



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, July 18, 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. Class X Supplemental Liquor License
 - b. Roselle Boundary Agreement
 - c. Hi-Lighter Request for Proposal
 - d. New Business Guide and Forms Packet
 - e. Municipal Adjudication Software – Phase 3 ERP
 - f. Hanover Park Boys Football Association Agreement
- 5. STAFF UPDATES**
 - a. Fiscal Year 2013 Financial Report Overview/Summary
 - b. Environmental Committee – Cool Cities Recommendation
 - c. Hanover Square Update
 - d. Emerald Ash Borer Update
- 6. NEW BUSINESS**
- 7. ADJOURNMENT**



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: July 18, 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.

(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.

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 four (4) 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 sw. ft.	Class A

The following two (2) Hanover Park establishments with an active liquor license, with a pending application to the Illinois Gaming Board, would be ineligible:

El Sazon Grill, Inc.	DBA Islas Marias Restaurant	2,000 sq. ft.	Class A
Pollos Al Carbon El Corral, Inc	DBA Chapalas	2,986 sq. ft.	Class EF

This item was previously discussed at the Board Workshop of June 20, 2013 and the Board directed it be place on the July 18, 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.

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

SUBJECT: Boundary Agreement with the Village of Roselle

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Attached is a draft of a boundary agreement between the Village of Hanover Park and the Village of Roselle. In 1990, the two communities executed an agreement which divided up the Odlum development and the land south of Lake Street along Gary Avenue. The agreement lasted 20 years and has thus expired. Since the approved agreement was put into place, the Odlum property has annexed (some to Hanover Park and some to Roselle). The land described in the 1990 agreement situated south of Lake Street continues to be unincorporated and thus could use a boundary agreement between the Villages. The new proposed boundary agreement keeps the same geographical division as the one passed in 1990 (see attached map).

Discussion

A boundary agreement establishes the ultimate boundary between communities for the unincorporated area. By having a boundary agreement, it prevents the private sector interest from playing one jurisdiction off of another for fiscal incentives, uses, or zoning approvals/incentives. In essence, it protects the interest of the communities involved from being "pitted against one another" by a developer. Agreements are also positive for the development community in that they know which jurisdiction to approach in regard to a specific piece of land. This saves them time and money in that they receive proper guidance up front concerning their development concepts.

The attached draft agreement was prepared by the Village of Hanover Park and has been reviewed by the Village of Roselle's legal counsel. It provides an additional 20 years of Hanover Park controlling the southwest corner and Roselle controlling the southeast corner of Gary and Lake.

Recommended Action

Move approval of a boundary agreement with the Village of Roselle.

Attachments: Draft Boundary Agreement and Map

JURISDICTIONAL BOUNDARY LINE AGREEMENT
Village of Roselle and Village of Hanover Park, Illinois

THIS AGREEMENT, made and entered into this ____ day of _____, 2013, by and between the VILLAGE OF ROSELLE, Cook and DuPage Counties, Illinois (“Roselle”) and the VILLAGE OF HANOVER PARK, Cook and DuPage Counties, Illinois (“Hanover Park”).

WITNESSETH:

WHEREAS, Roselle and Hanover Park are “units of local government” as defined by Article VII, Section 1, of the Constitution of the State of Illinois of 1970; and

WHEREAS, units of local government are enabled by Article VII, Section 10 of the Constitution of the State of Illinois of 1970 to enter into agreements among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or ordinance; and

WHEREAS, the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*), authorizes municipalities to exercise jointly with any public agency of the State, including other units of local government, any power, privilege, or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

WHEREAS, 65 ILCS 5/11-12-9 provides “If unincorporated territory is within one and one-half miles of the boundaries of two or more corporate authorities that have adopted official plans, the corporate authorities involved may agree upon a line which shall mark the boundaries of the jurisdiction of each of the corporate authorities who have adopted such agreement”; and

WHEREAS, unincorporated territory lies within one and one-half miles of the boundaries of Roselle and Hanover Park; and

WHEREAS, Roselle and Hanover Park have, by Roselle Ordinance No. _____ and Hanover Park by its Ordinance No. _____, adopted official comprehensive plans making recommendations with respect to the development of that unincorporated territory, and notices of the adoption of the respective comprehensive plans were recorded with the Recorder of Deeds of DuPage County by Roselle on _____, as Document No. _____, and by Hanover Park on _____, as Document No. _____; and

WHEREAS, the Corporate Authorities of both Roselle and Hanover Park have heretofore, not less than 30 days nor more than 120 days prior to formal approval by the respective Village Boards, provided public notice of this proposed boundary agreement by both the posting of a public notice of not less than 15 consecutive days in the same location at which notices of Village Board meetings are posted, and published said notice in a newspaper of general circulation within the territory that is subject to this agreement; and

WHEREAS, Roselle and Hanover Park recognize the need and desirability to provide for logical future municipal boundaries and areas of municipal authority between their respective corporate limits in order to plan effectively and efficiently for growth

management and potential development between their communities; and

WHEREAS, Roselle and Hanover Park, after due investigation and consideration, have determined to enter into an agreement providing for the establishment of a boundary for their respective jurisdictions in the unincorporated territory lying between and near their boundaries; and

WHEREAS, Roselle and Hanover Park have determined that the observance of the boundary line in future annexations by either municipality will serve the best interests of both communities; and

WHEREAS, in arriving at this Agreement, Roselle and Hanover Park have given consideration to the natural flow of storm water drainage and, when practical, have included all of a single tract of land having common ownership within the jurisdiction of only one municipality; and

WHEREAS, Roselle and Hanover Park have authorized, by ordinance, the execution of this Agreement as an exercise of their Intergovernmental Cooperation Act, and their authority to enter into jurisdictional boundary agreements pursuant to 65 ILCS 5/11-12-9.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises hereinafter contained, the adequacy and sufficiency of which the parties hereto stipulate, Roselle and Hanover Park agree as follows:

Section 1. Incorporation of Recitals. The recitals set forth above are incorporated herein by reference as substantive provisions of this Agreement.

Section 2. Jurisdictional Boundary Line. The boundary line between Roselle and Hanover Park for the purpose of establishing their respective jurisdictions for land use planning, official map purposes, zoning, subdivision control and annexation of unincorporated territory, and other municipal purposes, all as hereinafter provided, shall be as depicted upon the map attached hereto as Exhibit "A" attached hereto and made a part hereof.

That portion of the unincorporated territory lying easterly of said boundary line shall be within the Roselle jurisdictional area ("Roselle Jurisdictional Area") as shown on Exhibit "A." The Roselle Jurisdictional Area, together with all territory located within the corporate limits of Roselle from time to time, shall be within the Roselle territory ("Roselle Territory"). That portion of the unincorporated territory lying westerly of said boundary line shall be within the Hanover Park jurisdictional area ("Hanover Park Jurisdictional Area") as shown on Exhibit "A." The Hanover Park Jurisdictional Area, together with all territory located within the corporate limits of Hanover Park from time to time, shall be within the Hanover Park territory ("Hanover Park Territory").

Section 3. Roselle and Hanover Park acknowledge that the roadway of Gary Avenue at Lake Street has heretofore been realigned resulting in a triangular portion of the right-of-way of Gary Avenue (located at the southwest corner of Lake Street and Gary Avenue along Gary Avenue and extending southerly from Lake Street) being no longer necessary for right-of-way purposes. Said triangular portion as depicted in Exhibit "A" shall be within Hanover Park's Jurisdictional Area.

Section 4. Exercise of Authority. Roselle agrees that it shall not exercise or attempt to exercise or enforce any comprehensive plan jurisdiction, official map jurisdiction, zoning authority or subdivision control authority within the Hanover Park Jurisdictional Area. Hanover Park agrees that it shall not exercise or attempt to exercise or enforce any comprehensive plan jurisdiction, official map jurisdiction, zoning authority or subdivision control authority within the Roselle Jurisdictional Area.

Section 5. Statutory Zoning Objections. This Agreement shall not be construed to limit or adversely affect the right of either municipality to file a statutory objection to proposed rezonings within one and one-half (1 ½) miles of its corporate limits.

Section 6. Annexation. Both Roselle and Hanover Park acknowledge that it is not in their respective best interests to engage in disputes with respect to the annexation of territory. The boundary line established pursuant to this Agreement was carefully studied and considered with respect to those matters heretofore set out in the recitals to this Agreement. Therefore, each municipality agrees not to annex any territory which is located in the other municipality's Territory, as shown on Exhibit "A."

Roselle and Hanover Park also agree to take all reasonable and applicable actions to oppose any involuntary or court-controlled annexation proceedings by property owners who propose to annex territory within either municipality's Territory in a manner inconsistent with this Agreement.

In addition, Roselle and Hanover Park each hereby agree that it waives any right to challenge or otherwise contest the validity of any annexation the other municipality has effected, is effecting, or will effect in the future for territory located within such other municipality's Territory. Roselle and Hanover Park further agree not to solicit or otherwise make any requests, formal or informal, to any third party for that third party to encourage the disconnection from the other municipality of land within the other municipality's Territory or to challenge the validity of the other municipality's past, current, or future annexations within such other municipality's Territory.

Section 7. General Implementation. The parties hereto agree to cooperate to the fullest extent possible and take all steps reasonably practicable, to achieve any appropriate modification of the postal service boundary, the NIPC and Illinois EPA Facilities Planning Area, the local access telephone service area code, and the Emergency 911 telephone service area, to conform to the boundary defined under this Agreement.

Section 8. Recapture Agreements. Roselle and Hanover Park agree that whenever an annexation agreement authorized under Section 11-15.1-1 of the Illinois Municipal Code (65 ILCS 5/11-15.1-1) requires the construction of any roadway, traffic signal, utility or other public improvement upon a common boundary line, and such improvement may be used for the benefit of property located in the other community, the other community shall, to the extent permitted by law, require the benefited property to reimburse the party who installed the public improvements a reasonable and pro rata share of such public improvements in accordance with binding recapture agreements existing at the time of annexation.

Section 9. Binding Effect. This Agreement shall be binding upon and shall apply only to the legal relationship between Roselle and Hanover Park. Nothing herein shall be used or construed to affect, support, bind or invalidate any claims of either Roselle and/or Hanover Park

insofar as such claims shall affect anyone which is not a party to this Agreement.

Section 10. Amendment. Neither Roselle nor Hanover Park shall directly or indirectly seek any modification of this Agreement through court action and this Agreement shall remain in full force and effect until amended or changed in writing by the mutual agreement of both Roselle and Hanover Park.

Section 11. Partial Invalidity. If any provision of this Agreement shall be declared invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect without the invalid provisions and to this end, the provisions of this Agreement are deemed to be severable.

Section 12. Notice and Service. Any notice hereunder from either party hereto to the other party shall be in writing and shall be served by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

To Roselle: Village of Roselle
31 South Prospect Street
Roselle, IL 60172
Attn:

To Hanover Park: Village of Hanover Park
2121 West Lake Street
Hanover Park, IL 60133
Attn: Village Manager

or to such persons or entities and at such address as either party may from time to time designate by notice to the other party. Notice shall be deemed received on the third business day following deposit in the U.S. Mail in accordance with this Section.

Section 13. Term. This Agreement shall be in full force and effect for a period of twenty (20) years from and after the date hereof. The term of this Agreement may be extended, renewed or revised at the end of this initial term or any extended term thereof by further agreement of Roselle and Hanover Park.

Section 14. Illinois Law. This Agreement shall be construed in accordance with the laws of the State of Illinois.

Section 15. Execution of Agreement, Recordation. This Agreement shall not become effective until a copy thereof, certified as to adoption by the Village Clerk of Roselle and the Village Clerk of Hanover Park, has been filed in the Recorder's office of DuPage County, and made available in the office of the municipal clerk of each party.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date first above written.

VILLAGE OF ROSELLE, an
Illinois municipal corporation

By: _____
Village President

ATTEST:

Village Clerk

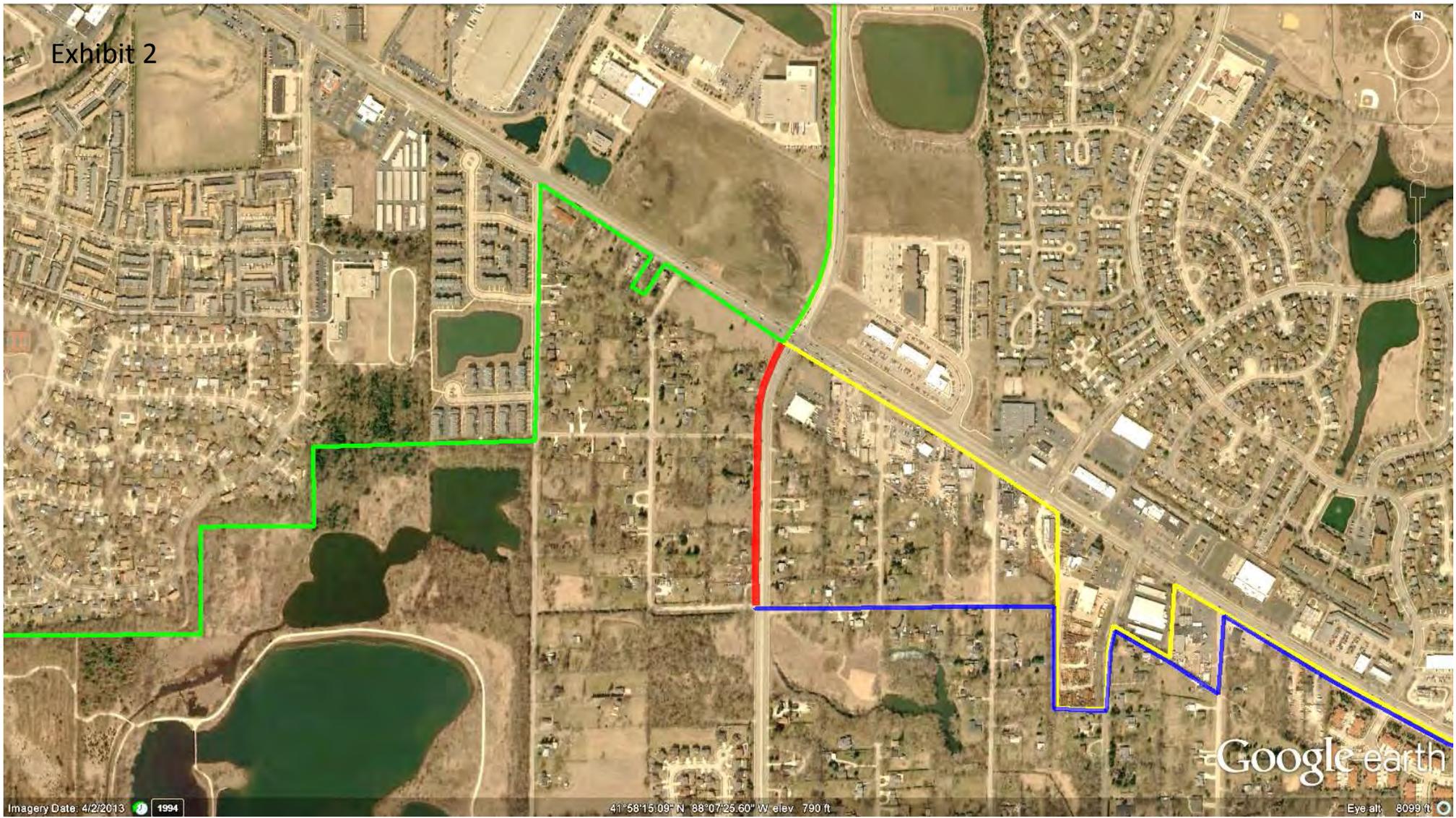
VILLAGE OF HANOVER PARK, an
Illinois municipal corporation

By: _____
Village President

ATTEST:

Village Clerk

Exhibit 2



- Proposed Hanover Park/Roselle Boundary Agreement
- Existing Roselle/Bloomingdale Boundary Agreement
- Current Hanover Park Corporate Boundary
- Current Roselle Corporate Boundary



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Katie Bowman, Village Planner

SUBJECT: Request for Proposal - Printing of the Village Newsletter – *Hi-Lighter*

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Following the results of a Request for Proposals (RFP), staff recommends Hagg Press, Inc., a full-service printing firm, to complete production of the Village's *Hi-Lighter* Newsletter for a period of two years, with the option to extend these services annually after the second year.

Discussion

In October of 2009, the Village hired The Strathmore Company for the printing of 12,000 copies of six (6) yearly issues of a 16-page newsletter at a cost of \$3,691.00 per issue, with a yearly cost of \$22,146.00.

This past February, staff conducted a survey of six (6) surrounding communities to determine whether a Request for Proposal would be financially beneficial to pursue. Based upon the results of our survey, a Request for Proposal for the printing of the *Hi-Lighter* newsletter was sent out on June 12, 2013. Nine proposals were received and a thorough review was completed.

