

Village of Hampshire
Village Board Meeting
Thursday September 3, 2015 – 7:00 PM
Hampshire Village Hall – 234 S. State Street

AGENDA

1. Call to Order
2. Establish Quorum (Physical and Electronic)
3. Pledge of Allegiance
4. Citizen Comments
5. Approval of Minutes – August 20, 2015
6. Village President's Report
 - a) Raffle License – Hampshire Chamber of Commerce
 - b) Raffle License- Hampshire Sportsman & Conservation Club
 - c) Ella's Friends – Parking lot (Rinn & Park) Annual mum sale
 - d) Impact & Transition request- Huntley Fire Protection District
 - e) Annual Burlington/Hampshire CROP Walk October 4, 2015
 - f) Update & approval for Tree Preservation
7. Village Board Committee Reports
 - a) Economic Development
 - b) Finance
 1. Accounts Payable
 - c) Planning/Zoning
 - d) Public Safety
 - e) Public Works
 - f) Village Services
 - g) Fields & Trails
- 8) New Business
- 9) Announcements
- 10) Executive Session: Probable, Pending or Imminent Litigation 2 C (11) and 2 C (1) Personnel appointment, employment, compensation, discipline, performance or dismissal of a specific employee.
- 11) Any items to be reported and acted upon by the Village Board after returning to open session
- 12) Adjournment

The Village of Hampshire, in compliance with the Americans With Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons

VILLAGE OF HAMPSHIRE - BOARD OF TRUSTEES

Meeting Minutes – August 20, 2015

The regular meeting of the Village Board of Hampshire was called to order by Village President Jeffrey Magnussen at 7:01 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday August 20, 2015.

Present: George Brust, Marty Ebert, Toby Koth, Jan Kraus, Rob Whaley.

Absent: Mike Reid

Staff & Consultants present: Village Finance Director Lori Lyons, and Hampshire Police Chief Brian Thompson.

A quorum was established.

The Pledge of Allegiance was said.

Trustee Reid moved, to authorize Trustee Whaley present via telephonic connection.

Seconded by Trustee Koth
Motion carried by voice vote
Ayes: Brust, Ebert, Kraus, Koth, Whaley
Nays: None
Absent: Reid

7:01 p.m. Present via telephonic connection: Rob Whaley

Citizen Comment

Mr. Ruth- mentioned the passing of Dorothy Holze who was 90 years old, was one of the original members of the Hampshire Zoning Board of Appeals. She worked at the Laufer Insurance Agency in Hampshire for many years.

He also commented on the tort act- last spring he did a survey on the Village Employees and Police Department if they knew where to go in case of a tornado, everyone knew where to go but there was no training or documentation to sign off on.

Trustee Brust moved, to approve the minutes of August 6, 2015.

Seconded by Trustee Kraus
Motion carried by voice vote
Ayes: All
Nays: None
Absent: Reid

VILLAGE PRESIDENT REPORT

Village President Magnussen announced Catherine Conro (Darwin's Conro's mother) passed away at the age of 106 years old, also Dorothy Holze passed away at the age of 90 years old. Our condolences go out to their families.

Raffle License – St. Charles Borromeo Catholic School

Trustee Whaley moved, to approve the raffle license to St. Charles Borromeo Catholic School to conduct selling tickets from October 1 – 31, 2015 to March 30, 2016.

Seconded by Trustee Brust
Motion carried by roll call vote
Ayes: Brust, Ebert, Koth Kraus, Whaley
Nays: None
Absent: Reid

Discussion for Special Census

Village President Magnussen reported to file the application would cost \$200, then we would see how much it would cost for a partial special census.

The areas that would be counted are Lakewood, Hampshire Highlands, and Tuscany Woods. With a 1 year window to complete. 8-2016 to 1-2017

The Village would start receiving monies collected around 2018/19.

In 2011; 187 new construction homes – Lakewood (520) people
62 New construction homes – Tuscany Woods (125) people
11 New construction homes - Hampshire Highlands

- By the time we start the census more homes and people will be living in town, which would benefit the Village. We would hire the census takers and supply them with the equipment they need.

Before we move forward we definitely need to see what our cost would be, as soon as we know then the board will decide where to go from there.

Discussion for Tree Preservation

After discussing the forms and procedures, the Village will set up with a local nursery to secure a discounted price for planting a tree, then move forward for the requirements for this program which will be presented at the next Village Board meeting.

VILLAGE BOARD COMMITTEE REPORTS

Economic Development

Trustee Brust reported Resource Bank attended the ribbon cutting today and their grand opening is August 22, 2015 from 4-8 p.m they will provide food, and music for everyone.

Nutriad will be having their grand opening August 26 at 10:30. They have plants all over Europe and Hampshire is one of the biggest plants they have we are excited they chose Hampshire Economic Development meeting will be held on September 9, 2015 at 5:30 p.m. at the Village Hall.

b. Finance

Accounts Payables

Trustee Kraus moved, to approve accounts payable in the amount of \$128,245.65 to be paid on or before August 25, 2015.

Seconded by Trustee Koth
Motion carried by roll call vote
Ayes: Brust, Ebert, Koth Kraus, Whaley

Nays: None
Absent: Reid

c. Planning/Zoning
No report

Public Safety
No Report.

e. Public Works
No report

f. Village Services
No report

g. Field & Trails

Trustee Koth reported Fields & Trails meet prior before the Village Board Meeting at 6 p.m. Hampshire Park District presented to the committee they would like to install lightening pole to protect from the storms. The committee from Veterans Park gave them the proposal of Hampshire Veterans Memorial as requested.

