



# Village of Hanover Park Administration

Municipal Building  
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hpil.org

**Village President**  
Rodney S. Craig

**Village Clerk**  
Eira L. Corral Sepúlveda

**Trustees**  
James Kemper  
Fanny Y. López Benítez  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

**Village Manager**  
Juliana A. Maller

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING 2121 Lake Street, Hanover Park, IL 60133

Thursday, April 16, 2020  
7:00 p.m.

#### MINUTES

#### 1. CALL TO ORDER – ROLL CALL

Village President Craig called the meeting to order at 7:00 p.m.

Roll Call:

PRESENT: Trustees: Prigge, Roberts, Porter, Kemper, López Benítez, Shahjahan

ABSENT: Trustee(s): None

Quorum established.

ALSO PRESENT: Attorney Bernie Paul, Village Manager Maller and Department Heads.

#### 2. PLEDGE OF ALLEGIANCE

Recital of the Pledge of Allegiance.

#### 3. ACCEPTANCE OF AGENDA

Motion by Trustee Kemper and seconded by Trustee Porter to accept the agenda.

Roll Call:

AYES: Prigge, Roberts, Porter, Kemper, López Benítez, Shahjahan

NAYS: None

ABSENT: None

ABSTENTION: None

Motion carried.

#### 4. PRESENTATIONS

a. Proclamation

President Craig acknowledged a proclamation proclaiming May 1<sup>st</sup>, 2020 as Global Love Day honoring the

public cause for Global Love, World Peace, and Universal Joy.

**5. TOWNHALL SESSION**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes

Irene Kempf submitted a public comment noting that due to the COVID-19 outbreak she was looking to be more self-sufficient and would like to know why residents are not allowed to have chickens.

**6. VILLAGE PRESIDENT REPORT – RODNEY S. CRAIG**

President Craig noted that he has been working with Police Chief Menough and the DuPage County Chiefs to reach an agreement that will enable first responders to have information as they are responding to a call as to whether or not they are responding to a home that has active COVID-19 residents. He noted that Cook County has declined participation in this effort.

President Craig thanked staff on maintaining COVID-19 procedures and that he is happy that everyone is healthy.

Motion by Trustee Shahjahan and seconded by Trustee Kemper to approve Consent Agenda by Omnibus vote.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

No objections.

Motion carried.

Trustee Roberts recognized absence at 7:10 P.M.

All matters listed under Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion in the form listed above. There will be no further discussion of these items. If discussion is desired, that item will be removed from Consent Agenda and will be considered separately.

**6-A.1 (C.A.)** Motion to approve the Minutes of the Regular Board meeting of March 5, 2020.

**6-A.2 (C.A.)** Motion to authorize the DACRA software maintenance agreement with DACRA Tech LLC for the of \$28,000 and authorize the Village Manager to execute the necessary documents.

**6-A.3 (C.A.)** Motion to award a purchase order to Superior Road Striping, Inc. for pavement marking in an amount not to exceed \$35,000 and authorize the Village Manager to execute the necessary documents.

**6-A.4** Motion by Trustee Prigge and seconded by Trustee Shahjahan to award a contract for the 2020 Roadway Reconstruction and Water Main Project to Swallow Construction Corporation in an amount not to exceed \$2,365,140.40 and authorize the Village Manager to execute the necessary documents. The fund breakout is \$1,646,822.60 (MFT) and \$718,317.80 (Water and Sewer). Further, authorize the Village Manager to expend a contingency amount not to exceed \$82,341 (5%) for MFT and \$28,732 (4%) for Water and Sewer funds for a total of \$2,476,213.40, for possible change orders for additional work, and authorize the Village Manager to execute the necessary documents.

Finance Director Navarrete noted that an amendment is necessary to correct the fund breakout for the MFT and Water and Sewer portions of the project. She provided summary of the necessary changes and the Board made the following motion.

