

MEETING AGENDA



Board of Trustees Meeting

Village of Homewood

January 25, 2022

Meeting Start Time: 7:00 PM

Village Hall Board Room

2020 Chestnut Road, Homewood, IL

Board Meeting will be conducted remotely via Zoom as allowed by Governor Pritzker's Executive Order 2020-07. Members of the public may submit written comments by email to comments@homewoodil.gov or by placing written comments in the drop box outside Village Hall. Comments submitted before 4:00 p.m. on the meeting date will be distributed to all Village Board members prior to the meeting.

Please see last page of agenda for virtual meeting information.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Introduction of Staff

5. Minutes:

Consider a motion to approve the minutes from the regular meeting of the Board of Trustees held on January 11, 2022.

6. Claims List:

Consider a motion to approve the Claims List of Tuesday, January 25, 2022 in the amount of \$248,718.41.

7. Hear from the Audience

8. Omnibus Vote: Consider a motion to pass, approve, authorize, accept, or award the following item(s):

- A. Agreement/Audit Services/Lauterbach & Amen, LLP: Authorize the Village President to enter into an agreement with Lauterbach & Amen, LLP of Naperville, Illinois, the lowest responsible proposal, to perform audit services for the Village of Homewood in the amount of \$32,800 per year, plus \$3,500 if a single audit is required, for fiscal year end April 30, 2022 through April 30, 2025.
- B. Agreement/Bretz Drive Parking Lot/Homewood Business Park, LLC: Authorize the Village President to enter into a parking lot agreement between the Village of Homewood and Homewood Business Park, LLC for parking lot enforcement by the Homewood Police Department.
- C. M-2210/Special Use/Homewood Baseball Academy: Pass an ordinance granting a special use permit to allow the operation of a baseball academy (learning center) at 17829 Bretz Drive in Homewood.

- D. R-3096/Purchase of Electricity/NIMEC: Pass a resolution authorizing the Village Manager or Finance Director to enter into a purchase agreement for electricity through the Northern Illinois Municipal Electric Collaborative (NIMEC) for the period of May 2022 through May 2023 or up to May 2025.
- E. Text Amendment/Special Use/Veterinary Clinic:
 - MC-1059/Text Amendment/Zoning Ordinance: Pass an ordinance amending the Homewood Zoning Ordinance to allow operation of a veterinary clinic as a special use in the B-1 Zoning District.
 - M-2211/Special Use/18265 Dixie Highway: Pass an ordinance granting a special use permit to allow operation of a veterinary clinic at 18265 Dixie Highway in Homewood.
- F. R-3097/Commuter Parking Lots: Pass a resolution accepting ownership of the Homewood Train Station Parking Lots upon dissolution of the Chicago South Suburban Mass Transit District pursuant to Public Act 102-0248 located at 18041 Park Avenue and 181st & Harwood Avenue.
- G. Employment Agreement/Village Manager: Authorize the Village President to approve an employment agreement between the Village of Homewood and Napoleon Haney of Homewood, IL to serve as Village Manager.

9. General Board Discussion

10. Executive Session: Consider a motion to enter into executive session to discuss the purchase or lease of real property under 5 ILCS 120/2(c)(5).

11. Adjourn

Zoom Link: <https://zoom.us/>

- To View the Meeting via Computer or Smartphone - Type in: Zoom.us into any internet browser.

Select: JOIN A MEETING from menu at top right of page. Meeting I.D.: 980 4907 6232

Meeting Password: 830183. Enter an email address (required), or

- To Listen to the Meeting via Phone - Dial: (312) 626-6799

Enter above "Meeting I.D. and Meeting Password" followed by "#" sign

VILLAGE OF HOMEWOOD
BOARD OF TRUSTEES MEETING
TUESDAY -JANUARY 11, 2022
VILLAGE HALL BOARD ROOM

CALL TO ORDER: President Hofeld called the regular meeting of the Board of Trustees to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE: President Hofeld led the audience in the Pledge of Allegiance.

ROLL CALL: Clerk Marilyn Thomas called the roll. Those present were Village President Richard Hofeld, Trustee Lisa Purcell, Trustee Cece Belue, Trustee Karen Washington, Trustee Vivian Harris-Jones, Trustee Lauren Roman, and Trustee Jay Heiferman.

President Hofeld introduced staff: Village Manager Napoleon Haney, Attorney Christopher Cummings, Director of Finance Dennis Bubenik, Public Works Director John Schaefer and Fire Chief Bob Grabowski.

MINUTES: The minutes of the meeting of December 14, 2021, were presented. There were no comments or corrections.

A motion was made by Trustee Purcell and seconded by Trustee Heiferman to approve the minutes as presented.

Roll Call: AYES—Trustees Purcell, Belue, Washington, Harris-Jones, Heiferman and Roman.
NAYS –None. Motion carried.

CLAIMS LIST: The Claims List in the amount of \$2,141,301.54 was presented. There were no questions from the Trustees.

A motion was made by Trustee Roman and seconded by Trustee Harris-Jones to approve the Claims List as presented.

Roll Call: AYES—Trustees Purcell, Belue, Washington, Harris-Jones, Roman and Heiferman.
NAYS –None. Motion carried.

President Hofeld said four items totaled 94 percent of the Claims List: An \$865,214.62 payment to Burns McDonnell Engineers for work on the water conversion project; \$290,593.84 to the City of Harvey for Lake Michigan water; \$234,020.33 for employee health insurance for January, and \$614,401.33 annual insurance premium to IRMA.

HEAR FROM THE AUDIENCE:

Clerk Thomas read a comment from Kristine Condon. The comment is attached to the minutes.

OMNIBUS VOTE: The board is asked to consider a motion to pass, approve, authorize, accept, or award the following item(s):

- A. Budget Amendment/Purchase/Pay Station Kiosks/Mackay Meters: Approve a budget amendment in the amount of \$26,560; and approve the purchase of three (3) pay station kiosks from Mackay Meters of Sunrise, Florida in the amount of \$26,560, with an annual fee of \$2,280 after the first year for software maintenance and cellular data costs. Kiosks will be installed at Village maintained commuter lots.
- B. R-3095/Fund Appropriation/2022 Rebuild IL Bond Resurfacing Program: Pass a resolution and appropriate \$848,000 from the Motor Fuel Tax fund for the resurfacing of streets in the Village of Homewood for the 2022 Rebuild IL Bond Resurfacing Program.
- C. M-2209/Sale of Surplus Property: Pass an ordinance authorizing the Village Manager to sell or dispose of a 2008 Chevrolet 2500 truck and a 2010 Ford F150 truck.

A motion was made by Trustee Purcell and seconded by Trustee Washington to approve the Omnibus agenda items as presented.

Roll Call: AYES—Trustees Purcell, Belue, Washington, Harris-Jones, Roman and Heiferman. NAYS –None. Motion carried.

EXECUTIVE SESSION: No Executive Session was held.

GENERAL BOARD DISCUSSION: Trustees urged everyone to stay warm and be safe. Trustee Heiferman encouraged residents and businesses to clear their sidewalks.

A motion was made by Trustee Roman and seconded by Trustee Washington to adjourn the regular meeting of the Board of Trustees.

Roll Call: AYES—Trustees Purcell, Belue, Washington, Harris-Jones, Roman and Heiferman. NAYS –None. Motion carried.

The meeting adjourned at 7:13 p.m.

