



# Village of Hanover Park Administration

Municipal Building  
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**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JENNI KONSTANZER  
JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**VILLAGE MANAGER**  
JULIANA A. MALLER

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street  
Hanover Park, IL 60133

Thursday, December 20, 2012  
6:00 p.m.

### MINUTES

#### 1. CALL TO ORDER-ROLL CALL

Mayor Craig called the meeting to order at 6:08 p.m.

Roll:

PRESENT	Trustees: Kemper, Konstanzer, Zimel, Roberts
	Mayor: Craig
ABSENT	Trustees: Cannon, Kunkel
ALSO PRESENT	Village Manager Juliana Maller, Village Attorney Paul, and Department Heads.

#### 2. ACCEPTANCE OF AGENDA

Motion by Trustee Zimel, seconded by Trustee Kemper to accept agenda.

Roll call:

AYES:	Trustees: Kemper, Konstanzer, Zimel, Roberts
NAYS:	Trustees: None
ABSENT:	Trustee: Kunkel, Cannon

#### 3. REGULAR BOARD MEETING AGENDA ITEM REVIEW

None

#### 4. DISCUSSION ITEMS

- a. Purchasing and Procurement Card Policies  
Village Manager, Juliana Maller, briefed the board and staff on the purchasing policy needing to be approved by the board and the procurement card policy is an internal administrative policy being provided for informational purposes.

Trustee Zimel questioned and it was answered that staff has provided positive feedback on using a procurement card rather than using a personal card and getting reimbursed.

Finance Director, Rebekah Young, discussed process and policy.

Questions were fielded and answered.

- b. Adjustment to Fines and Fees  
Village Manager, Juliana Maller, reviewed proposed increase to fees.

Questions were fielded and answered.

- c. Hanover Square Construction Manager Contract  
Village Manager, Juliana Maller, noted that the next step in working on upgrades to the Hanover Square Shopping Center is to hire a construction manager. The request for proposal process was completed and it was narrowed to two construction management firms. After interviewing both firms the Village has selected Innovative Solutions and currently in the process of drafting the contract.

Public Works Director, Howard Killian, briefed the board on the contract process with a construction manager.

Questions were fielded and answered.

- d. Waiver of Permit Fees for Little City Foundation  
Village Manager, Juliana Maller, briefed the board on previous discussions held regarding waiving permit fees for the Park District and government/non-for-profit entities. The contractor is requesting waiver of permit fees for installation of a furnace at a home in Hanover Park. Discussion was held on the work being funded by the federal government and the fees being a business cost for the contractor. Direction was given to not waive the fee.

## **5. STAFF UPDATES**

- a. Hanover Square Update  
Village Planner, Katie Bowman, provided an update to the Hanover Square Shopping center meeting with the management company as well as an update to the ongoing maintenance at the property.

Questions were fielded and answered in regards to the sign.

**6. NEW BUSINESS**

None

**7. ADJOURNMENT**

Motion by Trustee Zimel, seconded by Trustee Kemper, to adjourn meeting.

Roll call:

AYES:	Trustees:	Voice Vote; All Ayes
NAYS:	Trustees:	None
ABSENT:	Trustee:	None

Motion carried: Meeting adjourned at 7:11 p.m.

Recorded and transcribed by:

Eira L. Corral  
Village Clerk

Minutes approved by President and Board of Trustees on this: 10th day of January 2013.