



# 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, OCTOBER 4, 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](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting. Time Limit: 5 minutes per speaker.*

### 5. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

#### CONSENT AGENDA – OMNIBUS VOTE

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

#### A. Approval of Board Minutes

- Board of Trustees Meeting – September 6, 2022
- Committee of the Whole Meeting – September 20, 2022
- TIF Public Hearing – September 20, 2022
- Closed Session – April 5, 2022, May 3, 2022

#### B. Receive and File – None

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

#### D. Approval of Bills Payable and Manual Check Register #820

ACCOUNTS PAYABLE:	<u>\$50,958.06</u>
MANUAL CHECKS:	<u>54,371.64</u>
TOTAL:	<u><u>\$105,329.70</u></u>

### 6. FINANCIAL REPORT

**7. LEGAL REPORT**

**8. POLICE DEPARTMENT REPORT**

**9. PUBLIC WORKS REPORT**

**10. ENGINEERING REPORT**

**11. OLD BUSINESS**

**12. MOTIONS**

- A. Motion to Approve the Updated Employee Handbook
- B. Motion to Issue a “Notice to Proceed” for GIAG 22-001 General Improvements Assistance Grant Application for the Electrical Upgrade for 203 Main Street, Maple Park, Illinois to American Legion Post 312

**13. RESOLUTIONS**

- A. **RESOLUTION 2022-32 A RESOLUTION AUTHORIZING THE DISPOSAL OF AGED AND UNWORKABLE SURPLUS PROPERTY IN POSSESSION OF THE VILLAGE OF MAPLE PARK**

*This Resolution allows staff to dispose of property no longer in use by the Village, and not in workable condition.*

- B. **RESOLUTION 2022-33 A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO SIGN A SETTLEMENT AGREEMENT WITH COMED REGARDING MAPLE PARK’S MUNICIPAL UTILITY AUDIT**

*This Resolution authorizes the Village President to sign a confidential settlement agreement with ComEd.*

**14. ORDINANCES**

- A. **ORDINANCE 2022-16 AN ORDINANCE AMENDING TITLE 1, “ADMINISTRATION,” CHAPTER 12, “SPECIAL EVENTS”**

*This Ordinance amends certain sections of the Special Events section of the Village Code, removing and clarifying certain language and adding the exemption of Maple Park Fun Fest.*

- B. **ORDINANCE 2022-21 ORDINANCE TO SET DATE FOR TIF PUBLIC HEARING**

*This Ordinance will allow the Board to set a date for a TIF Public Hearing.*

Agenda  
Board of Trustees Meeting  
October 4, 2022  
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**15. VILLAGE ADMINISTRATOR REPORT**

**16. VILLAGE PRESIDENT REPORT**

**17. TRUSTEE REPORT**

**18. ADJOURNMENT**



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## **BOARD OF TRUSTEES MEETING MINUTES 302 WILLOW STREET, MAPLE PARK, IL TUESDAY, SEPTEMBER 6, 2022 7:00 P.M.**

### **1. CALL TO ORDER**

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

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL/QUORUM ESTABLISHED**

Acting Village Clerk Liz Peerboom called the roll call and the following Trustees were present: Village President Suzanne Fahnestock, Trustee Chris Simon, Trustee Cliff Speare, Trustee Tonia Groezinger, Trustee Hillary Joy, Trustee JT Peloso, and Trustee Jen Ward.

Others present: Village Engineer Jeremy Lin, Police Chief Dave Krull, Village Treasurer Cheryl Aldridge, Public Works Director Lou Larson, Village Attorney Kevin Buick and Acting Village Clerk Liz Peerboom.

### **4. APPOINTMENT OF ELIZABETH PEERBOOM AS VILLAGE CLERK BY VILLAGE PRESIDENT SUZANNE FAHNESTOCK, AND MOTION TO CONFIRM APPOINTMENT**

Trustee Speare made a motion to confirm the appointment of Elizabeth Peerboom as Village Clerk, seconded by Trustee Ward. Motion carried by roll call vote. Aye: Groezinger, Peloso, Joy, Simon, Speare, Ward. Nay: None.

Village President Suzanne Fahnestock administered the Oath of Office to Elizabeth Peerboom, as the new Village Clerk.

### **5. PRESENTATION BY JIM & COLLEEN MACRUNNELS – SPECIAL OLYMPICS**

Jim and Colleen Macrunnels were not able to attend.

### **6. PRESENTATION OF THE AUDIT – LAUTERBACH & AMEN, LLP**

Jennifer Martinson, Lauterbach & Amen, LLP presented the audit to the Board of Trustees. She thanked Village Treasurer for her help in getting the audit very smoothly each year. She pointed out to the Board the summary of the audit.

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

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

Gary Obrakta spoke about how many residents do not have Village Stickers. He also talked about residents with out-of-date state license stickers.

## 8. 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 – August 2, 2022
- Committee of the Whole Meeting – August 16, 2022
- Special Meeting – August 16, 2022

#### B. Receive and File

- Planning & Zoning Commission – November 3, 2021
- Planning & Zoning Commission – June 16, 2022
- Planning & Zoning Commission Public Hearing – June 16, 2022

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

#### D. Approval of Bills Payable and Manual Check Register #819

ACCOUNTS PAYABLE:	<u>\$95,275.54</u>
MANUAL CHECKS:	<u>1,204.79</u>
TOTAL:	<u>\$96,480.33</u>

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

## 9. FINANCIAL REPORT

There were no questions for the Financial Report.

## 10. LEGAL REPORT

There were no questions for the Legal Report.

## 11. POLICE DEPARTMENT REPORT

Chief Krull distributed the monthly calls and said that the calls are up. He added that there were very few problems at Fun Fest.

## 12. PUBLIC WORKS REPORT

Public Works Director Lou Larson said that he ordered a new blower and a new motor for the wastewater treatment plant. He also talked about the stratification system that will be installed the first week of October.

## 13. ENGINEERING REPORT

Village Engineering Jeremy Lin discussed the following:

- Preliminary review of the VisuSewer project. Focusing on the Pearl Street area because of the future project.
- Quick review of Assessment on Elevated Tank
- Planning Commission meeting
- Waiting on the County for the crosswalk

## 14. OLD BUSINESS

None.

## 15. MOTIONS – *Motion to Approve the Fiscal Year 2022 Audit (May 1, 2021 to April 30, 2022)*

Trustee Speare made a motion to approve the Fiscal Year 2022 Audit, seconded by Trustee Simon. Motion carried by roll call vote. Aye: Joy, Simon, Speare, Ward, Groezinger, Peloso. Nay: None.

## 16. RESOLUTIONS

### **A. RESOLUTION 2022-26 A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT TO ESTABLISH THE NORTHERN ILLINOIS MOBILE TEAM IN-SERVICE TRAINING UNIT**

*This Resolution allows for the Police Department to enter into an agreement for State of Illinois mandated training.*

Trustee Speare made a motion to approve Resolution 2022-26, “A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT TO ESTABLISH THE NORTHERN ILLINOIS MOBILE TEAM IN-SERVICE TRAINING UNIT,” seconded by Trustee Peloso. Motion carried by roll call vote. Aye: Simon, Speare, Ward, Groezinger, Peloso, Joy. Nay: None.

**B. RESOLUTION 2022-27 A RESOLUTION CREATING AN ONLINE SOCIAL MEDIA POLICY FOR THE VILLAGE OF MAPLE PARK, ILLINOIS**

*This Resolution allows for the Village President to create and adopt an Online Social Media Policy*

Trustee Ward made a motion to approve Resolution 2022, a Resolution creating an online social media policy for the Village of Maple Park, Illinois, seconded by Trustee Joy. Motion carried by roll call vote. Aye: Speare, Ward, Groezinger, Peloso, Joy, Simon. Nay: None.

**C. RESOLUTION 2022-29 A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO SIGN AN AGREEMENT WITH THE GOVTEMPSUSA "GOVTEMPS" FOR EMPLOYEE LEASING (VILLAGE ADMINISTRATOR).**

*This Resolution allows for the Village President to sign the agreement with GovTemps for the purpose of hiring a Temp to Hire Village Administrator.*

Trustee Ward made a motion to approve Resolution 2022-29, a Resolution Authorizing the Village President or her designee to sign an agreement with the GOVTEMPS USA "GOVTEMPS" for employee leasing (Village Administrator), seconded by Trustee Groezinger. Motion carried by roll call vote. Aye: Ward, Groezinger, Peloso, Joy, Simon, Speare. Nay: None.

**D. RESOLUTION 2022-30 A RESOLUTION TO INCUR TIF ELIGIBLE PROJECT COSTS**

*This Resolution allows for the Village to incur TIF eligible costs for the recently amended Public Redevelopment Project.*

Trustee Groezinger made a motion to approve Resolution 2022-30, a Resolution to incur TIF eligible project costs, seconded by Trustee Speare. Motion carried by roll call vote. Aye: Groezinger, Peloso, Joy, Simon, Spear, Ward. Nay: None.

**E. RESOLUTION 2022-31 A RESOLUTION APPROVING THE REVISED SPECIAL EVENTS APPLICATION**

*This Resolution allows for the Special Event application to be amended as presented in Exhibit A of the Resolution.*

Trustee Peloso made a motion to approve Resolution 2022-31, a Resolution approving the revised Special Events application, seconded by Trustee Simon. Motion carried by roll call vote: Aye: Peloso, Joy, Simon, Speare, Ward, Groezinger, Peloso. Nay: None.

## 17. ORDINANCES

### A. **ORDINANCE 2022-18 AN ORDINANCE AMENDING TITLE 11, "ZONING REGULATIONS," CHAPTER 10, "SIGNS," TO THE ZONING ORDINANCE OF THE VILLAGE OF MAPLE PARK, ILLINOIS**

*This Ordinance allows for the amendment of the Sign Ordinance to allow for changeable copy signs in the Village Code.*

Trustee Joy made a motion to approve Ordinance 2022-18, an Ordinance amending Title 11, "Zoning Regulations," Zoning Regulations, Chapter 10, "Signs," to the zoning ordinance of The Village of Maple Park, Illinois, seconded by Trustee Peloso. Aye: Joy, Simon, Speare, Ward, Groezinger, Peloso. Nay: None.

### B. **ORDINANCE 2022-19 AN ORDINANCE APPROVING A SPECIAL USE PERMIT TO ALLOW THE CONSTRUCTION OF A SOLAR FARM ON PROPERTY LOCATED AT 19500 PRITCHARD ROAD, MAPLE PARK, IL**

*This Ordinance allows for Special Use Permit for USS Solar to construct a solar farm to be located on property located at 19500 Pritchard Road (corner of Pritchard and Maple Park Roads).*

There was no motion or seconded, therefore this Ordinance failed. There was no discussion.

## 18. VILLAGE PRESIDENT REPORT

President Fahnestock said that Funfest was a success and thanked everyone for their hard work.

## 19. TRUSTEE REPORT

Trustee Ward said that staff and volunteers did a good job on Fun Fest

## 20. EXECUTIVE SESSION

### **5 ILCS 120/2 (c) 21 CLOSED SESSION MEETING MINUTES**

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

Consensus was that there was no need to have closed session.



**21. ITEM(S) FROM CLOSED SESSION**

**RESOLUTION 2022-28 A RESOLUTION AUTHORIZING THE DESTRUCTION  
OF AUDIO RECORDINGS OF CLOSED SESSION MEETINGS**

*This Resolution allows for the destruction of closed session meeting minutes as provided by state statute. The following meeting dates have minutes that have been transcribed and Staff is requesting that the audio recordings for the following dates be destroyed, as provided by law: 1-9-21, 3-2-21, 3-16-21.*

Trustee Simon made a motion to approve Resolution 2022-28, a Resolution authorizing the destruction of recordings of closed session meetings, seconded by Trustee Speare. Motion carried by roll call vote. Aye: Simon, Speare, Ward, Groezinger, Peloso. Nay: Joy.

Village Attorney Kevin Buick asked if the Board had had a chance to review the closed session meeting minutes to be approved. Clerk Liz Peerboom advised that the Board had not had a chance to review the minutes. Therefore, there was no vote on the approval of closed session meeting minutes.

**22. ADJOURNMENT**

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

Meeting adjourned at 7:25 p.m.

Respectfully Submitted,

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Elizabeth Peerboom, Village Clerk



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**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING MINUTES  
TUESDAY, SEPTEMBER 20, 2022  
MAPLE PARK CIVIC CENTER  
302 WILLOW STREET, MAPLE PARK  
Immediately Following the Public TIF Meeting**

**1. CALL TO ORDER**

Village President Suzanne Fahnestock called the meeting to order at 7:05 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL/QUORUM ESTABLISHED**

Village Clerk Liz Peerboom called the roll call and the following Board members were present: Village President Suzanne Fahnestock, Trustee Tonia Groezinger, Trustee Cliff Speare, Trustee Jen Ward, and Trustee JT Peloso. Absent: Trustees Hillary Joy and Chris Simon.

Others present: Village Administrator Darin Girdler, Police Chief Dave Krull, Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, and Village Clerk Liz Peerboom.

**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](mailto: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. DISCUSSION OF THE URGENT REPAIR OF THE PUBLIC WORKS GARAGE ROOF**

President Fahnestock advised the Board of the urgent need to replace the roof on the Public Works garage. Village Accountant Cheryl Aldridge showed pictures on the overhead of the damage to the roof and discussed what would need to be done to fix the issues with the roof and the flashing.

President Fahnestock asked if the project would be done before winter. Ms. Aldridge advised that the project should be done before winter. Trustee Groezinger asked about where the money would come from. Ms. Aldridge advised that it would come from Income Tax, Permit Fees and, Facility Developer Contribution for Heritage Hills.

President Fahnestock advised of a grant that was received today for a total of \$185,000, and this money will be used for the sewer and what is left will be used for the roof.

Trustee Speare asked if the roof could be made of steel instead of rubber. Ms. Aldridge said that she did not know what the quote covered.

Consensus was to allow for the necessary urgent repair.

## **6. PRESENTATION AND REVIEW OF THE MAPLES SUBDIVISION**

Dr. Steve Glasgow, Mr. Dave Grant and their engineer made a presentation regarding the proposed subdivision.

Dr. Glasgow went over other developments where he has rental properties. He discussed the rents they charge, amenities included, and security provided for those rental properties. He also went over the application process for perspective tenants.

Dr. Glasgow presented the concept plan, as amended. He explained that the new plan has three rental properties, one of which will have some retail on the first floor. The rest of the plan will be commercial.

A question was asked about furnished apartments. Dr. Glasgow said that this development would not include furnished apartments. Trustee Ward asked what the total PE would be for the project. Dr. Glasgow said that he believes it is 180 was approved for the entire 10.4-acre project. Dr. Glasgow said that he is willing to look at changing the plan to make it more accessible. Dr. Glasgow's engineer said that IDOT controls the intersection and so they are in control of whether or not it is a right-in-right-out.

Trustees asked more questions about the residential. Dr. Glasgow stated that the concept plan will include a bike path. Trees asked if Dr. Glasgow's team considered building homes instead of rental properties.

Dr. Glasgow invited Board members to tour one of his other rental properties.

Mr. Grant discussed leasing and managing properties and he said that if approved would be a high-quality, low-density project.

Trustees agreed that the Board in general is okay with the retail on County Line Road.

Consensus was to send this concept plan to the Planning & Zoning Commission for review and approval.

## **7. DISCUSSION OF SPECIAL EVENTS ORDINANCE**

The following changes were discussed: Correct the number of weeks to four on page 1, paragraph 2 of Section 1. On page 2, remove number D. 4. On page 2, E. 6., remove sign

permit, banner permit and, temporary structure permits. Also on page 2, remove E. 10. Add a paragraph that says that Maple Park Fun Fest is exempt from getting a Special Events permit.

Consensus was to move the amended Ordinance to the Board meeting on October 4, 2022, for approval.

## **8. VILLAGE PRESIDENT REPORT**

President Fahnestock advised the Board that Election Petitions can start being distributed as of September 20, she added that petitions are available in the office or online. President Fahnestock advised that there are three seats available, which are all four year terms.

## **9. EXECUTIVE SESSION – ILCS 120/2 (c) 11 LITIGATION**

*Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.*

Trustee Speare made a motion to go into closed session, seconded by Trustee Groezinger. Motion carried by voice vote.

Closed the meeting at 8:30 p.m.

Opened the meeting at 8:38 p.m.

Open session roll call: Village Clerk Liz Peerboom called the roll call and the following Board members were present: Village President Suzanne Fahnestock, Trustee Tonia Groezinger, Trustee Cliff Speare, Trustee Jen Ward, and Trustee JT Peloso. Absent: Trustees Hillary Joy and Chris Simon.

Others present: Village Administrator Darin Girdler, and Village Clerk Liz Peerboom.

## **10. ADJOURNMENT**

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

Meeting adjourned at 8:39 p.m.

Respectfully Submitted,

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Elizabeth Peerboom, Village Clerk

**VILLAGE OF MAPLE PARK  
PUBLIC MEETING MINUTES  
PROPOSED SECOND AMENDMENT TO THE MAPLE PARK TIF DISTRICT**

Date of Announcement: August 16, 2022

Date Posted: August 16, 2022

Posted By: Liz Peerboom, Acting Village Clerk

**MEETING:** Public Meeting for Proposed Second Amendment to the Maple Park TIF District

**WHEN:** Tuesday, September 20, 2022

**WHERE:** Maple Park Village Hall, 302 Willow Street, Maple Park, IL, 60151

**PURPOSE:** To enable the Village to advise the public, taxing districts having real property in the amended redevelopment project area, and residents in the amended area as to the Village's possible intent to prepare a Second Amendment to the Redevelopment Plan and designate an Amended Redevelopment Project Area for the Maple Park Tax Increment Financing (TIF) District, and to receive public comment.

**AGENDA:**

**1. CONVENE PUBLIC MEETING**

Village President Suzanne Fahnestock opened the public meeting at 7:00 p.m.

**2. ADVISE VILLAGE'S INTENT TO AMEND THE MAPLE PARK TIF DISTRICT**

Herb Klein, Jacob & Klein described the reason for the TIF Amendment, which is primarily for the proposed water tower. He also went over the timeline of amending the TIF.

**3. RECEIVE PUBLIC COMMENT**

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

Andrew Hladilek asked what money is being re-allocated. Mr. Klein advised that the money comes from the other projects on the redevelopment plan. Mr. Klein added that the purpose of this meeting is to enable the Village to advise the public, taxing districts having real property in the amended redevelopment project area, and residents in the amended area as to the Village's possible intent to prepare a Second Amendment to the Redevelopment Plan and designate an Amended Redevelopment Project Area for the Maple Park Tax Increment Financing (TIF) District, and to receive public comment.

**4. ADJOURN**

President Fahnestock adjourned the meeting at 7:04 p.m.

Respectfully Submitted,

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Elizabeth Peerboom, Village Clerk

VILLAGE OF MAPLE PARK, ILLINOIS  
Schedule of Cash and Investments  
August 31, 2022

Fund	Interest Rate Approx	CDs	IPTIP Accounts	First Midwest	Charles Schwab	Old Second Checking	Total Cash & Investments
<b>Operating Funds</b>							
General Fund							
Old Second - Checking Acct	0.00%	-	-	-	-	183,532.29	183,532.29
Illinois Public Treasurer's Pool	2.51%	-	583,406.95	-	-	-	583,406.95
Total General Fund		-	583,406.95	-	-	183,532.29	766,939.24
Utility Tax Fund							
Old Second - Checking Acct	0.00%	-	-	-	-	30,090.93	30,090.93
First Midwest Bank	0.04%	-	-	373,015.96	-	-	373,015.96
Illinois Public Treasurer's Pool	2.51%	-	146,479.10	-	-	-	146,479.10
Total Utility Tax Fund		-	146,479.10	373,015.96	-	30,090.93	549,585.99
TIF District Fund							
Old Second - Checking Account	0.00%	-	-	-	-	-	-
Old Second - TIF Checking Acct	0.00%	-	-	-	-	497,582.63	497,582.63
Charles Schwab - Wealth Mgmt Acct	2.12%	-	-	-	2,500,000.00	-	2,500,000.00
Total Road & Bridge Fund		-	-	-	2,500,000.00	497,582.63	2,997,582.63
Road & Bridge Fund							
Old Second - Checking Account	0.00%	-	-	-	-	70,492.63	70,492.63
Illinois Public Treasurer's Pool	2.51%	-	110,241.24	-	-	-	110,241.24
Total Road & Bridge Fund		-	110,241.24	-	-	70,492.63	180,733.87
Motor Fuel Tax Fund							
Old Second - Checking Account	0.00%	-	-	-	-	-	-
Illinois Public Treasurer's Pool	2.51%	-	241,257.13	-	-	-	241,257.13
Total Motor Fuel Tax Fund		-	241,257.13	-	-	-	241,257.13
Water & Sewer Funds							
Operating Accounts							
Old Second - Checking Account	0.00%	-	-	-	-	(70,643.12)	(70,643.12)
Illinois Public Treasurer's Pool	2.51%	-	574,940.51	-	-	-	574,940.51
Total Operating Accounts		-	574,940.51	-	-	(70,643.12)	504,297.39
Water Improvement Account							
Old Second - Checking Account	0.00%	-	-	-	-	9,401.15	9,401.15
Illinois Public Treasurer's Pool	2.51%	-	283,675.61	-	-	-	283,675.61
Total Water Improvement Accounts		-	283,675.61	-	-	9,401.15	293,076.76
Sewer Improvement Account							
Old Second - Checking Account	0.00%	-	-	-	-	(37,309.94)	(37,309.94)
Illinois Public Treasurer's Pool	2.51%	-	551,399.65	-	-	-	551,399.65
Total Sewer Improvement Accounts		-	551,399.65	-	-	(37,309.94)	514,089.71
Total Water & Sewer Funds		-	1,410,015.77	-	-	(98,551.91)	1,311,463.86
<b>Total Village Operating Funds</b>		-	2,491,400.19	373,015.96	2,500,000.00	683,146.57	6,047,562.72
<b>Escrow Funds</b>							
School Land Cash							
Old Second - Checking Account	0.00%	-	-	-	-	-	-
Developer Escrow Fund							
Old Second - Checking Account	0.00%	-	-	-	-	47,380.40	47,380.40
<b>Total Village Escrow Funds</b>		-	-	-	-	47,380.40	47,380.40
<b>Total Village Cash &amp; Investments</b>		-	2,491,400.19	373,015.96	2,500,000.00	730,526.97	6,094,943.12

DATE: 09/29/22

Thursday September 29, 2022

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 ABD CYCLE CLUB 09182022	01-00-2103	PARK DEPOSIT REFUND	100.00	100.00
01 ALL AROUND PUMPING SERVICE, IN 27565	52-20-5600	VACTOR MACHINE	1800.00	1800.00
01 AMERICAN DIABETES ASSOCIATION 09252022	01-00-2103	PARK DEPOSIT REFUND	100.00	100.00
01 BANNER UP SIGNS 78485	01-10-5200	NAMEPLATES	20.00	20.00
01 CASEY'S BUSINESS MASTERCARD 09082022	01-30-5250	GASOLINE	1057.77	1057.77
01 CODE BLUE 2938	01-10-5420.02	PLUMBING INSPECTIONS	100.00	100.00
01 COMMONWEALTH EDISON 01470771920822A	01-50-5730	STREET LIGHTING	3044.91	133.38
0498142046 0822	52-20-5730	LIFT STATION		62.05
0798152002 0822	52-10-5730	WELL		1193.35
1620026021 0822	52-20-5730	WWTP		694.23
4665155040 0922	01-50-5730	STREET LIGHTING		729.82
5778015012 0822	01-20-5730	MEMORIAL PARK POND		232.08
01 CONSERV FS, INC. 121018895	01-20-5250	GASOLINE	649.79	233.92
121018895	52-10-5250	GASOLINE		233.92
121018895	01-50-5250	GASOLINE		90.97
121018895	52-20-5250	GASOLINE		90.98
01 CRESCENT ELECTRIC SUPPLY CO. S510725970.001	01-40-5600	LIGHT BULBS	18.47	18.47
01 C.S.R.BOB CAT, INC. 01-9009	01-10-5900.01	SWEeper RENTAL	935.00	935.00
01 DE LAGE LANDEN PUBLIC FINANCE 77473308	01-10-5160	COPIER	487.08	199.82
77473308	01-10-5200	COPIER		287.26
01 THE ECONOMIC DEVELOPMENT GROUP 08302022	13-00-8417	TIF 2ND AMENDMENT	3000.00	3000.00
01 ENVIRONMENTAL SYSTEMS RESEARCH 94308659	01-10-5390	ARCGIS	400.00	400.00
01 MAC A MCINTYRE 2098	01-10-5390	WEBSITE HOSTING FEES	300.00	300.00
01 EXPERT LOCK & SAFE INC. 87082	01-40-5600	LOCK REPAIR	165.00	165.00
01 FOSTER, BUICK, CONKLIN, LUNDGR 45819	01-10-5330	GENERAL COUNSEL	1268.75	875.00
45819	01-10-5330	ORDINANCES&RESOLUTIONS		393.75
01 GOVTEMPS USA, LLC 4044681	01-10-5390	VILLAGE ADMINISTRATOR	3066.00	1533.00
4044681	52-10-5390	VILLAGE ADMINISTRATOR		766.50
4044681	52-20-5390	VILLAGE ADMINISTRATOR		766.50

DATE: 09/29/22

Thursday September 29, 2022

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 FRONTIER			210.88	
8158273710 0922	52-10-5700	WELL HOUSE		73.71
8158275039 0922	52-20-5700	WWTP		63.46
8158275069 0922	52-20-5700	LIFT STATION		73.71
01 HOLMGREN ELECTRIC INC.			270.00	
9619	52-20-5600	ELECTRICAL REPAIR		270.00
01 JACOB & KLEIN, LTD.			3000.00	
08302022	13-00-8417	TIF 2ND AMENDMENT		3000.00
01 JOSH JORDAN			25.00	
09302022	01-10-5700	CELL PHONE STIPEND		25.00
01 KUNES COUNTRY OF SYCAMORE			1518.82	
5699	01-10-5900	VEHICLE REPAIR		1518.82
01 LAUTERBACH & AMEN, LLP			2280.00	
69699	01-10-5350	FINAL AUDIT BILLING		2000.00
69699	13-00-5350	FINAL AUDIT BILLING		280.00
01 LINTECH ENGINEERING, INC.			19157.50	
4582	13-00-5320	ELEVATED STORAGE TANK DESIGN		10000.00
4583	13-00-8418	SIDEWALK DESIGN		7500.00
4584	01-10-5320	SEPTEMBER MEETINGS		297.50
4585	01-10-5320	PLAN REVIEWS		510.00
4585	13-00-5320	TIF AMENDMENT		850.00
01 LOWE'S			25.33	
09172022	01-10-5900.01	FUN FEST EXPENSES		25.33
01 MEDIACOM			219.90	
09212022	01-10-5700	INTERNET SERVICES		219.90
01 METROPOLITAN MAYORS CAUCUS			130.00	
2022-176	01-10-5570	FY2022 CAUCUS DUES		130.00
01 LINTECH ENGINEERING, INC.			2500.00	
4581	52-10-5390	OPERATION SERVICES		1250.00
4581	52-20-5390	OPERATION SERVICES		1250.00
01 NORTHERN ILL TRAINING ADVISORY			510.00	
2333	01-30-5560	TRAINING		510.00
01 SHAW SUBURBAN MEDIA			1166.84	
2016966	01-10-5900	ELECTION NOTICE		70.06
2018163	01-10-5900	TREASURER'S REPORT		1096.78
01 QUILL CORPORATION			171.03	
27517870	01-20-5600	PARK SUPPLIES		32.37
27956388	01-10-5200	OFFICE SUPPLIES		58.88
27956388	01-30-5100	OFFICE SUPPLIES		79.78
01 SECRETARY OF STATE			15.00	
LSM1643269	01-10-5900	CHERYL ALDRIDGE NOTARY		15.00
01 SHODEEN HOMES LLC			1000.00	
MP21-67	01-00-2103	DEPOSITS PAYABLE		1050.00
MP21-67	01-00-4410	ADD'L INSPECTION		50.00-
01 SUBURBAN LABORATORIES, INC.			78.75	
205225	52-10-5335	WATER TESTING		78.75



SYS DATE:09/29/22

VILLAGE OF MAPLE PARK  
A / P W A R R A N T L I S T  
REGISTER # 820  
Thursday September 29, 2022

SYS TIME:08:54  
[NW1]

DATE: 09/29/22

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 T-MOBILE			218.57	
09212022	01-10-5700	CELL PHONES		78.03
09212022	01-30-5700	AIR CARDS		88.20
09222022	01-30-5700	CELL PHONES		52.34
01 USIC LOCATING SERVICES, LLC			947.67	
533687	01-50-5390	UTILITY MARKING		473.84
533687	52-10-5390	UTILITY MARKING		236.92
533687	52-20-5390	UTILITY MARKING		236.91
01 USS PRITCHARD SOLAR LLC			1000.00	
PZC22-03	01-10-5900	DEPOSIT REFUND		1000.00
** TOTAL CHECKS TO BE ISSUED			50958.06	

FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		17187.07	
13	TIF DISTRICT		24630.00	
52	WATER & SEWER FUND		9140.99	
***	GRAND TOTAL ***		50958.06	
	TOTAL FOR REGULAR CHECKS:		49,444.18	
	TOTAL FOR DIRECT PAY VENDORS:		1,513.88	

DATE: 09/29/22

Thursday September 29, 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 REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR	
01 GERALD AUTOMOTIVE GROUP	09/19/22	23192	47590.24		
105 09192022	01-50-8215	2022 SUPER DUTY F350		15863.42	
105 09192022	52-10-8215	2022 SUPER DUTY F350		15863.41	
105 09192022	52-20-8215	2022 SUPER DUTY F350		15863.41	
01 McCLOUD AQUATICS	09/01/22	23190	4398.48		
105 33580-DEP	01-20-5600	STRATIFICATION DEPOSIT		4398.48	
01 AMERICAN BANK & TRUST	09/08/22	23191	2382.92		
105 08282022I	01-10-5900.01	FUN FEST EXPENSES		97.94	
105 08282022I	01-20-5600	MAINTENANCE & REPAIR		295.88	
105 08282022I	52-20-5600	MAINTENANCE & REPAIR		42.97	
105 08282022J	01-20-5600	MAINTENANCE & REPAIR		8.28	
105 08282022K	01-10-5200	OFFICE SUPPLIES		266.80	
105 08282022K	01-10-5390	OTHER PROFESSIONAL SERVICES		55.42	
105 08282022K	01-10-5500	INSURANCE EXPENSE		54.56	
105 08282022K	01-10-5900	OTHER EXPENSES		137.60	
105 08282022K	01-10-5900.01	FUN FEST EXPENSES		212.95	
105 08282022K	01-40-5600	MAINTENANCE & REPAIR		201.60	
105 08282022M	01-10-5700	TELEPHONE		140.26	
105 08282022M	01-30-5700	TELEPHONE		143.11	
105 08282022M	01-40-5600	MAINTENANCE & REPAIR		205.66	
105 08282022N	01-30-5900	OTHER EXPENSE		519.89	

\*\* TOTAL MANUAL CHECKS REGISTERED 54371.64

REPORT SUMMARY			
CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	50958.06	54371.64	105329.70
TOTAL CASH	50958.06	54371.64	105329.70

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

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
---------------	------------------------	----------------------	-------

01	17187.07	22601.85	39788.92
13	24630.00	.00	24630.00
52	9140.99	31769.79	40910.78
	-----	-----	-----
TOTAL DISTR	50958.06	54371.64	105329.70



# *Village of Maple Park*

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

## **FINANCE REPORT TUESDAY, OCTOBER 4, 2022**

- Budget Report – Included in this month's packet is the September Budget Report. The 2<sup>nd</sup> ARPA (American Rescue Plan Act Relief Dollars) fund payment was received in September. In total, the Village has received \$185,755.55. These funds are sitting in a Deferred Revenue fund. They will be included on the Budget Report in a Revenue Account when the funds are spent.

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 September.
- 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 \$50,958.06, manual checks of \$54,371.64 for a total of \$105,329.70.
    - Lintech Engineering, Inc - \$19,157.50 – \$10,000.00 was for work done on the elevated tank design. (Portion of TIF-0010 from the Capital Plan, page 28 of 53 of the FY23 Budget), \$7,500.00 was for sidewalk design work. (Portion of County Line Road Sidewalk page 28 of 53 of the FY23 Budget)
    - Gerald Automotive Group - \$47,590.24 – New Public Works Vehicle (Main portion of ST-0003, split between 01-50, 52-10, and 52-20 – pages 21, 42, and 44 of 53 of the FY23 Budget – plow and additional accessories still need to be added)
- Please let me know if you have any questions or concerns.

