

Village of Hampshire
Village Board Meeting
Thursday November 19, 2020 - 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 November 5, 2020
6. Village Manager's Report
 - a. An Ordinance Adding Certain Parking Restrictions on Warner Street in the Village
 - b. A Motion to Approve a Professional Services Agreement with EEI for a Risk and Resilience Assessment and Emergency Response Planning for the Village's Water Systems
 - c. A Resolution Setting the 2020 Tax Year Levy Request
 - d. A Resolution Closing SSA #9 Checking Account a Resource Bank
 - e. Water Loss Report
7. Village Board Committee Reports
 - a. Public Safety
 - b. Fields & Trails
 - c. Village Services
 - d. Public Works
 - e. Business Development Commission
 - f. Finance
 - i. A Motion to Approve the November 19, 2020 Accounts Payable
 - g. Public Relations
 - i. COVID-19 Postings/Surveys
 - h. Planning/Zoning
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
November 5, 2020**

1. The regular meeting of the Village Board of Hampshire was called to order by President Jeffrey Magnussen at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, November 5, 2020.
2. Trustee Klein made a motion to allow Trustees Kelly, Koth, Krajecki, Reid, and Robinson to join the meeting electronically:

Seconded by President Magnussen
Motion carried by roll call vote.
Ayes: Klein and Magnussen
Nays: None
Absent: None

Present: Christine Klein and Jeffrey Magnussen.

Electronically: Aaron Kelly, Toby Koth, Ryan Krajecki, Mike Reid, Erik Robinson, Village Attorney Mark Schuster, and Assistant to the Village Manager Josh Wray.

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

A quorum was established.

3. President Magnussen led the Pledge of Allegiance
4. No Public Comments
5. Trustee Klein moved to approve the minutes of October 15, 2020.

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

6. Village Manager's Report

- a) Trustee Robinson moved to approve the 2021 Village Board Meeting Schedule.

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

- b) Trustee Klein moved to approve the 2021 Village Holiday Schedule.

Seconded by Trustee Krajecki

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

- c) Trustee Krajecki moved to approve Resolution 20-15: Approving an Intergovernmental Agreement with Kane County for Coronavirus Relief Funds.

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

Trustee Kelly expressed concerns about language in the agreement regarding reimbursement for expenses not in the Village Budget when the Village is requesting reimbursement for Police Officer salaries. Village Manager Hedges shared that concern but explained that their time was defined by the U.S. Department of the Treasury as substantially committed to Covid. Mr. Hedges stated that while the language in the IGA is troublesome, the Kane County States Attorney's Office made it clear to all 22 municipalities impacted, that no changes would be accepted.

- d) Report and Plan Commission recommendation regarding the concept plan for Oakstead subdivision: The Village Board thanked Mr. Mroch for such a detailed letter. The ZBA will meet December 8 and the Plan Commission December 14.
- e) Façade Improvement Program: The Village Board agreed to leave the Façade Improvement Program unchanged, and Village Manger Hedges withdrew the request for a motion. The Village Board also agreed Mr. Hedges has the authority to approve potential projects under his expenditure authority, and they trust him to make those decisions as Village Manager.
- f) Promotion for Hampshire Dine in Restaurants: The Chamber of Commerce has a list of restaurants participating, and there will be a minimum purchase of \$10 from each restaurant required to qualify. The program will start on November 7 and will end by December 31. Gift cards will be awarded on a fist come first served basis. You can get the form from the restaurants or on the Chamber's website.

7. Village Committee Reports

- a) Planning/Zoning – Trustee Robinson reported the Plan Commission will be meeting on December 14 at 7 p.m. for the Crown proposals, and the ZBA will meet for Crown and for the Park District's proposed parking lot on December 8 at 7 p.m.
- b) Public Safety – Police Chief Thompson reported that they are now continuing with the Crisis Intervention Team. Before the classes were canceled, two officers had the 40-hour course, and the department is sending three more officers. Trustee Koth also mentioned the department might want to look into procuring night cameras. They can pick up anything especially if someone is hiding behind a bush. The cost is around \$3,920 each.
- c) Fields & Trails – No report
- d) Village Services – No Report

- e) Public Works – Public Works is getting ready for the winter. They have resumed tree trimming.
- f) Business Development – The BDC and Public Relations will have a joint meeting in November with a5 Branding. The chairs will check with their members to schedule a date.

The Chamber of Commerce's Mistletoe Market will be from 10-4 p.m. on State Street this Saturday.

- g) Finance –

Accounts Payable

Trustee Kelly moved to approve the Accounts Payable in the sum of \$1,047.73 for employees Andrew Kabisa, John Huff, Lori Lyons, Nicholas Orsolini and Ryan Granias paid on or before November 11, 2020.

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

Trustee Robinson moved to approve the Accounts Payable in the sum of \$736,090.21 paid on or before November 11, 2020.

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

- h) Public Relations – Trustee Reid asked everyone to come on out and have fun at the Mistletoe Market.

8. Announcements

Trustee Klein asked if the Village can lower the speed limit at the intersection of Allen Road and the two new subdivisions from 55 mph to 45 mph. That is in the Kane County's jurisdiction.

Trustee Klein wished Happy 25th Anniversary to Liz and Jeff Magnussen.

President Magnussen thanked everyone for the birthday card and coke bottles.

Trustee Koth would like to see no parking from Old Mill to Casey's on Warner Street. D300 school buses park there, which is a hazard. Trustee Reid will talk to them.

Trustee Kelly pointed out that Kane County Health Department has not updated the status of Covid since 10/25, and asked Village Manager Hedges to inquire why.

Trustee Reid commented that local officials do not have the authority to enforce the Governor's guidelines. This falls under the Illinois State Police and Illinois Health Department.

9. Adjournment

Trustee Klein moved to adjourn the Village Board meeting at 8:21 p.m.

Seconded by Trustee Krajecki

Motion carried by roll call vote

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

Nays: None

Absent: None

Linda Vasquez Village Clerk

No. 20-

**AN ORDINANCE
AMENDING THE VILLAGE CODE, CHAPTER 2: POLICE REGULATIONS,
ARTICLE VI: PARKING REGULATIONS, BY ADDING CERTAIN PARKING
RESTRICTIONS ON WARNER STREET IN THE VILLAGE**

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

WHEREAS, the Village has from time to time adopted various restrictions on parking on Village roadways; and

WHEREAS, the Corporate Authorities deem it necessary and advisable for the health, safety and welfare of the residents of the Village to add certain restrictions prohibiting parking on Warner Street in the Village.

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

Section 1. The Hampshire Municipal Code of 1985, as previously amended, shall be and hereby is further amended to establish a new "No Parking" place as follows:

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

It shall be unlawful for any person at any time to stop, stand or park any vehicle at any of the following locations, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device:

* * *

GG. On Warner Street, on both the east and west sides of the street, from IL 72 (Oak Knoll Drive) to Old Mill Lane.

Section 2. All ordinances, resolutions and orders, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby superseded and waived.

Section 3. If any section, subdivision, sentence or phrase of this Ordinance is for any reason held to be void, invalid, or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon passage, approval, and publication in pamphlet form, as provided by law.

ADOPTED THIS 19th DAY OF NOVEMBER, 2020, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED THIS 19th DAY OF NOVEMBER, 2020.

Jeffrey R. Magnussen
Village President

ATTEST:

Linda Vasquez
Village Clerk



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

Agenda Supplement

TO: President Magnussen; Board of Trustees
FROM: Josh Wray, Assistant to the Village Manager
FOR: Regular Village Board Meeting on November 19, 2020
RE: Professional Engineering Services Agreement -
Risk and Resilience Assessment and Emergency Response Planning

Background: The America's Water Infrastructure Act of 2018 (AWIA) requires that all community water systems that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan. This is an unfunded Federal government mandate.

Analysis: Since the Village already has a relationship with EEI, it is not required to bid services. If engineering services were to be bid, the Village would be required to select a firm based on qualifications and not quotes. EEI already has knowledge of the Village's water systems, they have staff trained specifically on how to complete these reports, and they have already completed this project several for other communities, so staff believes EEI would also be considered the most qualified firm to perform this project. Furthermore, EEI's proposed budget for the project at \$24,000 is well under the Village's budget of \$50,000.

Recommendation: Staff recommends the Village Board approve EEI's proposed Professional Engineering Services Agreement for Risk and Resilience Assessment and Emergency Response Planning.

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

Important Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS

I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's [Vulnerability Self-Assessment](#).

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- [Emergency Response Plan Guidance](#).
- The U.S. EPA's [Emergency Response Webpage](#).
- [Local Emergency Planning Committees](#).

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



November 12, 2020

Mr. Jay Hedges
Village Manager
Village of Hampshire
234 South State Street
P.O. Box 457
Hampshire, IL 60140-0457

**Re: *Professional Engineering Services Agreement for
Risk and Resilience Assessment and Emergency Response Planning (RRA/ERP)***

Jay,

We are pleased to submit a Professional Engineering Services Agreement (PSA) for the above referenced project.

The need for the RRA/ERP is driven by the America's Water Infrastructure Act of 2018 (AWIA). The act requires that all community water systems that serve more than 3,300 people to complete and risk and resilience assessment and develop an emergency response plan. Additional detail is provided immediately behind this cover sheet. This is an unfunded Federal government mandate.

EEI staff has been trained and have become certified to prepare these assessments and plans. We have completed documents for the Cities of Elgin, Joliet and Rockford as they had a March 31, 2020 deadline. We are working with numerous other communities to meet the next deadline of June 30, 2021.

The process is estimated to take six to eight months to complete. Once again, thank you for this opportunity. If you have any questions, please let me know.

Respectfully Submitted,

ENGINEERING ENTERPRISES, INC.

A handwritten signature in black ink, appearing to read 'Bradley P. Sanderson'.

Bradley P. Sanderson, P.E.
Chief Operating Officer / President

A handwritten signature in blue ink, appearing to read 'Timothy N. Paulson'.

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

Enclosures

pc: Linda Vasquez, Village Clerk (Via e-mail)
Lori Lyons, Finance Director (Via e-mail)
TGH, ARS, DMT, EEI (Via e-mail)

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RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:

The America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards. The RRA must include:

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA no later than six months after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

The Emergency Response Plan must include:

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

**Agreement for Professional Services
Consulting Engineering for
Risk and Resilience Assessment and Emergency Response Planning – Water Utility**

THIS AGREEMENT, by and between the Village of Hampshire, hereinafter referred to as the "Village" or "OWNER" and Engineering Enterprises, Inc. hereinafter referred to as the "Contractor" or "ENGINEER" agrees as follows:

A. Services:

The Engineer shall furnish the necessary personnel, materials, equipment and expertise to make the necessary investigations, analysis and calculations along with exhibits, cost estimates and narrative, to complete all necessary engineering services to the Village as indicated on the included Attachment A.

