



Village of Hanover Park Administration

Municipal Building
2121 Lake Street
Hanover Park, IL 60133-4398

630-823-5600
FAX 630-823-5786
www.hpil.org

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, August 15, 2013

6:00 p.m.

AGENDA

1. **CALL TO ORDER-ROLL CALL**
2. **ACCEPTANCE OF AGENDA**
3. **REGULAR BOARD MEETING AGENDA ITEM REVIEW**
4. **DISCUSSION ITEMS**
 - a. St. Ansgar Parade & Elected Official Participation
 - b. Carnival
 - c. Class X Liquor License
 - d. School Crossing Guard Proposal
 - e. DuPage Watershed Resolution
 - f. Village Board Room Dais Remodel
5. **STAFF UPDATES**
 - a. Compensation Study
 - b. Hanover Square Update
 - c. Sanitary Sewer Force Main Leak
6. **NEW BUSINESS**
7. **ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Clerk's Office

SUBJECT: St. Ansgar Church Street Procession and Public Assembly

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 - Board Workshop

Executive Summary

A Special Events Application has been submitted by St. Ansgar Church for a parade and a public assembly on September 14, 2013. Per our Special Events Policy, special events requesting street closures or requiring the use of Village resources must be approved by the Village Board.

A request for the waiver of cost associated with services rendered was submitted. Per our Special Events Policy, waivers must be approved by the Village Board.

Discussion

The policy requires Board approval for special events with street closures or requiring the use of Village resources. Also, the policy indicates that a sponsoring agency that is a non-government entity shall pay all required fees and reimburse the Village 100% of the cost for all services rendered for the special event. The sponsoring agency will be provided with a cost estimate and is required to sign off on cost estimates for costs associated with services rendered for such special events. The requestor will be invoiced for reimbursement of final costs associated with services rendered for the special events within (60) days after the completion of the event.

The Clerk's Office received the Special Events Application from St. Ansgar Church for a parade and a public assembly on September 14, 2013. Per the Special Event Policy, the Village Board must approve the street closure. Staff has determined that Village personnel including Police, Fire, and Public Works and equipment will be required to support the Special Event. The following is a breakdown of the event that is still pending approval, including costs associated with services rendered:

Friday- Sunday, August 22-25, 2013

Street Procession: Laurel Ave./ East Ave./Church St./ Linden Ave./ Poplar Ave./ Redwood Ave./ Sycamore Ave./ Mulberry St./ Center Ave./ Poplar Ave.
Public Assembly at St. Ansgar Church 2040 Laurel Ave.

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

License fees: Vendor—Nonpermanent location, per day40.00	Total: \$40.00
Health inspections costs are covered under the Vendor License fee. Health Inspections are conducted by one inspector at a rate of \$50/hour; the inspection takes about 1-2 hrs.	
Police Department: Parade.... \$2358.06* Public Assembly....\$2231.25	Total: \$4589.31*
If ten (10) trained volunteers provide traffic control immediately before and during the duration of the parade, the PD Parade cost can be reduced by up to \$1010.52. The amount of the reduction varies depending on the number of committed volunteers. There will be no reduction to the Public Assembly costs.	
Public Works: Parade ...\$420.00	Total: \$420.00
PW staff will deliver, set-up and pick-up barricades. These tasks are done by two PW staff members and it takes about 4 hrs total.	
Grand Total: \$5049.31*	

*This total does not reflect the reduction of up to \$1010.52 for the use of up to ten (10) volunteers.

A request for a waiver of costs associated with services rendered for the special event of September 15, 2013 was submitted by St. Ansgar Church.

Recommended Action

Motion to approve St. Ansgar Church’s special event application requesting the street closures of Laurel Ave./ East Ave/Church St./ Linden Ave./ Poplar Ave./ Redwood Ave./ Sycamore Ave./ Mulberry St./ Center Ave./ Poplar Ave. for a street procession on Saturday, September 14, 2013 from 12:00 pm-2:00 pm.

If the Village Board agrees to waive the costs associated with the services rendered for this event, then motion to approve St. Ansgar Church’s request for a waiver for costs associated with services rendered for the special event of September 15, 2013.

Attachment: Special Events Application
Waiver Request

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$0	
Actual Cost:	\$5,049.31	



SPECIAL EVENTS APPLICATION

Application and \$35 processing fee shall be submitted 60 days prior to Special Event along with any additional permit fees.

PART A: APPLICANT INFORMATION

Applicant Name: ST ANSGAR CATHOLIC CHURCH

Doing Business As (Name): SAME

Applicant Address: 2040 LAUREL AVE

City: HANOVER PARK State: ILLINOIS Zip: 60107

Phone: 630-837-5553 Email: _____

Is this business / organization a registered Not-For-Profit? YES NO

If YES, please provide a copy of your NFP status, and state/federal ID # _____

Name of Business Manager / Event Contact: PAUL DIECHE OR VICTOR GALVAN

Address: SAME AS ABOVE

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PART B: EVENT INFORMATION

Name of Event: Mexican Independence Day Parade

Event Location: Streets Of Hanover Park

Please refer to pg. 3 for parade route, pg. 8 for site map of after parade festivities.

Description / Purpose of Event: Religious Celebration

Date(s) Requested (Month & Day): 09/14/2013

Time of Event and/or Hours of Operation (Include for each day requested):

To start at 12:00 noon and to end at 2:00 pm

the time above are for the parade. I have requested the times for the festivities on site.



OFFICE OF VILLAGE CLERK EIRA L. CORRAL

2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

4.a.

Type of Event:

All Special Events are to submit a Certificate of Insurance and a site plan.

Attached Site Plan page 8

Attached Certificate of Insurance:

1. The Special Event must be named in the Certificate of Insurance, including dates of the event.
2. The Village of Hanover Park must be listed as a certificate holder and additional insured.
3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Applicant is required to submit additional permit fees as follows:

Sidewalk Sale \$25 Tent Sale \$25 Vendor-Nonpermanent Location \$40

Road Race: Run/Walk/ or Bike Ride Parade

Public Assembly / Demonstration

Carnival \$500/day (also complete Part C) Circus \$100/day (also complete Part C)

Live Theatrical or Musical Performance on public right of way (also complete Part C)

Animal Exhibit \$50/day (also complete Part C)

Other (Please Specify) _____

Other Activities That Will Take Place:

Sale and/or Consumption of Alcohol (Requires Separate Application)

They have a liq. lic. and basset trained staff

Raffle (Requires Separate Application)

Temporary Signage (Requires Separate Application)

Sale of, cooking of, and / or consumption of food (Requires a Health Inspection)

Admission fee will be charged. Admission cost \$ _____

Animals will be present (Requires a Health Inspection). Please list type and number:

There will be approx. 10-20 horses in the parade



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4.a.

Event Logistics:

Does the applicant or business own the property where the event will take place?

YES NO

If "NO", please attach a letter from the landlord granting use of the property.

How many participants / attendees are expected? 200 to 300 participants

1,000 to 3000 approx. attendees

Any street closures requested? Yes No

If "YES" what streets? LAUREL AVE./ EAST AVE./ CHURCH ST./ LINDEN AVE./ POPLAR AVE./ REDWOOD AVE./ SYCAMORE AVE./ MULBERRY ST./ CENTER AVE./ AND POPLAR AVE. AGAIN

Justification for street closure: THERE WILL BE PEOPLE IN THE PARADE AND TO PREVENT ANY INCIDENTS IT WILL BE BETTER IF THE STREETS ARE BLOCK OR CLOSED ONLY WHILE THE PARTICIPANTS ARE PASSING THROUGH THOSE STREETS.

What is your plan for cleanup and disposal of waste at the site, during and after the event?

Please explain: WE WILL HAVE OUR OWN CREW TO CLEAN OUR FACILITY, WE WILL ALSO HAVE VOLUNTEERS TO HELP WITH THE STREETS CLEANING IF THE CITY NEED IT.

Will the location of the event displace any parking spaces? YES NO

If yes, how many spaces: 175 +

Is the event a fundraiser? YES NO If "YES", name the beneficiary.

ST ANSGAR CATHOLIC CHURCH



Check All Equipment That Will Be In Use:

Tents- State the number that will be in use and size of each: 3-4 20x40

Temporary Seating

Tables / Chairs

Number proposed outdoors _____

Number proposed indoors _____

Restrooms

Type of Restroom: Portable Located inside existing facility

If using portable toilets, please list rental company information along with drop off and pickup dates and times: _____

Temporary stage or other structure

Amplifiers / Sound System

Electrical Hook Up (Applicant is responsible for contacting JULIE to mark approved area.)

Outdoor Water Use.

NOTE: Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to police, fire, public works, and engineering.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Right-of-Ways)

Name of Company: NONE

Doing Business As: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Date Business Was Incorporated: _____ List Any Branch Locations: _____



Applicant affirmatively states that he/she: Has Has Not made similar application for other similar permits or licenses at other locations.

If so, state the location: _____

Indicate Disposition of Application: _____

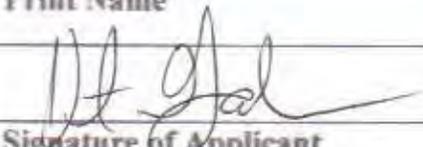
PART D: APPLICANTS STATEMENT OF AGREEMENT

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.

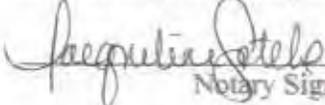
I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Hanover Park.

Applicants must follow the procedures set forth in the Village of Hanover Park Special Events Policy & Ordinances. Failure to do so will result in the termination of the permit for the special event.

The Village of Hanover Park requires a cancellation notification within seven (7) days of the event taking place. Failure to make proper notification shall result in the sponsor being liable for any costs to the Village associated with the event.

