



Village of Hampshire
Village Board Meeting
Thursday, November 3, 2022 - 7:00 PM
Hampshire Village Hall - 234 S. State Street

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Approval of Minutes from October 20, 2022
6. Appointments
 - a. A Motion to Approve the Appointment of Michelle Bunkowske to the Downtown Beautification Subcommittee for a Term Ending October 2025
 - b. A Motion to Approve the Appointment of Jeanie Mayer to the Downtown Beautification Subcommittee for a Term Ending October 2025
7. Village Manager's Report
 - a. A Resolution Approving the First Amendment to Declaration of Construction Obligations Relating to the Prairie Ridge Development
 - b. A Presentation of Concept Plan of Subdivision for Prairie Ridge, north of Kelly Rd, Submitted by Crown Community Development - no formal action needed
 - c. A Motion to Accept the Municipal Compliance Report for Fiscal Year 2022
8. Monthly Reports
 - a. Building Report
 - b. Streets Report
9. Accounts Payable
 - a. A Motion to Approve the November 3, 2022 Accounts Payable to Personnel
 - b. A Motion to Approve the November 3, 2022 Regular Accounts Payable
10. Village Board Committee Reports
 - a. Business Development Commission
 - b. Public Relations
 - c. Public Works
 - d. Budget
11. New Business
12. Announcements
13. Adjournment

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) the day of the meeting. A link to participate will be sent to your e-mail address, including all exhibits and other documents (the packet) to be considered at the meeting.

Public Comments: The Board will allow each person who is properly registered to speak a maximum time of five (5) minutes, provided the Village President may reduce the maximum time to three (3) minutes before public comments begin if more than five (5) persons have registered to speak. Public comment is meant to allow for expression of opinion on, or for inquiry regarding, public affairs but is not meant for debate with the Board or its members. Good order and proper decorum shall always be maintained.

Recording: Please note that all meetings held by videoconference may be recorded, and all recordings will be made public. While State Law does not required consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: 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.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES
October 20, 2022**

The regular meeting of the Village Board of Hampshire was called to order by Village President Michael J. Reid, Jr. at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, October 20, 2022.

Roll call by Deputy Village Clerk Josh Wray:

Present: Toby Koth, Erik Robinson, Aaron Kelly, Laura Pollastrini, and Lionel Mott

Absent: Heather Fodor

A quorum was established.

In addition, present in-person were Village Manager Jay Hedges, Village Attorney Mark Schuster, Finance Director Lori Lyons, and Police Chief Doug Pann. Also, present electronically: Tim Paulson from EEI.

President Reid led the Pledge of Allegiance.

MINUTES

Trustee Pollastrini moved to approve the minutes of October 6, 2022.

Seconded by Trustee Mott

Motion carried by roll call vote.

Ayes: Koth, Mott, Pollastrini, Reid

Nays: None

Abstain: Kelly, Robinson

Absent: Fodor

APPOINTMENTS

Neither appointee was able to attend.

Trustee Pollastrini moved to table the appointments of Jeanie Mayer and Michelle Bunkowske to the Downtown Beautification Subcommittee.

Seconded by Trustee Robinson

Motion carried by roll call vote.

Ayes: Koth, Mott, Pollastrini, Robinson

Nays: Kelly

Absent: Fodor

VILLAGE MANAGER'S REPORT

A Presentation from Crown Community Development on a New Community Design for Prairie Ridge, North of Kelly Rd.

Crown Community Development presented a redesigned plan for the remaining area of Prairie Ridge. The new concept would, among other things, increase the number of housing units, add more types of housing including rental and active adult neighborhoods, move the proposed school site from its isolated position on Harmony Rd to a more interior part of the

development, and incorporate approximately 8 miles of trails connecting to the existing trail system in the southern part of Prairie Ridge. Approximately half of the land will be active or passive open space, including the trail system, parks, and prairies. The Village Board asked many questions, and discussion ensued for approximately 40 minutes.

Staff made note that Crown's next step will make their official submittal to start the re-subdivision process. The official concept plan will go before the Planning and Zoning Commission next week and will then return to the Village Board with the PZC's comments and staff's analysis of the proposed changes from the original plan.

A Presentation of Concept Plan of Subdivision for the Property at 17N590 US Hwy 20

Mr. Hedges explained the history of this property and how it became one parcel with two zoning classifications, which the current owners, the Gizynski family, intend to correct by subdividing and rezoning the property.

Oscar Gizynski presented his family's plans, including adding a metal storage building for their company's heavy equipment currently being stored outdoors. The brick house in the rear will remain a single-family estate property. The Village Board asked several questions.

Mr. Gizynski intends to complete the zoning process by the end of this year, which will require him to complete final engineering and plat and then return to the Planning and Zoning Commission for a public hearing and to the Village Board for final approval.

A Presentation of Concept Plan of Subdivision for Property in the Hampshire Grove Business Park (Old Dominion Site)

Ken Nyenhuis from Northern Builders presented the concept plan of subdivision for this industrial property. The 62-acre parcel north of Pet Ag will be subdivided into two parcels, one 22-acre site for Old Dominion and one 40-acre site for future development. The Village Board asked several questions. Mr. Paulsen noted that EEL recently received the engineering plans that will be reviewed for the next phase. The engineering plans and preliminary plat, once approved by EEL, will return to the Planning and Zoning Commission for a public hearing and to the Village Board for approval.

A Motion to Authorize the Village Manager to Execute a Lease Agreement for the Hampshire Police Department at 215 Industrial Dr. Unit D with SCH Commercial Investments, LLC

Mr. Hedges explained the current lease is ending October 31, so a new lease with the new property owner is needed. He clarified that the Village Board is only being asked to approve the regular lease and that the build-out costs to construct new training rooms in conjunction with the recently awarded grant will be brought to the Village Board once costs are confirmed.

The Village Board asked several questions. Trustee Koth asked for clarification on the monthly rent escalator. Mr. Hedges explained that the lease will start at \$3,700 per month for the first year, will increase to \$3,800 per month in the second year, and will continue to increase \$100 each year of the agreement.

Trustee Koth moved to authorize the village manager to execute a lease agreement for the Hampshire Police Dept. at 215 Industrial Dr. Unit D with SCH Commercial Investments, LLC.

Seconded by Trustee Kelly
Motion carried by roll call vote.

Ayes: Koth, Mott, Pollastrini, Robinson, Kelly
Nays: None
Absent: Fodor

An Ordinance Establishing a Special Graphics Area in which Projecting Signs will be Allowed

Mr. Wray explained that the current regulations do not allow signs that extend more than 12 inches off of a building. This ordinance and the next ordinance will allow them with certain size, placement, and style restrictions and only in the downtown area as recommended by the Business Development Commission and the Planning and Zoning Commission.

Trustee Kelly moved to approve Ordinance 22-28: An ordinance establishing a special graphics area in which projecting signs will be allowed in the Village.

Seconded by Trustee Robinson.
Motion carried by roll call vote.
Ayes: Koth, Mott, Pollastrini, Robinson, Kelly
Nays: None
Absent: Fodor

An Ordinance Amending the Zoning Regulations in relation to Community Graphics to Allow for Certain Projecting Signs in the Village

Trustee Kelly moved to approve Ordinance 22-29: An ordinance amending the zoning regulations in relation to community graphics to allow for certain projecting signs in the Village.

Seconded by Trustee Robinson
Motion carried by roll call vote.
Ayes: Koth, Mott, Pollastrini, Robinson, Kelly
Nays: None
Absent: Fodor

MONTHLY REPORTS

Police Incidents Report

Chief Pann presented a new format for the monthly report and discussed with the Board different formats and potential areas of information to focus on that will provide more useable information related to department activity and performance along with areas of concern in the community. Discussion ensued for approximately 15 minutes.

Financial Report

The Village Board inquired about the water bill assistance program that was implemented during the height of COVID. Ms. Lyons explained that it absolutely helped people in need during that time. While that program has ended, there are still some people on case-by-case payment plans.

Engineering Report

No comments or questions.

ACCOUNTS PAYABLE

A Motion to Approve the October 6, 2022 Regular Accounts Payable

Trustee Koth moved to approve the Regular Accounts Payable in the sum of \$646,136.32 paid on or before October 26, 2022.

Seconded by Trustee Robinson
Motion carried by roll call vote.
Ayes: Mott, Pollastrini, Fodor, Kelly, Robinson
Nays: None
Absent: Fodor

COMMITTEE / COMMISSION REPORTS

- a) Business Development Commission - Trustee Kelly reported on the most recent BDC meeting, including façade grant project updates, further work on the Economic Development Strategy, the schedule for Hampshire's Very Own, and new business updates.
- b) Public Relations - Trustees Kelly reported on the recent PR Committee Meeting, including newsletter topics and a marketing approach for the My Hampshire app to be launched in November.
- c) Public Works - Trustee Koth made special note of Adam from the Streets Department who saved the Village tens of thousands of dollars by repairing one of the large truck beds himself. It had been rotted/rusted out, and the quoted repair was over \$40,000, but Adam was able to cut out the bad material and weld new material for about \$1,000.
- d) Budget Committee - No report.

ANNOUNCEMENTS

President Reid noted that he lost a bet with the president in Gilberts - Gilberts raised more money during the Cop on Top event, so President Reid is wearing the "I Love Gilberts" shirt this evening. It was an excellent event.

Trustee Mott said he thinks the Trunk or Treat event went very well. The Lions Club served over 1,200 hot dogs. The Sanderson Sisters, played by Ms. Lyons, Village Clerk Linda Vasquez, and Accounting Asst. Mary Brandes, were very popular.

ADJOURNMENT

Trustee Robinson moved to adjourn the Village Board meeting at 9:23 p.m.

Seconded by Trustee Koth
Motion carried by roll call vote.
Ayes: Koth, Pollastrini, Mott, Kelly, Robinson
Nays: None
Absent: Fodor

Received
8.30.22



Village of Hampshire

234 S. State Street
Hampshire, IL 60140

Application to Serve on a Committee or Board

Name Michelle Bunkowske Date _____
Address _____
City Hampshire State IL Zip Code 60140
Home Telephone _____ Work Telephone _____ Cell _____
Email Address _____
How many years have you resided in Hampshire? 30 Date of Birth _____
(Required for background check)

Please rate in order of preference the Commission(s) you wish to serve on (#1 being first choice):

_____ Board of Police Commissioners	_____ Planning and Zoning
_____ Police Pension Board	<u>1</u> Beautification Committee
_____ Business Development Commission	

* See Attached Letter & Resume.

Would you be able to attend regularly scheduled meetings (see website for schedule and commission descriptions)? yes

Education Background _____

Current Employer _____ Job Title _____

Employment Background: _____

Briefly indicate your interest in the Commission(s) chosen above _____

Please attach any additional information that you feel is pertinent to the Commission(s) for which you are applying. _____

Applicant Signature Michelle Bunkowske Date 8/30/22

MICHELLE BUNKOWSKE

August 27, 2022

Village of Hampshire
Business Development Commission
Downtown Beautification Subcommittee

To the Village of Hampshire,

Please receive this letter and resume as a declaration of my interest in being considered as a continued member of the Beautification Committee.

I have lived in Hampshire happily for 30 years. Because of the admiration of feel for our town, I became a proud business owner on historic State Street. On both a personal and professional level, I am thrilled to be able to be involved in such a great community. The residents, village members, and other business owners are wonderful people, and I wish to continue being a member of this committee, so that I may continue in making a positive progressive difference in our community.

The beautification of Hampshire is not only of value for myself, my family, and my business, but the improvements will reap tremendous gain for the whole community.

Thank you in advance for your consideration in renewing my involvement as part of the Beautification Committee.

Truly,

Michelle Bunkowske

MICHELLE BUNKOWSKE

EXPERIENCE

Sep. 2018 - Present

Copper Barrel

Hampshire, IL

Casual dining, American cuisine restaurant established in the heart of downtown Hampshire.