B. Term:

Services will be provided beginning on the date of execution of this agreement and continuing, until terminated by either party upon 7 days written notice to the non-terminating party or upon completion of the Services. Upon termination the Contractor shall be compensated for all work performed for the Village prior to termination.

C. Compensation and maximum amounts due to Contractor:

Contractor shall receive as compensation for all work and services to be performed herein an amount based on the Estimate of Level of Effort and Associated Cost included in Attachment B. Consulting Engineering will be paid for as a Lump Sum in the amount of \$24,000. The hourly rates for this project are shown in the attached 2018 Standard Schedule of Charges. All payments will be made accordingly to the Illinois State Prompt Payment Act and not less than once every thirty days.

D. Changes in Rates of Compensation:

In the event that this contract is designated in Section B hereof as an Ongoing Contract, Contractor, on or before February 1st of any given year, shall provide written notice of any change in the rates specified in Section C hereof (or on any attachments hereto) and said changes shall only be effective on and after May 1st of that same year.

E. Ownership of Records and Documents:

Contractor agrees that all books and records and other recorded information developed specifically in connection with this agreement shall remain the property of the Village. Contractor agrees to keep such information confidential and not to disclose or disseminate the information to third parties without the consent of the Village. This confidentiality shall not apply to material or information, which would otherwise be subject to public disclosure through the freedom of information act or if already

previously disclosed by a third party. Upon termination of this agreement, Contractor agrees to return all such materials to the Village. The Village agrees not to modify any original documents produced by Contractor without contractors' consent. Modifications of any signed duplicate original document not authorized by ENGINEER will be at OWNER's sole risk and without legal liability to the ENGINEER. Use of any incomplete, unsigned document will, likewise, be at the OWNER's sole risk and without legal liability to the ENGINEER.

F. Governing Law:

This contract shall be governed and construed in accordance with the laws of the State of Illinois. Venue shall be in Kane County, Illinois.

G. Independent Contractor:

Contractor shall have sole control over the manner and means of providing the work and services performed under this agreement. The Village's relationship to the Contractor under this agreement shall be that of an independent contractor. Contractor will not be considered an employee to the Village for any purpose.

H. Certifications:

Employment Status: The Contractor certifies that if any of its personnel are an employee of the State of Illinois, they have permission from their employer to perform the service.

Anti-Bribery: The Contractor certifies it is not barred under 30 Illinois Compiled Statutes 500/50-5(a) - (d) from contracting as a result of a conviction for or admission of bribery or attempted bribery of an officer or employee of the State of Illinois or any other state.

Loan Default: If the Contractor is an individual, the Contractor certifies that he/she is not in default for a period of six months or more in an amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education (5 ILCS 385/3).

Felony Certification: The Contractor certifies that it is not barred pursuant to 30 Illinois Compiled Statutes 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony.

Barred from Contracting: The Contractor certifies that it has not been barred from contracting as a result of a conviction for bid-rigging or bid rotating under 720 Illinois Compiled Statutes 5/33E or similar law of another state.

Drug Free Workplace: The Contractor certifies that it is in compliance with the Drug Free Workplace Act (30 Illinois Compiled Statutes 580) as of the effective date of this contract. The Drug Free Workplace Act requires, in part, that Contractors, with 25 or

more employees certify and agree to take steps to ensure a drug free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance program, of prohibited activities and of sanctions that will be imposed for violations; and that individuals with contracts certify that they will not engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

Non-Discrimination, Certification, and Equal Employment Opportunity: The Contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein. The Contractor shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The Contractor agrees to incorporate this clause into all subcontracts under this Contract.

International Boycott: The Contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act (30 ILCS 582).

Record Retention and Audits: If 30 Illinois Compiled Statutes 500/20-65 requires the Contractor (and any subcontractors) to maintain, for a period of 3 years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the Village under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the Village and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Contractor agrees to cooperate fully with any audit and to provide full access to all relevant materials.

United States Resident Certification: (This certification must be included in all contracts involving personal services by non-resident aliens and foreign entities in accordance with requirements imposed by the Internal Revenue Services for withholding and reporting federal income taxes.) The Contractor certifies that he/she is a: x United States Citizen Resident Alien Non-Resident Alien The Internal Revenue Service requires that taxes be withheld on payments made to non resident aliens for the performance of personal services at the rate of 30%.

Tax Payer Certification : Under penalties of perjury, the Contractor certifies that its Federal Tax Payer Identification Number or Social Security Number is (provided

separately) and is doing business as a (check one): ___ Individual ___ Real Estate Agent ___ Sole Proprietorship ___ Government Entity ___ Partnership ___ Tax Exempt Organization (IRC 501(a) only) x Corporation ___ Not for Profit Corporation ___ Trust or Estate ___ Medical and Health Care Services Provider Corp.

I. Indemnification:

Contractor shall indemnify and hold harmless the Village and Village's agents, servants, and employees against all loss, damage, and expense which it may sustain or for which it will become liable on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under this agreement by Contractor or its Subcontractors, or due to or arising in any manner from the wrongful act or negligence of Contractor or its Subcontractors of any employee of any of them. In the event that the either party shall bring any suit, cause of action or counterclaim against the other party, the non-prevailing party shall pay to the prevailing party the cost and expenses incurred to answer and/or defend such action, including reasonable attorney fees and court costs. In no event shall the either party indemnify any other party for the consequences of that party's negligence, including failure to follow the ENGINEER's recommendations.

J. Insurance:

The contractor agrees that it has either attached a copy of all required insurance certificates or that said insurance is not required due to the nature and extent of the types of services rendered hereunder. (Not applicable as having been previously supplied)

K. Additional Terms or Modification:

The terms of this agreement shall be further modified as provided on the attached Exhibits. Except for those terms included on the Exhibits, no additional terms are included as a part of this agreement. All prior understandings and agreements between the parties are merged into this agreement, and this agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties. In the event that any provisions of this agreement shall be held to be invalid or unenforceable, the remaining provisions shall be valid and binding on the parties. The list of Attachments are as follows:

Attachment A: Standard Conditions

Attachment B: Scope of Services

Attachment C: Estimated Level of Effort and Associated Cost

Attachment D: Anticipated Project Schedule

Attachment E: 2018 Standard Schedule of Charges

L. Notices:

All notices required to be given under the terms of this agreement shall be given mail, addressed to the parties as follows:

For the Village:

Village Manager and Village Clerk
Village of Hampshire
234 S. State Street
P.O. Box 457
Hampshire, IL 60140-0457

For the Contractor:

Engineering Enterprises, Inc.
52 Wheeler Road
Sugar Grove Illinois 60554

Either of the parties may designate in writing from time to time substitute addresses or persons in connection with required notices.

Agreed to this ___ day of _____, 2020.

Village of Hampshire

Engineering Enterprises, Inc.:

Jeffrey Magnussen
Village President

Bradley P. Sanderson, P.E.
Chief Operating Officer / President

Linda Vasquez
Village Clerk

Angie R. Smith
Executive Assistant

ATTACHMENT A

STANDARD TERMS AND CONDITIONS

Agreement: These Standard Terms and Conditions, together with the Professional Services Agreement, constitute the entire integrated agreement between the OWNER and Engineering Enterprises, Inc. (EEI) (hereinafter "Agreement"), and take precedence over any other provisions between the Parties. These terms may be amended, but only if both parties consent in writing.

Standard of Care: In providing services under this Agreement, the ENGINEER will endeavor to perform in a matter consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under same circumstances in the same locality. ENGINEER makes no other warranties, express or implied, written or oral under this Agreement or otherwise, in connection with ENGINEER'S service.

Construction Engineering and Inspection: The ENGINEER shall not supervise, direct, control, or have authority over any contractor work, nor have authority over or be responsible for the means, methods, techniques sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety of the site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

The ENGINEER neither guarantees the performance of any contractor nor assumes responsibility for contractor's failure to furnish and perform the work in accordance with the contract documents.

The ENGINEER is not responsible for the acts or omissions of any contractor, subcontractor, or supplies, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work.

Shop drawing and submittal review by the ENGINEER shall apply to only the items in the submissions and only for the purpose of assessing if upon installation or incorporation in the project work they are generally consistent with the construction documents. OWNER agrees that the contractor is solely responsible for the submissions and for compliance with the construction documents. OWNER further agrees that the ENGINEER'S review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend or safety programs or precautions. The ENGINEER'S consideration of a component does not constitute acceptance of the assembled items.

The ENGINEER'S site observation during construction shall be at the times agreed upon in the Project Scope. Through standard, reasonable means the ENGINEER will become generally familiar with observable completed work. If the ENGINEER observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and OWNER for them to address.

ATTACHMENT A

Opinion of Probable Construction Costs: ENGINEER'S opinion of probable construction costs represents ENGINEER'S best and reasonable judgment as a professional engineer. OWNER acknowledges that ENGINEER has no control over construction costs of contractor's methods of determining pricing, or over competitive bidding by contractors, or of market conditions or changes thereto. ENGINEER cannot and does not guarantee that proposals, bids or actual construction costs will not vary from ENGINEER'S opinion of probable construction costs.

Copies of Documents & Electronic Compatibility: Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of the project.

Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the ENGINEER are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the ENGINEER may call for renegotiation of appropriate portions of this Agreement. The ENGINEER shall notify the OWNER of the changed conditions necessitating renegotiation, and the ENGINEER and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the termination provision hereof.

Hazardous Conditions: OWNER represents to ENGINEER that to the best of its knowledge no Hazardous Conditions (environmental or otherwise) exist on the project site. If a Hazardous Condition is encountered or alleged, ENGINEER shall have the obligation to notify OWNER and, to the extent of applicable Laws and Regulations, appropriate governmental officials. It is acknowledged by both parties that ENGINEER's scope of services does not include any services related to a Hazardous Condition. In the event ENGINEER or any other party encounters a Hazardous Condition, ENGINEER may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the project affected thereby until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Condition; and (ii) warrants that the project site is in full compliance with applicable Laws and Regulations.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors, or subcontractors shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or

ATTACHMENT A

connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the OWNER and the ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Termination: This Agreement may be terminated for convenience, without cause, upon fourteen (14) days written notice of either party. In the event of termination, the ENGINEER shall prepare a final invoice and be due compensation as set forth in the Professional Services Agreement for all costs incurred through the date of termination.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for the following reasons:

- (a) Substantial failure by the other party to comply with or perform in accordance with the terms of the Agreement and through no fault of the terminating party;
- (b) Assignment of the Agreement or transfer of the project without the prior written consent of the other party;
- (c) Suspension of the project or the ENGINEER'S services by the OWNER for a period of greater than ninety (90) calendar days, consecutive or in the aggregate.
- (d) Material changes in the conditions under which this Agreement was entered into, the scope of services or the nature of the project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

Payment of Invoices: Invoices are due and payable within 30 days of receipt unless otherwise agreed to in writing.