The following proposal is the most financially beneficial and best meets the needs of the Village:

		<u>6 Issues/11,800 copies</u>			
Vendor	Pages	Cost per Issue	Yearly Cost	Total Savings	
Hagg Press, Inc.	12 Pages	\$2,315.00	\$13,890.00	\$8,256.00	
	16 pages	\$2,571.00	\$15,426.00	\$6,720.00	

Community Development's budget provides funds for printing services for the *Hi-Lighter* newsletter. There are sufficient funds to continue printing the newsletter in full color on 70# gloss paper.

Hagg Press, Inc. is committed to maintaining our timeline, and their quality of work is excellent as noted through references. Additionally, their proposal was the lowest and

Agreement Name: _____

Executed By: _____

lower than what we are paying now. Given this, staff recommends approval to utilize Hagg Press, Inc., for printing services for the *Hi-Lighter* newsletter encompassing all specifications in the Village’s RFP.

Recommended Action

Move to approve a contract with Hagg Press, Inc., for the printing of 11,800 copies of six (6) yearly issues/12 pages of the *Hi-Lighter* newsletter for a period of two years, the option of printing a 16 page newsletter, if needed, and the option to extend these services annually after the second year.

Attachments: Exhibit 1 - Bid Proposals
 Exhibit 2 - RFP Hagg Press Inc.

Budgeted Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Budgeted Amount:	\$25,000.00
Actual Cost:	\$13,890.00 - \$15,426.00
Account Number:	001-0920-419-03.70

Bid Proposals - RFP Printing of the Village Newsletter - HiLighter

		Evaluation Criteria					
		6 Yearly Issues/16 Pages			6 Yearly Issues/12 Pages		
Current Vendor		Cost Per Issue	Cost Per Year	Yearly Savings	Cost Per Issue	Cost Per Year	Yearly Savings
The Strathmore Co.		\$3,691.00	\$22,146.00	0	0	0	0
Bidding Vendors		Cost Per Issue	Cost Per Year	Yearly Savings	Cost Per Issue	Cost Per Year	Yearly Savings
1	Hagg Press Inc	\$2,571.00	\$15,426.00	\$6,720.00	\$2,315.00	\$13,890.00	\$8,256.00
2	Creekside Printing	\$2,592.00	\$15,552.00	\$6,594.00	\$2,440.00	\$14,640.00	\$7,506.00
3	The Strathmore Co.	\$3,225.00	\$19,350.00	\$2,796.00	\$3,200.00	\$19,200.00	\$2,946.00
4	Carol Ann Marketing	\$3,325.00	\$19,950.00	\$2,196.00	\$2,995.00	\$17,971.00	\$4,176.00
5	Performance Mailers	\$3,521.00	\$21,126.00	\$1,020.00	\$3,174.00	\$19,044.00	\$3,102.00
				Add'l Costs			
6	Belmonte Printing Co	\$3,984.00	\$23,904.00	\$1,758.00	\$3,144.00	\$18,864.00	\$3,282.00
					Add'l Costs		
7	Rosette Printing LLC	\$4,055.00	\$24,330.00	\$2,184.00	\$3,841.00	\$23,046.00	\$900.00
8	K-B Offset Printing Co	\$4,990.00	\$29,940.00	\$7,794.00	\$4,670.00	\$28,020.00	\$5,874.00
9	CL Graphics	\$12,718.40	\$76,310.40	\$54,164.40	\$11,068.40	\$66,410.40	\$44,264.40

REQUEST FOR PROPOSAL

FOR

PRINTING OF VILLAGE NEWSLETTER

To: Regina Mullen, Community Development
Village of Hanover Park
2121 Lake Street
Hanover Park, IL 60133

From: Hagg Press, Inc Proposer's Name
1165 JANSON FARM CT. ELGIN IL 60123 Address
847.841.6407 Phone ehannay@haggpress.com eMail

The undersigned having examined the Request for Proposal hereby proposes to furnish all labor, equipment and material necessary and incidental to complete the above named project.

The undersigned agrees to comply with this Proposal by entering into a contract with the Village with the following terms;

Two (2) year term, starting on August 1, 2013, and ending on August 1, 2015. After the two (2) year term, the agreement may be extended annually provided prices are submitted for review and analysis and both parties mutually agree to the extended agreement terms. The Village may cancel the agreement for services with 30 days written notice.

Provide quotes for each of the following layouts:

Quote:

1. Six (6) issues per year, 16-page, four-color, full bleed
2. Six (6) issues per year, 12-page, four-color, full bleed
3. Four (4) issues per year 16-page, four-color, full bleed
4. Four (4) issues per year, 12-page, four-color, full bleed

\$ 15,426.⁰⁰ / 2571.⁰⁰ per issue
 \$ 13,890.⁰⁰ / \$ 2315.⁰⁰ per issue
 \$ 10,254.⁰⁰ / \$ 2571.⁰⁰ per issue
 \$ 9,260.⁰⁰ / \$ 2315.⁰⁰ per issue

Platform	Offset (Sheet-fed platform)
Quantity	11,800 per edition
Trim Size	8.5 x 11
Page Stock	70# White Offset with slight sheen
Artwork	To be created using <i>Microsoft Publisher</i> or <i>Adobe InDesign</i> and provided by the Village electronically as indicated above.
Photos	Color adjust (if necessary) approximately 30-35 pictures per residential newsletter
Binding	Saddle Stitched
Delivery	11,600 to: Streamwood Post Office, Attn: Martin Fettel, 115 West Irving Park Road, Streamwood, IL 60107 200 (+ overruns) to: Municipal Building, 2121 Lake Street, Hanover Park, IL 60133
Packaging	Simplified mailing bundles divided by carrier routes for the Post Office Standard packaging for Municipal Building
Postage Fees	Vendor pays postage and bills Village at Postage Rate for Standard Mail Part F Carrier Route Flats (F13/DDU/Saturation*) (Current rate 0.149) or at a better rate of applicable.
Quantity	The number of newsletters needed may rise slightly from month to month based on the number of households within the Village. The printer will monitor this and provide the appropriate number of issues to the Post Office.
Proofs	Vendor will provide PDF via email. Deadline for proof turnaround will be established with Vendor. Printer may make changes to the "HiLighter" upon request, when needed at an agreed upon costs.

Complete all blanks of either paragraph A, B or C that is the same as the Proposer's status.

A. (If an Individual) Dated this _____ day of _____, 2013.

Signature of Proposer: _____

Business Address: _____

B. (If a Partnership) Dated this _____ day of _____, 2013.

Firm Name: _____

Signed by: _____

Business Address: _____

Insert name and address of all Partners:

C. (If a Corporation) Dated this _____ day of _____, 2013.

Corporate Name: Hagg Press, Inc.

Signed by: Ken Hagg
(President) off

Business Address: 1165 JANSEN FARM CT, ELGIN IL 60123

Insert name and address of Officers
President: Ken Hagg Jr 1165 JANSEN FARM CT ELGIN IL 60123
Secretary: Katie Hagg 1165 JANSEN FARM CT ELGIN IL 60123
Treasurer: Katie Hagg 1165 JANSEN FARM CT ELGIN IL 60123

ATTEST: Katie Hagg
(Secretary)

If applicable:

We acknowledge receipt of Addenda as follows:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____



HAGG PRESS INC



VILLAGE OF HANOVER PARK, ILLINOIS
REQUEST FOR PROPOSAL
FOR
PRINTING OF VILLAGE NEWSLETTER

Submit Proposal to:

Village of Hanover Park

Attn: Regina Mullen, Administrative Assistant, Community Development
2121 Lake Street

Hanover Park, IL 60133

E-mail: rmullen@hpil.org

Deadline –Wednesday, June 12, 2013 at 4:30 .p.m.



Village of Hanover Park
Request for Proposal
Printing Services for Village of Hanover Park “HiLighter” Newsletter

Introduction:

The Village of Hanover Park is requesting proposals from qualified printing firms with specific experience to provide the services identified below. To be considered for the project, your proposal must contain evidence of the firm’s abilities to provide typesetting, layout and design, printing, binding, bundling and delivery of the Village’s newsletter to the Schaumburg, Illinois Post Office for mailing to residents and businesses.

To be considered, two (2) hard copies of the complete proposal and three (3) hard copies of samples of similar publications must be received on or before Wednesday, June 12, 2013 no later than 4:30 p.m. local time. Proposals submitted to the Village of Hanover Park through facsimile, e-mail or by telegram will not be accepted. All documents must be submitted in a sealed envelope or container stating on the outside the vendor’s name, address, telephone number, due date, RFP title (clearly marked “Newsletter”) and addressed to:

Village of Hanover Park
Community Development Department c/o Regina Mullen, Administrative Assistant
2121 Lake Street, Hanover Park IL 60133

Hand-carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m. on Monday through Friday, excluding holidays observed by the Village. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, Etc.) at the above time and date shall not receive consideration and shall be returned unopened.

The proposal must be signed by an officer of the company, who is legally authorized to enter into an agreement for services in the name of the vendor. There is no obligation for the Village to reimburse respondents for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted and retain all proposals submitted. No subcontracting to another vendor will be allowed without the prior written consent of the Village. Submitting a proposal to the Village indicates acceptance by the vendor of the conditions contained in this Request for Proposal.

Vendors are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with Illinois state statutes.

General Conditions:

1. Summary

The Village of Hanover Park is seeking to contract with a full-service professional printer to complete production of a newsletter to residents and businesses for a two (2) year term, starting on August 1, 2013, and ending on August 1, 2015. After the two (2)-year term, the agreement may be extended annually provided prices are submitted for review and analysis and both parties mutually agree to the extended agreement terms. The Village may cancel the agreement for services with 30 days written notice.

2. Background

The Village of Hanover Park is a suburban community located 30 miles northwest of Chicago. The Village has a population of 38,278 with a land area of over six (6) square miles. The Village is located in both Cook and DuPage Counties. The Village is seeking professional printing services for its "HiLighter" newsletter. The Village will provide electronic files (Microsoft Publisher or Adobe InDesign source, either packaged or exported in hi-res PDF) via an FTP Client or e-mail to the Printer.

3. Village's Contact Person

Regina Mullen, Administrative Assistant
630.823.5778, rmullen@hpil.org

4. Evaluation Criteria

An award of agreement will be made to the company whose proposal is judged by the Village to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited to:

- **Cost** – an award of contract will be based on the total cost of alternatives selected by the Village and under each alternative, the proposer shall indicate the total cost of the work performed. The Village reserves the right to consider alternatives separately.
- **Experience of the company** – an award of agreement will also be based on the company's experience and proven ability to successfully perform the specified work. Among those experience factors to be included are work of similar scope, quality and reliability. Firms must have a minimum of two years of experience in printing similar publications.
- **Local preference** – in the situation where a Hanover Park vendor's proposal is equivalent to a non-Hanover Park vendor on the above two criteria, a local preference will be considered in the final decision.

5. Samples of Work

A minimum of three (3) hard copies of samples of similar publications must be submitted with your response to this RFP. Preference is for samples of work from other municipalities.

6. References

A minimum of three (3) references must be submitted with your response to this RFP.

Specifications

Any and all exceptions to this specification MUST be clearly and completely indicated. Attach additional pages if necessary. Samples of previous issues of our Village *HiLighter* Newsletter are available at www.hpil.org/ReferenceDesk/HiLighter

Description	<p>Provide quotations for each of the following layouts:</p> <p>Six (6) issues per year 16-page, four-color, full bleed Six (6) issues per year 12-page, four-color, full bleed Four (4) issues per year 16-page, four-color, full bleed Four (4) issues per year, 12-page, four-color, full bleed</p>
Platform	Offset (Sheet-fed platform)
Quantity	11,800 per edition
Trim Size	8.5 x 11
Page Stock	70# White Offset with slight sheen
Artwork	To be created using <i>Microsoft Publisher</i> or <i>Adobe InDesign</i> and provided by the Village electronically as indicated above.
Photos	Color adjust (if necessary) approximately 30-35 pictures per residential newsletter
Binding	Saddle Stitched
Delivery	11,600 to: Streamwood Post Office, Attn: Martin Fettel, 115 West Irving Park Road, Streamwood, IL 60107 200 (+ overruns) to: Municipal Building, 2121 Lake Street, Hanover Park, IL 60133
Packaging	Simplified mailing bundles divided by carrier routes for the Post Office Standard packaging for Municipal Building
Postage Fees	Vendor pays postage and bills Village at Postage Rate for Standard Mail Part F Carrier Route Flats (F13/DDU/Saturation*) (Current rate 0.149) or at a better rate if applicable.
Quantity	The number of newsletters needed may rise slightly from month to month based on the number of households/businesses within the Village. The printer will monitor this and provide the appropriate number of issues to the Post Office.
Proofs	Vendor will provide PDF via email. Deadline for proof turnaround will be established with Vendor. Printer may make changes to the " <i>HiLighter</i> " upon request, when needed, at an agreed upon cost.

Terms and Conditions:

The Village reserves the right to accept the proposal that best meets the needs of the Village. The Village shall not be responsible for any costs incurred by the firm or individual in preparing, submitting, or presenting its response to the RFP. Fees or compensation proposed or which may be agreed upon shall not be considered for adjustment for twenty-four (24) months following approval by Village.

Schedule for Proposal Process:

The Village anticipates completing the RFP process and may select one or more individual/firm(s) by Friday, June 28, 2013. The Village intends to conclude the process by this date; however, the Village reserves the right to modify the proposal process and dates as necessary.

Submission Deadline and Contact Information

Two (2) hard copies of the completed proposal along with three (3) hard copies of samples of similar publications shall be submitted on or before Wednesday, June 12, 2013 no later than **4:30 p.m. local time** to:

Village of Hanover Park
Regina Mullen, Administrative Assistant
Attn: Community Development Department/Newsletter RFQ
2121 Lake Street
Hanover Park, IL 60133
(630) 823.5778

Questions concerning this request should be submitted to Regina Mullen, Administrative Assistant, Community Development, by email (rmullen@hpil.org) or in writing at the above address by 4:30 pm, Wednesday, June 5, 2013. Late submissions, faxes, or telephone proposals will not be accepted. The Village assumes no responsibility for formatting, transmission errors or blocked proposals or correspondence submitted via email.



Village of Hanover Park

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Eira L. Corral, Village Clerk

SUBJECT: New Business Guide and Forms Packet

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Presentation of the New Business Guide, Zoning and Occupancy Form, and Business Licensing Form.

Discussion

The Clerk’s Office, in collaboration with the Inspectional Services Division, Finance Department and Village Planner, has drafted a guide for new businesses. The guide provides a step-by-step outline of the process to open a business in the Village of Hanover Park. The guide also provides information to prospective business owners on resources available locally through the Village, the chamber, and regional organizations, as well as state and federal agencies. The process has been streamlined and several forms have been consolidated into one. The changes will improve customer service to the business community and promote efficiency within the multiple departments.

The packet will be available on our Village website.

Recommended Action

No action required.

Attachments: New Business Guide and Forms Packet

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

Agreement Name: _____

Executed By: _____



The Village of Hanover Park

Where you want to be!

New Business Guide



Introduction

Welcome to the Village of Hanover Park and thank you for your interest in establishing your business in our hometown. This guide will provide you with information on the steps you must take to meet the requirements to open a new business in Hanover Park. Also included is contact information for additional resources for your business success.

Learn the Market

If you need assistance in locating or planning for your business, you may contact the Community Development Department at 630-823-5780 or visit the Development page of the Village’s website at www.hpil.org. Staff provides efficient, confidential help with site selection, connection with area business resources, and information on approval procedures and demographics. New businesses are also encouraged to participate in the Hanover Park Chamber of Commerce and the Village’s CONECT business committee. New businesses may informally come before CONECT for guidance on marketing, financing, or policy issues that could help them get off on the right foot.

Community Development has information regarding:

- Available Commercial Space
- Development sites
- Demographics
- Proposed housing starts
- Commercial development
- Traffic counts
- Incentives

Village Requirements

Before you select a location, start construction, or open a new business, the zoning, occupancy, and licensing requirements must be met. Please contact the following, if you have questions regarding the requirements.

Zoning and Land
Use Requirements

Community Development
630.823.5780

Building and Occupancy
Requirements

Inspectional Services
Division 630.823.5860

Licensing
Requirements

Clerk’s Office
630.823.5602

Village Approval Process

STEP 1: Preliminary Approvals. Complete the Business Zoning and Occupancy Form and the Business License Form. Submit to the Village Clerk’s Office. The business type must be a permitted use for the property. The business may need a Special Use Permit, variances or both. Zoning approval from Community Development is required before a Building Permit or Business License can be issued.

