

## 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

630-372-4200  
Fax 630-372-4215

Ronald A. Moser  
Village Manager



## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING

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

Thursday, March 17, 2011  
7:30 p.m.

### AGENDA

1. **CALL TO ORDER - ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **ACCEPTANCE OF AGENDA**

4. **PRESENTATIONS/ REPORTS**

Recognition- Hong Kong Fire Services Department  
Commendation- Battalion Chief Jeannine Ames

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.

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

Consent Agenda - Omnibus Vote

Illinois law permits municipalities to adopt by one single unanimous roll-call vote of the Board of Trustees and the Village President a group of designated ordinances, orders resolutions, or motions placed together for voting purposes in a single group. This Omnibus Vote may be made following the following sample motion: ***“I move to approve by omnibus vote items in the Consent Agenda.”***

All items marked with (C.A.) are considered routine and thus are considered to be on the Consent Agenda. Following the motion’s second, a brief discussion may be held about any designated item. If lengthier discussion or debate is needed, any Trustee or the Village President may request any item to be removed from the motion and those items will be considered during the regular course of the meeting as they appear on the agenda.

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 below. 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** Approval of rejection of all bids received for the 2011 Sanitary Sewer Pipe Relining  
**(C.A.)** Project and authorize staff to rebid this project.
- 6-A.2** Approve Purchase Order for One 2011 Solar Tech Message Board to Traffic Control  
**(C.A.)** and Protection in an amount not to exceed \$14,610 and Authorize the Village Manager to Execute All Necessary Documents.
- 6-A.3** Approve Purchase Order for Fifty Personal Computers from Dell in an amount not to  
**(C.A.)** exceed \$75,000 and Authorize the Village Manager to Execute All Necessary Documents.
- 6-A.4** Approve Purchase Order for Microsoft Office Licensing from CDW-G in an amount  
**(C.A.)** not to exceed \$40,000 and Authorize the Village Manager to Execute All Necessary Documents.
- 6-A.5** Approve Purchase Order for Fourteen Mobile Data Computers from CDS  
**(C.A.)** Technologies in an amount not to exceed \$60,000 and Authorize the Village Manager to Execute All Necessary Documents.
- 6-A.6** Pass Resolution Authorizing an Intergovernmental Agreement Between the County  
**(C.A.)** of DuPage and the Village of Hanover Park for Mowing Along County Roads and Right of Way.
- 6-A.7** Approve Agreement with Sikich, LLP Certified Public Accountants and Business  
**(C.A.)** Advisors, for Auditing Services and for it to Conduct the Annual Financial Statement Audit of the Village for the Fiscal Year Ending April 30, 2011 with an Option for the Fiscal Years Ending April 30, 2012-2012, and Authorize the Village Manager to Enter into the Agreement with Sikich, LLP.
- 6-A.8** Pass Ordinance Adding A Stop Intersection on Zeppelin Drive at Jefferson Street East.  
**(C.A.)**
- 6-A.9** Approve the Five-Year Contract for Performance Evaluation Software from  
NEOGOV, Inc. in an Amount Not to Exceed \$4,070 per year for the First Three  
Years and a Maximum 5% increase for year Four and Five, and Authorize the Village  
Manager to Execute the Necessary Documents.
- 6-A.10** Discussion- Preliminary Budget Information
- 6-A.11** Approve Warrant SWS151 in the Amount of \$988,776.84.
- 6-A.12** Approve Warrant SW628 in the Amount of \$241,031.89.
- 7. VILLAGE MANAGER'S REPORT- RON MOSER**
- 8. VILLAGE CLERK'S REPORT- EIRA L. CORRAL**

**8-A.1** Waive the Reading and Approve the Minutes of the Regular Board Meeting of March 3, 2011, as Published.

**8-A.2** Waive the Reading and Approve the Minutes of the Board Workshop Meeting of March 3, 2011, as Published.

**9. CORPORATION COUNSEL’S REPORT – BERNIE Z. PAUL**  
No Report Scheduled.

**10. VILLAGE TRUSTEES REPORTS**

**10-A. BILL CANNON.**  
No Report Scheduled.

**10-B. RICK ROBERTS.**  
No Report Scheduled.

**10-C. LORI KAISER.**  
No Report Scheduled.

**10-D. JOSEPH J. NICOLOSI.**  
No Report Scheduled.

**10-E. EDWARD J. ZIMEL JR.**  
No Report Scheduled.

**10-F. TONI L. CARTER.**  
No Report Scheduled.

**11. EXECUTIVE SESSION**  
None Scheduled.

**12. ADJOURNMENT**



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ronald A. Moser, Village Manager  
Howard A. Killian, Director of Public Works

**SUBJECT:** Rejection of Sanitary Sewer Lining Bids

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Staff is recommending the Village Board reject all bids received for the 2011 Sanitary Sewer Pipe Relining project and authorize staff to rebid the project.

**Discussion**

On March 3, 2011, the Village opened bids for the 2011 Sanitary Sewer Relining project, with three bids received. After the bid opening, the Village Clerk's office discovered a bid that was received by the Village prior to the deadline, but was not opened. The Village Attorney has reviewed this situation and recommends the Village Board reject all bids and send the unopened bid back to the vendor. Due to the budget cycle, this project will be shifted to the 2012 Fiscal Year program.

**Recommended Action**

We respectfully request the Village President and Board of Trustees reject all bids received for the 2011 Sanitary Sewer Pipe Relining project and authorize staff to rebid this project.

ck

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ronald A. Moser, Village Manager  
Howard A. Killian, Director of Public Works

**SUBJECT:** Purchase of Message Board

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Fleet Services is requesting the purchase of a portable message board from Traffic Control and Protection of West Chicago in the amount of \$14,610.

**Discussion**

The FY11 Budget includes \$15,000 for the purchase of a solar powered portable message board. This equipment is used as an arrow board to improve safety when working on roadways. We also utilize these units as informational signs for upcoming events or alerts. We received the following quotations.

<u>Vendor</u>	<u>Item</u>	<u>Cost</u>
Traffic Control & Protection, West Chicago	2011 Solar Tech SMIII	\$14,610
Highway Technologies, Villa Park	2011 Addco Full Matrix	\$14,700

We currently have one Solar Tech message board and it has proven to be a very dependable and economical unit.

**Recommended Action**

We respectfully request the Village President and Board of Trustees establish a purchase order to Traffic Control and Protection of West Chicago for one 2011 Solar Tech message board in an amount not to exceed \$14,610 and authorize the Village Manager to execute the necessary documents.

ck

Agreement Name: \_\_\_\_\_

Executed By: Ron Moser


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Daniel McGhinnis, Chief Information Officer

**SUBJECT:** Desktop Computer Replacements

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

The IT Department is requesting to purchase fifty (50) desktop computers for various departments. This purchase is a non-budgeted expenditure in Fiscal Year 2011.

**Discussion**

As part of the established practice of adhering to a maximum four-year replacement program for PC's, these computers will be used to replace older PC's that have already exceeded the four year mark and are currently out of warranty. Currently there are 200 computers village wide and half of them are approximately 7 years of age or older. These systems are currently out of warranty and are starting to fail.

To ensure compatibility and interoperability with current systems, the Village has standardized on Dell for personal computers. The pricing received from Dell by the Chief Information Officer is \$1,321.19 per computer.

This capital item was not budgeted in current budget. At the Board Workshop of March 3, 2011, the Village Board directed staff to bring this item for consideration for purchase during this fiscal year. Due to higher than expected revenues and lower than expected expenses, staff has determined there are sufficient funds in the current fiscal year to cover the cost of these purchases.

**Recommended Action**

The IT Department staff is requesting approval to purchase fifty (50) personal computers from Dell in the amount not to exceed \$75,000.00.

Attachments: Dell Quote

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



# QUOTATION

**QUOTE #:** 576682731  
**Customer #:** 113717413  
**Contract #:** 45ABZ

**Customer Agreement #:** 45ABZ MHEC

**Quote Date:** 3/4/11

**Date:** 3/4/11 7:48:52 AM

**Customer Name:** VILLAGE OF HANOVER PARK

<b>TOTAL QUOTE AMOUNT:</b>	\$68,927.50		
<b>Product Subtotal:</b>	\$68,927.50		
<b>Tax:</b>	\$0.00		
<b>Shipping &amp; Handling:</b>	\$0.00		
<b>Shipping Method:</b>	Ground	<b>Total Number of System Groups:</b>	1

GROUP: 1	QUANTITY: 50	SYSTEM PRICE: \$1,321.19	GROUP TOTAL: \$66,059.50
<b>Base Unit:</b>	OptiPlex 980 Small Form Factor Base Standard PSU (224-7538)		
<b>Processor:</b>	OptiPlex 980, Intel Core i5 Dual Core Processor 650 with VT (3.20GHz, 4M) (317-3683)		
<b>Memory:</b>	4GB,Non-ECC,1333MHz DDR3,2X2GB,Dell OptiPlex 980 (317-3673)		
<b>Keyboard:</b>	Dell QuietKey Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1989)		
<b>Monitor:</b>	No Monitor Selected, OptiPlex (320-3704)		
<b>Video Card:</b>	256MB ATI RADEON HD 3450 Graphics Dual VGA and TV Out, LP,OptiPlex 980 (320-1394)		
<b>Hard Drive:</b>	250GB 2.5,SATA 3.0Gb/s,16MB Data Burst Cache,Dell OptiPlex 980 Small Form Factor/Desktop (342-0682)		
<b>Operating System:</b>	Windows 7 Professional, No Media, 32-bit, Optiplex, English (421-1480)		
<b>Operating System:</b>	Windows 7 Label, Optiplex, Fixed Precision, Vostro Desktop (330-6228)		
<b>Mouse:</b>	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)		
<b>TBU:</b>	Intel Core i7/i5 vPro Technology Enabled,Dell OptiPlex 980 (330-6596)		
<b>CD-ROM or DVD-ROM Drive:</b>	8X DVD+/-RW,Slimline,Data Only,OptiPlex 380 Small Form Factor (313-9274)		
<b>CD-ROM or DVD-ROM Drive:</b>	Roxio Creator Starter,Media, Dell OptiPlex, Latitude and Precision Workstation (421-4540)		
<b>CD-ROM or DVD-ROM Drive:</b>	Cyberlink Power DVD 9.5.1,Media, Dell OptiPlex, Latitude and Precision Workstation (421-5095)		
<b>Sound Card:</b>	No Eco Kit Option,Dell OptiPlex 980 (311-9539)		
<b>Speakers:</b>	Dell AX510 black Sound Bar forUltraSharp Flat Panel DisplaysDell Optiplex/Precision/ Latitude (313-6414)		
<b>Cable:</b>	OptiPlex 980 Small Form Factor Standard Power Supply (313-9337)		
<b>Cable:</b>	Dell Data Protection Access,OptiPlex (421-5078)		
<b>Documentation Diskette:</b>	Documentation,English,Dell OptiPlex (330-1710)		
<b>Documentation Diskette:</b>	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)		
<b>Bundled Software:</b>	Intel i5 Duo Desktop vPro Sticker (330-8519)		
<b>Controller Option:</b>	No RAID, Dell OptiPlex (341-8036)		
<b>Factory Installed Software:</b>	Dell Energy Smart Power Management Settings Enabled Optiplex (330-4817)		
<b>Software Disk Two:</b>	Dell OptiPlex ON,OptiPlex 980 (421-2544)		
<b>Feature</b>	Resource DVD contains Diagnostics and Drivers for Dell OptiPlex 980 (330-7590)		
<b>Service:</b>	Basic Support: Next Business Day Parts and Labor Onsite Response 3 Year Extended (908-2113)		
<b>Service:</b>	Basic Support: Next Business Day Parts and Labor Onsite Response Initial Year (925-2080)		

Service:	Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s) (908-7448)
Service:	Dell Hardware Limited Warranty Plus Onsite Service Initial Year (908-7497)
Misc:	Chassis Intrusion switch, DellOptiPlex (310-6719)
Misc:	Dell Professional Series Widescreen 22 Inch P2210 PLHD, Flat Panel Head ONLY, OptiPlex (320-8375)
Misc:	Dell All-in-One Stand Only, Height Adjustable, VGA/DisplayPort, OptiPlex 980/960 Small Form Factor (330-9173)
Misc:	No Quick Reference Guide, Dell OptiPlex (310-9444)
Misc:	Shipping Material for System Small Form Factor, Dell OptiPlex 960 (330-2031)
Misc:	Mainstream Processor Heat Sink, Dell OptiPlex 980 Small Form Factor (330-7529)
	Dell Back-up and Recovery Manager for Win7, MUI, Latitude, Precision, OptiPlex, Vostro (330-6043)
	MOUSE PAD, MUST BE TIED TO SYSTEM (310-3559)

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
Dell Professional P2211H, Widescreen, 21.5in VIS, HAS, VGA, DVI, Opti/FPWS, Customer Install (320-9509)	15	\$191.20	\$2,868.00
3YR Limited Warranty Monitor, Advanced Exchange (986-4872)	15	\$0.00	\$0.00
Number of S & A Items: 2		S&A Total Amount: \$2,868.00	

SALES REP:	Dustin Tomas Garza	PHONE:	512-513-9051
Email Address:	dustin_garza@dell.com	Phone Ext:	5139051

Please review this quote carefully. If complete and accurate, you may place your order online at [www.dell.com/qto](http://www.dell.com/qto) (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to [www.dell.com/terms](http://www.dell.com/terms) as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).



# QUOTATION

**QUOTE #:** 577123238  
**Customer #:** 113717413  
**Contract #:** 45ABZ  
**Customer Agreement #:** 45ABZ MHEC  
**Quote Date:** 3/8/11

Date: 3/8/11 1:42:53 PM

**Customer Name:** VILLAGE OF HANOVER PARK

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$5,159.99</b>		
<b>Product Subtotal:</b>	<b>\$5,159.99</b>		
<b>Tax:</b>	<b>\$0.00</b>		
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>		
<b>Shipping Method:</b>	<b>Ground</b>	<b>Total Number of System Groups:</b>	<b>1</b>

GROUP: 1	QUANTITY: 4	SYSTEM PRICE: \$1,206.01	GROUP TOTAL: \$4,824.04
<b>Base Unit:</b>	Latitude E6510 Notebook (224-8070)		
<b>Processor:</b>	Intel Dual Core vPro i5-560M, 2.66GHz, 1066MHz 3M L2 Cache, Dell Latitude E6X10 (317-5815)		
<b>Memory:</b>	4.0GB, DDR3-1333 SDRAM, 2 DIMM for Latitude (317-3590)		
<b>Keyboard:</b>	Internal English Keyboard for Latitude E (330-0836)		
<b>Keyboard:</b>	Documentation (English) Latitude E-Family/Mobile Precision (330-1652)		
<b>Video Card:</b>	Intel HD Graphics for Latitude D6510 (320-8805)		
<b>Hard Drive:</b>	250GB Hard Drive 9.5MM,7200RPM, Dell Latitude E (342-0479)		
<b>Hard Drive Controller:</b>	No Fingerprint Reader and No Contactless Smartcard Reader for Latitude E6510 (330-7391)		
<b>Floppy Disk Drive:</b>	15.6" HD (1366 x 768) Anti-Glare LED Display for Latitude E6510 (320-8809)		
<b>Operating System:</b>	Genuine Windows 7 Professional, 32-bit, no media, Latitude, English (421-1643)		
<b>Operating System:</b>	Genuine Windows 7 Label, Latitude, Vostro and Mobile Precision Notebooks (330-6322)		
<b>Mouse:</b>	Slate Silver, Mobile Broadband Ready, Dell Latitude E6510 (313-9913)		
<b>Modem:</b>	No Modem for Latitude E6410, E6510, Precision M4500 (318-0227)		
<b>TBU:</b>	90W 3-Pin, AC Adapter for Latitude E-Family (330-0876)		
<b>TBU:</b>	US - 3-FT, 3-Pin Flat E-Family Power Cord for Latitude E-Family (330-0879)		
<b>CD-ROM or DVD-ROM Drive:</b>	Roxio Creator Starter, No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4539)		
<b>CD-ROM or DVD-ROM Drive:</b>	Cyberlink Power DVD 9.5, No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4370)		
<b>CD-ROM or DVD-ROM Drive:</b>	8X DVD+/-RW for Dell Latitude E6X10 (318-1074)		
<b>Sound Card:</b>	Noise Cancelling Digital Array Microphone for Latitude E6510 (313-9310)		
<b>Processor Cable:</b>	Intel WiFi Link 6200 (802.11a/g/n 2X2) 1/2 MiniCard for VPRO Latitude E/Mobile Precision (430-0755)		
<b>Documentation Diskette:</b>	Intel vPro Technology Advanced Management Features for Latitude E6510 (330-9702)		
<b>Factory Installed Software:</b>	No Resource DVD for Dell OptiPlex, Latitude, Precision (313-3673)		
<b>Software Disk Two:</b>	No Latitude On Reader, Dell Latitude (421-2973)		
<b>Feature</b>	6-cell (60Wh) Primary Battery for Latitude (312-7412)		
<b>Service:</b>	Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response 2 Year Extended (923-1312)		
<b>Service:</b>	Basic Hardware Service: Next Business Day Parts and Limited Labor Onsite Response Initial Year (926-2270)		
<b>Service:</b>	Dell Limited Hardware Warranty Plus Onsite Service Extended Year(s) (909-1218)		

Service:	Dell Limited Hardware Warranty Plus Onsite Service Initial Year (909-1227)
Installation:	Standard On-Site Installation Declined (900-9987)
Support:	CompleteCare Accidental Damage Protection, 3 Year (923-1512)
Support:	Info, Complete Care (988-7689)
	Dell Back-up and Recovery Manager for Win7, MUI, Latitude, Precision, OptiPlex, Vostro (330-6043)
	Intel Core i5 Vpro Processor (330-8014)

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
Nylon 15.6 Carry Case for Latitude and Precision Notebooks, Customer Kit (330-7777)	4	\$29.99	\$119.96
E/Monitor, Flat Panel Monitor Stand for Latitude E-Family/Mobile Precision Customer Kit (330-0874)	1	\$72.00	\$72.00
E/Port Plus, 130W Advanced Port Replicator for Latitude E-Family/Mobile Precision (430-3114)	1	\$143.99	\$143.99
Number of S & A Items: 3		S&A Total Amount: \$335.95	

COMMENTS
NO STIMULUS FUNDING

SALES REP:	Dustin Tomas Garza	PHONE:	512-513-9051
Email Address:	dustin_garza@dell.com	Phone Ext:	5139051

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If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

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**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Daniel McGhinnis, Chief Information Officer

**SUBJECT:** Microsoft Office Licensing

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Currently, the Village is using multiple Microsoft Office Suites (Office 2000, 2003, 2007). Staff would like to standardize on a single platform to allow users a seamless workflow environment.

**Discussion**

Currently there is no standard in place for Microsoft Office Suites and users have to know two different platforms in order to do their job. Staff would like to move everyone to one platform which would allow compatibility with each other, vendor software and outside agencies. A standardized platform allows IT to push fixes and upgrades more effectively. Support from IT would be more efficient due to less confusion on what platform the user is on. Setting up and movement of PCs would also become more efficient. Security patches from Microsoft for Office 2000 is no longer provided. It was discontinued July 2009. CDW was awarded the State Contract for Microsoft Licensing and the IT Department would like to complete the Village's standardization of Microsoft Office by purchasing the remaining licensing in the amount not to exceed \$40,000.

This capital item was not budgeted in current budget. At the Board Workshop of March 3, 2011, the Village Board directed staff to bring this item for consideration for purchase during this fiscal year. Due to higher than expected revenues and lower than expected expenses, staff has determined there are sufficient funds in the current fiscal year to cover the cost of these purchases.

**Recommended Action**

We respectfully request the Village President and Board of Trustees approve the purchase of Microsoft Office Licensing from CDW-G and authorize the IT Director to execute the necessary documents.