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2022 - September 30, 2022**

	FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>01 - GENERAL FUND</b>					
TOTAL GENERAL FUND REVENUE	924,222	807,742	471,922	562,823	(90,900)
TOTAL ADMINISTRATION & FINANCE	300,608	355,585	147,807	105,689	42,119
TOTAL PARKS & GROUNDS	54,857	117,295	86,644	48,814	37,830
TOTAL POLICE DEPARTMENT	235,025	346,807	178,120	128,131	49,989
TOTAL CIVIC CENTER	32,276	71,500	46,125	7,497	38,628
TOTAL STREET DEPARTMENT	93,553	154,320	94,331	51,588	42,743
TOTAL EMERGENCY MANAGEMENT DEPARTMENT	1,345	12,340	11,558	544	11,014
TOTAL GENERAL FUND EXPENDITURES	717,664	1,057,847	564,586	342,262	222,324
GENERAL FUND NET INCOME/LOSS	206,558	(250,106)	(92,663)	220,561	(313,224)
<b>12 - UTILITY TAX FUND</b>					
TOTAL REVENUE	81,724	70,300	38,042	37,768	273
TOTAL EXPENDITURES	74,181	71,368	41,868	31,954	9,914
UTILITY TAX FUND NET INCOME/LOSS	7,543	(1,068)	(3,826)	5,815	(9,641)
<b>13 - TIF DISTRICT FUND</b>					
TOTAL REVENUE	2,538,969	290,000	272,600	341,641	(69,041)
TOTAL EXPENDITURES	51,191	1,670,319	366,144	113,696	252,448
ROAD & BRIDGE FUND NET INCOME/LOSS	2,487,778	(1,380,319)	(93,544)	227,945	(321,489)
<b>15 - ROAD &amp; BRIDGE FUND</b>					
TOTAL REVENUE	57,388	49,270	47,613	50,202	(2,589)
TOTAL EXPENDITURES	1,180	96,600	83,500	500	83,000
ROAD & BRIDGE FUND NET INCOME/LOSS	56,208	(47,330)	(35,888)	49,702	(85,589)
<b>19 - MOTOR FUEL TAX FUND</b>					
TOTAL REVENUE	81,201	73,479	39,010	23,263	15,747
TOTAL EXPENDITURES	-	-	-	-	-
MOTOR FUEL TAX FUND NET INCOME/LOSS	81,201	73,479	39,010	23,263	15,747
<b>28 - DEVELOPER ESCROW FUND</b>					
TOTAL REVENUE	22,478	10,000	-	-	-
TOTAL EXPENDITURES	22,478	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
<b>52 - WATER &amp; SEWER FUND</b>					
TOTAL REVENUE	491,296	522,350	183,979	184,149	(170)
TOTAL WATER EXPENDITURES	292,206	365,370	216,680	137,030	79,650
TOTAL SEWER EXPENDITURES	141,548	208,138	128,860	114,302	14,557
TOTAL WATER & SEWER FUND EXPENDITURES	433,754	573,508	345,540	251,332	94,207
WATER & SEWER FUND NET INCOME/LOSS	57,541	(51,158)	(161,560)	(67,184)	(94,377)
<b>54 - WATER IMPROVEMENT ACCOUNT</b>					
TOTAL REVENUE	45,742	14,075	4,698	17,576	(12,878)
TOTAL EXPENDITURES	96,932	9,000	9,000	-	9,000
WATER IMPROVEMENT NET INCOME/LOSS	(51,190)	5,075	(4,302)	17,576	(21,878)
<b>56 - SEWER IMPROVEMENT ACCOUNT</b>					
TOTAL REVENUE	37,238	14,150	4,729	14,066	(9,336)
TOTAL EXPENDITURES	27,219	56,623	56,623	55,551	1,072
SEWER IMPROVEMENT NET INCOME/LOSS	10,020	(42,473)	(51,894)	(41,485)	(10,409)
<b>70 - SCHOOL LAND CASH</b>					
TOTAL REVENUE	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	-	-
<b>GRAND TOTAL REVENUE</b>	<b>4,280,257</b>	<b>1,851,365</b>	<b>1,062,592</b>	<b>1,231,487</b>	<b>(168,894)</b>
<b>GRAND TOTAL EXPENSES</b>	<b>1,424,598</b>	<b>3,545,265</b>	<b>1,467,260</b>	<b>795,295</b>	<b>671,965</b>
<b>GRAND TOTAL NET INCOME / LOSS</b>	<b>2,855,659</b>	<b>(1,693,900)</b>	<b>(404,668)</b>	<b>436,192</b>	<b>(840,860)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2022 - September 30, 2022**

		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>01 - GENERAL FUND</b>						
<b>REVENUES</b>						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	124,428	130,801	122,953	129,418	(6,465)
01-00-4120	REAL ESTATE TAX - KANE CO.	106,491	111,423	104,738	99,914	4,824
01-00-4220	STATE OF IL - INCOME TAX	196,114	189,586	78,994	105,649	(26,655)
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	260,758	200,000	83,333	112,291	(28,957)
01-00-4250	STATE OF IL-REPLACEMENT TAX	7,962	5,000	1,875	4,012	(2,137)
01-00-4270	STATE OF IL-USE TAX	53,820	53,738	22,391	22,498	(107)
01-00-4280	STATE OF IL-VIDEO GAMING TAX	42,717	36,000	15,000	15,433	(433)
01-00-4281	STATE OF IL-CANNABIS TAX	2,139	2,794	1,164	979	186
01-00-4310	GAME LICENSE	275	250	250	250	-
01-00-4325	GOLF CART LICENSE	675	600	600	770	(170)
01-00-4330	CIGARETTE LICENSE	20	20	20	20	-
01-00-4340	FRANCHISE FEE LICENSE	4,578	4,500	1,875	(364)	2,239
01-00-4341	RAFFLE LICENSE FEE	50	40	25	10	15
01-00-4350	LIQUOR LICENSE	10,500	10,500	10,500	10,680	(180)
01-00-4407	TEMPORARY OCCUPANCY PERMIT	1,800	-	-	-	-
01-00-4410	BUILDING PERMITS	12,124	9,000	5,625	6,140	(515)
01-00-4410.01	BUILDING PERMITS - SETTLEMENT	2,181	-	-	-	-
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSING	7,309	-	-	1,762	(1,762)
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	2,890	-	-	1,779	(1,779)
01-00-4420	SOLICITOR PERMITS	100	-	-	100	(100)
01-00-4535.01	THE SETTLEMENT - ENGINEERING	340	-	-	-	-
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	1,190	-	-	170	(170)
01-00-4535.03	HERITAGE HILLS - ENGINEERING	510	-	-	170	(170)
01-00-4550	PARK RENT	1,000	500	500	1,500	(1,000)
01-00-4550.03	RENT - KANE COUNTY POLLING	-	-	-	40	(40)
01-00-4550.04	RENT - GYM USE	4,740	2,000	833	865	(32)
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	2,000	3,200	(1,200)
01-00-4550.17	RENT - KITCHEN	150	-	-	175	(175)
01-00-4550.17	RENT - EXERCISE ROOM	100	-	-	-	-
01-00-4560	FUTURE LINK RENT	4,830	5,040	2,100	2,100	-
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	13,542	13,540	2
01-00-4610	DEKALB COUNTY FINES	731	500	208	878	(670)
01-00-4620	KANE COUNTY FINES	560	500	208	206	2
01-00-4625	ORDINANCE VIOLATION FINES	4,950	2,000	833	350	483
01-00-4654.01	POLICE DEVELOP CONTRIB - SETTLEMENT	1,056	-	-	-	-
01-00-4654.02	POLICE DEVELOP CONTRIB - SQUIRE'S CROSSING	3,167	-	-	1,056	(1,056)
01-00-4654.03	POLICE DEVELOP CONTRIB - HERITAGE HILLS	1,056	-	-	1,056	(1,056)
01-00-4656.01	FACILITY DEVELOP CONTRIB - SETTLEMENT	1,603	-	-	-	-
01-00-4656.02	FACILITY DEVELOP CONTRIB - SQUIRE'S CROSSING	4,809	-	-	1,603	(1,603)
01-00-4656.03	FACILITY DEVELOP CONTRIB - HERITAGE HILLS	1,603	-	-	1,603	(1,603)
01-00-4800	INTEREST INCOME	557	150	63	11,358	(11,295)
01-00-4900	OTHER INCOME	7,789	500	208	131	78
01-00-4910	REIMBURSEMENT INCOME	9,250	5,000	2,083	7,483	(5,400)
01-00-4910.30	AMERICAN RESCUE PLAN FUNDS	-	-	-	-	-
01-00-4940.02	PARK CONTRIBUTION - SQUIRE'S CROSSING	-	-	-	2,000	(2,000)
01-00-4940.03	PARK CONTRIBUTION - HERITAGE HILLS	-	-	-	2,000	(2,000)
<b>** TOTAL GENERAL FUND REVENUE</b>		<b>924,222</b>	<b>807,742</b>	<b>471,922</b>	<b>562,823</b>	<b>(90,900)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
**May 1, 2022 - September 30, 2022**

		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>10 - ADMINISTRATION &amp; FINANCE EXPENDITURES</b>						
01-10-5010	WAGES – FINANCE	80,209	128,103	53,376	42,862	10,515
01-10-5010.01	WAGES – REIMBURSED (POLICE)	484	-	-	-	-
01-10-5010.02	WAGES – FUN FEST (POLICE)	3,000	4,000	4,000	-	4,000
01-10-5010.03	WAGES – FUN FEST (PUBLIC WORKS)	1,000	3,000	3,000	-	3,000
01-10-5011	SALARIES – VILLAGE BOARD	4,792	5,000	-	-	-
01-10-5012	STATE UNEMPLOYMENT TAX	1,170	1,200	300	180	120
01-10-5020	SOCIAL SECURITY EXPENSE	6,900	11,491	4,628	3,535	1,093
01-10-5020.01	SOCIAL SECURITY EXPENSE - REIMBURSED	37	-	-	-	-
01-10-5030	PENSION EXPENSE	2,376	5,808	2,420	1,389	1,031
01-10-5040	EMPLOYEE MEDICAL INSURANCE	5,250	17,100	7,125	1,688	5,437
01-10-5120	POSTAGE	1,057	1,500	625	870	(245)
01-10-5155	GOLF CART LICENSE EXPENSE	100	125	-	-	-
01-10-5160	COPIER & POSTAGE MACHINE LEASE	2,649	2,733	1,083	1,167	(84)
01-10-5200	OFFICE SUPPLIES	8,812	7,500	3,125	3,434	(309)
01-10-5320	ENGINEERING SERVICES	6,375	7,500	3,125	1,743	1,383
01-10-5330	LEGAL SERVICES	43,728	25,000	10,417	6,956	3,460
01-10-5350	AUDIT EXPENSE	13,560	14,000	14,000	13,920	80
01-10-5390	OTHER PROFESSIONAL SERVICES	26,414	36,500	15,208	12,171	3,037
01-10-5420	PERMIT EXPENSE	950	1,000	625	150	475
01-10-5420.01	PERMIT EXPENSE - SETTLEMENT	500	-	-	-	-
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	700	-	-	150	(150)
01-10-5420.03	PERMIT EXPENSE - HERITAGE HILLS	850	-	-	150	(150)
01-10-5500	INSURANCE EXPENSE	44,977	46,000	-	55	(55)
01-10-5550	SOFTWARE EXPENSE	699	500	-	-	-
01-10-5570	DUES AND MEMBERSHIPS	6,821	7,000	2,917	3,344	(428)
01-10-5700	TELEPHONE	5,732	6,500	2,708	2,231	477
01-10-5900	OTHER EXPENSES	11,768	6,000	2,500	6,835	(4,335)
01-10-5900.01	FUN FEST EXPENSES	497	1,000	1,000	1,271	(271)
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	927	1,000	1,000	952	48
01-10-5920	CONFERENCES	1,518	2,400	1,000	100	900
01-10-5999	TRANSFER TO OTHER FUNDS	5,000	5,000	5,000	-	5,000
01-10-8210	COMPUTERS	11,758	3,125	3,125	535	2,590
01-10-8300	FURNITURE & FIXTURES	-	5,500	5,500	-	5,500
<b>** TOTAL ADMINISTRATION &amp; FINANCE</b>		<b>300,608</b>	<b>355,585</b>	<b>147,807</b>	<b>105,689</b>	<b>42,119</b>
<b>20 - PARKS &amp; GROUNDS EXPENDITURES</b>						
01-20-5010	WAGES	35,463	40,169	16,737	15,211	1,526
01-20-5020	SOCIAL SECURITY EXPENSE	2,987	3,410	1,421	1,357	63
01-20-5030	PENSION EXPENSE	1,505	1,558	649	660	(11)
01-20-5040	EMPLOYEE MEDICAL INSURANCE	4,060	4,408	1,837	1,780	56
01-20-5250	GASOLINE & FUEL	854	1,000	417	758	(341)
01-20-5300	UNIFORM EXPENSE	-	750	750	-	750
01-20-5390	OTHER PROFESSIONAL SERVICES	284	-	-	-	-
01-20-5560	TRAINING	69	1,000	1,000	-	1,000
01-20-5600	MAINTENANCE & REPAIR	7,945	63,000	63,000	28,389	34,611
01-20-5730	UTILITIES	826	1,000	417	658	(242)
01-20-5900	OTHER EXPENSE	865	1,000	417	-	417
<b>** TOTAL PARKS &amp; GROUNDS</b>		<b>54,857</b>	<b>117,295</b>	<b>86,644</b>	<b>48,814</b>	<b>37,830</b>
<b>30 - POLICE DEPARTMENT EXPENDITURES</b>						
01-30-5010	WAGES – CHIEF	55,224	60,320	25,133	24,360	773
01-30-5015	WAGES – PATROL OFFICERS	72,522	112,032	46,680	25,828	20,852
01-30-5016	WAGES – TRAINING	619	10,640	4,433	1,629	2,804
01-30-5018	WAGES – SERGEANT	29,598	39,312	16,380	12,909	3,471
01-30-5020	SOCIAL SECURITY EXPENSE	12,861	17,588	7,328	5,391	1,938
01-30-5030	PENSION EXPENSE	2,522	2,717	1,132	1,143	(11)
01-30-5040	EMPLOYEE MEDICAL INSURANCE	7,027	7,600	3,167	3,069	97
01-30-5100	GENERAL SUPPLIES	1,408	4,500	1,875	1,009	866
01-30-5250	GASOLINE & FUEL	7,400	10,000	4,167	4,080	86
01-30-5300	UNIFORM EXPENSE	762	2,000	833	327	506
01-30-5330	LEGAL SERVICES	175	7,000	2,917	-	2,917
01-30-5390	OTHER PROFESSIONAL SERVICES	825	-	-	-	-
01-30-5550	SOFTWARE EXPENSE	2,695	2,950	1,950	1,830	120
01-30-5560	TRAINING	1,908	2,500	1,600	1,175	425
01-30-5570	DUES & MEMBERSHIPS	1,310	1,500	750	60	690
01-30-5600	MAINTENANCE & REPAIR	1,349	12,600	10,309	6,107	4,202
01-30-5700	TELEPHONE	3,915	4,500	1,875	1,453	422
01-30-5750	COMMUNICATIONS	15,214	20,049	20,049	15,269	4,780
01-30-5900	OTHER EXPENSE	2,617	2,500	1,042	2,780	(1,739)
01-30-8200	EQUIPMENT	1,915	-	-	-	-
01-30-8210	COMPUTERS	13,160	5,000	5,000	3,757	1,243
01-30-8300	FURNITURE & FIXTURES	-	21,500	21,500	15,954	5,546
<b>** TOTAL POLICE DEPARTMENT</b>		<b>235,025</b>	<b>346,807</b>	<b>178,120</b>	<b>128,131</b>	<b>49,989</b>



**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
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		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>40 - CIVIC CENTER EXPENDITURES</b>						
01-40-5100	GENERAL SUPPLIES	2,468	3,000	1,250	749	501
01-40-5560	TRAINING	57	1,000	1,000	-	1,000
01-40-5600	MAINTENANCE & REPAIR	19,302	50,000	35,417	4,609	30,808
01-40-5730	UTILITIES	9,973	15,000	6,250	333	5,917
01-40-5900	OTHER EXPENSE	477	500	208	94	114
01-40-8200	EQUIPMENT	-	2,000	2,000	1,712	288
<b>** TOTAL CIVIC CENTER</b>		<b>32,276</b>	<b>71,500</b>	<b>46,125</b>	<b>7,497</b>	<b>38,628</b>
<b>50 - STREET DEPARTMENT EXPENDITURES</b>						
01-50-5010	WAGES	35,463	40,169	16,737	15,211	1,526
01-50-5020	SOCIAL SECURITY EXPENSE	2,987	3,410	1,421	1,357	63
01-50-5030	PENSION EXPENSE	1,505	1,558	649	660	(11)
01-50-5040	EMPLOYEE MEDICAL INSURANCE	4,060	4,408	1,837	1,780	56
01-50-5175	ROAD SALT	6,363	10,000	-	-	-
01-50-5250	GASOLINE & FUEL	1,807	1,500	625	295	330
01-50-5300	UNIFORM EXPENSE	-	750	313	-	313
01-50-5390	OTHER PROFESSIONAL SERVICES	2,818	5,900	2,458	1,835	623
01-50-5560	TRAINING	-	1,000	1,000	-	1,000
01-50-5600	MAINTENANCE & REPAIR	14,246	10,000	4,167	1,544	2,622
01-50-5620	STREET MAINTENANCE	1,216	20,000	20,000	3,375	16,625
01-50-5621	TREE MAINTENANCE	9,150	12,000	12,000	5,450	6,550
01-50-5622	STREET SIGN INSTALLATION	342	2,000	833	-	833
01-50-5730	UTILITIES	12,860	15,000	6,250	3,682	2,568
01-50-5900	OTHER EXPENSE	735	1,000	417	-	417
01-50-8210	COMPUTERS	-	625	625	535	90
01-50-8215	VEHICLE PURCHASE	-	25,000	25,000	15,863	9,137
<b>** TOTAL STREET DEPARTMENT</b>		<b>93,553</b>	<b>154,320</b>	<b>94,331</b>	<b>51,588</b>	<b>42,743</b>
<b>60 - EMERGENCY MANAGEMENT DEPARTMENT EXPENDITURES</b>						
01-60-5010	WAGES	1,205	1,200	500	485	15
01-60-5020	SOCIAL SECURITY EXPENSE	92	92	38	39	(1)
01-60-5030	PENSION EXPENSE	48	48	20	20	(0)
01-60-5100	SUPPLIES	-	1,000	1,000	-	1,000
01-60-5600	MAINTENANCE & REPAIR	-	10,000	10,000	-	10,000
<b>** TOTAL EMERGENCY MANAGEMENT DEPARTMENT</b>		<b>1,345</b>	<b>12,340</b>	<b>11,558</b>	<b>544</b>	<b>11,014</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>924,222</b>	<b>807,742</b>	<b>471,922</b>	<b>562,823</b>	<b>(90,900)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>717,664</b>	<b>1,057,847</b>	<b>564,586</b>	<b>342,262</b>	<b>222,324</b>
<b>GENERAL FUND NET INCOME/LOSS</b>		<b>206,558</b>	<b>(250,106)</b>	<b>(92,663)</b>	<b>220,561</b>	<b>(313,224)</b>

**12 - UTILITY TAX FUND**

<b>REVENUES</b>						
12-00-4140.10	TELECOMMUNICATIONS TAX	9,794	10,000	4,167	3,844	322
12-00-4140.30	COM ED - UTILITY TAX	34,534	30,000	12,500	12,722	(222)
12-00-4140.40	NICOR GAS - UTILITY TAX	29,580	15,000	6,250	7,269	(1,019)
12-00-4746	POLICE GRANTS	2,358	-	-	3,853	(3,853)
12-00-4751	DEKALB COUNTY COMMUNITY GRANT	-	10,000	10,000	10,000	-
12-00-4800	INTEREST INCOME	458	300	125	80	46
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	-	5,000
<b>** TOTAL REVENUE</b>		<b>81,724</b>	<b>70,300</b>	<b>38,042</b>	<b>37,768</b>	<b>273</b>
<b>EXPENDITURES</b>						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	59,000	29,500	29,500	-
12-00-5993	TRANSFER TO WATER IMPROVEMENT	-	-	-	-	-
12-00-8413	POLICE GRANT PURCHASES	2,358	-	-	84	(84)
12-00-8420	POLICE VEHICLE LOAN - PRINCIPAL	-	-	-	-	-
12-00-8421	POLICE VEHICLE LOAN - INTEREST	-	-	-	-	-
12-00-8425	DEKALB COUNTY COMMUNITY GRANT EXPENSES	-	10,000	10,000	-	10,000
12-00-8426	POLICE VEHICLE LOAN - PRINCIPAL	12,588	2,360	2,360	2,361	(1)
12-00-8427	POLICE VEHICLE LOAN - INTEREST	234	8	8	8	(0)
<b>** TOTAL EXPENDITURES</b>		<b>74,181</b>	<b>71,368</b>	<b>41,868</b>	<b>31,954</b>	<b>9,914</b>
<b>UTILITY TAX FUND NET INCOME/LOSS</b>		<b>7,543</b>	<b>(1,068)</b>	<b>(3,826)</b>	<b>5,815</b>	<b>(9,641)</b>

**VILLAGE OF MAPLE PARK - BUDGET REPORT**  
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		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>13 - TIF DISTRICT FUND</b>						
<b>REVENUES</b>						
13-00-4110	TIF TAX - DEKALB CO.	15,558	15,000	14,100	19,455	(5,355)
13-00-4120	TIF TAX - KANE CO.	273,411	275,000	258,500	322,185	(63,685)
13-00-4885	BOND PROCEEDS	2,250,000	-	-	-	-
	<b>** TOTAL REVENUE</b>	<b>2,538,969</b>	<b>290,000</b>	<b>272,600</b>	<b>341,641</b>	<b>(69,041)</b>
<b>EXPENDITURES</b>						
13-00-5320	ENGINEERING SERVICES	-	62,500	50,000	35,850	14,150
13-00-5350	AUDIT EXPENSE	270	300	300	280	20
13-00-5900	OTHER EXPENSE	15	-	-	107	(107)
13-00-8417	TIF LEGAL FEES	45,837	8,000	2,000	8,906	(6,906)
13-00-8418	TIF IMPROVEMENTS	5,069	1,264,878	142,378	56,838	85,540
13-00-8430	PROPERTY ASSEMBLY	-	159,750	159,750	-	159,750
13-00-8440	BOND PAYMENT - PRINCIPAL	-	140,000	-	-	-
13-00-8442	BOND PAYMENT - INTEREST	-	34,891	11,716	11,716	-
	<b>** TOTAL EXPENDITURES</b>	<b>51,191</b>	<b>1,670,319</b>	<b>366,144</b>	<b>113,696</b>	<b>252,448</b>
	<b>TIF DISTRICT FUND NET INCOME/LOSS</b>	<b>2,487,778</b>	<b>(1,380,319)</b>	<b>(93,544)</b>	<b>227,945</b>	<b>(321,489)</b>
<b>15 - ROAD &amp; BRIDGE FUND</b>						
<b>REVENUES</b>						
15-00-4100	VEHICLE LICENSE FEES	22,985	24,000	24,000	24,125	(125)
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	3,919	3,500	3,290	3,793	(503)
15-00-4120	REAL ESTATE TAX-KANE COUNTY	22,038	21,500	20,210	18,735	1,475
15-00-4260	VIRGIL TWSP. REPLACE. TAX	876	250	104	549	(445)
15-00-4652.01	ROADS DEVELOPMENT CONTRIB - SETTLEMENT	1,500	-	-	-	-
15-00-4652.02	ROADS DEVELOPMENT CONTRIB - SQUIRE'S CROSS	4,500	-	-	1,500	(1,500)
15-00-4652.03	ROADS DEVELOPMENT CONTRIB - HERITAGE HILLS	1,500	-	-	1,500	(1,500)
15-00-4800	INTEREST INCOME	71	20	8	-	8
	<b>** TOTAL REVENUE</b>	<b>57,388</b>	<b>49,270</b>	<b>47,613</b>	<b>50,202</b>	<b>(2,589)</b>
<b>EXPENDITURES</b>						
15-00-5100	GENERAL SUPPLIES	380	600	-	-	-
15-00-5320	ENGINEERING SERVICES	800	70,000	70,000	-	70,000
15-00-5620	STREET MAINTENANCE	-	25,000	12,500	-	12,500
15-00-5900	OTHER EXPENSES	-	1,000	1,000	500	500
	<b>** TOTAL EXPENDITURES</b>	<b>1,180</b>	<b>96,600</b>	<b>83,500</b>	<b>500</b>	<b>83,000</b>
	<b>ROAD &amp; BRIDGE FUND NET INCOME/LOSS</b>	<b>56,208</b>	<b>(47,330)</b>	<b>(35,888)</b>	<b>49,702</b>	<b>(85,589)</b>
<b>19 - MOTOR FUEL TAX FUND</b>						
<b>REVENUES</b>						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	81,001	73,429	38,989	22,132	16,857
19-00-4800	INTEREST INCOME	200	50	21	1,130	(1,109)
	<b>** TOTAL REVENUE</b>	<b>81,201</b>	<b>73,479</b>	<b>39,010</b>	<b>23,263</b>	<b>15,747</b>
<b>EXPENDITURES</b>						
19-00-5200	STREET IMPROVEMENTS	-	-	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>MOTOR FUEL TAX FUND NET INCOME/LOSS</b>	<b>81,201</b>	<b>73,479</b>	<b>39,010</b>	<b>23,263</b>	<b>15,747</b>
<b>28 - DEVELOPER ESCROW FUND</b>						
<b>REVENUES</b>						
28-00-4940	DEVELOPER RECEIPTS	22,478	10,000	-	-	-
	<b>** TOTAL REVENUE</b>	<b>22,478</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	-	5,000	-	-	-
28-00-5330	DEVELOPER ENGINEERING & ADMIN	22,478	5,000	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>22,478</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEVELOPER ESCROW FUND NET INCOME/LOSS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>52 - WATER &amp; SEWER FUND</b>						
<b>REVENUES</b>						
52-00-4170	WATER REVENUE	222,644	240,000	80,000	79,392	608
52-00-4171	ALLOCATION OF WATER REVENUE	(13,980)	(14,000)	(4,667)	(4,928)	261
52-00-4180	SEWER REVENUE	225,005	245,000	81,667	81,493	173
52-00-4181	ALLOCATION OF SEWER REVENUE	(13,942)	(14,000)	(4,667)	(4,917)	251
52-00-4190	PENALTIES	7,364	6,000	2,000	2,209	(209)
52-00-4200	TURN ON/OFF REVENUE	200	-	-	-	-
52-00-4200.01	THE SETTLEMENT - TURN ON/OFF REVENUE	100	-	-	-	-
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENUE	300	-	-	100	(100)
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	100	-	-	100	(100)
52-00-4300	METER FEES	1,032	-	-	-	-
52-00-4300.01	METER FEES - SETTLEMENT	344	-	-	-	-
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	1,032	-	-	344	(344)
52-00-4300.03	METER FEES - HERITAGE HILLS	344	-	-	344	(344)
52-00-4460.01	SEWER INSPECT - SETTLEMENT	200	-	-	-	-
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	600	-	-	200	(200)
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	200	-	-	200	(200)
52-00-4800	INTEREST INCOME	529	150	63	-	63
52-00-4900	OTHER REVENUE	221	200	83	112	(29)
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	59,000	29,500	29,500	-
<b>** TOTAL REVENUE</b>		<b>491,296</b>	<b>522,350</b>	<b>183,979</b>	<b>184,149</b>	<b>(170)</b>
<b>10 - WATER DIVISION EXPENDITURES</b>						
52-10-5010	WAGES	45,302	51,503	21,460	19,138	2,322
52-10-5020	SOCIAL SECURITY EXPENSE	3,751	4,417	1,840	1,649	191
52-10-5030	PENSION EXPENSE	1,601	2,309	962	877	86
52-10-5040	EMPLOYEE MEDICAL INSURANCE	3,990	6,232	2,597	1,443	1,154
52-10-5100	GENERAL SUPPLIES	786	1,000	417	326	90
52-10-5105	METERS	5,842	7,500	3,125	2,204	921
52-10-5110	CHEMICALS	12,808	18,000	7,500	8,215	(715)
52-10-5120	POSTAGE	713	1,000	417	584	(168)
52-10-5250	GASOLINE & FUEL	1,530	1,500	625	758	(133)
52-10-5335	TEST EXPENSE	2,099	3,000	1,250	681	569
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	6,771	6,770	1
52-10-5390	OTHER PROFESSIONAL SERVICES	16,630	18,200	7,583	7,934	(351)
52-10-5550	SOFTWARE EXPENSE	975	1,000	-	-	-
52-10-5600	MAINTENANCE & REPAIR	55,618	92,000	80,333	16,242	64,091
52-10-5700	TELEPHONE	795	900	375	357	18
52-10-5730	UTILITIES	20,018	18,000	7,500	5,327	2,173
52-10-5740	JULIE LOCATES	198	250	-	-	-
52-10-5870	IEPA LOAN - PRINCIPAL	56,397	57,915	28,765	28,765	(0)
52-10-5880	IEPA LOAN - INTEREST	2,478	1,165	775	775	0
52-10-5886	IEPA LOAN - WATERMAIN	28,379	29,034	14,434	14,434	0
52-10-5888	IEPA LOAN - WATERMAIN	8,431	8,070	4,118	4,118	(0)
52-10-5900	OTHER EXPENSE	117	500	208	34	175
52-10-5960	ARO AMORTIZATION EXPENSE	7,500	-	-	-	-
52-10-8210	COMPUTERS	-	625	625	535	90
52-10-8215	VEHICLE PURCHASE	-	25,000	25,000	15,863	9,137
<b>** TOTAL WATER EXPENDITURES</b>		<b>292,206</b>	<b>365,370</b>	<b>216,680</b>	<b>137,030</b>	<b>79,650</b>
<b>20 - SEWER DIVISION EXPENDITURES</b>						
52-20-5010	WAGES	41,305	47,406	19,753	17,483	2,269
52-20-5020	SOCIAL SECURITY EXPENSE	3,417	4,074	1,698	1,504	194
52-20-5030	PENSION EXPENSE	1,426	2,130	888	801	87
52-20-5040	EMPLOYEE MEDICAL INSURANCE	3,640	5,852	2,438	1,289	1,149
52-20-5100	GENERAL SUPPLIES	241	250	104	-	104
52-20-5110	CHEMICALS	-	250	104	-	104
52-20-5120	POSTAGE	713	1,000	417	584	(168)
52-20-5250	GASOLINE & FUEL	595	750	313	295	18
52-20-5335	TEST EXPENSE	163	1,600	667	315	351
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	6,771	6,770	1
52-20-5390	OTHER PROFESSIONAL SERVICES	16,367	18,200	7,583	7,934	(351)
52-20-5400	PERMIT EXPENSE	2,500	2,500	2,500	2,500	-
52-20-5550	SOFTWARE EXPENSE	975	1,000	-	-	-
52-20-5600	MAINTENANCE & REPAIR	24,832	65,000	53,333	54,230	(896)
52-20-5700	TELEPHONE	1,474	1,500	625	664	(39)
52-20-5730	UTILITIES	13,546	14,000	5,833	3,502	2,332
52-20-5740	JULIE LOCATES	198	250	-	-	-
52-20-5900	OTHER EXPENSE	157	500	208	34	175
52-20-5960	ARO AMORTIZATION EXPENSE	13,750	-	-	-	-
52-20-8210	COMPUTERS	-	625	625	535	90
52-20-8215	VEHICLE PURCHASE	-	25,000	25,000	15,863	9,137
<b>** TOTAL SEWER EXPENDITURES</b>		<b>141,548</b>	<b>208,138</b>	<b>128,860</b>	<b>114,302</b>	<b>14,557</b>
<b>TOTAL WATER &amp; SEWER FUND EXPENDITURES</b>		<b>433,754</b>	<b>573,508</b>	<b>345,540</b>	<b>251,332</b>	<b>94,207</b>
<b>WATER &amp; SEWER FUND NET INCOME/LOSS</b>		<b>57,541</b>	<b>(51,158)</b>	<b>(161,560)</b>	<b>(67,184)</b>	<b>(94,377)</b>

