



MEETING AGENDA

**MEETING OF THE
VILLAGE BOARD OF TRUSTEES
Tuesday, April 18, 2017
7:30 P.M.
MEMORIAL HALL – MEMORIAL BUILDING
(Tentative & Subject to Change)**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

a) Special Meeting of April 4, 2017

4. CITIZENS' PETITIONS (Pertaining to items appearing on this agenda)*

5. POLICE DEPARTMENT RECOGNITION

6. ARBOR DAY PROCLAMATION

7. VILLAGE PRESIDENT'S REPORT

8. FIRST READINGS - INTRODUCTION

*Items included for First Reading - Introduction may be disposed of in any one of the following ways: (1) moved to Consent Agenda for the subsequent meeting of the Board of Trustees; (2) moved to Second Reading/Non-Consent Agenda for consideration at a future meeting of the Board of Trustees; or (3) referred to Committee of the Whole or appropriate Board or Commission. (Note that zoning matters will not be included on any Consent Agenda; all zoning matters will be afforded a First and a Second Reading. Zoning matters indicated below by **.)*

Administration & Community Affairs (Chair Hughes)

- a) Approve an Amendment to the Village Personnel Policy to Allow Employees to Use Up to 32 Hours of Accrued Sick Time to Care for Specified Family Members
- b) Accept the Proposal from Sikich, LLP to Provide Auditing Services for Fiscal Years Ending April 30, 2017, April 30, 2018 and April 30, 2019

9. CONSENT AGENDA

*All items listed below have previously had a First Reading of the Board or are considered Routine*** and will be moved forward by one motion. There will be no separate discussion of these items unless a member of the Village Board or citizen so request, in which event the item will be removed from the Consent Agenda.*

Administration & Community Affairs (Chair Hughes)

- a) Approval and payment of the accounts payable for the period of April 5, 2017 through April 18, 2017, in the aggregate amount of \$1,096,866.11 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk***
- b) Approve a street closure on Chicago Avenue and Burlington Drive from Washington Street to Garfield Street on Sunday, August 20, 2017, and Sunday, October 1, 2017, for a Fuelled coffee and classics car event (*First Reading – April 4, 2017*)
- c) Approve FY2017-2018 Pay Scales (*First Reading – April 4, 2017*)

10. SECOND READINGS / NON-CONSENT AGENDA - ADOPTION

*These items require action of the Board. Typically, items appearing for Second Reading have been referred for further discussion/clarification or are zoning cases that require two readings. In limited instances, items may be included on the Non-Consent Agenda that have not had the benefit of a First Reading due to emergency nature or time sensitivity. *****

Zoning & Public Safety (Chair Stifflear)

- a) Approve the purchase of one new Emergency Medical Ambulance from North Central Emergency Vehicles located at 12249 S. Rhea Drive, Plainfield, and whose manufacturing plant is at 1170 Production Dr., Van Wert, Ohio, in an amount not to exceed \$212,556 (*First Reading – April 4, 2017*)
- b) Approve an Ordinance Amending Section 6-106(B)(7), of the Hinsdale Zoning code to allow Tutoring and Educational Curriculum Development as a Special Use in the O-2 Limited Office District (O-2)**; (*First Reading – April 4, 2017*)
- c) Approve an Ordinance Approving a concurrent Special Use Permit for Tutoring and Educational Curriculum Development by TinkRWorks LLC in the O-2 Limited Office District at 21 W. Second Street** (*First Reading – April 4, 2017*)
- d) Approve an Ordinance Approving a concurrent Special Use Permit for Tutoring and Educational Curriculum Development by Stec Educational Group LLC in the O-2 Limited Office District at 534 Chestnut Street** (*First Reading – April 4, 2017*)
- e) Approve annual request from Casa Margarita for outdoor seating (*First Reading – April 4, 2017*)
- f) Approve an Ordinance approving an Exterior Appearance Plan for new windows and roof solar panels on building at 17 W. Maple Street** (*First Reading – April 4, 2017*)

11. DISCUSSION ITEMS

- a) Update on proposed I-294 Tollway expansion
- b) Master Infrastructure Plan (MIP) - Bond Sale Update

12. DEPARTMENT AND STAFF REPORTS

- a) Fire
- b) Public Services

13. REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

14. OTHER BUSINESS

15. NEW BUSINESS

16. CITIZENS' PETITIONS (Pertaining to any Village issue)*

17. TRUSTEE COMMENTS

18. CLOSED SESSION– 5 ILCS 120/2(c) (1)/(2)/(3)/(5)/(8)/(11)/(21)

19. ADJOURNMENT

Prior to asking for a motion to adjourn the meeting, the Village President will confirm whether a Committee of the Whole meeting will be convened.

*The opportunity to speak to the Village Board pursuant to the Citizens' Petitions portions of a Village Board meeting agenda is provided for those who wish to comment on an agenda item or Village of Hinsdale issue. The Village Board appreciates hearing from our residents and your thoughts and questions are valued. The Village Board strives to make the best decisions for the Village and public input is very helpful. Please use the podium as the proceedings are videotaped. Please announce your name and address before commenting.

******Routine items appearing on the Consent Agenda may include those items that have previously had a First Reading, the Accounts Payable and previously-budgeted items that fall within budgetary limitations and have a total dollar amount of less than \$500,000.***

*******Items included on the Non-Consent Agenda due to "emergency nature or time sensitivity" are intended to be critical business items rather than policy or procedural changes. Examples might include a bid that must be awarded prior to a significant price increase or documentation required by another government agency to complete essential infrastructure work.***

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact Darrell Langlois, ADA Coordinator, at 630-789-7014 **or by TDD at 630-789-7022** to allow the Village of Hinsdale to make reasonable accommodations for those persons.

Website <http://villageofhinsdale.org>

**VILLAGE OF HINSDALE
VILLAGE BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
Tuesday, April 4, 2017**

The specially scheduled meeting of the Hinsdale Village Board of Trustees was called to order by Village President Tom Cauley in Memorial Hall of the Memorial Building on Tuesday, April 4, 2017 at 6:05 p.m., roll call was taken.

Present: President Tom Cauley and Trustees Christopher Elder, Neale Byrnes, Luke Stifflear, Laura LaPlaca and Scott Banke

Absent: Trustee Gerald J. Hughes

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Director of Public Safety Brad Bloom, Police Chief Kevin Simpson, Deputy Police Chief Tom Lillie, Fire Chief John Giannelli, Firefighter/Paramedic Doug Neimeyer, Director of Community Development/Building Commissioner Robb McGinnis, Director of Public Services George Peluso, Village Planner Chan Yu, Interim Manager of Parks & Recreation Heather Bereckis, Administration Manager Emily Wagner, Management Analyst Jean Bueche, and Village Clerk Christine Bruton

PLEDGE OF ALLEGIANCE

President Cauley led those in attendance in the Pledge of Allegiance.

APPROVAL OF MINUTES

March 22, 2017

There being no changes or corrections to the draft minutes, Trustee Elder moved to **approve the minutes of the special meeting of March 22, 2017, as presented.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear and Banke

NAYS: None

ABSTAIN: Trustee LaPlaca

ABSENT: Trustee Hughes

Motion carried.

Closed Session Minutes

There being no changes or corrections to the closed session draft minutes, Trustee Elder moved to **approve the minutes of the closed sessions of November 1, 2016, February 21, 2017, and March 22, 2017, as presented.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

CITIZENS' PETITIONS

District 181, Madison School 5th Graders

In conjunction with a school project, 5th grade students Ms. Adele Groom, Ms. Anya Raman, Ms. Lola Tortorello, Ms. Sophia Giannini, Ms. Maya Menon, Ms. Olivia Farah, Ms. Naomi Cook, and Ms. Taylor Gomez, addressed the Board regarding their concerns about the condition of Hinsdale roads. They took a survey of roads and found them bumpy, with many cracks and potholes. They have reviewed the Master Infrastructure Plan, and disagree with which roads are scheduled first. They suggested the Village focus on Seventh Street, between Madison and Stough. Streets in this condition are particularly dangerous in the area of schools.

The Board thanked the students for their input, and will look into their suggestions.

VILLAGE PRESIDENT'S REPORT

President Cauley announced the death of former Village President Bill Moore, who died on March 28th at the age of 100 years old. President Cauley said he had met Mr. Moore several times, and noted he was fond of telling jokes, and was a special person.

Appointments to Boards and Commissions

President Cauley introduced an item to appoint Ms. Debra Braselton to a three year term on the Plan Commission to replace Ms. Mary Ryan, whose term is expiring April 30th. He noted that Ms. Braselton has previously served as Chair of the Zoning Board of Appeals. Trustee Elder moved **to approve the appointment as recommended by the Village President.** Trustee Banke seconded the motion.

Trustee LaPlaca voiced an objection to making an appointment at this time, because the term of the person being replaced is not officially over. She would prefer to wait until the new Board is seated.

AYES: Trustees Elder, Byrnes, Stifflear and Banke

NAYS: LaPlaca

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

FIRST READINGS - INTRODUCTION

Administration & Community Affairs (Chair Hughes)

- a) **Approve a street closure on Chicago Avenue and Burlington Drive from Washington Street to Garfield Street on Sunday, August 20, 2017, and Sunday, October 1, 2017, for a FuelFed coffee and classics car event**

President Cauley introduced the item which is a request for street closures on August 20th and October 1st for a car show. He said this organization has held the same event in Winnetka successfully since 2010. He noted the Village has approved these types of events in the past when they are offered by a non-profit group.

Mr. Andy Blankenburg of 420 Eighth Place, addressed the Board, and explained the group is looking for another location with the kind of aesthetics and amenities as Hinsdale. He believes it would be advantageous to Hinsdale restaurants and merchants to have the event in town. He said there are about 50 vehicle owners; the event is geared toward families.

Ms. Lorraine Hughes, Vice President of FuelFed, Inc. explained that FuelFed is technically a for-profit organization, because that structure is more affordable and there are fewer rules and regulations, however, they operate as a non-profit.

Mr. Bloom added the Village is in receipt of the appropriate insurance for this type of event. Discussion followed regarding advertising the event.

The Board agreed to move this item to the consent agenda of their next meeting.

- b) **Approve FY2017-2018 Pay Scales**

President Cauley introduced the item and reminded the Board this matter had been discussed at the joint meeting between the Committee of the Whole and the Finance Commission. He noted the 2% increase across the board.

The Board agreed to move this item to the consent agenda of their next meeting.

Zoning & Public Safety (Chair Stifflear)

- c) **Approve the purchase of one new Emergency Medical Ambulance from North Central Emergency Vehicles located at 12249 S. Rhea Drive, Plainfield, and whose manufacturing plant is at 1170 Production Dr. Van Wert, Ohio, in an amount not to exceed \$212,556**

Trustee Stifflear introduced the item, explaining this purchase would replace the current back up ambulance; he described the age and equivalent wear and tear on the vehicle. This item is in the budget for \$260,000, and the purchase adheres to the replacement policy. The Village received three qualified bids; this is the lowest qualified bidder. The lead time for a vehicle like this is 10-11 months; therefore the ambulance will not be in service until February 2018.

The Board agreed to move this item forward for a second reading at their next meeting.

- d) **Approve an Ordinance Amending Section 6-106(B)(7), of the Hinsdale Zoning code to allow Tutoring and Educational Curriculum Development as a Special Use in the O-2 Limited Office District (O-2);**

Trustee Stifflear introduced the item, and asked the text amendment be discussed separately from the associated special use permit. The text amendment would allow

tutoring services and educational curriculum development services as a special use in the O-2 limited office district. The request is being driven by uses which are currently not captured in our code, but are in demand. These types of uses will be categorized as special uses, so each request can be reviewed independently for intensity of use.

The Board agreed to move this item forward for a second reading at their next meeting.

e) **Approve an Ordinance Approving a concurrent Special Use Permit for Tutoring and Educational Curriculum Development by TinkRWorks LLC in the O-2 Limited Office District at 21 W. Second Street**

Trustee Stifflear introduced the item and explained this is a request for a 3,000' square foot space on the third floor of the US bank building. The property borders an O-2 zoning district to the west and north B-1 to the south, and B-2 to the east. Residential properties are located directly southwest of the property. The applicant expects 25 students per hour with staff up to five. The Board referred this to the Plan Commission on February 7th with directions to evaluate the intensity of use and parking. The Plan Commission found parking to be sufficient due to the fact that the primary hours of operation are after 5:00 p.m., and the bank is closed. They did ask that the special use permit restrict the use of power tools.

Mr. Anu Mahajan, CEO of TinkRworks, addressed the Board and described the anticipated student activity and times of operation at the location. He noted the property is surrounded by permit parking, and there is public parking half a block away. Trustee LaPlaca confirmed the business is already in operation. Staff confirmed there have been no complaints regarding this operation, and no residents were present at the Plan Commission meeting. Discussion followed regarding the number of students in each class; the Board instructed the documents be changed to specify class size be limited to no more than 18 students per class. Mr. Mahajan agreed to this limitation.

The Board agreed to move this item forward for a second reading at their next meeting.

f) **Approve an Ordinance Approving a concurrent Special Use Permit for Tutoring and Educational Curriculum Development by Stec Educational Group LLC in the O-2 Limited Office District at 534 Chestnut Street**

Trustee Stifflear introduced the item and explained Stec Educational Group will occupy 1,000' square feet of space in an 2-story office building, will conduct one on one tutoring, and classes of up to eight students. Parking is code compliant in the R-4 zoning district. The Plan Commission unanimously recommended approval of this request.

The Board agreed to move this item forward for a second reading at their next meeting.

g) **Approve annual request from Casa Margarita for outdoor seating**

Trustee Stifflear introduced the item and noted this is the same request as last year except for the addition of lights to be strung along the interior of the fence. There are 28 chairs and 14 tables in the outdoor seating area; hours of operation are 6:00 a.m. to 11:00 p.m. on weekdays, and to midnight on weekends.

Mr. Chase Lotfi, owner, addressed the Board. Trustee LaPlaca noted the cement planters that were installed. Mr. Lotfi said he purchased three, and when planted provide sufficient height. Trustee Stifflear noted they are in the public right-of-way; Mr. Lotfi said it would be no problem to move them.

Trustee Elder asked about coffee and breakfast service. Mr. Lotfi said they tried it, but it did not go well. It was noted this service is specified in the lease. Discussion followed regarding breakfast service. Trustee Stifflear noted the contract issue is different than the permit issue before the Board. Village Manager Gargano asked the Board to clarify the hours of breakfast; the lease specifies breakfast is to be served during the rush hour. Trustee Stifflear suggested using the train schedule to determine when rush hour is. Mr. Bloom noted breakfast is defined in the lease. Trustee Stifflear suggested staff meet with Mr. Lotfi prior to a second reading to iron out the contract issues. Mr. Lotfi said he would be happy to meet with staff on this matter. With respect to the outdoor seating, the Board is okay with the lighting as long as it is like what was installed last year.

The Board agreed to move this item forward for a second reading at their next meeting.

h) **Approve an Ordinance approving an Exterior Appearance Plan for new windows and roof solar panels on building at 17 W. Maple Street**

Trustee Stifflear introduced the item which is a request to replace aluminum windows with bronze colored new ones at the Unitarian Church located on the corner of Maple Street and Lincoln Avenue. There is no change to the structure of the building or the number of windows. The applicant is also requesting the addition of new solar panels to the roof of the building. The Plan Commission unanimously approved the requests. Trustee Stifflear described the installation of the solar panels in terms of their location, height and visibility; the panels will basically raise the roof about 16" inches.

Mr. Benjamin Van Horne, authorized agent for the applicant, distributed additional photos of the proposed installation. While the panels seem unobtrusive, it was noted that one resident to the north would be able to see the panels from their second story. Also, they would be visible from Maple, but not Lincoln. Village Planner Chan Yu referenced a line of sight diagram included in the packet.

Trustee Banke expressed some concern about whether the roof will support the weight of the panels. Mr. Van Horne stated the building has a pre-stressed concrete roof, but an engineering study has not been done. Mr. McGinnis said sign-off from an architect on the additional dead load created by the panels would be part of the permit process. He added the panels are fairly light, resulting in a minor weight increase per square foot. Mr. Van Horne added these panels are designed to withstand 90 mile per hour winds.

Discussion followed regarding potential future proliferation of solar panels. Trustee Stifflear noted that our Village code does not regulate solar panels; a code change would be a possible future discussion, however, he does not believe the weather in this area is conducive to this option. However, it was noted that as technology and efficiency improve, there could be more demand. Trustee LaPlaca pointed out there would not be this kind of a review for a residential property. President Cauley recommended reaching out to the neighbor most affected and report back to the Board.

The Board agreed to move this item forward for a second reading at their next meeting.

CONSENT AGENDA

Administration & Community Affairs (Chair Hughes)

Accounts Payable

(Item taken out of order)

The following warrant was reviewed by Trustee Hughes. He was unavailable for this meeting, but had informed Assistant Village Manager/Finance Director Darrell Langlois that everything was in order.

- a) Trustee Elder moved **Approval and payment of the accounts payable for the period of March 8, 2017 through March 21, 2017, in the aggregate amount of \$753,098.68 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

- a) Trustee Byrnes moved **Approval and payment of the accounts payable for the period of March 22, 2017 through April 4, 2017, in the aggregate amount of \$308,223.28 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

The following items were approved by omnibus vote:

Environment & Public Services (Chair LaPlaca)

- b) **Award the contract construction of the 2017 Watermain Project to J. Condon Sewer Service in an amount not to exceed \$345,679** *(First Reading – March 22, 2017)*
- c) **Approve the Public Services staffing reorganization plan** *(First Reading – March 22, 2017)*
- d) **Approve Year 2 of Bid #1602 to Alpha Maintenance Services in an amount not to exceed \$61,657**
- e) **Approve Bid No. 1625 to Al Warren Oil at the rate of OPIS + \$.0225 for purchase of gasoline and diesel**

- f) **To award Trees R Us, Inc. the elm inoculation contact for Fiscal Year 2017-2018 in the bid comparison amount of \$10.45 per inch not to exceed the proposed budgeted amount of \$137,181**
- g) **To award Trees R Us, Inc. the tree pruning contract for Fiscal Year 2017-2018 in the extended price comparison amount of \$35,293.88 not to exceed the proposed budgeted amount of \$65,740**

Zoning & Public Safety (Chair Stifflear)

- h) **Approve an Ordinance Amending Section 9-1-7 of the Village Code of Hinsdale Related to Building Permit Extensions** *(First Reading – March 22, 2017)*
- i) **Approve an Ordinance Amending Title 6 (“Motor Vehicles and Traffic”) of the Village Code of Hinsdale in Relation to Size, Weight and Load Limitations for Motor Vehicles** *First Reading – March 22, 2017)*
- j) **Approve a permit for a temporary use at 336 E. Ogden Avenue for the period of April 1, 2017 to October 31, 2017, subject to conditions to be set forth by the Building Commissioner** *(First Reading – March 22, 2017)*
- k) **Approve the purchase of one new 2017 Ford Explorer from Curry Motors in Frankfort, Illinois, in the amount of \$27,603**

Trustee Elder moved to **approve the Consent Agenda, as presented.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

SECOND READINGS / NON-CONSENT AGENDA - ADOPTION

Administration & Community Affairs (Chair Hughes)

- a) **Approve the FY 2017-18 Annual Performance Budget** *(First Reading – March 22, 2017)*
Trustee Elder moved to **Approve the FY 2017-18 Annual Performance Budget.** Trustee Banke seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

Zoning & Public Safety (Chair Stifflear)

- b) **Approve a Referral to Plan Commission for Review and Consideration of a Text Amendment to Section 5-105(C), to allow Educational Services with a Special Use permit in the B-2 Central Business District (but not on the first floor of any structure in the B-2) and B-3 General Business District** (*First Reading – March 22, 2017*)

Trustee Elder moved to **Approve a Referral to Plan Commission for Review and Consideration of a Text Amendment to Section 5-105(C), to allow Educational Services with a Special Use permit in the B-2 Central Business District (but not on the first floor of any structure in the B-2) and B-3 General Business District.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

- c) **Approve a Referral to Plan Commission for Review and Consideration of a Text Amendment to Section 9-104 of the Hinsdale Zoning Code as it relates to Regulation of the Location of Secondary Access Drives to Commercial Properties** (*First Reading – March 22, 2017*)

Trustee Stifflear introduced the item and reminded everyone of the issues and the past opposition; this will prohibit any new requests of this type. Trustee Banke moved to **Approve a Referral to Plan Commission for Review and Consideration of a Text Amendment to Section 9-104 of the Hinsdale Zoning Code as it relates to Regulation of the Location of Secondary Access Drives to Commercial Properties.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

- d) **Approve an Ordinance for a Second Major Adjustment to a Site Plan and Exterior Appearance Plan for the Addition of New Telecommunication Associated Equipment at 339 W. 57th Street** (*First Reading – March 22, 2017*)

Trustee Stifflear introduced the item which requests the addition of three additional remote radio units. Trustee Byrnes moved to **Approve an Ordinance for a Second Major Adjustment to a Site Plan and Exterior Appearance Plan for the Addition of New Telecommunication Associated Equipment at 339 W. 57th Street.** Trustee Banke seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

DISCUSSION ITEMS

Update on proposed I-294 Tollway expansion

Mr. Bloom reported the Village has received documents from the Tollway as requested through the Freedom of Information Act. (FOIA) These documents are being reviewed, and date back to 2014. Traffic data has not been received. The Village has heard informally that the tollway plans will be discussed at their Customer Service and Planning meeting rescheduled to April 17th at 10:30 a.m. This would be a first review prior to any design work. Trustee Byrnes noted the reports are complex, and include information that indicates the condition of the mile long bridge is not good, and will need to be replaced. Other information found in the report indicated they anticipate a 3-4 year construction timeframe, and they do not have all the monies for the whole project. They anticipate the project to cost between \$2.7 and \$3.5 billion. If there is a shortage, they will go to the State. Trustee LaPlaca noted \$1.7 billion would pay for the basic plan, but with the bridges they would need additional financing. Trustee Byrnes mentioned that air quality and noise studies have been glossed over; there was reference to endangered species in the Bemis woods. President Cauley reiterated there is no traffic study to indicate the necessity of the work. Trustee LaPlaca is not sure that study exists, their information comes from annual reports, but it was never indicated there was a special report.

President Cauley added he and Mr. Bloom met with Governor Rauner's Policy Director for Infrastructure and the Executive Director from the tollway last week; he and Mr. Bloom voiced Village concerns, and they listened.

DEPARTMENT AND STAFF REPORTS

- a) Treasurer's Report
- b) Economic Development
- c) Community Development
- d) Parks & Recreation

The report(s) listed above were provided to the Board. There were no additional questions regarding the contents of the department and staff reports.

Director of Public Services George Peluso informed the Board that NICOR has hit another AT&T duct, and traffic has been redirected. He described the traffic access. He noted that businesses have been patient; a third crew has been added, and the project seems to be on schedule.

Ms. Gargano reminded the Board that the Police Department is participating in the CALEA assessment and accreditation process, which will finish tomorrow. She commented this is a great opportunity for an outside agenda to take a look at our operations.

REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

None.

OTHER BUSINESS

None.

NEW BUSINESS

None.

CITIZENS' PETITIONS

None.

TRUSTEE COMMENTS

Trustee Stifflear mentioned with regard to Hinsdale Meadows, the concept plan was approved, but the detailed plan has yet to be submitted. When that is received, the review process will begin.

ADJOURNMENT

There being no further business before the Board, President Cauley asked for a motion to adjourn. Trustee Elder **moved to adjourn the specially scheduled meeting of the Hinsdale Village Board of Trustees of April 4, 2017.** Trustee Byrnes seconded the motion.

AYES: Trustees Elder, Byrnes, Stifflear, LaPlaca and Banke

NAYS: None

ABSTAIN: None

ABSENT: Trustee Hughes

Motion carried.

Meeting adjourned at 7:13 p.m.

ATTEST: _____
Christine M. Bruton, Village Clerk



PROCLAMATION ARBOR DAY

- WHEREAS,** in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS,** this holiday, called Arbor Day, is observed with the planting and celebration of trees; and
- WHEREAS,** trees in our Village increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** the Village places a high priority on tree preservation dedicating financial resources, and qualified personnel to tree preservation activities; and
- WHEREAS,** the Village of Hinsdale has been recognized as a Tree City USA for the twenty-fifth year in a row by the National Arbor Day Foundation in recognition of the Village's commitment to tree preservation;

NOW, THEREFORE, I, Tom Cauley, Village President of the Village of Hinsdale, do hereby proclaim April 18, 2017, as Arbor Day in the Village of Hinsdale and urge all citizens to support efforts to protect our trees and woodlands and to support our Village's Tree Preservation Program.

Tom Cauley, Village President

Attest:

Christine M. Bruton, Village Clerk

REQUEST FOR BOARD ACTION
Administration

AGENDA SECTION: First Reading – ACA

SUBJECT: Approve an Amendment to the Village Personnel Policy to Allow Employees to Use Up to 32 Hours of Accrued Sick Time to Care for Specified Family Members

MEETING DATE: April 18, 2017

FROM: Emily Wagner, Administration Manager

Recommended Motion

Approve an Amendment to the Village Personnel Policy to Allow Employees to Use Up to 32 Hours of Accrued Sick Time to Care for Specified Family Members.

Background

In accordance with the Village's collective bargaining agreement with the Fraternal Order of Police (FOP), the union that represents sworn patrol officers, effective May 1, 2017, the Village must allow all unit members to use up to 32 hours of accrued sick time each fiscal year to care for the employee's spouse, children, step children or parents. Currently, the contract allows for members to use up to 24 accrued sick hours to care for these family members. Attached please find the section of the agreement with the FOP that speaks to this topic.

Discussion & Recommendation

The Village's personnel handbook stipulates that employees not covered under a collective bargaining agreement may also use up to 24 hours of accrued sick time per fiscal year to care for family members. Because the adjustment to the FOP agreement does not have parity with the remaining Village employees, it is recommended that the Village allows all employees to use up to 32 hours of accrued sick time to care for family members.

It should be noted that employees will not accrue additional sick time under this policy, but rather would be allowed to use the sick time already accrued to be used for family care.

Please note that the personnel handbook contains the following language regarding policy changes to the handbook: "The Village Manager may recommend amendments to the Personnel Policy for consideration by the Village President and Board of Trustees, and may review, approve, and amend actions taken pursuant to these Personnel Rules and Regulations."

Budget Impact

The fiscal impact to allow employees to use an additional sick day for family care is negligible. First, employees may already be using additional sick time to care for family members and not indicating such to their supervisors. Second, employees who use sick time now will reduce the total amount of sick time accrued at the time of retirement or resignation, thereby reducing the dollar amount the Village would pay out to the employee's post employment health care plan.

Village Board and/or Committee Action

N/A

Documents Attached

1. Excerpt from the FOP agreement regarding use of sick time to care for specified family members.

ARTICLE XIV - SICK AND PERSONAL LEAVE

The Employer agrees to continue in effect its existing policy on sick leave; provided, however, that the Employer will pay for the cost of medical certification where it requires medical certification from an officer who has been absent less than twenty-four (24) consecutive work hours for officers on eight (8) hour shifts and thirty-six (36) consecutive work hours for officers on twelve (12) hour shifts. Officers on twelve (12) hour shifts earn sick leave on the same basis as all other officers, at the rate of eight (8) hours per day of sick leave, provided, however, that available sick leave shall be paid in twelve (12) hour increments to officers working twelve (12) hour shifts. Effective January 1, 2006, the sick leave cap in the Employer's policy on sick leave for employees eligible to retire increases to three hundred eighty (380) hours. Employees eligible for retirement shall be compensated for one (1) of every two (2) hours of unused sick leave not to exceed 380 hours. Up to twenty-four (24) hours of accrued sick leave may be used each fiscal year (May 1 through April 30) to care for the employee's spouse, children, step-children or parents. Effective May 1, 2017, change twenty-four (24) hours to thirty-two (32) hours of accrued sick leave that may be used each fiscal year (May 1 through April 30) to care for the employee's spouse, children, step-children or parents. Effective May 1, 2018, change thirty-two (32) hours to forty (40) hours of accrued sick leave. Medical certification of the need for this use of sick leave may be required in the same manner as medical certification is required for the employee's own illness.

Employees shall receive eight (8) hours of personal leave per fiscal year. Personal leave shall not be deducted from vacation or sick leave. Use of such personal time shall be subject to the approval of the Chief. Personal leave shall not carry over from year to year.

REQUEST FOR BOARD ACTION
Finance

AGENDA SECTION: First Reading – ACA

SUBJECT: Auditing Services

MEETING DATE: April 18, 2017

FROM: Darrell Langlois, Assistant Village Manager/Finance Director

Recommended Motion

Move to Accept the Proposal from Sikich to Provide Auditing Services for Fiscal Years Ending April 30, 2017; April 30, 2018; and April 30, 2019.

Background

The accounting firm of Sikich has been the Village's independent auditor for over ten years. The Village's fee agreement with Sikich ended with the completion of the FY 2015-16 audit. Since it has been a number of years since this service was competitively awarded, a formal Request for Proposal (RFP) was issued in early March for this service. The RFP requested pricing for the Village audit, Library audit, Single Audit (required in years when federal grants in excess of \$750,000 are received and is expected for FY 2017 and FY 2018 due to the Graue Mill project), and drafting of the CAFR. The RFP requested this pricing for a three year engagement and two option years at the discretion of the Village.

Discussion & Recommendation

As a result of the RFP solicitation, the Village received four proposals; a tabulation of the expected pricing for the next five years is attached. After a staff review of the proposals, all four of the firms were clearly qualified to do this work. The proposals from the firm of BKD and Sikich were clearly less expensive than the other two proposals, and both of these firms were invited to come in for an interview. On April 7, 2017, an interview panel consisting of ACA Chairman Jerry Hughes, Finance Commission member Ed Tobia, Finance Director/Assistant Village Manager Darrell Langlois, and Assistant Finance Director Alison Brothen interviewed both firms. As a result of the proposal submitted and oral interview, it is recommended that Sikich remain the Village's auditor for the following reasons:

- A very competitive fee proposal, which is only \$7,123 more in total over five years than the BKD proposal and for next year alone is \$2,801 below what was paid in FY 2015-16.
- Extensive local government practice with a base of over 450 clients and a sufficient number of audit partners to provide for periodic partner rotation (the current partner has two years of experience with the Village).
- A large enough firm to be able to provide assistance in other areas such as IT, Human Resources, etc.
- Extensive familiarity with the Village and the Library operations.
- A very high level of satisfaction from prior year engagements in terms of the level and expertise of the staff assigned, meeting all required deadlines, providing excellent assistance in implementing new accounting standards, and extensive familiarity with the GFOA Certificate of Achievement program.

Budget Impact

The fee quoted is \$2,801 below the combined audit fees for FY 2015-16

Village Board and/or Committee Action

N/A

Documents Attached

1. Audit Fee Schedule
2. Sikich Service Proposal

Village of Hinsdale
Audit Fee Schedule

	2016	2017	2018	2019	2020	2021	5 yr Total
BKD							
Base Audit		22,255	22,915	23,600	24,300	25,000	118,070
CAFR		4,250	4,250	4,250	4,250	4,250	21,250
Single Audit		3,500	3,500	Likely not required			7,000
Library		4,000	4,120	4,240	4,360	4,490	21,210
Total		34,005	34,785	32,090	32,910	33,740	167,530
Sikich (Incumbent Auditor)							
Base Audit	25,384.00	30,046	30,647	31,260	32,198	33,164	157,315
CAFR	5,000.00	2,000	2,040	2,080	2,140	2,210	10,470
Single Audit	3,863.00	3,400	3,468	Likely not required			6,868
Library	4,000.00	Included in Base Fee					-
Total	38,247	35,446	36,155	33,340	34,338	35,374	174,653
	2,801						
Crowe Horwath							
Base Audit		32,000	33,100	34,200	35,200	36,400	170,900
CAFR		5,200	5,400	5,600	5,800	6,000	28,000
Single Audit		4,500	4,600	Likely not required			9,100
Library		Included in Base Fee					-
Total		41,700	43,100	39,800	41,000	42,400	208,000
RSM							
Base Audit		25,000	25,750	26,500	27,300	28,000	132,550
CAFR		5,000	5,200	5,400	5,600	5,800	27,000
Single Audit		5,000	5,200	Likely not required			10,200
Library		8,500	8,750	9,000	9,250	9,500	45,000
Total		43,500	44,900	40,900	42,150	43,300	214,750



Service Proposal

Village of Hinsdale

Professional Audit Services 2017-2019

With an Option for 2020-2021

March 30, 2017

Submitted By:

**Sikich Government Services
James R. Savio, CPA, MAS
Partner**

1415 West Diehl Rd., Suite 400
Naperville, IL 60563
630.566.8516

Jim.Savio@sikich.com

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Transmittal Letter

March 30, 2017

The Honorable President
Members of the Board of Trustees
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521

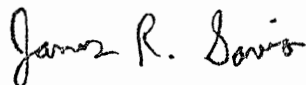
Ladies and Gentlemen:

Sikich is pleased to be considered for reappointment as independent auditors for the Village of Hinsdale (the Village). We believe that our qualifications, experience and expertise are clearly distinguishable as indicated in the following proposal. The expertise we possess in the state and local government industry is demonstrated by our clients' successes, our staff's involvement in the industry and our leadership roles in various government associations. Our clients receive the quality and timeliness only available from a firm of our caliber.

We have are prepared to commit the resources necessary to provide audit services to the Village of Hinsdale. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of the work to be performed and the timing requirements, and are committed to performing the specified services within that timeframe.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for 60 days, and look forward to the possibility of continuing to serve the Village of Hinsdale.

