



Village of Maple Park

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

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Approved by the Maple
Park Board of Trustees on
May 7, 2019.

**BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, APRIL 2, 2019
Immediately Following the Public Hearing
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK**

1. CALL TO ORDER

Village President Kathy Curtis called the meeting to order at 7:04 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 Kathy Curtis, Trustee Bart Shaver, Trustee Chris Higgins, Trustee JP Dries, Trustee Kristine Dalton and Trustee Brandon Harris. Absent: Trustee Suzanne Fahnestock.

Others present: Village Attorney Kevin Buick, Village Accountant Cheryl Aldridge, Village Engineer Jeremy Lin, Public Works Director Lou Larson, Police Chief Dean Stiegemeier 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.*

John Peloso, asked the village to paint diagonal parking lines on the east side Kennebec, and paint parallel parking on the north side of Kennebec. President Curtis will follow-up with Public Works on this issue.

5. IDEAL UNITED GROUP FINAL PRESENTATION

Dan Venard and Mario Munez were in attendance to give their final presentation regarding the Special Use Permit for 18663 County Line Road, Maple Park.

Trustee Higgins asked about fencing location. He also asked about the addition of a sidewalk in front of the property. Trustee Higgins also said he would prefer low landscaping. Trustee Dalton had a concern about arborvitae and, although they grow quickly, they tend to break easily.

Trustee Dries asked about keeping the vans inside the building. He also asked about vehicles running in the middle of the night. Mr. Venard advised that there wouldn't be vehicles running in the middle of the night, and no equipment repairs being done in the middle of the night. Trustee Dries also had concerns about lighting in the back of the building. Mr. Venard

said that they received good feedback about lumens on the building. Trustee Harris asked if there would be any dumping of hazardous waste. Mr. Venard advised that there would not be any dumping. Trustee Dries then asked about parking. Mr. Venard advised that there would be parking in the front of the building.

Trustee Shaver asked if it would be a 2-story building. Mr. Venard said that they would adhere to the height requirements.

Village Engineer Jeremy Lin also had some questions about the layout of the building. He suggested that they have their engineer look at that before it comes to the village.

Trustee Dalton asked why they chose Maple Park. Mr. Munez said that he likes the area.

Trustee Harris asked to hear more about the business. He also asked about bio-hazards. Mr. Munez said that there will be no bio-hazards. Trustee Harris said that he would like to see the fire plan.

Trustee Dries asked about a time-line. Mr. Venard estimated that they are 60-75 days out from breaking ground. He hopes to be buttoned up by fall. Trustee Dalton asked about water tanks. Mr. Munez advised that the water for the carpet cleaning and pressure washers will come from the businesses.

President Curtis said that no one will be allowed to live in any of the buildings on the property.

6. ORDINANCE 2019-03 SPECIAL USE PERMIT 18663 COUNTY LINE ROAD

AN ORDINANCE GRANTING A SPECIAL USE IN THE "B-2," GENERAL COMMERCIAL DISTRICT PERMITTING THE OPERATION OF A COMMERCIAL CLEANING BUSINESS FOR THE PROPERTY LOCATED AT 18663 COUNTY LINE ROAD IN THE VILLAGE OF MAPLE PARK, ILLINOIS

This ordinance would allow a Special Use permit for a commercial cleaning business at the property located at 18663 County Line Road, Maple Park, and the building of an 8,500 square foot office building.

Trustee Harris made a motion to approve Ordinance 2019-03, "AN ORDINANCE GRANTING A SPECIAL USE IN THE "B-2," GENERAL COMMERCIAL DISTRICT PERMITTING THE OPERATION OF A COMMERCIAL CLEANING BUSINESS FOR THE PROPERTY LOCATED AT 18663 COUNTY LINE ROAD IN THE VILLAGE OF MAPLE PARK, ILLINOIS."

Trustee Higgins asked if there would be any conditions placed on this special use permit. President Curtis then asked what conditions he might have.