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		FY 2022 Actuals	FY 2023 Budget	Budget May 22 - Sep 22	Actual Totals for May 22 - Sep 22	Variance to Budget
<b>54 - WATER IMPROVEMENT ACCOUNT</b>						
<b>REVENUES</b>						
54-00-4171	ALLOCATION OF WATER REVENUE	13,980	14,000	4,667	4,928	(261)
54-00-4430.01	WATER CONNECTION - THE SETTLEMENT	2,500	-	-	-	-
54-00-4430.02	WATER CONNECTION - SQUIRE'S CROSSING	7,500	-	-	2,500	(2,500)
54-00-4430.03	WATER CONNECTION - HERITAGE HILLS	2,500	-	-	2,500	(2,500)
54-00-4650.01	IMPACT FEES - THE SETTLEMENT	3,824	-	-	-	-
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	10,273	-	-	3,824	(3,824)
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	3,824	-	-	3,824	(3,824)
54-00-4800	INTEREST INCOME	280	75	31	-	31
54-00-4880	RIVERBOAT GRANT FUNDS	1,062	-	-	-	-
	<b>** TOTAL REVENUE</b>	<b>45,742</b>	<b>14,075</b>	<b>4,698</b>	<b>17,576</b>	<b>(12,878)</b>
<b>EXPENDITURES</b>						
54-00-5320	ENGINEERING SERVICES	680	-	-	-	-
54-00-5600	WATER IMPROVEMENT REPAIRS & MAINTENANCE	96,133	-	-	-	-
54-00-5900	OTHER EXPENSE	120	-	-	-	-
54-00-8103	HANDHELD READ DEVICE	-	9,000	9,000	-	9,000
	<b>** TOTAL EXPENDITURES</b>	<b>96,932</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	<b>9,000</b>
	<b>WATER IMPROVEMENT NET INCOME/LOSS</b>	<b>(51,190)</b>	<b>5,075</b>	<b>(4,302)</b>	<b>17,576</b>	<b>(21,878)</b>
<b>56 - SEWER IMPROVEMENT ACCOUNT</b>						
<b>REVENUES</b>						
56-00-4181	ALLOCATION OF SEWER REVENUE	13,942	14,000	4,667	4,917	(251)
56-00-4420.01	SEWER TAP - SETTLEMENT	750	-	-	-	-
56-00-4420.02	SEWER TAP - SQUIRE'S CROSSING	2,250	-	-	750	(750)
56-00-4420.03	SEWER TAP - HERITAGE HILLS	750	-	-	750	(750)
56-00-4650.01	IMPACT FEES - THE SETTLEMENT	3,824	-	-	-	-
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	11,398	-	-	3,824	(3,824)
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	3,824	-	-	3,824	(3,824)
56-00-4800	INTEREST INCOME	501	150	63	-	63
	<b>** TOTAL REVENUE</b>	<b>37,238</b>	<b>14,150</b>	<b>4,729</b>	<b>14,066</b>	<b>(9,336)</b>
<b>EXPENDITURES</b>						
56-00-5600	MAINTENANCE & REPAIR	27,219	56,623	56,623	55,551	1,072
	<b>** TOTAL EXPENDITURES</b>	<b>27,219</b>	<b>56,623</b>	<b>56,623</b>	<b>55,551</b>	<b>1,072</b>
	<b>SEWER IMPROVEMENT NET INCOME/LOSS</b>	<b>10,020</b>	<b>(42,473)</b>	<b>(51,894)</b>	<b>(41,485)</b>	<b>(10,409)</b>
<b>70 - SCHOOL LAND CASH FUND</b>						
<b>REVENUES</b>						
70-00-4100.01	SCHOOL CONTRIBUTION - SETTLEMENT	2,200	-	-	-	-
70-00-4100.02	SCHOOL CONTRIBUTION - SQUIRE'S CROSSING	12,800	-	-	-	-
70-00-4100.03	SCHOOL CONTRIBUTION - HERITAGE HILLS	4,400	-	-	-	-
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(19,400)	-	-	-	-
	<b>** TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	-	-
	<b>** TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>SCHOOL LAND CASH NET INCOME/LOSS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTALS</b>						
	<b>GRAND TOTAL REVENUE</b>	<b>4,280,257</b>	<b>1,851,365</b>	<b>1,062,592</b>	<b>1,231,487</b>	<b>(168,894)</b>
	<b>GRAND TOTAL EXPENSES</b>	<b>1,424,598</b>	<b>3,545,265</b>	<b>1,467,260</b>	<b>795,295</b>	<b>671,965</b>
	<b>GRAND TOTAL NET INCOME / LOSS</b>	<b>2,855,659</b>	<b>(1,693,900)</b>	<b>(404,668)</b>	<b>436,192</b>	<b>(840,860)</b>

Estimated Fund Balance  
through September 30, 2022

	<b>Beginning Balance 05/01/22</b>	<b>Revenues FY23</b>	<b>Expenditures FY23</b>	<b>Ending Balance</b>	<b>Ending Balance in Budget</b>	<b>Better/(Worse)</b>
<b>General Fund</b>	\$579,911	\$562,823	\$342,262	\$800,472	\$286,354	514,118
<b>Other Funds:</b>						
Utility Tax Fund	521,769	37,768	31,954	527,583	511,881	15,702
TIF District Fund	2,872,702	341,641	113,696	3,100,647	1,490,102	1,610,545
Road & Bridge Fund	139,030	50,202	500	188,732	94,251	94,481
Motor Fuel Tax Fund	226,682	23,263	-	249,945	300,068	(50,123)
Totals	3,760,183	452,874	146,150	4,066,907	2,396,302	1,670,605
<b>Water &amp; Sewer Funds</b>						
Water & Sewer Operating Fund	580,572	184,149	251,332	513,389	547,587	(34,198)
Water Improvement Fund	275,501	17,576	-	293,077	294,057	(980)
Sewer Improvement Fund	555,574	14,066	55,551	514,089	523,005	(8,916)
Totals	1,411,647	215,791	306,883	1,320,555	1,364,649	(44,094)
<b>Village Totals</b>	<b>\$5,751,741</b>	<b>\$1,231,488</b>	<b>\$795,295</b>	<b>\$6,187,934</b>	<b>\$4,047,305</b>	<b>2,140,629</b>

Estimated Cash Balances for September 30, 2022

	09/01/22 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	09/30/22 Check Run	Estimated 09/30/22 Balance	
Old Second Checking	232,944.34	(56.54)	240,501.80	(103,409.11)	(37,580.65)	(50,958.06)	281,441.78	0.00%
First Midwest / Old National	373,015.96						373,015.96	0.04%
TIF Funds - Old Second	497,582.63		127,694.17				625,276.80	0.00%
TIF Funds - Wealth Management	2,500,000.00						2,500,000.00	2.12%
Illinois Funds	2,491,400.19		65,661.30				2,557,061.49	2.51%
	6,094,943.12	(56.54)	433,857.27	(103,409.11)	(37,580.65)	(50,958.06)	6,336,796.03	

Village of Maple Park  
Water & Sewer Departments  
As of August 31, 2022

Water Pumped to Billed Statistics

Months	Gallons Pumped	Gallons Billed	% Pumped to Billed	Target* % Pump to Billed	% Variance
July / August 2022 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Hydrant Flushing	5,380.60 (6.52) (203.60) (15.20) (9.40) (120.00) 5,025.88	4,864.00	96.78%	90.00%	6.78%
May / June 2022 -Civic Center Use -Back Wash Usage -Chlorine Monitor -Brine Make Up -Water Leak on Elm - 05/15/22 -Televising Usage	5,480.80 (8.42) (196.90) (15.20) (9.70) (30.00) (81.60) 5,138.98	4,991.60	97.13%	90.00%	7.13%
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%

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

# **Village of Maple Park**

## **Employee Handbook**



**2022**

**Update Approved by the Board of Trustees on October 4, 2022**



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## **INTRODUCTION**

The policies and procedures summarized in the manual are presented as information only and are not conditions of employment. The Village of Maple Park reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Village of Maple Park and any one or all of its employees. No representative of the Village of Maple Park other than the Village Council has any authority to enter into any agreement of employment for any specified period of time.

## **YOUR VILLAGE GOVERNMENT**

The Village of Maple Park operates under a President and Village Board form of government. The Board consists of six Trustees who are elected to four-year terms, at-large. Elections are held on a non-partisan basis in April, every other year. Half of the Trustees are elected every other year to provide continuity to the board. Village voters also elect a Village President every fourth year, each for a four-year term. Per the Municipal Code, the Village Clerk, (01-6A-1) and Village Treasurer (0-6B-1) are appointed by the Village President with the advice and consent of the Board of Trustees.

The Village Board is responsible for the general administration of all Village business and coordinates Department Heads. The Department Heads and all other Village employees assist in providing the services legislated by the Board for the citizens of Maple Park.

You are one of these important employees, without whom the Village would be unable to function. Your contribution to this organization is a major factor in the success of the Village to provide the great quality of life Maple Park residents have come to expect and appreciate.

## **OUR GOALS AND SERVICE PHILOSOPHY**

The following long-term goals have been established to guide you in providing Village services. It is important that you understand why you are doing your job, you become familiar with these goals, and you always strive to provide services in a manner consistent with these goals.

- Provide quality, economical, efficient, and effective services in an equitable manner.
- Involve citizens in the decision-making process and be responsive to their input.
- Provide professional management in a fiscally responsive manner with the highest standard of integrity.

Similarly, we recognize a management philosophy that puts the citizen first. Citizens are the focus of all of our services. Therefore, it is important that you support the efforts of the Village Board and always maintain ethical conduct.

## **COMMITMENT TO CUSTOMER SERVICE**

When you have contact with citizens, you are expected to promote the Village's best interest and build citizen goodwill. When you come in contact with a member of the public, you are "The Village," and the only employee with whom a citizen might talk. The citizen judges the character of the entire Village government based upon the way you perform, your attitude, and your appearance.

Please listen carefully to customer inquiries and complaints and then respond in a courteous, professional manner. Take a sincere interest in a customer's questions and never lose your temper, even if a customer should become inconsiderate with you.

If a controversy with a customer arises, attempt to explain Village policy clearly, yet respectfully. You cannot know all the answers, but you may refer the citizen seeking information to the right source. If a customer becomes unreasonable and you cannot resolve the problem, refer the customer to your Department Head or the Village President. This assures that both you and the customer remain satisfied.

The same customer relations policies that apply to in-person customer relations also apply to telephone contacts. Answer the telephone promptly and be courteous and friendly to the caller. If a call is misdirected to your phone, determine the correct destination of the call and arrange for its transfer.

## **EMPLOYMENT POLICIES**

The Village of Maple Park is committed to providing equal opportunity and believes that people should be recruited, hired, trained and promoted according to their qualifications, ability and merit. In keeping with this goal, it is the policy of the Village of Maple Park as an Equal Opportunity Employer, to consider all applicants for employment without regard to race, color, religion, national origin, gender, age or disability except where age or physical standards are applicable bona fide occupational requirements.

### **Employment Policy**

- The Village Board (or its designee) has the responsibility and authority for recruiting. Selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is fixed by statute or ordinance
- Applicants will be selected on the basis of merit, training, experience and other job- related factors
- The Village will attempt, as far as it deems possible, to fill vacancies from existing employees where it is deemed to be in the best interest of the Village. The Village shall not, however be required to fill a vacancy by transfer or promotion of an existing employee

### **Employment at Will**

- Employment with the Village of Maple Park is considered “at-will” and has no definite term. The Village or the employee may terminate services at any time, with or without cause, and with or without notice. No representative of the Village, other than the Board acting in whole, or its designee, has the authority, at any time, to enter into an agreement of employment for any specified period of time, or to assume any other personnel action relating to the employee, or to assure any salary, benefits, or other terms or conditions of employment, or to make any agreement relating to an individual’s employment. This policy supersedes any other communication, assurance or promise which may have been made to an employee at any time, whether oral or written.

## Immigration Reform Act Notice

- It is the policy of the Village of Maple Park not to employ persons who are not legally eligible to work in the United States.
- The Immigration Reform and Control Act of 1986 require that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service and other appropriate government agencies. Any Village employee hired hereafter will be required to sign a verification form (currently Form 1-9) and furnish both proof of identity, (normally a driver's license or state identification card), and proof of eligibility to work in the United States, (normally a social security card or birth certificate) within 3 business days of the offer for employment.
- If you have any questions about the law or about this policy, please contact your Department Head or the Village President.

## Physical Examination

- Upon offer of employment, the Village may require the selected candidate to undergo a physical examination, at the Village's expense conducted by a licensed physician. The purpose of the physical examination is to assure that the candidate is physically fit to perform the essential job duties and functions of the position as detailed in the job description.
- Further, at any time during the course of employment an employee may be required to undergo a medical examination by a licensed physician, whenever the Board (or its designee) reasonably believes that it is in the best interest of the Village and the employee to require such.
- Some employees whose responsibilities require them to possibly become exposed to infectious disease will be required to receive, prior to or in the course of their employment, inoculations for various types of diseases (e.g. TB, hepatitis, etc.)

## Federal Controlled Substances and Alcohol Use and Testing Rules for Employees

- In accordance with Federal Register 49 CFR Part 382, the Village will request alcohol and controlled substances information from the previous employer of any employee who possesses and is expected to use for Village business a Commercial Driver's License (CDL).
- The Village extends its alcohol and controlled substance testing policy to cover any new employee.
- The Village will test all directly involved employees for alcohol and drugs when a work-related accident occurs resulting in injury (other than minor first aid) or property damage.

## Background Investigations

- A complete background may be completed on new or prospective employees prior to employment, as determined by the Board. Prior to such an investigation, applicants must execute the necessary release information form.

- Applicants must be able to demonstrate that they possess, or qualify to possess, a valid driver's license if the nature of the position or assignment requires them to operate a Village-owned vehicle or use their own personal vehicle while conducting Village business.
- If required, a candidate, new employee, or current employee may be requested to provide the Village with proof of educational achievement or professional licenses obtained as stated in their employment application.

### Probationary Period & Training

- The first six months of employment will be considered a probationary period for each new employee. This period will provide an opportunity for the Village to fairly evaluate the individual's progress and potential as a permanent employee with the Village. The Village reserves the right to accelerate or lengthen this probationary period in the event it is necessary.
- The Board (or its designee) shall provide orientation programs for new employees and to conduct or support training as deemed appropriate.
- The employee's work performance will be evaluated monthly during the probationary period. If satisfactory performance does not result at any time during an employee's probationary period, the employee shall be terminated immediately at the Board's (or its designee's) discretion. Upon successful completion of probation, a new employee shall be eligible for all benefits afforded to all other permanent employees.

### Categories of Employment

- Salaried Employees – A large percentage of the employee's time is executive, administrative, managerial, supervisory, or professional in nature. These employees are paid on the basis of an annual salary, regardless of the number of hours they work. These employees may be entitled to fringe benefits as established by the Board.
- Hourly Full-Time Employees – An employee working a regular schedule of a least thirty-five (35) hours per week and not salaried is considered hourly full-time. These employees are entitled to fringe benefits as established by the Board.
- Regular Part-Time Employees – An employee working a regular schedule of twenty (20) to thirty-four (34) hours per week is considered part-time. These employees are not entitled to fringe benefits.
- Temporary Employees – An employee whose employment will not exceed six consecutive months either on a full or part time basis is considered temporary. These employees are not entitled to fringe benefits.
- Continuous Service - Continuous service refers to a full-time employee of the Village of Maple Park and shall continue until the retirement, resignation or dismissal of an employee. Time spent in part time employment or under an approved work training program, or in an elective position, shall not count towards the accumulation of continuous service. An absence granted by the Village Board under any of the Village's leave programs shall not constitute discontinuance of service. The term continuous service in relation to vacation earned will be based upon completion of each full year of service.

## Job Descriptions

- Each person employed by the Village shall have a specific job title and shall perform specific duties that are established within a formal job description. Any additional terms of employment will be set on a job-by-job basis by the Board (or its designee). A copy of the current job description and any additional terms of employment shall be kept within the employee's personnel file.

## Performance Evaluations

- The Department Manager shall establish yearly written goals and objectives for each full time and part time employee by which their job performance will be evaluated for that year. At the end of the year, the Department Manager shall prepare a written evaluation of the individual's work performance.
- Employees will be given a copy of all written reviews and will be provided an opportunity to respond to its contents. Copies of all written reviews and responses shall be kept within the employee's permanent file.
- A performance review does not guarantee an increase in pay. It is conducted for the purpose of assessing work performance and progress. If a pay adjustment is recommended, the employee will be informed of the recommended amount and the new salary will be provided to the Village Accountant for budgeting. Salary recommendations will be effective the passage of the new fiscal budget. All recommended salary increase will be effective 05/01 of the calendar year, the start of the new annual fiscal budget.
- During the individual's performance review, they will be advised of their performance progress and accomplishments, as well as any aspects of their performance which may need improvement. An employee's input during their performance review is strongly encouraged.
- Regular, informal conversations between the employee and the supervisor are strongly recommended to help assure regular feedback about work progress throughout the year. If an employee has a question or a problem, they should not wait until their scheduled review time, but should speak to their supervisor immediately.
- An employee's salary is based on a number of factors including, but not limited to, the relative contribution of their work, their experience, skill, ability, efficiency, knowledge, education, training, communication skills, attitude, leadership, dependability, teamwork, effort, attendance record, safety record and disciplinary record, as well as the Village's economic situation and needs.
- Salary recommendations will be limited to the range of 0% to 3% of their current annual salary. If a manager feels a higher recommendation is justified, the Department head can make the request to the Finance Committee.
- Employee performance evaluations shall be for the period of January 1<sup>st</sup> to December 31<sup>st</sup> of a single calendar year. Self-reviews will be provided to the employee in late December and due to the manager by January 1<sup>st</sup> or next business day of next calendar year. The manager will complete and meet with the employee during the month of January, but should be completed no later than February 15th.

## Personnel Records

- Personnel records for all applicants, employees, and past employees shall be maintained to document employment related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements. Employees are responsible to make sure their personnel records are up to date and should notify the Board (or its designee) in writing of any changes in the following:
  - Name
  - Permanent Address
  - Telephone number
  - Marital status (for benefits and tax withholding purposes only)
  - Beneficiary designations for any of the Village's pension or similar type plans that may be offered
  - Persons to be notified in case of emergency
  - Change in the number of dependents or marital status (for benefits and tax withholding purposes only)
  - Any change in health condition which would impair the employee's ability to comply with any federal, state, or local regulations regarding personal protective equipment (for example, any requirement that the individual wear a respirator).
- All such information will be treated as highly confidential and will be available only to those people with a need or right to know the information. Any requests to review an employee's personnel file will be handled in accordance with Illinois law.

## Ethical Standards/Conflict of Interest

- The Village of Maple Park strives to conduct its business activities with integrity, fairness, and in accordance with the highest ethical standards.
- Employees must bring overall ethical and professional behavior to the job. Our demands for excellence and the preservation of our integrity, objectivity, and complete fairness are distinguishing characteristics of the Village. The discovery of any questionable, fraudulent, or illegal activities, offers, or transactions should be reported to your Department Head, the Village President, or a member of the Board.
- The activities of the Village of Maple Park are based on the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.). The Act regulates ethical conduct, political activities, and the solicitation and acceptance of gifts by State officials and employees.

## Open Door Policy

- Employees are encouraged to share their concerns, seek information, provide input, and resolve problems through their Department Head or the Village President and, as appropriate, consult with any member of the Board toward those ends. Department Heads or the Village President are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.



## Suggestions

- If you have any suggestions or ideas that you feel would benefit the Village of Maple Park, we encourage you to tell your department head about them. We are always looking for suggestions that improve methods, procedures, and working conditions, reduce costs or errors, and benefit the Village and its employees.

## Anti-Harassment Policy

- Both state and federal law prohibits sex discrimination in the workplace. The Village of Maple Park is committed to maintaining a work environment that is free of discrimination. In keeping this commitment, the Village will not tolerate harassment of its employees by anyone, including any supervisor or co-worker.
- Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.
- You must be familiar with and comply with the Villages Anti-Harassment Policy, since all employees are responsible for assuring that the workplace is free from any unlawful form of harassment, including the types listed above.
- Prohibited harassment includes behavior which:
  - Creates an intimidating, hostile, or offensive work environment;
  - Unreasonably interferes with an individual's work performance; or
  - Otherwise adversely affects an individual's employment opportunity.
- If you believe that you are being unlawfully harassed, take the following steps:
  - Firmly tell the person who is harassing you to immediately stop the comments and/or behaviors which you find offensive.
  - If the harassment continues or if you believe employment consequences may result from your request that the behavior stop, report the matter as soon as possible to your Department Head or the Village President. The complaint should be in writing.
- Complaints are investigated by the Police and/or the Clerk for referral to the Board. The Village will listen to all reasonable complaints, verify complaints, and discipline appropriately.
- False accusations of harassment may have serious adverse effects. We expect all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Village's desire to continue providing a pleasant work environment for all employees, free of harassment.

## Sexual Harassment

**Please refer to Ordinance 2019-01 for the administrative policy on sexual harassment.**

- A specific type of harassment that is not tolerated by the Village is sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
  - Submission to such conduct is an explicit or implicit term or condition of continued employment;
  - An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include, but is not limited to, explicit propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, the display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.
- It is illegal and against the Village's policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging any of the above, as well as:
  - Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
  - Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee's body; and
  - Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
  - Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.
- The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Board will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- The Village will not condone any sexual harassment of its employees. All workers, including Department Heads, will be subject to severe discipline up to, and including, discharge, for any act of sexual harassment they commit.
- All Village employees are responsible for helping to assure that harassment is avoided. If an employee advises you as to a belief that he or she has experienced or witnessed harassment, you must immediately report the statement to the Department Head or the Village President. Thereafter, you will be provided with instructions as to the steps to be taken in the course of investigating the complaint. The Village forbids retaliation against anyone who has reported harassment.

- Employees who feel victimized by sexual harassment are encouraged to report the harassment to their:
  - Department Heads who receive a sexual harassment complaint should immediately report the complaint to the Village President, who will co-ordinate a careful investigation of the matter. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.
  - Employees who are dissatisfied with the initial resolution of a sexual harassment complaint may file a complaint with an appropriate outside agency. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- It is the Village of Maple Park's policy to investigate all such complaints thoroughly and promptly and to take all appropriate action that may be deemed necessary to end the harassment and to prevent this misconduct from recurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Village will take corrective action, including such discipline up to, and including, immediate termination of employment, as is appropriate.

## **GENERAL POLICIES**

### **Personal Appearance**

- Village employees' dress and grooming must be appropriate to their position. Office employees often have contact with the public and therefore represent the Village. By dressing appropriately, you help to create a favorable image for the Village. Accordingly, you are expected to dress in a manner that is normally acceptable in business offices.
- If you work in the field, wear protective clothing that is appropriate for the work that you perform. If uniforms are provided it is expected that they be worn while on duty. Unkempt, torn and/or suggestive clothing are not appropriate work clothes for employees. Shirts must be worn at all times. In no circumstances may any Village employee wear any clothing upon which appears any type of message or any symbol or picture which is inappropriate, lewd, or offensive to any citizen or employee. The Village reserves the right to decide what is appropriate clothing.

### **Uniforms and Equipment**

- Public Works employees are provided with appropriate personal protective equipment as needed for particular tasks. They are also expected to wear the appropriate personal protective equipment necessary for adequate safety when performing particular tasks. We want our employees to work safely. If you feel a particular task requires additional personal protective equipment, notify your Department Head or the Village President.
- Police officers will be provided 2 pairs of trousers, 2 -short-sleeve shirts, 1-long-sleeve shirt, badge, tie, tie clip, 2 name badges, 1 winter coat, 1 dress cap, and 1 badge for dress cap. Cost of replacements are at the discretion of the department head.

### Solicitation or Distribution

- No solicitations of any type are permitted by employees. You may only solicit for a nonprofit organization, and these solicitations are only permitted to be done during non- working hours.
- The only non-work-related materials or literatures that may be posted on the Village bulletin boards are personal notices (e.g., items for sale, party announcements, etc.). Such postings may only be posted within the Village office.

### Smoking

- Public buildings are considered to be smoke-free. Smoking is not permitted in general access areas (such as doorways), in work areas where customers and visitors have access, and all other areas where an occupational safety or health hazard may exist. Smoking is only allowed outdoors at least fifteen (15) feet away from entrance doors or paths.

### Drug Free Workplace

- Employees are expected to report to work on time and in appropriate mental and physical condition. Employees are not to report to work under the influence of intoxicants (alcoholic beverages or illegal drugs) and shall not consume, use or possess intoxicants, including both recreational and medical cannabis at any time during their scheduled work day, on Village property, or in Village vehicles (while traveling to or from Village property while on duty). The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on municipal premises or while conducting Village business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.
- All supervisors shall be required to undergo the appropriate training regarding drug and alcohol awareness. If a supervisor has reasonable cause to believe that an employee has reported to work under the influence of intoxicants, the supervisor, with the approval of the department head, has the right to request the employee to submit to an alcohol or drug-screening test that may be grounds for discipline including termination. The results of the alcohol or drug test shall not be used by the Village for any other purpose other than to determine adherence to Village policy, to discipline an employee whenever necessary, and to comply with applicable terms of this Section.
- No employee shall be subject to discipline for the appropriate use of legal nonprescription or prescribed legal drugs for the treatment of injury or illness. However, if an employee knows or should know that use of a non-prescribed or prescribed drug does or could impair the employee's ability to perform his or her job, such information should be reported to the employee's immediate supervisor. Violation of this Section of the policy may subject the employee to disciplinary action. Law enforcement officers are prohibited from the consumption, possession, sales, purchase or delivery of cannabis or cannabis-infused substances while on or off-duty. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.

## Anti-Nepotism

- Your family members may be considered for Village employment provided that they meet the qualifications and their employment does not create a conflict of interest or a conflicting Department Head-employee relationship.

## No Violence in the Workplace

- The Village has a zero-tolerance policy against violence in the workplace or the threat of violence. Weapons are not allowed in the workplace or in Village vehicles, except by authorized public safety employees. You must immediately report any workplace violence that you have received or witnessed. The Village will investigate and attempt to verify such reports and discipline appropriately.

## Job Classifications

- Police
- Public Works
- Village Accountant/Treasurer
- Village Clerk
- Buildings
- Immediate Superiors: The immediate superior of a Police Officer shall be the Chief of Police, the Immediate superior of the Chief of Police shall be the Village Administrator. The immediate superior of the public works employee shall be the Public Works Director/Building Inspector, the immediate superior of the Public Works Director/Building Inspector is the Village Administrator. The immediate superior of the Village Clerk is the Village Administrator, the immediate superior of the Village Accountant/Village Treasurer is the Village Administrator.
- Refer to Appendix 1

## Punctuality and Attendance

You are responsible for being on time for work. When you are late or absent from work, other schedules and public services are disrupted. When you know you are going to be late or absent, notify your Department Head or the Village President as soon as possible, preferably within thirty (30) minutes after your scheduled start time. If you do not notify your Department Head or the Village President, you may be disciplined.

## Outside Employment

- In most cases, the Village approves its employee's requests for outside employment. However, such part-time work may not interfere with your Village duties, responsibilities, and normal hours of work or overtime, work performance, or compromise the Village's interests. Before accepting outside employment, check with your Department Head or the Village President so that there is no conflict of interest between your Village position and your outside work.

## Meal & Break Periods

- The Village will provide a meal period of no less than thirty (30) minutes, beginning no later than five (5) hours after commencing work in each continuous eight (8) hour period worked by an employee. Employees shall also be entitled to two (2) paid fifteen (15) minute breaks each day.
- An employee who is to work 7 1/2 continuous hours or more shall be provided a meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work. Illinois has no law regarding breaks.

## Compensatory Time

- Non-exempt hourly employees will receive compensatory time of one and one-half hours for all hours actually worked in excess of forty (40) hours worked per week. Accrual and use of compensatory time shall be subject to the following terms and conditions:
  - No employee shall work in excess of 40 hours per week without the express written consent of his or her supervisor, which shall be noted on the employee's timesheet.
  - Employees shall be eligible to accrue up to 80 hours of compensatory time in one fiscal year (May 1 through April 30).
  - Requests to use compensatory time must be approved in advance by an employee's Supervisor and may be denied based upon the needs of the Village at that time.
  - Compensatory time shall not be used in increments of less than 4 hours nor more than 80 hours at one time.
- Compensatory time shall not be carried over from fiscal year to fiscal year nor shall the employee receive any monetary compensation for accrued compensatory time at termination of employment.

## Salary, Payday and Payroll Deductions

- An employee's salary is based upon the job description, responsibilities, and/or supervisory duties as set down by the Board.
  - Unless otherwise designated, salaries and wages shall be paid every other Thursday, by noon (26 times per calendar year).
  - All employees must submit time cards/sheets by 12:00 p.m. on the Monday prior to pay day.
  - Time cards/sheets must be signed by the employee, and also signed and dated by the employee's supervisor to verify the hours worked.
  - In the event that payday falls on a holiday, checks shall be issued the day before.
- The employee is the only person who can receive their payroll check unless they have submitted a signed written request to the Village Clerk for another person to receive it. The person who receives the employee's paycheck may be asked to show picture proof of identity. Additionally, the employee may request to have his/her check direct deposited to any financial institution of his or her choosing. Forms authorizing this service shall be available from the Village Clerk.
- The Village does not make personal loans or extend credit to employees.

- Those persons who are hired or who terminate their employment in the middle of a pay period shall be paid at an hourly rate based on their current salary schedule for hours worked in that period after their hiring or prior to their termination.
- Overtime
  - The work week shall consist of seven (7) consecutive days. This section shall not be construed as a guarantee of any number of days per week or hours worked.
  - All work performed in excess of forty (40) hours in a single work week shall constitute overtime for hourly employees and shall be paid at a rate of one- and one-half times their hourly rate.
- Special Events
  - Special events are for coverage outside of the normal patrol duties. This would be for a special event to include bike races or other event where the community or event program requests a police officer or officers.
  - Events that request a police officer, the police officer can be paid at a rate of one and one-half hours worked, only when the cost of such expense is covered by the reimbursement to the village from the requestor.
  - Fun Fest over Labor Day weekend is exempt from this rule and any hourly police officers would be paid at their regular pay rate for time worked.

### Employee Benefits

The following is a general description of current employee benefits. In the event of a conflict between the description of the benefits in this Handbook and the terms of any employment contract, the contract will control.

### Health Care Stipend

- Full-time employees who have successfully completed their probationary periods are eligible to receive an annual stipend to offset medical and related health costs for themselves and their dependents. The amount of this stipend shall be established by the Board from time to time and will be distributed to employees on a bi-weekly basis with their regular paychecks
- The Village reserves the right to amend or terminate this stipend at any time, with or without notice.

### Workers Compensation Insurance

- All employees are covered by workers' compensation which provides for benefits in case of on-the-job injury. It goes into effect on the first day of employment. Any medical or hospital expenses resulting from a work-related injury are covered by this insurance. In addition, if the injury prevents the individual from working, this coverage may also pay the individual a percentage of their average weekly earnings depending upon the nature and extent of the injury, in accordance with state laws.

- If an employee sustains a work-related injury, no matter how slight, they must immediately report it to their supervisor. If the supervisor is unavailable, it should be reported to any Board member (or its designee). Additionally, an accident report form must be completed by the employee and received by their supervisor within twenty-four (24) hours of the injury or accident. Failure to complete all required forms on a timely basis may result in an individual's claim for compensation being denied.

## Holidays

- The Village recognizes certain paid holidays for its full-time and permanent part-time employees. Full-time and permanent part-time employees will receive their regular rate of pay for the number of hours that they are normally scheduled to work on the day the holiday occurs. These holidays are:
  - New Year's Day
  - Presidents' Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veterans' Day
  - Thanksgiving
  - Day After
  - Christmas Eve
  - Christmas Day
- Holiday Pay – Hourly Police Officers
  - Hourly police officers will receive holiday pay at an overtime rate of one- and one-half times their pay rate for any actual hours worked on village recognized holidays. These holidays include:
    - New Year's Day
    - Thanksgiving
    - Christmas Eve
    - Christmas Day
    - New Year's Eve Day
  - Employees who want to take off a religious, ethnic, or political holiday not listed above may take the day off without pay or may use a vacation day or compensatory time. However, employees must have advance approval from their Supervisor before taking the day off.

## Vacations

- Paid vacation is awarded to full-time employees only in accordance with the following schedule:

During First year of service	5 days
5 years of service	10 days
10 years of service	20 days

- New employees may use five days of vacation within the first six-months of employment if the request is approved by their supervisor and will not hamper Village operations.
- Vacation can be used in one-hour increments, not to exceed normally scheduled hours for



that day.

- In no case shall employees be allowed to use more than two weeks of vacation at one time.
- Vacation earnings are based on the date of employment.
- Vacation earnings shall not be allowed to be carried over into the next succeeding year without express approval of the Board (or its designee).
- All vacation requests must be submitted in writing in advance, usually at least two weeks prior to the first day of vacation, and must be approved by the employee's supervisor. Under some circumstances, specific vacation requests may be denied because of Village needs.
- When an individual terminates employment with the Village, (s) he will be paid for unused vacation time not to exceed the allowed maximum.

### Jury Duty/Court Appearances

- The Village encourages all employees to meet their civic responsibility by serving on a jury when called to do so. If an employee is summoned for jury duty or to appear as a witness, the employee may take time off from work for this purpose without penalty.
- Employees must provide written notification to their immediate supervisor as promptly as possible of the dates and expected duration of their jury duty. They also must present proof of jury duty service to their supervisor at its conclusion. Employees will be paid their regular salary minus any compensation received for the duty.

### Funeral Leave

- Full Time Employees will be granted up to three days paid funeral time to attend the funeral of:
  - Your spouse, parents, step-parents, children, step children, legal guardian, grandchildren, grandparents, brother, sister;
  - Mother-in-law, father-in-law, brother-in-law, sister-in-law;
  - Your spouse's children, grandparents, and grandchildren.
  - You will be granted up to one day off with use of employee time to attend the funeral of an aunt, uncle, cousin, nephew, and niece of yours or your spouse.