Attachments: CDW Quote

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

CDW CDW-G CDW Canada

Your Account Manager **Scott Mulligan** ▾

Shopping Cart 0 Items Support Log Off



Shop CDW-G

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Quote #  Find It

To forward this quote, click "Send quote to an associate." To convert this quote to an order, click "Add to Cart."

Quote Information

[Send quote to an associate](#)

Quote #: WRN6417

Status: Open

Quote Date: 3/8/2011

Contact: DAN MCGHINNIS

Description: MS OFFICE PRO QUOTE

Need Help?



Contact  
**Scott Mulligan**  
Phone: (877) 434-8491  
Fax: (847) 968-1746  
[E-Mail quote to Scott](#)

Billed From Address

CDW Government Inc.  
230 N. Milwaukee Ave  
Vernon Hills, IL 60061

(800) 594-4239

Billing Address

DAN MCGHINNIS  
ATTN: VILLAGE OF HANOVER PARK

2121 W LAKE ST  
HANOVER PARK, IL 60133-4301

(630) 372-4246

Shipping Address

VILLAGE OF HANOVER PARK  
DAN MCGHINNIS  
2121 W LAKE ST  
HANOVER PARK, IL 60133-4301

Payment Method

MasterCard/Visa Govt

Shipping Method

Electronic Drop Ship

Product	Contract	CDW	Mfg Part #	Qty	Price	Ext. Price
Microsoft Office Professional Plus 2010 - license	Microsoft Software Select	2077260	79P-03586	123	\$316.41	\$38,918.43
<b>Sub-Total</b>						\$38,918.43
<b>Shipping:</b>						\$0.00
<b>Grand Total</b>						\$38,918.43

\*Tax may change if this quote is amended by your account manager.

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**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Daniel McGhinnis, Chief Information Officer

**SUBJECT:** Purchase of Mobile Data Computers for Police Vehicles

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

The IT Department is requesting to purchase fourteen (14) mobile data computers (Panasonic Toughbook 31) for Police Department and Fire Department vehicles.

**Discussion**

The Police Department currently has twenty-seven (27) mobile data computers (MDC's) installed in their vehicles. The Fire Department currently has ten (10) mobile data computers installed in their vehicles. The MDC's allow personnel working the street to access a wide variety of information including LEADS, which is used to obtain information through the Secretary of State regarding license plate information, drivers' license information and any criminal background information on subjects. The MDC's also allow personnel on the street to communicate with and receive information from dispatch. Personnel also uses the computers to access the Employee Portal which contains a large amount of information that is beneficial to personnel working on the street. Due to the constant use and exposure to the varying temperatures, the computers tend to start breaking down after approximately three years and need to be replaced.

This capital item was not budgeted in current budget. At the Board Workshop of March 3, 2011, the Village Board directed staff to bring this item for consideration for purchase during this fiscal year. Due to higher than expected revenues and lower than expected expenses, staff has determined there are sufficient funds in the current fiscal year to cover the cost of these purchases.

**Recommended Action**

The IT Department staff is requesting approval to purchase fourteen (14) mobile data computers with state bid pricing from CDS Technologies in the amount of \$60,000.00.

Attachments: CDS Quote

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



**CDS Office Technologies**  
 780 Belden Avenue, Suite A  
 Addison, Illinois 60101  
 United States  
<http://www.cdsofficetech.com>

Quotation	
<b>Date</b>	Mar 8, 2011 10:48 AM CST
<b>Doc #</b>	427223 - rev 1 of 1
<b>Description</b>	CF-31AADAA1M
<b>SalesRep</b>	Ketchum, Michael (P) 630-305-9034
<b>Customer Contact</b>	Menough, Mike (P) 630-372-4407 mmenough@hanoverparkillinois.org

**Customer**  
 THE VILLAGE OF HANOVER PARK (15800)  
 2121 W LAKE ST  
 HANOVER PARK, Illinois 60133-4398  
 (P) 630-372-4200

**Bill To**  
 THE VILLAGE OF HANOVER PARK  
 PAYABLE, ACCOUNTS  
 2121 W LAKE ST  
 HANOVER PARK, Illinois 60133-4398  
 (P) 630-372-4200

**Ship To**  
 THE VILLAGE OF HANOVER PARK  
 MENOUGH, MIKE  
 2121 W LAKE ST  
 HANOVER PARK, Illinois 60133-4398  
 (P) 630-372-4200

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item	Description	Part #	Qty	Tax	Unit Price	Total
1	Panasonic Toughbook 31 Win7, Intel Core i5-520M 2.40GHz, vPro, 13.1" XGA Touch, 250GB, 2GB, Intel WiFi a/b/g/n, TPM, Bluetooth, Single Pass (WWAN), Emissive Backlit Keyboard, Gobi, No Drive, Toughbook Preferred	CF-31AADAA1M	14	No	\$4,025.00	\$56,350.00
<b>ACCESSORIES</b>						
2	Panasonic Memory - 2 GB - SO DIMM 204-pin - DDR3 - unbuffered - non-ECC	CF-WMBA902GF	14	No	\$121.00	\$1,694.00
<b>Subtotal:</b>						<b>\$58,044.00</b>
<b>Tax (0.000%):</b>						<b>\$0.00</b>
<b>Shipping:</b>						<b>\$0.00</b>
<b>Total:</b>						<b>\$58,044.00</b>

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**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ronald A. Moser, Village Manager  
Howard A. Killian, Director of Public Works

**SUBJECT:** DuPage County Right-of-Way Mowing

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Approve a Resolution authorizing an intergovernmental agreement with DuPage County Division of Transportation for mowing along County Farm Road and other rights-of-way.

**Discussion**

Each year the Public Works Department undertakes the mowing of various roadsides in DuPage County which are under the jurisdiction of the County. The County reimburses the Village \$14,959 annually for this work. The roadways include portions of Army Trail Road, Greenbrook Boulevard, County Farm Road and Schick Road. Attached is a copy of the three year agreement with the County.

Public Works uses Village crews for Greenbrook Boulevard, Schick Road and parts of County Farm Road, and contractual for Army Trail and the remainder of County Farm Road.

**Recommended Action**

Staff recommends the Village President and Board of Trustees approve a Resolution authorizing an intergovernmental agreement between the County of DuPage and the Village of Hanover Park for mowing along County roads and rights-of-way and authorize the Mayor and Clerk to execute the documents.

ck

attachments: Resolution  
Intergovernmental Agreement

Agreement Name: Intergovernmental Agreement Between the County of DuPage and the Village of Hanover Park for Mowing Along County Roads and Rights of Way

Executed By: Rod Craig and Eira Corral

**RESOLUTION NO. R-11-**

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF HANOVER PARK FOR MOWING ALONG COUNTY ROADS AND RIGHT OF WAY**

BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of Hanover Park, Illinois, that the INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF HANOVER PARK is hereby approved and the Village President is hereby authorized and directed on behalf of the Village of Hanover Park to enter into said Agreement and the Village Clerk is directed to attest thereto, a copy of the Intergovernmental Agreement is attached hereto and made a part hereof as Exhibit "A."

Passed this 17<sup>th</sup> day of March, 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
Village President

Attest: \_\_\_\_\_  
Village Clerk

INTERGOVERNMENTAL AGREEMENT  
 BETWEEN THE COUNTY OF DU PAGE AND THE VILLAGE OF HANOVER PARK  
 FOR MOWING ALONG COUNTY ROADS AND RIGHTS OF WAY

This intergovernmental agreement (hereinafter referred to as "Agreement"), entered into as hereinafter set forth, by and between the County of DuPage, a body corporate and politic of the State of Illinois (hereinafter referred to as the "COUNTY") and the Village of Hanover Park (hereinafter referred to as the "VILLAGE"), a municipal corporation. The COUNTY and the VILLAGE are hereinafter individually referred to as a "party" or together as the "parties."

WITNESSETH

WHEREAS, the COUNTY and the VILLAGE are authorized by the 1970 Illinois Constitution, Article VII, Para. 10 and the Intergovernmental Cooperation Act 5 ILCS 220/1 et seq., to contract with each other; and

WHEREAS, the VILLAGE agrees to mow grass, weeds and other vegetation along certain roads and rights of way which are within the maintenance jurisdiction of the COUNTY and within the corporate limits of the VILLAGE as follows (hereinafter referred to as "COUNTY MOWING"):

COUNTY MOWING

<u>Route Number</u>	<u>Highway Name</u>	<u>Location</u>
11	Army Trail Rd.	Kuhn Rd. to West Village Limits, North Side Only.
11	Army Trail Rd	Kuhn Rd. to 1 block east of County Farm Rd., South Side Only.
29	Green Brook Blvd	County Farm Rd. to U.S. Rte. 20
43	County Farm Rd.	Army Trail Rd. to U.S. Rte. 20
50	Schick Rd.	County Farm Rd. to East Village Limits

; and

WHEREAS, the COUNTY and the VILLAGE have determined that it is in the best interest of the citizens of DuPage County and the residents of Hanover Park for the VILLAGE to provide mowing along the above listed County Highways subject to the following GENERAL CONDITIONS AND SPECIFICATIONS:

GENERAL CONDITIONS

1. The VILLAGE shall visit the site of the proposed work, and shall investigate, examine and familiarize itself with the premises and conditions relating to the work to be done in order that it may understand the difficulties and restrictions required to complete the work to be done under this Agreement.
2. The VILLAGE shall furnish all labor, materials, equipment and transportation necessary to complete five (5) cycles and two (2) intermediate mowing(s) as necessary of COUNTY MOWING per year for three (3) years under the terms and conditions herein set forth. All materials and equipment shall be in strict compliance with the specifications hereinafter set forth; however, if no specifications are set forth for particular materials or equipment such material or equipment shall be of such specifications as are reasonably necessary and appropriate to carry out the terms and conditions of this Agreement. All labor and transportation shall be performed in accordance with the highest professional and technical standards in the field.
3. At the sole option of the COUNTY, the VILLAGE shall furnish all labor, materials, equipment and transportation necessary to complete an additional cycle of COUNTY MOWING, or of any portion or portions of said COUNTY MOWING, under the terms and conditions herein set forth. The COUNTY shall give written notice to the VILLAGE of the portion or portions of roads and rights of way to be mowed during the additional mowing cycle not less than seven (7) days prior to the required starting date.
4. The safety of persons and property of the VILLAGE, the COUNTY, and the general public is of primary concern, and shall take priority over all other terms and conditions of this Agreement.
5. All equipment and materials furnished by the VILLAGE shall meet or exceed all safety standards for mowing prescribed by O.S.H.A. The VILLAGE agrees, covenants, and understands that the VILLAGE bears sole liability for any injury or damage caused by the VILLAGE under this Agreement and that the COUNTY shall not accept any liability whatsoever from the VILLAGE except where any injury or damage is caused by the COUNTY.
6. The VILLAGE shall, at all times, fully indemnify, hold harmless and defend the COUNTY, County Officers, agents, employees and board members from any and all claims and demands, actions and causes of action of any character whatsoever, made by any person or party on account of negligent or malicious acts of the VILLAGE, their contractors or persons otherwise associated with the VILLAGE growing out of the performance of the terms and conditions of this Agreement.

7. At all times during the period of this Agreement, the VILLAGE and, if applicable, their contractor shall maintain the following insurance coverage(s), or be self-insured to cover the following:
- (a) Worker's Compensation Insurance in the statutory amounts.
  - (b) Employer's Liability Insurance in an amount not less than five hundred thousand (\$500,000.00) dollars each accident/injury and five hundred thousand (\$500,000.00) each employee/disease.
  - (c) Commercial General Liability Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) dollars excess liability in the annual aggregate injury/property damage.
  - (d) Commercial Automobile Liability Insurance with minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).
  - (e) The coverage limits required under subparagraphs (c) and (d) above may be satisfied through a combination of primary and excess coverage. The VILLAGE shall not allow any contractor to commence work until all the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractor's insurance including endorsements shall be provided by the VILLAGE to the COUNTY immediately upon request. Additionally, the VILLAGE shall include in all of its contracts a statement expressly declaring the COUNTY to be a third-party beneficiary of the insurance requirements provided for in this insurance section.
  - (f) It shall be the duty of the VILLAGE to provide to the COUNTY, copies of the VILLAGE's Certificates of Insurance, as well as all applicable coverage(s) and endorsements, before the work that is a part of this Agreement can proceed.
  - (g) The insurance required to be purchased and maintained by the VILLAGE and if applicable; their contractor, shall be provided by an insurance company acceptable to the COUNTY, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded

will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY.

- (h) It is the duty of the VILLAGE to immediately notify the COUNTY if any insurance required under this Agreement has been cancelled, materially changed, or renewal has been refused, and the VILLAGE shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of the required insurance coverage, the COUNTY shall notify the VILLAGE that the VILLAGE can proceed with the work that is a part of this Agreement. Failure to provide and maintain the required insurance coverage could result in the immediate cancellation of this Agreement, and the VILLAGE shall accept and bear all costs that may result from the cancellation of this Agreement due to the VILLAGE's or if applicable, their contractor's failure to provide and maintain the required insurance.
- (i) The VILLAGE's and if applicable, their contractor's insurance as required by paragraphs (c) and (d) above shall name the COUNTY, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The County of DuPage, its officers, and employees are named as additional insured(s) as defined in the Commercial General Liability Insurance and Commercial Automobile Liability Insurance policies with respect to claims arising from the VILLAGE's performance under this Agreement."
- (j) If the VILLAGE will be using their own forces for the work covered in this Agreement, the VILLAGE shall inform the COUNTY in writing following execution of this Agreement. If, however, the VILLAGE will be hiring a contractor for the work covered in this Agreement, the VILLAGE shall inform the COUNTY in writing following execution of this Agreement and shall provide a copy of said contract to the COUNTY upon request.

- 8. The terms and conditions of this Agreement may be amended or supplemented by written statement of the parties to make such amendment or supplement. The parties agree that no oral change

orders will be allowed and that no claim based upon any purported oral change order shall be made.

- 9. The terms and conditions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- 10. All State and Federal Laws insofar as applicable to COUNTY contracts shall be hereby specifically made a part of this Agreement as set forth herein.
- 11. This Agreement shall be governed by the laws of the State of Illinois. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this Agreement, shall be the judicial circuit court for DuPage County.
- 12. In the event, any provisions of this Agreement is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the Agreement. The remainder of this Agreement shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- 13. This Agreement may be terminated at any time by submission to the other party of written thirty (30) days advance notice served by certified or registered mail, return receipt requested, properly addressed with postage prepaid and said notice shall be effective upon receipt as verified by the United States Postal Service, to the following addresses:

FOR THE VILLAGE:

Public Works Director  
Village of Hanover Park  
2121 Lake Street  
Hanover Park, Illinois 60103

7839

FOR THE COUNTY:

County Engineer  
DuPage County  
Division of Transportation  
421 North County Farm Road  
Wheaton, Illinois 60187

- 14. This Agreement shall remain in full force and effect after execution by the parties as set forth below until November 15, 2013, unless terminated by thirty (30) days written notice to the other party as referenced above.

SPECIFICATIONS

- 1. All grassy areas heretofore set out in COUNTY MOWING shall be mowed from the edge of shoulder or back of curb to the right of way line. Median and island areas are also included as part of this Agreement and shall be mowed back to back of curb.

2. Grass shall be mowed to the height of three (3) inches.
3. All mowing shall be performed in a manner to produce a finished appearance which is acceptable to the COUNTY. Such acceptability shall be based upon the reasonable application of professional standards in the mowing industry. The opinion of the DuPage County Division of Transportation Highway Operations Manager shall constitute prima facie evidence of a reasonable application of such professional standards.
4. Hand-cutting or cutting along fences and guardrails is included as part of the Agreement.
5. Hand-cutting around landscaping and other obstructions within the right of way shall be part of this contract. Grass cuttings shall not be allowed on roadways or curbs. Large grass clumps shall not remain on cut areas. Such cuttings or clumps shall be removed or blown clean.
6. Pick up of typical roadway trash (bottles, cans, paper, plastic bags, and miscellaneous small debris) will be the responsibility of the VILLAGE and shall be included in the cost of mowing. Any areas where materials are encountered that would not be classified as "typical roadway trash" should be referred to the DuPage County Highway Operations Manager for removal.
7. Damage caused by the VILLAGE to turf areas shall be repaired to the satisfaction of the DuPage County Highway Operations Manager prior to payment for the cycle in which damage occurred.
8. The VILLAGE shall protect all work sites with proper traffic control as specified in the current "Manual of Uniform Traffic Control Devices" and applicable standards as included in these special provisions, and appropriate at any particular site. The safety of employees and the public shall be of primary concern.
9. Roadways shall be kept open to traffic in both directions at all times. The loading and unloading of materials and/or equipment shall be done in a protected area completely off the traveled roadway. If it is necessary for a slow moving piece of equipment to travel for a short distance along the roadway, this piece of equipment shall be accompanied by a properly equipped escort vehicle during the entire time that it occupies any portion of the traveled roadway. The escort vehicle shall be equipped with an amber-colored, rotating-type warning light mounted on or above the cab of the escort vehicle. The escort vehicle shall also be equipped with two (2) amber colored flashing lights mounted to the rear of the escort vehicle at a minimum height of six (6) feet.
10. No equipment or material shall be stored on the pavement or shoulders at any time.

11. The starting date for each year's mowing cycle shall be no later than the following:

First Mowing - May 1

Second Mowing - June 1

Third Mowing - July 1

Fourth Mowing - August 1

Fifth Mowing - September 15

Two (2) intermediate mowings are to be completed as weather and grass conditions warrant.

12. The COUNTY shall pay the VILLAGE \$2,137 within forty-five (45) days of receipt of invoice after the completion of each mowing cycle of 21.37 acres.
13. The final invoice for all mowing shall be submitted no later than November 15<sup>th</sup> of each year for the term of this Agreement.
14. Additions or deductions to the mowing acres may be required during the mowing season and will be done at the sole discretion of the COUNTY. Additions or deductions will be made to the payment due for a mowing cycle at a unit price of One Hundred Dollars per acre (\$100.00 per acre). The DuPage County Division of Transportation will notify the VILLAGE in writing, of any additions or deductions made in the mowing cycle acres.

WHEREAS, this Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which shall be deemed one in the same instrument.

WHEREAS, this Agreement shall become effective on the day on which both parties hereto have executed this document.

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed by their duly authorized officers and to be

attested to and their corporate seals to be hereunder affixed.

COUNTY OF DU PAGE

Signed this \_\_\_\_ day of \_\_\_\_\_, 2011, at Wheaton, Illinois.

\_\_\_\_\_  
Daniel J. Cronin, Chairman  
DuPage County Board

ATTEST:

\_\_\_\_\_  
Gary A. King, County Clerk

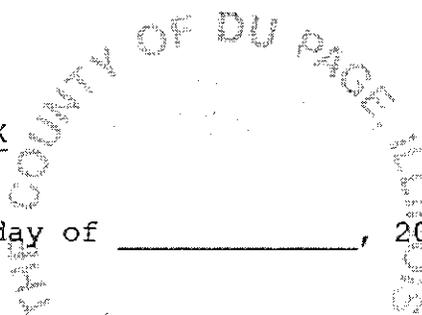
VILLAGE OF HANOVER PARK

Signed this \_\_\_\_ day of \_\_\_\_\_, 2011, at Hanover Park, Illinois.

\_\_\_\_\_  
Rodney S. Craig, President  
Village of Hanover Park

ATTEST:

\_\_\_\_\_  
Eira Corral, Village Clerk  
Village of Hanover Park





**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Lafayette Linear, Director of Finance

**SUBJECT:** Selection of an accounting firm to provide professional auditing services

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Staff is requesting the Village President and Board of Trustees enter into an agreement with Sikich, LLP, Certified Public Accountants and Business Advisors as the Village's Auditors to conduct the annual financial statement audit of the Village for the fiscal year ending April 30, 2011 with an option for the fiscal years ending April 30, 2012-2014, and authorize the Village Manager to enter into an agreement with them, a copy of which is attached.

