



Village of Hampshire
Village Board Meeting
Thursday October 19, 2017 – 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 – October 5, 2017
6. Village President's Report
 - a) Raffle License- Hampshire Sportsman & Conservation Club
 - b) Impact Fees request \$10,969.85- Hampshire Fire Protection District
 - c) Approval of the Regular Village Board Meeting Dates for 2018
 - d) Approval of the 2018 Holiday Schedule for the Village
 - e) Ordinance: Amending the Village's Liquor Regulations to create an additional license in the C-1 License category in the Village.
 - f) Approval of lease for winter equipment storage
 - g) Approval of employee assistance program provider
7. Village Board Committee Reports
 - a) Business Development Commission
 - b) Economic Development
 1. \$300 donation/sponsorship to the Mistletoe market
 - c) Finance
 1. Accounts Payable
 - d) Planning/Zoning
 - e) Public Safety
 - f) Public Works
 - g) Village Services
 - h) Fields & Trails
8. New Business
9. Announcements
10. Executive Session: Release of Executive Minutes
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 – October 5, 2017

The regular meeting of the Village Board of Hampshire was called to order by Village President Jeffrey Magnussen at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, October 5, 2017.

Present: Toby Koth; Christine Klein; Erik Robinson; Michael Reid; Janet Kraus; and Ryan Krajecki.

Absent: None

A quorum was established.

Staff & Consultants present: Village Finance Director Lori Lyons; Chief of Police Brian Thompson; Village Engineer Julie Morrison / Engineering Enterprises; and Village Attorney Mark Schuster. Linda Vasquez, Village Clerk, was absent. The Village Attorney took minutes in her absence.

The Pledge of Allegiance was recited.

Citizen Comment: None.

Minutes

Trustee Janet Kraus moved to approve the minutes of September 21, 2017.

Seconded by Trustee Krajecki.
Motion carried by voice vote
Ayes: Reid, Kraus, Krajecki, Robinson, Klein and Koth
Nays: None
Absent: None

VILLAGE PRESIDENT REPORT

1. Village President Magnussen presented a Proclamation congratulating the Hampshire-Henpeck Unit of the Kane County Association for Home and Community Education for their work in the community, and designating the week of October 8 - 14, 2017 as "HCE Week" in the Village.

2. Trustee Krajecki moved to approve the 2nd Amendment and extension of the existing Lease Agreement with Vertical Bridge, relating to the telecommunications tower at the Klick Street location in the Village; the amendment is to be updated by Vertical Bridge to include a provision for Certificate of Insurance before execution by the Village.

Seconded by Trustee Koth
Motion carried by roll call vote
Ayes: Reid, Kraus, Krajecki, Robinson, Klein, and Koth

Nays:
Absent:

3. Trustee Kraus moved to enact Resolution No. 17-13 approving a Marketing Agreement with Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America, offered in conjunction with the National League of Cities Service Line Warranty Program.

Seconded by Trustee Robinson
Motion carried by roll call vote
Ayes: Kraus, Krajecki, Robinson, Klein, Koth and Reid
Nays:
Absent: None.

4. Trustee Robinson moved to approve the proposal of Encap, Inc. for controlled burning of vegetation in the retention/detention ponds at five (5) locations in the Village, between IL 72 and the railroad tracks, and between Centennial Drive and Runge Road, in the total amount of \$11,450.00.

Seconded by Trustee Klein
Motion carried by roll call vote
Ayes: Klein, Koth, Reid, Kraus, Krajecki and Robinson
Nays:
Absent: None

5. Trustee Koth moved to approve the proposal of Jeff Keegan for cleaning Village Hall twice per month, in the amount of \$50 per cleaning.

Seconded by Trustee Kraus
Motion carried by roll call vote
Ayes: Koth, Reid, Kraus, Krajecki, Robinson and Klein
Nays:
Absent: None

6. Village Finance Director L. Lyons reported to the Board regarding repairs to be made on the Tuscany Woods Walking Pathway, including removal of tree roots and re-paving.

Trustee Koth moved to approve the proposal of Trees Unlimited to remove tree roots affecting the Tuscany Woods walking pathway in an amount not to exceed \$9,720.00; provided, the Village President will negotiate further with Trees Unlimited in light of the removal of some trees to date.

Seconded by Trustee Kraus
Motion carried by roll call vote
Ayes: Krajecki, Robinson, Klein, Koth, Reid, and Kraus
Nays:
Absent: None

Trustee Koth moved to approve the proposal of Champion Paving to re-pave the Tuscany Woods walking Pathway, in the amount of \$10,400.00

Seconded by Trustee Robinson
Motion carried by roll call vote
Ayes: Robinson, Klein, Koth, Reid, Kraus and Krajecki
Nays:
Absent: None

7. The Village Engineer reported on several options for painting the Elm Street Elevated Water Storage Tank. It was the consensus of the Board that the Village Engineer should prepare:

- specifications for a base bid for interior work to be done on the Tank; and
- specifications for three (3) alternate bids for the painting work (Options 1, 2 and 4); and
- specifications for a fourth (4th) alternative to provide for appropriate containment measures during the painting project for Option #2, and Option #4; and
- alternative specifications in the event that the Kane Comm equipment is not removed from the Tank prior to painting.

It was also noted that under Option #1, the EWST would be out of service for approximately 45 days.

VILLAGE BOARD COMMITTEE REPORTS

a. Fields & Trails -- No Report

b. Business Development Commission

Trustee Krajecki moved to authorize the purchase of certain demographic reports from ESRI, concerning information to be used by the Commission, at a cost not to exceed \$1,500.00.

Seconded by Trustee Kraus
Motion carried by roll call vote
Ayes: Reid, Kraus, Krajecki, Robinson, Klein and Koth
Nays: None
Absent: None

c. Economic Development

Trustee Reid moved for approval of the proposal of Muniweb to re-design the Village website, at a cost not to exceed \$4,500.00.

Seconded by Trustee Krajecki
Motion carried by roll call vote
Ayes: Kraus, Krajecki, Robinson, Klein, Koth and Reid

Nays:
Absent: None

d. Finance

i) Accounts Payable

Trustee Klein reported on the recent meeting of the Finance Committee, at which matters discussed included: 1st Quarter financial reports; Developer Fees; raffle license fee; and work on an appropriate Employee Handbook for the Village.

Trustee Klein moved to approve reimbursement to M. Montgomery in the amount of \$11.59 for certain equipment purchased by him.

Seconded by Trustee Robinson
Motion carried by roll call vote
Ayes: Klein, Koth, Reid, Kraus, Krajecki and Robinson
Nays: None
Absent: None

Trustee Klein moved to approve the Accounts Payable in the sum of \$183,052.23, to be paid on or before October 11, 2017.

Seconded by Trustee Krajecki
Motion carried by roll call vote
Ayes: Koth, Krajecki, Reid, Robinson and Klein
Nays: Kraus
Absent: None

e. Planning/Zoning -- No report, except a reminder that the Plan Commission will meet on October 9, 2017, to review a concept plan for Tuscany Woods, Unit 2.

f. Public Safety -- No report.

g. Public Works -- No report.

h. Village Services -- No report.

ANNOUNCEMENTS:

The Village President announced that an application for ITEP grant might be submitted by the Village, for construction of a "shared trail" at / near Henpeck Park. The deadline for submittal is December 1, 2017.

The Village President recently met with the Village President of the Village of Burlington and they discussed wastewater treatment services. Further discussions may be had.