Third Party Beneficiaries: Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the OWNER or the ENGINEER. The ENGINEER'S services under this Agreement are being performed solely and exclusively for the OWNER'S benefit, and no other party or entity shall have any claim against the ENGINEER because of this Agreement or the performance or nonperformance of services hereunder. The OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, vendors and other entities involved in this Project to carry out the intent of this provision.

Force Majeure: Each Party shall be excused from the performance of its obligations under this Agreement to the extent that such performance is prevented by force majeure (defined below) and the nonperforming party promptly provides notice of such prevention to the other party. Such excuse shall be continued so long as the condition constituting force majeure continues. The party affected by such force majeure also shall notify the other party of the

ATTACHMENT A

anticipated duration of such force majeure, any actions being taken to avoid or minimize its effect after such occurrence, and shall take reasonable efforts to remove the condition constituting such force majeure. For purposes of this Agreement, "force majeure" shall include conditions beyond the control of the parties, including an act of God, acts of terrorism, voluntary or involuntary compliance with any regulation, law or order of any government, war, acts of war (whether war be declared or not), labor strike or lock-out, civil commotion, epidemic, failure or default of public utilities or common carriers, destruction of production facilities or materials by fire, earthquake, storm or like catastrophe. The payment of invoices due and owing hereunder shall in no event be delayed by the payer because of a force majeure affecting the payer.

Additional Terms or Modification: All prior understandings and agreements between the parties are merged into this Agreement, and this Agreement may not be modified orally or in any manner other than by an Agreement in writing signed by both parties. In the event that any provisions of this Agreement shall be held to be invalid or unenforceable, the remaining provisions shall be valid and binding on the parties.

Assignment: Neither party to this Agreement shall transfer or assign any rights or duties under or interest in this Agreement without the prior written consent of the other party. Subcontracting normally contemplated by the ENGINEER shall not be considered an assignment for purposes of this Agreement.

Waiver: A party's waiver of, or the failure or delay in enforcing any provision of this Agreement shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Attorney's Fees: In the event of any action or proceeding brought by either party against the other under this Agreement, the prevailing party shall be entitled to recover from the other all costs and expenses including without limitation the reasonable fees of its attorneys in such action or proceeding, including costs of appeal, if any, in such amount as the Court may adjudge reasonable.

Headings: The headings used in this Agreement are inserted only as a matter of convenience only, and in no way define, limit, enlarge, modify, explain or define the text thereof nor affect the construction or interpretation of this Agreement.

ATTACHMENT A
SCOPE OF SERVICES
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLANNING –
WATER UTILITY

Village of Hampshire, IL

BACKGROUND

The American Water Infrastructure Act (Public Law Number 115-270, passed 10/23/2018) requires all Community Water Supplies serving populations greater than 3,300 to conduct an assessment of the risks to, and resilience of, its water system. The Risk and Resilience Assessment (RRA) must include an assessment of:

- the risk to the system from malevolent acts and natural hazards;
- the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- the monitoring practices of the system;
- the financial infrastructure of the system;
- the use, storage, or handling of various chemicals by the system; and
- the operation and maintenance of the system.

Based on the population served of approximately 6,500, the Village of Hampshire Water Utility (HWU) must submit to the US EPA Administrator a certification that the system has conducted a compliant RRA prior to June 30, 2021.

In addition, HWU must prepare or revise, where necessary, an ERP that incorporates findings of the RRA. HWU must certify to the US EPA Administrator, not later than 6 months after completion of the RRA, that the system has completed such plan.

Engineering Enterprises Inc. (EEI) will assist HWU in meeting the regulatory requirements of the American Water Infrastructure Act of 2018 by conducting the following Scope of Services.

Note: The Scope of Services includes using the AWWA Cyber Security Tool to perform an assessment of utility's Process Control Systems (SCADA). In the event HWU desires a higher-level assessment, EEI will incorporate such an assessment conducted by the Information Technology Department or other resources (e.g. SCADA design consultant) as directed.
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TASK A: PROJECT ADMINISTRATION AND FACILITATION

Task A-1: Project Administration

This task includes a Project Kick-off meeting, overall project planning, coordination with the Village, and project management.

Task A-2: Stakeholder Assistance and Workshops

Stakeholder Involvement is important to the development of the RRA and ERP. It promotes consensus on risk management priorities among stakeholders and encourages them to take ownership of the decisions made during the process. It is also required to fulfill the regulatory requirements of the program.

EEl will assist HWU in designating internal and external stakeholders that will participate in the development of the RRA and ERP. We anticipate the following stakeholder groupings:

- Program Champion – One (1) Water Utility employee responsible for overall project coordination.
- Steering Committee – Three (3) to five (5) Water Utility employees (including the Program Champion) who will review technical information and participate in key decisions regarding the Utility's priorities and preferences throughout the project.
- Stakeholder Group – Four to (4) to eight (8) members (including the Steering Committee) representing organizations inside and outside the water utility who will participate in Workshops and provide input based on the perspective of the organization they represent.

EEl will provide HWU with a description of the roles and responsibilities of the stakeholders, draft invitations to prospective stakeholders, preliminary meeting schedules and topics, and recommendations for those agencies to include.

EEl will lead one (1) Stakeholder Workshop during the development of the RRA and ERP. It is anticipated that the Workshop will be conducted at the conclusions of the ERP. EEl will provide HWU with relevant information to be distributed participants prior to the workshop. During the Workshop, EEl will provide general background and technical information concerning the topics to be presented and discussed. HWU will be afforded the opportunity to make presentations during the Workshop, as desired. The purpose of the Workshop is to receive comments and suggestions from participants on how to make the program more effective.

Task A-3: Steering Committee Assistance and Progress Meetings

EEl will lead up to three (3) Steering Committee meetings during the development of the RRA and ERP. It is anticipated that two (2) meetings will be conducted for the RRA and one (1) for the ERP. Some of these meeting may be teleconferences. EEl will provide the Steering Committee with relevant background information prior to each meeting. The meetings will be an opportunity for HWU to provide input on their priorities and preferences regarding key decisions during the development of the RRA and ERP.

TASK B – RISK AND RESILIENCE PLAN

Task B-1: Asset Characterization

An Asset Characterization will be completed in accordance with the AWWA/ANSI J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP) Standard. The purpose of Asset Characterization is to determine the water assets that, if compromised, could impair HWU's ability to complete its mission.

For Task B-1, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Identify critical functions of HWU and associated assets to determine which assets are critical to the Utility’s mission.
- b) Develop a list of potentially critical assets.
- c) Identify the critical internal and external infrastructures that support the potentially critical assets.
- d) Identify and document existing protective countermeasures and mitigation measures/features associated with the potentially critical assets.
- e) Estimate the worst reasonable consequences resulting from the destruction or loss of each potentially critical asset, without regard to the threat.
- f) Prioritize the potentially critical assets using the estimated consequences.
- g) Identify critical assets by screening the prioritized list using criteria relevant to the decisions to be made.

Task B-2: Threat Characterization

A Threat Characterization will be completed in accordance with the AWWA/ANSI J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP) Standard. The threats to be considered will include man-made hazards or accidents, natural hazards, and dependency hazards (interruptions of supply chains or proximity to dangerous sites). The specific threats in each category will consider the Reference Threats defined by the RAMCAP methodology (see table on below). Other threats may be added at the utility’s discretion.

RAMCAP Reference Threats

Hazard Type	Hazard Description			
Natural	N(H) Hurricanes	N(E) Earthquakes	N(T) Tornadoes	N(F) Floods
	N(W) Wildfire		N(I) Ice storms	
Dependency & Proximity	D(U) Loss of Utilities	D(S) Loss of Suppliers	D(E) Loss of Employees	D(C) Loss of Customers
	D(T) Loss of Transportation		D(P) Proximity to other targets	
Product Contamination	C(C) Chemical	C(R) Radionuclide	C(B) Biotxin	C(P) Pathogen
	C(W) Weaponization of water disposal system			
Sabotage	S(PI) Physical—Insider	S(PU) Physical—Outsider	S(CI) Cyber—Insider	S(CU) Cyber—Outsider
Theft or Diversion	T(PI) Physical—Insider	T(PU) Physical—Outsider	T(CI) Cyber—Insider	T(CU) Cyber—Outsider
Attack: Marine	(M1) Small Boat	(M2) Fast Boat	(M3) Barge	(M4) Ocean Ship
Attack: Aircraft	(A1) Helicopter	(A2) Small Plane	(A3) Medium, Regional Jet	(A4) Long-Flight Jet
Attack: Automotive	(V1) Car	(V2) Van	(V3) Midsize Truck	(V4) Large Truck (18 Wheeler)
Attack: Assault Team	(AT1) 1 Assailant	(AT2) 2-4 Assailants	(AT3) 5-8 Assailants	(AT4) 9-16 Assailants

For Task B-2, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) For malevolent threats, EEI will describe the numbers and capabilities of the adversaries; capabilities include weapons types, equipment, tools, explosives, tactics, and means of delivery/transport.
- b) For natural hazards, EEI will describe all earthquakes, floods, wildfires, ice storms, and tornadoes that have occurred or could occur in the location of the facility. Define the range of the magnitudes from the smallest that would cause serious harm to the largest reasonable case. These threats should be included in the analysis.
- c) For dependency hazards, EEI will describe all interruptions of utilities, suppliers, employees, customers, and transportation, and proximity to dangerous neighboring sites.
- d) EEI will develop and apply a ranking system to evaluate threat–asset pairs and make recommendations for bottom-cutting.
- e) EEI will identify which threats apply to which assets and rank the threat–asset pairs according to the judged magnitude of the resulting consequences.
- f) EEI will assist in selecting the critical threat–asset pairs to be included in the rest of the analysis process or choose to evaluate all threat–asset pairs. In general, these threat–asset pairs are the objects of analysis throughout the rest of the process

Task B-3: Consequence Analysis

This task identifies the worst reasonable consequences that can be caused by the specific threat-asset pairs identified in Task 2-B. The consequence analysis will consider:

- Number of fatalities
- Number of serious injuries,
- Financial loss to the owners of the facility
- Economic losses to the community

The consequence analysis may be based upon reasonable estimates. Consequences relate to degradation in public confidence, environmental quality, the ability of civilian or military agencies to function, etc. using a qualitative, descriptive analyses.

For Task B-3, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Apply worst-reasonable-case assumptions for each threat critical threat-asset pair and document the assumptions for each case.
- b) Estimate the consequences in terms of loss of life and serious injury, financial losses to the Water Utility, duration and severity of service denial for the affected customers, and economic losses to society and the public.
- c) Evaluate additional consequences if desired.