**Discussion**

The Village President and Board of Trustees directed staff to issue a Request for Proposal (RFP) for professional auditing services to audit the financial statements for the fiscal year ending April 30, 2011 with an option of also auditing fiscal years 2012, 2013 and 2014.

The following is a summary of the proposals received:

	FY			
	2011	2012	2013	2014
Sikich	\$ 33,660	\$ 34,725	\$ 35,850	\$ 36,975
Wolf and Company	\$ 34,600	\$ 35,300	\$ 36,100	\$ 36,800
Baker Tilly	\$ 35,775	\$ 36,490	\$ 37,220	\$ 37,960

Staff reviewed the proposals and interviewed all three firms and determined that they all met the requirements of the RFP. During the interview process, we were impressed with the credentials and the non-auditing services that Sikich offered. In our opinion, Sikich will provide an in-depth and detailed audit. We recommend Sikich who was also the low bidder.

Agreement Name: Letter of Engagement

Executed By: Ron Moser, Village Manager

**Recommended Action**

Staff is requesting the Village President and Board of Trustees pass a motion approving the agreement with Sikich, LLP, Certified Public Accountants and Business Advisors, for auditing services and for it to conduct the annual financial statement audit of the Village for the fiscal year ending April 30, 2011 with an option for the fiscal years ending April 30, 2012-2014, and authorize the Village Manager to enter into the agreement with Sikich, a copy of which is attached hereto.

Attachments: Sikich Letter of Engagement



Members of American Institute of  
Certified Public Accountants

998 Corporate Boulevard • Aurora, IL 60502

March 3, 2011

The Honorable President  
Members of the Board of Trustees  
Village of Hanover Park  
2121 W. Lake Street  
Hanover Park, Illinois 60133

Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide the Village of Hanover Park for the year ended April 30, 2011. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village of Hanover Park as of and for the year ended April 30, 2011. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI) to accompany the Village of Hanover Park's basic financial statements. As part of our engagement, we will apply certain limited procedures to the Village of Hanover Park's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual, for the General Fund and any major special revenue funds.
3. Schedule of Funding Progress and Schedule of Employer Contributions for the Illinois Municipal Retirement Fund, Sheriff's Law Enforcement Personnel, Police Pension Fund, Firefighters' Pension Fund, and Other Post-Employment Benefit Plan.
4. Notes to Required Supplementary Information.

Supplementary information other than RSI also accompanies the Village of Hanover Park's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1. The Combining and Individual Fund Financial Statements and Schedules.
2. Supplemental Schedules
3. Schedule of expenditures of federal awards, if applicable

Village of Hanover Park  
March 3, 2011

Page 2

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

1. Introductory Section
2. Statistical Section

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

**Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

The non-attest services expected to be performed during our audit of the financial statements as of and for the year ended April 30, 2011 as specified in the Village's *Request for Proposal* are as follows:

1. Prepare seventy-five (75) hard copies and one electronic copy (.pdf) of the comprehensive annual financial report (CAFR) of the Village (report covers, dividers, introductory section, Management's Discussion and Analysis, and certain statistical section information to be provided by Village).
2. Prepare fifteen (15) hard copies of the management letter, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement.
3. Prepare six (6) copies of the Annual Financial Report (AFR) filed with the County Clerk and State Comptroller (one electronic and five hard copies).
4. Prepare fifteen (15) hard copies and one (1) electronic copy of the audit reports on compliance with Public Act 85-1142 (TIF).
5. Prepare fifteen (15) copies of the Single Audit Report (if required).
6. Assist in completing and filing the required application and supporting documents to apply for the Certificate of Achievement for Excellence in Financial Reporting.

Village of Hanover Park  
March 3, 2011

Page 4

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for monitoring ongoing activities, to help ensure that appropriate goals and objectives are met. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Hanover Park and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is also responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the representations provided to us at the completion of the audit.

**Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

**Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

Village of Hanover Park  
March 3, 2011

Page 6

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and OMB Circular A-133.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Hanover Park's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Village of Hanover Park's major programs. The purpose of those procedures will be to express an opinion on the Village of Hanover Park's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

#### **Audit Administration, Fees, and Other**

We understand that the Village will provide us with the basic information required for our audit, including information specified in the *Client Assist Workpaper Listing, Preliminary Fieldwork* and in the *Client Assist Workpaper Listing, Final Fieldwork* (to be developed and delivered to the Village at the conclusion of preliminary fieldwork), and that the Village is responsible for the accuracy and completeness of that information.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

At the conclusion of the engagement, we will complete the appropriate sections of and electronically certify the Data Collection Form, if applicable, that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

Village of Hanover Park  
March 3, 2011

Page 7

The audit documentation for this engagement is the property of Sikich LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to granting agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release or for any additional period requested by the Village. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our preliminary fieldwork in May 2011 with final fieldwork scheduled to begin in July 2011 or when the client assist workpapers are prepared, and to issue our reports in preliminary form no later than August 2011. Final reports will be issued upon your approval of the preliminary drafts. Dan Berg is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these services will not exceed \$27,360 for the Village; \$3,700 for the Single Audit (if required); \$1,900 for the TIF compliance report; and \$700 for the comptrollers annual financial report. This includes out-of-pocket costs such as report reproduction, postage, etc. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed (specify expected deliverable). You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to one times the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

Village of Hanover Park  
March 3, 2011

Page 8

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comments received during the period of the contract. Our 2008 peer review report accompanies this letter.

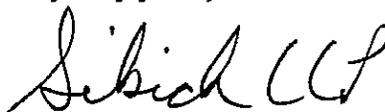
If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

We appreciate the opportunity to be of service to the Village of Hanover Park and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Sikich LLP

By: Daniel A. Berg, CPA

Partner

RESPONSE:

This letter correctly sets forth the understanding of the Village of Hanover Park.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

HEINOLD-BANWART, LTD.  
Certified Public Accountants



Riverfront Office Center · 2400 N. Main Street · East Peoria, IL 61611-1795 · Tel 309.694.4251 · Fax 309.694.4202

July 23, 2008

To the Partners  
Sikich LLP

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) in effect for the year ended March 31, 2008. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included, among others, audits of Employee Benefit Plans and engagements performed under Government Auditing Standards. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with the firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selective tests, therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of lack of compliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP in effect for the year ended March 31, 2008, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

*Heinold-Banwart, Ltd.*



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
William Beckman, Village Engineer

**SUBJECT:** Zeppelin Drive Stop Sign

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

Pass the attached ordinance adding a stop intersection on Zeppelin Drive at Jefferson Street East.

**Discussion**

Staff is recommending a stop sign for westbound Zeppelin Drive traffic at Jefferson Street East. Currently only southbound Jefferson Street East traffic and northbound Jefferson Street East traffic have stop control. Staff feels that by stopping westbound traffic on Zeppelin at the intersection, the intersection will function in a safer condition, especially given the proximity of the Zeppelin and County Farm Road intersection. The addition of the stop sign will make this intersection consistent with the traffic control at Goddard and Jefferson Street East, which is an identically configured intersection several blocks north of the intersection in question.

**Recommended Action**

We are requesting that the Village Board pass the attached ordinance adding a stop intersection on Zeppelin Drive at Jefferson Street East.

attachment: Ordinance adding a stop intersection on Zeppelin Drive at Jefferson Street East

Agreement Name: \_\_\_\_\_

Executed By: Village President

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADDING A STOP INTERSECTION ON ZEPPLIN DRIVE AT  
JEFFERSON STREET EAST**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois as follows:

**SECTION 1:** That Section 62-10-101 of the Municipal Code of Hanover Park, as amended, be and is hereby amended to read as follows:

"It shall be unlawful to drive any vehicle proceeding on the street listed in Column A into the intersection of the street listed immediately opposite in Column B without first bringing such vehicle to a complete stop:

<u>Column A</u>	<u>Column B</u>
Westbound on Zeppelin Drive	Jefferson Street East

**SECTION 2:** That the Village Clerk be and is hereby directed to publish this ordinance in pamphlet form.

**SECTION 3:** This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner and form required by law.

**SECTION 4:** Any person, firm, or corporation violating any provision of this ordinance shall be fined not less than seventy-five (\$75.00) dollars nor more than seven hundred fifty (\$750.00) dollars, and each day a violation continues shall be considered a separate violation.

ADOPTED this    day of    , 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this    day of    , 2011

\_\_\_\_\_  
Village President

ATTESTED, filed in my office, and  
published in pamphlet form this  
day of    , 2011

\_\_\_\_\_  
Village Clerk



## Village of Hanover Park

## AGENDA MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager  
Wendy Bednarek, Director of Human Resources

**SUBJECT:** Performance Evaluation Software

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 17, 2011

**Executive Summary**

The Village has been utilizing a software product called Performance Impact Workplace for our performance evaluations for over 13 years. In 2008, Vurv Express Inc., (previously KnowledgePoint) stopped providing software updates and customer support. If issues arise today we do not have the ability fix the program or to recuperate data in case of a loss. Furthermore, since the software was developed many years ago, it is very slow, does not allow customizations or flexibility, and is extremely cumbersome to use. In fact, very frequently, we are faced with operational malfunctions of the software. Unfortunately, due to our inability to solve these issues, we have the user (management and supervisors) do manually what the software otherwise would do automatically.

Based on those concerns with our existing software, staff researched performance evaluation software providers and is making a recommendation to purchase new software for the Village.

**Discussion**

During the months of December 2010 and January 2011 staff had the opportunity to participate in three (3) performance evaluation software online demonstrations. Overall, all companies offer a comparable product including:

- customizable workflows terminology and reviews,
- competency and goal library,
- employee self-appraisal,
- ability to attach documents such as training,
- disciplinary actions or letters of recommendation,
- performance history reports,
- automated e-mail alerts to users ensuring timely completion of appraisals,
- hierarchical routing approval path,

Agreement Name: NEOGOV Contract

Executed By: Village Manager

- unique user ID's that can be customized to assign different access rights to different employee roles, etc.

Furthermore, all companies offer a Web based software and unlimited space allocation in their database. Application is hosted and maintained on their servers, minimizing internal IT support and resources usage. All companies provide a high level of security, data encryption and regular backup with no extra cost.

Following is a summary of each company's pricing:

**NEO GOV – Performance Evaluation (PE)**

Description	1 <sup>st</sup> year and renewals
Annual recurring License Subscription \$18.50 per employee – 220 employees*	\$4,070
System implementation and configuration	\$0
<b>Total</b>	<b>\$4,070</b>
<b>Additional cost for training</b>	\$2,000 (promotional discount)

\* Price remains the same for 3 years from 3/15/2011 – 3/14/2014.

After 3 years the price increase is capped at 5% for 2 additional years from 3/15/2014 to 3/14/2016.

**HRN Management Group – Performance Pro**

Description	1 <sup>st</sup> year	Renewals
License for 220 employees (\$39.75 each)	\$8,745	\$3,235 (37% of the then current license count - \$14.70 each)
Online Administrative User Training Session (up to 20 participants)	\$375	
Train the Trainer Materials	\$395	
<b>Total</b>	<b>\$9,515</b>	<b>\$3,235</b>
<b>Additional cost for training</b>	Online Appraiser/Employee Training Session (up to 20 participants) \$375	
	Employee On-Demand Training Module (unlimited use for one year) \$299	
	Day(s) of Onsite Training (travel expenses additional) \$2,350	

**Cytiva Software Inc. - Sonic Perform**

Description	1 <sup>st</sup> year	Yrs 2-3 per year
License for up to 400 employees*	\$6,100	\$6,100
System implementation and configuration	One-time fee \$1,200	
	<b>Total \$7,300</b>	<b>\$6,100</b>
<b>Additional cost for consulting and training</b>	Webinar style training is \$250.00 per each session	
	Onsite training is \$2,000 per day plus travel expenses	
	Train the Trainer is \$2,000 per day plus travel expenses	

*\*Price is based on a 3 year contract*

Staff is recommending purchasing the software from NEOGOV. The Village also currently uses NEOGOV Insight Enterprise as our online applicant tracking, recruiting, selection and reporting system and is very pleased with their customer service and technical support. In addition to the very competitive pricing as well as a 5-year rate guarantee, NEOGOV also provides additional features the others do not. The specific software features:

- Provides automated organizational chart;
- Easy implementation (the majority of definition tables, users and agency preferences will be imported from the current applicant system (Insight));
- Low learning curve, simple features and easy to navigate;
- Provides software enhancements every five (5) weeks;
- Most importantly PE integrates with our current applicant tracking system "Insight Enterprise". The integration facilitates internal process, while saving staff time and ensuring accurate and consistent information is transferred from the recruitment process to the performance evaluation system. In addition, management and supervisor training should be a seamless process, once staff is already familiar to the look and feel of the current applicant track software.

Lastly, an approved capital purchase not to exceed \$10,000 was available in FY10 and was not carried over into the new year due to staffing changes. Consequently this purchase is an unbudgeted item in FY11. Staff has determined funds are available in FY11 to make the purchase.

**Recommended Action**

Staff respectfully requests the Village President and Board of Trustees accept the five-year contract for Performance Evaluation Software from NEOGOV, Inc. in an amount not to exceed \$4,070 per year for the first three years and a maximum 5% increase for years four and five, and authorize the Village Manager to execute the necessary documents.

Attachments: NEOGOV Performance Evaluation Purchase Addendum  
 HRN Management Group Performance Pro Proposal  
 Sonic Perform Price Proposal

Addendum

**Performance Evaluation Purchase**

**Customer:**

**Bill To:**

<u>Village of Hanover Park</u>	<u>Village of Hanover Park</u>
--------------------------------	--------------------------------

<b><u>Quote Date:</u></b>	<u>1/25/2011</u>	<b><u>Revision:</u></b>	<u>1</u>
<b><u>Valid From:</u></b>	<u>1/25/2011</u>	<b><u>Order Number:</u></b>	
<b><u>Valid To:</u></b>	<u>3/17/2011</u>	<b><u>Initial Term:</u></b>	<u>12 Months</u>
<b><u>Requested Service Date:</u></b>	<u>TBD</u>		

**Order Summary**

<u>Item</u>	<u>Prorated License</u>	<u>One-time Price</u>
<u>1.0 Performance Evaluation module</u>		
<u>1.1 *Annual recurring License Subscription \$18.50 per employee – 220 employees</u>	<u>\$4,070.00</u>	
<u>1.2 &amp; 1.3 Training and Provisioning</u>		<u>\$2,000.00</u>
<u>Promotional discount</u>		<u>(\$2,000.00)</u>
<b><u>TOTAL:</u></b>		<b><u>\$4,070.00</u></b>

This agreement is effective upon execution

\*Time Sensitive discounted pricing

\* Price remains the same for 3 years from 3/17/2011 -- 3/16/2014. After 3 years the price increase is capped at 5% for 2 additional years from 3/17/2014 to 3/16/2016.

## 1.0 NEOGOV Performance Evaluation (PE)

### 1.1 PE Subscription License

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Goal Library
- Competency Modeling
- Shareable Competency Content
- Goal Copying
- Ability to Re-use Goals
- Org Charts
- 360 Feedback
- Reports
- Archiving Forms
- Uploading Content
- Configurable Workflow
- Ability to Design Custom Forms
- Form Templates
- Selectable Color Palettes
- Configurable Rating Scales
- Batch Form creation
- Goal Alignment
- Goal Hierarchy
- Development Goals.
- Writing Assistant –Shared Content

Additionally, during the term of the subscription, the Customer will be provided:

#### Product Upgrades to Licensed Software

Agencies receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months

### 1.2 PE Provisioning

The following activities are conducted as part of the NEOGOV PE implementation

- Assign a NEOGOV project implementation specialist
- Conduct project kick off, review implementation plan, discuss deliverables timeline, and set schedule for weekly implementation meetings
- Configure performance evaluation forms
- Establish your agency's performance evaluation production environment
- Direct integration with the NEOGOV Insight Enterprise platform

### 1.3 PE Training

Training is a one-time cost and includes unlimited instructor led Online training including an assigned NEOGOV Implementation Consultant.

Addendum

**Order Form Terms and Conditions:**

(1) The Customer agrees that the payment schedule is as follows:

- One hundred percent (100%) of the License Subscription is payable within thirty (30) days of execution of this Addendum. ~~(\$4,070.00)~~

<b><u>Customer</u></b>		<b><u>NEOGOV, Inc.</u></b>	
Signature:	_____	Signature:	_____
Print Name:	_____	Print Name:	Scott Letourneau
Title:	_____	Title:	President
Date:	_____	Date:	_____

**ADDENDUM**

---

**Order Detail****1.0 NEOGOV Performance Evaluation (PE)****1.1 License Subscription****Subscription to NEOGOV's Performance Evaluation Software (PE)****Unlimited Customer Support (6:00 AM – 6:00 PM PT)**

Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

**Product Upgrades to Licensed Software**

Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months.

**1.2 Provisioning**

The following activities are conducted as part of the Performance Evaluation implementation. Conduct a project kick off meeting to review the project timeline, deliverables, and establish project expectations  
NEOGOV will establish an Agency-specific training environment that will be used during training and post-training to allow the Agency to learn the system.

**1.3 Training**

NEOGOV will conduct on line instructor led training. NEOGOV will provide all required user exercises and user guides to the Agency.

Following the training, your agency will have full access to the training environment. Additionally, your agency has full access to our Customer Support Help Desk during the training to help new users fully utilize Insight. Our existing customers find that this unique implementation approach enables their users to become familiar with Insight in a safe environment, promoting system use and leading to a more successful rollout.

NEOGOV<sup>TM</sup>  
Expect more.<sup>TM</sup>

Performance Evaluations (PE)  
Demonstration

Hilary Harris

**Mission:** To improve the services delivered to society

## Enterprise Workforce Management System for Public Sector

### Insight Enterprise

- Online application, applicant tracking, recruiting, selection/testing and reporting system

### Testing Management System

- Item bank creation, test creation and statistical analysis and reporting

### Performance Evaluation System

- Align individual performance with strategic agency objectives

100% Web Based  
650 Government Agencies & Higher Ed

**NEOGOV PE – 3 key features**

- 1. Identify and communicate expectations**
- 2. Motivate high performers & help employees who need improvement**
- 3. Ensure performance evaluations are completed on time**

## Identify and communicate expectations

- Information at finger tips with self service portals for employees and managers:
  - Goals
  - Competencies (individual and agency-wide)
  - Progress
  - Past Evaluations

**Motivate high performers**

- Reports identify top performers
- Create development plans to grow competencies
- Track progress and advancement

**Identify underperformers and help them improve**

- Create development plans to improve competencies
- Recognize low performer's progress and provide an audit trail for termination if necessary

**Ensure performance evaluations  
completed on time**

- **Keeping employees/managers engaged and on track with:**
  - **Email Alerts**
  - **Access to track progress and completion**
- **Ease of use including writing assistants, access the past evaluations, spell check**

## NEOGOV Differentiators

- Configurable workflows (anniversary, calendar year, probation, and more!)
- Integration with Insight Enterprise
- Shared Content
  - Competency Library
  - Goal Library
- Government/Higher Ed specific network, templates, and best practices

# Why agencies select NEOGOV?

**NEO GOV™**  
Expect more.™

## Quick and Seamless Implementation

- Average 6 Week Implementation
- < 2 Hours IT Effort to Implement
- < 12 Hours Hands-on Effort to Learn System
- Over 90% Customer Satisfaction Rating

## Highly Professional and Knowledgeable Staff

- 26 Years of Public Sector HR and Support Experience
- 50+ Years of Software Development and Design Experience
- Subject Matter Experts on 100+ Account Portfolios

# Proven Results

## Customer Success

- Strong Network of Public Sector Agencies to Leverage
- Online Tutorials & Customer Documentation
- Shared Supplemental Question and Notice Templates
- Documented "Best Practice" Processes
- Bi-Weekly Customer Conference Call Minutes

## Highly Configurable

- Highly Configurable Screens and Workflow
- Proven Success Leads to "Lower Risk" for new Agencies



Human Resources Services  
and Solutions Since 1989

**Performance Pro 3**

Coming 2010

*New Features and Capabilities Overview*

**performance<sub>pro</sub>**



Performance Management  
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[www.hrnonline.com](http://www.hrnonline.com)





### Evaluate Goals

Performance Pro / Appraisals

#### Evaluate Goals

Overview Evaluation

Goals	Weight
✓ Become a team player	25%
Report weekly on progress	15%
Retain 98% of customers	15%
Attend monthly staff meeting	15%

Goal

3.75

Employee

4.5

Manager

4.5

n.a.

