



Village of Hampshire
Village Board Meeting
Thursday May 3, 2018 – 7:00 PM
Hampshire Village Hall – 234 S. State Street

AGENDA

1. Call to Order
2. Establish Quorum (Physical and Electronic)
3. Pledge of Allegiance
4. Citizen Comments
5. Approval of Minutes April 19, 2018
6. Village President's Report
 - a) Police Commission Board reappointment- Maureen McGreevy for one-year term.
 - b) Presentation: Gem Dock on Route 20 - Tom Losey
 - c) Joe Lazar, (2) proposed commercial developments on Route 72.
 - d) Municipal Clerks Week Proclamation
 - e) Proposed Changes in hourly rate and expenses Engineering Enterprises, Inc.
 - f) Ordinance Proposing Establishment of SSA #26 (Stormwater Facility Maintenance – Back up only – Love's Property).
 - g) Resolution for approval adopting a credit card use policy for the Village of Hampshire.
 - h) Resolution establishing a policy for public works call out pay policy for the Village of Hampshire.
 - i) Authorize National Wash Authorities proposal to wash T.W. EWST at a cost of \$5,795.00.
 - j) Purchase Squad Cars
 - k) Resolution approving an intergovernmental agreement with the State of Illinois and the Village of Hampshire for the appropriation funds for the Brier Hill Road resurfacing project.
 - l) Authorizing claim on Letter of Credit for Tuscany Woods, Unit 1 posted by Wells Fargo Bank for The Ryland Group, Inc., dated May 28, 2015.
7. Village Board Committee Reports
 - a) Business Development Commission
 - b) Economic Development
 1. Coon Creek Country Days- Radio Station Q98.5 \$1,798 & 97ZOK – \$2,198.00
 - c) Finance
 1. Accounts Payable
 - d) Public Works
 - d) Planning/Zoning
 - f) Public Safety
 - g) Fields & Trails
 - h) Village Services
8. New Business
9. Announcements
10. Executive Session: to discuss pending litigation under 82(c)(11)

11. Any items to be reported and acted upon by the Village Board after returning to open session

12. Adjournment

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

VILLAGE OF HAMPSHIRE
REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES
April 19, 2018

The regular meeting of the Village Board of Hampshire was called to order by Village President Jeffrey Magnussen at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, April 19, 2018.

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

Absent: EEI

Also Present: Village Clerk Linda Vasquez, Village Finance Director Lori Lyons; Village Police Chief Brian Thompson, and Village Attorney Mark Schuster.

A quorum was established.

President Magnussen led the Pledge of Allegiance.

Minutes

Trustee Klein moved to approve the minutes of April 5, 2018.

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

Public Hearing

Village President Magnussen opened the public hearing at 7:02 p.m.

The hearing is to allow residents to provide comment on the FY 2018/19. The notice was published in the Daily Herald Newspaper and was made available for residents to look at.

Finance Director Ms. Lyons presented a synopsis of 2018/2019 budget highlighted some key points.

Ms. Lyons thanked the Finance Committee and staff for their input.

No public comments were made.

Trustee Klein thanked her committee for doing a fine job.

Village President Magnussen closed the public hearing at 7:13 p.m.

The regular meeting was called to order at 7:13 p.m

VILLAGE PRESIDENT REPORT

Village President Magnussen read the Proclamation Arbor Day, the Village will plant trees either a flower/maple tree in Henpeck Park, April 27 at 10 A.M.

Trustee Krajecki moved to approve the Fiscal Budget for May 1, 2018 to April 30, 2019.

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

Absent: None

Trustee Klein moved to approve Ordinance 18-16: Adopting the Budget for the Village of Hampshire for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019.

Seconded by Trustee Krajecki

Motion carried by roll call vote.

Ayes: Klein, Krajecki, Kraus, Reid, Robinson, Koth

Nays: None

Absent: None

VILLAGE BOARD COMMITTEE REPORTS

- a. **Fields & Trails** –Trustee Krajecki is excited that the Village this year will be able to do tree planting around town.

b. **Business Development Commission**

Trustee Krajecki reported 550 people responded the survey online which is a huge success, the next BDC meeting Wednesday May 9 at 6:30 p.m. BDC has an open seat since one of our members stepped down. Anyone interested please send in a resume to Ryan Krajecki.

- c. **Economic Development** – Trustee Krajecki moved to approve survey monkey in the amount of \$360.00 for a year subscription using the village credit card.

Seconded by Trustee Kraus

Motion carried by roll call vote

Ayes: Koth, Krajecki, Kraus, Reid, Robinson and Klein.

Nays: None

Absent: None

Trustee Reid moved to approve two hour live remote broadcast Star Radio 105.5 in the amount of \$2,850 net for Friday evening Modern Day Romero's will be playing.

Seconded by Trustee Robinson

Motion carried by roll call vote

Ayes: Koth, Krajecki, Kraus, Reid, Robinson and Klein.

Nays: None

Absent: None

Trustee Koth and Reid will write up the ads.

d. **Finance**

Accounts Payable

Trustee Klein moved to approve the Accounts Payable in the sum of \$742.08 for Brain Haydysch, Mark Montgomery, James Neblock, Jill McDonough, Lori Lyons and Linda Vasquez to be paid on or before April 25, 2018.

Seconded by Trustee Robinson

Motion carried by roll call vote

Ayes: Koth, Krajecki, Kraus, Reid, Robinson and Klein.
Nays: None
Absent: None

Trustee Klein moved to approve the Accounts Payable in the sum of \$174,127.57 to be paid on or before April 25, 2018.

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

Trustee Koth mentioned he just received the contract from Clarke Mosquito the Amount is \$13,500 the same as last year.

- e. **Planning/Zoning**- Trustee Robinson reported the letters to residents on Washington are coming along fine, and soon to be mailed out.
- f. **Public Safety**- Would like Bill Rossetti to put the Clarke Mosquito flyer in the Hampshire newsletter next time.
- g. **Public Works** – Trustee Koth mentioned that Public Works could use a new front end loader - just saying.
- h. **Village Services** – No report

Announcements

Village President Magnussen mentioned an executive session will be on the May 3rd agenda.

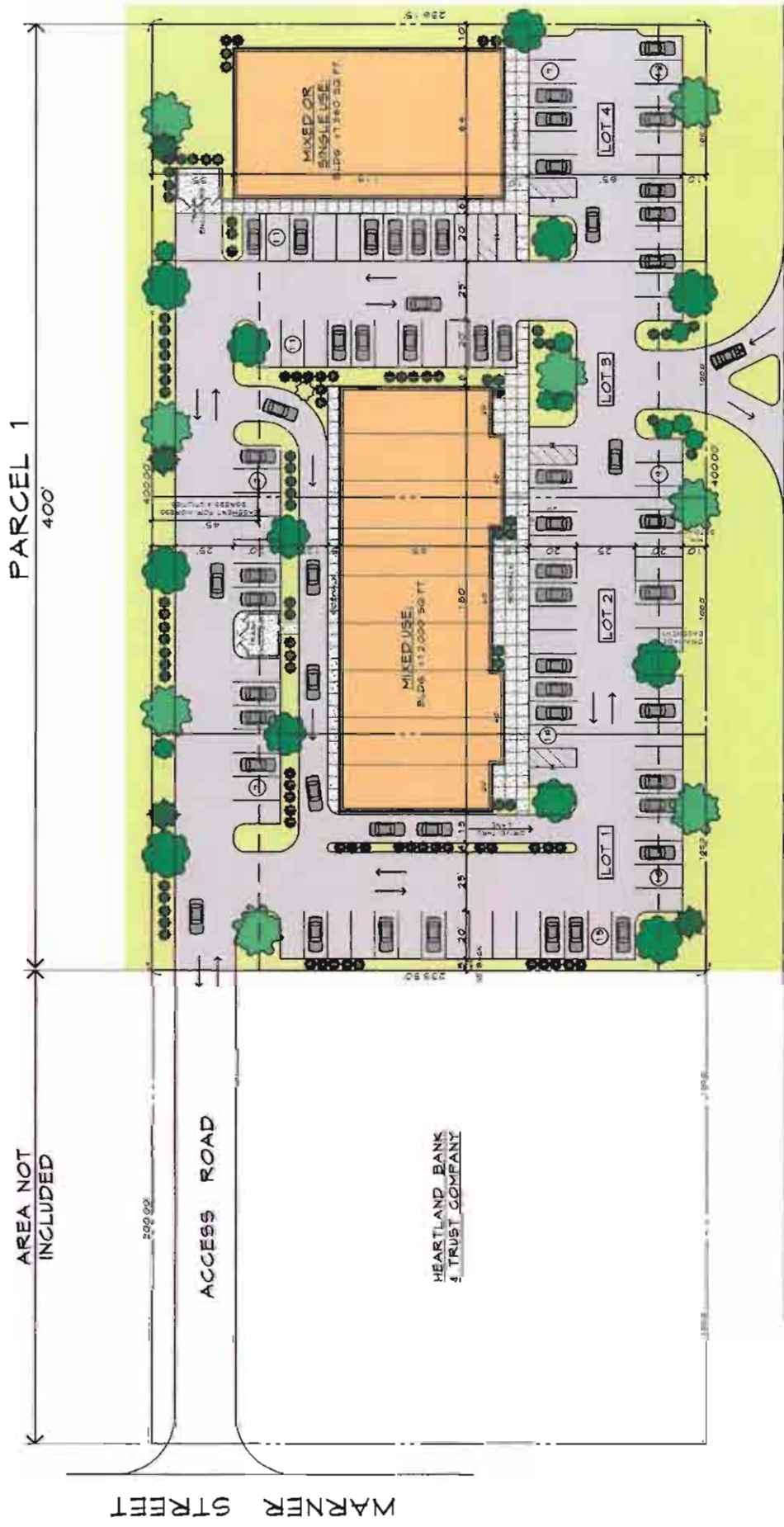
Copper Barrel is making progress as you can see the front of the building is being restored.

ADJOURNMENT:

Trustee Reid moved to adjourn the Village Board meeting at 7:40 p.m.