### Sick Leave

- Paid sick leave is granted to full time employees only who are suffering from an illness which prevents them from performing their usual duties and responsibilities or who require medical, dental, or optical consultation or treatment. Sick leave is also granted to an employee when their spouse, child, or parent is suffering from an illness defined in the Family Medical Leave Act (FMLA). A doctor's statement may be required at any time during the sick leave or upon return to work.
- Employees are entitled to sick leave according to the following guidelines:
  - Full-time employees accrue paid sick leave at the rate of 6.67hours per month or a total of working days per year.
  - Sick leave may accrue to a maximum of 160 hours or 20 working days.
  - Employees must notify their immediate supervisor at the earliest possible time regarding the need to use sick leave.

- Use of sick days for reasons other than those for which this benefit is intended is considered an abuse of this benefit, and may result in disciplinary action, up to, and including, discharge. Days of absence beyond all accrued time will be unpaid, and, if they are not covered under any of the Village's leave of absence policies, may be considered excessive absenteeism and grounds for disciplinary action including, but not limited to, discharge.
- It is the employee's responsibility to notify his/her supervisor when they must be absent because of sickness or other emergency. In the event the supervisor is not available, the employee is to contact any Board Trustee or its designee as soon as possible, at least one hour prior to the start of their scheduled work time, on each and every day of absence. If the telephone is not answered, the employee should leave a voice-mail message and then follow up with their supervisor at their earliest opportunity.
- If an employee needs to leave work prior to the end of their shift due to an illness or an emergency, they must first contact their supervisor, or a Board Trustee (or its designee) if the supervisor is unavailable.
- Employees are required to attempt to schedule medical appointments outside of their normal work days and hours. If it is not possible to schedule appointments outside of normal work days or hours, employees will be granted sick leave in the amount necessary for the appointment and travel time to and from the appointment.
- Employees not using their accrued sick leave shall have the option of being paid for it at the conclusion of each fiscal year. Unused sick days will not be paid out to employees upon separation of employment.

### Other Leaves of Absences

#### Family and Medical Leave of Absence ("FMLA")

- The Village will provide up to twelve (12) weeks of a combination of paid and/or unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Village for at least 12 months, and have worked at least 1,250 hours during the previous 12-month period.
- Employees will be required to substitute any accrued vacation time and/or sick days for any unpaid leave time taken under this policy. Similarly, if the employee otherwise qualifies for any other type of leave of absence, (s) he must take that leave at the same time (s) he is taking FMLA Leave. All time missed from work that qualifies for both Family and Medical Leave, and for worker's compensation, will be counted toward the twelve (12) weeks of Family and Medical Leave.
- The administration of this policy will be in accordance with the Family and Medical Leave Act of 1993 and its applicable regulations.

- Leave will be granted for any of the following reasons:
  - Because of the birth of a child and to care for such child (within 12 months after the birth of the child);
  - Because of the placement of a child with the employee for adoption or foster care (within 12 months of the placement of the child);
  - To care for a spouse, child, or parent, who has a serious health condition;
  - For a serious health condition that makes the employee unable to perform their job.
- Employees shall be required to use any accrued vacation and/or sick time and shall not accrue additional sick or vacation time during an FMLA leave of absence.
- If the employee and their spouse both work for the Village and each qualify for a leave under Points 1 or 2 of this section, the number of workweeks of leave to which both employees may be entitled is limited to a combined total of 12 in any 12-month period.
- Employees who want to take FMLA leave must ordinarily provide the Village at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition.
- Medical Certification: Any request for a leave under Points 3 or 4 above must be supported by certification issued by the applicable health care provider. At its discretion, the Village may require a second medical opinion and periodic re-certification to support the continuation of a leave at the Village's expense. If the first and second opinions differ, a third opinion may be obtained from a health care provider jointly approved by both the employee and the Village at the Village's expense.
- The Village may deny leave to employees who do not provide proper advance leave notice or medical certification.

### Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;

- **Chronic Conditions Requiring Treatment.** A chronic condition which: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- **Permanent/Long-Term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- **Multiple Treatments (non-chronic conditions).** Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

#### Intermittent Leave

- If certified as medically necessary for the serious health condition of either the employee or their spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Village may require the employee to temporarily transfer to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

#### Return from Family and Medical Leave

- Upon return from a Family and Medical Leave of Absence which has extended no longer than a total of 12 workweeks within a 12-month period, the employee will be restored to the same or an equivalent position to the one (s)he held when the leave started. The employee shall have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA periods. If the leave was due to the employee's own serious health condition, (s) he will be required to submit a certification from their attending physician stating the employee is able to perform the essential functions of their job.
- Certain highly compensated "Key Employees" may be denied reinstatement when necessary to prevent "substantial and grievous injury" to the Village's operations. A "Key Employee" is a salaried employee who is among the highest paid ten (10) percent of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a Key Employee, when applicable, after they request a Family and Medical Leave.

#### Coordination with Other Policies

- The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

## Victim's Economic Security and Safety Act Leave of Absence ("VESSA")

- Under the Victim's Economic Security and Safety Act ("VESSA"), an employee may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12)-month period in order to address matters involving domestic violence.
- **Eligibility:** Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:
  - To seek medical attention or treatment
  - To seek psychological counseling
  - To obtain victim services
  - To relocate for reasons of safety
  - To seek legal assistance
  - To participate in a related court proceeding
- **Leave Time:** If an employee is entitled to leave under both VESSA and FMLA, the leave time will run concurrently.
- **Notice Required:** The employee must provide their supervisor with advance notice of at least 48 hours of his/her intention to take the leave. If such notice is not possible, the employee must notify their supervisor, any Board Trustee or its designee as soon as is practicable.
- **Certification Required:** If an employee seeks to use VESSA leave, (s) he must provide his/her supervisor with certification that: a) states that they or a family member is a victim of domestic violence; and, b) includes the employee's reason(s) for taking the leave. In certain circumstances, information such as documentation from victim services organizations, attorneys, clergy members, medical professionals, police or court records, or other corroborating evidence may be requested. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time following the request by the Board (or its designee).
- **Employment and Benefits:** Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits.
- Upon the employee's return from a VESSA leave, which has extended no longer than a total of twelve (12) workweeks within a rolling twelve (12) month period, the employee will be reinstated to the same or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, to the one they held when the leave started. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if (s) he had been continuously employed during the VESSA leave period.

## School Visitation Leave

- The School Visitation Rights Act allows parents and guardians, who cannot meet with educators during the school year due to a work schedule conflict, an allotment of time to do so. Village employees who are parents and/or guardians of biological, adopted, foster, or step children, or a legal ward who is enrolled in a public or private primary or secondary school in Illinois or a state which shares a common boundary with Illinois are eligible for

School Visitation Leave if they have worked fulltime for at least six consecutive months immediately preceding a request for school visitation.

- Employees may request up to a total of eight (8) hours of unpaid leave during a school year, of which no more than four (4) hours can be used on a given day, to attend school conferences or classroom activities, if the conference or activity cannot be scheduled during non-work hours. The total of eight (8) hours of school visitation time during the school year is available to an employee regardless of how many children they may have in school.
- School visitation time can only be requested after an employee has exhausted all accrued vacation, or other leave time other than sick time or disability leave. Employees must request the leave from their immediate supervisor at least seven (7) days prior to the leave unless it is an emergency situation, in which case, 24 hours' notice is allowed.

### Military Leave of Absence

- An employee who is drafted for service in the armed forces or is a reservist called up for active duty is eligible for military leave of absence. Such military leave of absence is governed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Illinois state law.
- An employee whose absence from work with the Village is required by reason of service in the uniformed services is entitled to re-employment rights and benefits under USERRA if the employee meets the following criteria for eligibility:
  - The employee gives the employer advance written or verbal notice of the service (no notice is required if military necessity prevents notice from being given or if, under all of the circumstances, giving such notice is impossible or unreasonable); and
  - The cumulative length of the absence and of all previous absences from work with the Village by reason of service in the uniformed services does not exceed five years; and
  - The employee has not been dishonorably discharged or separated from the uniformed service under other than honorable conditions; and
  - The employee reports to, or applies for reemployment to the Village within the time periods allowed by USERRA.
  - The time periods for applying for reemployment are based on the employee's length of military service. For service of less than thirty-one (31) days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering sufficient time for safe travel home plus an eight-hour rest period. For service of more than thirty (30) days but less than one hundred eighty-one (181) days, the service member must apply for reemployment within fourteen (14) days of being released from service. For service of more than one hundred eighty (180) days, the member must apply for reemployment within 90 days of being released from service.
- Failure to apply for reemployment within the specified time periods does not automatically forfeit the service member's entitlement to reemployment, but subjects the person to the Village's general practices pertaining to explanations and discipline with respect to absence from scheduled work.

- An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term (two weeks or less) reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered vacation time.
- There are additional rights, responsibilities and benefits associated with federal and Illinois state law regarding military leave. Employees who are currently, or are likely to become, members of the uniformed services should contact the Village Finance Committee for more details.

### Family Military Leave of Absence

- The Illinois Family Military Leave Act provides for unpaid leave for the families of military personnel. An employee is eligible for this leave if they are a spouse or the parent of an individual called to military service of at least 30 days in length by the State of Illinois or the United States, have been employed by the Village for at least 12 months, and have been scheduled to work at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
- Eligible employees will be provided with up to 30 days of protected, unpaid leave to visit with a spouse or child who has been called into military service for a period lasting longer than thirty (30) days. The leave must be taken during the time federal or state orders are in effect (the period in which the respective military personnel's unit has been mobilized and is preparing to leave its base to prepare for combat). Family Military Leave may also be taken intermittently. The Village may require certification from a proper military authority to verify an employee's eligibility for family military leave.
- Before taking family military leave, employees must exhaust all their accrued paid leave. The Village requires as much foreseeable notice of the leave as possible and reserves the right to schedule the leave so as not to unduly disrupt Village operations. If an employee's leave will extend over five (5) or more consecutive work days, the Village will require at least 14 days' notice of the intended leave.
- Employees will be restored to the position they held when the leave commenced or to a position with equivalent terms and conditions of employment.

### **Americans with Disabilities Act (ADA)**

- Employees with disabilities shall be eligible to request reasonable work accommodations pursuant to the Federal Americans with Disabilities Act. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.
- The Village will review all ADA reasonable accommodation requests on a case-by-case basis under the following criteria:
  - Reasonable: the accommodation is plausible or feasible in the ordinary course of things;
  - Effective: the accommodation enables the employee to perform the essential functions of the job; and
  - Undue Hardship: whether the accommodation creates a significant difficulty or expense.

- An employee wishing to request a reasonable accommodation under the ADA shall request the Village's Interactive Employee's ADA Guidebook and follow all procedures therein.

## **CONDUCT**

Village employees are expected to behave in a proper, ethical manner at all times. Departments may have a comprehensive set of work rules that govern on-the-job behavior and manner of job performance. All employees should be familiar with your Department's work rules. The following guidelines are intended to serve as general examples of inappropriate behavior for which an employee may be disciplined. The list is not comprehensive of all improper behaviors.

- Incompetence or inefficiency.
- Offensive conduct.
- Insubordination or violation of any official order or regulation. Insubordination is defined as failure or deliberate refusal to obey an order by a superior, ridiculing a superior or a superior's orders, whether in or out of the presence of a superior.
- Accepting tips or gifts in the course of work.
- Conviction of a criminal offense involving moral turpitude or depravity.
- Negligent, or willful, damage or waste of public property.
- Inexcusable absences without being granted leave.
- Bringing, possessing, or being under the influence of intoxicants, or using intoxicants, or the consumption of alcoholic beverages or controlled substances while on duty or subject to duty.
- Harassment of any employee because of sex, race, religion, physical disability, or any other legally protected group status.
- Engaging in outside employment while on any leave of absence.
- Engaging in fraudulent use of a leave of absence.
- Claiming sick leave under false pretenses.
- Excessive or chronic absenteeism or tardiness.
- Failure to notify your supervisor in advance when you will be absent from work or are unable to report for work on time.
- Failure to comply with employee's specific department rules.
- Failure to conform to assigned work hours.
- Falsification or misuse of time cards, time sheets, records, or assisting in such falsification.
- Theft or misappropriation of Village property or another employee's property.
- Provoking, instigating, or involvement in fighting on the job, or on Village property. Threatening or carrying out acts of violence to an employee, supervisor, Village official, or visitor.
- Sleeping on the job.
- Violation of the Employee Handbook.
- Working unauthorized overtime.
- Possessing weapons or explosives of any type on Village property without Village authorization.
- Deliberately restricting work output or encouraging another employee to do so.
- Illegal, immoral, offensive or indecent conduct during the workday or on Village property.
- Failure to comply with the Village Safety Program.
- Using profanity or abusive language.
- Any other activity which is not compatible with good public service.
- Rude behavior toward a member of the general public or other Village employees.
- Lying or attempting to withhold information from a supervisor.



- Any other action or activity which results in a loss of public trust or affects any Village employee's ability to perform his/her duties as a Village employee.

### Discipline and Discharge

- Employees are considered at-will employees and serve at the discretion of the Board. The Board's determination to discipline an employee, including discharge of employment, is final and may be without cause. The at-will policy shall not be modified by any statements made to you or materials given to you.
- Progressive discipline will be administered by the Village, at its sole discretion. The steps of progressive discipline include, in order of severity:
  - Oral warning
  - Written warning
  - Meeting with employee, Department Head, and others as determined by the Village President
  - Suspension
  - Recommendation to Village Board for termination of employee
  - Termination from employment

### Access to Village Property

- You do not have a right to privacy when using Village offices, file cabinets, desks, lockers, and other Village property and facilities. Although the Village does not prohibit you from bringing personal items to work, (e.g., family pictures, plants, etc.) you should not bring them if you do not want them exposed to the public. You also do not have a right to privacy regarding the Internet sites you access or e-mails you write. E-mails are considered open, permanent records under the law. If you would not want them to be seen, then don't click on the web sites or write the e-mails. E-mails considered as public records shall not be deleted unless they have been archived on a CD or printed and properly filed and stored.
- Close and lock all doors, windows, and other Village property as identified by your supervisor (e.g., file cabinets, desks) in your work area at the end of the work day.

### Use of Village Equipment and Supplies

- You are responsible for proper operation, care, and conservation of Village equipment, tools, and supplies. You must report any accidents, breakdowns, malfunctions, or thefts immediately so that necessary repairs or investigations may be made. You may not use Village equipment and supplies for unauthorized or personal purposes, including photocopying equipment. The guidelines below are intended to serve as a general example for which you may be disciplined regarding the use of Village equipment and supplies.
- The following are prohibited actions:
  - Negligent, or willful damage, waste, or loss of public property;
  - Theft or misappropriation of Village property or another employee's property;
  - Any other action or activity that results in a loss of public trust or affects any employee's ability to perform his/her duties as a Village employee.

## Use of Village-Owned Vehicles

- Village vehicles will be provided to designated employees by the Village of Maple Park for work. They are not to be used for personal reasons or errands. It is the employee's responsibility to keep the vehicles in good working order and to report any problems immediately. The vehicles are to be neat and orderly, inside and out, at all times. It is the employee's responsibility to wash and clean the vehicle they are responsible for, as time allows. Each employee will be responsible for keeping the vehicle (they use the most) organized, stocked and fueled. Gas tanks are required to be more than one-quarter full and supplies are to be stocked.
- Village vehicles are to be driven in a responsible manner at all times. Speeding, reckless driving, etc., will not be tolerated. Remember that our name is on the vehicle. In the event an employee is stopped for a violation other than equipment safety, the employee shall be solely responsible for any fines and/or tickets. You should make regular visual checks of your truck for scratches, scrapes and dents. Any problems should be reported to your Department Head and or the Village President immediately. A police report must be filled out at the scene of an accident if there is substantial damage requiring repair. If damage is due to the employee's negligence, the employee shall be responsible for payment of the insurance deductible for repairs.
- Employees must wear seat belts at all times while using a Village vehicle.
- It is the employee's responsibility to make sure the vehicles are completely locked up. Village vehicles are valuable property and you may only drive them to conduct Village business. Personal use of a Village vehicle is never authorized, since such use creates unnecessary liability exposure to the Village and may hurt the reputation of the Village and other employees.
- Any employee driving Village vehicle must have a valid state issued driver's license. If using a personal vehicle for Village-related travel, you must document mileage and reason for travel to receive a reimbursement at the Federal mileage rate.

## Compliance with Laws

- Village employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on Village computer networks. Any attempt to break those laws through the use of the networks may result in litigation against the offender by the proper authorities. If such an event should occur, the Village of Maple Park will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

## **SAFETY**

- The Village is committed to provide a safe working environment for all employees. Employees in Public Works and Utilities and certain Administrative employees may participate in safety training. The purpose of the training is to educate in the prevention of accidents and injuries to you and others. Other general safety training may be provided to all Village employees from time to time (e.g., defensive driving, first aid, CPR).

## **VACATING YOUR POSITION**

### **Layoff**

- Layoffs may occur because of a decrease in services, change in work methods, or other conditions. To assure continued quality services, merit and length of service may be given consideration in determining the order in which employees are laid off
- You may be laid off if you lose a license or other requirement necessary for you to perform the duties of your position.

### **Resignation**

- A written notice of 14 days is expected upon resignation from employment and you must work during the notice period. A Department Head or the Village President is not allowed to request or demand that you sign an undated resignation. An exit interview with the Department Head or the Village President may be scheduled to process your file for termination, authorize the release of your final paycheck, and review any final benefit payout.

## **Public Officer Prohibited Activities (Whistleblower) Act**

## **EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT**

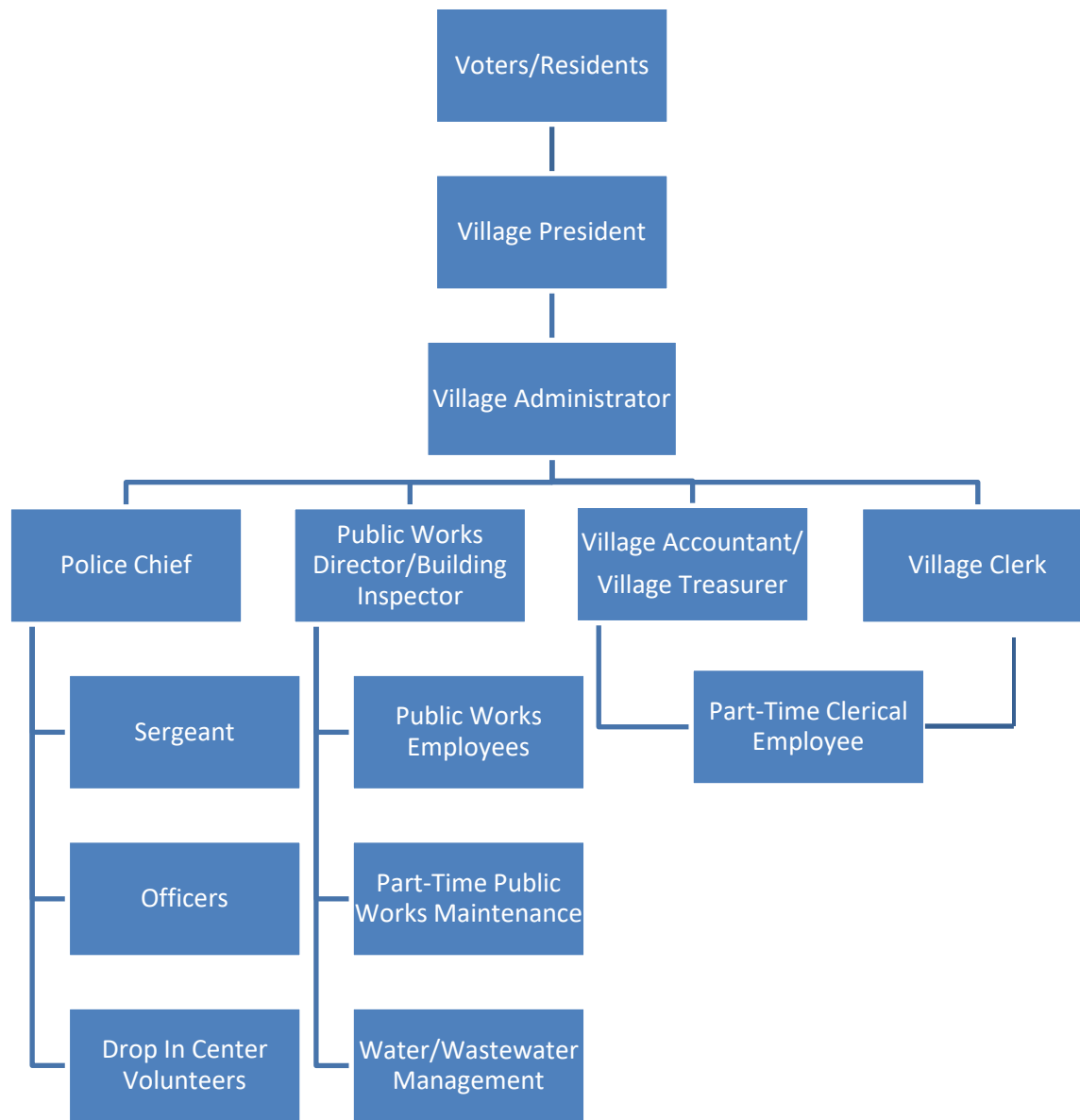
I have received a copy of the Village of Maple Park Employee Handbook. I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits and rules, and that it is not a contract, promise or guarantee of employment or of any specific terms or conditions of employment or procedural rights. I further understand that any or all portions of this Handbook may be amended or eliminated from time to time without advance notice. I also understand that my employment with the Village is at-will, and can be terminated either by me or by the Village at any time, for any reason, with or without notice.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

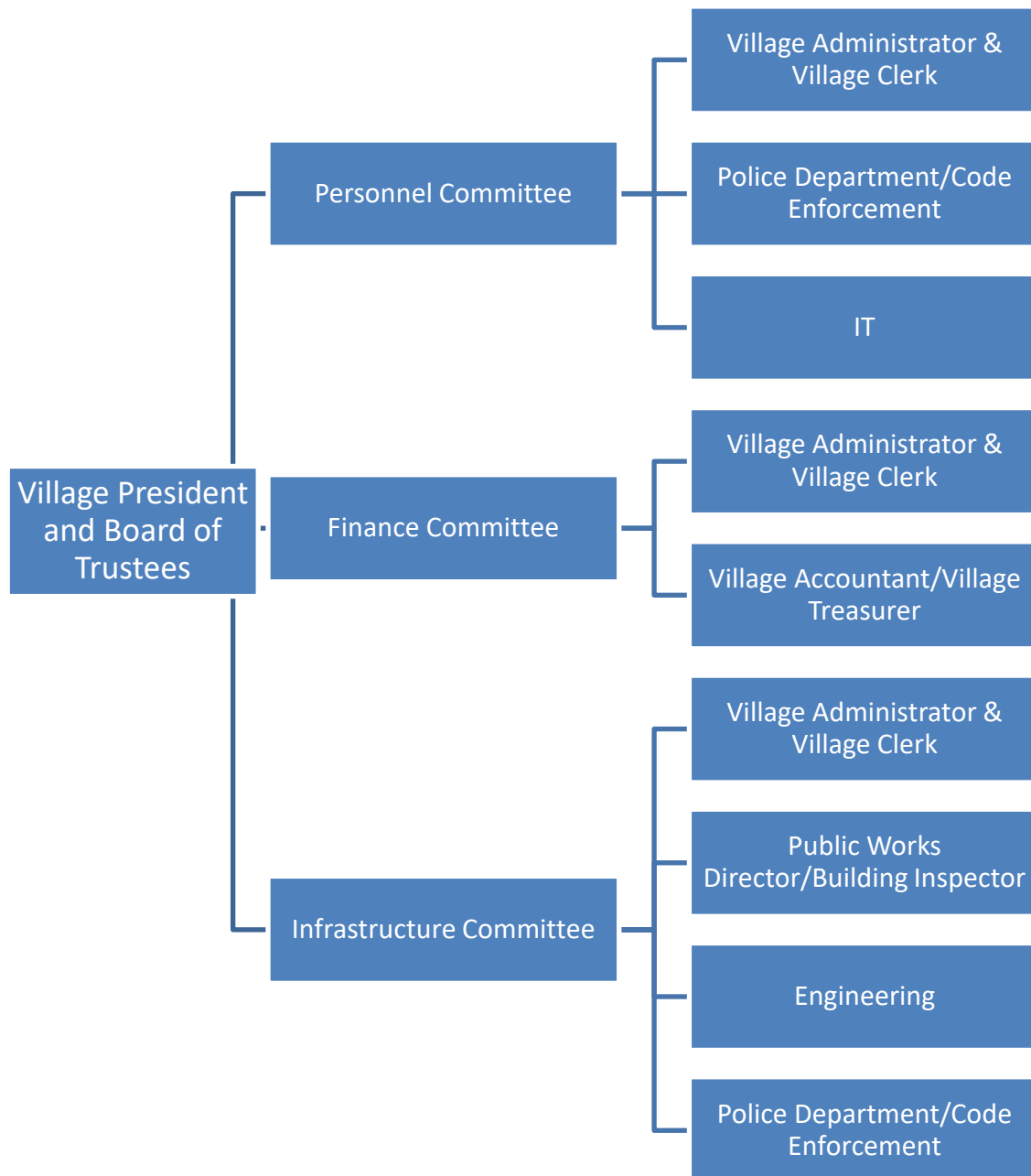
\_\_\_\_\_  
Date

## **APPENDIX 1 – REPORTING STRUCTURE**



Updated Based on Staffing Study Approved by Village Board on September 1, 2020.

## VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT





# Village of Maple Park

## TIF District General Improvements Assistance Grant Program Application

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

Name of Business Owner(s): American Legion Post 312 Address: 203 Main Street  
 Name of Property Owner(s): American Legion Post 312 Address: 203 Main Street  
**Applicant/Contact Person:** Chris Rebore Address: 206 W. Ashton Dr.  
 Applicant Daytime Telephone: 630-247-9484 E-mail: Chris.rebore@gmail.com

### Property Owner Contact Information, if different from Applicant:

Property Owner Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Description:** Electrical Upgrade

Project Street Address: 203 Main Street Within TIF District? ☒ YES ☐ NO  
 Property Tax PIN #: 07-31-128-005 Tax Bill Attached? ☒ YES ☐ NO

### Required Items to Include with Your Initial Application:

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

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

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

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

Grant Amount not to exceed \$5,000.00 .....	\$ <u>5,000.00</u>
Less Application Fee .....	- 5.00
Less Project Inspection Fee .....	- 1
Plus Project Inspection Fee Waiver .....	+ 1
<b>Net Grant Amount .....</b>	<b>\$ _____</b>

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

\_\_\_\_\_  
 Business Owner's Signature Date: 8/17/22

\_\_\_\_\_  
 Village of Maple Park Date: 9-20-22

\_\_\_\_\_  
 Property Owner's Signature if not the same as above. Date: \_\_\_\_\_

## VILLAGE OF MAPLE PARK GIAG ELIGIBILITY CHECKLIST

**Application #:** GIAG 22-001

**Applicants:** Chris Rebone - American Legion Post 312

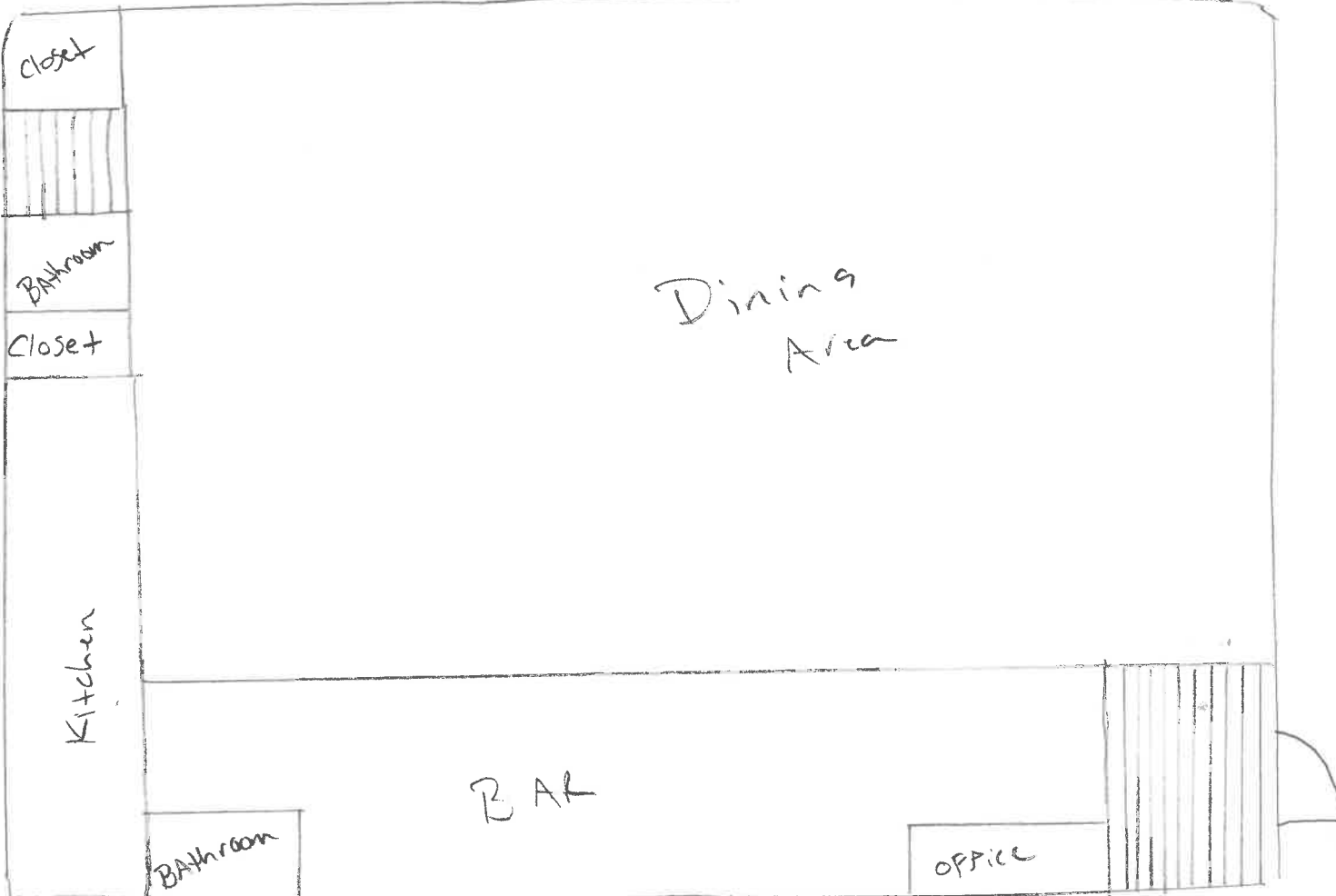
**Application Address:** 203 Main Street, Maple Park, Illinois 60151

Description	Criteria
Submitted completed Application	Yes
Copy of most recent, paid property tax bill	Yes
"Before" photos of proposed project - HVAC System	Yes
8.5" X 11" Diagram of building's footprint, applicant name, address on diagram	Yes
Property - B-1 Central Business District- Within TIF District	Yes
Property - In arrears - Property Assessments	NA
Property - In arrears - Water/Sewer Bills	No
Property - In arrears - Property Taxes	No
Applicant - Building Owner	Yes
Applicant - Valid Lease	NA
Proposed Project on Eligibility List - Electric Upgrade	Yes
Proposed Project Started Prior to Grant Submission	No
Has property received a grant in the prior three (3) years	No
Does the total project cost exceed \$10,000.00	No
Is the applicant seeking the full 50% or \$5,000.00 of TIF eligible costs	Yes
<b>PROPOSED PROJECT MEETS GIAG CRITERIA AND IS ELIGIBLE FOR GRANT</b>	<b>YES</b>

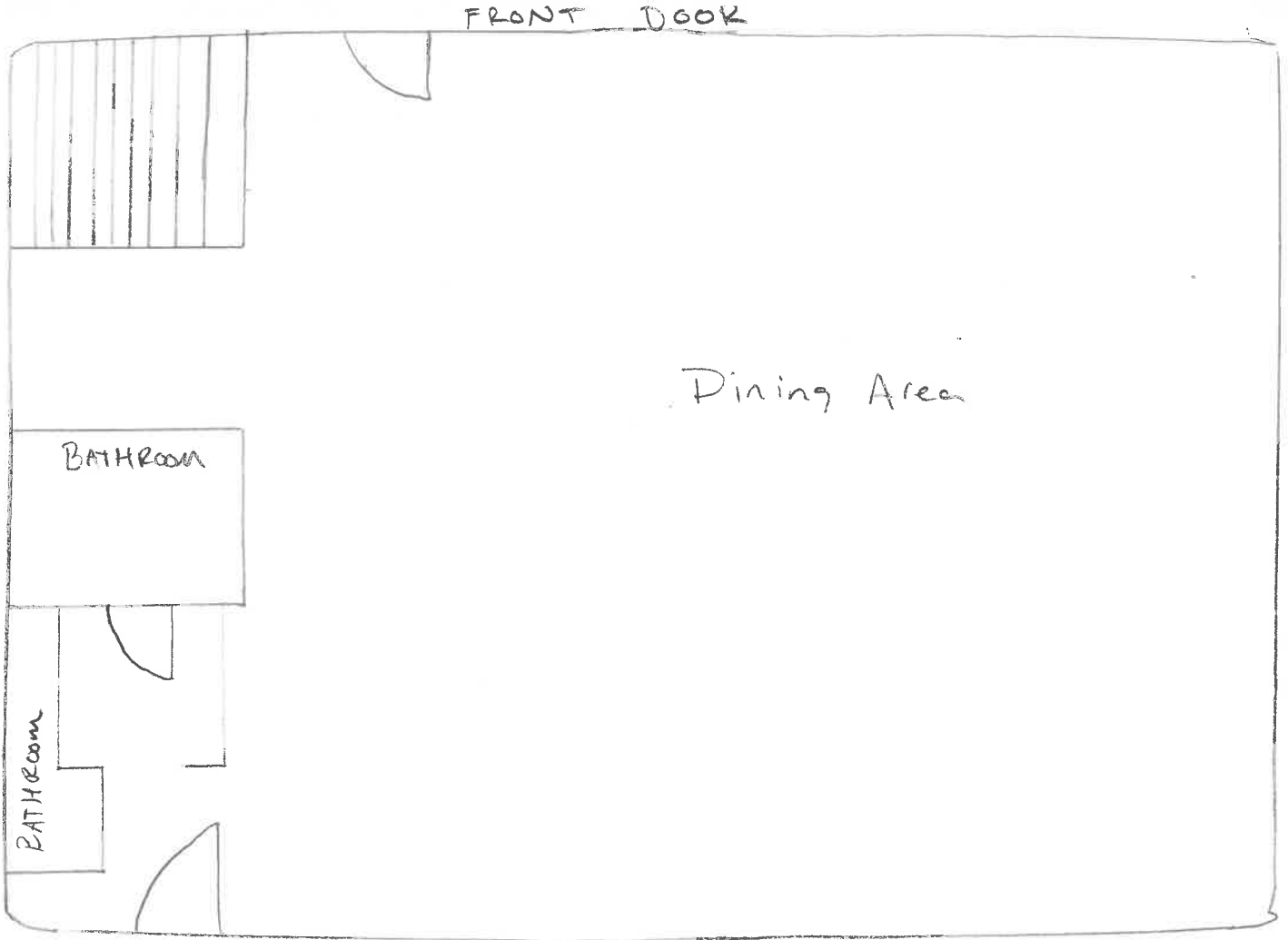


American Legion Post 312

First Floor



Second Floor













# 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>

## BUILDING PERMIT

This Permit is hereby issued for the purpose of: Electric Service

ADDRESS: 203 Main Street

DATE ISSUED: August 11, 2022

Required Inspections:

PERMIT NUMBER: MP22-82

Lou Larson, Building Inspector

Liz Peerboom, Acting Village Clerk

**THIS PERMIT CARD SHALL BE DISPLAYED AND  
VISIBLE FROM THE STREET**

**Call (815) 827-3309 ext. 4 to schedule inspections**

Permits are deemed expired if the approved permit project has not commenced within 180 days from the issue date or for work not inspected within 180 days from the previous inspection.

