

Village of Hampshire  
Village Board Meeting  
Thursday, January 21, 2021 - 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. Public Comments
5. Approval of Minutes from January 7, 2021
6. Village Manager's Report
  - a. A Motion to Approve the Reappointment of William Albert to the Zoning Board of Appeals for a 5-Year Term.
  - b. A Motion to Approve the Reappointment of Ken Swanson to the Plan Commission for a 3-Year Term.
  - c. A Motion to Approve the Second Payment of \$6,963.30 to Stark and Sons Trenching, Inc. for Work on the Highland Ave. Stormwater Project (total contract is \$83,935).
  - d. A Motion to Approve an Engagement with Lauterbach & Amen, LLP for FY2020 Audit Services for \$26,700.
  - e. Presentation on the Upcoming Project at the Intersection of State Street and Hwy 72.
  - f. Building Department Report
7. Village Board Committee Reports
  - a. Business Development Commission
  - b. Finance
    - i. A Motion to Approve the January 21, 2021 Accounts Payable
    - ii. Presentation of FY22 Budget Planning Calendar
  - c. Public Relations
    - i. Branding Recommendation
  - d. Planning/Zoning
  - e. Public Safety
  - f. Fields & Trails
  - g. Village Services
  - h. Public Works
8. New Business
9. Announcements
10. Executive Session
11. Any items to be reported and acted upon by the Village Board after returning to open session
12. Adjournment

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

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  
January 7, 2021**

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, January 7, 2021.

Trustee Koth made a motion to allow Trustees Kelly, Krajecki, and Robinson to join the meeting electronically:

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

Present: Christine Klein, Toby Koth, Mike Reid, and Jeffrey Magnussen.

Electronically: Aaron Kelly, Ryan Krajecki, and Erik Robinson.

A quorum was established.

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

Also Electronically: Assistant to the Village Manager Josh Wray and Tim Paulsen – EEI.

President Magnussen led the Pledge of Allegiance.

**MINUTES**

Trustee Klein moved to approve the minutes of December 28, 2020.

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

**VILLAGE MANAGER REPORT:**

Trustee Krajecki moved to approve Ordinance 21-01: Granting a variation of the surface requirements for a parking area on the property at Tuscany Woods Park.

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

Trustee Koth moved to approve Resolution 21-01: An intergovernmental Agreement with Hampshire Township for Indemnification in Regard to Collection of Transition Fees Collected for the Benefit of the Township.

Seconded by Trustee Reid  
Motion carried by roll call vote.  
Ayes: Koth, Krajecki, Robinson, Reid  
Nays: Klein  
Absent: Kelly

Trustee Robinson moved to approve Ordinance 21-02: Proposing the establishment of a Special Service Area #27 (Hampshire Corporate Center – Detention Basin).

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

Trustee Klein moved to approve to hold a Public Hearing on the proposed Annexation Agreement with Briar Hill Ventures on February 4, 2021 at 7:00 PM.

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

## **VILLAGE BOARD COMMITTEE REPORTS**

- a) **Public Works** – Trustee Koth reported the Streets department have been pretty busy and that a citizen complained about a plow truck blowing its horn in traffic and waking up some of the residents. Mr. Hedges said he would inform Dave Starrett of the complaint.
- b) **Business Development** – Trustee Krajecki reported the next BDC meeting will be January 13 at 6:30 p.m. The focus will be helping local businesses and discussing commercial land development. Also, the Village may have a few new applicants for the façade program coming soon. The business that will be featured this month in “Hampshire’s Very Own” will be the Vintage Hammer.
- c) **Finance** –
  - a. **Accounts Payable** –

Trustee Koth moved to approve the Accounts Payable in the sum of \$168.28 for employees Josh Wray, John Huff, and Nicholas Orsolini paid on or before January 13, 2021.

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

Absent: None

Trustee Kelly moved to approve the Accounts Payable in the sum of \$228,149.62 paid on or before January 13, 2021.

Seconded by Trustee Krajecki

Motion carried by roll call vote.

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

Nays: None

Absent: None

- d) **Public Relations** – Trustee Reid announced that there will be free testing at Hampshire High School January 16 or 17 from 8 a.m. to 4 p.m.
- e) **Planning/Zoning** – No report
- f) **Public Safety** – Police Chief Thompson reported they have been busy but not extremely.
- g) **Fields & Trails** – No report
- h) **Village Services** – Waste Management will be picking up Christmas trees until the end of the month.

### **NEW BUSINESS**

Trustee Robinson have noticed a few business establishments that put up the signs the Village offered are not enforcing masks and social distancing. Trustee Klein mentioned she has no sign because she has masks ready for customers once they come in if needed. Trustee Robinson just asked that the businesses that do have the signs from the Village actually enforce what the sign says for consistency.

### **ANNOUNCEMENTS**

Trustee Kelly inquired how the Trustees and others could be continually informed of upcoming meetings rather than hearing about them secondhand or having to check the Village website every day. Mr. Hedges said staff will look into making that possible.

### **ADJOURNMENT**

Trustee Koth moved to adjourn the Village Board meeting at 7:45 p.m.

Seconded by Trustee Kelly

Motion carried by roll call vote

Ayes: Kelly, Klein, Koth, Krajecki, Robinson, and Reid

Nays: None

Absent: None

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Linda Vasquez Village Clerk



*Engineering Enterprises, Inc.*

January 11, 2021

Mr. Jeff Magnussen (Via E-Mail)  
Village President  
234 S State Street  
Hampshire, IL 60140

**Re: Engineer's Payment Estimate No. 2  
Highland Avenue Storm Sewer Improvements**

Mr. Magnussen:

This is to certify that work in the amount of **\$6,963.30** for the Highland Avenue Storm Sewer Improvements project is due to Stark and Sons Trenching, Inc. 45W826 Rohrsen Road, Hampshire, IL 60140, in accordance with our engineer's payment estimate referenced above and attached hereto.

Also enclosed is a copy of the invoice, waivers of lien, and certified payroll report submitted to us by Stark and Sons Trenching, Inc. If you have any questions or require additional information, please call.

Respectfully submitted,

ENGINEERING ENTERPRISES, INC.

A handwritten signature in blue ink, appearing to read 'Timothy N. Paulson', is written over the typed name.

Timothy N. Paulson, P.E., CFM  
Senior Project Manager

Enclosures

pc: Mr. Jay Hedges, Village Manager (Via E-Mail)  
Ms. Lori Lyons, Village Finance Director (Via E-Mail)  
Ms. Linda Vasquez, Village Clerk (Via E-Mail)  
Mr. Ed Powers, Stark and Sons Trenching, Inc. (Via E-Mail)  
Ms. Patricia Stark, Stark and Sons Trenching, Inc. (Via E-Mail)  
BPS – EEI (Via E-Mail)

\\Milkyway\EEI\_Storage\Docs\Public\Hampshire\2019\HA1914 Highland Avenue Storm Sewer Improvement\Docs\Pay Requests\Estimate  
2\PayEst02.doc

