



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Kristy Merrill

Trustees
Troy Albuck
Yasmeen Bankole
Jenni Broccolino
Liza Gutierrez
Jon Kunkel
Herb Porter

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK **PUBLIC NOTICE OF SPECIAL MEETING OF THE VILLAGE BOARD**

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

Village Board of the Village of Hanover Park
(Name of public body)

HAS SCHEDULED A SPECIAL MEETING FOR *December 4, 2025 AT 5:30 p.m.*

2121 W. Lake Street, Hanover Park, IL 60133, Room 214
(Location)

Agenda Attached

Posted on : _____
(Date)

By _____
Kristy Merrill, Village Clerk



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VILLAGE OF HANOVER PARK

VILLAGE BOARD SPECIAL WORKSHOP MEETING

2121 Lake Street, Room 214, Hanover Park, IL 60133

**Thursday, December 4, 2025
5:30 p.m.**

AGENDA

- 1. CALL TO ORDER – ROLL CALL**
- 2. ACCEPTANCE OF AGENDA**
- 3. DISCUSSION ITEMS**
 - a. Strategic Plan
 - b. Review of staff memo regarding vendor vetting
- 4. ADJOURNMENT**



Hanover Park^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Courtney Sage, Deputy Village Manager

SUBJECT: Village of Hanover Park 2026 – 2028 Strategic Plan

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: December 4, 2025 – Board Workshop

Executive Summary

Village Manager Maller and Deputy Village Manager Sage will review the proposed 2026-2028 Strategic Plan goals/objectives. A request to pass a Resolution approving the Strategic Plan is included on the regular Board meeting agenda following the Workshop.

Discussion

The Village began utilizing strategic planning as a basis for overall management of the Village in 2011. This plan represents the fourth update of this ongoing process. The plan is designed to focus on the next three full calendar/budget years beginning in 2026.

The Village's planning process finds its strength through the interactive development process that incorporates staff and elected officials working together to analyze and develop goals designed to effectively govern Village operations. In December, 2024, the Village entered into an Agreement with Northern Illinois University to facilitate an update to the Village's multi-year Strategic Plan. Work on this updated plan began in January 2025, beginning with the community survey. The goal of the update process was to develop a written plan that is used daily to guide overall decision making. The plan is to be a living document that provides guidance and is not designed to be restrictive in that it cannot be adjusted and realigned to meet changing demands of a dynamic environment.

The process undertaken was multifaceted in nature. Senior staff met first to conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) of Village operations. The Village Board and staff met after in a facilitated workshop where elected officials provided perspective on the Village through the SWOT analysis process.

The following five goals continue to be recommended:

1. Financial Health
2. Focused Economic Development and Redevelopment
3. Maintain and Enhance Infrastructure
4. Community Image and Identity
5. Effective Governance

Agreement Name: _____

Executed By: _____

Using this as the template, draft objectives were developed for each of the goals. The goals and associated objectives included in this updated plan, once approved by the Village Board, will serve as the basis for budget priorities and work to be completed through calendar year 2028. Included with each goal are measurable targets for each objective along with an established completion date and responsible party.

Recommended Action

Staff requests the Village Board review the 2026-2028 Strategic Plan and discuss any questions/changes.

Budgeted Item:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$N/A	
Actual Cost:	\$	
Account Number:		

<input type="checkbox"/>	Minority Owned Business
<input type="checkbox"/>	Woman Owned Business
<input type="checkbox"/>	Veteran Owned Business
<input type="checkbox"/>	LGBTQ+ Owned Business
<input type="checkbox"/>	Disability Owned Business
<input checked="" type="checkbox"/>	Not Applicable



Hanover Park ^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Courtney Sage, Deputy Village Manager
Jed Gerstein, Chief Information Officer

SUBJECT: Vendor Vetting Software

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: December 4, 2025 – Board Workshop

Executive Summary

Discussion regarding vendor vetting software recommendation.

Discussion

At the November 7, 2024 Workshop, the Village Board requested staff to review vendor vetting software. Deputy Village Manager Sage, Chief Information Officer Gerstein, and Village Attorney Paul evaluated three potential products for vetting purposes to determine if an additional resource would enhance the Village’s current evaluation of potential contractors/vendors. On September 12, 2025, the Village Board was provided with a memo outlining the review that took place and the recommendation that the Village not move forward with the use of a software vetting program.

The Board has asked to have a presentation of the findings and an opportunity to ask questions. This item has been placed on the December 4, 2025 Village Board Workshop agenda.

Recommended Action

Presentation regarding use of vendor vetting software.

