

Village of Hampshire
Village Board Meeting
Thursday February 16, 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 – February 2, 2017
6. Village President's Report
 - a) Coon Creek – Carl Palmisano
 - b) Resolution - adopting a policy for reimbursement of all travel, meal and lodging expenses of Village officers and employees pursuant to the Illinois Local Government Travel Expense Act, and for reimbursement of other expenditures by Village officers and employees.
 - c) Ordinance Parking regulations restrictions on White oak Street and Jefferson Ave. and Modifying certain parking restrictions on Edgewood Ave and High Ave in the Village
 - d) Overtime Compensation Policy – Update
 - e) Paid Time Off Policy
7. Village Board Committee Reports
 - a) Finance
 1. Accounts Payable
 - b) Planning/Zoning
 - c) Public Safety
 - d) Public Works
 - e) Village Services
 - f) Fields & Trails
 - g) Economic Development
- 8) New Business
- 9) Announcements
- 10) Executive Session:
- 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 – February 2, 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 February 2, 2017.

Present: Mike Armato, George Brust, Toby Koth, Jan Kraus, Mike Reid

Absent: Marty Ebert

Staff & Consultants present: Village Finance Director Lori Lyons, Village Attorney Mark Schuster, Hampshire Police Chief Brian Thompson, and Village Engineer Julie Morrison.

A quorum was established.

The Pledge of Allegiance was said.

Citizen Comments

Orris Ruth- mentioned the street lights out at Maple & Jefferson. Talked about the wetlands in and surrounding areas of Hampshire, mitigation and put up a signage by Harmony & Melms saying "Hampshire Conservation Area".

Trustee Brust moved, to approve the minutes of January 19, 2017.

Seconded by Trustee Kraus

Motion carried by voice vote

Ayes: All

Nays: None

Absent: Ebert

Village President's Report

Presentation by Crown Community Development for disconnection of 10-acre parcel

Mr. Olsem reported that the 10 acre parcel would not be feasible for Crown Community Development to keep because the access point to the main roads would be too costly in the long run. By not building homes the schools wouldn't be burden with children. So they are selling this parcel to Lane Burnidge he does not want to be annexed in the Village of Hampshire.

Mr. Olsem also mentioned when the time is called for they will move the big dirt pile over in the back off of Old Town Place Road.

Presentation by Crown Community Development for new composting facility (Oakstead)

Midwest Compost presented a slide show showing the present compost in Wauconda and discussed how well its going there. Then showed the 40 acres that they are proposing here over by Route 20, the property belongs to Crown and since homes are not being built yet, Crown would like to utilize the land for composting.

Presentation by Crown Community Development for creation of wetland mitigation bank (Prairie Ridge)

Dan Olsem reported the land over by Melms is 100 acres of wetland which 40 acres belongs to the park district. Crown will take their cut first for open space as required by the State of

Illinois and the rest of the open space will be available for developers to purchase a piece to show they have open space. Crown will still fulfill their commitment to the park district and put in \$35,000 of park equipment.

Ordinance abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #19 in the Village of Hampshire, Kane County, Illinois

Trustee Koth moved, to approve Ordinance 17-01: abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #19 in the Village of Hampshire, Kane County, Illinois

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

Ordinance abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #14 in the Village of Hampshire, Kane County, Illinois

Trustee Brust moved, to approve Ordinance 17-02: abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #14 in the Village of Hampshire, Kane County, Illinois

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

Ordinance abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the issuance of up to \$2,750,000 general obligation refunding bonds (Alternate Revenue Source), Series 2012 for the Village of Hampshire, Kane County, Illinois

Trustee Kraus moved, to approve Ordinance 17-03: abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the issuance of up to \$2,750,000 general obligation refunding bonds (Alternate Revenue Source), Series 2012 for the Village of Hampshire, Kane County, Illinois

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

Ordinance abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #16 in the Village of Hampshire, Kane County, Illinois

Trustee Koth moved, to approve Ordinance 17-04: abating special taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the Special Service Area Bonds issued for Special Service Area #16 in the Village of Hampshire, Kane County, Illinois

Seconded by Trustee Brust
Motion carried by roll call vote

Ayes: Armato, Brust, Kraus, Koth, Reid

Nays: None

Absent: Ebert

Ordinance abating the Village portion of real estate taxes levied for the year 2016 (collectable in 2017) on certain property located within the Village of Hampshire (the Hampshire Venture Property – PIN 01-11-100-016)

Trustee Reid moved, to approve Ordinance 17-05: abating the Village portion of real estate taxes levied for the year 2016 (collectable in 2017) on certain property located within the Village of Hampshire (the Hampshire Venture Property – PIN 01-11-100-016)

Seconded by Trustee Koth

Motion carried by roll call vote

Ayes: Armato, Brust, Kraus, Koth, Reid

Nays: None

Absent: Ebert

Ordinance abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the \$1,175,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016, (previously designated as “Series 2015”) for the Village of Hampshire, Kane County, Illinois

Trustee Kraus moved, to approve Ordinance 17-06: abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the \$1,175,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016, (previously designated as “Series 2015”) for the Village of Hampshire, Kane County, Illinois

Seconded by Trustee Reid

Motion carried by roll call vote

Ayes: Armato, Brust, Kraus, Koth, Reid

Nays: None

Absent: Ebert

Ordinance abating the Village portion of real estate taxes levied for the year 2016 (collectable in 2017) on certain property located within the Village of Hampshire (the Elgiloy Property – PIN 01-02-105-002)

Trustee Koth moved, to approve Ordinance 17-07: abating the Village portion of real estate taxes levied for the year 2016 (collectable in 2017) on certain property located within the Village of Hampshire (the Elgiloy Property – PIN 01-02-105-002)

Seconded by Trustee Kraus

Motion carried by roll call vote

Ayes: Armato, Brust, Kraus, Koth, Reid

Nays: None

Absent: Ebert

Ordinance abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the \$1,400,000 General Obligation Bonds - Series 2009a (Alternate Revenue Source) for the Village of Hampshire, Kane County, Illinois

Trustee Kraus moved, to approve Ordinance 17-08: abating taxes levied for the 2016 tax year (collectable in 2017) to pay debt service on the \$1,400,000 General Obligation Bonds –Series 2009a (Alternate Revenue Source) for the Village of Hampshire, Kane County, Illinois

Seconded by Trustee Armato

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

Well No.9 Rehabilitation – Pay request No 3. In the amount of \$3,935.70
Trustee Brust moved, to approve payment amount of \$3,935.70 for Well #9 to Layne Christensen Company.

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

Resolution - adopting a policy for reimbursement of all travel, meal and lodging expenses of Village officers and employees pursuant to the Illinois Local Government Travel Expense Act, and for reimbursement of other expenditures by Village officers and employees.
Trustee Kraus moved, to table item "M" from the agenda.

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

Ordinance Authorizing the disposal of certain municipal personal property (2012 International Terrastar and snow removal and Ice Control Equipment)
Trustee Koth moved, to approve Ordinance 17-09: Authorizing the disposal of certain municipal personal property (2012 International Terrastar and snow removal and Ice Control Equipment)

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

VILLAGE BOARD COMMITTEE REPORTS

a) Economic Development
No report

b) Finance
Trustee Kraus moved, to approve accounts payable in the amount of \$162,405.04 to be paid on or before February 7, 2017.