PAYABLE TO: STARK AND SONS TRENCHING, INC.  
 ADDRESS: 45W826 ROHRSEN ROAD  
 HAMPSHIRE, IL 60140-2217

ENGINEERS PAYMENT ESTIMATE NO. 2  
 HIGHLAND AVENUE STORM SEWER IMPROVEMENTS  
 VILLAGE OF HAMPSHIRE

FROM: 11/21/2020  
 TO: 12/31/2020

ITEM NO	ITEMS	QUANTITY	UNIT	AWARDED VALUE	ADDED QUANTITY	DEDUCTED QUANTITY	UNIT PRICE	COMPLETED QUANTITY	COMPLETED VALUE	COMPLETED QUANTITY	TOTAL COMPLETED VALUE
1	SILT FENCE	240	LF	\$ 600.00			\$ 2.50	0.0	\$ -	0.00	\$ -
2	FLARED END SECTION RCP 12 INCH	1	EACH	\$ 900.00			\$ 900.00	0.0	\$ -	0.5	\$ 450.00
3	STORM SEWER RCP 12 INCH W/ RUBBER GASKETS	150	LF	\$ 3,750.00			\$ 25.00	0.0	\$ -	150.0	\$ 3,750.00
4	STORM SEWER RCP 15 INCH	41	LF	\$ 1,107.00			\$ 27.00	0.0	\$ -	41.0	\$ 1,107.00
5	STORM SEWER RCP 18 INCH	33	LF	\$ 1,056.00			\$ 32.00	0.0	\$ -	33.0	\$ 1,056.00
6	STORM SEWER PVC 15" SDR 26 2241	223	LF	\$ 9,366.00			\$ 42.00	0.0	\$ -	223.0	\$ 9,366.00
7	CATCH BASIN TY C 2' DIA TY 8 FRAME AND GRATE	1	EACH	\$ 975.00			\$ 975.00	0.0	\$ -	1.0	\$ 975.00
8	CATCH BASIN TY C 4' DIA TY 11 FRAME AND GRATE	1	EACH	\$ 1,600.00			\$ 1,600.00	0.0	\$ -	1.0	\$ 1,600.00
9	INLET TY A 2' DIA TY 11 FRAME AND GRATE	2	EACH	\$ 2,000.00			\$ 1,000.00	0.0	\$ -	2.0	\$ 2,000.00
10	MANHOLE TY 4' DIA TY 11 FRAME AND GRATE	1	EACH	\$ 1,700.00			\$ 1,700.00	0.0	\$ -	1.0	\$ 1,700.00
11	MANHOLE TY 4' DIA TY 1 FRAME AND GRATE	2	EACH	\$ 2,950.00			\$ 1,475.00	0.0	\$ -	2.0	\$ 2,950.00
12	CONNECTION TO EXISTING MANHOLE	2	EACH	\$ 2,300.00			\$ 1,150.00	0.0	\$ -	2.0	\$ 2,300.00
13	INSTALLATION OF 6" RESTRICTOR	1	EACH	\$ 2,500.00			\$ 2,500.00	0.0	\$ -	1.0	\$ 2,500.00
14	SANITARY SEWER SERVICE REPAIR PVC SDR26 6"	3	EACH	\$ 5,400.00			\$ 1,800.00	0.0	\$ -	0.0	\$ -
15	STORM SEWER REMOVAL 10" RCP	225	LF	\$ 900.00			\$ 4.00	0.0	\$ -	225.0	\$ 900.00
16	STORM SEWER REMOVAL 10" PVC	20	LF	\$ 40.00			\$ 2.00	0.0	\$ -	20.0	\$ 40.00
17	STRUCTURE TO BE REMOVED 2' DIA INLET/CATCH BASIN	5	EACH	\$ 750.00			\$ 150.00	0.0	\$ -	5.0	\$ 750.00
18	STRUCTURE TO BE ABANDONED 4' MANHOLE	1	EACH	\$ 275.00			\$ 275.00	0.0	\$ -	1.0	\$ 275.00
19	FOUNDATION MATERIAL	10	CY	\$ 320.00			\$ 32.00	0.0	\$ -	0.0	\$ -
20	STONE RIP RAP CLASS CL A4	10	SY	\$ 850.00			\$ 85.00	0.0	\$ -	10.0	\$ 850.00
21	EXPLOATORY EXCAVATION	1	EACH	\$ 1.00			\$ 1.00	0.0	\$ -	0.0	\$ -
22	COMBINATION CURB AND GUTTER REMOVAL AND REPLACEMENT	122	LF	\$ 7,198.00			\$ 59.00	0.0	\$ -	39.0	\$ 2,301.00
23	PCC SIDEWALK REMOVAL AND REPLACEMENT	310	SF	\$ 5,735.00			\$ 18.50	0.0	\$ -	215.0	\$ 3,977.50
24	PCC DRIVEWAY REMOVAL AND REPLACEMENT	56	SY	\$ 7,112.00	2		\$ 127.00	0.0	\$ -	58.0	\$ 7,366.00
25	HOT MIX ASPHALT REMOVAL FULL DEPTH	50	SY	\$ 300.00			\$ 6.00	0.00	\$ -	28.96	\$ 173.76
26	HOT MIX ASPHALT PAVEMENT PATCH 4"	50	SY	\$ 3,000.00			\$ 60.00	0.00	\$ -	28.96	\$ 1,737.60
27	NON SPECIAL NON-HAZARDOUS SOIL WASTE DISPOSAL TYPE 1	20	TON	\$ 1,900.00			\$ 95.00	0.0	\$ -	0.0	\$ -
28	NON SPECIAL NON-HAZARDOUS SOIL WASTE DISPOSAL TYPE 2	20	TON	\$ 200.00			\$ 10.00	0.0	\$ -	0.0	\$ -
29	TREE REMOVAL 6 TO 15 INCH DIAMETER	14	UNIT	\$ 2,800.00			\$ 200.00	0.0	\$ -	14.0	\$ 2,800.00
30	THREE ROOT PRUNING	2	EACH	\$ 240.00			\$ 120.00	0.0	\$ -	0.0	\$ -
31	CHAIN LINK FENCE TO BE REMOVED AND REPLACED	60	LF	\$ 900.00			\$ 15.00	0.0	\$ -	10.0	\$ 150.00
32	RESTORATION	800	SY	\$ 7,200.00			\$ 9.00	693.0	\$ 6,237.00	693.00	\$ 6,237.00
33	TRAFFIC CONTROL AND PROTECTION	1	LS	\$ 3,000.00			\$ 3,000.00	0.0	\$ -	0.8	\$ 2,400.00
34	ALLOWANCE	5,000	UNIT	\$ 5,000.00			\$ 1.00	1500.0	\$ 1,500.00	1500.00	\$ 1,500.00
				TOTAL VALUE AWARDED: \$	83,975.00			VALUE COMPLETED - THIS REQUEST: \$	7,737.00	- TO DATE: \$	61,261.86

MISCELLANEOUS EXTRAS AND CREDITS	VALUES
TOTAL MISCELLANEOUS EXTRAS AND CREDITS	\$ -
TOTAL COMPLETED CONSTRUCTION COSTS	\$ 61,261.86
DEDUCT RETAINAGE (10%)	\$ 6,126.19
TOTAL AMOUNT DUE TO CONTRACTOR	\$ 55,135.67
TOTAL DEBITS	\$ 48,172.37
NET AMOUNT DUE - THIS PAYMENT	\$ 6,963.30

PREPARED BY: Jennifer Marten  
 APPROVED BY: 



**STARK & SON TRENCHING INC.**

45W826 Rohrsen Road  
Hampshire IL 60140-8477  
847-683-2217

**INVOICE**

Invoice#: 55008

Date: 12/02/2020

**Billed To:**

Village of Hampshire  
234 S.State Street  
Hampshire IL 60140

**Project:**

Highland Avenue Storm Sewer

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**Due Date:** 01/01/2021

**Terms:** 30DY

**Order#**

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<b>Date</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
12-30-2020	1.00	Pay Application No. 2	\$7,737.00	\$7,737.00

Thank you for your prompt payment!  
We accept Visa, Mastercard and Discover  
Fees May Apply 10 Days After Invoice Date

Sales Tax:	0.00
Invoice Total:	7,737.00
Retention:	773.70
Amount Paid:	0.00
<b>Amount Due</b>	<b>6,963.30</b>



APPLICATION FOR PROGRESS PAYMENT

HIGHLAND AVE STORM SEWER IMPROVEMENT

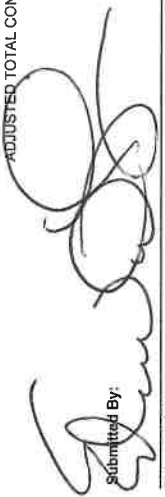
Project No.  
Period Ending

12/30/2020

EST NO. 2

Item No.	DESCRIPTION	Unit	Unit Price	Proposal Quantity	PREVIOUS ESTIMATE		THIS ESTIMATE		TOTAL TO DATE		Est. % Complete
					Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	SILT FENCE	LF	\$ 2.50	240	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
2	FLARED END SECTION RCP 12 INCH	EACH	\$ 900.00	1	0.50	\$ 450.00	0.00	\$ -	0.50	\$ 450.00	50.00%
3	STORM SEWER RCP 12 INCH W/ RUBBER GASKETS	LF	\$ 25.00	150	150.00	\$ 3,750.00	0.00	\$ -	150.00	\$ 3,750.00	100.00%
4	STORM SEWER RCP 15 INCH	LF	\$ 27.00	41	41.00	\$ 1,107.00	0.00	\$ -	41.00	\$ 1,107.00	100.00%
5	STORM SEWER RCP 18 INCH	LF	\$ 32.00	33	33.00	\$ 1,056.00	0.00	\$ -	33.00	\$ 1,056.00	100.00%
6	STORM SEWER PVC 18" SDR 26 2241	LF	\$ 42.00	223	223.00	\$ 9,366.00	0.00	\$ -	223.00	\$ 9,366.00	100.00%
7	CATCH BASIN TY C 2' DIA TY 8 FRAME AND GRATE	EACH	\$ 975.00	1	1.00	\$ 975.00	0.00	\$ -	1.00	\$ 975.00	100.00%
8	CATCH BASIN TY C 4' DIA TY 11 FRAME AND GRATE	EACH	\$ 1,600.00	1	1.00	\$ 1,600.00	0.00	\$ -	1.00	\$ 1,600.00	100.00%
9	INLET TY 2' DIA TY 11 FRAME AND GRATE	EACH	\$ 1,000.00	2	2.00	\$ 2,000.00	0.00	\$ -	2.00	\$ 2,000.00	100.00%
10	MANHOLE TY A 4' DIA TY 11 FRAME AND GRATE	EACH	\$ 1,700.00	1	1.00	\$ 1,700.00	0.00	\$ -	1.00	\$ 1,700.00	100.00%
11	MANHOLE TY A 4' DIA TY 11 FRAME AND GRATE	EACH	\$ 1,475.00	2	2.00	\$ 2,950.00	0.00	\$ -	2.00	\$ 2,950.00	100.00%
12	CONNECTION TO EXISTING MANHOLE	EACH	\$ 1,150.00	2	2.00	\$ 2,300.00	0.00	\$ -	2.00	\$ 2,300.00	100.00%
13	INSTALLATION OF 6" RESTRICTOR	EACH	\$ 2,550.00	1	1.00	\$ 2,550.00	0.00	\$ -	1.00	\$ 2,550.00	100.00%
14	SANITARY SEWER SERVICE REPAIR PVC SDR26 6"	EACH	\$ 1,800.00	3	3.00	\$ 5,400.00	0.00	\$ -	3.00	\$ 5,400.00	100.00%
15	STORM SEWER REMOVAL 10" RCP	LF	\$ 4.00	225	225.00	\$ 900.00	0.00	\$ -	225.00	\$ 900.00	100.00%
16	STORM SEWER REMOVAL 10" PVC	LF	\$ 2.00	20	20.00	\$ 40.00	0.00	\$ -	20.00	\$ 40.00	100.00%
17	STRUCTURE TO BE REMOVED 2' DIA INLET/CATCH BASIN	EACH	\$ 150.00	5	5.00	\$ 750.00	0.00	\$ -	5.00	\$ 750.00	100.00%
18	STRUCTURE TO BE ABANDONED 4' MANHOLE	EACH	\$ 275.00	1	1.00	\$ 275.00	0.00	\$ -	1.00	\$ 275.00	100.00%
19	FOUNDATION MATERIAL	CY	\$ 32.00	10	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
20	STONE RIP RAP CLASS CL A4	SY	\$ 85.00	10	10.00	\$ 850.00	0.00	\$ -	10.00	\$ 850.00	100.00%
21	EXPLORATORY EXCAVATION	EACH	\$ 1.00	1	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
22	COMBINATION CURB AND GUTTER REMOVAL AND REPLACEMENT	LF	\$ 58.00	122	38.00	\$ 2,204.00	0.00	\$ -	38.00	\$ 2,204.00	31.97%
23	PCC SIDEWALK REMOVAL AND REPLACEMENT	SF	\$ 18.50	310	215.00	\$ 3,977.50	0.00	\$ -	215.00	\$ 3,977.50	69.35%
24	PCC DRIVEWAY REMOVAL AND REPLACEMENT	SY	\$ 127.00	56	56.00	\$ 7,112.00	0.00	\$ -	56.00	\$ 7,112.00	103.57%
25	HOT MIX ASPHALT REMOVAL FULL DEPTH	SY	\$ 6.00	50	28.96	\$ 173.76	0.00	\$ -	28.96	\$ 173.76	57.92%
26	HOT MIX ASPHALT PAVEMENT PATCH 4"	SY	\$ 60.00	50	28.96	\$ 1,737.60	0.00	\$ -	28.96	\$ 1,737.60	57.92%
27	NON SPECIAL NON HAZARDOUS SOIL WASTE DISPOSAL TYPE 1	TON	\$ 95.00	20	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
28	NON SPECIAL NON HAZARDOUS SOIL WASTE DISPOSAL TYPE 2	TON	\$ 10.00	20	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
29	TREE ROOT PRUNING	UNIT	\$ 200.00	14	14.00	\$ 2,800.00	0.00	\$ -	14.00	\$ 2,800.00	100.00%
30	CHAIN LINK FENCE TO BE REMOVED AND REPLACED	EACH	\$ 120.00	2	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
31	RESTORATION	LF	\$ 15.00	60	10.00	\$ 150.00	0.00	\$ -	10.00	\$ 150.00	16.87%
32	TRAFFIC CONTROL AND PROTECTION	SY	\$ 9.00	800	0.00	\$ -	693.00	\$ 6,237.00	693.00	\$ 6,237.00	86.63%
33	ALLOWANCE	LS	\$ 3,000.00	1	0.80	\$ 2,400.00	0.00	\$ -	0.80	\$ 2,400.00	80.00%
34	ALLOWANCE	UNIT	\$ 1.00	5,000	0.00	\$ -	1530.00	\$ 1,500.00	1,500.00	\$ 1,500.00	30.00%