Sincerely,

A handwritten signature in cursive script that reads 'James R. Savio'.

James R. Savio, CPA, MAS
Partner

A handwritten signature in cursive script that reads 'Jason D. Askin'.

Jason D. Askin, CPA
Senior Manager

Executive Summary

We know what's challenging to the Village of Hinsdale. Here are the strategies and solutions we recommend for you in order to face those challenges head-on and achieve success.

Thank you for considering Sikich. We appreciate the opportunity to propose for the Village of Hinsdale.

Sikich is one of the country's top 35 Certified Public Accounting firms and a top 10 value-added reseller of technology products, with more than 750 employees across 14 offices. Clients turn to us for their professional service needs due to our deep industry knowledge working with organizations of their size and for the caliber of service and attention we provide—especially when it comes to dedicated, experienced service teams and partner access.

Defining Your Current Challenges

We recognize this is a time of constant change and ever increasing accountability. The task of the Village finance office is no longer to report financial results by long-standing standards that are widely known and commonly understood. The task in today's environment is to keep up with the ever-changing standards from GASB and the Office of Management and Budget with the new Uniform Guidance. The task is also to keep up with new reporting and accountability requirements from the state, new automated processing systems, and fringe benefit tax laws.

Defining Your Best Possible Solutions

These ever-changing standards and accountabilities require adjusting computer systems and internal processes to adapt to the changing standards and then to report in accordance with the new standards. This shift in the environment has caused a shift in the Village thinking about an audit firm. We understand that the Village requires a year-round partner, who will assist the Village in keeping up to date with the standards and provide assistance, when needed, on specialty topics, as well as someone who can audit to the standards. Sikich is on the leading edge of the standards as they are being developed. We also have a strong commitment to current and effective technology as our firm has a solid core of technological abilities supported by a full technology division.

Defining Your Future Success

Additional details around our audit-specific capabilities are included in the next section of this document. These capabilities, in combination with our timely completion and issuance of your reports, will not only fulfill your current needs, but will undoubtedly drive stability for the Village.

Throughout the following paragraphs, you will find summaries of each section within this proposal. We encourage you to review each section in its entirety to gain a detailed understanding of how we can help you build your bottom line and achieve success.

Why the Village of Hinsdale Should Select Sikich

Clients turn to us because our professionals are uniquely qualified to provide the service and industry expertise necessary to drive their organizational success. Specifically, Sikich offers the access to resources, decades of experience and passion for action necessary to face your challenges head-on with you.

Partner, Supervisory and Staff Qualifications and Experience

A crucial component to the Village of Hinsdale's success is working with a team completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. Your engagement team is made up of senior professionals who will provide the expertise, insights and responsiveness your organization requires.

Specific Audit Approach

Our approach is always holistic, forward-thinking and customized for the Village's specific needs. We operate in a way that provides full attention to evaluating significant areas, including those that present the greatest risk and where new opportunities for financial and operational improvement may exist.

Scope of Services for the Village of Hinsdale

The scope of our work for the Village of Hinsdale is outlined in the following proposal. We want to invest in what we hope will continue to be a long-lasting relationship with your organization, which is why we commit to delivering the results your governmental entity requires. The timeline of the engagement on which we are proposing is outlined in this section.

We would be honored to continue to call the Village of Hinsdale our client and look forward to working with you.

Technical Proposal

Statement of Independence

Sikich has evaluated its independence from the Village of Hinsdale and the Hinsdale Public Library (the Library) in accordance with generally accepted auditing standards, the Governmental Auditing Standards, 2011 revision, published by the U.S. Government Accountability Office, and the AICPA Code of Professional Conduct. Based upon our evaluation, Sikich is free of any personal and external impairment with respect to the Village and the Library, and is independent with respect to any non-attest services provided to the Village and the Library, both in fact and in appearance to any knowledgeable third party.

License to Practice in Illinois

Sikich is a licensed Public Accountant Limited Liability Partnership in Illinois (license #066-003284). All of the partners assigned to the engagement are registered and licensed Certified Public Accountants (CPAs) in Illinois. In addition, all of the professional staff assigned to the engagement are full time staff and are either registered Certified Public Accountants or are completing the exam.

Partner, Supervisory and Staff Qualifications and Experience

Sikich commits to providing a team of senior professionals, all of whom have unmatched expertise in the government industry.

A crucial component to the Village of Hinsdale's success is working with a team that is completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. The Village will receive unparalleled levels of expertise, insights and responsiveness from a team of senior professionals who have significant experience working with government entities. Our firm offers several employee retention programs, including tuition reimbursement, CPA review and exam assistance, a computer purchase program, travel assistance and more. We have been named as a Best Place to Work for several years, both on a local and national level. We make every effort to recruit and retain quality staff. However, employee turnover is inevitable. In the event of staff turnover on the Village's engagement, we will seek the prior written approval of the Village.

The Village's key engagement team members will be supported by staff on the firm's government services team. Please refer to the Exhibits section on page 22 to read biographies of the Village's engagement team.

James R. Savio, CPA, MAS

Engagement Partner

As engagement partner, Mr. Savio will be responsible for the overall management of the audit. This includes developing and coordinating the overall audit plan, the in-depth review of all workpapers and the review of Village of Hinsdale's comprehensive annual financial report and the Library's annual financial report. Moreover, our firm's philosophy is to have the team leader on location during the completion of the majority of fieldwork. Therefore, Mr. Savio will be present at the Village's offices during both our preliminary and final fieldwork.

Brian D. LeFevre, CPA, MBA

Resource Partner

The resource partner is responsible for providing overall technical support for the engagement as well as serving as a backup for the engagement partner.

Frederick G. Lantz, CPA*Quality Control Partner*

The quality control partner will provide a second partner review of the audit workpapers and the Village of Hinsdale's comprehensive annual financial report and the Library's annual financial report.

Jason D. Askin, CPA, MDA*Senior Manager*

As the audit senior manager, Mr. Askin will be another contact for anything related to the successful audit of your organization. Mr. Askin will be responsible for leading the assurance team in the field and coordinating all assurance efforts.

Additional Professional Staff

Other professional staff assigned to the engagement will be full-time employees of the firm and have a minimum of one to three years of auditing experience. In addition, all professional staff assigned to government engagements meet and usually exceed the CPE requirements contained in the U.S. Government Accountability Office, Government Auditing Standards (2011). Moreover, our government staff possess a specific knowledge of local government accounting and reporting requirements and their application for local governments. This is achieved by attending at least 40 hours per year of a combination of external courses sponsored by the AICPA, ICPAS, GFOA and IGFOA, as well as internal courses.

This enables our firm to staff our governmental engagements with qualified professionals in the industry, providing valuable services to our governmental clients during the audit and throughout the year. We can assure you that our professional staff would not need any "on the job accounting or financial reporting training" by your staff. Moreover, we can assure the Village of Hinsdale the quality of staffing for a multi-year engagement, even if a change in personnel is required, subject to your approval.

Similar Engagements with Other Government Entities

Following is a list of significant audit engagements performed last year that are similar to the engagement proposed for the Village of Hinsdale. A current listing of the firm's Illinois municipal clients is available upon request.

Name	Contact
*City of Aurora 44 E. Downer Place Aurora, IL	^Mr. Brian Caputo Finance Director 630.942.2218 caputob@cod.edu
*City of Elgin 150 Dexter Court Elgin, IL	Ms. Debra Nawrocki Chief Financial Officer 847.931.5624 Nawrocki_d@cityofelgin.org
*Village of Plainfield 24401 W. Lockport Street Plainfield, IL	Ms. Traci Pleckham Director of Management Services 815.436.7093 tpleckham@goplainfield.com
*Village of Winfield 27W465 Jewell Road Winfield, IL	Ms. Lynn McCammon Finance Director 630.933.7109 lmccammon@villageofwinfield.com
*City of Lockport 222 E. 9 th Street Lockport, IL	Ms. Lisa Heglund Finance Director 815.838.0549 Lheglund@lockport.org

^Contact is retired from City of Aurora and is now the Vice President, Administration and Treasurer (CFO) at College of DuPage

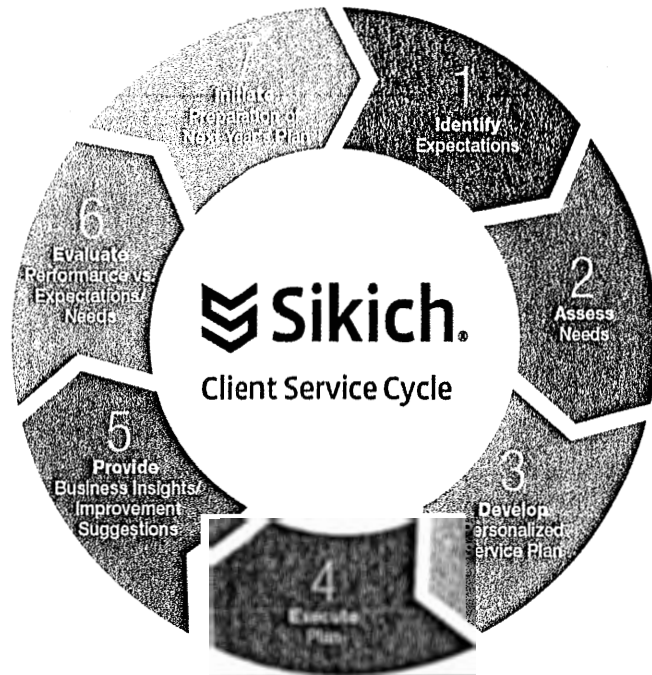
**These governments participate in GFOA's Certificate of Achievement for Excellence in Financial Reporting Program (we assisted over 25 governments in receiving their first Certificate awarded). Sikich has more than 75 clients that have applied for and received the Certificate of Achievement for Excellence in Financial Reporting. In addition, Single Audits of Federal Expenditures for the most recent fiscal year were performed for the Cities of Aurora and Elgin as well as many others.*

Specific Audit Approach

From identifying expectations to executing a plan to preparing for next year, our approach is holistic and always forward-thinking.

For the Village of Hinsdale, our approach satisfies a number of requirements, including high-quality service, access to senior resources and specialization in the government industry. We strongly believe Sikich is the firm that can offer you all of these and more.

We will tailor this engagement to the Village's specific needs—always with a view toward identifying new opportunities for financial and operational improvement. Procedures are designed to give full attention to evaluating significant areas, including those that present the greatest risk. Sikich's holistic approach will address critical compliance and risk management needs.



Before embarking on this engagement, we will make certain to have a clear understanding of your mission and strategic direction. We do this by identifying and addressing risks and helping you ensure financial strength. We strongly believe there is no such thing as too much communication, not only during the engagement, but also throughout the year.

Audit Standards

The objective of our audit is to issue an unmodified opinion on the Village's governmental activities, business-type activities, each major fund and the aggregate remaining fund information that collectively comprise the Village of Hinsdale's basic financial statements and an unmodified opinion on the Library's governmental activities and each major fund that collectively comprise the Library's basic financial statements. The audit will be conducted in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and, if necessary, generally accepted government auditing standards issued by the United States Government Accountability Office (GAO, 2011), the Single Audit Act of 1996 and OMB Circular A-133. Our firm will issue an opinion on the basic financial statements and will subject the combining and individual fund financial statements and schedules and any other supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the basic financial statements as a whole.

In addition, we will apply certain limited procedures to the Required Supplementary Information. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We will not audit the statistical or introductory sections of the Village's comprehensive annual financial report and accordingly, will not express an opinion on the information contained in these sections.

Wherever possible, we will utilize your schedules to maximize efficiencies and contain audit costs. We request that the Village of Hinsdale provide us with the basic information required for our audit.

Sikich's audit approach includes, but is not limited to, the following procedures:

- › Audit plan development
- › Determination of materiality
- › Audit risk evaluation
- › Interviews with management to provide information for detailed documentation of the internal control structure
- › Interviews and analysis of audit evidence to identify and assess risks that may result in material misstatement due to fraud
- › Measurement of accounting presentation and compliance reporting by identifying and focusing on areas sensitive to organizations like the Village of Hinsdale
- › Performance of testing to evaluate your organization's internal control structure
- › Confirmation of various accounts, performance of substantive testing and analytical procedures
- › Performance of additional testing, as necessary

Practical and Constructive Management Letter Comments

We believe the management letter is an important part of the engagement, and we encourage all members of our engagement team to give thoughtful consideration toward developing constructive comments within the constraints of the overall engagement. Our policies regarding management letters adhere to the Professional Standards of the AICPA. If significant deficiencies and material weaknesses in internal controls are noted during the audit, they are required to be communicated in writing to those charged with governance. Items of an immaterial nature (i.e., clerical problems, minor procedures or reporting problems, etc.) are communicated to management. In both cases, we adhere to a strict firm policy that all comments and recommendations are discussed in preliminary form with appropriate personnel prior to their communication. This allows for clarification of misunderstandings, miscommunication or compensating controls or factors which may be in place.

Quality Control

At Sikich, we are committed to providing the highest quality audits in the industry. The Village of Hinsdale can be assured of receiving the highest level of quality and ethical professional services. Quality control is so important to us that our firm has been a member of the Private Companies Practice Section of the Division for CPA Firms of the AICPA since our formation in 1982. As such, we have voluntarily submitted our audit and accounting practice to quality control reviews of our compliance with professional standards as established by the AICPA and, more recently, by the United States Government Accountability Office, for more than 30 years. In 2014, we received our ninth consecutive peer review unmodified ("pass") report. This is the highest level of recognition conferred upon a public accounting firm for its quality control systems. Also, we go beyond the external reviews and maintain strong internal reviews of procedures and processes with oversight by our Quality Assurance Committee and our Partner-in-Charge of Quality Assurance. Please refer to the Exhibits section for a copy of our most recent peer review which included a review of specific government engagements since this accounts for a significant segment of our practice.

In addition, our state and local government reports have been reviewed by numerous federal and state oversight bodies and professional organizations. These reports have been judged to meet and, in most instances, exceed industry standards and requirements. Sikich has not been the subject of any disciplinary action or inquiry during the past five years. Sikich is a member of the AICPA's Governmental Audit Quality Center (GAQC), which is a firm-based voluntary membership center designed to promote the importance of quality governmental audits and the value of these audits to purchasers of government audit services. As a member of the GAQC, Sikich has access to key information and comprehensive resources that we use to help ensure our compliance with appropriate professional standards and laws and regulations that affect our audits. Through our membership in the GAQC, we also adhere to membership requirements designed to enhance the quality of our audit practice.

Why the Village of Hinsdale Should Select Sikich

Our team works devotedly with governmental entities just like yours, has the resources required to perform this engagement and is technically experienced and insightful.

As previously mentioned, clients turn to us because our professionals are uniquely qualified to provide the service and industry expertise necessary to drive their organizational success. Your challenges are our challenges, and chances are, we have successfully faced them many times before. Aside from this, here are a number of reasons how the Village can benefit from a relationship with Sikich.

Access

With Sikich, you get access to a multitude of resources that will help your organization grow today and in the future.

Access to Senior Resources

You will gain confidence in your operations by working with a team of articulate professionals who have received the highest recognitions in their fields. To demonstrate the importance of our relationship, we pledge to provide you with unparalleled involvement from our most senior resources. Our partners are on-site during audit fieldwork and are available year-round for direct consultation as issues occur.

Access to Education

The Village will remain abreast of regulatory changes and best organizational practices as Sikich's team receives ongoing continuing education they will directly apply to the Village's engagement. We accomplish this by anticipating your needs based on our experience with you and your industry, and using a variety of communication channels: timely responses to your questions; informal discussions; mailings on topics of interest to you; and relevant seminars, all of which are complimentary for our clients. Past topics of thought leadership have included:

- › Governmental Accounting and Financial Reporting Update
- › Implementing GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*
- › Implementing GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*
- › Implementing GASB Statement No. 72, *Fair Value Measurement and Application*
- › Implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27 Financial Reporting for Pension Plans*
- › Implementing GASB Statement No. 67, *Financial Reporting for Pension Plans*
- › Implementing GASB Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions*
- › Government Financial Resiliency
- › Public Sector Strategic Planning
- › Performance Measurement
- › Payroll Reporting for Government Entities
- › Employee Handbook Workshop
- › Keeping the Keepers: A Guide to Employee Retention
- › Identity Dos & Don'ts: Agency Branding
- › Video: Web Applications
- › Virtualization
- › Fraud Detection and Prevention
- › Technology Threats

Access to Value

Your organization will receive extraordinary value for Sikich's fee because we are dedicated to a customer-centric approach that includes open communication, respect and clear results. As a leader, the overall success of your organization should be the core of your focus. We're here to be your trusted advisor for those functions you can't focus on every moment, as well as for issues affecting the government industry, including new accounting pronouncements and employee benefit regulations. We understand that each client has its own unique set of needs, business practices and operating environment. Our services are tailored to the specific needs of your organization.

Experience

Helping clients achieve long-term success is what we do. Our professionals will bring to your engagement the deep industry and service-level experience they have accumulated throughout the years.

Experience in Your Industry

Sikich's state and local government team provides services to more than 450 counties, cities, villages, towns and other local governments. Many of these have been long-standing clients and are evidence of our dedication to the state and local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our firm to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.

Senior members of our government services team presently hold memberships and are actively involved in numerous governmental organizations, including:

- › AICPA Government Audit Quality Center
- › American Institute of Certified Public Accountants (AICPA)
- › Central Association of College and University Business Officers (CACUBO)
- › GFOA Special Review Committee (SRC)
- › Government Finance Officers Association of Missouri (GFOA-MO)
- › Government Finance Officers Association of the United States and Canada (GFOA)
- › ICPAS Governmental Report Review Committees
- › ICPAS Governmental Executive Committee
- › IGFOA Technical Accounting Review Committee
- › Illinois Association of County Board Members and Commissioners (IACBMC)
- › Illinois Association of Fire Protection Districts (IAFPD)
- › Illinois Association of Park Districts (IAPD)
- › Illinois Association of School Business Officials (IASBO)
- › Illinois City/County Management Association (ILCMA)
- › Illinois County Treasurers' Association (ICTA)
- › Illinois CPA Society (ICPAS)
- › Illinois Government Finance Officers Association (IGFOA)
- › Illinois Library Association (ILA)
- › Illinois Municipal Treasurers Association (IMTA)
- › Illinois Parks and Recreation Association (IPRA)
- › Illinois Tax Increment Association (ITIA)
- › International City/County Manager's Association (ICMA)
- › National Association of College and University Business Officers (NACUBO)

Experience in What We Do

Your Sikich engagement team is comprised of senior CPAs who have been working in the field for years. Providing high-quality audit services is second nature to each of them, which is proven through our impressive track record of helping clients succeed. This team will provide the Village of Hinsdale with timely completion of professional services. Moreover, members of the Sikich government services team have served as expert speakers to organizations, state GFOAs and others for formal presentations at local meetings and annual conferences on a variety of governmental accounting, auditing and financial reporting topics. We have also developed governmental accounting, auditing and financial reporting training courses for various organizations with members of our firm serving as lead instructors for the courses.

Experience in Government Operations

Because of our large, diverse client base and our ability to attract talent from a variety of professional backgrounds, Sikich has an established reputation as one of the leading providers of professional services in the Midwest to governmental entities. Our team of professionals specializes in the management, operations and financing of general purpose state and local governments, park districts, intergovernmental organizations, municipal utilities and special districts. This focus and our exemplary reputation assure the Village of Hinsdale the highest quality work and the most cost-effective delivery of services.

Initiative

One of our strengths at Sikich is our need to be proactive. We find potential issues before you have to worry about them, because we're ready with a solution.

Initiative for Customized Solutions

One-on-one, you will receive customized solutions based on your unique needs, and only your unique needs. You will find that achieving financial stability and growth, as well as uncovering new opportunities to improve performance, is possible through the strategies that Sikich experts will recommend and on which they will educate you.

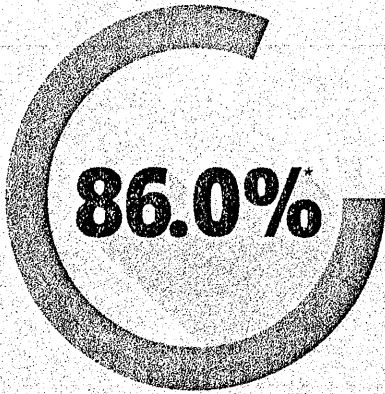
After a more thorough review of your operations and audit-specific matters, we may uncover other opportunities. As part of our ongoing service and commitment to the Village of Hinsdale, we keep you abreast of regulatory changes and best business practices to ensure we identify crucial opportunities that will benefit the Village.

Initiative for Your Satisfaction

The Village of Hinsdale's success is built upon the quality services and value you feel you receive from Sikich, which is why we will continually gauge your satisfaction to enhance our relationship. At various checkpoints during the engagement, a Sikich representative will meet with you to discuss how satisfied you have been with our services, our team and the value we provide. Areas stressed during these meetings will include:

- › What can we do to make our services more valuable to you?
- › What specific part of our service exceeded your expectations?
- › In which areas do you feel we need improvement?
- › Do you feel like a valued client of the firm?
- › What is your vision for the Village of Hinsdale?

HERE'S WHAT CLIENTS HAVE TO SAY ABOUT Sikich.



**SIKICH GOVERNMENT
NET PROMOTER SCORE (NPS)**

© 2016 Sikich LLP *This score includes only CPA government clients.



**ACCOUNTING INDUSTRY
AVERAGE SCORE (NPS)**

"Collaborative approach to process!"

— Village of Shorewood

"I have always been impressed with the quality and knowledge of your staff and willingness to assist your clients proactively" — Village of Plainfield

"They are extremely knowledgeable and responsive to our needs."

— Arlington Heights Park District

"Quality people. No nonsense advice"

— City of Naperville



ABOUT OUR SCORE:

"Best of Accounting" by Inavero. This is a service excellence award in the accounting industry that leverages third party validated survey responses from accounting firm clients. Sikich's NPS government score (CPA clients only) of 86.0% exceeded the "Best of Accounting" NPS benchmark of 60%.

Scope of Services for the Village of Hinsdale

We will exceed your expectations by conducting and delivering on a high-quality engagement within your required timeline—all for a reasonable fee.

We are proposing to provide the following services to the Village of Hinsdale as specified in the RFP:

- › Audit of basic financial statements of the Village of Hinsdale and the Hinsdale Public Library for the fiscal year ending April 30, 2017.
- › Preparation of thirty (30) hard copies and an electronic copy (.pdf) of the comprehensive annual financial report (Village option). Introductory, statistical, cover stock and MD&A to be provided by the Village;
- › Preparation of twenty (20) hard copies and an electronic copy (.pdf) of the management letter for the Village of Hinsdale, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- › Preparation of twenty (20) copies of the Single Audit Report, if applicable;
- › Preparation of fifteen (15) hard copies and an electronic copy (.pdf) of the Library's annual financial report. MD&A to be provided by the Library;
- › Preparation of ten (10) hard copies and an electronic copy (.pdf) of the management letter for the Hinsdale Public Library, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- › Assistance in completing and filing the required application and supporting documents to apply for the Certificate of Achievement for Excellence in Financial Reporting;
- › Retain workpapers for seven (7) years in accordance with firm standards;
- › Reporting to the Board of Trustees in accordance with generally accepted auditing standards; and
- › Exit conference(s) with Village Officials to present the completed audit and related materials.

Scope of Services for the Village of Hinsdale

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- › Preparation of twenty (20) copies of the Single Audit Report, if applicable;
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- › Preparation of ten (10) hard copies and an electronic copy (.pdf) of the management letter for the Hinsdale Public Library, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- › Assistance in completing and filing the required application and supporting documents to apply for the Certificate of Achievement for Excellence in Financial Reporting;
- › Retain workpapers for seven (7) years in accordance with firm standards;
- › Reporting to the Board of Trustees in accordance with generally accepted auditing standards; and
- › Exit conference(s) with Village Officials to present the completed audit and related materials.

Client Service Timeline

Event	Timeframe	Person(s) Assigned
I. Preliminary Planning During this phase of the audit, we would meet with representatives of the Village and Library to discuss the approach we would take during the audit, focusing on areas of particular concern to the Village and Library as well as areas of high audit risk, and develop the time schedule for completing the subsequent phases of the audit.	April 2017	The meeting would be attended by the engagement partner and engagement manager, if necessary.
II. Preliminary Fieldwork During this phase of the audit, we would develop an understanding and documentation of the Village and Library's accounting and administrative controls using its accounting procedures manual, EDP documentation and by interviewing staff. In addition, we may perform compliance testing of those controls to determine which controls, if any, that we could rely on during later phases of the audit. Sample sizes would be determined during this phase, but generally would be between 25 and 60. Moreover, we would develop our planning materiality and complete a preliminary analytical review of Village and Library's financial position as a whole. In addition, we would review all minutes from the meetings of the Board of Trustees, Pension Boards, and Library Board; review all ordinances adopted by the Village and Library during the year; review any debt agreements entered into during the year and analyze any other unique transactions entered into by the Village and Library; and perform our fraud interviews in accordance with generally accepted auditing standards. Upon completion of this phase, we would finalize all necessary confirmations the Village and Library will prepare; review all proposed client assisted work papers and the timing of preparation by the Village and Library; develop our audit programs for the next phase of the audit and review and document any changes to the Village's CAFR and Library's AFR; and prepare the schedule for the remainder of the audit.	April 2017	This phase would be completed by the engagement partner, engagement manager and one professional staff.
III. Fieldwork During this phase of the audit, we would complete all of our substantive testing of the account balances and prepare the draft of the independent auditor's report. We would also prepare the draft of the management report. In addition, an exit conference would be held with officials from the Village and Library to discuss the preliminary results of the fieldwork, review any proposed audit adjustments, final adjusted trial balances that agree to the financial statements and any significant findings.	July 2017	This phase would be completed by the engagement partner, engagement manager and two professional staff.

Event	Timeframe	Person(s) Assigned
IV. Workpaper Review and Report Production During this phase of the audit, the workpapers, drafts of all financial reports and the management letter will be reviewed by the resource partner and the quality control partner. All workpapers are reviewed by the engagement partner during phase III to ensure that all necessary information is compiled during this phase to avoid imposing upon the Village and Library's staff after fieldwork has been completed.	July/August 2017	This phase would be completed by the engagement partner, resource partner and the quality control partner.
V. Drafts to the Village of Hinsdale and the Hinsdale Public Library The draft of the independent auditor's report will be delivered by the engagement partner within three weeks of the preliminary draft. A revised draft, if necessary, will be delivered to the Village and Library no later than three business days after receiving all proposed changes.	August 2017	This phase would be completed by the engagement partner.
VI. Completion of the Audit Upon approval of the drafts, we will present the signed, bound copies of the Village's comprehensive annual financial report and Library's annual financial report, the management letters and the additional reports described in this proposal. The engagement partner will be available for meetings with representatives of the Village and Library including the Presidents, the Board of Trustees and management for formal presentations of the reports.	September 2017	This phase would be completed by the engagement partner.
VII. Support to the Village of Hinsdale and the Hinsdale Public Library Our firm does not believe that the engagement ends with the exit conference. We stress that we are available throughout the year to provide technical accounting and financial reporting assistance and support to the Village and Library. In addition, we constantly monitor recent events in the state and local government industry, including new pronouncements that may impact our government clients, and communicate the effect of any proposed changes throughout the year. Moreover, our letter of recommendations each year will alert the Village and Library to any new pronouncements that may become effective in the next one to three years, including the potential effect that the pronouncement may have on the financial position and/or changes in the financial position of the Village and Library.	Continuous	This phase would be completed by the engagement partner.

In future years, we would develop a similar plan and timeframe with the assistance of the Village of Hinsdale to ensure the timely identification and resolution of any critical accounting and auditing issues prior to the issuance of our opinion and the comprehensive annual financial report. These completion dates are well within the deadlines established by the Village. We have a proven track record of meeting and exceeding deadlines established by our clients.

Identification of Potential Audit Problems

Our firm's approach to resolving any problems that arise during the audit is the same as our overall approach to the audit—professionalism. Professionalism in performing the audit is the cornerstone to our philosophy during all phases of the audit. Any problems encountered during the audit, except for irregularities and illegal acts, will be discussed and documented with the Village Manager and Assistant Village Manager/Finance Director or Library Director. The timing of this discussion will provide the Village and Library with ample time to rectify any situations that may otherwise result in the issuance of a qualified audit opinion. Irregularities and illegal acts detected or of which we become aware of will be communicated in writing to the Village or Library President, Village Manager or Library Executive Director or the appropriate level as defined in our professional standards.

Our firm's philosophy on additional fees and/or billings is based on an understanding between the firm and the client of the scope of the work to be performed. We have proposed a "not-to-exceed fee" for the audit, the scope and timing of which was specified by the Village of Hinsdale. The billings for the audit would not exceed this fee unless the Village specifically requests that the scope of the engagement be expanded and the Village and the firm reach a mutual agreement, in writing, as to the expanded scope of the engagement and the fee, if any, for the expanded scope.

Additional Resources and Services

With more than a dozen services, our areas of expertise are oftentimes complementary of one another. How else can we help you meet your government's goals?

Many times, the challenges for which you enlist Sikich's help may be faced more effectively by integrating several of our services. Take a look at what we offer, and talk to your engagement partner about how these services may complement what you are already seeking.

Dispute Advisory

Disputes of any kind or size can be difficult to handle on your own. For example, what would happen if you began suspecting employee fraud within your organization? A dispute advisory expert can handle every aspect, from insurance claim preparation and being the liaison with law authorities, to creating a fraud prevention program and improving your organization's internal controls.

Human Resources

Your people are a large part of what makes up your organization. Recruiting, training and retaining employees are vital parts of ensuring your organization continues to provide only the best for your constituency. With services such as recruiting and onboarding, compensation and compliance, employee benefits and more, you can better understand what will keep your employees happy and productive.

Marketing

The effectiveness of your marketing efforts can make or break your organization's success. From eye-catching logos to print and digital collateral, every piece must work for an intended audience. By delivering the right stories and amplifying those messages, you will properly position your organization in the marketplace.

Performance-Based Strategic Planning

In an environment where there is increasing pressure for governments to be more efficient, effective and transparent, strategic planning allows an organization to engage stakeholders, focus on its mission, and logically establish short and long-term goals. Our approach, performance-based strategic planning, guides the organization toward its most productive activities and focuses on an institutionalized process. The strategic planning process is a true transition, where Sikich facilitates governments in:

- › Developing ideals about what they aspire to
- › Transforming ideals into ideas to meet goals
- › Converting ideas into specific, actionable items
- › Constructing performance measures

We ensure the results of strategic planning meet client expectations by filtering goals, objectives and/or strategies with the organization's internal capacity and available resources. The process of performance-based strategic planning has proven to assist governments in fulfilling the ideals of their community and accomplishing goals through measurable, reportable actions.

Process Improvement

Processes truly define organizations, but are often forgotten when seeking root causes to problems or managing more efficient and effective services. Improvements to existing processes—ranging from development review to utility billing—have the potential to decrease cycle time, increase quality and result in higher customer satisfaction. Sikich employs a customer-centric approach to process improvement by involving internal and external customers to understand and make meaningful improvements while continuing to meet their needs.

Public Relations

Achieve a higher media profile, greater mindshare among your constituents and proper positioning in the marketplace with a thoughtful, research-based and integrated approach to public relations. From overall positioning to media relations, conveying the right stories to the right people is critical in an effective public relations program.

Technology: ERP & CRM Solutions

Your organization can better stay on track with the right enterprise resource planning (ERP) or customer relationship management (CRM) solution. Whether you are at the start of your search for a new solution or need a new partner to fix a failed implementation, you will have the freedom to explore a variety of products to identify the technology investment that will best capitalize on your potential.

Technology: IT Services

Staying ahead of, or even simply keeping up with, continually changing and complex technology developments can be challenging. Organizational management software, cloud solutions, strategic information technology and IT consulting can all drive your organization toward increased productivity—if implemented the right way.

Technology: Security and Compliance

Keeping your organization safe from data breaches and other information security concerns is critical, especially given the vast number of organizations that have been compromised in the last couple of years. Understand where the vulnerabilities in your network lie by obtaining independent, unbiased and technically qualified security assessments—from penetration testing to forensic analyses.

Fee Proposal

Proposal Cost Summary

See Attachment A

These fees also include the cost to implement any new GASB pronouncements during the duration of the proposal, except for GASB Statement No 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. We would negotiate our fees separately for the implementation of this statement. We expect this fee to be approximately \$1,500.

These fees assume that the Village of Hinsdale will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances.

We invoice our clients on a monthly basis as services are provided. Payments for all services are due within 60 days of receipt of an invoice. Invoices not paid within 60 days are assessed a finance charge of 1 percent per month (12 percent annually).

Exhibits

We know you likely have many more questions for us. Take a look at the attached documents for additional information about our firm and those who will work with you.