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

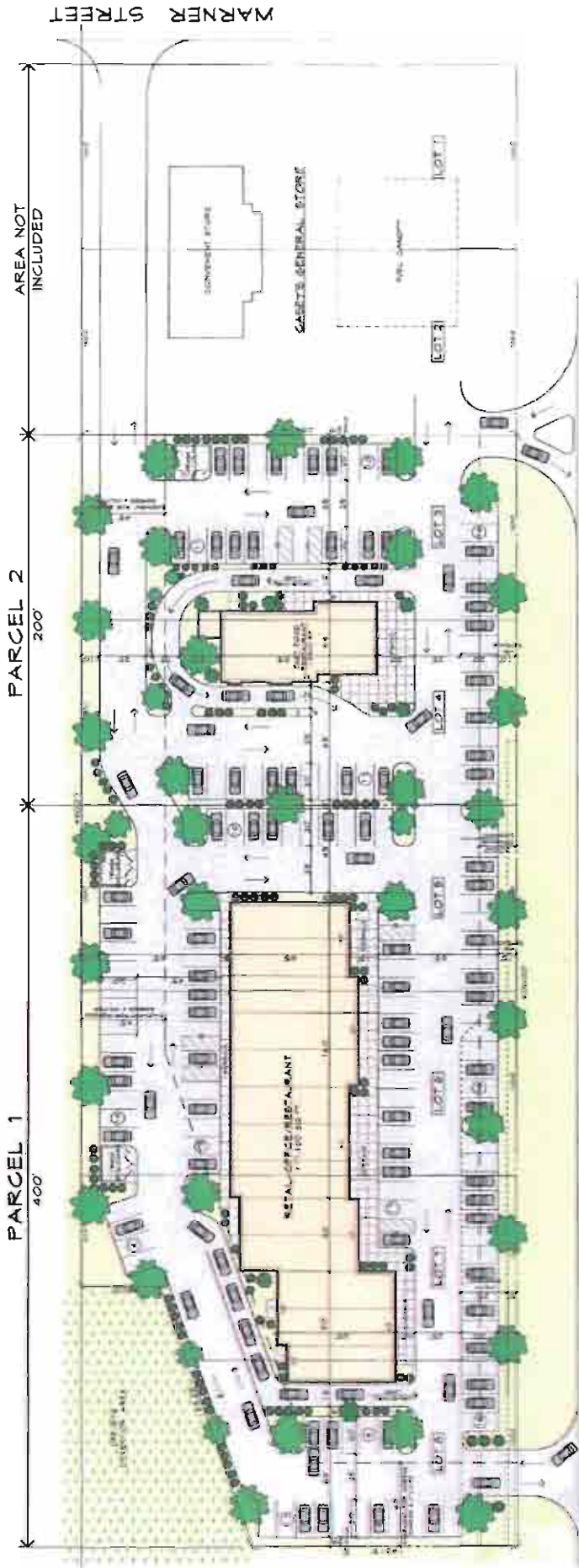
Linda Vasquez Village Clerk



ILLINOIS ROUTE 72

site plan **h**

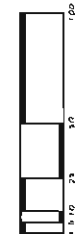
WAZNEN STREET



ILLINOIS ROUTE 72

site plan

NOT TO BE TAKEN FROM PLAT OF SURVEY PREPARED BY ALAN J. COULSON, P.L.S. SURVEY DATED 3/23/16



PROCLAMATION

Municipal Clerks Week

May 6- 12, 2018

WHEREAS, The Office of the Municipal Clerk, a time-honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk proves the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now Therefore, I, Jeffrey Magnussen, Village President of the Village of Hampshire do recognize the week

May 6 through May 12, 2018

to be

MUNICIPAL CLERKS WEEK

and further extend appreciation to our Municipal Clerk, Linda Vasquez and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 3rd day of May 2018.

Village President

Attest:

VILLAGE CLERK



Engineering Enterprises, Inc.

February 27, 2018

Mr. Jeffrey Magnussen
Village President
Village of Hampshire
234 South State Street
P.O. Box 457
Hampshire, IL 60140-0457

Re: Proposed Changes in Hourly Rates and Expenses

Dear Mr. Magnussen:

This letter is to submit our request for changes in rates of compensation effective upon approval. Over the past several years, we have been working off of a two-tiered billing rate system, one for non-Village projects and one for Village projects. We plan to continue that system, if acceptable to the Village.

The requested changes are in the hourly rates for various classifications of employees in accordance with our enclosed Standard Schedule of Charges (SSC) dated January 1, 2018 (non-Village projects) and our SSC dated January 1, 2017 (Village projects). Also enclosed is our current summary of Personnel, Positions and Classifications to cross reference with the hourly rates for the individuals to whom they apply.

We believe that we have excellent personnel whom we have been able to retain through our continued investment in salary, benefits, education, equipment and facilities. We also believe that they provide an exceptional value to our clients.

We hope that you will honor our request so that we can continue to provide the high level of service that you expect and deserve. We are available to answer any questions or receive any comments that you may have.

Respectfully yours,

ENGINEERING ENTERPRISES, INC.

A handwritten signature in black ink, appearing to read 'B. Sanderson', is written over a horizontal line.

Bradley P. Sanderson, P.E.
Vice President

BPS/drm
Enclosures

pc: DMT, EEI

\\MILKYWAY\EEI_Storage\Docs\Public\Hampshire\2018\HA1800 Village of Hampshire- General\Docs\lvofha - rate change 2018.docx



Standard Schedule of Charges

January 1, 2018

EMPLOYEE DESIGNATION	CLASSIFICATION	HOURLY RATE
Senior Principal	E-4	\$202.00
Principal	E-3	\$197.00
Senior Project Manager	E-2	\$191.00
Project Manager	E-1	\$173.00
Senior Project Engineer/Planner/Surveyor II	P-6	\$160.00
Senior Project Engineer/Planner/Surveyor I	P-5	\$149.00
Project Engineer/Planner/Surveyor	P-4	\$137.00
Senior Engineer/Planner/Surveyor	P-3	\$125.00
Engineer/Planner/Surveyor	P-2	\$114.00
Associate Engineer/Planner/Surveyor	P-1	\$103.00
Senior Project Technician II	T-6	\$149.00
Senior Project Technician I	T-5	\$137.00
Project Technician	T-4	\$125.00
Senior Technician	T-3	\$114.00
Technician	T-2	\$103.00
Associate Technician	T-1	\$ 90.00
Engineering/Land Surveying Intern	I-1	\$ 84.00
GIS Technician	G-1	\$ 72.00
Administrative Assistant	A-3	\$ 70.00

CREW RATES, VEHICLES AND REPROGRAPHICS

1 Man Field Crew with Standard Survey Equipment		\$163.00
2 Man Field Crew with Standard Survey Equipment		\$254.00
1 Man Field Crew with RTS or GPS *		\$202.00
2 Man Field Crew with RTS or GPS *		\$293.00
Vehicle for Construction Observation		\$15.00
In-House Scanning and Reproduction	\$0.25/Sq. Ft. (Black & White) \$1.00/Sq. Ft. (Color)	
Reimbursable Direct Costs & Services by Others	Cost + 10%	

*RTS = Robotic Total Station / GPS = Global Positioning System



Personnel, Positions, and Classifications

Peter G. Wallers, P.E., CFM <i>President</i>	E-4	John D. Hoffmann, P.E., CPII <i>Senior Project Engineer II</i>	P-6	David S. Stewart <i>Senior Project Technician II</i>	T-6
David R. Burroughs, P.E. <i>Senior Vice President</i>	E-4	Colleen C. Jaltuch, P.E., LEED AP BD&C <i>Senior Project Engineer II</i>	P-6	Kristopher K. Pung <i>CAD Manager</i>	T-6
Bradley P. Sanderson, P.E. <i>Vice President</i>	E-3	Christopher E. Peterson, P.L.S. <i>Senior Project Surveyor II</i>	P-6	Joshua M. Boatman <i>Senior Project Technician II (Field)</i>	T-6
Jeffrey W. Freeman, P.E., CFM, LEED AP <i>Vice President</i>	E-3	Kyle D. Welte, P.E., CPII <i>Senior Project Engineer II</i>	P-6	C. Larry Nolan <i>Senior Project Technician I (CAD)</i>	T-5
Thomas W. Talsma <i>Vice President</i>	E-3	Michael R. Brouch, P.E., CPII <i>Senior Project Engineer I</i>	P-5	James P. Schmidt <i>Senior Project Technician I (CAD)</i>	T-5
Denise M. Migliorini <i>Treasurer & Vice President</i>	E-3	Collette M. Frohlich, P.E. <i>Senior Project Engineer I</i>	P-5	Matthew J. Taylor <i>GIS Technician</i>	G-1
John T. Whitehouse, P.E., P.L.S. <i>Senior Project Manager</i>	E-2	Christopher J. Ott, P.E. <i>Senior Project Engineer I</i>	P-5	Angela R. Smith <i>Executive Assistant/Marketing Coordinator</i>	A-3
Stephen T. Dennison, P.E. <i>Senior Project Manager</i>	E-2	Christopher R. Walton, P.E. <i>Senior Project Engineer I</i>	P-5	Deborah R. Anderson <i>Administrative Assistant</i>	A-3
Julle A. Morrison, P.E. <i>Senior Project Manager</i>	E-2	Michael W. Schweisthal, P.E. <i>Senior Project Engineer I</i>	P-5	Denise M. Thelander <i>Accounting Assistant</i>	A-3
Michele L. Piotrowski, P.E., LEED AP <i>Senior Project Manager</i>	E-2	Nadia L. Simek, E.I. <i>Project Engineer</i>	P-4	Angela D. McCoy <i>Accounting Assistant</i>	A-3
Timothy V. Weidner, P.E. <i>Senior Project Manager</i>	E-2	Christa L. Van't Hul, E.I. <i>Project Engineer</i>	P-4		
Timothy N. Paulson, P.E., CFM <i>Project Manager</i>	E-1	Tyler A. Meyer, E.I. <i>Project Engineer</i>	P-4		
Mark G. Scheller, P.L.S. <i>Project Manager</i>	E-1	Brandon C. Stahl, E.I. <i>Project Engineer</i>	P-4		
Keith E. Powell, P.E. <i>Project Manager</i>	E-1	Cole B. Pardridge, E.I. <i>Project Engineer</i>	P-4		
Todd A. Wells, P.E., CPII <i>Senior Project Engineer II</i>	P-6				

Legend

P.E. = Professional Engineer
 E.I. = Engineer Intern
 CPII = Certified Public Infrastructure Inspector
 E = Executive
 T = Technical
 A = Administrative

P.L.S. = Professional Land Surveyor
 CFM = Certified Floodplain Manager
 LEED AP = Leadership in Energy and Environmental Design
 Accredited Professional
 P = Professional
 G = GIS

1/24/18

No. 18 -

**AN ORDINANCE
PROPOSING THE ESTABLISHMENT OF
SPECIAL SERVICE AREA #26 IN THE VILLAGE OF HAMPSHIRE
(Loves Truck Stops and Travel Stores Property)
(Back-up for Maintenance/Repair of Stormwater Facilities)**

