

MEETING: SPECIAL BOARD OF TRUSTEES MEETING  
VILLAGE OF HANOVER PARK

DATE: MARCH 16, 2009

LOCATION: MUNICIPAL BUILDING  
2121 West Lake Street  
Hanover Park, IL 60133

President Craig called the Meeting to Order at 7:32 P.M. and noted this was the continued meeting from March 9, 2009.

PRESENT: Trustees Lori Kaiser, Robert Packham , Wesley Eby, William Manton, Toni Carter (arrived at 7:57 p.m.) and President Rodney Craig

ABSENT: Joseph Nicolosi

ALSO PRESENT: Village Manager Marc Hummel, Mark Masciola, Howard Killian, George Dimidik, Jim Binninger, Joan Rock, Tom Dahl, Patrick Grill, Sandra Vincent Richard, Bill Beckman and Kim Benedix

Mr. Hummel noted this was a continuation of the budget meeting. He commented that we had already reviewed the Police and Fire Departments and General Fund revenues. He then distributed an updated exhibit showing the head count. He re-emphasized there was a reduction of three full-time positions: the plumbing inspector position was eliminated, a part-time permit coordinator position was eliminated, a re-assignment of duties of the Health Officer, and re-titling of the Property Maintenance Inspection to a Building Inspector. He noted in the Information Technology Department, the IT Manager position was eliminated, a transfer of an employee from Engineering to IT as the Applications Systems Analyst (new title) and the re-titling of the Network System Administrator to Senior IT Technician. He stated in Public Works, they eliminated a Building Maintenance Worker II, and transferred the Office Systems Coordinator in Engineering to IT, and transferred one of two Administrative Secretaries partially from Public Works to Engineering. He noted this saved approximately \$234,000 in the Corporate fund and with Water & Sewer and the Parking Lot fund, we realized a total savings of \$292,000.

He continued with the Public Works Department which included several divisions (Administration, Streets, Forestry, Building, Fleet, and Engineering) and noted it was 3% less (\$105,000) than the prior year. He stated the Streets Division was down 7%, with extraordinary costs related to snow removal, and in 2010, he projected an average number of snows. He noted \$15,000 in this division was allocated to the continued residents' sidewalk, curb and gutter replacement program and \$20,000 for removal of debris from street sweeping. It was asked what the \$20,000 included and answered it included the dumping fees for both street and construction debris dumping. Mr. Hummel noted they had allocated the large expenditure for salt under the Motor Fuel Tax (MFT) whereas it had previously been under the General Fund in the Streets Division.

He noted in Forestry they were 1% over the prior year with the continuous level of service including projects such as landscaping and maintenance. He commented that the Emerald Ash Borer (EAB) program was included with 38 ash trees being removed. He stated other programs being monitored were the synthetic turf medians with monies being requested in 2011 and the West Branch of the DuPage River. It was noted monies were taken out of this year's budget from a section on Walnut Avenue, and noted it was being monitored and it could be postponed another year as it was not that critical. Mr. Killian also noted there was a section further down the road that had severe erosion spots that may be looked at this year.

Mr. Hummel continued with the maintenance of right-of-ways with the same allocation as in prior years. He stated the parkway tree account was the same but because of costs, it will be made into a two-year program.

He stated the Public Building Division was 7% less than the prior year due to the elimination of the Building Maintenance Worker II position with savings in the General Corporate fund as well as Water and Sewer fund and Commuter Parking Lot fund.

He stated contractual funds for cleaning materials, the shooting range, HVAC, pest control remained the same. He stated there was less major repair in the capital accounts. Lastly, Fleet Services was 3% greater with an increase in the auto parts account with a reduction in the contractual auto repair. He noted an increase in the Drive Cam system costs with the existing units.

Mr. Hummel stated the Engineering Division was less but the preliminary budget was not fully worked out. He stated the JULIE tickets were up 30%. He stated the Village Engineer was responsible for the following: Arterial Fence program at \$70,000; Flooding areas including the Grand Duell swale at \$20,000 and Cinema Drive storm sewer at \$25,000. He also noted two locations needed corrective measures for minor costs at Weathersfield Way in Schaumburg releasing water at a greater rate (by Orchard) and a second situation at Church Street by the Park District property where a 5" restrictor was installed allowing the pond to hold more water.