Attachment A

Attachment B

Engagement Team Biographies

James R. Savio, CPA, MAS

Brian D. LeFevre, CPA, MBA

Frederick G. Lantz, CPA

Jason D. Askin, CPA, MBA

Sikich Resources

State & Local Government Services

Firm Profile

Peer Review

Attachment A- Schedule of Audit & Professional Fees

Maximum Fees (Audit Year)	Base Audit*	Preparation of CAFR	Single Audit**
All Inclusive Fee for 2017	\$ <u>30,046</u>	\$ <u>2,000</u>	\$ <u>3,400</u>
All Inclusive Fee for 2018	\$ <u>30,647</u>	\$ <u>2,040</u>	\$ <u>3,468</u>
All Inclusive Fee for 2019	\$ <u>31,260</u>	\$ <u>2,080</u>	\$ <u>3,537</u>

Optional Years

All Inclusive Fee for 2020	\$ <u>32,198</u>	\$ <u>2,140</u>	\$ <u>3,643</u>
All Inclusive Fee for 2021	\$ <u>33,164</u>	\$ <u>2,210</u>	\$ <u>3,752</u>

*includes Library audit

**if necessary

Schedule of Hourly Rates

<u>Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Partners	<u>43</u>	<u>\$168</u>	<u>\$7,224</u>
Managers	<u>73</u>	<u>\$147</u>	<u>\$10,731</u>
Supervisors	<u>-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>
Seniors	<u>100</u>	<u>\$91</u>	<u>\$9,100</u>
Staff	<u>89</u>	<u>\$79</u>	<u>\$7,031</u>
Other (Admin.)	<u>20</u>	<u>\$68</u>	<u>\$1,360</u>

Attachment B-Vendor Questionnaire

Firm Name Sikich LLP

Contact Person James R. Savio, CPA, MAS

Address 1415 W. Diehl Road, Suite 400

Naperville, IL 60563

Phone Number 630.566.8516

When Organized 1982

Where Organized Illinois

Licensed in Illinois? ☒ YES ☐ NO (circle one)

Number of years in practice 35

Has the firm ever refused a contract? YES ☒ NO (circle one)

If yes, please submit details

Has the firm ever defaulted on a contract? YES ☒ NO (circle one)

If yes, please submit details

Where is your nearest office to Hinsdale? Naperville

How many people are employed in the nearest office to Hinsdale? 325



Accounting & Tax Services

James R. Savio, CPA, MAS

Partner

James R. Savio, CPA, MAS, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, revenue and expenditure forecasting and cash and debt management. Jim has participated in hundreds of audits of municipalities and other governmental units since he began his career with Sikich in 1995. He has also been responsible in developing and serving as lead instructor for governmental accounting, auditing, financial reporting and cash management courses both internally and externally. Jim serves on the Illinois Government Finance Officers Association's Technical Accounting Review Committee and the Illinois CPA Society Governmental Executive Committee. Jim also serves as a committee member for Sikich's mentoring program and assists in the development and implementation of Sikich's new hire training program.



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Service Areas

Governmental Audit, Accounting
Governmental Financial Reporting

Affiliations

American Institute of Certified Public Accountants
Illinois CPA Society
Governmental Executive Committee
Illinois Government Finance Officers Association
Technical Accounting Review Committee
Community Foundation of the Fox River Valley Scholarship Program Committee
Greater Aurora Chamber of Commerce Leadership Academy, Class of 1998

Education

Master of Accounting Sciences, Northern Illinois University
Bachelor's Degree in Accounting, Northern Illinois University



Accounting & Tax Services

Brian D. LeFevre, CPA, MBA

Partner

Brian D. LeFevre, CPA, MBA, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, and cash and debt management. Brian has participated in hundreds of audits of municipalities and other governmental units since he began his career with Sikich in 1993. He has also been responsible in developing and serving as lead instructor for governmental accounting, auditing and financial reporting training courses internally for the firm and for the Illinois Government Finance Officers Association (IGFOA). Brian serves as Chair of the Government Report Review Committee of the Illinois CPA Society.



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Service Areas

Governmental Audit, Accounting
Governmental Financial Reporting
Police and Fire Pension Accounting Services

Affiliations

American Institute of Certified Public Accountants
Illinois CPA Society
Chairman, Governmental Report Review Committee
Illinois Government Finance Officers Association
GFOA Special Review Committee
Illinois Association of Fire Protection Districts
Illinois Public Pension Fund Association
Aurora Downtown Kiwanis Club, Former Treasurer and Board Member
Greater Aurora Chamber of Commerce Leadership Academy, Class of 1996
Lord of Life Church, Former Executive Director and Treasurer

Education

Bachelor's Degree in Accounting, Valparaiso University
Master of Business Administration, Northern Illinois University



Accounting & Tax Services

Frederick G. Lantz, CPA

Partner-in-Charge, Government Services

Frederick G. Lantz, CPA, is responsible for providing technical services to Sikich's clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, and cash and debt management. Prior to joining Sikich, Fred was the assistant director for the Technical Services Center of the Government Finance Officers Association of the United States and Canada (GFOA), where he was a nationally recognized expert in the state and local government industry. At GFOA, Fred was responsible for managing the Certificate of Achievement for Excellence in Financial Reporting Program, providing accounting, auditing and financial reporting assistance to state and local government officials and their auditors, and serving as a liaison to the Governmental Accounting Standards Board. Fred also developed courses and served as lead instructor for governmental accounting, auditing and financial reporting training courses. He is a nationally recognized speaker, having spoken at state GFOA and CPA Society meetings and conferences.



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Service Areas

Governmental Audit, Accounting
Governmental Financial Reporting

Affiliations

American Institute of Certified Public Accountants
2014-2015 State & Local Government Expert Panel
Illinois CPA Society
Government Finance Officers Association, Special Review Committee
GASB Pension Task Force
Illinois Government Finance Officers Association
2004-2006 Executive Board of Directors, Technical Accounting Review Committee
Wisconsin Government Finance Officers Association
National Association of College and University Business Officers
Central Association of College and University Business Officers
Illinois County Treasurers' Association
Illinois Tax Increment Association
Illinois Municipal Treasurers Association
Illinois City/County Management Association
International City/County Manager's Association

Education

Bachelor's Degree in Accounting, Northern Illinois University
Graduate of Advanced Government Finance Institute, University of Wisconsin at Madison



Accounting & Tax Services

Jason D. Askin, CPA, MBA

Audit Manager

Jason Askin, CPA, MBA has more than 10 years of public accounting experience providing audit and accounting services for a variety of municipalities, park districts and other governmental entities. Jason currently services government audit clients in both Illinois and Wisconsin and is responsible for audit engagement planning, communication of audit matters with funding sources and governing boards, report preparation and supervision of audit fieldwork teams. Jason provides clients with sound business advice to improve processes and procedures, and assists clients in areas such as:

- › Financial audits, reviews, and compilations
- › Financial statement preparation
- › Internal control review and analysis
- › Recommendations to improve processes and procedures
- › Single audit and grant compliance



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Service Areas

Governmental Audit, Accounting
Governmental Financial Reporting
Single Audits in Accordance with OMB Circular A-133

Affiliations

American Institute of Certified Public Accountants
Illinois CPA Society

Education

Bachelor's Degree in Accounting, Northern Illinois University
Master of Business Administration – Finance, North Central College

State & Local Government Resources



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Other Resources



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ASA
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Resource – Fraud
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State and Local Government Services

As a government leader, you know how important it is to find a premier professional services partner that can strategize, plan and implement a variety of ideas that will help you meet the goals of your organization. Budgetary constraints, conflicting demands of multiple constituencies and new regulations make reaching those goals difficult. Experience unparalleled commitment and high-quality, timely services when you partner with the experts at Sikich. For more than 30 years, we have provided:

- › A highly skilled staff and management team entirely dedicated to government services
- › An in-depth understanding of the governmental fiscal, management, operating and regulatory environments
- › Timely and cost-effective service delivery

Our government clients represent a wide range of industry sectors including:

- › State Departments and Agencies
- › Counties
- › Cities
- › Villages
- › Townships
- › Special Districts
- › Pension Plans
- › Park Districts
- › Public Libraries
- › Community Colleges
- › School Districts
- › Water Commissions
- › Water Reclamation Districts

Regardless of which type of government organization you represent, meet your goals and keep your many constituencies happy by seeking professional guidance in functions such as human resources, accounting, marketing, technology and more.

We're involved...

- › American Library Association
- › Central Association of College and University Business Officers
- › Community College Business Officers
- › Friends of Illinois Parks
- › Government Finance Officers Association
- › Government Finance Officers Association of Missouri
- › Government Management Information Sciences Illinois
- › Illinois Association of County Board Members and Commissioners
- › Illinois Association of Fire Protection Districts
- › Illinois Association of Municipal Management Assistants
- › Illinois Association of Park Districts
- › Illinois Association of School Business Officials
- › Illinois City/County Management Association
- › Illinois County Treasurers' Association
- › Illinois Government Finance Officers Association
- › Illinois Library Association
- › Illinois Municipal Treasurers Association
- › Illinois Public Pension Fund Association
- › Illinois Tax Increment Association
- › Indiana Library Federation
- › International City/County Management Association
- › National Association of College and University Business Officers
- › Wisconsin Government Finance Officers Association
- › Wisconsin Municipal Clerks Association

WHAT CAN SIKICH DO?

- › Accounting & Reporting Services
- › Audit & Compliance Services
- › Recruiting, Compensation Studies & Employee Benefit Consulting
- › ERP Selection, Implementation & Support
- › IT Infrastructure Services
- › Security & Compliance
- › Local Government Management & Operations Consulting
- › Outsourced Management, Finance, HR & Technology Functions
- › Police & Fire Pension Plan Accounting & Consulting
- › Strategic Planning & Performance Measurement
- › Forensic & Fraud Investigation
- › Marketing & Public Relations



Elevate Performance

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www.sikich.com

Sikich Snapshot

Organization

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has more than 750 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 35 Certified Public Accounting firms and is among the top 10 of all enterprise resource planning solution partners in the country. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

Industries

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

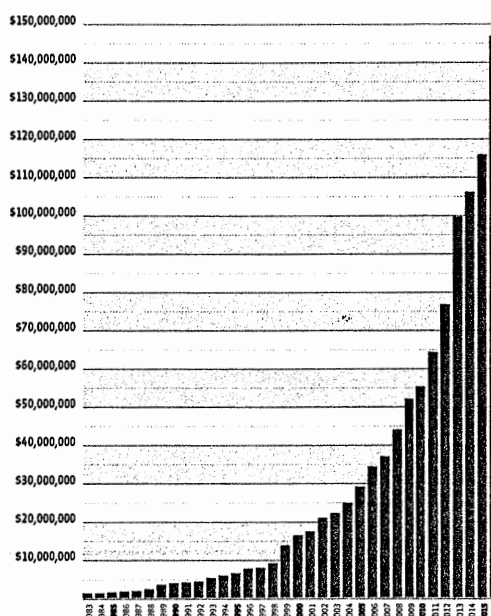
- Agriculture
- Construction & Real Estate
- Energy
- Government
- Manufacturing & Distribution
- Not-for-Profit

Statistics

2016 Revenues	\$146.4M
Total Partners	107
Total Employees	689
Total Personnel	796

Personnel count as of January 19, 2017

Sikich Total Revenues



SERVICES

- Accounting, Audit, Assurance & Tax
- Business Valuation
- Dispute Advisory
- ERP & CRM Software
- Human Resources Consulting
- Insurance Services
- Investment Banking & Corporate Finance
- IT Services
- Marketing & Public Relations
- Retirement Planning
- Supply Chain
- Wealth Management

Awards

- Vault Accounting Top Ranked 2017
- *Accounting Today* Top 100 Firms: ranked 31st nationally, 2016
- *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th, 2016
- *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 10th, 2016
- *Milwaukee Business Journal* Largest Milwaukee-Area Accounting Firms: ranked 11th, 2016
- *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 31st nationally, 2016
- When Work Works Award, 2016
- *WorldatWork* Work-Life 2016 Seal of Distinction
- Best Places to Work in Illinois, 2016
- Best Places to Work in Indiana, 2016
- Chicago's 101 Best and Brightest Companies to Work For®, 2016
- Milwaukee's 101 Best and Brightest Companies to Work For®, 2016
- WICPA Excellence Award - Public Service Award (Firm), 2016
- *Accounting Today* Top 100 Value Added Reseller: ranked 7th, 2016
- Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2016
- US SMB Champions Club Heartland Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- 2016 US SMB Champions Club Heartland Influencer Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- *Inc. 5000*: ranked #4613, 2016
- *Crain's* List Chicago's Largest Privately Held Companies: ranked #249, 2016
- Bob Scott's Top 100 Value Added Reseller: ranked 7th, 2016
- National Best & Brightest Companies to Work For®, 2015
- Chicago's 101 Best and Brightest Companies to Work For®, 2015
- National Best & Brightest in Wellness, 2015
- *Chicago Tribune's* Top Workplaces, 2015
- Edge Award - 2015 Community Service
- Microsoft Dynamics Inner Circle and President's Club, 2014



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System Review Report

July 17, 2014

To the Partners of
Sikich LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and an examination of a service organization (Service Organizations Control [SOC] 1 engagement).

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Sikich LLP has received a peer review rating of *pass*.

Heinold Banwart, Ltd

AGENDA SECTION: Consent – ACA

SUBJECT: Accounts Payable-Warrant #1626

MEETING DATE: April 18, 2017

FROM: Darrell Langlois, Assistant Village Manager/Finance Director *DL*

Recommended Motion

Move to approve payment of the accounts payable for the period of April 05, 2017 through April 18, 2017 in the aggregate amount of \$ 1,096,866.11 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.

Background

At each Village Board meeting the Village Treasurer submits a warrant register that lists bills to be paid and to ratify any wire transfers that have been made since the last Village Board meeting. Supporting materials for all bills to be paid are reviewed by Village Treasurer and one Village Trustee prior to the Village Board meeting.

Discussion & Recommendation

After completion of the review by the Village Treasurer and Village Trustee approval of Warrant #1626 is recommended.

Budget Impact

N/A

Village Board and/or Committee Action

Village Board agenda policy provides that the Approval of the Accounts Payable should be listed on the Consent Agenda

Documents Attached

1. Warrant Register #1626

VILLAGE OF HINSDALE

ACCOUNTS PAYABLE WARRANT REGISTER #1626

FOR PERIOD April 5, 2017 through April 18, 2017

The attached Warrant Summary by Fund and Warrant Register listing TOTAL DISBURSEMENTS FOR ALL FUNDS of \$1,096,866.11 reviewed and approved by the below named officials.

APPROVED BY David H. Hinkle DATE 4/13/17
VILLAGE TREASURER/ASSISTANT VILLAGE MANAGER

APPROVED BY _____ DATE _____
VILLAGE MANAGER

APPROVED BY _____ DATE _____
VILLAGE TRUSTEE

Village of Hinsdale
Warrant #1626
Summary By Fund

Recap By Fund	Fund	Regular Checks	ACH/Wire Transfers	Total
General Fund	10000	358,754.13	169,643.13	528,397.26
2013A Bond Fund	32756			
Capital Project Fund	45300	8,187.38	-	8,187.38
Water & Sewer Operations	61061	295,758.88	-	295,758.88
Escrow Funds	72100	46,194.00		46,194.00
Payroll Revolving Fund	79000	20,426.13	197,902.46	218,328.59
Library Operating Fund	99000			-
Total		729,320.52	367,545.59	1,096,866.11

Village of Hinsdale
Schedule of Bank Wire Transfers and ACH Payments
1626

Payee/ Date	Description	Vendor Invoice	Invoice Amount
Electronic Federal Tax Payment Systems 4/7/2017	Village Payroll #7 - Calendar 2017	FWH/FICA/Medicare	\$ 92,261.71
Illinois Department of Revenue 4/7/2017	Village Payroll #7 - Calendar 2017	State Tax Withholding	\$ 13,364.51
ICMA - 457 Plans 4/7/2017	Village Payroll #7 - Calendar 2017	Employee Withholding	\$ 14,245.11
HSA PLAN CONTRIBUTION 4/7/2017	Village Payroll #7 - Calendar 2017	Employer/Employee Withholding	\$ 6,410.78
Intergovernmental Personnel Benefit Cooperative		Employee Insurance	\$ 169,643.13
Illinois Municipal Retirement Fund		Employer/Employee	\$ 71,620.35
Total Bank Wire Transfers and ACH Payments			<u><u>\$ 367,545.59</u></u>

Run date: 12-APR-17

Village of Hinsdale

Page: 1

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
AFLAC-FLEXONE			
207516	ALFAC OTHER	040717000000000	\$223.34
207517	AFLAC OTHER	040717000000000	\$317.52
207518	AFLAC SLAC	040717000000000	\$126.87
Total for Check: 109618			\$667.73
COLONIAL LIFE PROCCESING			
207508	COLONIAL S L A C	040717000000000	\$45.18
Total for Check: 109619			\$45.18
I.U.O.E.LOCAL 150			
207524	LOCAL 150 UNION DUES	040717000000000	\$1,078.45
Total for Check: 109620			\$1,078.45
ILLINOIS FRATERNAL ORDER			
207510	UNION DUES	040717000000000	\$645.00
Total for Check: 109621			\$645.00
NATIONWIDE RETIREMENT SOL			
207511	USCM/PEBSO	040717000000000	\$105.97
207512	USCM/PEBSO	040717000000000	\$1,905.00
Total for Check: 109622			\$2,010.97
NATIONWIDE TRUST CO FSB			
207519	ACCRUED SK PEHP BONUS	040717000000000	\$9,135.05
Total for Check: 109623			\$9,135.05
NATIONWIDE TRUST CO.FSB			
207520	PEHPPD	040717000000000	\$491.69
207521	PEHP UNION 150	040717000000000	\$356.83
207522	PEHP COMP-SICK PD	040717000000000	\$558.07
207523	PEHP REGULAR	040717000000000	\$2,120.98
Total for Check: 109624			\$3,527.57
NCPERS GRP LIFE INS#3105			
207509	LIFE INS	040717000000000	\$256.00
Total for Check: 109625			\$256.00
STATE DISBURSEMENT UNIT			
207525	CHILD SUPPORT	040717000000000	\$313.21
Total for Check: 109626			\$313.21
STATE DISBURSEMENT UNIT			
207526	CHILD SUPPORT	040717000000000	\$230.77
Total for Check: 109627			\$230.77
STATE DISBURSEMENT UNIT			
207527	CHILD SUPPORT	040717000000000	\$764.77

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 109628	\$764.77
STATE DISBURSEMENT UNIT			
207528	CHILD SUPPORT	040717000000000	\$175.00
		Total for Check: 109629	\$175.00
STATE DISBURSEMENT UNIT			
207529	CHILD SUPPORT	040717000000000	\$672.45
		Total for Check: 109630	\$672.45
V.O.H. FLEX BENEFITS			
207513	DEP CARE REIMBURSEMENT	040717000000000	\$33.33
207514	MEDICAL REIMBURSEMENT	040717000000000	\$487.32
207515	MEDICAL REIMBURSEMENT	040717000000000	\$383.33
		Total for Check: 109631	\$903.98
A & M AUTO PARTS			
207502	DEF FLUID FOR M84/E84	420107	\$36.00
		Total for Check: 109632	\$36.00
ABC COMMERCIAL MAINT SERV			
207676	KLM CLEANING	112	\$664.00
		Total for Check: 109633	\$664.00
ALL STAR WINDSHIELD CTR			
207639	REAR CAB GLASS	0060064058	\$339.00
		Total for Check: 109634	\$339.00
ALPHA BUILDING MAINTENANC			
207586	CUSTODIAL SERVICES	17700 VH	\$1,384.62
207586	CUSTODIAL SERVICES	17700 VH	\$1,241.54
207586	CUSTODIAL SERVICES	17700 VH	\$1,695.00
207586	CUSTODIAL SERVICES	17700 VH	\$553.84
		Total for Check: 109635	\$4,875.00
AMERICAN LITHOGRAPHY			
207546	SEASONAL PROGRAM BROCHURE	249653-01	\$686.00
207546	SEASONAL PROGRAM BROCHURE	249653-01	\$5,400.00
		Total for Check: 109636	\$6,086.00
ANETSBERGER, NANCY			
207574	NOTARY COMMISSION RENEWAL	300465	\$53.95
		Total for Check: 109637	\$53.95
ANNERINO, COLLEEN			
207762	KLM SECURITY DEPOSIT	EN170325	\$500.00
		Total for Check: 109638	\$500.00

Run date: 12-APR-17

Village of Hinsdale

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WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
APPLE RETAIL			
207780	IPADS FOR FD	04062017	\$4,872.00
		Total for Check: 109639	\$4,872.00
ARAMARK UNIFORM SERVICES			
207475	FLOOR MATS	2081000712	\$79.80
207476	FLOOR MATS/ TOWELS	2081000713	\$70.88
207476	FLOOR MATS/ TOWELS	2081000713	\$8.99
207476	FLOOR MATS/ TOWELS	2081000713	\$161.00
207476	FLOOR MATS/ TOWELS	2081000713	\$15.15
207653	FLOOR MATS	2080991100	\$79.80
207654	FLOOR MATS/ TOWELS	2080991101	\$70.88
207654	FLOOR MATS/ TOWELS	2080991101	\$8.99
207654	FLOOR MATS/ TOWELS	2080991101	\$161.00
207654	FLOOR MATS/ TOWELS	2080991101	\$15.15
		Total for Check: 109640	\$671.64
BACKGROUNDS ONLINE			
207589	BACKGROUND CHECK	480605	\$89.45
		Total for Check: 109641	\$89.45
BALDINELLI'S PIZZA			
207555	SWEARING IN RECEPTION	44481	\$150.00
		Total for Check: 109642	\$150.00
BANNERVILLE USA			
207549	DOG RESTRICTION SIGNS	22973	\$135.00
		Total for Check: 109643	\$135.00
BAYLESS COMMUNICATIONS			
207550	TOLLWAY AD-HOC COMM	3212017	\$2,682.50
207603	MEDIA RELATIONS TRAINING	03202017	\$2,500.00
		Total for Check: 109644	\$5,182.50
BE PREPARED			
207599	BABYSITTER CLASS INSTRUCT	1	\$220.00
		Total for Check: 109645	\$220.00
BEEDY MEDIA			
207596	CAMERA FOR PIO TRAINING	128	\$700.00
		Total for Check: 109646	\$700.00
BUECHE, JEAN			
207592	TUITION REIMBURSEMENT	03242017	\$128.42
		Total for Check: 109647	\$128.42
BURRIS EQUIPMENT CO			
207656	HITCH BUSHINGS AND PINS	PS08145	\$69.44

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207660	HITCH PINS	PS08264	\$1.88
207661	HITCH PIN	PS08265	\$6.18
		Total for Check: 109648	\$77.50
BUTTREY RENTAL SERVICE IN			
207658	FENCE REPAIRS	234149	\$74.00
		Total for Check: 109649	\$74.00
C.A. BENSON & ASSOCIATES			
207465	ALLEY APPRAISAL	7043	\$1,000.00
		Total for Check: 109650	\$1,000.00
CATCHING FLUID POWER			
207479	HYD HOSE AND FITTINGS	6151244	\$138.42
		Total for Check: 109651	\$138.42
CHAN, THOMAS			
207579	PERMIT REIMBURSEMENT	04032017	\$147.00
		Total for Check: 109652	\$147.00
CHICAGOLAND CIRCULATION			
207668	SUMMER BROCHURES	1826	\$1,006.50
		Total for Check: 109653	\$1,006.50
CINTAS CORPORATION 769			
207643	MEDICAL SUPPLIES	5007425456	\$53.38
207650	MEDICAL SUPPLIES	5007546520	\$38.58
207652	UNIFORM ALLOWANCE	769185660	\$81.78
		Total for Check: 109654	\$173.74
COLLEGE OF DUPAGE			
207560	PIO CLASS	7894	\$195.00
		Total for Check: 109655	\$195.00
COLLEY ELEVATOR COMPANY			
207572	ELEVATOR REPAIR	159552	\$94.50
207615	ELEVATOR PHONE	159689	\$189.00
		Total for Check: 109656	\$283.50
COMCAST			
207543	POOL	8771201110037136	\$134.85
207568	VILLAGE HALL	36757-03/17	\$224.35
207569	POLICE	8771201110036781	\$172.40
207570	KLM	36807-04/17	\$114.35
207571	WATER	36815-04/17	\$144.35
		Total for Check: 109657	\$790.30
COMED			

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207782	57TH STREET	0051093062	\$368.36
207783	ELEANOR PARK	0075151076	\$743.40
207784	WARMING HOUSE/PADDLE HUT	0203017056	\$297.31
207785	CHESTNUT PARKING	0203065105	\$51.06
207786	CLOCK TOWER	0381057101	\$32.47
207787	STREET LIGHTS	0395122068	\$51.54
207788	314 SYMONDS DR	0417073048	\$389.85
207789	FOUNTAIN	0471095066	\$65.08
207790	BURLINGTON PARK	0499147045	\$39.78
207791	ROBBINS PARK	0639032045	\$21.82
207792	STREET LIGHTS	0697168013	\$36.86
207793	VILLAGE PLACE ALLEY	1094271003	\$489.77
207794	STREET LIGHTS	1653148050	\$9,637.99
207795	WASHINGTON	2378029015	\$58.14
207796	VEECK PARK	2425068008	\$322.61
207797	WASHINGTON PARK LOT	2838114008	\$38.51
207798	VEECK PARK WP	3454039030	\$722.89
207799	BURLINGTON PARK	68583006139	\$31.98
207800	NS CBQ RR	7011157008	\$36.09
207801	PIERCE PARK	7011378007	\$82.64
207802	WALNUT STREET	7011481018	\$32.76
207803	KLM LODGE	7093551008	\$891.93
207804	KLM LODGE	7093551008	\$222.99
207805	SAFETY TOWN	7261620005	\$22.46
207806	ROBBINS PARK	8521083007	\$288.41
207807	TRAIN STATION	8521342001	\$639.18
207808	WATER PLANT	8521400008	\$36.78
207809	BROOK PARK	8605174005	\$369.65
207810	POOL	8605437007	\$470.62
207811	72.14	ELEANOR PARK	\$72.14
207812	STOUGH PARK	8689480008	\$43.04
207813	BURNS FIELD	8689640004	\$25.10
207814	WOODLANDS	1107024145	\$38.51
207815	VILLAGE PLACE ALLEY	1094271003	\$489.77
207816	314 SYMONDS DR	1653148069	\$29.81

Total for Check: 109658

\$17,191.30

* NOTE: Overflow check number 109659 processed

COMMERCIAL COFFEE SERVICE

207562	3 BOXES OF COFFEE	200861	\$112.50
Total for Check: 109660			\$112.50

COMMUNICATIONS DIRECT

207545	VHF RADIO GANG CHARGER	15067	\$466.96
Total for Check: 109661			\$466.96

COMPASS MINERALS AMERICA

207662	DPC SALT	71620028	\$1,126.44
207663	DPC SALT	71619423	\$8,244.01

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 109662	\$9,370.45
CONSTELLATION NEWENERGY			
207766	121 SYMONDS	0038420276	\$643.30
207767	121 SYMONDS FD	0038420276	\$643.31
207768	217 SYMONDS	0038420276	\$1,482.53
207769	225 SYMONDS	0038420276	\$1,412.80
207770	500 W HINSDALE	0038420276	\$337.66
207778	5901 S COUNTY LINE RD GAS	0038420276	\$1,162.78
		Total for Check: 109663	\$5,682.38
CORELESS, THOMAS			
207764	KLM SECURITY DEPOSIT	EN170318	\$250.00
		Total for Check: 109664	\$250.00
CUMMINS NPOWER, LLC			
207664	RADIATOR	711-78704	\$7,661.37
		Total for Check: 109665	\$7,661.37
CZERVIK CONSTRUCTION			
207706	MEMORIAL BUILDING	03302017	\$66,346.00
		Total for Check: 109666	\$66,346.00
DARLING/TORVAC			
207544	VACCUUM OUT DRAIN PIT	090-2920041	\$905.00
		Total for Check: 109667	\$905.00
DIGITCERT			
207486	SSL CONTRACT	74600	\$157.00
		Total for Check: 109668	\$157.00
DIRECT ADVANTAGE INC			
207675	MARKETING SERVICES	1514	\$2,075.00
207775	MARKETING FEB 2017	1502	\$2,075.00
207779	MARKETING SERVICES	1484	\$3,325.00
		Total for Check: 109669	\$7,475.00
DUPAGE COUNTY ANIMAL			
207587	BAT SPECIMEN	650-23261	\$30.00
		Total for Check: 109670	\$30.00
DUPAGE COUNTY CHIEFS OF			
207554	LUNCHEON	04062017	\$125.00
		Total for Check: 109671	\$125.00
DUPAGE COUNTY HEALTH DEPT			
207563	DNP PARTICIPATION 2017	JU 4399	\$800.00
		Total for Check: 109672	\$800.00

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
DUPAGE WATER COMMISSION			
207464	WATER CHARGES MARCH 2017	11708	\$279,696.00
Total for Check: 109673			\$279,696.00
DYNEGY ENERGY SERVICES			
207541	TRANSFORMER	147029717031	\$1,852.88
207542	908 ELM	147029617031	\$652.24
Total for Check: 109674			\$2,505.12
EMERGENCY MEDICAL PROD			
207500	MEDICAL SUPPLIES M84/M85	1897166	\$208.58
Total for Check: 109675			\$208.58
FCWRD			
207588	SEWER	008919-000	\$137.56
Total for Check: 109676			\$137.56
FIRST COMMUNICATIONS, LLC			
207781	PHONE CHARGES	113439091	\$303.99
207781	PHONE CHARGES	113439091	\$690.50
207781	PHONE CHARGES	113439091	\$414.77
207781	PHONE CHARGES	113439091	\$177.76
207781	PHONE CHARGES	113439091	\$104.58
207781	PHONE CHARGES	113439091	\$219.37
207781	PHONE CHARGES	113439091	\$59.94
Total for Check: 109677			\$1,970.91
FRED GLINKE PLUMBING AND			
207609	CEILING PIPING REPAIR	5364-C	\$1,470.00
207612	WATER COOLER PARTS	32644	\$233.95
Total for Check: 109678			\$1,703.95
FULLERS SERVICE CENTER IN			
207698	CAR WASHES	03312017	\$152.00
207699	PD CAR DETAIL	61773383168	\$289.99
207776	KLM PLOWS	03312017	\$250.00
207776	KLM PLOWS	03312017	\$250.00
Total for Check: 109679			\$941.99
GARY JOHNSTON			
207566	FEB TRUCK PERMIT FEES	04052017	\$53.10
207567	JAN TRUCK PERMIT FEES	03112017	\$52.20
Total for Check: 109680			\$105.30
GOEBEL, EVE			
207576	ACTIVITY CANCELLATION	151394	\$40.00
Total for Check: 109681			\$40.00

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
GRAINGER, INC.			
207498	MERCURY SPILL KIT	9403452072	\$41.06
		Total for Check: 109682	\$41.06
H LINDEN & SONS SEWER			
207651	INSTALLATION/ CLEAN OUT	02222017	\$1,200.00
		Total for Check: 109683	\$1,200.00
HARDY'S CONSTRUCTION			
207496	CONT BD 640 HARDING	23659	\$2,100.00
		Total for Check: 109684	\$2,100.00
HAWKINS, INC.			
207646	VEECK CSO CL2	4039226	\$729.60
		Total for Check: 109685	\$729.60
HILDEBRAND SPORTING GOODS			
207483	RUBBER BATTING TEE	RR2755	\$76.00
		Total for Check: 109686	\$76.00
HOVING PIT STOP			
207548	PORTABLE RESTROOMS	5140777	\$362.00
		Total for Check: 109687	\$362.00
HR GREEN INC			
207531	OAK ST BRIDGE PH 3	22-110721	\$6,987.38
		Total for Check: 109688	\$6,987.38
INDUSTRIAL ELECTRIC			
207577	EM LIGHT FIXTURES-MH	247842	\$87.00
207595	KLM LODGE REPAIRS	247840	\$113.00
207617	PADDLE HUT REPLACE LIGHTS	233776	\$87.00
		Total for Check: 109689	\$287.00
INTERNATIONAL ASSOC OF			
207604	2017 DUES	1001226565	\$75.00
		Total for Check: 109690	\$75.00
INTERNATIONAL EXTERMINATO			
207533	PEST CONTROL	41757556	\$40.00
207533	PEST CONTROL	41757556	\$40.00
207533	PEST CONTROL	41757556	\$113.00
207533	PEST CONTROL	41757556	\$40.00
207533	PEST CONTROL	41757556	\$40.00
		Total for Check: 109691	\$273.00
J C LIGHT CO			

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207616	STAIR PAINT	09026488	\$100.52
207621	MEMORIAL HALL	09027302	\$22.32
207622	MEMORIAL HALL	09027266	\$47.37
Total for Check: 109692			\$170.21
J. S. PALUCH CO, INC			
207580	POOL AD	03292017	\$338.00
Total for Check: 109693			\$338.00
JEAN BUECHE			
207591	PETTY CASH	04062017	\$55.73
207591	PETTY CASH	04062017	\$40.00
207591	PETTY CASH	04062017	\$58.85
207591	PETTY CASH	04062017	\$30.00
207591	PETTY CASH	04062017	\$38.50
207591	PETTY CASH	04062017	\$26.85
Total for Check: 109694			\$249.93
KENTALA, MATTHEW			
207763	KLM SECURITY DEPOSIT	EN170326	\$250.00
Total for Check: 109695			\$250.00
LACKEY, KEVIN			
207553	REIMBURSEMENT USB DRIVES	03242017	\$64.48
Total for Check: 109696			\$64.48
LAW ENFORCEMENT TRAINING			
207600	COURT SMART PROGRAM	02202017	\$1,250.00
Total for Check: 109697			\$1,250.00
LEE, GARY AND LESLIE			
207495	CONT BD 928 OAKWOOD	23722	\$1,550.00
Total for Check: 109698			\$1,550.00
LILLIE, THOMAS			
207594	HOTEL FOR ILEAS CONF	03142017	\$158.20
Total for Check: 109699			\$158.20
MANDY PRINTING			
207556	SHIRTS FOR PTI ACADEMY	25004	\$80.00
Total for Check: 109700			\$80.00
MANI, BALRAJ SUBRA			
207489	ST MGMT 902 S MONROE	21165	\$3,000.00
Total for Check: 109701			\$3,000.00
MANI, BALRAJ SUBRA			
207490	STMWR BD 902 S MONROE	21166	\$2,244.00