Victor M Galvan	07/02/2013
Print Name	Date
	Volunteer
Signature of Applicant	Title

Sworn to (or affirmed) and subscribed before me this 3RD day of July, 2013, by


 Notary Signature





Indemnification / Hold Harmless Agreement

In consideration of the Village of Hanover Park permitting St Ansgar Church (name of sponsor / organization) to conduct STREET PARADE (name of event), the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Hanover Park, its officers, officials, employees and agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, cost, and expenses (including all attorney's fees and costs), arising from, or resulting from or in any way related, directly and / or indirectly to the Event, except that arising out of the sole legal cause of the Village of Hanover Park, its officers, officials, employees and agents.

The organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Hanover Park, its officers, officials, employees and / or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION / HOLD HARMLESS or unenforceability shall not affect the validity or enforceability of the remainder of the INDEMNIFICATION / HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that the authorized signatory below has full authority to execute and submit this application, including, but not by way of limitation, the INDEMNIFICATION / HOLDHARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the Village of Hanover Park of any changes in the application at least Five (5) days prior to the event.

St Ansgar Catholic Church

07/02/2013

(Name of Organization)

(Date)

(Authorized Signatory)

Signed and sworn before me this 3RD

Day of July

(Notary Public)



ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED.

After submitting all forms, your application will be reviewed by the Village of Hanover Park staff. All departments that will be involved in providing services or permits for the event will be notified. *Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of events.*

The Village of Hanover Park reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board and / or Village Manager, or his designee.

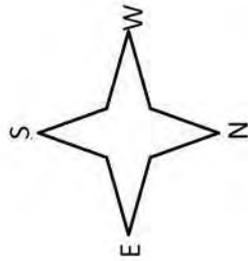
LAUREL AVE.

ENTRANCE

EXIT

EATING TENT

FOOD COURT



VENDORS/SPONSORS

STAGE

CHURCH

CHURCH OFFICES

CHURCH HALL



CERTIFICATE OF LIABILITY INSURANCE

46 DATE (MM/DD/YYYY)
07/18/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-630-773-3800 Arthur J. Gallagher Risk Management Services, Inc. PNP Division Two Pier	CONTACT NAME: PHONE (A/C, No, Ext): 630-282-8536	FAX (A/C, No): 847-240-6664
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Itasca, IL	INVALID	NAIC #
INSURED Catholic A Corpora 835 N. R Chicago, IL		15792 10786

COVERAGES	THIS IS TO INDICATE WHICH CERTIFICATES ARE EXCLUDED	POLICY PERIOD WHICH THIS CERTIFICATE COVERS
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INSR LTR	DESCRIPTION	AMOUNT	TERMS
A	GENERAL LIABILITY	1,000,000	Included
	GEN'L / PC	Included	Included
	AUTOMOBILE	N/A	Included
B	UM / EXCESS	9,000,000	9,000,000

WORKERS COMPENSATION AND EMPLOYERS LIABILITY	ANY PERSONS OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	DESCRIPTION OF OPERATIONS below	E.L. DISEASE - EA EMPLOYEE \$	E.L. DISEASE - POLICY LIMIT \$
A		Gen. Liab incl Liquor	1,000,000	1,000,000
B		Excess Liab. incl. Liquor	9,000,000	9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 ST. ANSGAR CHURCH, 2040 LAUREL AVENUE, HANOVER PARK, IL 60133
 PROOF OF "LIQUOR LIABILITY" INSURANCE FOR THE CURRENT POLICY PERIOD
 ADDITIONAL INSURED: VILLAGE OF HANOVER PARK

CERTIFICATE HOLDER VILLAGE OF HANOVER PARK 2121 W. LAKE STREET HANOVER PARK, IL 60133 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Cynthia E. DeMonte</i>
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CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YYYY)
07/29/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-630-773-3800 Arthur J. Gallagher Risk Management Services, Inc. PNP Division Two Pierce Place Itasca, IL 60143	CONTACT NAME: PHONE (A/C. No. Ext): 630-282-8536 FAX (A/C. No.): 847-240-6664 E-MAIL ADDRESS:														
INSURED Catholic Bishop of Chicago A Corporation Sole 835 N. Rush St. Chicago, IL 60611	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: UNDERWRITERS AT LLOYDS LONDON</td> <td>15792</td> </tr> <tr> <td>INSURER B: PRINCETON EXCESS & SURPLUS LINES INS</td> <td>10786</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: UNDERWRITERS AT LLOYDS LONDON	15792	INSURER B: PRINCETON EXCESS & SURPLUS LINES INS	10786	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 34941733

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PK1000913	07/01/13	07/01/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Included PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000			R2A3FF000002009	07/01/13	07/01/14	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Gen. Liab incl Liquor			PK1000913	07/01/13	07/01/14	Occurrence 1,000,000
B	Excess Liab. incl. Liquor			R2A3FF000002009	07/01/13	07/01/14	Occurrence 9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

St. Ansgar Church, 2040 Laurel Ave., Hanover Park, IL
The Village of Hanover Park is added as additional insured with respect to Parade and related festivities to be held on September 14, 2013.

CERTIFICATE HOLDER**CANCELLATION**

VILLAGE OF HANOVER PARK 2121 W. LAKE STREET HANOVER PARK, IL 60133 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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OFFICE OF VILLAGE CLERK EIRA L. CORRAL

2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

**OFFICE USE ONLY
DEPARTMENT REVIEW**

Village Clerk Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

I have attached a cost estimate that Lt Hanold has prepared for the St Ansgar Mexican Independence Day events. The estimate includes both the parade and security for the celebration after the parade. I have amended the estimate to include a credit for ten trained volunteers to provide traffic control immediately before and during the duration of the parade.

The estimate includes a best case and worst case estimate. The worst case estimate is based on police department employees providing all services. The best case estimate is based on the utilization of 10 trained volunteers to man traffic control posts to reduce the cost of the parade. The organizer, Mr Galvan was unable to provide Lt Hanold with a firm commitment on how many trained volunteers will assist with traffic control. Mr Galvan has also informed Lt Hanold that many of his volunteers have multiple responsibilities. The event organizers must understand that these volunteers need to be available for a briefing prior to the parade and stay at their posts until relieved by the Lieutenant.

Comments:

We will need to build in \$50 for health and sanitation inspections. The FD will have no other charges.

Public Works Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Community Development Review:

Approved: Denied:

CD approves with no costs expected. However, I will note the regs for civic event signs. No permit is required for the signs.
Civic event signs. Shall not exceed 40 square feet in area per side and a maximum of one double-faced sign per street on which the property fronts. Civic event signs shall be posted no earlier than 30 days prior to the event and shall be removed no more than seven days following the event.

Legal Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

From: victor galvan <victormgalvan@yahoo.com>
Date: August 7, 2013, 6:44:56 PM CDT
To: Corral Eira <ecorral@hpil.org>
Subject: fee waiver
Reply-To: victor galvan <victormgalvan@yahoo.com>

Good Evening Eira

let me start by thanking you and the Village of Hanover Park for all the help that you and the rest of the people involved with the in the planning of last year and this year St Ansgar Mexican Independence Day Parade as you may know this year we are going to make it better then last year, but of course., with lots more expenses this year we are going to get more an better music, and more food,. so with that we are asking you and the Village committee to waive any fees and expenses the this event may cause I know the last year you and the committee were very kind and help us tremendously and we appreciate it, and this year we need your help even more, kindly in advance, Thank you for your help and support.

Sincerely: Victor Galvan and the St Ansgar Planning Committee



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Clerk's Office

SUBJECT: St. Ansgar Church Official's Parade Participation

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 - Board Workshop

Executive Summary

St. Ansgar Church has invited the Village Board to participate in their parade on September 14, 2013.

Discussion

St. Ansgar Church has forwarded a letter of invitation to the Village Board requesting the participation of elected officials in the parade. The parade is scheduled for September 14, 2013 from 12:00pm-2:00pm. The Board has previously directed the use of a PW bucket truck, PD squad car, and PD Humvee for community parades. However, it should be noted that PD personnel are being scheduled for duties to provide traffic control for the parade and Maxwell Street, and their availability will be limited. Other vehicle options for the Board to consider would be the FD ladder and/or FD truck.

A \$300 purchase of candy will be made for this parade. The purchase will be supported with funds from the Elected Official's budget.

Recommended Action

Direction on the selection of vehicles to be provided for the participation at the St. Ansgar Church Parade on September 14, 2013.

Attachment: Invitation Letter from St. Ansgar

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$300	
Actual Cost:	\$300	
Account Number:	001-0460-414-03.91	

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

ST. ANSGAR PARISH

Archdiocese of Chicago

2040 Laurel Avenue
Hanover Park, IL 60133
630-837-5553

Thursday, July 18, 2013

The Honorable, distinguish and respected members of the Board of Trustees
Hanover Park Village Hall
2121 West Park Village Hall
Hanover Park, IL 60133

Greetings from Saint Ansgar Parish!

On behalf of the Faith community of St. Ansgar parish, I would like to extend to you a warm and formal invitation to attend and participate in our **SECOND ANNUAL PARISH MEXICAN INDEPENDENCE FESTIVAL**, which will take place on **Saturday, September 14th, 2013** at St. Ansgar Parish located at 2040 Laurel Avenue, Hanver Park, IL.

One of the primary events we have planned for this festival is to have a "Mexican Parade" through the streets of Hanover Park; please know that it will be a great honor to have all of you as the honorable, distinguish and prominent figures of our community to lead this parade. The parade will officially begin at 12:00 PM and it will depart from St. Ansgar Parish located at 240 Laurel Avenue. The approximate distance of the parade is one mile and we are estimating that the parade should not take more than an hour. After the parade we invite you to continue the celebration in our parish parking lot. We will have live music, authentic Mexican food and lots of entertainment. Please know that as a community of faith, we would be pleased and very thankful if all of you are able to accept our invitation.