AMOUNT OF ORIGINAL CONTRACT	\$ 83,975.00	WORK COMPLETED TO DATE	\$ 61,261.88
EXTRAS TO CONTRACT	\$ -	LESS 10% RETAINED *	(\$ 6,126.19)
TOTAL CONTRACT AND EXTRAS	\$ 83,975.00	MATERIAL STORED ON SITE	\$ 0.00
CREDITS TO CONTRACT	\$ -	NET AMOUNT EARNED	\$ 55,135.67
ADJUSTED TOTAL CONTRACT	\$ 83,975.00	NET PREVIOUSLY PAID	\$ 48,172.37
		BALANCE TO BECOME DUE (INC. RETENTION)	\$ 6,963.30
		*(10% of 50% of Contract)	\$ 28,839.33

Submitted By: 

Edward D. Powers

Stark and Son Trenching, Inc.

Approved By:

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
COUNTY OF KANE

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Village of Hampshire to furnish Storm Sewer Installation for the premises known as Highland Avenue Storm Sewer Improvement of which Village of Hampshire is the owner. THE undersigned, for and in consideration of Six thousand nine hundred sixty three and 30/100 Dollars (6,963.30), and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above- described premises, INCLUDING EXTRAS.\*

DATE: December 29, 2020 BY: Stark & Son Trenching, Inc., 45W826 Rohrsen Road, Hampshire, IL 60140

SIGNATURE AND TITLE Patricia A Stark Secretary

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF KANE

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, Patricia A Stark, being duly sworn deposes that he or she is Secretary of Stark & Son Trenching, Inc. who is the contractor furnishing storm sewer installation work on the building located at Highland Avenue, Hampshire, IL and owned by Village of Hampshire.

That the total amount of the contract including extras is 83,975.00 on which he or she has received payment of 48,172.37 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications.

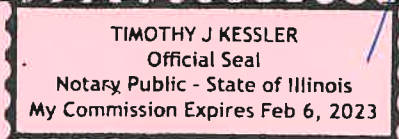
Table with 6 columns: NAMES AND ADDRESSES, WHAT FOR, CONTRACT PRICE, AMOUNT PAID, THIS PAYMENT, BALANCE DUE. Rows include Stark & Son Trenching, Inc., Trees Unlimited, Inc., Welch Bros., Inc., Mid American Water, Horne Landscaping, LLC, and a TOTALS row.

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 29th day of December, 2020. Patricia A Stark

Subscribed and sworn to me this 29th day of December, 2020. Timothy J. Kessler

My commission expires



\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



STATE OF ILLINOIS

COUNTY OF Kane

**FINAL WAIVER OF LIEN**

Gty #

Escrow #

**TO WHOM IT MAY CONCERN:**

WHEREAS the undersigned has been employed by Stark & Son Trenching, Inc. to furnish Tree removal for the premises known as Highland Avenue Storm Sewer Improvements of which Village of Hampshire is the owner.

THE undersigned, for and in consideration of three thousand nine hundred (\$3,900.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 12/8/20 COMPANY NAME Trees Unlimited, Inc.

ADDRESS 46W786 Allen Rd. Hampshire, IL

**SIGNATURE AND TITLE** Marilee Pfaffinger, VP

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS

COUNTY OF Kane

**TO WHOM IT MAY CONCERN:**

THE UNDERSIGNED, (NAME) Marilee Pfaffinger BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) Vice President OF (COMPANY NAME) Trees Unlimited, Inc. WHO IS THE CONTRACTOR FURNISHING Tree removal WORK ON THE BUILDING LOCATED AT Highland Avenue Storm Sewer Improvements OWNED BY Village of Hampshire

That the total amount of the contract including extras\* is \$3,900.00 on which he or she has received payment of \$0 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Trees Unlimited, Inc.					
All material taken from fully paid stock.					
Work performed using our own machines and employees, delivered to job site in our own vehicles.					
	Tree removal	\$3,900.00	-0-	\$3,900.00	-0-
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 12-8-20

SIGNATURE: Marilee Pfaffinger, VP

SUBSCRIBED AND SWORN TO BEFORE ME THIS 8<sup>th</sup> DAY OF DECEMBER, 2020

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

[Signature]  
NOTARY PUBLIC



FINAL WAIVER OF LIEN

STATE OF ILLINOIS )
COUNTY OF KANE )

To Whom It May Concern:

WHEREAS the undersigned has been employed by Stark & Son Trenching, Inc.
45W826 Rohrsen Road, Hampshire, Illinois 60140-8477 to furnish

Precast Concrete Structures, Pipe and Miscellaneous Construction Materials

for the premises known as Highland Avenue Storm Sewer Improvements

located at Highland Avenue, Hampshire, Kane County, Illinois

of which Village of Hampshire is the owner.

The undersigned, for and in consideration of Three Thousand Eight Hundred Ninety-Seven and 38/100ths
\$3,897.38 Dollars, and other good and valuable considerations, the receipt whereof is hereby

acknowledged, does hereby waive and release any and all lien or claim of, or right to, lien, under the statutes
of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises,
and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on
the moneys, funds or other considerations due or to become due from the owner, on account of all labor,
services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any
time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS\*
\*Extras include but are not limited to Change Orders, both oral and written, to the Contract.

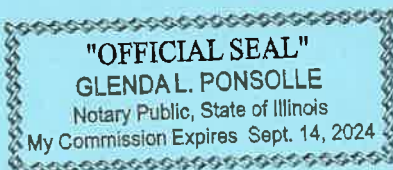
DATE: December 11, 2020 COMPANY NAME Welch Bros., Inc.

STREET ADDRESS: 1050 St. Charles St., P. O. Box 749
Elgin, Illinois 60121-0749

SIGNATURE & TITLE: Michael J. Nawrocki
MUST BE SIGNED BY AN OFFICER OF THE COMPANY

PRINT NAME & TITLE: Michael J. Nawrocki, Chief Financial Officer

ATTEST:
Subscribed and sworn to before me this 11th day of December, 2020.



Handwritten signature of Glenda Ponsolle
NOTARY PUBLIC

**WAIVER OF LIEN - FINAL  
MATERIALS**

STATE OF Illinois

Kane County

SS.

December 4th , 2020

**TO WHOM IT MAY CONCERN:**

Whereas, we the undersigned **Mid American Water, Inc.**  
have been employed by **Stark & Son Trenching Inc.**  
to furnish **Water and Sewer Related Material**  
For the building known as Number \_\_\_\_\_ Street,  
**PROJECT: Highland Avenue Storm Sewer Improvements**  
**OWNER: Village of Hampshire**  
City of **Hampshire** Situated on Lot \_\_\_\_\_  
In Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_,  
County of **Kane**, State of **Illinois**

Now, Therefore, Know Ye, That we the undersigned, for and in consideration of  
**\$4,588.60** Dollars, and other good and valuable considerations, the receipt  
whereof is hereby acknowledged, do we hereby waive and release any and all lien, or claim,  
or right to lien on said above described building and premises under the status of the Statutes  
of the State of Illinois relating to Mechanics' Liens, on account of materials furnished by the  
undersigned to

**Stark & Son Trenching Inc.** for said building or premises.

Given Under *my* hand - and - seal this 4th day of December , 2020

**Mid American Water, Inc.** Seal



**SIGNATURE** Seal



STATE OF ILLINOIS

COUNTY OF DeKalb

**FINAL WAIVER OF LIEN**

Gty #

Escrow #

**TO WHOM IT MAY CONCERN:**

WHEREAS the undersigned has been employed by Stark & Son Trenching, Inc. to furnish Tree Planting and Restoration for the premises known as Highland Ave. Drainage Improvements of which The Village of Hampshire is the owner.

