



# 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**  
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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, March 20, 2014  
6:00 p.m.

#### AGENDA

1. CALL TO ORDER-ROLL CALL
2. ACCEPTANCE OF AGENDA
3. REGULAR BOARD MEETING AGENDA ITEM REVIEW
4. DISCUSSION ITEMS
  - a. St. Ansgar Religious Procession Event Application
  - b. CGI Communications Contract
  - c. Agreement for Administrative Adjudication Hearings
5. STAFF UPDATES
  - a. Hanover Square Update
6. NEW BUSINESS
7. ADJOURNMENT



**TO:** Village President and Board of Trustees

**FROM:** Eira L. Corral, Clerk's Office

**SUBJECT:** St. Ansgar Church Street Procession and Public Assembly

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** March 20, 2014 – Board Workshop

**Executive Summary**

A Special Events Application has been submitted by St. Ansgar Church for a street procession on April 18, 2014 at 12:00 p.m. and a sidewalk procession on April 18, 2014 at 8:00 p.m. Per our Special Events Policy, special events requesting street closures or requiring the use of Village resources must be approved by the Village Board.

**Discussion**

In November of 2012, the Village Board approved the Special Events Policy to implement a process for the approval of special events in the Village of Hanover Park. The policy requires Board approval for special events with street closures or requiring the use of Village resources. Also, the policy indicates that a sponsoring agency that is a non-government entity shall pay all required fees and reimburse the Village 100% of the cost for all services rendered for the special event. The sponsoring agency will be provided with a cost estimate and is required to sign off on cost estimates for costs associated with services rendered for such special events. The requestor will be invoiced for reimbursement of final costs associated with services rendered for the special events within (60) days after the completion of the event.

The Clerk's Office received the Special Events Application from St. Ansgar Church on February 23, 2014 for a street procession on April 18, 2014 at 12:00 p.m. and a sidewalk procession on April 18, 2014 at 8:00 p.m. The application has been reviewed by the Clerk's Office and Village Departments.

Approval has been granted for sidewalk processions for April 18, 2014 at 8:00 p.m. These events will be supported by limited Police Department personnel at no cost to St. Ansgar Church. Per the Special Event Policy, the Village Board must approve the street procession of April 18, 2014 at 12:00 p.m.

Staff has determined that Village Personnel: Police and Public Works, and equipment will be required. The following is a breakdown of the event that is still pending approval, including costs associated with services rendered:

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

**Friday, April 18, 2014**

Street Procession - 12:00 p.m.

Public Assembly at Park District

Police Department	\$2,358.34	Public Works	\$1,205.00
Volunteer Credit*	(\$841.30)	Barricade Set-up	
<b>Total Police Cost</b>	<b>\$1,517.04</b>	<b>Total PW Cost</b>	<b>\$1,205.00</b>

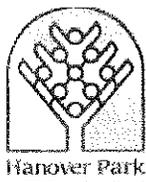
\*The Volunteer Credit is contingent on the number of volunteers that participate in assisting the day of the event. Therefore, the final total police cost can vary from a maximum of \$2,358.34 to a minimum \$1,517.04.

Additionally, the Public Works Department recommended that a special inspection and pot hole filling at a cost of \$500.00 and an additional \$500.00 to make sure the sidewalk is safe for the entire route. This amount would not be billed to the requesting organization.

**Recommended Action**

Motion to approve St. Ansgar Church's special event application requesting the street closures for a street procession on Friday, April 18, 2014 at 12:00 p.m.