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 109702	\$2,244.00
MARQUARDT PRINTING CO			
207547	KLM INSERTS	30264	\$780.00
		Total for Check: 109703	\$780.00
MCCANN INDUSTRIES, INC			
207642	HYD HOSES FOR #29	07219876	\$199.78
		Total for Check: 109704	\$199.78
METROPOLITAN INDUSTRIES			
207665	SEWER OVERFLOW PARTS	0000320407	\$3,516.00
		Total for Check: 109705	\$3,516.00
MICRO CENTER A/R			
207469	MISC COMPUTER PARTS	4136393	\$21.99
207470	MISC PARTS	4141826	\$29.99
207471	FLASH DRIVE	4151896	\$44.99
207472	REP HARD DRIVES	4140165	\$293.98
		Total for Check: 109706	\$390.95
MIDWEST INTERSTATE			
207488	NETWORK WIRING SERV CALL	93760	\$242.90
		Total for Check: 109707	\$242.90
MIDWEST LEADERSHIP			
207774	TRAINING	0053	\$1,665.00
		Total for Check: 109708	\$1,665.00
MIDWEST TIME RECORDER			
207478	MARCH MONTHLY SERVICE FEE	154156	\$119.20
		Total for Check: 109709	\$119.20
MINER ELECTRONICS			
207559	REPAIR MIC IN SQUAD #45	262666	\$190.43
207565	REPAIRED PRINTER #44	262661	\$265.50
		Total for Check: 109710	\$455.93
MOST DEPENDABLE FOUNTAINS			
207484	REPAIR AT BROOK FOUNTAIN	INV45365	\$27.00
		Total for Check: 109711	\$27.00
MOTOROLA SOLUTIONS			
207606	STARCOM FEES MARCH	28061212017	\$34.00
		Total for Check: 109712	\$34.00
MUTUAL AID BOX ALARM SYST			
207506	CREDENTIALING CARD	T20002443	\$5.00

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 109713	\$5.00
NAPA AUTO PARTS			
207481	DRIVE BELTS FOR #69	484992	\$32.56
207482	HYD TRACTOR OIL FOR #29	484564	\$40.92
207657	FILTERS	484308	\$5.84
207657	FILTERS	484308	\$23.83
207657	FILTERS	484308	\$54.01
207657	FILTERS	484308	\$9.96
207657	FILTERS	484308	\$67.69
		Total for Check: 109714	\$234.81
NAPERVILLE READY MIX INC			
207497	CONCRETE RESTORATION	62431	\$640.00
		Total for Check: 109715	\$640.00
NEOPOST USA INC			
207534	QUARTERLY MAINTENANCE FEE	54725161	\$186.60
		Total for Check: 109716	\$186.60
NICOR GAS			
207537	YOUTH CENTER	90077900000	\$295.81
207538	121 SYMONDS	38466010006	\$45.90
207538	121 SYMONDS	38466010006	\$45.89
207539	PLATFORM TENNIS	06677356575	\$1,063.84
207540	5905 S COUNTY LINE	12952110000	\$283.86
		Total for Check: 109717	\$1,735.30
NOELL, JOHN			
207578	REIMBURSEMENT FOR STICKER	03282017	\$40.00
		Total for Check: 109718	\$40.00
NUCO2 INC			
207597	CO2 TANK LEASE	51692713	\$37.30
		Total for Check: 109719	\$37.30
OGUNNUBI, OLUOTON			
207551	REIMBURSEMENT TOW HEARING	03132017	\$500.00
		Total for Check: 109720	\$500.00
ONEIL BUILDING CORP			
207491	CONT BD 8 E HINSDALE	23726	\$10,000.00
		Total for Check: 109721	\$10,000.00
OZINGA			
207670	BIN BLOCKS	52491	\$530.04
207670	BIN BLOCKS	52491	\$441.60
207670	BIN BLOCKS	52491	\$353.36

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 109722	\$1,325.00
PADDLE IN THE PARKS			
207669	COURT MANAGEMENT	03312017	\$1,071.42
		Total for Check: 109723	\$1,071.42
PHILLIPS FLORIST			
207532	FLOWERS	0292926	\$230.90
		Total for Check: 109724	\$230.90
POWER EQUIPMENT LEASING			
207659	BUCKET TRUCK RENTAL	25800-01	\$825.00
		Total for Check: 109725	\$825.00
PRAXAIR DISTRIBUTION, INC			
207649	HINSDALE POOL	76627348	\$59.85
		Total for Check: 109726	\$59.85
PREMIER ENVIRONMENTAL			
207641	REMOVE ASBESTOS	2536-2387E	\$685.00
		Total for Check: 109727	\$685.00
RACK SOLUTIONS			
207487	SERVER RACK	263938	\$203.01
		Total for Check: 109728	\$203.01
RAY O'HERRON CO INC			
207671	UNIFORMS	1715740-IN	\$236.69
207700	UNIFORMS	1717799-IN	\$548.19
207701	UNIFORMS	1717797	\$491.04
207702	UNIFORMS/PATCHES	1717795	\$6.00
207703	UNIFORMS	1717796-IN	\$71.90
		Total for Check: 109729	\$1,353.82
RAY OHERRON CO INC			
207575	AMMO 380 AUTO	1544421-IN	\$167.97
		Total for Check: 109730	\$167.97
RED WING SHOE STORE			
207503	UNIFORM ALLOWANCE	25782	\$197.99
207644	UNIFORM ALLOWANCE	00000006-045	\$179.99
207655	UNIFORM ALLOWANCE	25671	\$211.49
		Total for Check: 109731	\$589.47
REGAL CUSTOM CONCRETE			
207494	CONT BD 631 S LINCOLN	23685	\$1,300.00
		Total for Check: 109732	\$1,300.00

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DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
REGIONAL TRUCK EQUIPMENT			
207477	CAB GUARD/BASE FOR #3	205548	\$363.34
Total for Check: 109733			\$363.34
RUSH TRUCK CENTER-CHICAGO			
207667	SNOW PLOW	2810-1143	\$150,839.00
Total for Check: 109734			\$150,839.00
SAMS CLUB #6384			
207765	ASST SUPPLIES	6046002039006910	\$92.43
207765	ASST SUPPLIES	6046002039006910	\$213.35
207765	ASST SUPPLIES	6046002039006910	\$110.31
207765	ASST SUPPLIES	6046002039006910	\$91.92
207765	ASST SUPPLIES	6046002039006910	\$19.96
Total for Check: 109735			\$527.97
SERVICE FORMS & GRAPHICS			
207613	50/50 SIDEWALK LETTER	160276	\$758.95
Total for Check: 109736			\$758.95
SHI INTERNATIONAL CORP			
207466	PRINTER	B06179299	\$183.00
207467	ENDPOINT PROTECTION VIRUS	B06225561	\$2,683.30
207468	VM WARE PAINT	B06292639	\$1,056.00
Total for Check: 109737			\$3,922.30
SIRCHIE			
207564	EVIDENCE TAPE	0295415-IN	\$62.80
207573	GLOVES	0292525-IN	\$208.32
Total for Check: 109738			\$271.12
SOMERSET DEVELOPMENT			
207760	ST MGMT 5547 S ELM	23097	\$3,000.00
Total for Check: 109739			\$3,000.00
SOMERSET DEVELOPMENT			
207761	CONT BD 5547 S ELM	23098	\$10,000.00
Total for Check: 109740			\$10,000.00
SPRINT			
207777		977740515-182	\$186.54
207777		977740515-182	\$37.31
207777		977740515-182	\$559.61
207777		977740515-182	\$298.46
207777		977740515-182	\$37.31
207777		977740515-182	\$111.92
207777		977740515-182	\$37.31
207777		977740515-182	\$74.61

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207777		977740515-182	\$111.91
207777		977740515-182	\$186.54
207777		977740515-182	\$206.59
207777		977740515-182	\$37.31
207777		977740515-182	\$410.38
		Total for Check: 109741	\$2,295.80
STARFISH AQUATICS INSTITU			
207679	REVIEW	14594	\$1,000.00
		Total for Check: 109742	\$1,000.00
STEPHEN A LASER ASSOC			
207552	PSYCH EVALUATIONS	2006169	\$1,650.00
		Total for Check: 109743	\$1,650.00
STONE RIDGE CUSTOM HOMES			
207492	CONT BD 416 N MADISON	22551	\$10,000.00
		Total for Check: 109744	\$10,000.00
STONERIDGE CUSTOM HOMES			
207493	ST MGMT 416 N MADISON	22553	\$3,000.00
		Total for Check: 109745	\$3,000.00
SUBURBAN DOOR CHECK			
207558	DOOR LOCK PARTS/REPAIR	IN484846	\$108.75
207558	DOOR LOCK PARTS/REPAIR	IN484846	\$159.50
		Total for Check: 109746	\$268.25
SUBURBAN LABORATORIES, IN			
207648	TESTING FOR WELLS	142792	\$1,923.00
		Total for Check: 109747	\$1,923.00
TAMELING INDUSTRIES			
207504	SOIL FOR SOCCER REST.	0114698-IN	\$210.00
		Total for Check: 109748	\$210.00
TELCOM INNOVATIONS GROUP			
207473	PHONE SYST MAINT AGREEMNT	A49731	\$1,772.00
207474	PHONE SYSTEM REPAIR	A49703	\$342.00
		Total for Check: 109749	\$2,114.00
THE HINSDALEAN			
207581	PUBLIC HEARING	47454	\$309.60
207582	NOTICE OF PUBLIC HEARING	47453	\$241.20
207583	PUBLIC HEARING	47452	\$183.60
		Total for Check: 109750	\$734.40
THE POLICE & SHERIFFS			

WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207557	ID CARDS	91881	\$32.49
		Total for Check: 109751	\$32.49
THOMPSON ELEVATOR INSPEC			
207507	ELEVATOR RESCUE CLASS	17-0962	\$1,150.00
207677	INSPECTIONS	17-0054	\$200.00
		Total for Check: 109752	\$1,350.00
TPI BLDG CODE CONSULTANT			
207678	INSPECTIONS	201703	\$2,650.00
		Total for Check: 109753	\$2,650.00
TREES R US INC			
207666	TREE PRUNING	20319	\$8,776.98
		Total for Check: 109754	\$8,776.98
UNIVERISTY OF ILLINOIS			
207505	FIRE AND ARSON INVEST.	UFINX356	\$425.00
		Total for Check: 109756	\$425.00
VAFCON INC			
207645	VEECK SCADA MAINT.	1171501	\$770.00
		Total for Check: 109757	\$770.00
VERIZON WIRELESS			
207535	WATER DEPT IPADS	9782667949	\$230.53
207536	FIRE DEPT	9782713563	\$10.04
		Total for Check: 109758	\$240.57
VILLAGE OF OAK BROOK			
207590	BLOOD/URINE TETING KITS	03172017	\$89.18
		Total for Check: 109759	\$89.18
WAREHOUSE DIRECT INC			
207499	MISC OFFICE SUPPLIES	3425219-0	\$315.57
207618	DISPENSER REPLACEMENT	3415647-0	\$30.72
207647	JANITORIAL SUPPLIES	3403672-0	\$127.06
207647	JANITORIAL SUPPLIES	3403672-0	\$269.28
207647	JANITORIAL SUPPLIES	3403672-0	\$208.29
207672	OFFICE SUPPLIES	3414346-0	\$221.88
207673	OFFICE SUPPLIES	3420474-0	\$167.54
207674	OFFICE SUPPLIES	3405063-0	\$102.64
207704	OFFICE SUPPLIES	3429780-0	\$46.04
207705	PAPER TOWELS/TOILET PAPER	3429775-0	\$156.29
		Total for Check: 109760	\$1,645.31
WARREN OIL COMPANY			
207773	FUEL	W1044974	\$2,769.00

Run date: 12-APR-17

Village of Hinsdale

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WARRANT REGISTER: 1626

DATE: 04/18/17

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
207773	FUEL	W1044974	\$13,013.83
		Total for Check: 109761	\$15,782.83
WESTMONT PARK DISTRICT			
207485	GYMNASTICS REIMBURSEMENT	001	\$420.00
		Total for Check: 109762	\$420.00
WILLOWBROOK FORD INC			
207480	BLOCK HEATER FOR #14	5122847	\$21.58
		Total for Check: 109763	\$21.58
XEROX CORPORATION			
207584	FIRE DEPT COPIER	088615639	\$85.00
207585	FINANCE COPIER	088615638	\$85.00
		Total for Check: 109764	\$170.00
YIAYIAS PANCAKE HOUSE			
207771	OT MEALS	106185	\$122.96
		Total for Check: 109765	\$122.96
ZOLL MEDICAL CORP			
207501	BATTERIES FOR MONITORS	2505984	\$841.00
		Total for Check: 109766	\$841.00
ILCMA			
207772	JOB AD POSTING	789	\$100.00
		Total for Check: 109767	\$100.00

REPORT TOTAL \$729,320.52

END OF REPORT

REQUEST FOR BOARD ACTION
Administration

AGENDA SECTION: Consent Agenda - ACA

SUBJECT: Approval of a street closure on Chicago Avenue and Burlington Drive from Washington Street to Garfield Street on Sunday, August 20, 2017, and Sunday, October 1, 2017

MEETING DATE: April 18, 2017

FROM: Emily Wagner, Administration Manager
Anna Devries, Economic Development Coordinator

Recommended Motion

Approve a street closure on Chicago Avenue and Burlington Drive from Washington Street to Garfield Street on Sunday, August 20, 2017, and Sunday, October 1, 2017, for a Fueled coffee and classics car event.

Staff recommends using Chicago Avenue and Burlington Drive for pedestrian safety and convenience.

Background

Staff is in receipt of a request from Lorraine Hughes who is the Vice President of Fueled, Inc. regarding an event called Fueled Coffee and Classics. The event consists of Fueled members gathering with their classic European vehicles. While the event is for Fueled members, the public is welcome to attend as spectators. There are no commercial interests represented at the event. Fueled estimates between fifty and seventy cars at the event.

The proposed dates of the event are Sunday, August 20, 2017, and Sunday, October 1, 2017, from 9:00 a.m. to 11:00 a.m. It is requested that set-up begins at 8:30 a.m. and tear down begins at 11:00 a.m. If approved, the event would take place on Chicago Avenue and Burlington Drive in between Washington Street and Garfield Street. Fueled is a not for profit group and the event would be open to the public and free of charge.

The applicant started Fueled Coffee and Classics in downtown Winnetka in 2010 as a monthly Sunday morning gathering. Staff received feedback from the Village of Winnetka that highly recommended the event for the Village of Hinsdale. The Village of Winnetka reported that staff had a positive experience with Fueled and had no concerns with regard to program implementation.

Discussion & Recommendation

The event would take place during an off-peak business time that would have little impact on the traffic flow. In the event that Chicago Avenue and Burlington Drive are not approved by the Village Board, the Village parking lot on Washington Street just south of the Mobil station would be a second option.

Additionally, Continental Auto Sports (Ferrari and Maserati), 420 E. Ogden, wrote a letter of support for this event in Hinsdale and will participate if the event is approved.

Budget Impact

The applicant is not requesting Village staff or resources for the event. Barriers to close streets will already be available for the weekly Farmer's Market event, and FuelFed staff indicated that they will move barriers as needed. Police staff will be available in the event that FuelFed requires assistance with moving the barriers.

Village Board and/or Committee Action

At their meeting of April 4, 2017, the Village Board agreed to move this item to the Consent Agenda of their next meeting.

Documents Attached

1. Cover letter from Lorraine Hughes, Vice President of FuelFed
2. Information on FuelFed, Inc.
3. FuelFed Coffee and Classics event summary
4. Map with proposed locations
5. Letter from Continental AutoSports
6. Certificates of insurance



5225 N. Ravenswood Ave. | Suite 201 | Chicago, IL 60640 | 773.450.7118 | fuelfed.com

March 6, 2017

Bradley Bloom
Asst. Village Manager/Dir. of Public Safety
Village of Hinsdale
19 E. Chicago Ave.
Hinsdale, IL 60521

Dear Bradley,

Thank you for granting Brian Hughes, Andy Blankenburg, and me a meeting with you and Anna DeVries to discuss Fuelfed holding two of its club's Coffee & Classics events in Hinsdale this year. We left encouraged that you understood our club, the event and the benefit to the village of Hinsdale. We've always felt there was great similarity between the quality and outlook of the village of Hinsdale and its people and that of Fuelfed and its members. We would be honored and excited to be in Hinsdale.

I've attached the document we presented and updated it to show the location we are requesting which is the one you and Anna also felt was your top choice. It explains the club, the event and the benefits to the Village of Hinsdale.

To Summarize

Event Name: Fuelfed Coffee & Classics

Type of Event: Fuelfed member gathering with classic European vehicles. The majority of our membership our owners of classic European vehicles prior to 1990 with a minor portion driving more recent European cars. While the event is for our members, the public is welcome to attend as spectators. We will allow non-members to park in the event space if they meet the European vehicle criteria.

There are no commercial interests represented at the event.

Dates/Times: Sunday, August 20, 2017
Sunday, October 1, 2017

Time: 9:00-11:00a.m. (Setup begins at 8:30a.m./Tear Down @ 11:00a.m.)

Location: E. Chicago Avenue / Burlington Avenue (Washington Street to Garfield Street, along Burlington Park.)

Staffing: Fuelfed is not requesting village staff or resources, other than typical street barricades. Our club would supply the event signage at the entrances, traffic cones and volunteers for the event. We would distribute posters prior to the event in local businesses to help make people aware of the events.

Classic Motoring Redefined®



5225 N. Ravenswood Ave. | Suite 201 | Chicago, IL 60640 | 773.450.7118 | fuelfed.com

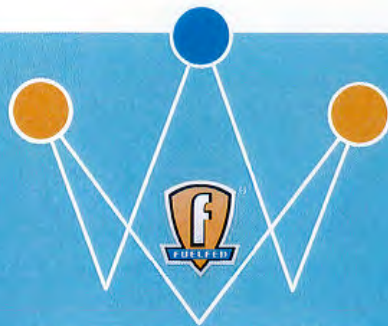
Thank you for your consideration in granting us use of the location for our events. If you have additional questions, please feel free to contact me. My cell is 312.401.1975. If it's helpful, Andy Blankenburg would make himself available for further presentation or discussions with the village, as would Brian or I.

We look forward to hearing from you. Please let me know what the next steps are.

Best regards,

Lorraine Hughes
Vice President
FuelFed, Inc.
C: 312.401.1975

Classic Motoring Redefined®



COFFEE & CLASSICS

HINSDALE



PROPOSED FUELFED COFFEE & CLASSICS® EVENT FOR HINSDALE



A Little About Fuelfed

Fuelfed is a private club for the discerning classic European car enthusiast. Fuelfed focuses on driving, socializing, maintaining, and promoting the passion of classic European automotive ownership. With currently over 500 members ranging from those with Pebble Beach winning twenty million dollar concours cars in their collections to individuals with a one modest car.

All Fuelfed members are well-vetted based on their perspective and intentions in the car culture.

Most are high net-worth professionals, predominantly from the North Shore and North Suburbs of Chicago, but all are welcome if their car(s) qualifies and their heart is in the right place.

Fuelfed organizes over 27 events for its members each year. We are nationally known for our monthly Sunday morning Coffee & Classics® (C&C) events in Winnetka, drawing the top European collector cars in the Midwest.

General events range from 12 Coffee & Classics®, 3 OPENs, MotorGears 250 Rally, classic touring weekends, garage tours & many cocktail parties.

The Fuelfed website is www.fuelfed.com



Coffee & Classics® Back Story

Fuelfed started Coffee & Classics® in historic downtown Winnetka in 2010 as a monthly Sunday morning gathering for classic European car enthusiasts. It grew quickly to over 200 cars. From the start, Fuelfed worked in unison with the village police and Chamber of Commerce to add value and ensure safety for the community. C&C now covers 4 city blocks with traffic rerouted for 3 hours. The streets are barricaded to allow spectators to roam freely, but securely.

Local merchants embraced the opportunity to attract the several hundred spectators looking at classic cars in front of their stores each month, especially at a time of day and week that is typically off-peak for business. The residents love it—it's become a multigenerational activity, and a very popular event for families with young children. The kids go crazy looking at and learning about cars that are so different than what they're used to seeing. C&C is far more than a car show, it's more of a community event and art exhibition on wheels.

“Fuelfed Coffee & Classics has become part of the fabric of Winnetka, providing a unique experience for our residents. We are honored to have this jewel of the North Shore in our backyard.”

Terry Dason
Executive Director, Winnetka-Northfield Chamber of Commerce

We expanded C&C to Barrington in 2015, as it fit the right village demographic and a large number of members wanted a C&C closer to home. C&C fit well with the village and community, and now C&C Barrington is almost as big as Winnetka.

Coffee & Classics® has always attracted a well educated and civil audience. We have zero-tolerance policy for any motoring antics commonly associated with car shows or cruise nights. Since C&C is a private event club event, we set expectations in advance and control who can show their car. Of course, spectators are always welcome.





Fuelfed Coffee & Classics® Hinsdale

Fuelfed would like to host a signature club Coffee & Classics® event in Hinsdale on two dates in 2017. We feel Hinsdale is a good fit for the Fuelfed brand and Fuelfed C&C is a good fit for Hinsdale, given our members' appreciation for history, aesthetics and local amenities.

Several club members live in Hinsdale and would like to support C&C in their home town, most notably John & Joel Weinberger of Continental AutoSports.

We feel Coffee & Classics® would provide similar benefits to the village, merchants and residents as it currently does in Winnetka and Barrington.

These include:

- Reinforces the historic nature of the downtown
- Adds to the culture and desirability of Hinsdale
- Helps attract residents of neighboring communities who get exposure to what Hinsdale has to offer, and become more likely to return
- Appeals to high net-worth individuals exploring amenities / merchants
- Helps drive business opportunities to local merchants

Fuelfed Coffee & Classics® Logistics

Event Name:	Fuelfed Coffee & Classics® Hinsdale
Type of Event:	Fuelfed club member gathering with classic European vehicles
Dates:	Sunday, August 20, 2017 Sunday, October 1, 2017
Location:	TBD
Time:	9:00 a.m. - 11:00 a.m. Set-up begins: 8:30 a.m. Cars arrive: 9:00 - 9:30 a.m. Tear Down: 11:00 a.m.



Participants & Spectators: Overall attendance is estimated to be 300+/- people with 70+/- cars on display. Weather always plays a huge factor in attendance.

Fuelfed members and those who have classic European cars manufactured before 1990 will be allowed to attend. Spectators are always welcome.

Community Safety: In addition to pre-event coordination with public safety departments, experienced Fuelfed member volunteers will coordinate set-up / tear-down as well as monitoring cars entering and exiting the designated parking area. Hinsdale city personnel will not be required to staff the events.

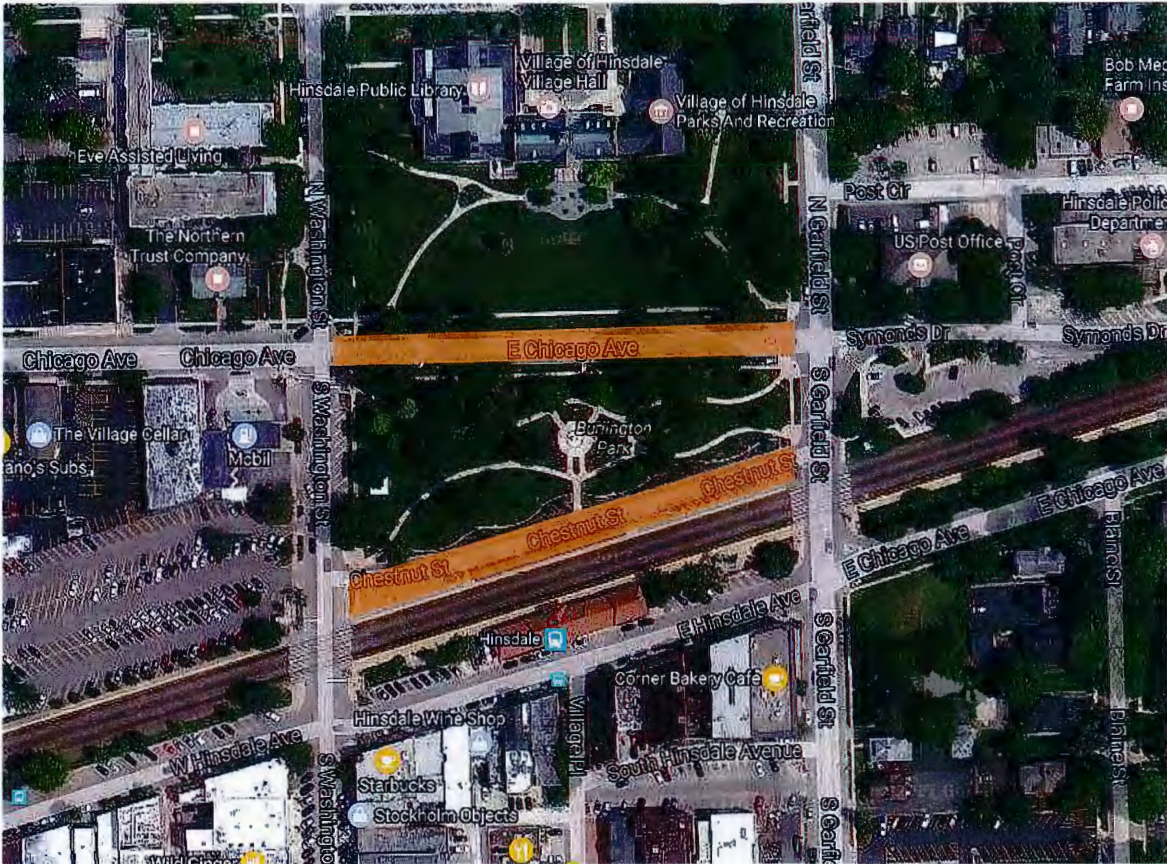
As a private club, Fuelfed carries event insurance and can provide a certificate of insurance as needed.

Marketing & Promotion: Fuelfed is very experienced at promoting and attracting the desired audience to its events. Fuelfed event posters in strategic merchant locations supplemented with web & social media vertical marketing are the beginnings of public awareness. Fuelfed members will be well aware of the events in advance.



Event Location

E. Chicago Avenue / Burlington Avenue. Washington Street to Garfield Street.



100 spaces angled parking.



Continental AutoSports
Ferrari | Maserati

February 23, 2017

Continental AutoSports is supportive of Fueled holding its Coffee & Classics in Hinsdale. The Weinbergers are Fueled members. We participated in Fueled's GoGo Joe gathering in Hinsdale and in their September Winnetka Coffee & Classics event last year. We look forward to participating again this year.

Respectfully,

Josh Casey
General Sales Manager

420 E. Ogden Avenue • Hinsdale, IL 60521
telephone 630.655.3515 fax 630.655.3541
www.ContinentalAutoSports.com





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2017

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

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

PRODUCER Hagerty Insurance Agency LLC 141 River's Edge Drive Traverse City MI 49684-3265	CONTACT NAME: PHONE (A/C, No, Ext): (800) 922-4050 FAX (A/C, No): E-MAIL ADDRESS:														
INSURED Fuelfed 5225 N Ravenswood Ave #201 Chicago IL 60640	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Markel Insurance Company</td><td>38970</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Markel Insurance Company	38970	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES

CERTIFICATE NUMBER: Cert ID 2220

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Include as additional insured: Certificate Holder but only with respects to the named insured's actions and / or negligence with regards to the Fuelfed Coffee & Classics to be held at the commuter parking lot in downtown Hinsdale between Lincoln and Washington Streets on 8/20/2017.

CERTIFICATE HOLDER

Village of Hinsdale
19 E. Chicago Ave.
Hinsdale IL 60521

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jason Jones

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/15/2017

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INSURED
Fuelfed
5225 N Ravenswood Ave #201
Chicago IL 60640

COVERAGES

CERTIFICATE NUMBER: Cert ID 2220

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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
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CERTIFICATE HOLDER**CANCELLATION**

Village of Hinsdale 19 E. Chicago Ave Hinsdale IL 60521	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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REQUEST FOR BOARD ACTION
Administration

AGENDA SECTION: Consent Agenda – ACA

SUBJECT: Approval of FY 2017-2018 Pay Scales

MEETING DATE: April 18, 2017

FROM: Darrell Langlois, Finance Director/AVM
Emily Wagner, Administration Manager

Recommended Motion

Approval of FY 2017-2018 Pay Scales.

Background

Attached please find an updated pay plan for FY 2017-18 that is aligned with the draft FY 2017-18 Budget that was presented to the Committee of the Whole and Finance Commission on March 14, 2017. This pay plan assumes a 2% across the board adjustment to the minimum and maximum salary ranges for all non-union positions.

Discussion & Recommendation

The FY 17-18 Pay Plan includes those personnel changes that have been approved by the Board during FY 2016-17:

- Human Resources/Payroll Specialist (Approved by the Village Board on February 21, 2017)
- Parks & Recreation Coordinator (Approved by the Village Board on February 21, 2017)
- Forestry and Parks Superintendent (Included in the FY 17/18 Budget)

The following adjustments have been made to the FY 17-18 Pay Scales as a means of preparation for any future staffing decisions or need. Please note that adding these positions to the pay plan does not indicate a desire to fill the position. Rather, this allows staff some flexibility should staffing models change due to attrition and turnover. Staff will inform the Village Board of any proposed staffing models prior to implementation.

- Full-time Deputy Fire Chief
- Full-time Parks & Recreation Superintendent
- Full-time Parks & Recreation Manager
- Full-time Accountant
- Full-time Economic Development Coordinator
- Full-time Human Resources Director
- Part-time Administrative Intern

Additionally, the Administrative Services Coordinator will be retitled Administrative Services Analyst without an adjustment to the pay scale.

The salaries for sworn police officers (Fraternal Order of Police) and applicable public services employees (International Union of Operating Engineers, Local 150) are contained in

the respective collective bargaining agreement. The FOP contract expires April 30, 2019. The IUOE contract expires April 30, 2017. These pay scales are attached for reference.

Budget Impact

N/A

Village Board and/or Committee Action

At their meeting of April 4, 2017, the Village Board agreed to move this item to the Consent Agenda of their next meeting.