WHEREAS, the Village may consider and establish certain special service areas within its municipal limits, pursuant to Article VII, Section 7(6) of the Constitution of the State of Illinois, and pursuant to the provisions of "An Act to provide the manner of levying or imposing taxes for the provisions of special service to areas within the boundaries of home rule units and non-home rule municipalities and counties," 35 ILCS 200/27-5 et seq.; and

WHEREAS, the owner of the Subject Property has proposed to develop certain territory in the Village, subject to the terms of a certain Annexation Agreement by and among the Village and Loves Truck Stops and Travel Stores, LLC, and others, dated January 4, 20184 (the "Annexation Agreement"), said territory to be developed as a new commercial development in the Village (the "Subject Property"), and the Village has approved such Agreement; and

WHEREAS, said development will include certain stormwater drainage facilities, including detention or retention areas, and other drainage areas, and related appurtenances, as specified in the Preliminary Plan for the Subdivision as approved by the Corporate Authorities (the "Facilities"); and

WHEREAS, the applicable Kane County Stormwater Ordinance requires that a special service area be established as a back-up funding mechanism for purposes of providing for the ongoing long-term maintenance and/or repair of such Facilities, for any such areas or facilities that otherwise primarily are to be maintained and/or repaired by a private property owners' association or other individual or entity, Kane County Code, §9-131; and

WHEREAS, said Agreement provides as follows:

Par. 7(c). Developer agrees to refrain from objecting to the creation of a SSA for the purpose of maintaining the drainage improvements and green spaces / open areas for the Subject Property which are identified in this Agreement, provided the Village shall set the maximum tax rate for this District at the time of final plat of subdivision of the Subject Property, based on but not limited to the estimated expense for maintenance of such improvements. Developer shall reimburse the Village for any and all normal and reasonable expenses incurred by Village in enacting such ordinances as are necessary to create such SSA.

WHEREAS, the Corporate Authorities find as follows:

- A. It is in the public interest that the creation of the area hereinafter described be considered as a Special Service Area for the purposes set forth herein;
- B. Said area is compact and is contiguous;
- C. Said area will benefit specially from the following municipal services to be provided in the area, to wit: maintenance and repair of the Facilities on the Subject Property as required by the Village of Hampshire Municipal Code, Stormwater Regulations; and
- D. The proposed municipal services are in addition to municipal services provided in the Village as a whole, and it is, therefore, in the best interest of the Village that the levy of special taxes in said area for the services to be provided be considered.

WHEREAS, the Village Finance Director has determined the maximum tax rate required to produce a tax to be levied upon all taxable property within the area, sufficient for the maintenance and repair of the Facilities, and said tax rate shall be and is incorporated herein; and

WHEREAS, said annual rate shall be levied and extended in an amount sufficient year to year to meet the requirements of the Village to produce revenue sufficient to provide for the proper maintenance and repair of the Facilities, which levy shall be in addition to all other taxes permitted by law.

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

- 1. A public hearing shall be held on July 19, 2018, commencing at 7:00 p.m. at the Hampshire Village Hall, 234 South State Street, Hampshire, Illinois to consider the creation of Special Service Area # 26 of the Village of Hampshire, in the territory described in Section 2 hereof, for the following purposes:

Maintenance and repair of the stormwater management areas for detention or retention of stormwater, and related appurtenances, identified on the approved Final Plan for Subdivision of the Subject Property in the Village.

- 2. Hampshire Special Service Area #26 shall consist of the following territory in the Village, legally described as follows:

See Legal Description of the Subject Property,

attached hereto as Exhibit "A"

3. At the Public Hearing, there will be considered a special tax at a maximum rate equal to \$1.50 per \$100.00 of equalized assessed valuation of all property located within the proposed Special Service Area, to be levied for the estimated costs of such maintenance and repair by ordinance duly enacted by the Corporate Authorities of the Village in accordance with the conditions expressed in this Ordinance.

4. Notice of the Public Hearing shall be published at least once, and not less than fifteen (15) days prior to the date described in Paragraph 1 above for the public hearing, in one or more newspapers in general circulation in the Village.

5. In addition, notice by mailing shall be given by depositing said Notice in the U.S. mails addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract or parcel of land lying within the proposed Special Service Area. Said Notice shall be mailed not less than ten (10) days prior to the time set for the Public Hearing. In the event said taxes were not paid for the last preceding year before the date of such notice, the Notice shall be sent to the person(s) last listed before such year, on the Kane County tax rolls, as the owner(s) of the property.

6. The Village shall hereafter produce and file, in a timely manner, such forms, statements, proceedings, and supporting documents as may be required in order to establish the Area and to levy all taxes as may be needed from time to time for the stated purposes.

7. The Recitals set forth above are hereby incorporated herein and made a part of this Ordinance.

8. All ordinances, resolutions, motions and orders, and parts thereof, in conflict with this Ordinance shall be and are, to the extent of any such conflict, hereby superseded and waived.

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

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

ADOPTED THIS 3rd DAY OF MAY, 2018.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS 3rd DAY OF MAY, 2018.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

EXHIBIT "A"

LEGAL DESCRIPTION

Parcel 1) A portion of the Love's Property:

Situate in Section 3, Township 42 North Range 6 East of the Third Principal Meridian, and lying North of the North Line of the Right of Way of the Northern Illinois Toll Highway, in the Township of Hampshire, Kane County, Illinois, described as follows: Beginning at a found Right-of-Way monument of Toll Road I-90, thence along a line the following eight (8) courses: South 21°54'31" West, a distance of 848.58 feet to a point, South 89°58'14" West, a distance of 443.75 feet to a point, South 00°13'20" East, a distance of 265.41 feet to a point, North 84°06'18" West, a distance of 268.83 feet to a point, North 68°46'27" West, a distance of 33.55 feet to a point, North 00°00'00" West, a distance of 1545.75 feet to a point, North 89°58'15" East, a distance of 776.18 feet to a point, South 37°03'24" East, a distance of 398.24 feet to a point, thence South 11°00'49" East, a distance of 219.20 feet to the Point of Beginning.

Containing 29.63 Acres of land and being subject to all other easements, encumbrances, agreements, reservations, restrictions and interest that may affect the easement as described. North and Bearing system based on the North Line of the Northwest ¼ of Section 3-42-6.

PINs: A portion of both 01-03-200-008 and 01-03-400-008
Common Address: SW Corner of US Highway 20 and I-90 Ramps, Hampshire, Illinois.

Parcel 2) A portion of the Love's Property:

Situate in Section 3, Township 42 North, Range 6 East of the Third Principal Meridian, and lying North of the North Line of the Right of Way of the Northern Illinois Toll Highway, in the Township of Hampshire, Kane County, Illinois, described as follows: Beginning at a found iron rod at the intersection of northerly Right-of-Way line of Toll Road I-90, and the westerly line of Section 3; thence along a line the following four (4) courses: North 00°16'56" West, a distance of 82.85 feet to a point, North 89°58'15" East, a distance of 3669.85 feet to a point, South 00°00'00" East, a distance of 1545.75 feet to a point, North 68°46'27" West, a distance of 622.12 feet to a point, thence North 68°11'56" West, a distance of 3327.51 feet to the Point of Beginning.

Containing 68.83 Acres of land and being subject to all other easements, encumbrances, agreements, reservations, restrictions and interest that may affect the easement as described. North and Bearing system based on the North Line of the Northwest ¼ of Section 3-42-6.

PINs: 01-03-100-005; a portion of both 01-03-200-008 and 01-03-400-008
Common Address: SW Corner of US Highway 20 and I-90 Ramps, Hampshire, Illinois

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: May 3, 2018 Village Board Meeting

RE: Credit Card

Background. The Village secured a VISA CommUNITY credit card through First American Bank in 2014. The card, designed for non-profit and governmental entities, was obtained and approved to facilitate the transactional fees associated with selling surplus police vehicles on eBay and has subsequently been used for limited other authorized purposes. This credit card has a \$2,500.00 credit limit.

Analysis. At the March 15, 2018 meeting, the Village Board authorized the expanded use of the credit card for official Village business purchases by the following authorized individuals: Village Clerk, Chief of Police, Street Supervisor and Supervisor of Utilities.

Recommendation. Staff requests Board approval of the attached resolution and integrated Credit Card Use Policy to enable Village staff use the credit card for official Village business purchases.

Resolution 18 -

**RESOLUTION ADOPTING A CREDIT CARD USE POLICY
FOR THE VILLAGE OF HAMPSHIRE**

WHEREAS, the Village has previously authorized the use of a credit card for the purpose of facilitating the sale of surplus police vehicles; and

WHEREAS, the Village desires to use the credit card for authorized purchases for official Village business; and

WHEREAS, it is deemed appropriate and in the best interests of the Village to adopt a policy in line with purposes established for credit card use at this time, as is set forth in the Credit Card Use Policy, attached hereto and made a part hereof by reference as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hampshire, Kane County, Illinois, as follows:

SECTION ONE: The recitals set forth above are incorporated herein and made a part hereof.

SECTION TWO: The Credit Card Use Policy attached hereto and made a part hereof by reference as Exhibit A, is hereby adopted as the Village of Hampshire's Credit Card Use Policy to be followed by all individuals authorized to use a credit card in the name of the Village of Hampshire.

SECTION THREE: This Policy will become effective upon its passage and approval as provided by law.

ADOPTED THIS _____ day of _____ 2018, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS ____ day of _____ 2018.

APPROVED:

Jeffrey Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

Village of Hampshire Credit Card Use Policy

The Village of Hampshire has obtained credit cards for use by certain Village employees. These cards were obtained to provide a funding source for employees that need a credit card to make authorized purchases for official Village business.

The Village has entered into an agreement that provides authorized employees with a First American Bank CommUNITY Business Credit Card to purchase selected materials and services within authorized spending limits (including shipping and handling).

This policy and the policies in the First American Bank CommUNITY Business Cardmember Agreement must be followed by cardholders when conducting Village business and utilizing the Village credit card. Policy violations will result in revocation of cardholder privileges and possible disciplinary action, up to and including termination. Village credit cards are issued at the discretion of the Village to qualified employees.

Ownership and Cancellation of the First American Bank COMMUNITY Business Card

The First American Bank CommUNITY Business Card remains the property of the issuer and may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The issuer or the Village of Hampshire may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the card upon request to the Village of Hampshire or any authorized agent of the issuer. Use of the First American Bank CommUNITY Business Card or account after notice of its cancellation may be fraudulent and may cause the Village to take legal action.