Respectfully submitted,

Marilyn Thomas

Village Clerk

| Name | Description | DEPARTMENT | Net Invoice Amount |
|-------------------------------------|--|-------------------|--------------------|
| AIRGAS USA, LLC | GLOVES | PUBLIC WORKS | 65.36 |
| Total AIRGAS USA, LLC: | | | 65.36 |
| ALEXANDER EQUIPMENT | FELLING WEDGES | PUBLIC WORKS | 149.79 |
| Total ALEXANDER EQUIPMENT: | | | 149.79 |
| AMAZON CAPITAL SERVICES, I | REPLACEMENT MONITORS MANAGERS OFFICE | MANAGER'S OFFICE | 339.97 |
| AMAZON CAPITAL SERVICES, I | REPLACEMENT MONITORS AVM MISC EQUIPMENT PD/D | MANAGER'S OFFICE | 705.12 |
| AMAZON CAPITAL SERVICES, I | RETURN TRENDNET POE INJECTORS | MANAGER'S OFFICE | 88.98- |
| AMAZON CAPITAL SERVICES, I | OFFICE SUPPLIES | MANAGER'S OFFICE | 26.23 |
| AMAZON CAPITAL SERVICES, I | 50' HDMI CABLE MANAGERS OFFICE | MANAGER'S OFFICE | 39.49 |
| AMAZON CAPITAL SERVICES, I | USB TO HDMI ADAPTER MANAGERS OFFICE | MANAGER'S OFFICE | 58.06 |
| Total AMAZON CAPITAL SERVICES, INC: | | | 1,079.89 |
| AMERICAN WATER WORKS AS | AWWA MEMBERSHIP DUES | PUBLIC WORKS | 85.00 |
| Total AMERICAN WATER WORKS ASSN.: | | | 85.00 |
| ARAMARK UNIFORM SERVICE | DECEMBER SERVICE CHARGE | PUBLIC WORKS | 49.10 |
| ARAMARK UNIFORM SERVICE | DECEMBER TOWELS | PUBLIC WORKS | 44.00 |
| ARAMARK UNIFORM SERVICE | DECEMBER RUGS & MATS | PUBLIC WORKS | 1,463.75 |
| ARAMARK UNIFORM SERVICE | DECEMBER PW UNIFORMS | PUBLIC WORKS | 44.35 |
| ARAMARK UNIFORM SERVICE | DECEMBER PW UNIFORMS | PUBLIC WORKS | 41.15 |
| ARAMARK UNIFORM SERVICE | DECEMBER PW UNIFORMS | PUBLIC WORKS | 124.25 |
| ARAMARK UNIFORM SERVICE | DECEMBER PW UNIFORMS | PUBLIC WORKS | 181.15 |
| ARAMARK UNIFORM SERVICE | DECEMBER PW UNIFORMS | PUBLIC WORKS | 75.90 |
| Total ARAMARK UNIFORM SERVICE: | | | 2,023.65 |
| AURELIO'S PIZZA INC | FOOD ALLOWANCE - PW | PUBLIC WORKS | 25.25 |
| Total AURELIO'S PIZZA INC: | | | 25.25 |
| AVALON PETROLEUM COMPAN | FUEL INVENTORY DIESEL 12-29-2021 | ASSETS | 2,742.45 |
| AVALON PETROLEUM COMPAN | MOBIL ENGINE AND TRANS OIL 110 GALLONS | PUBLIC WORKS | 2,407.35 |
| AVALON PETROLEUM COMPAN | FUEL INVENTORY GASOLINE 12-29-2021 | ASSETS | 7,995.30 |
| Total AVALON PETROLEUM COMPANY: | | | 13,145.10 |
| BEST TECHNOLOGY SYSTEMS | GUN RANGE FILTER CLEANING - PW | PUBLIC WORKS | 1,185.00 |
| Total BEST TECHNOLOGY SYSTEMS INC: | | | 1,185.00 |
| BLUE COLLAR SUPPLY COMPA | BIBS/JACKET | PUBLIC WORKS | 193.48 |
| BLUE COLLAR SUPPLY COMPA | BIBS | PUBLIC WORKS | 89.99 |
| Total BLUE COLLAR SUPPLY COMPANY: | | | 283.47 |
| BRAVO SERVICES, INC. | CUSTODIAL SERVICE | PUBLIC WORKS | 120.00 |
| BRAVO SERVICES, INC. | CUSTODIAL SERVICE | PUBLIC WORKS | 2,050.00 |
| Total BRAVO SERVICES, INC.: | | | 2,170.00 |
| BRIAN BEAUCHAMP | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 499.99 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|-----------------------------------|--|-------------------|--------------------|
| BRIAN BEAUCHAMP | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 120.83 |
| Total BRIAN BEAUCHAMP: | | | 620.82 |
| Brites Transportation, Ltd | STONE | PUBLIC WORKS | 1,596.43 |
| Brites Transportation, Ltd | SPOIL HAUL OUT | PUBLIC WORKS | 4,900.00 |
| Total BRITES TRANSPORTATION, LTD: | | | 6,496.43 |
| C & T LAWN AND LANDSCAPE | MULCH INSTALLATION AT MSC WATER TANK | PUBLIC WORKS | 900.00 |
| Total C & T LAWN AND LANDSCAPE: | | | 900.00 |
| CDW GOVERNMENT INC | POWER INJECTORS PD CELL CAMERAS | MANAGER'S OFFICE | 113.13 |
| Total CDW GOVERNMENT INC: | | | 113.13 |
| CITY OF CHICAGO HEIG | WATER PURCHASED | PUBLIC WORKS | 1,024.24 |
| Total CITY OF CHICAGO HEIG: | | | 1,024.24 |
| CIVIC SYSTEMS LLC | SEMI ANNUAL SUPPORT PAYMENT FINANCIAL SOFTWARE | PUBLIC WORKS | 5,672.00 |
| CIVIC SYSTEMS LLC | SEMI ANNUAL SUPPORT PAYMENT FINANCIAL SOFTWARE | MANAGER'S OFFICE | 5,672.00 |
| Total CIVIC SYSTEMS LLC: | | | 11,344.00 |
| CONWAY SHIELD | QUARTERMASTER UNIFORM - FD | FIRE DEPARTMENT | 280.50 |
| Total CONWAY SHIELD: | | | 280.50 |
| COOK COUNTY CLERK | RECORDING FEES - VA | MANAGER'S OFFICE | 8,536.00 |
| Total COOK COUNTY CLERK: | | | 8,536.00 |
| CORE & MAIN LP | METER HEAD | PUBLIC WORKS | 344.87 |
| CORE & MAIN LP | WATER MAIN REPAIR PARTS | PUBLIC WORKS | 3,432.03 |
| CORE & MAIN LP | METER VAN SUPPLIES | PUBLIC WORKS | 324.00 |
| Total CORE & MAIN LP: | | | 4,100.90 |
| CTT ELECTRIC | 9 ELECTRICAL INSPECTIONS | FIRE DEPARTMENT | 540.00 |
| Total CTT ELECTRIC: | | | 540.00 |
| DANA ROBINSON | 80% MEDICARE SUPPL. REIMB. | MANAGER'S OFFICE | 131.68 |
| Total DANA ROBINSON: | | | 131.68 |
| DANIEL JOHNSON | MEDICARE SUPPLEMENT REIMB. | MANAGER'S OFFICE | 134.40 |
| Total DANIEL JOHNSON: | | | 134.40 |
| DIGICOM, INC | COMMUNICATIONS EQUIP | FIRE DEPARTMENT | 4,140.00 |
| Total DIGICOM, INC: | | | 4,140.00 |
| DMC SECURITY SERVICE | ALARM MONITORING | PUBLIC WORKS | 66.00 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|---------------------------------------|--|-------------------|--------------------|
| DMC SECURITY SERVICE | ALARM MONITORING | PUBLIC WORKS | 132.00 |
| Total DMC SECURITY SERVICE: | | | 198.00 |
| DUDE SOLUTIONS, INC | BUILDING DEPT SOFTWARE | PUBLIC WORKS | 3,325.00 |
| Total DUDE SOLUTIONS, INC: | | | 3,325.00 |
| EBEL'S ACE HARDWARE | OPERATING SUPPLIES - PW | PUBLIC WORKS | 43.13 |
| EBEL'S ACE HARDWARE | XMAS DECORATIONS | PUBLIC WORKS | 19.59 |
| EBEL'S ACE HARDWARE | SLEDGE HAMMER | PUBLIC WORKS | 44.99 |
| Total EBEL'S ACE HARDWARE: | | | 107.71 |
| E-COM | 4TH QTR OPERATING CHARGES | POLICE DEPARTMENT | 45,081.20 |
| Total E-COM: | | | 45,081.20 |
| EIGHNERS FLORIST | MISC - FD | FIRE DEPARTMENT | 137.90 |
| Total EIGHNERS FLORIST: | | | 137.90 |
| EJ USA, INC. | HYDRANT EXTENSION | PUBLIC WORKS | 279.30 |
| Total EJ USA, INC.: | | | 279.30 |
| ERIC BUJAK | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 699.99 |
| Total ERIC BUJAK: | | | 699.99 |
| EXPERT CHEMICAL | DISPOSABLE COMMODITIES | PUBLIC WORKS | 129.34 |
| Total EXPERT CHEMICAL: | | | 129.34 |
| FAIRMEADOWS HOME HEALTH | MEDICAL SUPPLIES - FD | FIRE DEPARTMENT | 160.00 |
| Total FAIRMEADOWS HOME HEALTH CENTER: | | | 160.00 |
| FIRST MIDWEST BANK/FIRE | OFFICE SUPPLIES | FIRE DEPARTMENT | 87.23 |
| FIRST MIDWEST BANK/FIRE | OPERATING SUPPLIES | FIRE DEPARTMENT | 129.10 |
| Total FIRST MIDWEST BANK/FIRE: | | | 216.33 |
| FIRST MIDWEST BANK/MGRS | FARMERS MARKET TRAINING FOR THE 2022 SEASON. | MANAGER'S OFFICE | 250.00 |
| FIRST MIDWEST BANK/MGRS | FARMERS MARKET TRAINING FOR THE 2022 SEASON. | MANAGER'S OFFICE | 250.00 |
| FIRST MIDWEST BANK/MGRS | MEMBERSHIPS | MANAGER'S OFFICE | 1,200.00 |
| FIRST MIDWEST BANK/MGRS | LUNCHEON | MANAGER'S OFFICE | 221.45 |
| FIRST MIDWEST BANK/MGRS | OFFICE SUPPLIES | MANAGER'S OFFICE | 22.49 |
| FIRST MIDWEST BANK/MGRS | SMORES KITS FOR MIRACLE ON MARTIN 2022 | MANAGER'S OFFICE | 209.08 |
| FIRST MIDWEST BANK/MGRS | PARTIAL REFUND OF AVM RECRUITMENT LODGING | MANAGER'S OFFICE | 134.40- |
| FIRST MIDWEST BANK/MGRS | PURCHASED CANDY FROM WALMART TO PUT IN ELVES | MANAGER'S OFFICE | 19.96 |
| FIRST MIDWEST BANK/MGRS | IL FARMERS MARKET ASSOCIATION | MANAGER'S OFFICE | 125.00 |
| FIRST MIDWEST BANK/MGRS | MEMBERSHIPS | MANAGER'S OFFICE | 377.50 |
| FIRST MIDWEST BANK/MGRS | LUNCHEON | MANAGER'S OFFICE | 57.84 |
| FIRST MIDWEST BANK/MGRS | HF CHRONICLE AD | MANAGER'S OFFICE | 316.00 |
| FIRST MIDWEST BANK/MGRS | HF CHRONICLE AD | MANAGER'S OFFICE | 316.00 |
| FIRST MIDWEST BANK/MGRS | MIRACLE ON MARTIN FB AD | MANAGER'S OFFICE | 14.59 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|--|---|-------------------|--------------------|
| FIRST MIDWEST BANK/MGRS | RETURNED S'MORES ITEMS FROM MIRACLE ON MARTIN | MANAGER'S OFFICE | 209.08- |
| FIRST MIDWEST BANK/MGRS | FAX LINE MONTHLY CHARGES PD/FD | MANAGER'S OFFICE | 87.99 |
| FIRST MIDWEST BANK/MGRS | TV SERVICE PD | MANAGER'S OFFICE | 4.20 |
| FIRST MIDWEST BANK/MGRS | TV SERVICES VILLAGE HALL | MANAGER'S OFFICE | 6.30 |
| FIRST MIDWEST BANK/MGRS | TV SERVICES VILLAGE HALL | MANAGER'S OFFICE | 6.30 |
| FIRST MIDWEST BANK/MGRS | MONTHLY INTERNET/PHONE BCTC | MANAGER'S OFFICE | 235.22 |
| FIRST MIDWEST BANK/MGRS | PHONE INTERNET L&M | MANAGER'S OFFICE | 193.69 |
| FIRST MIDWEST BANK/MGRS | PHONE/INTERNET 183RD WATER PLANT | MANAGER'S OFFICE | 145.57 |
| FIRST MIDWEST BANK/MGRS | INTERNET SERVICE SCIENCE CENTER | MANAGER'S OFFICE | 148.35 |
| FIRST MIDWEST BANK/MGRS | INTERNET SERVICES SCIENCE CENTER | MANAGER'S OFFICE | 148.35 |
| FIRST MIDWEST BANK/MGRS | PHONE/FAX LINES PUBLIC WORKS | MANAGER'S OFFICE | 150.53 |
| FIRST MIDWEST BANK/MGRS | MONTHLY FAX LINE VILLAGE HALL | MANAGER'S OFFICE | 150.83 |
| FIRST MIDWEST BANK/MGRS | HOLIDAY LIGHTS FB AD | MANAGER'S OFFICE | 24.97 |
| FIRST MIDWEST BANK/MGRS | WEBCAMS BUILDING DEPARTMENT | MANAGER'S OFFICE | 49.98 |
| FIRST MIDWEST BANK/MGRS | MONTHLY FEE ZOOM WEBINARS | MANAGER'S OFFICE | 40.00 |
| FIRST MIDWEST BANK/MGRS | APPLE MUSIC MONTHLY SUBSCRIPTION | MANAGER'S OFFICE | 9.99 |
| FIRST MIDWEST BANK/MGRS | THE HARTFORD RENDERING BANNER | MANAGER'S OFFICE | 261.90 |
| Total FIRST MIDWEST BANK/MGRS: | | | 4,700.60 |
| FIRST MIDWEST BANK/POLICE | SHREDDING | POLICE DEPARTMENT | 150.00 |
| FIRST MIDWEST BANK/POLICE | MONTHLY SHREDDING | POLICE DEPARTMENT | 150.00 |
| FIRST MIDWEST BANK/POLICE | OFFICE SUPPLIES | POLICE DEPARTMENT | 59.97 |
| FIRST MIDWEST BANK/POLICE | BACKGROUND CHECKS | POLICE DEPARTMENT | 159.45 |
| FIRST MIDWEST BANK/POLICE | OFFICE SUPPLIES | POLICE DEPARTMENT | 401.37 |
| FIRST MIDWEST BANK/POLICE | CREDIT FOR SALES TAX | POLICE DEPARTMENT | 35.86- |
| FIRST MIDWEST BANK/POLICE | GLOVES & HAND WIPES | POLICE DEPARTMENT | 968.62 |
| FIRST MIDWEST BANK/POLICE | SPILLMAN CONFERENCE | POLICE DEPARTMENT | 255.79 |
| FIRST MIDWEST BANK/POLICE | BUSINESS CARDS | POLICE DEPARTMENT | 120.39 |
| FIRST MIDWEST BANK/POLICE | BUSINESS CARDS | POLICE DEPARTMENT | 64.19 |
| FIRST MIDWEST BANK/POLICE | GLOCK ARMORERS COURSE | POLICE DEPARTMENT | 250.00 |
| Total FIRST MIDWEST BANK/POLICE: | | | 2,543.92 |
| FIRST MIDWEST BANK/PUBLIC | CADDY FOR EVENT POWER CORDS | MANAGER'S OFFICE | 104.94 |
| FIRST MIDWEST BANK/PUBLIC | IPSI REGISTRATION | PUBLIC WORKS | 745.00 |
| FIRST MIDWEST BANK/PUBLIC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 70.88 |
| FIRST MIDWEST BANK/PUBLIC | LADDERS | PUBLIC WORKS | 347.94 |
| FIRST MIDWEST BANK/PUBLIC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 76.93 |
| FIRST MIDWEST BANK/PUBLIC | IL ARBORIST TRAINING | PUBLIC WORKS | 100.00 |
| FIRST MIDWEST BANK/PUBLIC | SPRAY UNITS | PUBLIC WORKS | 626.67 |
| FIRST MIDWEST BANK/PUBLIC | WATER BOTTLES - MONTHLY | PUBLIC WORKS | 135.92 |
| FIRST MIDWEST BANK/PUBLIC | WATER BOTTLES - MONTHLY | PUBLIC WORKS | 135.92 |
| FIRST MIDWEST BANK/PUBLIC | TRIMBLE SOFTWARE RENEWAL | PUBLIC WORKS | 1,040.00 |
| Total FIRST MIDWEST BANK/PUBLIC WORKS: | | | 3,384.20 |
| FLEET SAFETY SUPPLY | VEHICLE PARTS | FIRE DEPARTMENT | 54.72 |
| Total FLEET SAFETY SUPPLY: | | | 54.72 |
| FORD OF HOMEWOOD | PLOICE DEPT UTILITY BRAKES | PUBLIC WORKS | 349.01 |
| FORD OF HOMEWOOD | POLICE DEPT UTILITY BRAKES | PUBLIC WORKS | 271.63 |
| FORD OF HOMEWOOD | POLICE DEPT UTILITY BRAKES | PUBLIC WORKS | 238.75 |
| FORD OF HOMEWOOD | VEHICLE PARTS | FIRE DEPARTMENT | 68.44 |
| FORD OF HOMEWOOD | VEHICLE MAINTENANCE | FIRE DEPARTMENT | 226.26 |
| FORD OF HOMEWOOD | VEHICLE PARTS | FIRE DEPARTMENT | 318.96 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|--|---|-------------------|--------------------|
| Total FORD OF HOMEWOOD: | | | 1,473.05 |
| G.W.BERKHEIMER CO INC | HVAC REPAIRS - PW | PUBLIC WORKS | 72.06 |
| Total G.W.BERKHEIMER CO INC: | | | 72.06 |
| GFC LEASING | MONTHLY COPY MACHINE LEASE PAYMENT | MANAGER'S OFFICE | 944.24 |
| Total GFC LEASING: | | | 944.24 |
| GLENN B JAROL | SHOP SUPPLIES | PUBLIC WORKS | 636.75 |
| GLENN B JAROL | CLEANING SUPPLIES | PUBLIC WORKS | 276.75 |
| Total GLENN B JAROL: | | | 913.50 |
| GORDON FLESCH CO, INC | MONTHLY PRINTER MAINTENANCE ALL STAND-ALONE | MANAGER'S OFFICE | 80.00 |
| GORDON FLESCH CO, INC | MONTHLY PRINTING FEES ALL COPY MACHINES | MANAGER'S OFFICE | 534.65 |
| Total GORDON FLESCH CO, INC: | | | 614.65 |
| GRAINGER INC | HVAC | PUBLIC WORKS | 138.04 |
| Total GRAINGER INC: | | | 138.04 |
| HELSEL JEPPEPERSON ELECTRI | ELECTRICAL SUPPLIES | PUBLIC WORKS | 35.64- |
| HELSEL JEPPEPERSON ELECTRI | ELECTRICAL SUPPLIES | PUBLIC WORKS | 78.92- |
| HELSEL JEPPEPERSON ELECTRI | STREET LIGHT SUPPLIES | PUBLIC WORKS | 60.62 |