If renovating, expanding an existing building or moving into a vacant building, contact the Community Development Department for specifics on the following requirements, which vary according to location and zoning. (Non-conformities should also be reviewed with Inspectional Services Division)

- Parking
- Landscaping
- Signage
- Nonconforming Structures or Uses



The Village of Hanover Park

Where you want to be!

Approvals for certain business activities

If your business includes the following activities, you may be required to obtain Development Approval in the form of a Special Use or Variance:

- | | |
|--|--|
| <input type="checkbox"/> Animal day care/kennel | <input type="checkbox"/> Gambling/gaming uses |
| <input type="checkbox"/> Auto-related uses | <input type="checkbox"/> Hospitals and nursing homes |
| <input type="checkbox"/> Bar/Tavern | <input type="checkbox"/> Hotel/motel |
| <input type="checkbox"/> Building material sales | <input type="checkbox"/> Open sales lots |
| <input type="checkbox"/> Car washes | <input type="checkbox"/> Recreational uses |
| <input type="checkbox"/> Day Care center | <input type="checkbox"/> Schools, public or private |
| <input type="checkbox"/> Drive-through facility | <input type="checkbox"/> Social Service facilities |
| <input type="checkbox"/> Funeral Home | <input type="checkbox"/> Veterinary Clinic |

Contact the Community Development Department to learn more about the Development Approval process, which requires a public hearing and Village Board approval.

STEP 2: Site Visit. Once zoning is approved, Inspectional Services will contact you to schedule a site visit to identify what life safety code deficiencies, if any, must be corrected before occupancy. Owner/applicant should be present during the site visit. Please note that correction of code deficiencies may require a Building Permit.

STEP 3: Building Permits. If construction work is needed, you will need to complete a Building Permit Form at Inspectional Services Division, depending on the type of work to be done. Please note that all Contractors must be registered with the Village. Building Permits will not be issued until contractors register in Inspectional Services Division.

A few examples of types of projects requiring a Building Permit are listed below. To confirm if your project requires a Village Building Permit, please contact Inspectional Services Division.

- | | | |
|--------------------|--|--|
| • Demolition | • Re-roofing | • Excavation work |
| • New construction | • Parking lot and driveway resurfacing | • HVAC installation |
| • Remodeling work | • Electrical work | • Water heater, furnace, and air conditioning replacements |
| • Signage changes | • Plumbing work | |

Building Permits must be obtained before work begins. Permit fees, plan review fees and refundable bonds may be associated with your project. Along with the Building Permit Form, information must be included that fully describes the specific work that is to be done. Depending on the size and scope of the project, construction documents signed and sealed by State of Illinois licensed design professionals may be required. Please contact Inspectional Services Division for any questions pertaining to submission requirements. The owner of a shopping center and/or property manager must approve, in writing, all requests for tenant space improvements and/or occupancy. This must be submitted with the Building Permit Form.

Construction inspections are required. The type of inspections needed is based on the scope of work being completed. You will receive information on the type of inspections needed at issuance of the Building Permit following the review of the submitted documents. An occupancy approval must be obtained prior to opening a new business, regardless of zoning district or business type.

STEP 4: Signage Permits. Complete a Signage Permit Form for all signage changes and temporary signs. A Sign Permit must be obtained prior to placing signage for the place of business. Sign requirements vary throughout different zoning districts and may vary by different shopping centers or office buildings. Permits will not be issued until contractors register at Inspectional Services Division.



The Village of Hanover Park

Where you want to be!

STEP 5: Water Account. Your water account will be set-up through the Finance Department upon paying for your Business License fee. Please note that you must complete your Business License Form and submit to the Clerk's Office before opening a water account.

STEP 6: Final Inspections and Approval: The Business License will be issued at the Clerk's Office once your final inspection and any other needed approval is complete.

STEP 7: Open and Promote Your Business: As a business in our Village, you may take advantage of several free marketing opportunities, including an official ribbon cutting ceremony, restaurant coupon promotion program, and the Spotlight on Business feature in the Village's HiLighter newsletter. The Chamber of Commerce and CONECT business committee also offer a wealth of free advice, connections, and resources. Contact Community Development at 630-823-5780 or email rmullen@hpil.org to learn more.

Non-Village Steps

Assumed Business Name. Under state law, three classes of businesses are required to file assumed names with the local county clerk's office: sole proprietors, general partnerships, and professional services corporations.

Contact the appropriate local county of the location of your business address for information on their process:

Cook County	312.443.5500	www.co.cook.il.us
DuPage County	630.682.7035	www.co.dupage.il.us

Incorporate Your Business. If you incorporate or establish a limited partnership, you must register with the State of Illinois. If you would like to use a DBA (Doing Business As) or assumed business name in your signage, please be sure to register your assumed business name for your corporation with the Secretary of State.

Contact the Secretary of State for information on their process:
Secretary of State 312.793.3380 www.sos.state.il.us

Obtain Your Federal Identification Number. Corporations and Partnerships require Federal Employer Identification Numbers (FEIN). A Sole Proprietorship may be able to use its Social Security Number. You can obtain your FEIN at:

Federal Taxpayer Service 800.829.1040 www.irs.gov/business

Obtain Your State Sales Tax Number. If you will engage in a type of retail sales business, you must have a sales tax number (either an Illinois Business Tax number or a Retailer's Occupational Tax number). You can obtain your sales tax number at:

Illinois Department of Revenue 312.814.5258 www.revenue.state.il.us

Contact the Small Business Development Center. The SBC has many offerings to business owners from entrepreneurial training to business loan programs to business consultations. There are programs for both the beginning entrepreneur, and also programs to enhance business skills and help to create comprehensive business plans. Small Business Development Centers:

Elgin Community College	847.214.7488	www.elgin.cc.il.us
Harper Community College	847.925.6520	www.goforward.harpercollege.edu/business/sbdc

Contact the Hanover Park Chamber of Commerce. The Hanover Park Chamber of Commerce is a membership driven organization that promotes business and opportunities for growth in the Hanover Park region.

Hanover Park Chamber of Commerce 630.830.0324 www.hanoverparkchamber.com





The Village of Hanover Park

Where you want to be!

Important Contact Information

Local:

Village of Hanover Park: 2121 Lake St., Hanover Park, IL 60133	www.hpil.org	
Village Hall (main number)	630.823.5600	
Inspectional Services Division	630.823.5860	Community Development 630.823.5780
Village Clerk's Office	630.823.5602	Police 630.823.5500
Fire Department	630.823.5800	Public Works 630.823.5700
Finance Department	630.823.5790	

Other important information:

J.U.L.I.E. (before you dig)	800.892.0123	www.illinois1call.com
Cook County	312.443.5500	www.co.cook.il.us
DuPage County	630.682.7000	www.co.dupage.il.us
Hanover Township [Cook County]	630.837.0301	www.htonline.info
Schaumburg Township [Cook County]	847.882.1929	www.schaumburgtownship.org
Wayne Township [DuPage County]	630.231.7141	www.waynetwp-il.org
Bloomington Township [DuPage County]	630.529.7715	www.bloomingtontownship.com
Metropolitan Water Reclamation District	312.751.3250	www.mwrddc.dst.il.us
Commonwealth Edison	800.334.7661	www.exeloncorp.com
Northern Illinois Gas (NICOR)	847.490.8900	www.nicor.com

Small Business Assistance Sites:

American Small Business Alliance	www.asbanet.org
Illinois Chamber of Commerce	www.ilchamber.org
National Association for the Self-Employed	www.nase.org
National Business Association	www.nationalbusiness.org
National Federation of Independent Business (NFIB)	www.nfibonline.com
National Foundation for Women Business Owners (NFWBO)	www.nfwbo.org
National Minority Business Council	www.nmbc.org
Small Business Administration	www.sba.gov
Small Business Benefit Association	www.soho.org
US Chamber of Commerce	www.uschamber.org

State of Illinois:

Illinois Secretary of State	www.sos.state.il.us
Department of Revenue	www.revenue.state.il.us
Department of Commerce and Economic Opportunity (DCEO)	www.commerce.state.il.us
Illinois DCEO Small Business Information Center	www.commerce.state.il.us
Office of the Attorney General	www.ag.state.il.us
Illinois Environmental Protection Agency (IEPA)	www.epa.state.il.us
Department of Transportation	www.dot.state.il.us

Federal:

Department of Agriculture	www.usda.gov
Department of Commerce	www.doc.gov
Department of Labor	www.dol.gov
Economic Development Administration	www.doc.gov/eda
Environmental Protection Agency	www.epa.gov
State Department	www.state.gov
U.S. Census Bureau	www.census.gov
Occupational Safety and Health Administration	www.osha.gov
Social Security Administration	www.ssa.gov



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

BUSINESS ZONING AND OCCUPANCY FORM

Business Name: _____ DBA: _____

Estimated Date of Opening: __/__/____ Business Description: _____

Business Address: _____ Hanover Park, IL 60133 Business Phone: _____

Corporate Address: _____ City: _____ State: ____ Zip: ____ Phone: _____

Preferred Mailing Address Business Address Corporate Address Website: _____

Would you like be added to the Business Connect e-mail list? Approval No Yes email: _____

1. Business Owner: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

2. Business Owner: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact

1. Key Holder Name: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

2. Key Holder Name: _____ Title: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

Commercial Property Owner: _____ e-mail: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

At one time, the number of employees: _____ & customers served: _____ Total floor area space _____ sq. ft.

of Parking space : _____ Business Hours: _____

Check all items below that apply:

- Relocation
- Expanding into adjacent space
- Food preparation, sale, storage: _____
- New business
- Remodeling
- Store hazardous materials: _____
- Existing business
- Building addition is planned
- Change in business ownership
- Cleaning and painting only

I acknowledge that the information provided is complete, true, and correct and will fulfill the requirements for zoning, occupancy, licensing, and permits as indicated by Village Code.

Signature Business Owner: _____ Signature Property Owner: _____

OFFICE USE ONLY

Zoning Approval Yes No: _____ Outstanding Balance No Yes, invoice sent: _____

Building Premise Approval Yes No License to be issued Yes No: _____

BUSINESS LICENSE FORM

Incorporated- Secretary of State Sole Proprietor- County (attach assumed name certificate)

Business Name: _____ DBA: _____

FEIN Number: _____ IL Business Tax No./Retailer's Occupational Tax No.: _____

BASE LICENSE FEE

Sec. 58-41 License Fees. Commercial establishments and activities set forth, shall be as follows:

Food Establishment

Square Footage	Fee	Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$100.00	<input type="checkbox"/> 55,001-7,500	\$237.00	<input type="checkbox"/> 20,001 and over	\$394.00
<input type="checkbox"/> 1,001-2,500	\$132.00	<input type="checkbox"/> 7,501-10,000	\$289.00		
<input type="checkbox"/> 2,501-5,000	\$184.00	<input type="checkbox"/> 10,001-20,000	\$342.00		

Service Establishment

Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$42.00	<input type="checkbox"/> 5,001-10,000	\$90.00
<input type="checkbox"/> 1,001-5,000	\$63.00	<input type="checkbox"/> 10,001 and over	\$132.00

Retail and Wholesale Sales

Square Footage	Fee	Square Footage	Fee	Square Footage	Fee
<input type="checkbox"/> 0-1,000	\$42.00	<input type="checkbox"/> 5,001-10,000	\$105.00	<input type="checkbox"/> 20,001-30,000	\$210.00
<input type="checkbox"/> 1,001-5,000	\$63.00	<input type="checkbox"/> 10,001-20,000	\$158.00	<input type="checkbox"/> 30,001 and over	\$315.00

ADDITIONAL ACCESSORY LICENSE

	Square Footage	Fee		Square Footage	Fee
Mini Mart	<input type="checkbox"/> 0-1,000	\$95.00	Retail Sales	<input type="checkbox"/> 0-1,000	\$40.00
	<input type="checkbox"/> 1,001 and over	\$125.00		<input type="checkbox"/> 1,001-5,000	\$60.00
Office Area	<input type="checkbox"/> 0-1,000	\$40.00	<input type="checkbox"/> 5,001-10,000	\$100.00	
	<input type="checkbox"/> 1,001-5,000	\$60.00	<input type="checkbox"/> 10,001 and over	\$150.00	
	<input type="checkbox"/> 5,001-10,000	\$85.00	Service Area	<input type="checkbox"/> 0-5,000	\$60.00
	<input type="checkbox"/> 10,001 and over	\$125.00		<input type="checkbox"/> 5,001-10,000	\$85.00
			<input type="checkbox"/> 10,001 and over	\$125.00	

SPECIAL BUSINESS ACTIVITIES AND MACHINES

Sec. 58-42. Fees for special business activities and machines

- | | | | |
|--|----------|--|----------|
| <input type="checkbox"/> Tobacco - Over the counter sales | \$100.00 | <input type="checkbox"/> Live entertainment | \$500.00 |
| <input type="checkbox"/> Elevator/docklift | \$100.00 | <input type="checkbox"/> Coin-operated amusement center
(4 or more amusement devises) | \$500.00 |
| <input type="checkbox"/> Food delivery vehicle | \$50.00 | <input type="checkbox"/> Billiard-pool table/table | \$100.00 |
| <input type="checkbox"/> Food or beverage vending vehicles/vehicle | \$75.00 | <input type="checkbox"/> Amusement devices/device | \$75.00 |
| <input type="checkbox"/> Food service (temporary)/day | \$25.00 | <input type="checkbox"/> Automatic music devices/device | \$75.00 |
| | | <input type="checkbox"/> Automatic food vending machine/machine | \$50.00 |

- Dry cleaning machines \$30.00
- Service station/ hose \$15.00
- Automobile sales \$300.00
- Hotels and motels, per rental sleeping room \$2.00 ea.
- Bus services \$100.00
- Bus services/ bus \$50.00
- Horse stable \$25.00
- Outdoor pay telephone \$25.00

Type	Serial number	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Owner: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____

- Theaters:
- 1 to 600 seats \$200.00
 - 601 to 1,000 seats \$500.00
 - More than 1,000 seats \$1,000.00

Total Base License Fee: _____
 Total Additional Accessory License Fee: _____

GRAND TOTAL : _____


Village of Hanover Park
AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director
Dan McGhinnis, IT Director

SUBJECT: Municipal Adjudication Software – Phase 3 ERP

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Phase 3 of the Enterprise Resource Planning (ERP) Solution is focused on adjudication software and integration with New World Systems software. The Village conducted a survey to determine what other municipalities were using for their adjudication software and found that in-house adjudication is relatively new for municipalities, as such there are very few vendors to choose from. IT-Stability developed a software product called DACRA that accomplishes the goals set forth by the Village and is considered sole source. DACRA fully integrates into the New World software product allowing the Village to see outstanding payments owed to the Village from within the New World software. It also provides a significant solution for inter-departmental workload by reducing dual work between the Police Department and Finance as well as automating manual processes. While other vendors require revenue sharing with their product based on citations issued, IT-Stability provides their software solution as a one-time cost to the Village. The Village expects that in-house adjudication will provide a new revenue stream and the process will be similar to the red-light camera process.

Discussion

In order to begin the process of determining how the Village would expand its adjudication system, the Police Department and Finance Department began a series of meetings to discuss the needs and possible roles of each department. A representative of the adjudication software provider, DACRA, came to the Village to present an overview of the software and answer any specific questions. Assistant Finance Director Nees attended adjudication hearings at the City of Elgin, and those already performed by the Village of Hanover Park for the Red Light and Tow Hearings. Research was also performed on the adjudication systems of our surrounding communities, including sending out a survey to various Villages and Cities and reviewing their ordinances.

Based on this research, it is recommended that the Village move forward with the purchase of the DACRA software program.

Agreement Name: _____

Executed By: _____

- *Doing so will eliminate duplication of effort.* Currently, the Police Department writes tickets and then the Finance Department will manually enter them into the system. With the new software, Police will type the information into the system with their Toughbook, print a ticket, and the information is automatically transferred back to Finance.
- *Will provide better tracking of outstanding tickets and easier reporting:* The current software does not have the tools to properly track outstanding tickets. Much of this is done manually, resulting in inefficiencies.
- *Easier for Police to determine when cars need to be booted/towed:* Under the new system, when a Police Officer writes a ticket, once the license is entered into the software, it will automatically tell the officer if the car needs to be booted or towed.
- While an initial investment of staff time has and will be spent within the Finance, Police and Information Technology Departments in getting the system up and running, going forward significant time will be saved by eliminating manual tracking of outstanding, unpaid tickets/violations and connecting to the New World Software, providing for a much more efficient process.

Projected Revenues:

Initial outlay of costs for software, installation and configuration: The combined cost of the software, installation and configuration is \$125,000.

Initial projections show the following types of mediations/tickets that would generate revenue on an annual basis.