Owner / Managing Partner

- Utilization of past business experience to successfully run/manage bustling restaurant
- Manager of day-to-day operations
- Govern costing and accounting functions to efficiently run business
- Staple business involved in the community and local Chamber of Commerce

Nov. 2016 - Sep. 2018

JW Turf

Elgin, IL

Multi-store golf course and turf John Deere equipment dealership.

Controller

- Oversight/management of all financial aspects of company
- Responsible for all audit and tax compliance
- Responsible for management/handling of accounting/budgeting
- Govern/presentation of all internal reporting

Oct. 2015 - Nov. 2016

Town & Country, Inc.

Elk Grove Village, IL

IL Corporation with sales and distribution of malt beverage products serving the Northwest metropolitan area of Chicago and its suburbs.

Controller

- Management of day-to-day accounting functions/company financials
- Cash/cash flow management
- Accountable for all financial audits and compliance
- Govern all credit/financing needs

Oct. 2006 - Oct. 2015

Buck Bros, Inc.

Hampshire, IL

John Deere Dealership - a multi store dealership with annual sales of \$26million.

Office Management/HR/Accounting/Payroll

- Maintain general ledger and corporate bank accounts up through reconciliation
- Bi-weekly payroll 65 employees, along with HR responsibilities
Coordinate employee and sales dept outings and special events
Compiled monthly and year-end compilation of all tax filing information
Accounts receivable, including past due and bad debt collections

1992 - 2006

Accurate Calibration Services, Inc.

Burlington, IL

Family operated manufacturer for the automotive industry.

Office Manager / Executive Assistant to CEO

- Directed, various financial aspects of the corporation
- Monitored accounts receivable and accounts payable
- Compiled monthly and year-end compilation of all tax filing information
- Managed general office operations

EDUCATION

Business Administration and Accounting

Roosevelt College, Chicago, IL / Elgin Community College, Elgin, IL

Certifications:

ISO 9000 Quality Standard Certifications

Internal Auditing and Documenting Policies & Procedures 9



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

Application to Serve on a Committee or Board

Name JEANIE MAYER Date 8/18/22
 Address [REDACTED]
 City HAMPSHIRE State IL Zip Code 60140
 Home Telephone [REDACTED] Work Telephone [REDACTED] Cell _____
 Email Address [REDACTED]
 How many years have you resided in Hampshire? 50-ish years Date of Birth [REDACTED]
(Required for background check)

Please rate in order of preference the Commission(s) you wish to serve on (#1 being first choice):

- Board of Police Commissioners
- Police Pension Board
- Business Development Commission
- Planning and Zoning
- Beautification Committee

Would you be able to attend regularly scheduled meetings (see website for schedule and commission descriptions)? yes

Education Background Bachelor of Arts - Major: Corporate Communications
Illinois State University

Current Employer HAMPSHIRE CHAMBER Job Title EXECUTIVE DIRECTOR

Employment Background: FREELANCE WRITER / COMMUNICATORS CONSULTANT
2000 to 2018 - NEWS CORRESPONDENT - CHICAGO TRIB. Media Group

Briefly indicate your interest in the Commission(s) chosen above SERVES ON COMMITTEE SEVERAL YEARS
HELPED CREATE FACADE PROGRAM GUIDELINES

Please attach any additional information that you feel is pertinent to the Commission(s) for which you are applying. _____

Applicant Signature [Signature] Date 8/18/22

Received
8-23-22

Village of Hampshire
234 S State Street
Hampshire, IL 60140

Attn: Mike Reid, Village President
CC: Bill Swalwell, Committee Chair

RE: Beautification Committee Application

Gentlemen,

I am writing to express my interest in serving on the Beautification Committee for a second term.

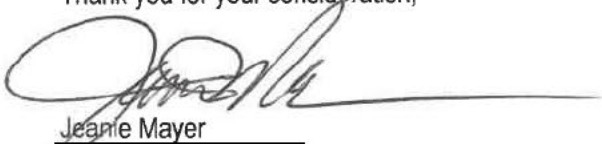
As you know, I have been involved with this committee for the past few years and during that time, I worked to help develop the early drafts of the façade grant application process and helped research wayfinding signs and other projects assigned to the committee by the BDC.

I have enjoyed working with the business community and the Village on projects that help promote our downtown. It has been exciting to see all of the improvements to the downtown that are serving to revitalize Hampshire during this period of unprecedented growth in our Village.

I have enclosed my application to serve on the committee and my current resume for your review.

Please let me know if you have any questions or concerns.

Thank you for your consideration,



Jeanie Mayer



Jeanie Mayer



Experience Statement

Experienced executive director of nonprofit organization. Published writer of news stories and feature articles, photographer and video editor. Effective communicator with 15-plus years of experience in freelance reporting and copy writing. Experienced web and social media content creator, community event facilitator and organizer. Published Author.

Professional Experience

Executive Director – *Hampshire Area Chamber of Commerce*, Hampshire, IL **2020 – Present**

- Doubled existing membership within first two years as director
- Plan, write, edit and create content for both print and social media outlets
- Plan and execute events for members and the community
- Recruit and manage volunteers, interns and vendors
- Facilitate board meetings, member networking meetings and trainings
- Develop partnerships with local and state elected officials

Communications Consultant – **2013 – Present**

- Leverage social media tools (Twitter, YouTube, Facebook) for internal and external communications for various clients
- Plan, write, edit, and create content for both print and social media outlets
- Develop and coordinate content and message strategy for internal and external audiences
- Facilitate and promote fundraising, training and public outreach events
- Manage websites and mobile app, creating SEO-optimized content
- Create graphic art for social, digital and print media outlets
- Create both print and digital newsletters and publications

News Correspondent – *The Courier-News/Chicago Tribune Media Group*, Chicago, IL **1999-2018**

- Generated stories that profiled new businesses, community leaders and special events relative to communities in northwestern Kane County
- Wrote news stories covering local government meetings in northwestern Kane County
- Provided news coverage for festivals and community affairs
- Provided photography/video for feature articles, profiles and news events
- Columnist 2009-2010
- Wrote business profiles of realtors, communities and properties for weekly features for real estate market

Author – Hampshire -- *Arcadia Publishing*, S. Carolina, Images of America Series **Pub. 2013**

Freelance Desktop Publisher – *Riedl-Mayer Publications*, Genoa, IL **1991 – 1995**

- Designed and created newsletters, brochures and other print publications for clients

Recruiter/Sales Professional – *Metropolitan Life*, Elgin, IL **1987 – 1991**

Education

B.A., Corporate Communications, *Aurora University*, Aurora, IL **Graduated 1990**
Elgin Community College, Elgin, IL **Transferred 1988**

AGENDA SUPPLEMENT

TO: Village President and Board of Trustees
FROM: Mark Schuster / Village Attorney
DATE: November 3, 2022
RE: Resolution Adopting First Amendment to Declaration of Construction Obligations
(Crown – Prairie Ridge)

Crown is in the process of conveying Neighborhood “R” in the Prairie Ridge Subdivision to DR Horton, for development as a “build-to-rent” community. The Board of Trustees reviewed the concept for development of Neighborhood “R” with Horton at a recent meeting. The two parties now desire to confirm the obligations for construction of certain public improvements related to Neighborhood “R.”

In 2011, in order to give notice to future buyers, Crown (in cooperation with the Village) prepared and recorded a “Declaration of Construction Obligations.” The Declaration provided as follows:

...the Owner who first obtains a building permit...within any of the Neighborhoods comprising “CC,” “P,” “Q” or “R,” shall ... undertake the [following] obligations:

1. Installation of sidewalks
2. Installation of and making operational street lights along Town Place Road (adjacent to “Q” or “P” -- when any building permit is issued for Neighborhood “R”); and
3. Planting parkway trees along Town Place Road.

This clause would have obligated DR Horton for the public improvements described in the Agreement.

At this time, Crown desires to modify that Declaration, so that:

A. Crown will presently order street lights for the north side of Town Place Road, for Windham Lane ¹ and for Terrabrook Way (in Neighborhood “R”), and shall install and make same operational upon delivery.

B. Horton assumes the obligation of constructing sidewalks and planting parkway trees only along Terrabrook Way (an interior roadway) in Neighborhood “R,” to be completed as part of its normal development activities.

C. Crown retains the obligations to i) construct sidewalks and ii) plant parkway trees along Windham Lane by Dec. 31, 2023;

D. Crown retains the obligations to i) construct sidewalks and ii) plant parkway trees along Town Place Road -- when the Neighborhoods adjacent to the roadway are developed in the future.

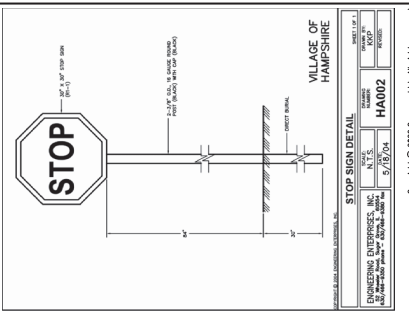
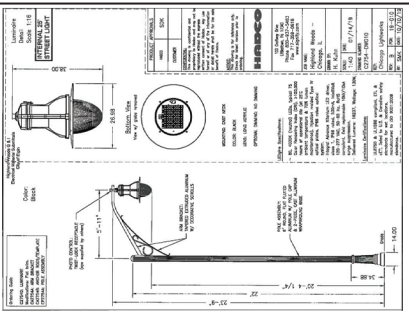
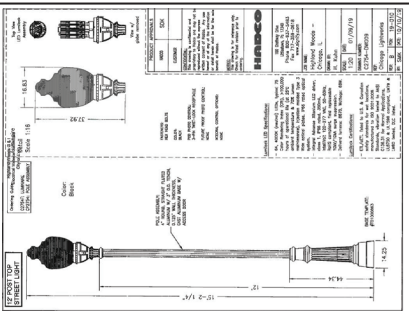
Overall, there is no change to the obligations for sidewalks, street lights and parkway trees in Prairie Ridge Subdivision and/or Neighborhood “R.” The only purpose of the proposed First Amendment is to assign the obligations between Crown and DR Horton.

¹ These are the roadways leading to Neighborhood “R.”