Executive Session

Trustee Brust moved, to adjourn to executive session to discuss Personnel- appointment, employment, compensation, discipline, performance or dismissal of a specific employee under Section 2 (c) 1 of the Open Meetings Act, at 7:45 p.m.

Seconded by Trustee Whaley
Motion carried by roll call vote
Ayes: Brust, Ebert, Koth, Kraus, Whaley
Nays: None
Absent: Reid

The Village Board reconvened at 8:07 PM

Adjournment

Trustee Brust moved, to adjourn the Village Board meeting at 8:08 p.m.

Seconded by Trustee Kraus
Motion carried by voice vote
Ayes: All
Nays: None
Absent: Reid, Whaley

Linda Vasquez, Village Clerk



234 S. State Street
Hampshire, IL 60140

Phone: (847) 683-2181
Fax: (847) 683-4915
www.hampshireil.org

APPLICATION FOR CONDUCTING A RAFFLE
(GOOD FOR ONE RAFFLE)

Name of Organization: Hampshire Chamber of Commerce

Address: 153 South State Street Box 157 Hampshire, IL 60140

Type of Organization: Religious _____ Charitable _____ Veterans _____ Non-profit
Educational _____ Labor _____ Fraternal _____

Date when this group was organized: _____

If chartered or incorporated, date and place where papers were issued: _____

Date when raffle winners will be determined: 12/16/15

Time: Between 12pm & 2pm Location: Red Ox Restaurant R9E OAK Knoll Dr Hampshire, IL

Area or Areas where tickets will be sold: Chamber Members, Local Businesses, Organizations

Date of ticket sales: 8/21/15 to 12/16/15

Price of each ticket: 1 for \$20 and \$6 for \$100

Prizes to be awarded and retail value of each, (May be listed on separate sheet)

No.	Prize	Value of each	Total Value
<u>1</u>	<u>\$1500</u>		<u>\$1500</u>
<u>2</u>	<u>\$800</u>		<u>\$800</u>
<u>3</u>	<u>\$500</u>		<u>\$500</u>

TOTAL AGGREGATE VALUE OF ALL PRIZES \$ 2,800.00

Presiding Officer: DEBBIE Donohue - President

Address: First American Bank

Phone: 847-586-2485

Date of Birth: _____

Secretary: Pat Lawlor

Address: _____

Phone: 815-568-0590

Date of Birth: _____

Raffle Manager: Loree Hendry

Address: 153 S. STATE ST PO BOX 157 HAMPSHIRE IL 60140

Phone: 847-683-1122

Date of Birth: 11/09/1963

I certify that this organization is not-for-profit; it has been in existence continuously for at least the past five years; it has maintained a bona fide membership engaged in carrying out its objectives; its officers, operators, and workers at the raffle are bona fide members of the organization and are of good moral character. I further certify that all of the information provided in this application is true, to the best of my knowledge.

Signed: Loree Hendry

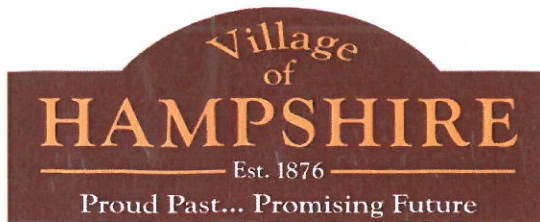
Title: Executive Director

Fee Schedule:	
<u>Aggregate Value</u>	<u>Fee:</u>
Less than \$500	None
\$501-\$5,000	\$10.00
\$5,001 and over	\$25.00

***Each licensee, within thirty (30) days of the raffle, shall report to its membership and to the village clerk each of the following:

- a. Gross receipts generated by the conducting of the raffle;
- b. An itemized list of all reasonable operating expenses which have been deducted from the gross receipts;
- c. Net proceeds from the conducting of the raffle;
- d. An itemized list of the distribution of the net proceeds; and
- e. A list of prize winners.

Records required by this section shall be preserved for three (3) years, and the organization shall make available for public inspection their records relating to the operation of a raffle at reasonable times and places.



234 S. State Street
Hampshire, IL 60140

Phone: (847) 683-2181
Fax: (847) 683-4915
www.hampshireil.org

APPLICATION FOR CONDUCTING A RAFFLE
(GOOD FOR ONE RAFFLE)

Name of Organization: HAMPSHIRE Sportsman Conservation Club
Address: 192081 Feltsmith rd Hampshire IL 60140
Type of Organization: Religious _____ Charitable ? Veterans _____
Educational _____ Labor _____ Fraternal _____

Date when this group was organized: 1956

If chartered or incorporated, date and place where papers were issued: _____

Date when raffle winners will be determined: _____

Time: 7:00 P.M. Location: The Kave, Hampshire

Area or Areas where tickets will be sold: Hampshire

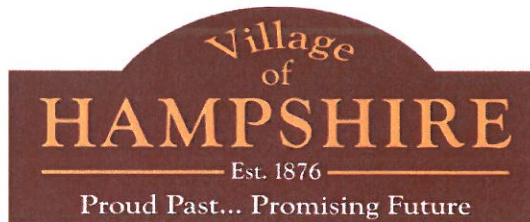
Date of ticket sales: 9-14-15 to 11-11-15

Price of each ticket: \$5.00

Prizes to be awarded and retail value of each, (May be listed on separate sheet)

No.	Prize	Value of each	Total Value
<u>1</u>	<u>870 Remington 20 ga.</u>	<u>328⁰⁰</u>	<u>328⁰⁰</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL AGGREGATE VALUE OF ALL PRIZES \$328⁰⁰



234 S. State Street
Hampshire, IL 60140

Phone: (847) 683-2181
Fax: (847) 683-4915
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OFFICIAL BOND FOR RAFFLE MANAGER

(To be used when aggregate value of prizes is less than \$15,000)

KNOW ALL MEN BY THESE PRESENTS THAT WE, DAVID WAITE
Raffle Manager
and DAVID WAITE
Surety

Are held and bound to: Hampshire Sportsman Conservation Club
Name of Organization

In the sum of \$ 328⁰⁰/₁₀₀, equal to aggregate retail value of all prizes, for the payment of such we are obliged.

