



Village of Maple Park

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

Village Hall: 815-827-3309

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

BOARD OF TRUSTEES MEETING AGENDA 302 WILLOW STREET, MAPLE PARK, IL TUESDAY, JUNE 7, 2022 7:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

4. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

5. SWEARING IN OF POLICE OFFICERS

- Mr. Jason Richmeier
- Mr. Jack Wisniewski

6. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

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

A. Approval of Board Minutes

- Board of Trustees Meeting – May 3, 2022
- Committee of the Whole Meeting – May 17, 2022
- Special Village Board Meeting – May 17, 2022

B. Receive and File - None

C. Acceptance of Cash and Investment Report as of April 30, 2022

D. Approval of Bills Payable and Manual Check Register #816

ACCOUNTS PAYABLE:	<u>\$65,526.31</u>
MANUAL CHECKS:	<u>1,616.82</u>
TOTAL:	<u><u>\$67,143.13</u></u>

E. Approval of Travel, Meals, Lodging for Elected Officials /Employees

- Metro West Board Meeting – Meal and Meeting on April 21, 2022 for Dawn Wucki-Rossbach, \$40 for Metro West (included on June 7, 2022 warrant list).

7. FINANCIAL REPORT

8. LEGAL REPORT

9. VILLAGE ADMINISTRATOR REPORT

10. POLICE DEPARTMENT REPORT

11. PUBLIC WORKS REPORT

12. ENGINEERING REPORT

13. OLD BUSINESS

14. NEW BUSINESS

A. CONSIDERATIONS - NONE

B. MOTIONS

1. MOTION TO APPROVE SPECIAL EVENTS PERMIT 2022-04 “TOUR DE FARMS BIKE EVENT”

15.RESOLUTIONS - NONE

16.ORDINANCES

A. ORDINANCE 2022-12 AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” CHAPTER 12, “SPECIAL EVENTS,” OF THE MAPLE PARK VILLAGE CODE

This Ordinance revises the Special Events Ordinance and modifies the application submission timeline, removes the Application fee for block parties and, allows an alternate method of confirming insurance coverage if a block party is unable to provide a Certificate of Insurance.

B. ORDINANCE 2022-13 AN ORDINANCE AMENDING TITLE 4, “BUSINESS AND LICENSE REGULATIONS, “CHAPTER 2, “LIQUOR CONTROL” OF THE MAPLE PARK VILLAGE CODE

This Ordinance revises the Liquor Control Ordinance and removes and refers the hours of operation for the Labor Day Weekend from 4-2-14.B. Exceptions to 4-2-16.A.2. Hours Specified.

17.VILLAGE PRESIDENT REPORT

18.TRUSTEE REPORT

19.ADJOURNMENT



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OFFICIAL OATH

I, JASON RICHMEIER, DO SOLEMNLY SWEAR THAT I WILL SUPPORT
THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF
THE STATE OF ILLINOIS AND THE ORDINANCES OF THE VILLAGE OF
MAPLE PARK, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES
OF POLICE OFFICER TO THE BEST OF MY ABILITIES.

Jason Richmeier, Police Officer

In witness whereof, I have hereunto set my hand and seal on the _____ day of
_____, 2020.

Village Seal

Elizabeth E. Peerboom, Acting Village Clerk



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OFFICIAL OATH

I, JACK WISNIEWSKI, DO SOLEMNLY SWEAR THAT I WILL SUPPORT
THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF
THE STATE OF ILLINOIS AND THE ORDINANCES OF THE VILLAGE OF
MAPLE PARK, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES
OF POLICE OFFICER TO THE BEST OF MY ABILITIES.

Jason Wisniewski

In witness whereof, I have hereunto set my hand and seal on the _____ day of
_____, 2022.

Village Seal

Elizabeth E. Peerboom, Acting Village Clerk



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BOARD OF TRUSTEES MEETING MINUTES 302 WILLOW STREET, MAPLE PARK, IL TUESDAY, MAY 3, 2022 7:00 P.M.

1. CALL TO ORDER

Village President Suzanne Fahnestock called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

Village Administrator Dawn Wucki-Rossbach called the roll call and the following Board members were present: Village President Suzanne Fahnestock, Trustee JT Peloso, Trustee Chris Simon, Trustee Cliff Speare, and Trustee Jen Ward. Absent: Trustees Groezinger and Rebone.

Others present: Village Administrator Dawn Wucki-Rossbach, Village Attorney Kevin Buick, Public Works Director Lou Larson, Police Chief Dave Krull, and Village Engineer Jeremy Lin.

4. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

None.

5. PROGRESSIVE ENERGY PRESENTATION

Arnie Schrammel, and Bill McMahon from Progressive Energy discussed a possible electric aggregation renewal for the Village of Maple Park accounts. Progressive conducted an electric auction with eleven (11) suppliers, and provided those rates to the Board for review.

Rates were as follows: ComEd is \$0.09019 for twelve (12) months, while Dynegy Energy offers a rate of \$0.09910 for twelve (12); \$0.08143 for twenty-four (24) months; \$0.07368 for thirty-six (36) months; and \$0.06951 for forty-eight (48) months.

Progressive’s recommendation was to enter into a forty-eight (48) month contract with Dynegy, all accounts would be billed directly to the Village of Maple Park on the ComEd Utility Invoice, with an “all-inclusive” fixed rate of \$0.06951 which includes energy, transmission, ancillary, line loss, and capacity changes. This holds a costs savings of \$6,668.00, when compared to ComEd’s current rate.

Progressive Business Solutions would continue to provide monthly budget certainty through June 2026.

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

- Special Meeting Minutes of April 5, 2022
- Public Hearing Minutes of April 5, 2022
- Board Meeting Minutes of April 5, 2022
- COW Meeting Minutes of April 19, 2022
- Special Meeting Minutes of April 19, 2022

B. Receive and File - None

C. Acceptance of Cash and Investment Report as of March 31, 2022

D. Approval of Bills Payable and Manual Check Register # 815

ACCOUNTS PAYABLE:	<u>\$55,021.42</u>
MANUAL CHECKS:	<u>4,469.53</u>
TOTAL:	<u><u>\$59,490.95</u></u>

E. Approval of Travel, Meals, Lodging for Elected Officials /Employees

- Metro West Legislative Drive Down on March 23, 2022 and March 24, 2022 for Suzanne Fahnestock. Metro West Charge (including some meals) of \$100.00, Parking Fees of \$21.00, and Hotel of \$129.96; for a total cost of \$250.96. \$100.00 for Metro West and \$150.96 on a Visa Bill dated March 28, 2022 (All expenses are included on the May 3, 2022 warrant list).
- Metro West Legislative Drive Down on March 23, 2022 and March 24, 2022 for Dawn Wucki-Rossbach. Metro West Charge (including some meals) of \$100.00, Additional meal \$10.05, Hotel of \$129.96, Car Rental for \$163.30, and Fuel & Tolls for \$79.33; for a total cost of \$482.64. \$100.00 for Metro West, \$13.85 reimbursed to Dawn Wucki-Rossbach, and \$368.79 on a Visa Bill dated March 28, 2022 (All expenses are included on the May 3, 2022 warrant list).

Trustee Speare made a motion to approve the Consent Agenda, seconded by Trustee Ward. Motion carried by roll call vote. Aye: Peloso, Simon, Speare, Ward. Nay: None. Absent: Groezinger, Rebone.

7. PROCLAMATIONS

A. PROCLAMATION 2022-01 PUBLIC WORKS WEEK

B. PROCLAMATION 2022-02 MUNICIPAL CLERKS WEEK

C. PROCLAMATION 2022-03 LAW ENFORCEMENT WEEK

President Fahnestock read the Proclamations by title.

8. FINANCIAL REPORT

None.

9. LEGAL REPORT

None.

10. VILLAGE ADMINISTRATOR REPORT

Village Administrator Wucki-Rossbach asked the Board members to review the draft of the Memorial Park Survey that was at their place. After a brief discussion on the amount of Staff time the survey would take, the Board placed the survey on-hold so that Staff could focus on higher priorities.

At last week's Metro West Board Meeting, Administrator Wucki-Rossbach received a Certificate of Appreciation for serving as the DeKalb County Representative on the Metro West Board.

Televising bids are due May 10, 2022. The goal is to award the bid at a Special Village Board Meeting following the May 17, 2022 Committee of the Whole Meeting.

The concrete pad for the WWTP sampler was poured last week.

Administrator Wucki-Rossbach spoke with the new engineer for the Maples project. They are still transferring files and are working towards submitting a revised Concept Plan.

11. POLICE DEPARTMENT REPORT

Golf carts – Compared to last year the number of stickers is down. Golf cart owners are reminded that Village needs to inspect the cart before a sticker can be issued.

12. PUBLIC WORKS REPORT

The hydrant at the west end of Elm will be completed next week. The residents in the area will be notified that their water may be out while the hydrant is being replaced.

13. ENGINEERING REPORT

Engineer Lin updated the Board on the status of the CCR, Annual Water Quality Report.

14. OLD BUSINESS

None.

15. NEW BUSINESS

A. CONSIDERATIONS

1. DISCUSSION OF THE SPECIAL EVENTS ORDINANCE AND FACILITIES RENTAL APPLICATION

The Board agreed that there were changes that need to be made to the Ordinance and application; including, addressing the required time to submit the application and possible inconsistency in event hours and the liquor control ordinance.

16. RESOLUTIONS

A. RESOLUTION 2022-14 AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN AGREEMENT WITH BLACKBOARD, INC. FOR THE RENEWAL OF THE AGREEMENT FOR GOVERNMENT UNLIMITED EMERGENCY AND OUTREACH MESSAGING SERVICES

This Resolution authorizes the renewal of the Blackboard Connect Program for the Village's Emergency and Outreach Message System.

Trustee Speare made a motion to approve Resolution 2022-14, AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN AGREEMENT WITH BLACKBOARD, INC. FOR THE RENEWAL OF THE AGREEMENT FOR GOVERNMENT UNLIMITED EMERGENCY AND OUTREACH MESSAGING SERVICES, seconded by Trustee Peloso.

Revisions will be made and brought back for Board discussion.

Motion carried by roll call vote. Aye: Peloso, Simon, Speare, Ward. Nay: None. Absent: Groezinger, Rebone.

B. RESOLUTION 2022-15 AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR VILLAGE FACILITIES FOR A PERIOD OF 48 MONTHS

This Resolution authorizes the Village President to sign a contract with the lowest cost electric provider for electricity for Village facilities.

Trustee Ward made a motion to approve Resolution 2022-15, AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR VILLAGE FACILITIES FOR A PERIOD OF 48 MONTHS, seconded by Trustee Simon. Motion carried by roll call vote. Aye: Peloso, Simon, Speare, Ward. Nay: None. Absent: Groezinger, Rebone.

17. ORDINANCES

A. **ORDINANCE 2022- 11 AN ORDINANCE MODIFYING CERTAIN PROVISIONS OF TITLE 4, “LIQUOR CONTROL,” SECTON 4-2-8: “CLASSIFICATION; FEES AND NUMBER OF LICENSES” PARAGRAPHS A, B, C, G, H, I OF THE VILLAGE CODE OF MAPLE PARK, ILLINOIS**

This Ordinance re-inserts the language regarding liquor license fees back to into the Village code.

