



# Village of Hanover Park Administration

Municipal Building  
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**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

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

**VILLAGE MANAGER**  
JULIANA A. MALLER

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD

### REGULAR WORKSHOP MEETING

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

Thursday, April 18, 2013  
6:00 p.m.

### MINUTES

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

Mayor Craig called the meeting to order at 6:05 p.m.

Roll:

PRESENT

Trustees: Roberts, Zimel, Kemper,  
Mayor: Craig

Deputy Clerk: Avilez

ABSENT

Trustees: Konstanzer, Cannon, Kunkel  
Clerk: Corral

ALSO PRESENT

Village Manager Juliana Maller, Village Attorney Paul, and  
Department Heads.

#### 2. ACCEPTANCE OF AGENDA

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

Roll call:

AYES: Trustees: Voice Vote; All Ayes

NAYS: Trustees: None

ABSENT: Trustee: Konstanzer, Cannon, Kunkel

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

None

#### 4. DISCUSSION ITEMS

##### a. AS400 & ERP

Information Technology Director, Dan McGhinis, briefed the board and provided presentation on the AS400 and ERP Software. Informed new software will

streamline internal process, eliminate paper, reduce toner use and will be all electronic. Noted new software will allow Police Officers to generate/enter tickets and no longer need to be entered thru the finance department. Highlighted positive changes for all departments.

Noted the AS400 needs to be replaced as it is 20 years old and Sungard is no longer providing enhancements. All data will be moved from the AS400 into the new software.

It was questioned and answered that \$1,200,000.00 was budgeted for the new software.

Director McGhinis briefed the board on the self-service capabilities for residents as well as empowering employees to make changes and requests. Noted the time and attendance currently used by Public Works is a manual process and the new software would be electronic and eliminate the double entering of data.

Director McGhinis noted after presentations and discussions Department Heads selected New World Systems. Provided details on the next steps.

Questions were fielded and answered.

Consensus was given to move forward.

- b. Reallocation of Capital Projects Fund Reserves for APX7500 Mobile Radios budgeted in Fiscal Year 2012

Village Manager, Juliana Maller, briefed the board on the re-allocation of Capital Projects Fund Reserves for APX7500 Mobile Radios that were budgeted for FY 2012 but not received until FY 2013 and therefore need to be paid in FY 2013.

Consensus was given to move forward and bring to the next meeting for approval.

- c. Agenda Process

Village Manager, Juliana Maller, provided an explanation on possibly changing the agenda process.

It was noted to make note of the date if a previous discussion has been held on the agenda memo of an item.

Consensus was given to bring discussion back to the May 2<sup>nd</sup> workshop meeting

for discussion to include absent board members.

- d. Standing Purchase Order – Kale  
Police Chief, David Webb, requested a standing purchase order to Kale Uniforms. Noted the Police Department has used Kale Uniforms for 20 years, they have a local store that provides onsite tailoring. There is no need to ship uniforms back and forth when uniforms don't fit.

Questions were fielded and answered.

Consensus was given to move forward.

- e. Agreement for Lobbying Services  
Village Manager, Juliana Maller, briefed the board on the new agreement for lobbying services. Noted the lower rate of \$2,000.00 per month.

Consensus was given to bring to next board meeting for approval.

- f. Gatso Red Light Camera Contract  
Police Chief, David Webb, briefed the board on the Gatso Red Light Camera contract extension. Staff recommends the one year extension on the 5 year agreement. Chief Webb noted there has been a reduction of accidents at the Barrington and Lake intersection. Noted intersection is being videotaped at all times and therefore having the ability to review footage. Informed has AMBER alert capability to turn into a plate reader.

Questions were fielded and answered.

Consensus was given to extend a one year agreement.

- g. Purchasing Policy –Cooperative Joint Purchasing  
Village Manager, Juliana Maller, briefed the board on updating the purchasing policy for a cooperative joint purchasing agreement. Staff is requesting approval of the revision to the purchasing policy.

Consensus was given to bring to the next board meeting for approval.

## **5. STAFF UPDATES**

- a. Village Bicycle Route Plan  
Public Works Director, Howard Killian, briefed the board on the proposed Village

Bicycle Route plan.

It was questioned and answered that there are various grant programs available to fund the bicycle routes. Director Killian informed that in order to apply for grants a plan needs to be in place for grant fund consideration.

Questions were fielded and answered.

No direction given as this was only for information.

## **6. NEW BUSINESS**

Village Manager, Juliana Maller, noted that an agreement with Hoffman Estates for the Fourth Fest will be coming in May. However due to the Hi-Lighter being mailed every two months staff is requesting for advertisement to be placed in the May Hi-Lighter, this is before the agreement will be signed.

Consensus was given to go ahead and place advertisement in the May Hi-Lighter to inform residents of the event.

## **7. ADJOURNMENT**

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

Roll call:

AYES:	Trustees:	Voice Vote; All Ayes
NAYS:	Trustees:	None
ABSENT:	Trustee:	Konstanzer, Cannon, Kunkel

Motion carried: Meeting adjourned at 7:03 p.m.

Recorded and transcribed by:

Eira L. Corral  
Village Clerk

Minutes approved by President and Board of Trustees on this: 2nd day of May 2013.