

MEETING: SPECIAL BOARD MEETING
VILLAGE OF HANOVER PARK
DATE: NOVEMBER 5, 2009
LOCATION: MUNICIPAL BUILDING
2121 West Lake Street
Hanover Park, IL 60133

President Craig called the Special Meeting of the Board with the Village Manager and Heads of Departments to Order at 6:07 P.M.

PRESENT: Trustees, Rick Roberts, Lori Kaiser, Joseph Nicolosi (late), Edward J. Zimel Jr, and President Rodney Craig
ABSENT: Trustees Toni L. Carter and Bill Cannon
ALSO PRESENT: Corporation Counsel Bernard J. Paul
Village Manager Ron Moser
Department Heads - Patrick Grill, Craig Haigh, Lafayette Linear, Bill Beckman, Sandra Vincent Richard, David Webb, Howard Killian and George Dimidik

Village Manager Ron Moser introduced new Finance Director Lafayette Linear to President Craig and the Village Trustees and told them that Mr. Linear would be formally introduced at the Board Meeting.

Village Manager Moser stated that under item 6-A.10, Approve Memorandum of Agreement Between the Village of Hanover Park and Cook County Department of Public Health for Participation in the 2009 CCDPH Influenza A (H1N1) Vaccination Program and Authorize the Village President to Execute the Necessary Documents, that the Village has been notified that U-46 is not choosing to participate in this program and the only schools serviced by this agreement would be Hanover Highlands, Einstein, and Anne Fox schools.

President Craig asked if there were any questions regarding items on the Consent Agenda.

Trustee Zimel questioned item 6-A.7. Trustee Zimel asked Public Works Director Howard Killian if the '99 Dodge Dakota was a smaller vehicle. Public Works Director Killian told him that the Dakota was a medium sized vehicle. Trustee Zimel asked Public Works Director Killian if he could look at purchasing a smaller truck. Public Works Director Killian said that this was the best fit for his department. Trustee Zimel questioned the cost of this vehicle and Public Works Director Killian told him this vehicle was in the medium price range between.

Consent Agenda approved.

President Craig went on to review Warrant SWS 118. Questions were fielded on Warrant SWS 118. President Craig requested consensus for Warrant SWS 118 to be placed in Consent Agenda.

President Craig that went on to review Warrant W 612. Questions were fielded on Warrant W 612. President Craig requested consensus for Warrant W 612 to be placed in Consent Agenda.

Village Manager Moser informed the Board that the Fire Department would now make a presentation and demonstration of a power lift cart. After their presentation, Chief Haigh explained that having a cart like that would benefit the fire personnel by cutting down on injuries caused by lifting and carrying carts.

Village Manager Moser told the Board that they would like to present preliminary information about the upcoming budget. He told them that the general fund revenues are projected at \$23,700,800 which is \$809,000 under our current fiscal year project revenue which is \$24,500,000. Finance anticipates reductions in revenues related to impacts on a slowdown of the economy which we may not see utilized until the 2011 fiscal year. As Village Manager he said that he is focusing on 3 crucial issues to address in next year's budget which include proposal of building a new police building, increase police staffing with a future goal of 61 sworn officers, and using a number of programs to reduce the downward slope in residential housing prices. He reminded the Board that these items are only recommendations for the upcoming budget.

Regarding the police building topic, he feels it should be built now based on the economy which would give the Village deals on construction and materials costs. That the interest rates are very favorable at this time. Labor costs are competitive due to bids being lowered. This project could stimulate the local economy by having local contractors utilized. He reminded them that the need for this building was addressed over 12 years ago and since then the department has grown in personnel, 9 new officers and an entire code enforcement division has been added. The revised cost estimate to complete all the work is at, and not to exceed, \$19,000,000. Staff's goal is to present to the Board how this building's construction can proceed without additional taxes being incurred by our local tax payers. He also told them that there is some money in the current budget that could be transferred into the building project fund which would lower the amount of money to borrow. Also the bond payment could be structured to begin when two of our other bonds expire on 12/1/2011. Also if the Village uses Bill of America bonds which are available now, we could see a 35 percent rebate on the interest that we pay. The final calculations will be prepared and he would like to come back to the Board on the 19th to present the building to the Board for consideration.

The second major project is the increase in sworn police personnel. In the past PD identified the minimum staffing of sworn officers at 61. In order to achieve this, 4 additional officers need to be approved by the Board. For each new officer the projected cost, including academy, would be \$109,596. Village Manager said they are taking into consideration the savings of salary and benefits from positions that were cut in this past year's budget with an estimated savings difference of about \$360,000 from the eliminated budgets in

the current budget. Also, the future income from red light cameras is being taken into consideration.