The Village President inquired about the status of planning for replacement of the US 20 PRV station. The Village Engineer stated that design work could be started while the review of the location for the new PRV remains pending.

Trustee Reid announced the the Hampshire Chamber of Commerce has scheduled a "Mistletoe Market" for December 3, 2017, from 10:00 a.m. to 4:00 p.m., and has invited the Village to participate as a sponsor (at a cost of \$300), and with volunteers for the event. The matter will be discussed further at the October 19, 2017 meeting of the Board.

EXECUTIVE SESSION:

None

ADJOURNMENT:

Trustee Krajecki moved to adjourn the Village Board meeting at 8:30 p.m.

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

Mark Schuster
Village Attorney for 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 Sportsman and Conservation Club

Address: 19N081 Felsmith rd Hampshire IL

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: 12-29-17

Time: 7:00 P.M. Location: "The KAVE" in Hampshire

Area or Areas where tickets will be sold: Surrounding area

Date of ticket sales: Present to 12-29-17

Price of each ticket: 10⁰⁰

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>Beretta Beretta 92 FS</u>	<u>690⁰⁰</u>	<u>690⁰⁰</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL AGGREGATE VALUE OF ALL PRIZES \$ _____

Presiding Officer: President David Warte

Address: 190081 Felsmith rd Hampshire

Phone: 847-323-4157

Date of Birth: 10-1-57

Secretary: Bob Gordon

Address: 78 Lockman cir Elgin IL

Phone: 847-204-7660

Date of Birth: 6-23-49

Raffle Manager: David Warte

Address: _____

Phone: _____

Date of Birth: _____

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: David Warte

Title: President

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:

- Gross receipts generated by the conducting of the raffle;
- An itemized list of all reasonable operating expenses which have been deducted from the gross receipts;
- Net proceeds from the conducting of the raffle;
- An itemized list of the distribution of the net proceeds; and
- 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.



Hampshire Fire Protection District

202 Washington Avenue . Hampshire . IL . 60140-245

(847) 683-2629 . (847) 683-1404 fax

Bill Robinson - Fire Chief (brobinson@hampshirefire.org)
Trevor Herrmann - Deputy Fire Chief (therrmann@hampshirefire.org)

Hampshire Village Board
234 South State Street
Hampshire IL 60140
Attn: Mayor Jeff Magnussen

October 12th, 2017

Village Board Members,

I am requesting Ten Thousand Nine Hundred Sixty Nine Dollars and Eighty Five Cents (\$10,969.85) in Hampshire Fire Protection District Impact Fees to purchase the following:

1. Radio Headsets for Tower Ladder 1421 (\$4,466.85) - This will improve communications amongst firefighters and dispatchers while responding to emergencies as the headsets decrease motor and siren noise and protect firefighters ears.
2. Hydrant Flags (\$2,000) - This will allow us to purchase approximately 115 additional hydrant flags to move closer to finishing this project. In the past the Village has split the cost with us and I ask that you would do that again.
3. Three Portable Radios Special to Hampshire Public Schools (\$4,503) - We have communication issues within our schools which may jeopardize the safety of those occupying the building and our firefighters in an emergency. These radios will improve that communication.

Thank you for your consideration in this matter.

Sincerely,

Trevor Herrmann
Deputy Fire Chief

Smoke detectors save lives.

Impact Fee Request

1431 Headsets: \$4,466.85 (Equipment) Install will be no charge

Hydrant Flags: \$2,000 (115 flags) Close to project completion (Village should reimburse us \$1,000)

Portable Radio Project for All Hampshire Public Schools (Serious Communication Issue) \$4,503 (3 Radios and Repeater / Transceivers, Power Supply, etc.)

Total Request: \$10,969.85



HAMPSHIRE VILLAGE BOARD

NOTICE OF MEETING DATES 2018

All regular meetings of the Village Board of Trustees for the Village of Hampshire will be held on the first, and third Thursday of each month at 7:00 p.m. at the Village Hall, Hampshire, IL.

January	4	July	5
January	18	July	19
February	1	August	9
February	15	August	23
March	1	September	6
March	15	September	20
April	5	October	4
April	19	October	18
May	3	November	1
May	17	November	15
June	7	December	6
June	21	December	20

Linda R. Vasquez, Village Clerk

HOLIDAY SCHEDULE 2018

The Village of Hampshire will observe the following holidays. On these days Village Hall and Public Works will be closed.

Friday before Easter	Friday, March 30
Memorial Day	Monday, May 28
Independence Day Observed	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving	Thursday, November 22
Friday after Thanksgiving	Friday, November 23
Christmas Eve Observed	Friday, December 22
Christmas Day Observed	Monday, December 25
New Year's Eve Observed	Friday, December 29
New Year's Day Observed	Monday, January 1

MICKEY, WILSON, WEILER, RENZI & ANDERSSON, P.C.

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WRITER'S E-MAIL: lmj@mickeywilson.com

October 16, 2017

Village Board of Trustees
Liquor Control Commission
Village of Hampshire
234 So. State Street
Hampshire, IL 60140

Re: Liquor License Application
Anees Afzal Mohammad / Route 20 and Toll Road (I-90)

Honorable Liquor Control Commission and Board of Trustees:

Please accept this letter as Mr. Mohammad's (Petitioner's) formal request to the Village of Hampshire Liquor Commission to amend its recommendation of August 10, 2017. As you know, the Liquor Commission approved the issuance of a Class C-1 Liquor License subject to the following contingencies: (a) name of business entity/restaurant to be operated at the above-cited location; (2) sales tax identification number issued by the State of Illinois; (3) proof of a business plan showing service of food products by the license holder; and (4) completion of the build-out of the premises.

While Petitioner foresees no issue in complying with Conditions #1-#3, he has expressed concern with Condition #4. As you know, a local liquor license is required in order to apply for a state liquor license and/or state video gaming license. Petitioner has expressed concern with being required to expend significant financial resources to complete a build-out of the premises prior to knowing whether his State application(s) will be approved. Instead, he would like to obtain all necessary licenses (at both the local and state level) prior to moving forward with the build-out. To that end, Petitioner respectfully requests that the Liquor Commission reconsider its recommendation to remove Condition #4 as a condition for *obtaining* the license and instead impose it as a condition to being able to *serve* liquor at the premises.

Petitioner's request to the Village Board remains the same, in that he is still seeking the creation of a Class C-1 License and requests that said license be issued to him.

If you have any questions, please do not hesitate to contact the undersigned.

Kindest Regards,

A handwritten signature in black ink that reads "Laura M. Julien". The signature is written in a cursive, flowing style with a large initial 'L'.