- d) Document the specific assumptions and procedures used for performing this consequence analysis, the worst-reasonable-case assumptions, and the results of the consequence analysis.
- e) Record the consequence values for use in determining Risk and Resilience values (Task B-6).

Task B-4: Vulnerability Analysis

This task analyzes the ability of each critical asset and its protective systems to withstand each specified threat. Vulnerability analysis for malevolent events estimates the likelihood that an adversary will be successful in executing a specific attack mode on an asset, given that the attack occurs. For natural hazards, dependency hazards, and proximity hazards, the vulnerability is the likelihood that, given the hazard occurs, the estimated consequences will ensue.

For Task B-4, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Review pertinent details of the facility construction, systems, and layout. Evaluate existing countermeasures, mitigation measures, and other impediments to threats, such as topographic, design, and equipment features that provide deterrence, detection systems, and delay features, and local and supporting response measures. Evaluate information on interdependencies, personnel interactions, and process flows within the facility and identify vulnerabilities or weaknesses in the protection system.
- b) Analyze the vulnerability of each critical asset or system to estimate the likelihood that, given the occurrence of a threat, the consequences estimated will result.
- c) Document the method used for performing the vulnerability analysis, the worst-reasonable-case assumptions, and the results of the vulnerability analysis.
- d) Record the vulnerability estimates as point estimates. The likelihood of attack success will be expressed as a fraction representing the number of successes among attempts.

Task B-5: Threat Analysis

This task estimates the likelihood of malevolent event, dependency/proximity hazard, or natural hazard. There are three methods allowed by the J-100 RAMCAP process. EEI will use the most appropriate method given the specific threat being analyzed.

For Task B-5, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Malevolent Threats. Estimate the likelihood of a malevolent event is based on the adversary's objectives and capabilities and the attractiveness of the region, facility, and threat-asset pair relative to alternative targets. Any among the following three approaches to estimating malevolent threat likelihood may be used:
 - i. Proxy Measure—Proxy measures may be based on attractiveness of utility, size of metropolitan area, amount of governmental facilities in the area, or other

attributes and be provided by industry or other organizations to provide a common basis for evaluation of risk from malevolent threats.

- ii. Best Estimate—With this method, likelihood is determined based on informed experience of the organization, input from federal, state, and local law enforcement, and others. The likelihood will be either an ordinal measure, e.g., low, medium, high, very high, or can be a probability with a value between 0.0 and 1.0.
 - iii. Conditional Assignment—With this method, the likelihood of the threat is considered to be a probability of 1.0. This is a useful approach for examining the worst-case potential for a variety of malevolent threats.
- b) Natural Hazards. Estimate the probability of natural hazards by drawing on the historical record for the specific location of the asset. The frequencies for various levels of severity of natural hazards will be estimated using published records for earthquakes, tornadoes, and floods.
 - c) Dependency and Proximity Hazards. Estimate the likelihood of dependency hazards based on local historical records for the frequency, severity, and duration of service denials.
 - d) Record Estimates. Record the method used for making the estimates and the estimates themselves, as either single-valued point estimates or ranges.

Task B-6: Risk and Resilience Analysis

This task step combines the results from Tasks B-1 through B-5 into estimates of HWU's risk and resilience.

For Task B-6, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Calculate risk for each threat–asset pair as the product of the results from Consequence Analysis, Vulnerability Analysis, and Threat Analysis, using the following equation:
 - $\text{Risk} = \text{Consequences} \times \text{Vulnerability} \times \text{Threat Likelihood} = C \times V \times T$
 - Where: Consequences are as estimated in Task B-3, Vulnerability is as estimated in Task B-4, and Threat likelihood is as estimated in Task B-5.
- b) Calculate the current level of resilience.
 - i. The asset resilience metric is service denial due to a threat–asset pair, weighted by vulnerability and threat likelihood.
 - $\text{Asset Resilience Metric} = \text{Duration} \times \text{Severity} \times \text{Vulnerability} \times \text{Threat Likelihood}$
 - Where: Duration = the time period of service denial, in days
 - Severity = the amount of daily service denied, in gallons per day
 - Vulnerability and Threat Likelihood are as defined above.

- ii. The economic resilience metric is lost revenue to the utility owner due to the threat–asset pair. Lost revenue is asset resilience times the unit price of the service, where price is the pre-disruption price.
 - iii. The community economic resilience metric is the lost economic activity to the community served by the utility. For the community, the metric is the same as the economic loss to the community, estimated in Task B-3.
- c) Record the risk and resilience estimates for each threat–asset pair for use in Task 7.

Task B-7 - Risk and Resilience Management

Risk and resilience management is the deliberate process of deciding whether actions are needed to enhance security or resilience or both. It includes deciding on and implementing one or a portfolio of options to achieve an acceptable level of risk and resilience at an acceptable cost to the utility and the community.

For Task B-7, EEI will review relevant information from HWU and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

- a) Decide what risk and resilience levels are acceptable by examining the estimated results of the first six steps for each threat–asset pair. For those that are acceptable, document the decision. For those that are not acceptable, proceed to the next steps.
- b) Define countermeasure and mitigation/resilience options for those threat–asset pairs that are not acceptable.
- c) Estimate investment and operating costs of each option, being sure to include regular maintenance and periodic overhaul if expected. Adjust future costs to present value.
- d) Assess the options by analyzing the facility or asset under the assumption that the option has been implemented—revisiting all affected Tasks B-3 through B-6 to re-estimate the risk and resilience levels and calculating the estimated benefits of the option (the difference between the risk and resilience levels without the option and those with the option in place).
- e) Identify the options that have benefits that apply to multiple threat– asset pairs.
- f) Calculate the net benefits and benefit–cost ratio (and/or other criteria that are relevant in the utility’s resource decision-making) to estimate the total value and risk-reduction efficiency of each option.
- g) Review the options considering all the dimensions—fatalities, serious injuries, financial losses to the owner, economic losses to the community, and qualitative factors—and allocate resources to the selected options. Determine the resources—financial, human, and other—needed to operate the selected options.

Task B-8 - Risk and Resilience Assessment Documentation

For Task B-8, EEI will document the procedures, findings, and results of the RRA process. The document will contain a description the results of Tasks B-1 through B-7, Stakeholder Workshop

meeting attendees and minutes, a plan for implementing agreed upon operational and capital plans for decreasing risk and improving resilience.

TASK C: EMERGENCY RESPONSE PLAN

Task C-1 – Review Existing Emergency Response Plan

The American Water Infrastructure Act of 2018 requires all Community Water Supplies to update their ERPs to incorporate the results of the RRA (Task B). Specifically, the update must address the following:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

For Task C-1, EEI will review HWU's existing ERP and create a detailed plan for updating it to meet the requirements of the American Water Infrastructure Act of 2018.

Task C-2: Draft Emergency Response Plan

For Task C-2, EEI will update the HWU's existing ERP incorporating the results of the RRA in accordance with the requirements of the American Water Infrastructure Act of 2018. The Draft ERP will be submitted to HWU for review and comment.

EEI will use the Community Water System Emergency Response Plan template provided by the EPA Office of Water (EPA 816-B-19-003) as the guiding document in preparing the ERP. The plan will include the following sections:

- UTILITY INFORMATION
 - i Utility Overview
 - ii Personnel Information
 - iii Primary Utility Components
 - iv Industry Chemical Handling and Storage Facilities
 - v Safety
 - vi Response Resources
 - vii Key Local Services
- 1 RESILIENCE STRATEGIES
 - 1.1 Emergency Response Roles
 - 1.2 Incident Command System (ICS) Roles
 - 1.3 Communication
 - 1.3.1 Internal Communication
 - 1.3.2 External Response Partner Communication
 - 1.3.3 Critical Customer Communication
 - 1.3.4 Communication Equipment Inventory
 - 1.4 Media Outreach
 - 1.5 Public Notification Templates
- 2 EMERGENCY PLANS AND PROCEDURES
 - 2.1 Core Response Procedures
 - 2.2 Incident-Specific Response Procedures
- 3 MITIGATION ACTIONS
 - 3.1 Alternative Source Water Options and Interconnected Utilities
 - 3.2 Other Mitigation Actions
- 4 DETECTION STRATEGIES

EEl will present the rationale and content of the ERP during a Stakeholder Workshop. EEl will address any issues identified during the workshop will in a second workshop, if necessary. The final resolution of these issues will be incorporated in the Final ERP.

Task C-3: Final Emergency Response Plan

For Task C-3, EEl will finalize the ERP ensuring that it meets all the requirements of the American Water Infrastructure Act of 2018.

Additional Services

The above scope summarizes the work items that will be completed for this contract. Additional work items, including additional meetings beyond the meetings defined in the above scope, shall be considered outside the scope of the agreement and will be billed in accordance with EEl's current Standard Schedule of Charges. No such additional services shall be performed unless authorized pursuant to a written amendment to this Agreement entered into and executed by the parties.



Attachment B:
LEVEL OF EFFORT and ASSOCIATED COSTS
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN - WATER UTILITY
VILLAGE OF HAMPSHIRE, IL

DATE:	7/7/2020
ENTERED BY:	TGH

WORK ITEM NO.	WORK ITEM	ENTITY:	EEI					WORK	COST PER ITEM
		PROJECT ROLE:	PRINCIPAL IN CHARGE	SENIOR PROJECT MANAGER	PROJECT ENGINEER	GIS TECHNICIAN	ADMIN.	ITEM HOUR SUMM.	
		HRLY RATE:	\$202	\$191	\$137	\$72	\$70		
TASK A: PROJECT ADMINISTRATION AND FACILITATION									
A-1	Project Administration and Kick-Off Meeting		1	2	1		1	5	\$791
A-2	Stakeholder Assistance & Workshops (1 Workshop)			2	2			4	\$656
A-3	Steering Committee Assist. & Progress Mtgs. (3 Mtgs.)			6	6	1		13	\$2,040
Project Administration and Facilitation Subtotal:			1	10	9	1	1	22	\$3,487
TASK B: RISK AND RESILIENCE PLAN									
B-1	Asset Characterization (Tasks a-e)			4	6	1		11	\$1,658
B-2	Threat Characterization (Tasks a-f)			2	4	1		7	\$1,002
B-3	Consequence Analysis Tasks (a-e)			4	6			10	\$1,586
B-4	Vulnerability Analysis (Tasks a-d)			2	6			8	\$1,204
B-5	Threat Analysis (Tasks a-d)			2	4			6	\$930
B-6	Risk and Resilience Analysis (Tasks a-c)			2	4	1		7	\$1,002
B-7	Risk and Resilience Management (Tasks a-g)		1	4	8			13	\$2,062
B-8	Risk and Resilience Assessment Documentation		1	8	24	1	1	35	\$5,160
Risk and Resilience Plan Subtotal:			2	28	62	4	1	97	\$14,604
TASK C: EMERGENCY RESPONSE PLAN									
C-1	Review Existing Emergency Response Plan		-	1	1			2	\$328
C-2	Draft Emergency Response Plan		1	4	12		1	18	\$2,680
C-3	Final Emergency Response Plan		1	4	12	1	1	19	\$2,752
Emergency Response Plan Subtotal:			2	9	25	1	2	39	\$5,760
PROJECT TOTAL:			5	47	96	6	4	158	\$23,851

Notes:
 Proposal assumes any technical support for the cybersecurity risk assessment will be provided by the Village's Information Systems Department or other resources provided by the Village.

