

**Village of Hanover Park**

Municipal Building  
2121 West Lake Street  
Hanover Park, Illinois  
60133-4398

Rodney S. Craig  
Village President

Eira L. Corral  
Village Clerk

630-372-4200  
Fax 630-372-4215

Ronald A. Moser  
Village Manager



**VILLAGE OF HANOVER PARK**  
**VILLAGE BOARD**  
**REGULAR WORKSHOP MEETING**

Municipal Building: 2121 W. Lake Street  
Hanover Park, IL 60133

**Thursday, July 7, 2011**  
**6:00 p.m.**

**AGENDA**

- 1. CALL TO ORDER - ROLL CALL**
- 2. ACCEPTANCE OF AGENDA**
- 3. AGENDA ITEM REVIEW**
- 4. ELECTED OFFICIALS ORIENTATION**
  - a. Police Department**
  - b. Finance Department**
  - c. Manager's Office**
- 5. BOARD MEMBER CONCERNS**
  - a. Village President's Expenses- US Conference of Mayors Trip**
- 6. DISCUSSION TOPICS**
- 7. STAFF UPDATES**
  - a. Sign amendment (Churches)- Community Development**
  - b. Text amendment (Sheds)- Community Development**
  - c. Speed hump policy- Engineering**
  - d. Lighted street signs- Public Works**
  - e. Lockers- Police Department**
  - f. LEIM Award- Police Department**
- 8. ADJOURNMENT**


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Ron Moser, Village Manager

**SUBJECT:** Village President's Travel Expenses for the U.S. Conference of Mayors meeting.

**MEETING DATE:** July 7, 2011 Board workshop

**Discussion**

Recently, the Village President attended the U.S. Conference of Mayors 79<sup>th</sup> Annual Meeting. The meeting took place June 17-21 in Baltimore, Maryland. The Mayor attended the conference and stayed at the Hilton Hotel checking in the evening of June 16<sup>th</sup> and departing June 21<sup>st</sup>. Mayor Craig elected to drive to the conference.

Mayor Craig requests reimbursement for expenses. He has been reimbursed and/or we have paid for some of the expenses based on the Village of Hanover Park policy in the Employee Handbook - #509 – Business Travel Expenses (policy attached).

Although the attached policy pertains to employees, in the past, this policy has been applied to Elected Officials also. Mayor Craig feels that based on his unique circumstances, Elected Official reimbursement should be handled in a different manner.

The chart below shows what expenses Mayor Craig has been reimbursed for and/or what the Village has already paid towards this trip and what has been requested from the Mayor for reimbursement.

**Mayor's Expenses  
US Conference of Mayors**

Expense	Requested	Paid	Notes
Mileage	\$ 565.00	\$ -	Per the Business Travel Expense policy, mileage would be paid up to the amount of what airfare to the location would be. Proof of airfare cost, listed here, is attached.
Tolls	\$ 71.14	\$ -	Per the Business Travel Expense policy, transportation cost is limited to the amount of air travel when using a personal vehicle for trips over 250 miles. Therefore, reimbursement would not be paid per the employee policy.
Parking	\$ 140.00	\$ -	In cases where a personal vehicle is used for a trip over 250 miles, no reimbursement shall be made for parking charges at the destination in accordance with our travel policy.
Hilton Lodging Deposit	\$ 276.05	\$ 1,104.20	Requested reimbursement amount is for June 16th, which is the deposit charged to his personal credit card for his first night. The amount of \$1,104.20 was paid directly to the hotel for June 17-21, the remainder of his stay. This amount shall be paid.
Per Diem	\$ 71.00	\$ 355.00	Paid 5 days per diem, which is in compliance with the travel policy. Five days covers June 17-21. \$71.00 reimbursement requested is for June 16th, which was a travel day and reimbursement of this expense does not comply with Village's travel policy.
<b>TOTAL</b>	<b>\$ 1,123.19</b>	<b>\$ 1,459.20</b>	

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_ Regular Village Board Workshop Meeting

July 7, 2011

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Staff seeks clarification on reimbursement of these expenses and if the Board wishes to provide direction for a travel policy for Elected Officials.