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

Trustee Koth moved, to reimburse \$1,888.00 for 1/3 sidewalk repairs to Randy Ross.

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

Trustee Armato announced a Finance committee meeting February 7, 2017 at 5:30 P.M.

c) Planning/Zoning
No Report

d) Public Safety
Trustee Reid reported that on High Ave. and Edgewood Ave. the restriction of parking times will be lifted also, Parking regulations restrictions on White oak Street and Jefferson Ave. letters will be sent out to the citizens prior before the board approves the ordinance.

Pipeline training- the village should send only the first responders (police officer and public works) not trustees.

Website- Trustee Reid would like a little blurb of each trustee to put on our website.

e) Public Works
No report

f) Village Services
No report

g) Fields & Trails
No Report

Adjournment

Trustee Brust moved, to adjourn the Village Board meeting at 8:28 p.m.

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

Linda Vasquez, Village Clerk

No. 17-

**A RESOLUTION
ADOPTING A POLICY FOR REIMBURSEMENT OF ALL TRAVEL,
MEAL AND LODGING EXPENSES OF VILLAGE OFFICERS AND
EMPLOYEES PURSUANT TO THE ILLINOIS LOCAL GOVERNMENT
TRAVEL EXPENSE ACT, AND FOR REIMBURSEMENT OF OTHER
EXPENDITURES BY VILLAGE OFFICERS AND EMPLOYEES**

WHEREAS, in 2016 the Illinois General Assembly enacted P.A. 99-0604, entitled the Local Government Travel Expense Control Act; and

WHEREAS, the Act requires that the Village not later than June 30, 2017 adopt regulations governing reimbursements to be made to Village officials and/or employees for any travel, meal and lodging expenses incurred by them in the course of conducting Village business; and

WHEREAS, from time to time, such officials and/or employees may make, or seek to make, other expenditures for the benefit or on behalf of the Village; and

WHEREAS, in order to comply with the Act, and to establish a policy for reimbursement of expenditures, the Corporate Authorities have considered, and desire at this time to adopt, a policy to govern such reimbursements.

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

Section 1. A policy to govern reimbursements to be made to Village officers and/or employees for any travel, meal and lodging expenses incurred by them in the course of conducting Village business, in accordance with the Local Government Travel Expense Control Act, and to govern reimbursement of other expenditures made or to be made by such officers and/or employees, in words and figures as set forth on the attached document entitled "Policy for Reimbursement of Travel, Meal and Lodging Expenses and Other Expenditures," shall be and is hereby adopted and approved for the Village of Hampshire.

Section 2. All reimbursements of such expenses or expenditures shall be made in accordance with this policy.

Section 3. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this ____ day of _____, 2017.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this _____ day of _____, 2017.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

Village of Hampshire

Expense Reimbursement Policy

It is the policy of the Village of Hampshire to reimburse employees and elected officials for eligible expenses incurred during the course of Village business and Village business travel and in compliance with PA 099-0604. Upon Village Administrator or authorized delegate approval, reimbursement may occur for eligible expenses such as, but not limited to airfare, train fare, car rental, taxi, hotel accommodations, mileage, meals, parking, tolls and equipment.

Employees and elected officials are expected to show good judgement and common regard for economy when traveling or incurring a reasonable business related expenditure at the Village's expense. It is the responsibility of all individuals to select travel options that are the best available value. An employee must gain pre-approval from the department head prior to booking any airfare, rental vehicle or overnight stay accommodations or other expense to ensure that the planned itinerary or other expense is eligible for reimbursement according to this policy. A village official must gain authorization of the Village Administrator or authorized delegate prior to booking any airfare, rental vehicle or overnight stay accommodations or other expense to ensure that the planned itinerary or other expense is eligible for reimbursement according to this policy.

In order to qualify for reimbursement, an employee must request prior written approval from their immediate supervisor for expenses and thereafter provide proof that the expenses were incurred on official Village business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the Village). Expense reimbursement requests must be submitted no later than 4 weeks from the date the expense was incurred. Individuals submitting requests for reimbursement are personally responsible for their accuracy and propriety.

Mileage reimbursement will be periodically reviewed to ensure that it is consistent with the current IRS standard mileage rate. Lodging and meal reimbursement will be consistent with the U.S. General Services Administration (GSA) guidelines based on the location of the work activities (not the accommodations). Maximum amounts listed are a cap on expenses; actual expenses are expected to fall below the maximum amounts whenever possible.

Meal and lodging expenses are not reimbursable without an overnight stay. Only single occupancy rates up to the GSA maximum can be claimed. If two or more employees share lodging, the expense should be divided equally between the employees. An overnight stay is generally authorized only if an employee travels more than 75 miles (one way) from the Village or the traveler's residence, whichever is shorter, and the business travel and performance of official business will require 15 hours or more away.

Reimbursement will not be made for meal and lodging expenses for any days that an employee or official is absent due to personal reasons. Personal reasons include but are not limited to illness, family emergency, breakdown of a motor vehicle and any occurrence not connected with official duties.

Alcoholic beverages and associated tips are not reimbursable expenses, and no employee or officer will be reimbursed for any entertainment expense. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting event, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Under no circumstances are any expenses to be paid by the Village when incurred by a non-employee of the Village or for an unauthorized employee or officer (employee or officer whose travel has not been approved as required by this policy).

Family members or other individuals may accompany an authorized Village traveler when traveling on official Village business, however, no expenses attributable to any family member or other individual will be reimbursable expenses. All reimbursement will be calculated as if the traveler were traveling alone.

Employees or officials who wish to combine a vacation with business travel must have Department Head or Village Administrator or authorized delegate approval. The employee or official will only be reimbursed for travel and expenses related to the Village business purpose and to and from that destination.

Other items of reasonable expense not addressed but necessary in the course of conducting Village business shall be reimbursed after review and approval of the Department Head, Village Administrator or authorized delegate.

Employees and officers desiring reimbursement must submit their request in writing to their Department Head, Village Administrator or authorized delegate on the Village Travel, Meal and Lodging Expense Reimbursement Form with the following minimum documentation:

- Receipt of the cost of travel, meals, lodging
- Name and signature of the individual who is requiring reimbursement
- Signature of the authorizing individual (Department Head, Village Administrator or authorized delegate)
- Date or dates and nature of official business for which the reimbursement is requested

Reimbursement checks will be issued in the next regular accounts payable check-run after the reimbursement form as been submitted.

All documents and information submitted under this policy becomes public records subject to disclosure under the Freedom of Information Act.

Maximum expenditures are set forth in the schedules below as required by statute. Additionally, as required by the Act, all expenditures of any elected official must be approved by roll call vote in open session, preferable before, but permissibly after the expense is incurred by the official.

Category of Expense	Maximum
Travel - Auto (privately owned)	IRS Standard Mileage Rate
Travel - Auto (rental)*	100% of cost of lease expensive economy rental
Travel - Train/Taxi/Limo/Shuttle	100% of fare of least expensive mode of transportation available
Travel – Airplane**	100% of best Coach/Economy Class Rate***
Travel - Tolls	100% of tolls along direct route of travel
Travel - Parking	100% of best economy option

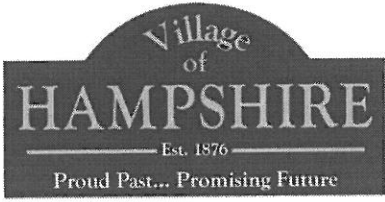
Lodging	GSA provided maximum based on location of work activities
Meals	GSA provided maximum based on location of work activities plus tips and gratuities not to exceed 20% of the reimbursed amount.
Incidental Travel Expense****	GSA provided maximum based on location of work activities

* Auto rental is only authorized if renting a vehicle and driving is more economical than any other type of transportation or if the destination is not otherwise accessible. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering vehicle rental and driving over flying. Damage Waiver or Collision Damage Water or Loss Damage Waiver and Liability Insurance coverage are required. The Village will not reimburse any other type of supplemental insurance.