THE undersigned, for and in consideration of Three thousand four hundred ninety four and 35/100----- (\$3,494.35) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE December 4, 2020 COMPANY NAME Horne Landscaping, LLC  
ADDRESS 1801 Forestview Drive, Sycamore, IL 60178

**SIGNATURE AND TITLE** \_\_\_\_\_

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS

COUNTY OF DeKalb

**TO WHOM IT MAY CONCERN:**

THE UNDERSIGNED, (NAME) Matthew Horne BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) Owner OF (COMPANY NAME) Horne Landscaping, LLC WHO IS THE CONTRACTOR FURNISHING Tree Planting and Restoration WORK ON THE BUILDING LOCATED AT Highland Avenue, Hampshire, IL OWNED BY The Village of Hampshire

That the total amount of the contract including extras\* is \$3,494.35 on which he or she has received payment of \$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Horne Landscaping, LLC	machine, time, labor, material	3,494.35	0.00	3,494.35	0.00
* All material from fully paid stock and delivered to the jobsite in my own trucks.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		3,494.35	0.00	3,494.35	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 12/4/2020

SIGNATURE: Matthew Horne

SUBSCRIBED AND SWORN TO BEFORE ME THIS 4th DAY OF December 2020

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



Edward D Powers  
NOTARY PUBLIC

# Department of Labor

Start Date: 11/08/2020  
 End Date: 11/14/2020  
 Payroll#: 2

**Company:** STARK & SON TRENCHING INC.  
 45W826 Rohrsen Road  
 Hampshire IL 60140-8477

**Project:** Highland Avenue Storm Sewer

Employee Information	No of Dep	Work Classification	S	M	T	W	T	F	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total Wage	Net Payroll Check #	
Home Matthew A XXX-XX-1540 1801 West Forest View Drive Sycamore IL 60178		582 Laborer D	11/08	11/09	11/10	11/11	11/12	11/13	11/14	5.00	71.10	355.50								
			8.00	1.00	1.50	0.50	1.00	8.00	8.00	40.00	47.40	1,896.00								
			Total Payroll for Employee:								2,251.50	172.24	408.97	111.45	84.43	777.09	1,474.41	134691		
Rylko Damion S XXX-XX-7715 201 Kyle Lane Kirkland IL 60146	3	150 Operato D								1.50	75.45/2.00	116.18								
			8.00	8.00	8.00	7.00	8.00	8.00	39.00	50.30/2.00	2,039.70									
			Total Payroll for Employee:								2,155.88	164.92	207.45	100.08	145.28	617.73	1,538.15	134692		
Bedolla Gerardo A XXX-XX-9068 328 N. Alfred Ave. Elgin IL 60123	2	582 Laborer D								5.00	66.60	333.00								
			8.00	8.00	8.00	8.00	8.00	8.00	40.00	44.40	1,776.00									
			Total Payroll for Employee:								2,109.00	161.34	215.33	99.97	79.09	555.73	1,553.27	134702		
Falesch Philip F XXX-XX-0742 12N983 Meadowlark Drive Hampshire IL 60140		582 Laborer D								16.00	44.40	710.40								
			8.00	8.00	8.00	8.00	8.00	8.00	334.81	148.61	96.15	188.23	767.80	1,174.70	134703					
			Total Payroll for Employee:								1,942.50	148.61	334.81	96.15	188.23	767.80	1,174.70	134703		

# Department of Labor

Start Date: 11/08/2020  
 End Date: 11/14/2020  
 Payroll#: 2

**Company:** STARK & SON TRENCHING INC.  
 45W826 Rohrsen Road  
 Hampshire IL 60140-8477

**Project:** Highland Avenue Storm Sewer

Employee Information	No of Dep	Work Classification	S	M	T	W	T	F	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	Other	Total Wage	Net Payroll	
Oswalt Austin D XXX-XX-6281 909 Albert Avenue Sycamore IL 60178		330 Teamste D O S	11/08	11/09	11/10	11/11	11/12	11/13	11/14	28.50	39.43	1,123.76		236.93	75.14		428.20	1,089.86	134704
Total Payroll for Employee:											1,518.06	116.13	236.93	75.14	428.20	1,089.86	134704		
Adamson Joshua J 1 XXX-XX-3798 1909 Highcrest Road Marengo IL 60152		582 Laborer D O S		8.00	8.00	8.00	8.00	8.00		32.00	44.40	1,420.80		176.13	89.00	69.10	475.19	1,367.41	134705
Total Payroll for Employee:											1,842.60	140.96	176.13	89.00	69.10	475.19	1,367.41	134705	

Total For All Employees:

D																			
O	2.00	2.00	4.50	1.00	2.50	12.00						837.98							
S	39.50	38.00	40.00	38.00	40.00	195.50						8,966.66							
Total Payroll for All Employees:											11,819.54	904.20	1,579.62	571.79	566.13	3,621.74	8,197.80		



Date 11/18/2020

I, Patricia A. Stark, Office Manager

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

STARK & SON TRENCHING INC. on the \_\_\_\_\_  
(Contractor or Subcontractor)

Highland Avenue Storm Sewer ; that during the payroll of 11/08/2020 to 11/14/2020  
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

STARK & SON TRENCHING INC. from the full \_\_\_\_\_  
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title

Patricia A. Stark, Office Manager

Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

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## AGENDA SUPPLEMENT

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**TO:** President Magnussen, Village Board and Village Manager Hedges

**FROM:** Lori Lyons, Finance Director

**FOR:** January 21, 2021 Village Board Meeting

**RE:** Audit Services

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**Background.** The Village is required to contract for auditing services for the fiscal year ended April 30, 2020. Attached is a proposal from L&A who have performed Village audits for many years, including the 2018 & 2019 Audits recently completed. When this FY2021 audit is completed on March 31, 2021 the Village audits will be current and in compliance with State Statute.

**Analysis.** L&A has demonstrated professionalism and patience. They maintain the appropriate licensing requirements, are independent and have a great deal of experience in performing similar engagements. Their fees are fair and extra assistance has not resulted in extra billing. The 2018 was \$25,170, 2019 was \$25,930 and this quote for 2020 is \$26,700. Partners and Principals are sufficiently involved in the audit process and always available to answer questions. Audit staff is knowledgeable and communicates well with Village staff. L&A has presented the Village a one-year engagement letter for this purpose.

**Recommendation.** Given the urgency of completing the FY2020 audit to become compliant with State Statute, Staff recommends proceeding with acceptance of the engagement letter presented by Lauterbach and Amen, LLP in the amount of \$26,700.00 and requests authorization for staff to execute the engagement letter. Staff plans to conduct an RFQ for the FY2021 audit.



December 17, 2020

The Honorable Village President  
Members of the Board of Trustees  
Village of Hampshire, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Hampshire, Illinois for the year ended April 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village as of and for the year ended April 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and pension plan investment return schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory information.

*Audit Objective*

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Board of Trustees of the Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

*Audit Procedures – General*

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

*Audit Procedures – General (Continued)*

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

*Audit Procedures – Internal Control*

Our audit will include obtaining an understanding of the Village and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

*Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

*Other Services*

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Village in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

*Management Responsibilities*

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

*Management Responsibilities (Continued)*

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

*Engagement Administration, Fees, and Other*

Our fees for the April 30, 2020 audit will be as follows:

Audit	\$	26,000
TIF Compliance Opinion		<u>700</u>
	\$	<u>26,700</u>

The Village agrees that during the term of this agreement and for a period of twelve months thereafter, the Village shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Village to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

We appreciate the opportunity to be of service to the Village of Hampshire, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

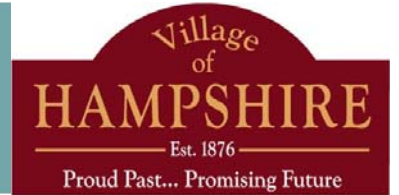
*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Hampshire, Illinois.

By: \_\_\_\_\_

Title: \_\_\_\_\_



# Route 72 and State Street Improvements

Village of Hampshire, IL

Presented By:

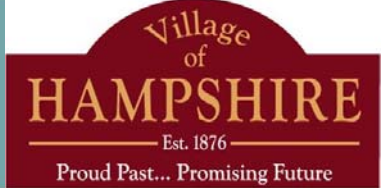
**Timothy N. Paulson, P.E., CFM**  
Engineering Enterprises, Inc.