Trustee Higgins then seconded the motion as presented. Motion carried by roll call vote. Aye: Dalton, Dries, Harris, Shaver. Nay: Higgins. Absent: Fahnestock. (4-1-1)

7. VILLAGE PRESIDENT APPOINTMENTS:

- a) LIZ PEERBOOM, VILLAGE CLERK
- b) CHERYL ALDRIDGE, DEPUTY CLERK
- c) KEVIN BUICK, ETHICS OFFICER

President Curtis advised the Board that she would like to appoint Liz Peerboom as Village Clerk, Cheryl Aldridge as Deputy Village Clerk and Kevin Buick as Ethics Officer.

Trustee Dalton made a motion to approve the appointments, seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Dries, Harris, Higgins, Shaver, Dalton. Nay: None. Absent: Fahnestock. (5-0-1)

8. PRESENTATION BY PROGRESSIVE ENERGY

Arnie Schram and Bill McMahon were in attendance to present a new agreement for electric energy for village accounts. He explained that this is for the three village accounts, this is not for residential accounts.

He is recommending a 36-month contract, which would begin May 2019.

President Curtis asked how it would be switched over. Mr. Schram advised that once the contract is signed, the price will be automatically switched between ComEd and AP. He also said that the prices change every day, so he suggested that the contract be signed within the next couple of days.

9. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

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

a) Approval of Board Minutes

- Board Meeting – March 5, 2019

b) Receive and File

- Finance Committee – February 26, 2019
- Planning Commission – December 28, 2017, January 24, 2019, February 21, 2019

c) Acceptance of Cash and Investment Report as of February 28, 2019

d) Approval of Bills Payable and Manual Check Register #778

ACCOUNTS PAYABLE:	<u>\$46,756.10</u>
MANUAL CHECKS:	<u>1,718.38</u>
TOTAL:	<u>\$48,474.48</u>

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

- Metro West 2019 Legislative Breakfast – Meal and meeting on February 22, 2019 for Kathleen Curtis, \$20 for Metro West (included on April 2, 2019 warrant list).
- Metro West Board Meeting – Meal and meeting on February 28, 2010 for Kathleen Curtis, \$35 for Metro West (included on April 2, 2019 warrant list).

Trustee Higgins made a motion to approve the Consent Agenda, seconded by Trustee Harris. Motion carried by roll call vote. Aye: Harris, Higgins, Shaver, Dalton, Dries. Nay: None. Absent: Fahnestock. (5-0-1)

10. FINANCIAL REPORT

Trustee Dries asked about the water leak on Ashton. Ms. Aldridge advised that it was the village's cost.

11. LEGAL REPORT

No questions.

12. POLICE DEPARTMENT REPORT

No questions.

13. PUBLIC WORKS REPORT

Trustee Harris asked about the gym. Public Works Director Lou Larson advised that they have approval from the insurance company for the full amount. Ms. Aldridge advised that there is a contingency in the budget just in case there is something more that isn't covered by the insurance company. Mr. Larson didn't know how long it would take to fix the roof.

14. ENGINEERING REPORT

Village Engineer Jeremy Lin talked about possible detention pond maintenance. He will work with Mr. Larson to get this fixed. Trustee Dries asked about the waste water treatment plant and the water plant. Mr. Larson thought maybe 5 weeks before the new computer panel is installed.

15. COMMITTEE REPORTS

- Personnel & Communications – JP Dries, Chair

Trustee Dries advised that there would not be a Personnel Committee meeting until after the new Board is sworn in. The next meeting is scheduled for May 21, 2019.

- Finance & Public Relations & Development – Chris Higgins, Chair

Trustee Higgins advised that the next meeting was scheduled for April 23, 2019.

- Infrastructure – Brandon Harris, Chair

Trustee Harris advised that the next meeting was scheduled for April 9, 2019.

16. OLD BUSINESS

None.