**Description: Public Appearances**

Sed feugiat mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna for a libero. Fusce vulputate eleifend sapien. Vestibulum

**Action Steps**

Name of the action step	Rating:	3.5
	Due:	12/31/2009
	Completed:	12/31/2009

Find a few local training providers, compare pricing, and sign up for the next available training course in town.

Name of the action step	Rating:	3.5
	Due:	12/31/2009
	Completed:	12/31/2009

Find a few local training providers, compare pricing, and sign up for the next available training course in town.

Name of the action step	Rating:	3.5
	Due:	12/31/2009
	Completed:	12/31/2009

Find a few local training providers, compare pricing, and sign up for the next available training course in town.

5 - Perfect: Lorem ipsum dolor sit amet, consectetur adipiscing con mode ligula eget dolor. Aenean massa. Cum sociis natoque walsch

New to Performance Pro 3 is a complete goal library. Customize the content or add your own. Organization goals can be easily added, cascaded, and linked to other goals.

#### New features

- Autosave when advance to next goal
- Mark individual goals as non-applicable
- Evaluate goal Action Steps
- Link employee goals to an organizational wide goal
- Add goals to an employee from the company's goal library
- Increased goal display flexibility

### Set/Edit Goals

Performance Pro / Employee Documents

#### Goal Tool

Current Future Goal Library

#### Set/Edit Future Goals

Weight	Name
20%	Pass CPA Certification
19%	Conduct internal audit of all departments
20%	Hire accounting assistant for payroll
20%	Schedule training course for CA CPA Accreditation
99%	Total Goal Weight must equal 100%

Overall Goal Weight: 50%  
Overall Factor Weight: 50%

Add New Copy Admin Delete

**Goal Info**

Name: Review internship program

Description:

**Details**

Default weight: 50%

Due date: 02-01-2010

Lock name & description:

Lock weight:

Lock due date:

Lock goal to employee:

Hide goal to employee:

Action Steps

### Evaluate Action Steps

Goal Action Steps

Goal: CPA Exam 2009

Goal Weight: 25%

Due Date: 12/31/2009

Description: To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy

Goal Action Step	Due Date	Rate
Audit Test Preparation	05/31/2009	3.5
Pass Business Calculus 415	05/30/2009	4.0
Sign up for exam	10/31/2009	--
Final mock exam	11/04/2009	--

Pass Best Accounting Practices 405

Description: But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the

Due Date: 12/31/2009

Completion Date: 07/31/2009

Rate: 3.0



### Customized Summary Screen

Performance Pro / Appraisals

#### Summary Comments

Employee Appraiser Multi-Appraiser

View Current Appraisal Sean McCullough (Appraiser 1)

Comments:

Observations:

Agree to EUSA:

Anniversary: 01-01-2009

E-Mail Address: ssterephino@acme.com

Languages: English, French, German, Mandarin Chinese

Country of Birth: England

Department: Accounting

Type of unit:
 

- Agency
- Branch
- Branch

Employee Appraisal Info

Position: Help Desk Specialist

Appraisal Period: 01/01/2009 - 12/31/2009

Appraisers: Sean McCullough, Sophia Schneider

The new Summary Comments screen allows the AU to create custom screens for each user type (appraiser, employee, multi-appraiser). Customize each view to meet specific performance management needs.

#### New features

- 3 different customized screen options
- 6 available field types including:
  - Comment boxes
  - Single line
  - Checkboxes
  - Dates
  - Drop down
  - Radio buttons
- View Current Appraisal

### Automatic Routing

Performance Pro / Routing

#### Routing Setup

Settings Routing Paths Routing Assignments

Manage Routing Paths

Routing path: Sales & Marketing

Add New Edit Duplicate Delete

Routing path name: Sales & Marketing

Step	Assignment	Delete	Order
1	Location Administrative User	X	1
2	Martel, Jane	X	2
3	Nelson, Jerry	X	3
4	Department Administrative User	X	4
5	Upline Manager 1	X	5
6	Upline Manager 2	X	6
7	Norman, Nancy	X	7

Cancel Save Save & Close Add Step

Set up custom routing paths. Appraisers click a button and the document sends itself, in order, to every user on the list.

#### New features

- Unlimited routing steps
- Choose "auto route" or route documents manually
- Assign routing paths based on department, division, location, position, or appraiser



## Company Settings

Performance Pro/System Setup  
**Company Settings**

Appraisal Settings | Custom Fields | Custom Fields | Summary Fields | Name Release | Criteria Lists

<b>Basic Settings</b> * Company Name: Poor Yorick's Playworks Performance Levels: 5 Allow Scores Lower than 1: <input type="checkbox"/> Appraisal Frequency: Annually Choose Date: 01-01-2009 Allow Employees Access: <input type="checkbox"/> Require Comments: <input checked="" type="checkbox"/> <b>E-Signature</b> Activate E-Signatures: <input type="checkbox"/> <input type="checkbox"/> Employees <input type="checkbox"/> Appraiser <input type="checkbox"/> Applee <input type="checkbox"/> Multi-Appraiser <input type="checkbox"/> Administrator		<b>Overall Weights</b> Goal Weight: % Factor Weight: % Lock Weight: <input type="checkbox"/> <input checked="" type="checkbox"/> Hide Overall Weights <b>Advanced Features</b> Downline Features: <input type="checkbox"/> Multi Appraiser: <input checked="" type="checkbox"/> <b>Hide and Show</b> Hide Weights: <input type="checkbox"/> <input checked="" type="checkbox"/> Custom Goal Weights Empty Hide Scores: <input type="checkbox"/>
---	--	--

Performance Pro 3 offers a wide range of system, appraisal, and screen customizing options. The power of Performance Pro with the flexibility to make it your own—performance management was never easier.

### New features

- Require Comments
- Expanded customized terminology
- Add, edit, and delete items from your company Comment Coaching library.
- Create Home screens for users
- Enhanced Form Builder

## Reports

Performance Pro / Reports  
**Appraisals**

<b>Completed</b> Shows a list of completed appraisals, either companywide, by department, location or division.	<b>Cycle Status</b> Displays the status of employees, with regards to the appraisal completion.	<b>Recently Executed Reports</b> <a href="#">Appraisal Cycle Status</a> <a href="#">Company Factors</a> <a href="#">Employee Ranking</a>
<b>Merged</b> Shows when appraisals have been merged and are ready for the next step in the appraisal process.	<b>Multi-Appraiser DFM</b> Displays the status of employees, with regards to the appraisal completion.	<b>Saved Reports</b> <a href="#">Detailed Graph</a> <a href="#">Total Goal Weight</a> <a href="#">Employee File</a> <a href="#">Employee</a> <a href="#">Ready for Meeting</a> <a href="#">Overdue Appraisals</a>
<b>Overdue</b> Lists all overdue appraisals, either by department, division or location. Can also be used for companywide lists.	<b>Ready for Meeting</b> Displays the status of employees, with regards to the appraisal completion.	
<b>Score History</b> Shows a list of completed appraisals, either companywide, by department, location or division.	<b>Gap Analysis</b> Displays the status of employees, with regards to the appraisal completion.	

The upgraded Report module offers all system data and analytics at the users fingertips. Customize your reports to meet your needs.

### New features

- Graphical reports
- Save report criteria
- Enhanced exporting capability
- Expanded report library



## Performance Pro Implementation Overview

It is our objective to have your system fully implemented as quickly and easily as possible. Most implementations take place within one to three weeks, depending upon client schedule and requirements. Your HRN customer support representative works closely with you during each step of the process. Customer support is included with each Performance Pro purchase—at no additional cost—resulting in our complete support throughout the implementation process.

Below is a sample implementation plan listing each step of the process.\*

Action Step	Details	Responsible Party
1. System Setup	Within 24 hours of purchase HRN Customer Support Representative (CSR) activates system and e-mails Performance Pro import spreadsheet to client (if applicable)	HRN
2. Job Title Submission	Client provides HRN with all employee job/position titles	Client
3. Job Title Match	CSR enters positions into Performance Pro	HRN
4. Job Title and Report Training	CSR reviews position and factor customization features and demos reports with client	HRN / Client
5. Job Title Review	Client reviews and makes applicable changes and additions to position and factor configurations (if applicable)	Client
6. Import file	Client populates import spreadsheet and returns to HRN	Client
7. Data Import	CSR reviews import spreadsheet and imports data into Performance Pro	HRN
8. Data Review	Client reviews and enters applicable changes and additions	Client
9. Training Prep	Ensure training materials are printed for participants	Client
10. Training	Conduct online training session(s)**	HRN

\* Duration of implementation will vary depending upon size of organization and needs of client.

\*\* A variety of training options are available including both onsite and online.

### About Performance Pro

Over 680 companies trust their employee performance management program to Performance Pro year after year. Performance Pro clients range in size from 10 to 6000 employees in a wide variety of industries including financial services, public sector, government, technology, manufacturing, education, hospitality, insurance, legal, pharmaceutical and many more.

Companies interested in learning more about Performance Pro may obtain a free 30-day trial account or attend an online product demonstration by visiting [www.hrnonline.com](http://www.hrnonline.com).



## Performance Pro References Public Sector

**City of Albany** – 897 Employees  
Niger Thomas, Human Resources Manager  
(229) 878-3134  
Albany, GA

**City of Branson** – 245 employees  
Debbie Durler, HR Director  
(417) 337-8520  
Branson, MO

**City of Newport** – 57 Employees  
Michael Coury, Human Resources Administrator  
(401) 864-9600  
Newport, RI

**City of Palmetto** – 160 Employees  
Sharon Jones, Human Resources Director  
(941) 723-4570  
Palmetto, FL

**Columbia County Board of Commissioners** – 1001 Employees  
Marcia Lowry, HR Director  
(706) 868-3310  
Evans, GA

**Columbus Regional Airport Authority** – 410 Employees  
Chris Kitchen, HR Manager  
(614) 239-4079  
Columbus, OH

**Murray City** – 450 Employees  
Mike Terry, Sr. HR Analyst  
(801) 264-2656  
Murray, UT

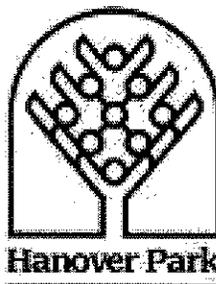
**Seattle Convention & Visitors Bureau** – 54 Employees  
Susan Treder, HR Director  
(206) 461-5825  
Seattle, WA

**Upper Coastal Plain Council of Government** – 29 Employees  
Mark Hill, Finance Director  
(252) 234-5954 x240  
Wilson, NC



**Price Proposal Especially for;**

**Village of Hanover Park**



Should you have any questions regarding this proposal, or if I may be of additional assistance, please don't hesitate to contact me.

**Dena Childress**  
**Sr. Sales Representative for SonicPerform**  
**Cytiva Software Inc**  
**850 North Petaluma Blvd, Suite H**  
**Petaluma. Ca 94952**

**Phone: 707-762-8059 or 866-492-3444**  
**Fax: 707-762-8484**  
**dchildress@cytiva.com**  
**www.cytiva.com**

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Thank you for your interest in SonicPerform by Cytiva Software for your organization. November 17, 2010

**The price estimate is as follows and will be valid until January 30th 2010**

Service	Description	Fee Basis	1 <sup>st</sup> yr	Yrs 2-3 per year
Hosted ASP Solution	<p><b>SonicPerform – Performance Management System</b></p> <p>SonicPerform License for up to 400 employees ( 201-400 range)</p> <p>The Site License provides for unlimited usage within your group of employees so you may deploy the software initially to only managers, but have the option of including employees as users in the future. Many of the features in the software can be utilized upon implementation or later, allowing you to tailor a process to grow with your changing requirements.</p>	<b>3 year Agreement</b>	<b>\$6,100</b>	<b>\$6,100</b>
Services	Base system implementation and configuration and web-based training	One-Time fee	\$1,200	0
	HR Administration Training and 2 Manager Web Training sessions	included	0	
<b>Total</b>			<b>\$7,300.</b>	<b>\$6,100</b>

The price is based on a 3 year contract.

The first year subscription and implementation cost is \$7,300. The second and third year subscription renewal is \$6,100 per year. Renewals are due one-year annually from contract date.

Additional consulting and training classes are available:

- Webinar style training is \$250.00 per each session, normally about 90 minutes
- Onsite training is \$2,000 per day plus travel expenses
- Train the Trainer is \$2,000 per day plus travel expenses

Need more Talent Management Software?

We also offer Applicant Tracking Software and Onboarding software:

**SonicRecruit & SonicOnboard**

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## SONICPERFORM OVERVIEW

SonicPerform allows you to automate your employee evaluations, align your workforce around strategic goals, and empower your employees with full participation in the performance management process. SonicPerform gives you the power to change your old employee evaluations from a once a year "report card" into the very foundation of your new high performance workforce.

With powerful features like linked SMART goals and easy-to-use year round tracking and management tools for both employees and managers, Cytiva's SonicPerform turns performance management into a year-round process. Regular employee feedback becomes a supported part of doing business instead of a dreaded once a year event. And your human resource department will spend less time policing the process and more time providing strategic direction and refinement.

From SMART goals to evaluations, SonicPerform provides you a full featured employee performance management system in an on-demand, SaaS platform for one affordable price. Your new employee performance management process can be as simple or sophisticated as you like. And as your processes grow and evolve, SonicPerform grows with you.

### The Performance Console

With SonicPerform, managers and employees share a common portal with all their goals, performance notes and development plans in one place. You replace the dreaded once a year report card with simple tools that turn performance management into a year round practice. In the Performance Console, employees can:

- Initiate, track and collaborate on goals
- Complete performance reviews
- Give performance feedback to other employees
- Keep notes on their personal performance and the performance of subordinates

### SMART Goals

SonicPerform makes it's easy to set goals and keep track of progress. Managers and employees can collaborate on goals to ensure they are aligned around key organizational objectives. SonicPerform's SMART goal entry process helps ensure all goals are Specific, Measurable, Attainable, Relevant and Timely. Goals can be linked to job competencies or other goals. And throughout the year, employees can easily keep progress notes and track the percentage completed.

### Performance Reviews

#### High Quality Employee Evaluations Completed On Time

It's easy for managers to step through employee goals, enter the results and rate the goal on a high/low scale. All the data related to the goal is just a click away in the Performance Notes and the overall completion percentage is readily available as managers' rates goals. Next, managers' rate employee performance as it pertains to the key competencies required for their job. Performance notes will be close at hand and provide a simple "cut and paste" method for providing performance examples to back the managers' ratings. The result is a fast, thorough, professional performance evaluation that can document performance and get employees focused.

Flexible, reusable review forms allow your organization to model competencies to job families, ensuring that each employee's review is specific to the competencies required for their job. You can use SonicPerform's built in library of competencies. Review forms can include sections for goals and competencies, development plans, summaries, digital signatures and more. Choose numerical ratings, text ratings, both, or no ratings at all. Set

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relative weights for review sections, individual competencies and goals and choose whether the manager can adjust them or not. No matter what forms you use currently, chances are that SonicPerform can match them.

#### **Performance Management on Auto-Pilot**

SonicPerform provides your organization with a complete tool for administering a highly flexible, yet consistent performance management process throughout the organization. Email reminders alert managers when reviews are due. Quick reports identify which employee reviews have been completed and which managers need to be reminded. No more policing the review process, SonicPerform helps ensure that you meet your goals and deadlines.

#### **Performance On-Demand**

SonicPerform is hosted in Cytiva's state of the art data centers. This on-demand delivery model lets you get up and running quickly and more affordably, conserving your valuable internal technology resources and lowering your up-front costs. Our implementation experts guide you through the implementation process and ensure your system works the way you do.

- Automated reminders alert employees to complete reviews
- Easy reports show which employees have completed performance evaluations and which haven't
- Robust permission profiles allow for complete control and central administration
- Use standard reporting to refine performance across your organization
- Identify top performers for development and succession planning
- Pinpoint employees with key skills for project or workforce planning
- Quickly import employee data from any ERP/HRIS/Payroll system

#### **What makes SonicPerform different from the others?**

- Over 15 years experience in implementing performance management systems
- Developed with new MicroSoft .Net Technology
- Dedicated project manager during implementation
- Enterprise level application, unlimited con-current users
- In-depth role assignment to system setting and document access
- SMART Goal methodology; *guides managers through setting up goals*
- Jump Start Text; *performance review writing assistance*
- Customizable Legal Language Checker
- Create unlimited review form templates
- Competency library included
- Automatic reminders before reviews and goals are due
- Access via the internet from anywhere
- Easy approval process and digital sign-off
- Low learning curve, simple features and easy to navigate

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## SONICPERFORM BENEFITS

Benefits	Description
<b>Affordability</b>	SonicPerform is a cost-effective turnkey solution for any size company. Software as a Service (SaaS), we host the application for your company. You won't need to waste your resources on hardware, software, networks, or in-house technical expertise. Usually the Return-On-Investment is within 3-6 months.
<b>Return-on-Investment</b>	Managers save time using an automated process, enjoy higher employee retention rates, process efficiencies, improved visibility and control of outcomes, compliance and process documentation, and reviews completed on time and in a consistent manner. Return on investment is almost immediate due to the substantial time savings.
<b>Usability</b>	SonicPerform is easy to use and navigate, with key features and simple tools. The intuitive interface keeps training and ramp-up time to a minimum. Our friendly client services support people are available should you need them.
<b>Reliability</b>	Our bandwidth provider offers "5 nines" reliability (99.999% uptime), which equals 5 minutes or less of downtime per year.
<b>Security</b>	SonicPerform users have unique user IDs and passwords. You can customize SonicPerform to assign different access rights to different employee roles. Our bandwidth and server co-location providers use state-of-the-art technology, along with manned security and cameras, to protect your data. We've got you covered!
<b>Portability</b>	SonicPerform is 100% Web based, so you have access anytime, anywhere. When traveling, when working from home, whether day or night, SonicPerform is ready when you are. All you need is MS Internet Explorer access.
<b>Flexibility</b>	Customize SonicPerform to your terminology, review forms, goals and your workflow. Make changes easily to reminders, organization goals, organizational chart and employee data, with a click of the mouse.
<b>Connectivity</b>	Share data easily among team members and allow matrix managers or indirect reports to have access to employee notes, goals and reviews. HR can see all and separate organizations, system and document access. Send out automatic reminders via email and tasks in SonicPerform.
<b>Scalability</b>	Need to add more employees? Opening an entire new office in a different location? Additions and changes are easy and immediate. SonicPerform grows along with your company.