Credit Card Abuse

Abuse of the First American Bank CommUNITY Business Card will result in revocation of the card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding bank credit line limit

- Utilizing the First American Bank CommUNITY Business Card for purchases in violation of purchasing authorization limits
- Using First American Bank CommUNITY Business Card for unauthorized purposes
- Failure to return the First American Bank CommUNITY Business Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the Finance Department in a timely fashion

Receipts

It is the cardholder's responsibility to obtain transaction receipts from the merchant or supplier each time the card is used. The Village has a tax exempt status and, as a result, is exempt from most sales tax depending upon the type of purchase and location of the supplier. If paperwork is needed to claim the tax exemption, contact the Finance Department. Each month, the cardholder will receive an activity statement from the bank. Individual transaction receipts are forwarded to the Finance Department.

Payment of Bills

The Finance Department will receive all credit cards statements on a monthly basis. Charges appearing on the statement will be checked against receipts submitted by individuals using the card during the billing period. If unapproved or other improper charges are identified on the bill, a statement indicating these charges and the amounts will be prepared and forwarded to the individual. Payments of the amounts indicated must be made within 10 days. As a condition of receiving a credit card, the individual agrees to reimburse Hampshire for all unapproved, commingled or other improper charges as determined above. Failure to reimburse the Village may subject the individual to additional charges for interest expense incurred by the Village. In addition, the Village reserves the right to use all legal means available to collect amounts due the Village pursuant to this policy. Individuals failing to make this reimbursement will be reported for disciplinary action pursuant to the Village's personnel policies. Individuals who fail to properly reimburse the Village as indicated above will no longer be allowed to use a Village credit card. Any employee who uses a Village credit card for any improper, unauthorized or fraudulent purpose, or any purpose whatsoever which is inconsistent with the terms of this policy, shall be responsible for reimbursing the Village for any expenses incurred by the Village, including but not limited to attorney's fees and court

costs, in association with such improper use, in addition to any other disciplinary actions which may be taken by the Village.

Disputed Items

It is the cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit is given on subsequent statements. The Cardmember Agreement contains specific guidelines for handling dispute resolutions.

Protecting the First American Bank Business Card

The First American Bank CommUNITY Business Card is valuable property that requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping

Sign the First American Bank CommUNITY Business Card immediately upon receipt. When the expiration date has passed and/or after you have received a new First American Bank CommUNITY Business Card, the old First American Bank CommUNITY Business Card should be turned in to the Finance Department for disposal.

Make sure the First American Bank CommUNITY Business Card is returned to you after each charge and verify that the returned card has your name on it.

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board
FROM: Lori Lyons, Finance Director
FOR: May 3, 2018 Village Board Meeting
RE: Public Works Call Out Pay Policy

Background. The Village currently employs a policy that compensates Public Works employees for a minimum of two hours at one and one half times their normal hourly rate when they called to work outside of normal working hours. If the call out or call back to work requires more than two hours of work, the employee is paid for the actual time worked at one and one half times their normal hourly rate. Utility personnel are also compensated for the time they are “on-call” at the present time at a rate of two straight hours per week.

Analysis. At this time, Staff requests a change in the policy to eliminate the on-call compensation and modify the call out/call back to work policy increasing the minimum pay to three hours at one and one half times an individual’s hourly rate. To assist you in evaluating the policy attached you will find a survey undertaken approximately a year ago reflecting other area municipalities’ call out and on call pay. A copy of the re-lined policy that is proposed to be replaced is attached for your review. The FY19 budget that was adopted at the April 19, 2018 meeting includes public works compensation at the proposed policy specifications.

Recommendation. Staff requests approval of the attached resolution and incorporated Public Works Call Out Pay Policy.

Municipality	Weekly On Call Compensation	Rounds or Call Back Compensation in addition to weekly on call pay
West Dundee	5 hours extra pay per Saturday, Sunday, and Holiday at time and a half	2 hours show up at time and a half
Carpentersville	1 hour for every 8 hours on call at regular time. Weekday = 2 hrs per day. Weekend = 3 hrs per day.	3 hours show up at time and a half
Harvard	9 hours at regular time per week.	3 hours show up at time and a half
Woodstock	Extra \$100 per week on check	2 hours show up at time and a half
Elgin	2 hours per day during week at time and a half 3 hours per day during weekend at time and a half	2 hours show up at time and a half
Crystal Lake	\$160 per week extra on check	2 1/2 hours show up at time and a half
Lake in the Hills	\$30 per day for 7 days = \$210 per week	2 hours show up at time and a half
Marengo	4 hours per week at straight time	2 hours show up at time and a half
East Dundee	5 hours per Saturday, & Sunday, & Holiday at time and a half	2 hours show up at time and a half
South Elgin	3 hours show up at time and a half on Saturday & Sunday Three hour show up at double time on Holidays	
Cary	For a two day weekend = 4 hours at time and a half For a three or four day holiday weekend = 8 hours at time and a half	2 hours show up at time and a half
DeKalb	2 hours every day at time and a half	2 hours show up at time and a half
Hampshire Current	2 Hours Straight time for On Call Weeks	2 hours show up at time and a half

EXHIBIT A

Utility Rounds and On-Call Policy for Utility Duties-Call Out Pay Policy

The Village recognizes the importance of supporting critical services outside of normal business hours and this policy will provide a consistent approach to the call-out arrangements of personnel to assure systems and services are supported properly and an effective response is made to address matters requiring attention outside of normal business hours.

This policy applies to hourly employees who are subject to call-out outside of working business hours, on weekends or individual weekdays (Monday through Friday) due to the observance of a Village Board designated holiday. Employees either called to perform duties due to a matter which requires urgent attention before the start of the next working day or assigned utility rounds. Utility employees will be required as needed by the Supervisor of Utilities to conduct utility rounds. Utility Rounds will include checks of water and sewer facilities, related responsibilities and other assigned duties. Utility rounds includes each weekend (Saturday and Sunday) and individual weekdays (Monday through Friday) due to the observance of a Village Board designated holiday. Employees assigned to perform the duties of utility rounds will be paid at one and one-half times (1½) their regular hourly rate of pay for minimum of 2 3 hours for each day of the week, weekend or holiday on which work rounds are is performed. Should the actual time worked on any utility round day exceed 32 hours, the employee will be paid at one and one-half times (1½) times their regularly hourly rate of pay for the actual time worked.

“On-call” shall refer to periods of time during which a utility employee shall remain available to respond to any non-scheduled water and/or sewer calls outside of normal business hours. Generally, utility employees will be assigned to on-call duties for a week at time, and the on-call employee shall remain situated within sixty (60) minutes of the Village and have their Village cell phone with them. The on-call employee can claim two (2) hours at the employee’s regular hourly rate of pay if no calls are received during an assigned on-call week or if a return to work is required the employee will be paid at one and one-half (1 ½) times their hourly rate of pay for a minimum of two (2) hours or the actual time worked, whichever is greater.

If an employee is assigned and unable to cover their scheduled On-Call or Utility Rounds, it is their responsibility to find a replacement and notify the Supervisor of Utilities of any changes made to the schedule.

No. 18 –

**A RESOLUTION
ESTABLISHING A POLICY FOR PUBLIC WORKS
CALL OUT PAY POLICY
FOR THE
VILLAGE OF HAMPSHIRE**

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the Village of Hampshire Board of Trustees and are subject and subordinate to applicable federal and state laws, rules, and regulations and local ordinances; and

WHEREAS, the Village of Hampshire, the Village Trustees and the Village staff wish to establish a policy to provide guidelines intended to create and maintain understanding and cooperation among the employees of the Village as it relates to Public Works Call Out Pay and superseding the Utility Rounds and On-Call Policy; and,

WHEREAS, the adoption of a Public Works Call Out Pay Policy will provide for the fair and consistent administration of Public Works Call Out Pay.

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

Section one. The Village of Hampshire does hereby adopt the Village of Hampshire Public Works Call Out Pay Policy, a copy of which is attached hereto and made a part hereof as Exhibit "A" effective May 1, 2018.

Section two. Any prior policies and procedures related to Public Works Call Out Pay and Utility Rounds and On-Call periods are hereby repealed.

Section three. This resolution shall take full force and effect upon its passage and approval as provided by law.

ADOPTED THIS _____ day of _____ 2018, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS _____ day of _____ 2018.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

EXHIBIT A

Call Out Pay Policy

The Village recognizes the importance of supporting critical services outside of normal business hours and this policy will provide a consistent approach to the call-out arrangements of personnel to assure systems and services are supported properly and an effective response is made to address matters requiring attention outside of normal business hours.

This policy applies to hourly employees who are subject to call-out outside of working business hours, on weekends or individual weekdays (Monday through Friday) due to the observance of a Village Board designated holiday. Employees either called to perform duties due to a matter which requires urgent attention before the start of the next working day or assigned utility rounds will be paid at one and one-half times (1½) their regular hourly rate of pay for minimum of 3 hours for each day of the week, weekend or holiday on which work is performed. Should the actual time worked on any day exceed 3 hours, the employee will be paid at one and one-half times (1½) times their regularly hourly rate of pay for the actual time worked.

If an employee is assigned and unable to cover their scheduled Utility Rounds, it is their responsibility to find a replacement and notify the Supervisor of Utilities of any changes made to the schedule.

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board
FROM: Lori Lyons, Finance Director
FOR: May 3, 2018 Village Board Meeting
RE: Cleaning of the Elevated Water Storage Tank at Tuscany Woods

Background. The FY19 water utility budget included funds to wash the elevated water storage tank at Tuscany Woods. This tank was constructed in 2010 and has not been cleaned to date.

Analysis. Condensation, water temperature, water usage and the condition of the paint are a few of the factors that contribute to the growth of mildew and the look of a dirty tank. In June 2016, National Wash Authority cleaned the 2,000,000 gallon watersperoid at Tamm's Farm with huge success. They use gentle washing techniques so the coating system is not damaged, and follow the cleaning with the application of an anti-mildew inhibitor to slow down the return of mildew staining.

Recommendation. Staff requests authorization accept National Wash Authorities proposal to wash the Tuscany Woods EWST at a cost of \$5,795.00. The timing of this is not certain and heavily dependent on weather conditions but expected to be done with a month give or take.

National Wash Authority, LLC dba Midwest
Mobile Washers
100 N Jackson Street
Morrison, IL 61270
(800) 804-7517
aswashboy@frontiernet.net
www.watertowercleaners.com



PROPOSAL

PROPOSAL # 1306
DATE 02/15/2018
EXPIRATION DATE 12/31/2018

ADDRESS

Village of Hampshire
Lori Lyons
P.O. Box 457
Hampshire, IL 60140-0457
847.683.2181 Ext 25

SHIP TO

Village of Hampshire
Lori Lyons
P.O. Box 457
Hampshire, IL 60140-0457
847.683.2181 Ext 25

Please detach top portion and return with your payment.

P.O. NUMBER

SERVICES

RATE

National Wash Authority, LLC (dba Midwest Mobile Washers) along with twenty-seven years of water storage tank cleaning experience, proposes the following for Village of Hampshire. National Wash Authority/Midwest Mobile Washers is a Minority-Female owned business.