** Traveler should book flights at least 32 days in advance of travel to avoid premium airfare pricing.

***Economy plus, seating upgrades, or pre-boarding options are not permitted to be purchased with Village funds and will not be reimbursed.

****Incidental travel expenses are defined as fees and tips given to porters, baggage carriers, hotel staff, etc. A receipt for these expenses is not required.



Village of Hampshire
Travel or Expense Approval
Form

Official/Employee Name: _____

Purpose of Travel or Other Expense: _____

Destination: _____

Travel Dates: _____

Expected Costs

Registration Costs: _____ Account Charged: _____

Hotel Costs: _____ Account Charged: _____

Meal Costs: _____ Account Charged: _____

Other Miscellaneous Costs Expected (Explain) _____

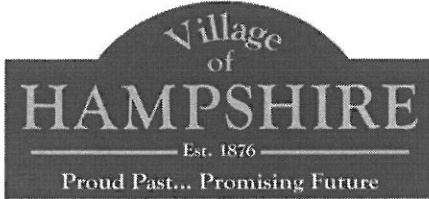
O/E Signature: _____ Date: _____

Approved: _____ Date: _____

(Village Administrator or Authorized Delegate)

Attach copy of registration packet, program agenda, etc.

Comments: _____



Village Of Hampshire Expense Report

Name _____	Travel Dates (one week only, use additional sheets if necessary)
Department or Office _____	From: _____
Destination _____	To: _____
Business Purpose _____	

Itemized Expenses

Date								Totals
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Hotel/Motel								
Breakfast								
Lunch								
Dinner								
Air Fare								
Taxi/Shuttle								
Auto Rental								
Fuel								
Tolls								
Parking								
Other:								
Grand Total Itemized Expenses								

Mileage Report (when a personal vehicle is utilized)

Totals

Miles Driven								
Total Miles from Above _____		IRS Standard Mileage Rate _____		Requested Reimbursement _____				

Financial Summary

Total Itemized Expenses: _____
Reimbursable Mileage: _____
Employee/Official Total: _____

Certification

I hereby certify that the above expenditures represent true and accurate expenses incurred for legitimate Village business only and includes no items of a personal nature.

Signature: _____

Date: _____

Approval Signature: _____

Date: _____

Note: Attach all receipts and supporting documentation to this form.

No. 17-

**AN ORDINANCE
AMENDING THE VILLAGE CODE, CHAPTER TWO: POLICE REGULATIONS,
ARTICLE VI: PARKING REGULATIONS, BY ADDING CERTAIN PARKING
RESTRICTIONS ON WHITE OAK STREET AND JEFFERSON AVENUE, AND
MODIFYING CERTAIN PARKING RESTRICTIONS ON EDGEWOOD AVENUE
AND HIGH AVENUE IN THE VILLAGE**

WHEREAS, the Village has authority to establish rules and regulations governing parking of vehicles in the Village; and

WHEREAS, the Village formerly adopted certain restrictions for parking on Edgewood Drive and on High Avenue at the time that Hampshire High School was located on State Street in the Village; and

WHEREAS, the high school has been relocated by CUSD 300, and the Corporate Authorities deem it necessary and advisable to modify the restrictions for parking on Edgewood Drive and High Avenue at this time; and

WHEREAS, the Corporate Authorities have identified issues concerning parking of vehicles on Jefferson Avenue in the vicinity of Seyller Park in the Village, and on White Oak Street extending easterly and southerly from Stoneshire Court in the Village; and

WHEREAS, the Corporate Authorities deem it necessary and advisable to add certain restrictions for parking on Jefferson Avenue between Madison Street and Stoneshire Court, and on White Oak Street easterly and southerly from Stoneshire Court 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 establish a new "No Parking" place as follows:

CHAPTER 2	POLICE REGULATIONS
ARTICLE VI	PARKING REGULATIONS
SECTION 2-6-1	NO PARKING PLACES

It shall be unlawful for any person at any time to stop, stand or park any vehicle at any of the following locations, except when necessary to avoid

conflict with other traffic or in compliance with the direction of a police officer or traffic control device:

* * *

Q. On Edgewood Avenue on the south side of the street.

~~...on both sides of the street; provided, however, that during the hours between nine o'clock (9:00) A.M. and one o'clock (1:00) P.M., on Monday through Friday each week; residents of properties located on Edgewood Avenue between State Street and Prairie Street may park vehicles owned by them on the north side of said street, provided that any such vehicle parked on said street must display a resident parking permit obtained from the village clerk; and any vehicle not displaying such permit shall be subject to citation for improper parking.~~

R. On High Avenue on the south side of the street.

~~...on both sides of the street, between the hours of nine o'clock (9:00) A.M. and one o'clock (1:00) P.M., Monday through Friday; except that residents of properties located on High Avenue may park vehicles owned by them on said street during said time period, provided that any such vehicle parked on said street must display a resident parking permit obtained from the village clerk; and any vehicle not displaying such permit shall be subject to citation for improper parking. (Ord. 04-36, 8-19-2004)~~

* * *

BB. On Jefferson Street, on the north side only, from Madison Street extending east to Stoneshire Court.

CC. On White Oak Street, on the northerly and easterly side of the street from the location of the driveway serving the property at 207 White Oak Street extending easterly and southerly to the location of the north side of the driveway for the property at 219 White Oak Street.

DD. On White Oak Street, on the southerly and westerly side of the street from the location of the easternmost access to the parking lot for the Park District property lot extending southerly to the location of the driveway for the property at 216 White Oak Street.

Section 3. 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 4. 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 5. 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 FEBRUARY, 2017, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS _____ DAY OF FEBRUARY, 2017.

Jeffrey R. Magnussen
Village President

ATTEST:

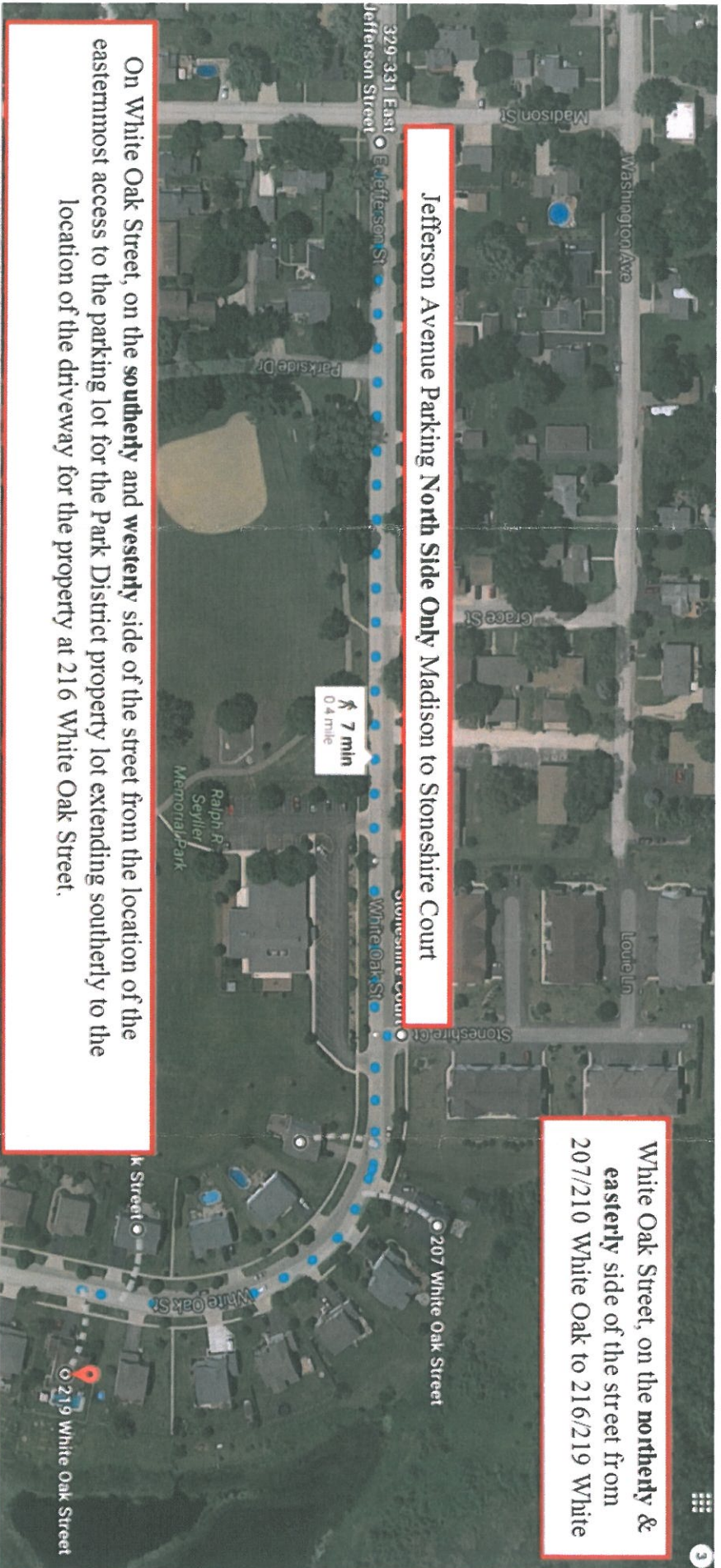
Linda Vasquez
Village Clerk

CERTIFICATE OF PUBLICATION
(Pamphlet Form)

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



Jefferson Avenue Parking North Side Only Madison to Stoneshire Court

White Oak Street, on the northerly & easterly side of the street from 207/210 White Oak to 216/219 White

On White Oak Street, on the southerly and westerly side of the street from the location of the easternmost access to the parking lot for the Park District property lot extending southerly to the location of the driveway for the property at 216 White Oak Street.

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board
FROM: Lori Lyons, Finance Director
FOR: February 16, 2017 Village Board Meeting
RE: Overtime Compensation Policy - Update

Background. In November 2016, the Village Board approved an Overtime Compensation Policy. This policy became effective upon a motion for adoption.

Analysis. As written, the policy limits the usage of compensatory time earned to the time period from April 1 through October 31. In practice, this limitation is too restrictive. Assuming the schedule allows, weather related events are not expected, the supervisor approves and the time has been earned, an employee should be allowed to take the time at any time throughout the year. The finance committee has reviewed the proposed revision and supports removing the date restrictions.

Recommendation. Staff also recommends eliminating the date restrictions from the policy through and approval of the Overtime Compensation Policy as adjusted and printed here. If approved, the policy will be re-distributed after excluding the text which is stricken through.

Compensation for Overtime

A non-exempt employee who is authorized to work in excess of 40 hours in a workweek is entitled to additional compensation in one of the following ways:

- Payment for overtime worked at the rate of one and one-half times the employee's current, regular rate of pay. The regular rate of pay is defined in the Fair Labor Standards Act, or
- Compensatory time off granted at a rate of one and one-half times for all time recorded in excess of 40 hours in a workweek.

During the period time beginning November 1 and ending March 31, non-exempt employees may, in lieu of receiving overtime pay, request and be awarded compensatory time off at a rate of one and one-half times for all time actually worked over 40 hours in a workweek. The following limitations apply:

- Non-exempt employees may accumulate up to 45 hours of compensatory time (equivalent to 30 hours of overtime worked). Any employee who has accrued 45 hours of compensatory time will be compensated with overtime pay for any overtime hours worked in excess of the maximum.
- An employee who has accrued compensatory time and requests to use it must be permitted to use the time off within a reasonable period of time after making the request if it does not unduly disrupt Village operations.
- ~~All compensatory time earned by non-exempt employees must be taken from April 1 through October 31, the seven-month period following the period in which it was earned or it will be paid out on the first regularly scheduled payroll occurring on or after November 1 at the overtime rate in effect when earned.~~

A non-exempt employee must be paid for his or her accrued compensatory time under the following circumstances:

- Separation
- Promotion
- Demotion
- Transfer

Additionally, if a non-exempt employee's status changes to exempt, compensatory time must be used or paid out prior to the effective date of the change.

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: February 16, 2017 Village Board Meeting

RE: Paid Time Off Policy

Background. The Village currently has a traditional leave program where vacation and sick time are segregated into two categories requiring the village to track both the time off and the reason it is being taken. Many employers are moving to a Paid Time Off (PTO) program which combines vacation and sick time into a single bank of time.

Analysis. There are pros and cons to implementing PTO programs. Staff deems the biggest benefit of a PTO program that the Village will be able to get away from monitoring the circumstances of an employee's absence and monitoring two separate banks of time. If an employee needs to be away (be it for a doctor's appointment, religious holiday or to meet a child at the bus stop, etc.), time is available and their supervisor approves, the time used will no longer be the business of the Village. There are a few significant changes made to the PTO policy as proposed. First of all, the program will follow the fiscal year rather than an employee's employment anniversary year. Everyone will be "reset" as of May 1, 2017 and up to 40 hours will allowed to be carried over to the new program, if available. If there are more than 40 hours of sick time available, that will go to a sick leave reserve for used up need. Also, in order to be eligible for holiday pay an employee will need to work the business day before or after the holiday. PTO can be taken on both sides of the holiday but the employee will know that they will forfeit the paid holiday and be charged for PTO for the day before, the day of and the day after the holiday. The policy will move back to a true "grant" of PTO; there will not be any accrual calculations required.

Recommendation. Staff also recommends adoption of the policy which will become effective May 1, 2017.

Village of Hampshire

PAID TIME OFF (PTO) POLICY

The Village maintains a Paid Time Off (PTO) program to provide employees the opportunity to take time away from work without loss of compensation. PTO provides time for rest and relaxation, vacations, shorter-term injuries (non-work related) and illnesses, family care, personal business and other needs which may require time off from work. The program combines vacation and sick leave superseding all previous policies, and must serve all these purposes. Unless in conflict with an adopted collective bargaining agreement, all permanent, full time employees scheduled to work 40 or more hour per week are entitled to receive Paid Time Off based on their years of continuous service. Employees who are temporary, seasonal, intermittent or part-time are not eligible for PTO. The PTO program does not include paid time off for holidays, bereavement, or jury duty/court time.