RM:smk

Attachments: Travel policy

# Village of Hanover Park

Employee Handbook



## 509 Business Travel Expenses

Effective Date: 03/01/2011

Revision Date:

The Village will reimburse you for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by your Department Head. Once your travel plans have been approved, you are responsible for making your own travel arrangements.

Attendance at authorized or required professional conferences, seminars, technical meetings and/or training programs will be considered part of your normal duties and will be counted as hours worked. You may request authorization to attend such an event at Village expense if it has been approved in the budget for the appropriate fiscal year. Otherwise, the Village Manager must approve attendance at conferences or other such events not included in the budget.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives and subject to the provisions listed below will be reimbursed by the Village.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi or limousine fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of conference hotel accommodations or standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, subject to the limitations described below.
- Tips not exceeding 15% of the total cost of a meal or transportation.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for one personal telephone call each day.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

If you are involved in an accident while traveling on Village business, you must promptly report the incident to your immediate supervisor. Vehicles owned, leased, or rented by the Village may not be used for personal use without prior approval.

### Adoption of Rates

The rates contained in the most recent Department of the Treasury, Internal Revenue Service

# Village of Hanover Park

Employee Handbook



Publication 1542 Per Diem Rates shall be the maximum rate allowed for reimbursement of per diem for meals and incidental expenses. Mileage reimbursement rates shall be the maximum allowed for privately owned vehicles under the U. S. General Services Administration, Travel and Transportation Management Policy Division. Travel expenses shall only be reimbursed when in compliance with this Rule and the current Travel Expense Reimbursement Policy.

## Transportation

You should use vehicles from the Village fleet whenever possible for local travel while on official Village business. When a vehicle from the Village fleet is not available, you may use your own private vehicle for travel on Village business.

Reimbursement for use of your private vehicle shall be at the rate established above, plus any toll charges, if the round-trip does not exceed 250 miles or is within the State of Illinois. When you choose to drive your vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate per mile, whichever is lower. In such cases, no reimbursement shall be made for any hotel, meal or other expenses incurred *en route*, or for parking charges at the destination.

When two or more employees travel in the same private vehicle, reimbursement shall be made only to the owner of the vehicle.

## Meal Allowance

You may be reimbursed for actual expenses incurred for lunch while you are away from the Village on official business during a normal work day before and after the lunch period, including attendance at meetings, training seminars, or required court appearances.

Reimbursement for meals shall be based on the actual costs of the meal plus a gratuity of not more than 15% of the cost of the meal. Receipts will be required for reimbursement of meal costs. However, no meal reimbursement shall be more than the following proportionate share of the meals and incidental expense rate adopted above: breakfast at 20%, lunch at 27%, and dinner at 53%, plus gratuity.

## Per Diem

A *per diem* meal and incidental expense reimbursement is available when an overnight stay is required which shall be based on the meal and incidental expense rate adopted above. Receipts are not required for per diem expenditures.

Cash advances to cover reasonable anticipated expenses may be made to you after travel has been approved. You should submit a written request to your supervisor when travel advances are needed.

When travel is completed, you should submit a completed travel expense report within 30 days. Reports should be accompanied by receipts for all individual expenses, except those covered by your *per diem*. (See Appendix 509-A, Travel Expense Report.)

You should contact your supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any

# Village of Hanover Park

Employee Handbook



other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by you, are grounds for disciplinary action, up to and including termination of employment.

**VILLAGE OF HANOVER PARK**

**CRITERIA FOR SPEED HUMP USE**

**Traffic Speeds:**

The residential speed limit is 20 mph. By strict definition, speeding is going faster than the speed limit.

Speed humps shall be considered when 15% of the motorists are traveling at a speed of 30 mph or greater. This is consistent with the philosophy for establishing speed limits at the 85th percentile speed.

**Street Width:**

Must be less than 30 feet wide.

**Number of Lanes:**

No more than a total of two travel lanes.

**Street Classification:**

Install speed humps only on "local" streets. Do not install speed humps on collector streets or arterial streets.

**Street Grades:**

Do not install speed humps on streets with greater than 5% grade.

**Horizontal and Vertical Alignment:**

Do not install speed humps within horizontal curves of less than a 300 foot centerline radius. Do not install speed humps on a vertical curve with less than minimum stopping sight distance of 200 feet.

**Sight Distance:**

Install speed humps only where safe stopping sight distance of 200 feet can be provided.