National Wash Authority has successfully and safely cleaned over 1,400 plus water storage tanks in several States without any incidents and never has had any time loss of work, due to an Injury! We are a safe and compliant workplace of 27 years.

LOCATION OF JOB SITE: 45W314 ILLINOIS RT 72, HAMPSHIRE, IL

SERVICES TO BE RENDERED ON JOB SITE:

We will render the proper and standard cleaning procedures to the industry (AWWA-SSPC-NACE) to clean and remove mildew/algae growth on the exterior sides of a water storage tank(s).

TANK DESCRIPTION: 1,000,000 GALLONS WATERSPHEROID @ 139' TO TOP. IF TOWER IS HIGHER THAN 160', AN EXTRA CHARGE WILL BE APPLIED TO ACCOMODATE ACCESS TO TANK. 5,795.00

DESCRIPTION OF SERVICES:

Pre-soak system of a soapy bleach applied at low psi application or thru pressure washing equipment utilizing chemical injectors to apply the product. Once the root of the mildew/algae has been killed we will then use a "Soft Wash rinse application" to flush off debris. (With lower psi)

Its very important that when high psi is used it can cause damage and/or leave a wand pattern shadow look on the tanks surface, once cleaned. This is old school practice and not the best method on older paint systems.

We use a 100% frictionless procedure to access your tank. No cable hanging/No wheel baskets/No hanging apparatus will be used to clean your tanks surface. Our company will utilize an aerial manlift to access the tanks surface working directly next to the tank with no attachments 100% frictionless cleaning applications. Proper pressure wash nozzles, equipment and techniques are required to wash a water tower's surface. Water tank coatings may have thin paint, cracked paint, bubbled paint, chipped paint, oxidized paint and peeling paint which all play a vital role of how a tanks surface needs to be cleaned.

With our pre-soak system treatment and flush type system (large nozzle sizes) we call "Soft Wash Method" of using less than 800 psi to clean a tank. No high pressure cleaning or blasting is required to clean your tanks surface.

Once your tank is cleaned, we apply an anti-mildew inhibitor to slow down the return of mildew staining. This is just an aid it will not prevent mildew from not growing.

Condensation of a tank, water temperature in the tank, condition of paint on a tank, environment of setting of a tank, water usage of the tank, atmosphere dust, blowing debris onto a tank and Seasonal changes by Mother Nature all determine on the re-growth of mildew on a tanks coating system.

SERVICES

RATE

We pride ourselves over any Competition by being a Safety & Compliant Company.

- * Employee's are Certified on lift equipment. (Have operator cards)
- * Prevailing wages scales are met. Where applicable.
- * Background checks done on ALL employee's.
- * We are an Accident Free Work Place!
- * Twenty-seven years of NO lost time of work DUE TO AN INJURY!
- * 100% TOTALLY FRICTIONLESS CLEANING TREATMENT of a tanks surface.

All cleaning agents used are biodegradable and are environmentally friendly.
 All safety equipment will be used by OSHA requirements (Miller safety harness').
 All equipment, safety devices, crane and aerial machinery are included in this bid.
 Enclosed is a copy of our General Liability Insurance coverage. Our employees' are fully covered under our Workman's Compensation insurance.
 This proposal terminates if not accepted by December 31, 2018.

We are the Original Founders of adding an anti-mildew inhibitors to the tanks surface. Most recent, after two years of research we are the Proud Founders of the "Soft Wash Cleaning Treatment" to water tanks as well! Our Company is the only one whom renders a Soft Wash Cleaning Treatment in our Industry!

OPTIONAL SERVICE

Offering spot painting/touch up painting service.
 We will bid by Specifications

Tool grind, sanding, spot priming and apply top coat painting to be offered as same day as cleaning is completed if weather and the tank are acceptable to apply limited paints in that time frame.

Minimal charge utilizing up to two gallons of paint and/or primer and paint, will be an additional \$3,200.00
 All aerial equipment, prevailing wages, paint/primer expenses and material required are all included in this price.
 If a second day of service is needed for painting an additional \$2,000.00 for aerial machinery and minimum charge of \$1,650.00 per gallon of paint used. (Any extra paints the customer keeps.)

OPTIONAL SERVICES

Rust stain removal/rust streak removal
 Contact us for Proposal for removing rust stains/streaks or Iron stains on a tanks painted surface.

CONFIDENTIALITY: This Proposal/Quotation and any files transmitted with it may contain information proprietary to National Wash Authority, LLC/Midwest Mobile Washers, and are intended solely for the use of the individual or entity to whom they are addressed, shall be maintained in confidence and not disclosed to third parties without the written consent of National Wash Authority, LLC/Midwest Mobile Washers. All information on this Proposal/Quotation is not to be copied, reprinted or used as specifications for any other RFP's. Procedures, methods and products are not to be copied, shown or reprinted to any third party.

TOTAL

\$5,795.00

Accepted By

Accepted Date

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: May 3, 2018 Village Board Meeting

RE: Purchase Squad Cars

Background. The FY19 operating budget included provision to acquire two new Ford Explorer Police Interceptor Utility vehicles for the Police Department. The purchase, less tow fund expenditures described below, will be financed when the vehicles are delivered. Estimated time of arrival is 90 days after order.

Analysis. Staff is requesting authorization to order the new squad cars from Veto Enterprises, Inc., Sycamore, IL. Upon purchase, these vehicles will be equipped with new radar and camera systems and other necessary equipment. The camera systems (\$7,000 each) will be purchased using tow fund monies. To the extent possible, equipment from the current squads will be moved to the new vehicles.

Recommendation. Staff requests authorization to purchase two 2018 Ford Explorer Police Interceptor AWD vehicles in the amount of \$55,400 (\$27,700 per unit) plus expend approximately \$35,400 additional for equipment, installation and striping (cost depended on equipment exchanged or purchased and final pricing). The financing of the vehicles will be finalized upon estimation of the delivery date.

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: May 3, 2018 Village Board Meeting

RE: Intergovernmental Agreement with the State of Illinois and Appropriating Funds for the Brier Hill Road Resurfacing Project

Background. The Village must enter into an intergovernmental agreement with the State of Illinois in order to secure Surface Transportation Project Funds for resurfacing 1.17 miles of Brier Hill Road from Big Timber Road to the northern Village limits on the northside of the I-90 overpass.

Analysis. The Village is committing \$160,534 from the Transportation Fund to front all of the construction engineering costs and the Village's 25% of construction costs. Upon completion of the project, the Village will be reimbursed by the state for their portion of the construction engineering expenses less the Village's cost of construction that will be paid by the State.

Recommendation. Staff recommends adoption of the attached resolution and attached agreements so this project can move forward with letting on June 15.

RESOLUTION 18 –

**APPROVING AN INTERGOVERNMENTAL AGREEMENT
WITH THE STATE OF ILLINOIS AND THE VILLAGE OF HAMPSHIRE FOR THE
APPROPRIATION FUNDS FOR
THE BRIER HILL ROAD RESURFACING PROJECT**

WHEREAS, the Village of Hampshire is desirous of milling and resurfacing of 1.17 miles Brier Hill Road from Big Timber Road to the North Village limits; and

WHEREAS, the project has been approved by the Illinois Department of Transportation and Surface Transportation Project (STP) Funds have been committed to the Village of Hampshire through the Kane Kendall Council of Mayors for 75% of said construction costs and construction engineering costs; and

WHEREAS, in order to obtain federal and state funding of local highway improvements, the Village of Hampshire is required, under Illinois Department of Transportation policies, to enter into an agreement for the funding of said local improvements; and

WHEREAS, the attached intergovernmental agreement between the State of Illinois and the Village of Hampshire defines the Local Agency participation in the improvement and the estimated local share of the cost of the improvement, said agreement attached hereto and hereby made a part hereof.

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

1. The attached intergovernmental agreement is hereby approved and there is hereby appropriated the sum of one hundred sixty thousand five hundred thirty-four dollars (\$160,534) from the Village Transportation Fund, of which forty thousand seven hundred eighty-one dollars (\$40,781) will be reimbursed to the Village by the State of Illinois, and
2. This project is hereby designated as Section 17-00019-00-RS and Job Number C-91-081-18.
3. The Village President is hereby authorized to execute said agreement.
4. This resolution shall take full force and effect upon its passage and approval as provided by law.

ADOPTED THIS _____ DAY OF _____, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS _____ DAY OF _____, 2018.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk

Local Public Agency	 Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	Consultant
Village of Hampshire		ESI Consultants, Ltd.
County Kane		Address 1979 N. Mill St. Suite 100
Section 17-00019-00-RS		City Naperville
Project No. GMT6 (178)		State IL
Job No. C-91-081-18		Zip Code 60563
Contact Name/Phone/E-mail Address	Contact Name/Phone/E-mail Address Kevin Siksta, P.E. 630-420-1700 / ksiksta@esiitd.com	

THIS AGREEMENT is made and entered into this _____ day of May, 2018 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor In Responsible Charge	Authorized representative of the LPA in immediate charge of the engineering details of the PROJECT A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

Project Description

Name	<u>Brier Hill Rd.</u>	Route	<u>FAU 2319</u>	Length	<u>1.17 Mi.</u>	Structure No.	<u>N/A</u>
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Termini	<u>Big Timber Rd. to North Village Limits</u>
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Description: Resurfacing on Brier Hill Road from Big Timber Road to the North Village Limits in Hampshire.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LPA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LPA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LPA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LPA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LPA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LPA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LPA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LPA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LPA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LPA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LPA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;
 - b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or

- c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
 - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
 12. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LPA AGREES,

1. To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$, or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

Total Compensation = $DL + IHDC + OH + FF + SBO$

- Specific Rate (Pay per element)
- Lump Sum _____

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.
8. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LPA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LPA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LPA.
5. That any differences between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

6. That in the event the engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LPA.
7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation and employee assistance program; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LPA deems appropriate.
 10. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
ESI Consultants Ltd.	22-3893594	\$48,264.00

Sub-Consultants:	TIN Number	Agreement Amount
SET Consultants	81-1101002	\$6,110.00
Sub-Consultant Total:		\$6,110.00
Prime Consultant Total:		\$48,264.00
Total for all Work:		\$54,374.00

Executed by the LPA:

_____ (Municipality/Township/County)

ATTEST:

By: _____
 _____ Clerk

By: _____
 Title: _____

(SEAL)

Executed by the ENGINEER:

ATTEST:

By: _____
 Title: _____

By: _____
 Title: _____

Exhibit A - Construction Engineering

Route: _____
 Local: _____
 (Municipality/Township/County)
 Section: _____
 Project: _____
 Job No.: _____

See attached
 CECS
 BDE 3608

*Firm's approved rates on file with
 Bureau of Accounting and Auditing:

Overhead Rate (OH) 141.49 %
 Complexity Factor (R) 0.00
 Calendar Days _____

Cost Plus Fixed Fee Methods of Compensation:

- Fixed Fee 1 14.5%[(DL + R(DL) + OH(DL) + IHDC)]
- Fixed Fee 2 14.5%[(2.3 + R)DL + IHDC]
- Specific Rate
- Lump Sum

Cost Estimate of Consultant's Services in Dollars									
Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead (OH*DL)	Services by Others (SBO)	In-House Direct Costs (IHDC)	Fixed Fee (FF)	Total
Totals		0.00							\$1,260.78



Prime Consultant

Name _____
Address _____
Telephone _____
TIN Number _____

Project Information

Local Agency _____
Section Number _____
Project Number _____
Job Number _____

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Table with 3 columns: Sub-Consultant Name, TIN Number, Actual Payment from Prime. Includes summary rows for Sub-Consultant Total, Prime Consultant Total, and Total for all Work Completed.