AGENDA SUPPLEMENT

Action Needed

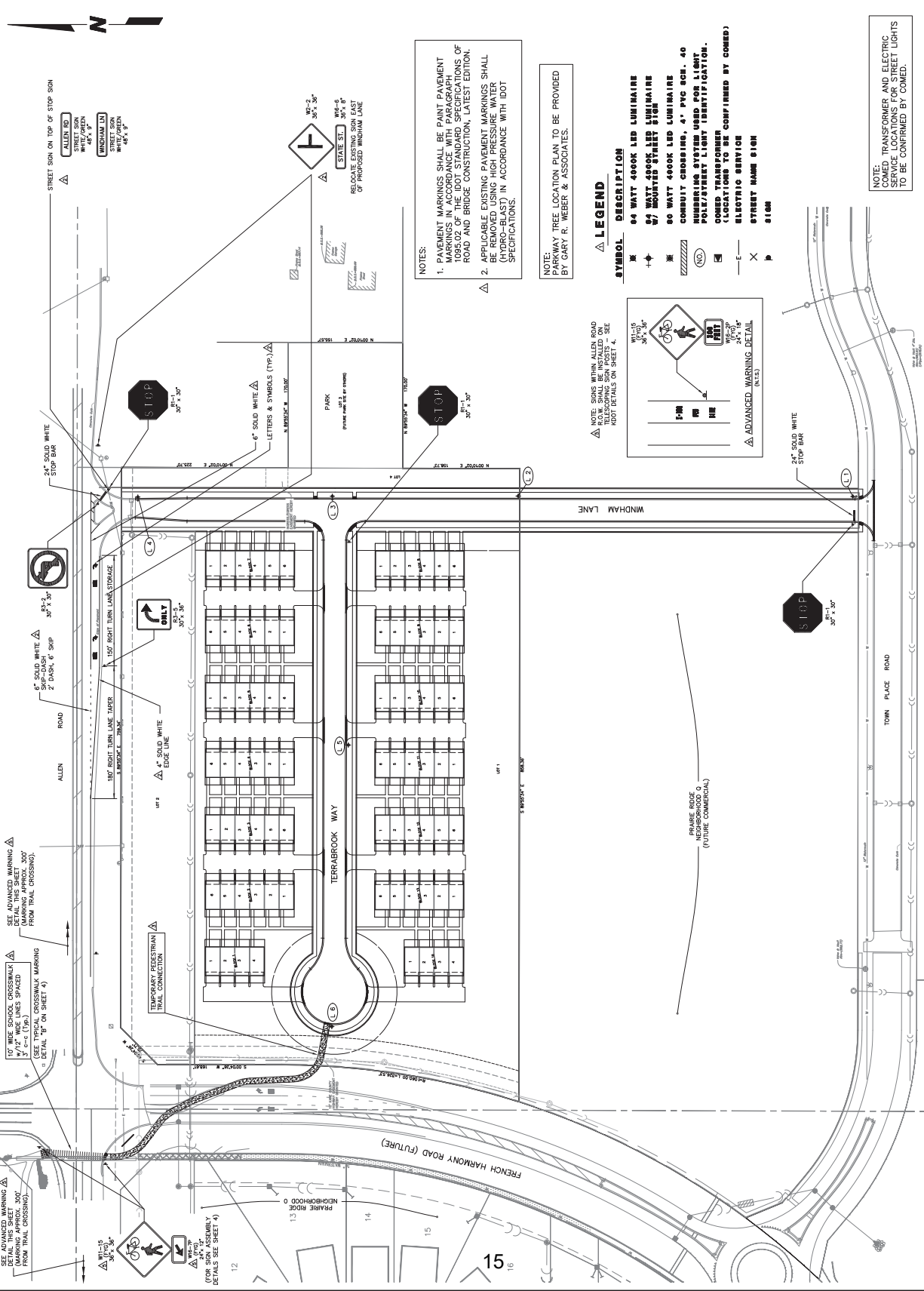
Review and approve the proposed “First Amendment to Declaration of Construction Obligations” for Prairie Ridge Subdivision, to update the original Declaration and to facilitate the proposed transaction between Crown and DR Horton for Neighborhood “R.”



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OVERALL STREET LIGHTING STREET SIGN PLAN AND DETAILS
PRAIRIE RIDGE NEIGHBORHOOD R

FILE NAME: OVER UTILITY DESN. BY: DRG JOB NO.: 466.273 SHEET NO. 05 of 20
 DIR: 46273 DRN. BY: JSC DATE: 04-20-22



NOTES:

1. PAVEMENT MARKINGS SHALL BE PAINT PAVEMENT MARKINGS IN ACCORDANCE WITH PARAGRAPH 10.1.1.1 OF THE ILLINOIS STANDARD SPECIFICATIONS OF ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION.
2. APPLICABLE EXISTING PAVEMENT MARKINGS SHALL BE PRESERVED AND PAINTED IN ACCORDANCE WITH (HYDRO-BLAST) IN ACCORDANCE WITH IDOT SPECIFICATIONS.

NOTE:
 PARKWAY THE LOCATION PLAN TO BE PROVIDED BY GARY R. REBER & ASSOCIATES.

NOTE: TRANSFORMER AND ELECTRIC SERVICE LOCATIONS FOR STREET LIGHTS TO BE CONFIRMED BY COMED.

NOTE: TRANSFORMER AND ELECTRIC SERVICE LOCATIONS FOR STREET LIGHTS TO BE CONFIRMED BY COMED.

SYMBOL	DESCRIPTION
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	COMBUI CYCLOSIM, 4' PVC SCH. 40
(Symbol)	HUMMING BIRD SYSTEM USED FOR LIGHT
(Symbol)	POLE/STREET LIGHT IDENTIFICATION.
(Symbol)	COMED TRANSFORMER
(Symbol)	LOCATIONS TO BE CONFIRMED BY COMED)
(Symbol)	ELECTRIC SERVICE
(Symbol)	STREET NAME SIGN
(Symbol)	81100

REVISIONS

NO.	DATE	DESCRIPTION
1	04-19-22	ISSUED FOR PERMIT REVIEW
2	04-20-22	REVISED PER PERMIT REVIEW
3	04-20-22	REVISED PER PERMIT REVIEW
4	04-20-22	REVISED PER PERMIT REVIEW

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	80 WATT 4000K LED LUMINAIRE
(Symbol)	COMBUI CYCLOSIM, 4' PVC SCH. 40
(Symbol)	HUMMING BIRD SYSTEM USED FOR LIGHT
(Symbol)	POLE/STREET LIGHT IDENTIFICATION.
(Symbol)	COMED TRANSFORMER
(Symbol)	LOCATIONS TO BE CONFIRMED BY COMED)
(Symbol)	ELECTRIC SERVICE
(Symbol)	STREET NAME SIGN
(Symbol)	81100

DESCRIPTION

NO.	DATE	DESCRIPTION
1	04-19-22	ISSUED FOR PERMIT REVIEW
2	04-20-22	REVISED PER PERMIT REVIEW
3	04-20-22	REVISED PER PERMIT REVIEW
4	04-20-22	REVISED PER PERMIT REVIEW

PREPARED BY:
CEMCON, Ltd.
 Consulting Engineers, Land Surveyors & Planners
 2280 White Oak Circle, Suite 100
 Naperville, Illinois 60563
 Ph: 630.862.2100 Fax: 630.862.2199
 E-Mail: info@cemcon.com Website: www.cemcon.com

PREPARED FOR:
HAMPSHIRE WEST LLC
 1751 A WEST DIEHL ROAD
 NAPERVILLE, ILLINOIS 60563
 (630) 851-5490

No. 22 -

**A RESOLUTION
APPROVING THE FIRST AMENDMENT TO
DECLARATION OF CONSTRUCTION OBLIGATIONS
RELATING TO THE PRAIRIE RIDGE DEVELOPMENT IN THE VILLAGE
(Hampshire West, LLC – Prairie Ridge Neighborhood “R”)**

WHEREAS, the Village has previously entered into a certain Agreement for Public Improvements with Hampshire East, LLC and Hampshire West, LLC, dated June 1, 2007, for certain public improvements to be constructed as part of the Crown Development Project, including but not limited to Prairie Ridge Development and the portion thereof identified as Neighborhood “R”; and

WHEREAS, subsequently, Hampshire West, LLC recorded a certain “Declaration of Construction Obligations” dated October 20, 2011, as Doc. No. 2012K005494, recorded January 27, 2012 (the “Declaration”), concerning public improvements to be constructed in the Prairie Ridge Development in the Village; and

WHEREAS, Hampshire West has proposed to modify the Declaration to remove the part of the Prairie Ridge Development identified as Neighborhood “R” from the requirements of the Declaration; and

WHEREAS, the Village has reviewed this request, the proposed conveyance of Neighborhood “R” by Crown to DR Horton, the status of public improvements in the area, the plans for development of Neighborhood “R,” and the proposed assignment of the duties regarding the public improvements related to Neighborhood “R”; and

WHEREAS, the Corporate Authorities have determined that it is advisable to amend the Declaration of Construction Obligations in order to facilitate the proposed conveyance of Neighborhood “R”, and to better provide for the overall development of Neighborhood “R” and the Prairie Ridge Subdivision thereafter.

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 First Amendment to Declaration of Construction Obligations, as attached hereto and incorporated herein by this reference, shall be and is approved.

Section 2. The Village President shall be and hereby is authorized to execute and deliver to Hampshire West, LLC said First Amendment to Declaration of Construction Obligations on behalf of the Village.

Section 3. The Village Attorney may approve corrections of any clerical errors contained in said document, and such corrections shall be and are incorporated in the approval evidenced by this Ordinance.

Section 4. The First Amendment to Declaration of Construction Obligations shall be recorded in the Office of the Kane County Recorder, by and at the expense of Hampshire West, LLC, promptly after execution thereof by the parties; and further, Hampshire West shall thereafter promptly file a copy of the recorded document in the Office of the Village Clerk.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED THIS ____ DAY OF _____, 2022, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED THIS ____ DAY OF _____, 2022.

Michael J. Reid, Jr.
Village President

ATTEST:

Linda Vasquez
Village Clerk

This instrument was prepared by and,
after recording, return to:

Gould & Ratner LLP
222 N. LaSalle Street
Suite 300
Chicago, IL 60601
Attn: John H. Mays

This space reserved for Recorder's use only

FIRST AMENDMENT

DECLARATION OF CONSTRUCTION OBLIGATIONS

This First Amendment ("Amendment") is dated and effective as of the date the second of the two parties signs this Amendment (the "Effective Date") between the VILLAGE OF HAMPSHIRE, an Illinois Municipal Corporation ("Village"), and HAMPSHIRE WEST LLC, an Illinois limited liability ("Declarant")

RECITALS

Village and Declarant are parties to that certain Declaration of Construction Obligations dated October 20, 2011 ("Existing Declaration"), and

By the terms of the Existing Declaration, Declarant reserved a right, with the consent of the Village, to amend and change the terms and provisions thereof; and

Village and Declarant desire to amend the Existing Declaration to remove Neighborhood "R" in the Prairie Ridge subdivision (as more fully described in the Existing Declaration and on Exhibit A attached hereto) from the terms and restrictions of the Existing Declaration and to otherwise amend the Existing Declaration as set forth herein.

NOW THEREFORE, in consideration of the above recitals, which by this reference are incorporated herein, the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Definitions.** All capitalized terms used herein which are not defined in this Amendment shall have the meanings ascribed to such terms in the Existing Declaration.

2. **Recitals.** The Recitals are incorporated as if fully set forth herein and are true and correct in all material respects.

3. **Exclusion of Neighborhood R.** Notwithstanding anything to the contrary in the Existing Declaration, the parties agree that definition of “the Property” as set forth in the Existing Declaration shall be and is amended to exclude therefrom Neighborhood “R” as described on Exhibit A attached hereto, so that the Owner of Neighborhood “R” shall be and is excluded from the Obligations described in the Existing Declaration and the “Obligations” described in the Existing Declaration **shall not apply** to the Owner of Neighborhood “R.”

4. **Successors and Assigns.** The terms, covenants and conditions contained in this Amendment shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

5. **Entire Agreement; Choice of Law.** The Existing Declaration as amended by this Amendment, supersedes all prior negotiations, representations, understandings and agreements of, by or between the parties concerning the subject matter hereof, which shall be deemed fully merged herein; shall be construed and governed by the laws of the State of Illinois, and may not be changed or terminated orally.

6. **Existing Declaration in Full Force and Effect.** Except as modified by the provisions of this Amendment, all of the terms, covenants, and conditions of the Existing Declaration and the Improvements Agreement, and all the rights and obligations of Village and Declarant thereunder, shall remain in full force and effect through the Termination Date and any extension thereof, and are not otherwise altered, amended, revised, or changed.

7. **Incorporation.** All Riders, Addendums, Exhibits and Schedules attached to this Amendment are expressly incorporated in this Amendment.

8. **Plans and Approvals for Neighborhood “R.”** Nothing in this Amendment shall be construed to waive or exclude any obligation of the owner of Neighborhood “R” to install or construct sidewalks and parkway trees adjacent to Terrabrook Way as specified in the plans for and Village approvals related to development of Neighborhood “R.”

9. **Additional Improvements.** In addition, and as an express condition of Village approval of this Amendment, Hampshire West LLC shall: i) promptly place a purchase order for and ii) upon receipt install and make operational street lights in Neighborhood “R” and on the north side of Town Place Road, from State Street to the terminus of Town Place Road. In addition, Hampshire West LLC will, except for those obligations referenced in Section 8 above, be responsible for completing all of the street lights along Terrabrook Way in Neighborhood “R” and all required parkway improvements including but not limited to construction of sidewalks and planting of parkway trees along Windham Lane in and adjacent to Neighborhood “R.” (All work planned for and anticipated to be completed in the Spring of 2023; and in any event, to be completed by December 31, 2023).

