

**Village of Niles**  
**General Government / IT Committee**  
**Meeting Minutes**  
**November 05, 2019**

The following Voting Persons were in attendance: Chair Craig Niedermaier, Village Manager Steven Vinezeano, IT Director Bill Shaw, and Resident Jeff David. Staff present: Hadley Skeffington-Vos, Kathy Thake, Mitch Johnson, Evangeline Alpogianis, Katie Schneider, Katy Darr, Marlene Victorine, and Joana Ardelean. Guests present: Jake Davis and Marina Berrones of DLR Group.

**I. Call to Order**

The meeting was called to order at 9:14 a.m. in Room 218 at the Niles Administration Building by Chairman Craig Niedermaier.

**II. Approve Meeting Minutes – October 9, 2019**

IT Director Bill Shaw made a motion, seconded by Village Manager Steve Vinezeano, to approve the minutes of the October 9, 2019 meeting. On voice vote, all concurred.

**III. New Business**

a. Historical Society RFP

DLR Group was selected to conduct a facility assessment of the Niles Historical Society. Jake Davis of DLR Group provided a background of the company and noted they have a group that specializes in performing arts facilities. Staff anticipate the results of this assessment potentially leading to the acquirement of the Historical Society from Cook County. If the building is acquired from Cook County, the Village will have the ability to reinvent the space.

b. Citizens Survey Results

The Village's marketing firm, a5 will be presenting to the Board the results of the Niles Citizen Survey that was distributed in July of 2019. Internally, staff will use the results for budgeting and program planning purposes. The Village hopes to conduct the survey every other year moving forward.

c. Handbook Updates

Deputy Village Manager Hadley Skeffington-Vos notified the Committee that the Human Resources Department will present handbook changes at the December Committee meeting and the December Board meeting. The primary policy changes are related to domestic violence, military leave, social media use, and drug and alcohol testing. A labor attorney reviewed and approved the policy changes and provided sample policies.

d. Workman's Compensation and Liability Contracts

The Human Resources Department requested the Committee's approval to recommend Board approval for the workers' compensation contracts with Claim Management Consultants. The Committee also recommended Board approval to renew the Village's workers' compensation and liability insurance program with Alliant/Mesirow Insurance Services for 2020. Bill Shaw made a motion, seconded

by Steve Vinezeano, to bring the contract agreements to the Board for approval. On voice vote, all concurred.

- e. **Munis Software Renewal (Requesting Board Approval)**  
IT Director Bill Shaw requested Board approval to pay the annual Munis Software and Support Licensing fees for 2020. With a motion from Steve Vinezeano and a second from Bill Shaw, the Committee agreed on voice vote to allow the renewal to go to the Village Board.
- f. **Glenview 911 dispatch - Amendment for the Comcast Fiber Connection Between Glenview and Niles (Requesting Board Approval)**  
Bill Shaw requested the Committee to bring to the Board for approval an amendment to the Comcast Fiber Connection Agreement between Glenview and Niles. The amendment to this agreement, regarding communications for the Glenview 911 dispatch center, would save the Village \$189.82 per month through 2023. Steve Vinezeano made a motion, seconded by Bill Shaw, to bring the amendment to the Comcast Agreement to the Board for approval. On voice vote, all concurred.

#### **IV. Open Discussion / Public Comment**

- a. The Village of Niles is releasing a new module through the Village's website that will allow individuals to pay parking tickets and other violations. A notice will be sent to residents in the newsletter and e-newsletter to notify them.
- b. The Morton Grove Niles Water Commission hired an IT staff person, and the Village's IT Department plans to install all network components for SCADA. This will allow for automation controls to be set up for managing the water pumps in the Village.
- c. IT Director Bill Shaw noted that the State of Illinois website is up and running again after being down on November 4.
- d. The Village is planning on budgeting for a new customer service software called See, Click, Fix, which will allow residents to report issues they observe in Niles. This software will have interfaces with the software that both Public Works and Community Development utilize, and it will push requests into the tools that both of those departments use.
- e. Trustee Craig Niedermaier mentioned the process of purchasing property transfer stamps in Niles. In Niles, residents who are selling their property pay for the stamp; however, in most towns, the buyer pays for the stamp.
- f. The IT Department is working on the Village's utility billing software, and it will be ready for the public to use in August or September of 2020.

#### **V. Adjournment**

On voice vote the meeting was adjourned at 10:14 a.m.

Drafted on November 8, 2019

Approved on 12/02/2019

Signed: Evangelina Alpoqianis  
Evangelina Alpoqianis, Admin/HR Generalist