereas, it is most appropriate that we recognize the five years of dedicated service of Brandon Harris in his capacity as the Village of Maple Park's Village Trustee.*

*Now, Therefore, I, Kathleen Curtis, Maple Park Village President, on behalf of the Board of Trustees and citizens of Maple Park, do hereby recognize the contributions that Brandon Harris has made to the citizens of the Village of Maple Park.*

*Dated this day, May 4, 2021*

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*Kathleen Curtis, Village President*

*ATTEST:*

-----  
*Village Clerk*

# *Proclamation 2021-03*

## *HONORING VILLAGE TRUSTEE CHRISTOPHER HIGGINS ON HIS TENURE AS A PUBLIC SERVANT*

*May 4, 2021*

*Whereas, the Village Trustee is a time honored and vital part of local government that exists throughout the United States; and,*

*Whereas, it is the sense of the people of the Village of Maple Park to recognize that the quality and character of life in our community is reflective of the concerned and dedicated efforts of those organizations and individuals who devote themselves to the service of their community; and,*

*Whereas, Christopher Higgins was first appointed on July 7, 2015 to fill a 2-Year Trustee vacancy for the Village of Maple Park Village Board; and then was elected on April 4, 2017 as a 4-Year Trustee for the Village of Maple Park Village Board, and was then sworn in on May 2, 2017; and,*

*Whereas, Christopher Higgins served on the Infrastructure from July 2015 to September 2020; and the Finance Committee from July 2015 through September 2018 and then served as the Committee's Chair from October 2018 to September 2020 and from October 2020 to April 2021 served as the Finance Committee Liaison to the Committee of the Whole; and he served as the Ex-Officio to the Plan Commission from January 2019 through April 2021, for the Village of Maple Park; and*

*Whereas, it is most appropriate that we recognize the six years of dedicated service of Christopher Higgins in his capacity as the Village of Maple Park's Village Trustee.*

*Now, Therefore, I, Kathleen Curtis, Maple Park Village President, on behalf of the Board of Trustees and citizens of Maple Park, do hereby recognize the contributions that Christopher Higgins has made to the citizens of the Village of Maple Park.*

*Dated this day, May 4, 2021*

-----  
*Kathleen Curtis, Village President*

**ATTEST:**

-----  
*Village Clerk*



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**PUBLIC HEARING  
TUESDAY, APRIL 6, 2021  
MAPLE PARK CIVIC CENTER  
302 WILLOW STREET, MAPLE PARK  
7:00p.m.**

**1. CALL TO ORDER**

President Curtis called the Public Hearing to order at 7:00p.m. and asked for a roll call to establish a quorum.

**2. ROLL CALL/ESTABLISH QUORUM**

Village Clerk D'Amato called the roll and the following answered present: Village President Kathleen Curtis, Trustee Jen Ward, Trustee Suzanne Fahnestock, Trustee Christopher Higgins, Trustee Brandon Harris, Trustee Christian Rebone. Trustee Dalton was absent. Quorum established.

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

Members of the public present are found on the meeting sign in sheet.

**3. DISCUSSION OF APPROPRIATION ORDINANCE**

President Curtis asked if there was any questions or discussion needed on the proposed Appropriation Ordinance. President Curtis reviewed the Fiscal Year budget memo from Treasurer Aldridge to the board and attendees. No questions or comments heard.

**4. ADJOURNMENT**

**Having no further business before the Public Hearing, motion by Trustee Harris with 2<sup>nd</sup> by Trustee Ward to adjourn. Motion carried on a voice vote.  
Public Hearing closed at 7:03p.m.**

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**BOARD OF TRUSTEES MEETING AGENDA  
TUESDAY, APRIL 6, 2021**

**Immediately Following the Public Hearing**

### 1. CALL TO ORDER

President Curtis called the regular meeting of the Board of Trustees to order at 7:05p.m. and asked for a roll call to establish a quorum.

Members answering present were President Curtis, Trustee Fahnstock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Ward. Trustee Dalton was absent.

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

Members of the public present are found on the meeting sign in sheet.

### 2. PLEDGE OF ALLEGIANCE

President Curtis led everyone in the Pledge of Allegiance.

### 3. ROLL CALL/QUORUM ESTABLISHED

President Curtis confirmed a quorum was 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](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

Ron Blum – Addressed the board with concerns regarding the proposed parking restrictions on recreational vehicles. Wanted to know what avenues he would have available to address his current situation.

Administrator Wucki-Rossbach explained that he would have to file a petition to appear before the Zoning Board of Appeals requesting a code change variance. Administrator Wucki-Rossbach will follow up with Mr. Blum.

### 5. APPOINTMENTS

- Motion to appoint Russell “Rusty” Kubis to the Plan Commission to a 3-Year term expiring on April 30, 2024  
**Motion to appoint Russell “Rusty” Kubis to the Plan Commission to a 3-year term expiring on April 30, 2024 from Trustee Rebone with 2<sup>nd</sup> by Trustee Ward. On a roll call vote Trustee Fahnstock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Ward voted yes. Motion carried.**
- Motion to appoint Jodi Brummel to the Zoning Board of Appeals to a 5-Year term expiring on April 30, 2026  
**Motion to appoint Jodi Brummel to the Zoning Board of Appeals to a 5-Year term expiring on April 30, 2026 by Trustee Higgins with 2<sup>nd</sup> by Trustee Harris. On a roll call vote Trustee Fahnstock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Ward voted yes. Motion carried.**



- Motion to appoint Cathy Mathews to the Zoning Board of Appeals to a 5-Year term expiring on April 30, 2026  
**Motion to appoint Cathy Mathews to the Zoning Board of Appeals to a 5-year term expiring on April 30, 2026 by Trustee Rebone with 2<sup>nd</sup> by Trustee Harris. On a roll call vote Ward, Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock voted yes. Motion carried.**
- Swearing in of new appointees to the Plan Commission and Zoning Board of Appeals

Village Clerk D'Amato swore in the new appointees to their positions.

## 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

- Village Board Meeting – March 2, 2021
- Committee of the Whole – March 16, 2021

#### b) Acceptance of Cash and Investment Report as of February 28, 2021

#### c) Approval of Bills Payable and Manual Check Register # 802

ACCOUNTS PAYABLE:	<u>\$46,739.22</u>
MANUAL CHECKS:	<u>\$45,231.52</u>
TOTAL:	<u><u>\$91,970.74</u></u>

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

**Motion by Trustee Rebone with 2<sup>nd</sup> by Trustee Higgins to approve the Consent Agenda items a.) through d.) as presented. On a roll call vote Trustee Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Ward voted yes. Motion carried.**

## 7. FINANCIAL REPORT

President Curtis asked if there were any questions on the Financial Report submitted by Treasurer Aldridge. Hearing none, moved to the next agenda item.

## 8. LEGAL REPORT

President Curtis asked if there were any questions for Attorney Buick. Hearing none, moved to next agenda item.

**9. VILLAGE ADMINISTRATOR REPORT**

Administrator Wucki-Roszbach has been working closely with the IML and MetroWest regarding to protect the LGDF revenue, as there is a possible 10% decrease which could mean a reduction of approximately \$14,528.00. Trustee Harris inquired about the IML projects. Administrator Wucki-Roszbach indicated that the projects list has been sent to the representatives for consideration. No word on the ESPY grants as of yet, as the funds flow through the state.

**10. POLICE DEPARTMENT REPORT**

Chief Stiegemeier indicated that as golf cart season is here, his office has setup appointment times for golf cart inspections. Dates and times are posted on the website. President Curtis asked if there were any questions for the Chief. Hearing none, moved to next agenda item.

**11. PUBLIC WORKS REPORT**

Director Larson reported that the pump was replaced at the treatment plant on County Line road. Next fiscal year budget will include new pumps for the Lift Station and County Line Treatment plant.

Currently dealing with a blower problem at the Waste Water Treatment Plant. Well #4 not yet operating, waiting on a new meter.

**12. ENGINEERING REPORT**

Engineer Lin reported that the blower at the WWTP is the original blower. Other blower was replaced 5 years ago, and is not an expensive part. IL EPA is now testing Pfas, which is a group of manmade chemicals. Water was tested at the treatment plant and tested negative for any of these chemicals.

**13. OLD BUSINESS**

**14. NEW BUSINESS**

**A. CONSIDERATIONS**

**B. MOTIONS**

**15. RESOLUTIONS**

**16. ORDINANCES**

**A. ORDINANCE 2021-04 AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR ENDING APRIL 30, 2021**

*This Ordinance supplements the Fiscal Year 2021 Appropriation Ordinance for the additional expenses incurred in the General Fund and the Water & Sewer Operating Fund.*

**Motion by Trustee Higgins with 2<sup>nd</sup> by Trustee Rebone to approve Ordinance 2021-04, an Ordinance to Supplement the Appropriation Ordinance Fiscal Year**

**Ending April 30, 2021. On a roll call vote Trustee Ward, Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock voted yes. Motion carried.**

**B. ORDINANCE 2021-05 AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022**

*This Ordinance adopts the annual Appropriation (Budget) for FY 2022, beginning on May 1, 2021 and ending on April 30, 2022.*

**Motion by Trustee Higgins with 2<sup>nd</sup> by Trustee Harris to approve Ordinance 2021-05, an Ordinance Adopting the Annual Appropriation for the Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022. On a roll call vote Trustee Fahnestock, Trustee Harris, Trustee Higgins, Trustee Rebone, Trustee Ward voted yes. Motion carried.**

**C. ORDINANCE 2021-06 AN ORDINANCE APPROVING A SUBDIVISION PLAT FOR DIEHL'S COUNTY LINE SUBDIVISION, IN THE VILLAGE OF MAPLE PARK, COUNTY OF DEKALB, ILLINOIS**

*This Ordinance approves a subdivision plat for the property located on East County Line Road, Maple Park, Illinois.*

**Motion by Trustee Rebone with 2<sup>nd</sup> by Trustee Fahnestock to approve Ordinance 2021-06, an Ordinance Approving a Subdivision Plat for Diehl's County Line Subdivision, in the Village of Maple Park, County of DeKalb, Illinois. On a roll call vote Trustee Ward, Trustee Rebone, Trustee Higgins, Trustee Harris, Trustee Fahnestock voted yes. Motion carried.**

**D. ORDINANCE 2021-07 AN ORDINANCE AMENDING TITLE 1, ADMINISTRATION, CHAPTER 6, VILLAGE OFFICERS AND EMPLOYEES, SECTION 5, COMPENSATION, OF THE MAPLE PARK VILLAGE CODE**

*This Ordinance amends the Village Code to adjust the compensation paid to the Village Officers.*

Trustee Higgins addressed the board with his objections to Ordinance 2021-07, and read the following to the floor:

"I am against reducing the compensation for village trustees and village administrator for many reasons. While I know that currently the message not getting paid for public service is popular, I feel that this reduction will hurt the village for the following reasons:

- People time is valuable. As you can see, Maple Park is already well below the regional average compensation of similar sized communities. While I know that all village staff are paid below regional average and all staff deserves better pay and compensation, this small reduction in costs will not in any help

afford or effect the budget to increase staff wages but does provide a recognition of the hard work by the trustees and village president.

- There is risk to being on the board. By being a board member, you may be listed in a suit and even held financially responsible. While the current pay does not cover the cost of that risk, but it at least compensates someone for their time and effort.
- While I know that most people do not run to be on the board for the money, however, we have not had an election that has been competitive the entire time I have been on the board. Even this year with a village president seat open there is not a competitive race for every seat on the board. By reducing pay you are only taking away any compensation for someone's time and it will make it more difficult to have competitive elections and the residents to have a voice.
- I feel that the reduced pay could also reduce the amount of time trustees are willing to spend doing the job. Currently trustee pay is the only process to force attendance to board meetings. If trustees refuse to come to meetings and they miss 2 board meetings a year and get docked pay is no longer motivating factor, the ability to have a quorum and make sure the business of the village is done could be hindered. There is no process to remove a trustee for excessive absences and I am concerned that if a trustee refuses to attend meetings and will not resign could be a problem to have a quorum.
- By having virtually no compensation for being a village trustee or village president I feel you will only have people run to be on the board for personal gain or based on an agenda and not the good of the village, being on the board as a public servant is not a bad thing. We want to encourage people that want to help their community and not those out for personal gain or personal agenda.

**Motion by Trustee Fahnestock with 2<sup>nd</sup> by Trustee Rebone to approve Ordinance 2021-07, an Ordinance Amending Title 1, Administration, Chapter 6, Village Officers and Employees, Section 5, Compensation, of the Village of Maple Park Village Code. On a roll call vote Trustee Fahnestock, Trustee Harris, Trustee Rebone, Trustee Ward voted yes. Trustee Higgins voted no. Motion carried 4-1.**

**E. ORDINANCE 2021-08 AN ORDINANCE AMENDING TITLE 7, "MOTOR VEHICLES AND TRAFFIC," CHAPTER 4, "PARKING REGULATIONS," BY REPLACING SECTION 7-4-3, "TRAILER PARKING PROHIBITED," OF THE MAPLE PARK VILLAGE CODE.**

*This Ordinance amends the Village Code with regards to approved surfaces for parking and definitions.*

**Motion by Trustee Fahnestock. President Curtis asked for a 2<sup>nd</sup> or discussion. No Second heard. Motion failed on the floor.**

**F. ORDINANCE 2021-09 AN ORDINANCE AMENDING TITLE 11, "ZONING REGULATIONS," CHAPTER 9, "SPECIAL REGULATIONS," BY**

**REPLACING SECTION 11-9-3, “ADDITIONAL PARKING REGULATIONS,” OF  
THE MAPLE PARK VILLAGE CODE**

*This Ordinance amends the Village Code with regards to parking regulations and permitted with regards to recreational vehicles.*

**President Curtis asked for a motion or discussion. No motion made. Ordinance failed for no motion.**

**17. VILLAGE PRESIDENT REPORT**

President addressed the board and attendees regarding her 16 years as a public servant, and her retirement from serving as Village President.