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$2,722.04	
<b>Account Number:</b>		



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## SPECIAL EVENTS APPLICATION

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

### PART A: APPLICANT INFORMATION

**Applicant Name:** St Ansgat Catholic church

**Doing Business As (Name):** Same

**Applicant Address:** 2040 laurel ave

**City:** HANOVER PARK **State:** ILLINOIS **Zip:** 60133

**Phone:** 630-837-5553 **Email:** victormgalvan@yahoo.com

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

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

**Name of Business Manager / Event Contact:** Paul Dietche / Victor Galvan

**Address:** 2040 laurel ave

**City:** Hanover Park **State:** IL **Zip:** 60133

**Phone:** 630-837-5553 **Email:** victormgalvan@yahoo.com

### PART B: EVENT INFORMATION

**Name of Event:** Religious Procession

**Event Location:** Streets of Hanover Park

**Description / Purpose of Event:** for the 12:00 noon processiion We will like to use the streets of Hanover Park, starting at St Ansgar Church then Laurel ave. (East) to church ave. (south) to the Park District hill. (end)  
 for the 8:00 pm we will be using only the sidewalk, starting at St ansgar Church then Laurel ave. (east) East ave. (south) Sycamore (west) to Center (north) to our parking lot. (end)

**Date(s) Requested (Month & Day):** 04/18/2014

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

First Procession will be from 12:00pm to 2:00 pm

Second procession will be (sidewalk) from 8:00 pm to 9:00 pm Note: this will be a silent procession.



**Type of Event:**

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

- Attached Site Plan No site map attached. Applicant has been advised to fwd. Route is outlined in page 1.
- Attached Certificate of Insurance:

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

Applicant is required to submit additional permit fees as follows:

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

- Road Race: Run/Walk/ or Bike Ride       Parade

- Public Assembly / Demonstration      DOES NOT APPLY

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

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

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

- Other (Please Specify) \_\_\_\_\_

**Other Activities That Will Take Place:**

- Sale and/or Consumption of Alcohol (Requires Separate Application)
- Raffle (Requires Separate Application)      DOES NOT APPLY

- Temporary Signage (Requires Separate Application)

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

- Admission fee will be charged. Admission cost \$ \_\_\_\_\_

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



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**Event Logistics:**

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

YES       NO

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

**How many participants / attendees are expected?** \_\_\_\_\_ for the 12:00 pm from 1,000 to 1,500 aprox.  
 \_\_\_\_\_ for the 8:00 pm from 200 to 400 aprox.

**Any street closures requested?**  Yes  No \_\_\_\_\_ for the 8:00 pm only to hold the traffic on these Streets,  
 laurel ave/East ave/ poplar st/ and center ave.

If "YES" what streets? \_\_\_\_\_ for the 12:00 pm we will need barricades on the streets crossing Laurel ave. and Church ave

Justification for street closure: \_\_\_\_\_  
 PEOPLE WILL BE WALKING AND CROSSING THE STREETS AND TO AVOID ANY INCIDENTS.

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

\_\_\_\_\_ THERE WILL BE NO WASTE, BUT IF NEEDED, WE WILL PROVIDE VOLUNTEERS TO DO THE CLEANING.  
 \_\_\_\_\_  
 \_\_\_\_\_

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

If yes, how many spaces: \_\_\_\_\_ 176

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



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**Check All Equipment That Will Be In Use:**

**Tents-** State the number that will be in use and size of each: \_\_\_\_\_

**Temporary Seating**

**Tables / Chairs**

**DOES NO APPLY**

Number proposed outdoors \_\_\_\_\_

Number proposed indoors \_\_\_\_\_

**Restrooms**

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

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

**Temporary stage or other structure**

**DOES NOT APPLY**

**Amplifiers / Sound System**

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

**Outdoor Water Use.**

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

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

**Name of Company:** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_ **DOES NOT APPLY**

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Date Business Was Incorporated:** \_\_\_\_\_ **List Any Branch Locations:** \_\_\_\_\_



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

If so, state the location: \_\_\_\_\_

Indicate Disposition of Application: \_\_\_\_\_

**PART D: APPLICANTS STATEMENT OF AGREEMENT**

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

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

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

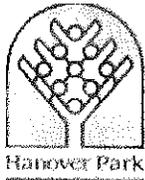
The Village of Hanover Park requires a cancellation notification within seven (7) days of the event taking place. Failure to make proper notification shall result in the sponsor being liable for any costs to the Village associated with the event.