Motion by Trustee Prigge and seconded by Trustee Porter to amend the fund breakout to \$1,446,822.60 (MFT) and \$ 918,317.80 for (Water and Sewer). Further, authorize the Village Manager to expend a contingency amount not to exceed \$82,341 (5%) for MFT and \$28,732 (4%) for Water and Sewer funds for a total of \$2,476,213.40, for possible change orders for additional work, and authorize the Village Manager to execute the necessary documents.

No discussion.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion to amend is carried.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion carried as amended.

**6-A.5** Motion by Trustee Kemper and seconded by Trustee Prigge to pass a Resolution authorizing Hanover Square LLC to exercise its options to select a fixed rate for the fixed rate period as provided for in the two non-revolving line of credit notes both amended and restated and payable by Hanover Square LLC to Barrington Bank & Trust Company, N.A., all concerning the Hanover Square Redevelopment Project.

Attorney Paul briefed the Board about the interest rate and range of the notes and the advantage to the Village by exercising this option. Discussion.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion carried.

**6-A.6** Motion by Trustee Kemper and seconded by Trustee Prigge to approve Warrant 4/16/2020 in the amount of \$241,505.80.

Trustee López Benítez asked how much the Village has spent on measures for the COVID-19 pandemic. Village Manager Maller noted that the amount spent on that effort is \$62,155.00 in total so far.

No further questions.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion carried.

- 6-A.7** Motion by Trustee Shahjahan and seconded by Trustee Prigge to approve Warrant Paid in Advance (3/22/2020-4/08/2020) in the amount of \$679,943.33.

No questions.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion carried.

- 6-A.8** Motion by Trustee Kemper and seconded by Trustee Prigge to approved February 2020 P-Cards in the amount of \$9,135.27.

No questions.

Roll Call:

AYES: Prigge, Porter, Kemper, López Benítez, Shahjahan  
NAYS: None  
ABSENT: Roberts  
ABSTENTION: None

Motion carried.

## **7. VILLAGE MANAGER'S REPORT – JULIANA MALLER**

### **a. Village Operations Update**

Village Manager Maller spoke to the COVID-19 financial forecast and summarized the steps taken to address the issue. She spoke to a shortfall in the 2020 Budget due to COVID-19 Pandemic. She noted an expected decline through the third quarter of 2020 and a slow recovery in 2021. Furthermore, it was noted that there was an identification of a process that would allow for adjustments as needed in future projections as to account for revenue decline. She noted that although there had been additional expenses for PPE, the projected revenue decline presented the strongest threat. Village Manager Maller noted that the goal was to be flexible in our ability to respond to state and federal measures as the situation advanced. She noted that the current General Fund fund balance stands at 60% and the ongoing goal would be to maintain at least a 50% balance.

Noted that a Declaration of Disaster had been made on March 19, 2019. Noted that it was not clear whether assistance would be received from the Federal or State governments, but the Village has been positioned to apply for grants, if, any become available. It was noted that travel training expenses had been deferred and that several special events had been canceled through the end of June. Future recommendations for event cancelations were expected. Furthermore, the equipment replacement contribution for 2020 was deferred and a full review of capital projects had been conducted with deferral of several selected capital projects.

Village Manager Maller noted that a hiring freeze or delay in hiring may take place, if, conditions worsen. If necessary, the Village has the option to use up to 10% of the General Fund fund balance, short term borrowing from other funds, and reduce the hours of operation. It was noted that the main goal is to preserve cash and the flexibility to use that cash until revenues come in at the end of the year.

Village Manager Maller noted that the projected loss of revenue of \$5,661,600.00 reflecting 16% of the general fund revenue. She provided summary of capital projects funds that could be used by deferring them. Village Manager Maller noted that other capital projects and vehicle replacement purchases placed on hold.