Trustee Ward made a motion to approve Ordinance 2022-11, AN ORDINANCE MODIFYING CERTAIN PROVISIONS OF TITLE 4, “LIQUOR CONTROL,” SECTON 4-2-8: “CLASSIFICATION; FEES AND NUMBER OF LICENSES” PARAGRAPHS A, B, C, G, H, I OF THE VILLAGE CODE OF MAPLE PARK, ILLINOIS, seconded by Trustee Simon. Motion carried by roll call vote. Aye: Peloso, Simon, Speare, Ward. Nay: None. Absent: Groezinger, Rebone.

18. VILLAGE PRESIDENT REPORT

19. TRUSTEE REPORT

Trustee Speare asked about Metronet coming to the Village. Administrator Wucki-Rossbach stated that she had spoken with the local representative regarding the engineering and the fiber operations running in Elburn and DeKalb, and that we would definitely like to have them come to Maple Park. He stated that he thought Comcast was already out here, and she confirmed that this is not the case. The representative then stated that he will have to talk with people and get back to the Administrator in two weeks. A note has been placed on the Administrator’s calendar to contact the representative for a follow-up conversation on May 20, 2022.

20. EXECUTIVE SESSION

A. **5 ILCS 120/2 (c) (1)**

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Speare made a motion to go into closed session according to the provisions of 5 ILCS 120/2 (c) (1) for the purposes of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Trustee Simon. Motion carried by roll call vote. Aye: Peloso, Simon, Speare, Ward. Nay: None. Absent: Groezinger, Rebone.

Meeting closed to the public at 7:47 p.m.

Returned to open session at 8:30 p.m.

Village Administrator Dawn Wucki-Rossbach called the roll call and the following Board members were present: Village President Suzanne Fahnestock, Trustee JT Peloso, Trustee Chris Simon, Trustee Cliff Speare, and Trustee Jen Ward. Absent: Trustees Groezinger and Rebone.

Others present: Village Administrator Dawn Wucki-Rossbach, Village Attorney Kevin Buick,

21. NEW BUSINESS CONTINUED

A. CONSIDERATIONS

1. DIRECTION GIVEN REGARDING CONVERSION OF PART-TIME EMPLOYEES TO FULL-TIME EMPLOYEE FOR THE VILLAGE ACCOUNTANT/VILLAGE TREASURER AND VILLAGE CLERK POSITIONS

2. VILLAGE ADMINISTRATION OFFICE HOURS

The Board directed Staff to proceed with the conversion of the part-time employees to full-time and to implement new hours for Village Administration.

22. ADJOURNMENT

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

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Dawn Wucki-Rossbach, Village Administrator



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**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MINUTES
TUESDAY, MAY 17, 2022
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK
7:00 P.M.**

1. CALL TO ORDER

President Fahnestock called the Committee of the Whole Meeting of the Board of Trustees to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

President Fahnestock led everyone in the Pledge of Allegiance.

3. ROLL CALL/QUORUM ESTABLISHED

President Fahnestock asked for a roll call to establish a quorum.

Members answering present were President Fahnestock, Trustee Groezinger, Trustee Peloso, Trustee Rebone, Trustee Simon, and Trustee Ward. Trustee Speare was absent.

Also present was Village Administrator Dawn Wucki-Rossbach.

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

President Fahnestock 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 e-mail to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

There were no resident comments.

Trustee Rebone stated that the Board has his resignation letter and that he has plans to do some coaching and will be assuming the Post Commander position with the Legion. He further stated that many great things have been accomplished and he says “no” to the remote-control race tracks and that the new water tower better not be painted green. Trustee Rebone resigned at 7:04 p.m.

5. OTHER BUSINESS

A. Discussion on Revisions to the Special Events Ordinance and Special Events Application

Administrator Wucki-Rossbach stated that the Board had raised some concerns regarding the application and the inconsistency in the hours permitted per the Liquor Control Ordinance and the Special Event Ordinance. There was also concern with the amount of time needed to process a Special Event Application for block parties and larger events.

Staff reviewed the proposed changes to the Special Events Ordinance changing the lead time from eight (8) weeks to six (6) weeks for application submission, exempt block parties from paying the \$25 application fee, and add language that states that the Village Administrator and the Chief of Police will advise the Village President when a special event permit application is being denied and when an event is subject to emergency revocation of the permit.

Staff also reviewed that the proposed changes to Chapter 2 Liquor Control Ordinance and would change the Labor Day Weekend hours to reflect 12:00 Midnight for alcohol consumption on a Village street.

Trustee Peloso thinks that all applications should have a two (2) week submittal deadline, this is based on the fact that when he submits for a Temporary Liquor License, he has a license within 72-hours of filing, plus the Village has been holding Special Village Board Meetings immediately following Committee of the Whole Meetings.

President Fahnestock stated that Administrator Wucki-Rossbach had a reason for the process length. Administrator Wucki-Rossbach stated that the Board has been having Special Meetings; however, the Board has stated they did not wish to continue the practice. She also stated that for as much as the Board trusts Village President Fahenstock's decisions, wouldn't the Board want to review the application because what if something is approved and there are problems, how would the Board feel about responding to the complaints that may be received.

Trustee Ward brought up the fact that a commercial entity is going to need more than two (2) weeks to book an event and Trustee Groezinger stated that she wants to be able to review the applications so that complaint type issues could be brought up in advance during the application/permit review process.

The consensus was to have a two (2) week application deadline for block parties, with the Village President approving the street closure and a six (6) week deadline for commercial events. Committee Members are okay with Special Village Board Meetings when needed to approve applications and street closures.

6. INFRASTRUCTURE ITEMS

A. Review of Televising Bid Results

Administrator Wucki-Rossbach stated that the bid opening took place on May 10, 2022. The Village had advertised the bid in the local newspaper and it was posted on the Village's procurement website. The Village received one (1) response, Visu-Sewer of Illinois, LLC. The base bid came in below the budgeted amount of \$134,000.95. This would allow, if needed, 11.26 hours of heavy-duty sanitary or storm sewer main cleaning if necessary.

Staff is seeking the Board's approval for awarding the bid and for deferring the project end date to July 15, 2022, because deferring the project end date would allow for a thorough reporting on the condition of the mains and associated structures. The Board agreed with awarding the bid and extending the deadline.

7. PERSONNEL ITEMS

None

8. FINANCE ITEMS

None

9. VILLAGE ADMINISTRATOR REPORT

None

10. VILLAGE PRESIDENT REPORT

None

11. ADJOURNMENT

Having no further business before the Committee of the Whole, motion by Trustee Peloso with 2nd by Trustee Groezinger to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Dawn Wucki-Rossbach
Village Administrator



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BOARD OF TRUSTEES SPECIAL MEETING MINUTES

TUESDAY, MAY 17, 2022

302 WILLOW STREET

MAPLE PARK, IL

IMMEDIATELY FOLLOWING THE COMMITTEE OF THE WHOLE

1. CALL TO ORDER

President Fahnestock called the Special Meeting of the Board of Trustees to order at 7:41 p.m.

2. ROLL CALL/QUORUM ESTABLISHED

President Fahnestock asked for a roll call to establish a quorum.

Members answering present were President Fahnestock, Trustee Groezinger, Trustee Peloso, Trustee Simon, and Trustee Ward. Absent: Trustee Speare.

Also present was Village Administrator Dawn Wucki-Rossbach.

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

President Fahnestock confirmed a quorum was established.

3. **PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

None

4. APPOINTMENTS

Appointments to Fill Vacant Positions as Needed

President Fahnestock stated that she would like to have Mrs. Hillary Joy appointed to fill the Trustee vacancy created by Trustee Rebone. Motion made by Trustee Ward with a second by Trustee Peloso to appoint Mrs. Hillary Joy to fill the Trustee vacancy of Trustee Christian Rebone. On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Speare and Trustee Ward voted yes. Motion carried.

President Fahnestock stated that she would like to have Trustee Ward appointed President Pro-Tem. Motion by Trustee Groezinger with a second by Trustee Simon. On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Speare and Trustee Ward voted yes. Motion carried.

President Fahnestock stated that she would like to have Christian Rebone appointed to the Planning and Zoning Commission. Motion made by Trustee Peloso with a second by Trustee Simon. On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Speare and Trustee Ward voted yes. Motion carried.

5. RESOLUTION 2022-16 A RESOLUTION AWARDING THE BID AND AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO EXECUTE A CONTRACT AGREEMENT WITH VISU-SEWER OF ILLINOIS, LLC FOR SANITARY AND STORM SEWER CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION AND CLEANING FOR THE VILLAGE OF MAPLE PARK

This Resolution awards the bid and authorizes the Village President or her Designee to execute a Contract Agreement with Visu-Sewer of Illinois, LLC for cleaning, televising and inspecting Village sanitary and storm sewers.

Motion by Trustee Peloso with second by Trustee Simon to approve Resolution 2022-16 A RESOLUTION AWARDING THE BID AND AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO EXECUTE A CONTRACT AGREEMENT WITH VISU-SEWER OF ILLINOIS, LLC FOR SANITARY AND STORM SEWER CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION AND CLEANING FOR THE VILLAGE OF MAPLE PARK.

On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Simon, and Trustee Ward voted yes. Motion carried.

6. RESOLUTION 2022-17 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF A VILLAGE STREET FOR A BLOCK PARTY

This Resolution approves the Squires Crossing Block Party Application and street closure request for Saturday, June 4, 2022

Motion by Trustee Peloso with a second by Trustee Groezinger to approve Resolution 2022-17 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF A VILLAGE STREET FOR A BLOCK PARTY.

On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Simon, and Trustee Ward voted yes. Motion carried.

Trustee Speare arrived at 7:45 p.m.

7. RESOLUTION 2022-18 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF VILLAGE STREETS FOR “SUMMER IN THE STIX”

This Resolution approves the Lodi Tap House, LLC Summer in the Stix Event and street closure request for Saturday, August 6, 2022.

Village Administrator Dawn Wucki-Rossbach stated that the original request for “Summer in the Stix” was Saturday, July 30, 2022; however, due to a conflict in dates between the American

Legion's fish fry on Saturday, July 30, 2022 and the "Stix" request, Mr. Luke Goucher was contacted and asked if Lodi would be willing to move "Stix" back a week. Mr. Goucher was gracious and was able to move "Summer in the Stix" back to Saturday, August 6, 2022. The Board thanked Mr. Goucher for moving "Summer in the Stix."

The Board will need to amend the motion to approve Resolution 2022-18 due to the event date change to Saturday, August 6, 2022.

Motion by Trustee Ward with a second by Trustee Simon to amend Resolution 2022-18 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF VILLAGE STREETS FOR SUMMER IN THE STIX FOR AUGUST 6, 2022.

On a roll call vote Trustee Groezinger, Trustee Simon, and Trustee Ward voted yes. Trustee Peloso abstained and Trustee Speare voted no. Motion carried.