<b>Victor M Galvan</b>	<b>10-23-2013</b>
<b>Print Name</b>	<b>Date</b>
 	<b>Volunteer</b>
<b>Signature of Applicant</b>	<b>Title</b>

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
Notary Signature





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## Indemnification / Hold Harmless Agreement

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

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

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

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

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

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

<u>St Ansgar Catholic Church</u>	<u>04/18/2014</u>	_____
(Name of Organization)	(Date)	(Authorized Signatory)

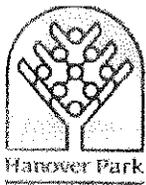
Signed and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED.**

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

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



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**OFFICE USE ONLY  
 DEPARTMENT REVIEW**

Village Clerk Review:

Approved:  Denied:

Cost Estimate: \$ \_\_\_\_\_

Comments:

Applicant has not signed statement of agreement pg 6 or hold harmless agreement pg 7.  
 Certificate of Insurance must be provided for street closures before permit issued.

Public Works Review:

Approved:  Denied:

Cost Estimate: \$ \_\_\_\_\_

Based on the needs for barricade set up, we are estimating a cost of \$1,205. Additionally, since the roadway is not intended for walkers, we are recommending a special inspection and pot hole filling at a cost of \$500, and an additional \$500 to make sure the sidewalk is safe the entire route.

Police Department Review:

**Total Cost for Street Procession and Silent Walk (Maximum Cost) 2813.24**  
**Total Street Procession Cost for Personnel (maximum case) 2358.34**  
 Credit for Volunteers to perform traffic control 841.30  
**Total Personnel Cost for Street Procession (minimum case) 1517.04**

Community Development Review:

Approved:  Denied:

Cost Estimate: \$ \_\_\_\_\_

Community Development has no objections. The only question we would have is will they have any signage (temporary or directional) - if so, they need to submit info about size, number and placement.

Fire Department Review:

Approved:  Denied:

Cost Estimate: \$ \_\_\_\_\_

Comments:

2/26/14 Fire has no problem with the St. Ansgar permit.

Legal Review:

Approved:  Denied:

Cost Estimate: \$ \_\_\_\_\_

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TO:** Village President and Board of Trustees

**FROM:** Juliana Maller, Village Manager  
Shubhra Govind, Community & Economic Development Director

**SUBJECT:** CGI Communications, Inc. – Video Tour Agreement

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** March 20, 2014 – Board Workshop

**Executive Summary**

CGI Communications has approached the Village of Hanover Park regarding their Community Video Showcase Program, which they work on in partnership with the National League of Cities and the U.S. Conference of Mayors.

**Discussion**

Each year, CGI Communications allocates resources to reach out to ten communities in Illinois to showcase. Hanover Park has been selected as one of these communities.

CGI offers to showcase the Village through one welcome video and up to three additional videos of our choice, which highlight education, economic development, and a specific area of Hanover Park. Each video is 60-90 seconds in length. A fifth video featuring a community organization to promote a charity, non-profit group, or other organization of our choosing is also available. CGI would complete the script, filming and production of each video, and Hanover Park would have final approval. The videos will then be featured on the home page of the Village's website, as well as on a national relocation network website called relocate.org.

This is a cost-free program to the Village. CGI is able to do this by obtaining "sponsors" for each of the videos, including the logos of the sponsors, along with a link to their website, around the perimeter of the video panel (sample attached). The Village would provide CGI with a letter of introduction to this program for them to send to potential sponsors. A sample of this letter is attached. They would target local Hanover Park businesses as sponsors. It should be noted that the contract includes language regarding groups and organizations that the Village would not allow to advertise as listed on the Advertising Guidelines attachment. If CGI is not able to get any sponsors, they will still complete the videos at no cost to the Village.

Staff seeks Board approval for the Village to participate in the program for a 3-year time frame. The Village of Hanover Park will assume no cost or liability for this project.