“I believe in the essence of Maple Park”.

For me, this has been a labor of love. Thank you for the privilege of serving our community.

To the Incoming Board Members –

Respect the employees, they take care of our town for us.

Listen to our contractors, Kevin and Jeremy, they are trying to help us improve our situation.

Partner with the business owners/stakeholders to find reasonable solutions for all involved.

Appreciate your volunteers, American Legion, Lions Club, Fun Fest, Family Fund, Special Olympics, they are the heartbeat of our community.

We are Maple Park Strong

**18. TRUSTEE REPORT**

Trustee Higgins thanked President Curtis, the Village staff, and the residents for their input and support during his tenure as trustee, and hopes to continue to serve as Village President.

**19. EXECUTIVE SESSION**

**20. ADJOURNMENT**

Having no further business before the board, motion by Trustee Rebone with 2<sup>nd</sup> by Trustee Ward to adjourn. Motion carried by voice vote. Meeting adjourned at 8:00p.m.

Respectfully submitted,

Terri D’Amato  
Village Clerk

VILLAGE OF MAPLE PARK, ILLINOIS  
Schedule of Cash and Investments  
March 31, 2021

Fund	Interest Rate	CDs	IPTIP Accounts	First Midwest	Old Second Checking	Total Cash & Investments
<b>Operating Funds</b>						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	(53,133.37)	(53,133.37)
Illinois Public Treasurer's Pool	0.09%	-	516,732.48	-	-	516,732.48
Total General Fund		-	516,732.48	-	(53,133.37)	463,599.11
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	8,402.17	8,402.17
First Midwest Bank	0.40%	-	-	335,496.84	-	335,496.84
Illinois Public Treasurer's Pool	0.09%	-	136,625.32	-	-	136,625.32
First Midwest Bank - CD (for vehicle loan)	0.50%	37,000.00	-	-	-	37,000.00
Total Utility Tax Fund		37,000.00	136,625.32	335,496.84	8,402.17	517,524.33
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	386,318.10	386,318.10
Total Road & Bridge Fund		-	-	-	386,318.10	386,318.10
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	22,579.10	22,579.10
Illinois Public Treasurer's Pool	0.09%	-	57,461.56	-	-	57,461.56
Total Road & Bridge Fund		-	57,461.56	-	22,579.10	80,040.66
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool	0.09%	-	123,063.38	-	-	123,063.38
Total Motor Fuel Tax Fund		-	123,063.38	-	-	123,063.38
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account	0.00%	-	-	-	(11,880.37)	(11,880.37)
Illinois Public Treasurer's Pool	0.09%	-	484,972.44	-	-	484,972.44
Total Operating Accounts		-	484,972.44	-	(11,880.37)	473,092.07
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	16,014.70	16,014.70
Illinois Public Treasurer's Pool	0.09%	-	292,936.19	-	-	292,936.19
Total Water Improvement Accounts		-	292,936.19	-	16,014.70	308,950.89
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	23,436.15	23,436.15
Illinois Public Treasurer's Pool	0.09%	-	510,172.20	-	-	510,172.20
Total Sewer Improvement Accounts		-	510,172.20	-	23,436.15	533,608.35
Total Water & Sewer Funds		-	1,288,080.83	-	27,570.48	1,315,651.31
<b>Total Village Operating Funds</b>		37,000.00	2,121,963.57	335,496.84	391,736.48	2,886,196.89
<b>Escrow Funds</b>						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	-	-
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	48,085.89	48,085.89
<b>Total Village Escrow Funds</b>		-	-	-	48,085.89	48,085.89
<b>Total Village Cash &amp; Investments</b>		37,000.00	2,121,963.57	335,496.84	439,822.37	2,934,282.78

DATE: 04/29/21

Thursday April 29, 2021

PAGE 1

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 AEP ENERGY			3196.51	
30105270380321A	52-10-5730	WELL		1948.38
30105270490321A	52-20-5730	WWTP		1164.85
30105270500321A	52-20-5730	LIFT STATION		83.28
01 BLACKBERRY TOWNSHIP			228.16	
04272021	01-50-5622	STREET SIGN INSTALLATION		228.16
01 CASEY'S BUSINESS MASTERCARD			483.12	
04082021	01-30-5250	GASOLINE		483.12
01 CODE BLUE			600.00	
2913	01-10-5420	PLUMBING INSPECTIONS		350.00
2913	01-10-5420.02	PLUMBING INSPECTIONS		100.00
2913	01-10-5420.03	PLUMBING INSPECTIONS		150.00
01 COMMONWEALTH EDISON			1174.00	
0147077192 0421	01-50-5730	STREET LIGHTING		228.75
4665155040 0421	01-50-5730	STREET LIGHTING		920.22
5778015012 0321	01-20-5730	HERITAGE HILLS POND		25.03
01 DAHME MECHANICAL INDUSTRIES, I			7000.00	
20210082	52-10-5600	WTP BRINE PIPING REPAIRS		1705.00
20210097	54-00-5600	WTP METER INSTALL&IEPA OVERFLOW MOD		5295.00
01 DEKALB LAWN & EQUIPMENT			316.15	
04122021	01-20-5600	MOWER REPAIR		316.15
01 DE LAGE LANDEN PUBLIC FINANCE			487.08	
72079877	01-10-5160	COPIER		199.82
72079877	01-10-5200	COPIER		287.26
01 THE ECONOMIC DEVELOPMENT GROUP			1115.20	
04202021	13-00-8417	TIF PROFESSIONAL FEES		1115.20
01 FOSTER, BUICK, CONKLIN & LUNDG			2362.50	
38329	01-10-5330	AKRABAWI ONGOING		568.75
38329	01-10-5330	GENERAL COUNSEL		1050.00
38329	01-10-5330	ORDINANCES&RESOLUTIONS		437.50
38329	01-10-5900	PC21-001		175.00
38329	01-10-5900	PC21-001		131.25
01 ADAM KOZLOWSKI			2760.00	
04202021	52-20-5600	SIDEWALKS-EAST DEKALB		2360.00
04292021	01-50-5620	SIDEWALKS		400.00
01 FRONTIER			191.75	
8158273710 0421	52-10-5700	WELL HOUSE		67.24
8158275039 0421	52-20-5700	WWTP		57.24
8158275069 0421	52-20-5700	LIFT STATION		67.27
01 HAWKINS, INC.			248.54	
4919555	52-10-5110	CHEMICALS		248.54
01 HR GREEN, INC.			5222.50	
142345	54-00-5600	RRA/ERP		5222.50
01 ICMA-RC			250.00	
45269	01-10-5390	PLAN FEE		250.00
01 JACOB & KLEIN, LTD.			278.80	

DATE: 04/29/21

Thursday April 29, 2021

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
04202021	13-00-8417	TIF PROFESSIONAL FEES		278.80
01 JANCO SUPPLY INC. 284419	01-40-5100	BATH TISSUE	64.95	64.95
01 JC CROSS CO. 62746	52-20-5600	BLOWER	7416.57	7416.57
01 JOSH JORDAN 04302021	01-10-5700	CELL PHONE STIPEND	25.00	25.00
01 KANELAND COMM. UNIT SCHOOL DIS MP21-20 MP21-29	70-00-5930 70-00-5930	PAYMENT TO SCHOOLS PAYMENT TO SCHOOLS	4400.00	2200.00 2200.00
01 KANE COUNTY CHIEFS OF POLICE A 1312	01-30-5570	FY21 ANNUAL TASK FORCE DUES	750.00	750.00
01 LOWE'S 04172021	01-20-5600	MAINTENANCE & REPAIR	17.88	17.88
01 BRAD MANNING FORD, INC. FOCS110278	01-30-5600	2017 FORD BRAKES	607.39	607.39
01 MAPLE PARK FIRE PROTECTION DIS MP21-20 MP21-29	28-00-2200.93 28-00-2200.93	FIRE DISTRICT IMPACT FEES FIRE DISTRICT IMPACT FEES	2017.34	1008.67 1008.67
01 MAPLE PARK LIBRARY MP21-20 MP21-29	28-00-2200.92 28-00-2200.92	LIBRARY IMPACT FEES LIBRARY IMPACT FEES	2017.34	1008.67 1008.67
01 MEDIACOM 04212021	01-10-5700	INTERNET SERVICES	176.90	176.90
01 METRO WEST COUNCIL OF GOVERNME 4409	01-10-5570	DUES AND MEMBERSHIPS	750.00	750.00
01 LINTECH ENGINEERING, INC. 4432 4432	52-10-5390 52-20-5390	OPERATION SERVICES OPERATION SERVICES	2500.00	1250.00 1250.00
01 MIDWEST SALT P457506	52-10-5110	CHEMICALS	3273.52	3273.52
01 MIKE MILLER 04202021 04262021 04262021	52-20-5390 01-20-5390 01-50-5390	SEWER ASSISTANCE/PULL BLOWER OTHER PROFESSIONAL SERVICES OTHER PROFESSIONAL SERVICES	275.00	75.00 100.00 100.00
01 NICOR 331314100040421 399087100050421	01-50-5730 01-40-5730	GARAGE GAS CIVIC CENTER GAS	1095.23	102.84 992.39
01 SHAW SUBURBAN MEDIA 1866942 1866943	01-10-5900 01-10-5900	BUDGET PUBLIC HEARING PLAN COMMISSION PUBLIC HEARING	137.64	63.86 73.78
01 POMP'S TIRE SERVICE, INC. 330167851	01-50-5600	DUMP TIRES	2851.84	2851.84
01 QUADIENT, INC. 58394017	01-10-5160	POSTAGE METER	83.85	83.85
01 QUILL CORPORATION 15935684	01-10-5200	OFFICE SUPPLIES	822.22	360.28



SYS DATE:04/29/21

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
REGISTER # 803  
Thursday April 29, 2021SYS TIME:11:03  
[NW1]

DATE: 04/29/21

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
16246371	01-10-5200	OFFICE SUPPLIES		461.94
01 SEYLLER'S INC. 21111	01-40-5600	WINDOW LINTEL REPAIRS	30845.00	30845.00
01 SUBURBAN LABORATORIES, INC. 187062	52-10-5335	TEST EXPENSE	75.00	75.00
01 THOMPSON ELEVATOR INSPECTION S 21-1090	01-40-5900	ANNUAL ELEVATOR INSPECTION	235.00	235.00
01 USIC LOCATING SERVICES, LLC 429982	01-50-5390	UTILITY MARKING	495.43	247.72
429982	52-10-5390	UTILITY MARKING		123.86
429982	52-20-5390	UTILITY MARKING		123.85
01 VERIZON WIRELESS 9878016077	01-10-5700	CELL PHONES	426.74	237.47
9878016077	01-30-5700	CELL PHONES		79.20
9878016077	01-30-5700	AIR CARDS		110.07
01 WATER SOLUTIONS UNLIMITED, INC 41598	52-10-5110	CHEMICALS	792.00	792.00
** TOTAL CHECKS TO BE ISSUED			88066.15	

SYS DATE:04/29/21

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
REGISTER # 803  
Thursday April 29, 2021

SYS TIME:11:03  
[NW1]

DATE: 04/29/21

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		45638.37	
13	TIF DISTRICT		1394.00	
28	DEVELOPERS ESCROW FUND		4034.68	
52	WATER & SEWER FUND		22081.60	
54	WATER IMPROVEMENT ACCT		10517.50	
70	SCHOOL LAND CASH FUND		4400.00	
***	GRAND TOTAL ***		88066.15	
	TOTAL FOR REGULAR CHECKS:		86,769.76	
	TOTAL FOR DIRECT PAY VENDORS:		1,296.39	

DATE: 04/29/21

Thursday April 29, 2021

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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 DEKALB LAWN & EQUIPMENT	04/16/21	22540	12250.00	
86 77799	01-20-8200	MOWER		10900.00
86 77799	01-40-8200	SNOW BLOWER		1350.00
01 ILLINOIS PUBLIC WORKS MUTUAL	A04/22/21	22541	100.00	
86 1111	01-10-5570	DUES AND MEMBERSHIPS		100.00
01 PETTY CASH	04/29/21	22542	11.31	
86 04292021	01-00-1030	PETTY CASH		11.31
01 AMERICAN BANK & TRUST	04/12/21	22535	624.88	
86 03282021I	01-30-5750	COMMUNICATIONS		66.00
86 03282021I	01-30-5900	OTHER EXPENSE		278.00
86 03282021I	01-40-5600	MAINTENANCE & REPAIR		50.97
86 03282021I	01-50-5600	MAINTENANCE & REPAIR		41.86
86 03282021I	01-50-5620	STREET MAINTENANCE		180.77
86 03282021I	52-20-5600	MAINTENANCE & REPAIR		9.99
86 03282021J	01-50-5600	MAINTENANCE & REPAIR		31.40
86 03282021J	52-10-5600	MAINTENANCE & REPAIR		1.98
86 03282021L	01-10-5390	OTHER PROFESSIONAL SERVICES		55.42
86 03282021L	01-10-5700	TELEPHONE		153.63
86 03282021L	01-10-5900	OTHER EXPENSES		17.38
86 03282021L	01-30-5700	TELEPHONE		139.73
86 03282021L	01-40-5600	MAINTENANCE & REPAIR		153.75

\*\* TOTAL MANUAL CHECKS REGISTERED 12986.19

## =====

## REPORT SUMMARY

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	88066.15	12986.19	101052.34
TOTAL CASH	88066.15	12986.19	101052.34

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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
DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL		
01	45638.37	12974.22	58612.59		
13	1394.00	.00	1394.00		
28	4034.68	.00	4034.68		
52	22081.60	11.97	22093.57		
54	10517.50	.00	10517.50		
70	4400.00	.00	4400.00		
TOTAL DISTR	88066.15	12986.19	101052.34		



# 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, MAY 4, 2021

- Budget Report – With April being the end of the fiscal year, the budget report is not included in the packet. The April results will need to include many audit entries as the year is finished. The auditors will begin working next week. New home builds have come in stronger than anticipated for the fiscal year. We have issued fourteen (14) new home build permits, four (4) in The Settlement, three (3) in Squire's Crossing, and seven (7) in Heritage Hills. Of those fourteen (14) permits, eleven (11) have the new impact fees included (the other three (3) permit applications were received prior to May 1, 2020). There is one (1) additional permit application that has been turned in and awaiting permitting.