He continued regarding the lighting at the Astor Avenue parking lot and stated that the Astor Avenue street reconstruction would be re-paved next year and the lighting would be reconfigured to place lighting in better locations at the time of the reconstruction project. It was noted this was not eligible for stimulus STP (Surface Transportation Program) but this would begin in 2011. He noted the last project for Engineering was the 4<sup>th</sup> year of a 5-year program at the SSA #5 Tanglewood private street reconstruction.

Trustee Carter arrived at 7:57 p.m.

Mr. Hummel stated Community Development was 8% (\$75,000) less than prior year due to the elimination of a full-time and part-time position. Also, he noted with the real estate recession, there was a significant decrease in building

construction. He stated the Economic Development consultant contract would not be renewed. He noted next year there may be a potential TIF evaluation for the east end of Irving Park Road, and CDBG (Community Development Block Grant) consultant services availability.

He stated a big project underway was the comprehensive plan update with Teska for \$130,000 with \$70,000 next and \$60,000 following for the zoning code updates.

Mr. Grill commented that the reduction of the plumbing inspector shifted responsibilities in the department and the single family inspection program created the need for our inspectors to be available to assist the Police Department. He stated it was best to re-title the property maintenance inspector to a building inspector to assume the additional inspections and the inspections for the single family residential program. He noted in terms of the commercial code program, the health officer worked predominately in commercial buildings, the blending of commercial code program fit into his duties at the same time of the health inspection. Mr. Hummel asked that the compensation plan, ranges, and titles would come before the Board at a later time. The Health Officer position was questioned if he had enough time to take on these additional duties and Mr. Grill answered that he had spoken to Frank and he was confident he could take on the commercial code. It was also questioned if we had given thought to having all the inspections through the Fire Department and answered each municipality handled it differently. Mr. Hummel also indicated staffing would be difficult through the Fire Department and it was clarified to look at it being under one department rather than through an inter-departmental cross-over. Housing grants and funding were discussed and being in Cook and DuPage Counties made it somewhat more difficult. Trustee Carter expressed her disappointment in not being kept up-to-date on the pursuit of homeless shelters and our lack of attendance at consortiums. Mr. Hummel indicated that the homeless were not a priority and he would pursue this if it were a directive from the Board. It was pointed out that 200 homes were foreclosed on and there was a concern that it was not a priority with 200 families' lives disrupted. It was noted there would be further dialog regarding this in the future. Clerk Craig mentioned a program where \$15,000 was given to first time buyers to purchase foreclosed homes and live in them and when the home was sold or re-financed, that money would be paid back.

Mr. Hummel continued with the General Government category and that it included Finance, Manager, Legal, HR, Public Information, Special Events, and IT. He noted the overall allocation was down compared to prior years. He noted in IT one of the major initiatives was the continuation of the strategic plan to hire the CIO, and the second step was replacement of existing computer software. He stated the 15-year old asset be replaced by Enterprise Resource Plan (ERP) that significantly added functionality as well as better work flows and enhancements with residents being able to access us via the web. He continued that the CIO was familiar with the MUNIS application and it had been budgeted for \$625,000, starting with the financial aspects continuing in stages. He stated the consultant service reliance would be reduced with the ERP.

President Craig stated that although the program was much needed he was concerned over the amount of money it cost without it going through the bid process and that much being expended in one year.

Mr. Hummel answered that the program would take 18 to 24 months before each section was completed. He also noted it would not be expended in one fiscal year but as each module was added. President Craig asked for a time-line and Mr. Dimidik answered they were working on a time-line with the contract negotiations, utilizing the GFOA to negotiate the contract.