- Number of Mediations – 1,594
 - 20% pay without requesting a hearing (1594 X .20 X \$30) \$9,564
 - 20% remaining will be found guilty (1275 X .20 X \$30) \$7,650
 - Number of “P” Tickets that go to court – 440
 - 50% found guilty (220 X \$30) \$6,600
 - Number of Code Enforcement citations that go to court - 101
 - 50% found guilty (50 X 30) \$1,500
 - Number of “LO” Local Ordinance Violation notice to appear at court – 739
 - 50% found guilty using \$50 fine (370 X \$50) \$18,500
- \$43,814**

The above projections estimated that only 50% of tickets would be found guilty. This can increase or decrease throughout the year. It also assumes Local Ordinance Violations at \$50, which is a conservative fee amount as some are higher. Staff is also looking into updating the fees associated with the local ordinance violations and parking tickets. These

are currently \$30 - \$50 per parking ticket, which usually does not cover the staff costs of administering and processing the tickets.

Implementation:

After performing our preliminary investigations into adjudication systems, it was determined that the best way to proceed was to purchase the adjudication software and necessary hardware (Toughbooks, which have already been purchased, and printers). Once they are installed, staff can begin to be trained on the software and finalize our process for administering the adjudication system. Finance has completed a rough outline of the adjudication process and ordinance, and recommends that staff is trained on the software before finalizing them, in order to avoid having to bring changes back to the Village Board at a later date. We also recommend that we implement the process in phases, begin with parking tickets, then add the remaining P-Tickets using the Tick-It Base System in DACRA, and then any remaining code violations using the Code-IT Base System in DACRA. The final phase would be to implement the Inspectional Services violations. However, we are recommending that we wait until the new ERP system is running in order to determine exactly how these violations will be tracked.

Recommended Action

Continue the steps necessary for Municipal Adjudication

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$125,000 (part of ERP system budget)	
Actual Cost:	\$125,000	
Account Number:	031-0000-466-13.31	


Village of Hanover Park
AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager

SUBJECT: Hanover Park Boys Football Association User Agreement

ACTION

REQUESTED: Approval Concurrence Discussion Information

RECOMMENDED FOR CONSENT AGENDA: Yes No

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

On December 6, 2012, the Village Board approved entering into a lease with the Metropolitan Water Reclamation District (MWRD). Based on the provisions of the lease, staff has drafted and negotiated a use agreement with Hanover Park Boys Football Association for use of the property.

Discussion

Attached is a proposed Permit Agreement for Public Use with the Hanover Park Boys Football Association, Inc.. The term of this permit is two years beginning on the 1st day of July, 2013 and ending on the 30th day of November, 2015.

This agreement specifies that the Public Works Department shall have the primary responsibility in scheduling the use of the premises, and limits use of the football athletic fields to a period of July through November. This agreement meets the insurance and environmental requirements of the MWRD lease. In exchange for the Village issuing a use permit for use of the property, the Boys Football Association will be responsible for maintenance as outlined in the agreement.

Recommendation

Move approval of a Permit Agreement for Public Use with Hanover Park Boys Football Association.

Attachment: Proposed Agreement

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

Agreement Name: _____

Executed By: _____

**PERMIT AGREEMENT FOR PUBLIC USE
HANOVER PARK BOYS FOOTBALL ASSOCIATION, INC.**

THIS PERMIT AGREEMENT FOR PUBLIC USE, made this ____ day of _____, 2013, by and between Hanover Park Football Association, Inc., an Illinois not-for-profit corporation, Permittee, and the Village of Hanover Park, a municipal corporation of the State of Illinois, with principal offices at 2121 West Lake Street, Hanover Park, Illinois, Permitter.

WITNESSETH THAT:

ARTICLE ONE

1.01 PREMISES

The Permitter for and in consideration of the continuing responsibility for the ongoing and continuous maintenance at Permittee's sole expense, of all Football Association recreational facilities and other Football Association improvements located on the Premises (collectively referred to herein as the "Permit Premises", and of the hereinafter covenants and agreements, does hereby grant a non-exclusive Permit to the Permittee, and its teams, managers, members, coaches, umpires, players, players' families, volunteers, invitees, guests and agents (collectively, "Permittee Agents") for use of the Premises described and depicted in the drawing marked Exhibit "A" which is attached hereto and made a part hereof, located in the Village of Hanover Park, Illinois, in the County of Cook, for public recreation purposes, as more specifically described in Article Two, Paragraph 2.01 hereof, which permit is subordinate to a lease agreement entered into between Permitter and the Metropolitan Water Reclamation District of Greater Chicago (MWRD) which lease was entered into pursuant to authority granted the District by 70 ILCS 2605/8 and 8c. The Permitter also grants Permittee and Permittee's Agents a non-exclusive permit for ingress and egress to and from the Permit Premises.

1.02 TERM OF PERMIT

The term of this Permit is 2 years, beginning on the 1st day of July, 2013, and ending on the 30th day of November, 2015, unless said permit shall be sooner ended under the provisions hereof.

ANYTHING CONTAINED IN THIS PERMIT TO THE CONTRARY NOTWITHSTANDING, THIS PERMIT IS TERMINABLE BY PERMITOR IN ACCORDANCE WITH SERVICE UPON PERMITEE OF A TWO HUNDRED SEVENTY (270) DAY NOTICE TO TERMINATE AFTER DETERMINATION BY THE PRESIDENT AND BOARD OF TRUSTEES OF PERMITOR THAT THE PREMISES (OR PART THEREOF) SHALL NO LONGER BE SUBJECT TO THIS PERMIT.

ARTICLE TWO

2.01 USE OF PERMITTED PREMISES

- A. It is understood that the the Premises are to be used by said Permittee for the sole and exclusive purpose of Public Recreational Purposes and specifically for the promotion and support of community recreational programs and other incidental purposes as are reasonable related thereto and for no other purpose whatsoever. The Permitter shall also permit the Premises to be used by others for Public Recreational Purposes when not scheduled by Permittee with Permitter for Permittee's use.

- B. The Permittee shall have the primary responsibility for the maintenance of order and the enforcement of the provisions of this Article Two as it related to the used Premises by Permittee except when the Permittee is not scheduled for use of the Premises.
- C. Facility Scheduling. The Permitter's Public Works Department shall have the primary responsibility in scheduling the use of the Premises. Should there be a dispute as to the scheduled use or type of program or activity to be conducted on the Premises, the decision of Permitter's Public Works Director shall be final. The Village will endeavour to notify the permittee prior to this decision.
- D. Improvements. The Permittee shall also have the right, at its sole cost, to erect or permit to be erected on said Premises such improvements or modifications as are reasonably necessary for furthering the permitted uses of said Premises for Permittee's use, providing that such improvements or modifications conform to the construction standards and land use regulations of the Permitter and are first approved by the Permitter.

Permittee and Permitter shall each continue autonomously their respective entities and organizations to serve the youth of the Village of Hanover Park with healthy and affordable recreational and fitness activities for all abilities. Permittee and Permitter shall endeavor to incrementally improve the appearance and functionality of the Premises to enhance the programs as well as the appearance within the Village of Hanover Park.

- E. Use of the Football Athletic Fields shall be limited to the period of July through November of each year during the Term of this Permit (the "Football Season").
- F. Hours of use of the Athletic Fields shall be limited to 7:00 a.m. to sunset ("Hours of Use"), unless approved for a night game with lights or otherwise approved.

2.02 PROHIBITED USES AND ACTIVITIES

Permittee specifically agrees not to use the said Premises or any part thereof, or suffer them to be used for gambling in any form, or for the conducting thereon of any business which shall be unlawful. Permittee also specifically agrees that no alcoholic beverages of any kind shall be sold, given away, consumed, or brought upon the Premises by Permittee or Permittee's Agents. Hunting and the manufacture, sale, distribution, discharge and unauthorized use of guns and firearms on the leasehold premises is expressly prohibited. No smoking will be allowed on the premises.

**2.03 PERMITEE TO YIELD UP PREMISES, ETC., UPON TERMINATION
OF PERMIT AND DEMOLISH ANY IMPROVEMENTS IF NOTIFIED BY PERMITOR**

The Permittee agrees that upon termination of the Permit under the provisions hereof, to yield up said Premises, together with any buildings or improvements which may have been or may be constructed or placed upon the Premises of the Permittor. Within ninety (90) days of the termination of the Permit, Permittor will determine which, if any, improvements constructed by Permittee whether prior to or during the term of this Permit on the Premises shall be demolished. Permittee will, upon receipt of sixty (60) days advance written notice, demolish at Permittee's sole cost and expense, the improvements identified by Permittor. Should Permittee fail to demolish the improvements after notice, Permittor will have these improvements demolished and Permittee will be required to pay all costs therefor. This requirement survives expiration or termination of this Permit Agreement.

2.04 NO NUISANCE PERMITTED

The Permittee covenants and agrees not to maintain any nuisance on the Premises or permit any noxious odors to emanate from the Premises which shall be in any manner injurious to or endanger the health, safety and comfort of the persons residing or being in the vicinity of the Premises.

2.05 PREMISES TO REMAIN CLEAN AND SANITARY

The Permittee covenants and agrees to keep the Premises in a clean and sanitary condition in accordance with all applicable laws, ordinances, statutes and regulations of the Village of Hanover Park, Illinois (wherein the Premises is located), the State of Illinois, the United States of America, and the Metropolitan Water Reclamation District of Greater Chicago.

Permittee specifically agrees not to use or permit the Permit Premises to be used for any unlawful and/or immoral purpose and/or business.

2.06 PERMITTEE SHALL ABIDE BY LAW

The Permittee covenants and agrees that it shall abide by any and all applicable laws, ordinances, statutes and regulations of the Village of Hanover Park, Illinois (wherein the Premises are located), the State of Illinois, the United States of America, and enforcement and regulatory agencies thereof and the Metropolitan Water Reclamation District of Greater Chicago which regulate or control the Premises, the Permittee and/or Permittee's use of the Premises.

ARTICLE THREE

3.01 INDEMNIFICATION

The Permittee for itself, its executors, administrators, successors and assigns agrees to and does hereby expressly assume all responsibility for and agrees to defend, indemnify, save and hold harmless the Permitter, its officers, officials, agents, servants, employees and volunteers against any claim (whether or not meritorious), loss, damage, cost or expense which the Permitter, its officers, agents, servants, employees and volunteers may suffer, incur or sustain or for which it may become liable, arising out of any injury to or death of persons or loss or damage to property which shall at any time during the Permit be caused by or in connection with the use, occupancy or possession of the Premises by the Permittee, and for any such loss, damage, cost or expense which shall at any time during the Permit be caused by or in the performance of any work or construction, installation, maintenance, removal or repair of any buildings or structures placed upon the Premises, whether the same be caused by the negligence of Permittee, or as a penalty or claim for the sale or giving away of any intoxicating liquors on or about the Premises, or the use of the Premises for illegal or immoral purposes. In case any action, suit or suits shall be commenced against the Permittee growing out of any such claim, loss, damage, cost or expense, the Permitter may give written notice of the same to the Permittee, and thereafter the Permittee shall attend to the defense of the same and save and hold harmless the Permitter from all expenses, counsel fees, costs, liabilities, disbursements, and executions in any manner growing out of, pertaining to or connected therewith.

3.02 INSURANCE

The Permittee, prior to entering upon the Premises and using the same for the purpose for which this Permit is granted, shall procure, maintain and keep in force at Permittee's expense, commercial general liability insurance in which the Permitter, its officers, agents, and employees are a named insured and fire and extended property coverage on an all risk property insurance policy in which the Permitter is named as the Loss Payee. ("CLAIMS MADE" policies are unacceptable.) Said insurance shall be from a company to be approved by the Permitter, having policies with limits of not less than:

COMMERCIAL GENERAL LIABILITY
Combined Single Limit Bodily Injury Liability
Property Damage Liability
(Including Liability for Environmental Contamination of Adjacent Properties)
in the amount of not less than \$3,000,000.00 per occurrence

Prior to entering upon said Premises, the Permittee shall furnish to the Permitter certificates of such insurance and policy endorsements as evidence that such insurance coverage has been procured and is maintained in full force and effect. Upon Permitter's written request, Permittee shall provide Permitter with copies of the actual insurance policies within ten (10) days of Permitter's request for same. Such certificates and insurance policies shall clearly identify the Premises and shall provide that no change, modification in or cancellation of any insurance shall become effective until the expiration of thirty (30) days after written notice thereof shall have been given by the insurance company to the Permitter. The provisions of this paragraph shall in no way limit the liability of the Permittee as set forth in the provisions of 3.01 above.

Permittee and Permittee's Contractors will cause the Village, the Metropolitan Water Reclamation District of Greater Chicago ("MWRD"), and their respective Commissioners, officials, officers, employees, volunteers, servants, agents, successors and assigns to be named as Additional Insured under the CGL coverage and umbrella coverage(s) (the "Additional Insured")

Prior to commencing any Sports Activity and/or other use of the Permitted Premises, the Permittee shall furnish the Permittor with the above described Certificates of Insurance and applicable policy endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above

The Permittee and Permittee's Contractors shall be insured by insurance companies which obtain a rating from A.M. Best, that rating shall be no less than A;VII using the most recent edition of the A.M. Best's Key Rating Guide. All insurance required herein shall be placed with insurers licensed to do business in the State of Illinois and licensed by the Illinois Department of Insurance.

Permittee represents and warrants to the Village that the following Permittee's Agents are insured under Permittee's above described Insurance coverages and policies: umpires, referees, officials, and schedulers (collectively, "Permittee Game Officials"). Accordingly, the Permittee Game Officials shall not be required to procure and/or maintain the above mentioned types and amounts of insurance coverages, provided that said Permittee Game Official is insured under Permittee's above mentioned insurance coverages and policies.

3.03 INSURANCE ON IMPROVEMENTS

The Permittee shall keep any buildings and improvements erected, constructed or placed on the Premises by Permittee fully insured to the replacement cost thereof against loss by explosion, fire and/or windstorm or other casualty loss for their full replacement cost at Permittee's own expense at all times by an insurance company or companies approved by the Permittor.

3.04 PERMITOR NOT RESPONSIBLE FOR RESTORATION OF IMPROVEMENTS

It is covenanted and agreed that the Permittor shall not be liable to contribute or pay any sum of money toward the restoration, repair or rebuilding of said buildings, structures or other improvements. Neither the Permittor nor the Permittee shall be responsible, liable to, or have any obligation to any third party user for loss of property by reason of theft, fire, storm, hail, or flood.

3.05 LIENS

Permittee shall not make any contract or agreement for construction, alteration, repair or maintenance on said Premises of any improvement now or hereafter erected thereon unless such contract or agreement is in writing and contains an express waiver by such contractor of any and all claims for payment, mechanic's or materialmen's liens against the Premises or any public fund or any improvements now or hereafter erected thereon. Notice is hereby given that no contractor, subcontractor, or anyone else who may furnish any material, service or labor for any buildings or improvements, alterations or repairs or maintenance or operation of the facility, at any time shall be or may become entitled to any lien thereon whatsoever.

ARTICLE FOUR

4.01 NOTICES

All notices herein provided for from the Permitter to the Permittee or Permittee to Permitter shall be personally served or mailed by U. S. Registered or Certified Mail, Return Receipt Requested, First Class Postage Prepaid addressed to

the Permittee at:

Hanover Park Boys Football Association
P.O. Box 396
Streamwood, IL 60107
Attn: President

or to Permitter at:

Village of Hanover Park
2121 West Lake Street
Hanover Park, IL 60133
Attn: Village Manager

or any other address either party may designate in writing. Any notice so mailed by one party hereto to the other shall be and is hereby declared to be sufficient notice for all the purposes of this Permit and that a post office registry receipt showing the mailing of such notice and the date of such mailing shall be accepted in any court of record as competent prima facie evidence of those facts.

4.02 NO ASSIGNMENT OR SUBLEASE

It is agreed by and between the parties that the Permit shall not be assigned by the Permittee nor any part of this Permit to any other individual, partnership, joint venture, corporation, land trust or other entity without prior written consent of the Permitter.

It is agreed that this Permit shall not pass by operation of law to any trustee or receiver in bankruptcy or for the assignment for the benefit of creditors of the Permittee.

ARTICLE FIVE

5.01 PERMITTEE WILL NOT ALLOW WASTE TO IMPROVEMENTS

The Permittee will keep its improvements safe, clean and in good order, repair and condition which shall include all necessary replacement, repair and decorating. Permittee will not allow the improvements to become damaged or diminished in value, ordinary wear and tear excepted, by anyone or by any cause.