The condition of the above obligation is such that DAVID WAITE,
Being of legal age, has been appointed Raffle Manager for a raffle to be conducted
on 11-11, 2015.
Month/day Year

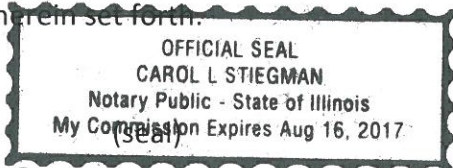
NOW, THEREFORE, if the said Raffle Manager shall perform and discharge all the duties required of him/her as raffle manager, then this Bond is to be void; otherwise to remain in full force.

Raffle Manager's signature: David Waite
Address: 190081 Feldsmith rd City: Hampshire IL

Surety's signature: David Waite
Address: 190081 Feldsmith rd City: Hampshire Ill

I, Carol L. Stiegman, a notary public in Illinois, certify that David Waite
and Hampshire Sportsman Club

Who are both personally known to me, are the same persons whose names are subscribed to above; that they appeared before me this day in person and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act, for the use and purpose therein set forth.



Given under my hand and seal on this date.

Sept 1, 2015
Date

Carol L Stiegman
Notary Public

Ella's Friends
Ella Johnson Memorial Library
109 S. State St.
Hampshire, IL 60140

Village of Hampshire
234 S. State St.
Hampshire, IL 60140

To Whom It May Concern;

Ella's Friends, an organization of the friends of Ella Johnson Memorial Public Library, would like permission to use the parking lot at the corner of Rinn and Park Streets in Hampshire as a pick-up point for our annual mum sale. We would like to use the parking lot on Saturday, September 12, from 9:30 a.m. to 1:30 p.m.

Enclosed you will find proof of insurance liability for this event.

Respectfully submitted,



Ronald H. Anderson
President,
Ella's Friends



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/18/2015

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 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 CHUCK P QUICK (04624) 822 CENTENNIAL HAMPSHIRE, IL 60140-0000	CONTACT NAME: CHUCK P QUICK	
	PHONE (A/C, No, Ext): 847-683-2100	FAX (A/C, No): 847-683-3130
	E-MAIL ADDRESS: CHARLES.QUICK@COUNTRYFINANCIAL.COM	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: COUNTRY Mutual Insurance Company	20990
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED 6242813
 ELLA JOHNSON MEMORIAL LIBRARY TRUSTEES
 PO BOX 429
 HAMPSHIRE, IL 60140

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	ADDE INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			AB1428800	2/19/2015	2/19/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AB1428800 Covered on Gen Liab	2/19/2015	2/19/2016	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			AW1428800	2/19/2015	2/19/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 POLICY INFORMATION:
 HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE INCLUDED IN THE EACH OCCURRENCE LIMIT AND GENERAL AGGREGATE LIMIT OF THE GENERAL LIABILITY
 (CONTINUED)

CERTIFICATE HOLDER VILLAGE OF HAMPSHIRE PO BOX 457 234 S STATE HAMPSHIRE, IL 60140	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
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AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: September 3, 2015, Village Board Meeting

RE: Request for Huntley Fire Protection District for Release of Impact & Transition Fees Collected and Interest Earned on Account

Background. Request have been received from the Huntley Fire Protection District for the release of impact and transition fees collected from new development as well as the interest earned on the balance. The request is equivalent to \$15,634.86 which is comprised of impact fees and interest as all transition fees were disbursed in July. The funds will be applied to the purchase of a new engine to be place at Station #1 located on Coral Street in Huntley.

Analysis. The balance has been verified and is believed to be the last amounts due to Huntley Fire from the development of Lakewood Subdivision. The request is consistent prior distributions for fire equipment.

Recommendation. Staff recommends the release of \$15,634.86 from the Huntley Fire Protections District's impact, transition and interest fee account.

MILFORD BROWN
President

BONNIE BAYSER
Secretary

FRED OLSON
Treasurer

JOSEPH MAHONEY
Trustee

JAMES SALETTA
Trustee



KENNETH CAUDLE
Fire Chief

11808 Coral Street
P.O. Box 517
Huntley, Illinois 60142
847-669-5066
Fax 847-669-0139

August 19, 2016

Village President Jeffrey Magnussen
Village of Hampshire Trustees
234 S. State St. PO Box 457
Hampshire, Illinois 60140-0457

Village President and Trustees;

The Huntley Fire Protection District is requesting all impact, transition and interest earned funds to date from the Village of Hampshire. We are requesting the funds to purchase loose equipment for a new fire engine we took delivery of this month.

The new engine will be placed at Station #1 located at 11808 Coral Street in Huntley. The cost for the engine is \$408,784.00.

Therefore, we are requesting all the impact, transition and interest fees from the Village of Hampshire to be forwarded to the Huntley Fire Protection District for use by the district as permitted by law. This request is made feasible through the Hampshire, Illinois Village Code Chapter 14 Development Impact Fees, Article IV Distribution of Funds Collected, Section: 14-4-1 G, Fire Protection, which states; "The contributions received by the village for fire protection purposes shall be held by the village and forwarded from time to time to the fire protection district, for the use of the district permitted by law."

In addition, the Huntley Fire Protection District agrees to indemnify and hold harmless the Village of Hampshire from any and all claims, demand, suits, or damages incurred in paying over said sum.