10. **Counterparts.** This Amendment may be executed in duplicate counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument. For purposes of this Amendment and the rights of the parties to enforce it, a facsimile or other electronic transmission of a signature shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, Village and Declarant have executed this Amendment as of the date the second of the two parties signs this Amendment.

DECLARANT:

HAMPSHIRE WEST LLC, an Illinois
limited liability

By: _____

Name: _____

Title: _____

Date of Execution: _____

VILLAGE:

VILLAGE OF HAMPSHIRE, an Illinois
Municipal Corporation

By: _____

Name: _____

Title: _____

EXHIBIT A

LEGAL DESCRIPTION OF NEIGHBORHOOD "R"

THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH RANGE 6 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE EAST LINE OF THE NORTHEAST QUARTER AND THE NORTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 21; THENCE NORTH 89 DEGREES 55 MINUTES 34 SECONDS WEST, 450.00 FEET ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 21 TO THE WEST LINE OF THE EAST 450.0 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00 DEGREES 10 MINUTES 02 SECONDS WEST, 285.70 FEET TO THE SOUTH LINE OF THE NORTH 285.70 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 89 DEGREES 55 MINUTES 34 SECONDS EAST, 170.00 FEET ALONG SAID SOUTH LINE TO THE WEST LINE OF THE EAST 280.0 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00 DEGREES 10 MINUTES 02 SECONDS WEST, 155.57 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF THE NORTH 441.27 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 55 MINUTES 34 SECONDS WEST, 170.00 FEET ALONG SAID WEST LINE TO THE WEST LINE OF THE EAST 450.0 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00 DEGREES 10 MINUTES 02 SECONDS WEST, 158.73 FEET ALONG SAID WEST LINE TO THE SOUTH LINE OF THE NORTH 600.00 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 55 MINUTES 34 SECONDS WEST, 26.21 FEET ALONG SAID SOUTH LINE; THENCE SOUTH 00 DEGREES 04 MINUTES 26 SECONDS WEST, 459.00 FEET TO THE NORTH LINE OF TOWN PLACE ROAD PER DOCUMENT 2011K003824; THENCE NORTH 89 DEGREES 55 MINUTES 34 SECONDS WEST, 60.00 FEET ALONG SAID NORTH LINE; THENCE NORTH 00 DEGREES 04 MINUTES 26 SECONDS EAST, 459.00 FEET TO THE SOUTH LINE OF THE NORTH 600.00 FEET OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 55 MINUTES 34 SECONDS WEST, 772.15 FEET ALONG SAID SOUTH LINE TO THE EASTERLY LINE OF FRENCH HARMONY ROAD AS DEDICATED PER DOCUMENT 2006K069729; (THE FOLLOWING FOUR COURSES ARE ALONG SAID EASTERLY LINE); 1) THENCE NORTHERLY, 326.53 FEET ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 1060.00 FEET AND A CHORD BEARING NORTH 08 DEGREES 53 MINUTES 56 SECONDS EAST; 2) THENCE NORTH 00 DEGREES 04 MINUTES 26 SECONDS EAST, 168.61; 3) THENCE NORTH 45 DEGREES 04 MINUTES 26 SECONDS EAST, 70.71 FEET; 4) THENCE NORTH 00 DEGREES 04 MINUTES 26 SECONDS EAST, 60.00 FEET TO THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 89 DEGREES 55 MINUTES 34 SECONDS EAST, 759.44 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING, IN KANE COUNTY, ILLINOIS.



Village of Hampshire
234 S. State Street, Hampshire IL 60140
Phone: 847-683-2181 www.hampshireil.org

Agenda Supplement

TO: President Reid; Board of Trustees
FROM: Josh Wray, Assistant to the Village Manager
FOR: Village Board Meeting, November 3, 2022
RE: Concept Plan of Subdivision for Prairie Ridge

Background: Crown Community Development approached the Village in May of this year regarding a new design concept for the remainder of Prairie Ridge north of Kelly Rd. After meeting with staff several times, and making some reduction in density, a concept plan was presented to the Village Board on October 20, 2022. Since then, Crown officially submitted a petition for re-subdivision, which was presented to the Planning and Zoning Commission on October 24, 2022. The Commission voted 5-0 in favor of approval.

Analysis: The concept plan shows a 54% increase in housing units from 1,286 in the original plan to 1,978 in the new concept. A major purpose for the redesign is to include different sizes of single-family homes, townhome neighborhoods, active adult neighborhoods, and build-to-rent single-family and townhomes. A breakdown of the types and lot sizes of these different home products is depicted in Figure 1 attached. This change will diversify the Village's housing stock and will add significant development fee revenue, increasing from approximately \$4.03 million to approximately \$6.2 million as noted in Figure 2.

The next step in this process will be for Crown will then complete preliminary engineering/plat and a new development agreement before returning to the Planning and Zoning Commission for a public hearing and to the Village Board for approval, planned for early spring. Crown will then have entitlement for the project and may proceed with final engineering/plat approval individually for each neighborhood as they have been doing the last several years. For each neighborhood, the Planning and Zoning Commission and Village Board will see the final plans to ensure substantial compliance with the preliminary plan.

Action Needed: No formal action is required at this time, but it would be appropriate for the Village Board to voice questions, comments, and concerns to aid Crown's development of the preliminary plan.

Figure 1 - Comparing Product Types and Lot Sizes, Original Plan vs. Proposed Concept Plan

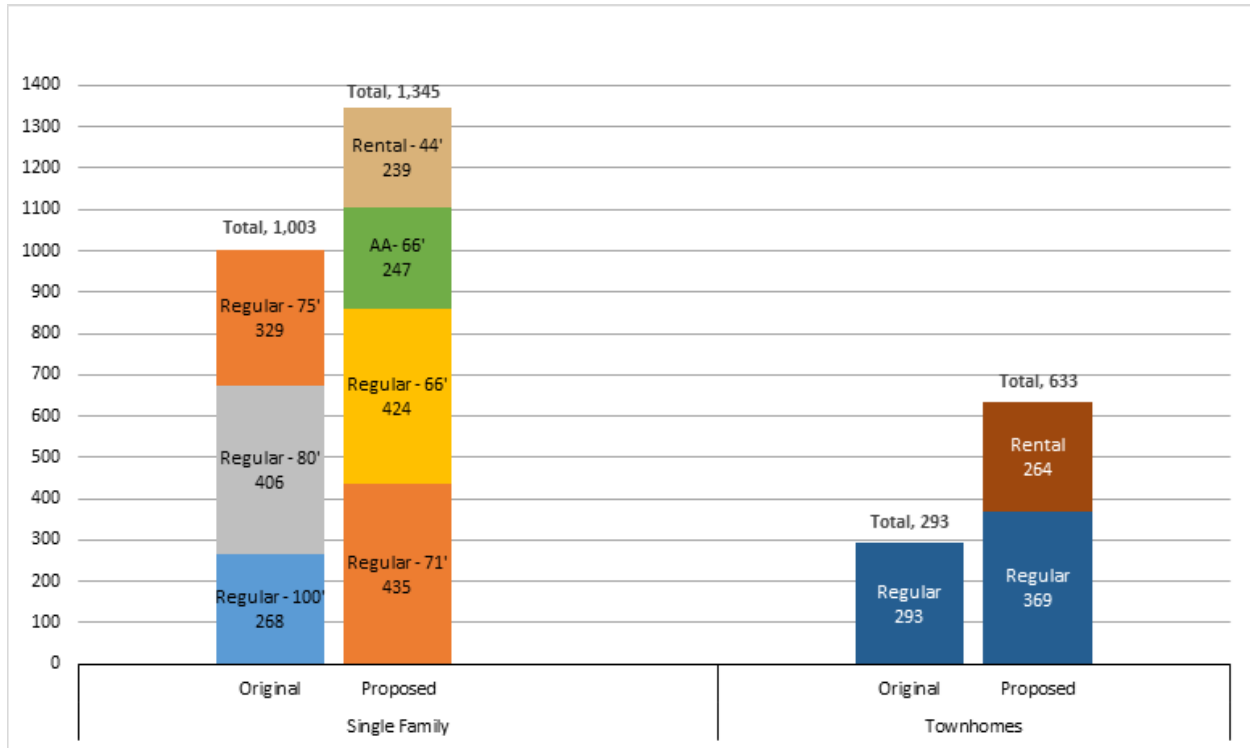
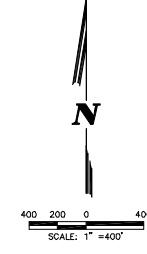


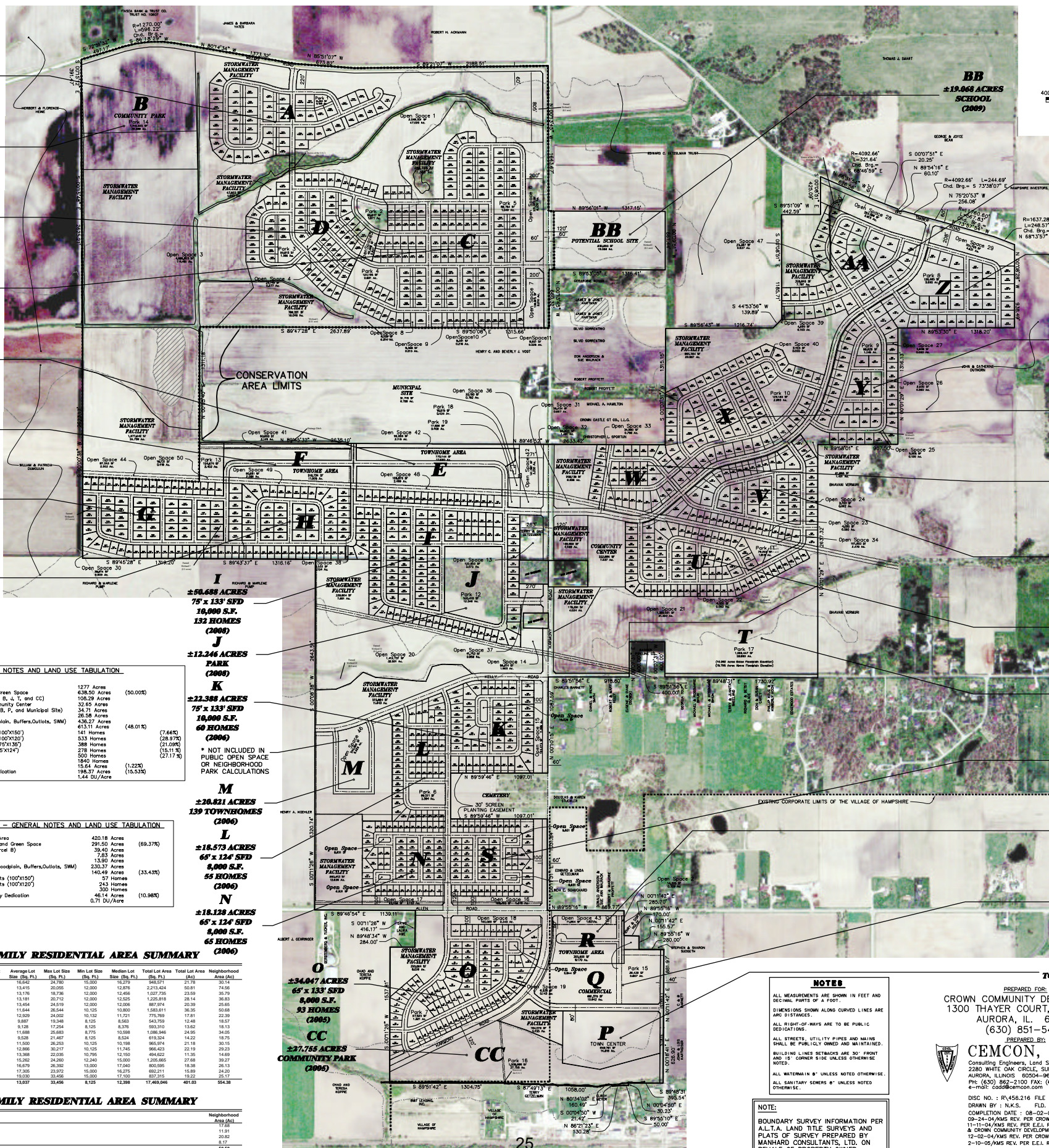
Figure 2 - Summary of Development Fee Changes

