

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding the Hoffman Estates Park District's eighth-annual Party in the Park event to be held on Saturday, August 8, 2009 and request waiver of certain fees associated with the Party in the Park event.

MEETING DATE: June 22, 2009

COMMITTEE: General Administration & Personnel Committee

FROM: Becky Suhajda, Administrative Intern

PURPOSE: To provide discussion regarding the Hoffman Estates Park District's Party in the Park event to be held on Saturday, August 8, 2009 at Highpoint Park, and request waiver of certain fees associated with the Party in the Park event.

BACKGROUND: The Hoffman Estates Park District's Annual Party in the Park event will be held at Highpoint Park, 1704 Glenlake Road, on Saturday, August 8, 2009 from 4:00 p.m. until 10:00 p.m. There will be games, activities, food, entertainment and a movie in the park.

In 1999, the Village of Hoffman Estates and the Hoffman Estates Park District entered into an intergovernmental agreement (Resolution 1071) regarding the provision of certain services. In past years, waivers of various fees were requested and approved pursuant to Resolution 1071. Out-of-pocket expenses, including personnel expenses, have not been waived by the Village.

DISCUSSION: The attached letter from the Hoffman Estates Park District requests Village consideration of various items, outlined below:

1. Permission to use the Village's newest generator and waiver of any related fees.

The Park District is requesting the use of the newest generator and requests set up on Saturday, August 8, 2009 and take down immediately following the event. In past years, the Park District has picked up and returned the generator and associated equipment from the Public Works Center. No Public Works labor or assistance has been required. However, the Park District has, in years past, entered into a hold harmless agreement with the Village.

(Note: Pursuant to past years in which the Park District has used the generator, it is recommended that the use of the generator be granted and a hold harmless agreement is entered into by the Park District. In the event of an emergency power outage in the Village, the Village would need this generator to provide power to various lift stations and will reserve the right to put the generator into emergency service.)

2. Permission to remove on-street parking restrictions for the following streets:

- Glenlake Road (both sides)
- Fairfield
- Glen Lane
- Kingsdale (both sides)
- Chippendale
- Hillcrest
- Cobblehill
- Lancaster
- Hassell Road
- Hilltop
- Greenfield
- Hassell Circle
- Hassell Drive
- Oakdale

(Note: Parking on both sides of the street can only be accommodated on Glenlake Road, Chippendale and Hassell Road, due to the width of the road. All other streets can allow parking on one side of the street and removal of resident-only parking restrictions.)

3. Request for a temporary liquor license.

A temporary local liquor license and a state liquor license are required.

(Note: The fee for a temporary liquor license is \$25.00. In previous years, this fee has not been waived. It is not recommended that this fee be waived.)

4. Request waiver of permit and license fees:

- **Electrical permit:** Electrical permit to be issued.
Note: Fee is waived pursuant to Resolution 1071.
- **Tent permit (six tents):** Tent permits to be issued.
Note: Fees are waived pursuant to Resolution 1071.

- **Sign/Banner permit (not included in 2007 request letter):** Sign/banner permit may be required, based on the number and type of signs/banners used for the event. *Note:* Fee is waived pursuant to Resolution 1071.
- **Special event permit/license:** Special event permit to be issued. *Note:* Fee is waived pursuant to Resolution 1071.

5. Permission to send informational flyers to each department within the Village.

Notices can be sent to each department for employee distribution, placed on bulletin boards and on the table in the Village Hall atrium.

6. Request permission to charge fees for children's activities (moon walk, climbing wall, pony rides, etc).

This fee is considered part of the special event permit, which is waived pursuant to Resolution 1071. The Village would have no input as to the charging of fees for children's activities by the Park District.

7. Request permission for outside vendors to sell food items.

Each food vendor not currently licensed must obtain a temporary food vendor license. The fee for each temporary food vendor license is \$50. The Park District has not requested waiver of the temporary food vendor license fees; it is not recommended that temporary food vendor license fees are waived.

8. Request raffle license to hold raffles throughout the day.

The Park District is to complete and file the Raffle Affidavit with the Village Clerk's Office. The raffle license fee is \$1.00. In previous years, this fee has not been waived. It is not recommended that this fee is waived.

9. Entertainment

The Park District will show a family movie in the park and will have children's activities, including a moon walk, climbing wall, and other activities, contests, crafts and children's performers.

FINANCIAL IMPACT: Fees waived pursuant to Resolution 1071 will not be collected. Fees and expenses that are not waived will be collected.