Laura M. Julien

No. 17 -

**AN ORDINANCE
AMENDING THE VILLAGE'S LIQUOR REGULATIONS TO CREATE
AN ADDITIONAL LICENSE IN THE C-1 LICENSE CATEGORY
IN THE VILLAGE**

WHEREAS, the Village has adopted regulations governing the types and characteristics of various classifications of licenses allowing for the retail sale of alcoholic beverages and package goods in the Village; and

WHEREAS, included in said regulations is a limitation in number for each of the various classifications of license available in the Village; and

WHEREAS, the Village has received an application for a new C-1 category liquor license for package sales, to be located at 19N749 US Highway 20 in the Village, for operation of a restaurant on the premises, including the sale of alcoholic liquors for consumption on the premises, and for sale of beer and wine products for consumption off the premises; and

WHEREAS, the Liquor Commission has reviewed the application and has considered the creation of a new license in the C-1 category, and has recommended creation of the license for issuance to said applicant; and

WHEREAS, the Corporate Authorities find it advisable to create one additional liquor license in the C-1 license classification at this time.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HAMPSHIRE, KANE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The Hampshire Municipal Code of 1985, as previously amended, shall be and hereby is further amended to create one new license in the B-2 Liquor License Classification, in words and figures as follows:

CHAPTER 3	LIQUOR REGULATIONS
ARTICLE I	ALCOHOLIC LIQUOR REGULATIONS
SECTION 3-1-6	CLASSIFICATION OF LICENSES; FEES, CLOSING HOURS

N. Number of licenses: The number of alcoholic liquor licenses to be issued in the Village shall be as follows:

Class A-1	Taverns/Carry Out	2
Class A-2	Taverns/No Carry Out	0
Class B-1	Package Sales	2
Class B-2	Package Sales/Convenience Store	4
Class C-1	Restaurant/Retail Sale – beer, wine	2
Class C-2	Restaurant/Service with food	2
Class C-3	Restaurant/Outdoor Seating	1
Class C-4	Restaurant/On Premises	0
Class D	Hotels/Motels	0
Class E	Banquet Halls	0
Class F	Clubs	0
Class G	Special Events	N/A
Class H	Beauty Salons/Spas	0
Class I	Park District	1
Total		<u>14</u>

Section 2. All ordinances, resolutions and orders, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby superseded and waived.

Section 3. If any section, subdivision, sentence or phrase of this Ordinance is for any reason held to be void, invalid, or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon passage, approval, and publication in pamphlet form, as provided by law.

ADOPTED THIS ____ DAY OF _____, 2017 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS _____ DAY OF _____, 2017.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

CERTIFICATE

The undersigned hereby certifies:

1. I am the Village Clerk for the Village of Hampshire, Kane County, Illinois.
2. On _____, 2017, the Corporate Authorities of the Village enacted this Ordinance No. 17 - _____, which provided by its terms that it shall be published in pamphlet form.
3. The pamphlet form of this Ordinance was duly prepared by me, and a copy of said Ordinance was thereafter posted in the Village Hall at 234 South State Street in the Village, commencing on _____, 2017 and continuing thereafter for at least the next following ten (10) days.
4. A copy of this Ordinance was also available for public inspection, after the date of its enactment, and upon request, at the Office of the Village Clerk.

Linda Vasquez
Village Clerk

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: October 19, 2017 Village Board Meeting

RE: Approval of Lease for Winter Equipment Storage

Background. With heated equipment storage area at a premium at the Village owned facilities, the Public Works department is interested in renting heated space to store equipment that is generally unused during the winter season.

Analysis. Heated space is available for rent at 147 Mill Avenue. The size of the space is sufficient to house both the Street Sweeper and the Vacuum Excavator. In a heated space, this equipment will only require season ending maintenance rather than full winterization. Access will be available to Public Works personnel 24 hours per day and seven days per week.

Recommendation. Staff recommends the Board accept the attached resolution authorizing the execution of a lease agreement between the Village at B&T Leasing, Inc. of Hampshire for storage space at 147 Mill Avenue.

RESOLUTION 17-14

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LEAS AGREEMENT
BETWEEN THE VILLAGE OF HAMPSHIRE AND B&T LEASING, INC.
FOR EQUIPMENT STORAGE SPACE AT 147 MILL AVENUE.**

WHEREAS, the Public Works Department desires to store equipment offsite for the winter; and

WHEREAS, B&T Leasing, Inc. has available heated storage space of sufficient size to accommodate the Public Works Department's equipment; and

WHEREAS, B&T Leasing, Inc. has agreed to lease space to the Village at 147 Mill Avenue consistent with the terms of the attached proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HAMPSHIRE, KANE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The Village President shall be and is hereby authorized and directed to execute, and the Village Clerk is authorized and directed to attest to, a lease agreement between the Village of Hampshire and B&T Leasing, Inc. for equipment storage space at 147 Mill Avenue, Hampshire, IL.

SECTION 2: This Resolution shall be in full force and effect upon passage and approval as provided by law.

ADOPTED THIS 19th DAY OF OCTOBER, 2017.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

APPROVED THIS 19th DAY OF OCTOBER, 2017

Jeffrey R. Magnussen, Village President

ATTEST:

Linda Vasquez, Village Clerk

B & T LEASING, INC.

P O Box 627 Hampshire, IL 60140

Date: September 15, 2017

Village of Hampshire

234 S. State Street

Hampshire, IL 60140

I Terry Henkel agree to rent a heated area to the Hampshire maintenance department in the amount of \$175.00 per month for a period of 6 months.

Sincerely,

Terry Henkel

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board
FROM: Lori Lyons, Finance Director
FOR: October 19, 2017 Village Board Meeting
RE: Approval of EAP Provider

Background. The Village of Hampshire has utilized Advantage EAP as its Employee Assistance Program (EAP) provider for several years. Advantage EAP is a division of Samaritan Counseling Services which has twelve locations throughout the Chicagoland area. Samaritan has decided to no longer continue their EAP services. EAP services are available to benefit eligible employees who are in need of professional counseling assistance in the areas of Family and Caregiving, Emotional Well-being, Health and Wellness, Daily Living and Working Smarter. We have been on a month to month basis with Advantage EAP as we evaluated opportunities.

Analysis. Village staff undertook a thorough evaluation of providers of these services in the area and beyond. Consideration was given to the following providers: TriCity Family Services (Geneva), Kish Health Systems EAP (Sycamore), BDA Moreau Shepell/The Standard (Schaumburg) and Perspectives Ltd (Chicago). Every provider offers different services and bases their fees differently so an apples to apples comparison is not really possible.

The BDA Moreau Shepell model is the closest to the program offered to employees at the present time. They offered two options at the following costs:

	<u>Option 1</u>	<u>Option 2</u>
Face to Face Sessions	6	3
Rate per EE/month	\$0.99	\$0.86
Estimated Monthly Premium (22 benefit eligible employees)	21.78	18.92
Estimated Annual Premium(22 benefit eligible employees)	\$261.36	\$227.04

There are 120 providers within 25 miles of Hampshire including several in Woodstock, West Dundee, Algonquin, Elgin, McHenry and Sycamore and many more throughout Northern Illinois and beyond.

Recommendation. Staff requests authorization to accept Option 2 of BDA Moreau proposal with implementation to start November 1, 2017.



Proposal



Village of Hampshire

September 2017

Yury Sirochinsky, MBA

Director, US Business Development

T: 312.807.0534

E: ysirochinsky@morneaushepell.com

Business. Needs. People.

Table of contents

Executive summary	2
Employee services	5
Employer services and support	12

Executive summary

BDA | Morneau Shepell is pleased to provide a proposal for Employee Assistance Program (EAP) services to Village of Hampshire. We understand that each organization is different — their culture, work environment, employee base, and the customers they serve. We recognize that these differences result in unique needs and challenges.

About BDA | Morneau Shepell

We are a preeminent global EAP supporting over 20 million covered lives worldwide. We deliver comprehensive programs in 170 international locations and over 200 languages. In the US, we provide EAP services to over 11 million lives. Our services help manage the health, wellbeing, and productivity of our client's employees – today and in the future. The following are three key elements that highlight our ability to partner with you to provide comprehensive EAP services to support your employees and their family members:

Leading account management support

At BDA | Morneau Shepell, one of our key service differentiators is an unparalleled emphasis on high quality care for our customers. In cultivating successful relationships, we take the same approach to care as we do for our individual clients. Our account management team will ensure that program implementation is tailored to meet your specific needs and to build trust and confidence in the quality of our program.