Newly hired employees shall be immediately provided with one (1) full day of PTO and one half (1/2) day for every full month remaining in the fiscal year in which they were hired. Thereafter PTO shall be provided to each qualifying employee on May 1st according to the following schedule:

- Hired (partial year): 8 hours plus 4 hours per full month remaining that year;
- First year of continuous service 80 PTO hours
- Two years to four years of continuous service 120 PTO Hours
- Five years to nine years of continuous service 160 PTO Hours
- Ten or more years of continuous service 200 PTO Hours

Eligible employees are granted PTO at the time of hire and each month of employment during the first fiscal year of their employment. PTO is then granted for full years of continuous service at the start of each fiscal year (May 1) thereafter. Should an employee request and receive an unpaid leave of any sort, PTO granted the following fiscal year will be prorated based on the time of paid employment. A new hire may request time off in excess of their PTO balance up to the amount of the total amount to be earned before the start of the fiscal year following their year of employment with supervisor approval.

The Village Administrator, Village President or their designee may prorate a new employee's "year of service" for the purpose of PTO based on the employee's past experience, at an appropriate and equitable "year of service" in relation to his/her peers. To move to the next greater category of PTO hours, the employee must work the required number of years per the schedule above.

To the extent possible, PTO is to be requested and approved by the employee's supervisor in advance. Supervisors are responsible for scheduling PTO in a manner that balances the operational and service delivery needs of the department with the time off preferences of all employees. The Village reserves the right to deny PTO requests which may have an adverse effect on its operations or cancel previously approved PTO requests if unexpected circumstances arise which require the employee's attendance at work. Unless there are unforeseen circumstances, an absence of four days or longer is expected to receive prior approval of at least two weeks in advance. PTO requests will be reviewed and given consideration on a first-come, first-served basis. Should two employees submit a PTO request at the

same time and for the same time period, the request from the employee with the greatest seniority, measured in years of continuous service, will be given priority.

In the event of illness or emergency preventing an employee from requesting PTO in advance, the employee is to notify their supervisory no later than one half hour before the start of the workday (unless the situation makes this impossible) and explain the need for unscheduled time off.

Limits are imposed on the amount of PTO that can be carried over from one fiscal year to the next. At the end of the fiscal year, the unused account balance up to the carryforward limit of 40 hours will be automatically carried forward to the next fiscal year. PTO hours accumulated in excess of the 40 hour limit will be forfeited.

An employee carrying a PTO balance may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. Employees with insufficient PTO balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the Village Board.

Employees that voluntarily resign, experience a position elimination or reduction in force are eligible for a PTO payout for any PTO earned but not taken. Retirees are eligible for a PTO payout for any PTO earned but not taken or retiring IMRF members may qualify for additional pension service credit for unpaid, unused PTO accumulated. Please refer questions regarding service credit to IMRF.

On May 1, 2017, the PTO program, a combination of vacation and sick leave, supersedes the vacation and sick leave programs previously in effect at the Village. At the time of conversion, those employees carrying accrued sick leave balances (not to exceed the carryover limit of 120 hours) are permitted to carry forward those hours in a separate sick leave account, called Sick Leave Reserve (SLR), to be used for personal illness, time requested for medical treatments and care, or family illness. SLR may also be used to supplement short term disability and Worker's Compensation. Once the SLR hours are exhausted, they will not be replenished. SLR Balances will not be paid out upon termination of employment. Unused SLR is eligible for additional IMRF pension service credit up to the provided maximum. Please refer questions regarding pension service credit to IMRF.

DISABILITY LEAVE

Village of Hampshire employees are presently covered by any one of two separate pension and disability plans. The plans are the Illinois Municipal Retirement Fund (IMRF) and the Village of Hampshire Police Pension Fund. General municipal and police personnel are subject to the regulations governing disability benefits in each of their respective plans. Employees who are not participants in the pension plans are not eligible for disability benefits. Specific eligibility requirements for benefits are included in the individual plans. If it is determined that an employee's leave will extend beyond thirty (30) calendar days, employees with one (1) or more years of service credit under the Illinois Municipal Retirement Fund may apply for disability benefits IMRF disability claims should be submitted to the Finance Office. . In the event that an employee becomes eligible for disability benefits provided by any of the above named plans, the employee can decide when the disability coverage should begin.

Employees have the option to use all available PTO and SLR, if applicable, before receiving the disability benefit or receive the benefit at the time they become eligible. If the benefit begins prior to utilizing all of the employee's PTO leave or vacation and sick leave, as applicable, granting of PTO benefits the following fiscal year will be prorated on the time of paid employment. Any unused PTO or SLR and/or vacation leave will remain a credit to the employee and will be administered in accordance with the Village policy after the disability period is over to extend that the PTO bank does not exceed the maximum carryover at the start of the fiscal year. Employees should contact the Finance Department or Pension President or Secretary for additional information.

BEREAVEMENT LEAVE POLICY

The Village understands the importance of family and the difficulties incurred following the loss of a loved one. For that reason, the Village grants paid bereavement leave. Unless in conflict with an adopted collective bargaining agreement, all permanent, full time employees scheduled to work 40 or more hours per week are eligible for paid bereavement leave.

Following the death of an employee's "immediate family member," an employee may take up to three (3) days off with pay. "Immediate family member" for this section means: Spouse; domestic partner; mother; father; sibling (including a step or half-sibling); biological, adopted or foster child; stepchild; legal ward; grandparent; grandchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's partner; and other persons for whom the employee is legally responsible or whom reside in the employee's home. Normally, the time off is available only in the week following the death. However, an employee with legal responsibility for settling the estate of the deceased immediate family member may use part of the three days for this purpose at a later time.

An employee may take one (1) day off with pay to attend the funeral of an "extended family member." For the purposes of this section, an "extended family member" is defined as uncle, aunt, niece, nephew or first cousin of the employee or corresponding relatives of the employee's spouse or domestic partner.

Eligible employees may be granted PTO leave or leave without pay to extend the bereavement leave upon approval of their supervisor.

Employees who are temporary, seasonal, intermittent or part-time may be granted up to three days of bereavement leave upon the death of an immediate family member. This benefit is pro-rated based on the employee's full time equivalent with a maximum benefit of 17 hours.

JURY DUTY/COURT APPEARANCE LEAVE POLICY

The Village recognizes that jury duty is a civic responsibility of employees.

All permanent, full time employees scheduled to work 40 or more hour per week will be granted excused absence from work without the loss of pay and without charge against PTO leave when the employee is summoned for jury duty. Employees must provide a copy of their jury summons to their supervisor as soon as the employee receives the summons. An employee may be asked to request defer of jury duty to another acceptable time if the Village is unable to release the employee due to business necessity.

If you report for jury duty and are dismissed, you will be expected to report for work for the remainder of each day on which this occurs. If you are told that you do not need to report to the court on any day of your jury duty period, you are required to report to work.

All permanent, full time employees scheduled to work 40 or more hour per week will be granted excused absence from work without the loss of pay and without charge against PTO leave for up to one (1) day when the employee is summoned into court as a witness. At the end of the 1 day, employees may use accumulated PTO if they wish to continue to be paid while serving as a witness or they may take the additional court appearance time as an unpaid leave of absence. Employees are expected to use only the portion of the work day or days required for their appearances as a witness. Employees are required to submit a copy of the subpoena and submit an attendance report form provided by the court.