This Parish Mexican Independence Festival is one of the largest festivals that as a community of faith we have planned in the year to raise the necessary funds to sustain the parish and continue with the mission of the church entrusted to us by our Lord Jesus Christ. As individuals and as a parish community, we are called upon to ensure that the religious, educational and charitable efforts in our parish may continue. However, many of these needs are beyond the scope and resources of our parish. Therefore, we must meet these needs as a united community of faith. These vital ministries may continue only with the support of the community and with events like this one. As a community of faith, we hope and we pray that this festival will help us raise the necessary funds to continue on preaching the good news of the Gospel and the salvation won by Christ.

Once again thank you for taking the time and for considering participating in this festival. I look forward to hearing from all of you.

In Christo Sacerdote et Maria Immaculata,

Fr. Eduardo García

Rev. Fr. Eduardo García

Pastor



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Clerk's Office

SUBJECT: Carnival

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 - Board Workshop

Executive Summary

A Special Events Application has been submitted for a Carnival to be managed by Fantasy Amusement Company, Inc. in partnership with the Hanover Park Community Resource Coalition. The event will take place on August 22-25, 2013.

Fantasy Amusement Company, Inc. has submitted a request for the waiver of costs associated with services rendered. Per our Special Events Policy, waivers must be approved by the Village Board.

Discussion

The Special Event policy indicates that a sponsoring agency that is a non-government entity shall pay all required fees and reimburse the Village 100% of the cost for all services rendered for the special event. The sponsoring agency will be provided with a cost estimate and is required to sign off on cost estimates for costs associated with services rendered for such special events. The requestor will be invoiced for reimbursement of final costs associated with services rendered for the special events within (60) days after the completion of the event. Below is the Cost Estimate:

Friday- Sunday, August 22-25, 2013

Location: Hanover Park Park District 1919 Walnut Ave.

License fees: Carnival (mechanical rides), per day500.00* Total: \$2,000.00

Mechanical inspection costs are covered under the Carnival License fee. Mechanical inspections are conducted by two inspectors at a rate of \$75/hour; the inspection takes about 4-5 hrs. Background checks must be done for all owners, managers, staff and volunteers working the carnival event. The cost for this is \$1,564.50.

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

License fees: Vendor—Nonpermanent location, per day40.00**	Total: \$160.00
Health inspections costs are covered under the Vendor License fee. Health Inspections are conducted by one inspector at a rate of \$50/hour; the inspection takes about 1-2 hrs .	
Fire Department: First Aid Station	Total: \$2,250.00
Police Department: Staffing	Total: \$9,511.40
Grand Total: \$13921.40	

The Clerk’s Office received a request for the waiver of costs associated with the Carnival. The waiver of these costs is not recommended.

Recommended Action

If the Village Board agrees to waive the costs associated with the Carnival, then move approval of Fantasy Amusement’s request for a waiver in the amount of \$15,485.90 for costs associated with services rendered for the special event on August 22-25, 2013.

Attachments: Special Events Application
Police Department Cost Estimate Memo

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$0	
Actual Cost:	\$13,921.40	



OFFICE OF VILLAGE CLERK EIRA L. CORRAL
 2121 W. Lake Street
 Hanover Park, IL 60133
 630-823-5602
 Fax 630-823-5786

SPECIAL EVENTS APPLICATION

Application and \$35 processing fee shall be submitted 60 days prior to Special Event along with any additional permit fees.

PART A: APPLICANT INFORMATION

Applicant Name: HANOVER PARK COMMUNITY RESOURCE COALITION/GAYLE PENESCHI
 Doing Business As (Name): _____

Applicant Address: 1402 ARLINGTON DR

City: HANOVER PARK State: IL Zip: 60133

Phone: 847-514-4349 Email: galki@aol.com

Is this business / organization a registered Not-For-Profit? YES NO

If YES, please provide a copy of your NFP status, and state/federal ID # _____

Name of Business Manager / Event Contact: GAYLE PENESCHI

Address: 1402 ARLINGTON DR.

City: HANOVER PARK State: IL Zip: 60133

Phone: 847-514-4349 Email: galki@aol.com

PART B: EVENT INFORMATION

Use of name to reviewed by editorial board

Name of Event: HARVEST FEST

Event Location: 1919 WALNUT AVE HANOVER PARK, IL 60133

Description / Purpose of Event:
CARNIVAL FUNDRAISER

Date(s) Requested (Month & Day): AUGUST 22-25, 2013

Time of Event and/or Hours of Operation (Include for each day requested):

TH	6 - 10:30 PM	SAT	3 - 11:30
F	6 - 11:30 PM	SUN	3 - 10:30



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Type of Event:

All Special Events are to submit a Certificate of Insurance and a site plan.

Attached Site Plan

Attached Certificate of Insurance:

1. The Special Event must be named in the Certificate of Insurance, including dates of the event.
2. The Village of Hanover Park must be listed as a certificate holder and additional insured.
3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Applicant is required to submit additional permit fees as follows:

Sidewalk Sale \$25 Tent Sale \$25 Vendor-Nonpermanent Location \$40

Road Race: Run/Walk/ or Bike Ride Parade

Public Assembly / Demonstration

Carnival \$500/day (also complete Part C) Circus \$100/day (also complete Part C)

Live Theatrical or Musical Performance on public right of way (also complete Part C)

Animal Exhibit \$50/day (also complete Part C)

Other (Please Specify) _____

Other Activities That Will Take Place:

Sale and/or Consumption of Alcohol (Requires Separate Application)

Raffle (Requires Separate Application)

Temporary Signage (Requires Separate Application)

Sale of, cooking of, and / or consumption of food (Requires a Health Inspection)

Admission fee will be charged. Admission cost \$_____

Animals will be present (Requires a Health Inspection). Please list type and number:



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Event Logistics:

Does the applicant or business own the property where the event will take place?

YES NO

If "NO", please attach a letter from the landlord granting use of the property.

How many participants / attendees are expected? 5,000 - 10,000

Any street closures requested? Yes No

If "YES" what streets? _____

Justification for street closure: _____

What is your plan for cleanup and disposal of waste at the site, during and after the event?
Please explain:

TRASH RECEPTACLES WILL BE LOCATED ON SITE THROUGHOUT THE AREA AND DUMPSTERS WILL BE ACQUIRED TO EMPTY TRASH RECEPTACLES.

Will the location of the event displace any parking spaces? YES NO

If yes, how many spaces: _____

Is the event a fundraiser? YES NO If "YES", name the beneficiary.

HANOVER PARK COMMUNITY RESOURCE COALITION



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Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

Check All Equipment That Will Be In Use:

Tents- State the number that will be in use and size of each: GAMES ONLY 10x10 APPROX. 3

Temporary Seating

Tables / Chairs CARNIVAL AREA

Number proposed outdoors 3-4 picnic style tables

Number proposed indoors _____

Restrooms

Type of Restroom: **Portable** **Located inside existing facility**

If using portable toilets, please list rental company information along with drop off and pickup dates and times: DROP ZONE DROP OFF 8/19/13 PICK UP 8/26/13

Temporary stage or other structure

Amplifiers / Sound System CARNIVAL RIDES

Electrical Hook Up (Applicant is responsible for contacting JULIE to mark approved area.)

Outdoor Water Use.

NOTE: Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to police, fire, public works, and engineering.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Right-of-Ways)

Name of Company: FANTASY AMUSEMENT COMPANY, LLC.

Doing Business As: _____

Address: 629 N. FORREST AVE Phone Number: 847-259-9090

City: ARLINGTON HEIGHTS State: IL Zip Code: 60004

Date Business Was Incorporated: 12/85 List Any Branch Locations: _____



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Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

Applicant affirmatively states that he/she: Has **Has Not** made similar application for other similar permits or licenses at other locations.

If so, state the location: _____

Indicate Disposition of Application: _____

Need from HPCRC

PART D: APPLICANTS STATEMENT OF AGREEMENT

I hereby affirm that the above information is true and correct in describing the intent of the application. Everything that I have stated on this application is correct to the best of my knowledge. Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Hanover Park.

Applicants must follow the procedures set forth in the Village of Hanover Park Special Events Policy & Ordinances. Failure to do so will result in the termination of the permit for the special event.

The Village of Hanover Park requires a cancellation notification within seven (7) days of the event taking place. Failure to make proper notification shall result in the sponsor being liable for any costs to the Village associated with the event.

<i>WILLIAM JOHNSON</i>	7/29/13
Print Name	Date

<i>[Signature]</i>	7/29/13
Signature of Applicant	Title

Sworn to (or affirmed) and subscribed before me this 29 day of July, 2013, by

[Signature]
Notary Signature





OFFICE OF VILLAGE CLERK EIRA L. CORRAL
2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

Applicant affirmatively states that he/she: Has **Has Not made similar application for other similar permits or licenses at other locations.**

If so, state the location: _____

Indicate Disposition of Application: _____

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The Village of Hanover Park requires a cancellation notification within seven (7) days of the event taking place. Failure to make proper notification shall result in the sponsor being liable for any costs to the Village associated with the event.

<i>WILLIAM JOHNSON</i>	7/29/13
Print Name	Date

<i>[Signature]</i>	7/29/13
Signature of Applicant	Title <i>PRESIDENT</i>
	<i>FANTASY AMUSEMENT CO., INC.</i>

Sworn to (or affirmed) and subscribed before me this 29 day of July, 2013, by

[Signature]
Notary Signature





OFFICE OF VILLAGE CLERK EIRA L. CORRAL
2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

Need from Fantasy Amusement Co.