EAP awareness and access

In this modern, often digital, age, it is critical to provide individuals with the care and support they need, when and how they need it. We offer multiple access points (telephonic, text, chat, mobile app and web-video) for employees and family members to reach out for the support they need in a way that is convenient and comfortable.

Clinical case management

Our clinical services are designed to help support your organization, employees, and their families. Our clinical delivery model allows us to thoroughly assess the needs of every EAP client. Our philosophy differs from a traditional call center. Rather than simply providing a referral for in-person sessions, work life services or to a specialty resource, we provide caring, clinical support with a commitment that our clinicians follow each case from beginning to end.

Proposed EAP program and pricing

Employee services

Highlights	Description
Eligibility	Employees and household members
Clinical issues addressed	Confidential assistance for a range of personal problems and work life concerns: <ul style="list-style-type: none"> ▪ Addictions ▪ Depression ▪ Anxiety and stress ▪ Relationships and parenting
Clinical services	<ul style="list-style-type: none"> ▪ Unlimited 24/7/365 telephone assessment utilizing evidence-based evaluation tools, referral, and crisis intervention services. ▪ Up to Three (3) or Six (6) in-person assessment and short-term problem resolution services per presenting problem. Phone and video conferencing sessions are also available.
Program access	Multiple methods for program access 24/7: <ul style="list-style-type: none"> ▪ Toll-free number or text ▪ Website via email or live chat ▪ Mobile device application
Case management	Coordinated telephone intake, case management, and follow-up by the same master’s degreed clinician.
Referral network	Participants are connected with experienced, licensed/credentialed clinicians in their community.
Work life services	Assistance for daily challenges at home and work including: <ul style="list-style-type: none"> ▪ Financial ▪ Legal ▪ Child/elder care ▪ Convenience

Employer services

Highlights	Description
Management consultations	Unlimited telephonic management consultation for HR/managers addressing troubled employee concerns or workplace situations.
Management referrals	Assistance for HR/managers to formally refer an employee to the eap and follow-up to evaluate the effectiveness of the intervention. Case management support with the employee following a referral to the program.
Virtual training campaign	Live access to 24 company-wide webinars per year (2/month) on eap, wellness, and work life topics.
Onsite services	Zero (0) hours of onsite crisis and/or training services per year. Training services include employee/supervisor orientations, health fair participation, wellness workshops, and webinars.
Account management	Team of account manager lead implementation activities and provides ongoing support and consultation.
Hr website	HR website provides real-time utilization reports, access to program materials, information, and ability to request information.
Reporting	Quarterly confidential utilization reports describing the organization's use of the EAP, and online real-time reporting.
Program promotion	<ul style="list-style-type: none"> ▪ Printed materials: employee wallet cards, brochures, and worksite posters ▪ Electronic materials: newsletters, email blasts, and subscription text campaigns ▪ Monthly employee and quarterly manager e-newsletter

Rate

Monthly fee	
Employee count	22
Price per employee per month	3 Session Model: \$0.86 pepm 6 Session Model: \$0.99 pepm
Rate guarantee	3 years from proposed effective date of 01/01/2018.

Employee services

Accessibility

Multiple access points makes connecting with our EAP services easy. Today's workplace is diverse in age and ethnicity; it is flexible, collaborative, global, and connected. Not all individuals obtain information and use technology in the same way. Our service delivery platform enables participants to access EAP services based on their preferred method(s) of communication.



- We provide **24/7/365 confidential support** by **phone, live chat** and **text**. Our clinicians provide crisis intervention, referral, and short-term problem resolution services.
- To address the multilingual needs of participants, we have Spanish-speaking clinicians on staff, utilize a clinical network, and a language line that consists of over 180 languages.
- Our **website** (also available in spanish) is regularly updated with topics most important to employees, family members and workplaces of today. **Email and live chat** are also available from our site.
- We offer a **mobile application** providing immediate access to information, support, and practical solutions for issues impacting employees' work, health, and life.

Clinical approach

Professional clinicians are available 24/7/35 to help support your organization, employees and their families effectively balance professional and personal demands. Our clinical delivery model allows us to thoroughly assess the needs of every EAP participant. Our services assist with a wide range of emotional health concerns including stress, anxiety, depression, and grief, as well as substance abuse, gambling, and addictions. We also offer access to assistance for work life concerns, improving relationships (couple, family, and parenting), and wellness that may interfere with employees' ability to stay focused on their job.

Clinical qualifications and techniques

All calls are answered by Master's degreed clinicians. In addition, EAP clinicians are trained in Motivational Interviewing, an effective tool in educating clients about change, barriers, effective solutions, and the best-matched referral resources. Our EAP clinicians also receive specialized training in trauma debriefing and grief intervention.

Detailed clinical assessment

No matter what initially brings an employee or family member to contact the EAP, effective resources are available to address their specific situation. Our EAP clinicians provide each participant with individualized care by using evidence-based strategies to help participants achieve positive change in their lives and work.

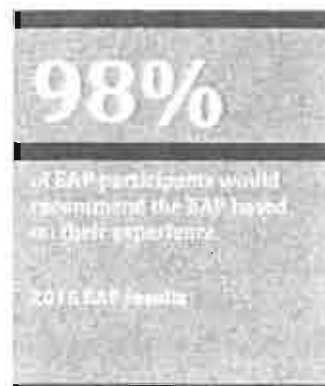
During the initial clinical assessment, the EAP clinician always first screens to determine if the concern is a life-threatening matter. Next, the clinician assesses the participant's concern(s), stage of change, and reason for contacting the EAP. This conversation helps the participant and clinician collectively determine the best next step. While this exchange is taking place, the clinician also screens for risky habits that may lead to future abuses related to alcohol, drugs, and problem gambling. Recognizing the power of preventive action, the EAP clinician also assesses for depression, anxiety, and other mental health issues before wellbeing, personal relationships, and work productivity are significantly impacted.

Comprehensive case management and referrals

Rather than simply providing a referral for in-person sessions, work life services or to a specialty resource, we provide caring, clinical support with a commitment that our clinicians follow each case from beginning to end.

Our uncommon approach to case management:

- Never being handed-off to another department
- Being followed-up with a familiar clinician
- Experiencing continuity of service
- Sharing sensitive information one time
- Receiving coordinated referrals and access to services



In-person sessions – not simply a list of names

Accessing in-person sessions is simple and stress-free. There is no need for an EAP participant to contact multiple referrals or worry about paperwork. One call initiates services – our clinicians do the rest. Prior to providing a referral, the same EAP clinician contacts our Network Associate to verify availability, discuss the referral need and provide the participant's contact information. This eliminates the need for the participant to call multiple referral names to determine if they are accepting new clients and can assist them with their problem. Our Network Associate then contacts the participant to schedule an appointment.

The participant is not required to make multiple calls, acquire an authorization number, or provide paperwork to receive services. For EAP participants who are in remote locations or have difficulty traveling to an appointment, sessions are available via phone and web-video.

Work life services – access to subject matter experts

Everyday concerns can have a significant impact on the physical and emotional health of an individual's productivity at the workplace. Our program includes:

- **Legal** – a 30-minute consultation per issue by phone or in an attorney's local office. One consultation per issue is available each year. Additional services are available at a 25% discount of the attorney's hourly fee.
- **Financial** – phone access to financial counselors to answer questions, or schedule a 60-minute counseling session per issue for bankruptcy, establishing savings goals, and finding resources for home ownership, college funding, or retirement planning.
- **Childcare** – assistance with locating childcare, parenting, adoption, and education resources.
- **Elder care** – guidance on locating eldercare resources ranging from skilled nursing facilities to local Meals on Wheels programs.