January 21, 2021





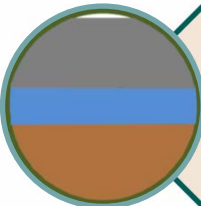
# Presentation Overview



Project Timeline



Project Improvements



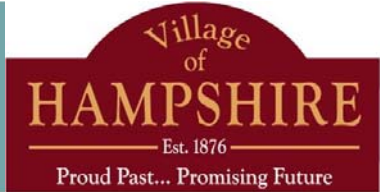
Project Schedule



Q&A



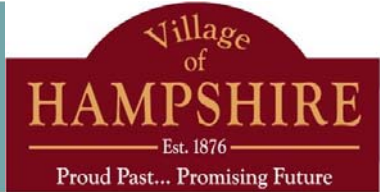
# Project Timeline



- ◆ Project Initiation - 2013
- ◆ Village and Property Owner Meetings - 2013
- ◆ Drainage Review - 2016
- ◆ Letter of Intent - 2016
- ◆ Preliminary Plans – 4/2021
- ◆ Village Utility Improvement Request – 7/2021
- ◆ Pre-Final Plans – 8/2021
- ◆ IDOT Response to Utility Request – 12/2021



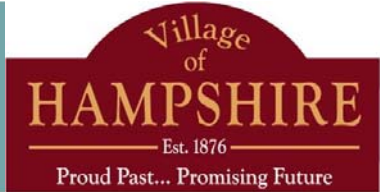
# Project Improvements



- Drainage Improvements
  - ➔ Culvert Replacements
- Intersection Improvements
  - ➔ Traffic Signal
  - ➔ Crosswalks
  - ➔ EVP
- Related Improvements
  - ➔ Shared Use Path and Sidewalk
  - ➔ Roadway Lighting
  - ➔ Village Utilities



# Drainage Improvements



## 💧 Drainage Improvements

### ➔ Culvert Replacements

- ⊞ Replace 3 Existing Culvert With 2 Culverts
- ⊞ 3 Box Culverts Side by Side

### ➔ Sized to pass the 50 year flow event

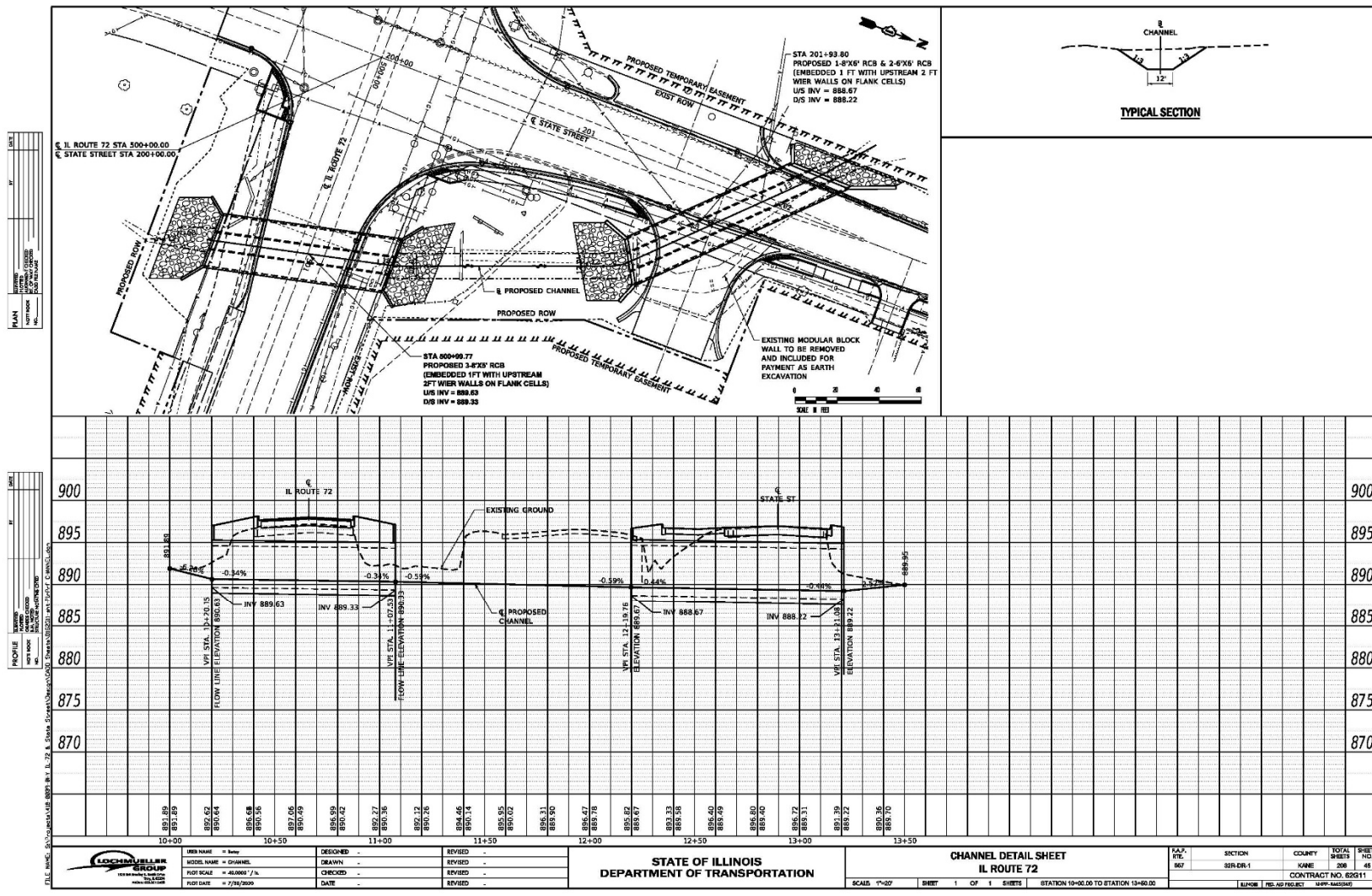
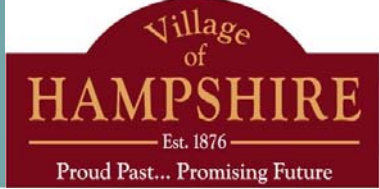
### ➔ Roadway does not Overtop in 100 year Event

- ⊞ Currently Overtops in Events less than 10 Year Event

### ➔ 10, 50, 100, & 500 Year Base Flood Elevations do not Change in Channel Up or Down Stream

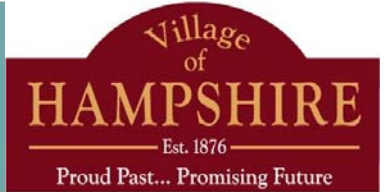


# Drainage Improvements





# Intersection Improvements



## 💧 Intersection Improvements

### ➔ Traffic Signal

- ⊞ Replace Temporary Signals with Permanent Mast Arms

### ➔ Turn Lanes

- ⊞ Same Geometry as Existing

### ➔ Crosswalks

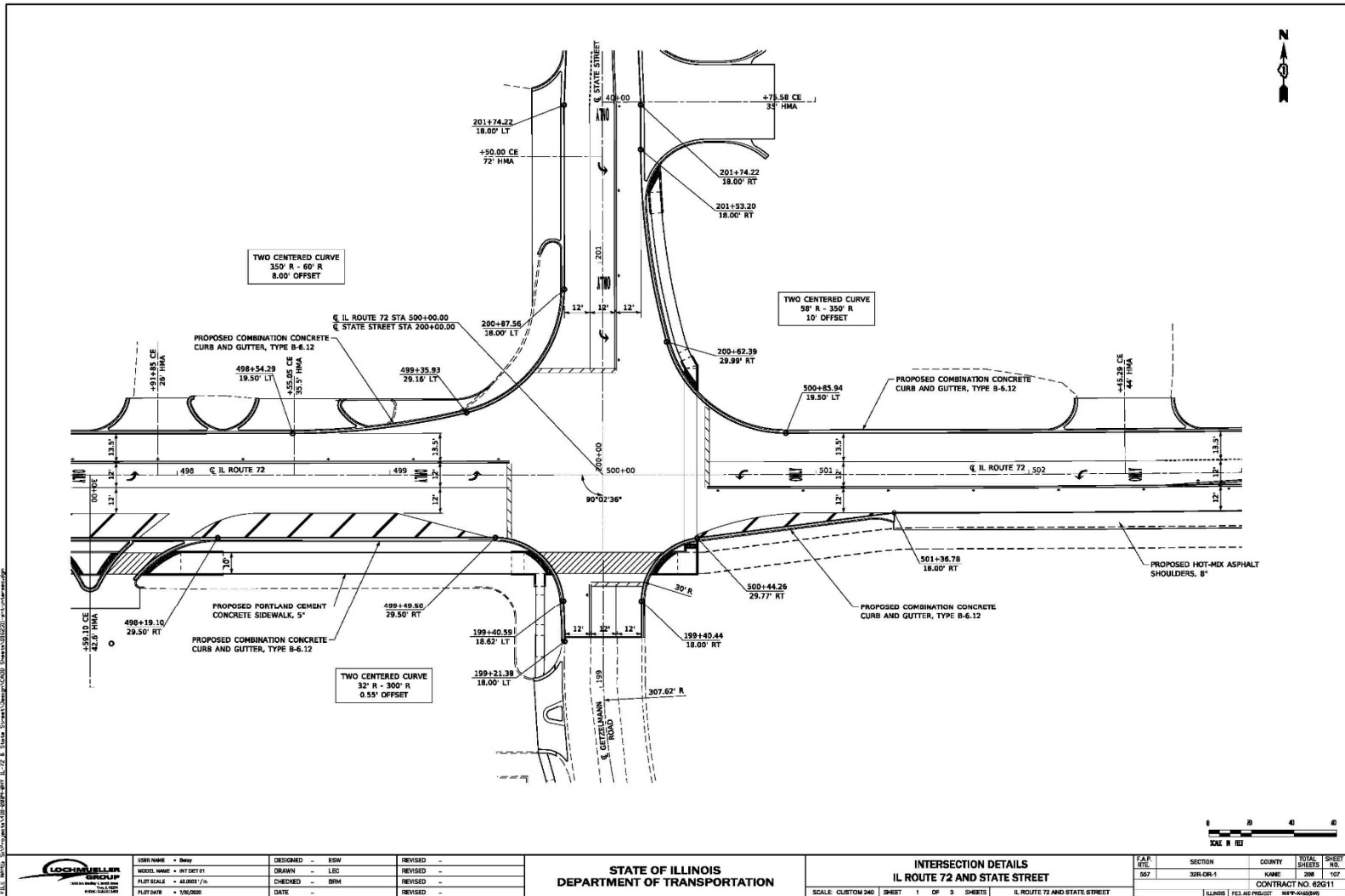
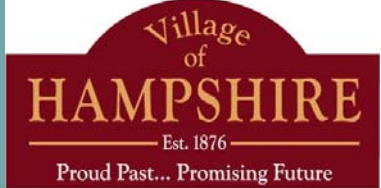
- ⊞ South and East Legs