**Traffic Volumes:**

Do not install speed humps on streets with less than 300 vehicles per day or more than 2,000 vehicles per day.

**Trucks:**

Do not install speed humps on truck routes.

**Emergency Vehicles:**

Do not install speed humps where the street is a primary emergency vehicle access route.

**Transit:**

Do not install speed humps on transit routes.

**Placement:**

Use minimum of two speed humps in a series at approximately 250 foot intervals.

Do not install more than two series per one-half mile.

Do not install speed humps closer than 250 feet to an existing stop sign or traffic signal controlling the proposed roadway.

Speed humps shall be 3-4" in height and 12' or greater in width.

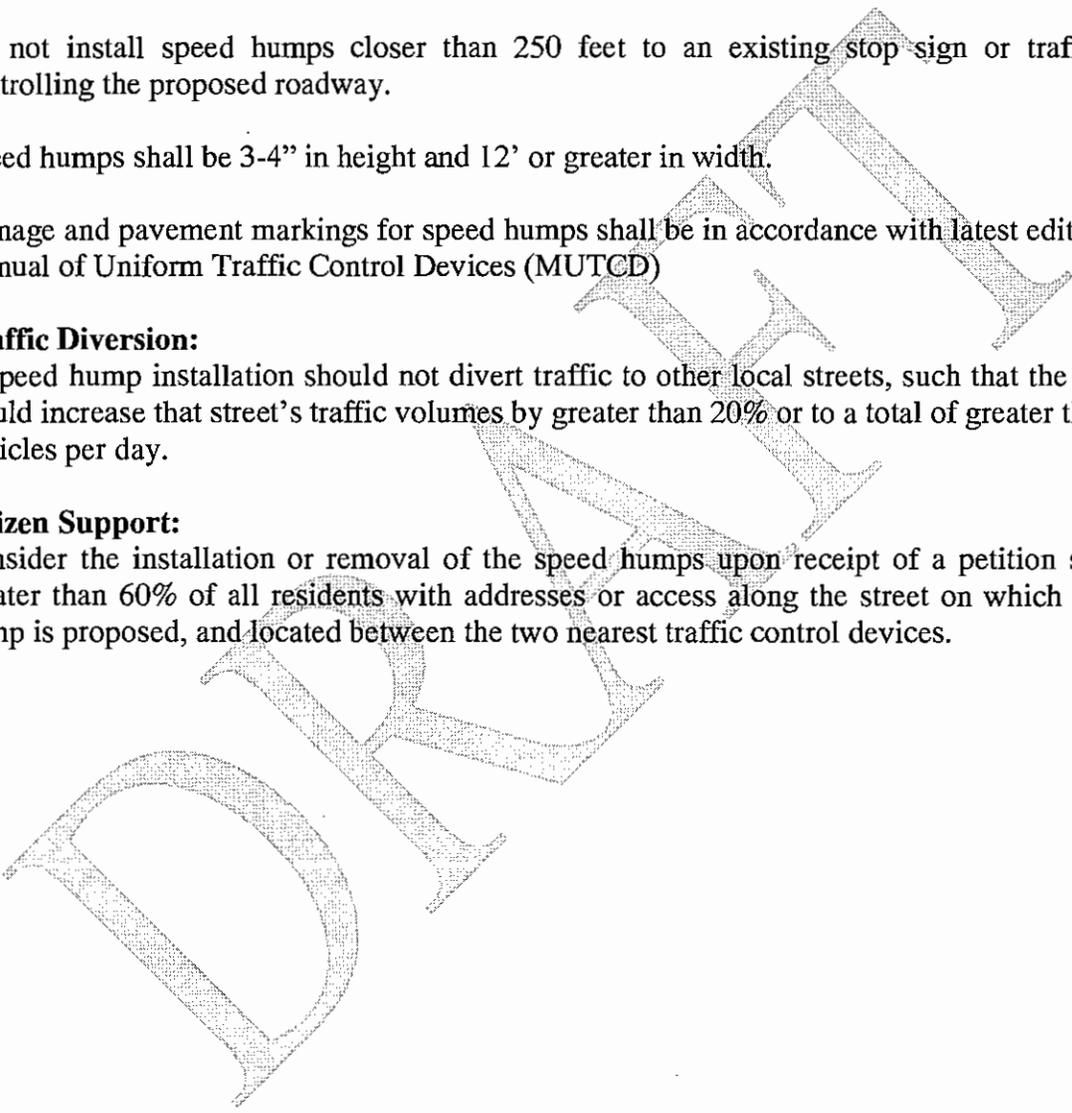
Signage and pavement markings for speed humps shall be in accordance with latest edition of the Manual of Uniform Traffic Control Devices (MUTCD)