17. NEW BUSINESS

A. MOTIONS

1. Motion to adjust the sewer charge for Account #0030010000 in the amount of \$2,171.38 and 10% penalty charge.

Trustee Dries made a motion to adjust the sewer charge for Account #0030010000 in the amount of \$2,171.38 and 10% penalty charge, seconded by Trustee Dalton.

Village Accountant Cheryl Aldridge advised that this person had a leak and it all went into the crawl space, none of it went into the sewer. Trustee Dalton had some questions.

After a brief discussion, the motion carried by roll call vote. Higgins, Shaver, Dalton, Dries, Harris. Nay: None. Absent: Fahnestock. (5-0-1)

B. PROCLAMATIONS

1. **PROCLAMATION 2019-01 50TH MUNICIPAL CLERKS WEEK**

This proclamation celebrates the 50th Anniversary of Municipal Clerks week; and in turn, the Municipal Clerk.

President Curtis read the proclamation, and thanked the Village Clerk for all the work that she does.

C. RESOLUTIONS

1. **RESOLUTION 2019-05 LAUTERBACH & AMEN, LLP**

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER

DESIGNEE TO APPROVE AN AGREEMENT WITH LAUTERBACH & AMEN, LLP FOR VILLAGE ACCOUNTING AUDIT SERVICES

This resolution allows the Village President to enter into a 3-year agreement with Lauterbach & Amen, LLP, for the annual audit.

Trustee Harris made a motion to approve Resolution 2015-05, "A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE AN AGREEMENT WITH LAUTERBACH & AMEN, LLP FOR VILLAGE ACCOUNTING AUDIT SERVICES," seconded by Trustee Dries. Motion carried by roll call vote. Aye: Higgins, Shaver, Dalton, Dries, Harris. Nay: None. Absent: Fahnestock. (5-0-1)

2. RESOLUTION 2019-06 MEDIACOM AGREEMENT

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A 3-YEAR AGREEMENT WITH MEDIACOM BUSINESS TELEPHONY OF ILLINOIS, LLC, FOR VILLAGE INTERNET SERVICES.

This resolution allows the Village President to sign a 3-year agreement with Mediacom for faster internet service.

Trustee Dries made a motion to approve Resolution 2019-06, "A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A 3-YEAR AGREEMENT WITH MEDIACOM BUSINESS TELEPHONY OF ILLINOIS, LLC, FOR VILLAGE INTERNET SERVICES," seconded by Trustee Shaver. Motion carried by roll call vote. Aye: Shaver, Dalton, Dries, Harris, Higgins. Nay: None. Absent: Fahnestock. (5-0-1)

3. RESOLUTION 2019-07 REPEAL OF ADMINISTRATIVE POLICY 07

A RESOLUTION TO REPEAL ADMINISTRATIVE POLICY 07 "POLICE ON-CALL POLICY"

This Resolution would repeal and outdated Administrative Policy.

Village Clerk Liz Peerboom advised that this item was taken out of the employee handbook because it hasn't been used in a long time, adding that this is just a housekeeping measure.

Trustee Dries made a motion to approve Resolution 2019-07, "A RESOLUTION TO REPEAL ADMINISTRATIVE POLICY 07 "POLICE ON-CALL POLICY," seconded by Trustee Harris. Motion carried by roll call vote. Aye: Shaver, Dalton, Dries, Harris, Higgins. Nay: None. Absent: Fahnestock. (5-0-1)

4. RESOLUTION 2019-08 PROGRESSIVE ENERGY – FOR VILLAGE ACCOUNTS

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS.

This Resolution would allow the village to contract with the lowest cost electricity provider for village accounts; this is not for residents.

Trustee Dries made a motion to approve Resolution 2019-08, “A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS,” seconded by Trustee Harris. Motion carried by roll call vote. Aye: Dries, Harris, Higgins, Shaver, Dalton. Nay: None. Absent: Fahnestock. (5-0-1)

D. ORDINANCES

1. ORDINANCE 2019-04 APPROPRIATION ORDINANCE (BUDGET)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020 IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS.