**This permit includes 1 Inspections.  
You will be charged \$35 for each additional inspection, if needed.**

<b>DATE RECEIVED:</b> <u>8-4-22</u>		<b>BY:</b> <u>LL</u>	<input type="checkbox"/> <b>NEW CONSTRUCTION PERMIT APPLICATION</b> <input type="checkbox"/> <b>REMODELING PERMIT APPLICATION</b> <input checked="" type="checkbox"/> <b>OTHER:</b> <u>Electric Service</u>		<b>PERMIT NO.</b> <u>MP22-82</u>	
<b>SITE ADDRESS</b> <u>203 Main St.</u>			<b>Village of Maple Park</b> 302 Willow Street, P.O. Box 302 Maple Park, IL 60151 (815) 827-3309 www.villageofmaplepark.com			
<b>SUBDIVISION</b> <small>(required)</small>		<b>PHASE</b> (If applicable)				
		<b>LOT NO.</b> <small>(required)</small>				
<b>SQUARE FEET</b> <small>(required)</small>		<b>VALUATION</b> <small>(cost of project)</small> <small>(required)</small> <u>\$10,000</u>				
<b>TAX PARCEL NO.</b> <small>(required)</small> <u>07-31-128-005</u>		<b>ZONING</b> <small>(required)</small>				
<b>EASEMENT INFORMATION PROVIDED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>LAND DRAINAGE OR SITE IMPROVEMENT ATTACHED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> <b>Tenant Build-Out?</b> <input type="checkbox"/> <b>Site Improvement Only?</b>			<input type="checkbox"/> <b>PUBLIC OWNERSHIP</b> <input type="checkbox"/> <b>PRIVATE OWNERSHIP</b>			
<b>TYPE OF STRUCTURE</b>			<b>USE GROUP</b> (If Mixed Uses, Include All)			
<input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family Apts 5+ Units <input type="checkbox"/> Industrial Building <input type="checkbox"/> Institutional Building <input type="checkbox"/> Addition - MF3+			<input type="checkbox"/> Townhomes (SF, Attached) <input type="checkbox"/> Multi-Family Apts 3-4 Unit <input checked="" type="checkbox"/> Commercial Building <input type="checkbox"/> Addition - Commercial <input type="checkbox"/> Addition - Industrial <input type="checkbox"/> Addition - Institutional			
<b>BRIEF DESCRIPTION OF WORK:</b> <u>Service Upgrade. Increase Existing 200 Amp Service to 600 Amp 3<sup>o</sup></u> <u>Add Two new 200 Amp Branch Panels and Reuse Existing 200 Amp Panel.</u>						
<b>OWNER INFORMATION</b> <small>(must be completed)</small> NAME: <u>American Legion</u> ADDRESS: <u>203 Main St, P.O. Box 97</u> CITY/STATE/ZIP: <u>MP</u> PHONE: _____ FAX: _____ PRINT NAME: <u>Chris Rebore</u> SIGNATURE: _____ DATE: _____			<b>GENERAL CONTRACTOR</b> <input type="checkbox"/> Check if same as Owner NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			
<b>EXCAVATING CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			<b>HVAC CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			
<b>ARCHITECT</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			<b>ELECTRICAL CONTRACTOR</b> NAME: <u>Holmgren Electric Inc.</u> ADDRESS: <u>609 Thryselius Dr</u> CITY/STATE/ZIP: <u>Elmhurst IL</u> PHONE: <u>630-220-5000</u> FAX: <u>630-365-9297</u> PRINT NAME: <u>Robert Holmgren</u> SIGNATURE: <u>[Signature]</u> DATE: <u>8-11-22</u>			
<b>ENGINEER</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			<b>PLUMBING CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			

# **APPLICANT SHOULD COMPLETE ALL THAT IS APPLICABLE**

<b>HVAC</b> (Indicate quantity below) <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Ductwork <input type="checkbox"/> Fireplace <input type="checkbox"/> Furnace <input type="checkbox"/> Gas Fire Heater		<b>TOTAL UNITS</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> <input type="checkbox"/> Kitchen Exhaust <input type="checkbox"/> Ansul Hood <input type="checkbox"/> Rooftop Unit <input type="checkbox"/> HVAC – Other	<b>ELECTRICAL 1 &amp; 2 FAMILY</b> (Check One) <input type="checkbox"/> 1 <sup>st</sup> Service Up to 200 AMP <input type="checkbox"/> 2 <sup>nd</sup> Service Up to 200 AMP <input type="checkbox"/> 1 <sup>st</sup> Service 201-401 AMP <input type="checkbox"/> 2 <sup>nd</sup> Service 201-401 AMP <input type="checkbox"/> 1 <sup>st</sup> Service 401+ AMP <input type="checkbox"/> 2 <sup>nd</sup> Service 401+ AMP																																															
<b>PLUMBING</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		<b>TOTAL # OF FIXTURES</b> (does not include water heater or softener)																																																
		<b>ELECTRICAL COMMERCIAL, INDUSTRIAL &amp; INSTITUTIONAL</b> SIZE OF AMP SERVICE <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>																																																
		<b>WATER SERVICE</b> (indicate quantity) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Water Tap</th> <th style="width: 15%;">Fire Tap</th> <th style="width: 15%;">Water Meter</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr><td></td><td>3/4"</td><td></td><td>5/8"</td></tr> <tr><td></td><td>1"</td><td></td><td>3/4"</td></tr> <tr><td></td><td>1 1/2"</td><td></td><td>1"</td></tr> <tr><td></td><td>2"</td><td></td><td>1 1/2"</td></tr> <tr><td></td><td>3"</td><td></td><td>2"</td></tr> <tr><td></td><td>4"</td><td></td><td>3"</td></tr> <tr><td></td><td>6"</td><td></td><td>4"</td></tr> <tr><td></td><td>8"</td><td></td><td>6"</td></tr> <tr><td></td><td>10"</td><td></td><td>8"</td></tr> <tr><td></td><td>12"</td><td></td><td>10"</td></tr> <tr><td></td><td></td><td></td><td>12"</td></tr> </tbody> </table>			Water Tap	Fire Tap	Water Meter			3/4"		5/8"		1"		3/4"		1 1/2"		1"		2"		1 1/2"		3"		2"		4"		3"		6"		4"		8"		6"		10"		8"		12"		10"		
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<b>STORM AND SANITARY SEWER (1 &amp; 2 FAMILY)</b> (indicate size in inches) <input type="checkbox"/> First Sanitary Sewer & Storm Sewer Tap <input type="checkbox"/> Second Sanitary Sewer & Storm Sewer Tap		<b>SPRINKLERS</b> (indicate quantity) <input type="checkbox"/> Fire Sprinkler Heads <input type="checkbox"/> Lawn Sprinkler(s)																																																
<b>STORM AND SANITARY SEWER (MF3+, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL)</b> <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer		<b>BASEMENT TYPE:</b> <input type="checkbox"/> Full <input type="checkbox"/> Slab <input type="checkbox"/> Crawl Space  <b>DRIVEWAY &amp; CURB CUTS</b> (1 & 2 Family Only – List Quantity) _____ Number of Driveways/Curb Cuts																																																

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

<b>Permit Cost:</b> \$ 60.00	<div style="color: blue; font-weight: bold; font-size: 1.5em;">PAID</div> <div style="color: red; font-weight: bold; font-size: 1.2em;">AUG 11 2022</div> <div style="color: blue; font-weight: bold; font-size: 1.2em;">VILLAGE OF MAPLE PARK</div>
<b>Date Permitted:</b> 8/11/22	
<b>Staff Initials:</b> ep	
<b>Amount Paid:</b> \$ 60.00	



NEMA 3R  
40 CT 200A  
Load Center

Well  
J-Box

New 200A

American Legion

Existing 200 Amp panel

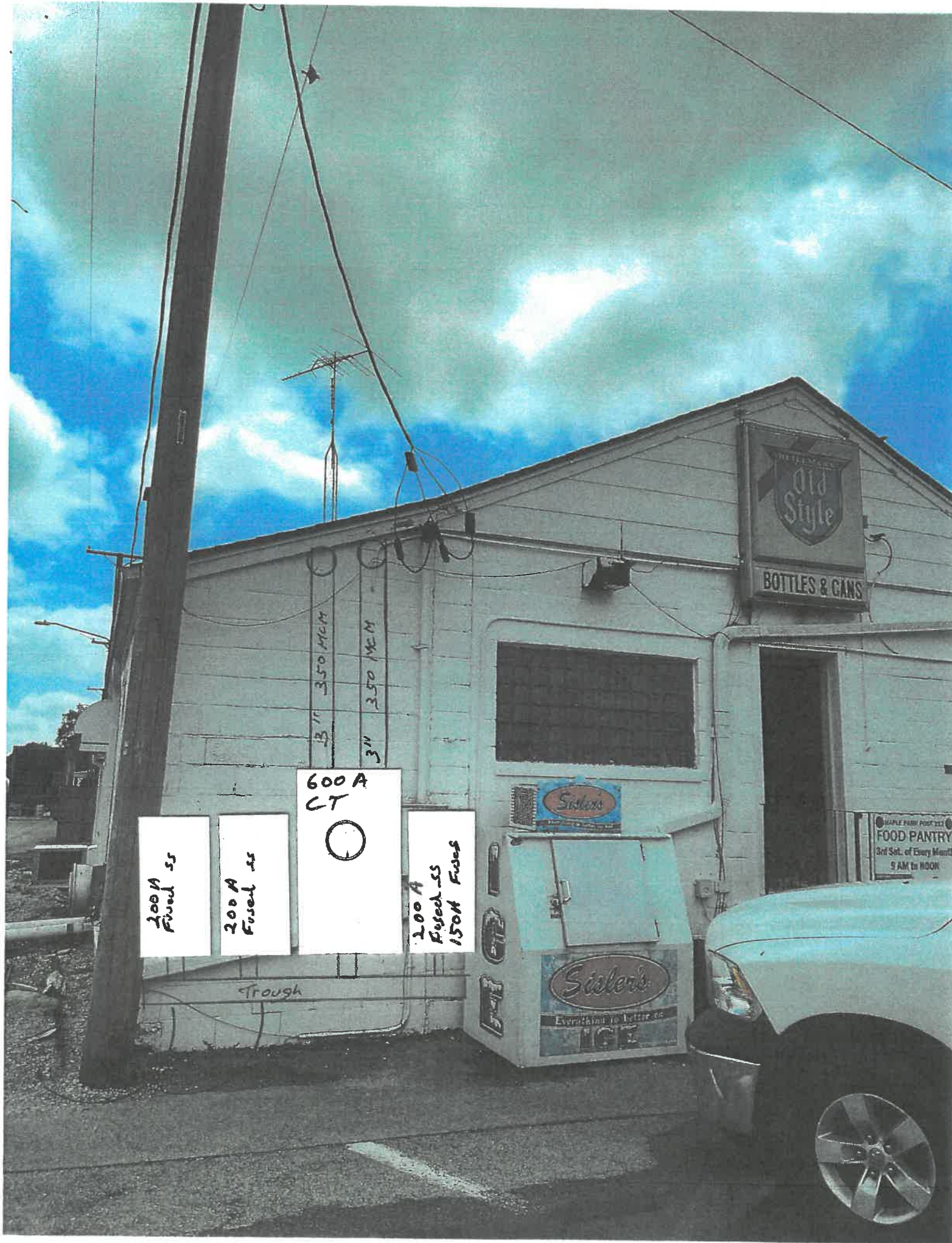
600 Amp CT

200 Amp Fused Safety Switch

ComEd Pole

3" PVC conduit  
24" Deep min.





200A  
Fused SS

200A  
Fused SS

600A  
CT

200A  
Fused SS  
150A Fuses

Trough

Old Style  
BOTTLES & CANS

MAPLE PARK POST BOX  
FOOD PANTRY  
3rd Sat. of Every Month  
5 AM to NOON

Siskler's  
Everything is better with  
ICE





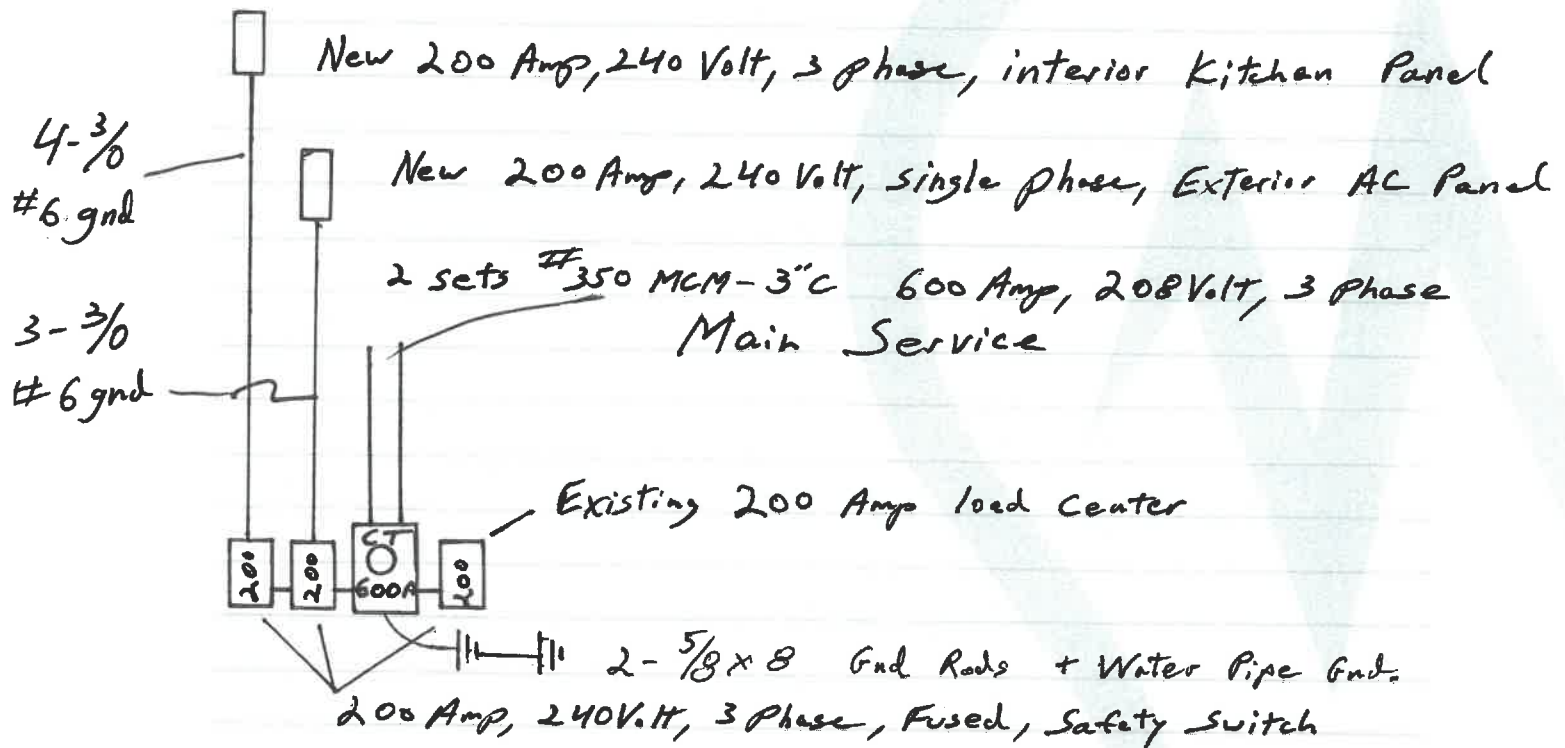
# AMPERAGE

**ELECTRICAL SUPPLY, INC**

359 W. IRVING PARK ROAD | ROSELLE, IL 60172

TEL 630.894.8100 | FAX 630.894.8188

[www.amperage.com](http://www.amperage.com)



**RAB**  
LIGHTING

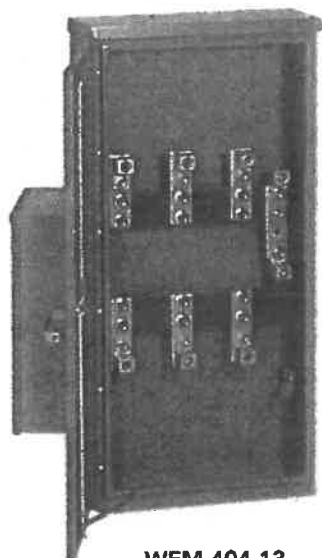


**POWER-STRUT**

Electrical Supplies for Commercial & Residential | Lighting | Switchgear | Datacom | Generators

# Current Transformer Cabinets

WE Energies Area Units | UL listed



WEM-404-13

## Overhead Entry

Catalog Number	Amps	Voltage	Phase	SCCR	Dimensions			Cabinet Drawing	Bus Drawing
					H"	W"	D"		
WEM-403-6	400	600	1Ø3W	65kA	42	20	8	20104-01A	20104-801
WEM-403-8*	400	600	3Ø3W	65kA	42	20	8	20104-01A	20104-881
WEM-404-13	400	600	3Ø4W	65kA	42	20	8	20104-01A	20104-801
WEM-603-6	600	600	1Ø3W	65kA	42	24	8	20104-02A	20104-811
WEM-603-8*	600	600	3Ø3W	65kA	42	24	8	20104-02A	20104-883
WEM-604-13	600	600	3Ø4W	65kA	42	24	8	20104-02A	20104-811
WEM-803-6	800	600	1Ø3W	65kA	42	24	8	20104-02A	20104-821
WEM-803-8*	800	600	3Ø3W	65kA	42	24	8	20104-02A	20104-887
WEM-804-13	800	600	3Ø4W	65kA	42	24	8	20104-02A	20104-821
WEM-1203-8*	1200	600	3Ø3W	85kA	48	36	14	20104-015A	20104-891
WEM-1204-13	1200	600	3Ø4W	85kA	48	36	14	20104-05A	20104-831
WEM-1603-8*	1600	600	3Ø3W	85kA	48	36	14	20104-05A	20104-852
WEM-1604-13	1600	600	3Ø4W	85kA	48	36	14	20104-05A	20104-841
WEM-2003-8*	2000	600	3Ø3W	85kA	66	42	14	20104-16A	20104-862
WEM-2004-13	2000	600	3Ø4W	85kA	66	42	14	20104-16A	20104-863

## Notes

A meter socket is provided and is mounted on the door of all WE Energies units.

\* These units are being phased out by WE Energies.



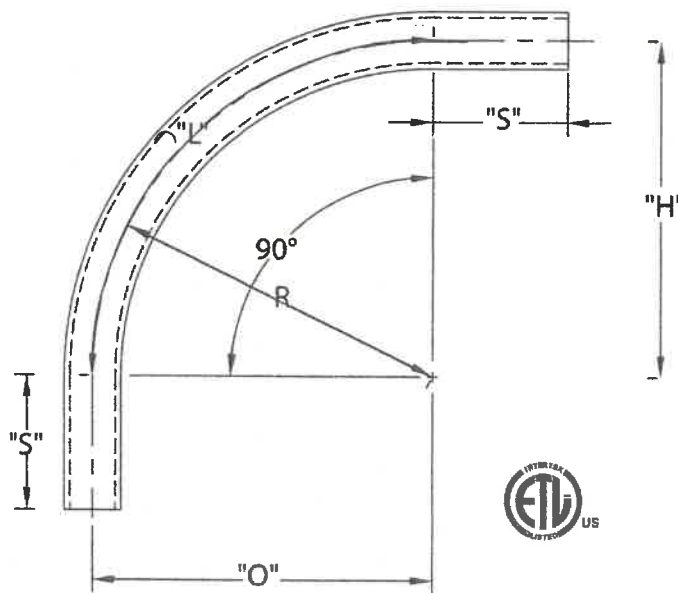
Please consult serving utility for their requirements prior to ordering or installing, as specifications and approvals vary by utility, and may require local electrical inspector approval. All installations must be installed by a licensed electrician and must comply with all national and local codes, laws and regulations. Milbank reserves the right to make changes in specifications and features shown without notice or obligation.

# Schedule 40 Special Radius Elbows - Plain End

**CANTEX**

Additional sizes are available as non-stock items. Call for specifications and quotes.

## Schedule 40 90° Elbow Special Radius - Plain End



CANTEX Special Radius Plain End Schedule 40 90-Degree Elbows are used to change the direction of a conduit run by 90 degrees when special radiuses are needed.

- Schedule 40 PVC construction for strength and durability
- For indoor or outdoor use
- Suitable for aboveground or buried
- Plain end connections are solvent weld
- ETL Listed
- Made in USA

### Schedule 40 90° Elbow 18" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133846	1	18	18	18	1.875	28.250
5133923	1-1/4	18	18	18	2.000	28.250
5133839	1-1/2	18	18	18	2.000	28.250
5133844	2	18	18	18	2.000	28.250
5133856	2-1/2	18	18	18	3.000	28.250
5133858	3	18	18	18	3.125	28.250

Dimensions are nominal

### Schedule 40 90° Elbow 30" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5134147	3/4	30	30	30	1.500	47.125
5136340	1	30	30	30	1.875	47.125
5133878	1-1/4	30	30	30	2.000	47.125
5133921	1-1/2	30	30	30	2.000	47.125
5133920	2	30	30	30	2.000	47.125
5133981	2-1/2	30	30	30	3.000	47.125
5133867	3	30	30	30	3.125	47.125
5133948	3-1/2	30	30	30	3.250	47.125
5133850	4	30	30	30	3.375	47.125
5133872	5	30	30	30	3.625	47.125

Dimensions are nominal

### Schedule 40 90° Elbow 24" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133934	3/4	24	24	24	1.500	37.750
5133859	1	24	24	24	1.875	37.750
5133883	1-1/4	24	24	24	2.000	37.750
5133873	1-1/2	24	24	24	2.000	37.750
5133836	2	24	24	24	2.000	37.750
5133847	2-1/2	24	24	24	3.000	37.750
5133837	3	24	24	24	3.125	37.750
5133893	3-1/2	24	24	24	3.250	37.750
5133822	4	24	24	24	3.375	37.750

Dimensions are nominal

### Schedule 40 90° Elbow 36" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133949	3/4	36	36	36	1.500	56.500
5133852	1	36	36	36	1.875	56.500
5133884	1-1/4	36	36	36	2.000	56.500
5133866	1-1/2	36	36	36	2.000	56.500
5133848	2	36	36	36	2.000	56.500
5133857	2-1/2	36	36	36	3.000	56.500
5133820	3	36	36	36	3.125	56.500
5133818	3-1/2	36	36	36	3.250	56.500
5133821	4	36	36	36	3.375	56.500
5133841	5	36	36	36	3.625	56.500
5133877	6	36	36	36	3.750	56.500

Dimensions are nominal

**Table 300.5 Minimum Cover Requirements, 0 to 600 Volts, Nominal, Burial in Millimeters (Inches)**

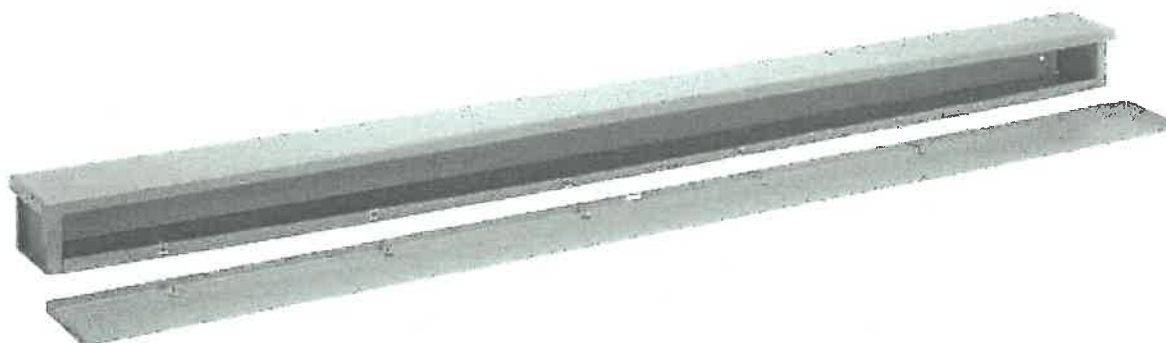
Type of Wiring Method or Circuit									
Location of Wiring Method or Circuit	Column 1 Direct Burial Cables or Conductors		Column 2 Rigid Metal Conduit or Intermediate Metal Conduit		Column 3 Nonmetallic Raceways Listed for Direct Burial Without Concrete Encasement or Other Approved Raceways		Column 4 Residential Branch Circuits Rated 120 Volts or Less with GFCI Protection and Maximum Overcurrent Protection of 20 Amperes		Column 5 Circuits for Control of Irrigation and Landscape Lighting Limited to Not More Than 30 Volts and Installed with Type UF or in Other Identified Cable or Raceway
	mm	in.	mm	in.	mm	in.	mm	in.	mm in.
All locations not specified below	600	24	150	6	450	18	300	12	150 6
In trench below 50-mm (2-in.) thick concrete or equivalent	450	18	150	6	300	12	150	6	150 6
Under a building	0 (in raceway only)	0	0	0	0	0	0 (in raceway only)	0	0 (in raceway only)
Under minimum of 102-mm (4-in.) thick concrete exterior slab with no vehicular traffic and the slab extending not less than 152 mm (6 in.) beyond the underground installation	450	18	100	4	100	4	150 (direct burial)	6	150 (direct burial)
							100 (in raceway)	4	100 (in raceway)
Under streets, highways, roads, alleys, driveways, and parking lots	600	24	600	24	600	24	600	24	600 24
One- and two-family dwelling driveways and outdoor parking areas, and used only for dwelling-related purposes	450	18	450	18	450	18	300	12	450 18
In or under airport runways, including adjacent areas where trespassing prohibited	450	18	450	18	450	18	450	18	450 18

**Notes:**

1. Cover is defined as the shortest distance in millimeters (inches) measured between a point on the top surface of any direct-buried conductor, cable, conduit, or other raceway and the top surface of finished grade, concrete, or similar cover.
2. Raceways approved for burial only where concrete encased shall require concrete envelope not less than 50 mm (2 in.) thick.
3. Lesser depths shall be permitted where cables and conductors rise for terminations or splices or where access is otherwise required.
4. Where one of the wiring method types listed in Columns 1–3 is used for one of the circuit types in Columns 4 and 5, the shallowest depth of burial shall be permitted.
5. Where solid rock prevents compliance with the cover depths specified in this table, the wiring shall be installed in metal or nonmetallic raceway permitted for direct burial. The raceways shall be covered by a minimum of 50 mm (2 in.) of concrete extending down to rock.



## WIRING TROUGH, NEMA TYPE 3R



### INDUSTRY STANDARDS

UL 870 Listed; File No. E27524; Raintight  
cUL CSA C22.2 No. 26 Listed; File No. E27524; Raintight

NEMA/EMAC Type 3R  
IEC 60529, IP32

### APPLICATION

Available in a range of sizes, this wiring trough meets basic functionality requirements for applications subjected to moisture.

### FEATURES

- Drip shield top and seam-free sides, front, and back
- Slip-on removable cover
- Embossed mounting holes on back of enclosure
- Provision for padlocking
- No gasketing or knockouts

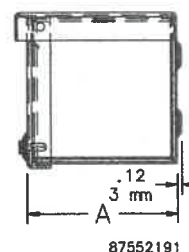
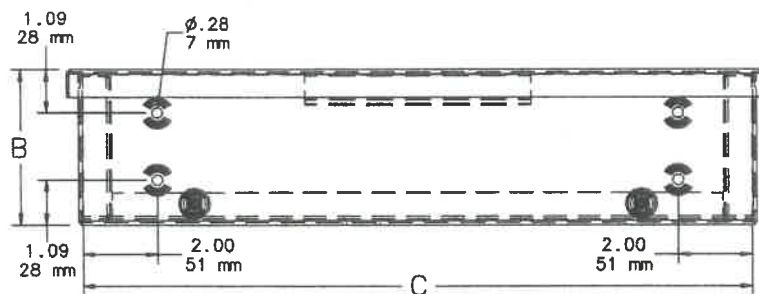
### SPECIFICATIONS

- 16 or 14 gauge plated steel

### FINISH

ANSI 61 gray polyester powder paint finish inside and out over pretreated surfaces.