The third concern that the Village Manager brought up is that he would like to reverse the trend of decreased residential property values. Finance provided him with information that showed that residential real estate sales in FY09 fell 20.2% from the average sale price of that in FY08. Through October 5, 2009 which is FY10 we are experiencing a 14.9% decrease from the previous fiscal year average. He is trying to identify a number of projects between Engineering, Public Works, and Community Development to try and increase our property values. Some of the items include reconstruction of certain roads, continuation of the arterial fence program, expanded street resurfacing, continuation of SSA projects in Tanglewood, establishment of a new SSA for Hanover Square Condominium complex, continuation of the depressed driveway improvement program, looking at increased levels of maintenance of Village owned and maintained property, Ontarioville area streetscape improvements, increased tree trimming, tree removal and tree planting program, and a consideration of illuminated street signs at major intersections which would include the Village logo. Community Development has 3 TIF districts which we are working to identify to appropriate projects and work with developers to finish construction at Church Street Station, as well as, Hanover Square shopping center.

Another project that the Village Manager would like to focus on is an initiative to work with Village staff on a program that will increase property values, as well as, adding public safety. This program would be to designed to purchase or partially finance the purchase of foreclosed residential properties and then the Village would then take steps to physically improve these properties and then market them for sale to law enforcement officers from many jurisdictions, not just Hanover Park. The overall idea behind this is to provide affordable housing and attractive rental residential housing to law enforcement officers. This would place persons with adequate incomes and with stable jobs into our residential areas, which would also add a crimes prevention/public safety component with trained professionals who could relay this information to the police department. He mentioned that the City of Elgin has a similar program and has been quite successful.

Now Village Manager asked each Department Head to provide a short summary of the projects that they are considering the next fiscal year beginning with Community Development.

Community Development Director Patrick Grill told the Board that they are going to focus on the 3 TIF districts from an economic development standpoint. TIF 2 has a deadline date of December of 2011 and they have an approximate surplus of \$2,000,000 in that fund. That would like to use these funds towards public and private projects which they are currently identifying. With TIF 3, they plan on working with NuCare. Also with a hopeful successor to Church Street Station. Within TIF 4 they are waiting for the consultant to complete a report to identify the revenue available to work with.

From the construction side, they will be overseeing the construction of NuCare site, Hanover Square shopping center, and hopefully the resumption of additional development of Church Street Station.

Also, they will be completing the update to the Zoning Ordinance, with a hopeful deadline of this fiscal year.

They would like to focus on converting their recordkeeping into digital files as opposed to the current microfiche system.

Also they will continue their revised commercial code program.

Community Director Grill mentioned that the Village Manager would be contacting notifying them of the December 3rd deadline for early bird registration for the Vegas ICSC Convention. This early bird registration would save approximately \$80 per person.

Village Engineer Bill Beckman was next to present his projected goals to the Board. He stated that there are 8 projects that would be outlined. The first project is the total reconstruction of Astor Avenue from Narcissus to Briarwood. This is a concrete street reconstruction. Concrete streets are planned for every other year. One additional item he would like to add to this project would be for off street parking, due to this being in a multi-family area, which would accommodate the need for parking in this neighborhood.

The second program is the arterial fence program. Next year's scheduled section would be the east side of County Farm Road, north of Arlington Drive.

The third program will be the continuation of the resurfacing program. Basically the Village spends approximately \$600,000 per year. He would like to see an increase of about \$200,000 to include the streets up in the TIF 2 district.

The fourth program is the final year of the Tanglewood Private Streets, SSA5 program. All streets will have been totally reconstructed in that multi-family area at the end of the fifth and final year.

The fifth project is the NGPL bike path project which will overlap into next year. The contract has been let to Martam Construction and they indicated that they might start part of the project within the next few weeks, but the majority of that work will start in April.

The sixth project is the continuation of the watermain replacement program which usually costs between \$350,000 and \$500,000. Village Engineer explained that this is a much needed project as some of the watermain in the Village is nearing 40 years old and experiencing watermain breaks.

The seventh item is the new SSA for Hanover Square which would be similar

to Tanglewood where the Village would come in and totally reconstruct their private streets/parking area. For this new SSA they would also like dumpster enclosures to be totally reconstructed.

The eighth program would be the continuation of the depressed driveway program. This was an unbudgeted project for this year, but was very successful. To date 11 have been completed with 22 on the waiting list for next year. Village Engineer would like to see 25 budgeted for next year.