Respectfully,

A handwritten signature in black ink, appearing to read "Kenneth Caudle", written over a horizontal line.

Kenneth Caudle
Fire Chief
Huntley Fire Protection District

Annual Burlington/Hampshire CROP Walk

The Burlington/Hampshire CROP Walk began 6 years ago. Begun by the Burlington/Hampshire Food Pantry, and the 1st Methodist Pastor at the time, Marie Carlson, the Walk is a fundraiser both for the Food Pantry, and for Church World Services(CWS) which fights hunger around the world on a local basis. CWS uses its funds to supply teachers, training, and materials to places around the world. Their methods are to not only feed people, but to assist them in getting out of the spiral of famine/disease by teaching them better ways to get water, grow food, and take care of themselves within their community.

The Burlington/Hampshire Food Pantry is a community project supported by the churches and the service organizations of the towns of Burlington and Hampshire as well as the surrounding areas. The Food Pantry has had volunteer and food support from as far away as Barrington. As many as 70 families have been assisted on any given food distribution day with access to food and personal hygiene items.

The CROP Walk itself is a group activity where the supporting organizations provide walkers who in turn solicit financial donations toward their walking. It is a show of solidarity in the battle against hunger locally and around the world. All walkers sign a permission/waiver form before they participate in the Walk.

The Walk is set up with two routes, a 1 mile route and a 5 mile route(see maps/directions). These routes begin and end in the back parking lot of 1st United Methodist Church of Hampshire, corner of Grove and Elm. The Walk routes are marked by CROP Walk signs posted along the way in the boulevards with the signs being placed the morning of the walk and removed shortly after the walk is over late the same afternoon. The beginning of the walk is led off by a fire truck from HFD with horns and lights guiding us through the first few blocks. During the Walk, we have a Gator ATV touring the routes to check on walkers and provide water for those who might need it. At the end of the walk, there is usually a table of fruit and more water available for walkers as they finish.

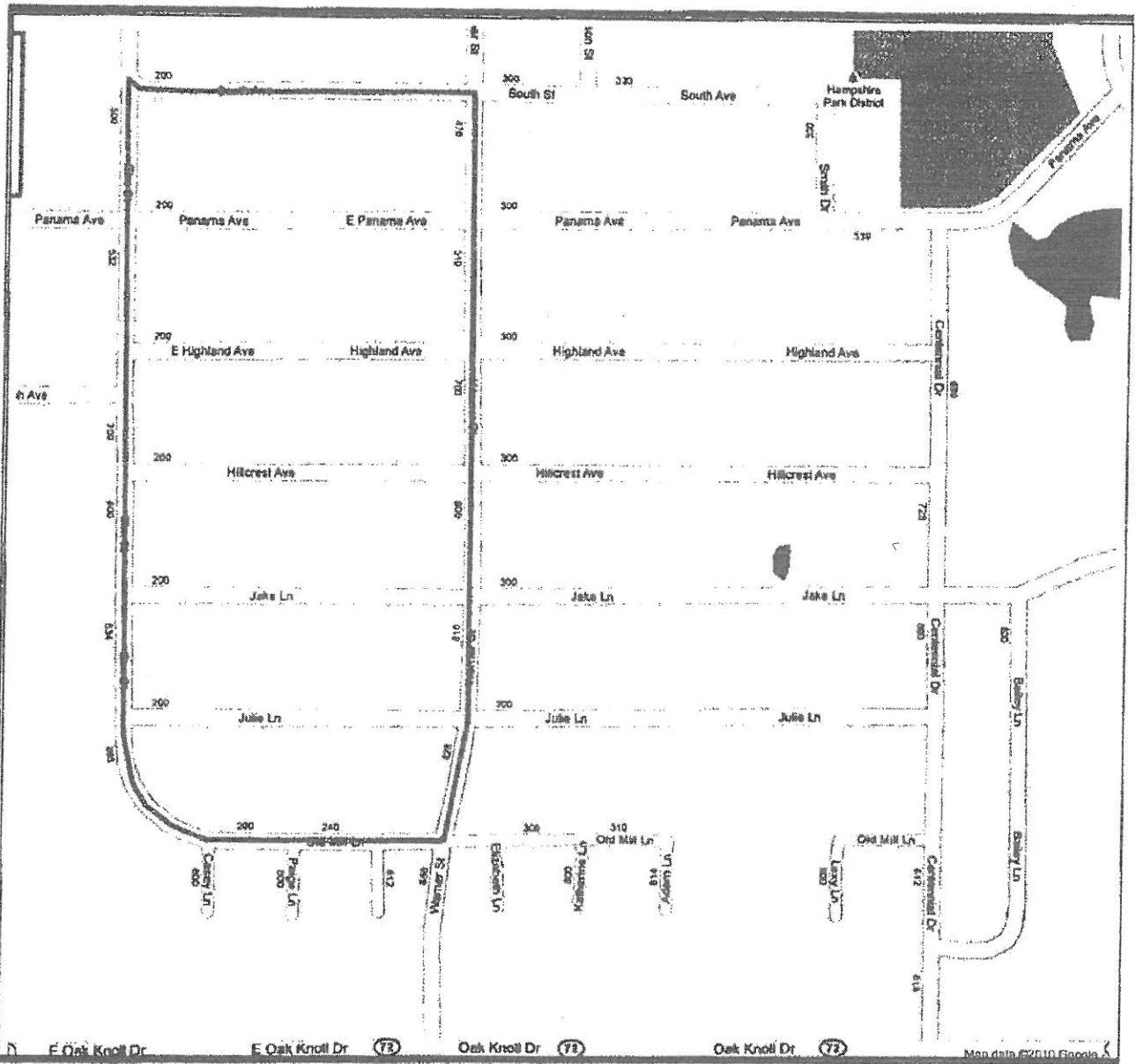
Walk Date: ~~September 28~~ ^{Oct 5} Oct 4, 2015
7 AM Posting of signs
1 PM Registration. Those having CROP forms/envelopes turn them in with their funds as their registration. Others sign in on a form and contribute.
1:30 PM Walk-off in unison. The routes split after about 1/2 mile.
2:30-4 PM Walkers finish
4 PM Retrieval of signs