Diff Units	Original # Units	Proposed # Units	Single Family Attached & Detached					
			Original Units & Fees		Proposed Units & Fees		\$ Delta	
54%	1286	1978	Per Units (1286)	Total	Per Units (1978)	Total	Total	
	Fees							
			Public Use Impact	\$ 712.00	\$ 915,632.00	\$ 712.00	\$ 1,408,336.00	\$ 492,704.00
			Transportation Impact	\$ 1,636.00	\$ 2,103,896.00	\$ 1,636.00	\$ 3,236,008.00	\$ 1,132,112.00
			Village Transition	784.47	1,008,828.42	784.47	1,551,681.66	542,853.24
		Grand Total		3,132.47	4,028,356.42	3,132.47	6,196,025.66	2,167,669.24

PRAIRIE RIDGE PRELIMINARY PLAT OF SUBDIVISION



- A**
±30.141 ACRES
100' x 150' SFD
15,000 S.F.
57 HOMES
(2009)
- B**
±39 ACRES
PARK
(2009)
- D**
±35.791 ACRES
80' x 150' SFD
12,000 S.F.
78 HOMES
(2009)
- C**
±74.556 ACRES
80' x 150' SFD
12,000 S.F.
165 HOMES
(2009)
- E**
±17.600 ACRES
175 TOWN HOMES
(2008)
- F**
±11.908 ACRES
108 TOWN HOMES
(2008)
- G**
±36.834 ACRES
80' x 150' SFD
12,000 S.F.
93 HOMES
(2008)
- H**
±25.647 ACRES
80' x 150' SFD
12,000 S.F.
70 HOMES
(2008)



- AA**
±25.172 ACRES
100' x 150' SFD
15,000 S.F.
44 HOMES
(2008)
- Z**
±24.195 ACRES
100' x 150' SFD
15,000 S.F.
40 HOMES
(2008)
- Y**
±26.128 ACRES
100' x 120' SFD
12,000 S.F.
48 HOMES
(2008)
- X**
±39.267 ACRES
100' x 120' SFD
12,000 S.F.
79 HOMES
(2007)
- W**
±14.691 ACRES
75' x 133' SFD
10,000 S.F.
37 HOMES
(2007)
- V**
±29.232 ACRES
75' x 133' SFD
10,000 S.F.
75 HOMES
(2007)
- U**
±30.150 ACRES
75' x 133' SFD
10,000 S.F.
84 HOMES
(2007)
- T**
±28.89 ACRES
PARK
(2007)
- S**
±18.745 ACRES
65' x 124' SFD
8,000 S.F.
65 HOMES
(2006)
- R**
±8.170 ACRES
78 TOWN HOMES
(2005)
- Q**
±15.642 ACRES
RETAIL CENTER
(2005)
- P**
±14.916 ACRES
TOWN CENTER & PARK
(2005)

GENERAL NOTES AND LAND USE TABULATION

1. Total Site Area	1277 Acres
2. Total Recreation, Open, and Green Space	638.50 Acres (50.00%)
a. Community Parks (Parks B, U, T, and CC)	108.29 Acres
b. Neighborhood Parks/Community Center	32.65 Acres
c. Public Use Open Space (BB, P, and Municipal Site)	34.71 Acres
d. Private Open Space	36.28 Acres
e. Public Open Space (Floodplain, Buffers/Outlets, SWM)	436.27 Acres (48.01%)
3. Total Residential Area	613.11 Acres (7.64%)
a. 15,000 square foot lots (100'x150')	141 Homes (28.37%)
b. 12,000 square foot lots (100'x150')	533 Homes (87.00%)
c. 10,000 square foot lots (75'x133')	388 Homes (63.10%)
d. 8,000 square foot lots (65'x124')	278 Homes (45.34%)
e. Townhomes	500 Homes (81.71%)
f. Total Homes	1840 Homes (1.22%)
4. Total Retail Area	15.65 Acres (1.23%)
5. Community Wide Roadway Dedication	198.37 Acres (15.53%)
6. Gross Density	1.44 DU/Acre

CONSERVATION AREA - GENERAL NOTES AND LAND USE TABULATION

1. Total Conservation Site Area	420.18 Acres
2. Total Recreation, Open, and Green Space	291.50 Acres (69.37%)
a. Community Parks (Parks B)	39.40 Acres
b. Neighborhood Parks	7.83 Acres
c. Private Open Space	13.80 Acres
d. Public Open Space (Floodplain, Buffers/Outlets, SWM)	230.37 Acres
3. Total Residential Area	140.49 Acres (33.43%)
a. 15,000 square foot lots (100'x150')	37 Homes
b. 12,000 square foot lots (100'x150')	243 Homes
c. Total Homes	300 Homes
4. Total Retail Area	48.14 Acres (11.46%)
5. Gross Density	0.71 DU/Acre

SINGLE FAMILY RESIDENTIAL AREA SUMMARY

Neighborhood	# Homes	Planned Lot Size	Average Lot Size (Sq. Ft.)	Max Lot Size (Sq. Ft.)	Min Lot Size (Sq. Ft.)	Median Lot Size (Sq. Ft.)	Total Lot Area (Acres)	Total Lot Area (Sq. Ft.)	Neighborhood Density
A	57	15,000	16,262	24,700	10,000	12,276	938,371	21,791,370	30.14
C	160	12,000	12,416	20,000	12,000	12,276	1,974,400	23,616,000	74.56
D	78	12,000	11,176	18,736	12,000	12,456	1,027,236	12,339,378	35.79
G	93	12,000	13,161	20,712	12,000	12,205	1,226,818	14,481,060	36.83
H	66	12,000	13,464	24,016	12,000	12,006	887,074	7,992,660	25.65
I	136	10,000	11,644	26,544	10,125	10,800	1,383,811	9,336,000	50.68
J	60	10,000	12,000	24,000	10,100	11,721	770,789	7,020,000	25.00
L	55	8,000	8,987	19,348	8,125	8,563	543,759	4,448,187	18.57
N	65	8,000	8,028	17,254	8,125	8,276	523,350	5,182,250	18.13
O	93	8,000	11,688	25,883	8,775	10,568	1,036,346	7,935,000	34.05
Q	65	10,000	10,000	32,417	10,125	11,748	663,824	6,421,875	19.75
U	84	10,000	11,600	26,203	10,125	11,168	965,874	8,400,000	30.15
V	75	10,000	12,886	32,417	10,125	11,748	1,055,866	8,812,500	28.23
W	37	10,000	13,388	22,335	10,795	12,150	484,622	4,135,000	14.69
X	79	12,000	12,886	24,000	12,000	12,886	1,025,866	8,812,500	39.27
Y	48	12,000	16,379	26,392	13,000	17,040	800,595	6,838,000	25.13
Z	40	15,000	17,250	23,775	15,000	16,275	662,211	5,500,000	24.20
AA	44	15,000	18,000	31,000	15,000	18,750	807,750	6,720,000	25.17
CC	130	12,000	13,000	31,000	12,000	13,000	1,740,000	14,400,000	58.58
Total Single Family Homes	1340		13,027	33,456	8,125	12,398	17,469,946	141,803,000	58.36

MULTI FAMILY RESIDENTIAL AREA SUMMARY

Neighborhood	# Homes	Neighborhood Density
E	175	17.68
F	108	9.11
M	139	8.57
R	78	20.12
Total Multi Family Homes	500	58.58

* NOT INCLUDED IN PUBLIC OPEN SPACE OR NEIGHBORHOOD PARK CALCULATIONS

NOTES
 ALL MEASUREMENTS ARE SHOWN IN FEET AND DECIMAL PARTS OF A FOOT.
 DIMENSIONS SHOWN ALONG CURVED LINES ARE ARC DISTANCES.
 ALL RIGHT-OF-WAYS ARE TO BE PUBLIC DEDICATIONS.
 ALL ERECTIONS, UTILITY PIPES AND MAINS SHALL BE PUBLICLY OWNED AND MAINTAINED.
 BUILDING LINES SETBACKS ARE 30' FRONT AND 15' CORNER SIDE UNLESS OTHERWISE NOTED.
 ALL WATERWAYS ARE UNLESS NOTED OTHERWISE.
 ALL SANITARY SEWERS ARE UNLESS NOTED OTHERWISE.

PREPARED FOR:
CROWN COMMUNITY DEVELOPMENT
 1300 THAYER COURT, SUITE 100
 AURORA, IL. 60504
 (630) 851-5490

PREPARED BY:
CEMCON, Ltd.
 Consulting Engineers, Land Surveyors & Planners
 2280 WHITE OAK CIRCLE, SUITE 100
 AURORA, ILLINOIS 60504-9673
 PH: (630) 862-2100 FAX: (630) 862-2199
 e-mail: ccm@cemcon.com

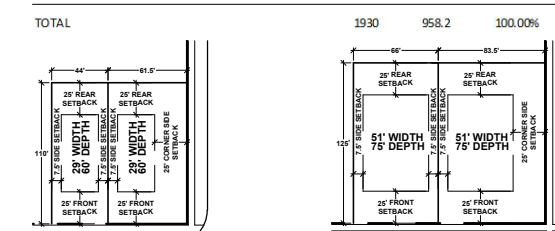
DISC NO.: R\458.216 FILE NAME: Prelim\Surv\Pre_Lotloc
 DRAWN BY: N.K.S. FLD. BK. / PG. NO.: N/A
 COMPLETION DATE: 08-02-04 JOB NO.: 458.216
 08-24-04/KMS REV. PER CROWN COMMUNITY DEVELOPMENT REVIEW
 11-11-04/KMS REV. PER E.E.L. REVIEW LETTER DATED 9-30-04
 & CROWN COMMUNITY DEVELOPMENT REVIEW
 12-02-04/KMS REV. PER CROWN COMMUNITY DEVELOPMENT REVIEW
 2-10-05/KMS REV. PER L.E.L. REVIEW LETTER DATED 1-07-05

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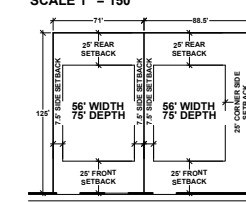
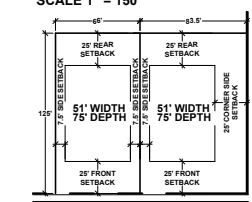
SITE DATA

