



# Village of Maple Park

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

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Approved by the Village of Maple Park  
Board of Trustees on 09/01/20.

## BOARD OF TRUSTEES MEETING MINUTES TUESDAY, AUGUST 4, 2020 ~~7:00 p.m.~~ 6:00p.m. MAPLE PARK CIVIC CENTER 302 WILLOW STREET, MAPLE PARK

### 1. CALL TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

President Curtis led everyone present in the Pledge of Allegiance.

### 3. ROLL CALL/QUORUM ESTABLISHED

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

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

### 4. EXECUTIVE SESSION

**A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. 5 ILCS 120/2(c)(1)**

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

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

**Motion by Trustee Fahnestock with 2<sup>nd</sup> by Trustee Higgins to return to Regular Session. On a roll call vote Trustees Dries, Fahnestock, Harris, Rebene, Higgins voted yes. Motion carried. Returned to Regular Session at 8:00p.m.**

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

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

- 5. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to [villageclerk@villageofmaplepark.com](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 heard.

**6. PROCLAMATIONS**

**7. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS**

**CONSENT AGENDA – OMNIBUS VOTE**

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

**a) Approval of Board Minutes**

- July 7, 2020

**b) Receive and File**

- Personnel Committee – June 16, 2020
- Finance Committee – June 23, 2020

**c) Acceptance of Cash and Investment Report as of June 30, 2020**

**d) Approval of Bills Payable and Manual Check Register #794**

ACCOUNTS PAYABLE:	<u>\$76,127.00</u>
MANUAL CHECKS:	<u>\$1,899.81</u>
TOTAL:	<u>\$78,026.81</u>

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

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

**8. FINANCIAL REPORT**

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

**9. LEGAL REPORT**

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

**10. VILLAGE ADMINISTRATOR REPORT**

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

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

**11. POLICE DEPARTMENT REPORT**

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

**12. PUBLIC WORKS REPORT**

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

**13. ENGINEERING REPORT**

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

Emergency rings are still functioning.

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

**14. OLD BUSINESS**

**15. NEW BUSINESS**

**A. CONSIDERATIONS**

**B. MOTIONS**

- 1. Acknowledge Donation from the Maple Park Legion Post 312 to the Maple Park Public Library of new lighting fixtures for library space within Civic Center and authorize installation of such fixtures.**

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

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

So, entered into the record.

**Motion by Trustee Fahnestock with 2<sup>nd</sup> by Trustee Higgins to acknowledge the donation from the Maple Park Legion Post 312 to the Maple Park Public Library of new lighting fixtures for library space within Civic Center and authorize installation of such fixtures. On a roll call vote Trustees Higgins, Harris, Fahnestock, Dries voted yes, with Trustee Rebone abstaining. Motion carried.**

#### **C. RESOLUTIONS**

- 1. RESOLUTION 2020-12 AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN AGREEMENT WITH BLACKBOARD, INC. FOR THE RENEWAL OF THE AGREEMENT FOR GOVERNMENT UNLIMITED EMERGENCY AND OUTREACH MESSAGING SERVICES**

*This Resolution allows the Village President to extend/renew the current contract with Blackboard Connect for emergency messaging services.*

**Motion by Trustee Dries with 2<sup>nd</sup> by Trustee Fahnestock to adopt Resolution 2020-12 as read.**

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

- 2. RESOLUTION 2020-13 AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH AMERICAN LEGAL PUBLISHING CORPORATION FOR ONLINE CODE SERVICES.**

*This Resolution authorizes the Village President to enter into a contractual agreement with American Legal for codification for the online services of the Village Code.*

**Motion by Trustee Harris with 2<sup>nd</sup> by Trustee Fahnestock to adopt Resolution 2020-13 as read.**

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

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

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

**3. RESOLUTION 2020-14 AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO ENTER INTO A GRAND VICTORIA RIVERBOAT FUND GRANTEE AGREEMENT IN THE AMOUNT OF \$17,500**

*This Resolution authorizes the Village President or designee to enter into a grant agreement with Kane County for \$17,500 from the Grand Victoria Riverboat Foundation; grant funds will be used to pay for a Risk and Resilience Assessment and Emergency Response Plan Project for Village water facilities.*

