

Mapleton, Illinois

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Village of Mapleton Roles & Responsibilities

I. Mayor

- Coordinate with residents, engineers, accountants, attorney, Peoria County, State of Illinois, sub-contractors, utilities, and village workers on issues that arise within the Village of Mapleton.
- Coordinate communication to committees as needed.
- Coordinate required submittals to multiple entities when due or required.
- Provide or refer to the committees any information requested of residents.
- Preside and conduct village board meetings.
- Work with the various committees as needed.
- Ensure the daily business of the village is fluid and project progress is made.

II. Committees

A. Streets and Alleys

- Coordinate with residents, engineers, Peoria County, sub-contractors, and village workers on labor and materials needed for repair and maintenance of village right of ways.
- Control and maintain all right of ways and the exterior of all village owned properties.
- Take considerations for the exterior envelope of the Village Hall before the board.
- Control the order of items to be completed by workers as items arise as it pertains to the committee.
- Control recommendations on employment and wages for workers under their committee.
- Take unordinary purchases not accounted for in the budget to be taken to the board for approval.

- Meet every other year with the village engineer to evaluate the roadways and see which roads need to be addressed using motor fuel tax monies.
- Coordinate with other committees on ordinance issues as needed.

B. Health and Water

- Coordinate with residents, engineers, Peoria County, sub-contractors, and village workers on labor and materials needed for repair and maintenance of village-owned water works.
- Take considerations for major upgrades and maintenance of the water system before the board.
- Control the order of items to be completed by workers as items arise as it pertains to the committee.
- Control of recommendations on employment and wages for workers under their Committee.
- Take unordinary non-maintenance purchases not accounted for in the budget to the board for approval.
- Coordinate on health issues including litter, property, animal, and pest control. Some coordination from the Peoria County Health department and Animal Control is expected.
- Coordinate with other committees as needed.
- Coordinate with the village clerk on providing water service to new properties and residents.
- Coordinate with water superintendent on maintenance and upkeep of water system.
- Coordinate with the Finance Committee on water shut offs.
- Control notification of residents when a water break occurs and/or water boil is needed.

C. Liquor

- Coordinate with businesses, State of Illinois, and attorney on the licensure of establishments for the sale of open and packaged liquor.
- Oversee the hours of operation of establishments selling liquor.
- Remove license if deemed necessary by the state.

D. Finance

- Coordinate with residents, committees, engineers, Peoria County, State of Illinois, sub-contractors, utilities, auditors, accountants, and village workers on bills, fees, documents, submittals, and wages.
- Ensure that required submittals are completed on time.
- Make changes to procedure and personnel doing work to be in compliance with the law.
- Control recommendations on employment and wages for workers under committee jurisdiction. This includes the treasurer, village clerk, water/garbage billing personnel, and meter reader.
- Have ultimate say on water shut offs.
- Ensure water payments are posted on the 10th and 20th of the month.
- Ensure the water meters are read on the 20th of the month.
- Oversee the work of the treasurer and the village clerk.
- Collect all fees for permits, services, and fines as determined by other committees and the Code Enforcement officer.

E. Zoning

- Coordinate with residents, engineers, Peoria County, sub-contractors, and attorney on subdivision development and building permits.
- Insure structures within the village have been permitted.
- Uphold all ordinances as they relate to properties within the jurisdiction of the village.
- Coordinate with Health and Water Committee as needed.
- Ensure structures in village stay in a condition that ensures public and personal safety.
- Ensure properties in village are maintained in accordance to the ordinances.
- Provide documentation as necessary to the County Tax Accessor for structures built in the Village.
- Update the Village Map as necessary.
- Require inspections prior to occupancy of new dwellings and businesses as required by adopted local and state codes.