Agreement Name: 2014 Community Video Tour Agreement

Executed By: Village Manager

**Recommended Action**

Approve the Village's participation in the Community Video Showcase Program and authorize the Village Manager to execute the agreement.

**Attachments:** Agreement  
Advertising Guidelines  
Village of Village Park Sample  
Sample Letter of Introduction to Sponsors

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$0	
<b>Account Number:</b>		

# 2014 Community Video Tour Agreement

**CGI Communications, Inc.**  
130 East Main Street, 8th Floor  
Rochester, NY 14604  
(800) 398-3029 phone  
(866) 429-8611 fax

**Name:** Juliana Maller  
**Title:** Village Manager 4-B  
**Address:** 2121 Lake Street  
**Village, State, Zip:** Hanover Park, IL 60133  
**Phone:** (630) 823-5608  
**Email:** jmaller@hpil.org  
**Website:** www.hanoverparkillinois.org

*This agreement is between CGI Communications, Inc. and the Village of Hanover Park and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewing via a link on the [www.hanoverparkillinois.org](http://www.hanoverparkillinois.org) website homepage for viewer access. Any termination or modification of this Agreement shall not take effect until the expiration of the current term.*

**CGI Communications, Inc shall provide a Community Video Program as follows:**

- One Welcome video from your Mayor or other civic leader
- Up to three additional videos to showcase various aspects of your community (providing a total of four 1 minute community highlight videos)
- One Community Organization chapter to promote charities, nonprofits and community development organizations
- Script writing and video content consultation
- A videographer will come to your location to film videos
- We reserve the right to use still images and photos for video production
- All aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Final draft of Community Video Showcase content subject to your approval (up to 3 sets of revisions allowed). Any request for approval any revision, including final draft, shall be deemed approved if no response is received by us within thirty (30) days of request
- Patented OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Business sponsors allowed on the perimeter of video panels
- Businesses will be allowed to purchase various digital media products and services from CGI Communications and its company affiliates
- Duration of sponsor participation will be one to two years and CGI Communications is solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution'
- The Village's advertising guidelines are attached hereto and incorporated herein. CGI shall adhere to said guidelines not to suppress expression, but to ensure the caliber and quality of content is appropriate and compatible with Village purposes.
- Viewer access of the Community Video Program from your website shall be facilitated by CGI Communications providing HTML source code for graphic link to be prominently displayed on the [www.hanoverparkillinois.org](http://www.hanoverparkillinois.org) website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement; "Video Tour" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- CGI Communications will own copyrights of the master Community Video Program
- The Village of Hanover Park will assume no cost or liability for this project

**The Village of Hanover Park shall:**

- A letter of introduction for the program on your organization's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI Communications the right to use organization's name in connection with the preparation, production, and marketing of the program
- Display the "Coming Soon" graphic link prominently on the [www.hanoverparkillinois.org](http://www.hanoverparkillinois.org) website homepage within 10 business days of receipt of HTML source code
- Agrees to display the "Video Tour" link to be no less than 150 by 400 pixels prominently on the [www.hanoverparkillinois.org](http://www.hanoverparkillinois.org) website homepage for the term of this agreement
- In the event contract signatory changes, the Village of Hanover Park agreement shall remain valid until the agreed upon expiration date
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content on Community Video Program and all related CGI Programs, including but not limited to its "Community Video Network"
- Represent and warrant that any and all photographs, videos, and other content it submits to us for use in any video or other production does not infringe on any third party's copyrighted material, trademark or other intellectual privacy or publicity rights and shall defend and indemnify us from any such claim or action

**This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. Breach of any one provision shall not negate requirements of any other provision.**

*We, the undersigned, understand the above information and have full authority to sign this agreement*

The Village of Hanover Park, IL

**Signature:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CGI Communications, Inc.

**Signature:** Nicole Rongo

**Name (printed):** Nicole Rongo

**Title:** Vice President of Marketing

**Date:** February 27, 2014



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**PRESIDENT**  
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JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**VILLAGE MANAGER**  
JULIANA A. MALLER