BULLETIN: F40PT

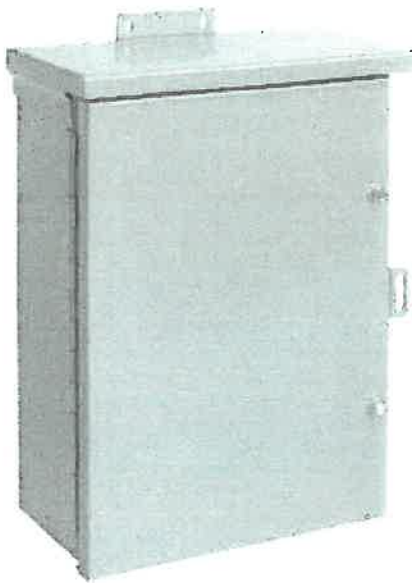


87552191

## Standard Product

Catalog Number	AxByC in.	AxByC mm	Gauge
A4412RT	4.00 x 4.00 x 12.00	102 x 102 x 305	16
A4418RT	4.00 x 4.00 x 18.00	102 x 102 x 457	16
A4424RT	4.00 x 4.00 x 24.00	102 x 102 x 610	16
A4436RT	4.00 x 4.00 x 36.00	102 x 102 x 914	16
A4448RT	4.00 x 4.00 x 48.00	102 x 102 x 1219	16
A4460RT	4.00 x 4.00 x 60.00	102 x 102 x 1524	16
A4472RT	4.00 x 4.00 x 72.00	102 x 102 x 1829	16
A6612RT	6.00 x 6.00 x 12.00	152 x 152 x 305	16
A6618RT	6.00 x 6.00 x 18.00	152 x 152 x 457	16
A6624RT	6.00 x 6.00 x 24.00	152 x 152 x 610	16
A6636RT	6.00 x 6.00 x 36.00	152 x 152 x 914	16
A6648RT	6.00 x 6.00 x 48.00	152 x 152 x 1219	16
A6660RT	6.00 x 6.00 x 60.00	152 x 152 x 1524	16
A6672RT	6.00 x 6.00 x 72.00	152 x 152 x 1829	16
A8812RT	8.00 x 8.00 x 12.00	203 x 203 x 305	14
A8824RT	8.00 x 8.00 x 24.00	203 x 203 x 610	14
A8836RT	8.00 x 8.00 x 36.00	203 x 203 x 914	14
A8848RT	8.00 x 8.00 x 48.00	203 x 203 x 1219	14
A8860RT	8.00 x 8.00 x 60.00	203 x 203 x 1524	14
A8872RT	8.00 x 8.00 x 72.00	203 x 203 x 1829	14
A8896RT	8.00 x 8.00 x 96.00	203 x 203 x 2438	14
A88116RT	8.00 x 8.00 x 116.00	203 x 203 x	14
A101024RT	10.00 x 10.00 x 24.00	254 x 254 x 610	14
A101036RT	10.00 x 10.00 x 36.00	254 x 254 x 914	14
A101048RT	10.00 x 10.00 x 48.00	254 x 254 x 1219	14
A101060RT	10.00 x 10.00 x 60.00	254 x 254 x 1524	14
A101072RT	10.00 x 10.00 x 72.00	254 x 254 x 1829	14
A101096RT	10.00 x 10.00 x 96.00	254 x 254 x	14
A1010116RT	10.00 x 10.00 x 116.00	254 x 254 x 2946	14
A121224RT	12.00 x 12.00 x 24.00	305 x 305 x 610	14
A121236RT	12.00 x 12.00 x 36.00	305 x 305 x 914	14
A121248RT	12.00 x 12.00 x 48.00	305 x 305 x 1219	14
A121260RT	12.00 x 12.00 x 60.00	305 x 305 x 1524	14
A121272RT	12.00 x 12.00 x 72.00	305 x 305 x 1829	14
A121284RT	12.00 x 12.00 x 84.00	305 x 305 x 2134	14
A121296RT	12.00 x 12.00 x 96.00	305 x 305 x 2438	14
A1212116RT	12.00 x 12.00 x 116.00	305 x 305 x 2946	14
A141448RT	14.00 x 14.00 x 48.00	356 x 356 x 1219	14
A141472RT	14.00 x 14.00 x 72.00	356 x 356 x 1829	14
A141484RT	14.00 x 14.00 x 84.00	356 x 356 x 2134	14
A141496RT	14.00 x 14.00 x 96.00	356 x 356 x 2438	14
A1414116RT	14.00 x 14.00 x 116.00	356 x 356 x 2946	14

## HINGE-COVER, MEDIUM, TYPE 3R



### APPLICATION

These enclosures have a size range of 16 x 12 x 6-in. to 60 x 36 x 12-in. and meet basic functionality requirements for applications that require protection from rain, sleet, snow or dripping water.

### FEATURES

- Drip shield top and seam-free sides, front, and back protect from rain, snow, or sleet
- 16 gauge plated steel continuous hinge has stainless steel pin
- Cover fastened securely with captive plated steel screws
- Collar studs provided for mounting optional panels
- Hasp and staple provided for padlocking
- No gasketing or knockouts

### SPECIFICATIONS

- 16 or 14 gauge galvanized steel

### FINISH

ANSI 61 gray polyester powder paint finish inside and out over galvanized steel. Optional solid panels are white.

### ACCESSORIES

See also *Accessories*.

Industrial Corrosion Inhibitors

Electric Heater

Grounding Device

Panels for Type 3R, 4, 4X, 12 and 13 Enclosures

Rack Mounting Angles - U Style (Type RA)

Touch-Up Paint

Steel and Stainless Steel Window Kits

BULLETIN: A3M

### INDUSTRY STANDARDS

UL 50, 50E Listed; Type 3R; File No. E27567  
cUL Listed per CSA C22.2 No 94; Type 3R File No. E27567

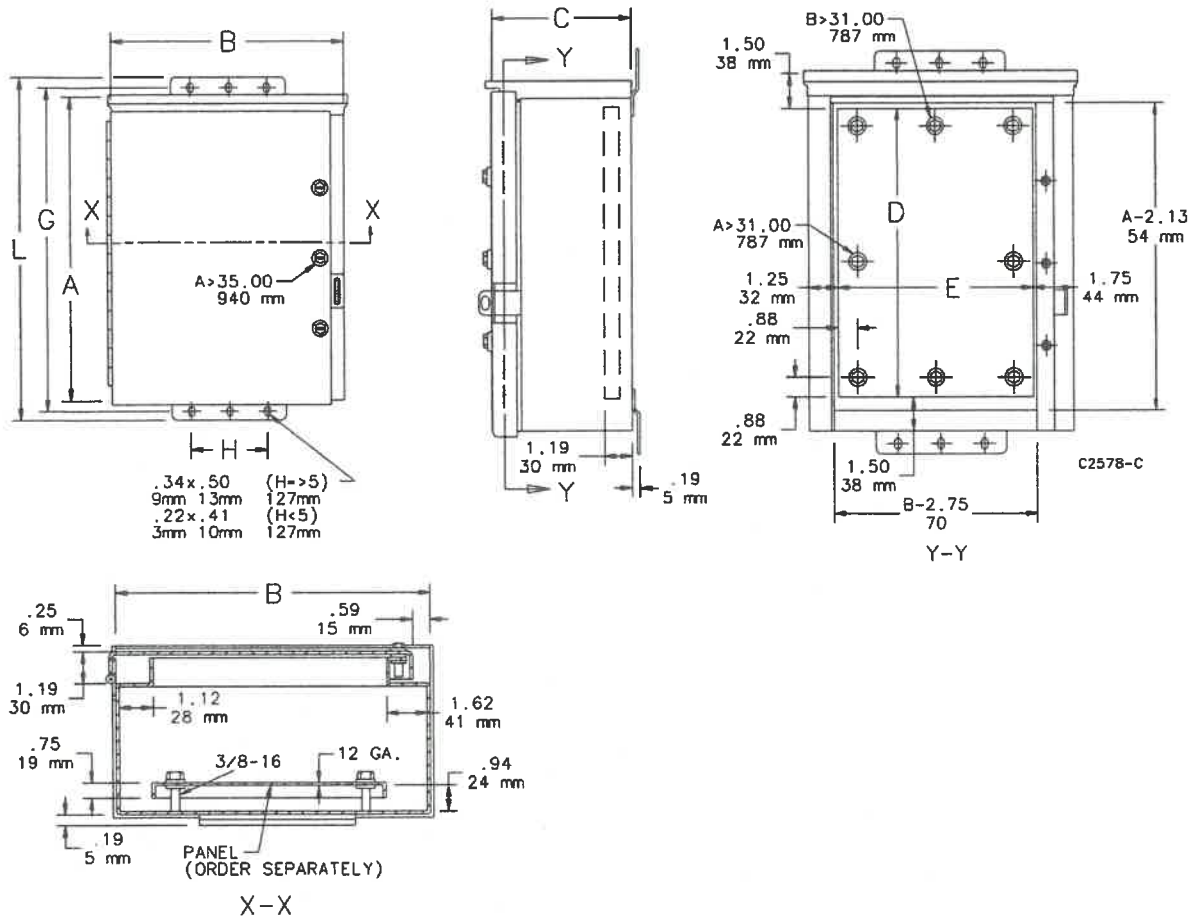
NEMA/IEE MAC Type 3R  
IEC 60529, IP32

### Standard Product

Catalog Number	AxBxC in.	AxBxC mm	Panel Steel	Panel Perforated	Panel Aluminum	Panel Size D x E (in.)	Panel Size D x E (mm)	Mounting G x H (in.)	Mounting G x H (mm)	Overall L (in.)	Overall L (mm)
A16R126HCR	16.00 x 12.00 x 6.00	406 x 305 x 152	A16P12	A16P12PP	A16P12AL	13.00 x 9.00	330 x 229	17.00 x 3.00	432 x 76	18.00	457
A16R166HCR	16.00 x 16.00 x 6.00	406 x 406 x 152	A16P16	A16P16PP	A16P16AL	13.00 x 13.00	330 x 330	17.00 x 13.00	432 x 330	18.00	457
A18R186HCR	18.00 x 18.00 x 6.00	457 x 457 x 152	A18P18	A18P18PP	—	15.00 x 15.00	381 x 381	19.00 x 13.00	483 x 330	20.00	508
A20R166HCR	20.00 x 16.00 x 6.00	508 x 406 x 152	A20P16	A20P16PP	A20P16AL	17.00 x 13.00	432 x 330	21.00 x 13.00	533 x 330	22.00	559
A20R208HCR	20.00 x 20.00 x 8.00	508 x 508 x 203	A20P20	A20P20PP	A20P20AL	17.00 x 17.00	432 x 432	21.00 x 13.00	533 x 330	22.00	559
A24R208HCR	24.00 x 20.00 x 8.00	610 x 508 x 203	A24P20	A24P20PP	A24P20AL	21.00 x 17.00	533 x 432	25.00 x 13.00	635 x 330	26.00	660
A24R248HCR	24.00 x 24.00 x 8.00	610 x 610 x 203	A24P24	A24P24PP	A24P24AL	21.00 x 21.00	533 x 533	25.00 x 13.00	635 x 330	26.00	660
A30R248HCR	30.00 x 24.00 x 8.00	762 x 610 x 203	A30P24	A30P24PP	A30P24AL	27.00 x 21.00	686 x 533	31.00 x 13.00	787 x 330	32.00	813
A30R308HCR	30.00 x 30.00 x 8.00	762 x 762 x 203	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A18R1810HCR	18.00 x 18.00 x 10.00	457 x 457 x 254	A18P18	A18P18PP	—	15.00 x 15.00	381 x 381	19.00 x 13.00	483 x 330	20.00	508
A24R2410HCR	24.00 x 24.00 x 10.00	610 x 610 x 254	A24P24	A24P24PP	A24P24AL	21.00 x 21.00	533 x 533	25.00 x 13.00	635 x 330	26.00	660
A30R2410HCR	30.00 x 24.00 x 10.00	762 x 610 x 254	A30P24	A30P24PP	A30P24AL	27.00 x 21.00	686 x 533	31.00 x 13.00	787 x 330	32.00	813
A36R3610HCR	36.00 x 36.00 x 10.00	914 x 914 x 254	A36P36	A36P36PP	—	33.00 x 33.00	838 x 838	37.00 x 30.00	940 x 762	38.00	965
A30R3012HCR	30.00 x 30.00 x 12.00	762 x 762 x 305	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A36R2412HCR	36.00 x 24.00 x 12.00	914 x 610 x 305	A36P24	A36P24PP	A36P24AL	33.00 x 21.00	838 x 533	37.00 x 13.00	940 x 330	38.00	965
A36R3012HCR	36.00 x 30.00 x 12.00	914 x 762 x 305	A36P30	A36P30PP	—	33.00 x 27.00	838 x 686	37.00 x 27.00	940 x 686	38.00	965
A42R3012HCR	42.00 x 30.00 x 12.00	1067 x 762 x 305	A42P30	—	—	39.00 x 27.00	991 x 686	43.00 x 27.00	1092 x 686	44.00	1118
A36R3612HCR	36.00 x 36.00 x 12.00	914 x 914 x 305	A36P36	A36P36PP	—	33.00 x 33.00	838 x 838	37.00 x 27.00	940 x 686	38.00	965
A42R3612HCR	42.00 x 36.00 x 12.00	1067 x 914 x 305	A42P36	—	—	39.00 x 33.00	991 x 838	43.00 x 27.00	1092 x 686	44.00	1118
A48R3612HCR	48.00 x 36.00 x 12.00	1219 x 914 x 305	A48P36	—	A48P36AL	45.00 x 33.00	1143 x 838	49.00 x 27.00	1245 x 686	50.00	1270
A60R3612HCR	60.00 x 36.00 x 12.00	1524 x 914 x 305	A60P36	—	A60P36AL	57.00 x 33.00	1448 x 838	61.00 x 27.00	1549 x 686	62.00	1575
A30R3016HCR	30.00 x 30.00 x 16.00	762 x 762 x 406	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A48R3616HCR	48.00 x 36.00 x 16.00	1219 x 914 x 406	A48P36	—	A48P36AL	45.00 x 33.00	1143 x 838	49.00 x 27.00	1245 x 686	50.00	1270

Purchase panels separately.

Panel edges are flanged when greater than 30 inches (762mm).





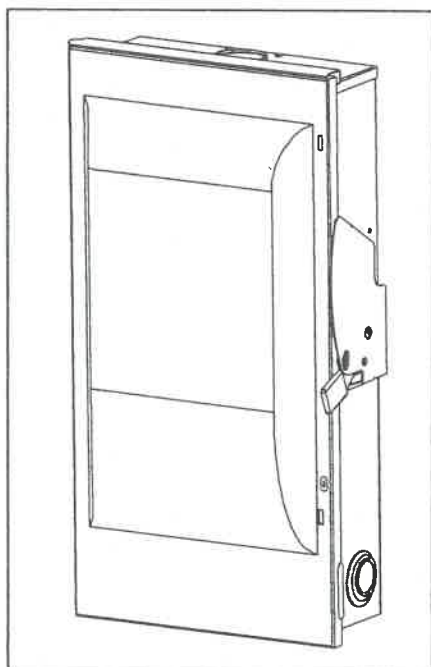
# SIEMENS

Data Sheet

## VBII General Duty Safety Switch

200A, 240V, Type 3R

[usa.siemens.com/switches](http://usa.siemens.com/switches)



### Standards and Ratings

- UL Listed under file #E4776
- Meets UL98 for switches and UL 50 for enclosures
- Meets NEMA Standard KS-1 for enclosed switches
- Meets NEC wire bending space requirements
- Rated 10,000 AIC with Class H fuses or 100,000 AIC with Class R or T fuses
- Suitable for use as service entrance equipment
- Meets 2020 NEC 230.62 with addition of line side barrier kit (listed as accessory below)

### Features

- Quick-make and break switching action
- Double break visible blade design
- Highly visible ON/OFF indication
- Rugged installer friendly enclosure design
- Modular design allows quick and easy replacement of parts
- Single cover interlock

# Product Specifications

## General Duty 200A, 240V, Type 3R

### General Information

Catalog Number	Description	Shipping Weight (lbs.)
GF224NR <sup>1</sup>	2 Pole, 3 Wire Fusible	48
GF324NR	3 Pole, 4 Wire, Fusible	50
GNF324R	3 Pole, 3 Wire, Non-Fusible	47

### Horsepower Ratings <sup>2</sup>

Catalog Number	1 Phase, 3 Wire 240V AC		3 Phase, 3 Wire, 240V AC		250V DC
	Std	Max	Std	Max	
GF224NR	15	—	25	60	40
GF324NR	15	—	25	60	40
GNF324R	—	15	—	60	40

### Mechanical Lug Wire Range (60/75°C, Cu/Al)

Description	Wire Range
Line, Load, Neutral	#6 AWG - 300 Kcmil
Neutral Ground	#14-1/0 AWG
Ground Lug Kit	#14-4 AWG

### Accessories

Catalog Number	Description
HG61234	Equipment Ground Lug Kit
HN64	Neutral Kit
HR64	Class R Fuse Clip Kit (3 fuse clips per kit) (GF224NR, GF324NR)
HT24	Class T Fuse Clip Kit (1-Pole per kit) (GF224NR, GF324NR)
HSK24B <sup>3</sup>	Line Side Barrier Kit
H150	1.50" Type "HS" Outdoor Hub
H200	2.00" Type "HS" Outdoor Hub
H250	2.50" Type "HS" Outdoor Hub
HSK24B	Line Side Barrier Kit <sup>4</sup>

### Replacement Parts

Catalog Number	Description
HFB64	Fusible Line Side Replacement Base (GF224NR, GF324NR)
HBB64	Fusible Load Side Replacement Base (GF224NR, GF324NR)
HNB64	Non-Fusible Replacement Base (GNF324R)
GH24	Replacement Handle/Handle Guard
HM64	Replacement Mechanism
HL64	Replacement Lugs (3 lugs per kit)

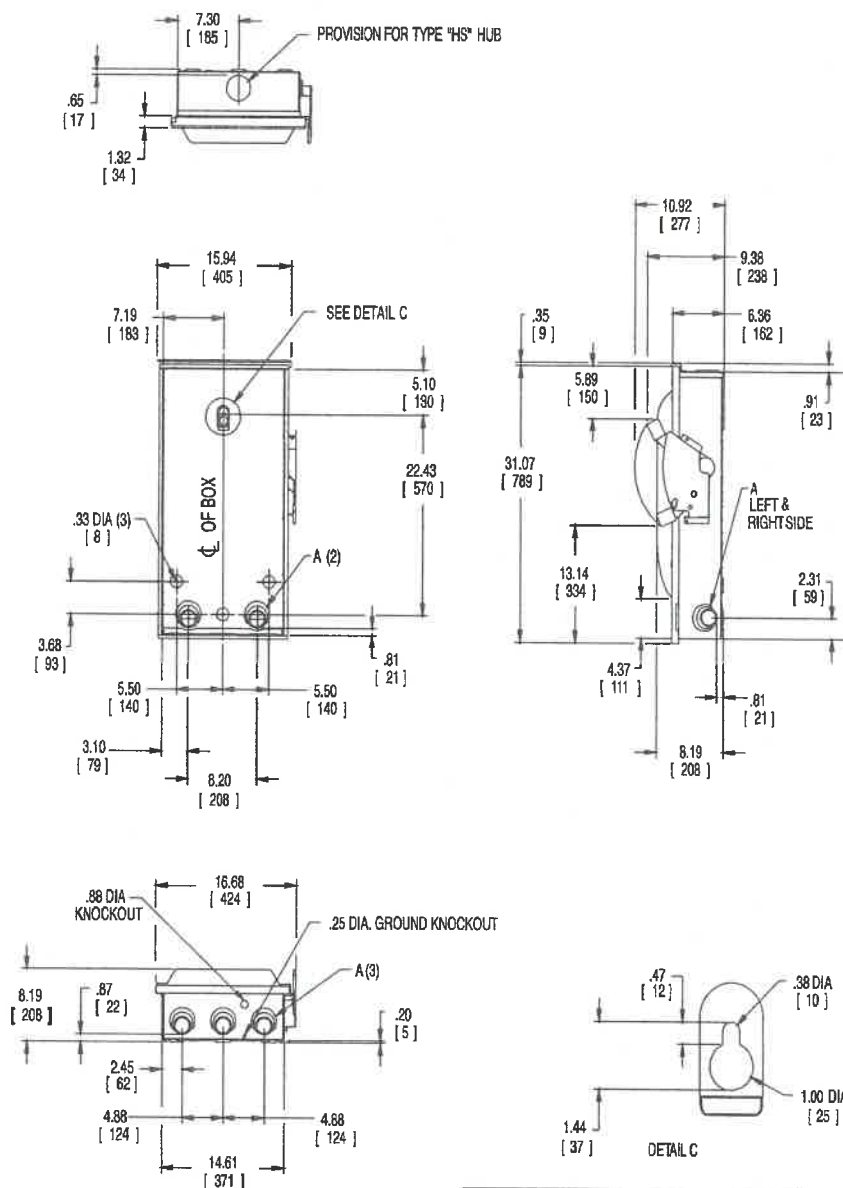
<sup>1</sup> These switches are UL Listed for application on grounded B phase systems.

<sup>2</sup> Dual horsepower ratings: Std - applies when non-time delay fuses are installed.  
Max - applies when time-delay fuses are installed

<sup>3</sup> Internal shield which meets 2020 NEC 230.62 line side barrier requirements for service entrance equipment.

# Dimension Drawings

## General Duty 200A, 240V, Type 3R



Dimensions shown in inches and millimeters ( ).  
Dimension shown accurate to  $\pm \frac{1}{8}$  inch.

KNOCKOUT CODE	CONDUIT SIZE			
A (Tangential)	1.25	1.50	2.00	2.50

	LINE SIDE WIRE BEND	LOAD SIDE WIRE BEND
Fused	7.87 (200)	10.34 (263)
Non-Fused	7.87 (200)	15.84 (402)

Enclosure: Galvanized Steel  
.054 Thick (17 Gauge)  
Finish: ANSI Grey #61 Paint

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3617 Parkway Ln  
Peachtree Corners, GA 30092

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E-mail: info.us@siemens.com

[usa.siemens.com/switches](http://usa.siemens.com/switches)

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Title

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Width and color

4 px ▼

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Untitled Path

Maple Park

Kennebec St

Kennebec St



10 m

Camera: 504 m

Capture this view

Google Earth Imagery d...



# Eaton BRP40N200R

**PRODUCT NAME**

Eaton BR convertible loadcenter

**CATALOG NUMBER**

BRP40N200R

**UPC**

786689059057

**PRODUCT LENGTH/DEPTH**

3.88 in

**PRODUCT HEIGHT**

3.88 in

**PRODUCT WIDTH**

14.13 in

**PRODUCT WEIGHT**

27 lb

**WARRANTY**

10 year

**CERTIFICATIONS**

UL 50

UL 67

**PHYSICAL ATTRIBUTES**

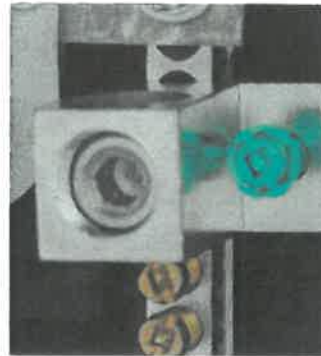
## Installation tips

### CH & BR plug-on neutral loadcenters and circuit breakers



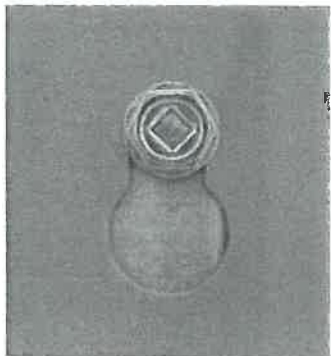
#### Drywall offsets tabs

- For flush mount applications, utilize the drywall offsets at the top and bottom on both sides of the loadcenter.
- Push the tabs out 90 degrees so that they are perpendicular to the side of the loadcenter.
- When installing the loadcenter between studs, the tabs help provide the proper drywall offset.



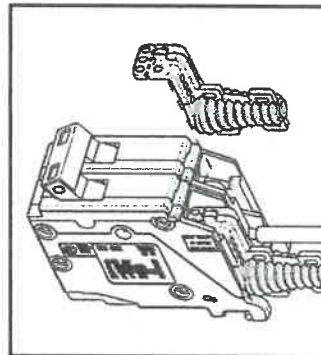
#### Green bonding screw

- The green bonding screw comes unthreaded.
- When required to bond the ground and neutral, thread the green bonding screw into case with 40 in-lbs of torque.
- For applications when the ground and neutral should not be bonded, it is recommended that the green screw is removed entirely and discarded.



#### Keyhole hanging feature

- Take advantage of the keyhole hanging feature for an easy and hassle free cover installation.
- Place the top two cover screws in the loadcenter case holes. Then, align the top two cover keyholes with the top two cover screws to easily hang the cover.
- The cover keyhole hanging feature also works for bottom feed applications.



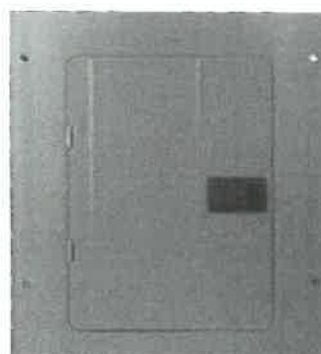
#### Main breaker loadcenters and terminal insulators

- Install terminal insulators to the service entry cable and line-side lugs of the main breaker device.
- All 225A and smaller main breaker loadcenters ship from the factory with a terminal insulator kit.
- The terminal insulator kit will need to be purchased separately for main breaker loadcenters greater than 225A.



#### Torque rating

- The torque rating information can be found on the loadcenter PUB. Refer to the chart on the PUB for the specific torque value required. After referencing the chart, use a torque wrench to torque to the specified value.



#### Ordering a convertible loadcenter

- To order a convertible loadcenter, select a loadcenter catalog number with "N" or "E" as the main device designation.
- "N" indicates convertible loadcenter with no main device installed at factory.
- "E" indicates convertible loadcenter with main lugs installed.

**EATON**

Powering Business Worldwide



## BR plug-on neutral (PON) circuit breaker installation tips

Please follow these specific steps when installing Eaton's BR PON circuit breakers.

- Align the breaker "FIN" with loadcenter "SLOT"
- Please refer to figure 1.
- Rock the breaker back ~45° and insert "FOOT" into backpan.
- Please refer to figure 2.
- While pulling the breaker towards the backpan slot, rotate down to lock into place.
- Please refer to figure 3.

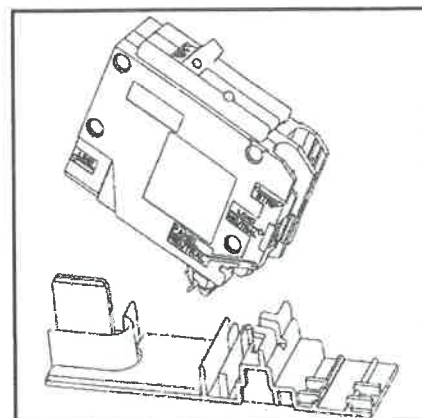


Figure 1

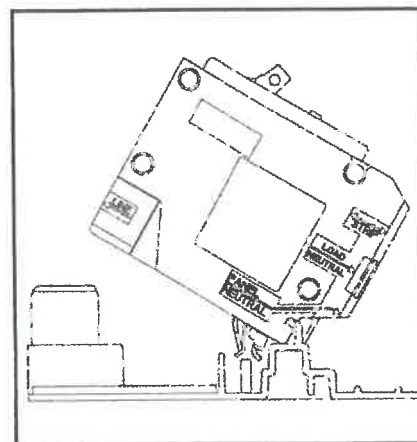


Figure 2

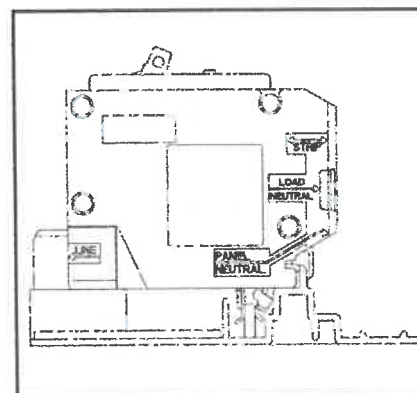


Figure 3



Eaton's "Rock 'N' Lock" feature provides a safe and secure connection by easily rocking the breaker clip onto the redesigned in-board neutral.

**Please note:** Install long-body BR breakers (2 pole GFCI, 2 pole AFCI, or surge) towards the bottom of the BR plug-on neutral loadcenters below the twin neutral bars.



## CH plug-on neutral (PON) circuit breaker installation tips

Please follow these specific steps when installing Eaton's CH PON circuit breakers, across from one another.

- Firmly press the load-side of each breaker all the way down onto the neutral bar.
- Once the load-side of each breaker is securely attached to the neutral bar, push down on the line-side of each breaker attaching it to the bus-stab. This makes for a complete connection to the bus.
  - For the line-side, it is recommended to push down on each breaker at the same time.
- Verify the load-side meets the neutral bar, and the line-side is centered within the loadcenter.
- Please refer to figures 1 and 2.
- Once confirmed the CH PON breakers have a secure connection to the neutral bars and bus stabs, the CH loadcenter deadfront and cover can be installed.

**Please note:** As stated on all CH PON loadcenter interior labels (figure 3), the neutral bar screws are not to be backed out, and the wire is not to be installed in the neutral bar terminals beneath the CH PON breakers. **Failure to follow this specific instruction may prevent proper installation.**

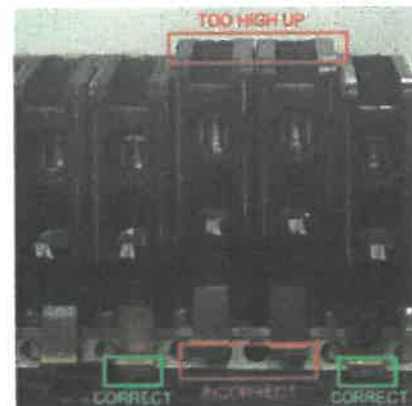


Figure 1



Figure 2

THIS DEVICE ACCEPTS EATON TYPE CHxxx...PN BREAKERS. DO NOT BACK OUT NEUTRAL BAR SCREWS OR INSTALL WIRE IN NEUTRAL BAR BENEATH THE PON BREAKERS.

THIS DEVICE ACCEPTS ONLY EATON CHFGF1xx, CHFAFGF1xx & CHCAAF1xx PIGTAIL BREAKERS.

30-40272

REV. C1

Figure 3



# We make what matters work.\*

\* At Eaton, we believe that power is a fundamental part of just about everything people do. Technology, transportation, energy and infrastructure—these are things the world relies on every day. That's why Eaton is dedicated to helping our customers find new ways to manage electrical, hydraulic and mechanical power more efficiently, safely and sustainably. To improve people's lives, the communities where we live and work, and the planet our future generations depend upon. Because that's what really matters. And we're here to make sure it works.

