



Village of Hanover Park Administration

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

hpil.org

Village President
Rodney S. Craig

Village Clerk
Eira L. Corral Sepúlveda

Trustees
Liza Gutierrez
James Kemper
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK ECONOMIC DEVELOPMENT COMMITTEE

REGULAR MEETING

Tuesday, August 11, 2020

12:30 p.m.

Village Hall, 2121 W. Lake Street, Hanover Park, IL

AGENDA

1. Call to Order

2. Acceptance of Agenda

3. Presentations/Reports – none

4. Approval of Minutes – July 14, 2020

5. Townhall

Persons wishing to address the public body must register prior to Call to Order.
Please note that public comment is limited to 5 minutes per speaker

6. Old Business

6-a. B.E.S.T. – Business Education Series on Technology - Recap

- August 11, 2020 @ 10:30-12:00 pm – Presentation by Lynn Ventimiglia-Lobit from diamonddog Strategic Marketing Services.

7. New Business

- Budget Discussion - FY2021 EDC
- Sign Code update discussion
- October Small Business Forum
 - Confirmed date of Wednesday, October 14th @ 8:00 am
 - Suggestions for panel discussion(s) and speaker(s)

8. New Business Welcomes - none

8. Development Updates

- Business Assistance Program - details and status - Signage program and online marketing assistance
- Outdoor Dining - details and status
- COVID-19 Update – What is the committee hearing/seeing from businesses throughout Hanover Park? Roundtable discussion

9. Bartlett Area Chamber Update (BACC)

- Bartlett Area Chamber Challenge– a road rally, scavenger hunt and amazing race all in one package! – Sat. Aug. 29th @ 3:45-7:30pm
- 34th Annual Golf Outing – Bartlett Hills Golf Club - Thu. Sept. 17th

10. Northwest Hispanic Chamber Update (NWHCC)

11. Women’s Business Development Center (WBDC)

- Starting Your Business in Illinois – Aug. 14th, 10am-12:30pm
- Grow Your Business Virtually – Aug. 18th, 10:30am – 11:45am
- Pivoting for Progress – Sept. 17th (virtual) registration opening soon

12. Upcoming Events

Most summer events have been cancelled. Visit the Village website for complete details.

- Hanover Park Recycles – September 19, 2020
- Small Business Forum – October 14, 2020
- CIDC Leaders Reception – November 10, 2020
- B.E.S.T. – November 12, 2020
- Veteran’s Day Observance – November 11, 2020
- Tree Lighting Ceremony – December 4, 2020

13. Adjournment



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VILLAGE OF HANOVER PARK ECONOMIC DEVELOPMENT COMMITTEE

REGULAR MEETING (via ZOOM)
Hanover Park, IL
Tuesday, July 14, 2020, 12:30 p.m.

MINUTES

1. Call to Order

Chairperson Tobin called the meeting to order at 12:40 p.m.

PRESENT: Members: Chair Gail Tobin, Mario Farfan, Nan Gudenkauf, Melissa Kress, Aisha McBurrows, Mark Revollo, Elia Rodriguez, Steven Zanfardino

ABSENT: Members: Bungalow Joe's, Classic Computer Systems, Hanover Park Community Bank

VILLAGE STAFF
PRESENT: Director Govind, Planner Weber, Administrative Assistant Kathy Sjodin

GUESTS: Manan Joshi (Country Style Donuts), Lynn-Ventimiglia-Lobit (diamonddog Strategic Marketing Services), Ricky Patel

2. Acceptance of Agenda

Motion to approve the Agenda for July 14, 2020

Motion by member Kress, second by member Revollo to accept the agenda.

Voice Vote: All AYES, agenda accepted

3. Presentations/Reports – None

4. Approval of Minutes – March 10, 2020

Motion by member Gudenkauf, second by member McBurrows

Voice Vote: All AYES, minutes accepted

5. Townhall

Persons wishing to address the public body may use the chat function at the bottom of the screen and the comments will be recognized by the Chair.

6. Old Business

6a. B.E.S.T. – Business Education Series on Technology

- The event will be on August 11, 2020 @ 10:30 am, via ZOOM
- A presentation will be given by Lynn Ventimiglia-Lobit from diamonddog Strategic Marketing Services
- Lynn has given past presentations at College of DuPage and the Small Business Development Center
- The topic will focus on creating a website, constantly improving the website, and strategies to ensure it builds and generates sales leads

7. New Business

- **Small Business Assistance Program** – The Village has offered each business free logo branded signs (sandwich board and banner) and website development & online marketing guidance from Mi Gente Consulting. To date, 62 businesses have received sandwich board signs, 57 have received banners, and 36 have expressed interest in marketing assistance. Of the 36, 8 have submitted the intake form from Mi Gente Consulting. The intake form was also available in Spanish.
- **Outdoor Dining** – The Village has expanded outdoor dining seating options and restaurants have been using sidewalks and parking lots to accommodate customers. As of 7/12/2020, 10 restaurants have received permits, which are monitored by Inspectional Services to conform to food safety standards.
- **Cook County Assessor Townhall** - a Town Hall virtual meeting via ZOOM was held on 6/18/2020 at 3:00pm with Assessor Fritz Kaegi to discuss how commercial property tax assessments are determined. Many businesses are concerned and struggling to pay their taxes; this meeting's intent was to assist businesses' understanding of how their taxes were computed. It was explained that the Village does not set the assessed value, and businesses may reach out to the assessor's office to file an appeal. Many businesses are still not satisfied and upset.
- **Next Level North West Update** – Country Style Donuts (Manan Joshi) graduated from the program. Manan stated it was an eye-opening experience after 15 years of just making donuts. His coach gave him an outside perspective of what to do to expand his business. He received great ideas and tips, his revenue has increased 23% and he has hired 2 new employees, despite the impact of COVID. Manan plans to be in Hanover Park for the next 30 years and recommends the program to any interested business. Read success stories and listen to a podcast at: <https://www.nextlevelnorthwest.org/success-stories/>
- **Restore IL – Phase 4** – Illinois has moved to Phase 4 of the COVID-19 recovery process. The state has reported that there has been a continued decline in the rate of infection in new COVID-19 cases. It is also reported that hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and childcare

programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

- **COVID-19 Update** – Both the Hanover Park Branch Library and the Sonya Crawshaw Branch Library are seeing more people coming in; masks are required, services are limited, and there are senior hours in place. The drive-up service is available. People are happy to be able to come in to get books and movies again and to be able to use the computers, although on a limited basis. The BACC is struggling; some people want face to face interaction, but others complain and are concerned when there is such interaction. The banks are still only offering drive-up service though some customers prefer to do banking inside the lobby.

7-c. October Small Business Forum – Wednesday, October 14, 2020 @ 8:00 am

- The forum will focus on topics including marketing, moving to business online, capital resources, pivoting to new products and services, and making an online presence a top priority. Businesses need to have more than just a Facebook page, and their websites should be cell phone/mobile-responsive.
- The EDC would like Terrie Simmons of the WBDC to moderate.
- The event will most likely be in-person; confirmation to be given at future EDC meetings.

8. New Business Welcomes –

Admin Asst. Sjodin will mail welcome packets. On behalf of the Village EDC, Commissioner Gudenkauf will follow up with phone calls to walk business owners through the contents of the packets.

- SP Marketing – 1260 Bamberg Ct.
- Bordeaux Salon – 2164 W. Lake St.
- Kolachi Tandoori Grill – 2020 Army Trail Rd.

9. Development Updates

- Village Hall is now open to the public on Tuesday and Thursdays only; 8:00am – 4:30 pm with 8:00am-9:30am reserved for seniors.
- The Village has received a development application for the Northeast corner of Lake Street and Bartels Road. More details will be provided at the August EDC meeting.
- Menards has completed most of its renovations and a retention pond and landscape feature are under construction.
- Habitat for Humanity has 2 completed units and 1 sold, but construction has slowed due to COVID-19.
- Verandah has completed 5 buildings to date, and tours are offered by appointment.
- A proposal has been submitted to construct 4 buildings with a total of 20 townhomes on the 1.7 acres behind Olde Salem Shopping Center. The Village is currently awaiting the application.
- Taphouse Grill is closed. The increased property tax was a factor.

10. Bartlett Area Chamber Update

- Bartlett Area Chamber Challenge – Sat. Aug. 29 @ 3:45-7:30pm – a road rally, scavenger hunt and amazing race all in one package!
- 34th Annual Golf Outing – Bartlett Hills Golf Club - Thu. Sept. 17

11. Northwest Hispanic Chamber Update

- El Cafecito “The Contactless World” presented by Fiserv – Wed. Aug. 5, 2020 @ 9:00 am (virtual via ZOOM)

12. WBDC Update

- “The Road to Owning a Trucking Business” webinar – Tue. July 28, 2020 @ 9:30-10:30 am

13. Upcoming Village Events

*All summer events in the Village have been cancelled, including Corks & Crafts.

- Hanover Park Recycles – September 19, 2020 - cancelled
- Small Business Forum - TBD
- B.E.S.T. – August 11, 2020 and November 12, 2020
- CIDC Leaders Reception – November 10, 2020
- Veteran’s Day Observance – November 11, 2020
- Tree Lighting Ceremony – December 4, 2020

14. Adjournment: 1:50 p.m.

Motion to adjourn.

Motion by member Farfan, second by member Gudenkauf

Voice Vote: All AYES, meeting adjourned.

Recorded and Transcribed by:

Kathy Sjodin, Administrative Assistant
Community Development
On this 9th day of June, 2020

Gail Tobin, Chairperson

FREE WEBINAR

First Impressions Matter

WEBSITE STRATEGIES TO DRIVE LEADS AND SALES



Presenter: Lynn Ventimiglia-Lobit
diamonddog Strategic Marketing Services

MARKETING

Date: **Tuesday, August 11**
Time: **10:30 AM – 12:00 PM**

A website is a key marketing tool for doing business nowadays, especially for the new generation of decision makers. In today's fast paced world, it takes only 50 milliseconds or .05 seconds for most visitors to form an opinion of a website.

In this webinar, we will discuss what it takes to make that good first impression. Your company website should not only attract visitors and educate them, but it should convince them to do business with you.