### ➔ Emergency Vehicle Preemption

- ⊞ Fire Protection District Participation



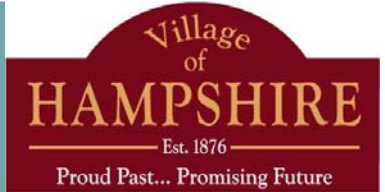
# Intersection Improvements



	DESIGNED - ESW	REVISIONS -	<b>STATE OF ILLINOIS</b> <b>DEPARTMENT OF TRANSPORTATION</b>	<b>INTERSECTION DETAILS</b> <b>IL ROUTE 72 AND STATE STREET</b>		C.A.P. SITE: 507	SECTION: 309-08-1	COUNTY: COOK	TOTAL SHEETS: 308	SHEET NO.: 107
	DRAWN - LSC	REVISIONS -					NAME: IL ROUTE 72 AND STATE STREET	CONTRACT NO: 62C11	REV: 04/08/08	
	CHECKED - BRM	REVISIONS -					SCALE: CUSTOM 240	SHEET 1 OF 3 SHEETS	ILLINOIS FED. AID PROJECT	
	DATE -	REVISIONS -								



# Related Improvements



## 💧 Related Improvements

### ➔ Shared Use Path

- ⊞ South Side of Route 72
- ⊞ From Schmidt to SE Corner of Intersection

### ➔ Sidewalk

- ⊞ North of 72 on East Side of State
- ⊞ Intersection to Existing

### ➔ Roadway Lighting

- ⊞ Bring up to Current Standards

### ➔ Village Utilities

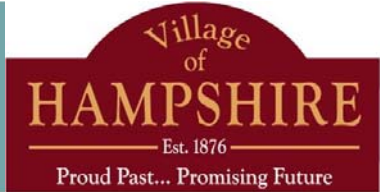
- ⊞ Water Main and Sanitary Sewer







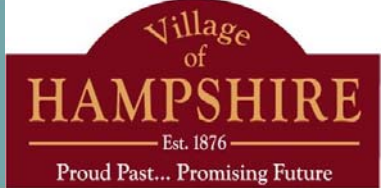
# Project Schedule



- ◆ Intergovernmental Agreement –TBD
- ◆ Project Letting – Target June 2021
- ◆ Project Award – Target Aug/Sept 2021
- ◆ Construction - Target Fall 2021



# Q&A



## ***Timothy N. Paulson, P.E., CFM***

Senior Project Manager  
Engineering Enterprises, Inc.  
[tpaulson@eeiweb.com](mailto:tpaulson@eeiweb.com)  
(630) 466-6727





# Village of Hampshire

234 S. State Street, Hampshire IL 60140

Phone: 847-683-2181 www.hampshireil.org

## Agenda Supplement

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**TO:** President Magnussen; Board of Trustees  
**FROM:** Josh Wray, Assistant to the Village Manager  
**FOR:** Regular Village Board Meeting on January 21, 2021  
**RE:** Building Department Transition and Regular Report  
**ATTCH'D** Figure 1 – New Home Permits 2020  
Figure 2 – Number of Permits Applied For by Type

---

### Transition Report

Background: On September 17, 2020, the Village Board authorized Village Manager Hedges to negotiate an agreement with SAFEbuilt, Inc. for building department services. Since then, staff has worked with SAFEbuilt to transition the daily operations, including taking over the outstanding inspections for all new home permits previously issued by B&F.

### Highlights:

- The backlog of permits was quickly reduced (see Figure 1).
- The new online permitting system, Community Core, was launched.
- Plan review time has dropped from 7.01 days to 4.53 days.
- The Village now has responsive, on-demand, scalable service.

One special note is that the Village's contact with Ryan Homes recently send us a message complimenting the transition and the quality of SAFEbuilt's service. "They are a pleasure to work with. They are professional, courteous, and experts at their trades. Their expectations are clear, and this allows me to focus on my job of building a safe house that meets all the codes."

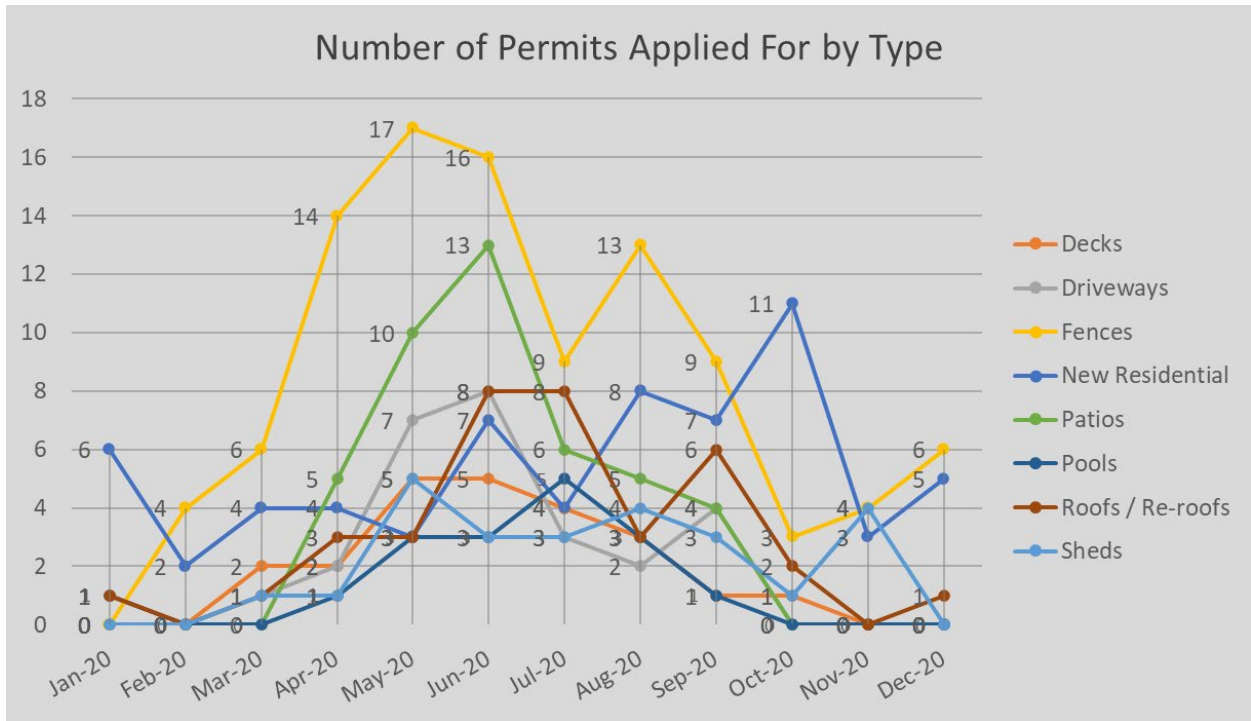
**Regular Report:** The late fall and winter saw an overall decrease in permit applications, which is to be expected because of the change in weather. Aside from regular permit activity, two large commercial projects are in different stages of the permit process:

- Thornton's (fuel station) – nearing final inspections for a Demolition permit for old buildings on site.
- BEK (logistics company) – received a New Commercial Building permit; a Fire Sprinkler System permit application is under review.

**Chart 1**



**Chart 2**



# VILLAGE OF HAMPSHIRE

Accounts Payable

**January 21, 2021**

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

**Total: \$151,797.17**

To be paid on or before  
January 27, 2021

Village President: \_\_\_\_\_

Attest: \_\_\_\_\_

Village Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

DATE: 01/19/21  
TIME: 14:35:59  
ID: AP441000.WOW

VILLAGE OF HAMPSHIRE  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
A.S.A.P. A.S.A.P. GARAGE DOOR REPAIR								
114362	01/05/21	01	GARAGE OPENER SERVICE	010030024100			02/05/21	565.00
							INVOICE TOTAL:	565.00
							VENDOR TOTAL:	565.00
ACEGE TOBINSON'S ACE HARDWARE #03999								
103783/1	01/18/21	01	GALV CAP	010030034670			02/18/21	7.98
							INVOICE TOTAL:	7.98
							VENDOR TOTAL:	7.98
AMBU AMAZON CAPITAL SERVICES								
1KDD-QK11-YDVQ	01/19/21	01	BT CHAIR	010020034650			02/19/21	253.36
							INVOICE TOTAL:	253.36
							VENDOR TOTAL:	253.36
AT&T AT&T								
010621	01/06/21	01	286721223	300010024230			02/03/21	231.28
		02	291249633	010030024230				89.00
		03	308395104	300010024230				83.76
							INVOICE TOTAL:	404.04
							VENDOR TOTAL:	404.04
B&F B&F CONSTRUCTION CODE SERVICES								
13874	01/08/21	01	DEC INSPECTIONS	010010024390			02/08/21	375.00
							INVOICE TOTAL:	375.00
							VENDOR TOTAL:	375.00
BLCR HEALTH CARE SERVICES CORP								
121720	12/17/20	01	ADM	010010014031			01/01/21	3,690.20
		02	PD	010020014031				20,341.04

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VILLAGE OF HAMPSHIRE  
 DETAIL BOARD REPORT

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-----								
BLCR	HEALTH CARE SERVICES CORP							
121720	12/17/20	03	STREETS	010030014031			01/01/21	5,210.21
		04	SEWER	310010014031				3,084.81
		05	WATER	300010014031				4,113.50
							INVOICE TOTAL:	36,439.76
							VENDOR TOTAL:	36,439.76
BOWE	BOTTS WELDING & TRK SERV, INC							
9490	01/06/21	01	REPAIR REAR SPRING	010030024110			02/06/21	526.58
							INVOICE TOTAL:	526.58
							VENDOR TOTAL:	526.58
CAON	CALL ONE							
362694	01/15/21	01	1126416	010010024230			02/01/21	355.94
		02	1126417	300010024230				108.02
		03	1126418	010030024230				108.02
		04	1126419	310010024230				320.87
		05	1126420	300010024230				161.44
		06	1126422	010020024230				290.93
							INVOICE TOTAL:	1,345.22
							VENDOR TOTAL:	1,345.22
CASE	CARDMEMBER SERVICE							
010621	01/06/21	01	LL ADOBE	010010034650			02/01/21	15.93
		02	JH ADOBE DEC	010010034650				15.93
		03	JH ADOBE JAN	010010034650				15.93
		04	BT EAR LENSES	010030034650				26.56
		05	BT EAR LENSES	010010034650				26.55
		06	JH USED DESK	010010034650				400.00
		07	JH IL MUNICIPAL LEAGUE	010010034650				155.00
							INVOICE TOTAL:	655.90
							VENDOR TOTAL:	655.90