Local community resources – connecting participants to alternative options

We strive to find the treatment options that are the best fit, while simultaneously considering employee fiscal constraints. In instances where a service is not covered, or benefits have been depleted, community-based resources might be the best option. We maintain information on thousands of non-profit organizations and self-help groups such as Alcoholics Anonymous, Narcotics Anonymous, or Gamblers Anonymous to refer participants in these situations.

Insurance benefit referrals – researching options for care

The same EAP clinician will work within the framework of the participant's insurance benefits in order to provide the most cost effective, convenient, and appropriate treatment. The participant is not simply told to contact their insurance provider. Instead, our clinician will contact the insurance provider to determine benefit eligibility and covered providers. The clinician will then contact the covered providers, assess whether the provider credentials, experience, scheduling, and availability match the participant's needs before providing a referral.

Follow-up and support

To ensure participants have a successful EAP experience, we are committed to following up with all of EAP participants. The dedicated EAP clinician will contact the participant to determine if they kept the recommended appointment and have had a positive connection with our services. At case closure, the EAP clinician assesses the participant's progress using the continuum of change.

Quality assurance

In addition to our case management process, we conduct a separate satisfaction survey of consenting EAP participants following case closure. Factors measured include: the initial intake call, the speed and quality of the clinical referral, along with the service rendered by other social service providers. This data provides information necessary to identify and implement any areas for improvement and to capitalize on areas of strength.

“

The counselor quickly listened to what I was concerned about, understood my unique needs and engaged in a targeted, meaningful conversation, which helped me better understand my concerns and allowed me to determine my next steps to resolve the situation.

Thank you!

EAP participant



National network

We take a deliberate, thoughtful approach to network development. Nationally, we have more than 50,000 clinical locations. We are committed to offer access to EAP clinical services within no more than 25 miles or 25 minutes of an employee's home or work location, where available. Network management and development is ongoing; our Network Team actively works to identify, evaluate, and locate additional network clinicians to meet the geographic needs of our customers.

We maintain a personal connection to our counselors by interacting with them on a regular basis. We contact network clinicians before each referral to determine their availability for accepting a new client and if desired appointment times are available.

Clinical qualifications

Network clinicians are required to have a minimum of a master's degree in the clinical field, an average of 5 years experience, an independent practice license, and \$1 million / \$3 million malpractice insurance coverage. Network clinicians are re-credentialed every three years through primary source verification of licensure/certification and malpractice. CEAP certified and diverse candidates and those well versed in providing culturally competent treatment services are also highly sought in our selection process. We actively seek independent, private practice clinical professionals rather than facilities so we can ensure that a referral is made to the counselor that is the best fit based on the clinical need.

Most have prior experience working with eaps. Network clinicians are required to maintain continuing education (CEU) requirements to uphold any existing licenses and certifications. We verify compliance on an ongoing basis.

Accountability

Upon acceptance into our network, clinicians receive an orientation that includes policies, procedures, and clinical strategies. Periodic training is offered on topics such as workplace conflict management and short-term problem resolution techniques. We actively monitor the quality of our network clinical services on an ongoing basis, and during follow-up each EAP participant is asked to review the quality, timeliness, and depth of their clinician's expertise.

Employer services and support

Leading implementation and account management

We provide support and unlimited access to a team of experts in the areas of clinical services, customer service, and thought leadership. Each customer has a designated account manager and supporting team of clinical and administrative professionals who will be responsible for the overall contract, administration, strategy, reporting and analysis. We take this approach because we value our customers, and are dedicated to building and maintaining a strong business relationship.

Your account management team will work collaboratively with you to ensure our efforts are focused on your organization's unique needs and employee population - from implementation and throughout the life of the program. Our model includes implementation planning, coordination, communications, consultation, and program outcomes. The first step is to understand and analyze your workforce culture, policies and values. That information will be used to create an effective implementation plan and ensure a smooth transition for your organization.

Ongoing program management to improve your business

Our account management service philosophy is to deliver proactive services to our customers rather than simply responding to requests. Your account management team will supervise and coordinate ongoing program deliverables including:

- Anticipating problems or opportunities
- Developing communication plans to build awareness of EAP services based on your employee preferences
- Assist with policy development related to EAP, a drug free workplace, and crisis response
- Utilization reporting and trend analysis
- Coordinating your training and crisis requests

Proactive communication to strengthen EAP utilization

Our goal is to build awareness of the EAP within your organization, so your employees and their families can keep the EAP top of mind. At program implementation, we provide brochures, wallet cards posters, and sample implementation letters as well as electronic implementation materials.

Throughout the life of your program, we provide proactive messaging, in addition to regular communications from your account management team to effectively engage employees throughout the year.

- Electronic newsletters to employees and supervisors
- Subscription text campaigns
- Live webinars (two per month)
- Email communications

Measuring program outcomes through utilization reporting

Utilization of an effective EAP is not just about the number of calls received, or hits on a website. It is about understanding why and how people use the program. Our reports identify trends and provide data for managing usage. They are used as a tool to assess program goals, provide thought leadership, and highlight potential program enhancements.

Management consultation and referral

Management consultation

Managers and supervisors are encouraged to contact the EAP at any time with questions they have about the program, or about particular situations they observe in the workplace. Management consultation services are available through the EAP toll-free number. All consultations are handled professionally and in accordance with organization-specific HR policies.

Management referrals

The EAP is a resource for managers and supervisors requiring assistance with an employee performance issue. For example, if an employee's behavior appears unsafe or his/her judgment, coordination, physical or mental ability appears to be unsound or inconsistent with operating procedures. A EAP clinician will open a management referral case, assist with resolving the issue, and track the employee's progress until resolution.

“

Because of your services, we were able to retain a good, loyal employee. Using your management referral service allowed us to get this employee the help he needed to improve his relations with other co-workers and thus keep his job.

Employee benefits manager & EAP customer



Training services

We believe in the importance of building program awareness and visibility through onsite, online, and web-video training. Our training services include:

- **Orientation and health fair participation** – to promote the value of EAP services to employees.
- **Supervisor training** – to understand the role of the EAP and how to refer to the program.
- **Work life and wellness Workshops** – related to work life balance, the life cycle, wellness, workplace development and individual skill development.
- **Virtual webinar training** – we offer two scheduled webinars per month (24 per year) on EAP and work life topics in addition to unlimited access to a comprehensive library of webinars.

Crisis support services

Our EAP clinicians provide immediate telephone response to all crisis calls and are available to offer onsite support and trauma response in the event of a traumatic event at the workplace. Our EAP clinicians have experience providing clinical crisis services following organization layoffs, workplace robberies, death of an employee, sudden death in the workplace, unforeseen violence by an employee, threats of both suicide and homicide at the workplace, accidents, and natural disasters.