Village Manager Maller noted that tracking of expenditures has been implemented including, but not limited to, the expenses incurred by the purchase of technology i.e., laptops and electronic services, in order to facilitate staff to work from home equaling \$9,521.00, PPE related expenditures equaling \$2,655.00, and staff overtime equaling to \$49, 979.00 for a total of \$62,155.00. She noted that strategic efforts will include continual monitoring of expenses and applying for federal funding and the Village may have a better picture by July.

Village Manger Maller made herself available for questions by the Board.

Village President Craig asked as to the numbers of staff retiring this year. Village Manager Maller noted that those numbers are unknown to her at this time.

Trustee Porter asked Village Manager Maller to expand on the staff overtime expenditure. Fire Department Chief Haigh noted that a small portion of the expenditure will apply to the public works and police department respectively, but that primarily the overtime expenditure is drawing from fire department staff that report for regular duty and then are responsible for an extended 8 to 10 hours to complete other responsibilities assigned to Battalion Chiefs, i.e., health and safety for staff and EMS functions. He noted that these expenditures are being tracked and will be submitted for reimbursement through governmental agencies such as FEMA and Illinois Emergency Management but that no concrete information has come forth by the agencies at this time other than posturing for a future announcement to apply for the relief funds. He noted that he is unsure if the reimbursement will materialize, but that we are applying for relief in hope that it does.

President Craig spoke to the conversations, regarding direct reimbursement to municipalities. He stressed the importance of being diligent with communications to our governor and legislative representatives so he will continue to reach out to them.

Trustee Porter spoke to his webinar participation with the Congressional Black Caucus and Speaker Pelosi and noted that there is an effort to get those relief funds to municipalities with less than a population of five-hundred thousand residents. He also noted that the National Black Caucus of Local Elected Officials in concerted effort with The National League of Cities are also providing support in that effort.

Trustee Shahjahan enquired as to what technology was purchased. IT Director Gerstein noted that the technology equipment purchase consisted of 18 laptops, miscellaneous cables, DocUSign services, and Free ConfrenceCall.com services.

Trustee López Benítez noted that she has been contacted by residents asking if the Village will provide relief packages to residents and/or small businesses in our community. She noted that Elk Grove Village recently announced a 2.8-million-dollar relief package in their community.

Village Manager Maller noted that although the 2020 budget does not include those provisions, we are not conducting any daily shut off procedures or charging late fees. She noted that what Elk Grove Village is doing may not be a doable option for us to provide since we are facing a \$5,661,600.00 in projected revenue loss. Village President Craig noted that Elk Grove Village has revenue streams from sporting events and other resources that we simply do not have and that we are not positioned as such to implement those types of initiatives.

Trustee López Benítez asked if President Craig had any information regarding food pantries, townships and counties, and other social resources that may be able to assist our residents and if those entities are receiving adequate or additional federal or state funding. President Craig noted that the commissioners in both Cook and DuPage counties respectively are very attuned to that but that they have not been focusing on municipality relief.

Trustee Roberts is recognized at 8:01 P.M.

Trustee Roberts noted that, unlike the Village of Hanover Park, Elk Grove Village has the largest industrial park in the country so it would be very difficult for us to provide the same kind of relief. He noted that it is doubtful that neither Cook County nor DuPage County will be able to provide any significant amount of

funds.

Village Manager Maller noted that since we are not a community of over 500, 000 the relief funds were distributed to the respective counties and that it is up to them to decide how they will distribute the funding relief dollars. She noted that there is no information as to how those funds will be distributed.

Trustee Porter spoke to the upcoming webinar that Cook County Commissioner Preckwinkle will host on April 21, 2020 at 4:00 p.m., and that he will provide the information to the Board. He noted that Commissioner Preckwinkle will be addressing the issues in tonight's discussion.

No further discussion.

## **8. VILLAGE CLERK'S REPORT – EIRA L. CORRAL SEPÚLVEDA**

Village Clerk Corral Sepúlveda encouraged all to continue the observation of social distancing and sheltering in place guidelines. She spoke to the COVID-19 safety measures as they apply to businesses and enquired what the Village is doing, or can do, to monitor and enforce the wearing of a mask in public and maintain the social distancing recommendation.