An individual or group wishing to walk: contact Eva Christiansen, Chair of Burlington/Hampshire CROP Walk, St. John's UCC, Harmony, email: evacevac@comcast.net, OR

Contact Jack Wise, Burlington/Hampshire CROP Walk Logistics, 1st United Methodist Church of Hampshire, home phone: 847-683-4695, and email: wiseguys@foxvalley.net

If there are further questions about the logistics of the walk, contact the above as well.

For further info on CWS and CROP go to: cws.org



MapMyFitness, Inc. makes no warranties as to the conditions, safety, distance, accuracy, or suitability of any route for walking, running, hiking, or cycling. Many national forests, wilderness areas, and state, provincial, or national parks maintain express prohibitions relative to the use of certain trails and areas. Contact the relevant officials in advance of your use of a given route should you have questions concerning usage restrictions.

Walk Description

Short walk for kids and others not wishing to take the 5 mile.

** 3D view requires [Google Earth](#).

COMMENTS BY OTHER USERS ABOUT THIS WALK | ADD

None Available... Be the First to Add One Now!

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: September 3, 2015 Village Board Meeting

RE: 50/50 Tree Program Follow-up

Background. In response to the Board's go ahead with the Hampshire 50/50 Parkway Tree Program, you are being presented with the program details (attached) which were adapted from prior Hampshire tree guidelines.

Analysis. As discussed at the last meeting, a homeowner will select a tree from the Village's list of permitted varieties, obtain a fee-free permit from the Village and have a new tree or trees planted in their parkway. The homeowner will submit the paid bill/receipts to the Village along with a Tree Reimbursement Request Form and will be reimbursed up to half of the cost to the maximum of \$150.00 per tree. Homeowners who participate in the program must fill out a 50/50 Parkway Tree Planting Permit (updated as to caliper of the tree and attached) as required by Village ordinance. Participation will be on a first come, first served basis; assuming approval of the location and variety. Utilizing the tree funds it is estimated that the Village will gain 50 new parkway trees. If fall planting (between September 15th and November 30th) is undertaken and funds remain available for reimbursement the Village will plan a spring planting session (April 1 – May 15). The Public Works Department has arranged for Trees Unlimited to work with Village homeowners to coordinate the purchase of a tree from Wilson Nursery and planting of that tree at a discounted rate. The cost of the purchase and planting will depend on the variety and size of the tree, and the selection arrangements will be made by the homeowner and Trees Unlimited. Should a homeowner wish to take advantage of the discounted cost with Trees Unlimited they will need to get their permit submitted to the Village by September 30 and the planting will be completed prior to November 30.

Recommendation. Staff requests adoption of the program guidelines and the cooperative program with Trees Unlimited.

Hampshire
50/50 Parkway Tree
Planting Program



Village of Hampshire

PROUD PAST... PROMISING FUTURE

*Hampshire Public Works
350 Mill Avenue
Hampshire, IL 60140
847-683-9489*

Planting shade trees produces many ecological and beautification benefits to the community including shade, beauty, stabilization of the soil by controlling wind and water erosion, softening the harsh appearance of concrete and asphalt, habitat for wildlife, filtering and reducing stormwater run-off, reducing noise levels, producing oxygen and removing carbon dioxide and improving property appearance and value.

50/50 Cost Sharing Program

The Village of Hampshire, in a joint effort with the residents of the Village, has created a 50/50 Parkway Tree Planting Program. This program is based on a cooperative agreement whereby the Village will contribute up to half the cost to purchase and plant a new tree(s) (up to \$150 per tree) with the homeowner paying the remaining costs.

The goal of this program is to assist with the replacement of nearly 800 ash trees which have been removed from the public right of way due to the emerald ash borer. This program allows the homeowner to select the species and plant the parkway tree(s) in front of their home, helping to diversify and restore Hampshire's urban forest.

Residents who wish to be included in the 50/50 Tree Planting Program must fill out an application. Funding for the program is limited and participation is on a first come, first served basis. After the application is received the proposed tree(s) location will be inspected by the Village Public Works Department to determine if it meets the criteria for participation. If funds are available and the tree chosen is eligible to be planted, the Village will issue a permit (at no cost) for the tree(s) to be planted by the homeowner.

For reimbursement, after the tree(s) has been planted, the homeowner is eligible to submit the 50/50 Parkway Tree reimbursement form along with a copy of the bill (paid in full) in-person at the Clerk's Office at Village Hall or mailed to the PO Box 457, Hampshire, IL 60140.

Regulations Applying to Planting of Parkway Trees

A. LOCATION OF PLANTINGS

All plantings will be made on Village parkways at various addresses or block/lot numbers. Before digging, call JULIE at 811 or go to the website at www.illinois1call.com to file an "e-request." Locating the underground utilities is required before any digging begins. The Village will mark the curbing or sidewalk for the location of the new plantings. All trees must be centered in the parkway at that point unless otherwise directed.