See more at [Eaton.com/whatmatters](https://www.eaton.com/whatmatters)



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United States  
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April 2019

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<b>DATE RECEIVED:</b> <div style="font-size: 1.5em; font-family: cursive;">8-4-22</div>		<b>BY:</b> <div style="font-size: 1.5em; font-family: cursive;">LL</div>		<input type="checkbox"/> <b>NEW CONSTRUCTION PERMIT APPLICATION</b> <input type="checkbox"/> <b>REMODELING PERMIT APPLICATION</b> <input checked="" type="checkbox"/> <b>OTHER:</b> <u>Electric Service</u>		<b>PERMIT NO.</b> <div style="font-size: 1.5em; font-family: cursive;">MP22-</div>	
<b>SITE ADDRESS</b> <div style="font-size: 1.5em; font-family: cursive;">303 Main St.</div>				<b>Village of Maple Park</b> 302 Willow Street, P.O. Box 302 Maple Park, IL 60151 (815) 827-3309 www.villageofmaplepark.com			
<b>SUBDIVISION</b> <small>(required)</small>		<b>PHASE</b> (If applicable)					
<b>LOT NO.</b> <small>(required)</small>							
<b>SQUARE FEET</b> <small>(required)</small>		<b>VALUATION</b> <small>(cost of project)</small> <div style="font-size: 1.5em; font-family: cursive;">\$10,000</div>					
<b>TAX PARCEL NO.</b> <small>(required)</small> <div style="font-size: 1.5em; font-family: cursive;">07-31-128-05</div>		<b>ZONING</b> <small>(required)</small>					
<b>EASEMENT INFORMATION PROVIDED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>LAND DRAINAGE OR SITE IMPROVEMENT ATTACHED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> <b>Tenant Build-Out?</b> <input type="checkbox"/> <b>Site Improvement Only?</b>				<input type="checkbox"/> <b>PUBLIC OWNERSHIP</b> <input type="checkbox"/> <b>PRIVATE OWNERSHIP</b>			
<b>TYPE OF STRUCTURE</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Single Family Detached  <input type="checkbox"/> Duplex  <input type="checkbox"/> Multi-Family Apts 5+ Units  <input type="checkbox"/> Industrial Building  <input type="checkbox"/> Institutional Building  <input type="checkbox"/> Addition – MF3+ </div> <div style="width: 45%;"> <input type="checkbox"/> Townhomes (SF, Attached)  <input type="checkbox"/> Multi-Family Apts 3-4 Unit  <input checked="" type="checkbox"/> Commercial Building  <input type="checkbox"/> Addition – Commercial  <input type="checkbox"/> Addition – Industrial  <input type="checkbox"/> Addition – Institutional </div> </div>				<b>USE GROUP</b> (If Mixed Uses, Include All)  If building townhomes, condos, or apartments, please list the number of units: _____			
<b>BRIEF DESCRIPTION OF WORK:</b> <div style="font-size: 1.2em; font-family: cursive;">Service Upgrade. Increase Existing 200 Amp Service to 600 Amp 3<sup>Ø</sup>  Add Two new 200 Amp Branch Panels and Reuse Existing 200 Amp Panels.</div>							
<b>OWNER INFORMATION</b> <small>(must be completed)</small> NAME: <u>American Legion</u> ADDRESS: <u>203 Main St, P.O. Box 97</u> CITY/STATE/ZIP: <u>MP</u> PHONE: _____ FAX: _____ PRINT NAME: <u>Chris Rebore</u> SIGNATURE: _____ DATE: _____				<b>GENERAL CONTRACTOR</b> <input type="checkbox"/> <small>Check if same as Owner</small> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			
<b>EXCAVATING CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____				<b>HVAC CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			
<b>ARCHITECT</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____				<b>ELECTRICAL CONTRACTOR</b> NAME: <u>Holmgren Electric Inc.</u> ADDRESS: <u>609 Thyselies Dr</u> CITY/STATE/ZIP: <u>Elmhurst IL</u> PHONE: <u>630-220-5000</u> FAX: <u>630-365-9297</u> PRINT NAME: <u>Robert Holmgren</u> SIGNATURE: <u>[Signature]</u> DATE: <u>8-11-22</u>			
<b>ENGINEER</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____				<b>PLUMBING CONTRACTOR</b> NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ FAX: _____ PRINT NAME: _____ SIGNATURE: _____ DATE: _____			

# **APPLICANT SHOULD COMPLETE ALL THAT IS APPLICABLE**

<b>HVAC</b> (Indicate quantity below) <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Ductwork <input type="checkbox"/> Fireplace <input type="checkbox"/> Furnace <input type="checkbox"/> Gas Fire Heater		<b>TOTAL UNITS</b> <span style="border: 1px solid black; padding: 0 20px;"> </span> <input type="checkbox"/> Kitchen Exhaust <input type="checkbox"/> Ansul Hood <input type="checkbox"/> Rooftop Unit <input type="checkbox"/> HVAC – Other	<b>ELECTRICAL 1 &amp; 2 FAMILY</b> (Check One) <input type="checkbox"/> 1 <sup>st</sup> Service Up to 200 AMP <input type="checkbox"/> 2 <sup>nd</sup> Service Up to 200 AMP <input type="checkbox"/> 1 <sup>st</sup> Service 201-401 AMP <input type="checkbox"/> 2 <sup>nd</sup> Service 201-401 AMP <input type="checkbox"/> 1 <sup>st</sup> Service 401+ AMP <input type="checkbox"/> 2 <sup>nd</sup> Service 401+ AMP																																																													
<b>PLUMBING</b> <span style="border: 1px solid black; padding: 0 20px;"> </span> <input type="checkbox"/> Automatic Washer <input type="checkbox"/> Backwater Valve <input type="checkbox"/> Backflow Assembly <input type="checkbox"/> Clinic Sink <input type="checkbox"/> Dishwasher <input type="checkbox"/> Drinking Fountain <input type="checkbox"/> Floor Drain <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Gas Opening <input type="checkbox"/> Gas Piping <input type="checkbox"/> Ice Machine <input type="checkbox"/> Interceptor <input type="checkbox"/> Irrigation System		<b>ELECTRICAL COMMERCIAL, INDUSTRIAL &amp; INSTITUTIONAL</b> <b>SIZE OF AMP SERVICE</b> <span style="border: 1px solid black; padding: 0 20px;"> </span> <b>WATER SERVICE</b> (indicate quantity) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 20%;">Water Tap</th> <th style="width: 10%;"></th> <th style="width: 20%;">Fire Tap</th> <th style="width: 20%;">Water Meter</th> <th style="width: 30%;"></th> </tr> <tr><td> </td><td>3/4"</td><td> </td><td> </td><td>5/8"</td></tr> <tr><td> </td><td>1"</td><td> </td><td> </td><td>3/4"</td></tr> <tr><td> </td><td>1 1/2"</td><td> </td><td> </td><td>1"</td></tr> <tr><td> </td><td>2"</td><td> </td><td> </td><td>1 1/2"</td></tr> <tr><td> </td><td>3"</td><td> </td><td> </td><td>2"</td></tr> <tr><td> </td><td>4"</td><td> </td><td> </td><td>3"</td></tr> <tr><td> </td><td>6"</td><td> </td><td> </td><td>4"</td></tr> <tr><td> </td><td>8"</td><td> </td><td> </td><td>6"</td></tr> <tr><td> </td><td>10"</td><td> </td><td> </td><td>8"</td></tr> <tr><td> </td><td>12"</td><td> </td><td> </td><td>10"</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>12"</td></tr> </table>			Water Tap		Fire Tap	Water Meter			3/4"			5/8"		1"			3/4"		1 1/2"			1"		2"			1 1/2"		3"			2"		4"			3"		6"			4"		8"			6"		10"			8"		12"			10"					12"
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<b>STORM AND SANITARY SEWER (1 &amp; 2 FAMILY)</b> (indicate size in inches) <input type="checkbox"/> First Sanitary Sewer & Storm Sewer Tap <input type="checkbox"/> Second Sanitary Sewer & Storm Sewer Tap		<b>SPRINKLERS</b> (indicate quantity) <input type="checkbox"/> Fire Sprinkler Heads <input type="checkbox"/> Lawn Sprinkler(s)																																																														
<b>STORM AND SANITARY SEWER (MF3+, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL)</b> <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer		<b>BASEMENT TYPE:</b> <input type="checkbox"/> Full <input type="checkbox"/> Slab <input type="checkbox"/> Crawl Space  <b>DRIVEWAY &amp; CURB CUTS</b> (1 & 2 Family Only – List Quantity) _____ Number of Driveways/Curb Cuts																																																														

  
 \_\_\_\_\_  
 Applicant Signature

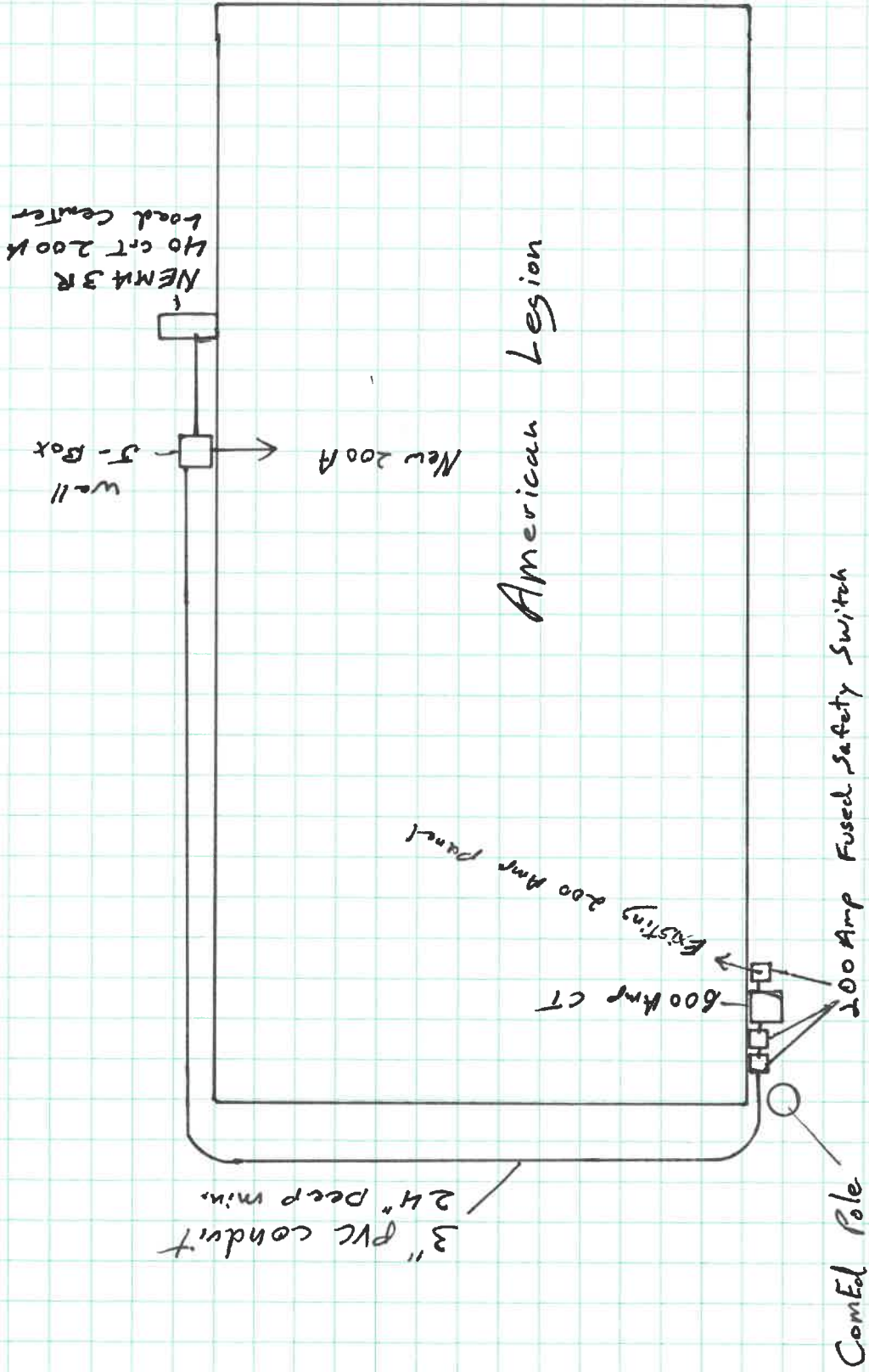
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 Date

<b>Permit Cost:</b>	\$60.00
<b>Date Permitted:</b>	8/11/22
<b>Staff Initials:</b>	ep
<b>Amount Paid:</b>	\$60.00

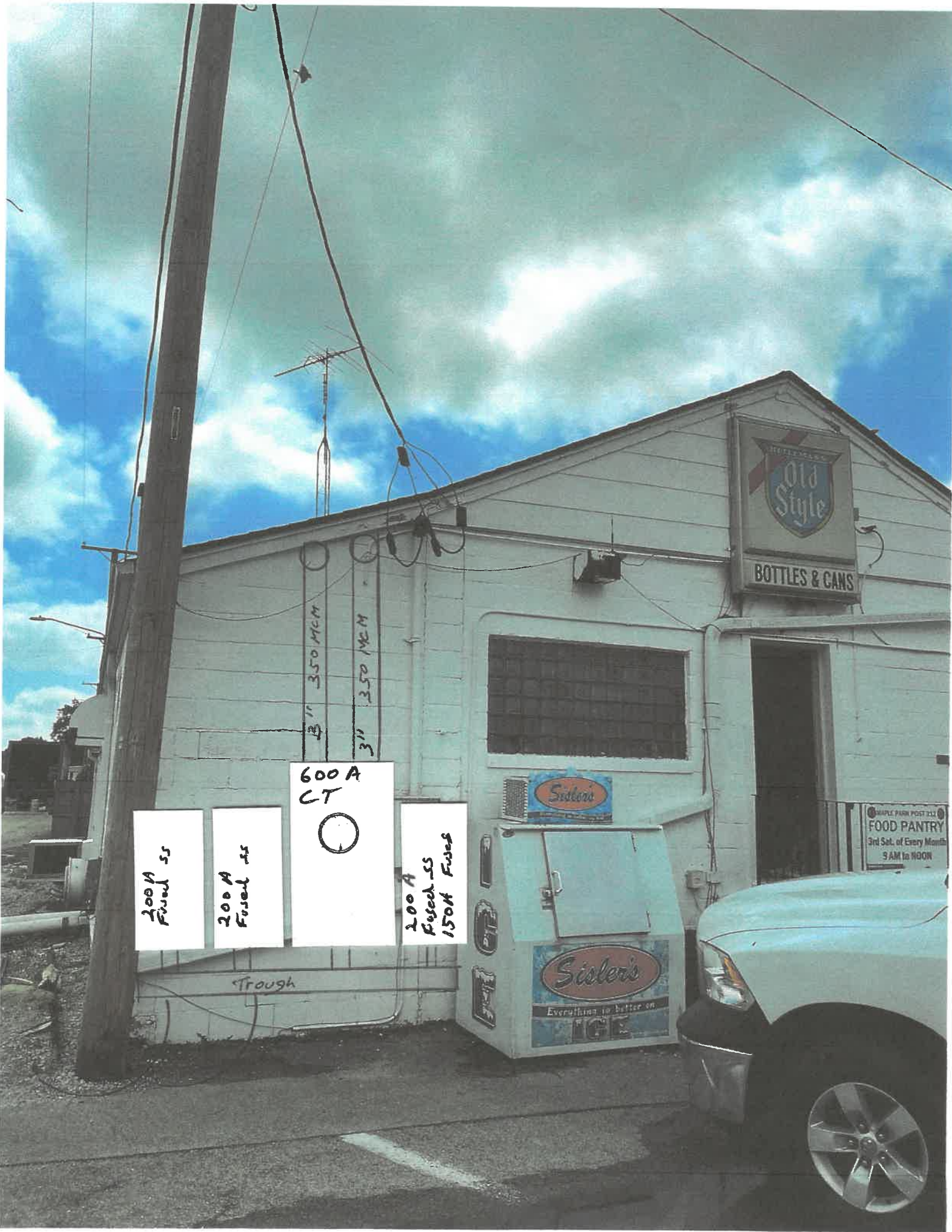
PAID

AUG 11 2022

VILLAGE OF MAPLE PARK







200A  
Fuel SS

200A  
Fuel SS

600A  
CT  
○

200A  
Fuel SS  
150H Fuel

3" 350 MCM

3" 350 MCM

Trough

Old Style  
BOTTLES & CANS

FOOD PANTRY  
3rd Sat. of Every Month  
9 AM to NOON

Sisler's  
Everything is better on  
ICE



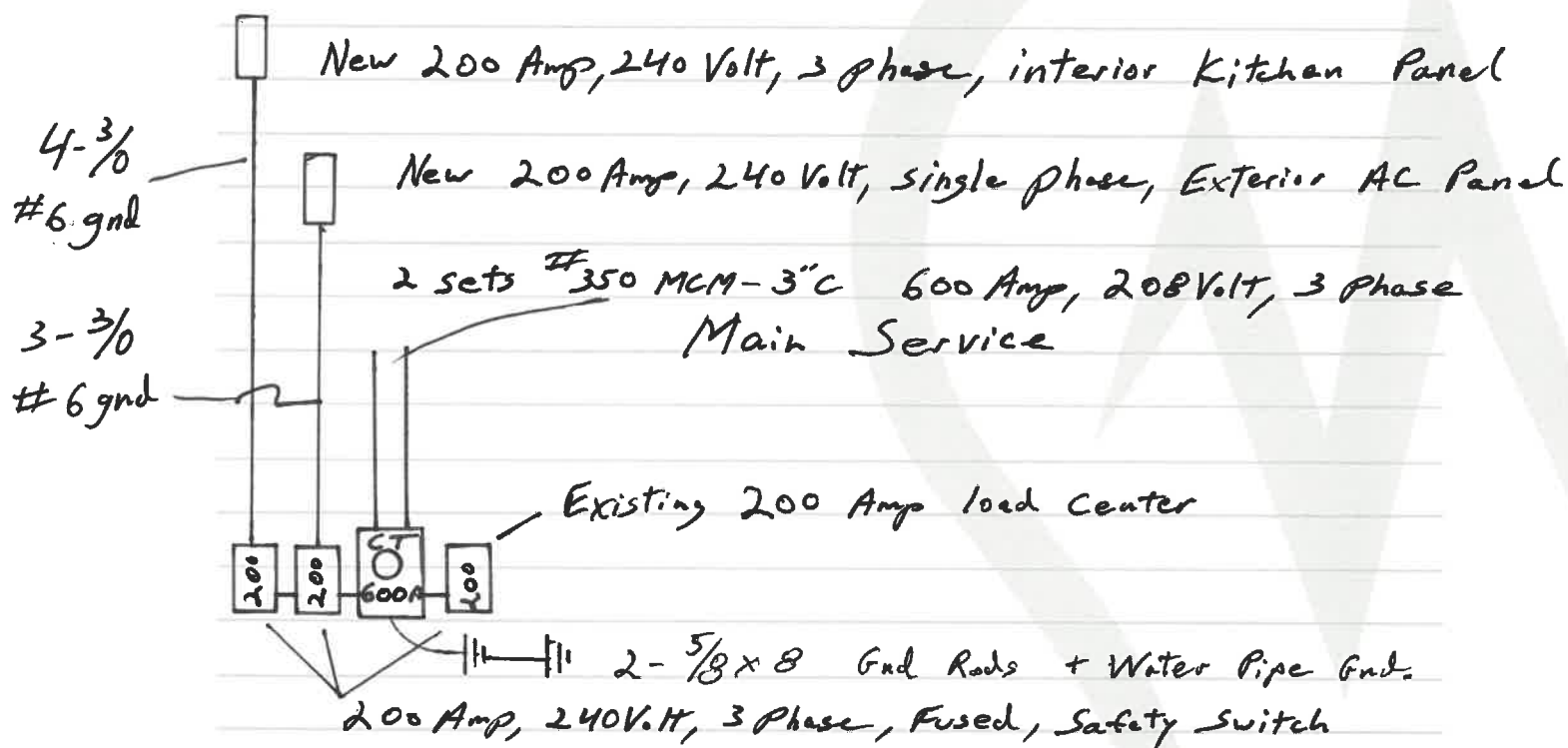
# AMPERAGE

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www.amperage.com



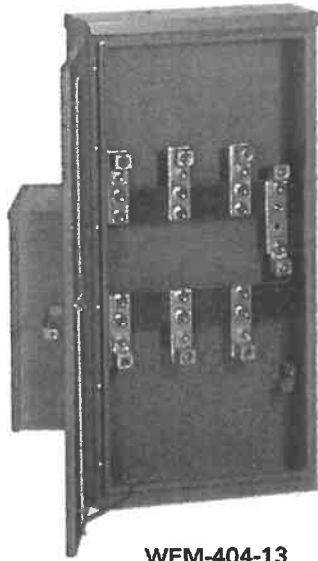
**RAB**  
LIGHTING



Electrical Supplies for Commercial & Residential | Lighting | Switchgear | Datacom | Generators

# Current Transformer Cabinets

WE Energies Area Units | UL listed



WEM-404-13

## Overhead Entry

Catalog Number	Amps	Voltage	Phase	SCCR	Dimensions			Cabinet Drawing	Bus Drawing
					H"	W"	D"		
WEM-403-6	400	600	1Ø3W	65kA	42	20	8	20104-01A	20104-801
WEM-403-8*	400	600	3Ø3W	65kA	42	20	8	20104-01A	20104-881
WEM-404-13	400	600	3Ø4W	65kA	42	20	8	20104-01A	20104-801
WEM-603-6	600	600	1Ø3W	65kA	42	24	8	20104-02A	20104-811
WEM-603-8*	600	600	3Ø3W	65kA	42	24	8	20104-02A	20104-883
WEM-604-13	600	600	3Ø4W	65kA	42	24	8	20104-02A	20104-811
WEM-803-6	800	600	1Ø3W	65kA	42	24	8	20104-02A	20104-821
WEM-803-8*	800	600	3Ø3W	65kA	42	24	8	20104-02A	20104-887
WEM-804-13	800	600	3Ø4W	65kA	42	24	8	20104-02A	20104-821
WEM-1203-8*	1200	600	3Ø3W	85kA	48	36	14	20104-015A	20104-891
WEM-1204-13	1200	600	3Ø4W	85kA	48	36	14	20104-05A	20104-831
WEM-1603-8*	1600	600	3Ø3W	85kA	48	36	14	20104-05A	20104-852
WEM-1604-13	1600	600	3Ø4W	85kA	48	36	14	20104-05A	20104-841
WEM-2003-8*	2000	600	3Ø3W	85kA	66	42	14	20104-16A	20104-862
WEM-2004-13	2000	600	3Ø4W	85kA	66	42	14	20104-16A	20104-863

## Notes

A meter socket is provided and is mounted on the door of all WE Energies units.

\* These units are being phased out by WE Energies.



Please consult serving utility for their requirements prior to ordering or installing, as specifications and approvals vary by utility, and may require local electrical inspector approval. All installations must be installed by a licensed electrician and must comply with all national and local codes, laws and regulations. Milbank reserves the right to make changes in specifications and features shown without notice or obligation.

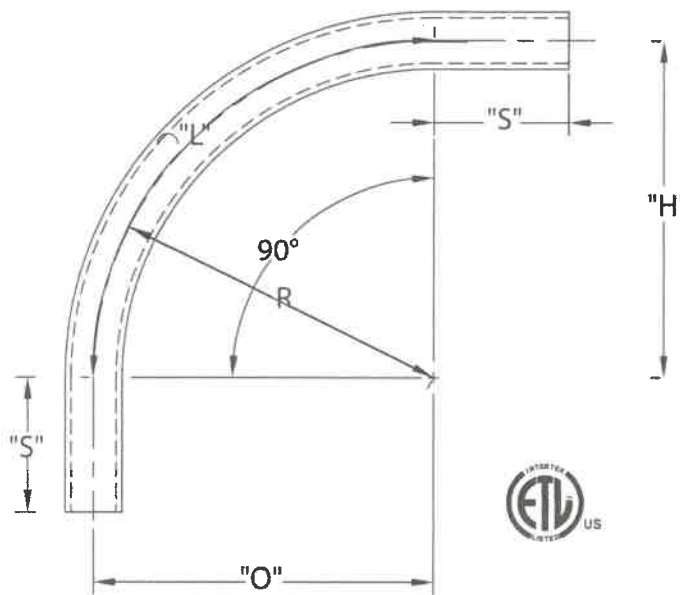


# Schedule 40 Special Radius Elbows - Plain End

**CANTEX**

Additional sizes are available as non-stock items. Call for specifications and quotes.

## Schedule 40 90° Elbow Special Radius - Plain End



CANTEX Special Radius Plain End Schedule 40 90-Degree Elbows are used to change the direction of a conduit run by 90 degrees when special radiuses are needed.

- Schedule 40 PVC construction for strength and durability
- For indoor or outdoor use
- Suitable for aboveground or buried
- Plain end connections are solvent weld
- ETL Listed
- Made in USA

### Schedule 40 90° Elbow 18" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133846	1	18	18	18	1.875	28.250
5133923	1-1/4	18	18	18	2.000	28.250
5133839	1-1/2	18	18	18	2.000	28.250
5133844	2	18	18	18	2.000	28.250
5133856	2-1/2	18	18	18	3.000	28.250
5133858	3	18	18	18	3.125	28.250

Dimensions are nominal

### Schedule 40 90° Elbow 30" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5134147	3/4	30	30	30	1.500	47.125
5136340	1	30	30	30	1.875	47.125
5133878	1-1/4	30	30	30	2.000	47.125
5133921	1-1/2	30	30	30	2.000	47.125
5133920	2	30	30	30	2.000	47.125
5133981	2-1/2	30	30	30	3.000	47.125
5133867	3	30	30	30	3.125	47.125
5133948	3-1/2	30	30	30	3.250	47.125
5133850	4	30	30	30	3.375	47.125
5133872	5	30	30	30	3.625	47.125

Dimensions are nominal

### Schedule 40 90° Elbow 24" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133934	3/4	24	24	24	1.500	37.750
5133859	1	24	24	24	1.875	37.750
5133883	1-1/4	24	24	24	2.000	37.750
5133873	1-1/2	24	24	24	2.000	37.750
5133836	2	24	24	24	2.000	37.750
5133847	2-1/2	24	24	24	3.000	37.750
5133837	3	24	24	24	3.125	37.750
5133893	3-1/2	24	24	24	3.250	37.750
5133822	4	24	24	24	3.375	37.750

Dimensions are nominal

### Schedule 40 90° Elbow 36" Radius Plain End

Part Number	Trade Size	"R"	"O"	"H"	"S" MIN	"L"
5133949	3/4	36	36	36	1.500	56.500
5133852	1	36	36	36	1.875	56.500
5133884	1-1/4	36	36	36	2.000	56.500
5133866	1-1/2	36	36	36	2.000	56.500
5133848	2	36	36	36	2.000	56.500
5133857	2-1/2	36	36	36	3.000	56.500
5133820	3	36	36	36	3.125	56.500
5133818	3-1/2	36	36	36	3.250	56.500
5133821	4	36	36	36	3.375	56.500
5133841	5	36	36	36	3.625	56.500
5133877	6	36	36	36	3.750	56.500

Dimensions are nominal



**Table 300.5 Minimum Cover Requirements, 0 to 600 Volts, Nominal, Burial in Millimeters (Inches)**

Type of Wiring Method or Circuit										
Location of Wiring Method or Circuit	Column 1 Direct Burial Cables or Conductors		Column 2 Rigid Metal Conduit or Intermediate Metal Conduit		Column 3 Nonmetallic Raceways Listed for Direct Burial Without Concrete Encasement or Other Approved Raceways		Column 4 Residential Branch Circuits Rated 120 Volts or Less with GFCI Protection and Maximum Overcurrent Protection of 20 Amperes		Column 5 Circuits for Control of Irrigation and Landscape Lighting Limited to Not More Than 30 Volts and Installed with Type UF or in Other Identified Cable or Raceway	
	mm	in.	mm	in.	mm	in.	mm	in.	mm	in.
All locations not specified below	600	24	150	6	450	18	300	12	150	6
In trench below 50-mm (2-in.) thick concrete or equivalent	450	18	150	6	300	12	150	6	150	6
Under a building	0 (in raceway only)	0	0	0	0	0	0 (in raceway only)	0	0 (in raceway only)	0
Under minimum of 102-mm (4-in.) thick concrete exterior slab with no vehicular traffic and the slab extending not less than 152 mm (6 in.) beyond the underground installation	450	18	100	4	100	4	150 (direct burial)	6	150 (direct burial)	6
							100 (in raceway)	4	100 (in raceway)	4
Under streets, highways, roads, alleys, driveways, and parking lots	600	24	600	24	600	24	600	24	600	24
One- and two-family dwelling driveways and outdoor parking areas, and used only for dwelling-related purposes	450	18	450	18	450	18	300	12	450	18
In or under airport runways, including adjacent areas where trespassing prohibited	450	18	450	18	450	18	450	18	450	18

**Notes:**

1. Cover is defined as the shortest distance in millimeters (inches) measured between a point on the top surface of any direct-buried conductor, cable, conduit, or other raceway and the top surface of finished grade, concrete, or similar cover.
2. Raceways approved for burial only where concrete encased shall require concrete envelope not less than 50 mm (2 in.) thick.
3. Lesser depths shall be permitted where cables and conductors rise for terminations or splices or where access is otherwise required.
4. Where one of the wiring method types listed in Columns 1–3 is used for one of the circuit types in Columns 4 and 5, the shallowest depth of burial shall be permitted.
5. Where solid rock prevents compliance with the cover depths specified in this table, the wiring shall be installed in metal or nonmetallic raceway permitted for direct burial. The raceways shall be covered by a minimum of 50 mm (2 in.) of concrete extending down to rock.

## WIRING TROUGH, NEMA TYPE 3R



### INDUSTRY STANDARDS

UL 870 Listed; File No. E27524; Raintight  
cUL CSA C22.2 No. 26 Listed; File No. E27524; Raintight  
NEMA/EEMAC Type 3R  
IEC 60529, IP32

### APPLICATION

Available in a range of sizes, this wiring trough meets basic functionality requirements for applications subjected to moisture.

### FEATURES

- Drip shield top and seam-free sides, front, and back
- Slip-on removable cover
- Embossed mounting holes on back of enclosure
- Provision for padlocking
- No gasketing or knockouts

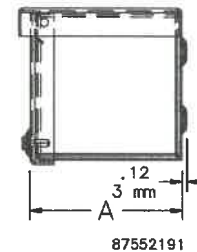
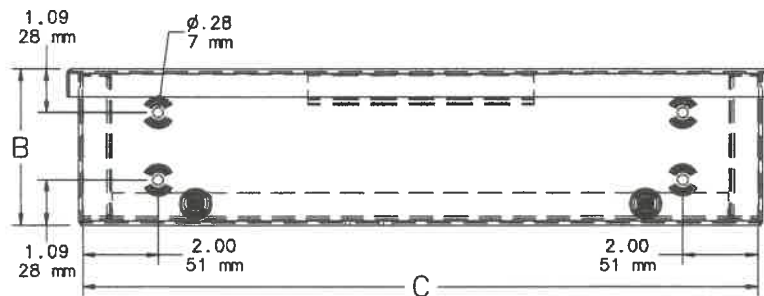
### SPECIFICATIONS

- 16 or 14 gauge plated steel

### FINISH

ANSI 61 gray polyester powder paint finish inside and out over pretreated surfaces.

BULLETIN: F40PT



## Standard Product

Catalog Number	AxBxC in.	AxBxC mm	Gauge
A4412RT	4.00 x 4.00 x 12.00	102 x 102 x 305	16
A4418RT	4.00 x 4.00 x 18.00	102 x 102 x 457	16
A4424RT	4.00 x 4.00 x 24.00	102 x 102 x 610	16
A4436RT	4.00 x 4.00 x 36.00	102 x 102 x 914	16
A4448RT	4.00 x 4.00 x 48.00	102 x 102 x 1219	16
A4460RT	4.00 x 4.00 x 60.00	102 x 102 x 1524	16
A4472RT	4.00 x 4.00 x 72.00	102 x 102 x 1829	16
A6612RT	6.00 x 6.00 x 12.00	152 x 152 x 305	16
A6618RT	6.00 x 6.00 x 18.00	152 x 152 x 457	16
A6624RT	6.00 x 6.00 x 24.00	152 x 152 x 610	16
A6636RT	6.00 x 6.00 x 36.00	152 x 152 x 914	16
A6648RT	6.00 x 6.00 x 48.00	152 x 152 x 1219	16
A6660RT	6.00 x 6.00 x 60.00	152 x 152 x 1524	16
A6672RT	6.00 x 6.00 x 72.00	152 x 152 x 1829	16
A8812RT	8.00 x 8.00 x 12.00	203 x 203 x 305	14
A8824RT	8.00 x 8.00 x 24.00	203 x 203 x 610	14
A8836RT	8.00 x 8.00 x 36.00	203 x 203 x 914	14
A8848RT	8.00 x 8.00 x 48.00	203 x 203 x 1219	14
A8860RT	8.00 x 8.00 x 60.00	203 x 203 x 1524	14
A8872RT	8.00 x 8.00 x 72.00	203 x 203 x 1829	14
A8896RT	8.00 x 8.00 x 96.00	203 x 203 x 2438	14
A88116RT	8.00 x 8.00 x 116.00	203 x 203 x	14
A101024RT	10.00 x 10.00 x 24.00	254 x 254 x 610	14
A101036RT	10.00 x 10.00 x 36.00	254 x 254 x 914	14
A101048RT	10.00 x 10.00 x 48.00	254 x 254 x 1219	14
A101060RT	10.00 x 10.00 x 60.00	254 x 254 x 1524	14
A101072RT	10.00 x 10.00 x 72.00	254 x 254 x 1829	14
A101096RT	10.00 x 10.00 x 96.00	254 x 254 x	14
A1010116RT	10.00 x 10.00 x 116.00	254 x 254 x 2946	14
A121224RT	12.00 x 12.00 x 24.00	305 x 305 x 610	14
A121236RT	12.00 x 12.00 x 36.00	305 x 305 x 914	14
A121248RT	12.00 x 12.00 x 48.00	305 x 305 x 1219	14
A121260RT	12.00 x 12.00 x 60.00	305 x 305 x 1524	14
A121272RT	12.00 x 12.00 x 72.00	305 x 305 x 1829	14
A121284RT	12.00 x 12.00 x 84.00	305 x 305 x 2134	14
A121296RT	12.00 x 12.00 x 96.00	305 x 305 x 2438	14
A1212116RT	12.00 x 12.00 x 116.00	305 x 305 x 2946	14
A141448RT	14.00 x 14.00 x 48.00	356 x 356 x 1219	14
A141472RT	14.00 x 14.00 x 72.00	356 x 356 x 1829	14
A141484RT	14.00 x 14.00 x 84.00	356 x 356 x 2134	14
A141496RT	14.00 x 14.00 x 96.00	356 x 356 x 2438	14
A1414116RT	14.00 x 14.00 x 116.00	356 x 356 x 2946	14

**HINGE-COVER, MEDIUM, TYPE 3R**

**APPLICATION**

These enclosures have a size range of 16 x 12 x 6-in. to 60 x 36 x 12-in. and meet basic functionality requirements for applications that require protection from rain, sleet, snow or dripping water.

**FEATURES**

- Drip shield top and seam-free sides, front, and back protect from rain, snow, or sleet
- 16 gauge plated steel continuous hinge has stainless steel pin
- Cover fastened securely with captive plated steel screws
- Collar studs provided for mounting optional panels
- Hasp and staple provided for padlocking
- No gasketing or knockouts

**SPECIFICATIONS**

- 16 or 14 gauge galvanized steel

**FINISH**

ANSI 61 gray polyester powder paint finish inside and out over galvanized steel. Optional solid panels are white.

**ACCESSORIES**

See also *Accessories*.