Attachments: Evaluation Memo

Budgeted Item:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$N/A	
Actual Cost:	\$	
Account Number:		

<input type="checkbox"/>	Minority Owned Business
<input type="checkbox"/>	Woman Owned Business
<input type="checkbox"/>	Veteran Owned Business
<input type="checkbox"/>	LGBTQ+ Owned Business
<input type="checkbox"/>	Disability Owned Business
<input checked="" type="checkbox"/>	Not Applicable

Agreement Name: _____

Executed By: _____

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Courtney Sage, Deputy Village Manager

SUBJECT: Evaluation of Potential Services for Village Vendor Vetting

DATE: September 12, 2025

**Executive Summary**

Per the request of the Village Board at the November 7th Board Workshop, the Deputy Village Manager, Chief Information Officer, and Village Attorney have evaluated potential products for vetting purposes to determine if an additional resource would enhance the Village's current evaluation of potential contractors/vendors for the Board's consideration.

Discussion

In late 2024, Deputy Village Manager Sage and Chief Information Officer Gerstein reviewed and presented three potential products that could be utilized to vet contractors/vendors. At that time, the Village Board requested staff complete trial runs with the products to assess if the products would provide relevant information for vetting vendors while minimizing staff time.

Trial runs were completed for three products from two vendors. Two LexisNexis products were reviewed, including Batch Solutions and Accurint for Government and Risk Management Solutions. TLOxp from TransUnion was also reviewed.

During the initial conversation with the Village Board, staff inquired about what specific information they were interested in having staff review for the purpose of vetting. The Village Board stated the vetting should be consistent with what is currently identified in the Purchasing Policy. The Purchasing Policy provides the following guidance related to vendor background and good standing checks:

- a. A fair and reasonable background search to verify the vendor's reliability and integrity.
- b. Verification through the Illinois Secretary of State Business Entity Search to confirm the vendor is in good standing (Active) with the State.
- c. Reference checks to assess the vendor's past performance and reliability.

Staff noted that no singular product would have the capability to address all of the guidance listed above. For example, reference checks would still be required and are the Village's best opportunity to learn about past performance and reliability.

Deputy Village Manager Sage met with Village Attorney Bernard Paul to further identify, pursuant to the Purchasing Policy, what information could be reviewed using these products. For example, these products offer some settings to review individuals, such as driving records, criminal records, and financial records. Based on federal/state laws, as well as our Purchasing Policy, Attorney Paul has indicated this is not information that could be reviewed for a vendor background without compliance with specific federal laws, such as the Fair Credit Reporting Act and Gramm-Leach-Bliley Act. Programs, such as Lexis Nexis, use of data is restricted by these laws, and to a reasonable extent is also contractually

limited or restricted by the company from the use of its product. It was understood that only the business records should be reviewed.

Based on the Attorney's advisement and what data the products permit access to; the following information would be available for review:

- a. Current and former business names
- b. Current and former addresses
- c. Subsidiaries or Corporations
- d. Current and former principals (names only)
- e. Bankruptcy filings
- f. Past liens/judgements
- g. UCC Filings
- h. Derogatory marks (negative entries), which could include labor penalties or OSHA violations

During the trial runs, several concerns were discussed, such as the need to limit which employees may review the data and how that data could/should be used to make a decision. Additionally, the following concerns were identified:

- For judgements, case numbers or settlement amounts were provided but staff would still need to review these cases by reviewing the records of the court clerks of the jurisdiction/venue, where the judgement occurred. Additionally, not all case numbers provided in the search resulted in a case hit on the court's website.
- Questions were raised about what time periods should be reviewed, five, ten, versus twenty years ago.
- To what extent would liens or UCC filings impact the choice of the vendor. This could include mechanics liens and other liens for equipment or property (mortgage, copier lease, etc.)
- Related to derogatory marks (negative entries), only the number of violations were provided, additional data was not provided for time period, what the issue was, or how the company resolved the issue.

Based on the review of the data provided from each of the programs during the free trial, consultation with the Village Attorney, staff has concluded that these programs are limited in their ability to evaluate vendors/companies and could result in a considerable increase in staff time. Additionally, many concerns were raised about how this data could be evaluated legally and its impact on the Village's choice in vendor.

Based on these trials, staff does not recommend moving forward with the use of a vetting program.

That being said, there continues to be a number of current protections in place for selecting a vendor. Standard items within our bidding documents include:

- Requiring signed certifications of adherence to certain State laws, including
 - Certification that the company is not barred from bidding due to bid rigging, kickbacks, or bribery
 - Certification that they are not delinquent on taxes or in default for Illinois State taxes.
- Written Sexual Harassment Policy as required by Illinois Human Rights Act
- Compliance with the Illinois Prevailing Wage
- Compliance with the Substance Abuse Prevention on Public Works Project Act

- Requirements of Insurance
- If the project requires, bidders must be registered with the US Department of Labor's Office of Apprenticeship and have evidence related to the program
- Bid Bonds
- Vendor Registration
- Work/Project history and/or reference checks

Deputy Village Manager Sage and Chief Information Officer Gerstein are happy to meet and discuss the programs further and answer any questions Trustees may have.