- ✓ Minimum of 25 ft. from corners of critical intersections.
- ✓ Minimum of 30 ft. from overhead power lines or all proposed trees to be planted under aerial utility lines must be of an ornamental, lower growing variety.
- ✓ Minimum of 25 ft. from street lamps.
- ✓ Minimum of 8 ft. from fire hydrants.
- ✓ Minimum of 8 ft. from driveways.
- ✓ Minimum of 5 ft. from b-boxes.
- ✓ Trees shall not be planted in parkways with less than 6 ft. of space between curb and sidewalk.
- ✓ Trees shall not be planted within 35 to 45 ft. of space between trunks, (depending on species).
- ✓ Trees should be alternately spaced along a street, rather than opposite one another.

- ✓ Planting in locations other than Village right-of-ways and easements near a critical intersection, shall not reach a maximum height of more than 3'.

B. SIZE/CONDITION REQUIREMENTS

1. All parkway shade trees must have a trunk diameter no less than two inches (2") as measured six inches (6") above the ground surface level.
2. All trees must be nursery grown and conform to the American Standards Nursery Stock as approved by the American National Standards Institute, Inc. and issued as ANSI Z60 1-2004 or as amended.
3. All Trees must be straight, healthy and typical representative of their normal species or variety. Each tree must have a recognizable central leader.
4. All trees must be a single stem with no limbs on the trunk lower than four feet above the ground.
5. All tree roots shall be balled and burlapped with a minimum ball size of 24" in diameter. Balls shall be intact at the time of planting.
6. All trees must be freshly dug, free of insect pests, plant diseases, sunscald, fresh abrasions and other injuries and with a health, well developed root system. No heeled-in plants or plants from cold storage will be accepted.

C. PERMITTED VARIETIES

Conifers, shrubs, bushes and selected low growing ornamental trees/plant are not permitted on the Village's right-of-way. Ash tree varieties are not permitted in the Village's right-of-way or on privately owned property. See the listing of permitted tree varieties at the end of this document.

D. PLANTING

1. All trees that are to be planted with in the Village's right-of-way must be planted between April 1 and June 1 or September 15 and November 30 with the exception of Oak varieties which may only be planted between April 1 and May 15.
2. All planting holes shall be dug circular in outline.
3. Depth of holes shall be such that the bottom of the root ball will be placed on undisturbed subgrade, and the root flare shall be at one inch above the grade of the surrounding soil.
4. Width of holes at the soil surface shall be twice the diameter of the root ball, with sides sloping inward towards the bottom of the root batt (see planting diagram). Any need for adjustment within the ball will be performed at the time of planting.
5. Excavated plant pit that will be left open when work is not in progress or pose an immediate and considerable hazard to traffic shall be adequately barricaded with qualified warning devices. No planting pit may remain open in excess of 24 hours.
6. The tree shall be placed plumb in the center of the hole. All ropes, strings, nails and burlap wrapping shall be removed from the upper one-third of the root ball after the tree has been placed in the hole and before backfilling. All wire baskets must be removed from the ball prior to planting or the top half of the basket must be cut off prior to backfilling.
7. In most instances, the backfill around the ball shall be the same soil that was removed from the hole. However, in cases where excessive clay, rocks, stones, etc. are encountered. Pulverized black dirt shall be used.

8. The contractor or homeowner shall apply one inch of water to the root ball of newly planted trees within 24 hours of planting. To promote proper growth and the health of the tree, periodic watering should be performed once every 10-14 days using slow running water for approximately 20-30 minutes.
9. Organic, wood chip mulch must be applied within 24 hours of planting at a depth of 2-3" to the entire excavated area. No volcanoing of mulch around the trunk of the tree is permitted.

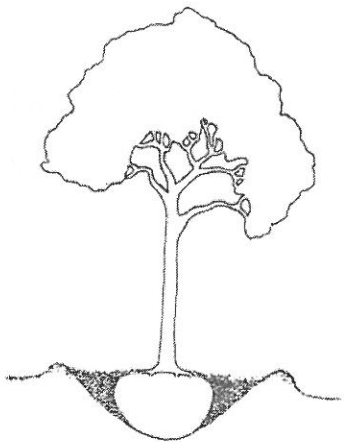
E. PERMIT REQUIRED

1. No parkway tree shall be planted until written permission is secured from the Village. A parkway tree planting permit (no cost) must be secured prior to any and all planting.
2. No permits will be issued to plant trees on private property. No 50/50 funds will be dispensed for planting on private property.

F. VIOLATIONS

Any person or persons who have violate any portion of these planting specifications will be responsible for removing any trees that have been planted, at the cost of the offender.

Planting Diagram



1. The minimum height from the top of the root ball to the first fork is 4 feet.
2. The minimum trunk caliper is 2" measured up 6" from the top of the root ball.
3. The root ball shall be a minimum of 24" in diameter.
4. The root collar shall be planted at ground level.
5. The hole should never be deeper than root ball height.
6. The hole should be cone shaped and backfilled with the same soil type as removed from the hole. If the natural soil is extremely poor, black pulverized dirt may be used as the only alternative.
7. Trunks may need to be staked for 1-3 years until new roots stabilize the tree. Staking materials should be checked monthly during the growing season to prevent damage to the bark.