Indemnification / Hold Harmless Agreement

In consideration of the Village of Hanover Park permitting HANOVER PARK COMMUNITY RESOURCE COALITION (name of sponsor / organization) to conduct HARVEST FEST (name of event), the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Hanover Park, its officers, officials, employees and agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, cost, and expenses (including all attorney's fees and costs), arising from, or resulting from or in any way related, directly and / or indirectly to the Event, except that arising out of the sole legal cause of the Village of Hanover Park, its officers, officials, employees and agents.

The organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Hanover Park, its officers, officials, employees and / or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION / HOLD HARMLESS or unenforceability shall not affect the validity or enforceability of the remainder of the INDEMNIFICATION / HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that the authorized signatory below has full authority to execute and submit this application, including, but not by way of limitation, the INDEMNIFICATION / HOLDHARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the Village of Hanover Park of any changes in the application at least Five (5) days prior to the event.

HANOVER PARK COMMUNITY RESOURCE COALITION
(Name of Organization)

7/29/13
(Date)

(Authorized Signatory)

Signed and sworn before me this _____ Day of _____ 20_____

(Notary Public)

ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED.

After submitting all forms, your application will be reviewed by the Village of Hanover Park staff. All departments that will be involved in providing services or permits for the event will be notified. *Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of events.*

The Village of Hanover Park reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board and / or Village Manager, or his designee.

One Village - One Future



OFFICE OF VILLAGE CLERK EIRA L. CORRAL
2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

OFFICE USE ONLY DEPARTMENT REVIEW

Village Clerk Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Police Department Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

This event is in 20 days. Policy is 60.

Fire Department Review:

At this point, it does not appear that they are requesting the fire department to provide a public education station. We have provided this in the past as well as a first-aid booth. I would recommend that we again provide personnel to staff a first aid station. In years past this has been a direct charge back to the Park District. In addition, we will need to provide food and sanitation inspections. Based on 30 hours at the rate established by ordinance the cost is \$2,250. If we use the average hourly overtime rate plus a 40% benefit allowance, the cost is \$1,962.66.

Public Works Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Based on what is submitted, PW will not have any involvement unless it is requested by another Village Department.

Community Development Review:

I do have a few questions. Will there really be 5,000-10,000 people? Have there been that many in the past? Where is overflow parking planned? I would request a parking plan. I will also add our standard sign comment: *CCivic event signs*. Shall not exceed 40 square feet in area per side and a maximum of one double-faced sign per street on which the property fronts. Civic event signs shall be posted no earlier than 30 days prior to the event and shall be removed no more than seven days following the event. No permit is required if within regs.

Legal Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 17 2009

Date:

HANOVER PARK COMMUNITY RESOURCE
COALITION
1402 ARLINGTON DR
HANOVER PARK, IL 60133

Employer Identification Number:
26-3567251
DLN:
17053030307019
Contact Person:
ZENIA LUK ID# 31522
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 29, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

HANOVER PARK COMMUNITY RESOURCE

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, prominent "R" and "C".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC



CERTIFICATE OF LIABILITY INSURANCE

4.b.

DATE (MM/DD/YYYY)
7/30/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance 85 N.E. Loop 410 Suite 600 San Antonio, TX 78216	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Fantasy Amusement Company, Inc. 629 N. Forrest Avenue Arlington Heights, IL 60004	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	T.H.E. Insurance Company 12866
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP0100356-03	05/28/13	05/28/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/POP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L EACH ACCIDENT \$ E.L DISEASE - EA EMPLOYEE \$ E.L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 ADDITIONAL INSURED AS RESPECTS TO THE OPERATIONS OF THE NAMED INSURED ONLY:
 VILLAGE OF HANOVER PARK, IL
 DATES: 08/19/13 THROUGH 08/26/13

Add HPCRC as additional insured
 Also need cert. of ins. from HPCRC

CERTIFICATE HOLDER	CANCELLATION
VILLAGE OF HANOVER PARK 2121 W LAKE ST. HANOVER PARK, IL 60133	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

400
DATE (MM/DD/YYYY)
8/02/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Allied Specialty Insurance 85 N.E. Loop 410 Suite 600 San Antonio, TX 78216	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	T.H.E. Insurance Company	12866
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP0100356-03	05/28/13	05/28/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 ADDITIONAL INSURED AS RESPECTS TO THE OPERATIONS OF THE NAMED INSURED ONLY:
 VILLAGE OF HANOVER PARK, IL.; HANOVER PARK COMMUNITY RESOURCE COALITION

DATES: 08/19/13 THROUGH 08/26/13

CERTIFICATE HOLDER	CANCELLATION
VILLAGE OF HANOVER PARK 2121 W LAKE ST. HANOVER PARK, IL 60133	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

HANOVER PARK
'2013'

4.b.

Toilets

DO NOT
DRIVE
ON WET
GRASS!

Light
Tower

WO
↓

WALNUT
ENTER

DO NOT
PARK!
IN LOT

ENTER

DITCH

← JIM

#27

350

DER. C 188 BRAND

1B

TRUCK

GB

JIM

TRUCK

BUMP
BOAT

↑ DRAG

↑ COM

SD

T.O.

SLIDE

PUMP

SWING

← FC

FF

KW

FUN

← 1001

TILT

ZG

DO NOT
DRIVE ON
WET GRASS!

← TRUCK STAYS HIGH SIDE

Toilets

FILTER



Fantasy Amusement Company, Inc.

629 North Forrest Avenue
Arlington Heights, IL 60004
Www.fantasyamusements.com

847/259-9090
847/392-1589 Fax

July 23, 2013

Office of Village Clerk Eira L. Corral
2121 W. Lake Street
Hanover Park, IL 60133

To whom it may concern:

Fantasy Amusement Company, Inc. is planning a carnival in conjunction with our sponsor, the Hanover Park Community Resource Coalition, for August 22-25, 2013. It will be located at 1919 Walnut Ave. in Hanover Park. We would like to request a fee waiver for the event and we attach the special event permit application for your review.

Please let me know if you have any questions. I can be reached at 847-259-9090.

Thanking you in advance for your assistance in this matter.

Sincerely,

William Johnson, President
Fantasy Amusement Company, Inc.

4.b.

(630) 837-2468
FAX (630) 837-9720



1919 Walnut Avenue
Hanover Park, Illinois 60133

Village of Hanover Park
2121 Lake Street
Hanover Park, IL 60133
Attn: Eira Corral – Village Clerk

August 7, 2013

Dear Eira,

The Hanover Park Park District grants Fantasy Amusement Company, Inc. and the not-for-profit Hanover Park Community Resource Coalition use of the portion of the Community Center, 1919 Walnut Avenue, Hanover Park IL, 60133, as depicted on the attached layout subject to the terms of the License Agreement between the parties for the time period of August 22, 2013 through August 25, 2013 at the times set forth in said License Agreement to provide children's entertainment, carnival rides, and food and non-alcoholic beverage sales.

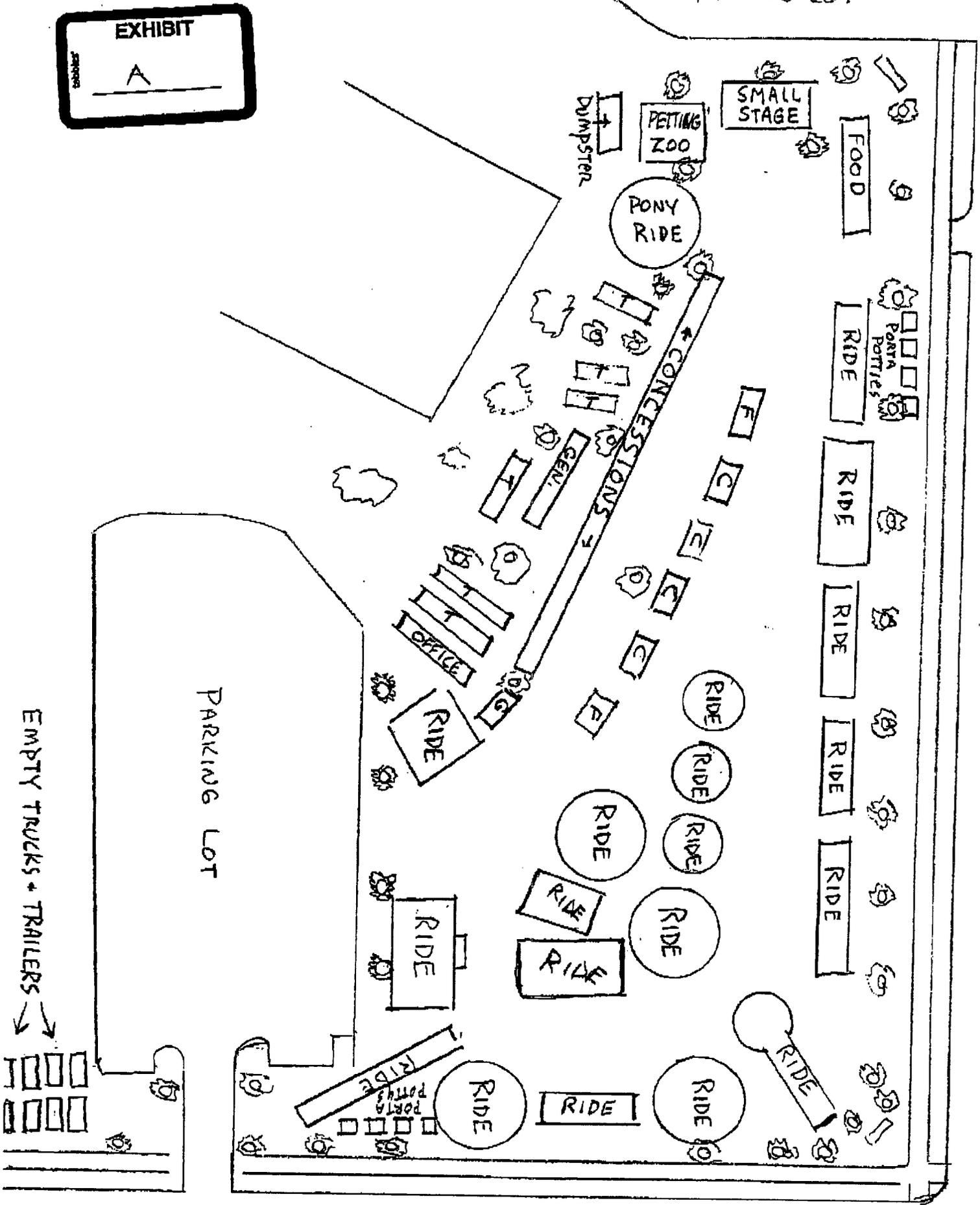
Sincerely,

A handwritten signature in cursive script that reads "Mary Morrison".