Signature and title of Prime Consultant _____

Date _____

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOT's collection and use of confidential information review the department's Identify Protection Policy.

Exhibit C Federal Qualification Based Selection (QBS) Checklist

Local Public Agency _____
 Section Number _____
 Project Number _____
 Job Number _____

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? <input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Due date of submittal: _____ Method(s) used for advertisement and dates of advertisement: _____		
5.	Do the written QBS policies and procedures cover conflicts of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Criteria for this project	Weighting	Criteria for this project
	_____	_____ %	_____
	_____	_____ %	_____
	_____	_____ %	_____
	_____	_____ %	_____
8.	Do the written QBS policies and procedures discuss the method of selection? <input type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: _____ _____ Top three consultants selected for this project in order: 1) _____ 2) _____ 3) _____ If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
10.	Were negotiations for this project performed in accordance with federal requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
11.	Were acceptable costs for this project verified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LPA will rely on IDOT review and approval of costs.		
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input type="checkbox"/> Yes <input type="checkbox"/> No		
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**PAYROLL ESCALATION TABLE
 FIXED RAISES**

FIRM NAME ESI Consultants, Ltd.
 PRIME/SUPPLEMENT Prime
 Prepared By Kevin Siksta, ESI

DATE 04/24/18
 PTB-ITEM# 500

CONTRACT TERM 2 MONTHS
 START DATE 8/1/2018
 RAISE DATE 4/1/2019
 END DATE 9/30/2018

OVERHEAD RATE 141.49%
 COMPLEXITY FACTOR 0
 % OF RAISE 2%

ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	8/1/2018	9/30/2018	2	100.00%

The total escalation = 0.00%

PAYROLL RATES

FIRM NAME
PRIME/SUPPLEMENT
PTB-ITEM #

ESI Consultants, Ltd. DATE
Prime
500

04/24/18

ESCALATION FACTOR 0.00%

Note: Rates should be capped on the AVG 1 tab as necessary

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
President/Principal	\$88.56	\$88.56
Vice President/Director	\$70.65	\$70.65
Senior Manager	\$63.00	\$63.00
Senior Consultant	\$57.35	\$57.35
Senior Project Manager	\$59.60	\$59.60
Project Manager	\$46.70	\$46.70
Project Manager Consultant	\$46.42	\$46.42
Senior Resident Engineer	\$46.00	\$46.00
Structural Project Manager	\$51.74	\$51.74
Senior Structural Project Engineer	\$44.00	\$44.00
Project Engineer 2 / Resident Engineer 2	\$39.33	\$39.33
Project Engineer / Resident Engineer 1	\$32.97	\$32.97
Engineer 3	\$32.50	\$32.50
Engineer 2	\$29.40	\$29.40
Engineer 1	\$28.00	\$28.00
HR Manager	\$35.00	\$35.00
Senior Technician 2	\$40.80	\$40.80
Resident Technician / Senior Technician	\$30.81	\$30.81
Technician 3	\$30.00	\$30.00
Technician 2	\$20.80	\$20.80
Technician 1 / Intern	\$15.00	\$15.00
Senior Administrative Manager Consultant	\$43.84	\$43.84
Administrative Associate 3	\$24.00	\$24.00
Administrative Associate 2	\$20.02	\$20.02
Administrative Associate 1	\$16.00	\$16.00

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

Bureau of Design and Environment
Prepared By: Consultant

FIRM ESI Consultants, Ltd.
PTB-ITEM # 500
PRIME/SUPPLEMENT Prime

OVERHEAD RATE 141.49%
COMPLEXITY FACTOR 0

DATE 04/24/18

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	PreConstruction	50	2,438	3,450		805		-	6,693	12.31%
	Construction	225	9,678	13,693	1,430	3,194		-	27,995	51.49%
	Post Construction	106	4,946	6,998		1,632		-	13,576	24.97%
	Material Testing		-	-		-	6,110	-	6,110	11.24%
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
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			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
	Subconsultant DL					0		-	-	
	TOTALS	381	17,062	24,141	1,430	5,631	6,110	-	54,374	100.00%

41,203

DBE 0.00%

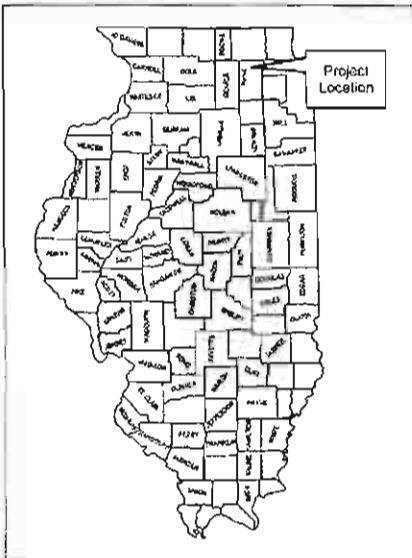
AVERAGE HOURLY PROJECT RATES

FIRM ESI Consultants, Ltd.
PTB-ITEM# 500
PRIME/SUPPLEMENT Prime

DATE 04/24/18

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			PreConstruction			Construction			Post Construction			Material Testing					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
President/Principal	70.00	0.0																	
Vice President/Director	70.00	3.0	0.79%	0.55	1	2.00%	1.40	1	0.44%	0.31	1	0.94%	0.66						
Senior Manager	63.00	20.0	5.26%	3.31	8	16.00%	10.08	8	3.56%	2.24	4	3.77%	2.38						
Senior Consultant	57.35	0.0																	
Senior Project Manager	59.60	0.0																	
Project Manager	46.70	0.0																	
Project Manager Consultan	46.42	0.0																	
Senior Resident Engineer	46.00	295.0	77.43%	35.62	40	80.00%	36.80	155	68.89%	31.69	100	94.34%	43.40						
Structural Project Manager	51.74	0.0																	
Senior Structural Project Er	44.00	0.0																	
Project Engineer 2 / Reside	39.33	0.0																	
Project Engineer / Resident	32.97	0.0																	
Engineer 3	32.50	60.0	15.75%	5.12				60	26.67%	8.67									
Engineer 2	29.40	0.0																	
Engineer 1	28.00	0.0																	
HR Manager	35.00	0.0																	
Senior Technician 2	40.80	0.0																	
Resident Technician / Senior	30.81	0.0																	
Technician 3	30.00	0.0																	
Technician 2	20.80	0.0																	
Technician 1 / Intern	15.00	0.0																	
Senior Administrative Mana	43.84	0.0																	
Administrative Associate 3	24.00	3.0	0.79%	0.19	1	2.00%	0.48	1	0.44%	0.11	1	0.94%	0.23						
Administrative Associate 2	20.02	0.0																	
Administrative Associate 1	16.00	0.0																	
		0.0																	
		0.0																	
TOTALS		381.0	100%	\$44.78	50.0	100.00%	\$48.76	225.0	100%	\$43.01	105.0	100%	\$46.66	0.0	0%	\$0.00	0.0	0%	\$0.00



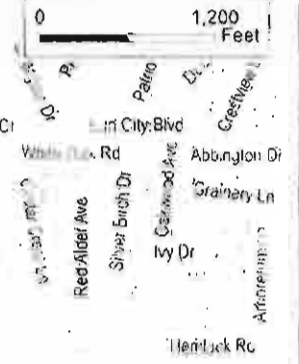
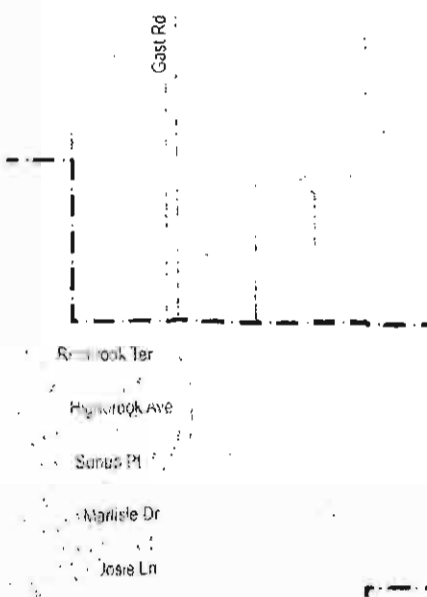
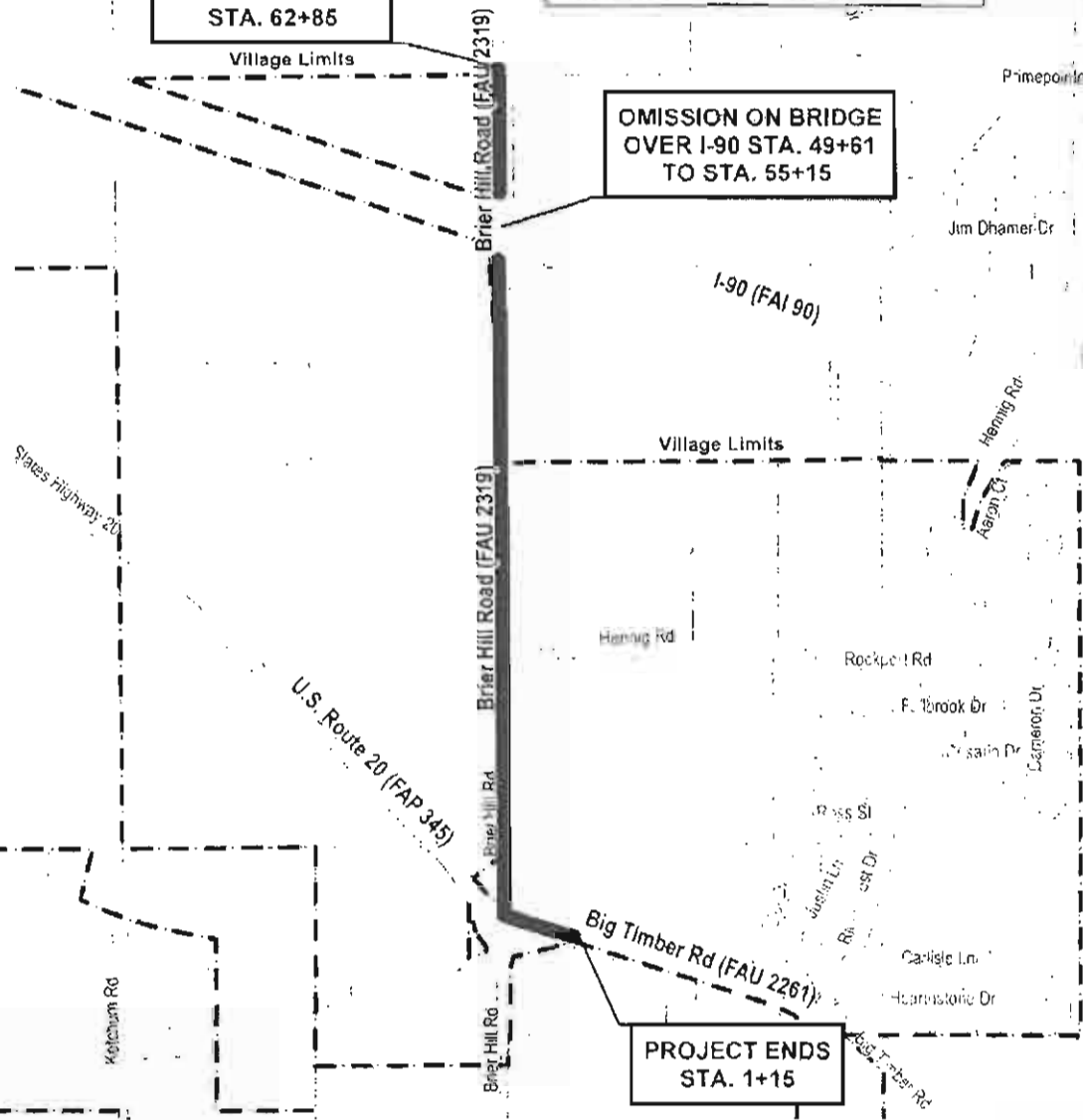
Addendum Number 1