During the time period an employee is granted leave with pay for jury duty or court appearance, the employee shall turn over any remuneration received for performing such jury or witness duty to the Village's Finance Office.

Appearances in court for traffic or other motor vehicle violations, as a party in a lawsuit or as a court spectator should be charged to PTO or the employee may requested as a leave without pay.

HOLIDAY PAY POLICY

All non-union permanent, full time employees scheduled to work 40 or more hour per week shall observe these days and will receive holiday pay. Employees governed by an approved collective bargaining agreement will observe the holidays stated in their agreement. The following holiday have been officially designated by the Village Board as observed holidays:

Official Holidays	Day Observed
New Year's Day	January 1
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November

Official Holidays

Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

Day Observed

Friday after Thanksgiving Day
December 24
December 25
December 31

When a holiday falls on a Saturday, the preceding Friday will be considered the holiday. When a holiday falls on a Sunday, the following Monday shall be considered the holiday. The official schedule of observed holidays for the current fiscal year is available from the Village Clerk.

To be eligible for holiday pay, an employee must work the business day before or the business day after the holiday. Unless due to illness, if PTO time is taken both before and after a holiday, the employee will not receive holiday pay and the time off will be charged to PTO.

UNPAID LEAVE OF ABSENCE

The Village may grant a leave of absence for personal reasons to permanent full-time and permanent part-time employees for a period not to exceed three months. Employees granted a leave of absence may continue group insurance coverage by paying the full premiums in advance. If the employee allows coverage to lapse while on leave of absence, a new enrollment must be signed to obtain coverage upon return to work. Renewal or extension to any leave beyond a period of three months may be requested and granted by the Village Board.

Employees shall submit a formal request for a leave of absence as far in advance as practicable but at least three weeks prior to the first day of leave to the Village Board. The request should state the reason for the request, include any supporting documents, such as a physician's statement, and must define the period of time the absence will begin and the probable date of return.

Employees returning from a medical leave of absence will require a statement from their physician saying they are medically fit to perform their duties and may return to work. Employees may also be required to obtain medical clearance from the Village's designated occupational health facility.

Upon completion of an approved leave of absence employees will be returned to their former or similar positions, however, the Village is not obligated to maintain the position of the absent employee. If the position no longer exists the employee shall be assigned to a position similar to that formerly occupied.

Employees do not receive pay for holidays observed during an unpaid leave of absence, and PTO granted the next fiscal year will be awarded proportionally to the actual time worked or on paid leave (PTO).

If approved by their supervisor, cleared by their physician and the Village's designated occupational health facility, if applicable, employees may return to their position prior to the originally anticipated expiration of the leave of absence.

If it is discovered that leave is not actually being used for the specific reasons it was granted, the Village Administrator, Village President or their designee may cancel the leave and direct the employee to return to work and may be subject to disciplinary action.

VILLAGE OF HAMPSHIRE

Accounts Payable

February 16, 2017

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

Total: \$162,060.57

To be paid on or before
February 21, 2017

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 02/14/17
 TIME: 15:09:09
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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AMLE AMERICAN LEGION

13117	02/09/17	01	4x6 FLAG	01-003-003-4650		02/16/17	35.00
				OFFICE SUPPLIES			
							INVOICE TOTAL: 35.00
							VENDOR TOTAL: 35.00

B&F B&F CONSTRUCTION CODE SERVICES

45853	02/03/17	01	INV#45853 ELEGLOY SPECIALTY	01-001-002-4390		02/16/17	1,654.06
				BLDG. INSP. SERVICES			
		02	METALS FIRE DETECTION /ALARM	** COMMENT **			
		03	SYSTEM	** COMMENT **			
							INVOICE TOTAL: 1,654.06
							VENDOR TOTAL: 1,654.06

BLCR HEALTH CARE SERVICES

MARCH 2017	02/09/17	01	ADM	01-001-001-4031		02/16/17	1,991.51
		02	PD	EMPLOYER HEALTH INS.			
		03	STR	01-002-001-4031			9,881.82
		04	WTR	EMPLOYER HEALTH INS.			4,988.33
		05	SWR	01-003-001-4031			688.78
				EMPLOYER HEALTH INS.			3,257.37
				30-001-001-4031			
				EMPLOYER HEALTH INS			
				31-001-001-4031			
				EMPLOYER HEALTH INS			
							INVOICE TOTAL: 20,807.81
							VENDOR TOTAL: 20,807.81

BONN BONNELL INDUSTRIES, INC.

0173623-IN	02/10/17	01	217 FORD F-550 SUPER DUTY	01-003-005-4940		02/16/17	85,640.00
				INSTALLMENT PAYMENTS			
							INVOICE TOTAL: 85,640.00
							VENDOR TOTAL: 85,640.00

DATE: 02/14/17
 TIME: 15:09:09
 ID: AP441000.WOM

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BP							
49621264	02/06/17	01	ACCT#4990222749	01-002-003-4660 GASOLINE/OIL		02/16/17	1,343.59
							INVOICE TOTAL: 1,343.59
							VENDOR TOTAL: 1,343.59
CAON							
FEB 2017	02/15/17	01	ACCT#1210365-1126415	01-001-002-4230 COMMUNICATION SERVICES		02/16/17	244.52
		02	ACCT#1210365-1126415	30-001-002-4230 COMMUNICATION SERVICES			79.20
		03	ACCT#1210365-1126415	01-003-002-4230 COMMUNICATION SERVICES			79.20
		04	ACCT#1210365-1126415	31-001-002-4230 COMMUNICATION SERVICES			273.24
		05	ACCT#1210365-1126415	30-001-002-4230 COMMUNICATION SERVICES			79.20
		06	ACCT#1210365-1126415	01-002-002-4230 COMMUNICATION SERVICES			207.22
							INVOICE TOTAL: 962.58
							VENDOR TOTAL: 962.58
CEBASC							
22701	02/01/17	01	INV#22701	31-001-003-4670 MAINTENANCE SUPPLIES		02/16/17	270.36
							INVOICE TOTAL: 270.36
							VENDOR TOTAL: 270.36
CEFL							
3519	02/09/17	01	INSPECT 1 TON FOR REPAIR	01-003-002-4110 MAINTENANCE - VEHICLES		02/16/17	108.15
							INVOICE TOTAL: 108.15
							VENDOR TOTAL: 108.15

DATE: 02/14/17
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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CITY LIMITS SYSTEMS INC							
7837	01/27/17	01	PARTS FOR PRESSURE WASHER	01-003-003-4670		02/16/17	104.30
			MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				104.30
			VENDOR TOTAL:				104.30
CULLIGAN OF BELVIDERE							
FEB 2017	02/09/17	01	ACCT#85662	01-001-002-4280		02/16/17	8.00
		02	ACCT#093732	RENTAL - CARPET-WATER COOL			
				01-003-002-4280			62.30
				RENTALS			
		03	ACCT#104711	01-002-002-4280			73.25
				RENTALS			
				INVOICE TOTAL:			143.55
				VENDOR TOTAL:			143.55
DAHME MECHANICAL INDUSTRIES							
20170035	02/02/17	01	DWTP 9 BRINE SYSTEM REHAB	30-001-002-4120		02/16/17	4,250.00
				MAINT. EQUIP.			
				INVOICE TOTAL:			4,250.00
				VENDOR TOTAL:			4,250.00
DIESEL WORKS INC.							
2734	02/03/17	01	INV#2734	01-003-002-4110		02/16/17	895.07
				MAINTENANCE - VEHICLES			
				INVOICE TOTAL:			895.07
				VENDOR TOTAL:			895.07
ENGINEERING ENTERPRISES							
FEB 2017	02/07/17	01	HA1128 INV#61344	01-000-000-2025		02/16/17	480.00
				MONTEMAYOR CONST-SECURITY			