5.02 CONDITION OF PREMISES AND IMPROVEMENTS NOT WARRANTED

Permittee expressly acknowledges that the Permitter has made no representations, warranties express or implied, as to the adequacy, fitness or condition of Premises or the improvements upon the Premises for the purpose set forth in this Permit, or for any other purpose or use express or implied by the Permit. Permittee accepts the Premises and the improvements thereon, if any, "AS-IS" and "WITH ALL FAULTS". Permittee acknowledges that it has inspected the Premises and has satisfied itself as to the adequacy, fitness and condition thereof.

ARTICLE SIX

GENERAL ENVIRONMENTAL PROVISIONS

6.01 USE OF PREMISES (RESTRICTIONS - ENVIRONMENTAL)

Permittee shall use the Premises only for purposes expressly authorized by this Permit. Permittee will not do or permit any act that may impair the value of the Premises or any part thereof or that could materially increase the dangers, or pose an unreasonable risk of harm, to the health or safety of persons to third parties (on or off the Premises) arising from activities thereon, or that could cause or threaten to cause a public or private nuisance on the Premises.

6.02 CONDITION OF PREMISES (ENVIRONMENTAL)

Permittee has been the prior user of the Premises. Permittee warrants and represents that to the best of Permittee's actual knowledge, during the period of such prior occupancy/use the Premises and improvements thereon including all personal property, are free from contamination by any Hazardous Materials, that here has not been thereon a release, discharge, or emission, of any Hazardous Materials during its occupancy of the Premises as defined by any Environmental Laws, and that the Premises does not contain, or is not affected by underground storage tanks, landfills, land disposal sites, or dumps.

6.03 INDEMNIFICATION (ENVIRONMENTAL)

- A. In consideration of the execution and delivery of this Permit Agreement for Public Use, the Permittee indemnifies, exonerates, and holds the Permitter and its officers, officials, employees, and agents ("Indemnified Parties") free and harmless from and against any and all actions, causes of action, suits, losses, costs, liabilities and damages and expenses incurred in connection with any of these (irrespective of whether any such Indemnified Party is a party to the action for which indemnification is here sought), including reasonable attorney's fees, costs and disbursements, incurred by the Indemnified Parties as a result of or arising out of or relating to (i) the imposition of any governmental lien for the recovery of environmental cleanup costs expended by reason of Permittee's activities, or (ii) any investigation, litigation, or proceeding related to any environmental response, audit, compliance, or other matter in connection with Permittee's use of the Premises relating to the protection of the environment, or (iii) the release or threatened release by Permittee, its subsidiaries, or its parent company, of any Hazardous Materials, or the presence of Hazardous Materials on or under the Premises, or any property to which the Permittee, its parent company or any of its subsidiaries has sent Hazardous Materials,

(including any losses, liabilities, damages, injuries, costs, expenses, or claims asserted or arising under any Environmental Law), provided that, to the extent Permitter is strictly liable under any Environmental Laws, Permittee's obligation to Permitter under this indemnity shall be without regard to fault on the part of the Permittee with respect to the violation of law which results in liability to Permitter to the extent of Permittee's contribution to the violation.

- B. Permittee shall defend, indemnify, save and keep harmless the Indemnified Parties against any loss, damage, cost, lien or expense which they may suffer, incur or sustain or for which it may become liable, growing out of any injury to or death of persons or loss or damage to property which shall at any time during the term of this Lease be caused by or resulting from the migration of Hazardous Materials from the Premises to adjacent properties caused by Permittee. In case any action, suit, proceeding or investigation shall be commenced against one or more of the Indemnified Parties growing out of any such loss, damage, cost or expense, the Permittee shall give immediate written notice of the same to the Permitter, and Permittee shall attend to the defense of the same and save and keep harmless the Indemnified Parties from all expense, attorney's fees, costs, disbursements and liabilities in any manner growing out of, pertaining to or connected therewith.**
- C. Permittee shall be responsible for all costs for remediation of the Premises for contamination caused by Permittee that migrates from adjacent property during the term of the Permit but Permitter may seek recovery from any other responsible third party.**

6.04 ADDITIONAL ENVIRONMENTAL COVENANTS

Permittee shall cause each of its contractors, subcontractors, employees and agents to:

- A. (1) Use and operate all of the Premises in compliance with all applicable Environmental Laws, keep all material permits, approvals, certificates, and licenses in effect and remain in material compliance with them;**
- (2) undertake reasonable and cost-effective measures to minimize any immediate environmental impact of any spill or leak of any Hazardous Materials caused by Permittee or any person permitted to use the Premises by Permittee or any third party during the term of the Permit except Permitter;**
- (3) provide notice to the Permitter of the operation of any on-site non-hazardous waste disposal facility. For purposes of this subsection (A)(3), the term "waste" means any discarded or abandoned material, and the term "disposal facility" means any facility in which wastes are placed for disposal or storage, in each case, for longer than three (3) months.**

- B. Notify Permitter by telephone within two hours of Permittee's actual knowledge the release of Hazardous Materials, including the extent to which the identity of the Hazardous Materials is known, the quantity thereof and the cause(s) of the release, and provide Permitter within 72 hours of the event, with copies of all written notices by Permittee that are reported to government regulators or received from the government regulators.

ARTICLE SEVEN

7.01 OTHER PROVISIONS

- A. All materials, records, data, and other information acquired, developed, or documented by Permittee shall remain its respective properties.
- B. Permittee shall continue to use its best efforts to continue their programs on the Premises and continue to serve the youth of the Village of Hanover Park.
- C. Permitter shall select a member of its corporate authorities to be a liaison between Permitter and Permittee. Permittee shall select one of its members to be a liaison between Permittee and Permitter.
- D. This agreement does not create any third party beneficiary, principal, agent, partnership, of joint venture, or any other association or relationship.
- E. All parties shall use their best efforts to advance the objects of this Permit Agreement for Public Use.
- F. Permittee shall promptly notify Permitter of any accident or injury to any player, coach, umpire or spectator that results in an ambulance being called to assist the injured party. Permittee shall call 630-823-5656 immediately (within 24 hours) following such accident and/or injury. Permittee shall keep a file of all such injuries, which shall be furnished to the Permitter upon the Permitter's request.
- G. Cancellation of Use of Athletic Fields. The Permitter reserves the right to cancel use of any Athletic Field at any time due to weather conditions, field conditions and/or in the event the Permitter otherwise determines that such cancellation is necessary.
- H. Parking. All parking for Sports Activities shall be within established and posted guidelines on adjacent streets and/or parking lots, subject to applicable state and local rules, regulations and ordinances. At no time shall vehicles and/or heavy equipment be operated or parked on the Permitted Premises.
- I. No Lease. The Parties agree that this Agreement confers upon the Permittee only a non-exclusive Permit and right to use the Permit Premises upon the terms set forth herein, and that nothing contained herein is intended to confer upon the Permittee a leasehold interest in the Permit Premises or any portion thereof. In the event of default by the Permittee, the Permitter shall

not be obligated to bring a forcible entry and detainer action to terminate Permittee's rights hereunder.

- J. In the event of the failure of a Party to perform any or all of its duties and obligations under the terms and conditions of this Agreement, the other Party shall notify the defaulting Party of such default in writing, and the defaulting Party shall have thirty (30) days from receipt of notice to cure the default (the "Cure Period"). In the event said default is not cured within Cure Period, or in the event of repeated defaults, the non-defaulting Party shall be entitled to terminate this Permit Agreement and shall be entitled to all remedies available at law and/or equity to enforce its rights under this Agreement, and shall be entitled to recover its costs in bringing such suit, including its reasonable attorney's fees. Notwithstanding the foregoing, however; in the event Permittee fails to maintain the described types and minimum amounts of insurance coverages and requirements, (collectively, "Insurance Requirements"), the permits granted herein shall be immediately suspended until Permittee complies with the Insurance Requirements and furnishes documentation to the Permitter evidencing such compliance.
- K. Termination of this Agreement with or without cause shall not relieve the Parties from any obligation, duty, and/or obligation required of said Parties accruing prior to the effective date of such withdrawal and/or termination.
- L. **Security.** The Permittee assumes and exercises full responsibility for the security of the Permit Premises during all activities contemplated by this Agreement. The Permittee shall provide such security for the Permit Premises at its own cost. In no event shall the Village, MWRD and/or any of their respective Commissioners, officers, officials, employees, servants, volunteers, and/or agents be responsible for providing security for any Sports Activities and/or use of the Permit Premises by Permittee and/or Permittee's Agents. Licensee shall immediately pay the Village of Hanover Park for any charges attributable to responding to any alarms relative to Permittee's use of the Permit Premises, by Permittee, Permittee's Agents, and/or Permittee's Contractors
- M. Permittee will budget sufficient funds to ensure that lawn is mowed once per week during growing season, weather permitting; regular litter pickup as needed; general maintenance and repairs necessitated by normal wear and tear; and weed control/monitoring, weather permitted; and pre-season maintenance and such other maintenance and preparation as reasonably necessary for Permittee and Permittee's Agents to participate in the sports activities.
- N. **Concession Stands.** Permittee agrees to abide by all applicable Village of Hanover Park and other applicable Building and Health Department Codes ordinances, regulations and laws, and to obtain all necessary permits and licenses from the proper authorities with respect to Permittee's use of all concession stands operated by or on behalf of Permittee hereunder and shall provide copies of all such permits, licenses, and inspection reports to the Permitter. Permittee shall furnish the Permitter with a list of all equipment owned and/or leased by Permittee within the Concession Stands to the

Permitor, and use of all such equipment shall be subject to Permitor approval and shall be immediately removed upon request by the Permitor. The Permitor and its designees shall have access at all times to inspect the Concession Stands.

- O. **Inspection.** Permittee shall be solely responsible for inspecting the Permit Premises immediately prior to each Sports Activity or other use of the Permit Premises in order to identify any unsafe condition and to determine whether the Permit Premises are adequate for Permittee and Permittee's Agents use of said Permit Premises. Permittee shall immediately report any unsafe or dangerous condition to the Permitor and Permittee and Permittee's Agents shall not be permitted to use said Permit Premises until said unsafe and/or dangerous condition is repaired and/or removed.
- P. **Alterations.** Permittee shall obtain Permitor's approval prior to performing any alterations of any Athletic Field and/or other permit premises. All Permittee's Contractors performing any repairs, alterations, restoration, or other work upon any Athletic Field and/or other Permit Premises must be approved by the Permitor and must furnish documentation evidencing compliance with the insurance requirements herein prior to performing any such work.

7.02 MISCELLANEOUS

- A. This Agreement sets forth the entire understanding of the Parties. The Parties agree that no change or modification to this Agreement, or any exhibits or attachments hereto, shall be of any force or effect unless such amendment is dated, reduced to writing, executed by both Parties, and attached to and made a part of this Agreement.
- B. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for purposes of enforcing this Agreement shall be the Circuit Court of Cook County, Illinois.
- C. The Parties agree that if any provision of this Agreement is held invalid for any reason whatsoever, the remaining provisions shall not be affected thereby if such remainder would then continue to conform to the purposes, terms and requirements of applicable law.
- D. Licensee shall not assign any rights granted hereunder without the prior written approval of Permitor which Permitor may withhold in its sole and absolute discretion. Any such non-permitor assignment shall be null and void.
- E. The various headings used in this Agreement as headings for sections or otherwise are for convenience only and shall not be used in interpreting the text of the section which they appear.
- F. This Agreement may be executed in counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

- G. The Parties acknowledge that this Agreement was freely negotiated by each of the Parties hereto; accordingly, this Agreement shall be construed according to the fair meaning of its terms, and not against any party.
- H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and the he or she does so voluntarily and in his or her official capacity.
- I. Facsimile signatures shall be sufficient for purposes of negotiating, executing, and finalizing this Agreement.
- J. The Village of Hanover Park will allow Permittee to advertise their registration dates and homecoming on the Village's Barrington Road marquee sign. Village to approve all content.
- K. Permittee may be on up to four Village cable slides to promote registration activities.
- N. All Permittee banners and advertising must have prior approval by Permitter before being installed. Signs and banners must be removed from the premises after the season has been completed.

IN WITNESS WHEREOF, the Village of Hanover Park, Illinois, has caused this instrument to be executed in triplicate by its Village President and attested by its Village Clerk, and its corporate seal to be hereunto affixed; and Hanover Park Football Association, Inc., an Illinois not-for-profit corporation has caused this instrument to be executed in triplicate by its President and Secretary all on the day and year first above written.

VILLAGE OF HANOVER PARK, ILLINOIS

By: _____
 Rodney S. Craig
 its Village President

ATTEST:

 Eira Corral, Village Clerk

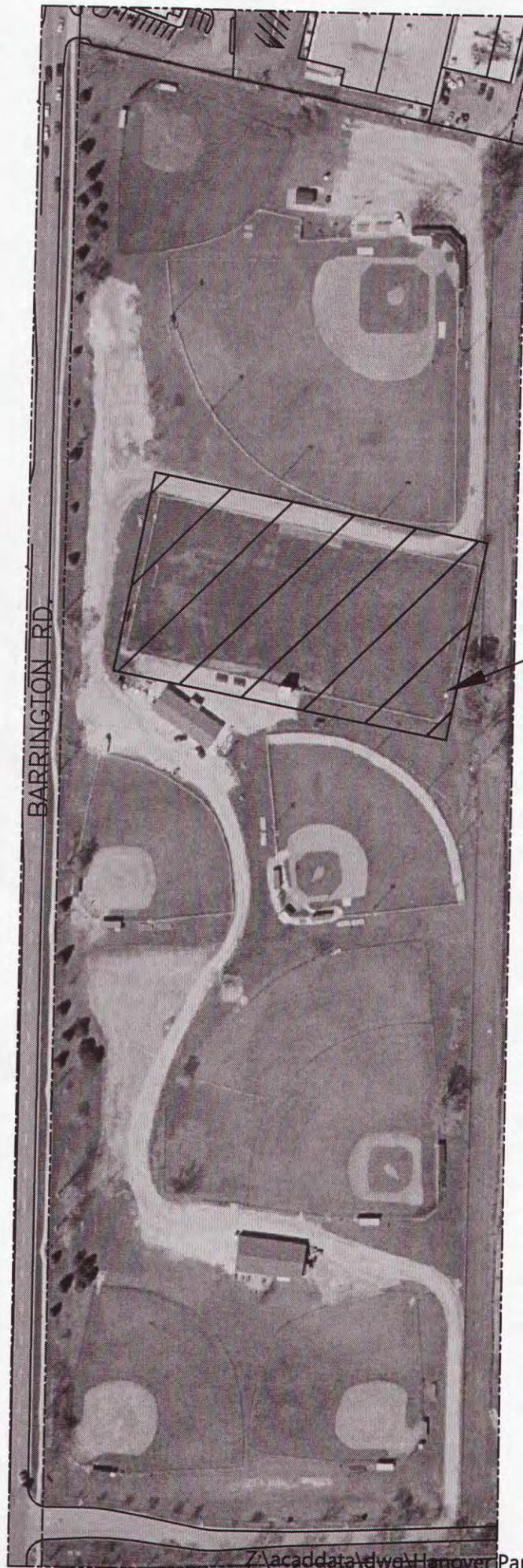
HANOVER PARK FOOTBALL ASSOCIATION, an Illinois not-for-profit corporation

By: _____
its President

ATTEST:

its Secretary

HANOVER PARK
BOYS FOOTBALL LEASE
EXHIBIT "A"



FOOTBALL
ATHLETIC
FIELDS



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director

SUBJECT: Fiscal Year 2013 Financial Report Overview/Summary

ACTION

REQUESTED: Approval Concurrence Discussion Information

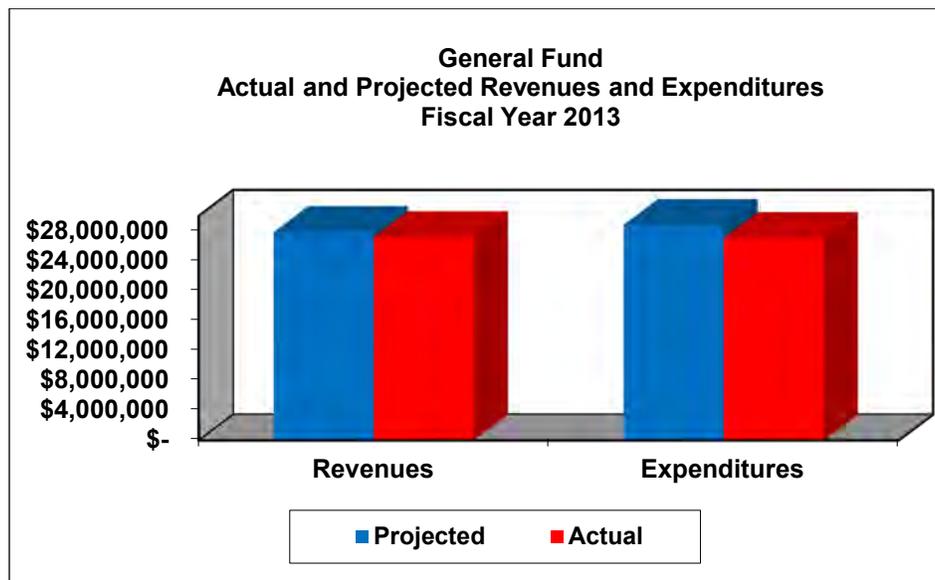
MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