Registration:
<https://www.eventbrite.com/e/114195393496>

Information:
Kathy Sjodin -630.823.5778, ksjodin@hpil.org





Hanover Park^{USA}
America's Global Village

Village of Hanover Park

FY2020 Adopted Budget Blue Book





Hanover Park ^{USA}

Village of Hanover Park Budget Blue Book

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at Board Approval

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 10 - General				
Department 10 - Village Board, Clerk, Committees				
Division 1400 - Special Events Committee				
Account 403-491 - Contractual Services Special Events				
10-10-1400-403-491	Corks & Crafts Event	1.0000	22,000.00	22,000.00
		Transactions	6	<u>\$41,800.00</u>
		Account 403-491 - Contractual Services Special Events Totals		
		Division 1400 - Special Events Committee Totals	Transactions	6
				<u>\$41,800.00</u>
Division 1450 - Historical Commission				
Account 402-411 - Commodities Office Supplies				
10-10-1450-402-411	Office Supplies	1.0000	500.00	500.00
		Transactions	1	<u>\$500.00</u>
		Account 402-411 - Commodities Office Supplies Totals		
Account 402-413 - Commodities Memberships / Subscriptions				
10-10-1450-402-413	Subscription	1.0000	50.00	50.00
		Transactions	1	<u>\$50.00</u>
		Account 402-413 - Commodities Memberships / Subscriptions Totals		
Account 402-427 - Commodities Materials & Supplies				
10-10-1450-402-427	Plaques (one for Ries property)	2.0000	900.00	1,800.00
		Transactions	1	<u>\$1,800.00</u>
		Account 402-427 - Commodities Materials & Supplies Totals		
Account 403-461 - Contractual Services Consulting Services				
10-10-1450-403-461	Document scanning	1.0000	500.00	500.00
		Transactions	1	<u>\$500.00</u>
		Account 403-461 - Contractual Services Consulting Services Totals		
		Division 1450 - Historical Commission Totals	Transactions	4
				<u>\$2,850.00</u>
Division 1600 - CI & D Committee				
Account 402-411 - Commodities Office Supplies				
10-10-1600-402-411	Office Supplies and Other Expenses	1.0000	200.00	200.00
		Transactions	1	<u>\$200.00</u>
		Account 402-411 - Commodities Office Supplies Totals		
Account 403-491 - Contractual Services Special Events				
10-10-1600-403-491	Hanover Township Mental Health Fair	1.0000	350.00	350.00
10-10-1600-403-491	MLK celebration	1.0000	1,000.00	1,000.00
10-10-1600-403-491	Community Meetings	1.0000	1,850.00	1,850.00
10-10-1600-403-491	Committee Development	1.0000	350.00	350.00
		Transactions	4	<u>\$3,550.00</u>
		Account 403-491 - Contractual Services Special Events Totals		
		Division 1600 - CI & D Committee Totals	Transactions	5
				<u>\$3,750.00</u>
Division 1650 - Sister Cities Committee				
Account 402-411 - Commodities Office Supplies				
10-10-1650-402-411	Office Supplies	1.0000	100.00	100.00
		Transactions	1	<u>\$100.00</u>
		Account 402-411 - Commodities Office Supplies Totals		
Account 402-413 - Commodities Memberships / Subscriptions				
10-10-1650-402-413	Sister Cities International	1.0000	620.00	620.00



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Village of Hanover Park Budget Blue Book

Report by Budget Transactions
Budget Year of 2020
Budget Level at Board Approval

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 10 - General				
Department 10 - Village Board, Clerk, Committees				
Division 1750 - Veterans Committee				
Account 402-427 - Commodities Materials & Supplies				
10-10-1750-402-427	Plaques	1.0000	250.00	250.00
		Transactions	1	<u>250.00</u>
Account 402-427 - Commodities Materials & Supplies Totals				\$250.00
Account 403-491 - Contractual Services Special Events				
10-10-1750-403-491	Memorial Day Ceremony	1.0000	750.00	750.00
10-10-1750-403-491	Veteran's Day Ceremony	1.0000	750.00	750.00
		Transactions	2	<u>\$1,500.00</u>
Account 403-491 - Contractual Services Special Events Totals				\$1,500.00
Division 1750 - Veterans Committee Totals		Transactions	3	<u>\$1,750.00</u>
Division 1800 - Development Commission				
Account 402-413 - Commodities Memberships / Subscriptions				
10-10-1800-402-413	APA Planning Board Membership	1.0000	600.00	600.00
		Transactions	1	<u>\$600.00</u>
Account 402-413 - Commodities Memberships / Subscriptions Totals				\$600.00
Account 402-414 - Commodities Books / Publications / Maps				
10-10-1800-402-414	Training materials	1.0000	50.00	50.00
		Transactions	1	<u>\$50.00</u>
Account 402-414 - Commodities Books / Publications / Maps Totals				\$50.00
Account 402-499 - Commodities Miscellaneous Expense				
10-10-1800-402-499	Miscellaneous supplies	1.0000	100.00	100.00
		Transactions	1	<u>\$100.00</u>
Account 402-499 - Commodities Miscellaneous Expense Totals				\$100.00
Account 403-412 - Contractual Services Postage				
10-10-1800-403-412	Postage for Public Notifications	1.0000	50.00	50.00
		Transactions	1	<u>\$50.00</u>
Account 403-412 - Contractual Services Postage Totals				\$50.00
Division 1800 - Development Commission Totals		Transactions	4	<u>\$800.00</u>
Division 1950 - Hanover Park Conect Committee				
Account 402-413 - Commodities Memberships / Subscriptions				
10-10-1950-402-413	Bartlett Area Chamber	1.0000	560.00	560.00
10-10-1950-402-413	Northwest Hispanic Chamber	1.0000	500.00	500.00
		Transactions	2	<u>\$1,060.00</u>
Account 402-413 - Commodities Memberships / Subscriptions Totals				\$1,060.00
Account 403-412 - Contractual Services Postage				
10-10-1950-403-412	Business Retention Survey	1.0000	200.00	200.00
10-10-1950-403-412	Area Corridor Meetings	1.0000	100.00	100.00
		Transactions	2	<u>\$300.00</u>
Account 403-412 - Contractual Services Postage Totals				\$300.00
Account 403-491 - Contractual Services Special Events				
10-10-1950-403-491	Monthly CONECT Meeting	1.0000	800.00	800.00
10-10-1950-403-491	Ribbon Cuttings	1.0000	50.00	50.00
10-10-1950-403-491	Business After Hours Event	1.0000	900.00	900.00
10-10-1950-403-491	Logo Items	1.0000	150.00	150.00