LAND USE	UNITS	AREA (AC.)	% OF SITE
NEIGHBORHOOD-A			
ACTIVE ADULT (66'w x 125'd TYP.)	113	32.2	3.36%
NEIGHBORHOOD-B			
SINGLE-FAMILY (71'w x 125'd TYP.)	162	52	5.43%
NEIGHBORHOOD-C			
SINGLE-FAMILY (66'w x 125'd TYP.)	98	27	2.82%
NEIGHBORHOOD-D			
REAR-LOADED TOWNHOMES	55	5.1	0.53%
FRONT-LOADED TOWNHOMES	106	11.9	1.24%
NEIGHBORHOOD-E			
REAR-LOADED TOWNHOMES	30	2.3	0.24%
FRONT-LOADED TOWNHOMES	48	5.8	0.61%
NEIGHBORHOOD-F			
REAR-LOADED TOWNHOMES	264	24.1	2.52%
NEIGHBORHOOD-G			
SINGLE-FAMILY (71'w x 125'd TYP.)	121	36.7	3.83%
NEIGHBORHOOD-H			
SINGLE-FAMILY (44'w x 110'd TYP.)	165	23.1	2.41%
NEIGHBORHOOD-I			
SINGLE-FAMILY (66'w x 125'd TYP.)	126	37.9	3.96%
NEIGHBORHOOD-J			
SINGLE-FAMILY (44'w x 110'd TYP.)	74	12.4	1.29%
NEIGHBORHOOD-T			
SINGLE-FAMILY (71'w x 125'd TYP.)	71	19.5	2.04%
NEIGHBORHOOD-U			
ACTIVE ADULT (66'w x 125'd TYP.)	46	12.5	1.30%
NEIGHBORHOOD-V			
SINGLE-FAMILY (71'w x 125'd TYP.)	81	23.9	2.49%
NEIGHBORHOOD-W			
SINGLE-FAMILY (66'w x 125'd TYP.)	121	33	3.44%
NEIGHBORHOOD-X			
REAR-LOADED TOWNHOMES	60	4.1	0.43%
FRONT-LOADED TOWNHOMES	70	9.2	0.96%
NEIGHBORHOOD-Y			
ACTIVE ADULT (66'w x 125'd TYP.)	88	25.4	2.65%
NEIGHBORHOOD-Z			
SINGLE-FAMILY (66'w x 125'd TYP.)	79	24.6	2.57%
FUTURE COMMUNITY PARK #1	-	41.7	4.35%
FUTURE COMMUNITY PARK #2	-	30.5	3.18%
FUTURE SCHOOL SITE	-	11	1.15%
MUNICIPAL SITE	-	1.8	0.19%
MAIN BOULEVARDS R.O.W.	-	25.3	2.64%
HARMONY ROAD R.O.W.	-	12	1.25%
KELLEY ROAD 40' 1/2 R.O.W.	-	2.4	0.25%
BIG TIMBER ROAD 60' 1/2 R.O.W.	-	3.3	0.34%
MELMS ROAD 60' 1/2 R.O.W.	-	5.8	0.61%
UTILITY EASEMENTS	-	17.2	1.80%
DETENTION / PARK / OPEN SPACE	-	384.5	40.13%
TOTAL	1930	958.2	100.00%



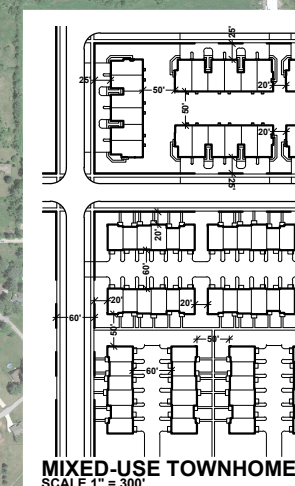
RENTAL UNITS
(44'w x 110'd TYP.)
SCALE 1" = 150'

ACTIVE ADULT
(66'w x 125'd TYP.)
SCALE 1" = 150'



SINGLE-FAMILY
(66'w x 125'd TYP.)
SCALE 1" = 150'

SINGLE-FAMILY
(71'w x 125'd TYP.)
SCALE 1" = 150'



MIXED-USE TOWNHOMES
SCALE 1" = 300'

CONCEPT PLAN HAMPSHIRE, ILLINOIS

10/18/2022



L:\Projects\CRN2103 Acad\CRN2103_106_01CP.dwg

AGENDA SUPPLEMENT

TO: President Reid, Village Board and Village Manager Hedges

FROM: Lori Lyons, Finance Director

FOR: November 3, 3033 Village Board Meeting

RE: Police Pension – Municipal Compliance Report

Background. The Hampshire Police Pension Fund was established on May 1, 2012 following the certification of the 2010 census and a period of organization. A separate board comprised of active police, retired police and appointed individuals governs the group. House Bill 5088 requires Police Pension boards to issue an annual report on the financial condition of the fund to the Village. This report, called the Municipal Compliance Report, is to be provided to the Village board before the tax levy is filed on or before the last Tuesday in December.

Analysis. The Village of Hampshire does not levy a property tax for the purpose of financing employer contributions to the pension fund at the present time as no new levy line items can be implemented without the successful passage of a referendum by the electorate of the Village. The Village’s annual contribution to the Police Pension fund is taken from “discretionary funds” within the General Fund and this report will be therefore be used when completing the budget. Public Act 096-1495 requires that the taxes collected, deductions from the salaries or wages of police officers and revenues from other sources are equal to the normal cost of the pension fund for the year plus an amount sufficient to bring the total assets of the pension fund up to 90% of the total actuarial liabilities of the pension fund by the end of the municipal fiscal year 2040. Each year the Pension Fund engages an enrolled actuary to update the assumptions, census date and determine this requirement. The Municipal Compliance Reports is then completed each year by the Pension Fund and is provided to the Village. This year the report reflects that the fund was 52.21% funded at April 30, 2022 (up from 38.49% the prior year) and has recommended municipal contribution/levy of \$656,625 (up from \$661,922 last year). This recommended contribution is based on the actuary’s funding policy (100% funded in a 16 year period on an Entry Age Normal basis). The fund’s actuary also presents an alternative municipal contribution which is based on the State Statue funding policy of being 90% funded by 2040 on a Projected Unity Credit Basis. The Illinois Department of Insurance’s Public Pension Division also independently computes the funded ratio and estimated levy requirement, however, that computation was not completed at the time this report was prepared.

Recommendation. Staff recommends a motion to accept the 2022 Municipal Compliance Report, and while the Village does not levy for Police Pension at the present time, staff further recommends that the levy requirement proposed in the Municipal Compliance Report be used in preparing the FY24 budget.

THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
APRIL 30, 2022



October 13, 2022

Members of the Pension Board of Trustees
Hampshire Police Pension Fund
Hampshire, Illinois

Enclosed please find a copy of your Municipal Compliance Report for the Hampshire Police Pension Fund for the fiscal year ended April 30, 2022. We have prepared the report with the most recent information available at our office. Should you have more current information, or notice any inaccuracies, we are prepared to make any necessary revisions and return them to you.

The President and Secretary of the Pension Fund are required to sign the report on page 3. If not already included with the enclosed report, please also include a copy of the Pension Fund's most recent investment policy.

The signed Public Act 95-0950 - Municipal Compliance Report must be provided to the Municipality before the tax levy is filed on the last Tuesday in December. We are sending the report via email to promote an environmentally-friendly work atmosphere.

If you have any questions regarding this report, please contact your Client Manager or PSA.

Respectfully submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

The Pension Board certifies to the Board of Trustees of the Village of Hampshire, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Cash and Investments (including accrued interest)	<u>\$3,376,964</u>	<u>\$2,523,208</u>
Total Net Position	<u>\$3,376,444</u>	<u>\$2,523,208</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$110,800</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$168,800</u>
Municipal Contribution	<u>\$656,625</u>

- 3) The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	<u>\$205,800</u>
(b) Annual Requirement of the Fund as Determined by:	
Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contribution	<u>\$656,625</u>
Alternative Municipal Contribution	<u>\$509,129</u>

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	\$2,080	\$3,344
Assumed Investment Return		
Illinois Department of Insurance	N/A	5.50%
Private Actuary - Lauterbach & Amen, LLP	5.00%	5.00%
Actual Investment Return	0.07%	0.14%

- 5) The total number of active employees who are financially contributing to the fund:

Number of Active Members	15
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- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	1	\$33,895
(ii) Disability Pension	0	\$0
(iii) Survivors and Child Benefits	0	\$0
Totals	1	\$33,895

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Department of Insurance	<u>N/A</u>	<u>43.63%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>52.21%</u>	<u>38.49%</u>

8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	<u>\$3,321,336</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.


Investment Policy - See Attached.


Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL POLICE
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §3-143 of the Illinois Pension Code 40 ILCS 5/3-143, that the preceding report is true and accurate.

Adopted this 13th day of October, 2022

President  Date 10-31-22

Secretary  Date 11/1/22

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

- 2) Estimated Receipts - Employee Contributions as Reported in the Audited Financial Statements for the Year Ended April 30, 2022 plus 3.25% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources:

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended April 30, 2022, times 5% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended April 30, 2022.

- 3) (a) Pay all Pensions and Other Obligations - Total Non-Investment Deductions as Reported in the Audited Financial Statements for the Year Ended April 30, 2022, plus a 25% Increase, Rounded to the Nearest \$100.

(b) Annual Requirement of the Fund as Determined by:

Illinois Department of Insurance - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Lauterbach & Amen, LLP:

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

Alternative Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended April 30, 2022 and 2021.

Assumed Investment Return:

Illinois Department of Insurance - Preceding Fiscal Year Interest Rate Assumption as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Years Ended April 30, 2022 and 2021 Actuarial Valuations.

Actual Investment Return -Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and Ending Balances of the Fiscal Year Cash Investments, Excluding Net Investment Income, Gains, and Losses for the Fiscal Year Return Being calculated, as Reported in the Audited Financial Statements for the Fiscal Years Ended April 30, 2022 and 2021.

- 5) Number of Active Members - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P.
- 6) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for April 30, 2022 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.
- (ii) Disability Pension - Same as above.
- (iii) Survivors and Child Benefits - Same as above.

**THE VILLAGE OF HAMPSHIRE, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2022**

INDEX OF ASSUMPTIONS

7) The funded ratio of the fund:

Illinois Department of Insurance - Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2021 Actuarial Valuation. No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2022 and 2021 Actuarial Valuations.

8) Unfunded Liability:

Illinois Department of Insurance - Deferred Asset (Unfunded Accrued Liability) - No April 30, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the April 30, 2022 Actuarial Valuation.

The Hampshire Police Pension Fund
Statement of Investment Policy, Objectives and Guidelines

- I. Scope and Purpose

“This investment policy applies to all assets of the Hampshire Police Pension Fund. The primary objective of the Hampshire Police Pension Fund is to provide eligible employees with retirement benefits.
- II. Parties Associated With the Plan
 - a. Board of Trustees for the Hampshire Police Pension Fund
 - i. Holds ultimate responsibility for the Fund and the appropriateness of its investment policy and its execution.
 - ii. Retains consultants, money managers, and other advisors to implement and execute investment policy as it relates to the Fund.
 - iii. Reviews adequacy or need for change of this statement.
 - iv. Meets quarterly and reviews reports concerning the Funds’ asset management.
 - v. Engages a custodian.
 - vi. Defines investment policy, objectives, and guidelines for the Fund including risk tolerance as dictated by Illinois state guidelines.
 - vii. Administers the Fund in accordance with Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3, and the Public Investment Act, Illinois Compiled Statutes Chapter 30 Act 235.
 - b. Custodian
 - i. Accepts possession of securities for safe keeping, collects and disburses income: collects principal of sold, mature or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
 - ii. Provides timely monthly statements which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
 - iii. Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.
 - c. Investment Consultant
 - i. Hired investment consultants will serve as a fiduciary.
 - ii. May assist the Board of Trustees in developing investment policy guidelines, including asset class choices, asset allocation targets, and risk diversification.
 - iii. May conduct money manager searches when requested by the Board of Trustees.
 - iv. May provide the Board of Trustees with objective information on a broad spectrum of investment decisions, and assists in evaluating the merits of each particular investment, and money manager.
 - v. May monitor the performance of the aggregate investments, investment managers, and provides quarterly reports to the Board of trustees.
 - d. Investment Money Managers
 - i. Will have full discretion of the management of the assets allocated to the investment managers, subject to overall investment guidelines set by the Board of Trustees.
 - ii. Will serve as fiduciaries responsible for specific securities decisions.
 - iii. Non-indexed money managers will abide by the Illinois Pension Code which governs the Illinois Downstate Police Pension Funds, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3, and Illinois Public Funds Investment Act,

Illinois Compiled Statutes Chapter 30 Act 235, and will abide by duties, responsibilities and guidelines detailed in any specific investment manager agreement entered into by the manager and Board of Trustees.