### Village of Hanover Park Advertising Guidelines

Inappropriate Materials: Inappropriate materials includes, but is not limited to the following:

- a. Unauthorized and unapproved use of the Village of Hanover Park's advertising assets (such as talent, logos, characters, etc.),
- b. Weapon advertisements (knives, firearms, bullets, etc.),
- c. Pornography advertisements, including but not limited to any site selling, showing, linking, offering for free or otherwise, sex related matters in any medium and/or media, products or services that include massage parlors, escort services, and/or matters with sexual overtones,
- d. Pharmaceutical advertisements
- e. Potentially slanderous or libelous content,
- f. Bad language, body parts, proxies for bad language,
- g. Indecent language or behavior,
- h. Gambling,
- i. Hostility or violence,
- j. Illegal discrimination of any group,
- k. Attacks considered ethnic, racial, sexual, or religious,
- l. Content harmful to children, emotionally or physically,
- m. Alcoholic beverages,
- n. Tobacco products,
- o. Inherently dangerous products,
- p. Advertisements and/or links for products and/or services that violate the law,
- q. Advertising that is false, misleading, deceptive and/or offensive to the moral standards of the community, or contrary to good taste,
- r. Advertising which might be contrary to the best interests of the Village, its departments, appointed and elected officials, respectively and/or states or suggests that proponents or opponents of the persons or measures advertised are vulgar, greedy, immoral, monopolistic, illegal or unfair,
- s. Political advertising,
- t. Involves or refers to political, religious, moral or environmental issues subject to public debate,
- u. Items or services prohibited by the Hanover Park Code of Ordinances,
- v. Any information that would subject the website to be a public forum,
- w. Links to sites that contain malicious software that may be uploaded and/or downloaded to the internet user's computer, including but not limited to spyware, adware, malicious pop-ups, and/or viruses. Non-malicious "Cookies", a very small text document that often included anonymous unique identifiers, are acceptable.