| HELSEL JEPPEPERSON ELECTRI | TRUCK STOCK | PUBLIC WORKS | 200.16 |
| Total HELSEL JEPPEPERSON ELECTRICAL: | | | 146.22 |
| HISKES, DILLNER, O'DONNELL | CONTRACTING/CONSULTING | MANAGER'S OFFICE | 1,254.18 |
| Total HISKES, DILLNER, O'DONNELL: | | | 1,254.18 |
| HOME CLEANING CENTER OF | OPERATING SUPPLIES - FD | FIRE DEPARTMENT | 270.00 |
| Total HOME CLEANING CENTER OF AM: | | | 270.00 |
| HOMEWOOD DISPOSAL | JANUARY MONTHLY CHARGES | PUBLIC WORKS | 596.45 |
| Total HOMEWOOD DISPOSAL: | | | 596.45 |
| IACP | 2022 MEMBERSHIP DUES | POLICE DEPARTMENT | 190.00 |
| IACP | 2022 MEMBERSHIP DUES | POLICE DEPARTMENT | 190.00 |
| IACP | 2022 MEMBERSHIP DUES | POLICE DEPARTMENT | 190.00 |
| Total IACP: | | | 570.00 |
| IL PUBLIC SAFETY AGENCY NE | MINIBULLET | POLICE DEPARTMENT | 66.00 |
| Total IL PUBLIC SAFETY AGENCY NETWORK: | | | 66.00 |
| ILLINI POWER PRODUCTS COM | ELECTRICAL GENERATOR LOAD BANK TESTING | PUBLIC WORKS | 1,043.00 |
| ILLINI POWER PRODUCTS COM | ELECTRICAL GENERATOR LOAD BANK TESTING | PUBLIC WORKS | 781.00 |
| ILLINI POWER PRODUCTS COM | ELECTRICAL GENERATOR LOAD BANK TESTING | PUBLIC WORKS | 791.00 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|--------------------------------------|--|-------------------|--------------------|
| ILLINI POWER PRODUCTS COM | ELECTRIC GENERATOR LOAD BANK TESTING | PUBLIC WORKS | 791.00 |
| ILLINI POWER PRODUCTS COM | LOAD BANK TESTING | PUBLIC WORKS | 1,004.00 |
| ILLINI POWER PRODUCTS COM | LOAD BANK TESTING | PUBLIC WORKS | 801.00 |
| Total ILLINI POWER PRODUCTS COMPANY: | | | 5,211.00 |
| INGALLS OCCUPATIONAL HEAL | PRE-EMPLOYMENT PHYSICAL | MANAGER'S OFFICE | 133.00 |
| Total INGALLS OCCUPATIONAL HEALTH: | | | 133.00 |
| INTERSTATE BATTERY | STREET DEPT PLOW TRUCK BATTERIES | PUBLIC WORKS | 353.85 |
| INTERSTATE BATTERY | WATER DEPT SEWER JET BATTERIES | PUBLIC WORKS | 235.90 |
| Total INTERSTATE BATTERY: | | | 589.75 |
| JC LICHT | PAINT ASST ADMIN OFFICE | PUBLIC WORKS | 114.03 |
| Total JC LICHT: | | | 114.03 |
| JONES PARTS & SERVICE INC | STREET DEPT PLOW TRUCK TRANSMISSION SENSOR | PUBLIC WORKS | 135.01 |
| JONES PARTS & SERVICE INC | STREET DEPT PLOW TRUCK ELECTRICAL POWER | PUBLIC WORKS | 460.92 |
| JONES PARTS & SERVICE INC | STEET DEPT PLOW TRUCK IGNITION SWITCH | PUBLIC WORKS | 68.17 |
| Total JONES PARTS & SERVICE INC: | | | 664.10 |
| JUSTIN BLACKBURN | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 126.98 |
| Total JUSTIN BLACKBURN: | | | 126.98 |
| KANE MCKENNA ASSOC INC | YEARLY STATE REQUIRED TIF REPORT | PUBLIC WORKS | 350.00 |
| Total KANE MCKENNA ASSOC INC: | | | 350.00 |
| KEVIN KAISER | 80% MEDICARE SUPPL REIMBURSEMENT | MANAGER'S OFFICE | 190.29 |
| Total KEVIN KAISER: | | | 190.29 |
| LANGUAGE LINE SERVICES | ANNUAL FEE | POLICE DEPARTMENT | 35.00 |
| Total LANGUAGE LINE SERVICES: | | | 35.00 |
| LAW ENFORCEMENT RECO | 2022 LERMI MEMBERSHIP | POLICE DEPARTMENT | 40.00 |
| LAW ENFORCEMENT RECO | 2022 LERMI MEMBERSHIP | POLICE DEPARTMENT | 40.00 |
| Total LAW ENFORCEMENT RECO: | | | 80.00 |
| LOUISE WOLF | 80% MEDICARE SUPPLEMENT REIMBURSEMENT | MANAGER'S OFFICE | 412.80 |
| Total LOUISE WOLF: | | | 412.80 |
| M E SIMPSON CO INC | LEAK LOCATION | PUBLIC WORKS | 395.00 |
| Total M E SIMPSON CO INC: | | | 395.00 |
| MAREN RONAN | LOBBYING SERVICES | MANAGER'S OFFICE | 3,000.00 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|------------------------------|---|------------------|--------------------|
| Total MAREN RONAN: | | | 3,000.00 |
| MCMASTER CARR SUPPLY | BLDG MAINT - PW | PUBLIC WORKS | 25.57 |
| Total MCMASTER CARR SUPPLY: | | | 25.57 |
| MEADE ELECTRIC CO INC | TRAFFIC SIGNAL MAINTANENCE | PUBLIC WORKS | 1,155.00 |
| Total MEADE ELECTRIC CO INC: | | | 1,155.00 |
| MENARDS INC | SHOP SUPPLIES | PUBLIC WORKS | 48.42 |
| MENARDS INC | TRUCK SUPPLIES | PUBLIC WORKS | 31.61 |
| MENARDS INC | CLEANING SUPPLIES | PUBLIC WORKS | 9.47 |
| MENARDS INC | OPERATING SUPPLIES | PUBLIC WORKS | 3.98 |
| MENARDS INC | OPERATING SUPPLIES | PUBLIC WORKS | 225.00- |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 27.79 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 14.98 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 96.44 |
| MENARDS INC | OPERATING SUPPLIES | PUBLIC WORKS | 210.97 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 517.85 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 18.07 |
| MENARDS INC | OPERATING SUPPLIES | PUBLIC WORKS | 19.97 |
| MENARDS INC | TRUCK SUPPLIES | PUBLIC WORKS | 48.95 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 134.99 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 206.21 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 8.97 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 23.38 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 121.31 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 34.33 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 96.13 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 26.86 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 328.78 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 71.89 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 65.76 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 69.69 |
| MENARDS INC | BUILDING MAINT SUPPLIES | PUBLIC WORKS | 39.94 |
| Total MENARDS INC: | | | 2,051.74 |
| MICHAEL BARTELSEN | 80% MEDICARE SUPPLEMENT REIMBURSEMENT | MANAGER'S OFFICE | 334.58 |
| Total MICHAEL BARTELSEN: | | | 334.58 |
| MICHAEL NICKOLAOU | 80% MEDICARE SUPPLEMENT REIMBURSEMENT | MANAGER'S OFFICE | 147.88 |
| Total MICHAEL NICKOLAOU: | | | 147.88 |
| MONARCH AUTO SUPPLY | STREET DEPT PLOW TRUCK MIRROR BRACKET | PUBLIC WORKS | 33.05 |
| MONARCH AUTO SUPPLY | STREET DEPT PLOW TRUCK MIRROR BRACKET | PUBLIC WORKS | 33.05 |
| MONARCH AUTO SUPPLY | VEHICLE MAINT DEPT DIESEL EXHAUST FLUID | PUBLIC WORKS | 39.56 |
| MONARCH AUTO SUPPLY | STREET DEPT PLOW TRUCK HYDRAULIC HOSE FITTING | PUBLIC WORKS | 49.24 |
| MONARCH AUTO SUPPLY | VEHICLE MAINT DEPT BRAKE CLEANER | PUBLIC WORKS | 62.40 |
| MONARCH AUTO SUPPLY | VEHICLE MAINT DEPT WASHER SOLVENT | PUBLIC WORKS | 22.74 |
| MONARCH AUTO SUPPLY | WATER DEPT SEWER JET PM FILTERS | PUBLIC WORKS | 76.77 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|---------------------------------------|---------------------------------------|-------------------|--------------------|
| Total MONARCH AUTO SUPPLY: | | | 316.81 |
| MUNICIPAL SYSTEMS LLC | MOVE/ABC HEARING COMMISSION | POLICE DEPARTMENT | 766.25 |
| MUNICIPAL SYSTEMS LLC | ADMINISTRATIVE HEARING COMMISSION | POLICE DEPARTMENT | 742.00 |
| Total MUNICIPAL SYSTEMS LLC: | | | 1,508.25 |
| NFPA | CODE UPGRADES - FD | FIRE DEPARTMENT | 1,495.00 |
| Total NFPA: | | | 1,495.00 |
| NORTHWESTERN UNIVERSITY | SUPERVISION OF POLICE PERSONNEL | POLICE DEPARTMENT | 1,000.00 |
| Total NORTHWESTERN UNIVERSITY C.P.S.: | | | 1,000.00 |
| O'HERRON CO | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 286.99 |
| Total O'HERRON CO: | | | 286.99 |
| PETTY CASH | PETTY CASH- MANAGER OFFICE | MANAGER'S OFFICE | 19.50 |
| PETTY CASH | PETTY CASH- FIRE | FIRE DEPARTMENT | 34.17 |
| PETTY CASH | PETTY CASH - PUBLIC WORKS | PUBLIC WORKS | 180.70 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 136.67 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 288.92 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 109.25 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 96.00 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 9.30 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 12.00 |
| PETTY CASH | PETTY CASH- POLICE | POLICE DEPARTMENT | 9.45 |
| Total PETTY CASH: | | | 895.96 |
| POSTMASTER | PERMIT 33 FOR 2022 | MANAGER'S OFFICE | 265.00 |
| Total POSTMASTER: | | | 265.00 |
| QUALITY CONTROL SYSTEMS, | HVAC MAINTENANCE | PUBLIC WORKS | 1,212.06 |
| Total QUALITY CONTROL SYSTEMS, INC. : | | | 1,212.06 |
| QUILL CORPORATION | W-2 ENVELOPES | MANAGER'S OFFICE | 29.98 |
| Total QUILL CORPORATION: | | | 29.98 |
| RAYMOND PRESNAK | 80% MEDICARE SUPPLEMENT REIMBURSEMENT | MANAGER'S OFFICE | 272.16 |
| Total RAYMOND PRESNAK: | | | 272.16 |
| RED WING BUSINESS ADVANT | WORK BOOTS(FOLEY) | PUBLIC WORKS | 225.24 |
| RED WING BUSINESS ADVANT | () PAIR SAFETY SHOES - PW | PUBLIC WORKS | 186.99 |
| RED WING BUSINESS ADVANT | (1) PAIR SAFETY SHOES - PW | PUBLIC WORKS | 229.49 |
| Total RED WING BUSINESS ADVANTAGE: | | | 641.72 |
| RELIANCE SAFETY LANE & SE | VEHICLE SAFETY INSPECTION | PUBLIC WORKS | 415.00 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|---|--|-------------------|--------------------|
| Total RELIANCE SAFETY LANE & SERVICE: | | | 415.00 |
| ROEDA, INC | OPERATING SUPPLIES | PUBLIC WORKS | 219.00 |
| Total ROEDA, INC: | | | 219.00 |
| RUSH TRUCK CENTERS OF IND | STREET DEPT PLOW TRUCK METRIC BOLTS | PUBLIC WORKS | 52.92 |
| Total RUSH TRUCK CENTERS OF INDIANA, INC: | | | 52.92 |
| RUSO POWER EQUIPMENT | HARD HAT SUPPLIES | PUBLIC WORKS | 223.97 |
| Total RUSSO POWER EQUIPMENT: | | | 223.97 |
| SAFETY KLEEN | VEHICLE MAINT DEPT PARTS WASHER SERVICE | PUBLIC WORKS | 535.48 |
| Total SAFETY KLEEN: | | | 535.48 |
| SNAP-ON INDUSTRIAL | VEHICLE MAINTENANCE TIRE PRESSURE MONITORING | PUBLIC WORKS | 1,138.63 |
| Total SNAP-ON INDUSTRIAL: | | | 1,138.63 |
| SOUND INCORPORATED | MONTHLY HOSTING SVCS FOR ALL VILLAGE DEPTS | MANAGER'S OFFICE | 495.00 |
| Total SOUND INCORPORATED: | | | 495.00 |
| SSACOP | ANNUAL DUES -- CHIEF OF POLICE | POLICE DEPARTMENT | 75.00 |
| SSACOP | ANNUAL DUES -- CHIEF OF POLICE | POLICE DEPARTMENT | 100.00 |
| Total SSACOP: | | | 175.00 |
| STEVE PIPER AND SONS | GRINDING OF WOOD CHIPS/STORM BRUSH | PUBLIC WORKS | 3,580.00 |
| Total STEVE PIPER AND SONS: | | | 3,580.00 |
| SUBURBAN LABORATORIES IN | WATER SAMPLES | PUBLIC WORKS | 305.00 |
| Total SUBURBAN LABORATORIES INC: | | | 305.00 |
| TERMINAL SUPPLY COMPANY | VEHICLE MAINT ELECTRICAL CONNECTORS | PUBLIC WORKS | 74.42 |
| Total TERMINAL SUPPLY COMPANY: | | | 74.42 |
| THE BREWER COMPANY | OPERATING SUPPLIES - PW | PUBLIC WORKS | 212.80 |
| Total THE BREWER COMPANY: | | | 212.80 |
| THE EAGLE UNIFORM CO, INC | QUARTERMASTER-UNIFORMS-PD | POLICE DEPARTMENT | 50.00 |
| Total THE EAGLE UNIFORM CO, INC: | | | 50.00 |
| THIRD DISTRICT FIRE CHIEFS | MABAS DUES 1ST QTR | FIRE DEPARTMENT | 1,818.00 |
| THIRD DISTRICT FIRE CHIEFS | MABAS FEES | FIRE DEPARTMENT | 125.00 |
| Total THIRD DISTRICT FIRE CHIEFS ASSN: | | | 1,943.00 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|---------------------------------------|---|-------------------|--------------------|
| THORN CREEK BASIN SAN DIS | TCBSD REVENUE PAYOUT | ASSETS | 74,809.47 |
| THORN CREEK BASIN SAN DIS | LATE PMT PENALTIES CHARGED TO CUSTOMERS | ASSETS | 1,618.94 |
| Total THORN CREEK BASIN SAN DISTRICT: | | | 76,428.41 |
| TRAFFIC CONTROL & PROTEC | SIGN MATERIALS - PW | PUBLIC WORKS | 2,034.80 |
| TRAFFIC CONTROL & PROTEC | SIGN MATERIALS - PW | PUBLIC WORKS | 90.60 |
| Total TRAFFIC CONTROL & PROTECTION: | | | 2,125.40 |
| TRAINING CONCEPTS INC | FA/CPR/AED TRAINING MATERIALS | POLICE DEPARTMENT | 272.95 |
| Total TRAINING CONCEPTS INC: | | | 272.95 |
| TRL TIRE SERVICE | POLICE PATROL TIRE | PUBLIC WORKS | 141.44 |
| Total TRL TIRE SERVICE: | | | 141.44 |
| TRONC | LEGAL NOTICES | MANAGER'S OFFICE | 124.50 |
| Total TRONC: | | | 124.50 |
| ULINE | RUBBER GLOVES | PUBLIC WORKS | 390.35 |
| Total ULINE: | | | 390.35 |
| UNITED LABORATORIES, | SEWER GREASE CONTROL | PUBLIC WORKS | 2,848.51 |
| Total UNITED LABORATORIES,: | | | 2,848.51 |
| USA BLUEBOOK | CHLORINE SAMPLE SUPPLIES | PUBLIC WORKS | 364.18 |
| Total USA BLUEBOOK: | | | 364.18 |
| VERIZON CONNECT NWF INC. | STREET DEPT PLOW TRUCK GPS | PUBLIC WORKS | 134.33 |
| Total VERIZON CONNECT NWF INC.: | | | 134.33 |
| WAREHOUSE DIRECT OFFICE | BUSINESS CARDS | PUBLIC WORKS | 626.88 |
| WAREHOUSE DIRECT OFFICE | OFFICE SUPPLIES | PUBLIC WORKS | 85.41 |
| WAREHOUSE DIRECT OFFICE | OFFICE SUPPLIES | PUBLIC WORKS | 148.13 |
| WAREHOUSE DIRECT OFFICE | OFFICE SUPPLIES-FIN | MANAGER'S OFFICE | 82.70 |
| Total WAREHOUSE DIRECT OFFICE PDTS: | | | 943.12 |
| WATERLY LLC | WATER SOFTWARE | PUBLIC WORKS | 5,000.00 |
| Total WATERLY LLC: | | | 5,000.00 |
| WENTWORTH TIRE SERVICE IN | VEHICLE TIRES | FIRE DEPARTMENT | 258.20 |
| Total WENTWORTH TIRE SERVICE INC: | | | 258.20 |
| WEST SIDE TRACTOR SALES | WATER DEPT BACKHOE BUCKET TOOTH ADAPTOR | PUBLIC WORKS | 203.94 |
| Total WEST SIDE TRACTOR SALES: | | | 203.94 |