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EXPENSES				
Fund 10 - General				
Department 10 - Village Board, Clerk, Committees				
Division 1950 - Hanover Park Conect Committee				
Account 403-491 - Contractual Services Special Events				
10-10-1950-403-491	State of the Village	1.0000	250.00	250.00
10-10-1950-403-491	Chamber Events Members	1.0000	1,000.00	1,000.00
10-10-1950-403-491	Chamber Directory Village Article	1.0000	500.00	500.00
10-10-1950-403-491	New Business Welcome Gifts	1.0000	250.00	250.00
10-10-1950-403-491	Mayor's Choice Business Award	1.0000	200.00	200.00
10-10-1950-403-491	Local Business Expo	1.0000	1.00	1.00
Account 403-491 - Contractual Services Special Events Totals		Transactions	10	<u>\$4,101.00</u>
Division 1950 - Hanover Park Conect Committee Totals		Transactions	14	<u>\$5,461.00</u>
Department 10 - Village Board, Clerk, Committees Totals		Transactions	149	<u>\$471,982.00</u>
Department 30 - Finance Department				
Division 3100 - Administration				
Account 401-411 - Personnel Services Salaries - Regular				
10-30-3100-401-411	Assistant Finance Director - 45%	1.0000	44,899.00	44,899.00
10-30-3100-401-411	Sullivan - Receptionist- 50%	1.0000	20,045.00	20,045.00
10-30-3100-401-411	Navarrete- 45%	1.0000	66,001.00	66,001.00
Account 401-411 - Personnel Services Salaries - Regular Totals		Transactions	3	<u>\$130,945.00</u>
Account 401-421 - Personnel Services Overtime Compensation				
10-30-3100-401-421	Overtime	1.0000	200.00	200.00
Account 401-421 - Personnel Services Overtime Compensation Totals		Transactions	1	<u>\$200.00</u>
Account 401-441 - Personnel Services State Retirement				
10-30-3100-401-441	IMRF contribution for department 3100	1.0000	16,067.00	16,067.00
10-30-3100-401-441	IMRF contribution for insurance buyback	1.0000	144.00	144.00
10-30-3100-401-441	IMRF Contribution OT (12.27%)	1.0000	30.00	30.00
Account 401-441 - Personnel Services State Retirement Totals		Transactions	3	<u>\$16,241.00</u>
Account 401-442 - Personnel Services Social Security				
10-30-3100-401-442	FICA contribution for department 3100	1.0000	10,017.00	10,017.00
10-30-3100-401-442	FICA contribution for insurance buyback	1.0000	90.00	90.00
10-30-3100-401-442	FICA contribution OT	1.0000	20.00	20.00
Account 401-442 - Personnel Services Social Security Totals		Transactions	3	<u>\$10,127.00</u>
Account 401-444 - Personnel Services Employee Insurance				
10-30-3100-401-444	Health insurance contribution for department 3100	1.0000	24,533.00	24,533.00
Account 401-444 - Personnel Services Employee Insurance Totals		Transactions	1	<u>\$24,533.00</u>
Account 402-411 - Commodities Office Supplies				
10-30-3100-402-411	Postage machine supplies (20% 5010)	1.0000	400.00	400.00



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Fund 10 - General				
Department 90 - Community Development Department				
Division 9200 - Economic Development				
Account 401-411 - Personnel Services Salaries - Regular				
10-90-9200-401-411	Community Development Director	1.0000	129,645.00	129,645.00
10-90-9200-401-411	VACANT - Admin Asst.	1.0000	50,466.00	50,466.00
10-90-9200-401-411	Planner	1.0000	79,107.00	79,107.00
10-90-9200-401-411	Associate Planner	1.0000	52,981.00	52,981.00
Account 401-411 - Personnel Services Salaries - Regular Totals		Transactions	4	\$312,199.00
Account 401-421 - Personnel Services Overtime Compensation				
10-90-9200-401-421	SR Admin Assistant	1.0000	2,500.00	2,500.00
10-90-9200-401-421	Associate Planner	1.0000	2,500.00	2,500.00
Account 401-421 - Personnel Services Overtime Compensation Totals		Transactions	2	\$5,000.00
Account 401-441 - Personnel Services State Retirement				
10-90-9200-401-441	IMRF on OT	1.0000	614.00	614.00
10-90-9200-401-441	IMRF Contribution for Insurance Buyback	1.0000	479.00	479.00
10-90-9200-401-441	IMRF	1.0000	38,305.00	38,305.00
Account 401-441 - Personnel Services State Retirement Totals		Transactions	3	\$39,398.00
Account 401-442 - Personnel Services Social Security				
10-90-9200-401-442	FICA & Medicare Contributions for OT	1.0000	383.00	383.00
10-90-9200-401-442	FICA & Medicare for Insurance Buyback	1.0000	298.00	298.00
10-90-9200-401-442	FICA & Medicare for Salaries	1.0000	37,369.00	37,369.00
Account 401-442 - Personnel Services Social Security Totals		Transactions	3	\$38,050.00
Account 401-444 - Personnel Services Employee Insurance				
10-90-9200-401-444	Employee Insurance	1.0000	56,597.00	56,597.00
Account 401-444 - Personnel Services Employee Insurance Totals		Transactions	1	\$56,597.00
Account 402-411 - Commodities Office Supplies				
10-90-9200-402-411	Business Cards	1.0000	70.00	70.00
10-90-9200-402-411	Supplies, General	1.0000	930.00	930.00
Account 402-411 - Commodities Office Supplies Totals		Transactions	2	\$1,000.00
Account 402-413 - Commodities Memberships / Subscriptions				
10-90-9200-402-413	American Planning Association (Includes PAS & AICP)	1.0000	1,300.00	1,300.00
10-90-9200-402-413	International Council of Shopping Centers	1.0000	300.00	300.00
10-90-9200-402-413	Sam's Club	1.0000	45.00	45.00
10-90-9200-402-413	Next Level Northwest Entre. Group	1.0000	10,000.00	10,000.00
10-90-9200-402-413	ILEDATA	1.0000	250.00	250.00
10-90-9200-402-413	Notary Public Commission	1.0000	350.00	350.00
Account 402-413 - Commodities Memberships / Subscriptions Totals		Transactions	6	\$12,245.00