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) versus what has been received for the fiscal year.

### Fiscal Year 2021 Revenue

Tax Type	Budgeted	Actual	Number of Months
Income Tax	97,729.28	150,174.97	12
Sales Tax	76,363.61	101,414.73	9
PPRT	3,000.00	3,425.20	12
Use Tax	32,941.07	51,170.62	10
Video Gaming	21,850.00	15,911.10	11
MFT*	43,267.09	85,754.93	11

\*Contains 3 payments of \$14,389.03 for Rebuild Illinois  
(\$85,754.93 - \$14,389.03 (x3) = \$42,587.84)

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), may show the downturn over time. With the high unemployment rate in our State this figure will eventually catch up and we may see a significant decline in Income Tax receipts. Revenue will be closely monitored into the next fiscal year.

Attached is an update to our annual cash flow to show our current cash position. The assumptions used in this model remove State revenues as a precaution in order to show our position conservatively. The Village's cash position will continue to be monitored closely.

As you have concerns, please feel free to reach out and the information will be provided for further understanding.

- Escrow Accounts – There was no escrow activity in April.
- Warrant List
  - A/P Check run of \$88,066.15, manual checks of \$12,986.19 for a total of \$101,052.34.
    - Seyller's Inc - \$30,845.00 – Window Lintel Work on the West Side of the Civic Center
- Please let me know if you have any questions or concerns.

Village of Maple Park

\*\* Attachment A \*\*

Annual Cash Flow

	2021	2022	2023	2024	2025
Estimated Beginning Cash Balance	2,416,237.49	2,055,032.86	1,679,380.04	1,288,701.12	882,395.03
Annual Cash Drain	(361,204.63)	(375,652.82)	(390,678.93)	(406,306.08)	(422,558.33)
- Increase based on 4%					
Estimated ending cash	2,055,032.86	1,679,380.04	1,288,701.12	882,395.03	459,836.70

VILLAGE OF MAPLE PARK  
\*\*Attachment B\*\*

STATE INCOME TAX REVENUE  
01-00-4220

FY2011/2012 - FY 2020/2021

Month----- Distributed (By State)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	% Change
May	-9,037.07 *	11,113.25	11,630.24	12,205.67	13,759.30	12,189.61	12,012.22	11,222.33	.00	13,207.49	#DIV/0!
June	10,130.31	6,973.68	7,225.87	7,120.26	7,984.77	7,098.46	5,740.62	8,237.92	8,215.46	8,180.86	-0.42%
July	6,969.33	6,917.32	7,049.39	6,962.86	7,605.04	7,753.62	6,771.19	8,039.88	12,286.01	12,990.86	5.74%
August	6,708.27	10,891.86	12,298.82	12,423.80	13,366.18	11,457.76	10,309.54	12,495.46	8,806.99	17,761.30	101.67%
September	6,388.88	8,229.96	8,142.89	8,376.05	8,813.10	7,690.18	7,758.81	8,999.60	7,794.62	10,063.80	29.11%
October	10,654.70	6,791.87	6,499.54	6,298.26	6,892.43	6,967.11	6,830.76	7,459.43	13,907.03	14,573.25	4.79%
November	6,785.55	10,528.14	12,036.08	10,671.35	12,932.21	11,264.41	9,954.87	10,868.91	9,076.48	9,847.26	8.49%
December	9,492.18	12,427.98	12,773.36	15,921.67	14,151.87	13,027.83	14,409.68	13,076.17	8,576.89	8,718.13	1.65%
January	10,943.97	6,968.80	7,295.60	6,945.79	8,192.96	6,818.87	7,244.06	7,873.53	11,988.30	13,889.74	15.86%
February	7,301.38	12,100.84	12,757.92	14,193.83	12,677.22	13,150.01	11,123.49	12,646.54	12,351.24	14,684.60	18.89%
March	11,336.68	19,799.98	19,799.98	23,482.40	17,868.35	17,557.85	17,966.61	26,306.62	9,184.36	10,120.55	10.19%
April	16,460.55	22,351.53	7,374.89	9,751.86	8,541.12	9,080.30	8,299.95	.00	13,489.54	16,137.13	19.63%
	8,654.22	7,593.74	124,884.58	134,353.80	132,784.55	124,056.01	118,421.80	127,226.39	115,676.92	150,174.97	
	102,788.95	122,888.97	124,884.58	134,353.80	132,784.55	124,056.01	118,421.80	127,226.39	115,676.92	150,174.97	
	4.71%	19.55%	1.62%	9.33%	-1.17%	-6.57%	-4.54%	7.43%	-9.08%	29.82%	

\*November 2010 included twice in FY 2010/2011



VILLAGE OF MAPLE PARK, ILLINOIS

\*\*Attachment C\*\*

SALES TAX REVENUE

01-00-4240

FY2011/2012 - FY2020/2021

		Month																			
Of Sale	Collected	Disbursed To																		%	
(Merchant)	(By, State)	(Majors Park)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	NHMR New Tax 2018/2019	MT	NHMR	MT	2019/2020	NHMR	MT	2020/2021	NHMR	MT	Change	
		Prior Year Adjustment	2,704.18	7,348.47	8,530.24	333.08	(41.65)	5,888.07	6,570.70	-	6,710.37	2,158.44	10,958.87	2,158.44	1,426.16	1,909.70		1,909.70			
May	June	August	7,760.92	8,398.82	9,678.74	10,508.80	6,101.97	6,747.49	7,556.89	-	8,187.28	7,548.60	9,965.48	7,548.60	4,433.68	5,202.82		5,202.82		-47.79%	
June	July	September	7,016.24	8,398.82	9,678.74	17,854.25	6,161.01	6,747.49	7,556.89	-	7,559.35	7,489.21	7,945.94	7,489.21	5,847.31	7,831.81		7,831.81		-1.44%	
July	August	October	7,287.93	7,429.07	9,423.06	15,967.42	6,430.25	6,350.92	7,626.89	6,800.89	7,628.05	6,727.71	9,989.66	6,727.71	5,074.53	6,861.12		6,861.12		-30.62%	
August	September	November	9,345.01	12,512.47	8,809.25	12,883.33	5,686.82	5,364.37	6,151.58	11,795.80	13,038.98	6,517.76	7,688.51	6,517.76	5,576.54	6,231.14		5,576.54		-18.96%	
September	October	December	7,057.40	9,324.50	7,834.73	10,459.85	7,633.27	4,860.98	6,062.54	7,085.00	8,179.04	6,336.32	7,391.60	6,336.32	5,233.93	6,336.41		5,233.93		-14.28%	
October	November	January	6,381.40	9,931.44	6,754.70	6,763.13	7,128.05	5,312.35	7,348.78	6,607.45	7,149.08	6,219.92	7,865.90	6,219.92	4,678.39	5,478.26		4,678.39		-30.35%	
November	December	February	7,040.60	7,631.09	6,223.98	5,530.27	5,319.01	5,189.95	7,224.72	5,329.25	5,637.48	5,300.60	5,774.23	5,300.60	3,485.65	3,809.88		3,485.65		-34.02%	
December	January	March	7,360.91	6,034.93	7,073.39	4,750.75	3,776.85	4,053.27	7,456.93	5,418.31	6,088.22	5,484.68	5,927.96	5,484.68	4,674.85	5,316.59		4,674.85		-10.31%	
January	February	April	5,773.01	4,826.31	4,775.03	7,241.75	4,082.11	5,236.82	7,125.27	4,728.75	5,053.33	4,819.78	5,101.42	4,819.78	6,718.76	8,623.06		6,718.76		69.03%	
February	March	May	5,217.53	5,478.30	5,163.88	4,100.73	5,010.37	4,356.23	5,922.28	4,481.65	4,610.44	4,079.66	4,615.43	4,079.66	-	-		-		-100.00%	
March	April	June	6,393.58	7,995.97	7,944.50	4,740.13	3,937.20	5,178.37	5,890.30	6,096.80	6,751.43	3,361.35	3,662.34	3,361.35	-	-		-		-100.00%	
April	May	July	7,271.53	6,711.58	6,500.00	5,000.00	5,205.49	5,258.28	7,320.83	5,000.00	5,000.00	2,000.00	2,000.00	2,000.00	-	-		-		-100.00%	
Totals			86,610.24	93,622.95	88,711.50	105,733.49	66,410.75	63,797.10	82,258.71	63,343.90	91,593.05	68,044.03	88,787.34	68,044.03	47,149.80	57,600.79		47,149.80		57,600.79	
Annual % Increase			41.86%	8.10%	-5.25%	19.19%	-37.19%	-3.94%	28.94%		11.35%	7.42%	-3.06%		-30.71%			-30.71%		-35.12%	

VILLAGE OF MAPLE PARK  
 \*\*Attachment D\*\*  
**PERSONAL PROPERTY REPLACEMENT TAX**  
**01-00-4250 (District #0452400048)**  
 FY2011/2012 - FY 2020/2021

Month Disbursed (By State)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	% Change
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 813.17	\$ 445.68	-45.19%
June	390.12	531.81	574.89	511.58	532.05	534.25	517.83	459.66	-	-	#DIV/0!
July	97.65	64.26	60.30	55.03	71.71	62.19	23.88	46.45	480.51	463.05	-3.63%
August	-	-	-	-	-	-	-	-	57.64	342.17	493.63%
September	651.53	404.71	420.13	507.08	534.85	485.94	353.50	415.98	-	-	#DIV/0!
October	-	-	-	-	-	-	-	-	836.29	433.78	-48.13%
November	94.12	154.84	153.25	134.98	130.63	129.27	93.21	101.72	-	-	#DIV/0!
December	401.07	411.27	518.73	449.90	425.28	480.54	317.35	341.04	138.88	112.26	-19.17%
January	-	-	-	-	-	-	-	-	507.83	533.95	5.14%
February	112.11	128.71	153.94	128.44	170.81	308.68	281.53	134.53	-	-	#DIV/0!
March	615.92	652.10	688.00	786.05	608.27	786.33	578.71	668.85	100.95	192.91	91.09%
April	411.52	588.36	507.77	647.64	491.45	506.40	589.91	-	697.11	901.40	29.31%
<b>Totals</b>	<b>2,774.04</b>	<b>2,936.06</b>	<b>3,077.01</b>	<b>3,220.70</b>	<b>2,965.05</b>	<b>3,293.60</b>	<b>2,755.92</b>	<b>2,168.23</b>	<b>3,632.38</b>	<b>3,425.20</b>	
<b>Annual % Increase</b>	<b>-11.80%</b>	<b>5.84%</b>	<b>4.80%</b>	<b>4.67%</b>	<b>-7.94%</b>	<b>11.08%</b>	<b>-16.32%</b>	<b>-21.32%</b>	<b>67.53%</b>	<b>-5.70%</b>	

VILLAGE OF MAPLE PARK

\*\*Attachment E\*\*

STATE USE TAX

01-00-4270

FY2011/2012 - FY2020/2021

Month----- Collected (By State)	Disbursed To (Maple Park)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	% Change
May	July	1,579.97	1,572.17	1,824.81	1,869.28	2,420.47	2,576.95	2,519.73	2,704.74	3,404.28	4,385.25	28.82%
June	August	1,539.36	1,643.89	1,611.43	1,986.06	2,305.54	2,507.56	2,538.72	2,949.32	3,418.99	4,876.95	42.64%
July	September	1,700.89	1,838.00	2,140.18	2,216.84	2,600.55	2,828.16	2,685.20	3,158.59	3,475.75	4,923.60	41.66%
August	October	1,361.34	1,518.88	1,841.16	1,890.33	2,411.08	2,250.82	2,570.73	3,064.09	3,573.24	4,978.73	39.33%
September	November	1,621.34	1,695.84	1,720.32	2,047.15	2,203.16	2,453.75	2,733.92	2,914.06	3,423.37	4,740.92	38.49%
October	December	1,229.66	1,737.45	1,856.00	2,484.01	2,533.13	2,522.36	2,881.17	3,342.86	3,834.13	4,946.11	29.00%
November	January	1,546.32	1,688.56	1,991.80	2,350.25	2,551.10	2,750.97	2,861.16	3,538.33	4,209.69	5,182.52	23.11%
December	February	1,557.01	1,778.82	1,875.14	2,234.39	2,514.05	2,670.84	3,314.33	3,915.05	3,943.85	5,522.62	40.03%
January	March	2,379.50	2,540.68	2,950.32	3,386.79	3,595.09	4,150.36	4,192.03	4,734.26	5,411.52	7,793.10	44.01%
February	April	1,520.57	1,768.58	1,564.39	1,198.26	2,208.81	2,397.58	2,495.33	2,746.30	3,747.22	3,820.82	1.96%
March	May	1,378.89	1,324.70	1,535.77	2,338.78	2,251.52	2,256.36	2,566.17	3,163.77	3,256.39		-100.00%
April	June	1,704.73	1,662.72	2,027.67	2,465.88	2,645.71	2,934.20	3,099.04	3,596.65	4,142.33		-100.00%
<b>Totals</b>		<b>19,119.58</b>	<b>20,770.29</b>	<b>22,938.99</b>	<b>26,468.02</b>	<b>30,240.21</b>	<b>32,299.91</b>	<b>34,457.53</b>	<b>39,828.02</b>	<b>45,840.76</b>	<b>51,170.62</b>	
<b>Annual % Increase</b>		<b>1.51%</b>	<b>8.63%</b>	<b>10.44%</b>	<b>15.38%</b>	<b>14.25%</b>	<b>6.81%</b>	<b>6.68%</b>	<b>15.59%</b>	<b>15.10%</b>	<b>11.63%</b>	