| Name | Description | DEPARTMENT | Net Invoice Amount |
|------------------------|-----------------------|------------------|-----------------------|
| WEX HEALTH, INC | FSA TPA FEE DEC. 2021 | MANAGER'S OFFICE | 289.00 |
| Total WEX HEALTH, INC: | | | 289.00 |
| WORKING WELL | PHYSICAL - FD | FIRE DEPARTMENT | 182.00 |
| Total WORKING WELL: | | | 182.00 |
| Grand Totals: | | | 248,718.41 |

Dated: _____

Village Clerk: _____



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Napoleon Haney, Village Manager

From: Dennis Bubenik, Director of Finance

Topic: Audit Services RFP

PURPOSE

Municipalities usually contract with independent accounting firms to perform annual financial audits for their local government operations. As a standard practice, municipalities will issue a Request for Proposals (RFP) every seven years to ensure that their auditor group is providing competitive costs and excellent quality of services. Lauterbach & Amen, LLP of Naperville, Illinois has provided auditor services to the Village of Homewood since 2014. Staff issued an RFP for auditing services and received proposals from various firms. After evaluating the responding firms, staff recommends the Village Board retain Lauterbach & Amen to perform auditing services for the upcoming fiscal years.

PROCESS

In late 2021, the Finance Department issued an RFP for auditing services for fiscal years 2022 through 2025. The RFP was direct mailed to ten firms experienced in local government audits. The returned responses were less than stellar with only three of the ten firms returning proposals. Lauterbach & Amen was one of the three firms that submitted a response. Staff vetted and formally reviewed all proposals that were received.

OUTCOME

Lauterbach & Amen provided the most competitive pricing and staff has been pleased with their quality of services over the years. Staff highly recommends that the Village retain Lauterbach & Amen, LLP to provide audit services to the Village of Homewood for fiscal year 2022 through 2025. This is based on:

- Excellent quality of service for the past eight years to the Village of Homewood
- Lowest overall pricing from recent RFP
- Excellent references from communities similarly situated to Homewood

FINANCIAL IMPACT

- **Funding Source:** General Fund
- **Budgeted Amount:** \$50,000
- **Cost:** \$32,800 per year, plus \$3,500 if a single audit is required



LEGAL REVIEW

Not Required

RECOMMENDED BOARD ACTION

Authorize the Village President to enter into an agreement with Lauterbach & Amen, LLP of Naperville, Illinois, the lowest responsible proposal, to perform audit services for the Village of Homewood in the amount of \$32,800 per year, plus \$3,500 if a single audit is required, for fiscal year end April 30, 2022 through April 30, 2025.

ATTACHMENT(S)

- Audit Services Agreement with Lauterbach & Amen, LLP
- Audit Services Proposal from Lauterbach & Amen, LLP
- Score Sheet on Audit RFP proposals



January 6, 2022

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

We are pleased to confirm our understanding of the services we are to provide the Village of Homewood, Illinois for the years ended April 30, 2022, April 30, 2023, April 30, 2024, and April 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village as of and for the years ended April 30, 2022, April 30, 2023, April 30, 2024, and April 30, 2025. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, and GASB-required pension and other postemployment benefit (OPEB) reporting.

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

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report: introductory and statistical information.

Village of Homewood, Illinois
January 6, 2022
Page 2

Audit Scope and Objectives – Continued

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Village or to acts by management or employees acting on behalf of the Village.

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

Village of Homewood, Illinois
January 6, 2022
Page 3

Auditor's Responsibilities for the Audit of the Financial Statements – Continued

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit Procedures – Internal Control

We will obtain an understanding of the Village and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, increased regulations by oversight bodies or granting agencies, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

Audit Procedures – Compliance

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

Other Services

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

Village of Homewood, Illinois
January 6, 2022
Page 4

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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

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

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

Village of Homewood, Illinois
January 6, 2022
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Responsibilities of Management for the Financial Statements - Continued

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

Engagement Administration, Fees, and Other

Our fees for the April 30, 2022, April 30, 2023, April 30, 2024, and April 30, 2025 audits will be as stated in our proposal.

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

Reporting

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Board of Trustees of the Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

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

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

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

By: _____

Title: _____

Village of Homewood

PROPOSAL

For the Years Ending:

April 30, 2022, 2023, 2024 and 2025

Due Date:

December 6, 2021



Lauterbach & Amen, LLP

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

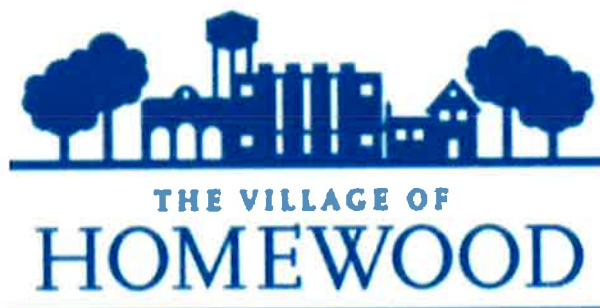
Phone: 630.393.1483

Fax: 630.393.2516

lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



Village of Homewood

For the Years Ending: April 30, 2022, 2023, 2024 and 2025

Due Date: December 6, 2021

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Jamie L. Wilkey, Partner

630.393.1483

jwilkey@lauterbachamen.com



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December 6, 2021

Village of Homewood
Attn: Dennis Bubenik, Director of Finance
2020 Chestnut Road
Homewood, IL 60430

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Village of Homewood (Village).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 125+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Village. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

Item 8. A.

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the Village.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the Village, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the Village and any of the Village's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the Village the highest level of service.

During the time we have worked with the Village, our firm has gained valuable knowledge of Village operations, work flow, and internal controls that assist in providing a thorough but efficient audit. We have enjoyed our working relationship with the Village and look forward to hopefully continue working with Management and the Board for years to come.

We are very excited about the opportunity to continue to serve the Village and are committed to providing the Village with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Village. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen
Partner
ramen@lauterbachamen.com
630.393.1483



Jamie L. Wilkey
Partner
jwilkey@lauterbachamen.com
630.393.1483



FIRM PROFILE

LAUTERBACHAM

Item 8. A.

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Payroll



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities



FIRM PROFILE

LAUTERBACHAM

Item 8. A.

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”

- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting - GFOA



Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.



FIRM PROFILE

LAUTERBACHAM

Item 8. A.

Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the Village.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.



CRAIN'S
CHICAGO BUSINESS.

L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



FIRM PROFILE

LAUTERBACH

Item 8. A.

DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last three years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations, such as the IGFOA.

The firm also has extensive experience with the Village's accounting and financial reporting software, CIVIC Systems (Caselle). We have several other clients who currently utilize the same accounting software as well.

Conclusion

We are thrilled to have the opportunity to continue to serve the Village. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAM

Item 8. A.

Ronald J. Amen, CPA

Managing Partner

Ron Amen has over 32 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



668 N. River Road
Naperville, Illinois 60563



630.393.1483



ramen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

LAUTERBACH

Item 8. A.

Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 20 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses



668 N. River Road

Naperville, Illinois 60563



630.393.1483 ext. 227



jwilkey@lauterbachamen.com

Governmental Accounting and Auditing Experience

Jamie's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAMEN

Item 8. A.

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 18 years of professional accounting experience, 12 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



Audit Team Key Personnel

Monika Adamski



Monika has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin



Tim has 15 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Jennifer Martinson



Jen has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter



Brad has 7 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw



Don has 12 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Ann Scales



Ann has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.



AUDIT APPROACH

LAUTERBACHAM






Item 8. A.

Overview

We are prepared to meet or exceed all requirements and expectations of the Village. The partners of L&A will be involved in all phases of the audit of the Village as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

Below is our proposed schedule for your audit phases in accordance with the requirements stated in the RFP:

| PHASE | | | TIMING | HOURS (EST) |
|---|---------|-----------------------|------------|-------------|
|  | Phase 1 | Planning | April | 16 Hours |
|  | Phase 2 | Preliminary Fieldwork | May | 24 Hours |
|  | Phase 3 | Fieldwork | Early June | 258 Hours |
|  | Phase 4 | Drafts | Early July | 30 Hours |
|  | Phase 5 | Audit Completion | Late July | 14 Hours |

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one-hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.



Audit Scope and Standards

L&A will issue an opinion on the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the Village's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

LAUTERBACHAM

Item 8. A.

Phase 1: Planning



April

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the Village to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the Village.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



May

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the Village and its finances through a review of various documents and through discussions with the Village. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the Village for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.



AUDIT APPROACH

LAUTERBACH

Item 8. A.

Phase 2: Preliminary Fieldwork (Cont'd)



May

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the Village.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

Phase 3: Fieldwork



Early June

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.

Phase 3: Fieldwork (Cont'd)



Early June

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

| | |
|--|----------------------------------|
| Cash | Accounts Payable |
| Investments | Payroll |
| Governmental Revenues/Receivables | Debt Service |
| Proprietary Revenues/Receivables | Fund Balance/Net Position |
| Inventories | Grants |
| Interfunds | Risk Management |
| Capital Assets | |

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and Village policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the Village during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.

Phase 4: Drafts**Early July**

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at our office and a draft of the Annual Financial Report and related communication letters will be provided to the Village no later than the date agreed to during the entrance conference. The Village will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the Village's location for the final draft where we will review the Village's questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the Village.

Phase 5: Audit Completion**Late July**

Upon approval of the drafts by the Village, we will deliver final, bound financial Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the Village's financial statements in the future.