Permitted Planting Species

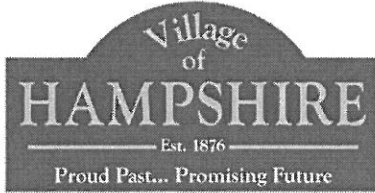
Acceptable (not under utility lines)

Beech	American	Maple	Armstrong
Beech	European	Maple	Autumn Blaze
Elm	Accolade	Maple	Autumn fantasy
Elm	Frontier	Maple	Black
Elm	Homestead	Maple	Crimson King
Elm	Morton	Maple	Emerald Luster
Elm	Morton Glossy	Maple	Emerald Queen
Elm	New Horizon	Maple	Freeman
Elm	Pioneer	Maple	Norway
Elm	Prospector	Maple	Red Sunset
Elm	Regal	Maple	Schwedler
Ginkgo	Biloba (male only)	Maple	Sugar
Hackberry	Common	Maple	Super Form
Hackberry	Sugar	Maple	Tartarian
Linden	American	Oak	Burr
Linden	Crimean	Oak	English
Linden	Greenspire	Oak	Pin
Linden	Horse Chestnut	Oak	Red
Linden	Littleleaf	Oak	Scarlet
Linden	Redmond	Oak	Shingle
Linden	Silver	Oak	Sky Rocket
Locust	Shademaker	Oak	Swamp White
Locust	Skyline	Oak	White
Locust	Sunburst	Pear	Aristocrat
Locust	True Shade	Poplar	Tulip

Acceptable (allowed under utility lines)

Crabapple	Malus
Dogwood	Cornelian Cherry
Hawthorn	Thornless Cockspur
Lilac	Pekin
Lilac	Japanese Tree
Redbud	Eastern
Smoketree	Common Cotinus
Viburnum	Blackhaw
Viburnum	Siebold
Zelkova	Japanese

Remember parkway trees need to have single stem with no branches less than four feet from the ground.



50 / 50 Parkway TREE PLANTING PERMIT Application

Village of Hampshire
234 S. State Street
Hampshire, IL 60140
Phone: 847-683-2181
Fax: 847-683-4915

Please complete the following form and attach the required documents. This form must be completed before a permit can be issued. Permit review times can vary, but typically are completed within 3-5 business days.

THERE IS NO PERMIT FEE ASSOCIATED WITH THIS APPLICATION.

REQUIREMENT FOR PARKWAY TREE PLANTING

1. Tree must be a minimum of 2" in diameter.
2. Tree must be species approved and planted in the location specified by Public Works.
3. Tree must be mulched (3" deep) 12-18" inches radius around tree.
4. Parkway around tree must be graded and restored with sod/grass seed.

DOCUMENTS REQUIRED TO BE SUBMITTED

1. A legible copy of your plat of survey or site plan that clearly denotes where the tree is to be planted. A drawing may be submitted in lieu of a plat of survey if one is not available.
2. Completed Application.

Name: _____

Phone: _____ E-mail: _____

Address: _____

Property Type: Single Family Home Townhome Home Non-Residential

Proposed Tree(s) to be Planted (*include quantity, species, size and condition*):

OFFICE USE ONLY:

Approved Denied Reviewed by: _____ Date: _____

Approved Tree Type:

Reason for Denial:

VILLAGE OF HAMPSHIRE

Accounts Payable

September 3, 2015

The President and Board of Trustees of the Village of Hampshire
Recommends the following Warrant in the amount of

Total: \$140,770.89

Sept 9, 2015

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 09/01/2015
 TIME: 08:16:40
 ID: AP430000.WOW

VILLAGE OF HAMPSHIRE
 OPEN INVOICES REPORT

VENDOR # INVOICE # ITEM DESCRIPTION INVOICE STATUS ACCOUNT NUMBER INV. DATE P.O.# BATCH DUE DATE INVOICE AMT/ITEM AMT

ALGR ALPHA GRAPHICS 18071 01 INV#18071 AB 01-001-003-4650 08/28/2015 OFFICE SUPPLIES 090115 08/28/2015 84.00
 84.00
 VENDOR TOTAL: 84.00

B&F B&F CONSTRUCTION CODE SERVICES 42159 01 INV#42159 AB 01-001-002-4390 08/28/2015 BLDG. INSP. SERVICES 090115 08/28/2015 18,821.94
 18,821.94
 VENDOR TOTAL: 18,821.94

B&F 42313 01 INV#42313 AB 01-000-000-2052 08/31/2015 IMBODEN CONSTRUCTION (TA 090115 08/31/2015 149.80
 149.80
 VENDOR TOTAL: 18,971.74

BUBR BUCK BROTHERS, INC. 35883 01 INV#35883 AB 01-003-003-4680 08/28/2015 OPERATING SUPPLIES 090115 08/28/2015 340.34
 340.34
 VENDOR TOTAL: 340.34

CAON CALL ONE AUG 2015 AB 01-001-002-4230 08/28/2015 COMMUNICATION SERVICES 090115 08/28/2015 768.00
 186.97
 57.57
 57.57
 197.35
 57.57
 57.98
 152.99
 VENDOR TOTAL: 768.00

CDW CDW GOVERNMENT, INC. XN26214 AB 01-000-700-3410 08/28/2015 POLICE IMPOUND FEES 090115 08/28/2015 28,099.92
 28,099.92
 VENDOR TOTAL: 28,099.92

CEFL CENTURION FLEET SERVICES INC 2279 AB 08/28/2015 090115 08/28/2015 842.40

VENDOR #	INVOICE #	ITEM DESCRIPTION	INVOICE STATUS	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUPLICATE PROJECT	INVOICE AMT/ITEM AMT
IPODBA	574272-0	01 IMPACT FEES	AB	63-001-004-4785	08/28/2015		090115	08/28/2015	47.65
		02 INTEREST		63-001-004-4865					34.86
VENDOR TOTAL:									
IPRF	30327	01 ACCT#1355-00000	AB	01-001-002-4210	08/28/2015		090115	08/28/2015	4,766.00
		02 ACCT#1355-00000		30-001-002-4210					1,588.66
		03 ACCT#1355-00000		31-001-002-4210					1,588.67
VENDOR TOTAL:									
JCKCON	16978	01 INV#16978	AB	01-003-002-4130	08/28/2015		090115	08/28/2015	350.00
									350.00
VENDOR TOTAL:									
KONMIN	235604542	01 INV#235604542	AB	01-002-002-4340	08/31/2015		090115	08/31/2015	75.02
									75.02
VENDOR TOTAL:									
KOPA	20282	01 INV#20282	AB	01-002-002-4370	08/28/2015		090115	08/28/2015	1,848.00
									1,848.00
VENDOR TOTAL:									
LEA	82115	01 G2606 GLASS AWARD	AB	01-001-003-4650	08/28/2015		090115	08/28/2015	101.50
									101.50
VENDOR TOTAL:									