**PROJECT BEGINS
STA. 62+85**

**OMISSION ON BRIDGE
OVER I-90 STA. 49+61
TO STA. 55+15**

**PROJECT ENDS
STA. 1+15**



Engineering Enterprises, Inc.
 225 W. Main St.
 Springfield, Illinois 62760
 Phone: 217-244-1100
 Fax: 217-244-1101



Village of Hampshire
 234 S. State Street P.O. Box 457
 Hampshire, IL 60140-0457
 847-683-2181

DATE	JANUARY 2018
PROJECT NO.	HA1708
BY:	MJT
PATH	H008PUB00A
FILE	Brier Hill Road Update NO. 1.1.18.D

**NUMBER 1 - LOCATION MAP
BRIER HILL ROAD LAFO (FAU 2319)**
 MINOR COLLECTOR
 SECTION 17-00019-00-R5
 VILLAGE OF HAMPSHIRE
 KANE COUNTY, ILLINOIS





**Illinois Department
of Transportation**

**Local Public Agency Resident
Construction Supervisor/ In
Responsible Charge**

Anthony Quigley
Regional Engineer
Department of Transportation
201 West Center Court
Schaumburg, Illinois 60195

County Kane
Municipality Hampshire
Section 17-00019-00-RS
Route FAU 2319
Contract No. _____
Job No. C-91-081-18
Project Brier Hill Rd Resurfacing

- I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.
- I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

Date Signature and Title (for the Local Public Agency)

Applicants Name (Type or Print)

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency.

For Consultants: I certify that my firm is prequalified in Construction Inspection and my Documentation of Contract Quantities certificate number is _____.

Date Signature of Applicant Job Title of Applicant

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Approved _____
Date Regional Engineer

cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets
Engineer of Construction, Central Bureau of Construction
Resident Construction Supervisor
Local Public Agency

Instructions for Preparation of Form BC 775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract. In those instances where a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project.

The full-time local public agency employee in responsible charge of the project shall perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The Department of Transportation, in accordance with the requirements, requires the local public agency to identify the local public agency employee who will be in responsible charge of each Federal-Aid project which will be constructed under the supervision of the county, municipality or other public agency. County Engineers, Municipal Engineers, and full-time local public agency employees registered as a professional engineer should be identified in the pre-construction meeting minutes. All other resident construction supervisors must submit their qualifications on this form for approval by the department. Resident construction supervisors who are consultants shall be certified in Documentation of Contract Quantities and their firm shall be prequalified in Construction Inspection.

This form will be completed by the applicant, endorsed by a representative of the local public agency, and submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This signatory for the local public agency should be the County Engineer or Municipal Engineer, as applicable. In the event a municipality does not have a Municipal Engineer, the applicant will be recommended by the appropriate municipal authority.

If a consultant is named on this form, the approved form will be included as an attachment to the appropriate construction engineering consultant agreement.

This document should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



**Illinois Department
of Transportation**

**Local Public Agency
Construction Inspector**

Anthony Quigley
Regional Engineer
Department of Transportation
201 West Center Court
Schaumburg, Illinois 60195

County Kane
Municipality Hampshire
Section 17-00019-00-RS
Route FAU 2319
Contract No. _____
Job No. C-91-081-18
Project Brier Hill Rd Resurfacing

I consider the following individual to be qualified as a local public agency construction inspector. In addition, I certify that adequate instruction has been given this individual concerning the requirements of the contract, specifications and construction manual which pertain to the work which he/she will inspect. This individual has been instructed on the proper procedures for any necessary tests. Furthermore, if a consultant, this individual has a valid Documentation of Contract Quantities certification.

Approved 4/24/18 _____ Brian Z... Resident Engineer
Date Signature and Title of Resident Construction Supervisor

Matthew Stock
Applicants Name (Type or Print)

The following describes the educational background, experience and other qualifications of the named applicant to serve as an inspector on this project.

For Consultants Employees: Documentation of Contract Quantities certificate number is 15-0202.

Mr. Stock, E.I., has over 5 years of experience in construction engineering. He recently served as an inspector for the federally funded Emerson/Ridge/Green Bay Corridor improvements in Evanston. His previous experience includes numerous construction inspection projects for IDOT, the Illinois Tollway, and several municipal projects.

If the Resident from BC-775 is a consultant, the local public agency employee in responsible charge must also approve this individual.

Approved _____
Date Signature and Title of In Responsible Charge from BC-775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

A consultant may be utilized for periodic examination and consultation or for full-time technical inspection of construction. However, the prime responsibility for general supervision of the construction must remain with the state. The state (or county or municipality under agreement with the state) cannot be relieved of its responsibility to ensure that the work is performed in accordance with the approved project plans, specifications and estimate.

Therefore, the Department of Transportation requires the local public agency to submit the qualifications of all personnel who will be assigned to construction layout and inspection duties on each Federal-Aid project which will be constructed under the supervision of the county, municipality or other local public agency. This form will be approved by the resident construction supervisor. If the resident construction supervisor is a consultant, this form will also be approved by the local public agency employee in responsible charge.

If a consultant is named on this form, the approved form will be included as an attachment to the construction engineering consultant agreement.

The approved form will be submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This form should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.

VILLAGE OF HAMPSHIRE

Accounts Payable

May 3, 2018

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

Total: \$459,069.51

To be paid on or before
May 9, 2018

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

VILLAGE OF HAMPSHIRE

Accounts Payable

May 3, 2018

The President and Board of Trustees of the Village of Hampshire
Recommends the following **Employee: Brett Myers**
Warrant in the amount of

Total: \$114.71

To be paid on or before
May 9, 2018

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 05/01/18
 TIME: 15:38:12
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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AXON AXON ENTERPRISE, INC							
SI-1531266	04/13/18	01	OPERATING SUPPLIES	010020034680		05/13/18	286.00
						INVOICE TOTAL:	286.00
						VENDOR TOTAL:	286.00
B&KPO B & K POWER EQUIPMENT							
154816	04/27/18	01	ASPHALT SAW	010030034680		05/15/18	2,070.00
						INVOICE TOTAL:	2,070.00
						VENDOR TOTAL:	2,070.00
BRMY BRETT MYERS							
MAY 2018	04/15/18	01	REIMBURSEMENT	300010034690		05/15/18	114.71
						INVOICE TOTAL:	114.71
						VENDOR TOTAL:	114.71
CES CES							
WOD/052560	04/16/18	01	MAINTENANCE SUPPLIES	310010034670		05/16/18	191.72
						INVOICE TOTAL:	191.72
						VENDOR TOTAL:	191.72
COMED COM ED							
MAY 2018A	04/17/18	01	4623084055	010030024260		06/18/18	35.21
		02	0657057031	010030024260			137.56
		03	0729114032	310010024260			69.88
		04	7101073024	310010024260			450.10
						INVOICE TOTAL:	712.75
						VENDOR TOTAL:	712.75
CUBE CULLIGAN OF BELVIDERE							
085662 MAY 2018	04/30/18	01	VH BOTTLE WATER	010010024280		05/25/18	60.50
						INVOICE TOTAL:	60.50

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VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CUBE CULLIGAN OF BELVIDERE							
093732 MAY 2018	04/30/18	01	STREETS BOTTLE WATER	010030024280		05/25/18	197.05
						INVOICE TOTAL:	197.05
104711 MAY 2018	04/30/18	01	PD BOTTLE WATER	010020024280		05/25/18	164.00
						INVOICE TOTAL:	164.00
						VENDOR TOTAL:	421.55
DIEN DIRECT ENERGY BUSINESS							
MAY 2018	04/20/18	01	1510867	300010024260		05/21/18	997.13
		02	1510796	300010024260			2,427.16
		03	1510797	310010024260			5,774.95
		04	1510866	310010024260			190.61
						INVOICE TOTAL:	9,389.85
						VENDOR TOTAL:	9,389.85
DIWO DIESEL WORKS INC.							
3168	04/17/18	01	2010 PLOW WITH WING	010030024110		05/17/18	2,567.73
						INVOICE TOTAL:	2,567.73
						VENDOR TOTAL:	2,567.73
EEI ENGINEERING ENTERPRISES							
64121	05/01/18	01	HA1807 238 SCHMIDT WTR SERVICE	010010024390		06/01/18	326.25
						INVOICE TOTAL:	326.25
						VENDOR TOTAL:	326.25
FISA FOX VALLEY FIRE & SAFETY							
IN00165828	04/11/18	01	QRTL FIRE ALARM LEASE	300010024280		05/11/18	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
GRAI GRAINGER							