L&A strives for continual communication with Village staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the Village.




PRICE AND BILLING

LAUTERBACHAMEN

Item 8. A.

AUDIT SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP
Firm Contact/Project Manager: Ronald J. Amen, Partner
Email Address: ramen@lauterbachamen.com
Address: 668 N. River Road
Naperville, IL 60563
Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516
Signature of Authorized Agent:  , Partner
Date of Proposal Submission: December 6, 2021

PRICE STRUCTURE

| | April 30, 2022 | April 30, 2023 | April 30, 2024 | April 30, 2025 |
|--|----------------|----------------|----------------|----------------|
| Village Audit and All Associated Work | \$23,815 | \$23,815 | \$23,815 | \$23,815 |
| Police Pension Fund Audit, if Applicable | \$4,725 | \$4,725 | \$4,725 | \$4,725 |
| Fire Pension Fund Audit, if Applicable | \$3,850 | \$3,850 | \$3,850 | \$3,850 |
| TIF Reports | \$410 | \$410 | \$410 | \$410 |
| Single Audit, if Required | \$3,500 | \$3,500 | \$3,500 | \$3,500 |



PRICE AND BILLING

LAUTERBACH

Item 8. A.

| HOURS SCHEDULE | | | | |
|----------------|-------|---------------|-------------|----------|
| | Hours | Standard Rate | Quoted Rate | Total |
| Partner | 42 | \$160 | \$150 | \$6,300 |
| Manager | 150 | \$130 | \$120 | \$18,000 |
| In-Charge | 150 | \$90 | \$80 | \$12,000 |
| | 342 | | | \$36,300 |

In 24 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future FASB and GASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the Village. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the Village, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the Village personnel and that the Village will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the Village to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

LAUTERBACHAM

Item 8. A.

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

VILLAGE OF FRANKFORT*

Jenni Booth

815.469.2177

jbooth@frankfortil.org



VILLAGE OF LOMBARD*

Jamie Cunningham

630.620.5916

cunninghamj@villageoflombard.org



CITY OF WHEATON*

Robert Lehnhardt

630.260.2000

BLehnhardt@wheaton.il.us



* Indicates governments who currently hold the GFOA Certificate of Achievement.



REFERENCES

LAUTERBACH

Item 8. A.

Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Municipalities, Townships and Counties

| | | | | | |
|--------------------|--------------------|-----------------|---------------------|------------------|-----------------|
| Addison Township | Cuba Township | Harvard | Markham | Pingree Grove* | Streamwood* |
| Algonquin | Dolton | Henry County | Mendota | Plano | Streator |
| Antioch* | East Dundee* | Hinckley | Midlothian | Poplar Grove | Sugar Grove* |
| Barrington | East Hazel Crest | Hinsdale | Milton Township | Princeton | Sycamore* |
| Barrington Hills | East Moline | Homewood | Monee | Prospect Heights | Thornton* |
| Bartlett* | Elburn | Inverness | Montgomery* | Riverside* | Timberlane |
| Beach Park* | Elk Grove Village* | Johnsburg* | Morton Grove* | Riverwoods | Vernon Hills |
| Berkeley | Elwood* | Justice | Mount Prospect | Rock Island* | Volo |
| Bloomington* | Elyssa's Mission | Kenilworth | Naperville Township | Rockford* | Warrenville* |
| Bradley | Evanston | Kildeer* | New Milford | Rolling Meadows* | Waukegan |
| Buffalo Grove* | Fox River Grove | Lake Barrington | Normal* | Rosemont | West Chicago* |
| Burlington | Frankfort* | Lake Bluff | North Aurora* | Round Lake Beach | Western Springs |
| Burnham | Georgetown | Lake Villa | North Barrington | Sandwich | Wheaton* |
| Burr Ridge | Gilberts* | LaSalle County | North Riverside* | Schaumburg | Willow Springs |
| Campton Hills | Glen Ellyn* | Libertyville* | Northbrook | Shabbona | Wilmette* |
| Carpentersville* | Glencoe* | Lincolnwood* | Northfield* | Skokie | Winnetka* |
| Cary | Glenview* | Lindenhurst | Northfield Township | Sleepy Hollow | Winthrop Harbor |
| Champaign | Golf | Lombard* | Orland Park | South Barrington | Woodridge* |
| Cherry Valley | Grayslake | Lyndon | Palos Park* | South Elgin* | York Township |
| Cortland | Gurnee* | Manhattan* | Park Forest* | Stickney | Yorkville* |
| Country Club Hills | Hampshire | Maple Park | Park Ridge | Stone Park | Zion Township |

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities

110+



Park Districts

65+



School Districts

35+



Libraries

45+



Pension Funds

450+



Other Entities

100+



ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



APPENDIX

LAUTERBACH

Item 8. A.

ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019

PAGE | 2

Entrance Conference

April 30, 2022

➤ Meeting Attendance

➤ Review Significant Changes/Accounting Issues

- Internal Controls
- Computer Systems
- Debt Issues
- Funds
- Contractual Agreements
- Capital Assets - Additions & Deletions
- Revenue Sources
- Personnel Changes
- (Comprehensive) Annual Financial Report
- GASB Pronouncements
- Policy Changes/Updates

➤ Other Services

Police and Fire Pension – Separate Auditors

Police and Fire Pension – Monthly Accounting

Actuary Police & Fire GASB 67/68, OPEB GASB 74/75 (Rollforward)

Entrance Conference

April 30, 2022

➤ **Requested Materials**

Administrative

Confirmations

Ready at Preliminary Fieldwork

Minutes

Village Board – Available for Review

Police Pension Board – N/A

Fire Pension Board – N/A

Budget/Appropriations

Copy of Original Budget/Appropriations with Board Ordinance

Detail of the Budget with Reconciliation of Fund Totals to Board Ordinance

Copy of Budget Amendments/Transfers

Actuarial Reports

Police Pension

Firefighters' Pension

OPEB

IMRF

Census Data for Actuarial Reports

Component Unit Information – if Applicable

Copy of PY CAFR Certificate Award - if Applicable

Entrance Conference

April 30, 2022

➤ **Requested Materials- Continued**

Trial Balances

Cumulative General Ledger - Copy or Electronic

Cash

Bank Reconciliations - All Accounts

Copies of Bank Statements at Fiscal Year End - All Accounts

Copies of Bank Statements for 1st Month after Fiscal Year End - All Accounts

List of Deposits in Transit - All Accounts

List of Outstanding Checks - All Accounts

Copies of Collateral Agreements & Statements of Collateral Held at Fiscal Year End

IMET – Liquidating Trust

Investments

Summary of Investments - All Funds

Copies of Bank/Brokers Statements at Fiscal Year End

Governmental – Revenue/Receivables

Copy of Ordinances Establishing New Revenue Sources

Copy of Ordinances for Revenue Rate Changes

Sales Tax Revenue/Receivable

State Income Tax Revenue/Receivable

Utility Tax Revenue/Receivable

Court Fines Revenue/Receivable

Franchise Fees Revenue/Receivable

Motor Fuel Tax Revenue/Receivable

Miscellaneous Receivables – Detail Listing – by Fund

Copy of Property Tax Levy Ordinance

Copy of Property Tax Abatement Ordinances

Schedule of Property Tax Collections and Allocations Reconciled to T/B's – by Fund

Copy of County Final Extensions Statement

Copy of County Final Distribution Statement

Road and Bridge Tax Revenue/Receivable

Proprietary – Revenues/Receivables

Copy of Ordinance for Revenue Rate Changes

Summary of Gallons Billed vs Pumped - Current Year and Prior Year

Water Accounts Receivable Billed - Aging

Water Accounts Receivable Unbilled - Estimate

Significant Revenue/Receivable Reconciliations (Sewer, Garbage, Parking, Golf,

Stormwater, Utility, etc. – as Applicable)

Entrance Conference

April 30, 2022

➤ Requested Materials - Continued

Inventories

Detailed Listing – by Fund

Interfunds

Schedule of Due to/Due from

Schedule of Transfers – Purpose of Transfer

Capital Assets

Summary of Capital Assets Cost and Accumulated Depreciation

Detail Listing of Capital Assets Cost by Function and Activity

Detail Listing of Capital Assets Depreciation by Function and Activity

Detail Listings – Additions and Deletions

Reconciliation of Additions to Capital Outlay Accounts

Current Contributed Assets

Accounts Payable and Related

Accounts Payable Summary – by Fund

Accounts Payable Detailed Listing

Search for Unrecorded Liabilities

List of Disbursements/Check Register since Fiscal Year End

Retainage Payable

Detailed List of Retainage Payable – by Fund at Fiscal Year End

Copies of Large Construction Contracts Outstanding at Fiscal Year End

Invoices of all Legal Expenses

Reconciliations for Miscellaneous Liabilities

Payroll and Related

Accrued Payroll - All Funds

Accrued Payroll - Copy of Applicable Payroll Summary

Accrued Compensated Absences - All Funds

IMRF Payable/Payments Reconciliation - All Funds

FICA Payable/Payments Reconciliation - All Funds

941 Reconciliation to Expenditures/Expenses and Copies of Quarterly 941s

Entrance Conference

April 30, 2022

➤ **Requested Materials - Continued**

Debt Service Payables/Payments

New Debt Issuances

Copy of Ordinance

Copy of Repayment Schedule from Bank or Finance Company

Copy of Escrow Agreement if Refunding Bonds

Early Repayment of Debt - if Applicable

Copy of Board Ordinance

Bank Support for Payment

Copy of Updated Repayment Schedule if Debt Balance is Outstanding

Arbitrage Calculation - if Applicable

Fund Balance/Fund Equity/Net Position

Equity Reconciliation to Prior Audit

Detail List of any Changes to Equity

Grants

Copy of Grant Agreements

Copy of Grant Revenue Receipt

Single Audit Requested Materials/Questionnaire – if Applicable

Risk Management

Copy of Current Insurance in Force

Pools (IRMA, IPBC, etc.) - Reconciliation of Payments/Payables to T/B's

Copy of all Insurance Expense Invoices

| 2022 | Local | Audit | Single Audit | |
|--------|-------------------|--------------|--------------|------------|
| | <u>References</u> | <u>Price</u> | <u>Price</u> | |
| L&A | Homewood | \$ 32,800 | \$ 3,500 | |
| | Frankfort | \$ 32,800 | \$ 3,500 | |
| | Park Forest | \$ 32,800 | \$ 3,500 | |
| | Burr Ridge | \$ 32,800 | \$ 3,500 | |
| | Glen Ellyn | \$ 131,200 | \$ 14,000 | \$ 145,200 |
| | | | | |
| Crowe | Glendale Hgts. | \$ 60,200 | \$ 4,800 | |
| | Calumet City | \$ 58,030 | \$ 4,950 | |
| | Burbank | \$ 59,810 | \$ 5,100 | |
| | Des Plaines | \$ 61,550 | \$ 5,250 | |
| | Matteson | \$ 239,590 | \$ 20,100 | \$ 259,690 |
| | | | | |
| Sikich | Flossmoor | \$ 34,300 | \$ 2,500 | |
| | Oak Forest | \$ 35,325 | \$ 2,575 | |
| | Shorewood | \$ 36,750 | \$ 2,650 | |
| | Romeoville | \$ 38,275 | \$ 2,725 | |
| | Olympia Fields | \$ 144,650 | \$ 10,450 | \$ 155,100 |



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Napoleon Haney, Village Manager

From: Denise McGrath, Chief of Police

Topic: Parking Lot Agreement – Homewood Business Park, LLC

PURPOSE

The Police Department has been requested to regulate and enforce the parking of vehicles, the traffic in, and the use of the Homewood Business Park parking lots. Since this request is for privately owned property, it means the Village must enter into an agreement, which requires board approval.

PROCESS

Vicki Grantham, on behalf of Homewood Business Park, LLC submitted a request for consideration of a Parking Lot Agreement with the Village of Homewood. The Declaration of Industrial Condominium Ownership and Bylaws, Easements, Restrictions and Covenants for Homewood Business Park Condominiums was provided, which includes the legal description of the property, permanent tax numbers, and legal owner's name.

The parking lot is located at 17759, 17801, 17803, 17807, 17811, 17829, 17833, 17837, 17841, 17845, 17847, 17851, 17855 and 17959 Bretz Drive.

OUTCOME

Approval of the parking lot agreement between the Village of Homewood and Homewood Business Park, LLC will accommodate the request of the parking lot owner.

FINANCIAL IMPACT

- **Funding Source:** No Financial Impact
- **Budgeted Amount:** N/A
- **Cost:** N/A

LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Authorize the Village President to enter into a parking lot agreement between the Village of Homewood and Homewood Business Park, LLC.

VILLAGE OF HOMEWOOD

Item 8. B.



ATTACHMENT(S)

Parking Lot Agreement

THIS AGREEMENT made this
 [REDACTED] day of [REDACTED], [REDACTED],
 between the VILLAGE OF
 HOMEWOOD, a municipal
 corporation of the State of Illinois
 (the "Village") and the **Homewood
 Business Park, LLC** (the
 "Owner"), relative to the
Homewood Business Park Parking
 Lot at **17759, 17801, 17803, 17807,
 17811, 17829, 17833, 17837,
 17841, 17845, 17847, 17851,
 17855 and 17859 Bretz Drive** in
 the Village of Homewood, Cook
 County, Illinois (the "**Homewood
 Business Park** Parking Lot").