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VILLAGE OF HAMPSHIRE  
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CAVA	CAM-VAC INC							
I774	01/06/21	01	CLEAN LIFT STATIONS	310010024160			02/06/21	1,500.00
							INVOICE TOTAL:	1,500.00
							VENDOR TOTAL:	1,500.00
CILI	CITY LIMITS SYSTEMS INC							
I0991	12/17/20	01	TRUCK WASH	010030024110			12/17/20	388.89
							INVOICE TOTAL:	388.89
							VENDOR TOTAL:	388.89
COMA	CORE & MAIN LP							
N577676	01/12/21	01	METERS	300010054960			02/12/21	4,592.43
							INVOICE TOTAL:	4,592.43
							VENDOR TOTAL:	4,592.43
COMED	COMED							
2522108141 - 011821	01/18/21	01	2522108141	310010024260			03/09/21	102.85
							INVOICE TOTAL:	102.85
							VENDOR TOTAL:	102.85
DLLI	DOUG & LISA LINDMARK							
010721A	01/07/21	01	MAILBOX	010020034680			01/08/21	60.67
							INVOICE TOTAL:	60.67
							VENDOR TOTAL:	60.67
DUCO	DUAL COMMUNICATIONS LLC							
I931	12/07/20	01	INSTALL CABLE FOR PHONE	010010034650			01/07/21	63.70
		02	INSTALL NEW PHONE	010010024380				371.25
							INVOICE TOTAL:	434.95
							VENDOR TOTAL:	434.95

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VILLAGE OF HAMPSHIRE  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
EEI ENGINEERING ENTERPRISES, INC.								
011221	01/12/21	01	HA1604 LOVE'S 70622	010000002072			02/12/21	197.00
		02	HA1816 METRIX 70623	010000002115				1,231.75
		03	HA1823 HAMP WOODS 70624	010000002137				1,302.25
		04	HA1829 CONNCT WTR MAIN 70625	300010024360				5,378.25
		05	HA1832 HOME GALLERY 70626	010000002139				295.50
		06	HA1833 STANLEY TOOL 70627	010000002144				988.50
		07	HA1834 THORNTONS/CITGO 70628	010000002130				197.00
		08	HA1903 TRUCK COUNTRY 70629	010000002116				541.75
		09	HA1914 HIGHLAND STRM SWR 70630	010010024380				3,391.75
		10	HA2000 VOH GEN ENG 2020 70631	010010024360				833.75
		11	HA2001 VOH GEN ENG WTR 70632	300010024360				394.00
		12	HA2002 VOH GEN ENG WSTE 70633	310010024360				382.75
		13	HA2014 UTLTY PERMIT REV 70634	010010024360				141.00
		14	HA2019 OAKSTEAD 70635	010000002086				295.50
		15	CROWN EAST 70636	010000002212				767.75
		16	HA2023 WTR MAIN/SWR 70637	300010024360				5,891.25
		17	HA2024 WTR MAIN REPLMT 70638	300010024360				191.00
		18	HA2026 BRIER HILL VENT 70639	010000002156				2,674.75
		19	HA2104 HAMPSHIRE WOODS 70640	010000002178				197.00
							INVOICE TOTAL:	25,292.50
							VENDOR TOTAL:	25,292.50
ENCS ENTRE COMPUTER SOLUTIONS								
137361	01/15/21	01	40 PREPAID TECH HOURS	010000001800			01/25/21	3,600.00
							INVOICE TOTAL:	3,600.00
							VENDOR TOTAL:	3,600.00
FISA FOX VALLEY FIRE & SAFETY								
IN00407568	01/11/21	01	QUARTERLY FIRE ALARM LEASE	300010024280			02/10/21	150.00
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
HAAUPA HAMPSHIRE AUTO PARTS								

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VILLAGE OF HAMPSHIRE  
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
HAAUPA	HAMPSHIRE AUTO PARTS							
575456	01/05/21	01	DIESEL FUEL ADDITIVE	010030034660			02/05/21	119.94
							INVOICE TOTAL:	119.94
575629	01/06/21	01	BOX CAPSULES	010020024110			02/06/21	23.78
							INVOICE TOTAL:	23.78
575713	01/07/21	01	GREASE	310010034670			02/07/21	66.90
							INVOICE TOTAL:	66.90
575826	01/08/21	01	BATTERY	310010034670			02/08/21	29.99
							INVOICE TOTAL:	29.99
575835	01/08/21	01	TIRE REP REFILL	310010034670			02/07/21	5.68
							INVOICE TOTAL:	5.68
575866	01/08/21	01	SCRAPER	010020024110			02/08/21	40.52
							INVOICE TOTAL:	40.52
575872	01/08/21	01	SNOW BRUSH	010020024110			02/08/21	47.07
							INVOICE TOTAL:	47.07
576077	01/12/21	01	PAINT FOR RUSTED WHEELS	010030024110			02/12/21	90.35
							INVOICE TOTAL:	90.35
576140	01/12/21	01	CAR WASH	010020024110			02/12/21	6.49
							INVOICE TOTAL:	6.49
576196	01/13/21	01	GLOVES	310010034670			02/13/21	47.04
							INVOICE TOTAL:	47.04
							VENDOR TOTAL:	477.76
IIMC	INTERNATIONAL INSTITUTE OF							
011521	01/15/21	01	ANNUAL MEMBERSHIP FEE	010010024430			01/30/21	175.00
							INVOICE TOTAL:	175.00
							VENDOR TOTAL:	175.00

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VILLAGE OF HAMPSHIRE  
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
IPODBA	IPO/DBA CARDUNAL OFFICE SUPPLY							
4858697-0	01/07/21	01	PAPER	010010034650			02/07/21	143.80
							INVOICE TOTAL:	143.80
							VENDOR TOTAL:	143.80
IPRF	ILLINOIS PUBLIC RISK FUND							
70384	01/13/21	01	MAR'S WORKERS' COMP	010010024210			03/01/21	2,127.34
		02	MAR'S WORKERS' COMP	300010024210				2,127.33
		03	MAR'S WORKER' COMP	310010024210				2,127.33
							INVOICE TOTAL:	6,382.00
							VENDOR TOTAL:	6,382.00
ISTP	ILLINOIS STATE POLICE							
110120	11/01/20	01	COST CNTR: 06356	010010024380			01/15/21	43.25
							INVOICE TOTAL:	43.25
							VENDOR TOTAL:	43.25
JULI	JULIE, INC.							
2021-0715	01/06/21	01	UTILITY LOCATES	010030024130			02/06/21	1,992.30
							INVOICE TOTAL:	1,992.30
							VENDOR TOTAL:	1,992.30
KCCC	JEFFREY R KEEGAN							
011821	01/18/21	01	VH JANITORIAL SERVICE	010010024380			02/18/21	350.00
		02	PD JANITORIAL SERVICE	010020024380				480.00
							INVOICE TOTAL:	830.00
							VENDOR TOTAL:	830.00
KONMIN	KONICA MINOLTA BUS SOLUTION							
270543010	12/31/20	01	MONTHLY MAINTENANCE	010020024340			01/31/21	47.95
							INVOICE TOTAL:	47.95
							VENDOR TOTAL:	47.95

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
MARSCH	MARK SCHUSTER, P.C.							
010821	01/08/21	01	100.001 MISC MATTERS	010010024370			02/08/21	3,910.00
		02	100.002 MEETINGS	010010024370				810.00
		03	100.007 PROSECUTION	010010024370				598.50
		04	100.010 PARK DISTRICT	010000002110				518.20
		05	100.041 PD	010020024370				90.00
		06	100.042 ELECTORAL BOARD	010010024370				783.10
		07	100.101 CROWN	010000002111				165.00
		08	100.137 RICHARDS/HAMP CORP	010000002084				285.00
		09	100.164 DUI PROSECUTION	010020024370				480.00
		10	100.208 PETAG	010000002114				150.00
		11	100.238 MIDWEST COMPANIES	010000002096				4,271.35
							INVOICE TOTAL:	12,061.15
							VENDOR TOTAL:	12,061.15
METL	METLIFE							
121620	12/16/20	01	ADM	010010014033			01/01/21	160.80
		02	PD	010020014033				1,725.65
		03	STREETS	010030014033				522.89
		04	SEWER	310010014033				167.05
		05	WATER	300010014033				392.06
							INVOICE TOTAL:	2,968.45
							VENDOR TOTAL:	2,968.45
MIDE	MICHAEL DEDINA							
011321	01/13/21	01	MAIL BOX REIMBURSEMENT	010030024130			01/30/21	25.00
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
MUWESE	MUNIWEB							
060519	06/05/19	01	WEBSITE HOSTING	010010024230			07/05/19	150.00
							INVOICE TOTAL:	150.00