DIRECT EXPENSES	
Mileage =	\$0
Printing =	\$150
DIRECT EXPENSES =	\$150

LABOR EXPENSES	
Engineering Expenses =	\$23,139
Drafting Expenses =	\$432
Administrative Expenses =	\$280
TOTAL LABOR EXPENSES =	\$23,851

TOTAL CONTRACT COSTS =	\$24,001
-------------------------------	-----------------



**Attachment C:
SCHEDULE**

**RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN - WATER UTILITY
VILLAGE OF HAMPSHIRE**

ITEM NO.	WORK ITEM	Month:															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TASK A: PROJECT ADMINISTRATION AND FACILITATION																	
A-1	Project Administration																
A-1.1	Kick -Off Meeting																
A-2	Stakeholder Assistance & Workshops (2 Workshops)																
A-3	Steering Committee Work Session/Progress Mtgs. (5 Mtgs.)																
TASK B: RISK AND RESILIENCE PLAN																	
B-1	Asset Characterization (Tasks a-e)																
B-2	Threat Characterization (Tasks a-f)																
B-3	Consequence Analysis Tasks (a-e)																
B-4	Vulnerability Analysis (Tasks a-d)																
B-5	Threat Analysis (Tasks a-d)																
B-6	Risk and Resilience Analysis (Tasks a-c)																
B-7	Risk and Resilience Management (Tasks a-g)																
B-8	Risk and Resilience Assessment Documentation																
TASK C: EMERGENCY RESPONSE PLAN																	
C-1	Review Existing Emergency Response Plan																
C-2	Draft Emergency Response Plan																
C-3	Final Emergency Response Plan																

Legend

	Project Administration Work Item(s)
	Stakeholder Workshops
	Steering Committee Meetings
	Risk and Resilience Assessment
	Emergency Response Plan



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

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: November 19, 2020 Village Board Meeting

RE: Resolution Determining the Request of \$1,147,370 to be Levied for the 2020 Tax Year through Real Estate Taxes for the Village of Hampshire, Kane County, Illinois

Background. The 2020 Tax Levy Request is attached for your review. Each year corporate authorities for the Village of Hampshire are required to estimate the revenues required to conduct the various functions of the Village. Included in the revenues are those amounts funded through property tax. Therefore, the Village must estimate the amounts required for the property tax levy so that the funds generated through this revenue instrument will become available during the upcoming fiscal year. The estimated levy must be approved by the Village Board and submitted to the County Clerk by the last Tuesday in December. With the last Tuesday in December being a holiday, the levy must be submitted to the County Clerk this year by December 29, 2020.

Analysis. The 2020 levy request is for \$1,147,370 an increase of 8.65% over the last year's adjusted extension of \$1,056,016. In March 2021, the County Clerk will provide the limiting extension and, if the Village's request has exceeded the tax extension limitation, the levy amount will be reduced accordingly. If the EAV and new construction values stay the same it is expected that the levy request will be reduced, by more than \$16,000 upon applying the limitation calculation. It is always best to request more than is expected to be received based on the estimated EAV and New Construction estimates that are published by the Kane County Clerk's Office. If the levy request does not meet the limitation figure, the Village will not have the ability to increase the levy to make up the difference. It is crucial that the original request be higher than the anticipated levy extension in order to capture all new growth in the community and the property tax revenue the Village is authorized to receive under the Property Tax Extension Limitation Law or PTELL.

Since the proposed tax levy request reflects an increase of more than 5% when compared to the previous extension, a public hearing is required for the 2020 tax levy request. It is proposed that the public hearing be held on December 3, 2020. Consideration of the tax levy ordinance is scheduled for the December 3rd Village Board meeting as well. A schedule of the levy process follows this document.

Recommendation. Staff recommends approval of the attached resolution setting the levy request for 2020 (collected in 2021) at \$1,147,370.

**2020 Property Tax Levy Process
(Collected in 2021)**

November 2020

- Municipalities must estimate the revenues required from property taxes and consider a levy estimate at a public meeting which must be approved by the majority of the elected body. The estimate must be considered at least 20 days prior to the consideration and passage of the tax levy ordinance. Resolution on the agenda for the second Village Board Meeting in November (21 days prior to the scheduled consideration and approval of the tax levy ordinance). 11/19/2020

- If the estimated levy is more than 105% of the prior year's levy amount, the municipality must hold a public hearing prior to the passage of the tax levy ordinance. A notice of the hearing must also be published. The notice must be published not more than 14 or less than 7 days prior to the public hearing. Publication of hearing notice scheduled following the second meeting of Village Board in November. Publication of hearing scheduled between 11/20 and 11/26/2019

December 2020

- The public hearing is held prior to the passage of the tax levy ordinance. During the hearing, the corporate authorities are required to explain the reasons for the proposed increase. Public comments must also be permitted. Public hearing will be scheduled for night of the first December Village Board Meeting at the start 7:00 Board Meeting. Public hearing scheduled for 12/3/20

- Upon closure of the public hearing, the Village can immediately consider a tax levy ordinance. The tax levy ordinance must be passed and filed with the County Clerk no later than the last Tuesday of December . the goal is to file before the week of the Christmas holiday. Tax levy ordinance on agenda for 12/3/20. Tax levy request filed with Co Clerk by 12/29/20

March 2021

- The County Clerk finalizes the compilation of the Equalized Assessed Valuation statistics in March.

- The County Clerk evaluates the Village's levy request in light of property tax extension and limitation legislation (levy, exclusive of new growth and annexations, cannot increase more than 5% or the rate of inflation whichever is less).

April 2021

- The County Clerk applies the limitation criteria and resubmits the extension to the Village for review.

- The Village reviews the limitation information, makes any changes desired, and resubmits (usually within 24 hours).

- The County Clerk issues the final tax levy information.

Resolution 20 – XX

Resolution

DETERMINING THE AMOUNT OF FUNDS TO BE LEVIED
FOR THE 2020 TAX YEAR THROUGH REAL ESTATE TAXES
FOR THE VILLAGE OF HAMPSHIRE, KANE COUNTY, ILLINOIS

WHEREAS, the Village of Hampshire historically levies taxes for the purpose of conducting Village business for its residents and local businesses; and

WHEREAS, it has been determined the requested levy amount is an increase of eight and sixty-five hundredths percent (8.65%) over the 2019 levy amount; and

WHEREAS, it is in the interest of the Village of Hampshire for the 2020 tax levy request to not exceed 108.65 percent of the 2019 tax extension; and

WHEREAS, a Public Hearing as required by the Truth in Taxation Act of 1981 will be held on December 3, 2020; and

WHEREAS, consideration of the Tax Levy Ordinance has been scheduled for December 3, 2020 at the regular meeting of the Hampshire Village Board.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND VILLAGE BOARD OF THE VILLAGE OF HAMPSHIRE, KANE COUNTY, ILLINOIS that it has determined the amount of taxes to be levied by the Village of Hampshire exclusive of the elections costs, shall be \$1,147,370.00

ADOPTED THIS 19th day of November, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

APPROVED by the Village President and Board of Trustees of the Village of Hampshire this 19th day of November, 2020.

Jeffrey R. Magnussen, Village President

Attest:

Linda Vasquez, Village Clerk

AGENDA SUPPLEMENT

TO: President Magnussen and Village Board

FROM: Lori Lyons, Finance Director

FOR: November 19, 2020 Village Board Meeting

RE: Authorizing Closure of SSA #9 Bank Account

Background. Special Service Area #9 was established in 1997 for the construction and maintenance of water supply and distribution facilities in the area of the I-90/US 20 interchange. The final year of levy was 2019 and the final taxes collected in 2020 therefore, there is no longer a need for this account. Staff is requesting adoption of a resolution closing the account designated for collection of Special Service Area #9 taxes.

Analysis. Upon closure of the Fifth Third Bank in Hampshire, the Village board designated Resource Bank as the depository institution for the collection of Special Service Area #9 tax collections which are held until remittance to Amalgamated Bank. With the final collection of taxes complete, this account is no longer needed.

Recommendation. Staff recommends adoption of the attached resolution closing the Special Service Area checking account at Resource Bank.

No. 20 – XX

A Resolution Authorizing the Closure of the Special Service Area #9
Depository Account at Resource Bank

WHEREAS, the Village of Hampshire entered into a depository agreement with Resource Bank for the latter to service as the Depository Bank for Special Service Area #9 Tax Collections beginning in July 2019; and

WHEREAS, the final taxes and penalties were collected for Special Service Area #9 in September 2020; and

WHEREAS, the Village has determined that it is no longer necessary to maintain such account at Resource Bank;

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

Section 1. The above recitals are true and correct; and the Village Staff is authorized to close the Resource Bank account listed below:

Resource Bank Account XXX5116

Section 2. this Resolution shall take effect immediately upon passage.