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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EI ENGINEERING ENTERPRISES

FEB 2017	02/07/17	02	HA1202 INV#61345	34-001-002-4360		02/16/17	945.25
		03	HA1413 INV#61346	ENGINEERING SERVICES			
		04	HA1507 INV#61347	01-000-000-2053			757.50
		05	HA1614 INV#61348	RAINY INVESTMENTS			
		06	HA1616 INV#61349	01-000-000-2075			45.00
		07	HA1702 INV#61350	ISTHA ESCROW DEPOSIT			
		08	HA1703 INV#61351	30-001-002-4360			262.50
				ENGIN.SERVICE/MAPS/ION EXC			
				30-001-002-4360			440.00
				ENGIN.SERVICE/MAPS/TON EXC			
				30-001-002-4360			546.25
				ENGIN.SERVICE/MAPS/TON EXC			
				01-001-002-4360			350.00
				ENGINEERING SERVICES - VIL			
							INVOICE TOTAL: 3,826.50
							VENDOR TOTAL: 3,826.50

ELLA ELLA JOHNSON LIBRARY

021417	02/14/17	01	DISBURSEMENT OF TRANSITION FEE	61-001-004-4800		02/16/17	397.48
				LIBRARY TRANS-ELLA JOHNSON			
							INVOICE TOTAL: 397.48
							VENDOR TOTAL: 397.48

ENHA ENDRESS + HAUSER, INC.

6001848595	12/08/16	01	METER FOR WELL 9 BRINE SYSTEM	30-001-003-4670		02/16/17	1,828.88
				MAINTENANCE SUPPLIES			
							INVOICE TOTAL: 1,828.88
							VENDOR TOTAL: 1,828.88

GEHR GEHRINGER BROS.

9862	01/17/17	01	REPAIR SALT SPREADER	01-003-002-4120		02/16/17	90.00
				MAINTENANCE - EQUIP.			
							INVOICE TOTAL: 90.00
							VENDOR TOTAL: 90.00

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
9350224680	02/03/17	01	HYDRAWILC OIL FOR CHIPPER	01-003-003-4680		02/16/17	222.98
			OPERATING SUPPLIES				
			INVOICE TOTAL:				222.98
			VENDOR TOTAL:				222.98
GRBR	GRAYBAR						
989476784	01/24/17	01	INV#989476784	30-001-003-4670		02/16/17	176.25
				MAINTENANCE SUPPLIES			
			INVOICE TOTAL:				176.25
			VENDOR TOTAL:				176.25
HAUPA	HAMPSHIRE AUTO PARTS						
FEB 2017	02/09/17	01	INV#444775	01-003-003-4680		02/16/17	30.66
				OPERATING SUPPLIES			
			INVOICE TOTAL:				30.66
			VENDOR TOTAL:				30.66
		02	INV#442594	01-003-003-4680			-50.50
				OPERATING SUPPLIES			
			INVOICE TOTAL:				213.95
			VENDOR TOTAL:				213.95
		03	INV#442774	01-003-003-4680			18.79
				OPERATING SUPPLIES			
			INVOICE TOTAL:				3.65
			VENDOR TOTAL:				3.65
		04	INV#442962	01-003-003-4680			213.95
				OPERATING SUPPLIES			
			INVOICE TOTAL:				30.76
			VENDOR TOTAL:				30.76
		05	INV#444376	01-003-003-4670			324.00
				MAINTENANCE SUPPLIES			
			INVOICE TOTAL:				22.19
			VENDOR TOTAL:				22.19
		06	INV#443232	01-003-003-4670			82.37
				MAINTENANCE SUPPLIES			
			INVOICE TOTAL:				675.87
			VENDOR TOTAL:				675.87
		07	INV#444526	01-003-003-4670			22.19
				MAINTENANCE SUPPLIES			
			INVOICE TOTAL:				82.37
			VENDOR TOTAL:				82.37
		08	INV#444821	01-003-003-4670			675.87
				MAINTENANCE SUPPLIES			
			INVOICE TOTAL:				675.87
			VENDOR TOTAL:				675.87
		09	INV#444820	01-003-003-4670			675.87
				MAINTENANCE SUPPLIES			

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HACH HACH COMPANY							
10294949	01/27/17	01	INV#10294949	31-001-003-4680		02/16/17	98.68
			OPERATING SUPPLIES				
			INVOICE TOTAL:				98.68
10300237	01/31/17	01	INV#10300237	31-001-003-4680		02/16/17	104.90
			OPERATING SUPPLIES				
			INVOICE TOTAL:				104.90
			VENDOR TOTAL:				203.58
HAFD HAMPSHIRE FIRE PROTECTION							
FEB 2017	02/14/17	01	TRANSITION	63-001-004-4800		02/16/17	2,626.72
			FIRE TRAN - DIST #300				
			INVOICE TOTAL:				2,626.72
			VENDOR TOTAL:				4,927.50
			INVOICE TOTAL:				7,554.22
			VENDOR TOTAL:				7,554.22
HAPD HAMPSHIRE PARK DISTRICT							
FEB 2017	02/14/17	01	TRANSITION	62-001-004-4800		02/16/17	1,169.04
			PARK TRAN FEE - DIST #300				
			INVOICE TOTAL:				1,169.04
			VENDOR TOTAL:				1,169.04
HDSUWA HD SUPPLY WATERWORKS LTD							
G713523	01/27/17	01	INV#G713523	30-001-005-4960		02/16/17	140.72
			METERS/EQUIPMENTS				
			INVOICE TOTAL:				140.72
			VENDOR TOTAL:				140.72
IPODBA IPO/DBA CARDUNAL OFFICE SUPPLY							
588604-0	02/01/17	01	INV#588604-0	01-001-003-4650		02/16/17	19.62
			OFFICE SUPPLIES				
			INVOICE TOTAL:				19.62

INVOICES DUE ON/BEFORE 02/16/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
IPODBA	IPO/DBA	CARDUNAL	OFFICE SUPPLY				
588853-0	02/08/17	01	INV#588853-0	01-001-003-4650		02/16/17	122.98
				OFFICE SUPPLIES			
							122.98
							142.60
JGUNIN	J.G. UNIFORMS INC.						
44001	01/27/17	01	INV#44001	01-002-003-4690		02/16/17	190.48
				UNIFORMS			
							190.48
							190.48
KOPA	KOEHLER & PASSARELLI, LLC						
21967	02/03/17	01	INV#21967	01-002-002-4370		02/16/17	946.00
				LEGAL SERVICES			
							946.00
MAFL	MARATHON FLEET						
48567199	01/31/17	01	#1	30-001-003-4660		02/16/17	138.00
				GASOLINE/OIL			
				31-001-003-4660			194.00
				GASOLINE - OIL			
				01-002-003-4660			33.00
				GASOLINE/OIL			
				01-002-003-4660			409.55
				GASOLINE/OIL			
				01-002-003-4660			175.78
				GASOLINE/OIL			
				01-002-003-4660			129.09
				GASOLINE/OIL			
				01-002-003-4660			332.95
				GASOLINE/OIL			

INVOICE TOTAL: 946.00
 VENDOR TOTAL: 946.00

INVOICE TOTAL: 190.48
 VENDOR TOTAL: 190.48

INVOICE TOTAL: 122.98
 VENDOR TOTAL: 142.60

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MAFL MARATHON FLEET

48567199	01/31/17	08 #10		01-002-003-4660		02/16/17	23.29
		09 #11		GASOLINE/OIL			
				01-002-003-4660			279.07
				GASOLINE/OIL			

INVOICE TOTAL: 1,714.73
 VENDOR TOTAL: 1,714.73

MARSCHE MARK SCHUSTER P.C.