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EXPENSES				
Fund 10 - General				
Department 90 - Community Development Department				
Division 9200 - Economic Development				
Account 402-414 - Commodities Books / Publications / Maps				
10-90-9200-402-414	Books	1.0000	100.00	100.00
		Transactions	1	<u>100.00</u>
Account 402-414 - Commodities Books / Publications / Maps Totals				
Account 403-412 - Contractual Services Postage				
10-90-9200-403-412	Postage Miscellaneous	1.0000	750.00	750.00
10-90-9200-403-412	Fed-EX	1.0000	50.00	50.00
		Transactions	2	<u>800.00</u>
Account 403-412 - Contractual Services Postage Totals				
Account 403-417 - Contractual Services Tax Incentive Payments				
10-90-9200-403-417	Sales tax incentive expenses for Insight FY2020	1.0000	3,200,000.00	3,200,000.00
10-90-9200-403-417	Sales tax incentive expenses for Harbor Freight FY2020	1.0000	25,000.00	25,000.00
		Transactions	2	<u>\$3,225,000.00</u>
Account 403-417 - Contractual Services Tax Incentive Payments Totals				
Account 403-436 - Contractual Services Maintenance Agreements				
10-90-9200-403-436	Minolta extrausage CR (15%-1200;35%-3100;15%-9200;35%-5010)\$900	4.0000	225.00	900.00
10-90-9200-403-436	Minolta Lease \$60/mos (15%-1200;35%-3100;15%-9200;35%-5010)\$720	12.0000	60.00	720.00
10-90-9200-403-436	Minolta extrausage BW(15%-1200;35%-3100;15%-9200;35%-5010)\$45	4.0000	11.25	45.00
		Transactions	3	<u>\$1,665.00</u>
Account 403-436 - Contractual Services Maintenance Agreements Totals				
Account 403-452 - Contractual Services Vehicle Maintenance & Replacemen				
10-90-9200-403-452	Vehicle Replacement Schedule FY2020	1.0000	3,400.00	3,400.00
		Transactions	1	<u>\$3,400.00</u>
Account 403-452 - Contractual Services Vehicle Maintenance & Replacemen Totals				
Account 403-461 - Contractual Services Consulting Services				
10-90-9200-403-461	General Planning Consulting	1.0000	10,000.00	10,000.00
10-90-9200-403-461	Astor No Cash Bid - Planning, legal, etc.	1.0000	2,000.00	2,000.00
		Transactions	2	<u>\$12,000.00</u>
Account 403-461 - Contractual Services Consulting Services Totals				
Account 403-470 - Contractual Services Binding & Printing				
10-90-9200-403-470	Logo Items	1.0000	500.00	500.00
10-90-9200-403-470	Promo Card	1.0000	200.00	200.00
10-90-9200-403-470	New Business Folders	1.0000	300.00	300.00
		Transactions	3	<u>\$1,000.00</u>
Account 403-470 - Contractual Services Binding & Printing Totals				
Account 403-471 - Contractual Services Schools / Conferences / Meetings				
10-90-9200-403-471	Ntnl APA Conf (Dir)	1.0000	2,500.00	2,500.00
10-90-9200-403-471	ICSC Convention National (3)	1.0000	4,500.00	4,500.00
10-90-9200-403-471	ICSC Chicago Dealmaking (3)	1.0000	2,000.00	2,000.00
10-90-9200-403-471	ICSC Alliance Ed & Promo Events	1.0000	200.00	200.00
10-90-9200-403-471	IL APA Conf ILEDA	1.0000	800.00	800.00
10-90-9200-403-471	Retail Live Chicago	1.0000	245.00	245.00



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EXPENSES				
Fund 10 - General				
Department 90 - Community Development Department				
Division 9200 - Economic Development				
Account 403-471 - Contractual Services Schools / Conferences / Meetings				
10-90-9200-403-471	Staff Training	1.0000	860.00	860.00
10-90-9200-403-471	Meetings	1.0000	345.00	345.00
10-90-9200-403-471	Regional Business Outlook	1.0000	50.00	50.00
10-90-9200-403-471	Chicagoland Retail (2)	1.0000	200.00	200.00
Account 403-471 - Contractual Services Schools / Conferences / Meetings Totals		Transactions	10	\$11,700.00
Account 403-472 - Contractual Services Transportation				
10-90-9200-403-472	L APA Conference (Planner) Oct	1.0000	100.00	100.00
10-90-9200-403-472	ICSC Convention (3)	1.0000	2,180.00	2,180.00
10-90-9200-403-472	ICSC Chicago Dealmaking	1.0000	100.00	100.00
10-90-9200-403-472	Natl APA Conference (Dir) April	1.0000	650.00	650.00
10-90-9200-403-472	ICSC Make Retail Connections (2)	1.0000	50.00	50.00
10-90-9200-403-472	CSC ED & Promo Events	1.0000	30.00	30.00
10-90-9200-403-472	Retail Live Chicago	1.0000	40.00	40.00
10-90-9200-403-472	Next Level Northwest	1.0000	50.00	50.00
Account 403-472 - Contractual Services Transportation Totals		Transactions	8	\$3,200.00
Account 403-491 - Contractual Services Special Events				
10-90-9200-403-491	Developers Showcase	1.0000	250.00	250.00
10-90-9200-403-491	Area Corridor Meetings	1.0000	250.00	250.00
Account 403-491 - Contractual Services Special Events Totals		Transactions	2	\$500.00
Division 9200 - Economic Development Totals		Transactions	55	\$3,723,854.00
Department 90 - Community Development Department Totals		Transactions	55	\$3,723,854.00
Department 99 - Interfund Transfers				
Division 9900 - Interfund Transfers				
Account 412-404 - Interfund Road & Bridge				
10-99-9900-412-404	Transfer to R&B (M&R Street & Bridges)	1.0000	420,000.00	420,000.00
10-99-9900-412-404	Transfer to R&B (Engineering serv. 20% Vill Share & others)	1.0000	132,000.00	132,000.00
10-99-9900-412-404	Transfer to R&B (Lake pedestrian access)	1.0000	20,000.00	20,000.00
Account 412-404 - Interfund Road & Bridge Totals		Transactions	3	\$572,000.00
Account 412-431 - Interfund General Capital Outlay				
10-99-9900-412-431	Transfer to Capital Project Fund - PW Street	1.0000	375,000.00	375,000.00
10-99-9900-412-431	Transfer to Capital Project Fund - PW Forestry	1.0000	65,000.00	65,000.00
10-99-9900-412-431	Transfer to Capital Project Fund - PW Building	1.0000	40,000.00	40,000.00
10-99-9900-412-431	Transfer to Capital Project Fund - Fire Dept	1.0000	161,723.00	161,723.00
10-99-9900-412-431	Transfer to Capital Project Fund - Police Dept	1.0000	204,600.00	204,600.00
10-99-9900-412-431	Transfer to Capital Project Fund - PW Admin	1.0000	375,000.00	375,000.00