8. RESOLUTION 2022-19 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF A VILLAGE STREET FOR A MEMORIAL DAY CEREMONY

This Resolution approves the American Legion Post 312 Memorial Day Ceremony and street closure request for Monday, May 30, 2022.

Motion by Trustee Ward with second by Trustee Peloso to approve Resolution 2022-19 A RESOLUTION APPROVING THE TEMPORARY CLOSURE OF A VILLAGE STREET FOR A MEMORIAL DAY CEREMONY AND FEE WAIVER.

On a roll call vote Trustee Groezinger, Trustee Peloso, Trustee Simon, Trustee Speare, and Trustee Ward voted yes. Motion carried.

9. ADJOURNMENT

Having no further business before the Board, motion by Trustee Speare with a second by Trustee Groezinger to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:51 p.m.

Respectfully submitted,

Dawn Wucki-Rossbach
Village Administrator

VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
April 30, 2022

Fund	Interest Rate	CDs	IPTIP Accounts	First Midwest	Old Second Checking	Total Cash & Investments
Operating Funds						
General Fund						
Old Second - Checking Acct	0.00%	-	-	-	81,454.04	81,454.04
Illinois Public Treasurer's Pool	0.47%	-	567,838.56	-	-	567,838.56
Total General Fund		-	567,838.56	-	81,454.04	649,292.60
Utility Tax Fund						
Old Second - Checking Acct	0.00%	-	-	-	6,186.33	6,186.33
First Midwest Bank	0.04%	-	-	335,641.73	-	335,641.73
Illinois Public Treasurer's Pool	0.47%	-	143,332.08	-	-	143,332.08
First Midwest Bank - CD (for vehicle loan)	0.50%	37,000.00	-	-	-	37,000.00
Total Utility Tax Fund		37,000.00	143,332.08	335,641.73	6,186.33	522,160.14
TIF District Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	2,872,702.26	2,872,702.26
Total Road & Bridge Fund		-	-	-	2,872,702.26	2,872,702.26
Road & Bridge Fund						
Old Second - Checking Account	0.00%	-	-	-	38,538.49	38,538.49
Illinois Public Treasurer's Pool	0.47%	-	103,997.00	-	-	103,997.00
Total Road & Bridge Fund		-	103,997.00	-	38,538.49	142,535.49
Motor Fuel Tax Fund						
Old Second - Checking Account	0.00%	-	-	-	-	-
Illinois Public Treasurer's Pool	0.47%	-	222,286.35	-	-	222,286.35
Total Motor Fuel Tax Fund		-	222,286.35	-	-	222,286.35
Water & Sewer Funds						
Operating Accounts						
Old Second - Checking Account	0.00%	-	-	-	14,839.72	14,839.72
Illinois Public Treasurer's Pool	0.47%	-	527,841.18	-	-	527,841.18
Total Operating Accounts		-	527,841.18	-	14,839.72	542,680.90
Water Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	4,473.35	4,473.35
Illinois Public Treasurer's Pool	0.47%	-	283,472.04	-	-	283,472.04
Total Water Improvement Accounts		-	283,472.04	-	4,473.35	287,945.39
Sewer Improvement Account						
Old Second - Checking Account	0.00%	-	-	-	13,323.66	13,323.66
Illinois Public Treasurer's Pool	0.47%	-	551,031.74	-	-	551,031.74
Total Sewer Improvement Accounts		-	551,031.74	-	13,323.66	564,355.40
Total Water & Sewer Funds		-	1,362,344.96	-	32,636.73	1,394,981.69
Total Village Operating Funds		37,000.00	2,399,798.95	335,641.73	3,031,517.85	5,803,958.53
Escrow Funds						
School Land Cash						
Old Second - Checking Account	0.00%	-	-	-	-	-
Developer Escrow Fund						
Old Second - Checking Account	0.00%	-	-	-	47,380.40	47,380.40
Total Village Escrow Funds		-	-	-	47,380.40	47,380.40
Total Village Cash & Investments		37,000.00	2,399,798.95	335,641.73	3,078,898.25	5,851,338.93

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 AEP ENERGY			2933.30	
3010527038 0422	52-10-5730	WELL		1812.02
3010527049 0422	52-20-5730	WWTP		1003.42
3010527050 0422	52-20-5730	LIFT STATION		117.86
01 ALLIED 100, LLC			1712.34	
INV3009316	01-40-8200	AED - A-0016		1712.34
01 KATIE BEEBE			100.00	
05292022	01-00-2103	PARK DEPOSIT REFUND		100.00
01 CASEY'S BUSINESS			721.82	
05082022	01-30-5250	GASOLINE		721.82
01 CERTIFIED EMPLOYMENT SCREENING			17.00	
16352	01-30-5900	PRE-EMPLOYMENT CHECK		17.00
01 CHASE			11716.25	
0000006625	13-00-8442	BOND INTEREST		11716.25
01 COMMONWEALTH EDISON			1043.22	
0147077192 0522	01-50-5730	STREET LIGHTING		248.53
4665155040 0522	01-50-5730	STREET LIGHTING		770.86
5778015012 0422	01-20-5730	MEMORIAL POND		23.83
01 CONSERV FS, INC.			654.80	
121018005	01-20-5250	GASOLINE		235.73
121018005	52-10-5250	GASOLINE		235.73
121018005	01-50-5250	GASOLINE		91.67
121018005	52-20-5250	GASOLINE		91.67
01 CORE & MAIN LP			8168.41	
Q605849	52-10-5600	HYDRANT		4061.00
Q722313	52-10-5600	HYDRANT		3585.00
Q796228	52-10-5600	HYDRANT RETURN		3955.00-
Q798661	52-10-5600	HYDRANT		4477.41
01 DE LAGE LANDEN PUBLIC FINANCE			487.08	
76356073	01-10-5160	COPIER		199.82
76356073	01-10-5200	COPIER		287.26
01 DIXON BUILDERS, INC.			4186.22	
1347	01-30-5600	INSTALL NEW DOORS		4186.22
01 FERGUSON WATERWORKS #2516			82.62	
0428825	01-50-5620	STORM WATER		82.62
01 FOSTER, BUICK, CONKLIN, LUNDGR			831.25	
43686	01-10-5330	GENERAL COUNSEL		568.75
43686	01-10-5330	LIQUOR ISSUES		87.50
43686	01-10-5330	ORDINANCES&RESOLUTIONS		87.50
43686	01-10-5330	PLANNING&ZONING		87.50
01 SHAWN GRAY			450.00	
05122022	01-50-5621	REMOVED TREE-ELM ST		450.00
01 ADAM KOZLOWSKI			4424.00	
05012022	01-50-5620	GRAVEL		209.00
05052022	01-50-5620	SIDEWALK REPLACEMENT		450.00
05052022	52-20-5600	SAMPLER PAD-WWTP-0014		3765.00

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 FRONTIER			194.37	
8158273710 0522	52-10-5700	WELL HOUSE		68.14
8158275039 0522	52-20-5700	WWTP		58.06
8158275069 0522	52-20-5700	LIFT STATION		68.17
01 HAWKINS, INC.			258.21	
6180669	52-10-5110	CHEMICALS		258.21
01 J & R HERRA, INC.			1852.43	
112651	01-20-5600	PLUMBING AT WA PARK/TOILETS		1852.43
01 MISSIONSQUARE RETIREMENT			250.00	
320328-A	01-10-5390	PLAN FEE - PLAN #106473		250.00
01 JANCO SUPPLY INC.			134.45	
287374	01-40-5100	GENERAL SUPPLIES		54.50
287474	01-40-5100	GENERAL SUPPLIES		79.95
01 JOSH JORDAN			25.00	
05312022	01-10-5700	CELL PHONE STIPEND		25.00
01 KANE COUNTY CHIEFS OF POLICE A			750.00	
1520	01-30-5570	TASK FORCE DUES		750.00
01 BRAD LARSON			50.00	
05122022	01-40-5600	LIGHTING REPAIRS		50.00
01 LEXIPOL LLC			1830.08	
INVLEX9584	01-30-5550	POLICY MANUAL		1830.08
01 LOWE'S			948.70	
05172022	52-10-5600	DEHUMIDIFIER		948.70
01 BRAD MANNING FORD, INC.			309.43	
FOCS120958	01-30-5600	REPAIR TIRE		309.43
01 USPS			102.00	
220 2022	01-10-5570	PO BOX 07/22-06/23		102.00
01 THERESA MARSHAW			100.00	
05222022	01-00-2103	PARK DEPOSIT REFUND		100.00
01 MEDIACOM			219.90	
05212022	01-10-5700	INTERNET SERVICE		219.90
01 METRO WEST COUNCIL OF GOVERNME			40.00	
4706	01-10-5920	04/21/22 BOARD MEETING		40.00
01 METROPOLITAN INDUSTRIES INC.			10908.00	
INV039597	52-20-5600	7.5 HP PUMP-WW-0003		7488.00
INV039607	52-20-5600	INSTALLATION OF 2 PUMPS		3420.00
01 LINTECH ENGINEERING, INC.			2500.00	
4558	52-10-5390	OPERATION SERVICES		1250.00
4558	52-20-5390	OPERATION SERVICES		1250.00
01 MIDWEST SALT			3330.52	
0221863	52-10-5110	CHEMICALS		3330.52
01 MID-WEST TRUCKERS ASSOCIATION,			75.00	
7550	01-50-5900	DOT TESTING		75.00
01 NICOR			1322.06	
331314100040522	01-50-5730	GARAGE GAS		80.22
399087100050522	01-40-5730	CIVIC CENTER GAS		1241.84

SYS DATE:06/02/22

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 816
Thursday June 2, 2022

SYS TIME:11:42
[NW1]

DATE: 06/02/22

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 SHAW SUBURBAN MEDIA 1988579	01-10-5900	PZC PUBLIC HEARING	73.78	73.78
01 ELIZABETH PEERBOOM 3463465	01-40-5100	PURCHASE REIMBURSEMENT	19.74	19.74
01 QUILL CORPORATION 24799246	01-10-5200	OFFICE SUPPLIES	44.77	7.29
25275052	01-10-5200	OFFICE SUPPLIES		22.49
25286600	01-10-5200	OFFICE SUPPLIES		14.99
01 ROSS ELECTRIC, INC. 27973	01-20-5600	AERATOR INSTALLATION ASSISTANCE	300.25	300.25
01 CURRAN CONTRACTING COMPANY 24229	01-50-5620	COLD PATCH	478.95	244.90
24351	01-50-5620	COLD PATCH		234.05
01 SUBURBAN LABORATORIES, INC. 202403	52-10-5335	WATER TESTING	450.45	152.25
203213	52-10-5335	WATER TESTING		298.20
01 T-MOBILE 981424151 0522	01-10-5700	CELL PHONES	313.24	169.19
981424151 0522	01-30-5700	AIR CARDS		92.40
981719329 0522	01-30-5700	POLICE CELL PHONES		51.65
01 TRACTOR DAN'S SERVICES LLC 1648	01-10-5900	MOWING	40.00	40.00
01 USIC LOCATING SERVICES, LLC 506638	01-50-5390	UTILITY MARKING	985.51	492.76
506638	52-10-5390	UTILITY MARKING		246.38
506638	52-20-5390	UTILITY MARKING		246.37
01 VERIZON WIRELESS 9906910148	01-10-5700	CELL PHONES	91.16	24.35-
9906910148	01-30-5700	CELL PHONES		7.46
9906910148	01-30-5700	AIR CARDS		108.05
** TOTAL CHECKS TO BE ISSUED			65526.31	

