

MEETING: SPECIAL BOARD OF TRUSTEES MEETING  
VILLAGE OF HANOVER PARK

DATE: FEBRUARY 4, 2010  
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 6:04 P.M.

PRESENT: Trustees Edward J. Zimel, Bill Cannon, Rick Roberts, Lori Kaiser and President Rodney Craig

ABSENT: Joseph Nicolosi, Toni L. Carter

ALSO PRESENT: Village Manager Ron Moser, Heads of Department and Village Attorney Bernard Z. Paul

President Craig opened with Agenda Item review.

President Craig asked for consensus to the Consent Agenda.

Village Manager Ron Moser asked to remove item 6-A.5 since the Police Department Union's Attorney had not sent him the final copy yet. Manager Moser said he would bring the copy to the next Board meeting.

President Craig added items 6-A.9 and 6-A.10 to Consent Agenda.

W 615 in the amount of \$445,772.55 was reviewed and questions were fielded. Warrant W 615 was approved to be moved to Consent Agenda.

SWS 124 in the amount of \$935,298.72 were reviewed and questions were fielded. Warrant SWS 124 was approved to be moved to Consent Agenda

Village Manager Ron Moser introduced Linda Packham, Chairman of Sister Cities, to speak on the topic. Packets were handed out to the Board.

Linda Packham discussed the purpose of the Sister Cities Committee and, as part of the Sister Cities International, a representative of your community as a global citizen. Ms. Packham noted the committee and residents interested in forming a new Sister City and discussed the possible structure. She said she would like to keep the current activities in the budget. Ms. Packham reviewed the activities.

Linda Packham presents new opportunities in developing Sister City Relation in Mexico. She notes that both groups have an interest in education. She elaborates on current projects the committee has with the Cape Coast Sister City and how this is a similar model to be used by Mexican Sister Cities.

Questions were fielded and answered about the budget.

It was questioned by Trustee Cannon and answered by Ms. Packham on what the money would provide and Sister Cities would be willing to increase the

funding for an education scholarship.

It was questioned and answered on the structure and conditions of the school.

Trustee Roberts noted that the veteran's committee would be supportive.

Trustee Cannon asked when the last time an elected official visited and it was answered that it was in 2007 by the Acting Mayor Packham.

President Craig questioned on immunizations and it was answered by Linda Packham that the cost is approximately \$1,000 but to check with individual health insurance.

President Craig suggested that the Sister Cities Committee present a proposal.

President Craig then moved to the next topic, Personnel Board.

Village Manager Ron Moser introduces the item and states that Human Resources is currently updating the Employee Handbook. By statute, there is a Personnel board although it hasn't been active or had persons assigned to it for many years. There have only been two instances since 1982 when it's been used.

Only Classified Service staff members, which make up about 47 out of 190 of the Village's employees, would be eligible under the Board, excluding contract, supervisory roles, seasonal and temporary.

Village Manager Moser recommended, with Wendy Bednarek, eliminating the Board but updating the Employee Handbook. Updates would include Progressive Discipline Policy and add Problem Resolution Policy for suspensions and terminations where employees can seek recourse.

Village Manager Moser noted that since it has been rarely used, it would not be cost effective to keep up with labor laws and training for the three Board members.

It was questioned and answered that the cost to keep the Personnel Board would involve training the Board members by legal attorney and Human Resources.

It was questioned on how eliminating the Personnel Board would affect employee's right and answered that by eliminating and updating the Employee Handbook would allow for more efficiency.

It was questioned and answered that management would be responsible for communicating to employees.

The Board reached consensus to eliminate the Personnel Board.

Village Manager Moser said the next step would be to finish the updating of the

Employee Handbook, which the Board and Village Attorney Bernie Paul would then review.

President Craig then moved to the next topic, Youth Assistance Program.

Village Manager Ron Moser noted that these scholarships are for youth in the total amount of \$4,000 with \$75 per child. Scholarships can be awarded for football, baseball, park district activities and swimming.

Village Manager Moser stated that the Village is in talks with the Hanover Park Park District to take over the clearing and processing of applications for the Youth Assistance Program. Although, they would still give credit to the Village and provide the Board with a report on the scholarships.

Distributing this responsibility to the park district would relieve the Village of the administrative duties of this task.

It was questioned and answered that the amount of money allocated for scholarships is fair.

Trustee Roberts noted that there is a great need for these scholarships and was glad to see the increase.

It was questioned and answered that the guidelines for distributing the scholarship will remain the same once the park district takes over.

President Craig then moved to the next topic, Staff Updates.

Village Manager Moser discussed the final contract with PSA-Dewberry for Design on Police Department building. He mentioned that they had just received it and made minor modifications, namely noting the change in percentage from 8% to 7.75%.

Howard Killian provided history on the building project and bid with PSA-Dewberry. He noted that PSA-Dewberry will be providing three separate bid packets: 1) Demolition 2) Foundation & Site Work and 3) Remainder of the Building. Details are still to be worked out on the garage and shooting range. He stated that Bernie Paul spent considerable time reviewing the legalities of the contract.

Howard Killian commented that during negotiations, the Village was able to cut \$135,000 from the building budget. He noted that the Village did look into other local projects, some of which, for example, the public library, were built by PSA-Dewberry.

It was questioned and answered on whether there was an "apples to apples" comparison.

Trustee Cannon emphasized that he would really like to make sure that the

Village is receiving the best rates, especially in this economy, and perhaps have more comparisons or see what PSA is willing to negotiate.

Motion for adjournment by Trustee Zimel and seconded by Trustee Cannon.

All Ayes.

Meeting was adjourned at 7:25 p.m.

Recorded and transcribed by,

Eira L. Corral  
Village Clerk

Minutes approved by President and Board of Trustees on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Village President