Documents Attached

1. Proposed FY 2017-18 Pay Scales – full-time and part-time
2. Pay scales for Fraternal Order of Police (FOP) and the International Union of Operating Engineers (IUOE) Local 150

**VILLAGE OF HINSDALE
FY 17/18 PAY SCALE
FULL-TIME EMPLOYEES - 2% COLA
NON-UNION**

Classification	Grade	Annual Hours	Exempt from OT	Title	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Management	M140	2080	Y	Assistant Village Manager/ Director of Finance Assistant Village Manager/ Director of Public Safety	\$ 117,136.32	\$173,815.18	\$56.3155	\$83.5650
Management	M135	2080	Y		\$111,280.24	\$165,123.92	\$53.5001	\$79.3865
Management	M130	2080	Y	Director of Community Development/ Building Commissioner Director of Public Services Police Chief Fire Chief Director of Parks & Recreation	\$105,714.77	\$156,867.91	\$50.8244	\$75.4173
Management	M125	2080	Y		\$100,430.45	\$149,024.82	\$48.2839	\$71.6465
Management	M120	2080	Y		\$95,408.25	\$141,574.07	\$45.8694	\$68.0645
Management	M115	2080	Y	Director of Economic Development Village Engineer Administration Manager Human Resources Director Assistant Director of Public Services Deputy Police Chief Deputy Fire Chief	\$90,638.53	\$134,494.96	\$43.5762	\$64.6610
Management	M110	2080	Y	Assistant Fire Chief	\$86,105.48	\$127,770.02	\$41.3969	\$61.4279
Management	M105	2080	Y	Assistant Finance Director Public Services Superintendent Water/Sewer Superintendent Forestry and Parks Superintendent Assistant to the Village Manager IT Coordinator Assistant Village Engineer Village Planner	\$78,836.90	\$121,381.88	\$37.9024	\$58.3567
Management	M104	2080	Y	Civil Engineer Parks & Recreation Superintendent	\$65,264.29	\$96,591.15	\$31.38	\$46.44
Management	M103	2080	Y	Management Analyst Accountant	\$59,056.23	\$87,403.21	\$28.3924	\$42.0208
Management	M101	2080	Y	Administrative Services Analyst Human Resources/Payroll Specialist Parks & Recreation Manager	\$50,340.14	\$73,194.24	\$24.2020	\$35.1895
Management	M100	2080	Y	Recreation Supervisor	\$45,763.77	\$66,540.72	\$22.0018	\$31.9907
Supervisory	S205a	2080	N	Police Sergeant	\$75,383.27	\$114,658.61	\$36.2420	\$55.1243
Supervisory	S205b	2764	N	Fire Captain	\$75,383.27	\$114,658.61	\$27.2733	\$41.4829
Supervisory	S200a	2764	N	Fire Lieutenant	\$68,515.02	\$104,211.93	\$24.7884	\$37.7033
Supervisory	S200b	2080	N	Roadway Supervisor	\$68,515.02	\$104,211.93	\$32.9399	\$50.1019

**VILLAGE OF HINSDALE
FY 17/18 PAY SCALE
FULL-TIME EMPLOYEES - 2% COLA
NON-UNION**

Classification	Grade	Annual Hours	Exempt from OT	Title	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
				Village Forester Village Horticulturist Building Maintenance Supervisor				
Non-Management	NM370	1950	N	Deputy Building Commissioner	\$67,306.51	\$102,373.75	\$34.5162	\$52.4994
Non-Management	NM365	1950	N		\$64,232.83	\$97,698.68	\$32.9399	\$50.1019
Non-Management	NM360	1950	N	Plan Reviewer	\$63,117.56	\$96,002.36	\$32.3680	\$49.2320
Non-Management	NM355	2764	N	Firefighter/Paramedic	\$63,401.33	\$95,363.89	\$22.9383	\$34.5021
Non-Management	NM350	1950	N	Code Enforcement Officer	\$59,438.74	\$89,403.65	\$30.4814	\$45.8480
Non-Management	NM345	1950	N		\$55,995.44	\$81,417.57	\$28.7156	\$41.7526
Non-Management	NM340	1950	N		\$54,798.76	\$79,677.60	\$28.1019	\$40.8603
Non-Management	NM335	1950	N	Village Clerk/Executive Assistant	\$52,975.73	\$77,026.91	\$27.1670	\$39.5010
Non-Management	NM330	1950	N		\$50,949.03	\$74,080.07	\$26.1277	\$37.9898
Non-Management	NM325	1950	N	Economic Development Coordinator	\$48,524.04	\$70,554.13	\$24.8841	\$36.1816
Non-Management	NM320	1950	N	Economic Development/Finance Clerk Administrative Services Coordinator	\$45,763.77	\$66,540.72	\$23.4686	\$34.1234
Non-Management	NM315	1950	N	Secretary Account Clerk Records Clerk	\$43,782.97	\$63,660.61	\$22.4528	\$32.6465
Non-Management	NM310	1950	N		\$41,260.45	\$59,992.82	\$21.1592	\$30.7655
Non-Management	NM305	1950	N		\$39,934.69	\$57,956.95	\$20.4793	\$29.7215
Non-Management	NM304	1950	N	Parks & Recreation Coordinator	\$38,760.00	\$56,202.00	\$19.8769	\$28.8215
Non-Management	NM300	1950	N		\$37,323.54	\$54,268.58	\$19.1403	\$27.8300

**VILLAGE OF HINSDALE
FY 17/18 PAY SCALE
PERMANENT PART-TIME EMPLOYEES**

Non-Management	NM 1	KLM Hosts	\$10.82	\$16.24
Non-Management	NM 2	Parking Enforcement Officer	\$12.14	\$18.77
Non-Management	NM 3	IT Assistant Broadcasting Technician KLM Assistant Manager	\$14.36	\$22.08
Non-Management	NM 4	Records Clerk Cashier/Receptionist Secretary Finance Clerk Investigations Assistant Community Services Officer I Administrative Intern	\$16.56	\$25.40
Non-Management	NM 5	Community Services Officer II	\$19.08	\$29.20
Non-Management	NM 6	KLM Manager*	\$20.98	\$32.02
Non-Management	NM 7	Account Clerk/Data Clerk Economic Development Coordinator	\$22.08	\$33.12
Non-Management	NM 8	Building Inspector	\$27.60	\$41.96
Non-Management		Fire Inspector		
Non-Management		Investigative Aide		
Non-Management		Code Enforcement Officer		
Non-Management		Engineering Inspector		
Non-Management		Accreditation Manager		
Non-Management		Accountant		
Management	M 1	Administration Manager	\$37.54	\$56.30

**Eligible for bonus based on KLM bookings*

The contractual grievance and arbitration procedure shall be the sole recourse for appealing such disciplinary action and shall be in lieu of the provisions of the Board of Fire and Police Commissioners Act and disciplinary proceedings before the Board of Fire and Police Commissioners. The parties recognize that the Village of Hinsdale Board of Fire and Police Commissioners no longer have any authority to impose disciplinary action on bargaining unit police officers, or to review the imposition of such discipline by the Chief, and the Union hereby voluntarily waives the rights of bargaining unit members to appeal disciplinary actions before the Board of Fire and Police Commissioners.

File records of oral and written reprimands shall be expunged two (2) years after the date of the reprimand. File records of suspensions shall be expunged five (5) years after the date the suspension was served.

ARTICLE XXIX - SHIFT EXCHANGE

With the permission of the Police Chief or his designee and pursuant to existing Department practice, officers may exchange daily shifts and/or shift cycles when such schedule change does not in any manner interfere with the overall operation of the Police Department. Moreover, permission to occasionally exchange daily shifts and occasionally exchange a shift cycle remains within the discretion of management but shall not be unreasonably denied in contravention of past practice.

ARTICLE XXX - WAGE RATES

Pay Steps	5/1/2016	5/1/2017	5/1/2018
Start	\$64,309.98	\$65,596.18	\$67,236.08
A	\$67,527.06	\$68,877.60	\$70,599.54
B	\$70,904.28	\$72,322.37	\$74,130.42
C	\$74,580.36	\$76,071.97	\$77,973.77
D	\$78,310.50	\$79,876.71	\$81,873.63

E	\$82,148.76	\$83,791.74	\$85,886.53
F	\$90,826.92	\$92,643.46	\$94,959.54
G	\$93,370.80	\$95,238.22	\$97,619.17
Performance Max.	\$96,731.70	\$98,666.33	\$101,132.99

The performance step increase will be based on the annual performance evaluation score of the employee and shall be paid according to the following table:

Performance Increase Eligibility 7 Point Scale	
Evaluation Score	Performance Increase
4.00	2.00%
4.10	2.25%
4.20	2.50%
4.30	2.75%
4.40	3.00%
4.50	3.25%
4.60	3.50%
4.70	3.60%

Employees that have been at step G for a period of one year or more as of April 30, 2008, shall receive the performance increase on May 1, 2008, based on their most recent performance evaluation.

Upon ratification of this Agreement, the rate of pay for positions in the Village of Hinsdale Police Department covered by this Agreement, paid in bi-weekly installments, shall be as designated in the above table of pay.

Salary adjustment within established ranges shall not be automatic but shall be dependent upon the employee's ability, performance, attitude, willingness, cooperation, and value to the Village.

All employees' performance and salaries will be reviewed annually by the Village Manager and police department management. This review will be made on or before the employee's employment, or most recent promotion, anniversary date.

**IUOE LOCAL 150 PUBLIC SERVICES
APPENDIX B
WAGE SCHEDULE 5/1/12 - 4/30/17**

1-May-12

2.5% COLA effective 5/1/12 for all employees employed at time contract is signed
40 Hour Workweek effective payperiod after ratification

1-May-13

2% COLA effective 5/1/13
40 Hour Workweek continues

1-May-14

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$29.04	\$29.84	\$30.66	\$31.50	\$32.37	\$33.26	\$34.17	\$35.11	\$36.08	\$37.07	\$38.09	\$39.14	\$40.22	\$41.33	\$42.47
Lead Water Operator	\$25.98	\$26.69	\$27.42	\$28.17	\$28.94	\$29.74	\$30.56	\$31.40	\$32.26	\$33.15	\$34.06	\$35.00	\$35.96	\$36.95	\$37.97
Mechanic/Elec Maint Mech	\$25.93	\$26.64	\$27.37	\$28.12	\$28.89	\$29.68	\$30.50	\$31.34	\$32.20	\$33.09	\$34.00	\$34.94	\$35.90	\$36.89	\$37.90
Crew Workers	\$22.27	\$22.88	\$23.51	\$24.16	\$24.82	\$25.50	\$26.20	\$26.92	\$27.66	\$28.42	\$29.20	\$30.00	\$30.83	\$31.68	\$32.55

Employees slot in closest but higher step on 5/1/14

Annual

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$60,403.20	\$62,067.20	\$63,772.80	\$65,520.00	\$67,329.60	\$69,180.80	\$71,073.80	\$73,028.80	\$75,046.40	\$77,105.60	\$79,227.20	\$81,411.20	\$83,657.60	\$85,966.40	\$88,337.60
Lead Water Operator	\$54,038.40	\$55,515.20	\$57,033.60	\$58,593.60	\$60,195.20	\$61,859.20	\$63,564.80	\$65,312.00	\$67,100.80	\$68,952.00	\$70,844.80	\$72,800.00	\$74,798.80	\$76,856.00	\$78,977.60
Mechanic/Elec Maint Mech	\$53,934.40	\$55,411.20	\$56,929.60	\$58,489.60	\$60,091.20	\$61,734.40	\$63,440.00	\$65,187.20	\$66,976.00	\$68,827.20	\$70,720.00	\$72,675.20	\$74,672.00	\$76,731.20	\$78,832.00
Crew Workers	\$46,321.60	\$47,590.40	\$48,900.80	\$50,252.80	\$51,625.60	\$53,040.00	\$54,496.00	\$55,993.60	\$57,532.80	\$59,113.60	\$60,736.00	\$62,400.00	\$64,126.40	\$65,894.40	\$67,704.00

1-May-15

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$29.62	\$30.43	\$31.27	\$32.13	\$33.01	\$33.92	\$34.85	\$35.81	\$36.79	\$37.80	\$38.84	\$39.91	\$41.01	\$42.14	\$43.30
Lead Water Operator	\$26.50	\$27.23	\$27.98	\$28.75	\$29.54	\$30.35	\$31.18	\$32.04	\$32.92	\$33.83	\$34.76	\$35.72	\$36.70	\$37.71	\$38.75
Mechanic/Elec Maint Mech	\$26.45	\$27.18	\$27.93	\$28.70	\$29.49	\$30.30	\$31.13	\$31.99	\$32.87	\$33.77	\$34.70	\$35.65	\$36.63	\$37.64	\$38.68
Crew Leader	\$24.54	\$25.21	\$25.90	\$26.61	\$27.34	\$28.09	\$28.86	\$29.65	\$30.47	\$31.31	\$32.17	\$33.05	\$33.96	\$34.89	\$35.85
Crew Workers	\$22.72	\$23.34	\$23.98	\$24.64	\$25.32	\$26.02	\$26.74	\$27.48	\$28.24	\$29.02	\$29.82	\$30.64	\$31.48	\$32.35	\$33.24
PT Mechanics Helper	\$15.92	\$16.36	\$16.81	\$17.27	\$17.74	\$18.23	\$18.73	\$19.25	\$19.78	\$20.32	\$20.88	\$21.45	\$22.04	\$22.65	\$23.27
PT Crew Worker	\$15.92	\$16.36	\$16.81	\$17.27	\$17.74	\$18.23	\$18.73	\$19.25	\$19.78	\$20.32	\$20.88	\$21.45	\$22.04	\$22.65	\$23.27

1.02 COLA

Annual

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$61,609.60	\$63,294.40	\$65,041.60	\$66,830.40	\$68,660.80	\$70,553.60	\$72,488.00	\$74,484.80	\$76,523.20	\$78,624.00	\$80,787.20	\$83,012.80	\$85,300.80	\$87,651.20	\$90,064.00
Lead Water Operator	\$55,120.00	\$56,638.40	\$58,198.40	\$59,800.00	\$61,443.20	\$63,128.00	\$64,854.40	\$66,643.20	\$68,473.60	\$70,366.40	\$72,300.80	\$74,297.60	\$76,336.00	\$78,436.80	\$80,600.00
Mechanic/Elec Maint Mech	\$55,016.00	\$56,534.40	\$58,094.40	\$59,696.00	\$61,339.20	\$63,024.00	\$64,750.40	\$66,539.20	\$68,369.60	\$70,241.60	\$72,176.00	\$74,152.00	\$76,190.40	\$78,291.20	\$80,454.40
Crew Leader	\$51,043.20	\$52,436.80	\$53,872.00	\$55,348.80	\$56,867.20	\$58,427.20	\$60,028.80	\$61,672.00	\$63,377.60	\$65,124.80	\$66,913.60	\$68,744.00	\$70,636.80	\$72,571.20	\$74,568.00
Crew Workers	\$47,257.60	\$48,547.20	\$49,878.40	\$51,251.20	\$52,665.60	\$54,121.60	\$55,619.20	\$57,158.40	\$58,739.20	\$60,361.60	\$62,025.60	\$63,731.20	\$65,478.40	\$67,288.00	\$69,139.20
PT Mechanics Helper	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PT Crew Worker	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1-May-16

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$30.21	\$31.04	\$31.89	\$32.77	\$33.67	\$34.60	\$35.55	\$36.53	\$37.53	\$38.56	\$39.62	\$40.71	\$41.83	\$42.98	\$44.16
Lead Water Operator	\$27.03	\$27.77	\$28.53	\$29.31	\$30.12	\$30.95	\$31.80	\$32.67	\$33.57	\$34.49	\$35.44	\$36.41	\$37.41	\$38.44	\$39.50
Mechanic/Elec Maint Mech	\$26.96	\$27.72	\$28.48	\$29.26	\$30.06	\$30.89	\$31.74	\$32.61	\$33.51	\$34.43	\$35.38	\$36.35	\$37.35	\$38.38	\$39.44
Crew Leader	\$25.03	\$25.72	\$26.43	\$27.16	\$27.91	\$28.68	\$29.47	\$30.28	\$31.11	\$31.97	\$32.85	\$33.75	\$34.68	\$35.63	\$36.61
Crew Workers	\$23.17	\$23.81	\$24.46	\$25.13	\$25.82	\$26.53	\$27.26	\$28.01	\$28.78	\$29.57	\$30.38	\$31.22	\$32.08	\$32.96	\$33.87
PT Mechanics Helper	\$16.24	\$16.69	\$17.15	\$17.62	\$18.10	\$18.60	\$19.11	\$19.64	\$20.18	\$20.73	\$21.30	\$21.89	\$22.49	\$23.11	\$23.75
PT Crew Worker	\$16.24	\$16.69	\$17.15	\$17.62	\$18.10	\$18.60	\$19.11	\$19.64	\$20.18	\$20.73	\$21.30	\$21.89	\$22.49	\$23.11	\$23.75

1.02 COLA

Annual

POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Water/Sewer Supr	\$62,836.80	\$64,563.20	\$66,331.20	\$68,161.60	\$70,033.60	\$71,968.00	\$73,944.00	\$75,962.40	\$78,024.80	\$80,204.80	\$82,409.60	\$84,676.80	\$87,006.40	\$89,398.40	\$91,852.80
Lead Water Operator	\$56,222.40	\$57,761.60	\$59,342.40	\$60,964.80	\$62,649.60	\$64,376.00	\$66,144.00	\$67,953.60	\$69,825.60	\$71,739.20	\$73,715.20	\$75,732.80	\$77,812.80	\$79,955.20	\$82,160.00
Mechanic/Elec Maint Mech	\$56,118.40	\$57,657.60	\$59,238.40	\$60,860.80	\$62,524.80	\$64,251.20	\$66,019.20	\$67,828.80	\$69,700.80	\$71,614.40	\$73,590.40	\$75,608.00	\$77,688.00	\$79,830.40	\$82,035.20
Crew Leader	\$52,062.40	\$53,497.60	\$54,974.40	\$56,492.80	\$58,052.80	\$59,654.40	\$61,297.60	\$62,982.40	\$64,708.80	\$66,497.60	\$68,328.00	\$70,200.00	\$72,134.40	\$74,110.40	\$76,148.80
Crew Workers	\$48,193.60	\$49,524.80	\$50,876.80	\$52,270.40	\$53,705.60	\$55,182.40	\$56,700.80	\$58,260.80	\$59,862.40	\$61,505.60	\$63,190.40	\$64,937.60	\$66,726.40	\$68,566.80	\$70,449.60
PT Mechanics Helper	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PT Crew Worker	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\$76,084.92



REQUEST FOR BOARD ACTION
Fire Department

AGENDA SECTION: Second Reading- ZPS

SUBJECT: Replacement of Fire Department Ambulance #M85

MEETING DATE: April 18, 2017

FROM: John Giannelli, Fire Chief

Recommended Motion

Approve the purchase of one new Emergency Medical Ambulance from North Central Emergency Vehicles located at 12249 S. Rhea Drive, Plainfield, and whose manufacturing plant is at 1170 Production Drive, Van Wert, Ohio, in an amount not to exceed \$212,556.

Background

The Fire Department operates a primary and back-up ambulance. The primary ambulance is the first ambulance dispatched. The back-up ambulance responds if the primary ambulance is unavailable. In 2016, the back-up ambulance responded to 278 emergency calls. If approved, the new ambulance would become the primary ambulance and the current primary ambulance would become the back-up ambulance. The current back-up ambulance (unit M84) has been in service since 2005 and has 39,566 miles and 7,484 engine hours (equating to 246,000 miles [1 engine hour = 33 miles of wear and tear]). The Fire Department developed a vehicle replacement policy that is used to determine when an emergency response vehicle begins to become less reliable and increases marginal expense costs. This purchase recommendation follows this policy.

Discussion & Recommendation

The approved capital budget for FY 2017-2018 includes the replacement ambulance in the Fire Department in the amount of \$260,000. This budgeted amount includes additional equipment and costs necessary to make the new ambulance operationally ready.

The Fire Department formed a committee consisting of four department members with varying areas of expertise and they have been working for the past several months with various manufacturers and vendors to develop specifications necessary for the construction of the new ambulance. Of particular importance to the Fire Department committee was the feature of a sliding door, instead of a hinged door, on the passenger side of the ambulance that slides open (similar to a mini-van door) rather than a typical ambulance door that swings open on a hinge. The sliding door is a necessary safety enhancement especially when paramedics exit onto a busy roadway into traffic. Because a sliding door is not standard equipment the sliding door feature was bid as an alternate option. Three vendors submitted bid proposals as indicated below:

Bidder:	North Central Emergency Vehicles	American Response Vehicles	Alexis Fire Equipment
Sub Total:	\$227,556	\$224,114	\$225,808
Trade In:	-\$15,000	-\$11,000	-\$5,000
Passenger Side Sliding Door	\$0.00 Standard Option	Does not offer	\$3,684
Total:	\$212,556	\$213,114	\$229,492

The Fire Department vehicle replacement committee reviewed the bid submittals for adherence to bid specifications, quality of materials used, and any exceptions taken by the manufacturer. All bidders were vetted by the committee and references were contacted. All bidders were qualified except for American Response Vehicles, which submitted an incomplete bid.

It is recommended to accept the lowest qualified bidder, which is North Central Emergency Vehicles, and award the contract to build a new ambulance to the required specifications at a cost not to exceed \$212,556, which includes a trade-in credit of \$15,000 for the surplus ambulance.

Staff estimates that the build process would be completed and the new ambulance will be placed in service around February 2018.

Budget Impact

Funds for this purchase are budgeted in FY2017-18 (Acct. 1502-7902).

Village Board and/or Committee Action

At their meeting of April 4, 2017, the Village Board agreed to move this item forward for a Second Reading at their next scheduled meeting.

Documents Attached

1. Village of Hinsdale Fire Department Vehicle Replacement Policy
2. CIP Budget Sheet
3. Sliding Door Illustration

Village of Hinsdale Fire Department Vehicle Replacement Policy

Purpose: To establish guidelines for scheduled replacement of Department apparatus and vehicles.

Authorized Vehicle Inventory:

Currently, the Fire Department has two (2) categories of vehicles with a total number of nine (9) vehicles. They are as follows:

Fire Suppression / EMS Ambulances

- Two (2) pumping engines
- One (1) aerial ladder (with pump)
- Two (2) advanced life support ambulances

Support & Staff Vehicles:

- One (1) pick up truck (support)
- One (1) Fire Prevention car
- Two (2) staff cars

The Fire Chief and the Deputy/Assistant Fire Chief shall have the responsibility to oversee this process. Fire suppression and EMS apparatus are custom made, 24 hour on demand vehicles that require a high degree of reliability. Support and Staff Vehicles, while not custom made, are also 24 hours on demand and required a high degree of reliability. All are replaced depending on various factors. These life expectancy factors include:

- Service life – the capability of performing the needed duty. Examples are mileage, number of responses, overall wear and tear, pump capacity and operational capabilities.
- Technological life – the capability of performing in the role the vehicle was designed for. Examples are speed, acceleration, current use, braking abilities, and technology advances of newer apparatus.
- Economic life – the expense associated with effective use over a period of time. Examples are depreciation, operating costs, fuel, oil, repairs, operator training, and downtime.

Every attempt will be made to maximize the value of the apparatus or vehicles being replaced including trade-in value, sale by owner, sale by broker, etc. Every attempt will also be made to evaluate all acceptable funding sources when considering replacement including donations, grants, loan programs, and joint purchasing cooperatives that are available at that time.

Replacement Policy - Fire Suppression & EMS Apparatus:

- The timely replacement of fire apparatus is important for not only controlling costs but also for being able to effectively, efficiently, and safely provide emergency services.

**Village of Hinsdale
Fire Department
Vehicle Replacement Policy**

- While there are no mandates indicating the maximum life expectancy for a piece of fire apparatus or an ambulance, the National Fire Protection Association and the Fire Apparatus Manufacturers Association have conducted research to facilitate the replacement of fire apparatus and have establish parameters to assist in determining the replacement of fire apparatus.
- The Federal Ambulance KKK specifications also do not mandate the life expectancy of an ambulance. These specifications are reviewed and revised on a regular basis. Periodic revisions provide for better safety and reliability, ability to provide services, have updated technology and mechanical features. These specifications have gone through six revisions since it was introduced in the early 1970's.
- The Department currently does not have "reserve" type apparatus. Fire and EMS apparatus are considered either primary or secondary response apparatus.
- Using established parameters and specifications and continually monitoring the fleet of apparatus taking into the life expectancy factors (changes in the vehicle and apparatus uses, mileage, maintenance costs, repairs and service requirements, needs of the departments, age of apparatus, number of incidents responded to, and overall condition and reliability) fire department staff will be able to maximize the value of the vehicle being replaced and have a meaningful tool for future planning and budgeting.
- Recommendations to replace fire suppression and EMS ambulances, as funding and Village Board approval permits, are:

1.	Engine	16 years service/72,000 miles
2.	Aerial Ladders	20 years service/74,000 miles
3.	Ambulances	10 years service/60,000 miles

Replacement Policy – Support and Staff Vehicles:

- Support and Staff vehicles, while intended for primary use by all Department staff members for non emergency activities, do respond to emergency incidents. They are used on demand, 24 hours a day.
- Support and Staff cars do not usually carry specialized fire and EMS equipment and supplies like fire suppression and ambulance apparatus do. They do typically carry specialty team personnel (Technical Rescue, HAZMAT, Incident Command) and their basic equipment to and from incidents.
- Support and staff vehicles must be able to carry various non-emergency equipment; such as but not limited to, fire investigation supplies, fire prevention displays, and fire prevention items. Light duty trucks, pick up trucks, and SUVs are the recommended vehicles for these uses.
- Support vehicles can be considered somewhat specialized but they are not typically a custom vehicle. Their intended use varies at times depending on Department needs and programs. Our support vehicles should be able to tow emergency response trailers that are either owned by the Village or through our MABAS mutual aid association.

**Village of Hinsdale
Fire Department
Vehicle Replacement Policy**

- Support and staff cars are usually purchased through the State and/or joint purchasing cooperatives to offer the most cost effective purchase possible. They require limited changeover costs and do not require excessive installation of emergency equipment.
- Recommendations to replace support and staff vehicles, as funding and Village Board approval permits, are:

1. Support vehicles 8 years service / 80,000 miles
2. Staff vehicles 8 years service / 80,000 miles

ALL PROGRAMS SUMMARY

Department: Fire - 1500

Goal: To provide professional service in the areas of medical services, fire suppression and specialized rescue with emphasis in fire prevention, code enforcement, public safety fire education and community support with a vision to enhance the quality and depth of the service the department provides.

Narrative: The fire department is separated into two divisions based on identified functional operation requirements. Personnel consist of 23 full-time and 3 part-time positions, which is comprised of 22 sworn members, 1 civilian Assistant Chief, 2 part-time fire inspectors and 1 part-time clerical position. The operations of each division are reviewed and revised based on service demands and with the goal of reducing the financial impact wherever possible. Professional development continues in both divisions in an effort to stay on top of all training mandates. Mutual Aid agreements with neighboring communities continue to be negotiated in an effort to provide a more efficient emergency response to our community. Repeated efforts are made on numerous fronts to procure grants or funding to supplement operational expenses.

	FY 2015-16 Actuals	FY 2016-17 Budget	FY 2016-17 Estimated	FY 2017-18 Budget	Change From Prior Budget	% Change From Prior Budget
Personnel Services	3,939,192	3,848,645	3,909,648	3,965,887	117,242	3.0%
Contractual Services	274,325	209,684	211,192	222,240	12,556	6.0%
Purchased Services	21,854	23,000	23,500	24,000	1,000	4.3%
Materials & Supplies	62,943	82,000	74,973	74,125	(7,875)	-9.6%
Repairs & Maintenance	76,230	91,050	81,750	91,400	350	0.4%
Other Expenses	141,114	149,151	144,326	146,907	(2,244)	-1.5%
Risk Management Costs	66,797	69,343	38,059	75,100	5,757	8.3%
Total Operating Expenses	4,582,455	4,472,873	4,483,448	4,599,659	126,786	2.8%
Capital Outlay	5,451	37,500	40,300	321,000	283,500	756.0%
Grand Total	4,587,906	4,510,373	4,523,748	4,920,659	410,286	9.1%

PERSONNEL		
JOB CLASSIFICATION	FY 2016-17 POSITIONS	FY 2017-18 POSITIONS
Chief	1.00	1.00
Assistant Chief	1.00	1.00
Captain	3.00	3.00
Lieutenant	3.00	3.00
Firefighter/Paramedic	15.00	15.00
Fire Prevention Inspectors Part-Time	0.50	0.50
Secretary	0.50	0.50
Total	24.00	24.00

**Village of Hinsdale
For Fiscal Year 2017-2018
Capital Expenditures by Department**

Department	Project Description	2017-2018
Fire	Police/Fire Roof Repair (50%)	26,000
	Replace Fire Chief Vehicle	35,000
	Replace Ambulance #1014	260,000
Total		321,000

Ambulance sliding door illustration



REQUEST FOR BOARD ACTION
Community Development

AGENDA SECTION: Second Reading – ZPS

SUBJECT: Text Amendment to add Tutoring and Educational Curriculum Development Services as a Special Use in the O-2 Limited Office District and Concurrent Special Use Permit Application for Tutoring and Educational Curriculum Development for TinkRworks LLC at 21 W. Second St. in the O-2 District

MEETING DATE: April 18, 2017

FROM: Chan Yu, Village Planner

Recommended Motion

Approve an Ordinance Amending Section 6-106 Special Uses, of the Hinsdale Zoning code to allow Tutoring Services and Educational Curriculum Development as Special Uses in the O-2 Limited Office Districts; **and**

Approve an Ordinance Approving a Special Use Permit for the provision of Tutoring and Educational Curriculum Development services in the O-2 Limited Office Zoning District at 21 W. Second Street by TinkRWorks LLC.

Background

The Village of Hinsdale has received a co-application packet from TinkRworks and Stec Educational Group, requesting approval for a Text Amendment to allow tutoring and educational curriculum development (SIC code 8299), with a Special Use permit in the O-2 District. Currently, only music schools (SIC code 8299) are permitted in the O-2 with an approved special use permit. This request will amend Section 6-106(B)(7), to allow tutoring and educational curriculum development, with a Special Use permit in the O-2 District.

TinkRWorks plans to utilize 3,000 SF on the third floor in the office building at 21 W. Second Street for two classrooms and a common area. US Bank is currently the only tenant and occupies the first two floors. Per the April 4, 2017, Board meeting, the applicant has a steady-rate goal for 150 students and a maximum of 18 students per hour. The maximum staff on site will be 5. The applicant has noted that there is no additional room to expand in the building. The subject property is located in the O-2 District and borders the O-2 District to the west and north, IB Institutional Buildings District to the south, and B-2 Central Business District to the east.

TinkRworks offers after school programs beginning at 3:45 PM to 1st to 8th graders (ages 6 to 14) three days a week on Tuesday, Wednesday and Thursday. At this time slot, only a single class of a maximum of 12 students will be held. All other classes will begin at 5:15 PM or later during weekdays. Some courses offered include computer programming, graphic design and robotics. TinkRworks advertises a guarantee of an instructor-to-student ratio of 1:6 or better.

Parking for the Special Use permit is Code compliant. TinkRworks will have 5 dedicated spaces at the 21 W. Second Street parking lot. Based on the use categories of Section 9-

104(J), "elementary schools" is the most relevant to tutoring educational services and references students. Given, the parking requirement for TinkRworks is 3 spaces calculated by 1 space per each 2 employees, or 1 for each 15 students, whichever is greater.

Discussion & Recommendation

On March 8, 2017, the Plan Commission (PC) heard from the applicant, who focused on reviewing the parking, peak student pickup/drop-off periods, and types of classes offered. The applicant reviewed that the vast majority of weekday classes will begin at 5:30 PM or later, and noted that permit parking from Monday to Friday ends at 5:00 PM. For weekday classes prior to 5:30 PM, student volumes are anticipated to be low. To that end, the PC Chairman expressed that he did not have an issue with parking since most of the activity will occur after 5:30 PM.

The PC however, is concerned for the use of power tools due to potential noise and odor issues. Thus, the PC approved a motion, 5-1 (3 absent) to the Board of Trustees for recommendation to approve the Special Use permit application with the exception of prohibiting power tools, or any kind of disruptive activities to be further discussed at the Board meeting.

The PC approved a motion, 5-1 (3 absent) to the Board of Trustees for recommendation to approve the Text Amendment application, as submitted for Tutoring and Educational Curriculum Development with a Special Use permit in the O-2 Limited Office District.

Village Board and/or Committee Action

At the January 24, 2017, Board of Trustees meeting, a few Trustees requested that the PC discuss the intensity of the use. For example, how many students per hour are attending and dismissed. Additional discussion should focus on parking, as it relates to the intensity of use. The Board felt this is necessary since the parking requirements reflect a typical secondary school versus a tutoring use. The Board approved the referral for second reading on February 7, 2017.

At the April 4, 2017, Board of Trustees meeting, there were no concerns or questions for the Text Amendment application, and moved the item forward for Second Reading. However, there were questions and comments for the TinkRworks Special Use permit application in regards to the intensity of the use and class times. Per the applicant, TinkRworks will host tutoring services at area schools between 3:10 PM and 4:30 PM, and therefore, its classes will primarily not start until after 5 PM and likely at 5:30 PM.

A new updated goal of steady-state students is 150. The days of operation include Monday to Saturday, at about 25 students per day. The intensity of use by students is staggered, due to the hours, and generally less than 10 students per class. Due to the proximity to a residential district, the Board requested a maximum of 18 students per hour, which the applicant agreed to. The Board concurred with the PC's recommendation to restrict the use of power tools. With no additional questions or concerns, the Board moved the item forward for Second Reading.

Documents Attached

Ordinances

The following related materials were provided for the April 4, 2017, Board meeting and can be found on the Village website at:

http://www.villageofhinsdale.org/document_center/VillageBoard/2017/APR/VBOT%20packet%204%204%2017.pdf

Text Amendment, Plan Commission and Special Use Permit Applications
Draft Findings and Recommendations (March 8, 2017, PC meeting)
Transcript for March 8, 2017, PC Public Hearing
Zoning Map and Project Location
Street View of 21 W. Second St.
Co-Applicant Stec LLC Text Amendment Application

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 6-106 ("SPECIAL USES") OF THE
HINSDALE ZONING CODE TO ALLOW TUTORING SERVICES AND EDUCATIONAL
CURRICULUM DEVELOPMENT SERVICES AS SPECIAL USES IN O-2 LIMITED
OFFICE ZONING DISTRICTS**

WHEREAS, the Village of Hinsdale (the "Village") has received an application (the "Application") from co-applicants TinkRWorks, LLC and Stec Educational Group LLC (the "Applicants") pursuant to Section 11-601 of the Hinsdale Zoning Code for an amendment to the text of Section 6-106 of the Zoning Code to allow tutoring services and educational curriculum development services as special uses in O-2 Limited Office Zoning Districts (the "Proposed Text Amendments"); and

WHEREAS, the Board of Trustees has given preliminary consideration to the Application pursuant to Section 11-601(D)(2) of the Hinsdale Zoning Code, and has referred the Application to the Plan Commission of the Village for consideration and a hearing. The Application has otherwise been processed in accordance with the Hinsdale Zoning Code, as amended; and

WHEREAS, on March 8, 2017, the Plan Commission held a public hearing on the Application. After considering all of the testimony and evidence presented at the public hearing, the Plan Commission recommended approval of the Proposed Text Amendments by a vote of five (5) in favor and one (1) opposed, with three (3) absent, as set forth in the portions of the Plan Commission's Findings and Recommendation relative to the Proposed Text Amendments for Plan Commission Case No. A-26-2016 ("Findings and Recommendation"), a copy of which is attached hereto as **Exhibit A** and made a part hereof; and

WHEREAS, the President and Board of Trustees of the Village have duly considered the Findings and Recommendation of the Plan Commission, the factors set forth in Section 11-601(E) of the Hinsdale Zoning Code and all of the facts and circumstances affecting the Application.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1: Incorporation. Each whereas paragraph set forth above is incorporated by reference into this Section 1.

Section 2: Findings. The President and Board of Trustees, after considering the Findings and Recommendation of the Plan Commission, and other matters properly before it, adopts and incorporates the Findings and Recommendation of the Plan Commission as the findings of this President and the Board of Trustees, as completely

as if fully recited herein at length, The President and Board of Trustees further find that the Proposed Text Amendments set forth below are demanded by and required for the public good.