VILLAGE OF HAMPSHIRE

Accounts Payable

October 19, 2017

The President and Board of Trustees of the Village of Hampshire
Recommends the following **Employee and/or Elected Official**
Warrant in the amount of

Total: \$766.24

To be paid on or before
October 25, 2017

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

VILLAGE OF HAMPSHIRE

Accounts Payable

October 19, 2017

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

Total: \$246,814.31

To be paid on or before
October 25, 2017

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AASI AQUA-AEROBIC SYSTEMS, INC							
1012704	09/28/17	01		310010024120		10/28/17	722.09
						INVOICE TOTAL:	722.09
						VENDOR TOTAL:	722.09
ADEA ADVANTAGE EAP							
050427	10/01/17	01	MONTHLY PYMT FOR SEPT AND OCT	010010024376		11/01/17	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
B&F B&F CONSTRUCTION CODE SERVICES							
47792	10/10/17	01	120 WASHINGTON - FIRE ALARM	010010024390		11/11/17	149.80
						INVOICE TOTAL:	149.80
						VENDOR TOTAL:	149.80
BLCR HEALTH CARE SERVICES							
NOV 2017	09/16/17	01	EMPLOYER HEALTH INS ADM	010010014031		10/01/17	1,919.69
		02	EMPLOYER HEALTH INS PD	010020014031			10,862.31
		03	EMPLOYER HEALTH INS STREETS	010030014031			5,213.07
		04	EMPLOYER HEALTH INS WATER	300010014031			1,684.53
		05	EMPLOYER HEALTH INS SEWER	310010014031			2,774.39
						INVOICE TOTAL:	22,452.99
						VENDOR TOTAL:	22,452.99
BPCI BENEFIT PLANNING CONSULTANTS,							
BPCI00154497	10/16/17	01	FLEX AND COBRA	010010024380		11/05/17	115.00
						INVOICE TOTAL:	115.00
						VENDOR TOTAL:	115.00
BUBR BUCK BROTHERS, INC.							
150538	09/26/17	01	BOLTS FOR PTO PUMP	520010024999		10/26/17	7.60
						INVOICE TOTAL:	7.60

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
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BUER BUCK BROTHERS, INC.							
150704	09/27/17	01	PULLEY CREDIT	010030034680		09/27/17	-74.12
						INVOICE TOTAL:	-74.12
151056	09/29/17	01	ZERO TURN	500010024999		10/29/17	77.91
						INVOICE TOTAL:	77.91
90453	09/27/17	01	STREET ZERO TURN	010030034680		10/27/17	92.12
						INVOICE TOTAL:	92.12
						VENDOR TOTAL:	103.51
CAON CALL ONE							
JULY - OCT	10/17/17	01	JULY 1126416	010010024230		10/31/17	259.87
		02	JULY 1126417	300010024230			82.08
		03	JULY 1126418	010030024230			82.08
		04	JULY 1126419	310010024230			284.90
		05	JULY 1126420	300010024230			82.08
		06	JULY 1126422	010020024230			209.13
		07	AUG 1126416	010010024230			267.63
		08	AUG 1126417	300010024230			82.08
		09	AUG 1126418	010030024230			82.08
		10	AUG 1126419	310010024230			285.31
		11	AUG 1126420	300010024230			82.08
		12	AUG 1126422	010020024230			216.21
		13	SEPT 1126416	010010024230			267.90
		14	SEPT 1126417	300010024230			82.08
		15	SEPT 1126418	010030024230			82.08
		16	SEPT 1126419	310010024230			284.64
		17	SEPT 1126420	300010024230			82.08
		18	SEPT 1126422	010020024230			216.19
		19	OCT 1126416	010010024230			267.77
		20	OCT 1126417	300010024230			82.77
		21	OCT 1126418	010030024230			82.77
		22	OCT 1126419	310010024230			286.18

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
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GAON CALL ONE							
JULY - OCT	10/17/17	23	OCT 1126420	300010024230		10/31/17	82.77
		24	OCT 1126422	010020024230			212.26
						INVOICE TOTAL:	4,045.02
						VENDOR TOTAL:	4,045.02
CASE CARMEMBER SERVICE							
OCT 2017	10/04/17	01	CREM. CARD PURCH	300010024310		11/01/17	600.00
						INVOICE TOTAL:	600.00
						VENDOR TOTAL:	600.00
CMFL CENTURION DIESEL AND MACHINE							
3910	09/14/17	01		010030024110		10/14/17	549.72
						INVOICE TOTAL:	549.72
3928	09/18/17	01	2008 INTERNATIONAL	010030024110		10/18/17	581.76
						INVOICE TOTAL:	581.76
3933	10/10/17	01	RUST	010030024110		11/10/17	4,116.90
						INVOICE TOTAL:	4,116.90
3979	10/09/17	01	2017 INTERNATIONAL	010030024110		11/09/17	498.90
						INVOICE TOTAL:	498.90
						VENDOR TOTAL:	5,747.28
COMED COM ED							
OCT 2017	10/09/17	01	2244132001	010030024260		12/11/17	1,772.82
		02	3461028010	010030024260			68.73
		03	524674020	010030024260			16.40
		04	1329062027	010030024260			9.73
		05	5175128047	010030024260			888.43
		06	710116073	010030024260			68.70

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

COMED	COM ED						
OCT 2017	10/09/17	07	30163001	300010024260		12/11/17	408.07
		08	1862215004	300010024260			606.80
		09	4997016005	300010024260			107.46
		10	2289551008	300010024260			91.23
		11	2676085011	300010024260			1,560.10
		12	1532148012	300010024260			74.06
		13	6987002019	300010024260			69.47
		14	9705026025	300010024260			573.83
		15	495111058	300010024260			31.20
		16	259144168	300010024260			326.43
		18	4755010063	310010024260			530.92
		19	729114032	310010024260			70.18
		20	1939142034	310010024260			143.31
		21	657057031	010030024260			127.61
		22	4623084055	010030024260			65.65
		23	2323117051	300010024260			49.75
						INVOICE TOTAL:	7,660.88
						VENDOR TOTAL:	7,660.88
CONEN	CONSTELLATION NEW ENERGY						
0041804421	10/05/17	01	ENERGY CHARGE	300010024260		11/05/17	34.89
						INVOICE TOTAL:	34.89
						VENDOR TOTAL:	34.89
CUBE	CULLIGAN OF BELVIDERE						
NOV 2017	09/30/17	01	BOTTLE WATER	310010024280		10/25/17	212.30
		02		310010024280			17.30
						INVOICE TOTAL:	229.60
						VENDOR TOTAL:	229.60
DIEN	DIRECT ENERGY BUSINESS						
172820032455493	10/09/17	01	1510866	310010024260		11/08/17	84.75
						INVOICE TOTAL:	84.75

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WCW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DIEN DIRECT ENERGY BUSINESS:							
172820032455494	10/09/17	01	1510867	300010024260		11/08/17	795.77
						INVOICE TOTAL:	795.77
172860032515445	10/13/17	01	1510796	300010024260		11/13/17	2,397.34
						INVOICE TOTAL:	2,397.34
172860032515446	10/13/17	01	1510797	310010024260		11/13/17	6,792.29
						INVOICE TOTAL:	6,792.29
						VENDOR TOTAL:	10,070.15
EEI ENGINEERING ENTERPRISES:							
OCT 2017	10/09/17	01	INDUSTRIAL PRETREATMENT	310010024360		11/09/17	315.00
		02	LAKWOOD CROSSING - RYLAND	01000002060			951.00
		03	ELM STREET EWST REHAB	300010024120			4,125.00
		04	RTE 72 & STATE INTRSET IMPRMET	640010044366			525.00
		05	TUSCANY WOODS UNIT 1	010000002060			555.00
		06	MAINTENANCE FACILITY RENOVTS	010000002075			4,029.25
		07	CORPORATE CNTR PRKNG LOT ADD	010000002084			176.50
		08	WELL NO 9 WTR TRMT PL START UP	310010024360			45.00
		09	GEN ENGINEERING - WATER	300010024360			90.00
		10	GEN ENGINEERING - WASTEWATER	310010024360			45.00
		11	PRIVATE UTILITY PERMIT REVIEWS	010010024360			560.25
		12	RTE 20 PRV REPLMENT	300010044940			3,144.00
		13	BRIER HILL RD LAFO	640010044356			6,600.00
		14	LOVE'S TRAVEL STOP	010000002072			4,594.25
						INVOICE TOTAL:	25,755.25
						VENDOR TOTAL:	25,755.25
HAAUPA HAMPSHIRE AUTO PARTS:							
467378	09/27/17	01	OIL	010030034680		10/27/17	41.98
						INVOICE TOTAL:	41.98
467663	09/29/17	01	V-BELT	310010034670		10/29/17	9.19
						INVOICE TOTAL:	9.19