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## SONICPERFORM FEATURES

Features	Description
Web Based	<p>Fully accessible from MS Internet Explorer v6 and v7</p> <ul style="list-style-type: none"> <li>• Superior connectivity from Tier 1 providers</li> <li>• 24x7 Secure Entry</li> <li>• Centers located in U.S. and Canada / Data-Grade HVAC</li> <li>• Advanced Fire Suppression System / Redundant UPS and DC Power</li> </ul>
Employee Data	<p>Populate your employee information from your HRIS system via csv file import. Update and change employee information easily in SonicPerform. We will import your employee demographic data with you during implementation and instruct you how to use the import feature to update data as often as you like.</p>
Organizational Hierarchy	<p>Create a hierarchical organizational chart in SonicPerform. Add separate divisions and link departments. This allows you to specify certain rights and privileges to an organization.</p>
Organizational Goals	<p>Develop organizational goals and departmental goals for your company using our SMART goals methodology. Share and link the organizational goals with your managers and employees.</p>
Individual Goals	<p>Create SMART individual goals, performance goals, professional goals, development plans, team goals and action plans for each employee. Link to manager goals and organizational goals. Copy goals to other employees. SMART goal entry process ensures effective goal setting.</p>
Goal Tracking	<p>Easy goal sharing and collaboration ensures goals are aligned within departments and across the company. Percent completed tracker provides visual quick goal status. Track goal performance notes, issues and progress throughout the year. Automatic goal reminders.</p>
Performance Notes	<p>Managers and employees can track key accomplishments and issues that arise throughout the year. The notes can be linked to competencies and goals. Keeping track of events and milestones year-round. Managers can then use these notes to support employee rating(s) and performance when doing the review.</p>
Reminder Settings	<p>Automatic reminders can be set to remind managers and employees to add performance notes, track goals and start reviews. Reminders are sent via email and via task in the task section of SonicPerform. Overdue reminders can also be sent.</p>
Performance Console	<p>Managers "direct reports" are listed on the left hand side of the home page when a manager logs in to SonicPerform. They can see their tasks due, performance notes, goals, org goals and reviews in progress. Managers can also drill down into each employee's goals, notes and reviews. When an employee logs in they only see their information, goals, notes and reviews.</p>

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Features	Description
Performance Reviews	Managers can start reviews at any time. Whether performance reviews are 90 day, mid-year, anniversary or annual reviews, managers can easily pick the review form and start to rate the competencies and goals for their direct reports. Indirect managers can also complete reviews for employees. Employees can do self reviews.
Jump Start Text	High quality narrative automatically gets generated when a manager starts to rate each of the competencies/ factors, based on the manager's input on a high or low scale. This helps eliminate the "blank page" syndrome and helps the manager model legally appropriate and effective performance review language.
Legal Language Checker	If a manager or employee writes an inappropriate word in the performance review the legal language checker will highlight the word used and give a brief description of why that word is inappropriate for a performance review. Also SonicPerform allows the company to create additional words in the language checker library that they do not want used in their culture, organization or on reviews.
Review Forms	SonicPerform supports an unlimited amount of review forms. You may have core competencies, job competencies, goals, development plans, future goals, signature lines and other user defined fields and sections on the review forms/ templates.
Competencies	There is a library of 26 standard competencies included in SonicPerform. We also support custom competencies, factors and behavioral attributes. Unlimited amount of competencies can be added.
Spell Check	One click checks the spelling in your performance reviews, goals and performance notes.
Permissions	HR can set up specific roles with comprehensive levels of permissions to system settings and document access.
Reports	Simple reports and visual analytics give you key insights into areas of strength and weakness.
Navigation	SonicPerform is very intuitive, little to no training is necessary. Easy to use tools and functionality.
Task Management	Automatically generated tasks appear on the home page performance console, when a specific event is due on a goal, performance note or review. Tasks can also be sent via email.
Technology	SonicPerform is written in the latest technology ASP, AJAX and .NET on MS SQL Server Database. Enterprise level scalability.
Approval process and digital sign-off	Once a review is completed, a manager can request approval via SonicPerform. There can be several levels of approvers designated to approve reviews based on your workflow. Since a user has a secure user name and password, their digital approval is signed, dated and time stamped once approved.

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## SONICPERFORM SECURITY

### Security – How We Safeguard Your SonicPerform Data

Today's increasingly data-driven world means increasing concern for security and privacy. We understand the importance of maintaining high levels of security for confidential data, such as the information you receive from candidates, clients, agencies, or managers.

SonicPerform is designed and maintained by experts in both performance management and computing. Guarding the security and safety of such data is an important part of what we do. You can be sure that your data is accessible to you and other authorized users when you need it, but protected from those who don't.

- 24x7 Secure Entry (palm and card access)
- Round-the-Clock Technical Staff
- Secure Cabinet and Cage Space (card and key access)
- Continuous Camera Coverage
- Data-Grade HVAC
- Advanced Fire Suppression System
- Redundant UPS
- Redundant DC Power
- Customer Staging Area

### Our Bandwidth

Nacio also provides our bandwidth. Nacio's Netsource Center is the industry's first Internet data center engineered and built specifically for high-density managed servers and includes:

- Superior high-speed connectivity from Tier 1 providers, monitored continually
- Motion Sensors

### Our Servers

Nacio, located in Novato, CA, provides our bandwidth. Nacio's Netsource Center is the industry's first Internet data center engineered and built specifically for high-density managed servers and includes:

- Superior high-speed connectivity from Tier 1 providers, monitored continually
- Telco-quality reliability (99.99% uptime)
- 24x7 Secure Entry (palm and card access, manned security)
- Continuous Camera Coverage
- Motion Sensors

### Our Additional Security

In addition to the physical security mentioned above, your data will be:

- Protected behind firewalls
- Secure Socket Layer (SSL)
- Intrusion Prevention Services (IPS)
- Password protected (passwords are maintained by the client)
- Backed up nightly

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**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager

**SUBJECT:** Preliminary Budget Information

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** March 17, 2011

**Executive Summary**

Now through the end of the budget process, staff will present budget topics to the Village President and Board of Trustees for discussion.

**Discussion**

The Village Manager will continue to present preliminary budget information to the Board. Recommendations from the March 14, 2011 Finance Committee meeting will be presented.

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO: Village President and Board of Trustees**

**FROM: Ron Moser, Village Manager**

**SUBJECT: Warrant**

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE: March 17, 2011**

---

**Recommended Action**

Approve Warrant SWS151 in the amount of \$988,776.84

Approve Warrant SW628 in the amount of \$241,031.89

RM:smk

Attachments: Warrants

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

Thursday, March 10, 2011

# Paid In Advance

VEND NO	VENDOR NAME								
INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT	
000342	ACCRUED PAYROLL								
	SWS151		28	02/28/2011	001-0000-210.00-00	2/11 FIRE PEN P/R	CHECK # 128	32,836.00	
	SWS151		28	02/28/2011	001-0000-210.00-00	2/11 POL PEN P/R	CHECK # 128	90,216.46	
	SWS151		28	02/18/2011	001-0000-210.00-00	2/11 #2 P/R	CHECK # 128	400,181.32	
							VENDOR TOTAL *	523,233.78	
025741	AFLAC								
552402	SWS151		28	02/17/2011	001-0000-211.01-00	1/11 VOLUNTARY INSURANCE	CHECK # 206342	3,608.74	
							VENDOR TOTAL *	3,608.74	
002566	BANK OF NEW YORK								
2821	SWS151		04	02/23/2011	050-5020-472.03-97	1/11 JAWA OPERAT/MAINT	CHECK # 139	174,408.00	
2821	SWS151		04	02/23/2011	050-5070-474.03-82	1/11 JAWA FIXED COSTS	CHECK # 139	42,660.00	
							VENDOR TOTAL *	217,068.00	
004468	BLATT, HASENMILLER, LEIBSKER & MOORE								
	SWS151		28	02/18/2011	001-0000-211.00-00	2/11 #2 P/R MAINTENANCE	CHECK # 129	331.72	
							VENDOR TOTAL *	331.72	
003499	CAMIC JOHNSON LTD								
	SWS151		00	02/24/2011	001-0550-415.03-62	HEARING OFFICER-VEH IMPND	CHECK # 105644	660.00	
							VENDOR TOTAL *	660.00	
004019	CRAIG, RODNEY								
	SWS151		00	02/24/2011	001-0110-411.03-71	PER DIEM	CHECK # 105645	56.00	
	SWS151		00	02/24/2011	001-0110-411.03-71	PER DIEM	CHECK # 105645	56.00	
							VENDOR TOTAL *	112.00	
001148	CROWN TROPHY #116								
7320	SWS151		00	02/22/2011	001-0160-411.03-91	PLAQUE-SISTER CITY	CHECK # 105642	138.00	
7234	SWS151		00	02/22/2011	001-0460-414.03-91	PLAQUE ENGRAVING-VET COMM	CHECK # 105642	14.00	
7241	SWS151		00	02/22/2011	001-0460-414.03-91	PLAQUE ENGRAVING-VET COMM	CHECK # 105642	10.00	
							VENDOR TOTAL *	162.00	
004474	HDI TECHNOLOGIES INC								
	SWS151		00	02/17/2011	001-0810-421.02-27	TRANSCRIPTION SYSTEM	CHECK # 105510	299.00	
							VENDOR TOTAL *	299.00	
004427	HELGERSON, STAN W								
	SWS151		00	02/16/2011	001-0510-415.03-61	CONSULTING SERVICES	CHECK # 105508	1,540.00	
	SWS151		00	02/16/2011	001-0510-415.03-61	CONSULTING SERVICES	CHECK # 105508	1,792.00	
	SWS151		00	02/16/2011	050-5010-471.03-61	CONSULTING SERVICES	CHECK # 105508	768.00	
	SWS151		00	02/16/2011	050-5010-471.03-61	CONSULTING SERVICES	CHECK # 105508	660.00	
							VENDOR TOTAL *	4,760.00	
009051	IL DEPARTMENT OF REVENUE								

Thursday, March 10, 2011

# Paid In Advance

VEND NO	VENDOR NAME							CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION			
	SWS151		28	02/18/2011	001-0000-211.03-00	IL W/H 2/11 #2 P/R	CHECK #	130	26,545.27
							VENDOR TOTAL *		26,545.27
028762	IL FUNDS								
	SWS151		04	02/18/2011	001-0000-211.05-00	2/11 POL PEN CONTRIB #2	CHECK #	132	17,305.89
	SWS151		04	02/18/2011	001-0000-211.05-01	2/11 FIRE PEN CONTRIB #2	CHECK #	131	10,028.82
							VENDOR TOTAL *		27,334.71
009537	INTERNAL REVENUE SERVICE								
	SWS151		28	02/28/2011	001-0000-211.01-00	FED W/H 2/11 POL PEN P/R	CHECK #	135	12,414.65
	SWS151		28	02/18/2011	001-0000-211.01-00	FED W/H 2/11 #2 P/R	CHECK #	135	75,995.20
	SWS151		28	02/28/2011	001-0000-211.01-00	FED W/H 2/11 FIRE PEN P/R	CHECK #	135	3,796.05
	SWS151		28	02/18/2011	001-0000-211.02-00	VLG FICA 2/11 #2 P/R	CHECK #	135	38,480.44
	SWS151		28	02/18/2011	001-0000-211.02-00	EMPL FICA 2/11 #2 P/R	CHECK #	135	28,752.54
							VENDOR TOTAL *		159,438.88
003936	JASTER, LEN								
	SWS151		00	02/16/2011	001-0820-421.03-71	REIMB-HOTEL EXPENSE	CHECK #	105509	122.10
	SWS151		00	02/16/2011	001-0820-421.03-72	REIMB-FUEL PURCHASE	CHECK #	105509	22.70
							VENDOR TOTAL *		144.80
004497	MAC BRADY ASSOCIATES INC								
	SWS151		00	02/28/2011	001-0640-416.03-71	TRAINING-HEUSCHMIDT	CHECK #	105649	79.00
	SWS151		00	02/28/2011	001-0640-416.03-71	TRAINING-PUKAEL	CHECK #	105649	79.00
							VENDOR TOTAL *		158.00
012490	MOSER, RONALD A								
	SWS151		00	02/22/2011	001-0410-414.03-71	PER DIEM	CHECK #	105643	68.00
							VENDOR TOTAL *		68.00
004475	SOTELO, RAFAEL M								
	SWS151		00	02/17/2011	001-0000-207.06-00	REFUND FTA ADMIN FEE	CHECK #	105511	75.00
							VENDOR TOTAL *		75.00
950596	SPRING GARDEN CAFE								
	SWS151		00	02/24/2011	001-0000-321.02-00	REFUND LATE FEE	CHECK #	105646	950.00
							VENDOR TOTAL *		950.00
027557	STATE DISBURSEMENT FUND								
	SWS151		28	02/18/2011	001-0000-211.00-00	2/11 #2 P/R MAINTENANCE	CHECK #	136	3,340.07
							VENDOR TOTAL *		3,340.07
008760	VANTAGEPOINT TRANSFER AGENTS-457								
	SWS151		28	02/18/2011	001-0000-211.09-00	DEDUCTION 2/11 #2 P/R	CHECK #	137	1,154.30
	SWS151		28	02/18/2011	001-0000-211.09-00	DEDUCTION 2/11 #2 P/R	CHECK #	137	17,300.52
							VENDOR TOTAL *		18,454.82

Thursday, March 10, 2011

# Paid In Advance

VEND NO	VENDOR NAME								EFT OR
INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT		HAND-ISSUED AMOUNT
014274	VILLAGE OF HANOVER PARK					PETTY CASH			
	SWS151		00	02/28/2011	001-0110-411.02-99	FOOD-BOARD MEETING	CHECK # 105651		39.59
	SWS151		00	02/28/2011	001-0195-411.03-91	CONNECT SUPPLIES	CHECK # 105651		37.43
	SWS151		00	02/28/2011	001-0195-411.03-91	CONNECT SUPPLIES	CHECK # 105651		109.40
	SWS151		00	02/28/2011	001-0810-421.03-71	MEETING SUPPLIES	CHECK # 105651		42.64
	SWS151		00	02/28/2011	001-0810-421.03-71	MEETING FEE	CHECK # 105651		9.00
	SWS151		00	02/28/2011	001-0810-421.03-71	MEETING SUPPLIES	CHECK # 105651		49.94
	SWS151		00	02/28/2011	001-0810-421.03-71	MEETING FEE	CHECK # 105651		15.00
	SWS151		00	02/28/2011	001-0810-421.03-72	REIMB-MILEAGE, TOLLS	CHECK # 105651		20.38
	SWS151		00	02/28/2011	001-0810-421.03-72	REIMB-MILEAGE	CHECK # 105651		23.46
	SWS151		00	02/28/2011	001-0810-421.03-72	REIMB-MILEAGE	CHECK # 105651		14.28
	SWS151		00	02/28/2011	001-0820-421.03-71	MEETING FEE	CHECK # 105651		15.00
	SWS151		00	02/28/2011	001-0820-421.03-71	REIMB-MEALS	CHECK # 105651		10.28
	SWS151		00	02/28/2011	001-0820-421.03-72	REIMB-MILEAGE	CHECK # 105651		7.14
	SWS151		00	02/28/2011	001-0830-421.03-71	REIMB-MEALS	CHECK # 105651		4.58
	SWS151		00	02/28/2011	001-0830-421.03-71	REIMB-MEALS	CHECK # 105651		22.54
	SWS151		00	02/28/2011	001-0830-421.03-71	REIMB-MEALS	CHECK # 105651		8.20
	SWS151		00	02/28/2011	001-0850-421.02-11	PHONE SUPPLIES	CHECK # 105651		32.69
	SWS151		00	02/28/2011	001-0920-419.03-72	REIMB-TRAIN, CAB FARE	CHECK # 105651		27.00
	SWS151		00	02/28/2011	001-0930-419.02-14	CODE BOOK	CHECK # 105651		53.50
							VENDOR TOTAL *		542.05
004496	VILLAGE OF TINLEY PARK								
	SWS151		00	02/24/2011	001-0165-411.03-71	SISTER CITIES CONV (8)	CHECK # 105647		640.00
							VENDOR TOTAL *		640.00
003396	WINE & LIQUOR								
	SWS151		00	02/24/2011	001-0000-321.02-00	REFUND LATE FEE	CHECK # 105648		850.00
							VENDOR TOTAL *		850.00
<b>TOTAL EXPENDITURES ****</b>									<b>988,776.84</b>

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011, CHECK DATE: 03/18/2011

VEND NO INVOICE NO	SEQ#	VENDOR NAME VOUCHER P.O. NO NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND- ISSUED AMOUNT
0700300 19893	00	A & D TOTAL PLUMBING SW628	00 03/09/2011	051-0000-478.03-34	NEW FAUCET-TRAIN STATION	575.00	
					VENDOR TOTAL *	575.00	
0004502 10-971	00	A+ SIGN SOURCE SW628	00 03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0003561 1723	00	ABNE TIRE RECYCLING INC SW628	00 03/09/2011	001-0650-416.03-51	SCRAP TIRE DISPOSAL	135.75	
					VENDOR TOTAL *	135.75	
0029076 763.1	00	ACES DEMOLITION SW628 110174	00 03/07/2011	037-0000-461.03-79	DEMOLITION-1311 IRVING PK	9,400.00	
					VENDOR TOTAL *	9,400.00	
0023205 639597	00	ACS FIREHOUSE SOFTWARE SW628	00 03/10/2011	001-0720-420.03-36	FIREHOUSE SOFTWARE MAINT	6,640.00	
					VENDOR TOTAL *	6,640.00	
0004503	00	ADAMAX TACTICAL ACADEMY SW628	00 03/09/2011	001-0820-421.03-71	RAPID DEPLOYMENT TRAINING	50.00	
					VENDOR TOTAL *	50.00	
0027047 10-1206	00	ADT SECURITY SERVICES SW628	00 03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0950022 09-1265	00	AIR CONDITIONING & HEATING CO SW628	00 03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0007231 105886494	00	AIRGAS NORTH CENTRAL SW628	00 03/10/2011	001-0650-416.03-51	WELDING GAS TANK RENTAL	15.85	
					VENDOR TOTAL *	15.85	
0006891 175818	00	AKZO NOBEL PAINTS LLC SW628	00 03/09/2011	001-0620-431.02-27	PAINT SUPPLIES	13.50	
					VENDOR TOTAL *	13.50	
0023008 8039-059	00	ALUMINUM LADDER COMPANY SW628	00 03/09/2011	001-0720-420.02-29	24' LADDER	561.99	
					VENDOR TOTAL *	561.99	
0001081	00	AMERICAN PUBLIC WORKS ASSOC SW628	00 03/09/2011	001-0650-416.03-71	SNOW CONFERENCE-O'BRYAN	425.00	
					VENDOR TOTAL *	425.00	
0005393 240649012	00	AMSAN SW628	00 03/10/2011	001-0640-416.02-28	CLEANING SUPPLIES	310.00	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