Section 3: Amendment. Chapter 6 (Office Districts), Section 6-106 (Special Uses), of the Hinsdale Zoning Code is hereby amended at subsection (B) (Services) of the Use Table to read in its entirety at number 7, as follows:

	O-1	O-2	O-3
B. <i>Services:</i>			
7. <u>Music Schools, Tutoring Service, and Educational Curriculum Development (8299)</u>		S	

Section 4: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 5: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this _____ day of _____ 2017.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2017, and attested to by
the Village Clerk this same day.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Village Clerk

EXHIBIT A

**FINDINGS AND RECOMMENDATION
(ATTACHED)**

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR THE PROVISION OF
TUTORING AND EDUCATIONAL CURRICULUM DEVELOPMENT SERVICES IN
THE O-2 LIMITED OFFICE ZONING DISTRICT AT 21 W. SECOND STREET –
TINKRWORKS, LLC**

WHEREAS, an application (the "Application") seeking a special use permit to provide tutoring and educational curriculum development services in the O-2 Limited Office Zoning District, at property commonly known as 21 W. Second Street (the "Subject Property") was filed by TinkRWorks LLC (the "Applicant") with the Village of Hinsdale; and

WHEREAS, tutoring and educational curriculum development service uses are, following recent text amendments to Section 6-106 of the Hinsdale Zoning Code ("Zoning Code"), special uses in the O-2 Limited Office Zoning District; and

WHEREAS, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Application has been referred to the Plan Commission of the Village and has been processed in accordance with the Zoning Code, as amended; and

WHEREAS, on March 8, 2017, the Plan Commission held a public hearing on the Application pursuant to notice thereof properly published in *The Hinsdalean*. After considering all of the testimony and evidence presented at the public hearing, the Plan Commission recommended approval of the special use, by a vote of five (5) in favor and one (1) opposed, with three (3) absent, as set forth in the Plan Commission's Findings and Recommendation for Plan Commission Case No. A -26-2016 ("Findings and Recommendation"), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

WHEREAS, the President and Board of Trustees of the Village have duly considered the Findings and Recommendation of the Plan Commission, and all of the materials, facts and circumstances affecting the Application, and find that the Application, with the conditions specified below, satisfies the standards set forth in Section 11-602 of the Zoning Code relating to special use permits.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1: Incorporation. Each whereas paragraph set forth above is incorporated by reference into this Section 1.

Section 2: Adoption of Findings and Recommendation. The President and Board of Trustees of the Village of Hinsdale approve and adopt the findings and recommendation of the Plan Commission, a copy of which is attached hereto as **Exhibit B** and made a part hereof, and incorporate such findings and recommendation herein by reference as if fully set forth herein.

Section 3: Approval of a Special Use for Tutoring and Educational Curriculum Development Services. The President and Board of Trustees, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby approve a special use permit for the establishment of a business offering tutoring services and educational curriculum development services in the O-2 Limited Office Zoning District on the Subject Property located at 21 W. Second Street, Hinsdale, Illinois, legally described in **Exhibit A**, subject to the following conditions:

- (1) a maximum of 18 students may be present on the Property per hour; and
- (2) no power tools may be used as part of any class.

Section 4: Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals made in this Ordinance.

Section 5: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 6: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this _____ day of _____ 2017.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2017, and attested to by
the Village Clerk this same day.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Village Clerk

ACKNOWLEDGEMENT AND AGREEMENT BY THE APPLICANT TO THE
CONDITIONS OF THIS ORDINANCE:

By: _____

Its: _____

Date: _____, 2017

EXHIBIT A

LEGAL DESCRIPTION

PARCEL 1: THE SOUTH 25 FEET OF LOT 6 AND ALL OF LOT 7 IN BLOCK 4 IN THE TOWN OF HINSDALE, BEING A SUBDIVISION OF THE NORTHWEST ¼ (EXCEPT RAILROAD LANDS) OF SECTION 12, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 14, 1866 AS DOCUMENT 7738, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2: ALL OF LOT 8 AND THE SOUTH 5 FEET OF LOT 9 IN WRIGHT'S SUBDIVISION OF LOTS 1 TO 4 AND THE NORTH 41 FEET OF LOTS 5 AND 6 IN BLOCK 4 OF THE ORIGINAL TOWN OF HINSDALE, BEING A SUBDIVISION OF THE NORTHWEST ¼ (EXCEPT RAILROAD LANDS) OF SECTION 12, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID WRIGHT'S SUBDIVISION RECORDED ON NOVEMBER 15, 1892, AS DOCUMENT 50440, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.s: 09-12-122-007 and 09-12-122-006
COMMONLY KNOWN AS: 21 W. SECOND STREET, HINSDALE, IL 60521

EXHIBIT B

**FINDINGS AND RECOMMENDATION
(ATTACHED)**

HINSDALE PLAN COMMISSION

RE: Case A-26-2016 – Applicant: TinkRworks (application address: 21 W. Second Street)

Request: Text Amendment to add Tutoring and Curriculum Development as a Special Use in the O-2 Limited Office District and Concurrent Special Use Permit Application for TinkRworks LLC at 21 W. Second St. in the O-2 District.

(Please note, the Text Amendment application was co-applied with Stec Educational Group, LLC. Stec LLC has applied for a concurrent Special Use Permit application as Case A-33-2016)

DATE OF BOARD OF TRUSTEES REFERRAL: February 7, 2017

DATE OF PLAN COMMISSION (PC) PUBLIC HEARING: March 8, 2017

DATE OF BOARD OF TRUSTEES 1ST READING: April 4, 2017

FINDINGS AND RECOMMENDATION

I. FINDINGS

1. The PC heard testimony from the applicant Aaditya "Anu" Mahajan, TinkRworks, LLC, for the proposed text amendment to Zoning Code Section 6-106(B)(7), to add Tutoring and Curriculum Development as a special use in the O-2 Limited Office District and a concurrent special use permit application (Case A-26-2016) for Tutoring and Curriculum Development at 21 W. Second Street, in the O-2 District.
2. The PC, in general, was in favor for the proposed text amendment to add Tutoring and Curriculum Development as a special use in the O-2 Limited Office District. The PC believes that each unique tutoring type, along with potential issues and parking situations would be properly reviewed and considered through the special use permit process. It was also noted that a public notification for input from the surrounding neighbors would also be part of the entitlement process. However, there was one commissioner who thought the use was too close to the residential district and voted against the recommendation to approve the text amendment application.
3. The applicant reviewed that TinkrWorks plans to utilize 3,000 SF, the entire third floor in the office building for two classrooms and a common area. U.S. Bank is currently the only tenant and occupies the first two floors. The applicant has a steady-rate goal for 200 unique students by year 3. However, the maximum number of students at one time will be 25. The maximum staff on site will be 5. The applicant has noted that there is no additional room to expand in the building.
4. The applicant reviewed that the vast majority of weekday classes will begin at 5:30 PM or later, and noted that permit parking from Monday to Friday ends at 5:00 PM. For weekday classes prior to 5:30 PM, student volumes are anticipated to be low. Mr. Mahajan also pointed out that parents typically do not park and stay. Instead, they drop-off and pickup across all age groups; and on average, two parents per week park their cars, come up and stay.
5. The PC expressed concern for the use of power tools, such as circular saws and drills, due to potential noise and odor issues. The applicant agreed not to use power tools after the PC asked if TinkRworks could function without it.
6. There was no one from the audience who commented in regards to the application at the PC public hearing on March 8, 2017.

II. RECOMMENDATIONS

Following a motion to recommend approval of the proposed Text Amendment application, as submitted, the Village of Hinsdale Plan Commission on March 8, 2017, on a vote of five (5) "Ayes," one (1) "Nay" and three (3) "Absent," recommends that the President and Board of Trustees approve the Text Amendment application as submitted.

Following a motion to recommend approval of the proposed concurrent Special Use Permit application, the Village of Hinsdale Plan Commission on March 8, 2017, on a vote of five (5) "Ayes," one (1) "Nay" and three (3) "Absent," recommends that the President and Board of Trustees approve the concurrent Special Use Permit application, with

the recommendation that the Board of Trustees further discuss prohibiting power tools to prevent potential noise/odor nuisance to the vicinity.

THE HINSDALE PLAN COMMISSION By:

Stephen J. Cashman

Chairman

Dated this 12th day of April, 2017.

REQUEST FOR BOARD ACTION
Community Development

AGENDA SECTION: Second Reading – ZPS

SUBJECT: Special Use Permit Application for Tutoring and Curriculum Development for Stec Educational Group LLC at 534 Chestnut Street in the O-2 Limited Office District

MEETING DATE: April 18, 2017

FROM: Chan Yu, Village Planner

Recommended Motion

Approve an Ordinance approving a Special Use Permit for the provision of Tutoring and Educational Curriculum Development Services in the O-2 Limited Office District at 534 Chestnut Street by Stec Educational Group LLC.

Background

The Village of Hinsdale has received a co-application packet from Stec Educational Group (Stec LLC) and TinkRworks, requesting approval for a Text Amendment to allow tutoring and educational curriculum development (SIC code 8299), with a Special Use permit in the O-2 District. Ms. Christine Stec, owner of Stec LLC, is also requesting approval for a concurrent Special Use Permit to allow tutoring at 534 Chestnut Street in the O-2 Limited Office District.

The applicant will occupy 1,000 square feet (SF) in the 2-story office building at 534 Chestnut Street. In addition to one-on-one tutoring, small classes of up to 8 students will be offered for high school students for ACT and SAT preparation. The tenant space is located at the south end of the building with its own entrance.

Stec LLC is operated by a single person, the owner, Ms. Stec. The majority of the educational services will be provided through one-on-one tutoring for 1 to 2 hour sessions. However, small group lessons with a maximum of 8 students will also be offered during standardized testing periods for the ACT and SAT. Tutoring and group lessons will average from 3 to 5 times per day.

Parking for the Special Use permit is Code compliant. Per the lease, Stec Educational Group will have full use of the 75 parking spaces at the 534 Chestnut Street parking lot. Based on the use categories of Section 9-104(J), "Secondary schools" is the most relevant to high school tutoring educational services. To that end, the parking requirement for Stec Educational Group is 3 spaces; this is calculated for 1 space per each 5 students plus 1 for each employee.

The project site is located in the O-2 Limited Office District and borders the R-4 Single Family Residential District to the west and north, O-2 to the east, and BNSF train tracks and Open Space District to the south. Per the Code, the O-2 Limited Office District is designed to provide for the general needs of business and professional offices and related business uses on smaller sites in scattered areas throughout the village. Bulk and height regulations encourage development that is architecturally consistent with smaller sites and compatible

with nearby residential uses. There are no requested changes to the building by the applicant.

Discussion & Recommendation

On March 8, 2017, the Plan Commission (PC) heard from the applicant, who reviewed the hours for classes, tenant space, and parking situation at 534 Chestnut Street. The PC in general had no issues with the application and there was no one from the audience who commented at the public hearing.

The PC unanimously approved a motion, 6-0 (3 absent) to the Board of Trustees for recommendation to approve the Special Use permit application, as submitted for Tutoring in the O-2 Limited Office District at 534 Chestnut Street.

Village Board and/or Committee Action

At the January 24, 2017, Board of Trustees meeting, a few Trustees requested that the PC discuss the intensity of the use. For example, how many students per hour are attending and dismissed. Additional discussion should focus on parking, as it relates to the intensity of use. The Board approved the referral for second reading on February 7, 2017.

At the April 4, 2017, Board of Trustees meeting, the Board had no concerns or questions for the Special Use permit application, and moved the item forward for Second Reading.

Documents Attached

Ordinance

The following related materials were provided for the April 4, 2017, Board meeting and can be found on the Village website at:

http://www.villageofhinsdale.org/document_center/VillageBoard/2017/APR/VBOT%20packet%204%204%2017.pdf

Plan Commission, Special Use Permit and Text Amendment Applications
Draft Findings and Recommendations (March 8, 2017, PC meeting)
Transcript for March 8, 2017, PC Public Hearing
Zoning Map and Project Location
Street View of 534 Chestnut Street
Birds Eye View of 534 Chestnut Street

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR THE PROVISION OF
TUTORING AND EDUCATIONAL CURRICULUM DEVELOPMENT SERVICES IN
THE O-2 LIMITED OFFICE ZONING DISTRICT AT 534 CHESTNUT STREET –
STEC EDUCATIONAL GROUP LLC**

WHEREAS, an application (the “Application”) seeking a special use permit to provide tutoring and educational curriculum development services in the O-2 Limited Office Zoning District, at property commonly known as 534 Chestnut Street (the “Subject Property”) was filed by Petitioner Stec Educational Group LLC (the “Applicant”) with the Village of Hinsdale; and

WHEREAS, tutoring and educational curriculum development service uses are, following recent text amendments to Section 6-106 of the Hinsdale Zoning Code (“Zoning Code”), special uses in the O-2 Limited Office Zoning District; and

WHEREAS, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Application has been referred to the Plan Commission of the Village and has been processed in accordance with the Zoning Code, as amended; and

WHEREAS, on March 8, 2017, the Plan Commission held a public hearing on the Application pursuant to notice thereof properly published in *The Hinsdalean*. After considering all of the testimony and evidence presented at the public hearing, the Plan Commission recommended approval of the special use, by a vote of six (6) in favor and zero (0) opposed, with three (3) absent, as set forth in the Plan Commission’s Findings and Recommendation for Plan Commission Case No. A -33-2016 (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

WHEREAS, the President and Board of Trustees of the Village have duly considered the Findings and Recommendation of the Plan Commission, and all of the materials, facts and circumstances affecting the Application, and find that the Application, with the conditions specified below, satisfies the standards set forth in Section 11-602 of the Zoning Code relating to special use permits.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1: Incorporation. Each whereas paragraph set forth above is incorporated by reference into this Section 1.

Section 2: Adoption of Findings and Recommendation. The President and Board of Trustees of the Village of Hinsdale approve and adopt the findings and recommendation of the Plan Commission, a copy of which is attached hereto as **Exhibit B** and made a part hereof, and incorporate such findings and recommendation herein by reference as if fully set forth herein.

Section 3: Approval of a Special Use for Tutoring and Educational Curriculum Development Services. The President and Board of Trustees, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby approve a special use permit for the establishment of a business offering tutoring services and educational curriculum development services in the O-2 Limited Office Zoning District on the Subject Property located at 534 Chestnut Street, Hinsdale, Illinois, legally described in **Exhibit A.**

Section 4: Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals made in this Ordinance.

Section 5: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 6: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this _____ day of _____ 2017.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2017, and attested to by
the Village Clerk this same day.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Village Clerk

ACKNOWLEDGEMENT AND AGREEMENT BY THE APPLICANT TO THE
CONDITIONS OF THIS ORDINANCE:

By: _____

Its: _____

Date: _____, 2017

EXHIBIT A

LEGAL DESCRIPTION

THAT PART OF LOT 6 BOUNDED AND DESCRIBED AS BEGINNING AT A POINT IN THE WEST LINE OF SAID LOT 6, 127.59 FEET SOUTH OF THE NORTHWEST CORNER OF SAID LOT 6; THENCE NORTHEASTERLY ALONG A LINE PARALLEL WITH THE SOUTHERLY LINE OF SAID LOT 6, A DISTANCE OF 17.43 FEET TO THE FACE OF A ONE STORY BRICK BUILDING; THENCE SOUTHEASTERLY ALONG SAID FACE OF A ONE STORY BRICK BUILDING, 24.64 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID LOT 6, 0.25 FEET SOUTHWESTERLY OF THE SOUTHEAST CORNER OF SAID LOT 6; THENCE SOUTHWESTERLY TO THE SOUTHWEST CORNER OF SAID LOT 6; THENCE NORTHERLY ALONG THE WEST LINE OF SAID LOT 6 TO THE PLACE OF BEGINNING, ALSO LOTS 7, 8, 9, 10 AND 11 IN STOUGH'S SUBDIVISION OF BLOCK 8 OF STOUGH'S SECOND ADDITION TO HINSDALE, IN THE EAST 1/2 OF SECTION 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF OF SAID STOUGH'S SUBDIVISION RECORDED APRIL 26, 1883 AS DOCUMENT 31798; ALSO LOTS 3 AND 4 (EXCEPT THE WEST 134 FEET THEREOF) IN BLOCK 8 IN STOUGH'S SECOND ADDITION TO HINSDALE, IN THE EAST 1/2 OF SECTION 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1888 AS DOCUMENT NO. 9632, ALSO THE VACATED ALLEY RUNNING NORTH AND SOUTH IN BLOCK 8 OF STOUGH'S SECOND ADDITION AFORESAID, EXTENDING FROM THE SOUTH LINE OF CHESTNUT STREET TO THE NORTH LINE OF RAILROAD STREET AND LOCATED IN THE NORTHEAST 1/4 OF SECTION 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND VACATED BY ORDINANCE RECORDED APRIL 25, 1957 AS DOCUMENT NO. 840146; ALSO THAT PART OF THE VACATED STREET KNOWN AND ESTABLISHED AS RAILROAD STREET EXTENDING FROM THE WEST LINE OF MADISON STREET TO THE EAST LINE OF LOT 3 OF BLOCK 8 OF STOUGH'S SECOND ADDITION TO HINSDALE IN THE NORTHEAST 1/4 OF SECTION 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND VACATED BY ORDINANCE RECORDED APRIL 25, 1957 AS DOCUMENT NO. 840146, LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT A POINT ON THE NORTHERLY LINE OF SAID VACATED RAILROAD STREET, 146.50 FEET SOUTHWESTERLY OF THE NORTHEAST CORNER OF SAID VACATED RAILROAD STREET; THENCE SOUTHEASTERLY TO A POINT ON THE CENTER LINE OF SAID VACATED RAILROAD STREET, 137.25 FEET SOUTHWESTERLY OF THE EAST LINE OF SAID VACATED RAILROAD STREET (AS MEASURED ALONG SAID CENTER LINE OF VACATED RAILROAD STREET); THENCE SOUTHEASTERLY TO A POINT THAT IS

128 FEET SOUTHWESTERLY OF THE SOUTHEAST CORNER OF SAID VACATED RAILROAD STREET, (EXCEPTING THEREFROM THAT PART LYING NORTHERLY AND EASTERLY OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT A POINT ON THE INTERSECTION OF THE NORTH LINE OF LOT 4 IN BLOCK 8 IN STOUGH'S SECOND ADDITION TO HINSDALE, BEING A SUBDIVISION IN THE EAST 1/2 OF SEC 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1868 AS DOCUMENT 9632, AND THE EAST LINE OF THE WEST 134 FEET OF SAID LOT 4, SAID POINT BEING ALSO ON THE SOUTH RIGHT OF WAY LINE OF CHESTNUT STREET; THENCE SOUTH 89 DEGREES 57 MINUTES 21 SECONDS EAST ALONG THE NORTH LINE OF LOT 4, BEING ALSO SAID SOUTH RIGHT OF WAY LINE OF CHESTNUT STREET, A DISTANCE OF 122.01 FEET TO THE POINT OF BEGINNING OF SAID LINE: THENCE SOUTH 00 DEGREES 42 MINUTES 19 SECONDS EAST ALONG A LINE FOR A DISTANCE OF 208.81 FEET TO A POINT 31.50 FEET NORTHWESTERLY OF, AS MEASURED AT RIGHT ANGLES TO THE NORTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO, BURLINGTON AND QUINCY RAILROAD, SAID RIGHT OF WAY LINE BEING ALSO THE SOUTHEASTERLY RIGHT OF WAY LINE EXTENDED SOUTHWESTERLY OF RAILROAD STREET IN STOUGH'S SUBDIVISION OF BLOCK 8 OF STOUGH'S SECOND ADDITION TO HINSDALE, BEING A SUBDIVISION IN THE EAST 1/2 OF SECTION 11, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 26, 1883 AS DOCUMENT 31798 (SO RAILROAD STREET VACATED PER DOCUMENT 840146); THENCE NORTH 74 DEGREES 35 MINUTES 28 SECONDS EAST ALONG A LINE PARALLEL WITH AND 31.50 FEET NORTHWESTERLY FROM SAID NORTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO, BURLINGTON AND QUINCY RAILROAD, SAID SOUTHEASTERLY RIGHT OF WAY LINE EXTENDED SOUTHWESTERLY OF VACATED RAILROAD STREET, AND SAID SOUTHEASTERLY RIGHT OF WAY LINE OF VACATED RAILROAD STREET, FOR A DISTANCE OF 171.68 FEET; THENCE SOUTH 15 DEGREES 24 MINUTES 32 SECONDS EAST ALONG A LINE FOR A DISTANCE OF 31.50 FEET TO A POINT ON SAID NORTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO, BURLINGTON AND QUINCY RAILROAD, SAID POINT BEING ALSO ON SAID SOUTHEASTERLY RIGHT OF WAY LINE OF VACATED RAILROAD STREET AND THE POINT OF TERMINATION OF THE AFORESAID LINE, ALL IN DU PAGE COUNTY, ILLINOIS.

P.I.N. 09-11-214-021

COMMONLY KNOWN AS: 534 CHESTNUT STREET, HINSDALE, IL 60521

EXHIBIT B

**FINDINGS AND RECOMMENDATION
(ATTACHED)**

HINSDALE PLAN COMMISSION

RE: Case A-33-2016 – Applicant: Stec Educational Group LLC (application address: 534 Chestnut Street)

Request: Concurrent Special Use Permit Application for Stec LLC at 534 Chestnut St. in the O-2 District, with Text Amendment to add Tutoring and Curriculum Development as a Special Use in the O-2 Limited Office District

(Please note, the Text Amendment application was co-applied with TinkRworks - Case A-26-2016)

DATE OF BOARD OF TRUSTEES REFERRAL: February 7, 2017

DATE OF PLAN COMMISSION (PC) PUBLIC HEARING: March 8, 2017

DATE OF BOARD OF TRUSTEES 1ST READING: April 4, 2017

FINDINGS AND RECOMMENDATION

I. FINDINGS

1. The PC heard testimony from the applicant Christine Stec, Stec Educational Group LLC, for the special use permit application (Case A-33-2016) for Tutoring and Curriculum Development at 534 Chestnut Street, in the O-2 District. She reviewed that she has tutored in the Hinsdale area for a number of years, mostly focusing on one-on-one SAT-ACT tutoring. All of her current students are high school students. This special use request is to offer small classes because the demand during certain periods is too high for a single person.
2. The applicant reviewed that the average class size is 5 to 6 students. In terms of the schedule, classes will be offered in the evening at 6 or 7 PM, and are 2 to 3 hours long. Sunday's she explained, would probably be the busiest day. One-on-one tutoring would occur between 4 and 6 PM, for an hour long session.
3. The applicant reviewed that the shared office building is mostly occupied by professional offices, and tends to be the busiest during the day. During the evening and on Sundays, the building is essentially empty Ms. Stec explained.
4. A Plan Commissioner asked if the tenant space is 1,000 square feet, and what the rule is for occupancy. The applicant confirmed the proposed space is 1,000 square feet, and due to the planned seating arrangement, the classroom maximum will be 8 students.
5. The PC, in general was supportive for the request. Some of the comments made suggested that parking would not be an issue, nor would the requested use for one-on-one tutoring and classes (no larger than 8 students at a time).
6. There was no one from the audience who commented in regards to the application at the PC public hearing on March 8, 2017.

II. RECOMMENDATIONS

Following a motion to recommend approval of the proposed Special Use permit application, as submitted, the Village of Hinsdale Plan Commission on March 8, 2017, on a vote of six (6) "Ayes," and three (3) "Absent," recommends that the President and Board of Trustees approve the Special Use permit application as submitted.

THE HINSDALE PLAN COMMISSION By:



Chairman

Dated this 12th day of April, 2017.

REQUEST FOR BOARD ACTION
Community Development

AGENDA SECTION: Second Reading – ZPS

SUBJECT: Application for a Temporary Use and License Agreement for Outdoor Seating for Casa Margarita – 25 E. Hinsdale Avenue

MEETING DATE: April 18, 2017

FROM: Chan Yu, Village Planner

Recommended Motion

Move to approve a resolution approving a Temporary Use and related License and Indemnification Agreement for Outdoor Seating for 2017 at Casa Margarita at 25 E. Hinsdale Avenue.

Background

Margarita Blue, Inc., a restaurant DBA Casa Margarita located in the Brush Hill Train Station at 25 E. Hinsdale Avenue, is requesting an outdoor seating permit to allow for tables and chairs on the west end of the building. The requested period for the annual outdoor seating permit is from April 1 to October 31, 2017. The requested hours offering outdoor seating are the same as last year, between 6 AM to 11 PM from Sunday to Thursday, and between 6 AM to 12 AM on Friday and Saturday.

The proposed outdoor seating plan is the result of the discussion at the Board of Trustees meeting last year, on May 17, 2016. However, this year, there is a new request for lighting on the fence. The seating plan illustrates the same arrangement for the 14 tables, 28 chairs and fencing/planter enclosure. It should be noted however, that the planter on the approved drawing from 2016 was never installed.

Discussion & Recommendation

N/A

Village Board and/or Committee Action

At the April 4, 2017, Board of Trustees meeting, the Board requested that the planters be installed per the diagram. It was referenced that the planters installed last year were in the public right-of-way. The applicant acknowledged and agreed to install it per the diagram. With no further discussion related to the outdoor seating temporary use permit application, the Board moved the item forward for Second Reading.

Documents Attached

Resolution

The following related materials were provided for the April 4, 2017, Board meeting and can be found on the Village website at:

http://www.villageofhinsdale.org/document_center/VillageBoard/2017/APR/VBOT%20packet%204%204%2017.pdf

Annual Application for Temporary Outdoor Seating and Exhibit
Board of Trustees Minutes, May 17, 2016
2016 Approved Outdoor Seating Plan
Aerial View of Application Location

VILLAGE OF HINSDALE

RESOLUTION NO. _____

**A RESOLUTION APPROVING A TEMPORARY USE AND RELATED LICENSE AND
INDEMNIFICATION AGREEMENT FOR OUTDOOR SEATING FOR 2017 –
CASA MARGARITA – 25 E. HINSDALE AVENUE**

WHEREAS, the Village of Hinsdale is the lessee of a parcel of land commonly known as property adjacent to the west side of the Brush Hill Train Station at 25 E. Hinsdale Avenue, Hinsdale, Illinois. The Village leases said adjacent area from the Burlington Northern Santa Fe Railway Company ("BNSF") pursuant to an underlying contract between the Village and BNSF dated June 17, 1997; and

WHEREAS, Margarita Blue, Inc. d/b/a Casa Margarita ("Casa Margarita") is the owner of a business commonly known as Casa Margarita located in the Brush Hill Train Station at 25 E. Hinsdale Avenue, Hinsdale, Illinois. Casa Margarita operates at the Train Station pursuant to a Lease between the Village and Casa Margarita; and

WHEREAS, in 2016, the President and Board of Trustees of the Village of Hinsdale approved a temporary use and related license and indemnification agreement with Casa Margarita for outdoor seating on a portion of the property adjacent to the west side of the Brush Hill Train Station for the purposes of operating an outdoor seating area with liquor service thereon (the "outdoor seating area"); and

WHEREAS, Casa Margarita has now requested approval of a temporary use for the outdoor seating area. The plans for the outdoor seating area have been previously reviewed and conditionally approved by BNSF; and

WHEREAS, the President and Board of Trustees agree to allow the temporary use by Casa Margarita of the outdoor seating area for the 2017 outdoor dining season on the property leased by the Village adjacent to the west side of the Brush Hill Train Station at 25 E. Hinsdale Avenue, subject to execution by Casa Margarita of the License Agreement attached hereto and made a part hereof as **Exhibit A**, and subject to compliance by Casa Margarita with the terms and conditions included therein; and

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that the request by Casa Margarita for a temporary use for outdoor seating satisfies the standards established in Section 9-103 of the Hinsdale Zoning Ordinance governing temporary uses, subject to the conditions stated in the License Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HINSDALE, DUPAGE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: The Board of Trustees hereby approves a temporary use for outdoor seating on the property leased by the Village adjacent to the west side of the Brush Hill Train Station at 25 E. Hinsdale Avenue, for the dates of April 1 to October 31, 2017, subject to execution by Casa Margarita of the License Agreement attached hereto as **Exhibit A** and made a part hereof, and subject to compliance by Casa Margarita with the terms and conditions included therein. Further, the Board of Trustees authorizes and directs the Village President and Clerk, or their designees, to execute said License Agreement and to take such other actions as are necessary to implement same.

SECTION 3: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this ____ day of _____, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me, and attested by the Village Clerk, on this ____ day of _____, 2017.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A

**LICENSE AND INDEMNIFICATION AGREEMENT FOR TEMPORARY USE OF
PUBLIC PROPERTY RELATIVE TO THE OPERATION OF AN OUTDOOR SEATING
AREA FOR 2017 – MARGARITA BLUE, INC. D/B/A CASA MARGARITA**

(ATTACHED)

**LICENSE AND INDEMNIFICATION AGREEMENT FOR TEMPORARY USE OF PUBLIC
PROPERTY RELATIVE TO THE OPERATION OF AN OUTDOOR SEATING AREA FOR 2017
- MARGARITA BLUE, INC. D/B/A CASA MARGARITA**

This License and Indemnification Agreement (the "License") has been entered into this ____ day of _____, 2017, by and between the Village of Hinsdale, an Illinois municipal corporation, (the "Village") and Margarita Blue, Inc. d/b/a Casa Margarita, an Illinois corporation, (the "Licensee"), in regard to the following:

WHEREAS, the Village is the Lessee of a parcel of land commonly known as property adjacent to the west side of the Brush Hill Train Station at 25 E. Hinsdale Avenue, Hinsdale, Illinois, at the location shown on the plans and depictions in **Group Exhibit A** attached hereto and made a part hereof (the "Licensed Area"). The Licensed Area is leased by the Village pursuant to an underlying contract between the Village and the Burlington Northern Santa Fe Railway Company ("BNSF") dated June 17, 1997 (the "Underlying Lease"); and

WHEREAS, Licensee is the owner of the business commonly known as Casa Margarita (hereinafter referred to as the "Business") located in the Brush Hill Train Station at 25 E. Hinsdale Avenue, Hinsdale, Illinois, directly adjacent to the Licensed Area. Licensee operates the Business at the Train Station pursuant to a Lease between Licensee and the Village (the "Restaurant Lease"). In 2016, the Licensee used the Licensed Area for the purposes of operating an outdoor seating area with liquor service thereon after receiving approval from the Corporate Authorities of the Village for a temporary use for outdoor seating on the Licensed Area adjacent to the Business, and after execution of a License Agreement with certain conditions set forth therein; and

WHEREAS, Licensee now seeks to again use the Licensed Area for operating an outdoor seating area with liquor service thereon during the 2017 outdoor dining season; and

WHEREAS, this License is a necessary inducement for the Village to allow use of the Licensed Area for outdoor seating purposes during the 2017 outdoor dining season.

NOW, THEREFORE, the Village grants the Licensee a license for a temporary use to operate and maintain an outdoor seating area on the Licensed Area in accordance with the following terms and conditions:

1. TERM AND LICENSE FEE: This License shall be deemed dated and become effective on the date that the Village President and Village Clerk sign this License (the "Effective Date"). The License shall terminate at 11:59 p.m. on October 31, 2017, although the provisions relating to Risk of Injury, Waiver of Injury Claims, Release from Liability, Indemnity and Defense, and Restoration of Premises shall survive such termination and will continue in full force and effect. A newly executed License and Indemnification Agreement must be submitted for any subsequent year that a temporary use for outdoor seating is requested. The license fee is \$0.

2. CONDITION OF PREMISES: By taking possession of the Licensed Area, Licensee accepts the Licensed Area in the condition existing as of the Effective Date of this License. Licensee acknowledges that it has inspected the Licensed Area and acknowledges that it is in good condition. The Village makes no representations or warranty with respect to the condition of the Licensed Area. Licensee acknowledges that the Village has made no representations or promises to Licensee to alter, repave or otherwise improve the condition of the Licensed Area,

other than allowing Licensee to establish, at its sole cost, the outdoor seating area in conformance with the Site Plans included as part of **Group Exhibit A**, including installation and continuing maintenance of the fencing shown on such Plans.

3. USE: Licensee shall be permitted to use the Licensed Area for outdoor seating purposes. Liquor service within the Licensed Area is authorized as an extension of Licensee's existing liquor license. Licensee's use shall comply with all statutes, ordinances, requirements and laws (including environmental laws and regulations) of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the Licensed Area. The use of the Licensed Area shall consist of a maximum of fourteen (14) tables with two (2) seats each, in conformance with the Site Plans and Depictions attached hereto as part of **Group Exhibit A** and made a part hereof.

4. CARE AND MAINTENANCE OF PREMISES: Licensee shall, at its own expense and at all times, be responsible for maintaining the Licensed Area in good condition. Such maintenance shall include daily clean-up from use by patrons of the Business, daily washing of the Licensed Area in order to remove any food or drink residue, as well as upkeep and replacement of damaged private or public property.

5. RESTORATION OF PREMISES: At the termination of this License by lapse of time or otherwise, Licensee shall, at its own cost, return the Licensed Area in as good condition as on the Effective Date of this License, ordinary wear and loss by casualty, third-parties, the public and the Village excepted. The Village may direct Licensee to make such repairs and restorations as the Village deems necessary in order to so restore the Licensed Area to its previous condition.

6. COMPLIANCE WITH LAWS AND OTHER CONDITIONS: Licensee's use of the Licensed Area is contingent upon its continuing compliance with all State, County and local regulations relative to the operation of the Business and compliance, compliance with all terms of the Restaurant Lease, and with this License, including, but not limited to:

- a. compliance with all State, County and local laws and regulations pertaining to the serving of alcohol;
- b. compliance with all State, County and local health code regulations;
- c. removal of all tables, chairs and other appurtenances during the months of November through March or if required by the Village at any time;
- d. tables and chairs shall be neatly secured outside or brought inside during non-operating hours;
- e. operation of the outdoor dining area only between the hours of ____ a.m. and ____ p.m. each day;
- f. installation of planters or other barriers at the south end of the Licensed Area to delineate the licensed seating area. Planters or barriers are to be in a form and design approved by Village staff prior to installation;
- g. removal of the fencing of the Licensed Area at the expiration of this License in order to restore access to the train platform during the months where no outdoor dining will take place. Upon removal, the fencing shall be stored in a location approved by the Village; and

- h. temporary lighting on strings is approved to be attached onto the fencing.