Mary Morrison
Hanover Park Park District
Board President

PARKING LOT 4.b.

EXHIBIT
A



WALNUT

HANOVER PARK POLICE DEPARTMENT INTER OFFICE MEMORANDUM

To: David Webb, Chief of Police

From: Mark Gatz, Deputy Chief of Police

Date: 080813

Subject: Estimate of Police Department Costs for Carnival at 1919 Walnut

The estimated cost for the Police Department for the Carnival at 1919 Walnut 8/22/13-8/25/13 is **\$11,075.90**

The costs are itemized below. It is important to note that no site security is provided other than when the event is open to the public. Specifically, the police department is providing no security details overnight, prior to the opening or after the end of the event.

Background Checks

Rank	# People	Hourly Rate	OT Rate	# of Hours	Vehicle Rate / hr	# of Hours	Total
On Duty Investigators		38.75		30			1162.50
Computer Background Database		Cost per person		# employees / volunteers			
		6		67			402
Total Background Checks - **NEED GOVT ISSUED ID CARD FOR EACH							1564.50

Thursday, August 22, 2013 (*1730-2300)

Rank	# People	Hourly Rate	OT Rate	# of Hours	Vehicle Rate	# of Hours	Total
Sergeant	1	47.76		5.5			262.68
Police Officers	4		58.13	5.5x4=22			1278.86
Squad cars					10	3x5.5=16.5	165
Total 8/22/13							1706.54

Friday, August 23, 2013 (*1730-2400)

Rank	# People	Hourly Rate	OT Rate	# of Hours	Vehicle Rate	# of Hours	Total
Sergeant	1	47.76		6.5			310.44
Police Officers	4		58.13	6.5x4=26			1511.38
Squad cars					10	3x6.5=19.5	195
Total 8/23/13							2016.82

Saturday, August 24, 2013 (*1430-2400)

Rank	# People	Hourly Rate	OT Rate	# of Hours	Vehicle Rate	# of Hours	Total
Sergeant	1	47.76		9.5			453.72
Police Officers	4		58.13	9.5x4=38			2208.94
Squad cars					10	3x9.5=28.5	285
Total 8/23/13							2947.66

Sunday, August 25, 2013 (*1430-2300)

Rank	# People	Hourly Rate	OT Rate	# of Hours	Vehicle Rate	# of Hours	Total
Sergeant	1		71.64	8.5			608.96
Police Officers	4		58.13	8.5x4=34			1976.42
Squad cars					10	3x8.5=25.5	255
Total 8/23/13							2840.38

*Estimated hours of work include .5 hour prior to on-site operations for briefing and .5 hour after closing to clear the carnival site of patrons.



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Clerk's Office

SUBJECT: Ordinance Establishing a New Class X Liquor License as a Supplement to Class A, Class C and Class E Liquor Licenses and Requiring a Manager to be Present During Operating Hours For All Licensees.

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 - Board Workshop

Executive Summary

Ordinance Establishing a New Class X Liquor License as a Supplement to Class A, Class E and Class C Liquor Licenses and requiring a manager to be present during operating hours for all licensees.

Discussion

The Ordinance sets a requirement for all licensees to have a manager on duty at the licensed premises during all hours of operation of the licensed premises.

The Ordinance establishes a new Class X Liquor License as a supplement to Class A, Class E and Class C Liquor Licenses. Only premises licensed to sell alcoholic liquor as Class AX, Class EX or Class CX, are authorized to operate video gaming terminals and only when licensed by the Illinois Gaming Board pursuant to the provisions of the Illinois Gaming Act, 230 ILCS 40/1 et seq. and in accordance with this Section.

Class X shall be a supplemental liquor license to Class A, Class AA, Class C, and/or Class E licenses. Class X supplemental liquor licenses must meet the following criteria:

- (1) Meals shall be actually and regularly prepared on premises and served in accordance with either a general or specialized menu;
- (2) Adequate and sanitary kitchen and dining room equipment shall be provided and maintained;
- (3) The licensed premises shall have a minimum square footage of two thousand (2,000) square feet and the establishment shall have a minimum seating capacity in the main dining room or dining rooms of fifty (50) persons and a seat shall be provided for each person;
- (4) The area of the main dining room or dining rooms shall provide a minimum of ten (10) square feet per customer;
- (5) The establishment may contain a bar area, provided that the bar must provide a seat for every patron and the seating and occupancy shall not exceed twenty-five (25%) percent of the actual existing seating capacity in the main dining room and dining rooms;
- (6) All serving of food and beverage shall be at tables with adequate seating as provided above. Provided, however, this prohibition shall not apply to carry-out or off-premises delivery of food only with or without nonalcoholic beverages.

All other liquor licensees not possessing a supplemental Class X liquor license are prohibited from operating video gaming terminals.

There shall be no more than four (4) Class X supplemental licenses and applications for said licenses for a period ending April 30, 2014, may be made only by current Class A, Class AA, Class C, or Class E licensees who have, prior to May 1, 2013, applied for a license from the Illinois Gaming Board to operate video gaming terminals.

Notwithstanding the provision of (b) of Section 10-42.5 of Chapter 10 of the Municipal Code of the Village of Hanover Park, only the current holders of Class A, Class AA, Class C, and Class E liquor licenses who have, prior to May 1, 2013, applied for a license from the Illinois Gaming Board to operate video gaming terminals, and who receive said licenses prior to April 30, 2014, shall not be subject to (3), (4), (5), and (6) of subparagraph (b), provided they do not reduce their seating capacity or square footage of their licensed premises from that existing on May 1, 2013, and the owner(s) controlling 50% or more of the ownership entity of the licensed premises on May 1, 2013, does not change. Class AA, who meet the foregoing criteria, shall also be eligible under (b) of Sec. 10-42.5 to operate video gaming terminals and obtain a Class X license.

Per the Illinois Gaming Board, as of May 24, 2013, there are six (6) Hanover Park establishments with an active liquor license that have a pending application with the Illinois Gaming Board.

The following five (5) Hanover Park establishments, with an active liquor license, with a pending application to the Illinois Gaming Board, will be eligible:

Cass, Inc.	DBA Time Out West Sports Pub	5,625 sq. ft.	Class A
Holderman Enterprises, Inc.	DBA Prairie Station Pub	4,800 sq. ft.	Class AA
Mangy Dawg, LLC	DBA Mangy Dawg's Pub and Liquor House	2,000 sq. ft.	Class AA
Bungalow Angie's Corp.	DBA Bungalow Joe's	3,000 sq. ft.	Class A
El Sazon Grill, Inc.	DBA Islas Marias Restaurant	2,000 sq. ft.	Class A

The following one (1) Hanover Park establishment with an active liquor license, with a pending application to the Illinois Gaming Board, would be ineligible:

Pollos Al Carbon El Corral, Inc	DBA Chapalas	2,986 sq. ft.	Class EF
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This item was previously discussed at the Board Workshop of June 20, 2013, July 18, 2013 and August 1, 2013. The Board directed it be place on the August 15, 2013 Workshop agenda for further discussion.

Recommended Action

Motion to pass an Ordinance Establishing a New Class X Liquor License as a Supplement to Class A Class C and Class E Liquor Licenses and Requiring a Manager to be Present During Operating Hours For All Licensees.

Attachments: Ordinance

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

ORDINANCE NO. O-13-

AN ORDINANCE ESTABLISHING A NEW CLASS X LIQUOR LICENSE AS A SUPPLEMENTAL LICENSE TO CLASS A, CLASS C, AND CLASS E LIQUOR LICENSES AND REQUIRING A MANAGER TO BE PRESENT DURING OPERATING HOURS FOR ALL LICENSEES

WHEREAS, the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance; now, therefore,

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 Chapter 10, Alcoholic beverages, of the Municipal Code of Hanover Park, as amended, be and is hereby amended by modifying (c) of Section 10-24 of Chapter 10, as follows:

Sec. 10-24 - Manager - employees.

* * * * *

- (c) Every licensee shall provide a manager on duty at the licensed premises during all hours of operation of the licensed premises. No employee shall sell or serve alcoholic beverages in Class A, Class AA, Class AAA, Class C, Class E, Class B, Class F, Class EF, or Class J licensed establishments and no manager shall be provided without completing the BASSET training program as required in section 10-5(d).

SECTION 2: That Chapter 10, Alcoholic beverages, of the Municipal Code of Hanover Park, as amended, be and is hereby amended by modifying (b) of Section 10-42.5 of Chapter 10, as follows:

Sec. 10-42.5 - Gambling and video gaming.

* * * * *

- (b) Only premises licensed to sell alcoholic liquor as Class AX, Class CX, and Class EX are authorized to operate video gaming terminals and only when licensed by the Illinois Gaming Board pursuant to the provisions of the Illinois Gaming Act, 230 ILCS 40/1 et seq. and in accordance with this Section.