RECOMMENDATION: **Staff recommends the following:**

- Removal of on-street parking restrictions on all streets listed above, such that parking is permitted on both sides of

Glenlake Road, Hassell Road and Chippendale, and parking is allowed on one side of Fairfield, Glen Lane, Kingsdale, Hillcrest, Cobblehill, Lancaster, Hilltop, Greenfield, Hassell Circle, Hassell Drive and Oakdale.

- Waiver of fees listed above pursuant to Resolution 1071 (tent permit, electrical permit, sign/banner permit, special event permit).
- Staff recommends that inspection/out-of-pocket expenses continue to be paid by the Park District. This recommendation is consistent with staff's 2008 Party in the Park recommendation. The Park District is not requesting waiver of out-of-pocket fees associated with the Party in the Park event, including inspections.

Staff does not recommend the following:

- Removal of on-street parking restrictions on both sides of Fairfield, Glen Lane, Kingsdale, Hillcrest, Cobblehill, Lancaster, Hilltop, Greenfield, Hassell Circle, Hassell Drive and Oakdale.
- Waiver of fees that have not been waived in previous years, including the temporary liquor license fee, raffle license fee, temporary food vendor license fees and out-of-pocket expenses. The Park District has not requested waivers for the aforementioned fees and expenses.

ATTACHMENTS:

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Mr. James Norris
Village Manager
1900 Hassell Road
Hoffman Estates, IL 60195

Dear Mr. Norris:

The Hoffman Estates Park District will hold its eighth annual Party in the Park this year on Saturday, August 8, 2009. The event will run from 4:00 p.m. until 10:00 p.m. at Highpoint Park. We appreciate the continued support the Village provides us for this and other special events. We are again asking for your assistance with the following requests:

1. Use of the Village's newest generator, to be set up and taken down on Saturday, August 8, and waiver of any related fees.
2. On-street Parking Permits for the following streets:
 - Glenlake (both sides)
 - Fairfield
 - Glen Lane
 - Kingsdale (both sides)
 - Chippendale
 - Hillcrest
 - Cobblehill
 - Lancaster
 - Hassell
 - Hilltop
 - Greenfield
 - Hassell Circle
 - Hassell Drive
 - Oakdale
3. Temporary liquor license.
Our liquor license number is: L-10A-2009-2010 & L-02AA-2009-2010
State Liquor Commission Number 99-1A-0014949
Illinois Department of Revenue number is: 1046-2554
4. Waiver of the following permit and license fees:
 - Electrical Permit
 - Special Events Permit
 - Tent Permit (six tents)

5. Permission to send informational flyers to each department within the Village.
6. Permission to charge fees for children's activities, including moon walk, climbing wall, pony rides and more.
7. Permission for outside vendors to sell food items. Businesses will be completing Hoffman Estates Village Food Vendor Applications if they are outside of Hoffman Estates, as well as providing us with copies of current insurance. *No business will be accepted as a vendor until this process has been completed.*
8. Requesting a gaming license to run raffle contests throughout the day.

This year, we will be hosting a Movie in the Park and showing a family movie (still to be determined). We will also offer a variety of games, contests, crafts and children's performers. If you have any questions please feel free to contact me at (847) 285-5432.

Sincerely,



Vicki Jones
Party in the Park Committee
Accounting Manager
Hoffman Estates Park District
Office: 847-781-3639
Fax: 847-885-7523
vjones@heparks.org

RESOLUTION NO. 1071 - 1999

**A RESOLUTION AUTHORIZING THE
VILLAGE PRESIDENT TO ENTER TO AN
INTERGOVERNMENTAL AGREEMENT WITH THE
HOFFMAN ESTATES PARK DISTRICT REGARDING SERVICES**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Hoffman Estates and the Hoffman Estates Park District to contract upon matters of mutual interest.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the Village President of the Village of Hoffman Estates is hereby authorized to sign the Village of Hoffman Estates and the Hoffman Estates Park District Intergovernmental Agreement regarding services which is attached hereto as Exhibit "A".