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
FEB 2017	02/07/17	01	100.001 MISCELLANEOUS MATTERS	01-001-002-4370		02/16/17	2,148.75
		02	100.002 MEETINGS	LEGAL SERVICES - VILLAGE			248.30
		03	100.007 PROSECUTION	01-001-002-4370			603.50
		04	100.042 ELECTORAL BOARD	LEGAL SERVICES - VILLAGE			3,747.60
		05	100.164 DUI PROSECUTION	01-001-002-4370			620.50
		06	100.175 LOVE'S TRAVEL CENTER	LEGAL SERVICES - VILLAGE			391.50
		07	100.179 ELM STREET TOWER	01-000-000-2072			304.50
		08	100.180 MOBILITIES	LOVES TRAVEL STOP DEPOSIT			188.50
		09	100.181 CROWN-COMPOST	01-000-000-2079			85.95
		10	100.182 CROWN-10-A SALE	VERIZON - ELM ST EWST			288.60
		11	100.183 CROWN-WETLAND MIT	01-000-000-2080			57.30
		12	100.185 PETITION TO	MOBILITIE ESCROW DEPOSIT			76.40
		13	RE-ZONE-HERMANN	01-000-000-2081			

INVOICE TOTAL: 8,761.40
 VENDOR TOTAL: 8,761.40

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PETPRO PETERSEN FUELS INC.							
FEB 2017	02/09/17	01	#435 & 439	01-003-003-4660		02/16/17	1,240.90
				GASOLINE/OIL			
		02	#435 & 439 TAX REFUND	01-003-003-4660			-209.74
				GASOLINE/OIL			
		03	#424	30-001-003-4660			20.00
				GASOLINE/OIL			
		04	#424 TAX REFUND	30-001-003-4660			-12.03
				GASOLINE/OIL			
		05	#424	31-001-003-4660			146.20
				GASOLINE - OIL			
		06	#424 TAX REFUND	31-001-003-4660			-14.37
				GASOLINE - OIL			
INVOICE TOTAL:							1,170.96
VENDOR TOTAL:							1,170.96
PITB PITNEY BOWES GLOBAL FINANCIAL							
3100995014	01/27/17	01	ACCT#0016263180	01-002-002-4280		02/16/17	166.05
				RENTALS			
INVOICE TOTAL:							166.05
VENDOR TOTAL:							166.05
POPH PURCHASE POWER							
012417	02/09/17	01	ACCT#8000-9090-0111-3005	31-001-002-4320		02/16/17	67.00
				POSTAGE			
		02	ACCT#8000-9090-0111-3005	30-001-002-4320			67.00
				POSTAGE			
		03	ACCT#8000-9090-0111-3005	01-001-002-4320			67.00
				POSTAGE			
INVOICE TOTAL:							201.00
VENDOR TOTAL:							201.00

QUUCO QUILL CORPORATION

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3831828	01/25/17	01	WNDW EPPS LASER 4	01-001-003-4650		02/16/17	21.28
			OFFICE SUPPLIES				
			INVOICE TOTAL:				21.28
			VENDOR TOTAL:				21.28
RAOH	RAY O'HERRON CO., INC						
1708232-IN	02/10/17	01	INV#1708232-IN	01-002-003-4690		02/16/17	197.28
			UNIFORMS				
			INVOICE TOTAL:				197.28
			VENDOR TOTAL:				197.28
RKQUSE	RK QUALITY SERVICES						
7003	02/09/17	01	INV#7003	01-002-002-4110		02/16/17	76.57
			MAINTENANCE - VEHL.				
			INVOICE TOTAL:				76.57
			VENDOR TOTAL:				76.57
RODB	ROGER & DONNA BURRIDGE						
MARCH 2017	02/09/17	01	POLICE DEPT. MARCH RENT	01-002-002-4280		02/16/17	4,346.54
			RENTALS				
			INVOICE TOTAL:				4,346.54
			VENDOR TOTAL:				4,346.54
STAINS	STANDARD INSURANCE COMPANY						
MARCH 2017	02/09/17	01	ADM	01-001-001-4035		02/16/17	28.29
		02	PD	01-002-001-4035			179.13
		03	STR	01-003-001-4035			37.72
			EMPLOYER LIFE INS.				
			EMPLOYER LIFE INS.				
			EMPLOYER LIFE INS.				

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STAINS STANDARD INSURANCE COMPANY							
MARCH 2017	02/09/17	04	WTR	30-001-001-4035		02/16/17	9.43
		05	SWR	EMPLOYER LIFE INS 31-001-001-4035			18.86
				EMPLOYER LIFE INS			
				INVOICE TOTAL:			273.43
				VENDOR TOTAL:			273.43
SUBLAB SUBURBAN LABORATORIES, INC							
141869	01/30/17	01	INV#141869	31-001-002-4380		02/16/17	1,335.50
				OTHER PROF. SERVICES			
				INVOICE TOTAL:			1,335.50
				VENDOR TOTAL:			1,335.50
THMI THIRD MILLENNIUM INC.							
20356	02/08/17	01	PAST DUE UTILITY BILLS	30-001-002-4340		02/16/17	107.22
		02	PAST DUE UTILITY BILLS	PRINTING/ADVERTISING/FORMS			107.22
		03	PAST DUE UTILITY BILLS	PRINTING - ADVERTISING			107.21
				29-001-002-4340			
				PRINTING			
				INVOICE TOTAL:			321.65
				VENDOR TOTAL:			321.65
USBL USA BLUEBOOK							
165681	01/26/17	01	INV#165681	31-001-003-4680		02/16/17	113.60
				OPERATING SUPPLIES			
				INVOICE TOTAL:			113.60
				VENDOR TOTAL:			113.60
VSP VISION SERVICE PLAN (IL)							
MARCH 2017	02/09/17	01	ADM	01-001-001-4037		02/16/17	22.46
				EMPLOYER VISION INS.			

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VSP VISION SERVICE PLAN (IL)

MARCH 2017	02/09/17	02	PD	01-002-001-4037		02/16/17	127.20
		03	STR	EMPLOYER VISION			49.06
		04	WTR	01-003-001-4037			9.98
		05	SWR	EMPLOYER VISION			26.40
				30-001-001-4037			
				EMPLOYER VISION			
				31-001-001-4037			
				EMPLOYER VISION			

INVOICE TOTAL: 235.10
 VENDOR TOTAL: 235.10
 TOTAL ALL INVOICES: 162,060.57