# Village of Villa Park

Take me to

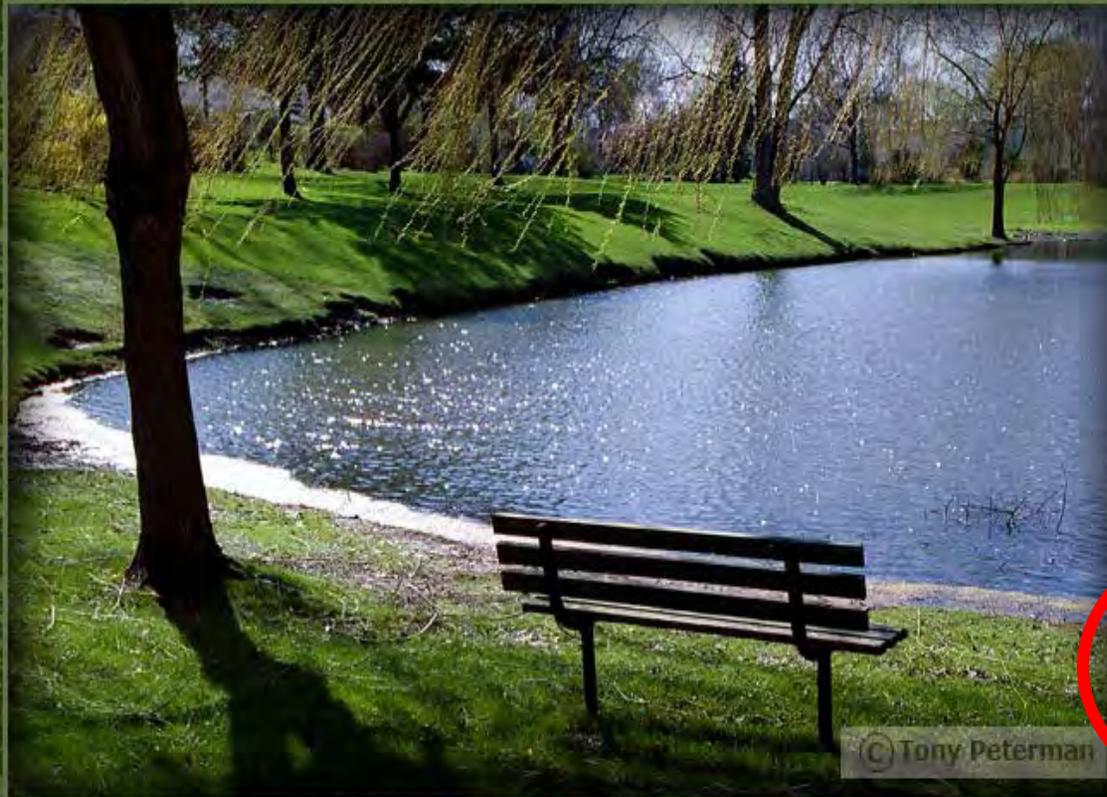
Resident Information

Government

Business

Community Events

Contact Us



### Headlines

[View All](#)

- WBHS Winter Concerts
- Warming Centers
- Snow and Ice Control
- Thin Ice Warning

### Key Information

- Reduce Use of Road Salt
- Citizens Police Academy
- VP Achieves 91.4 Transparency Grade
- Passport Parking METRA Lot
- Electric Aggregation Update
- Legislative Action Program
- Elderly Services Program
- Railroad Safety Guidelines
- Fire Department
- Police Department

### Community Videos





Villa Park TourBook

00:02 / 01:24

See Surrounding Communities    Send to a Friend    Sponsorship Information    Next!

Dear Hanover Park Business Owner:

The Village of Hanover Park is excited to announce the launch of a new program that we feel will have a significant impact on the promotion of our wonderful community. We have entered into an agreement with CGI Communications to produce a series of streaming online videos highlighting all our community has to offer its residents, visitors, and businesses.

CGI is a leader in online marketing solutions, working with thousands of communities and businesses nationwide. With an easily viewable interface on the official village website ([www.hanoverparkillinois.org](http://www.hanoverparkillinois.org)) their video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and so much more.

In addition to the videos being on the village's official web site, they will also be featured on Relocate.org, the largest relocation network in the nation. The Village of Hanover Park is dedicated to highlighting the advantages of living and working in our community, and we feel that this program can do just that!

A representative of CGI Communications will be contacting you with an opportunity to take advantage of their innovative digital media tools and services. We encourage you to consider supporting this program, which we feel is truly a win-win for all involved.

Best Regards,

Signatory  
Title



**TO:** Village President and Board of Trustees

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

**SUBJECT:** Agreement for Services between the Village of Hanover Park and the Law Offices of Victor Puscas for Administrative Adjudication Hearings.

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** March 20, 2014 – Board Workshop

**Executive Summary**

Discussion of the Agreement for Services between the Village of Hanover Park and the Law Offices of Victor Puscas for Administrative Adjudication Hearings.

**Discussion**

Since 2004, Victor Puscas has served as the Administrative Hearing Officer for the Village of Hanover Park's administrative hearings. Staff has been very pleased with the services of Mr. Puscas and has not had any issues with his services since he was hired in 2004. With the expansion of the administrative adjudication program set to occur in the coming months, staff recommends that we renew the terms of our agreement with Mr. Puscas with a written agreement. Mr. Puscas has been working without a written agreement since being hired in 2004. Attorney Paul has drafted the attached agreement for your review.

**Recommended Action**

Move to approve the Agreement for Services between the Village of Hanover Park and the Law Offices of Victor Puscas for Administrative Adjudication Hearings and direct staff to place on the April 3rd agenda for Board approval.