SYS DATE:06/02/22

VILLAGE OF MAPLE PARK
A / P W A R R A N T L I S T
REGISTER # 816
Thursday June 2, 2022

SYS TIME:11:42
[NW1]

DATE: 06/02/22

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		19532.95	
13	TIF DISTRICT		11716.25	
52	WATER & SEWER FUND		34277.11	
***	GRAND TOTAL ***		65526.31	
	TOTAL FOR REGULAR CHECKS:		60,103.82	
	TOTAL FOR DIRECT PAY VENDORS:		5,422.49	

DATE: 06/02/22

Thursday June 2, 2022

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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	CHECK DATE	CHECK NO	AMOUNT		
REG# INV NO	G/L NUMBER	DESCRIPTION			DISTR
01 DEKALB COUNTY COLLECTOR	05/03/22	23019	20.00		
101 09-36-227-005	01-20-5900	1ST&2ND INSTALLMENT OF PROPERTY TAX	10.00		
101 09-36-227-005	52-20-5900	1ST&2ND INSTALLMENT OF PROPERTY TAX	10.00		
01 PETTY CASH	05/03/22	23018	300.00		
101 23018	01-00-1030	TEMP PETTY CASH INCREASE	300.00		
01 AMERICAN BANK & TRUST	05/09/22	23020	1296.82		
101 04272022I	01-10-5900	OTHER EXPENSES	41.13		
101 04272022I	01-20-5560	TRAINING	12.00		
101 04272022I	01-50-5620	STREET MAINTENANCE	134.70		
101 04272022J	01-20-5600	MAINTENANCE & REPAIR	24.72		
101 04272022J	01-40-5900	OTHER EXPENSE	76.69		
101 04272022J	01-50-5600	MAINTENANCE & REPAIR	75.48		
101 04272022M	01-10-5200	OFFICE SUPPLIES	29.49		
101 04272022M	01-10-5390	OTHER PROFESSIONAL SERVICES	55.42		
101 04272022M	01-10-5550	SOFTWARE EXPENSE	172.79		
101 04272022M	01-10-5570	DUES AND MEMBERSHIPS	150.00		
101 04272022M	01-10-5700	TELEPHONE	128.63		
101 04272022M	01-30-5700	TELEPHONE	139.64		
101 04272022M	01-40-5600	MAINTENANCE & REPAIR	57.13		
101 04272022N	01-30-5560	TRAINING	199.00		
** TOTAL MANUAL CHECKS REGISTERED			1616.82		

REPORT SUMMARY			
CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	65526.31	1616.82	67143.13
TOTAL CASH	65526.31	1616.82	67143.13

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		19532.95	1606.82	21139.77	
13		11716.25	.00	11716.25	
52		34277.11	10.00	34287.11	
TOTAL DISTR		65526.31	1616.82	67143.13	



Village of Maple Park

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FINANCE REPORT TUESDAY, JUNE 7, 2022

- 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 now finished. Once the results are finalized, I will provide those results to you.

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

- Escrow Accounts – There was no activity for the month of May.
- Cash Accounts – With your Board packet this month, there is an estimated cash balances report. The Village's current position is good and will be closely monitored.
- Warrant List
 - A/P Check run of \$65,526.31, manual checks of \$1,616.82 for a total of \$67,143.13.
 - Chase - \$11,716.25 – This is the first interest payment for the TIF Bond Issue.
 - Core & Main LP - \$8,168.41 – This is for 2 hydrants that were replaced on Maple Avenue. This is a portion of the hydrant replacement listed on page 41 of 53 in the FY 2023 Budget. There will be additional billings for the installation of the hydrants.
 - Dixon Builders, Inc. - \$4,186.22 – This is for the replacement of three doors in the Police Department. This is listed in the FY 2023 on page 18 of 53. This project came in under budget.
 - Metropolitan Industries - \$10,908.00 – This is for a 7.5 HP replacement pump that we have ordered and the installation of 2 pumps.
- Please let me know if you have any questions or concerns.

Estimated Cash Balances for May 31, 2022

	05/01/22 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	05/31/22 Check Run	Estimated 05/31/22 Balance	
Old Second Checking	206,195.99	(59.01)	97,047.31	(35,409.96)	(25,183.08)	(65,526.31)	177,064.94	0.00%
First Midwest	335,641.73						335,641.73	0.04%
TIF Funds	2,872,702.26	(30.00)	(2,486,682.11)				385,990.15	0.00%
TIF Funds - Wealth Management	0.00		2,500,000.00				2,500,000.00	
Illinois Funds	2,399,798.95		96,399.92				2,496,198.87	0.02%
First Midwest CD	37,000.00						37,000.00	0.50%
	5,851,338.93	(89.01)	206,765.12	(35,409.96)	(25,183.08)	(65,526.31)	5,931,895.69	

Village of Maple Park
Water & Sewer Departments
As of April 30, 2022

Water Pumped to Billed Statistics

Months	Gallons Pumped	Gallons Billed	% Pumped to Billed	Target* % Pump to Billed	% Variance
March / April 2022 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Fire Department Usage	4,642.00 (10.55) (167.80) (15.20) (7.10) (8.90) 4,432.46	4,012.93	90.54%	90.00%	0.54%
January / February 2022 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up	4,629.00 (12.79) (166.80) (15.20) (9.60) 4,424.61	3,958.71	89.47%	90.00%	-0.53%
November / December 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Fire Department Usage	4,432.10 (9.50) (174.20) (15.20) (6.30) (0.50) 4,226.40	4,813.32	113.89%	90.00%	23.89%
September / October 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Fire Department Usage	5,232.60 (11.36) (425.40) (15.20) (10.60) (13.50) 4,756.54	4,528.46	95.20%	90.00%	5.20%
July / August 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Fire Department Usage -Water Main Break - Willow -Water Main Break - Liberty -Hydrant Testing	5,663.00 (6.08) (221.00) (15.20) (12.00) (16.50) (130.00) (10.00) (2.40) 5,249.82	5,159.52	98.28%	90.00%	8.28%
May / June 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Hydrant Flushing - 06/23-06/24	6,745.30 (5.41) (278.10) (15.20) (14.50) (100.00) 6,332.09	5,826.09	92.01%	90.00%	2.01%
March / April 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -House Fire - 03/20/21	5,055.00 (6.78) (205.90) (15.20) (10.90) (40.00) 4,776.22	4,456.98	93.32%	90.00%	3.32%
January / February 2021 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up	4,989.70 (7.23) (201.40) (15.20) (10.50) 4,755.37	4,213.82	88.61%	90.00%	-1.39%
November / December 2020 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Hydrant Flush - 11/09/20	4,541.30 (7.82) (192.20) (15.20) (9.80) (25.00) 4,291.28	4,162.69	97.00%	90.00%	7.00%

*Target of 90% - Illinois Water Association Goal to maintain



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: June 1, 2022

SUBJECT: **APPLICATION FOR SPECIAL EVENT PERMIT 2022-04 – NATIONAL MULTIPLE SCLEROSIS (MS) SOCIETY, TOUR DE FARMS BIKE EVENT (REST STOP #2) – McADAMS PAVILLION – JUNE 25, 2022**

Background

The National Multiple Sclerosis (MS) Society submitted an application on May 24, 2022. The application was for their annual fundraising cycling event in Maple Park on Saturday, June 25, 2022, from 7:00 a.m. until 12:00 Noon. The rear of the Maple Park Civic Center/McAdams Park location will serve as Rest Stop #2 for cyclists participating in the 75/100 mile bike route. This will be the third year that the MS Society has utilized the McAdams Park as a rest stop for cyclists.

The MS Society will set up tables, chairs and trash cans, along with three (3) pop-up 10 X 10 tents and the portable toilets needed for the event. Volunteers will medically staff the rest stop, if additional assistance is needed 911 will be called. No street closure will be necessary for this event and the Maple Park Police Department will provide traffic control for the cyclists as they ride through Maple Park.

The MS Society has completed their application, submitted the event map, provided a Certificate of Insurance. They have also submitted their facility rental fee, facility rental deposit, their Special Event Application fee and paid for Police coverage, total cost \$410.00. Once the event has closed, the location will be checked for damage and cleanliness, if the location is clean and there is no damage, the Village will refund the facility rental deposit of \$100.00. The Police Department is able to provide the traffic control requested for the safety of the cyclists. There is no street closure for this event.

Recommendation

That the Village Board review and consider the Application for Special Event Permit from the National Multiple Sclerosis (MS) Society and approve the event scheduled for Saturday, June 25, 2022, no street closure will be needed for this event; however, the Police Department will be providing traffic control to keep the cyclists safe as they ride through Maple Park.

Attachment

Application for Special Event 2022-04 National MS Society



Village of Maple Park

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APPLICATION FOR A SPECIAL EVENT PERMIT

To ensure the Village can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- **Public Event Definition:** Events open to the general public
- **Block Party Definition:** Events restricted to residents of a specific location and their invited guests
- Application must be completely filled out and received **EIGHT (8) WEEKS** prior to the proposed date of the event. Failure to submit within eight (8) weeks may result in denial of the application and event. Exceptions cannot be made for certain types of events. If a question does not apply to your event, please mark the space "NA" for Not Applicable.
- Block parties will not be authorized during the annual Labor Day Weekend; Friday, through Monday, the first weekend in September).
- A non-refundable application fee of **\$25.00** will be due for all approved events (fee is waived for block parties). Payment will be due at the time the permit is issued. Check or money order should be made payable to the Village of Maple Park, P. O. Box 220, 302 Willow Street, Maple Park, Illinois 60151. Additional fees may apply and will be dependent upon specific services requested.
- Applicant will be contacted to clarify information; please provide contact information
- All Public Events require a Village of Maple Park Special Events Permit, shall have a notice posted, in a conspicuous and accessible place that is in clear view of the public and the employees, pertaining to Human Trafficking, as required by Illinois Statute (775 ILCA 50/5(d)). The Act requires specific posting mandates, language requirements and penalties up to \$500 per violation for failure to post. A model copy of such notice is available from the Illinois Department of Human Services website at <http://www.dhs.state.il.us/page.aspx?item=82023>
- If you are utilizing Village roads/streets/facilities for an event, a Certificate of Insurance (COI) of general liability must be received before the event can be permitted. The COI and endorsement Form CG 2026 0413, naming the Village of Maple Park and its officials, employees, and agents as an additional insured, must be received before the events can be permitted. The COI Acord Form in the Description of Operations/Locations Section shall include the following language (see below):

The Village of Maple Park, its officials, employees, and agents as additional insured for the (name of the event) and the location (buildings and/or streets being used) and dates of the event.