ADOPTED THIS 19TH day of November, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYES: _____

ABSTAIN: _____

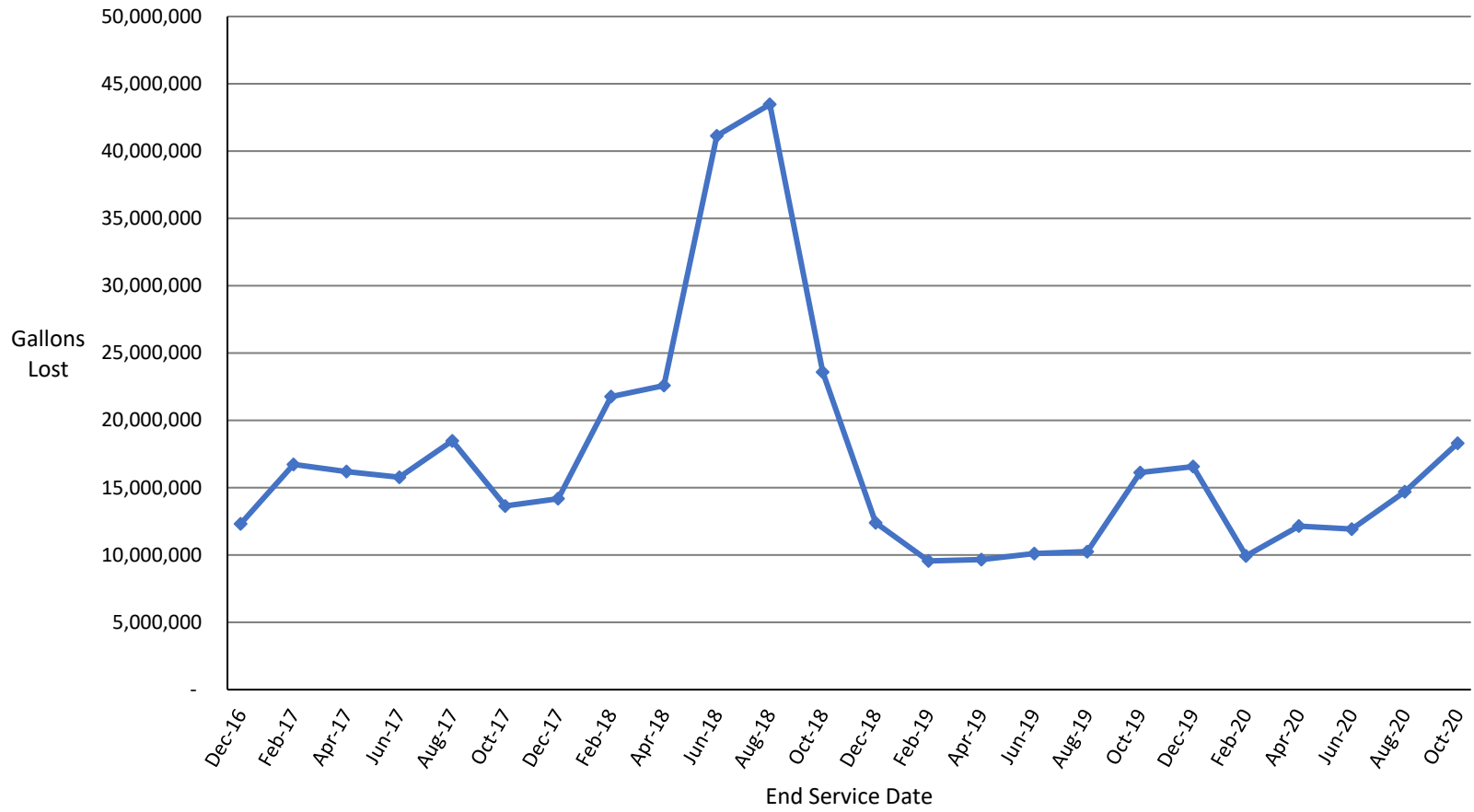
APPROVED by the Village President and Board of Trustees of the Village of Hampshire this 19th day of November, 2020.

Jeffrey R. Magnussen, Village President

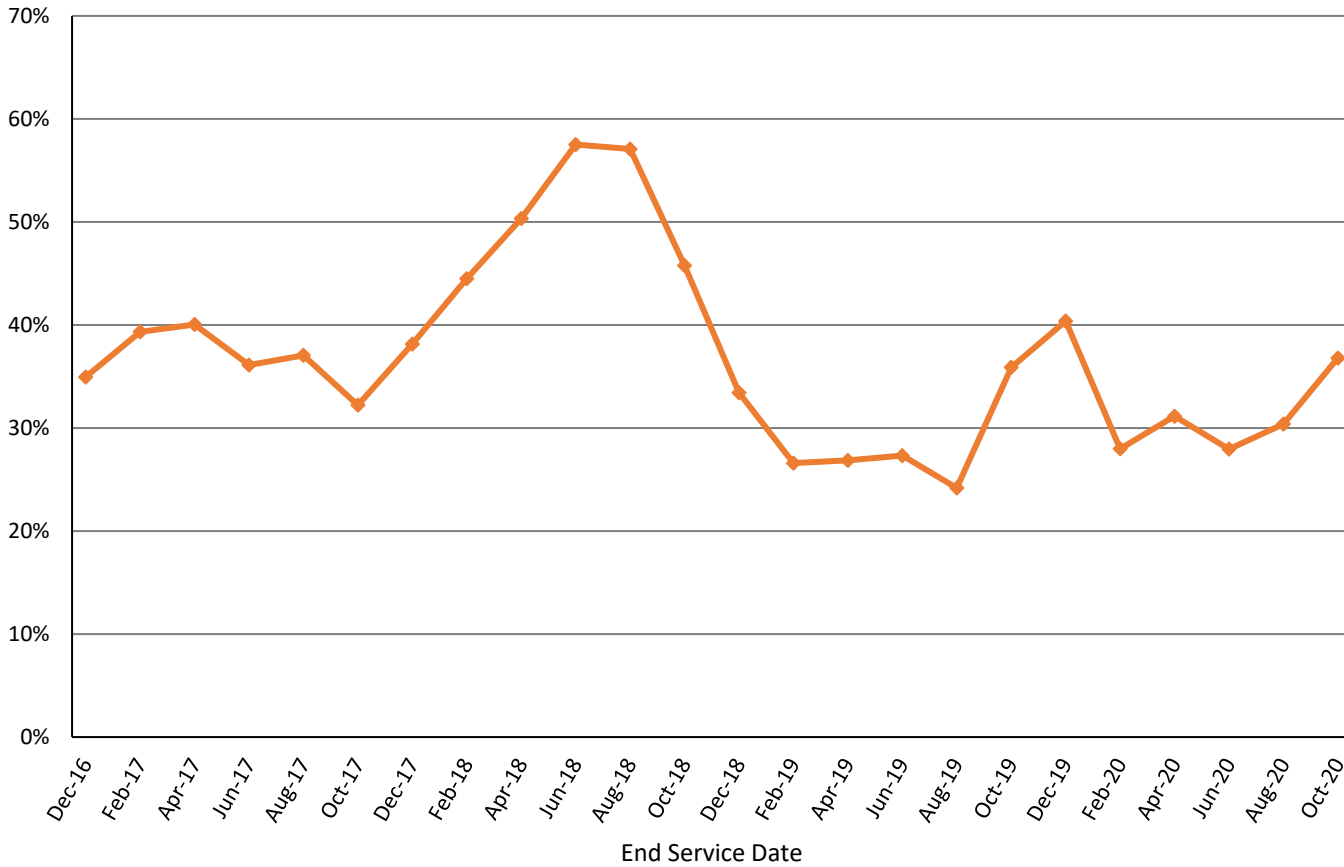
Attest:

Linda Vasquez, Village Clerk

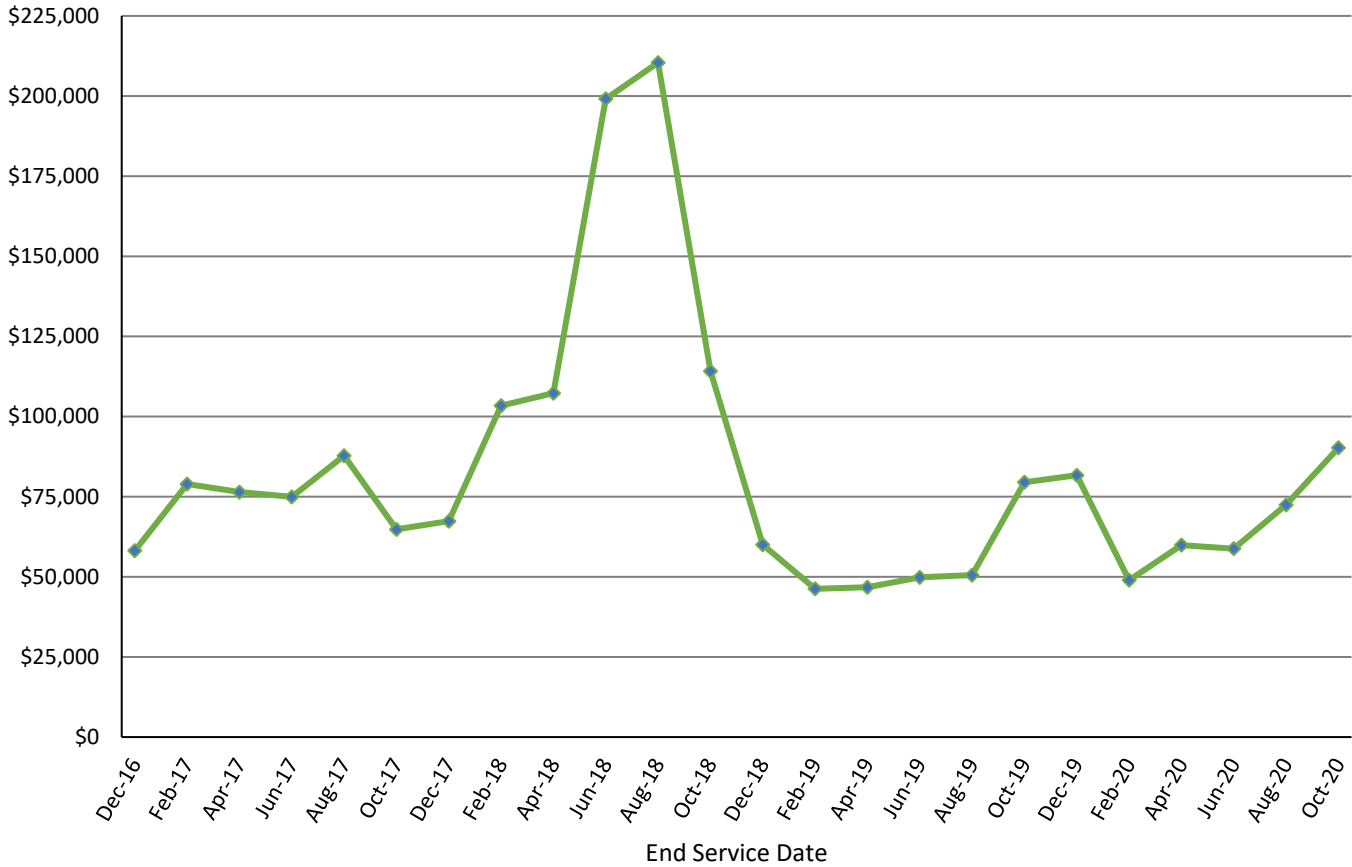
Water Loss Per Billing Period



% Water Loss Per Billing Period



Water Billing Revenue Loss Per Billing Period



VILLAGE OF HAMPSHIRE

Accounts Payable

November 19, 2020

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

Total: \$196,608.58

To be paid on or before
November 25, 2020

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

VILLAGE OF HAMPSHIRE

Accounts Payable

November 19, 2020

The President and Board of Trustees of the Village of Hampshire
Recommends the following **Employee/Trustee: Lori Lyons**
Warrant in the amount of

Total: \$413.03

To be paid on or before
November 19, 2020

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

DATE: 11/17/20
 TIME: 14:45:42
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