VILLAGE OF MAPLE PARK, ILLINOIS

\*\*Attachment F\*\*

ILLINOIS GAMING REVENUE

01-00-4280

FY2013/2014 - FY2020/2021

Month													
Collected		Disbursed To											% Change
Earned	(By State)	(Maple Park)		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021		
May	June	July	-	-	1,008.90	1,018.34	1,183.50	1,767.29	1,850.03	2,378.26	-	-100.00%	
June	July	August	-	-	592.23	759.67	1,144.52	1,802.05	1,715.11	2,393.33	-	-100.00%	
July	August	September	-	-	639.24	761.10	1,155.77	1,628.28	1,744.16	1,979.33	1,895.79	-4.22%	
August	September	October	-	-	601.23	1,220.08	1,440.20	1,490.15	2,058.93	2,323.97	1,647.17	-29.12%	
September	October	November	-	-	724.83	1,166.61	1,376.04	2,197.33	1,861.23	1,854.17	1,841.65	-0.68%	
October	November	December	-	-	772.06	1,316.74	1,754.03	1,631.62	2,026.87	2,532.39	1,994.79	-21.23%	
November	December	January	221.20	811.58	1,154.18	1,322.08	1,642.12	1,923.67	2,146.00	2,563.06	572.03	-77.68%	
December	January	February	403.46	1,329.84	1,150.87	1,379.72	1,923.67	1,923.67	2,245.55	2,393.22	-	-100.00%	
January	February	March	611.21	1,093.18	1,117.46	1,483.25	1,572.34	1,572.34	2,331.36	2,074.75	895.91	-56.82%	
February	March	April	662.38	1,133.40	1,049.37	1,296.81	1,463.89	1,463.89	2,273.26	2,482.06	2,911.67	17.31%	
March	April	May	899.74	1,157.49	1,291.10	1,897.68	2,151.55	2,151.55	2,777.34	1,371.30	4,152.09	202.78%	
April	May	June	761.39	546.72	1,370.91	1,613.78	2,033.26	2,033.26	2,907.26	-		#DIV/0!	
Totals			3,559.38	10,410.70	13,376.43	17,047.38	21,303.55	25,937.10	24,345.84	15,911.10			
Annual % Increase				192.49%	28.49%	27.44%	24.97%	21.75%	-6.14%		-34.65%		
*Video Gaming was shut down on 03/16/20													

\*Video Gaming was shut down on 03/16/20

VILLAGE OF MAPLE PARK  
 \*\*Attachment G\*\*  
 MOTOR FUEL TAX  
 19-00-4280 / 19-00-4280  
 FY 2011/2012 - FY 2020/2021

Month	Allocated (By State)	Disbursed To (Maple Park)	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	% Change
May	June	2,761.89	2,664.61	2,832.96	3,331.21	9,105.88 *	2,880.73	2,960.89	2,908.08	2,760.88	2,657.33	17,465.32 xA	557.25%
June	July	2,610.35	2,479.38	2,386.37	2,286.45	2,549.94	1,856.78	1,867.24	2,309.38	2,530.22	2,422.51	3,165.07 x	30.65%
July	August	2,829.40	8,577.42 *	2,788.67	2,681.82	8,573.40 *	3,304.52	2,997.10	3,028.07	2,969.88	3,028.00	18,262.21 xA	503.11%
August	September	2,752.02	2,810.89	2,795.12	3,149.23	1,940.96	3,183.88	2,846.26	2,860.15	2,863.62	4,356.26 x	4,519.64 x	3.75%
September	October	3,168.18	2,518.28	8,142.07 *	2,227.72	2,638.74	2,143.94	2,512.41	2,528.17	2,392.10	4,731.80 x	4,198.15 x	-11.28%
October	November	8,035.95 *	2,797.89	2,654.79	8,576.92 *	2,840.02	2,785.63	2,908.42	2,894.56	3,138.47	4,341.71 x	4,142.40 x	-4.59%
November	December	2,960.42	2,955.85	2,830.17	2,468.65	2,878.64	3,226.24	2,963.32	2,949.99	2,954.87	4,888.92 x	4,185.05 x	-14.40%
December	January	2,834.14	2,755.39	2,711.73	3,278.08	3,298.88	2,956.53	3,107.68	2,894.64	2,845.28	5,750.49 x	4,348.70 x	-24.38%
January	February	3,066.06	2,649.55	2,631.84	2,888.64	3,100.33	2,855.63	2,954.18	2,963.57	2,842.14	4,074.82 x	3,790.61 x	-6.97%
February	March	2,469.00	2,700.32	2,236.35	2,660.40	2,353.43	2,877.98	2,816.64	2,567.51	2,584.94	4,031.02 x	3,579.71 x	-11.20%
March	April	2,803.92	2,626.53	2,646.54	2,091.86	1,207.32	2,475.19	2,401.55	2,545.18	2,472.00	4,173.02 x	18,098.07 xA	333.69%
April	May	2,716.12	2,543.22	2,252.85	2,415.04	3,046.79	2,981.31	2,868.21	2,998.94	2,899.63	3,885.29 x		-100.00%
<b>Totals</b>		<b>39,007.45</b>	<b>38,079.33</b>	<b>36,909.46</b>	<b>38,056.02</b>	<b>43,534.33</b>	<b>33,508.36</b>	<b>33,203.90</b>	<b>33,448.24</b>	<b>33,253.83</b>	<b>48,341.17</b>	<b>85,754.93</b>	
<b>Annual % Increase</b>		<b>17.45%</b>	<b>-2.38%</b>	<b>-3.07%</b>	<b>3.11%</b>	<b>14.40%</b>	<b>-23.03%</b>	<b>-0.91%</b>	<b>0.74%</b>	<b>-0.58%</b>	<b>45.37%</b>	<b>77.40%</b>	

\* - Includes Excess MFT Payment  
 x - Includes MFT Renewal Fund  
 A - Includes Rebuild Illinois Funds

Estimated Cash Balances for April 30, 2021

	04/01/21 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	04/30/21 Check Run	Estimated 04/30/21 Balance	
Old Second Checking	53,504.27	(43.60)	393,065.41	(51,663.13)	(59,471.56)	(88,066.15)	247,325.24	0.00%
First Midwest	335,496.84						335,496.84	0.40%
TIF Funds	386,318.10	(14.46)	(238,376.88)				386,318.10	0.00%
Illinois Funds	2,121,963.57						1,883,572.23	0.10%
First Midwest CD	37,000.00						37,000.00	0.50%
	2,934,282.78	(58.06)	154,688.53	(51,663.13)	(59,471.56)	(88,066.15)	2,889,712.41	



# 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:** April 27, 2021

**SUBJECT:** **RESOLUTION 2021-07 – A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET NAME DESIGNATION**

### **BACKGROUND**

The purpose of this type of policy is to provide the criteria and procedure for approving honorary street name designations for Village-owned or controlled streets. After reviewing the policies of a couple of municipal policies adopted by Illinois municipalities, the attached policy has been prepared for Village Board consideration. Provisions in the draft policy include:

- An honorary street name designation maybe made for an individual, a non-profit organization or a significant event.
- For the older areas of the Village, allow for six (6) or seven (7) block lengths may be designated as the honorary street. For example: Center between County Line Road and Liberty Street.
- For the new areas of the Village, allow two (2) block lengths, for example: Settlement between Walnut and Willow.
- Streets are honorarily designated for a three-year period and then the signs are removed and given to Honoree and Applicant.
- The Village may approve up to two (2) honorary street designations per year.
- The honorary street name signs are brown with white lettering and meet the Manual on Uniform Traffic Control Device standards.
- The application fee is \$300, this covers the cost of the sign and installation.
- If the application is not approved, the fee is refunded.
- Completed application and fee are submitted to the Village Administrator; the Administrator reviews the application to determine if it meets the criteria in the policy and then makes a recommendation to Village Board.
- If the Village Board approves the application, it will then approve the Resolution for the honorary street name designation.
- Honoree, or designated representative, must sign Consent Form allowing Village to name the street for them.
- Staff then orders the signs and installs them.

## **BUDGET CONSIDERATIONS**

If the application is completed by an individual or organization, the total cost of the sign, poles (if needed) and installation of the signs is born by the applicant.

The cost to create and install two (2) brown with white lettering double-sided signs is listed below:

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total*</b>
9 X 36" High Intensity Signs	2	\$52.50	\$105.00
12" Cap Flat on 2" Square	1	\$17.15	\$17.15
12" Cap Flat	1	\$17.15	\$17.15
Installation of Signs by PWD/BI	3^	\$36.77	\$110.31
Installation of Signs by PWA	3^	\$19.12	\$57.36
			<b>\$306.97</b>

PWD/BI – Public Works Director/Building Inspector

PWA – Public Works Assistant

^Estimated work hours needed to install signs

\*Does not include the cost of replacing the poles that hold the street signs. If the pole need replacement, the cost of a pole and base is \$67.32. Prices subject to change based on market conditions. Does not include Village Administrator's time for review.

If the Village were to request the installation of the honorary street name signs, the Village has \$2,000 budgeted in 01-50-5622 Street Sign Installation in FY2022.

## **RECOMMENDATION**

That the Village Board review and approve Resolution 2021-07 Establishing a Policy for Honorary Street Name Designation, including the \$300 Application Fee, Honorary Street Name Designation Application, Resolution for Authorizing the Installation of an Honorary Street Name Designation and the Honorary Street Name Designee Consent Form.

Attachment

Resolution 2021-07 Establishing Policy for Honorary Street Name Designation  
Honorary Street Name Designation Policy



## RESOLUTION 2021-07

### A RESOLUTION ESTABLISHING A POLICY FOR HONORARY STREET NAME DESIGNATION

**WHEREAS**, the Village of Maple Park ("The Village") is an Illinois Municipal Corporation located in DeKalb and Kane Counties, Illinois; and,

**WHEREAS**, requests may occasionally be made to the Village President and Board of Trustees to recognize individuals, organizations, or events that have had significant impact to the Village, State of Illinois, or the United States of America; and,

**WHEREAS**, the concept of establishing honorary street names in addition to legal street names serves the purpose for recognizing individuals, organizations, or significant events; and,

**WHEREAS**, the Village has developed specific criteria required for an honorary street name designation to be made.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, hereby approves the following:

**SECTION 1.** The Village of Maple Park Honorary Street Name Designation Policy, \$300 Application Fee, Honorary Street Name Designation Application, Resolution for Authorizing the Installation of an Honorary Street Name Designation and the Honorary Street Name Designee Consent Form, that are attached to this Resolution as Exhibit A.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on May 4, 2021.

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

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

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

(SEAL)

\_\_\_\_\_  
Suzanne Fahnestock, Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk



**VILLAGE OF MAPLE PARK**  
**HONORARY STREET NAME DESIGNATION POLICY**  
APPROVED: \_\_\_\_\_, 2021



## VILLAGE OF MAPLE PARK

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### HONORARY STREET NAME DESIGNATION POLICY

#### **Section 1: Summary and Purpose**

The Village of Maple Park has established a policy to administer requests for honorary street designations. This policy has been established to provide criteria and a procedure for approving honorary designations of Village owned or controlled streets. All honorary street designations approved by the Village Board prior to adoption of this policy shall be grandfathered and not subject to this policy.

#### **Section 2: Terms**

**Honorary Street Designation:** The renaming or co-naming of a Village owned or controlled street to honor the service, commitment, or other type of participation by an individual or non-profit organization or to recognize a significant event.

**Honoree:** Name of individual, non-profit organization, or significant event an application specifies for honorary street designation.

**Individual:** An honoree who has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific Village street.

**Non-Profit Organization:** An Illinois non-profit organization, entity, family, group, or civic or charitable organization that has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific street.

**Significant Event:** An event that is nationally, regionally, or locally recognized or is special or unique to the Village.

#### **Section 3: General Provisions**

Honorary street designations shall reflect recognition of individuals, non-profit organizations, or significant events. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses or residences and businesses on the street. The honorary street name sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color letters used for public streets. Honorary street designations are confined to the right of way within the vicinity of the home, organization, or locations associated with the individual, organization, or significant event. No honorary street designation shall be used that will duplicate or be confused with the name of an existing Village street. Honorary street designations will be limited to a six (6) block long section of the street in Work Area 1 and a seven (7) block long section in Work Area 2; and a two (2) block long section of Areas 3, 4 and 5.

All are limited to one (1) sign at the specified location. Only one (1) honorary street sign will be allowed at an intersection.

Up to two (2) honorary street sign designations will be made per calendar year. If more than two (2) honorary street designations have been made during a calendar year, the Village will notify other applicants and they may resubmit their application the following calendar year. An honorary street designation shall remain in effect for no more than three (3) years after installation. At the end of the three-year period, the Village will remove the honorary street sign and make it available to the applicant. The Village has the right to remove any honorary street sign prior to the end of the three-year period.

A fee of \$300 to cover the Village's costs for sign fabrication and installation is required at the time of application. If the application is not approved, the fee will be refunded. A letter of consent will be required as part of an application for an individual or non-profit organization honorary street designation request.

At the end of the three (3) year period, the signs will be turned over to the applicant and Honoree.

## Section 4: Criteria for Approving Honorary Street Designations

Only individual, non-profit organization, or significant event honorary street designation requests are eligible for consideration. The honoree must have made significant and clearly defined contributions to the Village of Maple Park through cultural, humanitarian, historic, or military achievement. The honoree must have resided in the Village of Maple Park during their lifetime, during which time the individual or organization shall have preferably resided or located on or adjacent to the Village street specified for dedication in the application. Any additional criteria established by the Village Board to further support the honorary street designation request.