7. UNDERLYING LEASE: This License is subject and subordinate to all the terms, conditions and covenants of the Village's Underlying Lease with BNSF. If the Underlying Lease shall be canceled or shall terminate for any cause prior to the expiration of this License, then this License shall thereupon automatically terminate without previous notice, and the Village shall not be liable to Licensee, in damages or otherwise, on account of such cancellation or termination; provided, however that the Village shall operate in good faith to comply with all terms of the Underlying Lease so as not to cause the Underlying Lease to be canceled or terminated. All obligations of the Village in this Lease are conditional upon the Village continuing to have possession of the Licensed Area under the Underlying Lease.

8. COMPLIANCE WITH BNSF CONDITIONS: The Site Plans and Depictions attached as Group Exhibit A have been previously reviewed and approved by BNSF, subject to the following conditions:

- a. Construction and maintenance of the fencing and outdoor seating area in strict conformance with the Site Plans and Depictions approved by BNSF; and
- b. the fencing on the north side of the Licensed Area must be kept locked and secured at all times during the term of this License, and the fencing as depicted shall remain intact at all times. In the event any of the fencing is removed or otherwise compromised, or in the event any fencing or associated gates are not kept in a locked and secured condition at all times during the term of this License, this License shall immediately terminate.

9. INTERFERENCE: Licensee represents and warrants that its use of the Licensed Area shall not interfere in any way with the use of the remaining station area premises, or otherwise obstruct or interfere with the use of the train station area for commuter services.

If the use of the Licensed Area for outdoor seating purposes interferes with a public event, emergency or planned work or repairs to the station area premises, or other public need for use of the Licensed Area, the public event, work or repairs, or use shall take precedence. The Village shall endeavor to notify the Licensee thirty (30) days in advance of the scheduled event, work or repair or use that will require the use of the public Licensed Area being used by Licensee.

10. ASSIGNMENT AND SUBLETTING: This License may not be assigned or subletted by Licensee without the prior written consent of the Village. In the event of Licensee's unauthorized assignment or subletting, this License shall immediately terminate.

11. ENTRY AND INSPECTION: Licensee shall permit the Village and the Village's agents to enter upon the Licensed Area during business hours and at other reasonable times and upon reasonable notice, for the purpose of inspecting the same.

12. RISK OF INJURY: Licensee assumes the full risk of injuries, including any death, damages, or losses which it or its employees, patrons or members of the public may sustain in any way in, on or about the Licensed Area or arising out of, connected with, or in any way associated with the use of the Licensed Area by the Licensee for outdoor seating purposes.

13. WAIVER OF INJURY CLAIMS: Licensee agrees to waive and relinquish any and all claims or causes of action of any kind that it or its officers, employees, volunteers, and agents may have against the Village and its President and Board of Trustees, officers, appointed and elected officials, employees, volunteers and agents arising out of, connected with, or in any way associated with the use of the Licensed Area by Licensee for outdoor seating purposes.

14. RELEASE FROM LIABILITY: Licensee does hereby fully release and discharge the Village and its President and Board of Trustees, officers, appointed and elected officials, employees, volunteers and agents, from any and all claims or causes of action of any kind, including, but not limited to death, damages, or losses which Licensee, or its officers, employees, contractors, subcontractors, volunteers, agents, patrons or members of the public may have or which arise out of, are connected with, or are in any way associated with the use by Licensee of the Licensed Area for outdoor seating purposes.

15. INDEMNITY AND DEFENSE: Licensee agrees to indemnify, hold harmless, release and defend the Village and its President and Board of Trustees, officers, appointed and elected officials, employees, volunteers, and agents, from any and all claims or causes of action of any kind, including, but not limited to death, damages, and losses which any person, including Licensee, or its officers, employees, contractors, subcontractors, volunteers, agents, patrons, or members of the public, may have or which arise out of, are connected with, or are in any way associated with the use by Licensee of the Licensed Area for outdoor seating purposes.

16. INSURANCE: The Restaurant Lease requires Licensee to maintain certain insurance coverages in certain amounts, and that such insurance coverages name both the "Village of Hinsdale, and its appointed and elected officials, president, trustees, employees, volunteers, attorneys and agents," and "the Burlington Northern and Santa Fe Railway" as additional primary insureds under all insurance coverages required by the Restaurant Lease. Licensee shall provide proof to the Village of extension of those insurance coverages to cover the outdoor seating area and use. The insurance coverage of Licensee shall be primary to the Village's own insurance. A copy of the certificate evidencing the extension of those insurance coverages to the outdoor seating area shall be attached hereto as **Exhibit B** and made a part hereof.

17. ALTERATIONS: Licensee shall not, without first obtaining the written consent of the Village, make any alterations, additions, or improvement (collectively, "alterations") to the Licensed Area. The Village may review plans, specifications and a list of contractors and suppliers before granting consent for alterations. All alterations to the Licensed Area, whether temporary or permanent in character and whether made or paid for by Licensee or the Village, shall, without compensation to Licensee, become the Village's property upon installation on the Licensed Area and shall, unless the Village requests their removal, be relinquished to the Village in good condition, ordinary wear and tear and loss by casualty, third-parties, the public and the Village excepted, at the termination of this License by lapse of time or otherwise. The fencing delineating the Licensed Area shall be removed and stored by Licensee during the months that outdoor dining is not permitted, but shall remain the property of the Village after installation.

Alterations shall be installed in a workmanlike manner with quality, high-grade materials. Licensee shall pay for all alteration work. Upon completion of all alteration work, Licensee shall pay all costs for said alterations and furnish the Village with full and final waivers of lien and receipts for bills, covering all labor and materials expended and used to complete said

alterations. Licensee shall not permit any mechanics lien to be filed against the Licensed Area and agrees to indemnify and hold the Village harmless against any such liens and all damages, costs, expenses and attorneys' fees in connection therewith.

It is expressly understood by the parties that in requesting to perform alterations to the Licensed Area, the Licensee agrees to indemnify, hold harmless, and defend the Village and its President and Board of Trustees, officers, appointed and elected officials, employees, volunteers and agents, from any and all liabilities, costs, expenses, damages, claims or causes of action of any kind, including, but not limited to death, damages, and losses which any person, including Licensee, or its officers, employees, volunteers, agents, contractors, subcontractors, patrons, or members of the public, may have or which arise out of, are connected with, or are in any way associated with the construction or performance of the alterations by Licensee of the Licensed Area for outdoor seating purposes.

Licensee shall furnish the Village with certificates of insurance from all contractors performing labor or furnishing materials in connection with said alteration work, insuring the Village against any and all liabilities that may arise out of or be connected with said alteration work, in amounts and in such coverages acceptable to the Village.

18. DEFAULT: Each of the following acts or omissions of Licensee or occurrences shall constitute an "Event of Default":

- a. Failure or refusal by Licensee to comply with any of the obligations of Licensee set forth in this License or the Restaurant Lease; or
- b. The entry of a decree or order for relief by a court having jurisdiction over Licensee in an involuntary case under the federal bankruptcy, insolvency or other similar law, or appointing a receiver, liquidation, assignee, custodian, trustee, or any guarantor of Licensee's obligations hereunder; or
- c. The commencement by Licensee of a voluntary case under the federal bankruptcy laws, or any other applicable federal or state bankruptcy, insolvency or other similar law; or
- d. Closure of the Business for any reason for more than a seven-day period following its initial opening.

19. VILLAGE'S REMEDIES ON DEFAULT: If Licensee defaults in the performing of any of the other covenants or conditions hereof, or in the occurrence of any Event of Default, the Village shall give Licensee notice of such default. If Licensee does not cure any such default within five (5) days after the giving of such notice (or if the default is of such nature that it cannot be completely cured within such period, if Licensee does not commence such curing within five (5) days and thereafter proceed with reasonable diligence and in good faith to cure such), then the Village may terminate this License. Upon termination of the License, Licensee shall quit and surrender the Licensed Area to the Village. Where other provisions of this License call for a different notice period or for an immediate termination of the License under certain specified circumstances, those provisions shall control.

20. NON-WAIVER: Failure by Licensee or the Village to insist on strict performance of any of the conditions, covenants, terms or provisions of this License or to exercise any rights hereunder shall not waive such rights, but Licensee and the Village shall have the right to

enforce the terms and conditions of this License at any time and take such action as might be lawful or authorized hereunder, either in law or equity.

21. ATTORNEY'S FEES: In case suit should be brought by the Village for recovery of the Licensed Area, or because of any act which may arise out of the use of the Licensed Area by Licensee, the Village shall be entitled to all costs incurred in connection with such action, including reasonable attorneys' fees.

22. OPTION TO RENEW: This License is not renewable and a new License is required each year the Licensee applies for a temporary use for outdoor seating after the initial term of this License.

23. NOTICES: Any notice which either party may or is required to give, shall be given by mailing the same, by United States Registered or Certified Mail, postage prepaid, to Licensee at the Business adjacent to the Licensed Area, or the Village at 19 E. Chicago Avenue, Attention: Village Manager, Hinsdale, Illinois 60521, or at such other places as may be designated by the parties from time to time.

24. SEVERABILITY: Wherever possible, each provision of this License shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this License shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this License.

25. RIGHT TO TERMINATE: This License may be terminated at any time by mutual agreement of the parties. The Village or Licensee may terminate this License anytime and for any reason upon seven (7) days written notice to the other. This License shall terminate automatically upon termination of the Restaurant Lease for any reason. Upon termination, Licensee agrees to restore the Licensed Area to its condition as of the Effective Date, as required by Section 5. If Licensee's temporary use for outdoor seating is revoked or otherwise terminated for any reason, this License shall terminate automatically upon such revocation or termination.

26. VENUE: The parties agree that for the purpose of any litigation relative to this License and its enforcement, venue shall be in the Circuit Court of DuPage County, Illinois and the parties consent to the in personam jurisdiction of said Court for any such action or proceeding. This License, and all questions of interpretation, construction and enforcement hereof, and all controversies hereunder, shall be governed by the applicable statutory and common law of the State of Illinois.

27. COMPLETE DEFENSE: It is expressly understood and agreed by the parties that this License may be pleaded by the Village as a complete defense to, and in bar of, any and all claims or causes of action of any kind brought, maintained or conducted by the Licensee, or by a third-party in connection with or on account of any of the matters set forth in this License. The parties agree that this License shall be admissible in evidence in any action in which the terms of this License are sought to be enforced.

28. AUTHORITY TO BIND: The parties warrant and represent that the execution, delivery of, and performance under this License is pursuant to authority, validly and duly conferred upon the parties and the signatories hereto.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of this ____ day
of _____, 2017.

VILLAGE OF HINSDALE

LICENSEE MARGARITA BLUE, INC.
d/b/a CASA MARGARITA,

BY: _____
VILLAGE PRESIDENT

BY: _____
PRESIDENT

DATE: _____

DATE: _____

ATTEST:

BY: _____
VILLAGE CLERK

BY: _____
SECRETARY

DATE: _____

DATE: _____

GROUP EXHIBIT A

Site Plan and Depiction of the Licensed Area

(attached)

EXHIBIT B

Insurance Certificate

(attached)



CASAMAR-03

LOISO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/11/2017

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

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

PRODUCER Total Insurance Services, Inc. 3175 Commercial Ave, Suite 200 Northbrook, IL 60062	CONTACT NAME: LOIS OWEN	
	PHONE (A/C, No, Ext): (847) 205-1777	FAX (A/C, No): (847) 205-1919
INSURED Margarita Blue Inc Db: Casa Margarita 25 E Hinsdale Hinsdale, IL 60521	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : AmTrust North America, Inc.	
	INSURER B : Security National Insurance Co	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X	KPP3820785	05/11/2016	05/11/2017	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
	<input checked="" type="checkbox"/> LIQUOR LIABILITY						MED EXP (Any one person) \$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000	
	OTHER:						GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 2,000,000	
							Liquor Liab CSL \$ 1,000,000	
							COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	AUTOMOBILE LIABILITY			KPP3820785	05/11/2016	05/11/2017	BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident) \$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	X	X	TBP1220768 00	05/31/2016	05/31/2017	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	X	SWC1115539	05/31/2016	05/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$ 500,000
								E.L. DISEASE - POLICY LIMIT \$ 500,000
	LIQUOR LIABILITY	X	X	KPP3820785	05/11/2016	05/11/2017	CSL-LL 1,000,000	

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

RE: Lease of Space at 25 E Hinsdale Ave, Hinsdale, IL 60521 Including the Outdoor Seating Area.

Per Form CG88100413, Additional insured pertaining to general liability, solely with respects to liability arising out of the named insured's operations, when required by written contract: Village of Hinsdale, and its appointed and elected officials, president, trustees, employees, volunteers, attorneys and agents; and the Burlington Northern and Santa Fe Railway.

CERTIFICATE HOLDER

CANCELLATION

Village of Hinsdale
19 E Chicago Ave
Hinsdale, IL 60521

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Andrew C. Kappenberg

**VILLAGE OF HINSDALE
COMMUNITY DEVELOPMENT DEPARTMENT
ANNUAL APPLICATION FOR COMMERCIAL USE OF SIDEWALK AND OUTDOOR SEATING**

I. GENERAL INFORMATION (all information must be printed)

Site Address: 25 E Hinsdale Ave
Business Name: Casa Margarita
Name of On-Site Store Manager or Owner: Chase Lotti
Telephone Number for Business: 630 455-9000
Name of Local or Regional Manager: N/A
Address of Local or Regional Manager: N/A
Telephone Number of Local or Regional Manager: N/A
Name of Property Owner or Management Group: Village of Hinsdale
Address of Property Owner or Management Group: _____
Telephone Number of Owner or Management Group: _____

II. SPECIFIC SITE INFORMATION (all information must be printed)

Location of tables and chairs: West Entrance
Number of tables: 14
Number of chairs: 28
Type (materials) of tables and chairs: Aluminum
Size (dimension) of tables and chairs: 2' x 2'
Number of exterior private refuse disposal containers to be provided by business: 2
Dimension of sidewalk clearance (minimum 6-foot required) from table/chair (while being used) to edge of pavement or public improvement found on sidewalk: 6'
Proposed time frame for the outdoor seating to be on the site: April 1 - October

Explain your businesses maintenance program for litter control and use of the area: _____

Tables are full service only so wait staff will dispose
of all garbage on the spot.

Explain how the tables, chairs and private refuse containers will be stored during the hours that the business is closed: Cable tied & laked.

Submit a Site Plan drawn to scale that depicts the above-mentioned items and the regulations as stated in Section 7-1-5-1 of the Village Code (attached).

CERTIFICATION

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that he or she consents to the filing of this application and that all information contained in this application is true and correct to the best of his or her knowledge.
- B. The applicant understands that an incomplete or nonconforming application will not be considered. In addition, the applicant understands that the Village may require additional information prior to the consideration of this application which may include, but is not limited to, the following items:
1. Minimum yard and setback dimensions and, where relevant, relation of yard and setback dimensions to the height, width, and depth of any structure.
 2. A vehicular and pedestrian circulation plan showing the location, dimensions, gradient, and number of all vehicular and pedestrian circulation elements including rights-of-way and streets; driveway entrances, curbs, and curb cuts; parking spaces, loading spaces, and circulation aisles; sidewalks, walkways, and pathways; and total lot coverage of all circulation elements divided as between vehicular and pedestrian ways.
 3. Location, size, and arrangement of any proposed outdoor signs (will need permit) and lighting.
 4. Location and height of any proposed temporary fences or screen plantings.
- C. The Applicants shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicants shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. The Applicant understands that he/she is responsible for all application fees and any other fees, which the Village assesses under the provisions of Subsection 11-301D of the Village of Hinsdale Zoning Code as amended April 25, 1989.
- F. THE OWNER OF THE SUBJECT PROPERTY AND, IF DIFFERENT, THE APPLICANT ARE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF THE APPLICABLE APPLICATION FEE. BY SIGNING THE APPLICATION, THE OWNER HAS AGREED TO PAY SAID FEE, AND TO CONSENT TO THE FILING AND FORECLOSURE OF A LIEN AGAINST SUBJECT PROPERTY FOR THE FEE PLUS COSTS OF COLLECTION, IF THE ACCOUNT IS NOT SETTLED WITHIN THIRTY (30) DAYS AFTER THE MAILING OF A DEMAND FOR PAYMENT.

On the 10 day of March, 2017, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of applicant or authorized agent

Name of applicant or authorized agent

Signature of applicant or authorized agent

Name of applicant or authorized agent

SUBSCRIBED AND SWORN
to before me this _____ day of _____,

Notary Public

**GENERAL RELEASE, COVENANT NOT TO SUE
AND HOLD HARMLESS AGREEMENT**

WHEREAS, the Village of Hinsdale, an Illinois Municipal Corporation ("VILLAGE") has agreed to permit the Applicant(s), Chase Loffi [print name(s)] ("APPLICANT"), to maintain outdoor seating on VILLAGE owned sidewalk adjacent to the property commonly known as Casa Margarita [print address].

NOW, THEREFORE, in exchange for the authority to maintain outdoor seating on VILLAGE property, the APPLICANT agrees as follows:

1. To forever release and discharge the VILLAGE, its officials, agents, employees and attorneys from all debts, claims, demands, damages, actions, or causes of action, which may arising out of the APPLICANT being permitted to maintain outdoor seating on VILLAGE property.
2. To hereby covenant not to sue or otherwise bring any action in law or equity against the VILLAGE, its officials, employees, agents or attorneys for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the APPLICANT may sustain arising out of APPLICANT'S use of VILLAGE property for outdoor seating.
3. To indemnify, hold harmless and defend the VILLAGE, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorneys' fees, which may in any way accrue against the VILLAGE as a consequence of APPLICANT'S use of VILLAGE property for outdoor seating.

I/We have read and fully understand that this Agreement is a general release, hold harmless and a covenant not to sue regarding any and all claims we or any others may sustain against the VILLAGE, its officials, agents, employees, and attorneys by reason of my/our being permitted to maintain outdoor seating on VILLAGE property, and I/we fully intend to be bound by the terms of this Agreement and that it shall further bind my/our successors in interest, heirs, administrators, devisees, assigns and personal representatives from and after the date of execution.

Signed this 12 day of March 2017
signature: [Signature]
print name: Chase Loffi

signature: _____
print name: _____

SUBSCRIBED AND SWORN
to before me this _____ day of _____,
_____.

Notary Public

REMOVE STRAIGHT

6' +/- HIGH SOLID FENCE

* FENCE TO HOLD PLANT MATES TOPS - NOTED EXISTING

8' +/- HIGH SOLID FENCE

13' +/-

5' MIN

12' +/- 6" 4' HIGH SOLID FENCE

TOW PLANTERS 8' +/-

* FENCE W/ EXISTING

- * 14 TABLES / 28 CHAIRS MAX.
- * FENCING, AND ALL FURNITURE TO BE REMOVED AND STORED DURING OFF-SEASON
- * PLANTING TO BE AT LEAST AS TRAIL AS TABLES + CHAIRS
- * NEW FENCING TO MATCH EXISTING
- * NO TREES OR LARGE PLANTS TO BE REMOVED AS-1

* PROPOSED TRAFFIC MUST BE UNOBSTRUCTED AT ALL TIMES

Scale: 1/4" = 1'-0"

EXISTING FENCE



CASAMAR-03

LOISO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2017

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

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

PRODUCER
Total Insurance Services, Inc.
3175 Commercial Ave, Suite 200
Northbrook, IL 60062

CONTACT NAME: LOIS OWEN

PHONE
(A/C, No, Ext): (847) 205-1777FAX
(A/C, No): (847) 205-1919E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : AmTrust North America, Inc.

INSURER B : Security National Insurance Co

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED
Margarita Blue Inc
Dbas: Casa Margarita
25 E Hinsdale
Hinsdale, IL 60521

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	TBP1220768 02	05/31/2017	05/31/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Liquor Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Liquor Liab CSL \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY			KPP1039285 02	05/31/2017	05/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB						
	<input checked="" type="checkbox"/> EXCESS LIAB			TBP1220768 02	05/31/2017	05/31/2018	EACH OCCURRENCE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X				AGGREGATE \$ 4,000,000
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N		SWC1115539	05/31/2017	05/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X				E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<input checked="" type="checkbox"/> Liquor Liability	X	X	TBP1220768 02	05/31/2017	05/31/2018	CSL-LL 1,000,000

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

RE: Lease of Space at 25 E Hinsdale Ave, Hinsdale, IL 60521 Including the Outdoor Seating Area.

Per Form CG88100413, Additional insured pertaining to general liability, solely with respects to liability arising out of the named insured's operations, when required by written contract: Village of Hinsdale, and its appointed and elected officials, president, trustees, employees, volunteers, attorneys and agents; and the Burlington Northern and Santa Fe Railway.

CERTIFICATE HOLDER

CANCELLATION

Village of Hinsdale
19 E Chicago Ave
Hinsdale, IL 60521

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REQUEST FOR BOARD ACTION
Community Development

AGENDA SECTION: Second Reading – ZPS

SUBJECT: Exterior Appearance Plan Review for new Windows and Roof Solar Panels on Unitarian Church of Hinsdale Education Building
17 W. Maple Street

MEETING DATE: April 18, 2017

FROM: Chan Yu, Village Planner

Recommended Motion

Approve an Ordinance approving an Exterior Appearance Plan for new windows and rooftop solar panels on building at 17 W. Maple Street.

Background

The Village of Hinsdale has received an Exterior Appearance review application from Mr. Benjamin Horne, on behalf of the Unitarian Church of Hinsdale (Church) requesting approval to replace existing aluminum windows with new double-glazed aluminum windows with a different color (dark bronze) and add solar panels to the roof of the building. The Church is located at 17 W. Maple Street in the IB Institutional Buildings District.

The Church's Religious Education Building is located on the corner of N. Lincoln Street and W. Maple Street. It is a two-story red brick building with aluminum grey colored windows. The applicant is proposing to replace the existing windows with new double-glazed aluminum dark bronze colored windows. The new windows will not project further than the existing ones, and there will not be any additional windows.

The building features two rooflines, with the majority of the building with a flat roof. On the west end of the building, facing the corner of Lincoln St. and Maple St., is a ridged roof forming a gable at both ends of the building. The ridged roof line height is 21 feet, 5 ½ inches, and approximately 6 feet higher than the top of the flat roof. The proposed solar panels will only be installed on the flat roof of the building. The height of the solar panels are 1.23 feet. But given that the panels are mounted on an angle, they will be visible from grade.

A site line diagram has been submitted, illustrating that a 6-foot tall person would see the solar panel at approximately 75 feet away. The closest row of solar panels is 4 feet, 10 inches from the edge of the roof facing Maple Street. The request plans for 7 rows of solar panels total.

The public meeting notice requirements have been followed per section 11-604(E), since the nonresidential parcel is within 250 feet from a single-family zoning district. It abuts the R-4 Single Family Residential District to the north and west, the IB to the east, and O-1 Specialty Office District to the south.

Discussion & Recommendation

On March 8, 2017, the Plan Commission unanimously recommended approval, 6-0 (3 absent), for the Exterior Appearance Plan, as submitted, to replace its windows and install roof solar panels.

Village Board and/or Committee Action

At the April 4, 2017, Board of Trustees meeting, the Board was generally supportive for the Exterior Appearance application, however there were two issues raised. First, if there was an engineering study completed for the additional weight on the roof. At the meeting, staff responded that the Village would require a sign off by an architect for the additional "dead load" on the structure as part of the building permit. The second issue was a request for the applicant to discuss the project with the resident immediately north of the subject property (111 N. Lincoln St.), and report back to the Board for Second Reading.

Documents Attached

Ordinance

The following related materials were provided for the April 4, 2017, Board meeting and can be found on the Village website at:

http://www.villageofhinsdale.org/document_center/VillageBoard/2017/APR/VBOT%20packet%204%204%2017.pdf

Exterior Appearance Application Request and Exhibits
Draft Findings and Recommendations (March 8, 2017, PC meeting)
Zoning Map and Project Location
Aerial Map View
Street View

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE APPROVING AN EXTERIOR APPEARANCE PLAN FOR NEW
WINDOWS AND ROOFTOP SOLAR PANELS – 17 W. MAPLE STREET**

WHEREAS, the Unitarian Church of Hinsdale (the "Applicant") has submitted an application (the "Application") seeking exterior appearance plan approval for the installation of new windows and rooftop solar panels on the Church's Religious Education Building located at 17 W. Maple Street (the "Subject Property"). The Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Subject Property is located in the Village's IB Institutional Building District. The purpose of the changes proposed by the Applicant are to improve energy efficiency and reduce the Applicant's carbon footprint. The proposed windows and solar panel modifications are depicted in the Exterior Appearance Plan attached hereto as **Exhibit B** and made a part hereof; and

WHEREAS, the Application has been referred to the Plan Commission of the Village and has been processed in accordance with the Hinsdale Zoning Code ("Zoning Code"), as amended; and

WHEREAS, on March 8, 2017, the Plan Commission of the Village of Hinsdale reviewed the Application at a public meeting pursuant to notice given in accordance with the Zoning Code; and

WHEREAS, the Plan Commission, after considering all of the testimony and evidence presented at the public meeting, recommended approval of the proposed Exterior Appearance Plan on a vote of six (6) "Ayes," zero (0) "Nays," and three (3) "Absent," all as set forth in the Plan Commission's Findings and Recommendation in this case ("Findings and Recommendation"), a copy of which is attached hereto as **Exhibit C** and made a part hereof. The Plan Commission has filed its report of Findings and Recommendation regarding the approval sought in the Application with the President and Board of Trustees; and

WHEREAS, the President and Board of Trustees have duly considered the Findings and Recommendation of the Plan Commission, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards established in Section 11-606E of the Zoning Code governing exterior appearance review, subject to the conditions stated in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

SECTION 1: Recitals. The foregoing recitals are incorporated into this Ordinance by this reference as findings of the President and Board of Trustees.

SECTION 2: Approval of Exterior Appearance Plan. The Board of Trustees, acting pursuant to the authority vested in it by the laws of the State of Illinois and Section 11-606 of the Hinsdale Zoning Code, approves the Exterior Appearance Plan attached to, and by this reference, incorporated into this Ordinance as **Exhibit B** (the "Approved Plans"), relative to the installation of new windows and rooftop solar panels, subject to the conditions set forth in Section 3 of this Ordinance.

SECTION 3: Conditions on Approvals. The approvals granted in Section 2 of this Ordinance are expressly subject to all of the following conditions:

- A. **Compliance with Plans.** All work on the exterior of the Subject Property shall be undertaken only in strict compliance with the Approved Plans attached as **Exhibit B**.
- B. **Compliance with Codes, Ordinances, and Regulations.** Except as specifically set forth in this Ordinance, the provisions of the Hinsdale Municipal Code and the Hinsdale Zoning Code shall apply and govern all development on, and improvement of, the Subject Property. All such development and improvement shall comply with all Village codes, ordinances, and regulations at all times.
- C. **Building Permits.** The Applicant shall submit all required building permit applications and other materials in a timely manner to the appropriate parties, which materials shall be prepared in compliance with all applicable Village codes and ordinances.

SECTION 4: Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance, or of any applicable code, ordinance, or regulation of the Village, shall be grounds for rescission by the Board of Trustees of the approvals set forth in this Ordinance.

SECTION 5: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

SECTION 6: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

ADOPTED this _____ day of _____, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2017, and attested to by the Village Clerk this same day.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Village Clerk

ACKNOWLEDGEMENT AND AGREEMENT BY THE APPLICANT TO THE CONDITIONS OF THIS ORDINANCE:

By: _____

Its: _____

Date: _____, 2017

EXHIBIT A

LEGAL DESCRIPTION OF THE SUBJECT PROPERTY

THE SOUTH 90.0 FEET OF LOT 4 IN BLOCK 5 IN STOUGH'S ADDITION TO THE TOWN OF HINSDALE, BEING A SUBDIVISION IN THE SOUTH ½ OF THE SOUTH WEST ¼ OF SECTION 1, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 29 1868 IN BOOK 2 OF PLATS, PAGE 2 AS DOCUMENT 9593 IN DUPAGE COUNTY, ILLINOIS

**Commonly known as: 17 W. Maple Street, Hinsdale, IL 60521
PIN: 09-01-325-006-0000**

EXHIBIT B

**APPROVED EXTERIOR APPEARANCE PLAN
(ATTACHED)**

EXHIBIT C

**FINDINGS AND RECOMMENDATION
(ATTACHED)**

HINSDALE PLAN COMMISSION

RE: Case A-01-2017 – Applicant: Unitarian Church of Hinsdale (application address: 17 W. Maple Street)

Request: Exterior Appearance Plan Review for new Windows and Roof Solar Panels on Religious Education Church Building

DATE OF PLAN COMMISSION (PC) REVIEW: March 8, 2017

DATE OF BOARD OF TRUSTEES 1ST READING: April 4, 2017

FINDINGS AND RECOMMENDATION

I. FINDINGS

1. The PC heard testimony from the applicant for the proposed new windows and roof solar panels on the Religious Education Building of the Unitarian Church of Hinsdale, in the IB Institutional Buildings District. Benjamin Van Horne, project applicant, reviewed the window color, design and engineering features. Jason Hawksworth, President of Hawk Energy Solutions, reviewed the solar panel design and its function for the building. Both presenters had samples to show the PC. In short, the request is focused on improving energy efficiency and reducing its carbon footprint.
2. The subject property is in the IB Institutional Buildings District, within 250 feet from a single-family residential district (R-4), and properly notified by certified mailing, posting a sign and by publication in the Hinsdalean on February 16, 2017. There was no one from the audience who commented during the Plan Commission public meeting on March 8, 2017.
3. The Chairman asked if the window frame material will be aluminum. The applicant confirmed it is factory finished aluminum panels. The Chairman also recommended replacing or painting the existing two doors to match the proposed dark bronze windows. The applicant replied he cannot promise it will happen at the same time for the window installation, but it will be a goal to paint said two doors, as well as the gutters to match the window panels.
4. The PC was supportive for the roof solar panel request, and noted it will be difficult to see from the street. The applicant noted that they have two plans for the angle of the panels, but is proposing the least intrusive version.
5. The PC asked what type of battery storage will be used. The applicant responded there is no battery storage because it will use ComEd's net metering program, and will send excess energy back to the grid for credit. During seasons with less solar capture, the church may use its credit for energy.

II. RECOMMENDATIONS

Following a motion to recommend approval of the proposed exterior appearance plan as submitted, the Village of Hinsdale Plan Commission, on a vote of six (6) "Ayes," and three (3) "Absent," recommends that the President and Board of Trustees approve the exterior appearance plan to replace its windows and install roof solar panels as submitted in the application.

THE HINSDALE PLAN COMMISSION By:

Stephen J. Cookman
Chairman

Dated this 12th day of April, 2017.



DATE: April 18, 2017

TO: Thomas K. Cauley, Village President
Village Board of Trustees
Kathleen A. Gargano, Village Manager

FROM: John Giannelli, Fire Chief

RE: Executive Summary – Fire Department Activities for March 2017

In summary, the Fire Department activities for March 2017 included responding to a total of 223 emergency incidents. There were 67 fire-related incidents, 115 emergency medical-related incidents, and 41 emergency/service-related incidents.

This month, the average response time from receiving a call to Department crews responding averaged 1 minute and 17 seconds. Response time average from receiving a call to Department crews arriving on the scene was 5 minutes and 07 seconds.

During the month of March, there was no dollar loss due to fires. Members assisted Clarendon Hills and Western Springs on various calls.

Members began soliciting for participants in the pilot program of the Citizens Fire Academy that is scheduled to start April 6, 2017.

Lt. Ziemer and FF Karban assisted Hinsdale Public Services with prairie burn coverage.

Chief Giannelli and Lt. Claybrook attended Media Training with Dave Bayless. Training included Q & A with an investigative reporter, and a mock press conference.

Captain Carlson and FF Majewski assist the Hinsdale Police Department with lock down drill at The Lane School.

Assistant Chief McElroy attended School Crisis Plan Training Meeting for District 181 and one meeting pertaining to the new Middle School construction with Officer Coughlin.

Assistant Chief McElroy attended the Event Ready seminar hosted by the DuPage County Office of Emergency Management.

Chief Giannelli attended the Illinois Public Employee Labor Relation Association's Employment Law seminar. Classes included HR related problem solving scenarios.