If you have any questions regarding the application or application process, please call the Village of Maple Park at (815) 827-3309.

FOR OFFICE USE ONLY	
Received By: <i>lp</i>	Received Date: <i>5-24-22</i>
Permit No.: <i>2022-04</i>	Issue Date:
Application Fees Paid:	Date Paid:



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Event Information

Type of event(s): Please check all that apply

- ☐ Festival ☐ Sporting Event ☐ Carnival/Circus ☐ Farmers/Outdoor Market
☐ Parade ☐ Race/Walk ☐ Sale/Expo ☐ Concert/Performance
☒ Other CHARITY FUNDRAISING CYCLING EVENT - REST STOP LOCATION

Event Name: BIKE MS: TOUR DE FARMS

Event Location: MAPLE PARK CIVIC CENTER

Event Dates: 6/25/22 Event Start Time: 7 AM Event End Time: 12 PM

Is the event open to the public? ☐ Yes ☐ No Fee to Attend: ☐ No ☒ Yes, how much \$ 300 FUNDRAISING MIN.

Estimated # Attending: 650 Estimated Cumulative Attendance: 700

Please check village calendars including park district, schools and churches for conflicting events. Having multiple events (or back-to-back events) can affect your event participation and attendance and also strain Village resources. The more time allotted for planning the better.

Date(s): _____ State Time: _____ End Time: _____
_____ State Time: _____ End Time: _____
_____ State Time: _____ End Time: _____

Set-Up Date: 6/25/22 Set-Up Time: 7AM

Breakdown Date: 6/25/22 Breakdown Completion Time: 1PM

Number of times this event has taken place in the Village of Maple Park: 2 When: 2019, 2018

Has this event been conducted in other villages/cities? ☒ Yes ☐ No Which villages/cities: Aurora, Oak Park, Sugar Grove, Sandwich, Plain _____

Applicant/Sponsor Information

☐ For Profit ☒ Non-Profit (Proof Required) ☐ Other: _____

Organization: National Multiple Sclerosis Society

Address: 525 W. Monroe, Suite 1510, Chicago, IL 60661

Principal Contact: Melissa Mendelke

Phone: _____ Cell: 773-405-7146 E-Mail: melissa.mendelke@nmss.org

Secondary Contact: _____

Phone: _____ Cell: _____ E-Mail: _____

Equipment/Set-Up/Parking

A site map is required and should indicate any and all items used below:

Will you require street closures: ☐ Yes ☒ No Which street(s): _____

Requested Time of Street Closures: _____ Re-open Time: _____

Where will the event attendees/participants park?

☐ On Street ☐ On Site ☒ Other all attendees will park at main event site - Kane County Fairgrounds

Where will volunteers/workers park?

☐ On Street ☒ On Site ☐ Other _____

Will the event be erecting any of the following?

	<u>How Many</u>	<u>Size/Dimension</u>
Tent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3	10x10 pop up tents, with weights
Stage <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____	_____
Fencing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____	_____

Will you require temporary electric? ☐ Yes ☒ No

Will you be using a generator? ☐ Yes ☒ No

Will your event feature live music/DJ or use a PA System? ☐ Yes ☒ No

Will you have fireworks or a laser show? ☐ Yes ☒ No

A Pyrotechnics Permit must be obtained from the Maple Park/Countryside Fire Protection district

Will you have mechanical/amusement rides? ☐ Yes ☒ No

Will temporary signage be used? ☐ Yes ☒ No *A Temporary Signage Permit must be obtained.*

Stages, tents, sound systems and other structures must pass inspection before the event opens. Electrical, generators, and amusement rides are also subject to an inspection. All inspections needed and conducted, as determined by the Village, on a weekend or holiday will be billed at an overtime rate of time and one-half of the employee working the event. The Event Organizer will be informed if this is applicable prior to the Special Event Permit being issued.

Public Works can supply the following equipment (some charges may apply):

Barricades ☐ Yes ☒ No *A deposit of \$50 per barricade is needed, if barricades are returned undamaged, the deposit will be refunded.*

Sweeping (before and/or after) ☐ Yes ☒ No *The Village will schedule the sweeping, Event Organizer will be invoiced for the sweeping.*

Access to Water ☐ Yes ☒ No *Applicant/Vendor must obtain a hydrant meter and pay deposit. Any water use will be subtracted from the deposit. Any unused funds will be returned.*

Garbage/Restrooms

Please note that the Village has an agreement with Waste Management to provide for dumpsters, portable restroom and handwash stations for the Labor Day weekend festival only; all other events will be required to obtain their own comfort facilities.

Is there garbage pick-up in the event area during the event days? ☒ Yes ☐ No

Have you contracted with a portable restroom company for portable restrooms and handwash stations?
☒ Yes ☐ No

Raffle Licenses

To conduct a raffle in the Village of Maple Park, you need a license from the Village Clerk's Office. Please complete the Application for the Raffle License. To view the Village's Raffle Ordinance, please visit <http://www.villageofmaplepark.org>.

Food/Alcohol/Vendors

Will alcohol be served: ☐ Yes ☒ No

If yes, a Temporary Liquor License must be obtained from the Village's Liquor Commissioner Suzanne Fahnestock at (224) 575-1960 or sfahnestock@villageofmaplepark.com. By village ordinance, liquor must be served in a restricted area (i.e. fenced, tented) with monitored entrance and exits.

Will non-food vendors be part of the event: ☐ Yes ☒ No

Will food be served: ☐ Yes ☒ No

Will food be sold: ☐ Yes ☒ No

If yes, all food vendors are required to seek a Temporary Food Service Permit from Kane and/or DeKalb County Health Departments. Applicant must provide proof from vendor that the health department issued a Temporary Food Permit.

Municipal/State Taxes Imposed

All businesses, organizers and contracted vendors shall be subject to taxes imposed by the Village of Maple Park and the State of Illinois. Illinois sales tax must be paid whether this is a business or a hobby. This may include, but is not limited to:

- Retailers' Occupation Tax and Service Occupation Tax, per 2-3-2 of the municipal code requires that all businesses that sell tangible property at retail must collect and remit an additional 1% retailer occupation tax to the Department of Revenue for the State of Illinois.
- Please refer to <https://mytax.illinois.gov> for the tax rates for DeKalb and Kane Counties

The Event Organizer should complete the Village of Maple Park Special Event Sales Tax form. A copy of the completed form must be provided to the Village. The information must be submitted to the Special Events Unit, Illinois Department of Revenue, P. O. Box 19035, Springfield, IL 62794-9035. The vendor list must be submitted by the event organization within 20 days of the event or face a fine not to exceed \$250.00. Vendors are required to complete a Form ST-1 along with their payment.

Neighbor Notification

As a courtesy to residents who may be impacted by the event, a written notification should be sent a minimum of two (2) weeks in advance of the event indicating the dates, times and street closures. Event Organizer must provide proof of notification to the Village no later than two (2) weeks before the event.

Block Party Applicant must provide a completed original(s) of the Village of Maple Park Block Party Signature Form proving neighbors have been notified of the upcoming event. Event Organization must provide the completed form no later than two (2) weeks before the event.

Security and Policing Services

Do you plan to provide your own private security for the event? ☐ Yes ☒ No If yes, who is providing the service (please list the contact, name, address and telephone number of the firm. _____

Do you plan to utilize Village of Maple Park Police Officers as security for the event? ☐ Yes ☒ No Please note that the Village will charge time and one-half the hourly rate of the officer on duty at your event.

Plans for Emergency Services

What are you plans for providing emergency _____

e will be working
with all local
municipalities for
support as
needed, we will
have medical
volunteers

We have multiple event vehicles patrolling the route to offer rider assistance & will stop at the various rest stops to check-in as the day progresses.

Note: All emergency services shall include the requirement to call 911.

“Notwithstanding any other provision in this code, if in the judgement of the village administrator, the chief of police or the Maple Park and Countryside Fire Protection District fire chief, or their designees, an emergency situation has been created such that the continued use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, the chief of police or the fire chief, or their designees, upon the issuance of an order stating the reason for such conclusion and without notice or hearing may immediately revoke or suspend the permit and require that the use of the property to immediately cease. They may also require an immediate evacuation of the area. No person shall continue to use property contrary to such order.”

Penalty: Any person found liable/guilty by a preponderance of the evidence of a violation of the Village Code, relating to this licensing in an administrative/judicial hearing shall be subject to a fine per 8-1-16, plus applicable court fees or administrative/judicial hearing costs, as provided in subsection 8-1-16 in this code. The Village of Maple Park Police Department may shut down any event deemed to be in violation of this code.

VILLAGE OF MAPLE PARK

Block Party Signature Form

Resident signatures and addresses indicate acknowledgement of a block party taking place and there being no objection to their street being barricaded to all thru traffic on the date and time indicated. Limited access to/from individual residential properties is permissible. The form must be completed by an individual over the age of 18 years old.

If there is a vacant residence on the block, please indicate on the application next to the address in the signature area of the form.

Residents who will be on vacation or not home the date of the block party must indicate this next to their address.

One signature per household, by person 18 years or older.

Date of Block Party	Start Time:	End Time:
---------------------	-------------	-----------

[illegible]

Note: Please list additional addresses and signatures on a separate sheet of paper and attach to the application.

VILLAGE OF MAPLE PARK
Special Event
Waiver and Hold Harmless Agreement

As the Event Applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Maple Park, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this Agreement. I agree to reimburse the Village of Maple Park for any and all loss incurred by it in repairing or replacing damage to the Village of Maple Park property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the specific event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Maple Park, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Maple Park laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and other aspects of staging a special event on Village of Maple Park property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is cancelled, I will inform the Village of Maple Park, in writing, at least two (2) weeks prior to the event.

Melissa Mendelke

Applicant Signature

Date: _____

Melissa Mendelke

Print or Type Name Here

773-405-7146

Daytime Phone Number

melissa.mendelke@nmss.org

E-Mail Address

Thank you for taking the time to complete this application. Remember to include a site plan and sign the application. We look forward to working with you on a very successful event.