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

**4. RESOLUTION 2020-15 AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH GOVTEMPSUSA FOR EMPLOYEE LEASING AGREEMENT (VILLAGE ADMINISTRATOR) FOR THE BALANCE OF AUGUST 2020**

*This Resolution authorizes the Village President to enter into an Employee Leasing Agreement with GOVTEMPS for a part-time Village Administrator between August 6 through August 31, 2020.*

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

**5. RESOLUTION 2020-16 APPROVING AN EMPLOYMENT AGREEMENT WITH DAWN WUCKI-ROSSBACH AS THE FULL-TIME VILLAGE ADMINISTRATOR FOR THE VILLAGE OF MAPLE PARK BEGINNING SEPTEMBER 1, 2020**

*This Resolution, if approved, would authorize the Village President to execute an Employment Agreement with Dawn Wucki-Rossbach for the position of Village Administrator beginning September 1, 2020 on terms and conditions set forth in the Agreement.*

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

**6. RESOLUTION 2020-17 A RESOLUTION APPROVING THE MAPLE PARK TAX INCREMENT FINANCE (TIF) DISTRICT POLICY**

*This Resolution approves a TIF policy by which the Village will facilitate the approval and disbursement of TIF monies.*

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

**7. RESOLUTION 2020-18 A RESOLUTION APPROVING A LETTER OF ENGAGEMENT FOR ENGAGING AN INDEPENDENT REGISTERED MUNICIPAL ADVISOR BY AND BETWEEN THE VILLAGE OF MAPLE PARK, ILLINOIS AND THE ECONOMIC DEVELOPMENT GROUP, LTD**

*This Resolution approves the signing of a Independent Registered Municipal Advisor for the purpose of providing the Village with facts, figures, and advice on possible structure, timing, terms, and other matters concerning the potential issuance of municipal securities such as bonds, bank loans or other types of debt obligations that the Village may wish to consider.*

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

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

**8. RESOLUTION 2020-19 A RESOLUTION APPROVING THE WASTEWATER SERVICE AGREEMENT BETWEEN KATHRYN AND STEVEN MENDEL AND THE VILLAGE OF MAPLE PARK**

*This Resolution serves as an agreement and record between the Village of Maple Park and the property owners making the sewer connection a legal connection to the Village of Maple Park sewer line.*

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

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

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

**D. ORDINANCES**

- 1. ORDINANCE 2020-16 AMENDING TITLE 2, “MUNICIPAL FINANCES AND TAXATION,” BY CREATING A NEW CHAPTER 7, ENTITLED, “MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX,” OF THE MUNICIPAL CODE OF THE VILLAGE OF MAPLE PARK TO IMPOSE A MUNICIPAL CANNABIS RETAILERS’ OCCUPATION TAX**

*This Ordinance establishes a new chapter in the Village Code to allow the Village to establish and collect a retailers’ occupation tax for recreational cannabis sales within the village limits.*

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

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

- 2. ORDINANCE NO. 2020-17 AMENDING TITLE 9, CHAPTER 2, ARTICLE A OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, CHAPTER 1, SECTION 9-2A-1(C) and SECTION 9-2A-1(D), “WASTEWATER SERVICE CHARGES”**

*This Ordinance establishes a sanitary sewer rate for properties outside the corporate limits of Maple Park.*

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

- 3. ORDINANCE 2020-18 AN ORDINANCE TO SUPPLEMENT THE APPROPRIATION ORDINANCE FISCAL YEAR 2021 FOR THE VILLAGE OF MAPLE PARK**

*This Ordinance supplements the Fiscal Year 2021 Appropriation Ordinance with Riverboat Grant Funds and confirms the \$20,000 expenditure needed to pay for the Risk and Resilience Assessment and Emergency Response Plan for Village water facilities.*

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

## **16. VILLAGE PRESIDENT REPORT**

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

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

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

## **17. TRUSTEE REPORTS**

None heard.

## **18. MATTERS REFERRED FROM EXECUTIVE SESSION**

### **A. MOTION FOR APPROVAL OF CLOSED SESSION MEETING MINUTES**

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

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

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

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



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

## **19. ADJOURNMENT**

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

Respectfully submitted,

Terri D'Amato  
Village Clerk