

Village of Hanover Park

Municipal Building
2121 West Lake Street
Hanover Park, Illinois
60133-4398

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

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Ronald A. Moser
Village Manager



VILLAGE OF HANOVER PARK

VILLAGE BOARD

REGULAR WORKSHOP MEETING

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

Thursday, December 16, 2010
6:00 p.m.

Minutes

1. CALL TO ORDER - ROLL CALL

Roll:

PRESENT

President:

Rodney Craig

Trustees:

Zimel, Cannon, Roberts

ABSENT

Trustees:

Carter, Kaiser, Nicolosi

ALSO PRESENT

Village Manager Ron Moser and Department Heads.

2. ACCEPTANCE OF AGENDA

Motion by Trustee Zimel, seconded by Trustee Cannon to accept the Agenda.

AYES:

Trustees:

Zimel, Cannon, Roberts

NAYS:

Trustees:

None

ABSENT:

Trustees:

Carter, Kaiser, Nicolosi

3. AGENDA ITEM REVIEW

Manager Moser requested discussion of Agenda Item 6-A.10 and consideration of placing item on Consent Agenda.

4. STRATEGIC PLANNING

Chief Haigh advised Board members regarding staff efforts to pull together and script out operational objectives of the plan. Chief Haigh introduced discussion of the Mission Statement, Vision and existing Slogan. Board members discussed and agreed on updated language for Mission Statement; discussion continued regarding specific language to be used in the Vision Statement of the Village; Board members discussed the value of the current Slogan and the appropriate method for finalization of script.

5. POLICE BUILDING UPDATE

Public Works Director Howard Killian provided an update on construction progress, cold weather challenges, removal of fuel tanks, proposed steel work, and upcoming bid opening.

Director Killian advised Board members regarding waiving the sealed bid requirement to accept Leopardo's proposal with the understanding of active recruitment of residents. Questions by Board members were fielded and responded to. Director Killian provided the recommendation to pursue the competitive bidding process, as employment for Village residents would not be guaranteed and it would be more favorable for the Village. He noted that Leopardo did intend to be a part of the bid process. The Board supported staff's recommendation.

6. BOARD MEMBER CONCERNS

Trustee Cannon requested information on the plan for furnishings for the new building. Director Killian responded on the plan for using existing furnishings where possible and the anticipated need to purchase new items, as needed; budgeted amount for new furnishings for project is \$440,000.

Trustee Zimel requested information regarding the distribution method for NLC Prescription cards. Director Wendy Bednarek advised Board members of proposed method.

7. DISCUSSION TOPICS

See item 5.

8. STAFF UPDATES

Manager Moser introduced discussion on three items: 1) Natural Gas Consortium 2) Update on position of Assistant Finance Director 3) Update of Employee Handbook.

1) Manager Moser briefed Board members on the existing involvement of the Village in the Natural Gas Consortium and the Village's decision to stay in the Consortium or withdraw. He has been in contact with a member of the Steering Committee who is involved in Nicor negotiations and individual community assessments. Manager Moser will know more after his meeting on December 17, 2010 and will report back to the Board on January 6, 2011.

2) Manager Moser advised Board members that staff feels it needs to proceed with this position.

Director Bednarek advised Board members that the advertisement will occur over the New Year's weekend and potential start date in early March, 2011. Director Lafayette Linear advised Board members that the Assistant Director position will be responsible for the supervision of six front desk clerks and the Director will supervise three accountants. Director Linear summarized the activities of the Finance Department. Trustees concurred with staff recommendation and authorized staff to proceed with hiring process.

Director Bednarek introduced a discussion of the proposed Employee Handbook and the proposed policy modifications. She further commented on the potential elimination of the Personnel Board, vacation policy changes, and wage and salary policy changes. Trustee Zimel introduced discussion on supervisor bonuses and approval process by Village Manager with the involvement of Board members. Board members recommended their preference to leave the policy as is. Changes to Handbook will be brought to the next Board members for final review.

Director McGhinnis advised Board members of the potential for a Village sponsored business website and its function for promoting local businesses. Costs to develop and maintain would be \$1,500 for setup with an annual fee of \$3,000 with a guaranteed three year commitment. Questions and comments were fielded.

9. ADJOURNMENT

Motion by Trustee Zimel, seconded by Trustee Cannon to adjourn.

Voice Vote: All Ayes.

Motion carried. Meeting adjourned at 7:25 p.m.

Recorded and transcribed by,

Eira L. Corral /s/
Village Clerk

Minutes approved by President and Board of Trustees on this: 6th day of January, 2011.