VILLAGE OF MAPLE PARK
Special Event Sales Tax (Food & Non-Food) Vendor Form

All vendors are subject to the taxes imposed by the State of Illinois and the Village of Maple Park, this includes the Retailers' Occupation Tax and Service Occupation Tax (sales tax), per 2-3-2 of the municipal code, which requires all businesses that sell tangible property at retail must collect and remit directly to the Special Event Unit at the Illinois Department of Revenue. Vendors must also collect taxes required by DeKalb and Kane Counties

Name of Business/Organization (Event Organizer): _____

Organizer Main Contact & Contact Address: _____ NOT APPLICABLE _____

Contact Phone Number: _____

Name of Special Event: _____

Date(s) of Special Events: _____ Location of Special Event: _____

Any vendor participating in the Special Event state above must be listed:


Vendor Name	Vendor Address, City, State & Zip	Vendor Phone	IBN (Sales Tax Number)

Event Organizer Signature: _____ Date: _____

REST STOP #2
Maple Park Civic Center
Saturday - 75/100 Mile Routes
302 Willow Street Maple Park, IL 60151



Rest Stop Equipment

 (2) 10x10 pop-up tents

(6) 8' Tables

(15) Chairs

(3) Trash Cans

 (3) Standard Portolets

 (1) Accessible Portolets

Bikers Enter Rest Area: 

Bikers Exit Rest Area: 

Rest Stop Hours

07:00 am Volunteers Report

07:45 am Rest Stop Opens/First Rider

12:00 pm Rest Stop Closes



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454 Attn: Morristown.CertRequest@marsh.com Fax: 212-948-0979	CONTACT NAME: PHONE: (A/C No. Ext): E-MAIL: ADDRESS:	FAX (A/C No.):
CHICA	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED NATIONAL MULTIPLE SCLEROSIS SOCIETY GREATER ILLINOIS CHAPTER 525 W. MONROE ST., STE. 1510 CHICAGO, IL 60661	INSURER A: Federal Insurance Company	20281
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** NYC-010269788-07 **REVISION NUMBER:** 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			3583-33-49	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (i.e. occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRER AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			3583-33-49	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deductible \$ 1,000
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			9364-93-75	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	71763467	12/31/2021	12/31/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Village of Maple Park is added as additional insured excluding workers' compensation and employers' liability policy where required by written contract. Waiver of subrogation is applicable, subject to policy terms and conditions.

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA Inc.



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: May 25, 2022

SUBJECT: **ORDINANCE 2022-12 AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” CHAPTER 12, “SPECIAL EVENTS,” OF THE MAPLE PARK VILLAGE CODE; and,**

ORDINANCE 2022-13 AN ORDINANCE AMENDING TITLE 4, “BUSINESS AND LICENSE REGULATIONS,” CHAPTER 3, “LIQUOR CONTROL” OF THE MAPLE PARK VILLAGE CODE; and,

REVISIONS TO THE APPLICATION FOR SPECIAL EVENT PERMIT

Background

At the May 17, 2022, Committee of the Whole Meeting the Committee discussed changes to the Title 1, Chapter 2 Special Event Ordinance, Special Event Application and Chapter 2 Liquor Control Ordinance. Ordinance 2022-12, Ordinance 2022-13 and the Special Events Application reflect the following changes:

Ordinance 2022-12

1. 1-12-2: Permit; Procedures, Fees, second paragraph – Revised the text to read, “at least two (2) weeks in advance for block parties and six (6) weeks in advance for a special event...”
2. 1-12-2.A. – The last sentence revised to read, “There shall be no fee for any village sponsored event or block party.” Block party was added to that sentence.
3. 1-12-2.E.12. – Added the last sentence, “If a block party applicant is unable to obtain a COI, then a Confirmation of Insurance Coverage Form must be completed and submitted with the application.”

Ordinance 2022-13

1. 4-2-14.B. Exceptions – Revised the text to read, “(1) during the annual festival during Labor Day weekend of each year, provided that beverages are served in conformance with the limited hours set forth in Section 4-2-14.A.2....” This refers the hours for the Labor Day Weekend to the 4-2-16 Hours Operations text in the Liquor Control chapter so there is not a contradiction in the hours when alcohol is permitted on Village-owned property.
2. 4-2-16.A.2. Hours Specified – Revised the text to read: “However, during the annual festival during Labor Day weekend, licensees may conduct business from eleven o'clock (11:00) A.M. on Sunday until twelve o'clock (12:00) midnight. For permitted licensees desiring to serve alcoholic beverages in a park or upon Village owned property during this annual festival, such service may take place between eleven o'clock (11:00) A.M. and twelve o'clock (12:00) midnight on Friday, Saturday, and Sunday of Labor Day weekend in accordance with any permit issued by the village.” This permits alcohol on Village-owned property on

Labor Day weekend until 12:00 midnight, with a Village issued special event permit. This does not change any hours of operations for the establishments that hold liquor licenses.

Application for a Special Event Permit

1. Page 1 -
 - a. Added the two weeks for block parties and replaced the eight weeks with six weeks.
 - b. Added “If the Block Party Applicant is unable to provide a Certificate of Insurance.....”
2. Page 2 – Added to the “FOR OFFICE USE ONLY,” application checklist items
3. Page 3 – Added the Special Event Application Requirement Chart
4. Page 4 – Added to Type of event(s): Block Party
5. Page 11 – Added for Block Party Applicants Only – Confirmation of Insurance Coverage Form
6. Page 12 – Adds additional information informing the event organizer that they must obtain an IDOR-6-SETR (R-03/16) Report and Payment Coupon from the Illinois Department of Revenue (IDOR) for the event and distribute the form to each vendor. The IDOR completed form will contain the IDOR assigned event number and the tax rate that must be collected at the event. The event organization must distribute the Report and Payment Coupon to each vendor at the event. The vendor must submit their tax payment along with their completed Report and Payment Coupon to the IDOR. No later than 20 days the month after the event, the event organizer must submit a list of vendors that participated in the event.

Recommendation

That the Village Board review and discuss Ordinance 2022-12 and Ordinance 2022-13 and if they agree with the changes, they should motion to approve:

1. Ordinance 2022-12 an Ordinance Amending Title 1, “Administration,” Chapter 12, “Special Events,” of the Maple Park Village Code; and,
2. Ordinance 2022-13 an Ordinance Amending Title 4, “Business and License Regulations,” Chapter 2, “Liquor Control” of the Maple Park Village Code

And confirm agreement with the changes to the Application.

Attachments

Ordinance 2022-12 an Ordinance Amending Title 1
Ordinance 2022-13 an Ordinance Amending Title 4
Redlined Application for a Special Event Permit

ORDINANCE NO. 2022-12

**AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,”
CHAPTER 12, “SPECIAL EVENTS,” OF THE MAPLE PARK
VILLAGE CODE**

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

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this 7th day of June, 2022.

ORDINANCE NO. 2022-12 APPROVED: _____

**AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION,"
CHAPTER 12, "SPECIAL EVENTS"**

WHEREAS, 65 ILCS 5/1-1-1 et seq. provides that the corporate authorities may pass and enforce all necessary police power ordinances to ensure the welfare of the residents of the Village of Maple Park; and,

WHEREAS, the Village hereby desires to regulate special events through the permitting process and rules and regulations set forth herein.

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

SECTION 1. That 1-12-2," be deleted in its entirety and replaced with the following:

1-12-2: PERMIT; PROCEDURES, FEES:

It shall be unlawful to conduct or operate any special event without having first secured a permit therefore; provided that the provisions of this section shall not be held to apply to those events which are specifically permitted by any other provision of this code. Permits issued for the operation of a special event shall apply to premises located on Village property as well as special events that may be subject to road closure permit requirements when the flow of traffic on Village or State roadways may be affected by the event or when the event is otherwise unduly burdensome on the Village.

Completed applications for special event permits not involving the exercise of first amendment rights must be received by the Village at least two (2) weeks in advance for block parties and six (6) weeks prior to the special event for which the permit is sought application for such permits shall be made to the village clerk or their designee and shall comply with all of the general provisions of this code relating to such application. Failure to submit within the two (2) weeks or eight (6) weeks prior to the event may result in denial of the application and event. Applications for the exercise of six amendment rights must be received by the Village at least three (3) working days prior to the event requested.

- A. The nonrefundable special event permit fee shall be twenty-five (\$25.00) for each application processed. The application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the Village. There shall be no fee for any village sponsored special event or block party.
- B. For uses involving the exercise of first amendment rights, the village may waive any application or permit fees or requirements for insurance if the applicant demonstrates that the cost of such fee is prohibitive. An applicant must request such a waiver in writing.

- C. Applicants must be eighteen (18) years of age or older and the applicant shall be the individual who is directly responsible for organizing and/or conducting the event.
- D. Private special event permit applications to be completed for events not open to the general public and shall include, but limited to, the following information:
 - 1. Description, nature, purpose, date, hours and location of the event for which the permit is applied, an estimate of anticipated attendings and/or participants, and a reproducible diagram showing the proposed layout of the event or party including proposed, and if provided, restrooms, first aid facilities, emergency vehicle access, tents or temporary structures, stages, utility lines, lighting and area restriction devices (including barricades or screening);
 - 2. Name, address, phone number and e-mail address of the contact person for the event;
 - 3. Whether there will be street closures or the need for barricades, including the details of the accessibility (emergency and Americans with Disabilities Act compliance) plans for the event;
 - 4. In addition to the special event permit, other permits and/or licenses may be necessary including, but not limited to, sign permits, banner permits, temporary structure permits and flame certificates;
 - 5. Where there will be entertainment performances or music at the event;
 - 6. No alcoholic beverages shall be sold at any private party or gathering other than as may be allowed under Title 4, Chapter 2, Liquor Control of this code.
 - 7. The contact person shall be responsible for the removal of litter, refuse, or property deposited in the public right-of-way and compliance with village policies, code provisions and state law;
 - 8. The contact personal shall be responsible for any costs incurred by the village for establishing detours, assigning of police officers, cleanup or repair of public right-of-way, or damage by the party or gathering;
 - 9. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- E. Public special event permit applications to be completed for events open to the public and shall include, but not limited to, the following information:
 - 1. Description, nature, purpose, date, hours and location of the event for which the permit is applied and an estimate of anticipated attendees and/or participants;
 - 2. Name, address and phone number of the sponsoring organization for the event and/or the name, address, phone number and e-mail address of the person responsible for conducting the event;

3. Whether there will be street closures or the need for barricades; including details of the accessibility (emergency access and Americans with Disabilities Act compliance) plans for the event;
4. Information regarding whether admission fees or charges are to be assessed to attendees or participants;
5. Whether vehicle parking will be restricted and identify the parking areas for attendees, participants, sponsors, employees and volunteers;
6. Other permits and/or licenses may be necessary in addition to the special event permit, including, but not limited to, a temporary liquor license, raffle license, sign permit, banner permit, temporary structure permits;
7. Description of the type and nature of any entertainment, including, but not limited to, music acts, performances or carnival rides at the event;
8. Information regarding the consumption of alcohol is planned, and if so, the hours, location and type of alcohol to be served.
 - a) A temporary liquor license approved by the Village and State of Illinois shall be required.
 - b) The provisions of Title 4, Chapter 2, Liquor Control of the Maple Park Village Code shall be strictly followed concerning the number of permitted temporary licenses;
 - c) Retail sale and consumption of alcohol shall be limited to the premises specified in the permit;
 - d) In the event of outdoor sales, such premises shall be entirely enclosed by Village approved fencing and entrances and exits shall be monitored as required by the provisions of the Maple Park Village Code; and
 - e) Any approval of a temporary liquor license for a special event shall be issued at the discretion of the Liquor Commissioner as governed by Title 4, Chapter 2, Liquor Control of the Maple Park Village Code.
9. Description of the provision for refuse needs for the event which shall be in compliance with village policies, codes provisions and state law;
10. A list of all vendors participating at the event;
11. Description and number of restrooms, portable facilities and sinks available for the event. An adequate number of restrooms shall be provided and an appropriate number of handicapped facilities must be available;