Mr. Hummel stated the replacement purchases included computer replacements, for \$127,900, being brought forth throughout the year based upon actual purchases. Specifics were questioned about the computer kiosk. It was noted it was for HR to apply for positions. Discussion followed on HR software packages and questioned if it would eliminate people from applying who were not computer literate. President Craig asked if there was a bid process in place and answered several quotes were being obtained. He stated he also felt a master plan was needed.

Mr. Hummel continued with the Finance noting it was 5% less than the prior year. He noted allocation for the PACE bus route was for \$24,000. Budgeted allocations were discussed regarding Shelter, Inc., Kasper Program, Park District Youth Assistance Program (YAP) and Wayne Township Youth Services (WAYS). Discussion ensued regarding these programs and helping the residents. It was noted that the Kasper Program had not submitted requests because they had received federal funding. Based upon that it was recommended that those dollars be reallocated reducing Kasper to \$3,000 and adding \$1,500 to YAP making it \$4,000 in order to help those residents in the Spring programs. It was also noted that the Lions Club assisted in the Hanover Park Youth Assistance Program. Mr. Hummel noted the dollar amounts were the same. Trustee Carter stated she was uncomfortable with just the Hanover Park District or Wayne Township when there were several other districts or townships. President Craig noted this should be looked at strategically in the future. Mr. Hummel clarified that the Kasper Program would be eliminated and Miscellaneous would be entered for \$3,000.

Mr. Hummel stated that Public Information saved approximately \$9,000 by going to a 16-page quarterly publication rather than the current 12-page every other month publication. He noted printing and postage would have cost savings. It was questioned if the publication was needed and Mr. Hummel stated it was still a useful device as not all citizens were computer literate. It was also suggested that the Hi-Lighter be sent on-line. It was also suggested that when the residents signed up they would also be included in receiving the press releases and other pertinent information about the Village. Other suggestions included perhaps a weekly e-newsletter. President Craig was opposed to fewer Hi-Lighters and it was stated it was a policy issue. He polled the Board to keep the Hi-Lighter bi-monthly instead of quarterly until a Communications Plan was developed.

Roll call:

AYES: Carter  
NAYS: Kaiser, Packham, Eby, Manton

The recommended quarterly newsletter will remain.

Mr. Hummel stated Special Events was reduced by \$250,000. He recommended that the Village Awards dinner not be a sit-down dinner and the total amount for the program was \$15,400. The events were discussed regarding solicitation and corporate sponsors, and it was eventually agreed that it would remain as recommended. It was noted, however, that policy should be addressed in the future.

He continued with HR and stated a large allocation was for Police Sergeant testing, something not done each year, with \$12,000 allocated. He also noted the employee recognition events were trimmed. He noted we recommended the milestone anniversary program be continued with \$11,200 budgeted. He stated it also depended upon how many employees reached the milestone. He noted the Holiday Luncheon had a very good turnout and the appreciation picnic was well received. Finally, he stated the attendance award program had 29 employees out of 190 who had perfect attendance at \$200 each. He noted this year he had budgeted \$7,000 which would represent 35 individuals. It was questioned if the costs could be reduced a little more instead of \$200 but rather a day off, and Mr. Hummel noted it was not feasible with the Police or Fire Departments because if an individual took a day off, it would require overtime from another individual. It was also noted the \$200 was in the contract.

The Service Recognition program at \$11,200 allocated was questioned. Ms. Richard stated they were in the process of looking at that where an employee received a pin and a gift selection. She stated they were looking at changing vendors but the highest expense was the cost of gold in the pins. It was also questioned if the costs could be trimmed in the holiday lunch.

Mr. Hummel noted there was an increase in the allocation in the legal services due the requirement to bargain public safety contracts this year.

President Craig noted the hour was late. Motion by Trustee Manton and seconded to continue this meeting to a Post-Board meeting on Thursday, March 19, 2009. Voice Vote: ALL AYES.

President Craig continued the meeting at 9:45 p.m. to March 19<sup>th</sup>.

Recorded and transcribed by,

Sherry L. Craig  
Village Clerk

Minutes approved by President and Board of Trustees on this 9<sup>th</sup> day of April, 2009.

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Village President