Class X shall be a supplemental liquor license to Class A, Class AA, Class C, and/or Class E licenses. Class X supplemental liquor licenses must meet the following criteria:

- (1) Meals shall be actually and regularly prepared on premises and served in accordance with either a general or specialized menu;
- (2) Adequate and sanitary kitchen and dining room equipment shall be provided and maintained;
- (3) The licensed premises shall have a minimum square footage of two thousand (2,000) square feet and the establishment shall have a minimum seating capacity in the main dining room or dining rooms of fifty (50) persons and a seat shall be provided for each person;
- (4) The area of the main dining room or dining rooms shall provide a minimum of ten (10) square feet per customer;
- (5) The establishment may contain a bar area, provided that the bar must provide a seat for every patron and the seating and occupancy shall not exceed twenty-five (25%) percent of the actual existing seating capacity in the main dining room and dining rooms;
- (6) All serving of food and beverage shall be at tables with adequate seating as provided above. Provided, however, this prohibition shall not apply to carry-out or off-premises delivery of food only with or without nonalcoholic beverages.
- (7) No Class X license shall be issued for any premises located on government owned property.

All other liquor licensees not possessing a supplemental Class X liquor license are prohibited from operating video gaming terminals.

The fee for the Class X license shall be \$500 per annum.

There shall be no more than four (4) Class X supplemental licenses and applications for said licenses for a period ending April 30, 2014, may be made only by current Class A, Class AA, Class C,

ATTESTED, filed in my office, and
published in pamphlet form this
day of _____, 2013.

Eira Corral, Village Clerk



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
David Webb, Chief of Police

SUBJECT: School Crossing Guard Proposal

ACTION

REQUESTED: Approval Concurrence Discussion Information

RECOMMENDED FOR CONSENT AGENDA: Yes No

MEETING DATE: August 15, 2013 – Board Workshop

Executive Summary

The Police Department requests Board approval to allow the Police Department to rehire Andy Frain Services Inc. as School Crossing Guard provider effective August 1, 2013 through July 31, 2014. The provider will post School Crossing Guards at locations within Hanover Park, during the 2013-2014 school year.

Discussion

The Hanover Park Police Department hired Andy Frain Services, Inc. to provide School Crossing Guard services at all of the school crossing guard posts in Hanover Park (there are 7- School Crossing Guard posts) during the 2012-2013 school year. The Police Department was very satisfied with the school crossing guard services provided by Andy Frain Services, Inc., who provided professional School Crossing Guards. The Police Department was also satisfied with the customer service response from Andy Frain Services, Inc. when there was a need to address an issue.

Recommended Action

Motion to approve Andy Frain Services as a sole source provider of School Crossing Guards at schools within Hanover Park, accept the service agreement, and authorize the Village Manager to execute the necessary documents.

Attachments: Agreement

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$30,000.00	
Actual Cost:	\$23,731.20	
Account Number:	001-0820-421-03.36	

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

SERVICE AGREEMENT

This Agreement (“Agreement”) is entered into as of **August 1, 2013** (“Effective Date”), by and between Andy Frain Services, Inc., an Illinois corporation with its principal offices located at 761 Shoreline Drive, Aurora, IL. 60504 (“Contractor”), and **Village of Hanover Park, 2121 West Lake Street, Hanover Park, IL 60133** (“Client”), (collectively, the “Parties”).

UNDERSTANDINGS

1. Client represents that it is authorized to contract for the Services listed in Appendix B to this Agreement, for the Village of Hanover Park, Illinois (“Location”), as more fully described in the Location of Services identified in Exhibit A to this Agreement;
2. Contractor is in the business of supplying uniformed guard, security and event services and personnel and is willing to furnish such services and personnel to Client with respect to the Property and subject to the terms, conditions and provisions of this Agreement;
3. Client desires Contractor to furnish certain service personnel for the purpose of performing certain security and special event services at the Property, as further described below;

NOW, THEREFORE, in consideration of the foregoing, and for good and other valuable consideration, the receipt and sufficiency of which is acknowledged, Contractor and Client agree as follows:

AGREEMENT

Section 1. *Employment.* Client hereby employs and hires Contractor to provide certain services at the Property, and Contractor agrees to perform such services pursuant to the terms and conditions of this Agreement.

Section 2. *Nature of Services.* Contractor shall furnish all services (including, without limitation, providing personnel (“Service Personnel”)) as requested by Client to maintain security (“Security Services”) and event staffing (“Event Services”) at the Property in accordance with the term and conditions of this Agreement (collectively known hereinafter as the “Services” unless specifically identified otherwise). The Schedule of Services, and the Scope of Services requested by Client and which Contractor agrees to furnish pursuant to this Agreement, including the Service Personnel requested for such Services, are more fully described in the Schedule of Services and Rates and the Scope of Services which are attached hereto and incorporated herein by reference as Exhibit A and Exhibit B, respectively.

The Contractor’s Service Personnel shall be assigned to specific posts and shall be provided post orders (“Post Orders”) by Client. Details relating to the Services to be provided, including dates, number of personnel, hours and locations for service shall be included in the Post Orders. Client reserves the right to reassign as needed any Service Personnel to other functions and posts as the Client may deem necessary.

If at any time Contractor believes that personnel or services in excess of those expressly requested by Client and described in this Agreement are necessary to properly furnish Services at the Property, Contractor may so inform Client. However, the Parties agree that Contractor's responsibility is solely limited to providing Services, and that Contractor has not been engaged by Client as a consultant or otherwise to provide advice or an assessment of security or event staffing needs at the Property, except as otherwise specifically identified herein. Contractor shall not be responsible for any decisions or security assessments made by Client or anyone else, including pertaining to the sufficiency and placement of the staffing.

Section 3. *General Duties and Obligations of Contractor.* Contractor agrees as follows:

(a) Contractor agrees to furnish the Service Personnel and perform the Services requested by Client, as described in this Agreement. The Parties agree that any change in the Scope of Services contemplated by this Agreement, including any modification, supplementation or reduction in Services, shall be made by a request in writing by Client and, if such changes or modifications are accepted by Contractor, shall be agreed upon in writing signed by Client and Contractor.

(b) Contractor represents that all Service Personnel utilized by Contractor under this Agreement shall be trained by Contractor using Contractor's approved materials /instructions and shall be competent to perform their duties.

(c) Contractor shall provide each Service Personnel with a proper uniform and any such equipment, as it shall, with the approval of Client, deem necessary or appropriate.

(d) Contractor agrees that the Services furnished under this Agreement shall be in conformity with practices which are generally current in the security and event services industries.

(e) Contractor shall comply with all applicable local, State and Federal laws, rules and regulations which govern the Services provided in this Agreement. Contractor shall apply for and endeavor to obtain any such licenses and permits which may be required by any governmental authority for the performance of the contracted Services.

(f) The Parties agree that Contractor does not herein or otherwise represent and cannot warrant, expressly or impliedly that the Services furnished will prevent or minimize the likelihood of loss or damage.

Section 4. *General Duties and Responsibilities of Client.* Client agrees as follows:

(a) Client shall pay Contractor for the Services provided by Contractor at the rates provided herein and shall make such payment pursuant to the terms and conditions contained in this Agreement.

(b) Client shall remain solely responsible for any decisions or directions to Contractor concerning the location, number or extent, or placement or sufficiency of personnel staffing requested under this Agreement.

(c) To effectuate this Agreement, Client shall provide Contractor with such information, including the Post Orders concerning the Property or sufficient information to enable Contractor to prepare Post Orders for the Property, as are necessary for Contractor to furnish the Services pursuant to this Agreement.

(d) Client shall provide Contractor with information pertaining to the Property necessary to ensure that the Service Personnel are trained and prepared to provide the Services at the Property, including information necessary to train those Service Personnel with responsibilities concerning the alarms systems, elevator and light controls, cameras and access control systems for the Property.

(e) Client shall be solely responsible for managing and maintaining the Property and otherwise managing, maintaining and providing any services with respect to the Property, other than the Services contemplated by this Agreement.

Section 5. *Specific or Additional Terms, Conditions and Obligations.* The Parties agree that Contractor shall furnish the Services, subject to the specific or additional terms, conditions and obligations contained in Exhibit C, which document is attached hereto and incorporated by reference herein. In the event there is a discrepancy between this Agreement and its Exhibit C, the terms and conditions of this Agreement shall control.

Section 6. *Fees, Invoices, Payment.*

(a) **Rates.** Client shall pay Contractor for the Services at the rates set forth in Exhibit A.

(b) **Invoices.** Contractor shall invoice Client for Services performed under this Agreement. Invoices shall be sent to Client at Client's location identified in Exhibit A.

(c) **Payment.** Client agrees to remit payment to Contractor according to the rate schedule, Exhibit A (attached) within **30** days of the date stated on the invoice. Any objection, dispute or claim regarding the amount of an invoice or the underlying services rendered must be sent in writing by the Client to Contractor with thirty (30) days from the invoice date, setting forth the nature of the objection, dispute or claim, and including all supporting documentation, or it shall for all purposes be deemed waived by the Client. Client agrees to pay a late fee of 1-1/2% per month (or any part thereof) plus all collection and attorney's fees and costs which may be incurred by Contractor in the attempted collection or collection of any invoice(s) not paid pursuant to the terms of this Agreement. For purposes of this paragraph, time is of the essence.

(d) **Records.** Upon request, Contractor shall furnish Client with copies of completed daily timesheets and other records which form the basis of billings for Services performed by Contractor under this Agreement. Such records shall contain detail sufficient to indicate the Property where and when such Services were performed.

(e) **Rate Change.** If there is enacted any law, regulation, ruling or other mandate of any authority having appropriate jurisdiction which alters the hours of service, rates of pay, working conditions or costs of performing the Services provided in this Agreement, Client agrees that this Agreement will be subject to immediate re-negotiation to take into account these increased costs.