**Traffic Diversion:**

A speed hump installation should not divert traffic to other local streets, such that the diversion would increase that street's traffic volumes by greater than 20% or to a total of greater than 1,500 vehicles per day.

**Citizen Support:**

Consider the installation or removal of the speed humps upon receipt of a petition signed by greater than 60% of all residents with addresses or access along the street on which the speed hump is proposed, and located between the two nearest traffic control devices.



**BOARD WORKSHOP****July 7, 2011**

**DATE:** June 29, 2011

**TO:** Village President and Board of Trustees

**FROM:** Ronald A. Moser, Village Manager  
Howard A. Killian, Director of Public Works

**SUBJECT:** Lighted Overhead Street Name Signs

Staff would like to obtain the concurrence of the Village Board for the installation of lighted overhead street name signs at various locations throughout the Village. These signs are hung from the existing traffic signal mast arms and are back lit. Attached are pictures of some samples from Aurora and Joliet. Additionally, the Cook County Highway Department has installed these along Roselle Road in Schaumburg.

In a phased in program, staff would propose that the Village install them at all locations in the Village where traffic signals are located, starting in the TIF Districts.

The signs, back lit by L.E.D.'s, cost approximately \$2,500 to \$3,000 per sign, with each intersection requiring two to four signs. Those intersections located within TIF Districts can be funded with TIF funds.

If the Village Board concurs with the installation, staff would recommend the following intersections first, as they are located in the various TIF Districts.

Barrington Road and Tower Drive	TIF 2
Barrington Road and Irving Park Road	TIF 2
Irving Park Road and Westview Drive	TIF 2
Barrington Road and Walnut Avenue	TIF 3
Barrington Road and Lake Street	TIF 3
Lake Street and Church Road	TIF 3
Lake Street and Center Avenue	TIF 3
Irving Park Road and Kingsbury Drive	TIF 4

Because the signals are all located along State routes, we would recommend the hiring of an engineering consultant to prepare the drawings and obtain the IDOT permits.

ck

attachments

# Traffic Signs, Inc.

1499 East Michigan Avenue, Battle Creek, MI 49014 Phone: 269.964.7511 FAX: 269.964.7017 www.trafficlightsinc.com



**TRAFFIC CONTROL  
CORPORATION**



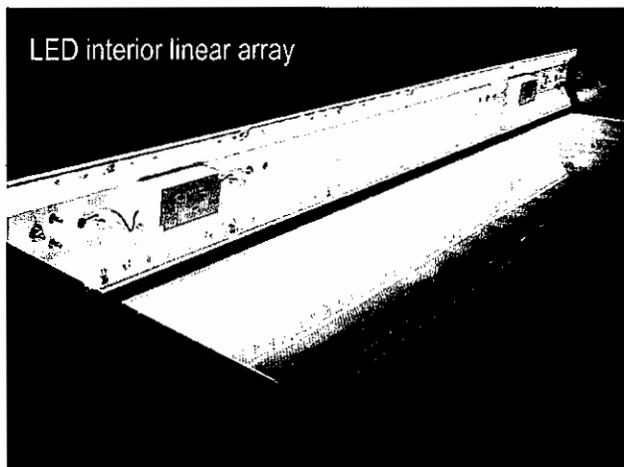
## Green Power Linear Illumination System

### Street Name Sign Lighting

**GreenGlo Green Power LED Lighting System** provides an effective and **GREEN** lighting solution with reduced power demand and no mercury content.