## Section 5: Procedure for Filing and Approving Applications

The applicant shall submit a completed honorary street designation application and the \$300 fee to the Village Administrator's Office. Upon receipt of the application and fee, the Village Administrator shall distribute the application to the Village Administrator for her review and a recommendation regarding the application. These departments will review the application to ensure sufficient documentation exists to evaluate the applicant's request and the location desired for the honorary street designation is feasible. If the application satisfies the criteria established for approving an honorary street designation, the Village Administrator will forward a staff recommendation to the Village Board for consideration and approval. The Village Board will review staff's recommendation and the applicant's request, and if approved, will adopt a resolution authorizing the installation of an honorary street sign. The Village Administrator will notify the applicant of the Village Board's decision and direct the Public Works department to fabricate an honorary sign. Public Works will determine the date for the sign to be installed and notify the applicant.

If the request is not approved by the Village Board, the \$300 fee will be refunded to the applicant.

Attached:      Honorary Street Name Designation Application  
Resolution Establishing an Honorary Street Name Designation Policy  
Resolution Authorizing Installation of an Honorary Street Sign  
Honorary Street Name Designee Consent Form  
Village Work Areas Map  
Village Work Area Boundary Definitions



## VILLAGE OF MAPLE PARK

---

### HONORARY STREET NAME DESIGNATION APPLICATION

Name of Honoree: \_\_\_\_\_

Proper Street Name for Sign Placement: \_\_\_\_\_

Intersecting Street Names at each End of the One Block Area:

\_\_\_\_\_

Please check all that apply and include a brief explanation for each of the applicable criteria:

\_\_\_\_\_ Cultural Impact to the Village:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Historical Impact to the Village:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Humanitarian Efforts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Military Achievement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the individual Living or Deceased? (Circle One)

My application consists of the following items necessary for a complete application. Please check:

- ☐ Completed Application Form,
- ☐ **\$300 fee** (make check payable to the **“Village of Maple Park”**)

Applicant Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

=====

**Office Use Only**

Date Application and Fee Received: \_\_\_\_\_

Date Recommendation Send to the Village Board: \_\_\_\_\_

Recommendation:    ☐ Yes    ☐ No

Village Board Approval:    ☐ Yes    ☐ No    Date Approved/Denied: \_\_\_\_\_

Resolution No.: \_\_\_\_\_

Consent Form Executed by Honoree and Submitted to the Village:

☐ Yes    ☐ No    Date Received: \_\_\_\_\_

Date Sign Installed: \_\_\_\_\_

Date Sign to be Removed: \_\_\_\_\_

Date Sign Removed: \_\_\_\_\_

**RESOLUTION 2021-07**

**A RESOLUTION ESTABLISHING A POLICY FOR  
HONORARY STREET NAME DESIGNATION**

**WHEREAS**, the Village of Maple Park ("The Village") is an Illinois Municipal Corporation located in DeKalb and Kane Counties, Illinois; and,

**WHEREAS**, requests may occasionally made to the Village President and Board of Trustees to recognize individuals, organizations, or events that have had significant impact to the Village, State of Illinois, or the United States of America; and,

**WHEREAS**, the concept of establishing honorary street names in addition to legal street names serves the purpose for recognizing individuals, organizations, or significant events; and,

**WHEREAS**, the Village has developed specific criteria required for an honorary street designation to be made.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, hereby approves the following:

**Section 1.** The Village of Maple Park Honorary Street Name Designation Policy, and the Honorary Street Name Designation Application included in the Policy, that are attached to this Resolution as Attachment A.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on May 4, 2021.

Ayes:

Nays:

Absent:

(SEAL)

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

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**RESOLUTION 20\_\_-\_\_**

**A RESOLUTION AUTHORIZING THE INSTALLATION OF AN  
HONORARY STREET NAME DESIGNATION SIGN FOR  
(Name of Individual, Organization or Event)**

**WHEREAS**, Resolution 2021-07 sets forth a policy for receiving, reviewing and acting on applications for honorary street name designations; and,

**WHEREAS**, the Village of Maple Park received an application requesting that honorary street signs be designated for (Name of Individual, Organization or Event), (Reason why Street is Being Designated); and,

**WHEREAS**, (Name of Street Being Designated), shall be known as (Designated Street Name) from (Start Date of Three-Year Period) to (End Date of Three-Year Period) or until such time as the Village determines the sign must be removed; and,

**WHEREAS**, the Village Administrator has determined that this honorary street designation meets the criteria established in the Village of Maple Park Honorary Street Name Designation Policy; and,

**WHEREAS**, the Village Administrator has determined that the application provided was properly completed and all required materials and application fee have been submitted.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees that the Village Administrator is authorized to direct the Public Works Department to install an honorary (Name of Individual, Organization or Event – Honorary Street Name) on (Name of Street to be Designated).

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on \_\_\_\_\_, 20\_\_\_\_\_.

Ayes:

Nays:

Absent:

(SEAL)

\_\_\_\_\_  
Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk





## VILLAGE OF MAPLE PARK

---

### HONORARY STREET NAME DESIGNEE CONSENT FORM

I, or representative of, \_\_\_\_\_, am happy to have been nominated and the Village Board approved that a street be named in my, or organization's honor. I or an organization grant permission for the Village to Maple Park to name

\_\_\_\_\_,  
Proper Street Name

as \_\_\_\_\_.  
Honorary Street Name

I or an organization understand that the honorary street will remain up until:

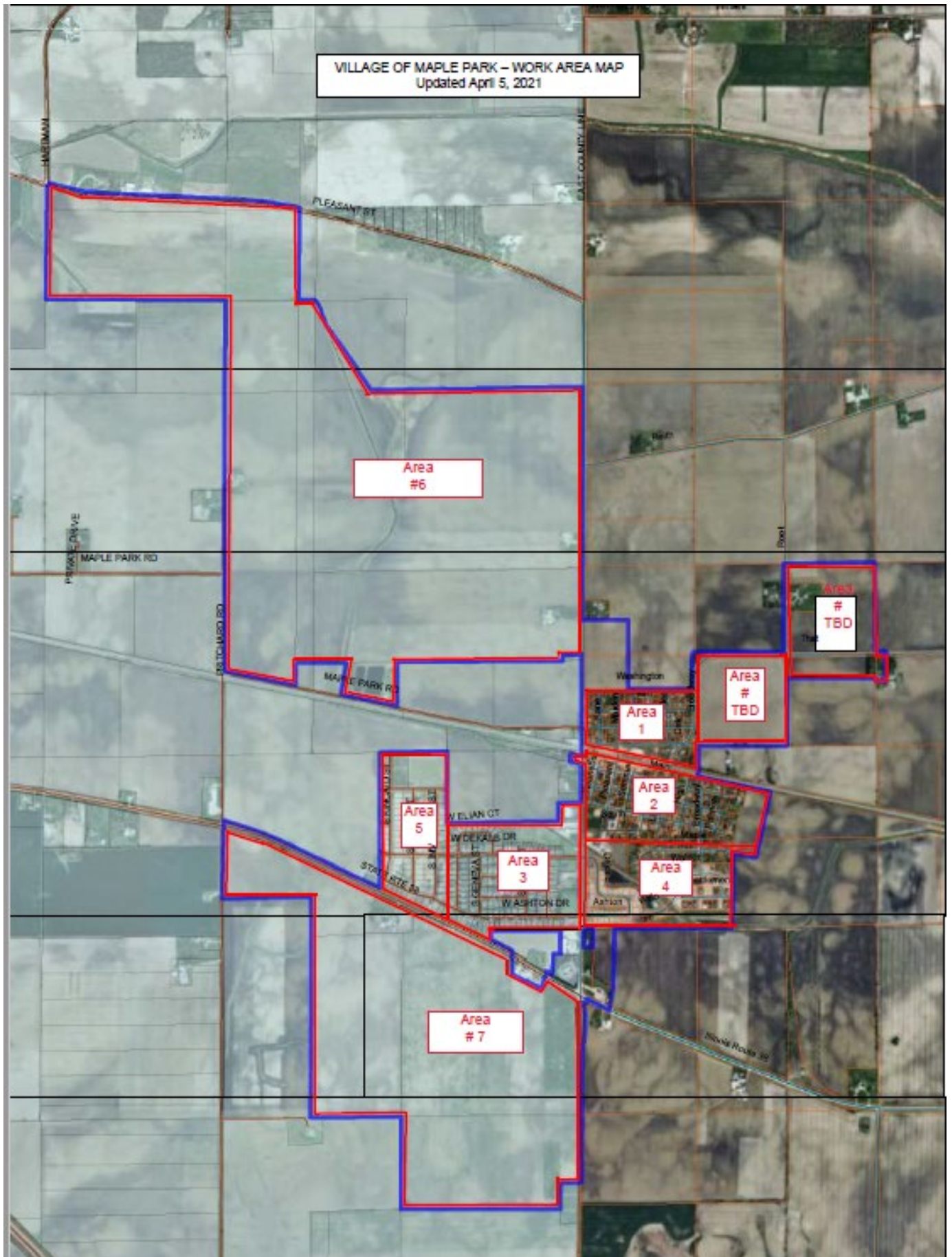
\_\_\_\_\_  
Three-Year Removal Date

\_\_\_\_\_  
Street Name Designation Honoree or Organization's Signature

\_\_\_\_\_  
Date

Return to Village upon receiving notification that a street has honorarily been designated.  
Village of Maple Park, 302 Willow Street or P.O. Box 220, Maple Park, IL 60151.

VILLAGE OF MAPLE PARK – WORK AREA MAP  
Updated April 5, 2021



**VILLAGE OF MAPLE PARK**  
**WORK AREA BOUNDARY DEFINITIONS**

Area 1

North: Washington Street  
South: Railroad Tracks  
East: North Broadway Street  
West: West County Line Road

Area 2

North: Railroad Tracks  
South: Maple Street  
East: Eastern Village of Maple Park Municipal Border  
West: West County Line Road

Area 3

North: Elian Court  
South: West Ashton Street  
East: Elizabeth Street  
West: South Huntley Street

Area 4

North: Willow Street  
South: West Ashton Street  
East: Eastern Village of Maple Park Municipal Border  
West: Elizabeth Street

Area 5

North: Northern Village of Maple Park Municipal Border  
South: West Ashton Street  
East: South Huntley Street  
West: Western Village of Maple Park Municipal Border

Area 6

North: Northern Village of Maple Park Municipal Border  
South: Maple Park Road  
East: County Line road  
West: Pritchard Road and Hartman Road

Area 7

North: Railroad Tracks  
South: Southern Village of Maple Park Municipal Border  
East: Prichard Road and Western Village of Maple Park Municipal Border  
West: County Line Road



# 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:** April 29, 2021

**SUBJECT:** **RESOLUTION 2021-08 AUTHORIZING THE INSTALLATION OF AN HONORARY STREET NAME DESIGNATION SIGNS FOR KATHLEEN CURTIS**

### **BACKGROUND**

The Village has received its first Honorary Street Name Designation Application. The completed application was submitted by Trustee Suzanne Fahnestock. The application meets the requirements for a street name designation due to the historical impact of the Honoree, former Village President and Board of Trustee Member Kathleen Curtis. Mrs. Curtis has served the Village honorably for four (4) years as a Trustee and for the last 12 as the Village's first female Village President. Please see the attached application.

The street requested for honorary street designation is Center Street. The Honorary Street Name Designation is Kathleen Curtis Way. If approved, Center Street will be designated from May 4, 2021 – May 3, 2024 or until the Village determines the street sign must be removed.

Congratulations to Kathy and our sincere gratitude for all her time, dedication and leadership for the last 16 years!

### **RECOMMENDATION**

That the Village Board review and approve Resolution 2021-08 Authorizing the Installation of an Honorary Street Name Designation Signs for Kathleen Curtis. Center Street will be designated Kathleen Curtis Way from May 4, 2021 – May 3, 2024 or until the Village determines the street sign must be removed.

### Attachment

04/29/21 Honorary Street Name Designation Application Submitted by Trustee Suzanne Fahnestock Resolution 2021-08 Authorizing the Installation of an Honorary Street Name Designation Signs – Kathleen Curtis Way



## VILLAGE OF MAPLE PARK

### HONORARY STREET NAME DESIGNATION APPLICATION

Name of Honoree: Kathleen Curtis (Kathleen Curtis Way)

Proper Street Name for Sign Placement: Center Street

Intersecting Street Names at each End of the One Block Area:

Between County Line Road and Liberty Street

Please check all that apply and include a brief explanation for each of the applicable criteria:

\_\_\_\_\_ Cultural Impact to the Village:

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☒ Historical Impact to the Village:

Kathleen Curtis has served the Village of Maple Park for 16 years. She began her service to the Village as a Trustee in 2005. She has served on the Finance, Parks and Grounds and Police Committees. In 2009 Kathleen became the first female Village President in Maple Park history and through her leadership has worked to improve the Village through the approval of the Village's TIF District. She has been fiscally responsible and a guardian of the residents of Maple Park during a recession and a pandemic.