12. A certificate of Insurance (COI), and endorsement Form CG 2026 0413, naming the Village of Maple Park and its officials, employees, and agents as an additional insured, must be received before the events can be permitted. The COI must have one million dollars (\$1,000,000.00) in general liability coverage and two million dollars (\$2,000,000.00) in aggregate liability coverage. The COI Acord Form in the Description of Operations/Locations Section must list the name and the date(s) of the event. If a block party applicant is unable to obtain a COI, then Applicant must complete and submit the supplemental forms supplied by the Village with the application.
 13. Food may be sold, if approved, and a temporary food permit must be obtained from the Kane or DeKalb County Departments of Health.
 14. Public Safety;
 - A. Sufficient security shall be provided by the sponsoring organization, or person responsible for the special event. The village police department shall determine the appropriateness of any security and may require the sponsoring organization, or person responsible for the special event to hire police officers for the special event, if deemed necessary.
 - B. Sufficient fire and medical staff shall be provided by the sponsoring organization, or person responsible for the special event. The Maple Park and Countryside Fire Protection district shall determine the appropriateness of any fire or medical staff and may require the sponsoring organization, or person responsible for the special event to hire such staff for the special event, if deemed necessary.
 15. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- F. All Village ordinances and safety rules pertaining to noise, parking restrictions, fireworks, recreational fires, and outdoor electrical and weather conditions shall be followed.
- i. SPECIAL EVENT SPECIFIC RESTRICTIONS REGARDING NOISE: The provisions of Section 5-7-3 of the Maple Park Village Code shall apply in full force and effect except as may be otherwise modified for a particular special event in the sole discretion of the Village. Such conditions, which may include more stringent limitations on hours and applicable decibel standards for particular events than the general regulations as found in Section 5-7-3, shall be depicted on the face of the permit if applicable.
 - ii. PARKING: There shall be no special exceptions for on-street parking. All vehicles must be legally parked in accordance with Village ordinances and Illinois State Statutes.

G. Permission for use of village public works services and/or equipment, including the use of fire hydrants shall be obtained from the village public works department.

H. Additional information and documentation may be required as outlined in the special event permit application.

SECTION 3: That all ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed to the extent of any conflict or inconsistency.

SECTION 4: That if any part or portion of this ordinance shall be declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect the remainder of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as is hereby authorized to be done by the Village President and Board of Trustees.

PASSED this 7th day of June 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 7th day of June 2022.

SEAL

Suzanne Fahnestock, Village President

ATTEST:

Elizabeth Peerboom, Acting Village Clerk

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

PUBLICATION IN PAMPHLET FORM

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

I further certify that, as of the date hereof, Ordinance No. 2022-12 adopted by the corporate authorities on June 7, 2022 entitled **AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” BY ADDING CHAPTER 12, “SPECIAL EVENTS”** has been duly published in pamphlet form in accordance with Section 1-2-4 of the Illinois Municipal Code.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and the seal of the
municipality this 7th day of June, 2022.

(SEAL)

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

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2022-13

**AN ORDINANCE AMENDING TITLE 4, “BUSINESS AND
LICENSE REGULATIONS,” CHAPTER 2, “LIQUOR
CONTROL” OF THE MAPLE PARK VILLAGE CODE**

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

Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park,
Kane and DeKalb Counties, Illinois, this 7th day of June, 2022.

ORDINANCE NO. 2022-13 APPROVED: _____

**AN ORDINANCE AMENDING TITLE 4, “BUSINESS AND
LICENSE REGULATIONS,” CHAPTER 2, “LIQUOR
CONTROL” 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 is in the best interest of the health, safety, and welfare of its citizenry to amend the text of certain provisions of the Municipal Code of the Village regarding festivals or special events within the Village of Maple Park.

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

SECTION 1. That Section 4-2-14.B of the Maple Park Village Code shall be deleted in its entirety and replaced with the following:

4-2-14: DRINKING LIQUOR ON VILLAGE PROPERTY; PERMIT:

B. Exceptions: Notwithstanding the foregoing, alcoholic beverages may be consumed and possessed in any park or village owned property (except the civic center building): 1) during the annual festival during Labor Day weekend of each year, provided that beverages are served in conformance with the limited hours set forth in Section 4-2-14.A.2 ; 2) during a special event that has been permitted by the village; or 3) at family or group picnics or functions, provided a permit is first obtained from the village clerk.

SECTION 2. That Section 4-2-16.A.2 of the Maple Park Village Code shall be deleted in its entirety and replaced with the following:

4-2-16: HOURS OF OPERATION:

A. Hours Specified:

2. However, during the annual festival during Labor Day weekend, licensees may conduct business from eleven o'clock (11:00) A.M. on Sunday until twelve o'clock (12:00) midnight. For permitted licensees desiring to serve alcoholic beverages in a park or upon Village owned property during this annual festival, such service may take place between eleven o'clock (11:00) A.M. and twelve o'clock (12:00) midnight on Friday, Saturday, and Sunday of Labor Day weekend in accordance with any permit issued by the village.

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 7th day of June, 2022, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 7th day of June, 2022.

SEAL

Suzanne Fahnestock, Village President

ATTEST:

Elizabeth Peerboom, Acting Village Clerk

CLERK'S CERTIFICATE

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

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

I further certify that on the 7th day of June, 2022, the Board of Trustees of the Village of Maple Park passed and approved **AN ORDINANCE AMENDING TITLE 4, “BUSINESS AND LICENSE REGULATIONS,” CHAPTER 2, “LIQUOR CONTROL” OF THE MAPLE PARK VILLAGE CODE**

Dated at Maple Park, Illinois, this 7th day of June, 2022.

(SEAL)

Elizabeth Peerboom, Acting 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>

Permit # _____

APPLICATION FOR A SPECIAL EVENT PERMIT

To ensure the Village can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- Public Event Definition: Events open to the general public
- Block Party Definition: Events restricted to residents of a specific location and their invited guests
- Application must be completely filled out and received ~~TWOTWO (2) WEEKS~~ **two (2) weeks** prior to a block party or ~~SIXSIX EIGHT (68) WEEKS~~ **eight (68) weeks** prior to the proposed date of the event. Failure to submit within **two (2) weeks or six (6) weeks** may result in the denial of the application and event. Exceptions cannot be made for certain types of events. If a question does not apply to your event, please mark the space "NA" for Not Applicable.
- Block parties will not be authorized during the annual Labor Day Weekend; Friday, through Monday, ~~the first weekend in September~~.
- A non-refundable application fee of **\$25.00** will be due for all approved events, ~~the~~ **the** fee is waived for block parties. Payment will be due at the time the permit is issued. Check or money order should be made payable to the Village of Maple Park, P. O. Box 220, 302 Willow Street, Maple Park, Illinois 60151. Additional fees may apply and will be dependent upon specific services requested.
- Applicant will be contacted to clarify information; please provide contact information
- All Public Events require a Village of Maple Park Special Events Permit, shall have a notice posted, in a conspicuous and accessible place that is in clear view of the public and the employees, pertaining to Human Trafficking, as required by Illinois Statute (775 ILCA 50/5(d)). The Act requires specific posting mandates, language requirements and penalties up to \$500 per violation for failure to post. A model copy of such notice is available from the Illinois Department of Human Services website at <http://www.dhs.state.il.us/page.aspx?item=82023>
- If you are utilizing Village roads/streets/facilities for an event, a Certificate of Insurance (COI) of general liability must be received before the event can be permitted. The COI and endorsement Form CG 2026 0413, naming the Village of Maple Park and its officials, employees, and agents as an additional insured, must be received before the events can be permitted. The COI Acord Form in the Description of Operations/Locations Section shall include the following language (see below):

The Village of Maple Park, its officials, employees, and agents as additional insured for the (name of the event) and the location (buildings and/or streets being used) and dates of the event.

If the Block Party Applicant is unable to provide a Certificate of Insurance, then a Confirmation of Insurance Coverage form must be completed and submitted with the completed Special Events Application.

If you have any questions regarding the application or application process, please call the Village of Maple Park at (815) 827-3309.

FOR OFFICE USE ONLY	
Received By:	Received Date:
Permit No.:	Issue Date:
Application Fees Paid:	Date Paid:
Barricade Deposit (\$50 per barricade = \$200): Y N	Block Party Signed Form Received: Y N
Raffle License: Y N	Special Events Waiver and Hold Harmless: Y N
Confirmation of Insurance Coverage: Y N	Certificate of Insurance w/Endorsements: Y N
Illinois Dept. of Revenue Special Event #: Y N	Map Showing Location of Event: Y N
Neighbor Notification – Large Event: Y N	Kane/DeKalb County Health Dept. Food

VILLAGE OF MAPLE PARK SPECIAL EVENT APPLICATION REQUIREMENT CHART

Application Requirements	Examples of Special Events							
	Block Parties	Public Use of Sidewalk for Sidewalk Sale or Daily Use of Sidewalk	Commercial Event - Beer Garden or Celebration	Fireworks	Dances or Concerts that Require Traffic Control	Bike Races or Foot Races	Parades	Festival with Many Different Activities
Completed Special Event Permit Application	X	X	X	X	X	X	X	X
Special Event Application Fee - Required		X	X	X	X	X	X	X
Block Party Signature Form	X							
Special Event Waiver and Hold Harmless Agreement	X	X	X	X	X	X	X	X
Confirmation of Insurance Coverage	X	X	X	X	X	X	X	X
Illinois Department of Revenue Special Event IDOR-6-SETR (R-03/16) with event information/tax rate for event		X^	X		IA			X
Certificate of Insurance w/Endorsements		X	X	X	X	X	X	X
Map Showing Location of Event	X	X	X	X	X	X	X	X
Neighbor Notification		X	X	X	X		X	X
Barricade Deposit Required (\$50 per barricade - Standard is four (4) barricades per event = \$200.00)*	X	X	X	X	X	X	X	X
Raffle License		IA	IA	IA	IA			IA
Temporary Village Liquor License Application & Fee Required		IA	IA		IA			IA
Illinois Liquor Control Commission - Copy of Temporary Liquor License		IA	IA		IA			IA
Temporary Sign Permit and Fee		IA	IA	IA	IA	IA	IA	IA
Kane or DeKalb County Health Department - Copy of Temporary Food Service Permit		IA	IA	IA	IA	IA	IA	IA
Police Department - Cost of Officers		IA	IA	IA	IA	IA	IA	IA
Village Board approved street closure/sidewalk use (Resolution)		X	X	X	X	X	X	X
Village President approved street closure (No resolution)	X							

*Applicant should request Certificate of Insurance from insurance company first, if company will not issue a Certificate, Applicant should complete a Confirmation of Insurance Coverage form.