WITNESSETH:

WHEREAS, the Owner is the Owner of/managing agent for the Parking Lots and controls the **Homewood Business Park** Parking Lot within the limits of the Village; and

WHEREAS, the Owner desires to contract with the Village authorizing the Village and its Police Department to regulate and enforce the parking of vehicles and the traffic in, and the use of said Parking Lots; and

WHEREAS, the Village is willing to enter into this Agreement under the terms and provisions provided; and

WHEREAS, the Village is authorized to enter into this Agreement, under 625 ILCS 5/11-209 of the Illinois Compiled Statutes; and

WHEREAS, the President and Board of Trustees of the Village of Homewood have approved, the ratification of the terms, provisions and conditions of this Agreement.

NOW THEREFORE, the parties agree as follows:

1. This agreement is intended to cover and regulate the Parking Lots commonly known as the **Homewood Business Park** Parking Lot and the parking area and private roadways located therein. Said Parking Lot is located at **17759, 17801, 17803, 17807, 17811, 17829, 17833, 17837, 17841, 17845, 17847, 17851, 17855 and**

17959 Bretz Drive in the Village and is legally described on Exhibit “A”, attached and made a part hereof.

2. Owner authorizes the Village, by its Chief of Police and other designated representatives to regulate the parking of automobiles and the traffic at and within the **Homewood Business Park** Parking Lot as authorized by 625 ILCS 5/11-209 of the Illinois Compiled Statutes. Signs shall be posted at each **Homewood Business Park** Parking Lot as enumerated on Exhibit “B,” attached and made a part hereof. Village agrees it will establish and enforce regulations for the parking of automobiles and traffic as listed on Exhibit “C,” attached and made a part hereof.

3. When parking and traffic regulations have been established by agreement of the parties upon the **Homewood Business Park** Parking Lot, then it shall be an offense for any person to do any act prohibited by, or to fail to perform any act required by such parking or traffic regulations, which offense shall be punishable under the ordinances of the Village. Village agrees to enforce all such posted parking and traffic regulations without expense to the Owner, except that towing of vehicles shall be at the Owners expense, and Owner consents to the issuance of parking and traffic citations for any violations thereof.

4. The Owner agrees to erect and post all necessary signs, and provide for all necessary pavement markings, at its own cost and expense for regulating the use of the Parking Lots, as is necessary to carry out regulations created under this Agreement and agrees to bear the cost and expense of the maintenance thereof. Should Village pay any such expense, Village shall bill the Owner for reimbursement and Owner shall pay any such Village bill within thirty (30) days of receipt thereof.

5. The parties do expressly agree that nothing in this Agreement shall expressly or impliedly grant, gift or dedicate the whole or any portion of the **Homewood Business Park** Parking Lot to the general public or for any public use or purpose.

6. The authorization contained under the terms of the Agreement shall be in addition to any other authority of the Village existing because of any other Statute of the State of Illinois, and such additional authorization shall not be construed to be in lieu of any such other Statute.

7. At least once each calendar year, the Village shall inspect said Parking Lots to verify that all required signs and pavement markings are in place and properly maintained. If the Village determines, during the inspection, that additional signs and / or pavement markings are required, or existing signs and / or pavement markings need to be replaced, the Village shall so notify the Owner. If the Owner fails to take the action required by the Village in the notice within thirty (30) days of said notice, the Village may take the necessary actions and bill the Owner for the Village’s cost in

relation thereto, and the Owner shall be responsible and shall pay said costs within twenty (20) days of receipt of such bill.

8. At least once each calendar year, the Owner shall verify to the Village that the Owner is in fact still the Owner of and / or managing agent for the **Homewood Business Park** District Parking Lot. It shall be the responsibility of the Owner to notify the Village of any change of owner or managing agent relative to the **Homewood Business Park** Parking Lot. Said notice shall be given to the Village within ten (10) days of any change in the owner or managing agent of the **Homewood Business Park** Parking Lot.

9. This agreement shall cover a period of one (1) year from the date hereof and shall be self-renewing for periods of one year each year thereafter, not to exceed twenty (20) years, unless cancelled by not less than thirty (30) days written notice by either party to the other of its intention to cancel the same, in which case the Agreement shall terminate on the thirtieth (30th) day after the notice has been given. Upon any such cancellation, Owner shall pay all outstanding costs owed to the Village under this Agreement.

10. Owner agrees to indemnify, defend and save whole and harmless the Village, its elected officials, officers, employees and agents from any loss or liability and related expenses of any kind, including court costs and attorney's fees, which arise out of or due to the performance of this Agreement by the Village.

11. Notices sent under this Agreement shall be sent by certified or registered mail, postage prepaid, or delivered in person and shall be addressed as follows:

If to the Village: Village Manager
Village of Homewood
2020 Chestnut Road
Homewood, Illinois 60430

With copy to: Chief of Police
Village of Homewood
17950 Dixie Highway
Homewood, Illinois 60430

Village Attorney
Christopher J. Cummings
2024 Hickory Road, Suite 205
Homewood, Illinois 60430

If to the Owner: Homewood Business Park, LLC

Ridge Road and Bretz Drive
Homewood, IL 60430

12. After execution of this Agreement, a copy shall be recorded with the Cook County Clerk, Recording Division, as required by Statute.

IN WITNESS WHEREOF, the parties have set their hands and seals this _____
day of _____, _____.

VILLAGE OF HOMEWOOD,
a municipal corporation

By: _____
Village President

ATTEST:

By: _____
Village Clerk

Homewood Business Park, LLC

By: _____
Board President

By: _____
Board Secretary

EXHIBIT "A"

LEGAL DESCRIPTION

Permanent Tax Numbers:

29-33-100-067-1001
 29-33-100-067-1002
 29-33-100-067-1003
 29-33-100-067-1004
 29-33-100-067-1005
 29-33-100-067-1006
 29-33-100-067-1007
 29-33-100-067-1008
 29-33-100-067-1009
 29-33-100-067-1010
 29-33-100-067-1011
 29-33-100-067-1012
 29-33-100-067-1013
 29-33-100-067-1014

Property Address: Ridge Road and Bretz Drive, Homewood, IL 60430

ALL THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EAST OF THE WEST 870.0 FEET THEREOF AND LYING NORTH OF THE NORTH LINE OF CABLEVISION SUBDIVISION AS RECORDED DECEMBER 2, 1980 BY DOCUMENT NUMBER 25688108, AND ALSO (EXCEPT THAT PART DEDICATED FOR KRONER DRIVE BY DOCUMENT 2568807), ALL IN COOK COUNTY, ILLINOIS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 33, TOWNSHIP 36 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, SAID CORNER BEING A FOUND BRASS MONUMENT IN HALSTEAD AVENUE, THENCE NORTH 89 DEGREES 29 MINUTES 38 SECONDS EAST ALONG THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 1331.87 FEET TO THE NORTHEAST CORNER OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 33; THENCE SOUTH 00 DEGREES 50 MINUTES 52 SECONDS EAST ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 1321.16 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 33, THENCE CONTINUING SOUTH 00 DEGREES 50 MINUTES 52 SECONDS EAST ALONG SAID EAST LINE 865.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00 DEGREES 50 MINUTES 52 SECONDS EAST ALONG SAID EAST LINE 167.00 FEET TO THE NORTH LINE OF CABLEVISION SUBDIVISION, RECORDED AS DOCUMENT NUMBER 25688108; THENCE SOUTH 89 DEGREES 21 MINUTES 53 SECONDS WEST ALONG SAID NORTH LINE OF CABLEVISION SUBDIVISION

**393.27 FEET TO THE EAST LINE OF KRONER DRIVE AS DEDICATED BY
DOCUMENT NUMBER 25688007; THENCE NORTH 00 DEGREES 48 MINUTES 48
SECONDS WEST ALONG SAID EAST LINE OF KRONER AVENUE 685.00 FEET;
THENCE NORTH 89 DEGREES 21 MINUTES 53 SECONDS EAST A DISTANCE OF
175.00 FEET; ; THENCE SOUTH 00 DEGREES 48 MINUTES 48 SECONDS EAST A
DISTANCE OF 518.00 FEET; THENCE NORTH 89 DEGREES 21 MINUTES 53
SECONDS EAST A DISTANCE OF 218.17 FEET TO THE POINT OF BEGINNING,
CONTAINING 3.589 ACRES MORE OR LESS.**

EXHIBIT “B”

The parties agree that these signs shall be posted at each **Homewood Business Park** Parking Lot before enforcement activity by the Village:

PARKING AND TRAFFIC LAWS ENFORCED ON
THIS PROPERTY BY THE HOMEWOOD POLICE
DEPARTMENT

RIGHT OF ACCESS BY PERMISSION ONLY, SUBJECT
TO CONTROL OF OWNER

EXHIBIT “C”

The Homewood Police Department will enforce parking and traffic laws within the **Homewood Business Park** Parking Lot, specifically Chapter 106, Article VI, Division 1 of the Homewood Municipal Code and as authorized by 625 ILCS 5/11-209.



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Napoleon Haney, Village Manager

From: Angela Mesaros, Director of Economic and Community Development

Topic: Special Use Permit for a baseball academy (learning center) at 17829 Bretz Drive

PURPOSE

Homewood Baseball Academy has submitted an application to install and operate batting cages for baseball training at 17829 Bretz Drive. Baseball batting cages are classified as a “learning center” in the Village Zoning Ordinance. Learning Centers require a special use in the M-1 zoning district in which the subject property is located. A special use allows the opportunity for the village to consider the impact the proposed use may have upon neighboring lands and the public need for the proposed use at the subject location.

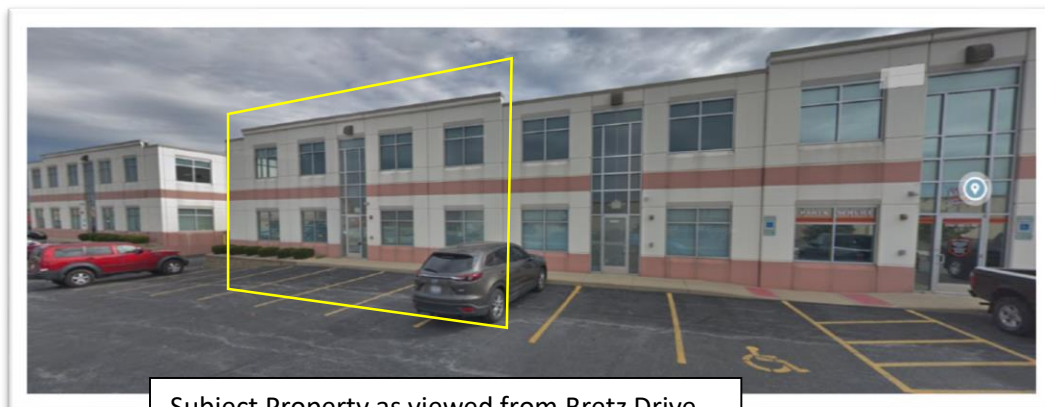


Subject Property

PROCESS

Homewood Baseball Academy has a lease for one unit (3,000 sq. ft.) within a multi-tenant commercial building. The subject property is part of a business park with three buildings. The proposed space is currently vacant; it was most recently leased as automotive accessories and warehouse storage space. Other uses within the buildings include a crematorium, brewery and taproom, and a baseball bat manufacturer (Homewood Bat).

At its regular meeting on January 13, 2022, the Homewood Planning & Zoning Commission reviewed the request for a special use permit.



Subject Property as viewed from Bretz Drive



The following standards were considered in the review of the special use request:

1. Is deemed necessary for the public convenience at that location. *Facilities offering baseball batting practice provide a public convenience to residents of Homewood and neighboring communities.*
2. Is not detrimental to the economic welfare of the community. *Occupancy of this space by the proposed business eliminates vacancy in the building.*
3. Will be consistent with the goals and policies of the Comprehensive Plan. *The continued development of industrial areas is a defined goal in the Comprehensive Plan.*
4. Is so designed, located, and proposed to be operated, that the public health, safety, and welfare will be protected. *The tenant space is located in a center that can accommodate multiple tenants. The neighboring uses are compatible with this use. A variety of uses have been permitted in the Homewood Business Park including a brewery, a bat company, and a crematorium.*
5. Is a suitable use of the property and, without the special use, the property will be substantially diminished in value. *The unit is currently vacant; therefore, occupancy increases the value of the property. The subject property is zoned Limited Manufacturing and learning centers are allowed as a special use in this district.*
6. Will not cause substantial injury to the value of other property in the neighborhood in which it is located. *The area is zoned Limited Manufacturing which is suitable for relatively intensive uses of land, such as manufacturing, assembly, warehousing, distribution and related activities. This use is less intensive than is typical for the district in which it is located.*
7. Will be consistent with the uses and community character of the neighborhood surrounding the parcel. *Surrounding land uses include Commercial and Limited Manufacturing. Sports activity centers are a typical use in the types of buildings that are found on Bretz Drive due to their high ceilings and relatively low rent to floor area ratios. The proposed use is consistent with uses allowed in those areas.*
8. Will not be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the zoning district. *Parking for the proposed use is immediately adjacent to the unit. Traffic and noise impact is minimal for an area that is designed for manufacturing, assembly, warehousing, distribution and related activities.*
9. Will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district. *This proposed use is allowed as a special use in this district.*



10. Provides adequate measures of ingress and egress in a manner that minimizes traffic congestion in the public streets. Adequate access is provided.
11. Is served by adequate utilities, drainage, road access, public safety and other necessary facilities. The area is developed and currently served by adequate utilities.

The Planning & Zoning Commission, with all (seven) members present, unanimously recommended approval of a special use permit.