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EXPENSES				
Fund	31 - Capital Projects			
Department	20 - Other Funds			
Division	2300 - Capital			
Account	403-464 - Contractual Services Engineering Services			
31-20-2300-403-464	Engineering for Fire Station #2 Design	1.0000	15,000.00	15,000.00
	Account 403-464 - Contractual Services Engineering Services Totals	Transactions	1	\$15,000.00
Account	413-421 - Capital Outlay Buildings			
31-20-2300-413-421	HVAC Building Automation	1.0000	40,000.00	40,000.00
31-20-2300-413-421	Fire Station #2 Design	1.0000	375,000.00	375,000.00
	Account 413-421 - Capital Outlay Buildings Totals	Transactions	2	\$415,000.00
Account	413-422 - Capital Outlay Improvement Other Than Buildings			
31-20-2300-413-422	Arterial Fence Maintenance	1.0000	30,000.00	30,000.00
31-20-2300-413-422	New Entryway Signs (3)	1.0000	75,000.00	75,000.00
31-20-2300-413-422	Anne Fox to Village Limits (Design)	1.0000	15,000.00	15,000.00
31-20-2300-413-422	Arterial Fence (Stearns Road)	1.0000	55,000.00	55,000.00
31-20-2300-413-422	Storm Sewers and Drainage Improvements	1.0000	100,000.00	100,000.00
31-20-2300-413-422	Village Hall Parking Lot Resurfacing (PW Yard)	1.0000	100,000.00	100,000.00
31-20-2300-413-422	Street Banners (winter)	1.0000	40,000.00	40,000.00
31-20-2300-413-422	Replacement Parkway Trees	1.0000	25,000.00	25,000.00
	Account 413-422 - Capital Outlay Improvement Other Than Buildings Totals	Transactions	8	\$440,000.00
Account	413-443 - Capital Outlay Other Equipment			
31-20-2300-413-443	Protective Vests/CRT Vests/Equipment	1.0000	27,600.00	27,600.00
31-20-2300-413-443	Firefighter Protective Gears (12) sets	1.0000	47,284.00	47,284.00
31-20-2300-413-443	Biphasic Cardiac Monitor/Defibrillator/Pace maker	1.0000	42,500.00	42,500.00
31-20-2300-413-443	DuComm Second Facility (Ends in 2030)	1.0000	35,000.00	35,000.00
31-20-2300-413-443	DuJIS Records Management System	1.0000	77,000.00	77,000.00
31-20-2300-413-443	DuJIS RMS System Interfaces	1.0000	65,000.00	65,000.00
31-20-2300-413-443	Autopulse CPR Units	1.0000	17,514.00	17,514.00
31-20-2300-413-443	Tech Rescue Turnout Gear	1.0000	7,875.00	7,875.00
31-20-2300-413-443	Tactical Ballistic Safety Vest and Helmet (15 sets)	1.0000	21,750.00	21,750.00
31-20-2300-413-443	Hazardous Materials Monitoring Capability Upgrade	1.0000	17,800.00	17,800.00
31-20-2300-413-443	Station 15 - Roof Repair	1.0000	7,000.00	7,000.00
	Account 413-443 - Capital Outlay Other Equipment Totals	Transactions	11	\$366,323.00
	Division 2300 - Capital Totals	Transactions	22	\$1,236,323.00
	Department 20 - Other Funds Totals	Transactions	22	\$1,236,323.00
	Fund 31 - Capital Projects Totals	Transactions	22	\$1,236,323.00