#### KEY FEATURES

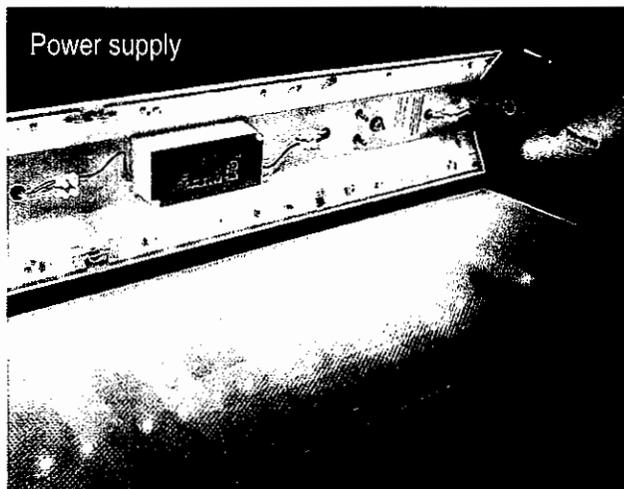
- Zero mercury content
- Greater than 40 lms / watt
- No glass components or filaments
- RoHS / Energy Star / Calif.24 / LEED compatible system component



LED interior linear array

#### LED ADVANTAGES

- Low Voltage increases safety, eliminates arcing hazards and simplifies installations
- Approx. 75,000 hour maintenance-free life span significantly reduces maintenance costs
- High efficiencies for reduced energy costs
- Reliably operates in cold environments
- Durable and shock resistant with no glass or filament components to break or fail



Power supply

#### SYSTEM SPECIFICATIONS

##### LED PLATFORM

1" x 22" MCPCB with 12 1.25 watt LEDs and constant current circuit

##### POWER CONSUMPTION per 22" BOARD:

15 watts at 12vdc (1.5 amps at 12vdc)

**LUMENS:** 780 net systems lumens

**VIEWING ANGLE (field angle):** 120 degrees

**LED Color Temperature:** 5200K nominal

**CRI:** 80

**LIFE EXPECTANCY:** 75,000 hours

50% lumen maintenance

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Complex needs met  
with *intelligent* simplicities.

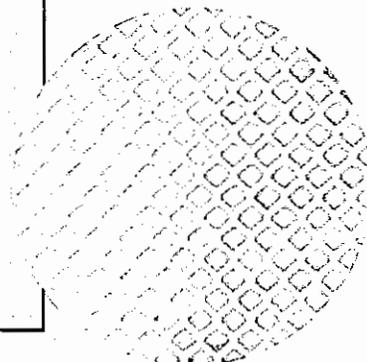
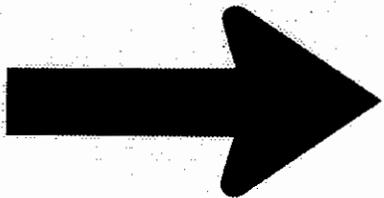


## LED, Fluorescent & NIRF Case Signs

- One-way case signs
- Custom and standard MUTCD
- One-, two-, and four-way messages



# ONE WAY

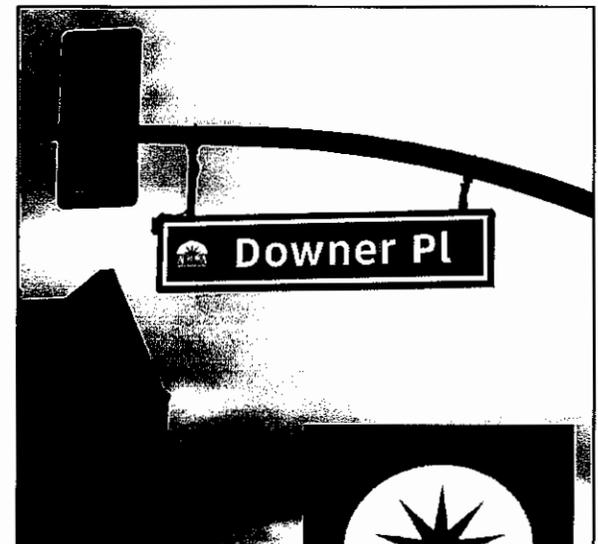


3M DG<sup>3</sup> reflective  
sheeting material  
used in case and street  
name signs



## Internally Illuminated Street Name Signs

- Now available in LED or fluorescent
- Four-, six-, and eight- foot availability
- One-, two-way, viewing
- Lighting uniformity and low maintenance
- Municipal logo design integration



Close up of municipal logo



Regular Village