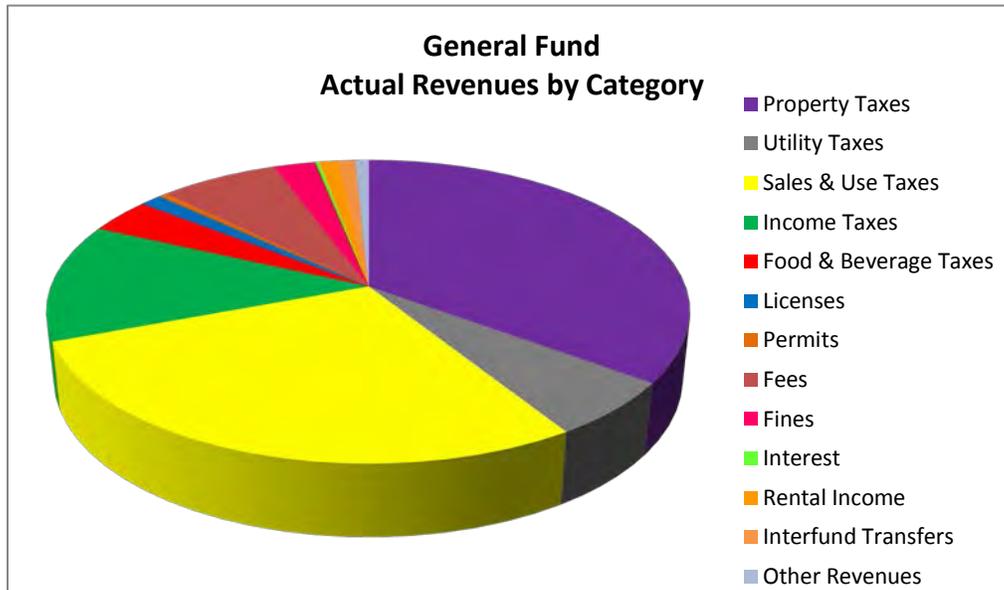
This annual financial report summary for Fiscal Year 2013 is provided for informational purposes. These are not the final audited financial statements. Final audited financial statements will be provided when the audit is completed and will be presented in the Comprehensive Annual Financial Report (CAFR) in October.

Discussion

General Fund Highlights



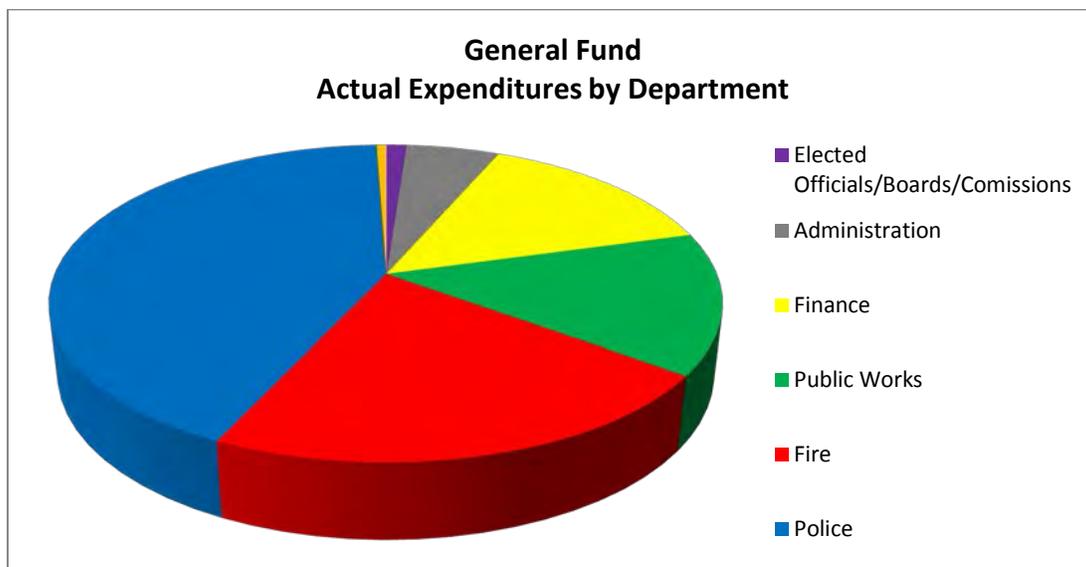
Fiscal Year 2013 actual General Fund revenues and expenditures both came in lower than projected amounts. General Fund revenues are \$628,611 lower and expenditures are \$1,756,214 less than anticipated for the year ending April 30, 2013. Shortfalls within General Fund Revenues include Property Tax revenues and Sales and Home Rule Sales Tax revenues. Several property tax appeals were processed creating refunds which led to a reduction in the Village's property tax disbursements. Additionally, a business opened later than initially projected causing both Sales and Home Rule Sales Taxes to decrease the last two months of the Fiscal Year. Increases in Income Taxes, Licenses, Permits, Fees and Fines aided the General Fund Revenue, but not enough to offset the tax disbursement decline.



General Fund Revenues by Category For Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Revenues	Cumulative Actual Revenues	Actual Over (Under) Projected	Percentage Over (Under)
Property Taxes	\$9,638,268	\$9,522,467	(\$115,801)	(1.2%)
Utility Taxes	\$1,685,622	\$1,621,854	(\$63,768)	(3.8%)
Sales & Use Taxes	\$8,327,153	\$7,655,920	(\$671,233)	(8.1%)
Income Taxes	\$3,341,624	\$3,422,147	\$80,523	2.4%
Food & Beverage Taxes	\$1,055,993	\$1,018,775	(\$37,218)	(3.5%)
Licenses	\$323,872	\$348,787	\$24,915	7.7%
Permits	\$82,270	\$133,050	\$50,780	61.7%
Fees	\$1,801,303	\$1,908,115	\$106,812	5.9%
Fines	\$724,016	\$660,604	(\$63,412)	(8.8%)
Interest	\$31,341	\$64,307	\$32,966	105.2%
Rental Income	\$321,900	\$303,991	(\$17,909)	(5.6%)
Inter fund Transfers	\$298,427	\$274,594	(\$23,833)	(8.0%)
Other Revenues	\$195,553	\$210,423	\$14,870	1.1%
Total Revenues	\$27,827,342	\$27,145,034	(\$682,308)	2.4%

Included in the Fiscal Year 2013 Projected Expenditures variance below is the \$1,128,770 IPBC reserves withdrawal. When the IPBC reserves withdrawal took place, it came as a credit that reduced the overall insurance costs. Fiscal Year 2013 projections do not include the reduction in insurance costs because the withdrawal did not occur until after the projections were prepared. Aside from the IPBC expenditure reduction, the General Fund expenditures were still reduced compared to the Fiscal Year 2013 projections by \$627,445.

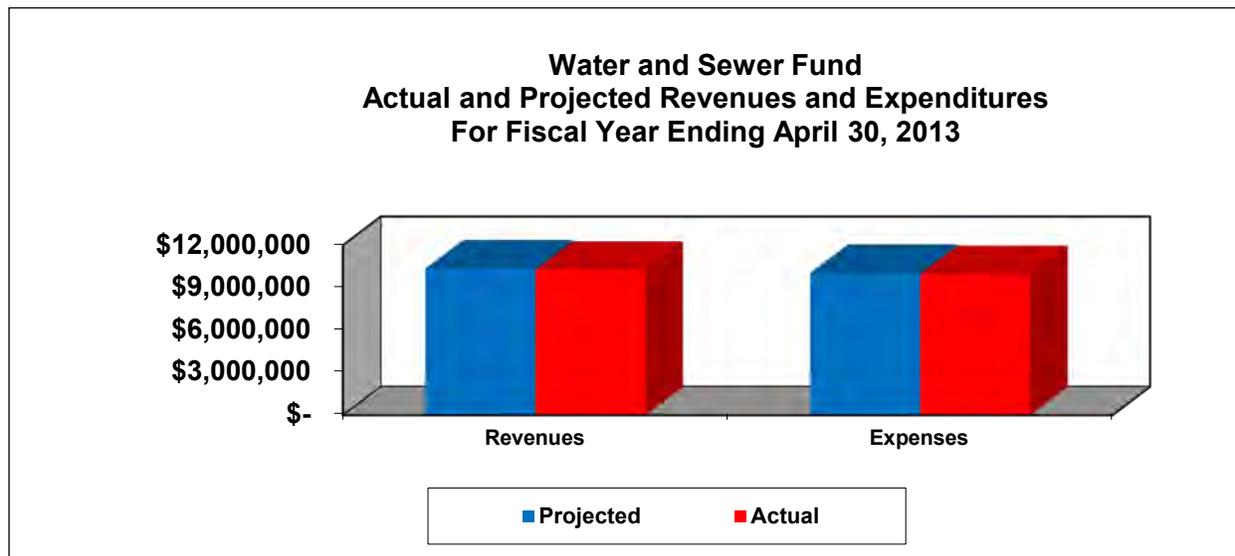
Reductions were made by all departments throughout the Fiscal Year. In addition, the projected Tax Incentive Payments in the Finance Department budget were not fully paid out due to a decrease in tax revenues during the fiscal year. Also, due to a reduction in Capital Projects, funding expended from the Finance Department budget was decreased making up the primary expenditure variance. Public Works Department expenditures were reduced primarily due to a significant savings on the cost of materials and supplies, particularly a decrease in the cost of gasoline. Police Department expenditures reductions included personnel savings predominantly in overtime costs and in holding positions open. Alternative methods for funding conferences and training, including speaking and volunteering, reduced the Fire Department's expenditures.



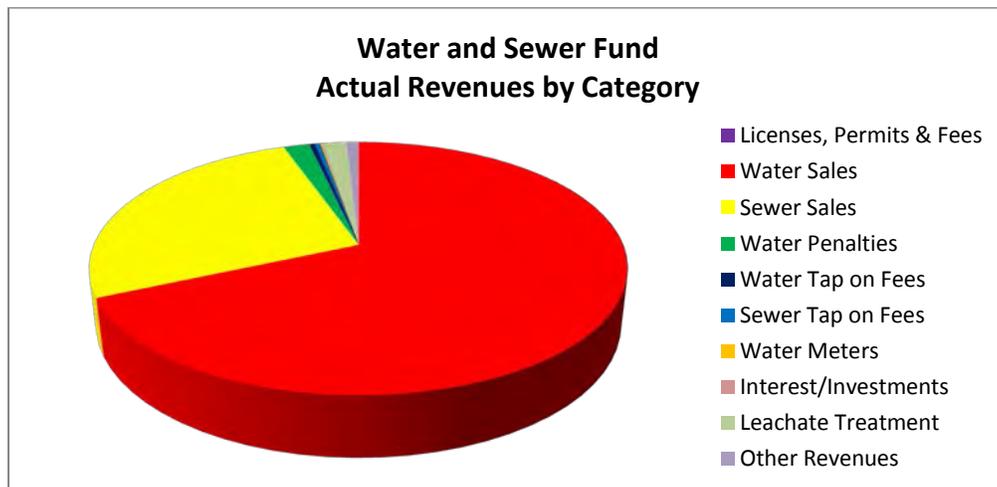
Fiscal Year 2013 General Fund Actual Revenues exceed Expenditures creating a \$125,204 surplus. The surplus will be used in funding the ERP (software) System in the Fiscal Year 2014 Budget.

General Fund				
Expenditures by Department				
For Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Expenditures	Cumulative Actual Expenditures	Actual Over (Under) Projected	Percentage Over (Under)
Elected Off/				
Boards/Commissions	\$342,196	\$310,877	(\$31,319)	-9.2%
Administration	\$1,470,349	\$1,440,363	(\$29,986)	-2.0%
Finance	\$4,847,023	\$3,838,653	(\$1,008,370)	-20.8%
Public Works	\$3,996,637	\$3,888,125	(\$108,512)	-2.7%
Fire	\$5,967,759	\$5,914,972	(\$52,787)	-0.9%
Police	\$11,947,522	\$11,473,422	(\$474,100)	-4.0%
Community Development	\$204,558	\$153,417	(\$51,141)	-25.0%
Total Expenditures	\$28,776,044	\$27,019,830	\$(1,756,215)	(-6.1%)

Water and Sewer Fund Highlights



Fiscal Year 2013 Water and Sewer Revenues are \$89,655 or 0.9% lower than projected revenues. Water consumption declined due to the vacant homes within the Village and continued water consumption efficiencies by residents. With reductions on construction projects and new buildings, tap on fee revenues were less than the projected amount.



Water and Sewer Fund				
Revenues by Category				
Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Revenues	Cumulative Actual Revenues	Actual Over (Under) Projected	Percentage Over (Under)
Licenses, Permits & Fees	\$4,800	\$1,780	(\$3,020)	(63.0%)
Water Sales	\$7,033,822	\$7,007,765	(\$26,057)	(0.4%)
Sewer Sales	\$2,745,452	\$2,685,114	(\$60,338)	(2.2%)
Water Penalties	\$190,400	\$191,280	\$880	0.5%
Water Tap on Fees	\$66,110	\$39,195	(\$26,915)	(40.8)
Sewer Tap on Fees	\$64,786	\$40,262	(\$24,524)	(37.9%)
Water Meters	\$7,138	\$7,796	\$658	9.3%
Interest/Investments	\$13,600	\$10,295	(\$3,305)	(24.3%)
Leachate Treatment	\$185,000	\$175,595	(\$9,405)	(5.1%)
Other Revenues	\$28,500	\$90,871	\$62,371	218.8%
	\$10,339,608	\$10,249,953	\$(89,655)	-0.9%

Water and Sewer Fund Fiscal Year 2013 expenditures are less than the projected amounts due to reductions in funding of capital projects, personal services and consulting services. Transfers out include the Water and Sewer Fund's portion of Capital Projects. During Fiscal Year 2013, only about half of the projected projects were completed, resulting in a \$52,926 decrease in expenditures. Personal Services had Increases in overtime and part-time salaries during Fiscal Year 2013, but were offset by expenditure decreases within Commodities and Contractual Services.

Water and Sewer Fund				
Expenditures by Category				
Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Expenditures	Cumulative Actual Expenditures	Actual Over (Under) Projected	Percentage Over (Under)
Personal Services	\$2,634,060	\$2,741,278	\$107,218	4.1%
Commodities	\$173,249	\$126,627	(\$25,188)	(0.3%)
Contractual Services	\$6,160,959	\$6,082,395	(\$78,564)	(1.3%)
Debt Service	\$364,027	\$363,183	\$844	0.0%
Transfers Out	\$93,750	\$40,824	(\$52,926)	(0.06%)
Capital Outlay	\$609,000	\$600,272	(\$8,728)	(0.01%)
	\$10,035,045	\$9,954,579	(\$80,466)	-0.8%

Fiscal Year 2013 Water and Sewer Fund Actual Revenues exceed Expenditures creating a \$295,374 surplus. A substantial amount of the surplus was due to the reduction in funding of Capital Projects, shown as a transfer out to the Capital Projects Fund.

Other Funds Highlights

Below are charts showing all revenues and expenditures compared to the Fiscal Year 2013 projections for all funds, excluding the General Fund and the Water and Sewer Fund.

Revenues by Fund Types				
Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Revenues	Cumulative Actual Revenues	Actual Over (Under) Projected	Percentage Over (Under)
Road & Bridge	\$111,598	\$127,427	\$15,829	14.2%
Motor Fuel Tax	\$992,762	\$1,121,566	\$128,804	13.0%
SSA # 3	\$20,425	\$19,812	(\$613)	(3.0%)
SSA # 4	\$29,845	\$38,479	\$8,634	29.0%
SSA # 5	\$315,020	\$313,505	(\$1,515)	(0.5%)
SSA # 6	\$77,038	\$75,511	(\$1,527)	(2.0%)
Capital Projects	\$871,629	\$733,475	(\$138,154)	(15.9%)
TIF # 2	\$0	\$0	\$0	0.0%
TIF # 3	\$1,637,951	\$1,731,523	\$93,572	5.8%
TIF # 4	\$100	\$54	(\$46)	(46.0%)
Municipal Building	\$0	\$424	\$424	100.0%
Commuter Lot	\$339,405	\$317,669	(\$21,736)	(6.4%)
Hanover Square	\$676,128	\$748,292	\$72,164	10.7%
Central Equipment Fund	\$983,132	\$971,859	(\$11,273)	(1.2%)
Debt Service Funds	\$1,671,054	\$1,872,462	\$201,408	12.1%
Pensions	\$5,190,662	\$6,586,413	\$1,395,751	26.9%
	\$12,916,749	\$14,658,471	\$1,741,722	13.5%

Other Fund revenues for Fiscal Year 2013 were \$1,741,722 higher than the projected amounts. Significant revenue variances include the Motor Fuel Tax Fund, Capital Projects Fund, and the Pension Funds. Motor fuel sales increased towards the end of the Fiscal Year causing a \$128,804 increase in revenues. Some planned capital purchases were not completed during the Fiscal Year. Because of this, the revenue transferred in from other funds was decreased causing the \$138,154 shortfall. Within the General Fund, expenditures were also reduced because of a reduction in Capital Projects, offsetting the deficiency. The most significant increase in revenues for Fiscal Year 2013 was from the Police and Fire Pensions. The \$1,395,751 increase was caused by higher rate of return on investments.