VEND NO INVOICE NO	SEQ# VOUCHER NO	VENDOR NAME P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0005393 239642721	00	AMSAN SW628	00	03/09/2011	050-5050-473.02-28	CLEANING SUPPLIES	44.20	
VENDOR TOTAL *							354.20	
0023012 27826	00	ANDRES MEDICAL BILLING, LTD SW628	00	03/10/2011	001-0000-323.12-00	2/11 AMB BILLING CHARGES	2,333.57	
VENDOR TOTAL *							2,333.57	
0001409 09-582 11-76	00	ARS OF ILLINOIS SW628 SW628	00	03/09/2011 03/10/2011	001-0000-229.00-00 001-0000-229.00-00	REFUND PERMIT BOND REFUND PERMIT BOND	100.00 100.00	
VENDOR TOTAL *							200.00	
0001149	00	AT&T SW628 SW628 SW628 SW628	00	03/09/2011 03/09/2011 03/09/2011 03/09/2011	001-0470-414.03-11 001-0720-420.03-11 050-5020-472.03-11 050-5050-473.03-11	1/17-2/16 PHONE SERVICE 1/17-2/16 PHONE SERVICE 1/17-2/16 PHONE SERVICE 1/17-2/16 PHONE SERVICE	1,431.93 1,372.89 816.56 816.56	
VENDOR TOTAL *							4,437.94	
0001431 852828527 852828527 852828527 852828527 852828527	00	AT&T LONG DISTANCE SW628 SW628 SW628 SW628 SW628	00	03/09/2011 03/09/2011 03/09/2011 03/09/2011 03/09/2011	001-0470-414.03-11 001-0720-420.03-11 050-5010-471.03-11 050-5020-472.03-11 050-5050-473.03-11	2/11 LONG DISTANCE 2/11 LONG DISTANCE 2/11 LONG DISTANCE 2/11 LONG DISTANCE 2/11 LONG DISTANCE	4.10 .04 1.12 1.17 5.73	
VENDOR TOTAL *							12.16	
0003103 287025195222 287025195222 287025195222 287025195222	00	AT&T MOBILITY SW628 SW628 SW628 SW628	00	03/09/2011 03/09/2011 03/09/2011 03/09/2011	001-0470-414.03-11 001-0470-414.03-11 050-5020-472.03-11 050-5050-473.03-11	1/8-2/7 CELLULAR PHONE EQUIPMENT 1/8-2/7 CELLULAR PHONE 1/8-2/7 CELLULAR PHONE	215.98 626.43 44.53 44.53	
VENDOR TOTAL *							931.47	
0002148 B11556	00	ATLAS BOBCAT INC SW628	00	03/09/2011	001-0650-416.02-29	SNOW BLOWER HOSE-#530	96.50	
VENDOR TOTAL *							96.50	
0028717 1005870 1004867	00	AUTO TRUCK GROUP SW628 SW628	00	03/09/2011 03/09/2011	001-0650-416.02-22 001-0720-420.02-22	PLOW PARTS-#112 PLOW PARTS-#351	383.24 58.44	
VENDOR TOTAL *							441.68	
0001392 3791 3790 3792 3728 3790	00	AUTUMN LANDSCAPING INC SW628 SW628 SW628 SW628 SW628	00	03/09/2011 03/09/2011 03/09/2011 03/01/2011 03/09/2011	001-0620-431.03-35 013-0000-445.03-51 013-0000-445.03-51 013-0000-445.03-51 014-0000-446.03-51	SNOW REMOVAL-SCHOOL SDWLK SNOW REMOVAL-ASTOR APTS SNOW REMOVAL-ASTOR APTS SNOW REMOVAL-ASTOR APTS SNOW REMOVAL-MARK THOMAS	2,430.00 607.50 810.00 1,400.00 1,620.00	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
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0001392	00	AUTUMN LANDSCAPING INC					
3792		SW628	00 03/09/2011	014-0000-446.03-51	SNOW REMOVAL-MARK THOMAS	540.00	
3733		SW628 110071	00 03/01/2011	014-0000-446.03-51	SNOW REMOVAL-MARK THOMAS	1,600.00	
VENDOR TOTAL *						9,007.50	
0001421	00	AVALON PETROLEUM COMPANY					
545869		SW628	00 03/10/2011	001-0000-141.03-00	GASOLINE	8,381.40	
545868		SW628	00 03/10/2011	001-0000-141.03-00	GASOLINE	4,294.50	
006902		SW628	00 03/10/2011	001-0000-141.03-00	DIESEL FUEL	7,927.75	
VENDOR TOTAL *						20,603.65	
0003667	00	AZAVAR					
8330		SW628	00 03/09/2011	001-0000-312.02-00	UTILITY TAX AUDIT-NICOR	40.95	
8330		SW628	00 03/09/2011	001-0000-312.03-00	UTILITY TAX AUDIT-COM ED	39.27	
VENDOR TOTAL *						80.22	
0000641	00	BANK OF NEW YORK MELLON					
252-1533855		SW628	00 03/09/2011	047-0000-456.03-99	ANNUAL FEE-GO BONDS 2010A	928.00	
VENDOR TOTAL *						928.00	
0004407	00	BARTON STAFFING SOLUTIONS INC					
49534		SW628	00 03/09/2011	001-0930-419.03-61	AGENCY FEE-TEMP	530.63	
49603		SW628	00 03/09/2011	001-0930-419.03-61	AGENCY FEE-TEMP	566.00	
VENDOR TOTAL *						1,096.63	
0000859	00	BAXTER & WOODMAN					
155157		SW628 110151	00 02/24/2011	050-5050-473.03-64	ENG-STP PUMP STN REHAB	3,838.50	
VENDOR TOTAL *						3,838.50	
0002780	00	BAXTER & WOODMAN					
155156		SW628	00 03/09/2011	050-5020-472.03-37	CAMERA REPAIR-ANNE FOX	89.25	
VENDOR TOTAL *						89.25	
0004516	00	BEST 4 U INC					
10-1288		SW628	00 03/10/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
VENDOR TOTAL *						100.00	
0001943	00	BIGGERS CHEVROLET					
46177		SW628	00 03/09/2011	001-0650-416.02-22	ALTERNATOR-#111	301.24	
CM46177C		SW628	00 03/09/2011	001-0650-416.02-22	RETURN CREDIT	12.00-	
VENDOR TOTAL *						289.24	
0960042	00	BLOOMINGDALE RESCUE & RECOVERY					
71036		SW628	00 03/09/2011	013-0000-445.03-51	TOWING-ASTOR APTS	250.00	
71036		SW628	00 03/09/2011	014-0000-446.03-51	TOWING-MARK THOMAS	150.00	
VENDOR TOTAL *						400.00	
0023021	00	BLUE CROSS/BLUE SHIELD					
10-2645		SW628	00 03/09/2011	001-0000-323.12-00	REFUND OVERPAID AMB FEE	68.45	
10-2866		SW628	00 03/09/2011	001-0000-323.12-00	REFUND OVERPAID AMB FEE	239.40	

PREPARED 03/10/2011, 14:39:15  
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 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

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0023021	00	BLUE CROSS/BLUE SHIELD					
					VENDOR TOTAL *	307.85	
0003115	00	BOEKENHAUER, EDWARD SW628	00 03/09/2011	050-5050-473.02-13	REIMB-CDL	60.00	
					VENDOR TOTAL *	60.00	
0600546 133740	00	BONNELL INDUSTRIES INC SW628	00 03/09/2011	001-0650-416.02-22	POWER COIL-#21	68.26	
					VENDOR TOTAL *	68.26	
0003830 5257297	00	BORNQUIST INC SW628	00 03/09/2011	001-0640-416.03-34	BOILER REPAIR-VH	488.90	
					VENDOR TOTAL *	488.90	
0002529 022411 030711	00	BURKE'S TREE SERVICE SW628 SW628	00 03/10/2011 00 03/10/2011	001-0630-416.03-38 001-0630-416.03-38	TREE/STUMP REMOVAL TREE REMOVALS (3)	617.00 857.00	
					VENDOR TOTAL *	1,474.00	
0001420 085628	00	CAPUTO'S SW628	00 03/10/2011	001-0195-411.03-91	FOOD-CONECT EVENT	189.17	
					VENDOR TOTAL *	189.17	
0004305 10-1143	00	CARDEN EXTERIORS SW628	00 03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0025333 253161	00	CAREER TRACK SW628	00 03/09/2011	001-0920-419.03-71	SEMINAR-MULLEN	99.00	
					VENDOR TOTAL *	99.00	
0002934 273507	00	CAROL STREAM LAWN & POWER SW628	00 03/09/2011	050-5050-473.02-29	CHAIN SAW PARTS	28.69	
					VENDOR TOTAL *	28.69	
0002899 322059	00	CARQUEST AUTO PARTS SW628	00 03/09/2011	001-0720-420.02-27	OIL DRY	65.40	
					VENDOR TOTAL *	65.40	
0028417 30206 30205 30121	00	CASE LOTS INC SW628 SW628 SW628	00 03/09/2011 00 03/09/2011 00 03/09/2011	001-0640-416.02-28 001-0640-416.02-28 001-0720-420.02-28	CLEANING SUPPLIES CLEANING SUPPLIES CLEANING SUPPLIES	726.35 938.70 197.50	
					VENDOR TOTAL *	1,862.55	
0026919 WMD3006 WMD3006 WPN0943	00	CDW GOVERNMENT INC SW628 SW628 SW628	00 03/09/2011 00 03/09/2011 00 03/10/2011	001-0470-414.02-27 001-0470-414.02-11 001-0470-414.02-11	BACK-UP TAPES TONER TONER	203.46 596.73 795.97	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

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 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

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0026919	00	CDW GOVERNMENT INC						
WQK5612	SW628		00	03/10/2011	001-0470-414.02-11	TONER	1,455.53	
WPX5585	SW628		00	03/10/2011	001-0470-414.02-11	TONER	309.22	
WQH4341	SW628		00	03/10/2011	001-0470-414.02-11	TONER	175.55	
WQD9373	SW628		00	03/10/2011	001-0470-414.02-27	USB ADAPTER	49.88	
WKS1697	SW628		00	03/09/2011	031-0000-466.13-31	PRINTER	373.99	
VENDOR TOTAL *							3,960.33	
0950347	00	CERTIFIED LABORATORIES						
265890	SW628		00	03/09/2011	050-5030-472.02-27	LUBRICANT	509.70	
VENDOR TOTAL *							509.70	
0004504	00	CHARLOTTE'S LEARNING CENTER						
10-1557	SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
VENDOR TOTAL *							100.00	
0014468	00	CHICAGO INTERNATIONAL TRUCKS	LLC					
102120191	SW628		00	03/09/2011	001-0650-416.02-22	AUTO PARTS-#19	12.31	
102120368	SW628		00	03/09/2011	001-0650-416.02-22	FAN BELT-#22	26.09	
102122764	SW628		00	03/09/2011	001-0650-416.02-22	WIPER MOTOR-#3155	166.83	
VENDOR TOTAL *							205.23	
0028554	00	CINTAS #22						
22205175	SW628	110015	00	02/16/2011	001-0640-416.02-31	UNIFORMS	64.77	
22205174	SW628	110015	00	02/16/2011	001-0650-416.03-68	UNIFORM RENTAL	53.09	
22208366	SW628	110015	00	02/23/2011	001-0650-416.03-68	UNIFORM RENTAL	53.09	
22211574	SW628	110015	00	03/02/2011	001-0650-416.03-68	UNIFORM RENTAL	53.09	
22208367	SW628		00	03/09/2011	050-5020-472.02-31	UNIFORMS	155.00	
22198775	SW628	110015	00	02/02/2011	050-5050-473.02-31	UNIFORM RENTAL	50.00	
22202010	SW628	110015	00	02/09/2011	050-5050-473.02-31	UNIFORM RENTAL	50.00	
22208366	SW628	110015	00	02/23/2011	050-5050-473.02-31	UNIFORM RENTAL	50.00	
22211574	SW628	110015	00	03/02/2011	050-5050-473.02-31	UNIFORM RENTAL	50.00	
22211575	SW628	110015	00	03/02/2011	050-5050-473.02-31	UNIFORMS	65.00	
VENDOR TOTAL *							644.04	
0002095	00	CINTAS FAS LOCKBOX 636525						
343689515	SW628	110016	00	01/26/2011	001-0640-416.03-36	FIRST AID SUPPLIES	154.87	
343689743	SW628	110016	00	01/26/2011	001-0640-416.03-36	FIRST AID SUPPLIES	388.78	
343698466	SW628	110016	00	01/28/2011	001-0640-416.03-36	FIRST AID SUPPLIES	86.13	
VENDOR TOTAL *							629.78	
0004505	00	CLEARWIRE LEGACY LLC						
10-1411	SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	105.00	
VENDOR TOTAL *							105.00	
0003479	00	COM ED						
2739065057	SW628		00	03/10/2011	050-5020-472.03-13	1/28-2/28 HARTMANN	66.60	
7587125092	SW628		00	03/10/2011	050-5020-472.03-13	1/28-2/28 CENTRAL	210.81	
4579128031	SW628		00	03/10/2011	050-5020-472.03-13	1/28-2/28 WELL #5	654.91	
6451147001	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 PLUMTREE	353.55	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

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INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0003479	00	COM ED						
6467010006	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 NORTHWAY	83.54	
3507062010	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 TURNBERRY	134.64	
5939030006	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 KINGSBURY	121.96	
0275090072	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 WESTVIEW	71.88	
1715065036	SW628		00	03/10/2011	050-5050-473.03-13	1/28-2/28 BAYSIDE	1,125.37	
VENDOR TOTAL *							2,823.26	
0003480	00	COM ED						
6933095059	SW628		00	03/09/2011	011-0000-442.03-15	1/20-2/18 STREETLIGHTS	1,058.31	
VENDOR TOTAL *							1,058.31	
0950519	00	CONTINENTAL WEATHER SERVICE						
11466	SW628	110019	00	03/01/2011	001-0620-431.03-35	3/11 WEATHER FORECASTING	150.00	
VENDOR TOTAL *							150.00	
9999999	00	CONVERSA JR, DOMENIC R						
157555-16880	SW628		00	00/00/0000	050-0000-202.01-00	WATER REF 5542 CELEBRITY	8.14	
VENDOR TOTAL *							8.14	
0002620	00	COURTYARD INDIANAPOLIS DOWNTOWN						
	SW628		00	03/09/2011	001-0720-420.03-71	CONFERENCE HOTEL-FIRE (3)	2,386.80	
	SW628		00	03/09/2011	001-0720-420.03-72	PARKING FEE-FIRE	70.00	
VENDOR TOTAL *							2,456.80	
0004019	00	CRAIG, RODNEY						
	SW628		00	03/09/2011	001-0110-411.03-72	REIMB-MILEAGE	242.25	
VENDOR TOTAL *							242.25	
0027901	00	CRIME ANALYSTS OF IL ASSN						
	SW628		00	03/10/2011	001-0830-421.02-13	MEMBERSHIP-T CARLSON	30.00	
VENDOR TOTAL *							30.00	
0027950	00	CRYSTAL MGMT & MAINT SERVICES CORP						
19526	SW628	100180	00	02/15/2011	001-0640-416.03-36	3/11 JANITORIAL SERVICE	1,249.50	
19526	SW628	100180	00	02/15/2011	050-5010-471.03-36	3/11 JANITORIAL SERVICE	535.50	
VENDOR TOTAL *							1,785.00	
0004091	00	CUMMINS NPOWER LLC						
711-88219	SW628		00	03/09/2011	050-5050-473.03-36	INSPECT-TRANSFER SWITCHES	663.46	
VENDOR TOTAL *							663.46	
0004262	00	D'ANGELO NATURAL SPRING WATER						
710811	SW628		00	03/09/2011	050-5050-473.02-26	WATER-STP	59.50	
VENDOR TOTAL *							59.50	
0600330	00	DAVE PATE & SONS CONSTRUCTION						
10-1575	SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	195.00	
VENDOR TOTAL *							195.00	
0027099	00	DELL MARKETING L.P.						

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0027099	00	DELL MARKETING L.P.						
XF7PR3JC8		SW628 110188	00	02/24/2011	001-0470-414.03-36	DELL SERVER WARRANTY	4,636.69	
XF7FCJN47		SW628 110182	00	02/15/2011	031-0000-466.13-31	FD DOMAIN CONTROLLER	4,375.00	
						VENDOR TOTAL *	9,011.69	
0004506	00	DOWNER, KELLY						
09-357		SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0001695	00	DUPAGE COUNTY SENIOR POLICE MGMT						
		SW628	00	03/10/2011	001-0810-421.02-13	MEMBERSHIP-GATZ	30.00	
		SW628	00	03/10/2011	001-0810-421.02-13	MEMBERSHIP-CORTESE	30.00	
		SW628	00	03/10/2011	001-0810-421.02-13	MEMBERSHIP-HANOLD	30.00	
		SW628	00	03/10/2011	001-0810-421.02-13	MEMBERSHIP-MENOUGH	30.00	
		SW628	00	03/10/2011	001-0810-421.02-13	MEMBERSHIP-JOHNSON	30.00	
						VENDOR TOTAL *	150.00	
0005182	00	EAST JORDAN IRON WORKS INC						
3352853		SW628	00	03/09/2011	050-5030-472.02-27	FIRE HYDRANT PARTS	144.00	
						VENDOR TOTAL *	144.00	
0004507	00	EL AMIGO BAKERY						
10-1930		SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0003570	00	ELECTRICAL RESOURCE MANAGEMENT						
31107		SW628 110164	00	02/07/2011	011-0000-442.03-35	BREAKAWAY COUPLINGS	1,079.34	
						VENDOR TOTAL *	1,079.34	
0005326	00	ELGIN PAPER COMPANY						
534093		SW628	00	03/09/2011	001-0640-416.02-27	CLEANING SUPPLIES	96.00	
						VENDOR TOTAL *	96.00	
0003277	00	EXELON ENERGY INC						
0499051062		SW628	00	03/10/2011	050-5020-472.03-13	1/28-2/27 WELL #4	1,962.06	
2899102037		SW628	00	03/10/2011	050-5020-472.03-13	1/28-2/27 LONGMEADOW	2,488.07	
4163103011		SW628	00	03/10/2011	050-5020-472.03-13	1/28-2/27 EVERGREEN	1,761.77	
3651142043		SW628	00	03/10/2011	050-5050-473.03-13	1/28-2/27 STP	11,750.84	
						VENDOR TOTAL *	17,962.74	
0701170	00	FERRELLGAS						
52917310		SW628	00	03/09/2011	001-0650-416.03-51	GAS CYLINDER RENTAL	15.00	
						VENDOR TOTAL *	15.00	
0950352	00	FIRE CONTROL INC						
10-14		SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0028394	00	FIREGROUND SUPPLY INC						
7603		SW628 110038	00	02/20/2011	001-0720-420.02-31	UNIFORMS	71.35	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

VEND NO INVOICE NO	SEQ#	VENDOR NAME VOUCHER P.O. NO NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND- ISSUED AMOUNT
0028394 7616	00	FIREGROUND SUPPLY INC SW628 110038	00	02/23/2011	001-0720-420.02-31	UNIFORMS	36.30	
						VENDOR TOTAL *	107.65	
0023075 50832 50912	00	FOSTER COACH SALES SW628 SW628	00	03/09/2011 03/09/2011	001-0720-420.02-22 001-0720-420.02-22	AIR HORN-#381 AIR HORN-#383	166.97 56.35	
						VENDOR TOTAL *	223.32	
0000880 15202	00	FUL-LIFE SAFETY CENTER SW628	00	03/09/2011	050-5060-473.02-33	SAFETY GLASSES	41.40	
						VENDOR TOTAL *	41.40	
0006769 11IPTS0120	00	GASVODA & ASSOCIATES SW628 110051	00	02/25/2011	050-5050-473.02-27	CHECK VALVES	66.20	
						VENDOR TOTAL *	66.20	
0002505	00	GAWLIK, KELLY SW628	00	03/09/2011	001-0720-420.03-71	PER DIEM	366.00	
						VENDOR TOTAL *	366.00	
0004508 10-1238	00	GERMAN SHEPHERD DOG TRAINING CLUB SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0007123 9470161770	00	GRAINGER SW628 110052	00	02/23/2011	050-5050-473.02-27	HEAVY DUTY RAIN COVER	31.32	
						VENDOR TOTAL *	31.32	
0000862	00	GRILL, PATRICK SW628 SW628	00	03/10/2011 03/10/2011	001-0920-419.03-72 001-0920-419.03-72	REIMB-ICSC AIRFARE REIMB-ICSC AIRFARE (3)	435.40 1,353.30	
						VENDOR TOTAL *	1,788.70	
0000319	00	HAIGH, CRAIG SW628 SW628	00	03/09/2011 03/09/2011	001-0720-420.03-71 001-0720-420.03-71	REIMB-MEALS FOOD-FIRE SERVICE CLASS	17.22 630.88	
						VENDOR TOTAL *	648.10	
0008032 4142 4166	00	HAVEY COMMUNICATIONS SW628 SW628	00	03/09/2011 03/09/2011	001-0650-416.02-23 001-0720-420.02-22	RADIO-#7 STROBE POWER SUPPLY-#383	438.80 155.89	
						VENDOR TOTAL *	594.69	
0018035 2484014 2485643 2486039 2511478 2570970	00	HD SUPPLY WATERWORKS SW628 SW628 SW628 SW628 SW628	00	03/09/2011 03/09/2011 03/09/2011 03/09/2011 03/09/2011	050-5030-472.02-27 050-5030-472.02-27 050-5030-472.02-27 050-5030-472.02-27 050-5030-472.02-27	WATER MAIN PARTS WATER MAIN PARTS WATER MAIN PARTS WATER MAIN PARTS WATER MAIN PARTS	275.00 361.52 152.44 50.00 717.24	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