A5BR	A5 INC.							
20-1103	11/06/20	01	BRANDING	010010024380			12/06/20	5,375.00
							INVOICE TOTAL:	5,375.00
							VENDOR TOTAL:	5,375.00
ALCO	ALLEN'S CORNER DINER, INC.							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
ALGR	ALPHA GRAPHICS							
26556	11/04/20	01	ENVELOPES	010020024340			12/04/20	217.40
							INVOICE TOTAL:	217.40
							VENDOR TOTAL:	217.40
ASPC	ALLIED ASPHALT PAVING COMPANY							
232853	10/31/20	01	ASPHALT	010030024130			11/30/20	612.53
							INVOICE TOTAL:	612.53
233079	11/07/20	01	ASPHALT	010030024130			12/07/20	214.12
							INVOICE TOTAL:	214.12
							VENDOR TOTAL:	826.65
AT&T	AT&T							
110620	11/06/20	01	308395104	300010024230			12/06/20	41.88
							INVOICE TOTAL:	41.88
							VENDOR TOTAL:	41.88
B&F	B&F CONSTRUCTION CODE SERVICES							
13634	11/09/20	01	OCT INSPECTIONS	010010024390			12/09/20	3,525.00
							INVOICE TOTAL:	3,525.00
							VENDOR TOTAL:	3,525.00

INVOICES DUE ON/BEFORE 02/28/2021

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

CAON	CALL ONE							
341174	11/15/20	01	1126416	010010024230			12/01/20	328.66
		02	1126417	300010024230				106.75
		03	1126418	010030024230				106.75
		04	1126419	310010024230				313.80
		05	1126420	300010024230				157.58
		06	1126422	010020024230				259.71
							INVOICE TOTAL:	1,273.25
							VENDOR TOTAL:	1,273.25
CASE	CARDMEMBER SERVICE							
110420	11/04/20	01	LL ACROBAT PRO SUBS	010010034650			12/01/20	15.93
		02	DS PARTS FOR PRE-WET SYSTEM	010030034670				363.67
							INVOICE TOTAL:	379.60
							VENDOR TOTAL:	379.60
CHDI	CHICK 'N DIP DRIVE-IN, INC.							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
CHEX	CHRISTENSEN EXCAVATING							
7283	10/08/20	01	WWTP GRAVEL CIRCLE REPAVING	310010024120			11/08/20	427.50
							INVOICE TOTAL:	427.50
7300	10/21/20	01	WWTP GRAVEL CIRCLE REPAVING	310010024120			11/21/20	522.50
							INVOICE TOTAL:	522.50
							VENDOR TOTAL:	950.00
CHMA	CHICAGO METROPOLITAN AGENCY							
FY2021-092	11/04/20	01	FY 2021 LOCAL CONTRIBUTION	010010024380			12/04/20	223.75
							INVOICE TOTAL:	223.75
							VENDOR TOTAL:	223.75

DATE: 11/17/20
 TIME: 14:45:42
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

CHPA	CHAMPION PAVING CORP.							
611991	10/22/20	01	WATER MAIN PATCH	300010024160			11/22/20	2,200.00
							INVOICE TOTAL:	2,200.00
							VENDOR TOTAL:	2,200.00
CHTR	CHICAGO TRIBUNE							
025893716000	09/30/20	01	CLASSIFIED LISTING, ONLINE	010010024340			10/30/20	128.15
							INVOICE TOTAL:	128.15
							VENDOR TOTAL:	128.15
COBA	COPPER BARREL, INC.							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
COMA	CORE & MAIN LP							
N220389	10/22/20	01	METERS	300010054960			11/22/20	2,080.00
							INVOICE TOTAL:	2,080.00
N297184	11/05/20	01	MANHOLE PROTECTION RINGS	010030034670			12/05/20	660.00
							INVOICE TOTAL:	660.00
							VENDOR TOTAL:	2,740.00
COMED	COMED							
2522108141 - 110320	11/03/20	01	2522108141	300010024260			01/04/21	83.48
							INVOICE TOTAL:	83.48
							VENDOR TOTAL:	83.48
COUNSCDI	COMMUNITY UNIT SCHOOL DIST 300							
111720	11/17/20	01	DISBURSEMENT OF TRANSITION FEE	600010044800			12/17/20	65,242.80
							INVOICE TOTAL:	65,242.80
							VENDOR TOTAL:	65,242.80

INVOICES DUE ON/BEFORE 02/28/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CUBE CULLIGAN OF BELVIDERE								
103120A	10/31/20	01	093732	310010024280			11/25/20	26.50
		02	093732	300010024280				26.50
								INVOICE TOTAL: 53.00
								VENDOR TOTAL: 53.00
DAQU HAMPSHIRE COOL TREATS								
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
								INVOICE TOTAL: 500.00
								VENDOR TOTAL: 500.00
EEI ENGINEERING ENTERPRISES, INC.								
110520	11/05/20	01	HA1604 LOVE'S 70147	010000002072			12/05/20	560.25
		02	HA1610 HAMP CORP CNTR 70148	010000002084				805.50
		03	HA1814 METRIX 70149	010000002109				89.00
		04	HA1816 DAYTON FREIGHT 70150	010000002115				420.00
		05	HA1823 HAMP WOODS 70151	010000002137				1,396.50
		06	HA1833 STANLEY 70152	010000002144				443.25
		07	HA1903 TRUCK COUNTRY 70153	010000002116				561.50
		08	HA1910 HAMP WOODS 70154	010000002006				1,479.75
		09	HA1914 HIGHLAND STRM SWR 70155	010010024380				7,979.90
		10	HA2000 GEN ENG 70156	010010024360				367.50
		11	HA2001 ENGINEERING WTR 70157	300010024360				387.75
		12	HA2009 CAP IMPROVEMT 70158	300010024360				573.00
		13	HA2014 PRI UTILITY REV 70159	010010024360				153.00
		14	HA2017 3 YR ST IMP PLAN 70160	010010024360				1,766.00
		15	HA2018 STUDY FOR WTR 70161	300010024360				471.25
		16	HA2019 OAKSTEAD 70162	010000002086				985.00
		17	HA2022 BURLINGTON WSTWTR 70164	010010024360				429.75
		18	HA2020 REVISED DEVELOP 70163	010000002212				400.00
								INVOICE TOTAL: 19,268.90
								VENDOR TOTAL: 19,268.90

ELLA ELLA JOHNSON LIBRARY

DATE: 11/17/20
 TIME: 14:45:42
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

ELLA	ELLA JOHNSON LIBRARY							
111720	11/17/20	01	DISBURSEMENT OF TRANSITION FEE	610010044800			12/17/20	333.30
							INVOICE TOTAL:	333.30
							VENDOR TOTAL:	333.30
ENCS	ENTRE COMPUTER SOLUTIONS							
00135107	10/16/20	01	EP SECURITY	010020024380			11/16/20	297.00
							INVOICE TOTAL:	297.00
							VENDOR TOTAL:	297.00
FISA	FOX VALLEY FIRE & SAFETY							
IN00391371	10/28/20	01	ANNUAL INSP FIRE ALARM SYSTEM	300010024280			11/27/20	400.00
							INVOICE TOTAL:	400.00
IN00393393	11/05/20	01	FIRE ALARM SYSTEM SERVICE	300010024100			12/05/20	645.00
							INVOICE TOTAL:	645.00
IN00393717	11/05/20	01	FIRE ALARM MONITORING LEASE	300010024280			12/05/20	300.00
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	1,345.00
HAAUPA	HAMPSHIRE AUTO PARTS							
570306	11/03/20	01	REFLECTIVE TAPE	010030034680			12/03/20	66.40
							INVOICE TOTAL:	66.40
570331	11/03/20	01	PART FITTING	010030034670			12/03/20	11.69
							INVOICE TOTAL:	11.69
570336	11/03/20	01	FUEL FILTER	010030024110			12/03/20	96.29
							INVOICE TOTAL:	96.29
570391	11/04/20	01	JB WELD	010030024110			12/04/20	15.48
							INVOICE TOTAL:	15.48

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HAAUPA HAMPSHIRE AUTO PARTS								
570413	11/04/20	01	HEATER HOSE	010030024110			12/04/20	6.36
							INVOICE TOTAL:	6.36
570656	11/06/20	01	HOSE CLAMP	010030024110			12/06/20	19.80
							INVOICE TOTAL:	19.80
571207	11/12/20	01	HEX NUT	010030024110			12/12/20	7.38
							INVOICE TOTAL:	7.38
							VENDOR TOTAL:	223.40
HAFD HAMPSHIRE FIRE PROTECTION								
111720	11/17/20	01	TRANSITION FEE RELEASE	630010044800			12/17/20	2,199.72
							INVOICE TOTAL:	2,199.72
							VENDOR TOTAL:	2,199.72
HAPD HAMPSHIRE PARK DISTRICT								
111720	11/17/20	01	TRANSITION FEE DISTRIBUTION	620010044800			12/17/20	980.33
							INVOICE TOTAL:	980.33
							VENDOR TOTAL:	980.33
HYAIIN HYDROAIRE SERVICE INC								
17383	10/16/20	01	REMOVE/INSTALL PUMP LAKEWOOD	310010024160			11/16/20	13,430.00
							INVOICE TOTAL:	13,430.00
							VENDOR TOTAL:	13,430.00
ILMU ILLINOIS MUNICIPAL LEAGUE								
110520	11/05/20	01	MEMBERSHIP DUES	010010024430			12/30/20	675.00
							INVOICE TOTAL:	675.00
							VENDOR TOTAL:	675.00
ILSE ILLINOIS SECRETARY OF STATE								

INVOICES DUE ON/BEFORE 02/28/2021

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

ILSE	ILLINOIS SECRETARY OF STATE							
111620A	11/16/20	01	LICENSE PLATES	010030054945			11/17/20	8.00
							INVOICE TOTAL:	8.00
							VENDOR TOTAL:	8.00
IPODBA	IPO/DBA CARDUNAL OFFICE SUPPLY							
627704-0	11/12/20	01	TONER/PAPER	010010034650			12/12/20	76.19
							INVOICE TOTAL:	76.19
627718-0	11/13/20	01	PAPER	010010034650			12/13/20	107.85
							INVOICE TOTAL:	107.85
							VENDOR TOTAL:	184.04
JEGW	JEFF GWIN							
111620A	11/16/20	01	VH REHAB LABOR BATHROOM	010010024100			11/17/20	1,820.00
		02	VH REHAB LABOR KITCHEN	010010024100				70.00
							INVOICE TOTAL:	1,890.00
							VENDOR TOTAL:	1,890.00
KONMIN	KONICA MINOLTA BUS SOLUTION							
269366119	10/31/20	01	MONTHLY MAINTENANCE	010010024340			11/30/20	54.69
							INVOICE TOTAL:	54.69
							VENDOR TOTAL:	54.69
LHE	LIONHEART CRTAL PWR SPECIALIST							
25765	10/30/20	01	HIGGINS RD LS BLOCK HEATER	310010024160			11/29/20	456.73
							INVOICE TOTAL:	456.73
25766	10/30/20	01	PRAIRIE LS BLOCK HEATER	310010024160			11/29/20	334.98
							INVOICE TOTAL:	334.98
							VENDOR TOTAL:	791.71