IA = If applicable to the event

^ = For sidewalk sale only



Village of Maple Park

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

Village Hall: 815-827-3309

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

Event Information

Type of event(s): Please check all that apply

- | | | | |
|--------------------------------------|---|--|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Farmers/Outdoor Market |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Race/Walk | <input type="checkbox"/> Sale/Expo | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Other (Please list): _____ | | |

Event Name: _____

Event Location: _____

Event Dates: _____ Event Start Time: _____ Event End Time: _____

Is the event open to the public? ☐ Yes ☐ No Fee to Attend: ☐ No ☐ Yes, how much \$ _____

Estimated # Attending: _____ Estimated Cumulative Attendance: _____

Please check Village calendars including park district, schools and churches for conflicting events. Having multiple events (or back-to-back events) can affect your event participation and attendance and also strain Village resources. The more time allotted for planning the better.

Date(s): _____ State Time: _____ End Time: _____

_____ State Time: _____ End Time: _____

_____ State Time: _____ End Time: _____

Set-Up Date: _____ Set-Up Time: _____

Breakdown Date: _____ Breakdown Completion Time: _____

Number of times this event has taken place in the Village of Maple Park: _____ When: _____

Has this event been conducted in other villages/cities? ☐ Yes ☐ No Which villages/cities: _____

Applicant/Sponsor Information

☐ For Profit ☐ Non-Profit (Proof Required) ☐ Other: _____

Organization: _____

Address: _____

Principal Contact: _____

Phone: _____ Cell: _____ E-Mail: _____

Secondary Contact: _____

Phone: _____ Cell: _____ E-Mail: _____

Equipment/Set-Up/Parking

*A **site map** is required and should indicate any and all items used below:*

Will you require street closures? ☐Yes ☐No Which street(s): _____

Requested Time of Street Closures: _____ Re-open Time: _____

Where will the event attendees/participants park?

☐On Street ☐On Site ☐Other _____

Where will volunteers/workers park?

☐On Street ☐On Site ☐Other _____

Will the event be erecting any of the following?

		<u>How Many</u>	<u>Size/Dimension</u>
Tent	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Will you require temporary electric? ☐Yes ☐No

Will you be using a generator? ☐Yes ☐No

Will your event feature live music/DJ or use a PA System? ☐Yes ☐No

Will you have fireworks or a laser show? ☐Yes ☐No

A Pyrotechnics Permit must be obtained from the Maple Park/Countryside Fire Protection District

Will you have mechanical/amusement rides? ☐Yes ☐No

Will temporary signage be used? ☐Yes ☐No *A Temporary Sign Permit must be obtained.*

Stages, tents, sound systems and other structures must pass inspection before the event opens. Electrical, generators, and amusement rides are also subject to an inspection. All inspections needed and conducted, as determined by the Village, on a weekend or holiday will be billed at an overtime rate of time and one-half of the employee working the event. The Event Organizer will be informed if this is applicable prior to the Special Event Permit being issued.

Public Works can apply the following equipment (some charges may apply):

Barricades? ☐Yes ☐No *A deposit of \$50 per barricade is needed, if barricades are returned undamaged, the deposit will be refunded.*

Sweeping (before and/or after)? ☐Yes ☐No *The Village will schedule the sweeping, Event Organizer will be invoiced for the sweeping.*

Access to Water? ☐Yes ☐No *Applicant/Vendor must obtain a hydrant meter and pay deposit. Any water use will be subtracted from the deposit. Any unused funds will be returned.*

Garbage/Restrooms

Please note that the Village has an agreement with Waste Management to provide for dumpsters, portable restroom and handwash stations for the Labor Day weekend festival only; all other events will be required to obtain their own comfort facilities.

Is there garbage pick-up in the event area during the event days? ☐Yes ☐No

Have you contracted with a portable restroom company for portable restrooms and handwash stations?
☐Yes ☐No

Raffle Licenses

To conduct a raffle in the Village of Maple Park, you need a license from the Village Clerk's Office. Please complete the Application for the Raffle License. To view the Village's Raffle Ordinance, please visit <http://www.villageofmaplepark.org>.

Food/Alcohol/Vendors

Will alcohol be served? ☐Yes ☐No

If yes, a Temporary Liquor License must be obtained from the Village's Liquor Commissioner Suzanne Fahnestock at (224) 575-1960 or sfahnestock@villageofmaplepark.com. By village ordinance, liquor must be served in a restricted area (i.e. fenced, tented) with monitored entrance and exits.

Will non-food vendors be part of the event? ☐Yes ☐No

Will food be served? ☐Yes ☐No

Will food be sold? ☐Yes ☐No

If yes, all food vendors are required to seek a Temporary Food Service Permit from Kane and/or DeKalb County Health Departments. Applicant must provide proof from vendor that the health department issued a Temporary Food Permit

Municipal/State Taxes Imposed

All businesses, organizers and contracted vendors shall be subject to taxes imposed by the Village of Maple Park and the State of Illinois. Illinois sales tax must be paid whether this is a business or a hobby. This may include, but is not limited to:

- Retailers' Occupation Tax and Service Occupation Tax, per 2-3-2 of the municipal code requires that all businesses that sell tangible property at retail must collect and remit an additional 1% retailer occupation tax to the Department of Revenue for the State of Illinois.
- Please refer to <https://mytax.illinois.gov> for the tax rates for DeKalb and Kane Counties

The Event Organizer should complete the Village of Maple Park Special Event Sales Tax form. A copy of the completed form must be provided to the Village. The information must be submitted to the Special Events Unit, Illinois Department of Revenue, P. O. Box 19035, Springfield, IL 62794-9035. The vendor list must be submitted by the event organization within 20 days of the event or face a fine not to exceed \$250.00. Vendors are required to complete a Form ST-1 along with their payment.

Neighbor Notification

As a courtesy to residents who may be impacted by the event, a written notification should be sent a minimum of two (2) weeks in advance of the event indicating the dates, times and street closures. Event Organizer must provide proof of notification to the Village no later than two (2) weeks before the event.

Block Party Applicant must provide a completed original(s) of the Village of Maple Park Block Party Signature Form proving neighbors have been notified of the upcoming event. Event Organization must provide the completed form no later than two (2) weeks before the event.

Security and Policing Services

Do you plan to provide your own private security for the event? ☐ Yes ☐ No If yes, who is providing the service (please list the contact, name, address and telephone number of the firm. _____

Do you plan to utilize Village of Maple Park Police Officers as security for the event? ☐ Yes ☐ No *Please note that the Village will charge time and one-half the hourly rate of the officer on duty at your event.*

Plans for Emergency Services

What are you plans for providing emergency services? _____

Note: All emergency services shall include the requirement to call 911.

“Notwithstanding any other provision in this code, if in the judgement of the village administrator, the chief of police or the Maple Park and Countryside Fire Protection District fire chief, or their designees, an emergency situation has been created such that the continued use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, the chief of police or the fire chief, or their designees, upon the issuance of an order stating the reason for such conclusion and without notice or hearing may immediately revoke or suspend the permit and require that the use of the property to immediately cease. They may also require an immediate evacuation of the area. No person shall continue to use property contrary to such order.”

Penalty: Any person found liable/guilty by a preponderance of the evidence of a violation of the Village Code, relating to this licensing in an administrative/judicial hearing shall be subject to a fine per 8-1-16, plus applicable court fees or administrative/judicial hearing costs, as provided in subsection 8-1-16 in this code. The Village of Maple Park Police Department may shut down any event deemed to be in violation of this code.

VILLAGE OF MAPLE PARK

Block Party Signature Form

Resident signatures and addresses indicate acknowledgement of a block party taking place and there being no objection to their street being barricaded to all thru traffic on the date and time indicated. Limited access to/from individual residential properties is permissible. The form must be completed by an individual over the age of 18 years old.

If there is a vacant residence on the block, please indicate on the application next to the address in the signature area of the form.

Residents who will be on vacation or not home the date of the block party must indicate this next to their address. **If the home is unoccupied due to a resident being out of the area, please mark in the signature area that the owner is unavailable and the date observed.**

One signature per household, by person 18 years or older.

Date of Block Party	Start Time:	End Time:
---------------------	-------------	-----------

[illegible]

Note: Please list additional addresses and signatures on a separate sheet of paper and attach to the application.

VILLAGE OF MAPLE PARK
Special Event
Waiver and Hold Harmless Agreement

As the Event Applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Maple Park, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this Agreement. I agree to reimburse the Village of Maple Park for any and all loss incurred by it in repairing or replacing damage to the Village of Maple Park property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the specific event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Maple Park, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all Federal, State, local and Village of Maple Park laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and other aspects of staging a special event on Village of Maple Park property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is cancelled, I will inform the Village of Maple Park, in writing, at least two (2) weeks prior to the event, **or as soon as possible after confirming the need for cancellation.**

Date: _____

Applicant Signature

Print or Type Name Here

Daytime Phone Number

E-Mail Address

Thank you for taking the time to complete this application. Remember to include a site plan and sign the application. We look forward to working with you on a very successful event.

BLOCK PARTY APPLICANTS ONLY - CONFIRMATION OF INSURANCE COVERAGE

This confirmation is only applicable to an individual submitting a Special Events Application for a Block Party. This form should only be completed if a Certificate of Insurance cannot be obtained. This is not applicable to non-profit organizations, businesses, leagues, ball teams and/or business liquor license applicants.

APPLICANT NAME: _____

DATE OF GATHERING: _____

BLOCK PARTY

LOCATION: _____

PHONE NUMBER: _____

As the applicant for this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I or other participants at this gathering may sustain as a result of participating in any and all activities connected with or associated with such gathering.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple Park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, damages and losses sustained by us and arising of our, connected with, or in any way associated with the activities of the gathering.

I, _____, confirm that I have health insurance and homeowner's insurance.

Signature

Date



VILLAGE OF MAPLE PARK Special Event Sales Tax (Food & Non-Food) Vendor Form

All vendors are subject to the taxes imposed by the State of Illinois and the Village of Maple Park, this includes the Retailers' Occupation Tax and Service Occupation Tax (sales tax), per 2-3-2 of the municipal code, which requires all businesses that sell tangible property at retail must collect and remit directly to the Special Event Unit at the Illinois Department of Revenue (IDOR) via the IDOR-6-SETR (R-03/16) Report and Payment Coupon for the event. The event organizer must provide a Report and Payment Coupon received from the Department of Revenue to each vendor, the coupon will list the current tax rate for the event. The event organization must also, no later than the 20th day the month following the event, submit a list of vendors that participated to the event to the IDOR. Vendors must submit their payment and Report and Payment Coupon to: Collection Support, Illinois Department of Revenue, P. O. Box 19035, Springfield, IL 62794-935. Please contact the IDOR at (847) 294-4475 with any questions regarding this process.

Name of Business/Organization (Event Organizer): _____

Organizer Main Contact & Contact Address: _____

Contact Phone Number: _____

Name of Special Event: _____

Date(s) of Special Events: _____ Location of Special Event: _____

Illinois Department of Revenue Special Event Tax Collection Report and Payment Coupon attached: ☐ Yes ☐ No

Any vendor participating in the Special Event state above must be listed, please attach additional pages if necessary:

Vendor Name	Vendor Address, City, State & Zip	Vendor Phone	IBN (Sales Tax Number)

Event Organizer Signature: _____ Date: _____