Industrial Corrosion Inhibitors

Electric Heater

Grounding Device

Panels for Type 3R, 4, 4X, 12 and 13 Enclosures

Rack Mounting Angles - U Style (Type RA)

Touch-Up Paint

Steel and Stainless Steel Window Kits

**BULLETIN: A3M**

**INDUSTRY STANDARDS**

UL 50, 50E Listed; Type 3R; File No. E27567  
cUL Listed per CSA C22.2 No 94; Type 3R File No. E27567

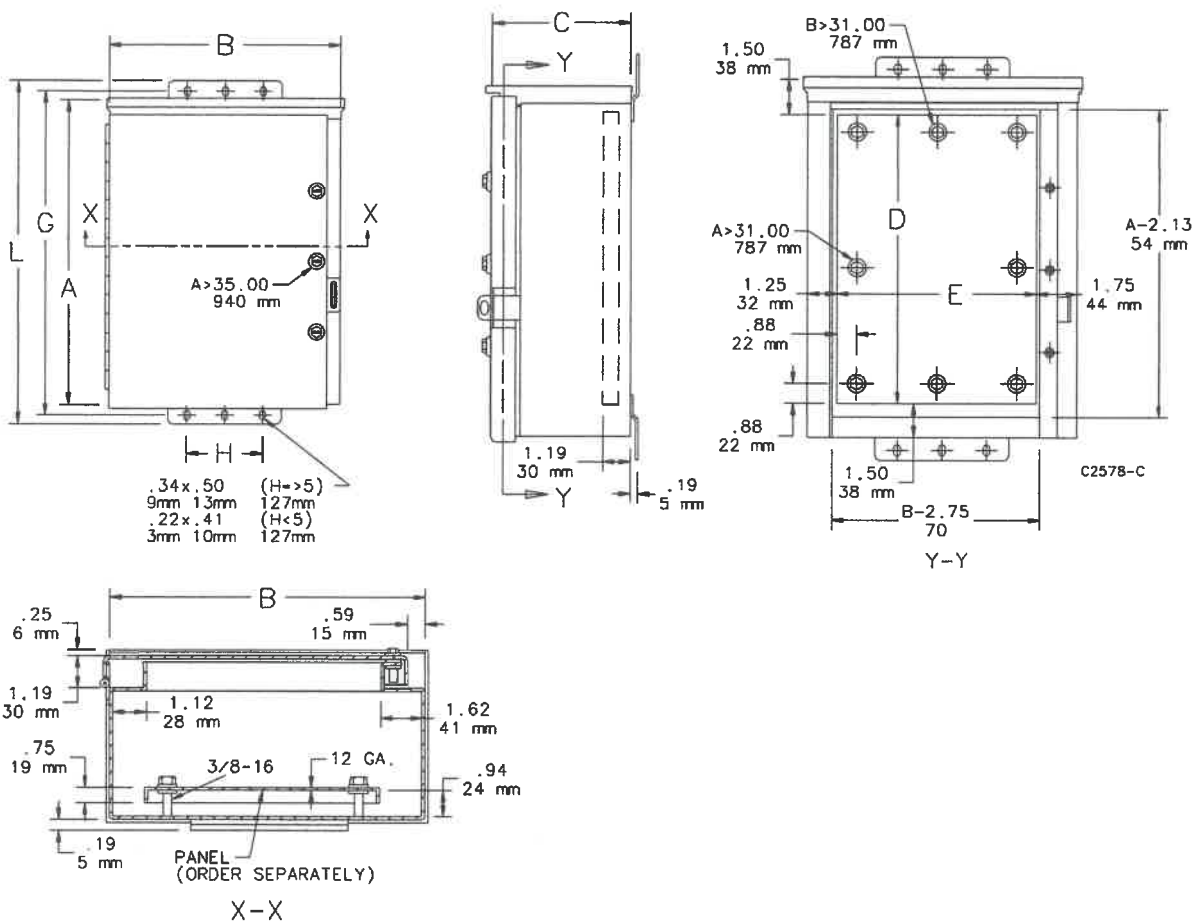
NEMA/EEMAC Type 3R  
IEC 60529, IP32

**Standard Product**

Catalog Number	A x B x C in.	A x B x C mm	Panel Steel	Panel Perforated	Panel Aluminum	Panel Size D x E (in.)	Panel Size D x E (mm)	Mounting G x H (in.)	Mounting G x H (mm)	Overall L (in.)	Overall L (mm)
A16R126HCR	16.00 x 12.00 x 6.00	406 x 305 x 152	A16P12	A16P12PP	A16P12AL	13.00 x 9.00	330 x 229	17.00 x 3.00	432 x 76	18.00	457
A16R166HCR	16.00 x 16.00 x 6.00	406 x 406 x 152	A16P16	A16P16PP	A16P16AL	13.00 x 13.00	330 x 330	17.00 x 13.00	432 x 330	18.00	457
A18R186HCR	18.00 x 18.00 x 6.00	457 x 457 x 152	A18P18	A18P18PP	—	15.00 x 15.00	381 x 381	19.00 x 13.00	483 x 330	20.00	508
A20R166HCR	20.00 x 16.00 x 6.00	508 x 406 x 152	A20P16	A20P16PP	A20P16AL	17.00 x 13.00	432 x 330	21.00 x 13.00	533 x 330	22.00	559
A20R208HCR	20.00 x 20.00 x 8.00	508 x 508 x 203	A20P20	A20P20PP	A20P20AL	17.00 x 17.00	432 x 432	21.00 x 13.00	533 x 330	22.00	559
A24R208HCR	24.00 x 20.00 x 8.00	610 x 508 x 203	A24P20	A24P20PP	A24P20AL	21.00 x 17.00	533 x 432	25.00 x 13.00	635 x 330	26.00	660
A24R248HCR	24.00 x 24.00 x 8.00	610 x 610 x 203	A24P24	A24P24PP	A24P24AL	21.00 x 21.00	533 x 533	25.00 x 13.00	635 x 330	26.00	660
A30R248HCR	30.00 x 24.00 x 8.00	762 x 610 x 203	A30P24	A30P24PP	A30P24AL	27.00 x 21.00	686 x 533	31.00 x 13.00	787 x 330	32.00	813
A30R308HCR	30.00 x 30.00 x 8.00	762 x 762 x 203	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A18R1810HCR	18.00 x 18.00 x 10.00	457 x 457 x 254	A18P18	A18P18PP	—	15.00 x 15.00	381 x 381	19.00 x 13.00	483 x 330	20.00	508
A24R2410HCR	24.00 x 24.00 x 10.00	610 x 610 x 254	A24P24	A24P24PP	A24P24AL	21.00 x 21.00	533 x 533	25.00 x 13.00	635 x 330	26.00	660
A30R2410HCR	30.00 x 24.00 x 10.00	762 x 610 x 254	A30P24	A30P24PP	A30P24AL	27.00 x 21.00	686 x 533	31.00 x 13.00	787 x 330	32.00	813
A36R3610HCR	36.00 x 36.00 x 10.00	914 x 914 x 254	A36P36	A36P36PP	—	33.00 x 33.00	838 x 838	37.00 x 30.00	940 x 762	38.00	965
A30R3012HCR	30.00 x 30.00 x 12.00	762 x 762 x 305	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A36R2412HCR	36.00 x 24.00 x 12.00	914 x 610 x 305	A36P24	A36P24PP	A36P24AL	33.00 x 21.00	838 x 533	37.00 x 13.00	940 x 330	38.00	965
A36R3012HCR	36.00 x 30.00 x 12.00	914 x 762 x 305	A36P30	A36P30PP	—	33.00 x 27.00	838 x 686	37.00 x 27.00	940 x 686	38.00	965
A42R3012HCR	42.00 x 30.00 x 12.00	1067 x 762 x 305	A42P30	—	—	39.00 x 27.00	991 x 686	43.00 x 27.00	1092 x 686	44.00	1118
A36R3612HCR	36.00 x 36.00 x 12.00	914 x 914 x 305	A36P36	A36P36PP	—	33.00 x 33.00	838 x 838	37.00 x 27.00	940 x 686	38.00	965
A42R3612HCR	42.00 x 36.00 x 12.00	1067 x 914 x 305	A42P36	—	—	39.00 x 33.00	991 x 838	43.00 x 27.00	1092 x 686	44.00	1118
A48R3612HCR	48.00 x 36.00 x 12.00	1219 x 914 x 305	A48P36	—	A48P36AL	45.00 x 33.00	1143 x 838	49.00 x 27.00	1245 x 686	50.00	1270
A60R3612HCR	60.00 x 36.00 x 12.00	1524 x 914 x 305	A60P36	—	A60P36AL	57.00 x 33.00	1448 x 838	61.00 x 27.00	1549 x 686	62.00	1575
A30R3016HCR	30.00 x 30.00 x 16.00	762 x 762 x 406	A30P30	A30P30PP	—	27.00 x 27.00	686 x 686	31.00 x 27.00	787 x 686	32.00	813
A48R3616HCR	48.00 x 36.00 x 16.00	1219 x 914 x 406	A48P36	—	A48P36AL	45.00 x 33.00	1143 x 838	49.00 x 27.00	1245 x 686	50.00	1270

Purchase panels separately.

Panel edges are flanged when greater than 30 inches (762mm).



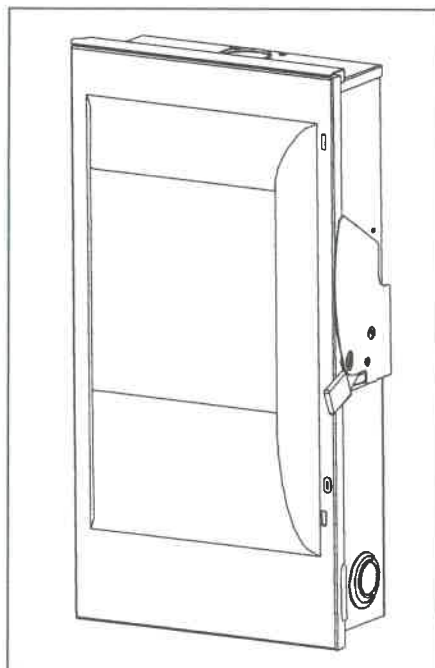
# SIEMENS

Data Sheet

## VBII General Duty Safety Switch

200A, 240V, Type 3R

[usa.siemens.com/switches](http://usa.siemens.com/switches)



### Standards and Ratings

- UL Listed under file #E4776
- Meets UL98 for switches and UL 50 for enclosures
- Meets NEMA Standard KS-1 for enclosed switches
- Meets NEC wire bending space requirements
- Rated 10,000 AIC with Class H fuses or 100,000 AIC with Class R or T fuses
- Suitable for use as service entrance equipment
- Meets 2020 NEC 230.62 with addition of line side barrier kit (listed as accessory below)

### Features

- Quick-make and break switching action
- Double break visible blade design
- Highly visible ON/OFF indication
- Rugged installer friendly enclosure design
- Modular design allows quick and easy replacement of parts
- Single cover interlock



# Product Specifications

## General Duty 200A, 240V, Type 3R

### General Information

Catalog Number	Description	Shipping Weight (lbs.)
GF224NR <sup>1</sup>	2 Pole, 3 Wire Fusible	48
GF324NR	3 Pole, 4 Wire, Fusible	50
GNF324R	3 Pole, 3 Wire, Non-Fusible	47

### Horsepower Ratings <sup>2</sup>

Catalog Number	1 Phase, 3 Wire, 240V AC		3 Phase, 3 Wire, 240V AC		250V DC
	Std	Max	Std	Max	
GF224NR	15	—	25	60	40
GF324NR	15	—	25	60	40
GNF324R	—	15	—	60	40

### Mechanical Lug Wire Range (60/75°C, Cu/Al)

Description	Wire Range
Line, Load, Neutral	#6 AWG - 300 Kcmil
Neutral Ground	#14-1/0 AWG
Ground Lug Kit	#14-4 AWG

### Accessories

Catalog Number	Description
HG61234	Equipment Ground Lug Kit
HN64	Neutral Kit
HR64	Class R Fuse Clip Kit (3 fuse clips per kit) (GF224NR, GF324NR)
HT24	Class T Fuse Clip Kit (1-Pole per kit) (GF224NR, GF324NR)
HSK24B <sup>3</sup>	Line Side Barrier Kit
H150	1.50" Type "HS" Outdoor Hub
H200	2.00" Type "HS" Outdoor Hub
H250	2.50" Type "HS" Outdoor Hub
HSK24B	Line Side Barrier Kit <sup>4</sup>

### Replacement Parts

Catalog Number	Description
HFB64	Fusible Line Side Replacement Base (GF224NR, GF324NR)
HBB64	Fusible Load Side Replacement Base (GF224NR, GF324NR)
HN64	Non-Fusible Replacement Base (GNF324R)
GH24	Replacement Handle/Handle Guard
HM64	Replacement Mechanism
HL64	Replacement Lugs (3 lugs per kit)

<sup>1</sup> These switches are UL Listed for application on grounded B phase systems.

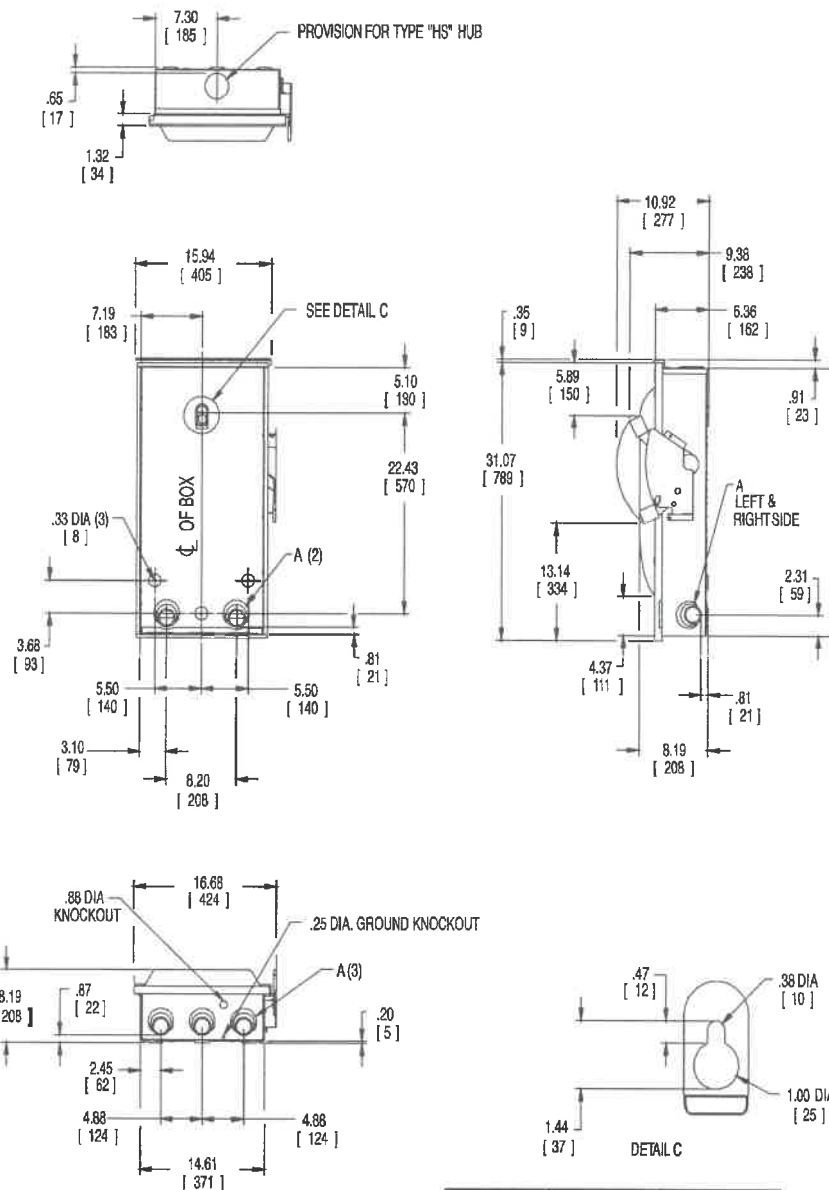
<sup>2</sup> Dual horsepower ratings: Std - applies when non-time delay fuses are installed.

Max - applies when time-delay fuses are installed

<sup>3</sup> Internal shield which meets 2020 NEC 230.62 line side barrier requirements for service entrance equipment.

# Dimension Drawings

## General Duty 200A, 240V, Type 3R



Dimensions shown in inches and millimeters ( ).  
Dimension shown accurate to  $\pm \frac{1}{8}$  inch.

KNOCKOUT CODE	CONDUIT SIZE			
	A (Tangential)	1.25	1.50	2.00 2.50

	LINE SIDE WIRE BEND	LOAD SIDE WIRE BEND
Fused	7.87 (200)	10.34 (263)
Non-Fused	7.87 (200)	15.84 (402)

Enclosure: Galvanized Steel  
.054 Thick (17 Gauge)  
Finish: ANSI Grey #61 Paint

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Peachtree Corners, GA 30092

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Info box

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4 px ▾

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Untitled Path

Maple Park

Kennebec St

Kennebec St



10 m

Camera: 504 m

Capture this view

Google Earth Imagery d...

# Eaton BRP40N200R

**PRODUCT NAME**

Eaton BR convertible loadcenter

**CATALOG NUMBER**

BRP40N200R

**UPC**

786689059057

**PRODUCT LENGTH/DEPTH**

3.88 in

**PRODUCT HEIGHT**

3.88 in

**PRODUCT WIDTH**

14.13 in

**PRODUCT WEIGHT**

27 lb

**WARRANTY**

10 year

**CERTIFICATIONS**

UL 50

UL 67

**PHYSICAL ATTRIBUTES**

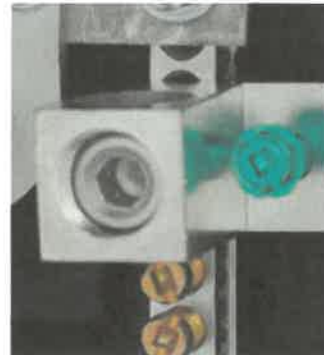
## Installation tips

### CH & BR plug-on neutral loadcenters and circuit breakers



#### Drywall offsets tabs

- For flush mount applications, utilize the drywall offsets at the top and bottom on both sides of the loadcenter.
- Push the tabs out 90 degrees so that they are perpendicular to the side of the loadcenter.
- When installing the loadcenter between studs, the tabs help provide the proper drywall offset.



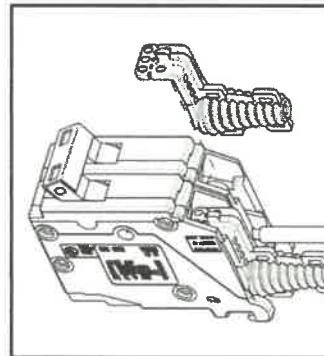
#### Green bonding screw

- The green bonding screw comes unthreaded.
- When required to bond the ground and neutral, thread the green bonding screw into case with 40 in-lbs of torque.
- For applications when the ground and neutral should not be bonded, it is recommended that the green screw is removed entirely and discarded.



#### Keyhole hanging feature

- Take advantage of the keyhole hanging feature for an easy and hassle free cover installation.
- Place the top two cover screws in the loadcenter case holes. Then, align the top two cover keyholes with the top two cover screws to easily hang the cover.
- The cover keyhole hanging feature also works for bottom feed applications.



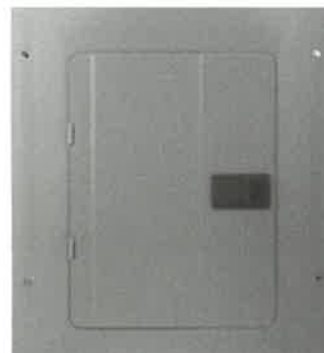
#### Main breaker loadcenters and terminal insulators

- Install terminal insulators to the service entry cable and line-side lugs of the main breaker device.
- All 225A and smaller main breaker loadcenters ship from the factory with a terminal insulator kit.
- The terminal insulator kit will need to be purchased separately for main breaker loadcenters greater than 225A.



#### Torque rating

- The torque rating information can be found on the loadcenter PUB. Refer to the chart on the PUB for the specific torque value required. After referencing the chart, use a torque wrench to torque to the specified value.



#### Ordering a convertible loadcenter

- To order a convertible loadcenter, select a loadcenter catalog number with "N" or "E" as the main device designation.
- "N" indicates convertible loadcenter with no main device installed at factory.
- "E" indicates convertible loadcenter with main lugs installed.



*Powering Business Worldwide*



## BR plug-on neutral (PON) circuit breaker installation tips

Please follow these specific steps when installing Eaton's BR PON circuit breakers.

- Align the breaker "FIN" with loadcenter "SLOT".
  - Please refer to figure 1.
- Rock the breaker back ~45° and insert "FOOT" into backpan.
  - Please refer to figure 2.
- While pulling the breaker towards the backpan slot, rotate down to lock into place.
  - Please refer to figure 3.

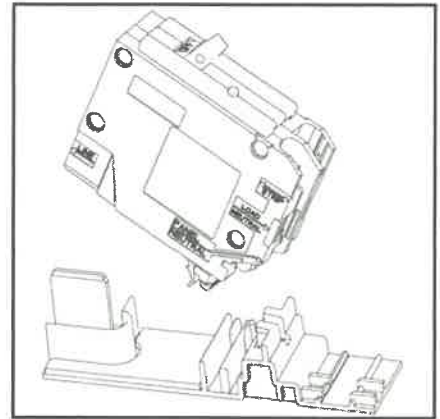


Figure 1

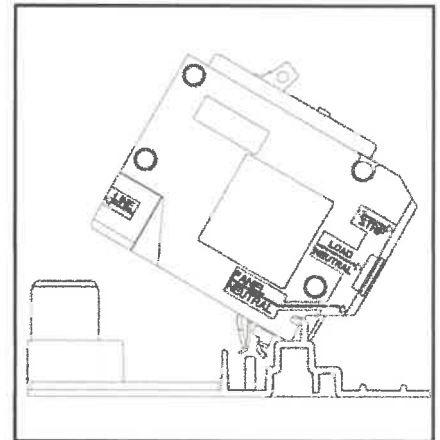


Figure 2

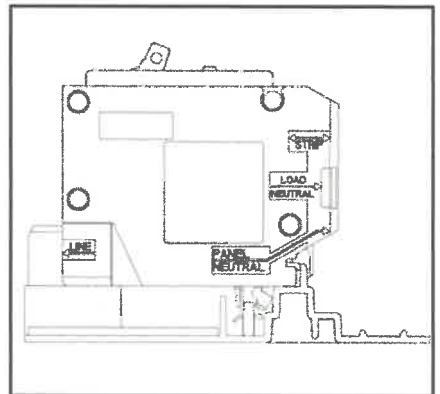


Figure 3



**Please note:** Install long-body BR breakers (2 pole GFCI, 2 pole AFCI, or surge) towards the bottom of the BR plug-on neutral loadcenters below the twin neutral bars.



## CH plug-on neutral (PON) circuit breaker installation tips

Please follow these specific steps when installing Eaton's CH PON circuit breakers, across from one another.

- Firmly press the load-side of each breaker all the way down onto the neutral bar.
- Once the load-side of each breaker is securely attached to the neutral bar, push down on the line-side of each breaker attaching it to the bus-stab. This makes for a complete connection to the bus.
- For the line-side, it is recommended to push down on each breaker at the same time.
- Verify the load-side meets the neutral bar, and the line-side is centered within the loadcenter.
- Please refer to figures 1 and 2.
- Once confirmed the CH PON breakers have a secure connection to the neutral bars and bus stabs, the CH loadcenter deadfront and cover can be installed.

**Please note:** As stated on all CH PON loadcenter interior labels (figure 3), the neutral bar screws are not to be backed out, and the wire is not to be installed in the neutral bar terminals beneath the CH PON breakers. **Failure to follow this specific instruction may prevent proper installation.**

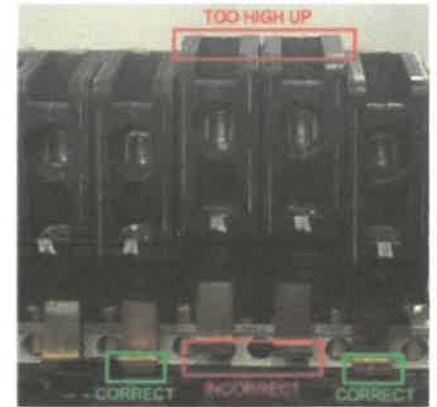


Figure 1



Figure 2

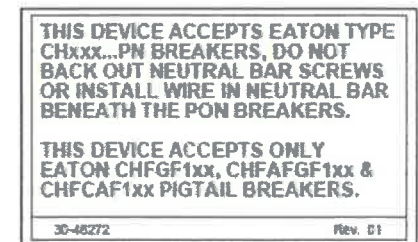


Figure 3

# We make what matters work.\*

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**RESOLUTION 2022-32**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF  
SURPLUS PROPERTY IN POSSESSION OF THE VILLAGE  
OF MAPLE PARK**

**WHEREAS**, the Village of Maple Park is in possession of the surplus property described in Exhibit A of this Resolution; and,

**WHEREAS**, said property is no longer useful to the Village of Maple Park or is it in the best interest of the Village of Maple Park that the property not be retained; and

**WHEREAS**, the disposal and sale of personal property is authorized by 65 ILCS 5/11-76-4; and,

**WHEREAS**, it is in the best interest of the Village to dispose of said items through one of the following methods: recycle, scrap, or otherwise dispose of.

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

**Section 1.** The recitals listed above are incorporated into this Resolution as if fully set forth in Section 1.

**Section 2.** That the property included being no longer useful to the Village of Maple Park, be sold through private sale, donation, and/or auction.

**ADOPTED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on \_\_\_\_\_, 2022.

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

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

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

**SIGNED** by the Village President on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

(SEAL)

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

**ATTEST:**

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

**RESOLUTION 2022-33 APPROVED: \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE VILLAGE  
PRESIDENT TO SIGN A SETTLEMENT AGREEMENT  
WITH COMED REGARDING MAPLE PARK'S  
MUNICIPAL UTILITY AUDIT**

**WHEREAS**, the Village of Maple Park ("Village") is an Illinois municipal corporation organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq.; and,

**WHEREAS**, in 2014, the Village of Maple Park hired Azavar, Inc. to conduct a municipal utility audit with various utilities; and,

**WHEREAS**, the Village and ComEd have reached an agreement to all matters related to the Electric Utility Tax Audit and any other claims Village may have that are waivable under law, contingent upon approval by the President and Board of Trustees; and,

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interests of the Village to settle the grievances on the terms and conditions set forth in the Settlement Agreement, attached and hereto incorporated as Exhibit A.

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

**Section 1. Recitals Incorporated.** The above recitals are incorporated herein by reference as though fully set forth.

**Section 2. Settlement Agreement Approved.** The Settlement Agreement between ComEd and the Village of Maple Park is approved substantially in the form as attached in Exhibit A, subject to review and approval of the Village Attorney, and subject to the approval and execution of the agreement between the Village and ComEd.

**Section 3. Execution of Agreement.** The Village President and the Village Clerk are directed to execute the Settlement Agreement on behalf of the Village in substantially the form attached, subject to review and approval by the Village Attorney, and are authorized to execute any and all such other documents as may be necessary to effectuate the terms and intent of the Settlement Agreement.

**Section 4. Severability and Repeal of Inconsistent Ordinances and Resolutions.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All existing resolutions of the Village of Maple Park are hereby repealed insofar as they may be inconsistent with the provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall be in full force and effect from and after its passage as provided by law.



**ADOPTED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at a regular Board meeting held \_\_\_\_\_, 2022.

AYES:

NAYS:

ABSENT:

**SIGNED** by the Village President of the Village of Maple Park, Kane and DeKalb Counties on \_\_\_\_\_, 2022.

(SEAL)

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

**ATTEST:**

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

# **ORDINANCE NO. 2022-16**

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

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

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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 \_\_\_\_ day of \_\_\_\_\_, 2022.

# ORDINANCE NO. 2022-16

## 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.

*Maple Park Fun Fest is exempt from applying for the required permit; however, they will need to provide a certificate of insurance to cover the Labor Day weekend event.*

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 four (4) 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 four (4) weeks prior to the event may result in denial of the application and event. Applications for the exercise of sixth 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;
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 of 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 assess to attendings or participants;
5. Whether vehicle parking will be restricted and identify the parking areas for attendings, 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;

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. 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;
11. 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.
12. Food may be sold, if approved, and a temporary food permit must be obtained from the Kane or DeKalb County Departments of Health.
13. 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 2:** That all ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed to the extent of any conflict or inconsistency.

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

**SECTION 4:** 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 \_\_ day of \_\_\_\_\_, 2022, pursuant to a roll call vote as follows:

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

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

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

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2022.

SEAL

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

**ATTEST:**

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

DRAFT



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. 2022-16 adopted by the corporate authorities on \_\_\_\_\_, 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 \_\_\_\_ day of \_\_\_\_\_, 2022.

(SEAL)

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

**VILLAGE OF MAPLE PARK**

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**ORDINANCE NO. 2022-21**

**AN ORDINANCE TO ESTABLISH A DATE FOR A PUBLIC HEARING  
FOR THE  
SECOND AMENDMENT TO THE  
MAPLE PARK TAX INCREMENT FINANCING (TIF) DISTRICT**

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

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Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park,  
DeKalb and Kane Counties, Illinois, this 4<sup>th</sup> day of October, 2022.

**ORDINANCE NO. 2022-\_\_\_\_\_**

**AN ORDINANCE TO ESTABLISH A DATE FOR A PUBLIC HEARING  
FOR THE SECOND AMENDMENT TO THE  
MAPLE PARK TIF DISTRICT**

**PREAMBLE**

**WHEREAS**, the “Tax Increment Allocation Redevelopment Act”, 65 ILCS 5/11-74.4-1 *et. seq.*, as amended (hereinafter referred to as the “Act”) provides for municipalities to create and amend within their corporate boundaries tax increment financing (“TIF”) redevelopment areas; and

**WHEREAS**, the Village of Maple Park, DeKalb and Kane Counties, Illinois, (the “Village”), has determined that the stable economic and physical development of certain areas within the Village are endangered by the presence of blighting factors as defined in said Act; and

**WHEREAS**, pursuant to Section 11-74.4-4.2 of the Act the Village approved Ordinance No. 2011-08 on July 5, 2011, authorizing the establishment of a Tax Increment Financing “Interested Parties Registry” and adopting Registration Rules with regard to such Registry for the Maple Park TIF District; and

**WHEREAS**, pursuant to Section 11-74.4-5 of the Act, the Village must cause a Public Hearing to be held on the proposed Second Amendment to the Maple Park TIF District Redevelopment Plan and Projects and a designation of an Amended Redevelopment Project Area; and

**WHEREAS**, pursuant to Section 11-74.4-6(c) of the Act, the Village shall provide notice by certified mail to each taxing district which levies a tax within the Amended Redevelopment Project Area and the Illinois Department of Commerce and Economic Opportunity (DCEO) not less than forty-five (45) days prior to the date set for the Public Hearing, and said Notice of the Public Hearing shall include the date, time and location of the Public Hearing, and an invitation to each taxing district and DCEO to submit comments to the Village, in care of the Clerk of the Village of Maple Park, Village Hall, 302 Willow Street, P.O. Box 220, Maple Park, Illinois 60151, concerning the subject matter of the Public Hearing prior to the date of the Public Hearing; and

**WHEREAS**, pursuant to Section 11-74.4-5(b) of the Act the Village shall convene a Joint Review Board meeting to be held at least fourteen (14) days but not more than twenty-eight (28) days after the mailing of notice of the Public Hearing as referenced above. This Joint Review Board shall consist of a representative selected by each community college district, the local elementary school district and high school district or each local community unit school district, park district, library district, township, fire protection district, the county, this Village and a public member to be selected by a majority of the other board members. The Village will provide notice of the convening of the Joint Review Board to the applicable taxing districts; and

**WHEREAS**, pursuant to Section 11-74.4-5(a) of the Act the Village shall provide notice by mail of the availability of the Amendment to the Redevelopment Plan and Qualification Report, including how to obtain this information, within a reasonable time after the adoption of this

Ordinance, to all residential addresses that, after a good faith effort, the municipality determines are located within 750 feet of the boundaries of the proposed Amended Redevelopment Project Area and to those residents and organizations that have registered with the Village for that information in accordance with the registration guidelines established by the Village under Section 11-74.4-4.2 in the “Interested Parties Registry”; and

**WHEREAS**, pursuant to Section 11-74.4-6 of the Act, the Village shall provide notice of this Public Hearing by publication and mailing. Notice by publication shall be given at least twice, the first publication to be not more than thirty (30) or less than ten (10) days prior to the Public Hearing, in a newspaper of general circulation within the taxing districts in the Area, and said notice by mailing to be given by depositing such notice in the United States mail by certified mail not less than ten (10) days prior to the date set for the Public Hearing addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract, or parcel of land lying within the Redevelopment Project Area and by regular mail to each resident in the Area.

*(The remainder of this page is intentionally blank.)*

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

1. The recitals set forth in the preamble to this Ordinance are hereby incorporated by reference as if fully set forth herein.
2. The Public Hearing for the proposed Second Amendment to the Maple Park Tax Increment Financing District shall be held at **7:00 p.m., Central Time, on November 22, 2022, at the Maple Park Village Hall, 302 Willow Street, Maple Park, Illinois.**

**PASSED, APPROVED AND ADOPTED** this 4<sup>th</sup> day of October, 2022 by the Corporate Authorities of the Village of Maple Park, DeKalb and Kane Counties, Illinois pursuant to a roll call vote as follows:

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

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

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

ABSTAIN/RECUSE: \_\_\_\_\_

**APPROVED** this 4<sup>th</sup> day of October, 2022.

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

SEAL

**ATTEST:**

\_\_\_\_\_  
Elizabeth Peerboom, 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 4<sup>th</sup> day of October, 2022, the Board of Trustees of the Village of Maple Park passed and approved **AN ORDINANCE TO ESTABLISH A DATE FOR A PUBLIC HEARING FOR THE SECOND AMENDMENT TO THE MAPLE PARK TIF DISTRICT.**

Dated at Maple Park, Illinois, this 4<sup>th</sup> day of October, 2022.

(SEAL)

Elizabeth Peerboom, Acting Village Clerk