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

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HAAUPA HAMPSHIRE AUTO PARTS							
467702	09/29/17	01	BELTS FOR ASPHALT SAW	010030034680		10/29/17	14.86
						INVOICE TOTAL:	14.86
467873	10/02/17	01	SWEeper	010030034680		11/02/17	5.16
						INVOICE TOTAL:	5.16
468082	10/04/17	01	DEWER PLANT GREASAE FOR FILTER	310010034670		11/04/17	23.07
						INVOICE TOTAL:	23.07
468283	10/06/17	01	SEWER TRUCK GMC	310010034660		11/06/17	17.87
						INVOICE TOTAL:	17.87
468514	10/09/17	01	SWEeper FILTER	010030034680		11/09/17	12.57
						INVOICE TOTAL:	12.57
468639	10/10/17	01	2003 INTERNATIONAL	010030034680		11/10/17	5.92
						INVOICE TOTAL:	5.92
468766	10/11/17	01	HEAD LAMP FOR 99	010030034680		11/11/17	23.27
						INVOICE TOTAL:	23.27
468784	10/11/17	01	99 INTERNATIONAL	010030034680		11/11/17	5.84
						INVOICE TOTAL:	5.84
468801	10/11/17	01	99 INTERNATIONAL	010030034680		11/11/17	28.38
						INVOICE TOTAL:	28.38
468853	10/12/17	01	FOR TRUCK TESTING	010030034680		11/12/17	2.38
						INVOICE TOTAL:	2.38
						VENDOR TOTAL:	190.49
HAIN HAWKINS INC							
4157857	09/27/17	01	WVTP POLYMER	300010034680		10/27/17	4,574.70
						INVOICE TOTAL:	4,574.70
						VENDOR TOTAL:	4,574.70

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HARR HARRIS COMPUTER SYSTEM							
XT00006189	09/30/17	01	PAYROLL AND PAYABLES	010010024310		10/30/17	420.00
						INVOICE TOTAL:	420.00
						VENDOR TOTAL:	420.00
HDSUWA CORE & MAIN							
H495810	09/17/17	01	STRM SEWER GRATE FOR 146 PANAM	310010024160		10/30/17	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
HEPH HENDERSON PRODUCTS, INC							
258808	10/05/17	01	2003 INTERNATIONAL	010030024110		11/05/17	1,175.00
						INVOICE TOTAL:	1,175.00
						VENDOR TOTAL:	1,175.00
IEPAFISC IEPA BUREAU OF WATER							
OCT 2017	10/17/17	01	L17-1711	310010044793		11/16/17	108,999.57
		02	L17-1711	310010044792			20,550.37
						INVOICE TOTAL:	129,549.94
						VENDOR TOTAL:	129,549.94
IFPCA ILLINOIS FIRE & POLICE							
OCT 2017	10/13/17	01	2018 MEMBERSHIP DUES IF&PCA	010060024330		10/19/17	375.00
						INVOICE TOTAL:	375.00
						VENDOR TOTAL:	375.00
IMC INTERNATIONAL INSTITUTE OF							
16358-2017	09/22/17	01	CLERK ANNUAL MEMBERSHIP FEE	010010024430		12/31/17	160.00
						INVOICE TOTAL:	160.00
						VENDOR TOTAL:	160.00

DATE: 10/18/17
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VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
IPODBA IPO/DBA CARDUNAL OFFICE SUPPLY							
595423-0	09/28/17	01	VH FRONT OFFICE MAT	010010034650		10/28/17	38.99
						INVOICE TOTAL:	38.99
595458-0	09/29/17	01	PAPER GOODS	010010034650		10/29/17	24.76
						INVOICE TOTAL:	24.76
595830-0	10/12/17	01	FILE CABINET/FILES/FOLDERS	010010034650		11/12/17	351.22
						INVOICE TOTAL:	351.22
						VENDOR TOTAL:	414.97
IPRF ILLINOIS PUBLIC RISK FUND							
40655	10/13/17	01	WORKERS' COMP DEC	010010024210		12/01/17	1,996.00
		02	WORKERS' COMP DEC	300010024210			1,996.00
		03	WORKERS' COMP DEC	310010024210			1,996.00
						INVOICE TOTAL:	5,988.00
						VENDOR TOTAL:	5,988.00
JARE JAMES REECE							
111-2302668-7417844	10/14/17	01	REIMBRSEMT TO JR	010020034690		11/14/17	52.80
						INVOICE TOTAL:	52.80
						VENDOR TOTAL:	52.80
K&MTI K & M TIRE - CHICAGO							
421413654	10/03/17	01	SQUAD #83	010020024110		11/03/17	513.28
						INVOICE TOTAL:	513.28
						VENDOR TOTAL:	513.28
KOPA KOEHLER & PASSARELLI, LLC							
OCTOBER 2017	10/02/17	01	POLICE UNIT	010020024370		11/02/17	286.00
						INVOICE TOTAL:	286.00
						VENDOR TOTAL:	286.00

DATE: 10/18/17
TIME: 09:06:00
ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LENE LEXISNEXIS RISK SOLUTION							
1581041-20170930	09/30/17	01	FINAL BILL DISCONTINUED SERVICE	090010064800		10/30/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
LOLY LORI LYONS							
SEPT 2017	10/13/17	01	DCEO 2017 APPLICATION WORKSHOP	010010024290		10/19/17	295.24
						INVOICE TOTAL:	295.24
						VENDOR TOTAL:	295.24
MAFL MARATHON FLEET							
OCT 2017	10/16/17	01	WATER FUEL	300010034660		10/20/17	125.60
		02	SEWER FUEL	310010034660			68.45
		03	STREET FUEL	010030034660			100.07
		04	POLICE FUEL	010020034660			956.42
						INVOICE TOTAL:	1,250.54
						VENDOR TOTAL:	1,250.54
MAKR MARC KRESMERY CONSTRUCTION LLC							
04583	10/04/17	01	STORM SEWER JET AND VACUUM	310010024160		11/04/17	1,719.68
						INVOICE TOTAL:	1,719.68
						VENDOR TOTAL:	1,719.68
MARSCH MARK SCHUSTER P.C.							
OCT 2017	10/04/17	01	MISCELLANEOUS MATTERS	010010024370		11/04/17	1,080.00
		02	MEETINGS	010010024370			500.00
		03	PROSECUTION	010010024370			747.00
		04	LIQUOR COMMISSION	010000002074			105.05
		05	POLICE DEPARTMENT	010020024370			100.00
		06	PHI/UNIT 2	010000002089			125.00
		07	DUI PROSECUTION	010020024370			549.00