VEND NO INVOICE NO	SEQ#	VENDOR NAME VOUCHER P.O. NO NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0018035	00	HD SUPPLY WATERWORKS						
2514417		SW628	00	03/09/2011	050-5030-472.02-27	WATER MAIN PARTS	1,227.30	
2533760		SW628	00	03/09/2011	050-5060-473.02-33	SAFETY BOOTS	47.50	
						VENDOR TOTAL *	2,831.00	
0002554	00	H2O AUTO SPA INC						
		SW628	00	03/09/2011	001-0650-416.03-31	1/11 POLICE CAR WASHES	229.00	
						VENDOR TOTAL *	229.00	
0023096	00	IFSAP						
		SW628	00	03/09/2011	001-0720-420.03-71	CONFERENCE-R DUBIEL	170.00	
						VENDOR TOTAL *	170.00	
0025898	00	IL ASSOC OF CODE ENFORCEMENT						
		SW628	00	03/09/2011	001-0720-420.03-71	MEETING-BERTOLAMI	35.00	
		SW628	00	03/09/2011	001-0870-421.03-71	MEETING-CODE ENF (6)	210.00	
						VENDOR TOTAL *	245.00	
0008991	00	IL CORRECTIONAL IND						
112722482		SW628	00	03/09/2011	001-0640-416.02-28	CLEANING SUPPLIES	31.04	
						VENDOR TOTAL *	31.04	
0001072	00	IL PUMP INC						
S-7351		SW628 110054	00	01/26/2011	050-5050-473.03-41	PUMP REPAIR-STP	1,219.07	
						VENDOR TOTAL *	1,219.07	
0009337	00	IL STATE POLICE						
IL016420L		SW628	00	03/10/2011	001-0000-207.06-00	FINGERPRINTS (5)	171.25	
ILL13149S		SW628	00	03/10/2011	001-0000-207.06-00	FINGERPRINTS (3)	102.75	
						VENDOR TOTAL *	274.00	
0023103	00	INTERSTATE BATTERIES						
38510		SW628	00	03/09/2011	001-0650-416.02-27	BATTERIES	20.56	
						VENDOR TOTAL *	20.56	
0000455	00	JAKE THE STRIPER						
8895		SW628	00	03/10/2011	001-0640-416.02-27	BUILDING DECALS	90.00	
8950		SW628	00	03/10/2011	001-0650-416.03-31	DECAL PACKAGE-#92	275.00	
						VENDOR TOTAL *	365.00	
0002830	00	JEFFREY ELEVATOR CO INC						
98566		SW628 110021	00	03/01/2011	001-0640-416.03-36	3/11 ELEVATOR MAINTENANCE	200.00	
98672		SW628	00	03/10/2011	001-0640-416.03-34	ELEVATOR REPAIR-PD	888.75	
98671		SW628	00	03/10/2011	001-0640-416.03-36	ELEVATOR PRESSURE TESTS-2	820.00	
98566		SW628 110021	00	03/01/2011	001-0720-420.03-36	3/11 ELEVATOR MAINTENANCE	100.00	
98671		SW628	00	03/10/2011	001-0720-420.03-36	ELEVATOR PRESSURE TEST-1	410.00	
						VENDOR TOTAL *	2,418.75	
0026054	00	KAJIMA BUILDING & DESIGN GROUP						
10-1917		SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0026054	00	KAJIMA BUILDING & DESIGN GROUP						
						VENDOR TOTAL *	100.00	
0010236	00	KALE UNIFORMS						
531790		SW628 110002 00	03/02/2011	001-0820-421.02-31		UNIFORMS	90.73	
531791		SW628 110002 00	03/02/2011	001-0850-421.02-31		UNIFORMS	77.68	
						VENDOR TOTAL *	168.41	
0010254	00	KAMMES AUTO & TRUCK REPAIR INC						
283237		SW628	00 03/09/2011	001-0650-416.03-31		TRUCK SAFETY INSPECTIONS	246.00	
						VENDOR TOTAL *	246.00	
0003804	00	LAN ELECTRIC						
27-11		SW628	00 03/09/2011	050-5050-473.03-41		REPR-FLOW VALVE ACTUATOR	430.52	
						VENDOR TOTAL *	430.52	
0010995	00	LANDMARK FORD						
137850		SW628 110124 00	03/03/2011	061-6110-485.13-42		2011 FORD PICKUP-#126	18,476.00	
						VENDOR TOTAL *	18,476.00	
0001876	00	LEXIS NEXIS RISK DATA MGMT						
1229084		SW628	00 03/10/2011	001-0810-421.03-61		1/11 SEARCH FEES	98.75	
1229084		SW628	00 03/10/2011	001-0810-421.03-61		2/11 SEARCH FEES	129.95	
						VENDOR TOTAL *	228.70	
0004509	00	LINDBERG, JON						
09-985		SW628	00 03/09/2011	001-0000-229.00-00		REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0028774	00	LOMBARDI ELECTRIC INC						
10-287		SW628	00 03/09/2011	001-0000-229.00-00		REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0028628	00	LORCHEM TECHNOLOGIES INC						
46102		SW628	00 03/09/2011	001-0650-416.02-29		PRESSURE HOSE-#438	107.45	
						VENDOR TOTAL *	107.45	
0600389	00	M-K SIGNS						
09-1150		SW628	00 03/10/2011	001-0000-229.00-00		REFUND PERMIT BOND	150.00	
						VENDOR TOTAL *	150.00	
9999999	00	M/I HOMES OF CHICAGO						
155735-112290		SW628	00 00/00/0000	050-0000-202.01-00		WATER REF 1772 PERSIMMON	40.90	
						VENDOR TOTAL *	40.90	
0000163	00	MARCOTT ENTERPRISES INC						
16100		SW628 110023 00	11/15/2010	050-5060-473.02-27		TOPSOIL	660.00	
						VENDOR TOTAL *	660.00	
0960165	00	MARTAM CONSTRUCTION						

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

VEND NO INVOICE NO	SEQ# VOUCHER NO	VENDOR NAME P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0960165 10395	00	MARTAM CONSTRUCTION SW628 110192	00 02/07/2011	050-5030-472.03-44	WATER MAIN-CRWFRD/CELBRTY	13,685.75	
					VENDOR TOTAL *	13,685.75	
0003527 54026	00	MATCO TOOLS SW628	00 03/09/2011	050-5030-472.02-34	MISC TOOLS	39.95	
					VENDOR TOTAL *	39.95	
0012115 3845 8802 6118 9237	00	MENARDS SW628 SW628 SW628 SW628	00 03/09/2011 00 03/09/2011 00 03/09/2011 00 03/09/2011	001-0640-416.02-27 050-5050-473.02-27 050-5050-473.02-27 050-5060-473.02-27	HARDWARE HARDWARE HARDWARE HARDWARE	61.75 32.77 87.77 5.56	
					VENDOR TOTAL *	187.85	
0002214 C53764	00	MERIDIAN IT INC SW628	00 03/10/2011	001-0470-414.03-36	AS/400 SOFTWARE MAINT	1,209.98	
					VENDOR TOTAL *	1,209.98	
0004517 18316	00	METROPOLITAN TITLE AGENCY SW628	00 03/10/2011	001-0000-313.04-00	REFUND TRANSFER TAX	150.00	
					VENDOR TOTAL *	150.00	
0004518 10-1104	00	MIAN, IFRAN SW628	00 03/10/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0012400 148845	00	MILES CHEVROLET SW628 110163	00 03/01/2011	061-6110-485.13-41	2011 CHEVY IMPALA-#187	21,071.00	
					VENDOR TOTAL *	21,071.00	
0012490	00	MOSER, RONALD A SW628	00 03/09/2011	001-0410-414.03-71	REIMB-ILCMA CONF HOTEL	158.20	
					VENDOR TOTAL *	158.20	
0027780 103248	00	MUNICIPAL WEB SERVICES SW628	00 03/10/2011	001-0470-414.03-36	1/11 WEB SITE MAINT	282.50	
					VENDOR TOTAL *	282.50	
0004510 10-1928	00	MUZA, KHALED SW628	00 03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
					VENDOR TOTAL *	100.00	
0025745 13396667 13396667	00	NEOPOST INC SW628 SW628	00 03/09/2011 00 03/09/2011	001-0510-415.02-11 050-5010-471.02-11	POSTAGE MACHINE SUPPLIES POSTAGE MACHINE SUPPLIES	121.49 121.50	
					VENDOR TOTAL *	242.99	
0026675 521652499-025	00	NEXTEL COMMUNICATIONS SW628	00 03/09/2011	001-0470-414.03-11	PROJECT SHIELD MODEM	39.99	

PREPARED 03/10/2011, 14:39:15  
 PROGRAM: GM339L  
 Village of Hanover Park

EXPENDITURE APPROVAL LIST  
 AS OF: 03/10/2011 CHECK DATE: 03/18/2011

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0026675	00	NEXTEL COMMUNICATIONS						
622730512-109	SW628		00	03/09/2011	001-0470-414.03-11	1/24-2/23 MONTHLY SERVICE	1,889.90	
622730512-109	SW628		00	03/09/2011	001-0470-414.03-11	EQUIPMENT CHARGE	635.93	
622730512-109	SW628		00	03/09/2011	001-0720-420.03-11	1/24-2/23 MONTHLY SERVICE	553.00	
622730512-109	SW628		00	03/09/2011	050-5010-471.03-11	1/24-2/23 MONTHLY SERVICE	326.73	
						VENDOR TOTAL *	3,445.55	
0003120	00	NICHOLSON, DAN						
	SW628		00	03/09/2011	001-0720-420.03-71	PER DIEM	366.00	
						VENDOR TOTAL *	366.00	
0002827	00	NORTH CENTRAL LABORATORIES						
282682	SW628	110056	00	02/10/2011	050-5050-473.02-26	INCUBATOR-STP	3,401.95	
						VENDOR TOTAL *	3,401.95	
0013210	00	NORTH EAST MULTI-REGIONAL TRAINING						
141820	SW628		00	03/10/2011	001-0820-421.03-71	TRAINING-P DIAZ	75.00	
						VENDOR TOTAL *	75.00	
0950473	00	NORTHERN BUILDERS INC						
10-15	SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	1,000.00	
						VENDOR TOTAL *	1,000.00	
0027037	00	NORTHERN IL UNIVERSITY						
	SW628		00	03/09/2011	070-0000-491.03-71	TRAINING-M WALTHER	275.00	
						VENDOR TOTAL *	275.00	
0013394	00	NORTHWESTERN LANDSCAPE INC						
20294	SW628	110073	00	03/01/2011	051-0000-478.03-35	SNOW REMOVAL-COMM LOT	1,000.00	
						VENDOR TOTAL *	1,000.00	
0001404	00	P.F. PETTIBONE & CO.						
22197	SW628		00	03/09/2011	001-0850-421.03-70	TRAFFIC STOP STICKERS	153.70	
						VENDOR TOTAL *	153.70	
0003506	00	PACE SUBURBAN BUS						
110767	SW628		00	03/09/2011	001-0550-415.03-87	1/11 ROUTE 554 SERVICE	1,856.38	
						VENDOR TOTAL *	1,856.38	
0004281	00	PADDOCK PUBLICATIONS						
T4250641	SW628		00	03/10/2011	001-0120-411.03-67	AD-LEGAL NOTICE	83.00	
T4252090	SW628		00	03/10/2011	001-0120-411.03-67	AD-STREET REPAIR BID	192.00	
T4252097	SW628		00	03/10/2011	001-0120-411.03-67	AD-SIDEWALK REPAIR BID	196.00	
						VENDOR TOTAL *	471.00	
0003497	00	PAETEC						
2241650	SW628		00	03/09/2011	001-0470-414.03-11	1/18-2/17 PHONE SERVICE	242.04	
2241650	SW628		00	03/09/2011	050-5010-471.03-11	1/18-2/17 PHONE SERVICE	181.53	
2241650	SW628		00	03/09/2011	050-5020-472.03-11	1/18-2/17 PHONE SERVICE	90.76	
2241650	SW628		00	03/09/2011	050-5050-473.03-11	1/18-2/17 PHONE SERVICE	90.76	

PREPARED 03/10/2011, 14:39:15  
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NO	NO	NO						AMOUNT
0003497	00	PAETEC						
						VENDOR TOTAL *	605.09	
0003633	00	PARTSMASTER						
20444226	SW628		00	03/10/2011	001-0650-416.02-34	METAL CUTTING TOOL	144.27	
						VENDOR TOTAL *	144.27	
0026112	00	PATTEN INDUSTRIES INC						
50C338451	SW628		00	03/09/2011	001-0650-416.02-29	REAR WINDOW-#552	353.22	
						VENDOR TOTAL *	353.22	
0014189	00	PAVIA-MARTING & CO						
11005	SW628		00	03/09/2011	010-0000-441.03-64	ENG-LONGMEADOW BRIDGE PH1	3,193.28	
						VENDOR TOTAL *	3,193.28	
0027989	00	PIERCE & ASSOCIATES						
49030-28740	SW628		00	03/10/2011	001-0000-207.06-00	WATER REF-4455 DUBLIN CT	156.67	
						VENDOR TOTAL *	156.67	
0014372	00	PINNER ELECTRIC CO						
20852	SW628		00	03/09/2011	011-0000-442.03-36	TRAFFIC SIGNAL MAINT	175.00	
20853	SW628	110076	00	02/28/2011	011-0000-442.03-35	2/11 STREETLIGHT MAINT	3,740.35	
20853	SW628	110076	00	02/28/2011	051-0000-478.03-36	2/11 STREETLIGHT MAINT	362.18	
						VENDOR TOTAL *	4,277.53	
0014423	00	PLOTE CONSTRUCTION INC						
158076	SW628	110025	00	03/05/2011	001-0620-431.02-27	COLD PATCH ASPHALT	722.50	
						VENDOR TOTAL *	722.50	
0014472	00	POMP'S TIRE SERVICE						
263805	SW628		00	03/10/2011	001-0650-416.02-22	TIRES (2)-#3017	456.00	
						VENDOR TOTAL *	456.00	
0004511	00	PONDELICEK, KATHRYN						
102122	SW628		00	03/09/2011	001-0000-323.12-00	REFUND OVERPAID AMB FEE	100.00	
						VENDOR TOTAL *	100.00	
0014482	00	PORTABLE COMMUNICATIONS SPEC						
1101311	SW628		00	03/09/2011	001-0850-421.03-36	RADIO REPAIR	83.25	
1101323	SW628		00	03/09/2011	001-0850-421.03-36	RADIO REPAIR	45.00	
						VENDOR TOTAL *	128.25	
0025663	00	PRESTA CONSTRUCTION						
10-1323	SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0003528	00	PRINT MANAGEMENT GROUP INC						
6849	SW628	110191	00	03/03/2011	001-0520-415.02-11	WINDOW ENVELOPES	272.25	
6849	SW628	110191	00	03/03/2011	050-5010-471.02-11	WINDOW ENVELOPES	222.75	
						VENDOR TOTAL *	495.00	
0002553	00	PRIORITY PRODUCTS INC						

PREPARED 03/10/2011, 14:39:15  
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 Village of Hanover Park

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0002553 798421	00	PRIORITY PRODUCTS INC SW628		00	03/09/2011	001-0650-416.02-27	HYDRAULIC FITTINGS	19.65	
							VENDOR TOTAL *	19.65	
0014715 1/152560	00	PRO SAFETY SW628	110037	00	02/24/2011	050-5020-472.02-33	MISC SAFETY SUPPLIES	200.00	
							VENDOR TOTAL *	200.00	
0003256 2200	00	PROMOS 911 INC SW628	110189	00	02/25/2011	001-0720-420.03-91	PUBLIC EDUCATION SUPPLIES	207.75	
							VENDOR TOTAL *	207.75	
0004371 5834465 5834476	00	PROVANTAGE SW628	110190	00	02/24/2011	001-0470-414.02-27	MICRO SCANNER KIT, TOOLS	741.62	
		SW628	110190	00	02/24/2011	001-0640-416.02-27	WIRELESS ROUTER	72.58	
							VENDOR TOTAL *	814.20	
0004512 10-340	00	QUALITY FINISHES SW628		00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
							VENDOR TOTAL *	100.00	
0015433 3198 3206	00	RED WING SHOE STORE SW628		00	03/09/2011	001-0620-431.02-33	SAFETY SHOES	115.00	
		SW628		00	03/09/2011	050-5020-472.02-33	SAFETY SHOES	115.00	
							VENDOR TOTAL *	230.00	
0015721 439871 439953	00	ROADWAY TOWING SW628		00	03/10/2011	001-0650-416.03-31	TRUCK SAFETY INSPECTIONS	77.00	
		SW628		00	03/10/2011	001-0650-416.03-31	TRUCK SAFETY INSPECTIONS	26.00	
							VENDOR TOTAL *	103.00	
0004403 490	00	ROGER C MARQUARDT & COMPANY INC SW628		00	03/09/2011	001-0410-414.03-61	3/11 LOBBYING SERVICES	3,500.00	
							VENDOR TOTAL *	3,500.00	
0003999 302	00	RUBINO ENGINEERING INC SW628		00	03/10/2011	010-0000-441.03-64	SOIL ANALYSIS-IRIS, FLOWER	2,395.00	
							VENDOR TOTAL *	2,395.00	
0028016 6152 6152 6152 6152 1211 1211 1211	00	SAM'S CLUB BUSINESS PAYMENTS SW628		00	03/09/2011	001-0110-411.03-71	MEETING SUPPLIES	128.06	
		SW628		00	03/09/2011	001-0720-420.03-91	MISC SUPPLIES	17.58	
		SW628		00	03/09/2011	001-0720-420.02-11	MISC SUPPLIES	30.76	
		SW628		00	03/09/2011	001-0720-420.03-71	MEETING SUPPLIES	34.86	
		SW628		00	03/10/2011	001-0850-421.02-36	MISC SUPPLIES	49.64	
		SW628		00	03/10/2011	001-0850-421.02-27	MISC SUPPLIES	18.98	
		SW628		00	03/10/2011	001-0850-421.02-27	PRISONER MEALS	43.40	
							VENDOR TOTAL *	323.28	
0004513	00	SCS ENTERPRISES INC							