- iv. Non-indexed money managers will report at least quarterly the current investments held in their account, their current market value, all transactions within the account, and performance compared to a like benchmark fund.
- v. Non-indexed money managers will communicate any major changes in the investment strategy, or other factors which affect implementation of their investment process, or the investment objective of the Plan.
- vi. Non-indexed money managers will inform the Board in regards to any qualitative change in the investment management organization: examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc...

III. Investment Objectives and Guidelines

a. Policies

- i. The primary Policies of the fund, in order of priority are as follows:
 - 1. Safety- Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such, the Board of Trustees has consciously diversified the aggregate fund to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio when possible. Diversification is to be interpreted to include diversification by asset type, by characteristics, by number of investments, and in the case of Investment Money Managers by investment style. Illinois state requirements may impact the Board of Trustees ability to meet these objectives.
 - 2. Liquidity- The investment portfolio will remain sufficiently liquid to enable the pension fund to pay all necessary benefits and meet all operating requirements which might be reasonable anticipated.
 - 3. Return on Investment- Assets will be invested to achieve rates of return consistent with the yearly actuary report requirements. Following the prudent expert standard for preservation of capital, total assets will be invested to achieve a rate of return consistent with actuary report requirements and the minimum portfolio risk required to meet the objectives. When the assets of the Hampshire Police Pension Fund are below \$5,000,000, Illinois state requirements may impact the Board of Trustees ability to meet these objectives.
- ii. Investment management may be delegated to external professional organizations if the investment management agrees to serve as fiduciary. The managers will operate within a set of guidelines, objectives, and constraints which are attached hereto. The Board will, at least, yearly provide investment managers with an estimate of expected net cash flows with sufficient advanced notice to allow the orderly build up of necessary liquid reserves.
- iii. As a Downstate Police Pension Fund in the State of Illinois, the Fund is restricted by the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3, and the Public Funds Investment Act. Illinois Compiled Statutes Chapter 30 Act 235. These statutes are hereby incorporated into this policy statement by reference herein.

- iv. Investments made in contracts and agreements of Life Insurance Companies licensed to do business in the State of Illinois shall be rated at least A+ by A.M. Best Company, as rated by Moody's, and AA+ rated by Standard & Poor's rating services. Any investment contracts or agreements considered with an insurance company shall have a one year or less surrender charge with preference given to contracts and agreements with no surrender schedule. The total investment in the accounts shall not exceed 10% of the aggregate market value of the fund.
- v. It is the policy of the Board of Trustees that the securities issued by the State of Illinois, or any county, township, or municipal corporation of the State of Illinois, may be held in the portfolio of the Fund so long as the said security is not rated less than Aa by Moody's or AA+ by Standard & Poor's.
- vi. Proxies may be voted by the Board of Trustees unless investment advisors, who have discretionary control over assets of the plan, are employed. Then, the plan managers, in accordance with the guidelines contained in the attached guidelines shall vote all proxies. Should voting issues or situations arise which are not covered specifically in the guidelines, or if policy guidelines clarification is needed by an investment manager, the Board of Trustees should be considered as the source for such clarification.

b. Prohibited Transactions

- i. Prohibited Transactions are those transactions specifically prohibited in the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Sections 1-110, 1-111, and 3-135, as well as:
 - 1. Short Selling
 - 2. Margin Transactions
 - 3. Transactions involving futures or options contracts
 - 4. Reverse repurchase agreements
 - 5. Borrowing or lending of cash or securities

c. Portfolio Asset Allocation Guidelines

- i. The Board of Trustees has adopted the asset allocation policy shown below for Plan Assets. Target percentages have been determined for each asset class along with allocation ranges. Percentage allocations are intended to serve as guidelines, the Board will not be required to remain strictly within the designated ranges. Market conditions or an investment transition may require an interim investment strategy and, therefore, a temporary imbalance in asset mix. When the assets of the Hampshire Police Pension Fund are below \$5,000,000, Illinois state requirements may impact the Board of Trustees ability to meet these objectives.

	Minimum	Target	Maximum
Cash	1%	3%	10%
Fixed Income	42%	87%	100%
Equities	0%	10%	35%

- ii. Cash investments shall be defined as funds which can be quickly liquidated with loss of principal.
- iii. Fixed income investments shall be defined as United States Government, United States agency bonds, municipal bonds (based in tax), certificates of deposit, fixed annuities, guaranteed investment contracts (insurance company or bank), and commingled trust accounts which only invest in the above described investment vehicles.

- iv. Equity investments shall be defined as investments in a separately managed account, mutual fund, exchange traded fund which are comprised of stocks, bonds, or money market instruments.
- d. Performance Objectives
 - i. Over a reasonable investment horizon, which shall not exceed 5 years, it is the goal of the aggregate plan to meet a net rate of return consistent with the rate of return presented in the yearly Hampshire Police Pension Fund actuary report. When the assets of the Hampshire Police Pension Fund are below \$5,000,000, Illinois state requirements may impact the Board of Trustees ability to meet these objectives.
 - ii. The aggregate plan investment returns will be consistent with the return of the blended market indices of 85% of the Lehman Intermediate Government Index and 10% of the S&P 500 Total Return Index minus expenses (e.g. money management). When the assets of the Hampshire Police Pension Fund are below \$5,000,000, Illinois state requirements may impact the Board of Trustees ability to meet these objectives.
 - iii. The Fund shall generally display an overall level of risk in the aggregate portfolio which is consistent with the risk associated with the benchmarks specified in paragraph ii (above). Risk will be measured by annualized standard deviation of monthly returns.
 - iv. The Board of Trustees understands that in order to achieve its objectives for the Plan assets, the Plan will experience changes of returns and market value including periods of loses. Losses will be reviewed within the context of appropriate market indices.
 - v. Investment performance will be reviewed as follows:
 - 1. The Board of Trustees accepts the premise that past performance is not indicative of future returns.
 - 2. The most current quarter, year to date, one, three, 5 years, and since inception.
- e. Liability
 - i. The Board of Trustees, members and employees, acting in accordance with prescribed procedures and exercising due diligence shall be relieved of personal responsibility for the performance of any investment as to price and/or earnings provided that deviations from expectations are reported in a reasonable time period, and appropriate action is taken to minimize adverse developments.
- f. Sustainability
 - i. The Board of Trustees of the Hampshire Police Pension Fund shall consider the prudent integration of sustainability factors into its investment decision-making, investment analysis, portfolio construction, due diligence and investment ownership in the execution of The Fund's investment goals to fulfill its fiduciary duty, to maximize anticipated financial returns and to minimize projected risk. Sustainability analysis will include additional reviews of investment accounts, funds or Portfolio Company's performance on material factors likely to impact its long-term value. The analysis will also consider other relevant factors such as financial, legal and regulatory risks that contribute to an optimal risk management framework and are necessary to create long-term investment value.

Policy Adopted: 11/08/2013
Policy Reviewed: 07/08/2014-No changes
Policy Reviewed: 04/13/2015-No changes
Policy Reviewed: 04/10/2017-No changes
Police Reviewed: 04/02/2018-No changes
Policy Reviewed: 05/21/2019-No changes
Policy Updated: 08/19/2020.
Police Reviewed: 05/06/2021 – No changes



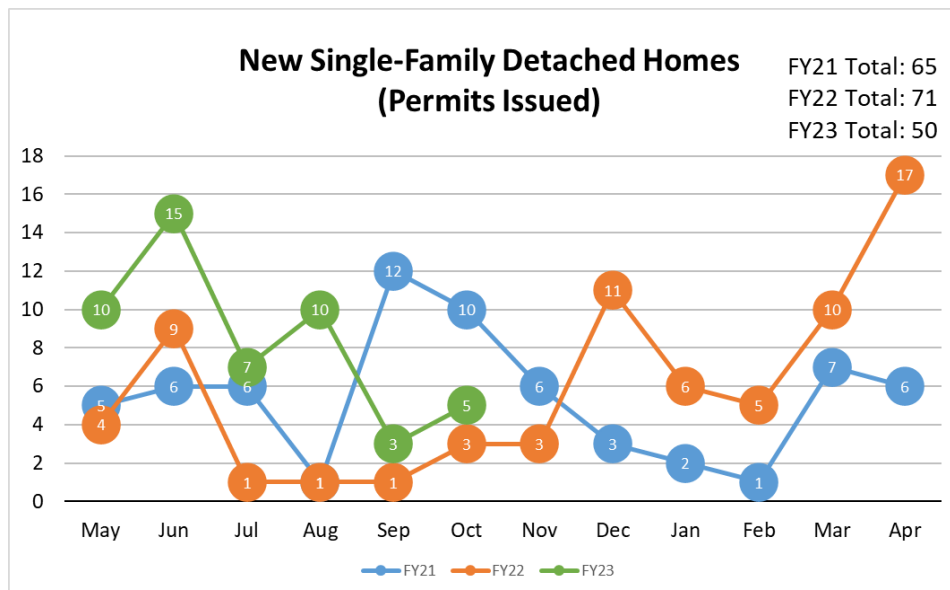
Village of Hampshire
 234 S. State Street, Hampshire IL 60140
 Phone: 847-683-2181 www.hampshireil.org

Agenda Supplement

TO: President Reid; Board of Trustees
FROM: Josh Wray, Assistant to the Village Manager
FOR: Village Board Meeting on November 3, 2022
RE: Building Report - October 2022

Building Performance Metrics	<u>Oct.</u>	<u>FY23 Mo. Avg.</u>	<u>FY23 Total</u>
• No. of permits issued	50	64.3	386
• No. of new SFD homes permitted	5	8.3	50
• No. of townhome units permitted	0	8	24
• Avg. plan review time	1.3 days	2.3 days	n/a
• No. of inspections	391	355	2,131
• Permit fees collected	\$14,647	\$29,724	\$178,347
• Other Village fees collected	\$20,329	\$50,145	\$300,870

Code Enforcement Performance Metrics	<u>Oct.</u>	<u>FY23 Mo. Avg.</u>	<u>FY23 Total</u>
• No. of complaints	0	1	6
• No. of new cases	0	1	6
• No. of active cases	5	8	n/a



Village of Hampshire Street Department

Monthly Report: October 2022

Continuing our Vehicle maintenance to prep for Winter.

Tested all trucks at the Safety lane

Completed our order for salt under last years contract.

Various asphalt patches throughout the Village

Sweeper

Sweeper is running everyday

SSA and Street department mowing

SSA Mowing

Right of Way Mowing

Street Light Repair

1650 Fallbrook dr - 2551 Fallbrook dr - 810 Kathi dr - 1285 Olive In
140 S. State st - 2510 Carlisle In - 2511 Justin In on Ridgecrest dr

Utility Locates

229 Normal

18 Emergency

Asphalt Usage

39.91 Tons for Patch Work

Work Performed

Vehicle and Equipment Maintenance

Pothole Patching

Street Light Repair

Storm Sewer Maintenance

Sidewalk Grinding

Other Miscellaneous Projects

VILLAGE OF HAMPSHIRE

Accounts Payable

November 3, 2022

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

Total: \$192.75

To be paid on or before
November 9, 2022

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

VILLAGE OF HAMPSHIRE

Accounts Payable

November 3, 2022

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

Total: \$120,841.15

To be paid on or before
November 9, 2022

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 11/01/22
 TIME: 13:36:52
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/31/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
124SS	124 SOUTH STATE LLC							
102822	10/28/22	01	FACADE PROGRAM REIMBURSEMENT	010010024383			11/28/22	51,965.63
							INVOICE TOTAL:	51,965.63
							VENDOR TOTAL:	51,965.63
AAPC	ALLIED ASPHALT PAVING COMPANY							
244360	10/15/22	01	ASPHALT	010030024130			11/15/22	501.26
							INVOICE TOTAL:	501.26
244543	10/22/22	01	ASPHALT	010030024130			11/22/22	506.23
							INVOICE TOTAL:	506.23
							VENDOR TOTAL:	1,007.49
ACEGE	TOBINSON'S ACE HARDWARE #03999							
112978/1	01/21/22	01	OPERATING SUPPLIES	010030034680			11/21/22	120.11
							INVOICE TOTAL:	120.11
							VENDOR TOTAL:	120.11
AHW	AHW LLC - HAMPSHIRE							
11495251	10/25/22	01	MOWER PARTS	520010024999			11/25/22	96.71
							INVOICE TOTAL:	96.71
							VENDOR TOTAL:	96.71
AJGC	ARTHUR J GALLAGHER & CO							
4424072	09/20/22	01	LIABILITY INSURANCE	010010024210			09/20/22	112.00
							INVOICE TOTAL:	112.00
							VENDOR TOTAL:	112.00
AMBU	AMAZON CAPITAL SERVICES							
1CFJ-1THJ-371D	10/17/22	01	WEATHER STATION	010030034650			11/16/22	299.99
							INVOICE TOTAL:	299.99
							VENDOR TOTAL:	299.99