III. Appointed Positions

A. Village Clerk

- Coordinate with residents, engineers, Peoria County, State of Illinois, sub-contractors, utilities, village board members, and village workers on issues that arise within the Village of Mapleton.
- Receive and answer village correspondence to include fax, mail, e-mail, and phone calls, and direct correspondence to proper parties or committees.
- Coordinate communication to committees as needed.
- Coordinate required submittals to multiple entities when due or required.
- Prepare meeting agenda and minutes for board meetings and post for public information as required by the Open Meetings Act.
- Provide or refer to committee information requested of residents.
- Control of recommendations on employment and wages for workers cleaning the Village Hall.
- Coordinate and update the phone listing for the water break broadcast system through Database Systems Corporation.
- Write ongoing correspondence for the mayor or board members who are in need of his/her assistance.
- Provide updates to the village website.
- File all ordinances with Peoria County with the assistance of the attorney or accountant as needed.
- Affix village seal to all official acts on the behalf of the village.
- Keep track of all ordinances for the Village of Mapleton.
- Take and/or direct complaints to the appropriate committee Chairman for handling, letting complainant know the complaint is being directed to the appropriate committee chairman.
- Notify the mayor and committee chairman of any problems in their acting capacity for the village. The clerk acts on complaints only as they pertain to the clerical duties of a village clerk.

- Give notice of elections being held and any offices up for election and supply the proper forms and petitions to any board member seeking re-election and/or resident who desires to seek a vacant elected position.
- Notify the mayor and Board of Trustees of dates and times in regard to special meetings and hearings.
- Collect permit fees and issue the proper permits. Permits are issued with village board approval.
- Schedule village hall rental and collects rental fees.
- Report to the village board and mayor.
- Appointed by village board.

B. Treasurer

- Coordinate with committees, engineers, Peoria County, State of Illinois, sub-contractors, utilities, and village workers on financial issues.
- Coordinate communication to entities as needed on Village of Mapleton finances and bills.
- Coordinate required submittals to multiple entities when due or required.
- Advise on the financial feasibility of potential projects.
- Collect and deposit village monies in a position for the best rate of return.
- Pay all bills and wages the village incurs.
- Work with the accountant on all accounting procedures.
- Keep accurate monthly accounting records in the village's fiscal year.
- Report to the Finance Committee.
- Appointed by village board.

C. Water Superintendent

- Coordinate with residents and committees on issues with the water system.
- Be aware of indications of issues with the system.
- Coordinate the testing of water and maintenance of the water system.
- Report water usage and infrastructure issues to the water committee.

- Work with other staff on the installation and maintenance of the water system.
- Schedule and coordinate repairs to the water system with the water committee chair and mayor.
- Be on call 24 hours a day, 7 days a week except for a couple of hours on Sunday mornings, Sunday evenings, and Wednesday evenings.
- Maintain all systems of water department except billings to include:
 1. Treatment Systems- Daily readings, filling treatment tanks, picking up bleach, water sampling, replacing pumps and motors, cleaning aerator, repairing plumbing
 2. Distribution System- Flushing sensor line once a month adjusting level and alarm settings when necessary, pumping water manually when system is down
 3. Telemetry System- Flushing sensor lines once a month, adjusting level and alarm settings when necessary, pumping water manually when system is down
 4. Radio System- Occasional monitoring signal, pumping water manually when system is down
- Be on hand for things concerning the water system such as meetings, visits, tests, repairs, and new construction.
- Keep accurate reports showing dates of work performed for the village board review on the following: treatment system, distribution system, telemetry system, and radio system.
- Report to the water committee.
- Appointed by water committee.

D. Code Enforcement

- Coordinate with residents and the various committees on issues that are not in line with the Village of Mapleton's ordinances.
- Communicate and gather information regarding issues in order to help create a resolution to the issue.
- Provide fines when deemed necessary by committee chair.
- Provide work under the direction of the committee chairs and mayor.

- Report to various committees and mayor.
- Appointed by board decision

E. Village Workers

- Provide work for the various committee(s) and as indicated by the committee chair except in the case of the village hall interior which work is indicated by the village clerk. Committees have right to prioritize work on items.
- Coordinate on priorities through the committees which may involve multiple conversations with committee chairs.
- Turn in time sheets by the 1st of the month so a paycheck can be made out.
- Report to committee or village clerk by whom village worker was hired.
- Appointed by Committee.