Section 7. Service Personnel.

(a) **Independent Contractor.** All Service Personnel shall be the employees of Contractor and shall not under any circumstances be deemed to be employees of Client. Contractor shall pay all wages, all applicable taxes and shall comply with all other legal obligations as employer of the Service Personnel.

(b) **Supervision.** Contractor shall at all times be responsible for the direct supervision of its employees through the Manager or Supervisor assigned to and responsible for managing Contractor's Services at the Property. Each Manager or Supervisor shall, in turn, report and confer with the designed representative of Client at the Property with respect to the Services performed under this Agreement. Such reporting and conferring shall be as frequently as mutually agreed by the Parties hereto from time to time.

Client may, if desired and agreed to by Contractor, have supervision or control over any of Contractor's employees and any requested change in procedure shall be transmitted in writing by Client to Contractor's local manager. If Client alters any instructions or directions given by Contractor to the Service Personnel or if Client assumes any supervision of the Service Personnel, Client shall be solely liable for any and all consequences thereof and agrees to indemnify, defend and hold harmless Contractor from and against any and all losses, claims, expenses (including reasonable attorney's fees) or damages arising from or relating to the actions or omissions to such Service Personnel.

Notwithstanding anything to the contrary in this Agreement, Contractor shall not be responsible for providing an assessment of security or staffing needs at Client's Property and shall not be responsible for determining the number, sufficiency or assigned location of Service Personnel assigned to the Property.

(c) **Background Checks.** Contractor represents that Contractor has performed and will continue to perform background checks in accordance with the Contractor's Standard Security Program, as in effect from time to time. Original background checks will include criminal and motor vehicle histories.

Section 8. Insurance. Contractor shall maintain during the term of this Agreement, at its own expense, insurance policies insuring Contractor, as follows:

TYPE OF INSURANCE	LIMIT OF INSURANCE
General Commercial Liability – Occurrence Form	\$1,000,000 Per Occurrence
Workers Compensation & Employers Liability	Statutory
Business Auto Liability including Hired and Non Owned Auto Liability	\$1,000,000
Excess/Umbrella	\$9,000,000 Per Occurrence \$9,000,000 Aggregate

Contractor agrees solely with respect to liability caused by the sole negligent acts of Contractor, to name Client its officers, employees and directors as Additional Insureds on Contractor's

General Commercial Liability and Auto liability insurance policies. Such insurance shall be provided to Additional Insureds on a primary and non-contributory basis.

To the maximum extent permitted by applicable law and the insurance policy maintained, Contractor agrees to waive Contractor's and Contractor's insurers rights of subrogation.

Prior to commencing the Services, Contractor shall furnish a certificate of insurance evidencing compliance with the foregoing provisions of this Section and providing that such insurance policies will not be changed or canceled during their respective terms without at least thirty (30) days prior notice by registered or certified mail to Client.

Section 9. Indemnification. Contractor shall indemnify Client from and against claims, damages, losses, liabilities and judgments that Client may sustain by reason of a) damage to property within the sole and exclusive custody or control of Contractor, or b) injury to or death of a person, or c) for any losses or damages sustained by Client from false arrest, false imprisonment, searches or malicious prosecution, libel, slander, defamation of character, violation of right or privacy, assault or battery, provided that such claims, damages, losses, liabilities or judgments are caused solely by: the direct negligent acts of Contractor or Contractor's employees while engaged in the performance or non-performance of Services under this Agreement, and subject to the provisions set forth herein.

Contractor shall not indemnify or be required to indemnify Client from or against any damages, judgments, losses, liabilities or claims (i) caused by the acts, direction, instructions, or omissions or negligence or contributory negligence of Client or as a result of conduct, action or inaction by or within the control of Client, its directors, officers, members, partners, licensees, invitees, representatives, agents, or employees, or (ii) caused by or resulting from the unlawful or negligent actions or omissions of third parties or (iii) arising out of injury to or death of any employee of Contractor, unless caused solely by the direct negligence of Contractor.

Notwithstanding anything to the contrary in this Agreement, Contractor shall not be liable to Client for any injury (including death) to any person, including an employee of Contractor, arising from a slip, trip or fall while on or near the premises of Client. It is expressly understood and agreed that Contractor is not responsible for performing any maintenance or construction services including but not limited to elevator or escalator maintenance, light repair, lock or alarm device repair or maintenance, building upkeep, snow removal, garbage or debris removal and water removal. It is further understood and agreed that Contractor is not required or requested to report any maintenance needs or failures to Client.

Notwithstanding anything to the contrary in this Agreement, the Parties agree that any additional insured or indemnity provision throughout this Agreement applies only to claims caused by the direct negligent acts of Contractor and its employees while performing agreed upon duties and Services.

Section 10. Term, Termination. This Agreement shall commence on Effective Date, and shall continue until either party terminates this Agreement for any reason, or for no reason, upon thirty (30) days written notice.

Section 11. Contractor's Employees. During the term of this Agreement and for a period of twelve (12) months immediately following the end or termination of this Agreement, Client shall

not solicit or offer to hire, or hire any employees of Contractor, without the prior written consent of Contractor. This paragraph shall survive termination of this Agreement, regardless of the reason of, basis for or circumstances surrounding such termination.

Section 12. *Suspension of Service.* In the event that Client's operations at the Property are halted or substantially decreased by reason of strike, labor dispute, picketing, acts of God, or other cause beyond the control of the Client, then those portions of this Agreement concerning Services to be provided at the affected Property and concerning payment thereof shall, upon twenty-four (24) hours written notice from Client to Contractor, be suspended until further written notice by Client to Contractor.

Section 13. *Default.* Each party may terminate this Agreement immediately if any of the following events shall occur: **(a)** default by the other party in the performance of the terms and conditions of this Agreement, including but not limited to Client's failure to timely make payments required hereunder when due, which default continues for five (5) days or more after written notice from the other party; **(b)** if at any time during the term of the Agreement there shall be filed by such party in any court, pursuant to any statute, either of the United States or of any state, territory or possession, a petition in bankruptcy, or insolvency, or for reorganization, or for the appointment of a receiver to receive all or a portion of such party's property; **(c)** if such party makes an assignment for the benefit of creditors; or **(d)** if such party is declared bankrupt in an involuntary proceeding, or is ordered into receivership.

Section 14. *Notices.* All notices with respect to or required by this Agreement shall be deemed sufficient if deposited with the United States mail, certified or registered, with adequate postage affixed and properly addressed to the respective party at the address(es) identified in the attached Exhibit A, or at such addresses may be amended by written notice so mailed. Notices to Contractor shall be mailed to the Contractor's corporate address, as indicated in this Agreement.

Section 15. *Assignment.* This Agreement shall not be assigned in whole or in part by either party without the prior written consent of the other party provided, however, that so long as a party is not in default under this Agreement, that party may assign this Agreement to an entity with which it merges or consolidates or which acquires substantially all of its assets or stocks. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

Section 16. *Entire Agreement, Amendments.* This Agreement and the items incorporated herein constitutes the entire understanding and agreement of the Parties with respect to matters contained herein and supersedes all prior agreements or understandings, if any, between the Parties related to the matters contained herein. Neither Party has relied on any, and there are no, oral or parol agreements, promises, representations or inducements not contained in this Agreement. No provisions of this Agreement may be amended or modified in any manner whatsoever, except by an agreement in writing signed by each of the Parties hereto.

Section 17. *Severability.* If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be invalid or unenforceable, the remaining terms and provisions of this Agreement, or the application of such terms or provisions to the person or circumstances, other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

Section 18. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

Section 19. *Jurisdiction.* Any lawsuit or other action with respect to or to enforce the terms of this Agreement, including any lawsuit pertaining to the validity of this Agreement and the Services rendered hereunder, shall be filed and maintained in State of Illinois.

ANDY FRAIN SERVICES, INC.

Village of Hanover Park

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A – SCHEDULE OF SERVICES AND RATES

This Exhibit A is attached to, made part of and incorporated by reference into the Service Agreement (the “Agreement”) made by and between Andy Frain Services, Inc. (“Contractor”) and **Village of Hanover Park** (“Client”) **dated August 1, 2013** and this Exhibit A identifies the rates, locations and services which are to be provided in accordance with the Agreement, as follows:

CLIENT NAME AND CONTACT PERSON: Village of Hanover Park
Deputy Chief Tom Cortese
Hanover Park Police Department
2121 West Lake Street
Hanover Park, IL 60133

ADDRESS: 2121 West Lake Street, Hanover Park, IL 60133

STARTING DATE: Continuance of original start date of 08/15/2011

CLIENT ADDRESS FOR INVOICE: Village of Hanover Park
Deputy Chief Tom Cortese
Hanover Park Police Department
2121 West Lake Street
Hanover Park, IL 60133

LOCATION OF SERVICES: Crossing Guard Posts within the Village of Hanover Park

SPECIAL INSTRUCTIONS:

THE PARTIES AGREE THAT CONTRACTOR SHALL PROVIDE THE SERVICE PERSONNEL AT THE RESPECTIVE RATES, AS FOLLOWS:

Effective 08/01/2013 – 07/31/2014

Guards/Event Staff Personnel	Regular – Per Crossing	Overtime	Holiday	Equipment	Other
Crossing Guards	\$16.48	\$24.48	\$24.48	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

Supervisor/Manager Personnel	Regular	Overtime	Holiday
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Other Holidays or Overtime specifications:

PAYMENT SCHEDULE

Payment due 30 days from the date of the invoice

Billing will be on a monthly basis

* * * *

THE TERMS, PROVISIONS AND SERVICES IDENTIFIED IN THIS EXHIBIT A ARE INCORPORATED BY REFERENCE IN TO THE SERVICE AGREEMENT AND ARE BINDING ON THE PARTIES TO THE SERVICE AGREEMENT.