Finance Director Lafayette Linear then addressed the Board stating he has 2 items for next year's budget consideration.

The first being the software upgrade to Munis. The cost would be approximately \$598,000 spread over 3 years.

The second item being the E-pay system. This would upgrade our accounting system and our website to receive payments electronically over the website. This would be a big convenience to the residents with very little cost to the Village.

Fire Chief Haigh was next to address the Board. He explained that they would be bringing 3 projects, all of which will be EMS focused, to the Village Board for consideration. The first being the impact the construction of NuCare will have on EMS.

The second being purchases. The first purchase he would like to include is the purchase of the mobile intensive care ambulance was pushed back one year and he would like to bring that forward this year with a request to make a purchase of new ambulance that will be placed in the front line service, pulling one of the older ambulances out of service. The ambulance they would like to replace is a 2000 with 90,000 miles on it. The second purchase he would like the Board to look at is the replacement of the cardiac monitor. He explained that cardiac monitors have a life span between 13 and 15 years, and the one they would like to replace was purchased in 1995 and is at the end of its life.

The third component that Fire will be bringing before the Board is a project that he would like a consultant to provide a report for the following. With the advent of the NuCare project coming into town, he feels there will be a significant impact of emergency services. What he would like to recommend is that the Village provide non-emergency transport for medical needs to NuCare. Normally those services are handled by "private" ambulance services. He feels that by providing them with our service that we would bring in a good amount of funds to complete their transports. There are 2 towns that he is aware of that have this program in place; Burlington, Iowa and Charleston, Illinois. Both towns have reported that they do bring revenue in. Charleston, which is the closest in similarity to Hanover Park, brings in approximately \$1,000,000 in non-emergency revenue on an annual basis. We have talked with a consulting firm that can evaluate this program and their bid is \$12,600 to complete this analysis for us.

Trustee Kaiser asked what would happen if all ambulances were in use for transport when a crisis arose. Fire Chief Haigh said that because these transports are usually scheduled, he would like to add an additional crew to handle those non-emergency transports and not pull from the emergency staff that is on duty on a daily basis.

Fire Chief Haigh said that this is something that the consultant will have to evaluate for us. Also they will have to show that we can actually make money off of this service.

Trustee Cannon asked if this would require an additional vehicle. Chief Haigh said his suggestion would be to keep on the "old" ambulance which is scheduled for replacement and keep that as reserve status. He would use one of the front line units that are rotating down and use that as the transfer truck. If we are able to generate the revenue that Charleston has in the past, then possibly we will be able to purchase a new ambulance by the funds generated from this program.

Human Resources Director Sandra Richard next addressed the Board stating that FY2011's primary focus would be recruiting and collective bargaining. There will be an entry level for police officers. There is also a promotional test that will need to be run for Battalion Chief due to the fact that the list will expire in November 2010. The Teamsters contract will expire April 30th and will be up for negotiations. Also continuing negotiations with police officers and police sergeants. The last item is for in-house training for Village employees.

Next, IT Director George Dimidik addressed the Board. He explained that IT's primary responsibility is to support all other departments. He would like to expand e-mail capability to all employees. This will require that all employees have pc access so it will need to be decided if we set up kiosks throughout the Village or whether it will be by other means.

He also told the Board that we will need to determine the financial system and the current AS400 direction for upgrading purposes.

He told the Board that we will complete the rollout of Office 2007 upgrades explaining that Microsoft pulled support of Office 2003 in April of this year.

IT Director said that our current internet connections will need to be expanded due to our access everywhere and with our ability to communicate electronically. Our current systems are being beginning to run up against capacity.

At the Fire Department, their MDC's are nearing their end of life and will need to be replaced.

IT Director said that he would like to continue with the PC replacement plan to keep our systems current to avoid a large sticker shock when they all need to

be replaced.

He noted that he would like to keep the MDC's in the police department on a replacement schedule of 3 to 4 years.

He would also like to see the on-line payments capability for next year.

IT Director also said that he would like to reduce reliance on printers and move to a more electronic environment.

Chief of Police David Webb addressed the Board and told them that he would like to talk about 2 issues with no dollar amount attached to them. The first is that he would like to formalize what the police department's strategy is and put it into a policing model and publicize it to inform the public of how the police department operates and problem solves. The second initiative is that they are going to be adding a community policing component to their strategy which will include things that they found out over this past summer and that they need a better connectivity with the public.

The Capital type project he foresees is the continuation of planning the new police building as he feels this is important for the growth and success of the police department.