Village Manager Maller noted that the Village has no means of doing that and that it is the responsibility of the establishment. She noted that the Village is monitoring open businesses and ensuring that they are a business that is considered essential. If the business is not on the list of essential businesses, then they are informed that they may not conduct business at this time.

Village Clerk Corral Sepúlveda noted that she has received concerns from residents about businesses who are not adhering to the safety guidelines and asked what or how we are able to enforce. She was encouraged to ask people emailing her to call 911 directly by Police Chief Menough.

Village Clerk Corral Sepúlveda spoke to the 2020 Census outreach and said that she will share the event information with the Board. She encourages all who have not yet filled out their 2020 Census to do so.

Village Clerk Corral Sepúlveda thanked all for their condolences on her uncle's passing and thanked all who congratulated her on her primary election to MWRD Commissioner for Cook County.

## **9. CORPORATION COUNSEL'S REPORT – BERNARD Z. PAUL**

No report.

## **10. VILLAGE TRUSTEES REPORTS**

### **10-A. BOB PRIGGE**

Trustee Prigge spoke to the NW Municipal Conference where the topic of discussion was in relation to their budget and noted that they are reviewing ways in which to assist municipalities during this unprecedented time.

### **10-B. RICK ROBERTS**

Trustee Roberts spoke to his concern regarding "police state" enforcement procedures like the incident on the internet of a man that was dragged off a bus by two police officers for not wearing a mask in Philadelphia. He noted that-that is a very disturbing video and expressed the danger in that type of enforcement.

### **10-C. HERB PORTER**

Trustee Porter spoke to how our police staff can respond to non-emergency calls and if we have a separate

number for non-emergency situations. President Craig explained that DUCOM (a single system) is set up to handle all calls through 911.

Trustee Porter enquired about lowering our flag to half-mast in honor to those who have lost their lives to COVID-19. It was explained by Fire Department Chief Haig, that there is a State and Federal protocol relating to the lowering of the flag. He noted that the fire department manages the task of lowering the flag when instructed to do so by the State or Federal government and added that there has been no request to lower the flag in reference to that yet.

**10-D. JAMES KEMPER**

Trustee Kemper noted that he too has recently lost a loved one and that he sympathizes with what Village Clerk Corral Sepúlveda is going through.

**10-E. FANNY LÓPEZ BENÍTEZ**

Trustee López Benítez thanked Deputy Village Manager Webb for his assistance with the Immigrant COVID-19 Resource Guide and noted that it is being very well received and that it is very useful.

Trustee López Benítez noted that she completed her Census form and urged all who have not yet completed the 2020 Census to do so.

Trustee López Benítez provided condolences to Trustee Kemper and Village Clerk Corral Sepúlveda on the loss of their loved ones.

**10-F. SHARMIN SHAHJAHAN**

Trustee Shahjahan thanked Village Clerk Sepúlveda and Deputy Village Manager Webb for the efforts on the 2020 Census project.

Trustee Shahjahan suggested that a virtual workshop be coordinated where each elected official can have a discussion and share with each other the areas that they have been working on independently, like the webinars presented by National League of Cities (NLC). She noted that NLC has cancelled their conferences through the summer.

Trustee Shahjahan noted that many of our businesses have not been able to access the Paycheck Protection Program primarily due to the banks putting in many roadblocks in terms of processing. She suggested that the Village reach out to our local banks to discuss this issue.

**11. EXECUTIVE SESSION**

None scheduled.

**12. ADJOURNMENT**

Motion by Trustee Roberts and seconded by Trustee Shahjahan to adjourn.

Voice vote: All Ayes.

Motion carried: Meeting adjourned at 8:29 P.M.

Recorded and Transcribed by Eira L. Corral Sepúlveda Village Clerk  
Minutes approved by President and Board of Trustees on this: 7th day of May 2020.