ANDY FRAIN SERVICES, INC.

VILLAGE OF HANOVER PARK

BY: _____

BY: _____

SIGNATURE: _____

SIGNATURE: _____

TITLE: _____

TITLE: _____

EXHIBIT B – SCOPE OF SERVICES

This Exhibit B is attached to, made part of and incorporated by reference into the Service Agreement (the “Agreement”) made by and between Andy Frain Services, Inc. (“Contractor”) and **Village of Hanover Park** (“Client”) **dated August 1, 2013** and this Exhibit B identifies the Scope of Services which are to be provided by Contractor to Client in accordance with the Agreement, as follows:

1. Crossing Guard Services
- 2.
- 3.
-

**EXHIBIT C – SPECIFIC OR ADDITIONAL TERMS, CONDITIONS AND
OBLIGATIONS**

This Exhibit C is attached to, made part of and incorporated by reference into the Service Agreement (the “Agreement”) made by and between Andy Frain Services, Inc. (“Contractor”) and **Village of Hanover Park** (“Client”) **dated August 1, 2013** and this Exhibit C identifies the Specific or Additional Terms, Conditions and Obligations concerning the Services provided by Contractor under the Agreement, as follows:

No specific or additional terms, conditions and obligations.



TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: DuPage River Salt Creek Workgroup Funding

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 – Board Workshop

Executive Summary

The DuPage River Salt Creek Workgroup has requested all member municipalities to pass a resolution pledging preliminary financial support to implement their project funding program to improve water quality.

Discussion

The DRSCW (DuPage River Salt Creek Workgroup) formed in 2005 in response to concerns about TMDLs (Total Maximum Daily Loads) being set for the East and West Branches of the DuPage River and Salt Creek. The DRSCW is made up of local communities, Publically Owned Treatment Works and private environmental organizations. The DRSCW is committed to producing comprehensive data sets for local watersheds in order to determine and resolve priority stressors to local aquatic systems. The organization seeks to implement targeted watershed activities that resolve priority water way problems efficiently and cost effectively.

The DRSCW has developed a concept which could positively impact our future NPDES permits for the wastewater treatment plant. The entire program is outlined on the attached memo. Basically, it calls for a joint effort on behalf of all communities involved to improve water quality, in exchange for the EPA not introducing new treatment requirements on the treatment plant owners. It appears to be a favorable concept, but it would increase our fees to the Workgroup to support the initiative. Our dues would increase annually from \$5,667 in the current year up to \$47,805 in FY18/19. This does have the potential to save the Village an estimated \$133,122 in avoided treatment costs.

Recommended Action

Pass a Resolution for Support for the DuPage River Salt Creek Workgroup (DRSCW) Adaptive Watershed Management Proposal.

Attachments: Resolution

Budgeted Item:	___ Yes	___ No	N/A
Budgeted Amount:	\$0		
Actual Cost:	\$0		

Agreement Name: _____

RESOLUTION NO. _____**SUPPORT FOR THE DUPAGE RIVER SALT CREEK WORKGROUP (DRSCW)
ADAPTIVE WATERSHED MANAGEMENT PROPOSAL**

WHEREAS, the DuPage River Salt Creek Workgroup (DRSCW) is a local watershed management organization formed in 2005 to achieve attainment of water quality standards and designated uses in the watersheds of the East and West Branches of the DuPage River, Salt Creek and their tributaries in a cost effective manner; and

WHEREAS, the DRSCW has conducted extensive monitoring and analysis of the conditions and stressors of its watersheds and has developed a proposed initiative, contained in the draft white paper entitled “Adaptive Watershed Management to Achieve the Designated Uses for Aquatic Life: Proposed local Funding Initiative”, which details the case for the adoption of an adaptive management approach working on all aspects of stream resource quality, to meet Illinois water quality goals; and

WHEREAS, the DRSCW has prepared a memo entitled “Recommended Agency Member Dues, Agency Member Assessments and Local Project Matches to Implement DRSCW Project Funding Program”, dated May 6, 2013 and presented at the special meeting held on May 9, 2013 which details the estimated Agency member annual dues and Agency member annual assessments to be paid by DRSCW Agency members in order to fund the proposed adaptive watershed management initiative over the five year period beginning in DRSCW fiscal year ending (FYE) 2015 and ending in DRSCW FYE 2019; and

WHEREAS, the Village of Hanover Park has voluntarily chosen to be an Agency member of the DRSCW, including the payment of annual dues and staff support for DRSCW programs and activities; and

WHEREAS, the Village of Hanover Park has a direct interest in improving the stream resource quality in the DRSCW watershed; and

WHEREAS, the Village of Hanover Park has concluded that the proposed adaptive watershed management initiative offers a more coherent and goal oriented approach to rebuilding aquatic communities that meet the State of Illinois thresholds for aquatic life attainment than the current system of solely focusing on POTW point source discharges.

THEREFORE, NOW BE IT RESOLVED that the President and Board of Trustees of the Village of Hanover Park, Illinois, hereby indicates its preliminary support for the proposed DRSCW adaptive watershed management initiative, including the continuation of Agency membership in the DRSCW by the Village of Hanover Park; the payment by the Village of Hanover Park of the estimated annual Agency member dues and Agency member assessments as detailed in the above referenced DRSCW memo dated May 6, 2013; continued staff support for

DRSCW programs and activities and the willingness to consider additional project funding and/or staff commitments as a local sponsor of a project identified by this DRSCW adaptive watershed management initiative.

ADOPTED this ____ day of _____, 2013, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: _____

Rodney S. Craig
Village President

Attest: _____
Eira Corral, Village Clerk



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: Reconfiguration of Room 214 Dais

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 – Board Workshop

Executive Summary

Staff is recommending the dais be reconstructed to include proper ADA accessibility when it is being retrofitted for security purposes.

Discussion

As part of the long-term remodel of Village Hall, one of the projects this year is to reconstruct the Village Board dais to make the following improvements:

Ballistic Panels:

As previously directed, the dais will be reconstructed to include ballistic panels to help protect elected officials in the event of an emergency.

Electric/AV Connections:

As part of the dais reconstruction, staff recommends adding network connections to provide communication for board members that require electronic attendance. This addition will also alleviate the unsightly wiring draped across the floor and provide a professional environment as originally intended. In addition, staff recommends providing electrical outlets at the dais to power equipment currently utilized by the Village Board members.

Staff would also focus particular attention on room layout to provide additional power and audio/video/network connections in key areas in an effort to remove and/or reduce current trip hazards that have been experienced in the workshop setting. Additional details would potentially include permanent mounting of projectors and/or possibly acquiring adequate audio/video technology specific for presentations.

ADA Improvements:

Staff is recommending that while we are reconstructing the dais, we make it ADA compliant. This will include proper clearances behind the seating positions and a proper ramp to the elevated portion. As opposed to a ramp, it may be more cost effective, and less disruptive to the overall room layout, to lower the dais to be level with the main floor.

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

Prior to starting the construction drawings, staff would like to discuss the potential impacts the ADA improvements will have on the room and dais layout.

Recommended Action

Staff is seeking concurrence from the Village Board regarding improvements to the Village Board dais.

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$60,000	
Actual Cost:	To be determined	
Account Number:	031-0000-466-13.21	



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Wendy Bednarek, Director of Human Resources

SUBJECT: Wage Compensation Study

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 15, 2013 – Board Workshop

Executive Summary

To provide the Village Board an update on the wage compensation study and address any questions. Sharon Morien, the lead Project Manager, from Voorhees Associates will also be present to answer any questions.

Discussion

As previously reported in the Village Manager's weekly update, the Village is currently conducting a wage compensation study. The last known record of completing a formal wage compensation study was in the mid 1990's. In the years that followed, staff has collected wage data for specific positions to ensure competitiveness in the marketplace, but there has not been a complete study to evaluate our compensation program in 20 years. The industry norm and recommendation is to complete this study every 3-7 years. Additionally, during the strategic planning process in 2010, it was identified as one of our goals to complete a comprehensive wage study.

In March 2013, staff sent out an RFP for service to complete a wage compensation study. The Village received 8 responses (Fox Lawson, Waters Consulting, McGrath Consulting, Voorhees, Sikich, Hay Group, Singer Group and the Management Association). After review of their qualifications and cost, Village Manager Maller and HR Director Bednarek interviewed the top 4 firms (Fox Lawson, McGrath Consulting, Voorhees and Sikich). Upon completion of the interviews and reference checks, staff chose Voorhees Associates to complete the study. They hold significant experience in the public sector environment completing this type of work, their references were very positive and they were the lowest cost of the other firms.

The study is anticipated to take 12-14 weeks and should be completed by the time next year's budget discussions begin.

Agreement Name: _____

Executed By: _____ Workshop Meeting 8/15/13

The timeline for Phase I is as follows:

- 7/15: hold two employee meetings to explain the wage study process and distribute the Job Analysis Questionnaires (JAQ).
- 7/24: JAQs are to be returned to supervisors for their review.
- 7/30: JAQs are reviewed by Department Heads.
- 8/5: All JAQs are returned to Wendy Bednarek and reviewed
- 8/12: HR Director Bednarek will forward all JAQs to Voorhees
- 8/23: Voorhees will be on site to conduct employee interviews as a response to the JAQs

Behind the scenes, Voorhees Associates is collecting salary data from comparable communities. Once these steps have been completed, a draft report is expected within 2-3 weeks and final report upon review of HR Director Bednarek and Village Manager Maller.

The final report will be presented to the Village Board by staff and Voorhees Associates.

Recommended Action

Ms. Morien and staff are available to address any questions the Village Board may have at this time.

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$20,000	
Actual Cost:	\$18,680	
Account Number:	1-0440-414-03.61	