VENDOR # INVOICE # ITEM DESCRIPTION INVOICE STATUS ACCOUNT NUMBER INV. DATE P.O.# BATCH DUE DATE INVOICE AMT/ITEM AMT

01 INV#0077464-IN 01-003-003-4680 OPERATING SUPPLIES 08/28/2015 090115 08/28/2015 593.85

VENDOR TOTAL: 593.85

PEBASO PETER BAKER & SON CO. AB 01 INV#36756MB 01-003-002-4130 MAINTENANCE - STREETS 08/28/2015 090115 08/28/2015 99.36

VENDOR TOTAL: 99.36

PECA PETTY CASH AUG 2015 AB 01 POSTAGE 30-001-002-4320 08/28/2015 090115 08/28/2015 77.69

02 POSTAGE 31-001-002-4320 08/28/2015 090115 08/28/2015 3.24

03 MOUSE PURCHASE 01-001-003-4650 08/28/2015 090115 08/28/2015 3.25

04 POSTAGE 01-002-002-4320 08/28/2015 090115 08/28/2015 10.76

05 CLEANING SUPPLIES 01-002-002-4120 08/28/2015 090115 08/28/2015 0.74

06 WIRELESS NETWORK ADAPTER 01-001-003-4650 08/28/2015 090115 08/28/2015 7.98

07 GEORGE LUNCH 01-001-002-4290 08/28/2015 090115 08/28/2015 32.44

08 FLY SPRAY 01-001-003-4650 08/28/2015 090115 08/28/2015 10.00

VENDOR TOTAL: 9.28

RAOH RAY O'HERRON CO., INC AB 01 INV#1545500-IN 01-002-003-4690 08/28/2015 090115 08/28/2015 53.99

VENDOR TOTAL: 53.99

RKQUSE RK QUALITY SERVICES AB 01 INV#3355 01-002-002-4110 08/28/2015 090115 08/28/2015 672.82

VENDOR TOTAL: 672.82

3504 01 INV#3504 AB 01-002-002-4110 08/28/2015 090115 08/28/2015 33.82

VENDOR TOTAL: 33.82

3513 01 INV#3513 AB 01-002-002-4110 08/28/2015 090115 08/28/2015 161.75

VENDOR TOTAL: 161.75

3570 AB 08/31/2015 090115 08/31/2015 39.53

VENDOR TOTAL: 39.53

DATE: 09/01/2015
 TIME: 08:16:40
 ID: AP430000.WOW

VILLAGE OF HAMPSHIRE
 OPEN INVOICES REPORT

VENDOR # INVOICE # INVOICE STATUS

ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O.# BATCH DUE DATE INVOICE AMT/ITEM AMT

STARK 51192 01 INV#51192 AB 30-001-005-4980 08/31/2015 090115 08/31/2015 2,961.00

STARK & SON TRENCHING, INC. FIRE HYDRANTS 2,961.00

VENDOR TOTAL: 2,961.00

USBL 662210 01 INV#662210 AB 30-001-003-4680 08/31/2015 090115 08/31/2015 1,806.32

USA BLUEBOOK OPERATING SUPPLIES 1,806.32

VENDOR TOTAL: 1,806.32

VAIN 1141245 01 INV#1141245 AB 30-001-002-4120 08/28/2015 090115 08/28/2015 640.97

VAFCON INCORPORATED MAINT. EQUIP. 640.97

VENDOR TOTAL: 1,578.47

VWPD 9750734474 01 INV#9750734474 AB 01-002-002-4230 08/28/2015 090115 08/28/2015 236.14

VERIZON WIRELESS COMMUNICATION SERVICES 236.14

VENDOR TOTAL: 236.14

VWVH 9750734475 01 ADM 08/28/2015 090115 08/28/2015 504.87

VERIZON WIRELESS COMMUNICATION SERVICES 69.03

02 PD COMMUNICATION SERVICES 276.87

03 STR COMMUNICATION SERVICES 88.86

04 WTR COMMUNICATION SERVICES 27.01

05 SWR COMMUNICATIONS SERVICES 43.10

VENDOR TOTAL: 504.87

DATE: 09/01/2015
 TIME: 08:16:40
 ID: AP430000.WOM

VILLAGE OF HAMPSHIRE
 OPEN INVOICES REPORT

VENDOR # INVOICE # ITEM DESCRIPTION INVOICE STATUS ACCOUNT NUMBER INV. DATE P.O.# BATCH DUE DATE INVOICE AMT/ITEM AMT

WAMA WASTE MANAGEMENT
 3477692-2011-7 01 ACCT#103-0070859-2011-9 AB 29-001-002-4330 08/28/2015 090115 08/28/2015 44.64
 44.64

VENDOR TOTAL: 44.64

WEFABA WELLS FARGO BANK N.A.
 082515A 01 TRANSFER TAX RECEIPTS AB 01-000-001-2994 08/31/2015 090115 08/31/2015 15,507.68
 15,507.68

VENDOR TOTAL: 15,507.68
 TOTAL --- ALL INVOICES: 140,770.89