This ordinance adopts the annual Appropriation (Budget) for FY2019, beginning May 1, 2019 and ending April 30, 2019.

Village Accountant Cheryl Aldridge discussed the following:

Items Included:

- New sales tax approved in 2018, approximately \$78,000 in new revenue.
- Permits – 14 Permits to date in Fiscal Year 2019, budgeting for 5 permits in Fiscal Year 2020.
- Included \$50,000 for a Village Administrator / Planner.
- Budgeting for a new Public Works Truck with a Plow.
- Budgeting for the financing of a new Police Department Vehicle.
- Budgeting for a Center Street Paving Project, this will be in the Road & Bridge Fund and Motor Fuel Tax Fund.

Budget Totals

- Total Budgeted Revenues \$1,471,267
- Total Budgeted Expenditures \$1,531,451
- Estimated Fund Balances at 04/30/20 \$2,029,116

Trustee Dries made a motion to approve Ordinance 2019-04, "AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020 IN THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS," seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Harris, Higgins, Shaver, Dalton, Dries. Nay: None. Absent: Fahnestock. (5-0-1)

2. ORDINANCE 2019-05 AMENDING THE FY2019 APPROPRIATION ORDINANCE

AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR 2019 FOR THE VILLAGE OF MAPLE PARK, ILLINOIS

This ordinance would amend the Appropriation (Budget) Ordinance that was passed in 2018.

Ms. Aldridge advised that when the village goes over in a fund balance, an amendment to the budget must be made. This is also called a Supplement to the Ordinance that was passed the year before.

Trustee Dries made a motion to approve Ordinance 2019-05, AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR 2019 FOR THE VILLAGE OF MAPLE PARK, ILLINOIS," seconded by Trustee Higgins. Motion carried by roll call vote. Aye: Higgins, Shaver, Dalton, Dries, Harris. Nay: None. Absent: Fahnestock. (5-0-1)

3. ORDINANCE 2019-06 REMOVING GARBAGE BILLING FROM CODE

AN ORDINANCE AMENDING TITLE 5, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 2, GARBAGE AND REFUSE, 5-2-2, COLLECTION OF GARGAGE, SUBSECTION C, "CHARGES," BY REMOVING THE GARBAGE BILLING AND ADMIN FEE

This ordinance would remove the garbage billing fee from the water bills, since Waste Management is now billing for garbage.

Trustee Dalton made a motion to approve Ordinance 2019-06, "AN ORDINANCE AMENDING TITLE 5, OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 2, GARBAGE AND REFUSE, 5-2-2, COLLECTION OF GARGAGE, SUBSECTION C, "CHARGES," BY REMOVING THE GARBAGE BILLING AND ADMIN FEE," seconded by Trustee Dries.

After a brief discussion, the motion carried by roll call vote. Aye: Shaver, Dalton, Dries, Harris, Higgins. Nay: None. Absent: Fahnestock. (5-0-1)

E. VILLAGE PRESIDENT REPORT

President Curtis proclaimed that Kaneland Arts Festival is being held April 7, 2019.

President Curtis also advised that she submitted the village's capital plan, which will be submitted to Representative Don DeWitte office to try and get help with the capital plan. It will also be given to Senator Tammy Duckworth.

F. TRUSTEE REPORTS

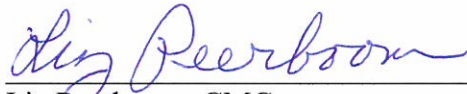
Trustee Dries thanked Trustee Dalton and Trustee Shaver for their service.

Chief Stiegemeier advised that April is "Distracted Driving" month, adding that enforcement date is April 26, 2019.

G. ADJOURNMENT

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

Meeting adjourned at 8:20 p.m.



Liz Peerboom, CMC
Village Clerk