DATE: 11/01/22
 TIME: 13:36:52
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/31/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
AT&T	AT&T							
291249633 - 102122	10/21/22	01	291249633	010030024230			11/20/22	83.28
							INVOICE TOTAL:	83.28
							VENDOR TOTAL:	83.28
COMA	CORE & MAIN LP							
R772757	10/17/22	01	MANHOLE RINGS	010030034680			11/17/22	626.58
							INVOICE TOTAL:	626.58
							VENDOR TOTAL:	626.58
COMI	COMPASS MINERALS AMERICA INC.							
1061731	10/18/22	01	ROAD SALT	150030034600			11/18/22	5,841.58
							INVOICE TOTAL:	5,841.58
1062388	10/19/22	01	ROAD SALT	150030034600			11/19/22	8,936.12
							INVOICE TOTAL:	8,936.12
1062888	10/20/22	01	ROAD SALT	150030034600			11/20/22	2,912.99
							INVOICE TOTAL:	2,912.99
							VENDOR TOTAL:	17,690.69
DASZ	DAWID SZLAG							
102522	10/25/22	01	REIMBURSEMENT CDL	010030024310			11/25/22	51.13
							INVOICE TOTAL:	51.13
							VENDOR TOTAL:	51.13
DOSO	DOTY & SONS CONCRETE PRODUCTS,							
69054	10/07/22	01	MEMORIAL BASE	040030064790			11/07/22	953.00
							INVOICE TOTAL:	953.00
							VENDOR TOTAL:	953.00
DYEN	DYNEGY ENERGY SERVICES							

DATE: 11/01/22
 TIME: 13:36:52
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/31/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DYEN DYNEGY ENERGY SERVICES								
101122	10/11/22	01	386293322101	010030024260			12/12/22	41.01
		02	386293522101	010030024260				14.42
		03	386294022101	010030024260				626.01
		04	386293222101	010030024260				86.58
		05	386293822101	010030024260				24.39
		06	386293622101	010030024260				28.00
		07	386293022101	010030024260				6.01
		08	386292922101	010030024260				42.85
		09	386293922101	010030024260				90.91
		10	386299722101	310010024260				55.39
		11	386300522101	300010024260				371.02
		12	386300122101	300010024260				33.33
		13	386299922101	300010024260				24.35
		14	386293722101	300010024260				36.75
		15	386300222101	300010024260				120.76
		16	386299622101	310010024260				103.54
		17	386300022101	300010024260				54.57
		18	386299822101	310010024260				41.54
		19	386300322101	310010024260				87.86
		20	386299522101	300010024260				963.42
		21	386293422101	300010024260				44.43
		22	386300422101	310010024260				199.91
							INVOICE TOTAL:	3,097.05
							VENDOR TOTAL:	3,097.05
GRAI GRAINGER								
9481414069	10/17/22	01	BEARING FOR CONVEYOR	010030024120			11/16/22	187.48
							INVOICE TOTAL:	187.48
							VENDOR TOTAL:	187.48
GRTE GRANITE TELECOMMUNICATIONS								
ER573841368	09/01/22	01	234 S STATE ADMIN	010010024230			09/01/22	359.03

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GRTE GRANITE TELECOMMUNICATIONS								
ER573841368	09/01/22	02	BARN OWL	300010024230			09/01/22	123.43
		03	KLICK ST	010030024230				306.35
		04	350 MILL	310010024230				355.01
							INVOICE TOTAL:	1,143.82
ER577033911	10/01/22	01	234 S STATE	010010024230			10/01/22	355.53
		02	BARN OWN	300010024230				122.50
		03	KLICK ST	010030024230				303.89
		04	MILL AVE	310010024230				352.26
							INVOICE TOTAL:	1,134.18
							VENDOR TOTAL:	2,278.00
HAAUPA HAMPSHIRE AUTO PARTS								
636712	10/14/22	01	RESPIRATOR FILTER	010030034680			11/14/22	44.38
							INVOICE TOTAL:	44.38
637027	10/31/22	01	FUEL ADDITIVE	010030034680			11/18/22	159.92
							INVOICE TOTAL:	159.92
637029	10/18/22	01	WINDSHIELD WASHER FLUID	010030034680			11/18/22	40.56
							INVOICE TOTAL:	40.56
637222	10/20/22	01	HYDRAULIC FITTING	010030024110			11/20/22	69.43
							INVOICE TOTAL:	69.43
637320	10/21/22	01	PAINT HARDENER	010030024110			11/21/22	55.99
							INVOICE TOTAL:	55.99
637697	10/25/22	01	MOWER FILTER	520010024999			11/25/22	22.97
							INVOICE TOTAL:	22.97
							VENDOR TOTAL:	393.25
HARR HARRIS COMPUTER SYSTEM								

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HARR HARRIS COMPUTER SYSTEM								
MSIMN0000444	10/26/22	01	RELATIVITY ANNUAL MAINTENANCE	010010034685			11/26/22	183.33
							INVOICE TOTAL:	183.33
MSIXT0000297	10/26/22	01	RELATIVITY LICENSE/TRAINING	030020054920			10/26/22	3,250.00
							INVOICE TOTAL:	3,250.00
							VENDOR TOTAL:	3,433.33
IIMC INTERNATIONAL INSTITUTE OF								
101322	10/13/22	01	ANNUAL MEMBERSHIP FEE	010010024430			12/31/22	185.00
							INVOICE TOTAL:	185.00
							VENDOR TOTAL:	185.00
KACTY KANE CNTY CIRCUIT COURT CLERK								
102322ER	10/23/22	01	BOND REMITTANCE	010000001000			11/23/22	100.00
							INVOICE TOTAL:	100.00
ER102022	10/20/22	01	BOND REMITTANCE	010000001000			10/20/22	150.00
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	250.00
KCCC JEFFREY R KEEGAN								
103122	10/31/22	01	VH JANITORIAL SERVICES	010010024380			11/30/22	160.00
		02	PD JANITORIAL SERVICES	010020024380				240.00
							INVOICE TOTAL:	400.00
							VENDOR TOTAL:	400.00
LENE LEXISNEXIS RISK SOLUTION								
1581041-20220930	09/30/22	01	LEXIS NEXIS	010020024380			10/30/22	159.65
							INVOICE TOTAL:	159.65
							VENDOR TOTAL:	159.65

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MCGIN	MCGINTY BROS. INC.							
241225	10/18/22	01	HAMPSHIRE HIGHLAND HERBICIDE	520010024931			11/18/22	2,000.00
							INVOICE TOTAL:	2,000.00
241228	10/18/22	01	THE HILLS HERBICIDE	520010024927			11/18/22	3,500.00
							INVOICE TOTAL:	3,500.00
241230	10/18/22	01	WHITE OAK PONDS HERBICIDE	520010024921			11/18/22	4,850.00
							INVOICE TOTAL:	4,850.00
							VENDOR TOTAL:	10,350.00
MENA	MENARDS - SYCAMORE							
76730	10/07/22	01	OPERATING SUPPLIES	010030034680			11/07/22	55.37
							INVOICE TOTAL:	55.37
							VENDOR TOTAL:	55.37
MEWE	METRO WEST COG							
4833	10/24/22	01	MR 9-29-22 BOARD MEETING	010010024290			11/23/22	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
ODP	ODP BUSINESS SOLUTIONS, LLC							
272198163002	10/10/22	01	COPY PAPER	010020034650			11/12/22	42.99
							INVOICE TOTAL:	42.99
							VENDOR TOTAL:	42.99
PEBASO	PETER BAKER & SON CO.							
39869	10/11/22	01	ASPHALT	010030024130			11/11/22	457.38
							INVOICE TOTAL:	457.38
							VENDOR TOTAL:	457.38
PIBO	PITNEY BOWES BANK INC							

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PIBO PITNEY BOWES BANK INC								
103122	10/31/22	01	36706216	010010024320			11/30/22	75.00
		02	36706216	290010024320				75.00
		03	36706216	300010024320				75.00
		04	36706216	310010024320				75.00
								INVOICE TOTAL: 300.00
								VENDOR TOTAL: 300.00
ROLO ROBERT LOOS								
102422	10/24/22	01	OWNER UTILITY OVER PYMT REFUND	300000002200			11/24/22	96.11
								INVOICE TOTAL: 96.11
								VENDOR TOTAL: 96.11
RUTC INTERSTATE BILLING SERVICE								
3029920382	10/27/22	01	2011 INTL FUEL MODULE	010030024110			11/27/22	1,741.50
								INVOICE TOTAL: 1,741.50
								VENDOR TOTAL: 1,741.50
RYHOM RYAN HOMES								
103122	10/31/22	01	TCO BOND RELEASE	010000002040			11/30/22	10,000.00
								INVOICE TOTAL: 10,000.00
								VENDOR TOTAL: 10,000.00
SABU SAFEBUILT, LLC								
ER0091338-IN2	09/30/22	01	BLDG CODE UPDATE	010010024380			10/24/22	302.50
								INVOICE TOTAL: 302.50
								VENDOR TOTAL: 302.50
SCH SCH COMMERCIAL INVESTMENTS LLC								
ERNOV 2022	10/31/22	01	NOVEMBER 2022 RENT	010020024280			10/27/22	3,824.80
								INVOICE TOTAL: 3,824.80
								VENDOR TOTAL: 3,824.80

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SHDA SHAWNA DAVIS								
103122	10/31/22	01	CANDY COON CREEK/TRUNK TREAT	010020034680			11/30/22	192.75
							INVOICE TOTAL:	192.75
							VENDOR TOTAL:	192.75
VWPD VERIZON WIRELESS								
9918309157	10/15/22	01	PD CELLULAR	010020024230			11/07/22	324.09
							INVOICE TOTAL:	324.09
							VENDOR TOTAL:	324.09
VWVH VERIZON WIRELESS								
9918309158	10/15/22	01	ADM	010010024230			11/07/22	59.39
		02	PD	010020024230				162.82
		03	STREETS	010030024230				381.61
		04	WATER	300010024230				177.43
		05	SEWER	310010024230				148.53
							INVOICE TOTAL:	929.78
							VENDOR TOTAL:	929.78
WADI WAREHOUSE DIRECT								
5347888-0	10/12/22	01	PAYROLL PAPER	010010034650			10/22/22	11.23
							INVOICE TOTAL:	11.23
							VENDOR TOTAL:	11.23
WATR PREVENTATIVE MAINTENANCE								
220097	10/18/22	01	TRUCK TESTING	010030024110			10/18/22	42.50
							INVOICE TOTAL:	42.50
220105	10/19/22	01	TRUCK TESTING	010030024110			10/19/22	42.50
							INVOICE TOTAL:	42.50
							VENDOR TOTAL:	85.00

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WEX	WEX BANK - FLEET							
84791209	10/31/22	01	PD	010020034660			11/22/22	4,215.62
		02	SSA	520010024999				201.25
		03	STREETS	010030034660				3,270.35
		04	STREETS OPERATING SUPPLIES	010030034680				49.98
		05	WATER	300010034660				763.82
		06	SEWER	310010034660				379.01
							INVOICE TOTAL:	8,880.03
							VENDOR TOTAL:	8,880.03
							TOTAL ALL INVOICES:	121,033.90