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G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	33 - TIF #3			
Department	20 - Other Funds			
Division	2200 - Tax Increment Financing			
Account	403-412 - Contractual Services Postage			
33-20-2200-403-412	Postage	1.0000	1,000.00	1,000.00
	Account 403-412 - Contractual Services Postage Totals	Transactions	1	<u>1,000.00</u>
Account	403-461 - Contractual Services Consulting Services			
33-20-2200-403-461	Various Consulting Work	1.0000	5,000.00	5,000.00
33-20-2200-403-461	TIF Financial Consultant	1.0000	100,000.00	100,000.00
33-20-2200-403-461	RDA and GAP Analysis	1.0000	75,000.00	75,000.00
33-20-2200-403-461	Marketing/ Property Promotion	1.0000	30,000.00	30,000.00
33-20-2200-403-461	Appraisals	1.0000	10,000.00	10,000.00
33-20-2200-403-461	Village Center Planning	1.0000	150,000.00	150,000.00
	Account 403-461 - Contractual Services Consulting Services Totals	Transactions	6	<u>\$370,000.00</u>
Account	403-462 - Contractual Services Legal Services			
33-20-2200-403-462	TIF Related Legal Services	1.0000	50,000.00	50,000.00
33-20-2200-403-462	Redevelopment Agreement Review	1.0000	100,000.00	100,000.00
	Account 403-462 - Contractual Services Legal Services Totals	Transactions	2	<u>\$150,000.00</u>
Account	403-464 - Contractual Services Engineering Services			
33-20-2200-403-464	Streetscape Construction Engineering	1.0000	310,000.00	310,000.00
33-20-2200-403-464	Water Engineering- Wetland/ Detention	1.0000	10,000.00	10,000.00
	Account 403-464 - Contractual Services Engineering Services Totals	Transactions	2	<u>\$320,000.00</u>
Account	413-421 - Capital Outlay Buildings			
33-20-2200-413-421	Facade Grants & Historic Preservations	1.0000	50,000.00	50,000.00
	Account 413-421 - Capital Outlay Buildings Totals	Transactions	1	<u>\$50,000.00</u>
Account	413-422 - Capital Outlay Improvement Other Than Buildings			
33-20-2200-413-422	Village Center streetscaping, plaza and park	1.0000	4,000,000.00	4,000,000.00
	Account 413-422 - Capital Outlay Improvement Other Than Buildings Totals	Transactions	1	<u>\$4,000,000.00</u>
	Division 2200 - Tax Increment Financing Totals	Transactions	13	<u>\$4,891,000.00</u>
	Department 20 - Other Funds Totals	Transactions	13	<u>\$4,891,000.00</u>
	Fund 33 - TIF #3 Totals	Transactions	13	<u>\$4,891,000.00</u>



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EXPENSES				
Fund 34 - TIF #4				
Department 20 - Other Funds				
Division 2200 - Tax Increment Financing				
Account 403-461 - Contractual Services Consulting Services				
34-20-2200-403-461	TIF Consulting - Redevelopment Agreement Review	1.0000	10,000.00	10,000.00
		Transactions	1	\$10,000.00
	Account 403-461 - Contractual Services Consulting Services Totals			
Account 403-462 - Contractual Services Legal Services				
34-20-2200-403-462	Legal Services	1.0000	10,000.00	10,000.00
		Transactions	1	\$10,000.00
	Account 403-462 - Contractual Services Legal Services Totals			
Account 403-479 - Contractual Services Redevelopment Agreements				
34-20-2200-403-479	Menards remaining balance owed \$88K	1.0000	10,000.00	10,000.00
34-20-2200-403-479	Harbor Freight	1.0000	15,000.00	15,000.00
		Transactions	2	\$25,000.00
	Account 403-479 - Contractual Services Redevelopment Agreements Totals			
	Division 2200 - Tax Increment Financing Totals			
		Transactions	4	\$45,000.00
	Department 20 - Other Funds Totals			
		Transactions	4	\$45,000.00
	Fund 34 - TIF #4 Totals			
		Transactions	4	\$45,000.00



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G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	35 - TIF #5			
Department	20 - Other Funds			
Division	2200 - Tax Increment Financing			
Account	403-461 - Contractual Services Consulting Services			
35-20-2200-403-461	Consulting Services	1.0000	10,000.00	10,000.00
		Transactions	1	\$10,000.00
	Account 403-461 - Contractual Services Consulting Services Totals			
Account	403-462 - Contractual Services Legal Services			
35-20-2200-403-462	Legal Services	1.0000	10,000.00	10,000.00
		Transactions	1	\$10,000.00
	Account 403-462 - Contractual Services Legal Services Totals			
Account	403-464 - Contractual Services Engineering Services			
35-20-2200-403-464	Engineering	1.0000	10,000.00	10,000.00
		Transactions	1	\$10,000.00
	Account 403-464 - Contractual Services Engineering Services Totals			
	Division 2200 - Tax Increment Financing Totals			
		Transactions	3	\$30,000.00
	Department 20 - Other Funds Totals			
		Transactions	3	\$30,000.00
	Fund 35 - TIF #5 Totals			
		Transactions	3	\$30,000.00



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AGENDA MEMORANDUM

TO: Chairperson Tobin & EDC Members

FROM: Shubhra Govind, Director of Community & Economic Development

SUBJECT: Amendments to Sign Code Re: Sandwich Board and Electronic Signs

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: August 11, 2020

Feedback is sought from the Economic Development Committee on current sign regulations.

Discussion

The Village Board approved Ord. O-18-29 which made significant amendments to the Sign Code in 2018, following much input from EDC (called CONECT at that time), Development COMmission, as well as business owners. Since the implementation of the amended regulations, a couple of issues have resurfaced that need to be addressed.

