

**Village of Niles**  
**General Government / IT Committee**  
**Meeting Summary**  
**November 9, 2016**

The following Voting Persons were in attendance: Chair George D. Alpogianis, Village Manager Steven Vinezeano, IT Director Bill Shaw and Cammy Fortuna. Staff present were: Hadley Skeffington-Vos, Marlene Victorine, Kathy Thake, Cathy Spadoni, Kathy Barnat, Katy Darr, and Mitch Johnson. No Members of the press or public were present.

**I. Call to Order**

The meeting was called to order at 8:52 a.m. in Room 218 at the Niles Administration Building.

**II. Approve Meeting Summary – General Government/IT Committee – October 19, 2016 - Unanimous Approval**

**III. Old Business**

a. Discussion of Village Longstanding Contracts/Service Agreements

The Village Manager met with the new Finance Director and he will be further vetting agreements that fall under the Finance Department. Contracts must be vetted by the proper departments and reviewed by General Government and the Legal Department.

b. Proposed Storage Facility Tax  
Tabled.

c. Street Naming Policy

A chart was put together compiling information from other municipalities on their street naming policies. Further discussion needs to take place.

**IV. IT Project Updates**

IT moved Fire Station 3 communications to the trailer, the temporary location of the fire house, all communications are up and running. Currently IT is training the other sub-contractors to dismantle current infrastructure with the understanding that some parts of the communications equipment must remain in place during the remodel. IT submitted the revised version of their Performance Measures. The IT Department met with Community Development and General Government regarding the new Community Development software. The target is to have the new Community Development software added to the January Board meeting for approval. Resident complaint tracking software is part of the Community Development software package. Digital signage is live for MaxGalaxy. A portal was just approved, within the next two months on-line registration will be available for Fitness Center, Senior Center and Teen Center.

Snow management software has been purchased; the first of five vehicles are equipped with this software. The goal is to have 18 of 23 vehicles up and running with tracking by this snow season. The water billing system is 98% completed, a few annual reports are still being worked on. The investigations recording system and the YMCA bus tracking system are both completed. The Village is requesting that WOW supply additional cable to provide better communications in the North end of town if possible.

A new door opening system is complete at Family Services. Human Resources software, F.O.I.A. software, and document management software are still being reviewed. Revising the operation of the handicap gate in the Village Hall parking garage is also being investigated.

**V. New Business**

- a. Revision to Employee Handbook, Section 1.1 Residency Requirements  
It is recommended that the Employee Handbook be adjusted to include a 50 nautical mile radius within borders of the State of Illinois as residency requirements. Pros and cons of expanding the residency requirements were discussed.

**VI. Open Discussion / Public Comment**

**VII. Next Meeting – To be determined.**

**VIII. Adjournment**

With unanimous approval the meeting was adjourned at 9:37 a.m.