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NO	NO	NO						AMOUNT
0004513	00	SCS ENTERPRISES INC						
022311-16Q		SW628	00	03/09/2011	001-0820-421.02-27	MINI DVR CAMERA,SUPPLIES	422.00	
						VENDOR TOTAL *	422.00	
0004164	00	SEIDEL, RAY						
		SW628	00	03/10/2011	070-0000-491.03-71	REIMB-IPPPA TRAINING FEE	275.00	
						VENDOR TOTAL *	275.00	
0003511	00	SERVICE EXPRESS INC						
7176		SW628	00	03/10/2011	001-0470-414.03-36	AS/400 HARDWARE MAINT	5,628.00	
						VENDOR TOTAL *	5,628.00	
0002318	00	SHERMAN BENEFIT MANAGER-WRKCOMP						
328708		SW628	00	03/10/2011	001-0720-420.03-65	PHYSICAL	161.07	
328807		SW628	00	03/10/2011	001-0720-420.03-65	PHYSICAL	286.17	
						VENDOR TOTAL *	447.24	
0016961	00	STANDARD EQUIPMENT CO						
C62643		SW628	00	03/09/2011	001-0650-416.02-29	STARTER SWITCH-#551	91.71	
C62730		SW628	00	03/09/2011	001-0650-416.02-29	SWEEPER PARTS-#427	957.85	
C62731		SW628	00	03/09/2011	001-0650-416.02-29	SWEEPER PARTS-#427	363.82	
						VENDOR TOTAL *	1,413.38	
0002231	00	STAPLES ADVANTAGE						
107224041		SW628	00	03/10/2011	001-0520-415.02-11	OFFICE SUPPLIES	54.68	
						VENDOR TOTAL *	54.68	
0002792	00	STATE FIRE MARSHAL						
9451479		SW628	00	03/09/2011	001-0640-416.03-34	COMPRESSOR INSPECTION	140.00	
						VENDOR TOTAL *	140.00	
0017095	00	STEINER ELECTRIC COMPANY						
3542454.1		SW628	00	03/09/2011	001-0640-416.02-27	ELECTRICAL SUPPLIES	340.35	
						VENDOR TOTAL *	340.35	
0017208	00	SUBURBAN LABORATORIES INC						
7037		SW628	110047	00 02/15/2011	050-5020-472.03-69	LAB TESTING	330.00	
7378		SW628	110047	00 02/28/2011	050-5020-472.03-69	LAB TESTING	148.00	
7037		SW628	110047	00 02/15/2011	050-5030-472.03-69	LAB TESTING	36.00	
7378		SW628	110047	00 02/28/2011	050-5030-472.03-69	LAB TESTING	99.00	
						VENDOR TOTAL *	613.00	
0017645	00	TERMINAL SUPPLY CO						
29332		SW628	00	03/09/2011	001-0650-416.02-27	ELECTRICAL TERMINALS	39.23	
						VENDOR TOTAL *	39.23	
0004200	00	TREE TEC PROS						
298		SW628	00	03/09/2011	001-0630-416.03-38	TREE REMOVALS (3)	559.00	
						VENDOR TOTAL *	559.00	
0001874	00	TRI-TECH FORENSICS						

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0001874 64333	00	TRI-TECH FORENSICS SW628	00	03/09/2011	001-0850-421.02-35	TESTING KITS	74.50	
						VENDOR TOTAL *	74.50	
0002617	00	ULTRA FOODS SW628	00	03/09/2011	001-0195-411.03-91	SUPPLIES-CONECT EVENT	200.42	
						VENDOR TOTAL *	200.42	
0003491 2530	00	UNIFORM DUDS FOR KIDS LLC SW628	00	03/09/2011	001-0720-420.03-91	CHILD TURNOUT GEAR	240.00	
						VENDOR TOTAL *	240.00	
0004171 10-330	00	UNIVERSAL FENCE SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0023013 6320183-4	00	USA MOBILITY WIRELESS INC SW628	00	03/10/2011	001-0470-414.03-11	3/11 PAGER SERVICE	14.68	
						VENDOR TOTAL *	14.68	
0004009 4705 4763	00	V.P. MECHANICAL INC SW628 SW628	00 00	03/09/2011 03/09/2011	001-0640-416.03-34 050-5050-473.03-41	NEW BOILER-PW INCUBATOR REPAIR-STP	4,380.00 195.00	
						VENDOR TOTAL *	4,575.00	
0001398 2525858302 2535062591 2535062591 2535588124 2535588124	00	VERIZON WIRELESS SW628 SW628 SW628 SW628 SW628	00 00 00 00 00	03/09/2011 03/10/2011 03/10/2011 03/09/2011 03/09/2011	001-0470-414.03-11 001-0470-414.03-11 001-0620-431.02-27 050-5020-472.03-11 050-5040-472.03-11	2/5-3/4 WIRELESS CARDS 2/23-3/22 CELLULAR PHONE EQUIPMENT CHARGES 2/24-3/23 WIRELESS CARD 2/24-3/23 WIRELESS CARD	1,216.32 2,075.81 244.97 64.99 38.01	
						VENDOR TOTAL *	3,640.10	
0018689 P34341	00	VERMEER-ILLINOIS INC SW628	00	03/09/2011	001-0650-416.02-29	DRIVE BELT-#688	189.37	
						VENDOR TOTAL *	189.37	
0004514 10-1706	00	VIDECKIS FINANCIAL SERVICES INC SW628	00	03/09/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0004329 894456	00	W.S. DARLEY & CO. SW628	00	03/09/2011	001-0720-420.02-33	MISC SAFETY SUPPLIES	67.00	
						VENDOR TOTAL *	67.00	
0026145 1056400 1056409 1038790 1041637	00	WAREHOUSE DIRECT SW628 SW628 SW628 SW628	00 00 00 00	03/10/2011 03/10/2011 03/09/2011 03/09/2011	001-0520-415.02-11 001-0520-415.02-11 001-0850-421.02-11 001-0930-419.02-11	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	36.78 16.99 79.32 24.70	

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NO	NO	NO						AMOUNT
0026145	00	WAREHOUSE DIRECT						
C1041637	SW628		00	03/09/2011	001-0930-419.02-11	RETURN CREDIT	8.88-	
1046207	SW628		00	03/09/2011	001-0930-419.02-11	OFFICE SUPPLIES	12.51	
1047674	SW628		00	03/09/2011	001-0930-419.02-11	OFFICE SUPPLIES	65.28	
						VENDOR TOTAL *	226.70	
0019015	00	WATER PRODUCTS						
224917	SW628		00	03/09/2011	050-5060-473.02-33	SAFETY BOOTS	47.00	
						VENDOR TOTAL *	47.00	
0001916	00	WATER RESOURCES INC						
26165	SW628		00	03/09/2011	050-5040-472.02-27	WATER MAIN PARTS	409.60	
26266	SW628		00	03/09/2011	050-5040-472.02-27	WATER MAIN PARTS	295.32	
26266	SW628		00	03/09/2011	050-5040-472.02-37	3" COMPOUND WATER METER	2,545.00	
						VENDOR TOTAL *	3,249.92	
0004519	00	WEATHERSHIELD RESTORATION INC						
10-1150	SW628		00	03/10/2011	001-0000-229.00-00	REFUND PERMIT BOND	100.00	
						VENDOR TOTAL *	100.00	
0019071	00	WEBER, SCOTT						
	SW628		00	03/09/2011	001-0630-416.03-71	PER DIEM	122.00	
						VENDOR TOTAL *	122.00	
0000839	00	WELNOWSKI, ANTHONY						
	SW628		00	03/09/2011	001-0720-420.03-71	PER DIEM	366.00	
						VENDOR TOTAL *	366.00	
0025156	00	WHOLESALE DIRECT						
184157	SW628		00	03/09/2011	001-0650-416.02-22	WARNING LIGHT-#7	585.53	
						VENDOR TOTAL *	585.53	
9999999	00	WINTZ, CASEY K						
151235-28450	SW628		00	00/00/0000	050-0000-202.01-00	WATER REF 3747 DORY	50.00	
						VENDOR TOTAL *	50.00	
0019711	00	XEROX CORPORATION						
53520676	SW628	110032	00	03/01/2011	001-0610-416.03-51	2/11 COPIER-PW	94.42	
53520679	SW628		00	03/10/2011	001-0850-421.03-36	2/11 COPIER-PD	196.10	
53520677	SW628		00	03/10/2011	001-0850-421.03-36	2/11 COPIER-PD	221.98	
53520676	SW628	110032	00	03/01/2011	050-5010-471.03-51	2/11 COPIER-PW	94.41	
						VENDOR TOTAL *	606.91	
0019893	00	ZIEBELL WATER SERVICE PRODUCTS INC						
211372	SW628		00	03/09/2011	050-5030-472.02-27	WATER MAIN PARTS	1,005.00	
211373	SW628		00	03/09/2011	050-5030-472.02-27	WATER MAIN PARTS	1,406.41	
211428	SW628		00	03/09/2011	050-5030-472.02-27	B-BOX KEY PARTS	372.00	
						VENDOR TOTAL *	2,783.41	
0000755	00	3D DESIGN STUDIO LLC						

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NO	NO	NO						AMOUNT
0000755	00	3D DESIGN STUDIO LLC						
2011-02-5		SW628	00	03/09/2011	001-0630-416.03-35	LANDSCAPE DESIGN	799.21	
						VENDOR TOTAL *	799.21	
						TOTAL EXPENDITURES ****	241,031.89	
					GRAND TOTAL	*****		241,031.89

## Village of Hanover Park

Municipal Building  
2121 West Lake Street  
Hanover Park, Illinois  
60133-4398  
630-372-4200  
Fax 630-372-4215

Rodney S. Craig  
Village President

Eira L. Corral  
Village Clerk

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, March 3, 2011  
6:00 p.m.

### Minutes

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

President Craig called the meeting to order at 6:12 p.m.

Roll:

PRESENT

ABSENT

ALSO PRESENT

Trustees:

Trustees:

Village Manager Ron Moser, Village Attorney Bernie Paul and  
Department Heads.

Roberts, Kaiser, Zimel, Cannon

Nicolosi, Carter

#### 2. ACCEPTANCE OF AGENDA

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

AYES:

NAYS:

ABSENT:

Trustees:

Trustees:

Trustees:

Voice Vote

None

Nicolosi, Carter

#### 3. AGENDA ITEM REVIEW

Manager Moser summarized items on the agenda.

#### 4. STRATEGIC PLANNING

Chief Haigh updated Board members on status of draft Strategic Planning document and anticipated distribution.

#### 5. POLICE BUILDING UPDATE

Director Killian updated all on status of general construction and specifically roof installation.

**a. Police Monument Sign**

Director Killian introduced Brian Meade of PSA Dewberry, who summarized details of the two options for the proposed monument sign. Ground illumination is proposed. Trustee Zimel suggested alternative lighting options. Trustee Cannon introduced question regarding identification signage on building. Clerk Corral commented on potential for deterioration of lighting fixtures. Board members determined preference for v-shape design.

**6. BOARD MEMBER CONCERNS**

None

**7. DISCUSSION TOPICS**

**a. Preliminary budget information Session # 3**

Manager Moser presented summary and provided recommendation. Director Linear and Manager Moser responded to questions introduced by Board members. Proposed capital projects for this year were detailed. Board members recommended staff to proceed with staff recommendation for capital purchases for this fiscal year.

**b. Memorial Flags**

Deferred to Trustee Reports item at regular meeting.

**c. Impounds (Police Department)**

Deferred

**d. Accounting Firm for Auditing Services**

Manager Moser provided staff recommendation to use Sikich auditing firm. Board members requested competitive proposals prior to a decision. Director Linear will forward additional auditing firm information. Mr. Daniel Berg of Sikich provided his company's credentials. Board members determined to review additional information prior to final recommendation.

**8. STAFF UPDATES**

None

**9. ADJOURNMENT**

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

Voice Vote: All Ayes.

Motion carried. Meeting adjourned at 7:20 p.m.

Recorded and transcribed by,

Eira L. Corral /s/  
Village Clerk

Minutes approved by President and Board of Trustees on this:

17th day of March, 2011.

## Village of Hanover Park

Municipal Building  
2121 West Lake Street  
Hanover Park, Illinois 60133-4398  
630-372-4200  
Fax 630-372-4215

Rodney S. Craig, Village President  
Eira L. Corral Village Clerk  
Ronald A. Moser, Village Manager



## VILLAGE OF HANOVER PARK

### PRESIDENT AND BOARD OF TRUSTEES REGULAR MEETING

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

### MINUTES

Thursday, March 3, 2011  
7:30 p.m.

1. CALL TO ORDER - ROLL CALL  
President Rodney Craig called the meeting to order at 7:30 p.m.  
  
PRESENT: Trustees: Roberts, Kaiser, Nicolosi, Zimel, Cannon, Carter  
ABSENT: Trustees: None  
ALSO PRESENT: Village Manager Ron Moser, Department Heads, Attorney Paul.
  
2. PLEDGE OF ALLEGIANCE  
A Presentation of the Colors by Cub Scouts of America, Pack 398. Norwest Suburban Council representative presented a letter of appreciation to President Craig and a Proclamation for the Village. All attendees recited the Pledge.  
  
Trustee Carter recognized at 7:50 p.m.
  
3. ACCEPTANCE OF AGENDA  
Motion by Trustee Zimel, seconded by Trustee Roberts to accept the Agenda.  
  
Roll call:  
AYES: Trustees: Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon  
NAYS: Trustees: None  
ABSENT: Trustee: None  
  
Motion carried: Agenda Accepted.
  
4. PRESENTATIONS/REPORTS  
  
Recognition- Fire Department New Part-Time Employees  
President Craig introduced Xavier Beltran and Patrick Lacey as Part Time Firefighters & EMT's and welcomed them to the Village.

5. TOWNHALL SESSION – None

6. VILLAGE PRESIDENT REPORT

President Craig announced the following:

Proclamation Declaring the Month of March 2011 as Women’s History Month in the Village of Hanover Park, Illinois. Clerk Corral introduced guests and commented on the importance of this recognition.

President Craig announced the following:

Proclamation Declaring the Week of March 6-12, 2011 as Girl Scouts Week in the Village of Hanover Park, Illinois. Clerk Corral introduced guests.

Motion by Trustee Zimel, seconded by Trustee Robert, to approve by omnibus vote those items on the Consent Agenda.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Consent Agenda by omnibus vote.

6-A.1 Award Contract for Median Planting Throughout the Village to Heights Landscaping, (C.A.) Inc. for an Amount Not to Exceed \$28,818.00 and Authorize the Village Manager to Execute All Necessary Documents.

6-A.2 Award Contract for Turf and Landscape Maintenance at Various Locations Throughout (C.A.) the Village to Alaniz Landscaping Group for an Amount Not to Exceed \$19,960 and Authorize the Village Manager to Execute All Necessary Documents.

6-A.3 Pass A Resolution Endorsing the U.S. Conference of Mayors Civility Accord. (C.A.)

6-A.4 Approve Contract for TIF Redevelopment Services to Martin P. Norkett of Coldwell Banker Commercial in an Amount Not to Exceed \$10,000.00 and Authorize the Village Manager to Execute All Necessary Documents.

Motion by Trustee Zimel, seconded by Trustee Cannon, to approve by omnibus vote those items on the Consent Agenda.

Manager Moser provided explanation of proposed contract and introduced Director Grill and Mr. Norkett. Director Grill provided Board members with a summary of his activities with Mr. Norkett regarding commercial development. Trustee Carter requested clarification regarding the need for these services. Director Grill provided an explanation of the financial and development benefits of Mr. Norkett’s experience. Manager Moser further commented on Mr. Norkett’s plans to work on the sale of foreclosed residential properties and his experience regarding the advertisement plan for the TIF areas. Clerk Corral requested clarification on Mr. Norkett’s experience regarding the needs of a multicultural community. Trustee Cannon commented that Mr. Norkett’s business experience in Evanston is multicultural due to the diversity of the community.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Contract for TIF Redevelopment Services to Martin P. Norkett of Coldwell Banker Commercial in an Amount Not to Exceed \$10,000.00 and Authorized the Village Manager to Execute All Necessary Documents.

6-A.5 Motion by Trustee Zimel, seconded by Trustee Roberts to Approve Program for Advertising Services for the Village's TIF Districts with France Publications In an Amount Not to Exceed \$30,000.00.

Manager Moser summarized proposed program and introduced Director Grill to further expand. Director Grill detailed how this type of advertising would benefit the Village in the attraction of development opportunities; he noted the savings realized with this contract due to our relationship with Mr. Norkett. Trustee Cannon requested details of the advertising plan. Director Grill commented that the TIF incentives would be the main focus. Manager Moser commented on the consideration of additional non-print advertising activities.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Program for Advertising Services for the Village's TIF Districts with France Publications In an Amount Not to Exceed \$30,000.00.

6-A.6 Motion by Trustee Zimel, seconded by Trustee Roberts to Approve Purchase Order for a Dell EqualLogic SAN to Replace the Existing SAN Environment and a Cisco Switch in the Amount Not to Exceed \$103,000.00.

Manager Moser summarized the need and the available financing for this request; he introduced Director McGhinnis to expand. Director McGhinnis detailed the existing problems and the critical nature of the need. Trustee Zimel clarified the standard life expectancy is 5-7 years for the proposed SAN. Questions introduced and resolved.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Purchase Order for a Dell EqualLogic SAN to Replace the Existing SAN Environment and a Cisco Switch in the Amount Not to Exceed \$103,000.00.

- 6-A.7 Motion by Trustee Zimel, seconded by Trustee Roberts to Approve the Early Retirement Incentive Program.

Manager Moser summarized financial impact of the program, which would then be administered in-house. Manager Moser introduced Director Bednarek to respond to questions. Trustee Carter asked for clarification regarding how employees would be notified and suggested that all employees be included rather than focusing on a select group.

Motion by Trustee Carter, seconded by Trustee Cannon to amend the notification process to include all employees.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Amend the notification process to include all employees.

Approve the Early Retirement Incentive Program, as amended.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved the Early Retirement Incentive Program, as amended.

- 6-A.8 Motion by Trustee Zimel seconded by Trustee Roberts to Approve Warrant SWS150 in the Amount of \$954,166.48.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Warrant SWS150 in the Amount of \$954,166.48.

- 6-A.9 Motion by Trustee Zimel seconded by Trustee Roberts to Approve Warrant W628 in the Amount of \$1,393,106.77

Questions introduced, response provided.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved Warrant W628 in the Amount of \$1,393,106.77

7. VILLAGE MANAGER'S REPORT – RON MOSER  
No Report

8. VILLAGE CLERK'S REPORT – EIRA CORRAL

- 8-A.1 Motion by Trustee Zimel seconded by Trustee Roberts to Waive the Reading and Approve the Minutes of the Regular Board Meeting of February 17, 2011, as Published.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved the Minutes of the Regular Board Meeting of February 17, 2011, as Published.

- 8-A.2 Motion by Trustee Zimel seconded by Trustee Roberts to Waive the Reading and Approve the Minutes of the Board Workshop Meeting of February 17, 2011, as Published.

Roll call:

AYES:	Trustees:	Roberts, Kaiser, Nicolosi, Zimel, Carter, Cannon
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved the Minutes of the Board Workshop Meeting of February 17, 2011, as Published.

9. CORPORATION COUNSEL'S REPORT – No Report.

10. VILLAGE TRUSTEES REPORTS

10-A. BILL CANNON – No Report

10-B. RICK ROBERTS – No Report

10-C. LORI KAISER – Invited all regarding the Breakfast with the Bunny on April 16, 2011 at Hanover Park Community Center.

10-D. JOSEPH J. NICOLOSI - No Report

10-E. EDWARD J. ZIMEL JR.

Thanked Chief Haigh for FD's assistance to his neighbor. Confirmed with Director Grill regarding readiness of Zoning Ordinance, which is expected in April. He also explained the proposed program for distribution and honoring of Memorial Flags. Board members discussed program and clarified flag protocol.

10-F. TONIL. CARTER –

Welcomed all to Women's History Month. Clarified that she would receive return on investment information from staff regarding item 6-A.4.

11. EXECUTIVE SESSION

None

President Craig thanked Public Safety Personnel for their assistance at the accident at the MWRD site; thanked Police Department for their expedient, thorough work on the recent arson case.

12. ADJOURNMENT

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

Roll Call:

AYES:	Trustees:	Voice Vote
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion Carried: Meeting adjourned at 9:02 p.m.

Recorded and transcribed by:

Eira L. Corral /s/  
Village Clerk

Minutes approved by President and Board of Trustees on this:

17th day of March, 2011.