1. Sandwich Board/A-Frame signs: Though EDC, business community and staff supported these signs, they were not approved in the final ordinance, with concerns related to aesthetics, uniformity, and overall need. However, due to the ongoing pandemic, the Village Board supported a Business Assistance Program whereby uniform signs were provided to our small businesses in the past several months. The Village has received positive feedback from elected officials as well as businesses, indicating that these signs have been helpful in attracting additional customers. Staff recommends re-introducing approval of Sandwich Board signs with the following criteria:
 - Max. sign area per side is six square feet and shall not exceed four feet in height.
 - Each sandwich board sign is allowed a maximum of two sides and must be constructed of wood, metal or durable plastic materials, and maintained in good structural and aesthetic condition. Cardboard or rough-cut plywood signs are not acceptable. Each sign must also be heavy enough or weighted down so as to not blow away in sustained winds.
 - Each business is allowed a maximum of one sandwich board sign
 - All sandwich board signs shall be taken down by the close of business each day.
 - Each sandwich board sign shall be within 10 feet of the business's main customer entrance, shall not block any required handicap accessible route, shall not be placed in any required off-street parking space and shall not be placed on any public right-of-way
 - Windblown devices, including balloons, shall not be attached or otherwise made part of the sign
 - Sandwich board signs shall not be illuminated.
 - Requires administrative review and approval

Agreement Name: _____

Executed By: _____

2. Automatic Changeable Copy Signs (Electronic Signs) In Business Districts: Electronic Signs are currently allowed in the B-1 and B-2 commercial districts, with criteria for location, design, display/brightness, and changing of text. One of the criteria for location is that the sign needs to be 10-ft off of the street right-of-way and shall not be located within 100 feet of another such sign. Existing monument signs that are otherwise compliant with all other requirements may add an automatic changeable copy sign panel, while meeting all other criteria.

There are some instances where the parkway area of the road is 20' to 25' wide or more, and therefore setting the electronic sign back an additional 10-ft from the lot line sets it back excessively. On shallow lots, this could also mean cutting into parking spaces or drive aisles.

One option is to measure the setback from the back of the curb for the street/roadway pavement. The electronic sign should be set back either:

- 10-ft from the right-of-way/lot line; OR
- 5' from lot line **plus** 25' from curb

3. Changeable copy signs in residential districts: A request has been made by a public school to add an electronic panel to their existing monument sign. Institutions such as schools and churches are typically in residential districts. Electronic signs are currently allowed for these uses if they are located along arterial roads. Staff is evaluating consideration on non-arterial streets only if the sign is significantly far (about 250-feet) from the closest lot line from the sign face. Additionally, other criteria will apply such as brightness control, turn off at dusk, etc. to minimize impact. This is for your information only, as these signs are not business-related.

Feedback Requested:

Staff is requesting feedback on items 1 and 2 above.

Attachments

Exhibit 1 - Sign Code, Chapter 6 of Municipal Code

Chapter 6 - SIGN CODE

Sec. 6-3. - Definitions.

Changeable copy sign, automatic. A sign, on which the copy changes automatically through illumination by electric lights, luminous tubes, or any other means of illumination or through mechanical or electrical means.

Such signs shall adhere to all of the following conditions and restrictions:

(a) *Location:*

- (1) Allowed in the commercial B-1 and B-2 zoning districts, on a zoning lot located on an arterial or major collector street as defined in [section 38-102\(d\)](#);
- (2) Religious institution signs, government signs, and public building identification signs, as defined in this code, may be allowed in the residential R, R-1, R-2, R-3, and R-4 zoning districts, with special use approval on a zoning lot located on an arterial or major collector street as defined in [section 38-102\(d\)](#) and in a location that does not face the front of a residential unit;
- (3) Shall be set back not less than ten feet from the street right-of-way, and shall not be located within 100 feet of another such sign.
- (4) Existing monument signs that are otherwise compliant with all other requirements may add an automatic changeable copy sign panel, while meeting all other criteria.

(b) *Design:*

- (1) Allowed only when all signs on the zoning lot are in total compliance with the sign ordinance;
- (2) The sign surface area shall be counted in the overall surface area of the free-standing sign and shall not be permitted as a wall sign or as part of a wall sign or window sign;
- (3) The sign area shall not exceed two-thirds of the maximum permitted sign area of the sign of which the changeable copy sign is a part.

(c) *Display and brightness:*

- (1) Lumination level must not exceed 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk and dawn (sunset and sunrise) as measured from the sign's face at a maximum brightness;
- (2) The sign shall be equipped with manual and automatic dimming devices and sun screens to adjust the brightness levels based upon ambient light conditions.

(d) *Text:*

- (1) Sign copy changes shall occur no more often than every seven seconds;
- (2) No scrolling, flashing, crawling, or other movements of text messages;
- (3) Messages may dissolve or go blank and may either reappear in full display or solidify;
- (4) Graphics shall be allowed as fixed displays but with no moving graphics; background colors or displays shall be allowed to change only when the message changes;
- (5) No other special effects are allowed.

(e) *Message:* Copy shall not advertise products or services not available on the zoning lot on which the automatic sign age is located.



BARTLETT AREA CHAMBER CHALLENGE 2020

Saturday, August 29 3:45 - 7:30pm

Imagine a Road Rally, Scavenger Hunt, Amazing Race all rolled into one... Right here in Bartlett!

The **Bartlett Area Chamber Challenge 2020** is open to both **Chamber Members** and the **Community**. Participating teams of 4 – 6 people will be given clues to find a location and solve a challenge to direct you to the next location. There will be other exciting tasks along the way.

Teams must fit in one car - couples, friends, families - pick your team wisely! Teams will not be interacting with one another, and all current health and safety guidelines will be strictly followed. On the completion of the Chamber Challenge, you will pick up dinner from your pre-determined restaurant choice. *Prizes will be awarded!*

\$60 per car - Includes Dinner for 4-6

Guaranteed to be a fun evening!

Sign up today at www.BartlettAreaChamber.com
(Space is limited! Register early to earn extra points leading up to the event.)

Sponsorship Opportunities Available
Contact nan@bartlettareachamber.com for information.





SAVE THE DATE

**Bartlett Area Chamber
34th Annual Golf Outing
Thursday, September 17
Bartlett Hills Golf Club**

**www.bartlettareachamber.com
or call 630-830-0324**

Sponsorship Opportunities Available!

Sponsored by

The logo for ROI Business Services, LLC, featuring the letters "ROI" in a large, bold, blue serif font. Below it, the text "BUSINESS SERVICES, LLC" is written in a smaller, blue, sans-serif font.