**Attachments:** Agreement  
Administrative Hearing Officer Rates

<b>Budgeted Item:</b>	_____ Yes	_____ <u>X</u> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	\$	
<b>Account Number:</b>		

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

**AGREEMENT FOR SERVICES BETWEEN THE VILLAGE OF HANOVER PARK  
AND THE LAW OFFICE OF VICTOR PUSCAS  
ADMINISTRATIVE ADJUDICATION HEARINGS**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Law Office of Victor Puscas, of Aurora, Illinois (hereinafter referred to as “Puscas”) and the Village of Hanover Park, a municipal corporation (hereinafter referred to as “Village”).

1. This Agreement is for a one (1) year term but is renewable annually, unless otherwise terminated by the Parties.
2. Puscas, a licensed Illinois attorney for at least three (3) years, agrees to serve as a Hearing Officer for the Village of Hanover Park’s Administrative Adjudication Hearings on Village pre-determined day(s) and time(s) each month, not to exceed two (2) days per month.
3. Village agrees to pay Puscas at a rate of One Hundred Sixty-Five and no/100 dollars (\$165.00) per hour for time spent at Village pursuant to his duties under this Agreement, with a minimum of two (2) hours for each hearing date. Puscas will provide Village with invoices every month listing the hours worked.
4. Puscas agrees, during the period of time for which he provides the services and after his term of employment, not to reveal any confidential or sensitive information regarding any Village records, documents, procedures, and/or operation of Village to any person, firm, corporation or other entity.
5. Puscas agrees that neither he nor any attorney from his law office may engage in any conflict of interest or appearance of any conflict of interest with his duties under this Agreement, and he and they will not engage clients adverse to the Village.
6. Puscas represents that he and anyone from his law office serving as a hearing officer for Village have successfully completed a formal training program that includes:
  - (a) Instruction on the rules of procedure for the administrative hearings that they will conduct;
  - (b) Orientation to each subject area of the code or ordinance violation, if any, that they will adjudicate;
  - (c) Observation of administrative hearings; and
  - (d) Participation in hypothetical cases, including ruling on evidence and issuing final orders.
7. Puscas shall obey and enforce all policies, laws, ordinances, codes, rules and regulations in a fair and impartial manner and shall conduct himself and the proceeding with proper decorum, dignity, and respect for all those concerned.

8. Puscas will act as Village's Administrative Hearing Officer and preside at all Village Administrative Adjudication Hearings for which he is scheduled for motor vehicle seizures and impoundments, nuisance abatement hearings, parking violations, code enforcement violations, ordinance violations and red light camera violations.
9. Puscas' duties shall include:
  - (a) Hearing testimony and accepting and evaluating evidence that is relevant to the existence or non-existence of a violation;
  - (b) Issue subpoenas directing witnesses to appear at hearings;
  - (c) Preserve and authenticate the record of hearings;
  - (d) Issue determinations based on evidence presented at the administrative hearings; and
  - (e) Impose the authorized penalties, fines, and costs as well as orders to correct, but not including a penalty of incarceration.
10. This Agreement may be terminated by either party for any reason upon 60-days written notice to the other party. The termination will be effective on the date set forth in the written notice unless the other party, in the same manner, also terminates the Agreement on an earlier date but also upon a 60-day written notice.
11. This Agreement constitutes the entire agreement between the parties. It may only be altered by written agreement, which is signed by both parties.
12. This Agreement may not be transferred or assigned by the parties. Puscas agrees that if he is unavailable to attend the regularly scheduled date and time, his partner, Sandra Parga, a licensed attorney for at least three (3) years who has completed the training in paragraph 6. and shall comply with paragraphs 7. and 9., will preside at the regularly scheduled hearings.

Law Office of Victor Puscas

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Victor Puscas

Village of Hanover Park, Illinois, a  
municipal corporation

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Juliana Maller, Village Manager

**Administrative Hearing Officer Rates**

Below are some rates for neighboring municipalities:

<b>Municipalities</b>	<b>Hourly Rate</b>
Bartlett	\$150
Oak Brook	\$185
Crystal Lake	\$150
Carol Stream	\$180
Bloomington	\$50 per 1/4 hr
Addison	\$175
Streamwood	\$185
Hinsdale	\$200