\_\_\_\_\_ Humanitarian Efforts:

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\_\_\_\_\_ Military Achievement:

Is the individual Living or Deceased? (Circle One)

My application consists of the following items necessary for a complete application. Please check:

- ☐ Completed Application Form,
- ☐ **\$300 fee** (make check payable to the "Village of Maple Park")

Applicant Name: Trustee Suzanne Fahnestock

E-Mail Address: sfahnesock@villageofmaplepark.com

Applicant Address: 302 Willow Street

City: Maple Park

State: Illinois

Zip: 60151

Phone Number: (630)387-9370

Signature of Applicant: Suzanne Fahnestock

Date of Application: April 29-2021

**Office Use Only**

Date Application and Fee Received: 04/29/21

Date Recommendation Send to the Village Board: 04/29/21

Recommendation: ☒ Yes ☐ No

Village Board Approval: ☐ Yes ☐ No Date Approved/Denied: \_\_\_\_\_

Resolution No.: \_\_\_\_\_

Consent Form Executed by Honoree and Submitted to the Village:

☐ Yes ☐ No Date Received: \_\_\_\_\_

Date Sign Installed: \_\_\_\_\_

Date Sign to be Removed: \_\_\_\_\_

Date Sign Removed: \_\_\_\_\_

## RESOLUTION 2021-08

### A RESOLUTION AUTHORIZING THE INSTALLATION OF AN HONORARY STREET NAME DESIGNATION SIGNS FOR KATHLEEN CURTIS

**WHEREAS**, Resolution 2021-07 sets forth a policy for receiving, reviewing and acting on applications for honorary street name designations; and,

**WHEREAS**, the Village of Maple Park received a complete application requesting that honorary street signs be designated for Kathleen Curtis, former Village President and Village Board Trustee; and,

**WHEREAS**, the Village Administrator has determined that the application provided was complete and all required materials have been provided; and,

**WHEREAS**, the Village Administrator has determined that this honorary street designation meets the criteria established in the Village of Maple Park Honorary Street Name Designation Policy; and,

**WHEREAS**, Center Street shall be known as Kathleen Curtis Way from May 4, 2021 through May 3, 2024 or until such time as the Village determines the sign must be removed.

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees that the Village Administrator is authorized to direct the Public Works Department to install honorary street signs on Center Street that are dedicated to Kathleen Curtis; and whereas, Center Street will be known at Kathleen Curtis Way for the Village of Maple Park, DeKalb and Kane Counties, Illinois, hereby approves the following:

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on May 4, 2021.

Ayes:

\_\_\_\_\_

Nays:

\_\_\_\_\_

Absent:

\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Suzanne Fahnstock, Village President

**ATTEST:**

\_\_\_\_\_  
Village Clerk





# 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:** April 26, 2021

**SUBJECT:** **COVID-19 PHASE IV MITIGATION – OUTDOOR DINING AND THE TEMPORARY USE OF PUBLIC SIDEWALK – RESOLUTION 2021-09 AUTHORIZING THE TEMPORARY USE OF THE PUBLIC SIDEWALK BY LODI TAP HOUSE, LLC AND SOUL LOCO, LLC**

### BACKGROUND

Currently, Region 8 is following Phase IV Restore Illinois Mitigation guidelines for bars and restaurants, dated April 21, 2021 per the Illinois Department of Commerce and Economic Opportunity; the guidelines include:

1. Capacity being limited based on spacing tables 6' feet apart
2. The maximum party size at each table is 10'
3. If all guests are vaccinated, with proof, the table party size may exceed 10
4. For indoor spaces:
  - A. Standing areas must ensure that parties are placed at standing tables that are spaced at least 6' apart
  - B. As long as the establishment can manage the standing areas to ensure 6' spacing between tables, then the standing area capacity (25%) can be increased with individuals that provide proof of vaccination or negative COVID test.
5. Restaurant and bar patrons should wear face coverings as soon as they enter the premises and must keep them on except while eating and drinking
6. Outdoor dining is defined as:
  - A. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
  - B. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
  - C. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8' from such opening; or
  - D. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper social distancing of 6' between designated customer tables and/or other seating areas is observed and parties are of six (6) persons or fewer
7. Guidelines state that restaurants should take reservations so that the documentation can be used to contact trace in the event of a COVID-19 exposure,
8. Live music is permitted, but employees and performers should follow social distancing guidelines. Performers should wear faces masks where possible and, if possible, have a barrier between performers and customers
9. Dancing and singing (karaoke) by patrons are not permitted

Per the Center for Disease Control (CDD) guidelines dated April 27, 2021, fully vaccinated individuals can engage in the following activities without wearing masks:

1. Walking, running, hiking or biking outdoors alone or with members of their household



2. Attending small outdoor gatherings with fully vaccinated family and friends
3. Attending small outdoor gatherings with a mixture of fully vaccinated and unvaccinated people
4. Dining at outdoor restaurants with friends from multiple households

However, with the changes in guidelines for bars and restaurants and indoor/outdoor dining and with/without vaccinations, patrons are still uncomfortable with dining indoors and as a result led to a request from Mr. Luke Goucher of Lodi Tap House, LLC and Soul Loco, LLC, via e-mail dated March 22, 2021 and confirmed on April 26, 2021. Mr. Goucher is asking that the Village Board consider authorizing Lodi and Soul Loco the ability to temporarily use the public sidewalk for outdoor dining. The proposed sidewalk use includes four (4) tables for Soul Loco on Pleasant Street and six (6) tables for area outside of Lodi Tap House, the six (6) tables include the ones in the nook next to the front door of the establishment. Tables would be spaced 6' apart and will allow four (4) people per table.

In June 2020, the previous Village Board, in an effort to allow the greatest amount of latitude in promoting the viability of Maple Park bars and restaurants during the pandemic authorized the use of public sidewalks for outdoor dining; however, none of the establishments utilized the sidewalks between June and November 2020.

If the Board were to grant the sidewalk use request, the requestor must:

1. Comply with the Restore Illinois Phase IV Guidelines for Restaurants and Bars, dated April 21, 2021 per the Illinois Department of Commerce and Economic Opportunity
2. Remind patrons they should stay at the designated table areas and not walk down the street with open alcohol
3. Be responsible for the removal of all paper and food waste generated by the designated tables areas
4. Provide the Village with a Certificate of Insurance (COI) for 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 insured, and which protects them from all claims arising from the requested sidewalk use. A copy of said policy and endorsement shall be provided to the Village of Maple Park before the sidewalk may be used for outdoor seating (dining.) The COI should be issued from May 4, 2021 through September 7, 2021. (Usually, COIs are issued for a year.)
5. Comply with the Village's Noise Control Ordinance, 5-7-3 where noise may be emitted during the following hours:

Sunday through Thursday	7:00 a.m. to 10:00 p.m.
Friday through Saturday	7:00 a.m. to 11:00 p.m.

The Board should also consider extending the same opportunity for all the bars and restaurants in the Village, although the other owners have not requested temporary use of public sidewalks. Resolution 2021-09 has been drafted for Lodi Tap House and Soul Loco's temporary use of the public sidewalk. The Board may choose to modify the resolution to allow all Maple Park bar and restaurant owners to temporarily utilize the public sidewalk for additional seating, if they would like to use the space.

### **RECOMMENDATION**

That the Village Board review and consider approving Resolution 2021-09 Authorizing the Temporary Use of the Public Sidewalk by Lodi Tap House, LLC and Soul Loco, LLC and should also consider extending the same opportunity for all the bars and restaurants in Maple Park and if so, modify the language authorizing such in Resolution 2021-09

Attachment

E-Mailed Dated 03/22/21 from Mr. Luke Goucher to President Curtis Requesting Use of the Public Sidewalk  
Resolution 2021-09 Authorizing the Temporary Use of the Public Sidewalk

## Dawn Wucki-Rossbach

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**Subject:** FW: FW: Outdoor Dining

**From:** Luke Goucher <luke@luditaphouse.com>  
**Sent:** Monday, April 26, 2021 2:51 PM  
**To:** Dawn Wucki-Rossbach <dwrossbach@villageofmaplepark.com>  
**Subject:** Re: FW: Outdoor Dining

Yes I do. We have many clients who have indicated that they simply are not comfortable with any dining that isn't outside.

Luke

On Mon, Apr 26, 2021 at 2:38 PM Dawn Wucki-Rossbach <[dwrossbach@villageofmaplepark.com](mailto:dwrossbach@villageofmaplepark.com)> wrote:

Hello Luke,

I'm working on the May 4, 2021 Village Board Agenda and have a Request for Outdoor Dining – Use of Public Sidewalk on the agenda. I was following up to see if you would like the new Village Board to consider the request. If so, please let me know and I'll use your request below. Also, if you have a diagram I'd like to include it. Our agenda goes out this Thursday so if could let me know before then I would appreciate it.

Dawn

**From:** Kathleen Curtis <[kcurtis@villagemaplepark.onmicrosoft.com](mailto:kcurtis@villagemaplepark.onmicrosoft.com)>  
**Sent:** Tuesday, March 23, 2021 8:38 AM  
**To:** Luke Goucher <[luke@luditaphouse.com](mailto:luke@luditaphouse.com)>  
**Cc:** Dawn Wucki-Rossbach <[dwrossbach@villagemaplepark.onmicrosoft.com](mailto:dwrossbach@villagemaplepark.onmicrosoft.com)>  
**Subject:** Re: Outdoor Dining

Luke

Outdoor dining was discussed at last week's COW. The Board is waiting for the Governor's Bridge Plan and specific requests before making any decisions.

Dawn - Please reach out to Luke and get needed information for the incoming Board to evaluate and vote in May.

Thank You

Kathy

Kathleen (Kathy) Curtis - Village President

302 Willow St PO Box 220 Maple Park, IL 60151

Cell Phone 815-209-7666

----- Original Message -----

**From:**

"Luke Goucher" <[luke@lodeitaphouse.com](mailto:luke@lodeitaphouse.com)>

**To:**

"Kathy Curtis" <[kcurtis@villageofmaplepark.com](mailto:kcurtis@villageofmaplepark.com)>

**Cc:**

**Sent:**

Mon, 22 Mar 2021 09:37:22 -0500

**Subject:**

Outdoor Dining

Kathy -

We have been receiving lots of calls for outdoor dining. I hoping that the village would consider allowing for a few table on the sidewalk this year. I think we can fit (6) 4 ppl tables outside of Lodi on the side walk and the fenced nook to the west. Additionally I wanted to ask for 4 tables in front of Soul Loco which will be opening soon.

Please let me know as we would need to order some tables and chairs.

Thanks -

Luke

# **VILLAGE OF MAPLE PARK, ILLINOIS**

## **RESOLUTION 2021-09**

### **A RESOLUTION AUTHORIZING THE TEMPORARY USE OF THE PUBLIC SIDEWALK BY LODI TAP HOUSE, LLC AND SOUL LOCO, LLC**

**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 April 21, 2021 the Illinois Department of Commerce and Economic Opportunity provided Restore Illinois Phase 4 Guideline Facts and updated COVID-19 bar and restaurant requirements for indoor and outdoor dining that is based on spacing and vaccination confirmation; and,

**WHEREAS**, the Village deems it necessary and beneficial to provide the bars and restaurants along Main Street with the greatest opportunity to move closer to fully re-opening their businesses, until the “Bridge Phase” and “Phase V” of the Restore Illinois Plan are enacted, by allowing the use of public sidewalks in front of Lodi Tap House (303 Main Street) and Soul Loco (Garage unit of 303 Main Street/Pleasant Street) Maple Park so that the Village may provide the owners with outdoor seating that they might not currently possess; and,

**WHEREAS**, this Board’s action requires that the Board authorize the temporary use of the public sidewalk in front of each establishment, the authorization will take place between May 5, 2021 and September 7, 2021, whereas the Village Board may then again consider extending the temporary use of the public sidewalk; and,

**WHEREAS**, the logistics of the use of the public sidewalk will be the responsibility of the owners of the establishments and that the owners will provide and set up and take down the tables and chairs needed for the seated area, including a detailed policing of the neighborhood the day after public sidewalk use is no longer active in order to ensure all is clean;

**SECTION 1.** The use of the public sidewalk shall occur on May 5, 2021 from approximately 10:00 a.m. and shall continue until the 12 Noon on September 8, 2021.

**SECTION 2.** The bar and restaurant owners assume full responsibility for the direction, protection, and regulation of their public sidewalk use.

**SECTION 3.** 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 4.** 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 public sidewalk will be available for use as outdoor seating.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at a regular Board meeting held on \_\_\_\_\_, 4, 20\_\_\_\_.

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

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

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

ABSTAIN: \_\_\_\_\_

**APPROVED** by the Village President on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Suzanne Fahnestock, Village President

**ATTEST:**

\_\_\_\_\_  
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

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## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** April 23, 2021

**SUBJECT:** **ORDINANCE 2021-10 ORDINANCE MODIFYING TITLE 4, CHAPTER 2, “LIQUOR CONTROL,” SECTIONS 5 AND 6 OF THE MAPLE PARK VILLAGE CODE**

### **BACKGROUND**

Back in 2016, the Village Board approved Ordinance 2016-08, a text amendment for Title 4, Chapter 2, the Liquor Control Ordinance. The text amendment permitted a Village Trustee to hold a liquor license under certain conditions. The conditions in the Liquor Control Ordinance state that liquor sales are incidental to the selling of food and that the Trustee does not participate in or vote on any alcoholic liquor issues pending before the Village Board. The amendment also identified that Limited Liability Companies (LLCs) were under the same restrictions as corporations that hold licenses.

The Village needs to again amend the Liquor Control ordinance in order to align Village Code with Illinois State Statutes. State Statute, 235 ILCS 5/6-2(14), states that a Trustee may have a direct interest in the manufacture, sale or distribution of alcoholic liquor as long as he or she is not a law enforcing public official, a mayor or Village President, or President of a County Board. It also states that to prevent a conflict of interest, the elected official with the direct interest in the manufacture, sale, or distribution of alcoholic liquor shall not participate in any meetings, hearings, or decision on matters impacting the manufacture, sale or alcoholic liquor. The proposed text amendment directly refers to this section of the statute. By incorporating a direct reference to 235 ILCS 5-6-2(14) in the Village’s code, the Village will not have to update Title, 4, Chapter 2, “Liquor Control,” every time the State amends this section of the statute.