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MARSCH MARK SCHUSTER P.C.							
OCT 2017	10/04/17	08	ILLINOIS STATE TOLL HIGHWAY	010000002075		11/04/17	945.00
		09	LOVE'S TRAVEL CENTERS	010000002072			285.00
		10	GIN PROPERTY	010000002098			120.00
						INVOICE TOTAL:	4,566.05
						VENDOR TOTAL:	4,566.05
MECO MEDIACOM							
OCT 2017	10/17/17	01	VH INTERNET	010010024230		11/06/17	65.90
						INVOICE TOTAL:	65.90
						VENDOR TOTAL:	65.90
METL METLIFE							
NOV 2017	09/18/17	01	EMPLOYER DENTAL INS ADM	010010014033		10/01/17	77.30
		02	EMPLOYER DENTAL INS PD	010020014033			1,105.93
		03	EMPLOYER DENTAL INS STREETS	010030014033			386.82
		04	EMPLOYER DENTAL INS WATER	300010014033			160.64
		05	EMPLOYER DENTAL INS SEWER	310010014033			160.63
						INVOICE TOTAL:	1,891.32
						VENDOR TOTAL:	1,891.32
MUWESE MUNIWEB							
52736	10/04/17	01	WEBSITE HOSTING	010010024230		10/17/17	162.50
						INVOICE TOTAL:	162.50
						VENDOR TOTAL:	162.50
NCPERS NCPERS - IL IMRF							
OCT 2017	10/09/17	01	LW LIFE INSURANCE	010030014035		11/09/17	8.00
						INVOICE TOTAL:	8.00
						VENDOR TOTAL:	8.00
NICOR NICOR							

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

NICOR	NICOR						
OCT 2017	10/09/17	01	66-55-16-4647 5	310010024260		11/28/17	90.41
		02	19-61-05-1000 0	310010024260			26.07
						INVOICE TOTAL:	116.48
						VENDOR TOTAL:	116.48
OFDE	OFFICE DEPOT						
966923616001	09/29/17	01		010020034650		11/04/17	44.27
						INVOICE TOTAL:	44.27
966923722001	09/28/17	01		010020034650		10/28/17	16.40
						INVOICE TOTAL:	16.40
						VENDOR TOTAL:	60.67
PETPRO	PETERSEN FUELS INC.						
OCT 2017	09/30/17	01		010030034660		10/30/17	855.28
		02		520010024999			341.08
		03		310010034660			21.54
						INVOICE TOTAL:	1,217.90
						VENDOR TOTAL:	1,217.90
POTS	POMP TIRE SERVICE INC.						
640055745	10/05/17	01	FRONT TIRES FOR LOADER	010030034680		12/05/17	716.46
						INVOICE TOTAL:	716.46
						VENDOR TOTAL:	716.46
R0000191	CHRISTINE KLEIN						
SEPT 2017	10/13/17	01	IML CONFERENCE	010010024290		10/19/17	43.20
		02	IML CONFERENCE	010010024310			310.00
						INVOICE TOTAL:	353.20
						VENDOR TOTAL:	353.20

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WQW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
R0000192 DEBBIE MIRANDI							
OCT 2017	10/17/17	01	50/50 TREE PLANTING	010020024230		10/19/17	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
R0000193 PRI MANAGEMENT GROUP							
4906	10/12/17	01	SEMINAR-MANAGING POLICE RECORD	010020024310		11/11/17	390.00
						INVOICE TOTAL:	390.00
						VENDOR TOTAL:	390.00
R0000195 MICHAEL MINER							
OCT 2017	10/17/17	01	OVERPAID FINAL UTILITY BILL	300000002200		10/19/17	114.30
						INVOICE TOTAL:	114.30
						VENDOR TOTAL:	114.30
RAGH RAY O'HERRON CO., INC							
1744579-IN	08/16/17	01	LED BAR RED/BLUE	010020054907		09/16/17	1,250.00
						INVOICE TOTAL:	1,250.00
1753419-IN	10/12/17	01	SQUAD 88 BUILD	010020054930		11/12/17	195.00
						INVOICE TOTAL:	195.00
						VENDOR TOTAL:	1,445.00
RRQUSE RK QUALITY SERVICES							
8564	10/03/17	01	14 DDGE CHRGR CHANGE OIL	010020024110		11/03/17	31.57
						INVOICE TOTAL:	31.57
8576	10/04/17	01	17 DDGE CHRGR CHANGE OIL	010020024110		11/04/17	31.57
						INVOICE TOTAL:	31.57
8580	10/05/17	01	14 DDGE CHRGR MT&BAL TIRE/OIL	010020024110		11/05/17	143.57
						INVOICE TOTAL:	143.57

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/31/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
RKQUSE RK QUALITY SERVICES							
8581	10/05/17	01	17 DDGE CHRGR CHANGE OIL	010020024110		11/05/17	31.39
						INVOICE TOTAL:	31.39
						VENDOR TOTAL:	238.10
RODB ROGER & DONNA BURNIDGE							
NOV 2017	10/16/17	01	RENT FOR NOV 2017	010020024280		11/01/17	4,346.54
						INVOICE TOTAL:	4,346.54
						VENDOR TOTAL:	4,346.54
SKCC SKC CONSTRUCTION, INC							
8549	09/30/17	01	PAVEMENT MARKINGS	010030024130		10/30/17	1,950.00
						INVOICE TOTAL:	1,950.00
						VENDOR TOTAL:	1,950.00
STAINS STANDARD INSURANCE COMPANY							
OCT 2017	10/17/17	01	ADM	010010014035		11/01/17	18.85
		02	PD	010020014035			179.13
		03	STREETS	010030014035			37.72
		04	WATER	300010014035			14.15
		05		310010014035			14.15
						INVOICE TOTAL:	264.00
						VENDOR TOTAL:	264.00
STCO STERLING CODIFIERS, INC.							
19713	09/25/17	01		010010024470		10/25/17	1,688.00
						INVOICE TOTAL:	1,688.00
						VENDOR TOTAL:	1,688.00
SUBLAB SUBURBAN LABORATORIES, INC							
148659	09/29/17	01	COLIFORM	300010024380		10/29/17	249.50
						INVOICE TOTAL:	249.50
						VENDOR TOTAL:	249.50

DATE: 10/18/17
 TIME: 09:06:00
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
THMI THIRD MILLENNIUM INC.							
21285	10/11/17	01	PAST DUE UTILITY BILLING	290010024340		11/11/17	103.60
		02	PAST DUE UTILITY BILLING	310010024340			103.59
		03	PAST DUE UTILITY BILLING	300010024340			103.59
						INVOICE TOTAL:	310.78
						VENDOR TOTAL:	310.78
TOBA TONY BACHERA							
OCT 2017	10/03/17	01	REIMBURSE FOR CDL	310010024430		10/03/17	65.00
						INVOICE TOTAL:	65.00
						VENDOR TOTAL:	65.00
TOHA TOWNSHIP OF HAMPSHIRE							
MAR 2017	03/08/17	01	PACE BUS	010010024400		04/08/17	2,086.08
						INVOICE TOTAL:	2,086.08
						VENDOR TOTAL:	2,086.08
VSP VISION SERVICE PLAN (IL)							
OCT 2017	09/17/17	01	ADM	010010014037		09/17/17	21.84
		02	FD	010020014037			123.79
		03	STREETS	010030014037			41.66
		04	WATER	300010014037			17.69
		05	SEWER	310010014037			17.69
						INVOICE TOTAL:	222.67
						VENDOR TOTAL:	222.67
						TOTAL ALL INVOICES:	247,580.55