Hinsdale Fire Department – Monthly Report
March 2017



Emergency Response

In **March**, the Hinsdale Fire Department responded to a total of **223** requests for assistance for a total of **575** responses this calendar year. There were **31** simultaneous responses and **one** train delay this month. The responses are divided into three basic categories as follows:

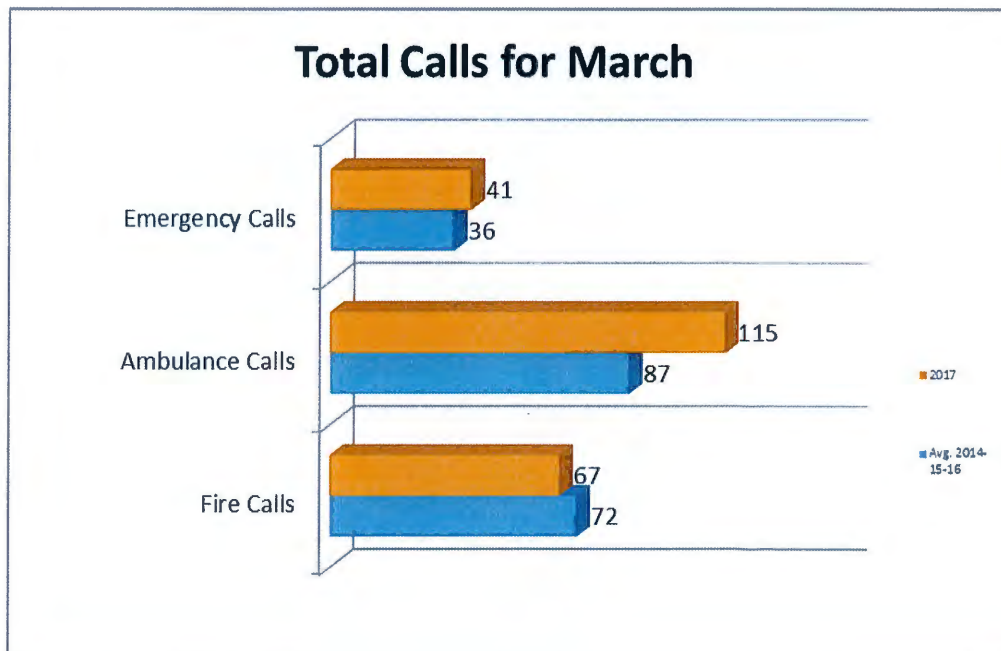
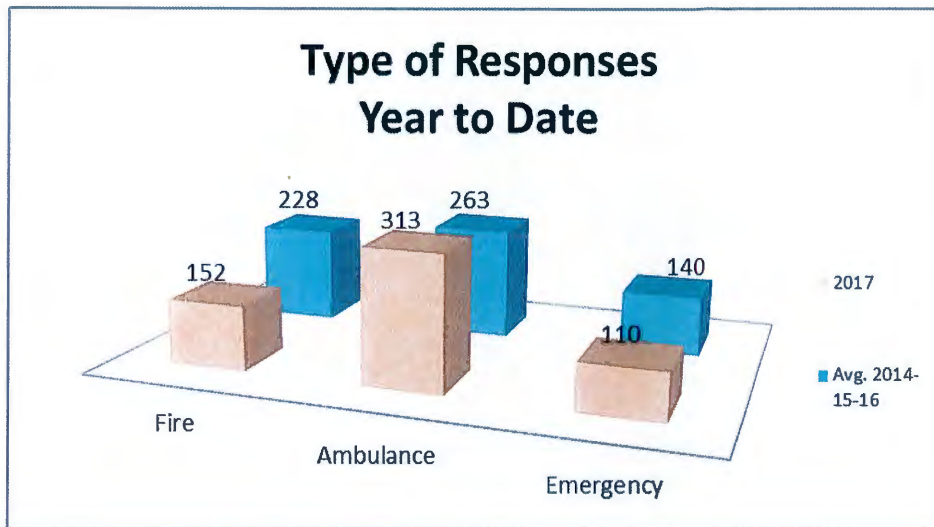
Type of Response	March 2017	% of Total	Three Year March Average 2014-2015-2016
Fire: (Includes incidents that involve fire, either in a structure, in a vehicle or outside of a structure, along with activated fire alarms and/or reports of smoke)	67	30%	72
Ambulance: (Includes ambulance requests, vehicle accidents and patient assists)	115	52%	87
Emergency: (Includes calls for leaks and spills, hazardous material response, power lines down, carbon monoxide alarms, trouble fire alarms, house lock outs, elevator rescues, and other service related calls)	41	18%	36
Simultaneous: (Responses while another call is on-going. Number is included in total)	31	15%	33
Train Delay: (Number is included in total)	1	0%	9
Total:	223	100%	195

Year to Date Totals

Fire: 152	Ambulance: 313	Emergency: 110
2017	2014-15-16	
Total: 575	Average: 631	

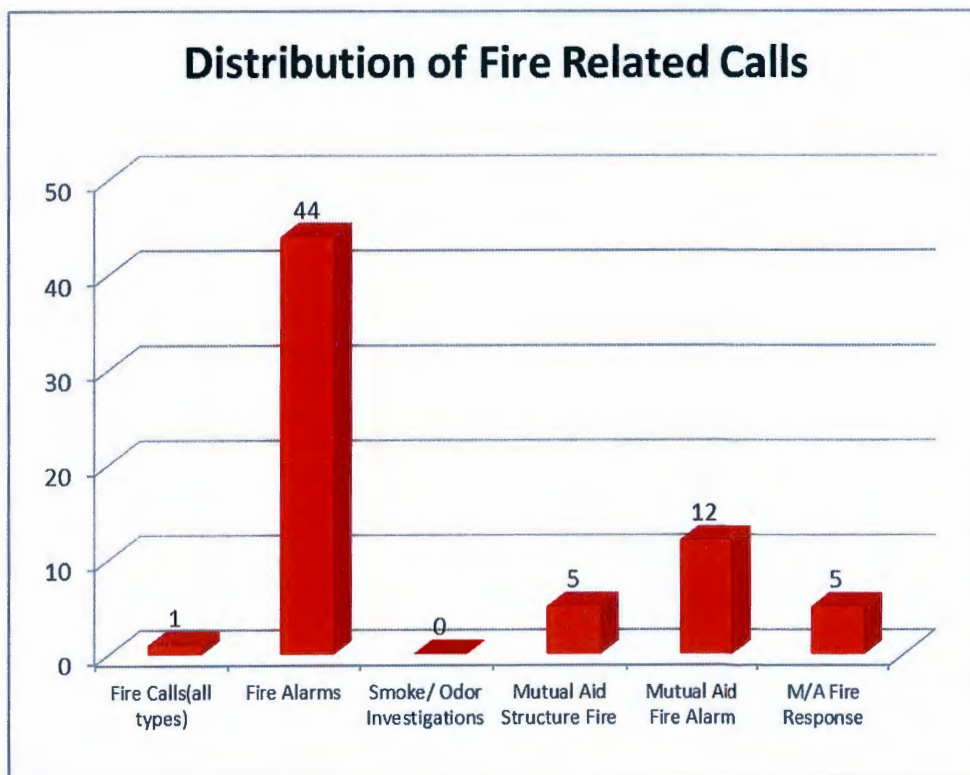
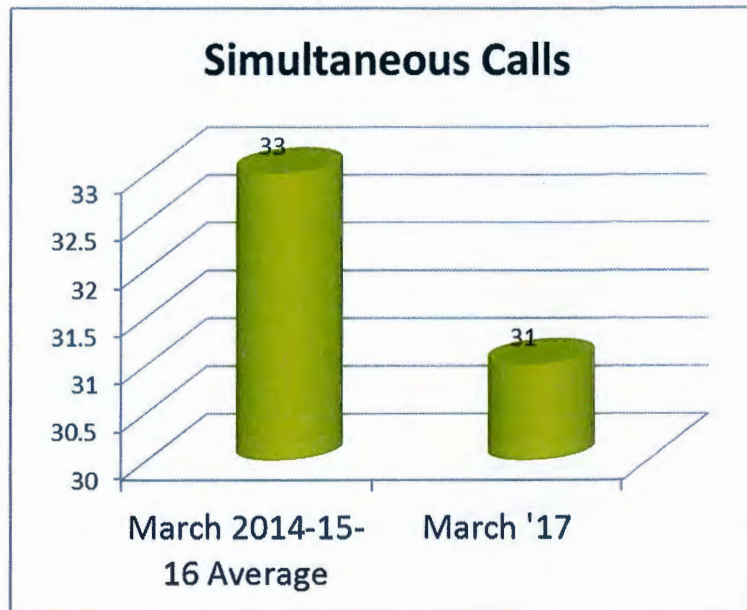


Emergency Response





Emergency Response



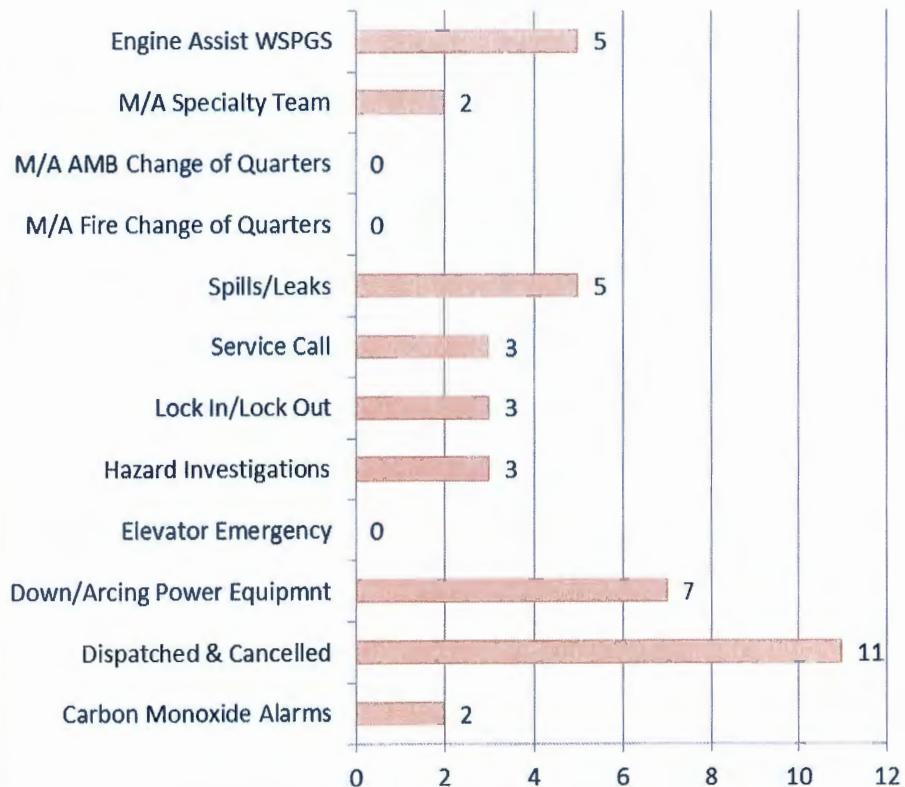


**Hinsdale Fire Department – Monthly Report
March 2017**

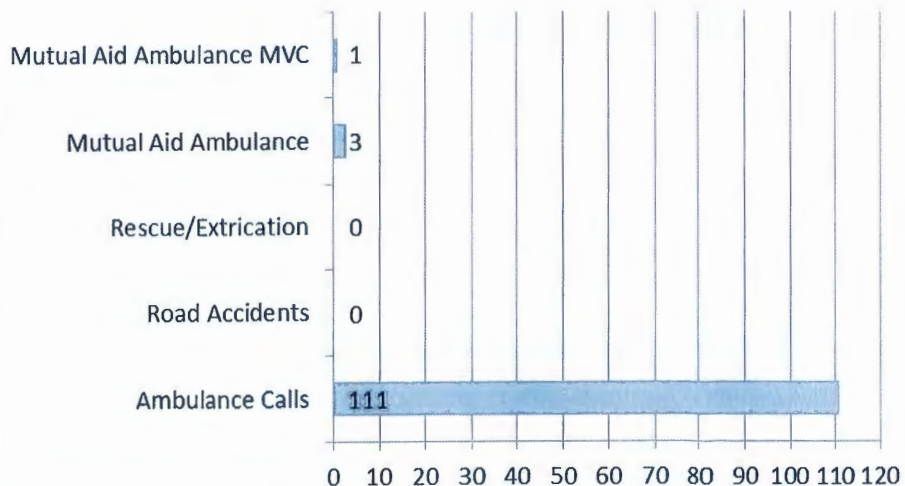


Emergency Response

Distribution of Emergency Related Calls



Distribution of EMS Related Calls





Hinsdale Fire Department – Monthly Report March 2017



Incidents of Interest

Call#

- #17-0388 On March 7th, E84 responded Mutual Aid to Western Springs for the Residential Structure fire. Upon arrival E84 was given the assignment of deploying a second line to the rear of the structure to back up the primary attack line. E84 also completed salvage and overhaul after the fire was extinguished. Investigator McCarthy also responded the scene as a MABAS Division 10 investigator.
- #17-0419 Capt. Carlson with FF's Majewski and Russell responded for the ambulance request at 40 S. Clay. Due to patient's unstable vital signs, the patient's heart was paced externally and treated with Advanced Life Support and transported to Hinsdale ER.
- #17-0430 On March 13th, T84 responded Mutual Aid to LaGrange for the residential structure fire. Upon arrival T84 was assigned to setup the master hose stream. T84 was able to position itself in front of the driveway of the home to flow the master stream, while also flowing an additional hand line, ventilating the roof, using a saw and setting lights around the perimeter.
- #17-0495 Members responded to the traumatic injury – nail gun into the leg. Patient was treated with Advanced Life Support and transported to Good Samaritan Hospital.
- #17-0522 Members responded to the Hazardous Materials spill (mercury) inside the residence. Hinsdale Fire Department Hazardous Materials Technicians mitigated the spill.
- #17-0526 Members responded to Oak Brook for the structure fire. Members assisted with checking for fire extension with the Thermal Imaging Camera and overhaul.
- #17-0542 FF Majewski responded as a Hazardous Materials Technician for the Hazardous-Materials Box in Romeoville. Member assisted with making entry and metering.



**Hinsdale Fire Department – Monthly Report
March 2017**



Incidents of Interest

- #17-0542 Hinsdale Hazardous Materials Technicians responded in U84 to the HAZMAT release in Romeoville. A product was found leaking out of the relief valve on top of a transport vehicle. Hinsdale HAZMAT techs operated as a recon unit where they were tasked with metering the immediate hazardous area and gaining entry into the vehicle so that the owners could shut off the valve to stop the leak.
- #17-0555 Members responded to the structure fire in WSPR at 4947 Woodland. Members assisted with forcible entry, interior fire attack and overhaul.
- #17-0566 Members responded to the structure fire in WSPR at 4927 Woodland Ave. Capt. Carlson and his crew assisted with operations, interior attack operations and overhaul.
- #17-0575 Members responded to the inside gas leak at Oak Community Church (the Chapel). The church had the PADS program going on. Members isolated the leak to the stove, and shut off the appliance. The room was ventilated.



Hinsdale Fire Department – Monthly Report March 2017



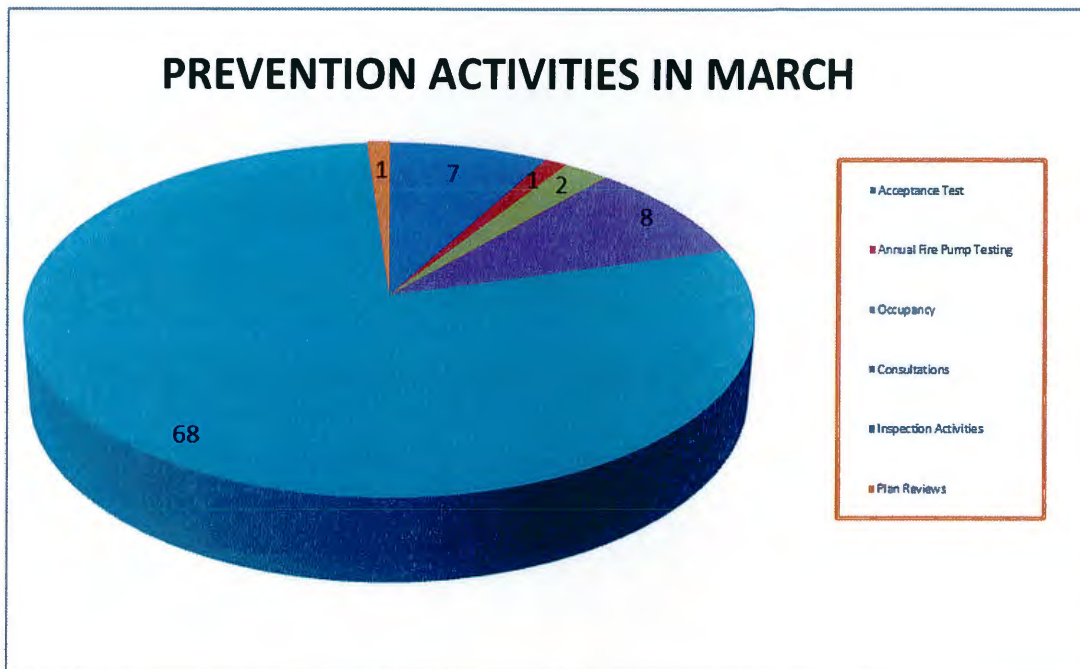
Training/Events

- Attended Chief Fire Officer Course at NIPSTA on Friday, March 3rd, 2017.
- Instructed during the month at WSPR Basic Operations Firefighter Academy.
- Attended Preceptor training with Good Samaritan on March 26th, 2017.
- Attended Arson Task Force Training on March 16th, 2017.
- Attend Module 1 for Fire and Arson Investigators on March 6th through 10th.
- Attend Module 2 for Fire and Arson Investigators on March 20th through 24th.
- Instructed at the Good Samaritan Paramedic Program.
- Instructed public education at Monroe school (Kindergarten).
- Captain Carlson and FF Majewski assist HPD with lock down drill at The Lane School.
- Members attended a DARE lock-in at Hinsdale Central High School.
- Gold shift attended an elevator emergency drill at Hinsdale Hospital with Oakbrook, Clarendon Hills, and Western Springs fire departments. Members learned how to isolate the power source, and safely extricate civilians in stalled elevators.



Public Education

The fire prevention bureau is responsible for conducting a variety of activities designed to educate the public, to prevent fires and emergencies, and to better prepare the public in the event a fire or medical emergency occurs.



Fire Prevention/Safety Education:

- Attended School Crisis Plan Training meeting for District 181 and one meeting pertaining to the Middle School construction with Officer Coughlin.
- Attended the Event Ready seminar hosted by the DuPage County Office of Emergency Management.



**Hinsdale Fire Department – Monthly Report
March 2017**



Inspection Activities

March 2017 total of 87 Fire Inspection Activities

Inspections 45

- Initial (24)
- Fire Alarm (18)
- Fire Protection (1)
- Occupancy (2)

Re-inspections 18

Billable 2nd Re-inspections 7

Acceptance Test 7

- Sprinkler Systems (5)
- Fire Alarm (2)

Plan Reviews 1

- General (1)

Annual Fire Pump Testing 1

Consultations 8

- General (5)
- Fire Alarm (1)
- Fire Protection (2)

Knox Box Maintenance 1

Other Bureau Activities:

- Attended School Crisis Plan Training Meeting for District 181 and one meeting pertaining to the new Middle School construction with Officer Coughlin.
- Attended the Event Ready seminar hosted by the DuPage County Office of Emergency Management.

Inspection Fees Forwarded to the Finance Department in the month of March was \$5,750.00.

The total inspection fees forwarded to the finance department for the fiscal year 2016/17 so far is \$39,965.00



Hinsdale Fire Department – Monthly Report March 2017



The Survey Says...

Each month, the department sends out surveys to those that we provide service. These surveys are valuable in evaluating the quality of the service we provide and are an opportunity for improvement.

Customer Service Survey Feedback:

In the month of March, we received **four Public Education Instructor Evaluations**. Also, **41** Service Surveys were mailed; we received **12** responses with the following results:

Were you satisfied with the response time of our personnel to your emergency?

Yes – 12 / 12

Was the quality of service received:

“Higher” than what I expected – 10 / 12

“About” what I expected – 2 / 12

“Somewhat lower” than I had expected 0 / 12

Miscellaneous Comments (direct quotes):

“We appreciate the prompt and high-level service we received for our son. Everyone that came in response to our call was great! George loves his teddy bear he was given. Thank you!”

“They are dedicated to their job which in turn shows how caring they are in their treatment of people in need in emergency situations...I want you to know how truly greatful[sic] I am and to let you know that you have a great team of paramedics in your employ – ”

“Had to use another town ambulance a few years ago. No comparison. The firefighters were caring, very attentive and made sure I was very comfortable. Please thank them for me.”

Public Education responses:

All responses received the highest rating for knowledge, age appropriateness, professionalism, organization, and being thought provoking and beneficial to students. Comments were: *“He did a great job...The presentation was wonderful!”*



MEMORANDUM

DATE: April 11, 2017

TO: President Cauley and Village Board of Trustees
Kathleen Gargano, Village Manager

FROM: George Peluso, Director of Public Services

RE: Monthly Report – March 2017

During the month of March, the Public Services Department accomplished many important tasks. Below is a summary of activities that occurred.

- The Memorial Hall lower level ADA improvement project was completed. The work included construction of a handicap accessible ramp, reconstruction of the two restrooms, installation of new flooring, and improved lighting. The project is being funded partially through a local grant administered by DuPage County.
- Public Services supervisory staff attended the annual IPELRA collective bargaining and personnel management conference. Training sessions included refresher training on personnel and collective bargaining matters.
- Worked with the Village Manager and Finance Director on the completion of the Fiscal Year 2017-18 annual operating budget. Staff participated in joint Committee of the Whole and Finance Commission to review and discuss budget.
- Staff began collective bargaining with Local 150 on a new agreement. The contract is set to expire on April 30, 2017.
- Prepared contract renewals for the annual Elm and Ash injections, tree trimming, mosquito abatement, and janitorial services.
- The Village's fuel purchasing was rebid and awarded by the Village Board. Prices came in favorable and within budget.
- The Village's contracted landscape maintenance worked started. The contractor will be completing the required spring clean-up before starting regular mowing services.
- Public Services had 3 snow and ice callouts in March using 146.5 Tons of salt.
- Staff reviewed and commented on 6 tree preservation plans submitted for building permits.
- There were 2 overflow events at the Veeck Park Combined Sewer Overflow facility. All required sampling came within the IEPA limits.



MEMORANDUM

ROADWAY MAINTENANCE (PUBLIC SERVICES)

Activity Measures

Standard Tasks	March 2017	Prev Mo	YTD 2017
Signs	3	53	75
Posts	0	11	18
Signs Repaired	1	2	12
Cold Mix (tons)	3.95	3.95	20.65
Hot Mix (tons)	0	0	0
Gravel for Alleys (tons)	7	22	34
White Paint (gallons)	0	0	0
Yellow Paint (gallons)	0	0	0
Basin top Cleaning (man-hours)	29	32.5	154.5
Alley Grading (man-hours)	11	56	72
Alley Trimming (man-hours)	0	0	0
Concrete (yards)	5	0	0
Snow & Ice Callouts	3	0	6
Road Salt Used (tons)	146.5	0	349.5
Sand Used (tons)	0	0	0
Salt & Calcium for walks, stairs, etc. (tons)	0	5	31.25
Leaves Swept Up (yards)	15	0	175
Central Business District Sweeps	0	0	1
Complete Village Sweeps	0	0	0
Parking Lot Sweeps	0	0	0
Street Light Poles Repaired	34	0	34
Request For Services Completed	82	53	194
Sump pump issues	0	21	77
Pool maintenance (Man hours)	13	1	13



MEMORANDUM

Parkway Restorations	0	0	0
Parking meters	2	3	6
Special Events	0	12.5	0
Hauling to dump	5	0	9

Significant issues for this month:

- Public Services spent a total of 29 hours on cleaning inlets for street flooding.
- Public Services filled potholes in miscellaneous problem and complaint areas using 3.95 Tons of cold patch.
- Roadway division rented a bucket van and repaired 34 street lights in the Central Business District.
- Public Services had 3 snow and ice callouts in March using 146.5 Tons of salt.
- Dejana sweeping sweep 15 yards of debris in problem and complaint base areas and streets.
- Roadway division completed 82 residential service requests in March.



MEMORANDUM

FORESTRY AND PARKS MAINTENANCE DIVISION

Trees pruned by Village Staff:

- Small tree pruning (diameter 10 inches and less) – 82 trees. Small tree pruning is completed for the season.
- Completed 8 resident tree work request, pruning 11 trees.

Trees pruned by contractor (diameter 10 inches and above):

- The pruning program for this winter is complete. The area of the Village that was pruned this cycle is encompassed by the area from South Garfield Street on the west, Columbia Avenue on the east, Chicago Avenue on the north and 55th Street on the south. A total of 1133 trees have been pruned.

Trees removed by Village Staff:

- 6 public trees removed in March.
- 217 public trees removed by staff this fiscal year.
- 7 public trees currently scheduled for removal by staff.

Trees removed by contractor:

- Elm – 1
- Ash - 6
- Other – 4
- 217 public trees removed by contractor this fiscal year.
- 8 public trees currently scheduled for removal by contractor.

Ash trees infested by Emerald Ash Borer detected by Village Staff:

- 1 public eab positive ash trees detected in March; 166 eab positive ash trees detected this fiscal year.
- 0 private eab positive ash trees detected in March; 26 eab positive ash trees detected this fiscal year.

Ash trees removed:

- 9 ash trees removed this month (3 Village / 6 Contractor)
- 228 ash trees removed this fiscal year (99 Village / 129 Contractor)
- 1413 ash trees have been removed since February 2011 (1160 EAB Positive)

Ash trees that have been treated to manage infestation by Emerald Ash Borer

- Injection Treatments are scheduled for April; a total of 288 trees are scheduled for soil injections.



MEMORANDUM

Elm diseased trees detected by Village Staff:

- 0 public ded positive elm trees detected in March; 24 ded positive elm trees detected this fiscal year (16 treated/8 untreated).
- 0 private ded positive elm trees detected in March; 38 ded positive elm trees detected this fiscal year.

Elm trees removed by Village Staff:

- 0 diseased trees
- 0 storm damaged trees

Elm trees that have had diseased limbs removed (amputations)

- 0 parkway trees

Elm trees that have been inoculated for prevention of Dutch elm disease

- 409 American elms have been treated this year.

Tree stumps removed by Village Staff:

- 0 Public tree stumps were routed, the mulch removed and the parkway restored with top soil and grass seed.

Trees Planted:

- 0 trees were planted through the Village's planting program.
- 0 trees were planted through the Tribute Tree Program.
- 0 trees were planted through the Resident Reimbursement Program.

Other

- Two tree crew workers attended aerial lift training.
- Staff reviewed and commented on 6 tree preservation plans submitted for building permits.

MEMORANDUM

Parks Maintenance Activity Measures:

March Total			
Job Task	Hours	Accomplished	Units
Admin	0	0	Hour
Clean Bathroom	16	36	Each Bathroom
Refuse Removal	9	164	Each Can
Fountain Maintenance	1	1	Hour
Litter Removal	5	5	Hour
Weed Removal	0	0	Hour
Brush Pick Up	0	0	Hour
Athletic Field Striping	110	52	Each Field
Infield Maintenance	0	0	Each Field
Athletic Goal/Net Maintenance	19	44	Each Goal
Turf Repair/Sod Installation	50	50	Hour
Aeration	0	0	Hour
Over seeding	0	0	Lbs. of Seed
Turf Evaluation/Soil Testing	0	0	Each
Hardwood Mulch Installation	0	0	Cubic Yard
Leaf Mulching	0	0	Hour
Mowing	0	0	Hour
Land Clearing	0	0	Hour
Planting Bed Preparation	0	0	Each Bed
Plant Installation/Removal	0	0	Hour
Flowering Bulb Installation/Removal	0	0	Hour
Tree and Shrub Maintenance	7	10	Each
Fertilization	0	0	Hour
Watering	0	0	Hour
Pest and Weed Control (chemical)	0	0	Hour
Irrigation Start Up (spring)	0	0	Each
Irrigation Repair	10.5	1	Each
Irrigation Winterization	0	0	Each
Playground Maintenance/Repair	0	0	Hour
Playground Inspection	0	0	Each
Playground Mulch Installation	0	0	Cubic Yards
Holiday Decorating	0	0	Hour
Platform Tennis Repairs	11	8	Each
Special Events	0	0	Hour

MEMORANDUM

Building Maintenance	16.5	1	Hour
Equipment/Vehicle Maintenance	1	11	Each
Training/Education	0	0	Hour
Skate Park Maintenance	0	0	Hour
Ice Rink Maintenance	0	0	Hour
Miscellaneous	22.5	22.5	Hour

Parks Maintenance Monthly Highlights – March 2017

- **Contractual Maintenance**

- **Tree Pruning**

- Maintenance and Safety Pruning for 95 trees was completed in March. 33 trees were pruned in Burlington Park, 52 trees were pruned in Robbins Park and 10 trees were pruned around the lodge at Katherine Legge Memorial Park.

- **Landscape Maintenance and Mowing**

- Spring clean-up is scheduled for April 2017

- **Rain Garden Maintenance**

- Spring clean-up is scheduled for April 2017

- **KLM Lodge Patio Installation**

- Landscaping and jointing sand to be installed in Spring 2017

- **General Park Maintenance**

- **Bathroom Shelters (KLM and Burns Field)**

- Cleaned Monday – Friday
 - Remain open to accommodate winter activities
 - All bathrooms were cleaned and supplied in preparation for full opening in early April

- **Athletics**

- **Soccer**

- Field layout, goal maintenance and initial line striping for 22 fields was completed

- **Lacrosse**

- Field layout, goal maintenance and initial line striping for 4 fields was completed



MEMORANDUM

BUILDING MAINTENANCE DIVISION

Significant issues for the Month of March 2017

- Building Security and Fire Suppression

Repair to fire alarm panel at Brush Hill Station Replace Keltron batteries. Panel still isolating in and out of trouble will call Tyco.

Work with Tyco systems to test all Village buildings electronic fire alarm system we do this once a year in March.

Work with Fire Protection to conduct water fire suppression testing in Village buildings.

- HVAC

Service to hot water boiler at Water Plant replace water filter group, oil pumps and on North end service air handler to Lab replace filters and check humidifier operation.

Service to air handler units in Memorial Hall attic and basement for mid-winter operation.

Service to air handler in Village Hall attic above Manager Office for mid-winter operation.

Check operation of cooling system at KLM Lodge they may need some heat and cooling for a large wedding over a specific weekend.

Continue to run heating systems in all Village Buildings.

- General Maintenance

Work with the Parks department to open all Park Buildings this would encompass turning on the water and start up hot water tanks, water fountains, repair Sloan valves not working, sink facets, repair lighting and anything else needed at that time.

Replace heat tapes in Pool Men's locker room on drip drums for fire sprinkler system.

Install new State elevator operator's certificates.

Repair chimney cap for heater at Pool locker room.

Apply new hour decals at Police Station on entrance doors.

Set up to have the cooling unit replaced at Peirce Park Field house.

Work on walk in cooler at Peirce Park field house did contact Alliance refrigeration to look at unit may need a replacement.

Work on flag lighting repair and or replacement as needed.



MEMORANDUM

Install new LED thin line light fixture at the Village Hall stairwell.

Work on changing clock time's in all Village buildings.

Spent quite a lot time with the Memorial Hall remodeling project this month working with the contractors to complete this project by the end of March.

Work with Haggerty Auto group to expedite our van order.

- Administration

Meeting with Dorin from DuPage County for review the Memorial Hall project.

Meeting with Bill from Czervik Construction to review punch list items at the Memorial Hall.



MEMORANDUM

WATER AND SEWER DIVISION

Water Activity Measures

Standard Tasks	March 2017	Prev Mo	YTD 2017
Utility Locates (JULIE)	459	221	815
B-Box/Service Locates	544	276	980
Water Mains Located	107	124	280
Main Break Repairs	0	2	6
B-Box/Service Repairs	1	4	6
Hydrants Replaced/Repaired	27	5	37
Service Connections/Inspections	1	5	7
Valve Installations/Repairs	0	0	2
Valves Exercised	2	0	21
Valves Located	2	0	21
Leak Investigations	1	3	8
Hydrants Flushed	27	8	45
High Bill Investigations	2	7	12
Water Fountains Serviced/Replaced	0	0	0
Disconnect Inspections	4	6	12
Meter Repairs	4	4	8
Meter/Remote Installs	24	71	158
Meters Removed	16	40	78
Meter Readings	52	37	153

Water Main Break Repairs

March 2017	Prev Mo	YTD 2017
<u>0</u>	<u>2</u>	6

MEMORANDUM

Sewer Activity Measures

Standard Tasks	March 2017	Prev Mo	YTD 2017
Catch Basins Replaced/Repaired	0	1	1
Inlet Replaced/Repaired	1	1	2
Manhole Replaced/Repaired	0	0	0
Catch Basins/Inlets Cleaned	29	9	40
Sewers Cleaned (feet) In-House	350	0	350
Sewers Cleaned (feet) Contractor	0	0	0
Sewers Televised (feet) Contractor	0	0	0
Sewers Replaced/Repaired (feet)	0	5	5
Sewer Mains Located	6	4	10
Back-up Investigations	1	0	1
Manholes Located	20	9	29
Cave-ins Checked	1	1	2
Sewer Inspections	0	0	0
IEPA sampling due to overflow event of combined sewers (Veeck CSO)	2	0	2

Standard Tasks	Check Oil, Grease Fittings, Rotate Shafts(Weekly)	Bacteria Sampling
High Service/Pool Pumps #1, #2, #3, #4	✓	N/A
Well Pump Motors #2, #5, and #10	✓	✓

Standard Tasks	March 2017	Prev Mo
Bacteria Samples	24	24
Field Chlorine	21	21
Field Turbidities	21	21
Lab Chlorine	27	24
Lab Turbidities	27	24
Lab pH	27	24
Lab Fluoride	27	24
Precipitation Readings	0	0
Temperature Readings (air)	27	24
Temperature Readings (water)	31	28
DBP Samples	0	0
Pumps Serviced	11	11
Special Well Samples	0	45
Lead and Copper	0	0