Expenditures for all Other Funds were also lower than the projected Fiscal Year 2013 by \$1,073,533. TIF # 3, Central Equipment and Hanover Square Funds had significantly lower expenditures due to the delay in capital purchases.

Expenditures by Fund Types				
Fiscal Year Ending April 30, 2013				
Category	Cumulative Projected Expenditures	Cumulative Actual Expenditures	Actual Over (Under) Projected	Percentage Over (Under)
Road & Bridge	\$110,816	\$104,133	(\$6,683)	(6.1%)
Motor Fuel Tax	\$1,984,263	\$1,929,254	(\$55,009)	(2.8%)
SSA # 3	\$20,400	\$15,767	(\$4,633)	(22.8%)
SSA # 4	\$29,800	\$24,139	(\$5,661)	(19.0%)
SSA # 5	\$234,678	\$527,917	\$293,239	125.0%
SSA # 6	\$77,013	\$40,164	(\$36,849)	(47.9%)
Capital Projects	\$824,182	\$837,195	\$13,013	1.6%
TIF # 2	\$359,879	\$359,879	\$0	0.0%
TIF # 3	\$1,061,808	\$666,979	(\$394,829)	(37.2%)
TIF # 4	\$46,596	\$47,209	\$613	1.4%
TIF # 5	\$0	\$13,364	\$13,364	100%
Municipal Building	\$338,676	\$446,648	\$107,972	31.9%
Commuter Lot	\$411,768	\$280,837	(\$130,931)	(31.8%)
Hanover Square	\$933,579	\$636,951	(\$296,628)	(31.8%)
Central Equipment Fund	\$1,447,707	\$1,123,474	(\$324,233)	(22.4%)
Debt Service Funds	\$1,735,045	\$1,735,628	\$583	1.0%
Pensions	\$2,662,025	\$2,415,164	(246,861)	(9.3%)
	\$12,278,235	\$11,204,702	\$(1,073,533)	-8.8%

The Fiscal Year 2013 Financial Audit is currently being completed and the final audited financial statements will be available sometime between September and October 2013. Sikich, LLC is the auditing firm who provides the Village's audit. A representative from Sikich, LLC will present the audited financial statements with the Comprehensive Annual Financial Report (CAFR) at a Village Board Workshop meeting once the Reports are completed and printed.

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


Village of Hanover Park
AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Howard Killian, Public Works Director

SUBJECT: Cool Cities Program

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Discussion regarding the Village joining the Cool Cities Program.

Discussion

At a recent meeting, the Environmental Committee heard a presentation regarding the Cool Cities Program. At their June meeting, they passed a motion recommending the Village Board approve participation in the Program. This is a voluntary Program. Attached, for your information, is a copy of the Illinois Cool Cities Local Sustainability Protection Agreement.

Recently, DuPage County signed on to the Program, and 59 Illinois communities are members, including our neighbors of Carol Stream, Elgin, Hoffman Estates, Rolling Meadows, and Schaumburg.

If the Village Board is in concurrence with the Village joining, we will prepare a resolution based on the attached DuPage County resolution.

Recommended Action

Move approval of the Environmental Committee's recommendation to participate in the Cool Cities Program and direct staff to prepare the resolution.

Attachments: Cool Cities Information
Resolution Adopted by DuPage County

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

Agreement Name: _____

Executed By: _____



Illinois Cool Cities Local Sustainability Protection Agreement 2015 Goals

- A. We urge the federal government and state governments to enact policies and programs to reduce the United States ' dependence on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, wind and solar energy, fuel cells, and electric and efficient motor vehicles;**
- B. We urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation that 1) includes clear timetables and emissions limits and 2) a flexible, market based system of tradable allowances among emitting industries; and**
- C. We will strive to meet or exceed the target to reduce climate change pollution by 2% per year from 2009 baseline levels (per capita) by taking actions in our own operations and communities such as:**

1. Inventory

- Inventory baseline energy metrics in City operations and in the community and set reduction targets.

2. Plan

- Create an action plan for city operations and community.

3. Implement

In addition to the 2012 goals set forth by the U.S. Mayors Climate Protection Agreement, consider the following energy saving measures.

- Encourage residents to take advantage of energy efficiency measures in their own homes by using free tools such as the CUB Energy Saver program (www.cubenergysaver.com/teams/sierraclub) or the Energy Impact program (www.energyimpactillinois.org) to identify energy and money saving measures.
- Endorse Complete Streets and Bicycle Friendly Community measures to ensure safe environmentally friendly transit options.
- Become an EPA designated Green Power Community by sourcing a portion of consumed energy from green sources.
- Aggregate the community's energy consumption to provide a green option for residents, often at lower cost than traditional dirty energy. Communities are encouraged to first seek out locally generated renewable energy.
- Engage in sustainable waste management practices by prioritizing recycling, composting, and construction/deconstruction diversion programs over traditional landfill waste disposal.

- Support policies that make the grid accessible to clean energy.
- Implement incentives and policies to encourage electric vehicle infrastructure and use, with an emphasis on renewable source charging.
- Encourage local food production and consumption through farmer's markets, co-ops, urban agriculture, community kitchens and community gardens.
- Educate residents on energy saving measures available at home and throughout the community through events and outreach.
- Issue a resolution to support the Environmental Protection Agency's Clean Air Act protections to reduce pollution and protect public health
- Support funding mechanisms, like the PACE program (property assessed clean energy), that remove cost barriers for clean energy and energy efficiency installations

4. Monitor and Evaluate

- Create a webpage to update city residents on the progress of action plan and encourage engagement in energy saving activities.

2012 goals set forth by the U.S. Mayors Climate Protection Agreement

- Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;
- Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;
- Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology;
- Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money;
- Purchase only Energy Star equipment and appliances for City use;
- Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system;
- Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel;
- Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production;
- Increase recycling rates in City operations and in the community;
- Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO₂; and
- Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution



**The Illinois Cool Cities Local Sustainability Protection Agreement
Signature Page**

You have my support for the Cool Cities Local Sustainability Protection Agreement

Date: _____

Mayor: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Mayor's e-mail: _____

Staff Contact Assigned to Implement Agreement: _____

Staff Contact Title: _____

Staff Phone: _____

Staff e-mail: _____

Please return completed form at your earliest convenience to:

Sierra Club, Illinois Chapter
Cool Cities Program

By Mail:
70 E Lake Street, Suite 1500
Chicago, Illinois 60601

sarah.gulezian@sierraclub.org
(312) 251-1680 x 117

By Fax:
(312) 251-1780

For additional information, contact:
Sarah Gulezian

**RESOLUTION OF COMMITMENT TO
SIERRA CLUB, ILLINOIS CHAPTER COOL COUNTIES PROGRAM**

WHEREAS, DuPage County ("COUNTY") has adopted the DuPage County Environmental Policy ("POLICY") brought forth by the DuPage County Environmental Commission; and

WHEREAS, the POLICY provides that the COUNTY should provide incentives for energy conservation in both public and private buildings and should establish and maintain for monitoring and analyzing energy consumption; and

WHEREAS, the Sierra Club, Illinois Chapter has asked the COUNTY to consider participating in the Cool Counties program which is a nationwide movement of local governments committing to reducing greenhouse gas emissions; and

WHEREAS, the COUNTY has a unique role in reducing greenhouse gas emissions and preparing for the impacts of climate change through their regional jurisdiction over policy areas such as air quality, land use planning, transportation, zoning, water conservation and solid waste management; and

WHEREAS, the program requires that the COUNTY take measurable steps to reduce greenhouse gas emissions at both county-owned assets as well as at all properties within the County's boundaries; and

WHEREAS, the majority of comparative emissions in DuPage County and across the Chicago metropolitan region can be attributed to electricity, natural gas and vehicle miles traveled; and

WHEREAS, the Environmental Committee has reviewed this program and finds that the COUNTY has an opportunity to be an example in the community and can make an effort to reduce internal energy consumption; and

WHEREAS, the COUNTY has limited authority to regulate energy consumption it can serve as an advocate to encourage voluntary reductions; and

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the COUNTY support the Cool Counties program and the CMAP GO TO 2040 PLAN by recommending the following:

- a. Reduce greenhouse gas emissions to 10% below the 2007 levels by 2020 and 20% below 2007 levels by 2030.
- b. Form an energy efficiency partnership with key entities including corporate and governmental partners.
- c. Continue to lower the COUNTY's campus wide energy consumption.
- d. Encourage non-motorized transportation opportunities and mass transit in an environmentally friendly manner.
- e. Educate consumers about the benefits of buying locally grown food and other items and shopping locally.
- f. Act as a clearinghouse for energy efficient tax-credits and grant opportunities.
- g. Support the State of Illinois' Energy Conservation Code by continuing to enforce the efficient standards.

BE IT FURTHER RESOLVED, that the COUNTY will work on a plan for energy reduction which will specify programs and anticipated costs to reduce energy consumption and such plan will be brought back to the Environmental Committee within one year of this resolution.

BE IT FURTHER RESOLVED, that the Chairman of the County Board is hereby authorized and directed to authorize the COUNTY's participation of the Cool Counties program.

Passed this 11th day of, September 2012 at Wheaton, Illinois.

Daniel J. Cronin, Chairman
DuPage County Board



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Katie Bowman, Village Planner

SUBJECT: Hanover Square Update - Facade

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

Update from Staff on façade renovation cost estimates.

Discussion

Following direction from the Village Board on proposed façade designs on June 6, 2013, Staff has worked with the Construction Manager, Innovative Construction Solutions, to draft preliminary cost estimates for the two façade options presented (Exhibit 1). Following review of the first draft estimates, additional updates have been made to the scope of improvements and budget in order to present options for a more impactful renovation that will bring a fresh and attractive face to the center. The second draft estimates presented here include the base renovation costs, plus costs for renovation of the front outlot building, replacement of storefront windows and doors, replacement of lights under the façade canopy, and refinishing of exterior materials to remain (standing seam roof and EIFS band along base of canopy). Based upon discussions with the Construction Manager and Property Managers, Staff recommends Option 1, including outlot work and window and door replacement.

As requested by the Board, the project architect, SOOS Architects, has prepared additional renderings of the two façade options for the main building which show the full frontage of the building (Exhibit 2). These elevations are provided to help illustrate the overall look and impact of each option. They may be updated based upon Village comments and final architectural and engineering requirements.

With broad cost estimates prepared, Staff is now continuing discussions with area banks in order to gain updated estimates of terms for financing the cost of façade improvements. Once these financing details are obtained, Staff will perform analysis of the impact of such financing on TIF and Village finances and projected return on such an investment. Such analysis will then be presented to the Board to provide full information for review and direction.

Estimates for the two façade options include:

Option 1 – Partial Renovation

- Façade Work	\$973,464
- Main Bld Windows & Doors	<u>\$189,609</u>
Subtotal	\$1,163,073
- Outlot Building	\$81,038
- Outlot Windows & Doors	<u>\$38,088</u>
Subtotal	\$119,126
Total with Outlot Work	\$1,282,199

Option 2 – Complete Renovation

- Façade Work	\$1,114,472
- Main Bld Windows & Doors	<u>\$189,609</u>
Subtotal	\$1,304,081
- Outlot Building	\$81,038
- Outlot Windows & Doors	<u>\$38,088</u>
Subtotal	\$119,126
Total with Outlot Work	\$1,423,207

These cost estimates are for construction only. Additional costs will include architectural design, building permit preparation, construction management, and other ancillary costs. Staff will continue to work with the Construction Manager to further develop full cost estimates. Also note that cost spreadsheets included in Exhibit 1 are for 250 lineal feet and cost estimates above are for the entire frontage of 1,080 lineal feet.

Overall, the process for planning of façade work includes:

- ✓ Obtain a Construction Management firm to help develop and manage façade project
- ✓ Obtain an Architect to develop proposed designs for center
- ✓ Obtain preliminary estimates of financing options
- ✓ Architect conducted structural analysis of building to determine most cost effective way to approach renovations
- ✓ Work with Architect to develop preliminary design options
- ✓ Work with Construction Manager to develop cost estimates for improvements
- Provide further information on costs and timeframe to banks to gain updated financing options
- Evaluate financing options
- Evaluate impact of financing on TIF and Village finances
- Evaluate potential return on investment of financed improvements
- Evaluate impact of financing improvements on Village's involvement in the center
- Present evaluation to Village Board for review and direction

We anticipate this analysis could be completed by the end of August.

Recommended Action

Review preliminary cost estimates and updated façade designs and provide feedback.

Attachments

Exhibit 1 – Façade Cost Estimates
Exhibit 2 – Updated Façade Designs

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$ N/A	
Actual Cost:	\$ TBD	
Account Number:	033-0000-465-13.21	



Hanover Square
Façade Budget Recap

July 5th, 2013

Per your request, please see attached for the updated budgets for the two façade renovation options. I have also included a preliminary budget for the out-lot building as outlined below. These budgets are now based on our interpretation of the façade renovation carried across the entire length of the shopping center and wrapping the corners at either end to the extent of the existing canopy construction (1,080 lf).

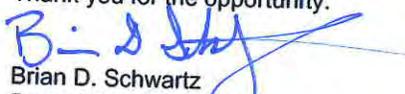
To summarize the attached budgets:

- **Option #1 – Partial Renovation (1,080 lineal feet)**
 - Base budget
 - Reface EIFS band \$876,287
 - Replace standing seam roofing at reuse areas \$ 10,500
 - Add recessed can lights and access panels in soffit \$ 45,936
 - **TOTAL \$ 40,741**
- **Option #2 – Complete Renovation (1,080 lineal feet)**
 - Base Budget \$1,073,731
 - Add recessed can lights and access panels in soffit \$ 40,741
 - **TOTAL \$1,114,472 (\$1,031.92/lf)**
- For Option #1 or Option #2, to remove and replace all existing storefront windows and entrances (reuse existing openings), **ADD \$189,609**
- **Out-Lot Building (167 lf)**
 - Base Budget \$77,757
 - Paint existing standing seam equipment screen on roof \$ 3,281
 - **TOTAL \$81,038 (\$485.26/lf)**
 - Majority of the building will remain "as-is" with modifications limited to the following items:
 - Wrap three existing columns at covered walkway to match main center
 - Refinish existing EIFS sign band
 - Replace awnings at Mexican restaurant and add awnings at other end-cap with colors to match main center
 - If the partial renovation option is selected for the main building, we would propose to construct awnings/canopies with standing seam metal to match the main building.
 - If the complete renovation option is selected for the main building, we would propose to utilize aluminum framing and canvas awnings in colors to match the main building. This would be the more cost-effective option, but the current budget has funds to cover the standing seam metal option.
 - For the Out-Lot building, to remove and replace all existing storefront windows and entrances (reuse existing openings), **ADD \$38,088**

We have included a 10% contingency in each of the budgets at this time, although the contingency does not carry on the options to the base budget. Based upon the numbers outlined above, our current estimate for the façade renovation, inclusive of the out-lot building and storefront replacement for both areas, as discussed to date would range from \$1,282,199 to \$1,423,207. Once we finalize a direction for the façade work, we can discuss plan creation timing, architectural/engineering charges, etc. with SOOS Architects to identify that portion of the costs as well.

I believe we have included all of the items per our last conversation, but please let us know if there are any additional items required. I will be in the office for the majority of next week so please let me know if there would be a good time to set up a conference call or meeting to review and to discuss how we proceed from here. We appreciate any feedback/comments you may have and look forward to speaking with you in the near future.

Thank you for the opportunity.