OUTCOME

After consideration of public testimony, the following Findings of Fact (as proposed or amended) by the standards set forth in Section 2.16 may be entered into the record:

1. The subject property is located at 17829 Bretz Drive;
2. The space is owned by Nola North;
3. The space is leased by Homewood Baseball Academy, Inc.
4. Homewood Baseball Academy proposes to operate batting cages within the current multi-tenant commercial building at the subject location;
5. The subject property is located in the M-1 Limited Manufacturing District;
6. A baseball academy, defined as a “learning center,” is permitted as a special use in the M-1 district; and
7. The subject property has adequate onsite parking spaces.

Approval of the special use allows a new business to open in a vacant commercial space. A baseball academy will provide a service of training youth for sports.

FINANCIAL IMPACT

Funding Source: No Financial Impact

- **Budgeted Amount:** N/A
- **Cost:** N/A

LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance granting a special use permit to allow the operation of a baseball academy (learning center) at 17829 Bretz Drive in Homewood.

ATTACHMENT(S)

Ordinance

ORDINANCE NO. M-2210**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
TO ALLOW OPERATION OF A BASEBALL ACADEMY
17829 BRETZ DRIVE HOMEWOOD, COOK COUNTY, ILLINOIS**

WHEREAS, 65 ILCS 5/11-13-1.1 authorizes the granting of a special use by passage of an Ordinance; and

WHEREAS, a request has been received for a special use permit to locate a baseball academy in an existing multi-tenant commercial building at 17829 Bretz Drive; and

WHEREAS, the subject property is located in the M-1, Limited Manufacturing District; and

WHEREAS, learning centers are allowed as a special use in the M-1, Limited Manufacturing District; and

WHEREAS, the Homewood Planning and Zoning Commission reviewed and considered the request at its regular meeting on January 13, 2022, and recommended approval of a special use to allow operation of a learning center; and

WHEREAS, the President and Board of Trustees of the Village of Homewood, Cook County, Illinois deem it appropriate and are willing to grant a special use permit, subject to the terms and provisions hereof.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Homewood, Cook County, Illinois, that:

SECTION ONE – FINDINGS OF FACT:

- The subject property is located at 17829 Bretz Drive;

- The space is owned by Nola North;
- The space is leased by Homewood Baseball Academy, Inc.
- Homewood Baseball Academy proposes to operate batting cages within the current multi-tenant commercial building at the subject location;
- The subject property is located in the M-1 Limited Manufacturing District;
- A baseball academy, defined as a “learning center,” is permitted as a special use in the M-1 district; and
- The subject property has adequate onsite parking spaces;
- The proposed use complies with the standards for special uses in Section 2.16 of the Homewood Zoning Ordinance.

SECTION TWO – LEGAL DESCRIPTION:

The subject property is legally described as follows:

Units A-1, A-2, A-3, A-4, and A-5 in Homewood Business Park Condominium, in the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 33, Township 36 North, Range 14, East of the Third Principal Meridian, as delineated on a survey attached as Exhibit “E” to the Declaration recorded August 20, 2009, as Document 0923210013 together with an undivided percentage interest in the Common Elements appurtenant thereto, as set forth and defined in the Declaration aforesaid, in Cook County, Illinois.

Permanent Index Number: 29-33-100-067-1005

Common Address: 17829 Bretz Drive
Homewood, IL 60430

SECTION THREE – ISSUANCE OF SPECIAL USE PERMIT:

A special use permit is hereby granted to Homewood Baseball Academy, Inc. to operate a learning center in the commercial building at the above-described property.

SECTION FOUR – ADDITIONAL MATERIALS TO BECOME PART OF THIS ORDINANCE:

The following documents are hereby made part of this Ordinance:

The Homewood Planning and Zoning Commission minutes of January 13, 2022, as they relate to the subject zoning.

The Homewood Village Board minutes of January 25, 2022, as they relate to this ordinance.

SECTION FIVE – RECORDING:

The Village Attorney shall cause this Ordinance without attachments to be recorded in the Office of the Cook County Clerk, Recording Division.

PASSED and APPROVED this 25th day of January 2022.

Village President

Village Clerk

YEAS: _____ NAYS: _____ ABSTENTIONS: _____ ABSENCES: _____



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Napoleon Haney, Village Manager

From: Dennis Bubenik, Director of Finance

Topic: Electricity Purchase - NIMEC Pool

PURPOSE

The 2007 deregulation legislation opened up the Illinois borders to outside electric generators to compete with Exelon for the sale of power. Any commercial user can purchase its power through any of the 60 Illinois Commerce Commission - approved electric suppliers. The Northern Illinois Municipal Collaborative (NIMEC) was formed in late 2006 to help its members purchase their power as competitively as possible. NIMEC has 165 members. NIMEC first aggregates its members' electric usage, then bids out the combined volume with three of the largest northern Illinois electric suppliers. The lowest bid is then presented to the municipality for its acceptance. The Village of Homewood has been a member of NIMEC since 2007 and desires to continue this relationship. The resolution authorizing the Village Manager or Finance Director to sign the winning bid for the Village requires board approval.

PROCESS

NIMEC's fixed rate bids cover a 12-month, 24-month, or up to a 36-month period. NIMEC's current supplier contract expires in May of 2022. Because electric pricing is currently favorable, NIMEC may go to bid as early as March 3, for the May 2022 to May 2023, or up to the May 2022 to May 2025 period. A time sensitive decision will need to be made by the Village so as to secure the best rate for the Village of Homewood whenever the NIMEC bid is returned and decided upon. Once NIMEC accepts the winning electric bid, NIMEC members have 24-hours to execute the "supplier's agreement."

OUTCOME

Being a member of NIMEC's 165-member pool allows Homewood to capture savings in the purchase of electricity used by Village pump stations, lifts stations and some street lights. The resolution provides staff the flexibility and authority to accept the winning bid for the electric supplier selected and vetted by NIMEC.

FINANCIAL IMPACT

Results of being a member of NIMEC have been excellent with an estimated savings of \$336,000 since 2007, as compared to paying the much higher ComEd rate. Our current NIMEC Pool rate of 4.836 cents per kilowatt (kWh) is well below the current default rate of ComEd's 7.8 cents per kWh.



- **Funding Source:** Water/Sewer Fund
- **Budgeted Amount:** \$166,000
- **Cost:**

LEGAL REVIEW

Not required

RECOMMENDED BOARD ACTION

Pass a resolution authorizing the Village Manager or Finance Director to enter into a purchase agreement for electricity through the Northern Illinois Municipal Electric Collaborative (NIMEC) for the period of May 2022 through May 2023 or up to May 2025.

ATTACHMENT(S)

- NIMEC Resolution
- NIMEC Email on the upcoming 3/1/2022 Bid

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER OR
FINANCE DIRECTOR TO CONTRACT FOR THE PURCHASE OF ELECTRICITY**

- WHEREAS in January of 2007, Commonwealth Edison (ComEd) was deregulated by the State of Illinois. Prior to 2007, ComEd not only generated the power to all users in northern Illinois, it also delivered the power through power lines. The deregulation divided up these two activities; and
- WHEREAS prior to 2007, ComEd was required to “sell” its nuclear power plants to Exelon (its parent). This left ComEd with its only function to deliver the power through its power lines. ComEd remains a monopoly regulated by ICC; and
- WHEREAS the legislation opened up the Illinois borders to outside electric generators to compete with Exelon for the sale of power. Any commercial user can purchase its power through any of the 60 ICC-approved electric suppliers. All generators send their power to ComEd, who in turn delivers it to the end user; and
- WHEREAS the Northern Illinois Municipal Collaborative (NIMEC) was formed in late 2006 to help its members purchase their power as competitively as possible. NIMEC has 165 members. NIMEC first aggregates its members’ electric usage, then bids out the combined volume with three of the largest northern Illinois electric suppliers. The lowest bid is then presented to the municipality for its acceptance; and
- WHEREAS the Village has purchased its electricity with NIMEC’s assistance since January of 2007 with favorable results and wishes to continue in the NIMEC pool; and
- WHEREAS NIMEC’s fixed rate bids cover a 12 month, 24 month, or up to a 36 month period. Our current supplier contract expires in May of 2022. Because electric pricing is currently favorable, NIMEC may go to bid as early as March 3, for the May 2022 to May 2023 or up to the May 2022 to May 2025 period, therefore, time sensitive decisions will need to be made so as to secure the best rate for the Village of Homewood.

NOW THEREFORE BE IT RESOLVED by the Village President and Board of Trustees of the Village of Homewood, Cook County, Illinois that the Village Manager or Finance Director be authorized to enter into a purchase agreement for electricity through the Northern Illinois Municipal Electric Collaborative (NIMEC) for the period of May 2022 through May 2023 or up to May 2025.

PASSED and APPROVED this 25th day of January 2022.

Village President

ATTEST:

Village Clerk

AYES: _____ NAYS: _____ ABSENCES: _____ ABSTENTIONS: _____

Bubenik, Dennis

From: dhooover@nimec.net
Sent: Friday, January 7, 2022 3:54 PM
To: Bubenik, Dennis
Subject: NIMEC Bid Date: Mar 3



Dear Dennis,

NIMEC will be holding its annual bid on March 3. We will be bidding your accounts (below) along with other NIMEC members to leverage the collective usage for lower electric rates. We will be seeking pricing from Constellation, AEP, Dynegy and MC Squared. While we will be providing bids of 1, 2 and 3 year terms, each member is able to select the term they prefer.

To accept a bid on March 3, you will need to execute our winning supplier's agreement by the end of the day. As such, you will need to have signing authority delegated from your board prior to March 3. If you need a sample resolution to enable this, please let me know and I will send you one. (If your previous delegation is still in effect, you need take no action prior to March 3.)

Below are the accounts that we will include in the upcoming bid. If there are other accounts that you would like to include, please send them to me.

| Member | Account | Address |
|---------------------|------------|----------------------|
| Village of Homewood | 1903103034 | 2540 W. 183rd Street |
| Village of Homewood | 3860139003 | 3033 183rd Street |
| Village of Homewood | 5627145005 | 17701 Ashland Ave. |
| Village of Homewood | 7546068005 | 1635-63 Maple Road |

Please note: if you are considering closing/selling a facility, let me know and I will exclude it from the bid. In the event that you were to close a facility during the contractual term, suppliers will charge an early termination fee.

Finally, should you desire to receive an option price for your accounts for 100% renewable energy, let me know and I will see that you receive pricing for renewable, in addition to the lowest cost available.

Let me know if you have any questions,

Dave (Go Bulls!)

David Hoover
Executive Director
847.392-9300



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Napoleon Haney, Village Manager

From: Angela Mesaros, Director of Economic and Community Development

Topic: Text Amendment and Special Use Permit for a veterinary clinic at 18265 Dixie Highway

PURPOSE

Joe Bernard, Heartland Veterinary Partners, has submitted an application to operate a veterinary clinic at 18265 Dixie Highway. The subject property is zoned B-1, Central Business District. Veterinary Clinics are currently only permitted in the M-1 district. An amendment to the zoning ordinance is necessary to allow a veterinarian clinic at the subject property in the B-1 district. The proposed



Subject Property

amendment is to add this use as a special use. A special use allows the opportunity for the village to consider the impact the proposed use may have upon neighboring lands and the public need for the proposed use at the subject location.

PROCESS

Heartland Veterinary Partners is in the process of securing a lease for the one-story commercial building at the northeast corner of Dixie Highway and 183rd Street. The subject property was previously a video store and is currently in use as 24-hour fitness center.



Subject property looking southeast from 183rd & Dixie Hwy.



The applicant operates Markham Animal Clinic, which opened in the 1970s and partnered with Heartland in 2017. They have outgrown the existing location and wish to relocate to a larger space with better visibility.

At its regular meeting on January 13, 2022, the Homewood Planning & Zoning Commission reviewed the request for a text amendment and special use permit.

In making their recommendations on the text amendment, the Planning & Zoning Commission reviewed the proposed amendment, any oral and written comments received at the public hearing, and the standards set forth below. No one of the standards is controlling.

1. Is the proposed text amendment consistent with the stated goals in the Comprehensive Plan? The proposed amendment is consistent with the Village of Homewood Downtown Master Plan key goal to “*sustain and enhance Downtown Homewood as a regional draw for the South Suburbs.*”
2. Does the proposed text amendment address a particular issue or concern for the Village of Homewood? The Village does not currently have a veterinary clinic and the code currently limits this type of use to the M-1, limited manufacturing district.
3. Will the proposed text amendment impose an unreasonable hardship on existing uses? By designating a veterinary clinic as a special use, the Village can determine whether a proposed business will have adverse impacts on existing uses. The text amendment would not allow kennels.
4. Have major land uses, conditions, or circumstances changed since the original zoning ordinance text was established? Types of uses have changed since the adoption of the zoning ordinance. The Village is in the process of a comprehensive update to the zoning ordinance to reflect those changes. The subject property was originally constructed for video rental, which is no longer a viable use.
5. Is the requested change compatible with the existing uses and development patterns of the community? The purpose of the B-1 district is to allow commercial uses that provide goods and services to the Village as a whole. By designating a veterinary clinic as a special use, the Village may determine whether a proposed business will have adverse impacts on existing uses.
6. Will the proposed change be detrimental to the health, safety, and welfare of the neighborhood or of the village as a whole? The proposed amendment is not anticipated to have an impact on the B-1 zoning district.