The existing language with proposed text amendments is attached. The text that is going to be removed and replaced has been struck through and the proposed language is in bold text and underlined. Also attached is State Statute 235 ILCS 5-6-2 and Section 5-6-2(14) is highlighted in yellow.

### **RECOMMENDATION**

That the Village Board review and approve Ordinance 2021-10 an Ordinance Modifying Title 4, Chapter 2, “Liquor Control,” Sections 5 and 6 of the Maple Park Village Code.

### Attachments

Existing Municipal Code Language for 4-2-5.B.8, 4-2-6.N. and 235 ILCS 5/6-2(14)  
Ordinance 2021-10 Ordinance Modifying Title 4, Chapter 2, “Liquor Control”

**EXISTING TITLE 4, CHAPTER 2 “LIQUOR CONTROL”**  
**MUNICIPAL CODE LANGUAGE**

**4-2-5: APPLICATION FOR LICENSE; CONTENTS; REVIEW:**

A. Filing Application; Signatures Required: Applications for such licenses or temporary permits shall be made to the Local Liquor Control Commissioner on forms provided by the Village Clerk. The application shall be signed by the applicant or applicants. If the applicant is a partnership, the application shall be signed by all the general partners. If the applicant is a corporation or a not for profit association, the application shall be signed by the president and secretary, and a resolution authorizing the making of said application shall be presented with the application.

B. Information Required: All such applications shall be verified under oath and contain the following information, if applicable:

1. The name (including first name, middle initial and last name), age, date of birth, social security number, and address of the applicant or applicants. In the case of a partnership, the names (including first name, middle initial and last name), age, date of birth, social security number and addresses of the partners. In the case of a corporation, limited liability company or not for profit association, the names (including first name, middle initial, and last name), age, date of birth, social security number and addresses of the officers and directors, and if five percent (5%) or more of stock is owned by one person, the name (including first name, middle initial and last name), age, date of birth, social security number and address of such person. In the case of a corporation, limited liability company or not for profit association, a copy of the organization's articles of incorporation or charter and a copy of its bylaws shall be presented.

2. A statement that, if a partnership, all members of the partnership are qualified to obtain a license.

3. A statement that, if a corporation, all officers and directors and any shareholder with five percent (5%) or more of the stock are eligible to receive a license hereunder for every reason other than residence.

4. The citizenship of the applicant, his place of birth and, if a naturalized citizen, the time and place of his naturalization.

5. The character of business of the applicant.

6. The length of time said applicant has been in a business of that character or, in the case of a corporation or not for profit association, the date when its certificate of incorporation or charter was issued.

7. A statement that the applicant does beneficially own the premises for which a license is sought or does have a lease thereon for the full period for which the license is to be issued. A copy of the applicant's title, contract to purchase or lease shall be submitted.

8. ~~A statement that the applicant is not a law enforcement official, village president or village trustee of the village and that no such official has any interest in any way, either directly or indirectly, regarding applicant's proposed business.~~ **A statement that the applicant is not a law enforcement official or village president of the Village of Maple Park in a manner prohibited by 235 ILCS 5/6-2(14).**

9. A statement that the applicant has not been convicted of being a keeper or is keeping a house of ill fame and has not been convicted of pandering or other crime or misdemeanor opposed to decency or morality.

10. A statement that if the business is conducted by a manager or agent, said manager or agent possesses the same qualifications required of the licensee.

11. A statement that the business premises are not within one hundred feet (100') of any church, school, hospital, home for aged or indigent persons or for veterans, their wives or children, any military station or undertaking establishments.

12. A statement that a majority of the customers are not or will not be minors and that the principal business does not consist of selling school books, supplies, food, lunches or drinks for such minors.

13. The location and description of the premises or place of business which is to be operated under such license.

14. A statement whether the applicant has made application for a similar or other license on premises other than that described in the application, and the status of such application.

15. A statement that the applicant has never been convicted of a felony and that the applicant is not disqualified to receive a license by reason of any matter or thing contained in this chapter, or other ordinances of the village or laws of the state.

16. A statement whether any prior liquor license held by this applicant has ever been revoked or suspended, and the reasons therefor.

17. A statement that the applicant will not violate any of the laws or ordinances of the United States, the state of Illinois and the village of Maple Park in the conduct of his business. (Ord. 1995-06, 6-5-1995)

C. Time Limit On Applications: The liquor control commissioner shall have sixty (60) days in which to review the application. (Ord. 1987-01, 4-6-1987)

D. Insurance: Each application for a license required under this section, and each application for the renewal of a license shall be accompanied by evidence of all required insurance, as described in subsection D2a of this section, in the form of a certificate of insurance acceptable to the liquor commissioner, issued by an insurance company licensed to do business in the state of Illinois.

1. The certificate shall insure the applicant and the owner or lessor of the premises for not less than the minimum liability amount required by this code.

2. Licensees shall have certificates of insurance immediately provided to the office of the village clerk at the time of renewal and/or within ten (10) days of the date when at such time as a change in insurance carriers occurs. Upon request of the liquor commissioner, a licensee shall provide evidence of current coverage at times other than initial application and renewal. License holders shall be required to provide coverage for the premises and building where a liquor license is maintained.

a. For purposes of this section, the required insurance shall be defined to include:

(1) Dramshop insurance with policy limits at or in excess of the statutory minimum required under Illinois law.



(2) Comprehensive general liability insurance with policy limits of not less than one million dollars (\$1,000,000.00) per person/per occurrence.

b. In addition to the foregoing requirements, applicants and licensees are also required to maintain workers' compensation, and any other insurance required under applicable Illinois law as a condition of being eligible to obtain or maintain a liquor license. (Ord. 2014-09, 4-1-2014)

#### **4-2-6: RESTRICTIONS ON LICENSES:**

The restrictions contained herein shall be applicable to any applicant for a liquor license and said restrictions shall continue to be applicable during the term of the license, if granted. The term "person" when used in this section shall be defined to include an individual if the applicant is an individual; the general partners if a partnership is the applicant; the officers, directors and shareholders owning five percent (5%) or more of the stock if a corporation is the applicant; and a majority of the members if a not for profit association is the applicant. No such license shall be issued to:

A. An applicant who is not a resident of the village. If the applicant is a partnership, at least one of the general partners must be a resident of the village. If the applicant is a corporation or limited liability company, its principal place of business must be within the village.

B. A person who is not of good character and reputation in the community in which he resides.

C. A person who is not a citizen of the United States.

D. A person who has been convicted of a felony, or who has been convicted of two (2) or more criminal misdemeanors other than for a traffic violation within the two (2) years next preceding his application.

E. A person who has been convicted of being the keeper of, or is keeping, a house of ill fame.

F. A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality.

G. A person or applicant whose license issued under this chapter has been revoked for cause.

H. A person or applicant who, at the time of application for renewal of any license hereunder, would not be eligible for such license under a first application.

I. A partnership, unless all of the members of such partnership shall be qualified to obtain a license.

J. A corporation or limited liability company if any officer, manager or director thereof, or any stockholder or stockholders of a corporation, or member or members of a limited liability company owning in the aggregate more than five percent (5%) of the stock of such corporation (or units of a limited liability company), would be ineligible to receive a license hereunder for any reason other than citizenship and residence within the village.

K. Any person or applicant whose place of business is conducted by a manager or agent unless said manager or agent possesses the same qualifications required of the licensee.

L. A person who has been convicted of a violation of any state or federal law concerning the manufacture, possession or sale of alcoholic liquor, or who shall have forfeited his bond to appear in court to answer charges for any such violation.

M. A person or applicant who does not own the premises for which a license is sought or does not have a lease thereon for the full period for which the license is issued.

N. ~~Any village law enforcement official, village president, or village trustee, except that a license may be granted to a village trustee if: 1) the sale of alcoholic liquor pursuant to the license is incidental to the selling of food, and 2) the village trustee does not participate in or vote on any alcoholic liquor issues pending before the board to which the license holder is elected.~~ **Any village law enforcement official or village president in a manner prohibited by 235 ILCS 5/6-2(14).**

O. Any person or applicant not eligible for a state retail liquor dealer's license. (Ord. 2016-08, 8-2-2016)

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## **ILLINOIS COMPILED STATUTE (ILCS)**

(235 ILCS 5/6-2) (from Ch. 43, par. 120)  
Sec. 6-2. Issuance of licenses to certain persons prohibited.

(a) Except as otherwise provided in subsection (b) of this Section and in paragraph (1) of subsection (a) of Section 3-12, no license of any kind issued by the State Commission or any local commission shall be issued to:

(1) A person who is not a resident of any city, village or county in which the premises covered by the license are located; except in case of railroad or boat licenses.

(2) A person who is not of good character and reputation in the community in which he resides.

(3) (Blank).

(4) A person who has been convicted of a felony under any Federal or State law, unless the Commission determines that such person will not be impaired by the conviction in engaging in the licensed practice after considering matters set forth in such person's application in accordance with Section 6-2.5 of this Act and the Commission's investigation.

(5) A person who has been convicted of keeping a place of prostitution or keeping a place of juvenile prostitution, promoting prostitution that involves keeping a place of prostitution, or promoting juvenile prostitution that involves keeping a place of juvenile prostitution.

(6) A person who has been convicted of pandering.

(7) A person whose license issued under this Act has been revoked for cause.

(8) A person who at the time of application for renewal of any license issued hereunder would not be eligible for such license upon a first application.

(9) A copartnership, if any general partnership thereof, or any limited partnership thereof, owning more than 5% of the aggregate limited partner interest in such copartnership would not be eligible to receive a license hereunder for any reason other than residence within the political subdivision, unless residency is required by local ordinance.

(10) A corporation or limited liability company, if any member, officer, manager or director thereof, or any stockholder or stockholders owning in the aggregate more than 5% of the stock of such corporation, would not be eligible to receive a license hereunder for any reason other than residence within the political subdivision.

(10a) A corporation or limited liability company

unless it is incorporated or organized in Illinois, or unless it is a foreign corporation or foreign limited liability company which is qualified under the Business Corporation Act of 1983 or the Limited Liability Company Act to transact business in Illinois. The Commission shall permit and accept from an applicant for a license under this Act proof prepared from the Secretary of State's website that the corporation or limited liability company is in good standing and is qualified under the Business Corporation Act of 1983 or the Limited Liability Company Act to transact business in Illinois.

(11) A person whose place of business is conducted by a manager or agent unless the manager or agent possesses the same qualifications required by the licensee.

(12) A person who has been convicted of a violation of any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, subsequent to the passage of this Act or has forfeited his bond to appear in court to answer charges for any such violation, unless the Commission determines, in accordance with Section 6-2.5 of this Act, that the person will not be impaired by the conviction in engaging in the licensed practice.

(13) A person who does not beneficially own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is to be issued.

(14) Any law enforcing public official, including members of local liquor control commissions, any mayor, alderman, or member of the city council or commission, any president of the village board of trustees, any member of a village board of trustees, or any president or member of a county board; and no such official shall have a direct interest in the manufacture, sale, or distribution of alcoholic liquor, except that a license may be granted to such official in relation to premises that are not located within the territory subject to the jurisdiction of that official if the issuance of such license is approved by the State Liquor Control Commission and except that a license may be granted, in a city or village with a population of 55,000 or less, to any alderman, member of a city council, or member of a village board of trustees in relation to premises that are located within the territory subject to the jurisdiction of that official if (i) the sale of alcoholic liquor pursuant to the license is incidental to the selling of food, (ii) the issuance of the license is approved by the State Commission, (iii) the issuance of the license is in accordance with all applicable local ordinances in effect where the premises are located, and (iv) the official granted a license does not vote on alcoholic liquor issues pending before the board or council to which the license holder is elected. Notwithstanding any provision of this paragraph (14) to the contrary, an alderman or member of a city council or commission, a member of a village board of trustees other than the president of the village board of trustees, or a member of a county board other than the president of a county board may have a direct interest in the manufacture, sale, or distribution of alcoholic liquor as long as he or she is not a law enforcing public official, a mayor, a village board president, or president of a county board. To prevent any conflict of interest, the elected official with the direct interest in the manufacture, sale, or distribution of alcoholic liquor shall not participate in any meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor. Furthermore, the mayor of a city with a population of 55,000 or less or the president of a village with a population of 55,000 or less may have an interest in the manufacture, sale, or distribution of alcoholic liquor as long as the council or board over which he or she

presides has made a local liquor control commissioner appointment that complies with the requirements of Section 4-2 of this Act.

(15) A person who is not a beneficial owner of the business to be operated by the licensee.

(16) A person who has been convicted of a gambling offense as proscribed by any of subsections (a) (3) through (a) (11) of Section 28-1 of, or as proscribed by Section 28-1.1 or 28-3 of, the Criminal Code of 1961 or the Criminal Code of 2012, or as proscribed by a statute replaced by any of the aforesaid statutory provisions.

(17) A person or entity to whom a federal wagering stamp has been issued by the federal government, unless the person or entity is eligible to be issued a license under the Raffles and Poker Runs Act or the Illinois Pull Tabs and Jar Games Act.

(18) A person who intends to sell alcoholic liquors for use or consumption on his or her licensed retail premises who does not have liquor liability insurance coverage for that premises in an amount that is at least equal to the maximum liability amounts set out in subsection (a) of Section 6-21.

(19) A person who is licensed by any licensing authority as a manufacturer of beer, or any partnership, corporation, limited liability company, or trust or any subsidiary, affiliate, or agent thereof, or any other form of business enterprise licensed as a manufacturer of beer, having any legal, equitable, or beneficial interest, directly or indirectly, in a person licensed in this State as a distributor or importing distributor. For purposes of this paragraph (19), a person who is licensed by any licensing authority as a "manufacturer of beer" shall also mean a brewer and a non-resident dealer who is also a manufacturer of beer, including a partnership, corporation, limited liability company, or trust or any subsidiary, affiliate, or agent thereof, or any other form of business enterprise licensed as a manufacturer of beer.