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VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 10/01/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GRAI	GRAINGER						
9749303948	04/05/18	01	REDUCER BUSHING	010030034680		05/05/18	0.71
						INVOICE TOTAL:	0.71
						VENDOR TOTAL:	0.71
HAAUPA	HAMPSHIRE AUTO PARTS						
485449	04/16/18	01	ANTIFREEZE	010030034680		05/27/18	5.98
						INVOICE TOTAL:	5.98
485526	04/17/18	01	TRAILERS	010030034680		05/17/18	102.16
						INVOICE TOTAL:	102.16
485664	04/18/18	01	MAINTENANCE SUPPLIES	310010034670		05/18/18	40.03
						INVOICE TOTAL:	40.03
485843	04/20/18	01	OIL	310010034670		05/20/18	7.99
						INVOICE TOTAL:	7.99
486173	04/24/18	01	HEADLIGHT	010030034680		05/24/18	11.09
						INVOICE TOTAL:	11.09
486228	04/24/18	01	FUSES	010030034680		05/24/18	4.82
						INVOICE TOTAL:	4.82
486234	04/24/18	01	FUSES	010030034680		05/24/18	2.92
						INVOICE TOTAL:	2.92
486465	04/26/18	01	TRAILER BALL MOUNT	310010034670		05/26/18	52.57
						INVOICE TOTAL:	52.57
486543	04/27/18	01	SAW/1500 WATT INVERTER	310010034670		05/27/18	736.65
						INVOICE TOTAL:	736.65
486585	04/27/18	01	BATTERY CABLE	310010034670		05/27/18	138.89
						INVOICE TOTAL:	138.89

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HAAUPA HAMPSHIRE AUTO PARTS							
486786	04/30/18	01	IGNITION FOR ROLLER	010030034680		05/30/18	38.99
						INVOICE TOTAL:	38.99
						VENDOR TOTAL:	1,142.09
HDSUWA CORE & MAIN							
1711289	04/13/18	01	METERS	300010054960		05/13/18	1,311.89
						INVOICE TOTAL:	1,311.89
1711341	04/12/18	01	METERS	300010054960		05/12/18	2,018.44
						INVOICE TOTAL:	2,018.44
						VENDOR TOTAL:	3,330.33
IDCEO ILL DEPT OF COMMERCE & ECON							
MAY 2018	05/01/18	01	BUY OUT REVOLVING LOANS	080080064900		05/30/18	157,807.21
						INVOICE TOTAL:	157,807.21
						VENDOR TOTAL:	157,807.21
IEPAFISC IEPA BUREAU OF WATER							
MAY 2018	03/15/18	01	WASTEWATER PROJECT	310010044792		05/15/18	19,092.50
		02	WASTEWATER PROJECT	310010044793			110,457.44
						INVOICE TOTAL:	129,549.94
						VENDOR TOTAL:	129,549.94
IPODBA IPO/DBA CARDUNAL OFFICE SUPPLY							
601323-0	04/19/18	01	STYLUS	010010034650		05/19/18	8.99
						INVOICE TOTAL:	8.99
601504-0	04/26/18	01	OFFICE SUPPLIES	010010034650		05/26/18	177.10
						INVOICE TOTAL:	177.10
						VENDOR TOTAL:	186.09

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VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
IPRF ILLINOIS PUBLIC RISK FUND							
50060	04/17/18	01	JUNE WORKERS' COMPENSATION	010010024210		06/01/18	1,657.66
		02	JUNE WORKERS' COMPENSATION	300010024210			1,657.67
		03	JUNE WORKERS' COMPENSATION	310010024210			1,657.67
						INVOICE TOTAL:	4,973.00
						VENDOR TOTAL:	4,973.00
JAM JAMES							
APRIL 2018A	04/24/18	01	TRUCK PURCHASE	310010054940		05/24/18	42,600.00
						INVOICE TOTAL:	42,600.00
						VENDOR TOTAL:	42,600.00
KCFD KANE COUNTY TREASURER							
2018-00000007	05/01/18	01	ARRA BOND INTEREST	280010064700		06/01/18	2,787.84
						INVOICE TOTAL:	2,787.84
						VENDOR TOTAL:	2,787.84
KONMIN KONICA MINOLTA BUSINESS SOLUTI							
251325630	04/22/18	01	PD MONTHLY MAINTENANCE	010020024340		05/22/18	133.67
						INVOICE TOTAL:	133.67
						VENDOR TOTAL:	133.67
MISA MIDWEST SALT							
P439678	04/17/18	01	SALT	300010034680		05/17/18	2,554.23
						INVOICE TOTAL:	2,554.23
P439679	04/17/18	01	SALT	300010034680		05/17/18	2,686.26
						INVOICE TOTAL:	2,686.26
P439699	04/19/18	01	SALT	300010034680		05/19/18	2,731.96
						INVOICE TOTAL:	2,731.96
						VENDOR TOTAL:	7,972.45

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

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OFDE	OFFICE DEPOT						
125530721001	04/12/18	01	PD OFFICE SUPPLIES	010020034650		05/12/18	94.47
						INVOICE TOTAL:	94.47
						VENDOR TOTAL:	94.47
PAPU	PADDOCK PUBLICATIONS						
MAY 2018	04/08/18	01	LEGAL NOTICE PUBLICATIONS	010010024340		05/14/18	127.65
						INVOICE TOTAL:	127.65
						VENDOR TOTAL:	127.65
QUCO	QUILL CORPORATION						
6481964	04/18/18	01	3 BACK UP OUTLETS	310010034670		05/19/18	254.97
						INVOICE TOTAL:	254.97
						VENDOR TOTAL:	254.97
RKQUSE	RK QUALITY SERVICES						
9883A	04/23/18	01	CHANGE OIL AND FILTERS	010020024110		05/23/18	34.55
						INVOICE TOTAL:	34.55
9917	04/26/18	01	CHANGE OIL AND FILTERS	010020024110		05/26/18	63.37
						INVOICE TOTAL:	63.37
						VENDOR TOTAL:	97.92
STAINS	STANDARD INSURANCE COMPANY						
MAY 2018	04/16/18	01	ADM	010010014035		05/01/18	28.29
		02	PD	010020014035			188.56
		03	STREETS	010030014035			47.15
		04	WATER	300010014035			14.14
		05	SEWER	310010014035			14.15
						INVOICE TOTAL:	292.29
						VENDOR TOTAL:	292.29

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VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT	
THBANAYO THE BANK OF NEW YORK								
252-2102090	04/18/18	01	REFUNDING BONDS (ARS) 2016	010030024380		06/15/18	90.00	
		02	REFUNDING BONDS (ARS) 2016	050010024380			660.00	
							INVOICE TOTAL:	750.00
HAMPSH12 MAY 2018	04/18/18	01	HAMPSHIRE GO REF (ARS) 12	330050044930		06/15/18	6,474.84	
		02	HAMPIRE GO RML (ARS) 12	330050044915			9,018.91	
							INVOICE TOTAL:	15,493.75
HAMPSH16 MAY 2018	04/18/18	01	REFUNDING BONDS (ARS) 2016	010010044690		06/15/18	2,688.00	
		02	REFUNDING BONDS (ARS) 2016	050010044690			19,712.00	
							INVOICE TOTAL:	22,400.00
							VENDOR TOTAL:	38,643.75
USBL USA BLUEHOOK								
541689	04/10/18	01	SEWER HOSE	310010034670		05/10/18	1,870.43	
							INVOICE TOTAL:	1,870.43
							VENDOR TOTAL:	1,870.43
VETO VETO ENTERPRISES, INC								
29643	04/26/18	01	SQUAD 89	010020054986		05/26/18	1,000.00	
							INVOICE TOTAL:	1,000.00
							VENDOR TOTAL:	1,000.00
VICH VIKING CHEMICAL COMPANY								
61207	04/17/18	01	DWTP CHEMICALS	300010034680		05/02/18	1,567.57	
							INVOICE TOTAL:	1,567.57
61209	04/17/18	01	DWTP CHEMICALS	300010034680		05/17/18	2,201.85	
							INVOICE TOTAL:	2,201.85
							VENDOR TOTAL:	3,769.42
VWPD VERIZON WIRELESS								

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VILLAGE OF HAMPSHIRE
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/01/2018

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

VWPD	VERIZON WIRELESS						
9805469539	04/15/18	01	PD CELLULAR SERVICE	010020024230		05/07/18	324.09
						INVOICE TOTAL:	324.09
						VENDOR TOTAL:	324.09
VWVH	VERIZON WIRELESS						
9805469540	04/15/18	01	ADM	010010024230		05/07/18	55.90
		02	PD	010020024230			220.35
		03	STREETS	010030024230			279.50
		04	WATER	300010024230			101.88
		05	SEWER	310010024230			101.85
						INVOICE TOTAL:	759.46
						VENDOR TOTAL:	759.46
WAMA	WASTE MANAGEMENT						
3558866-2011-9	04/27/18	01	APRIL 2018	290010024330		05/27/18	45,235.88
						INVOICE TOTAL:	45,235.88
						VENDOR TOTAL:	45,235.88
						TOTAL ALL INVOICES:	459,184.22



Coon Creek Country Days 2018

On-Air & Online Schedule

Daypart	Length	Tuesday	Wednesday	Thursday	Friday	Saturday
5am-8pm	:30	4x	4x	4x	4x	
5am-7pm	:15+	←-----	-----	----12x----	-----→	
Sat 2 hour remote broadcast	See attached sheet					4 Live Commercials from Hampshire

Total On-Air Commercials – 16

Total Online Commercials – 16

Total On-Air Promotional Announcements – 12

Total Online Promotional Announcements – 12

Total Schedule-\$1168

(On-Site Remote Broadcast with Photo Booth) – \$430

\$150 Tec and Talent Fee-\$580

6P-8P-Board Op Fee \$50

Total Investment (Schedule & On-Site Remote Broadcast) – \$1798

97 ZOK



On-Air & Online Schedule

Daypart	Length	Tuesday	Wednesday	Thursday	Friday	Saturday
5am-6am	:30		1x	1x	1x	
5am-7pm	:30	1	1	1	1	
7p-8p						
Sat 2 hour remote broadcast	See attached sheet					4 Live Commercials from Hampshire

Total On-Air Commercials – 7

Total Online Commercials – 7

Total Investment-\$400

Total Investment Both Stations

\$2198.00

Approved by: _____

Date: _____