INVOICES DUE ON/BEFORE 02/28/2021

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

LOLY	LORI LYONS							
110420	11/04/20	01	REIMBURSE REHAB BATHROOM	010010024100			12/04/20	221.84
							INVOICE TOTAL:	221.84
111220	11/12/20	01	BUILDING	010010024100			12/12/20	128.49
							INVOICE TOTAL:	128.49
111420	11/14/20	01	VH REHAB KITCHEN	010010024100			12/14/20	62.70
							INVOICE TOTAL:	62.70
							VENDOR TOTAL:	413.03
MARSCH	MARK SCHUSTER, P.C.							
110320	11/03/20	01	100.001 MISC MATTERS	010010024370			12/03/20	1,980.00
		02	100.002 MEETINGS	010010024370				770.00
		03	100.007 PROSECUTION	010010024370				817.00
		04	100.010 PARK DISTRICT	010000002110				120.00
		05	100.101 CROWN	010000002111				1,740.00
		06	100.164 DUI PROSECUTION	010020024370				105.00
		07	100.172 STANLEY	010000002087				94.50
		08	100.231 WATER MAIN CONNECTION	300010024370				390.00
		09	100.237 TOWNSHIP	010010024370				180.00
		10	100.238 MIDWEST COMPANIES	010000002096				378.00
							INVOICE TOTAL:	6,574.50
							VENDOR TOTAL:	6,574.50
MATO	MAMA TOOM							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
MENA	MENARDS - SYCAMORE							
33873	09/04/20	01	VH REHAB KITCHEN	010010024100			10/04/20	60.88
							INVOICE TOTAL:	60.88

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

MENA	MENARDS - SYCAMORE							
37394	11/04/20	01	VH REHAB BATHROOM	010010024100			12/04/20	20.80
							INVOICE TOTAL:	20.80
37842	11/12/20	01	VH REHAB BATHROOM	010010024100			12/12/20	146.42
							INVOICE TOTAL:	146.42
38136	11/17/20	01	VH REHAB OFFICE	010010024100			12/17/20	89.94
							INVOICE TOTAL:	89.94
							VENDOR TOTAL:	318.04
MIAM	MIDAMERICAN ENERGY SERVICES							
11/06/20	11/06/20	01	455525	300010024260			01/05/21	3,371.55
		02	455526	300010024260				1,641.20
		03	455570	300010024260				3,836.23
		04	455571	300010024260				10,290.22
							INVOICE TOTAL:	19,139.20
							VENDOR TOTAL:	19,139.20
MUCI	MUNICIPAL CLERKS OF ILLINOIS							
111020	11/10/20	01	MCI DUES	010010024430			01/01/21	55.00
							INVOICE TOTAL:	55.00
							VENDOR TOTAL:	55.00
MUWESE	MUNIWEB							
53996	11/06/20	01	WEBSITE HOSTING	010010024230			11/21/20	150.00
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
NICOR	NICOR							
111120	11/11/20	01	19-61-05-1000 0	310010024260			12/29/20	39.25

INVOICES DUE ON/BEFORE 02/28/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NICOR	NICOR							
111120	11/11/20	02	87-56-68-1000 5	300010024260			12/29/20	1,524.22
		03	66-55-16-4647 5	310010024260				250.79
								INVOICE TOTAL: 1,814.26
								VENDOR TOTAL: 1,814.26
PASS	PASSARELLI LAW LLC							
397	11/06/20	01	PD	010020024370			12/06/20	500.00
								INVOICE TOTAL: 500.00
								VENDOR TOTAL: 500.00
PDC	PDC LABORATORIES, INC.							
I9439762	11/16/20	01	WWTP CHEMICALS	300010024380			11/30/20	44.00
								INVOICE TOTAL: 44.00
I9439941	10/30/20	01	WWTP CHEMICALS	300010024380			11/30/20	919.00
								INVOICE TOTAL: 919.00
								VENDOR TOTAL: 963.00
PETPRO	PETERSEN FUELS, INC.							
103120	10/31/20	01	STREETS	010030034660			11/30/20	67.00
		02	SSA	520010024999				106.35
		03	SEWER	310010034660				65.01
								INVOICE TOTAL: 238.36
								VENDOR TOTAL: 238.36
PHCE	PHENOVA CERTIFIED REFERENCE							
165029	10/20/20	01	LAB REAGENTS	310010034680			11/20/20	260.76
								INVOICE TOTAL: 260.76
								VENDOR TOTAL: 260.76
PITB	PITNEY BOWES GLOBAL FINANCIAL							

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

PITB PITNEY BOWES GLOBAL FINANCIAL								
3104320894	10/30/20	01	PD LEASING CHARGES	010020024280			01/29/21	166.05
							INVOICE TOTAL:	166.05
							VENDOR TOTAL:	166.05
PMSI PREVENTATIVE MAINTENANCE								
215681	11/02/20	01	SAFETY TEST TRUCKS	010030024110			12/02/20	201.00
							INVOICE TOTAL:	201.00
							VENDOR TOTAL:	201.00
QUCO QUILL CORPORATION								
11902284	11/03/20	01	ANTIBC SOAP	010030034650			12/03/20	100.99
							INVOICE TOTAL:	100.99
12011379	11/06/20	01	CLOROX WIPES	010030034650			12/06/20	11.58
							INVOICE TOTAL:	11.58
							VENDOR TOTAL:	112.57
REOX MARIA & VIKKI, INC.								
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
RKQUSE RK QUALITY SERVICES								
16498	10/26/20	01	BRAKES/BATTERY	010020024110			11/26/20	644.44
							INVOICE TOTAL:	644.44
16590	11/05/20	01	OIL CHANGE	010020024110			12/05/20	38.34
							INVOICE TOTAL:	38.34
							VENDOR TOTAL:	682.78
ROGA ROSE GARDEN								

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

ROGA	ROSE GARDEN							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
ROSA	T. RICKS LTD							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
SABU	SAFEBUILT, LLC							
0072809-IN	10/31/20	01	PERMITS	010010024390			11/30/20	10,652.01
							INVOICE TOTAL:	10,652.01
0073030-IN	10/31/20	01	INSPECTIONS	010010024390			11/30/20	6,695.65
							INVOICE TOTAL:	6,695.65
							VENDOR TOTAL:	17,347.66
SAPA	SANDMAN'S PAVING & SEALCOATING							
5406-1387	10/27/20	01	REPAIR MAIN BREAK	300010024160			11/27/20	1,500.00
							INVOICE TOTAL:	1,500.00
							VENDOR TOTAL:	1,500.00
SIFI	SIRCHIE							
0466772-IN	10/29/20	01	EVIDENCE TAPE	010020034680			11/29/20	74.25
							INVOICE TOTAL:	74.25
							VENDOR TOTAL:	74.25
STARK	STARK & SON TRENCHING, INC							
54941	10/28/20	01	REPAIR WATER MAIN	300010024160			11/28/20	3,374.51
							INVOICE TOTAL:	3,374.51
							VENDOR TOTAL:	3,374.51

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

STRE	STREICHER'S							
I1461964	10/30/20	01	HELMETS/FACE SHIELDS	010020054906			11/30/20	220.00
							INVOICE TOTAL:	220.00
							VENDOR TOTAL:	220.00
SUWA	HAMPSHIRE SUBWAY							
111420A	11/14/20	01	GIFT CARDS	010010044910			11/17/20	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
SYMI	SYNAGRO TECHNOLOGIES INC							
17938	10/31/20	01	SLUDE HAUL	310010024180			11/30/20	4,351.60
							INVOICE TOTAL:	4,351.60
							VENDOR TOTAL:	4,351.60
TEK	TEKLAB, INC							
248073	08/27/20	01	MONTHLY NPDES TESTING	310010024380			09/26/20	460.50
							INVOICE TOTAL:	460.50
250462	10/27/20	01	MONTHLY NPDES TESTING	310010024380			11/26/20	460.50
							INVOICE TOTAL:	460.50
							VENDOR TOTAL:	921.00
TRCOI	TRUCK COUNTRY OF ILLINOIS, INC							
111120A	11/11/20	01	TITLE	010030054945			11/12/20	150.00
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
TRCOPR	TRAFFIC CONTROL & PROTECTION							
105346	10/08/20	01	STREET NAME SIGNS	010030024130			11/08/20	3,045.30
							INVOICE TOTAL:	3,045.30

DATE: 11/17/20
 TIME: 14:45:43
 ID: AP441000.WOW

VILLAGE OF HAMPSHIRE
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/28/2021

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

TRCOPR	TRAFFIC CONTROL & PROTECTION							
105591	10/30/20	01	NEIGHBORHOOD WATCH SIGNS	010030024130			11/30/20	264.45
							INVOICE TOTAL:	264.45
105635	11/10/20	01	PEDESTRIAN SIGNS	010030034680			12/10/20	941.50
							INVOICE TOTAL:	941.50
							VENDOR TOTAL:	4,251.25
TRSO	TRYAD SOLUTIONS, INC.							
050120	05/01/20	01	SH UNIFORM	300010034690			06/01/20	97.65
							INVOICE TOTAL:	97.65
091520	09/15/20	01	MM UNIFORM	310010034690			10/15/20	129.71
							INVOICE TOTAL:	129.71
091520A	09/15/20	01	AB UNIFORM	310010034690			10/15/20	45.00
							INVOICE TOTAL:	45.00
091520B	09/15/20	01	BM UNIFORM	300010034690			10/15/20	107.40
							INVOICE TOTAL:	107.40
							VENDOR TOTAL:	379.76
TRUN	TREES UNLIMITED C P INC							
8199	11/05/20	01	HAZARDOUS TREES	010030024160			12/05/20	2,250.00
							INVOICE TOTAL:	2,250.00
							VENDOR TOTAL:	2,250.00
VUMA	VULCAN MATERIALS							
32446837	10/06/20	01	GRAVEL FOR WWTP CIRCLE	310010034670			11/15/20	294.14
							INVOICE TOTAL:	294.14
32452970	10/13/20	01	GRAVEL FOR WWTP CIRCLE	310010034670			11/13/20	877.84
							INVOICE TOTAL:	877.84
							VENDOR TOTAL:	1,171.98
							TOTAL ALL INVOICES:	197,021.61