Brian D. Schwartz
Project Development Manager

21675 Gateway Road, Brookfield, WI 53045 ~Telephone (262) 790-1911 ~ Fax (262) 790-1964 ~ www.buildics.com

Your Partner in the Retail Industry



Preliminary Scope Budget

Project Hanover Park - Option #1 - Partial Rnovation of Façade
 1,080 sf

Date 7/5/2013

work item	Details	units	Estim. totals	cost plf
	wall sheathing	13220 sf		
	roof sheathing	8160 sf		
			\$125,870	\$116.55
Roofing	TPO	8160 sf		
Sheet metal	soffit panels	15120 sf		
			\$161,760	\$149.78
EIFS	walls	11180 sf		
	cornice	680 lf		
	columns	1232 sf		
			\$181,162	\$167.74
Drywall	frame columns	1232 sf		
	column sheathing	1232 sf		
			\$6,776	\$6.27
Electrical	wiring	3230 lf		
	install boxes	38 ea		
	wall mounted light fixtures	38 ea		
	panel work and breakers	3 ea		
	day timer	3 ea		
			\$34,520	\$31.96
Contingency	10% Contingency	0.1 pct		
			\$72,837	\$67.44
	Subtotal		\$801,209	\$741.86
	OHP 9%		\$72,109	\$66.77
	General liability		\$2,969	\$2.75
	Total		\$876,287	\$811.38
			Total for 1080'	Cost plf

Remove and replace aluminum storefront and entrances				
	remove entrances	35 ea		
	remove storefront	4371 sf		
	new storefront	4371 sf		
	entry doors	35 ea		
			\$173,364	\$160.52
	Subtotal		\$173,364	\$160.52
	OHP 9%		\$15,603	\$14.45
	General liability		\$642	\$0.59



Preliminary Scope Budget

Project Hanover Park - Option #1 - Partial Rnovation of Façade

1,080 sf

Date 7/5/2013

work item	Details	units	Estim. totals	cost plf
-----------	---------	-------	---------------	----------

- Architectural/engineering fees
- Permits and Plan Fees
- Utility Service/Connection Fees
- Special Assessments
- Tap Fees
- Atypical soils conditions which would require soils modifications, non standard footing design, bearing capacities less than
- Unknown Conditions
- Handling/Disposal Hazardous Mtl
- Builders Risk Insurance
- Reimbs. By Owner to Tenant
- Cost of Bond if required by Owner
- Winter Conditions
- Fire sprinkler work in the existing canopy. The cost for this work will be approximately \$40,000.00
- Modifications for ADA/Energy Code Compliance (e.g. sidewalk ramps, storefront modifications, etc.)



Preliminary Scope Budget

Project: Hanover Park - Option #2 - Complete Renovation of Façade
 846 If

Date 7/5/2013

work item	Details	units	Estim. totals	cost plf
General conditions	supervision TRAVEL	16 wk		
	travel PM biweekly	16 trip		
	insurance	By Owner		
	permits	By Owner		
	mobilization	1 alw		
	plans	1 bgt		
	postage	4 mo		
	Preconstruction services	1 ls		
	utility cost per month	By Owner		
	temp.water	By Owner		
	temp phone / fax	4 mo		
	temp. toilets	4 mo		
	weather protection	allow		
	safety	4 mo		
	signs	4 alw		
	hiring trailer	alw		
	trailer/storage	4 mo		
	msl equipment	1 alw		
	Office Trailer set up & removal	bgt		
	office trailer	mo		
	weekly clean	16 wk		
	final clean	psf		
	dumpsters contractor	8 ea		
MSL General conditions	1 bgt		\$81,800	\$96.69
Specialty GCs				
	temporary entrances	20 ea		
	temporary fencing	1 alw		
			\$13,000	\$15.37
Demolition				
	Structural demolition			
	remove standing seam metal roof	15120 sf		
	cut back fascia edge	1080 lf		
	remove soffit panel	15120 sf		
	remove sheet metal coping	1080 lf		
	chip down sonotubes	92 hr		
			\$108,720	\$128.51
Masonry				
	column bases	46 ea		
			\$16,100	\$19.03
Steel				
	brick ledge framing	46 ea		
			\$11,500	\$13.59
Carpentry rough				
	set trusses	540 ea		

Budget Total Specifically Excludes the Following:

Architectural/engineering fees

Permits and Plan Fees

Utility Service/Connection Fees

Special Assessments

Tap Fees

Atypical soils conditions which would require soils modifications, non standard footing design, bearing capacities less than 3,000psi,high

Unknown Conditions

Handling/Disposal Hazardous Mtl

Builders Risk Insurance

Reimbs. By Owner to Tenant

Cost of Bond if required by Owner

Winter Conditions

Fire sprinkler work in the existing canopy. The cost for this work will be approximately \$40,000.00

Modifications for ADA/Energy Code Compliance (e.g. sidewalk ramps, storefront modifications, etc.)



Preliminary Scope Budget

project **Hanover Park - Out Lot Building**

167 lf

Date 7/5/2013

work item	Details	units	Estim. totals	cost plf
General conditions	supervision TRAVEL	3 wk		
	travel PM biweekly	3 trip		
	insurance	By Owner		
	permits	By Owner		
	mobilization	1 alw		
	plans	1 bgt		
	postage	1 mo		
	Preconstruction services	1 ls		
	utility cost per month	By Owner		
	temp.water	By Owner		
	temp phone / fax	1 mo		
	temp. toilets	1 mo		
	weather protection	allow		
	safety	1 mo		
	signs	1 alw		
	hiring trailer	alw		
	trailer/storage	1 mo		
	msl equipment	alw		
	Office Trailer set up & removal	bgt		
	office trailer	mo		
weekly clean	3 wk			
final clean	psf			
dumpsters contractor	1 ea			
MSL General conditions	1 bgt		\$19,375	\$116.02
Specialty GCs				
	temporary entrances / barricades	1 ls	\$1,000	\$5.99
Demolition				
	Structural demolition			
	remove awnings	3 ea		
	chip down sonotubes	6 hr	\$990	\$5.93
Masonry				
	column bases	3 ea	\$1,050	\$6.29
Steel				
	brick ledge framing	3 ea	\$750	\$4.49
Carpentry rough				
	set trusses for canopies	42 ea		
	canopy roof sheathing	1008 sf	\$10,416	\$62.37
Sheet metal				
	soffit panels at canopies	420 sf		

	standing seam roof at canopies	1008	sf		
				\$9,408	\$56.34
EIFS					
	reface existing sign panel	400	sf		
	columns	84	sf		
				\$3,534	\$21.16
Drywall					
	frame columns	84	sf		
	column sheathing	84	sf		
				\$924	\$5.53
Electrical					
	wiring	1420	lf		
	can lights - every 12' in new and existing canopy	16	ea		
	can light wiring	480	lf		
	replace existing light fixtures	9	ea		
	panel work and breakers	1	ea		
	day timer	1	ea		
				\$17,185	\$102.90
Contingency					
	10% Contingency	0.1	pct		
				\$6,463	\$38.70
Subtotal				\$71,095	\$425.72
OHP 9%				\$6,399	\$38.31
General liability				\$263	\$1.58
Total				\$77,757	\$465.61
				Total for 167'	Cost plf

Paint existing standing seam equipment screen					
	paint standing seam metal roof	2400	sf		
				\$3,000	\$17.96
Subtotal					
OHP 9%					
General liability					
Total					
				\$3,000	\$17.96
				\$270	\$1.62
				\$11	\$0.07
				\$3,281	\$19.65
					Cost plf

Remove and replace aluminum storefront and entrances					
	remove entrances	7	ea		
	remove storefront	880	sf		
	new storefront	880	sf		
	entry doors	7	ea		
				\$34,825	\$208.53
Subtotal					
OHP 9%					
General liability					
Total					
				\$34,825	\$208.53
				\$3,134	\$18.77
				\$129	\$0.77
				\$38,088	\$228.07
				Total for 167'	Cost plf

Budget Total Specifically Excludes the Following:

- Architectural/engineering fees
- Permits and Plan Fees
- Utility Service/Connection Fees
- Special Assessments
- Tap Fees

Atypical soils conditions which would require soils modifications, non standard footing design, bearing capacities less
Unknown Conditions
Handling/Disposal Hazardous Mtl
Builders Risk Insurance
Reimbs. By Owner to Tenant
Cost of Bond if required by Owner
Winter Conditions
Fire sprinkler work of any kind
Modifications for ADA/Energy Code Compliance (e.g. sidewalk ramps, storefront modifications, etc.)

ASOOSOCIATES

Soos & Associates, Inc.
Architecture

105 Schellier Road Lincolnshire Illinois 60069
phone: 847 821 7667 fax: 847 821 8570

THESE DRAWINGS AND SPECIFICATIONS ARE THE CONFIDENTIAL AND PROPRIETARY PROPERTY OF SOOS & ASSOCIATES, INC. AND SHALL NOT BE COPIED OR REPRODUCED WITHOUT WRITTEN AUTHORIZATION. THE CONTRACT DOCUMENTS WERE PREPARED FOR USE ON THIS SPECIFIC SITE IN CONJUNCTION WITH ITS ISSUE DATE AND ARE NOT SUITABLE FOR USE ON A DIFFERENT SITE OR AT A LATER TIME. USE OF THESE DRAWINGS FOR REFERENCE OR EXAMPLE ON ANOTHER PROJECT REQUIRES THE SERVICES OF SOOS & ASSOCIATES, INC. REPRODUCTION OF THE CONTRACT DOCUMENTS FOR REUSE ON ANOTHER PROJECT IS NOT AUTHORIZED.

ILLINOIS DESIGN FIRM # 184003287

ICS
21675 Gateway Road
Brookfield, WI 53045

Client

FACADE ANALYSIS

HANOVER SQUARE
6704 BARRINGTON ROAD
HANOVER PARK, IL 60133

Project

Consultant

UPDATE STOREFRONT LAYOUT	07-12-2013	
CLIENT REVIEW	07-11-2013	
No.	Issue	Date

Seal

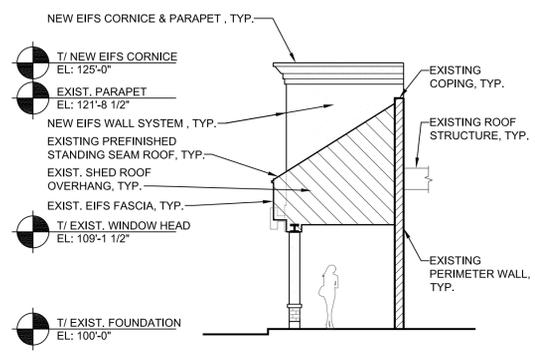
PRELIMINARY DRAWINGS

Date FEBRUARY 15, 2013
 Job Number 13 SA 020
 Drawn _____
 Checked _____
 Approved _____
 Title _____

PRELIMINARY EAST ELEVATIONS

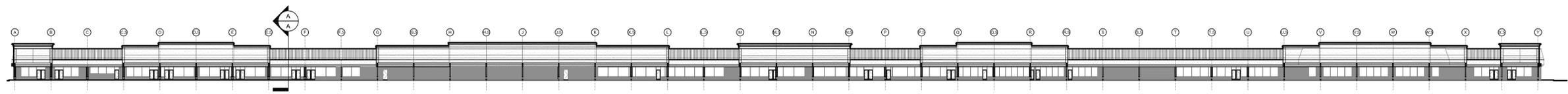
Sheet

A401

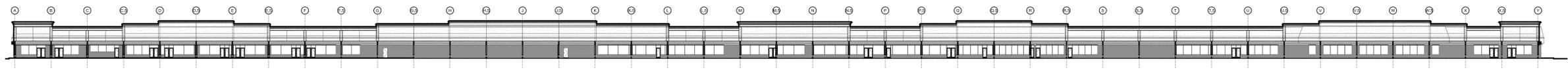


AA WALL SECTION - SCHEME 1

1/8" = 1'-0"



1 CONTINUOUS EAST ELEVATION - SCHEME 1
NTS



2 CONTINUOUS EAST ELEVATION - SCHEME 2
NTS



Village of Hanover Park

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

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

SUBJECT: Emerald Ash Borer Update

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: July 18, 2013 – Board Workshop

Executive Summary

This update is to provide the Village Board with an update of the current status of the Emerald Ash Borer’s effect on the Village’s public tree inventory.

Discussion

The Village had 10,000 trees located on parkways throughout the Village, with 3,317 being Ash trees, or 33% of the population. In 2007/2008, it was estimated that removal costs would be \$1,500,000 to \$2,000,000 and tree replacements would be \$1,500,000.

The following are the amounts which were requested and budgeted for subsequent budget years:

	Removals			Plantings	
	<u>Requested</u>	<u>Budgeted</u>		<u>Requested</u>	<u>Budgeted</u>
FY09	\$ 10,000	\$ 10,000	FY09	\$ 6,000	\$ 6,000
FY10	10,000	10,000	FY10	6,000	6,600
FY11	15,000	15,000	FY11	10,000	10,000
FY12	15,000	15,000	FY12	14,700	0
FY13	300,000	50,000	FY13	30,000	0
FY14	100,000	100,000	FY14	40,000	20,000
6 Year Total	\$450,000	\$200,000	6 Year Total	\$106,700	\$ 42,600

Agreement Name: _____

Executed By: _____

Removals

In-House: To date, using Public Works crews and our newly purchased bucket truck and stump grinding equipment, we have removed the following number of Ash trees.

<u>Fiscal Year</u>	<u># of Trees</u>
2009	0
2010	0
2011	0
2012	0
2013	209
2014 (to date)	161
Total	370

Contractually: To date, the following number of Ash trees have been removed and replaced using a tree contractor.

	<u>Removed</u>	<u>Planted</u>
FY09	27	20
FY10	30	30
FY11	50	50
FY12	259	0
FY13	364	0
FY14 (Bid For)	265	
Total	730	100
(Not Including Current Year)		

Current Year Funding for Removals: Current funding is \$100,000 for removal and yard repair. Average cost for one removal, stump ground, and yard repaired is \$350 each, allowing for 285 trees to be contractually removed this year. The current population of Ash is approximately 2,000 trees. At this funding level, with in-house removal of smaller trees, our best estimate is that it would take 5-years to remove all Ash trees in the Village based on the current funding levels.

Current Funding for Planting: As of today, we now have 1,000+ empty locations where ash trees once stood. Of those 1,000, we estimate there are 850+ acceptable planting locations. At the end of removal, in five more years, we will need to plant approximately 2,800 trees total. At current funding of \$20,000 per year, it would take 49 years to replace all 2,800 trees.

If we continue at current funding of \$120,000 for removal and replacements for the next five years, it would be a 12-year program to complete only the Ash replacements.

Agreement Name: _____ 2

Executed By: _____

At today's prices, we anticipated the cost for all Ash trees to be removed and yards repaired to be \$700,000. To replant 2,800 trees is estimated to cost \$980,000. \$1,700,000 today would be need to correct our Emerald Ash Borer problem.

Resident Notifications: Attached are copies of the notifications the Public Works Department provided to residents who are affected by the Emerald Ash Borer.

Current Options for Planting:

1. We currently inform residents that they have the option to plant a new parkway tree at their own cost. We provide the homeowner with a list of acceptable species, an approved location to plant, and a watering bag if requested.
2. Offer residents a 50/50 plan to plant new trees using a Village contractor.

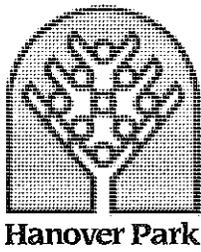
Recommended Action

Staff is working on the next step, which includes putting together a plan and determining funding options. Once completed, this will be brought to a future Board Workshop for discussion.

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

Agreement Name: _____ 3

Executed By: _____



Village of Hanover Park Public Works

Public Works Facility
2041 Lake Street
Hanover Park, IL 60133-4398

630-823-5700
FAX 630-823-5704
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

Dear Resident:

The Public Works Department has identified the parkway tree in front of your residence as an Ash tree that is infected by the Emerald Ash Borer. The Emerald Ash Borer is an insect that destroys the water and nutrient conducting tissues of a tree and eventually kills the entire tree.

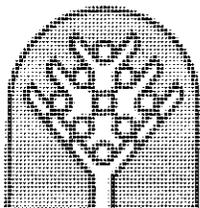
The Village has over 3,000 parkway Ash trees. Due to current funding constraints, this tree will not be removed at this time, but will be monitored by Village staff. Once adequate funding becomes available, this tree will be removed.

If you have any questions or concerns, please contact Scott Weber at 630-823-5700.

Sincerely,

Howard A. Killian, PE
Director of Engineering and Public Works

ck



Hanover Park

Village of Hanover Park Public Works

Public Works Facility
2041 Lake Street
Hanover Park, IL 60133-4398

630-823-5700
FAX 630-823-5704
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

Dear Resident:

Thank you for your interest in the planting of a new parkway tree in front of your residence.

I have attached an information sheet for your review. You will find information on the proper planting location, planting method, and finally a list of approved planting materials.

Please feel free to contact me with any questions you may have.

Sincerely,

Scott Weber
Street/Forestry Division Supervisor
630-823-5700