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MUWESE								
MUNIWEB								
52446	03/07/17	01	WEBSITE HOSTING	010010024230			04/07/17	150.00
							INVOICE TOTAL:	150.00
52570	06/02/17	01	WEBSITE HOSTING	010010024230			07/02/17	162.50
							INVOICE TOTAL:	162.50
52596	07/06/17	01	WEBSITE HOSTING	010010024230			08/06/17	162.50
							INVOICE TOTAL:	162.50
52933	03/05/18	01	REMAINING BAL WEBSITE HOSTING	010010024230			04/05/18	12.50
							INVOICE TOTAL:	12.50
53007	05/02/18	01	WEBSITE HOSTING	010010024230			06/02/18	162.50
							INVOICE TOTAL:	162.50
53043	06/05/18	01	WEBSITE HOSTING	010010024230			07/05/18	287.50
							INVOICE TOTAL:	287.50
53152	09/01/18	01	WEBSITE HOSTING	010010024230			10/01/18	1,657.50
							INVOICE TOTAL:	1,657.50
53291	01/04/19	01	WEBSITE HOSTING	010010024230			02/04/19	150.00
							INVOICE TOTAL:	150.00
53326	02/06/19	01	WEBSITE HOSTING	010010024230			03/06/19	155.00
							INVOICE TOTAL:	155.00
53393	04/05/19	01	WEBSITE HOSTING	010010024230			05/05/19	205.00
							INVOICE TOTAL:	205.00
53485	07/02/19	01	WEBSITE HOSTING	010010024230			08/02/19	150.00
							INVOICE TOTAL:	150.00
53520	08/05/19	01	WEBSITE HOSTING	010010024230			09/05/19	345.00
							INVOICE TOTAL:	345.00

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MUWESE	MUNIWEB							
53549	09/04/19	01	WEBSITE HOSTING	010010024230			10/04/19	280.00
							INVOICE TOTAL:	280.00
53581	10/03/19	01	WEBSITE HOSTING	010010024230			11/03/19	295.50
							INVOICE TOTAL:	295.50
53695	02/05/20	01	WEBSITE HOSTING	010010024230			03/05/20	150.00
							INVOICE TOTAL:	150.00
53780	05/04/20	01	WEBSITE HOSTING	010010024230			06/04/20	150.00
							INVOICE TOTAL:	150.00
53809	06/03/20	01	WEBSITE HOSTING	010010024230			07/03/20	150.00
							INVOICE TOTAL:	150.00
53837	07/07/20	01	WEBSITE HOSTING	010010024230			08/07/20	150.00
							INVOICE TOTAL:	150.00
54072	01/06/21	01	WEBSITE HOSTING	010010024230			01/21/21	247.00
							INVOICE TOTAL:	247.00
							VENDOR TOTAL:	5,172.50
NICOR	NICOR							
010821	01/08/21	01	66-55-16-4647 5	310010024260			02/02/21	125.47
		02	96-71-05-6761 9	310010024260				39.65
							INVOICE TOTAL:	165.12
							VENDOR TOTAL:	165.12
OFDE	OFFICE DEPOT, INC.							
148287817001	01/05/21	01	TOWELS/SOFTSOAP/TISSUE/TAPE	010020034650			02/06/21	51.30
							INVOICE TOTAL:	51.30
							VENDOR TOTAL:	51.30

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VILLAGE OF HAMPSHIRE  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/30/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
PECA	PETTY CASH							
011521	01/15/21	01	PD LOCKS	010020034680			02/15/21	12.84
							INVOICE TOTAL:	12.84
							VENDOR TOTAL:	12.84
PETPRO	PETERSEN FUELS, INC.							
12/31/20	12/31/20	01	STREETS	010030034660			01/30/21	121.15
		02	SEWER	310010034660				31.76
							INVOICE TOTAL:	152.91
							VENDOR TOTAL:	152.91
PITB	PITNEY BOWES GLOBAL FINANCIAL							
3104476533	12/30/20	01	LEASING CHARGES	010020024280			03/30/21	140.58
							INVOICE TOTAL:	140.58
							VENDOR TOTAL:	140.58
POTS	POMP'S TIRE SERVICE, INC.							
640087242	01/12/21	01	COLD PATCH HOPPER TIRES	010030024120			03/12/21	300.60
							INVOICE TOTAL:	300.60
							VENDOR TOTAL:	300.60
QUCO	QUILL CORPORATION							
13213103	12/01/20	01	DSNFCT WIPES	310010034650			01/20/21	11.98
							INVOICE TOTAL:	11.98
13817941	01/14/21	01	2 LSR SET	010010034650			02/14/21	49.98
							INVOICE TOTAL:	49.98
94154136	01/14/21	01	TAX FORM KIT	010010034650			01/30/21	53.10
							INVOICE TOTAL:	53.10
							VENDOR TOTAL:	115.06



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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
RKQUSE	RK QUALITY SERVICES							
17040	01/06/21	01	HEADLAMP/FIX POWER OUTLET	010020024110			02/06/21	148.57
							INVOICE TOTAL:	148.57
17048	01/07/21	01	OIL CHANGE AND FILTER	010020024110			02/07/21	38.69
							INVOICE TOTAL:	38.69
17075	01/19/21	01	REPLACE SPOTLIGHT	010020024110			02/19/21	313.39
							INVOICE TOTAL:	313.39
							VENDOR TOTAL:	500.65
RODB	ROGER BURNIDGE							
010121	01/01/21	01	PD LEASE	010020024280			01/30/21	4,798.16
							INVOICE TOTAL:	4,798.16
							VENDOR TOTAL:	4,798.16
SABU	SAFEBUILT, LLC							
0074383-IN	12/31/20	01	INSPECTIONS	010010024390			01/30/21	3,593.75
							INVOICE TOTAL:	3,593.75
0074409-IN	12/31/20	01	PERMITS	010010024390			01/30/21	20,613.20
							INVOICE TOTAL:	20,613.20
							VENDOR TOTAL:	24,206.95
SHIN	SHERWIN WILLIAMS CO							
3490-5	01/05/21	01	SCHOOL CROSSING SHED PAINT	010030024100			02/20/21	67.09
							INVOICE TOTAL:	67.09
							VENDOR TOTAL:	67.09
STAINS	STANDARD INSURANCE COMPANY							
121720	12/17/20	01	ADM	010010014035			01/01/21	70.07

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
STAINS STANDARD INSURANCE COMPANY								
121720	12/17/20	02	PD	010020014035			01/01/21	216.85
		03	STREETS	010030014035				56.58
		04	SEWER	310010014035				14.15
		05	WATER	300010014035				23.57
		06	EAP	010010024376				10.85
							INVOICE TOTAL:	392.07
							VENDOR TOTAL:	392.07
STRE STREICHER'S								
I1475028	01/06/21	01	HELMETS	010020054906			02/06/21	3,500.00
							INVOICE TOTAL:	3,500.00
							VENDOR TOTAL:	3,500.00
TEK TEKLAB, INC								
252858	12/30/20	01	MONTHLY NPDES TESTING	310010024380			01/29/21	460.50
							INVOICE TOTAL:	460.50
							VENDOR TOTAL:	460.50
THMI THIRD MILLENNIUM ASSOC, INC.								
25716	01/05/21	01	W/S/R UTILITY BILL	290010024340			02/05/21	314.88
		02	W/S/R UTILITY BILL	300010024340				314.89
		03	W/S/R UTILITY BILL	310010024340				314.89
							INVOICE TOTAL:	944.66
							VENDOR TOTAL:	944.66
TOHA HAMPSHIRE TOWNSHIP								
010221	01/02/21	01	DIAL-A-RIDE PROGRAM	010010024400			02/02/21	1,390.39
							INVOICE TOTAL:	1,390.39
							VENDOR TOTAL:	1,390.39
TRUN TREES UNLIMITED C P INC								

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
TRUN	TREES UNLIMITED C P INC							
8217	01/05/21	01	DOWNTOWN CLEANUP	010030024190			02/05/21	2,700.00
		02	DOWNTOWN CLEANUP	010030024190				1,800.00
								INVOICE TOTAL: 4,500.00
								VENDOR TOTAL: 4,500.00
USBL	USA BLUEBOOK							
449745	12/17/20	01	FACIAL MASKS	310010034670			01/17/21	73.29
								INVOICE TOTAL: 73.29
								VENDOR TOTAL: 73.29
VAIN	VAFCON INC							
I202100	01/05/21	01	REPAIR ELGILOY LS	310010024160			02/05/21	386.82
								INVOICE TOTAL: 386.82
I210000	01/05/21	01	REPAIR WELL 9	300010024120			01/05/21	2,279.50
								INVOICE TOTAL: 2,279.50
								VENDOR TOTAL: 2,666.32
VSP	VISION SERVICE PLAN (IL)							
121720	12/17/20	01	ADM	010010014037			01/01/21	28.99
		02	PD	010020014037				193.22
		03	STREETS	010030014037				62.23
		04	SEWER	310010014037				18.40
		05	WATER	300010014037				41.55
								INVOICE TOTAL: 344.39
								VENDOR TOTAL: 344.39
								TOTAL ALL INVOICES: 151,797.17

## Village of Hampshire FY 2021-2022 Budget Calendar

January 25, 2021	Budget Kickoff Meeting with department heads. Budget memorandum and worksheets transmitted.
February 3, 2021	Departments discuss budget progress with Village Manager & Finance Director.
February 8, 2021	Department budgets due to Finance Director
February 18, 2021	Village Manager & Finance Director meet with Police & Public Works to review budget requests. Police – 11:00 AM Streets – 1:00 PM W/S – 2:00 PM
February 25, 2021	Complete initial draft of the budget
Week of March 1, 2021	Staff presentation of draft budget to Finance Committee (agenda to include Working Session of Village Board)
March 15, 2020	Reserved for 2 <sup>nd</sup> Finance Committee meeting (and working session of Village Board), if necessary.
March 18,2021	Presentation of Tentative budget to Board and scheduling of Public Hearing
March 19, 2021	Tentative budget available for public inspection
March 22-25, 2021	Public Notice appears in newspaper
April 1, 2021	Village Board Meeting – Public Hearing for budget
April 1, 2021	Village Board Meeting – Board approves budget by ordinance
April 7, 2021	Posting of total compensation package per Public Act 97-609
Week of April 26, 2021	File budget with Kane County Clerk