Section 2: That this resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 6TH day of JULY, 1999

APPROVED THIS 6TH day of JULY, 1999

VOTE	AYE	NAY
Trustee McLeod	<u>X</u>	___
Trustee Kenley	<u>X</u>	___
Trustee Giacalone	<u>X</u>	___
Trustee Frank	<u>X</u>	___
Trustee Mills	<u>X</u>	___
Trustee Boester	<u>X</u>	___

APPROVED:


Village President

ATTEST:


Village Clerk

*Prepared by and
After recording, return to:*

Robert W. Rolek, Esq.
Scott A. Puma, Esq.
Ancel, Glink, Diamond, Cope & Bush,
P.C.
415 W. Washington Street, Suite 202
Waukegan, Illinois 60085

This space reserved for Recorder's use only.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF HOFFMAN ESTATES
AND THE HOFFMAN ESTATES PARK DISTRICT
REGARDING SERVICES**

This Intergovernmental Agreement ("Agreement"), entered into this _____ day of _____, 1999, by and between the Village of Hoffman Estates (the "Village") and the Hoffman Estates Park District (the "Park District"), under the authority granted to them pursuant to Section 10 of Article VII of the Illinois Constitution of 1970, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., and all other applicable authority, under which the parties are authorized to enter into this Agreement.

WITNESSETH:

WHEREAS, the Village and the Park District agree and desire to enter into this Agreement for providing services to and for each other;

WHEREAS, the Village and the Park District believe it is in their respective best interests to enter into this Agreement;

WHEREAS, the Village and the Park District desire to save money and reduce direct costs and labor costs by entering into this Agreement;

WHEREAS, the Village and the Park District agree that matters provided in this Agreement will be dealt with efficiently by entering into this Agreement;

WHEREAS, certain cost savings will result to the taxpayers of both of the parties by entering into this Agreement;

NOW, THEREFORE, it is hereby covenanted, agreed and understood between the parties as follows:

1. The Park District will provide certain mowing service at various properties owned by the Village as stated herein.

2. The Park District shall provide mowing services to the following Village owned sites at approximately twenty-four (24) cycles per year, depending on weather conditions: Chino Park, Children's Advocacy Center and Cipri Park. The Park District would also provide mowing services of approximately sixteen (16) mowing cycles per year, depending on weather conditions, at the following sites:

- A. Site 940 Apple Street Well #3
- B. Site 95 Aster Lane Wells #4 and #5
- C. Site 1513 Golf Road Lift Station #15
- D. Site 1775 Abbeywood Drive Well #12
- E. Wilshire Lane Well #18
- F. Site 720 Charleston Lane Well #8
- G. Site Westbury Drive #9
- H. Site Westbury Drive, Tower #3
- I. Site Olmstead Drive Tower #5
- J. Site 4140 Crimson Drive Well #16
- K. Site Huntington Drive Tower #4
- L. Turnberry Detention Site
- M. Randi Lane Detention Site

The parties hereto may mutually agree to add, delete or change the mowing sites.

3. The Village agrees to waive all permitting, building and plan review permit fees for the Victoria Park Irrigation System, Kelley Park Irrigation System, Prairie Stone Community Center, Sycamore Park Restrooms/Concession Building and the Community Park Water Connection fees. The Village shall also waive the permit fee for the Annual Fall Fest event, excluding the Police and Fire Department personnel expenses.

4. The Park District will pay the Village any and all direct equipment expenses, the costs of which are included in permitting fees, such as water meters, which are being waived by this Agreement.

5. Mutual Waiver of Contribution. Each party hereto agrees to waive all claims against each other thereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Intergovernmental Agreement, provided, however, that such claim is not a result of gross negligence or willful misconduct by a party hereto or its personnel.

6. Term of Agreement. This Agreement shall be effective from June 1, 1999 through and including December 31, 2002.

7. Amendment. This Agreement shall not be modified, changed, altered, or amended without the duly authorized and written consent of each of the parties by their respective corporate authorities, and pursuant to resolutions duly adopted and approved by said corporate authorities, except to mutually agreed upon modifications to the mowing sites, which modifications may be made by letter agreement.

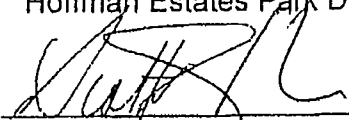
8. The parties shall each list the other party as an additional insured party on their respective comprehensive general liability coverage policies during the term of this Agreement, which policy may be obtained as a conventional policy or through a self-insured risk pool.

IN WITNESS WHEREOF, the Village and the Park District have caused this Agreement to be executed on their behalf by their respective officials, pursuant to proper authorization of their respective governing bodies, on the dates noted herein.

Hoffman Estates Park District

Village of Hoffman Estates

By:



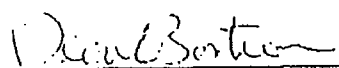
President

By:

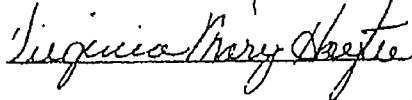


Village President

Attest:



Attest:



Date:

Date:

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