The next item the Chief mentioned was the RMS (Records Management System) which is currently in use in the police department. The RMS was previously funded by the 9-1-1 surcharge. There has recently been a court ruling that says this 9-1-1 surcharge can no longer be used to fund the RMS system so this system will have to be paid by the Village and the approximate contribution cost will be \$14,000.

President Craig asked if there might be a grant available to fund this.

Chief Webb said there is no grant currently available.

The next item the Chief mentioned is the bullet proof vest replacement program. There are at least 28 vests that have expired and will need to be replaced at a cost of approximately \$22,000 and \$24,000.

Staffing was the topic the Chief mentioned. He would like to get to 61 sworn officers. However he informed the Board if one additional officer was hired bringing the number to 58, that 58th officer would be the Crimes Prevention Officer.

The last item the Chief mentioned was the purchase of a new vehicle to be used as a transport van. This transport van would have the capability to move multiple people at one time for hearings which would leave Village squad cars within our jurisdiction to continue patrol.

Public Works Director Howard Killian was next to address the Board. He told

them the first item would be the improved level of maintenance of Village owned right-of-ways. Possible ways of completing this would be by evaluating programs like our branch pick up program.

The next item mentioned was the streambank stabilization program along Irving Park Road and Longmeadow Lane section. This program may possibly be eligible for grant money.

Another item he mentioned would be to look into a new residential scavenger contract. The new contract should be presented to the Board by February or March. Another branch of this topic is the landscape stickers. He feels if these could be purchased so that so residents could place their branches at the curb with their weekly trash pick-up then it would help to decrease the Village's branch program.

Public Works Director Killian would like to see the Ontarioville streetscape improvements brought forward for next fiscal year. He feels because of all the businesses that have located to that area and the way that it is kind of hidden from view, that if the Village maintained and perked up that area with possibly signage and new lights it would give this area a new look. Also, he would like to work with Bartlett to get a bike path along that stretch of roadway.

He mentioned that the meters for the commuter parking lot would need to be replaced. Also that we would see an increase in parking fees which could be paid at the new meters with credit cards, debit cards, or cash.

Director Killian would also like to see the tree trimming and replacement programs be increased. He mentioned that currently tree trimmings are on a 5 – 10 year schedule and because the emerald ash borer has done extensive damage to trees in our town that this schedule had to be modified.

One additional item he noted is that he would like to look at a program that could bring revenue into the Village. He explained that since the fire department has come into the Village the level of maintenance to their equipment has skyrocketed. He feels that if we could bring a new mechanic into shop to handle the fire equipment, then we may be able to work on equipment from neighboring districts as well which would probably not only pay for this mechanic but also bring in revenue to the Village.

Director Killian would like to implement a Go Team. This team would consist of 2 people who are available 24 hours a day and who could respond within an hour. Instead of waiting for a dead animal pick up, a downed tree limb, a sewer back-up, etc., because someone needs to be pulled off a crew, this new team could respond to the resident within 1 hour.

At STP1 he would like to work on getting our zinc numbers down and also look at the digester coding which was pushed from this year into next budget year due to timing.

For Fleet he would like to see an analysis done to see if we are the right size and right composition of our fleet. We need to be sure that the equipment is right for the job that it is being used for.

Another project he would like is to illuminate street signage at major intersections. These would have a cost of approximately \$2,000 to \$6,000 per intersection.

The last item Director Killian mentioned is the continuation of the overhead sewer program. There are approximately 10 people on the waiting list at this time.

Trustee Zimel asked Director Killian if there was any way that residents could drop off their branches at the Village Hall.

Director Killian told him that some residents currently do this. He described the problem with that is that if the Village does not have the time to get to that pile right away then the branches get all intertwined and make the mulching difficult. He said he would like to recommend changing the program so that a resident could call in and we would pick up their brush within a 5 day period.

Village Manager Moser reminded the Village Board that the presentations made by the Department Heads was only preliminary and that Staff would be available for questions regarding any of the above items.

Village Manager told the Board that he be focusing on bringing the new police building's update to the Village Board at the November 19th meeting for direction.

President Craig noted that there will be no board workshop on November 19th but will resume thereafter.

Community Development Director Patrick Grill gave an update to the Board regarding Menards and their use of pennants. Menards requested that the Village revisit their ability to use pennants in town.

Director Grill also mentioned that they are looking at moving forward with a proposed electronic sign message usage amendment to the Sign Code.

Motion for adjournment by Trustee Zimel and seconded.

All Ayes.

Meeting was adjourned at 7:17 p.m.

Recorded and transcribed by,

Eira L. Corral
Village Clerk

Minutes approved by President and Board of Trustees on this ____ day of _____, 2009.

Village President