(20) A person who is licensed in this State as a distributor or importing distributor, or any partnership, corporation, limited liability company, or trust or any subsidiary, affiliate, or agent thereof, or any other form of business enterprise licensed in this State as a distributor or importing distributor having any legal, equitable, or beneficial interest, directly or indirectly, in a person licensed as a manufacturer of beer by any licensing authority, or any partnership, corporation, limited liability company, or trust or any subsidiary, affiliate, or agent thereof, or any other form of business enterprise, except for a person who owns, on or after the effective date of this amendatory Act of the 98th General Assembly, no more than 5% of the outstanding shares of a manufacturer of beer whose shares are publicly traded on an exchange within the meaning of the Securities Exchange Act of 1934. For the purposes of this paragraph (20), a person who is licensed by any licensing authority as a "manufacturer of beer" shall also mean a brewer and a non-resident dealer who is also a manufacturer of beer, including a partnership, corporation, limited liability company, or trust or any subsidiary, affiliate, or agent thereof, or any other form of business enterprise licensed as a manufacturer of beer.

(b) A criminal conviction of a corporation is not grounds for the denial, suspension, or revocation of a license applied for or held by the corporation if the criminal conviction was not the result of a violation of any federal or State law concerning the manufacture, possession or sale of alcoholic liquor, the offense that led to the conviction did not result in any financial gain to the corporation and the corporation has terminated its relationship with each director, officer, employee, or controlling shareholder whose actions directly contributed to the conviction of the corporation. The Commission shall determine

if all provisions of this subsection (b) have been met before any action on the  
corporation's license is initiated.  
(Source: P.A. 100-286, eff. 1-1-18; 101-541, eff. 8-23-19.)

**VILLAGE OF MAPLE PARK**

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**ORDINANCE NO. 2021-10**

**AN ORDINANCE MODIFYING TITLE 4, CHAPTER 2,  
“LIQUOR CONTROL,” SECTIONS 5 AND 6 OF THE  
MAPLE PARK VILLAGE CODE**

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

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Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park,  
Kane and DeKalb Counties, Illinois, this \_\_\_ day of May, 2021.

**ORDINANCE NO. 2021-10**

**AN ORDINANCE MODIFYING TITLE 4, CHAPTER 2,  
“LIQUOR CONTROL,” SECTIONS 5 AND 6 OF THE  
MAPLE PARK VILLAGE CODE**

**WHEREAS**, the Village of Maple Park, DeKalb and Kane Counties, Illinois is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and,

**WHEREAS**, the President and Board of Trustees of the Village of Maple Park believe it appropriate to amend the text of the Liquor Control chapter of the Maple Park Village Code to align with state statutory provisions, specifically 235 ILCS 5/6-2(14).

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

**SECTION 1.** That Section 4-2-5.B.8. of the Maple Park Village Code shall be amended to delete and replace the existing subparagraph 8 of Paragraph B of Section 4-2-5 with the following:

8. A statement that the applicant is not a law enforcement official or village president of the Village of Maple Park in a manner prohibited by 235 ILCS 5/6-2(14).

**SECTION 2.** That Section 4-2-6.N. of the Maple Park Village Code shall be amended to delete and replace the existing Paragraph N with the following:

N. Any village law enforcement official or village president in a manner prohibited by 235 ILCS 5/6-2(14).

**SECTION 3. Severability.** If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance.

**SECTION 4. Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

**PASSED** this \_\_\_\_\_ day of May, 2021, pursuant to roll call vote as follows:

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

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

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

**APPROVED** this \_\_\_\_\_ day of May, 2021.

SEAL

\_\_\_\_\_  
Suzanne Fahnestock, Village President

ATTEST:

\_\_\_\_\_  
Village Clerk



## CLERK'S CERTIFICATE

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

I, \_\_\_\_\_, certify that I am the duly appointed and acting municipal clerk of Maple Park, DeKalb and Kane County, Illinois.

I further certify that on the \_\_\_\_ day of May, 2021, the Board of Trustees of the Village of Maple Park passed and approved **AN ORDINANCE MODIFYING TITLE 4, CHAPTER 2, “LIQUOR CONTROL,” SECTIONS 5 AND 6 OF THE MAPLE PARK VILLAGE CODE.**

Dated at Maple Park, Illinois, this \_\_\_\_ day of May, 2021.

(SEAL)

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:** April 26, 2021

**SUBJECT:** **ORDINANCE 2021-11 ORDINANCE AMENDING TITLE 1 “ADMINISTRATION,” CHAPTER 6 “VILLAGE OFFICERS AND EMPLOYEES,” ARTICLE 1 “VILLAGE CLERK,” TO INCLUDE A NEW SECTION 9 ENTITLED “DEPUTY VILLAGE CLERK”**

### **BACKGROUND**

The Village established the position of Village Clerk in the Village Code, per 1-6.A. see attached; however, when the Clerk has been unable to complete the duties as assigned in the Village Code and in the job description for the position, the Village Board has continuously, between April 9, 2009 and present, motioned and approved for the Village Accountant/Village Treasurer to serve as the Deputy Village Clerk. Currently, the Deputy Village Clerk position is not in the Village Code. It is a formality and in the best interest of the Village to formally establish the position of Deputy Village Clerk.

Ordinance 2021-11, establishes the Deputy Village Clerk position and authorizes the appointed individual to execute all documents required by law and to affix the Village seal whenever required. The Deputy Village Clerk will also keep Village records and be the custodian of documents belonging to the Village. To maintain the separation of duties, when the Village Clerk position is occupied, the Deputy Village Clerk will not act as the Village Collector. Per State Statute, when signing documents, the Deputy Village Clerk shall sign the name of the Village Clerk followed with the word “By” and the Deputy Village Clerk’s own name and the words “Deputy Clerk.” The Deputy Village Clerk does not need to be a Village resident. The Deputy Clerk shall be appointed by the Village President with the advice and consent of the Village Board of Trustees. Appointments are made annually on May 1.

Assuming the Village Board approves Ordinance 2021-11, the Board should then appoint Cheryl Aldridge as the Deputy Village Clerk for the Village of Maple Park, Agenda Item 8.E.

### **RECOMMENDATION**

That the Village Board review and approve Ordinance 2021-11 Amending Title 1 “Administration,” Chapter 6 “Village Officers and Employees,” Article 1 “Village Clerk,” to Include a New Section 9 Entitled “Deputy Village Clerk;” and then appoint Cheryl Aldridge as Deputy Village Clerk.

Attachment

Title 1, Chapter 6A-1 Village Clerk

Village Clerk Job Description

Ordinance 2021-11 Ordinance 2021-11 Amending Title 1 “Administration,” Chapter 6 “Village Officers and Employees,”

## ARTICLE A. VILLAGE CLERK

### SECTION:

#### **1-6A-1: Appointment**

#### **1-6A-2: Bond Required**

#### **1-6A-3: Act As Village Collector**

#### **1-6A-4: Monies Turned Over To Treasurer**

#### **1-6A-5: Seal And Attest Documents**

#### **1-6A-6: Maintain Accounts, Records And Documents**

#### **1-6A-7: Additional Duties**

#### **1-6A-8: Compensation**

#### **1-6A-1: APPOINTMENT:**

The village clerk shall be appointed by the village president, with the advice and consent of the village board of trustees. (1982 Code § 2-04; amd. 2004 Code)

#### **1-6A-2: BOND REQUIRED:**

**Publisher's Note:** This Section has been **AMENDED** by new legislation (Ord. 2021-01, adopted 2-2-2021). The text of the amendment will be incorporated below when the ordinance is codified.

Before entering upon his duties of office, the village clerk shall execute a bond in the amount of one hundred thousand dollars (\$100,000.00), conditioned upon the faithful performance of his/her duties. Such bond shall be filed with the village treasurer. (1982 Code § 2-04; amd. 2004 Code)

#### **1-6A-3: ACT AS VILLAGE COLLECTOR:**

The village clerk shall act as and perform all duties of collector unless and until a separate collector is appointed. (1982 Code § 2-04)

#### **1-6A-4: MONIES TURNED OVER TO TREASURER:**

The village clerk shall turn over all monies received by him on behalf of the village to the village treasurer promptly upon receipt of the same, and with such monies he shall give a statement as to the source thereof. (1982 Code § 2-04)

#### **1-6A-5: SEAL AND ATTEST DOCUMENTS:**

A. Attest Contracts, Licenses: The village clerk shall seal and attest all contracts of the village, and all licenses, permits and such other documents as shall require this formality.

B. Custodian Of Seal: The clerk shall be the custodian of the village seal, and shall affix its impression on documents whenever this is required. (1982 Code § 2-04)

C. Form Of Seal: The seal of the village shall be a circular disc with the word "Seal" in the center, and the words "Village of Maple Park, Kane County, Illinois" on the periphery thereof. (1982 Code § 1-36)

#### **1-6A-6: MAINTAIN ACCOUNTS, RECORDS AND DOCUMENTS:**

A. Accounts Of Monies Received And Disbursed: The village clerk shall keep accounts showing all monies received by him and the source and disposition thereof, and such other accounts as may be required by statute or ordinance.

B. Keeping Records: In addition to the record of ordinances and other records which the clerk is required by statute to keep, he shall keep a register of all licenses and permits issued and the payments thereof; a record showing all of the officers and regular employees of the village; and such other records as may be required by the village board.

C. Custodian Of Documents:

1. The clerk shall be the custodian of all documents belonging to the village which are not assigned to the custody of some other officer.

2. The clerk shall keep and maintain a proper index to all documents and records kept by him, so that ready access thereto and use thereof may be had. (1982 Code § 2-04)

**1-6A-7: ADDITIONAL DUTIES:**

In addition to the duties herein provided, the village clerk shall perform such other duties and functions as may be required by statute or ordinance. (1982 Code § 2-04)

**1-6A-8: COMPENSATION:**

See section 1-6-5 of this chapter for compensation of the village clerk. (2004 Code)



## **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**

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**ORDINANCE NO. 2021-11**

**AN ORDINANCE AMENDING TITLE 1  
“ADMINISTRATION,” CHAPTER 6 “VILLAGE OFFICERS  
AND EMPLOYEES,” ARTICLE A “VILLAGE CLERK,” OF  
THE MAPLE PARK VILLAGE CODE TO INCLUDE A  
NEW SECTION 9 ENTITLED “DEPUTY VILLAGE  
CLERK”**

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

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Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park,  
Kane and DeKalb Counties, Illinois, this \_\_\_ day of May, 2021.

**ORDINANCE NO. 2021-11**

**AN ORDINANCE AMENDING TITLE 1,  
“ADMINISTRATION,” CHAPTER 6, “VILLAGE  
OFFICERS AND EMPLOYEES,” ARTICLE A, “VILLAGE  
CLERK,” OF THE MAPLE PARK VILLAGE CODE TO  
INCLUDE A NEW SECTION 9 ENTITLED “DEPUTY  
VILLAGE CLERK”**

**WHEREAS**, the Village of Maple Park, DeKalb and Kane Counties, Illinois is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and,

**WHEREAS**, the President and Board of Trustees of the Village of Maple Park believe it appropriate to amend the text of Article A of Title 1, Chapter 6 of the Maple Park Village Code to provide for the position of a Deputy Village Clerk for the Village of Maple Park.

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

**SECTION 1.** That Title 1, Chapter 6, Article A of the Maple Park Village Code shall be amended to add a new Section 1-6A-9, to read as follows:

**1-6A-9: Deputy Village Clerk**

- A. Creation of Position; Appointment: There is hereby created the office of Deputy Clerk for the Village of Maple Park, to have the duties and to be appointed in the manner provided for by law, and including but not limited to the provisions of 65 ILCS 5/3.1-30-10(b). The Deputy Clerk shall at all times be subordinate to and subject to the authority of the Village Clerk, with respect to all clerk duties and functions. The Deputy Clerk need not be a resident of the Village.
- B. The Deputy Village Clerk may execute all documents required by law to be executed by the Village Clerk in the Village Clerk's absence and may affix the seal of the Village Clerk wherever required. In signing any document, a Deputy Village Clerk shall sign the name of the Village Clerk followed with the word "By" and the Deputy Village Clerk's own name and the words "Deputy Clerk."
- C. The Deputy Village Clerk shall, in the absence of the Village Clerk, keep records. In addition to the record of ordinances and other records which the Village Clerk is required by statute to keep, he or she shall keep a register of all licenses and permits issued and the payments thereof; a record showing all of the officers and regular employees of the Village and any such other records as may be required by the Village Board.
- D. The Deputy Village Clerk shall, in the absence of the Village Clerk, be the custodian of documents belonging to the Village which are not assigned to custody of some other officer and shall keep and maintain a proper index to all documents and records kept by the Clerk's office so that ready access thereto and use thereof may be had.

**SECTION 2. Severability.** If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance.

**SECTION 3. Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

**PASSED** this \_\_\_\_\_ day of May, 2021, pursuant to roll call vote as follows:

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

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

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

**APPROVED** this \_\_\_\_\_ day of May, 2021.

SEAL

\_\_\_\_\_  
Suzanne Fahnestock, Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

## CLERK'S CERTIFICATE

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

I, \_\_\_\_\_, certify that I am the duly appointed and acting municipal clerk of Maple Park, DeKalb and Kane County, Illinois.

I further certify that on the \_\_\_\_ day of May, 2021, the Board of Trustees of the Village of Maple Park passed and approved **AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” CHAPTER 6, “VILLAGE OFFICERS AND EMPLOYEES,” ARTICLE A, “VILLAGE CLERK,” OF THE MAPLE PARK VILLAGE CODE TO INCLUDE A NEW SECTION 9 ENTITLED “DEPUTY VILLAGE CLERK.”**

Dated at Maple Park, Illinois, this \_\_\_\_ day of May, 2021.

(SEAL)

Village Clerk