The following standards were considered in the review of the special use request:

1. Is deemed necessary for the public convenience at that location. Veterinary services is a use that is considered a public convenience. Homewood does not currently have a veterinary clinic. According to the petitioner, this location was chosen in part because it is easily commutable to the current staff –the managing veterinarian lives within blocks of the subject property and recognizes a community need for veterinary services.
2. Is not detrimental to the economic welfare of the community. The veterinary clinic would be considered complementary to retail and dining uses and contribute to the economic base of the community. The managing veterinarian of the practice is a Homewood resident and Heartland Partners plans to be an engaged and active participant in the Homewood community through working with the schools, hosting events, etc.
3. Will be consistent with the goals and policies of the Comprehensive Plan. The Comprehensive Plan specifically states that 183rd Street will become a major east/west entryway into the Village to allow for access-way to downtown Homewood. This property is at a gateway to downtown Homewood. The proposed veterinary clinic is a business that will bring customers to downtown.
4. Is so designed, located, and proposed to be operated, that the public health, safety, and welfare will be protected. This use is in close proximity to downtown Homewood at the corner of two arterial streets – 183rd Street (major arterial) and Dixie Highway (minor arterial). This location is considered a gateway to downtown.
5. Is a suitable use of the property and, without the special use, the property will be substantially diminished in value. The petitioner chose downtown Homewood as their location in part due to the Village’s active and strong financial investments in downtown. They plan to make a long-term commitment to the community.
6. Will not cause substantial injury to the value of other property in the neighborhood in which it is located. The proposed facility is located within an existing commercial building. The clinic will not operate a kennel and outside activities would be limited.
7. Will be consistent with the uses and community character of the neighborhood surrounding the parcel. The proposed use is adjacent to other commercial uses to the south, west, and north along 183rd Street and Dixie Highway.
8. Will not be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the zoning district. The proposed use is not expected to generate excessive noise, vibration, light, or other factors that would disrupt adjacent



properties. Dixie Highway and 183rd Street are classified as arterial streets and therefore anticipate the expected traffic volumes.

9. Will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district. The area is developed.
10. Provides adequate measures of ingress and egress in a manner that minimizes traffic congestion in the public streets. Adequate access is provided from 183rd Street and Dixie Highway. The facility meets the parking requirements.
11. Is served by adequate utilities, drainage, road access, public safety and other necessary facilities. The area is developed and currently served by adequate utilities.
12. Will not substantially adversely affect one (1) or more historical, archeological, cultural, natural or scenic resources located on the parcel or surrounding properties.

The Planning & Zoning Commission, with all (seven) members present, unanimously recommended approval of a special use permit and zoning variation.

OUTCOME

After consideration of public testimony, the following Findings of Fact (as proposed or amended) by the standards set forth in Section 2.16 may be entered into the record:

1. The subject property is located at 18265 Dixie Highway
2. The subject property is owned by Keith A Hoogland, KAH IV, LLC;
3. Heartland Veterinary Partners proposes to operate a veterinary clinic at the subject location;
4. The property is currently zoned B-1/ Central Business District;
5. A veterinarian clinic is not a permitted or special use in the B-1, Central Business District;
6. The building is currently in operation as a 24-hour fitness use; and
7. Section 2.15 of the Homewood Zoning Ordinance states that any person having a right of ownership in any property in the Village may propose amendments to the zoning text.

Approval of the text amendment and special use allows a new business to open that will provide a service to the area. This location was chosen in part due to the community need for veterinary services. The managing veterinarian is a Homewood resident and plans to make a long-term commitment to the community.

FINANCIAL IMPACT

Funding Source: No Financial Impact

- **Budgeted Amount:** N/A
- **Cost:** N/A

VILLAGE OF HOMEWOOD

Item 8. E.



LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance amending the Homewood Zoning Ordinance to allow operation of a veterinary clinic as a special use in the B-1 Zoning District; and an ordinance granting a special use permit to allow operation of a veterinary clinic at 18265 Dixie Highway in Homewood.

ATTACHMENT(S)

Ordinances

ORDINANCE NO. MC- 1059**AN ORDINANCE AMENDING THE HOMEWOOD ZONING ORDINANCE TO
ALLOW OPERATION OF A VETERINARY CLINIC AS A SPECIAL USE IN THE B-1
ZONING DISTRICT**

WHEREAS, the Illinois Municipal Code authorizes the President and Board of Trustees of the Village of Homewood to regulate by ordinance the use and development of land within the Village to promote public health, safety, comfort and welfare; and

WHEREAS, Heartland Veterinary Partners proposes to operate a veterinary clinic at 18265 Dixie Highway in the Village of Homewood; and

WHEREAS, operation of a veterinary clinic is not a permitted or special use in the B-1 district of the Zoning Ordinance; and

WHEREAS, notice of a meeting of the Planning and Zoning Commission called to consider such change was published on December 27, 2021, in accordance with 65 ILCS 5/11-12-7; and

WHEREAS, a public hearing was held before the Homewood Planning and Zoning Commission on January 13, 2022, and that body voted 7-0 to recommend a text amendment that would allow operation of a veterinary clinic in the B-1, Central Business District as a special use.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Homewood, Cook County, Illinois, that:

SECTION ONE – FINDINGS OF FACT:

In connection with this ordinance and based upon the record of public hearing before the Planning and Zoning Commission and the Village Board of Trustees, and based upon the evidence presented at the public hearing, the President and Board of Trustees make these findings of fact:

1. The subject property is located at 18265 Dixie Highway;
2. Heartland Veterinary Partners proposes to operate a veterinary clinic at the location;
3. The property is zoned B-1/Central Business District;
4. A veterinary clinic is not a permitted or special use in the B-1, Central Business District;
5. The building is currently operated as a 24-hour fitness use; and
6. Section 2.15 of the Homewood Zoning Ordinance states that any person having a right of ownership in any property in the Village may propose amendments to the zoning text;
7. The proposed text amendment meets the standards set forth in paragraph 2.15 of the Homewood Zoning Ordinance.

SECTION TWO – AMENDMENT TO ZONING ORDINANCE:

The Village’s Zoning Ordinance is amended as follows:

* *

- A. Table 5.1, Summary Table of Permitted and Special Uses, in the Business Districts is amended as follows: (additions underlined, deletions ~~strike-through~~):

| Use | VILLAGE OF HOMEWOOD, ILLINOIS TABLE 5.1: BUSINESS DISTRICT USE TABLE | | | | |
|--------------------------|---|----|----|----|------------------------|
| | Zoning Districts | | | | Specific Use Standards |
| | B1 | B2 | B3 | B4 | |
| <u>Veterinary Clinic</u> | <u>S</u> | | | | |

* * *

SECTION THREE – ADDITIONAL MATERIALS TO BECOME PART OF ORDINANCE:

The following documents are made a part of this ordinance:

Homewood Planning and Zoning Commission minutes of January 13, 2022, as they relate to the subject text amendment.

Homewood Village Board minutes of January 25, 2022, as they relate to the subject text amendment.

SECTION FOUR – EFFECTIVE DATE:

This ordinance shall be in full force and effect after its passage, approval and publication in accordance with law.

PASSED and APPROVED this 25th day of January 2022

Village President

Village Clerk

YEAS: ____ NAYS: ____ ABSTENTIONS: ____ ABSENCES: ____

ORDINANCE NO. M - 2211**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
TO ALLOW OPERATION OF A VETERINARY CLINIC AT
18265 DIXIE HIGHWAY HOMEWOOD, COOK COUNTY, ILLINOIS**

WHEREAS, 65 ILCS 5/11-13-1.1 authorizes the granting of a special use by passage of an Ordinance; and

WHEREAS, a request has been received for a special use permit to locate a veterinary clinic in an existing commercial building at 18265 Dixie Highway; and

WHEREAS, the subject property is located in the B-1, Central Business District; and

WHEREAS, veterinary clinics are allowed as a special use in the B-1, Central Business District; and

WHEREAS, the Homewood Planning and Zoning Commission reviewed and considered the request at its regular meeting on January 13, 2022, and recommended approval of a special use to allow operation of a veterinary clinic; and

WHEREAS, the President and Board of Trustees of the Village of Homewood, Cook County, Illinois deem it appropriate and are willing to grant a special use permit, subject to the terms and provisions hereof.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Homewood, Cook County, Illinois, that:

SECTION ONE – FINDINGS OF FACT:

- The subject property is located at 18265 Dixie Highway;

- Heartland Veterinary Partners proposes to operate a veterinary clinic at the subject location;
- The property is currently zoned B-1, Central Business District;
- A veterinary clinic is a special use in the B-1, Central Business District;
- The proposed use meets the standards for granting special uses found in Section 2.16 of the Homewood Zoning Ordinance.

SECTION TWO – LEGAL DESCRIPTION:

The subject property is legally described as follows:

The West 183 feet of Lot 5 (Except the South 30 feet thereof) and (Except that part condemned for road purposes by Case No. 85L050291) in County Clerk's Division of the West Half of the Southeast Quarter of Section 31, Township 36 North, Range 14, East of the Third Principal Meridian, in Homewood, in Cook County, Illinois.

Permanent Index Number: 29-31-409-064-0000

Common Address: 18265 Dixie Highway
Homewood, IL 60430

SECTION THREE – ISSUANCE OF SPECIAL USE PERMIT:

A special use permit is hereby granted to Joe Bernard, Heartland Veterinary Partners to operate a veterinary clinic in the commercial building at the above-described property.

SECTION FOUR – ADDITIONAL MATERIALS TO BECOME PART OF THIS ORDINANCE:

The following documents are hereby made part of this Ordinance:

The Homewood Planning and Zoning Commission minutes of January 13, 2022, as they relate to the subject zoning.

The Homewood Village Board minutes of January 25, 2022, as they relate to the subject zoning.

SECTION FIVE – RECORDING:

The Village Attorney shall cause this Ordinance without attachments to be recorded in the Office of the Recorder of Deeds in Cook County, Illinois.

PASSED and APPROVED this 25th day of January 2022.

Village President

Village Clerk

YEAS: _____ NAYS: _____ ABSTENTIONS: _____ ABSENCES: _____



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Village President and Board of Trustees

From: Napoleon Haney, Village Manager

Topic: Acceptance of Parking Lots

PURPOSE

On August 20, 2021 the Illinois State Legislature passed and approved Public Act 102-0428, effective January 1, 2022, that required the Chicago South Suburban Mass Transit District to transfer parking lot(s) owned by the District to the municipality where each lot is located.

PROCESS

To complete the transfer of these lot(s) to the Village of Homewood, the District prepared and recorded the attached Special Warranty Deed with the Cook County Clerk Recording Division. To complete this property transfer process, the Village needs to pass a resolution accepting transfer of the Subject Property provided by the attached Special Warranty Deed.

OUTCOME

Upon approval of the attached resolution, the Village will complete the property transfer process; thereby, establishing ownership of two commuter parking lots within the Village's corporate boundaries at 18041 Park Avenue and 181st & Harwood Avenue.

FINANCIAL IMPACT

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

LEGAL REVIEW

Completed by Village Attorney

RECOMMENDED BOARD ACTION

Pass a resolution accepting ownership of the Homewood Train Station Parking Lots upon dissolution of the Chicago Suburban Mass Transit District pursuant to Public Act 102-0248.

ATTACHMENT(S)

- Resolution
- Recorded Special Warranty Deed

RESOLUTION NO. R- 3097**A RESOLUTION ACCEPTING OWNERSHIP OF THE HOMEWOOD TRAIN
STATION PARKING LOTS UPON DISSOLUTION THE CHICAGO SOUTH
SUBURBAN MASS TRANSIT DISTRICT
PURSUANT TO PUBLIC ACT 102-0248**

WHEREAS, the Village of Homewood (the “Village”) is a non-home rule unit of local government authorized to acquire title to real property for public purposes; and

WHEREAS, the Chicago South Suburban Mass Transit District (the “District”) is an Illinois municipal corporation organized and existing under the laws of the State of Illinois; and

WHEREAS, as of December 31, 2021, the District owned and operated two commuter parking lots within the Village’s corporate boundaries at 18041 Park Avenue and 181st & Harwood (referred to as the “Subject Property”); and

WHEREAS, on August 20, 2021 the State Legislature passed and approved Public Act 102-0428, effective January 1, 2022, that required the District to transfer parking lot(s) owned by the District to the municipality where each lot is located; and

WHEREAS, the District has prepared and recorded the attached Special Warranty Deed attached as Exhibit A with the Cook County Clerk, Recording Division; and

WHEREAS, in the opinion of the corporate authorities of the Village of Homewood, it is in the Village’s best interests to recognize and accept the transfer of the Subject Property.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Homewood:

SECTION ONE – RECITALS:

The Corporate Authorities find that the above recitals are full, true, and correct and incorporate them into this Resolution as legislative findings.

SECTION TWO – APPROVAL OF SPECIAL WARRANTY DEED:

The Corporate Authorities of the Village accept transfer of Subject Property provided by the attached Special Warranty Deed.

SECTION THREE – EFFECTIVE DATE:

This resolution shall be in full force after its passage, approval, and publication under the law.

PASSED and APPROVED this 25th day of January, 2022.

Village President

ATTEST:

Village Clerk

AYES: _____ NAYS: _____ ABSTENTIONS: _____ ABSENCES: _____

Exhibit A – Recorded Special Warranty Deed

**SPECIAL WARRANTY DEED
(Illinois)
(Municipal Corporation)**

Doc#. 2201825052 Fee: \$98.00
Karen A. Yarbrough
Cook County Clerk
Date: 01/18/2022 10:29 AM Pg: 1 of 5

Dec ID 20220101695937

THE GRANTOR:

**CHICAGO SOUTH SUBURBAN
MASS TRANSIT DISTRICT, an
Illinois municipal corporation**, having
offices located at 19815 Governors
Hwy., Suite 2A, Flossmoor, Cook
County, Illinois, organized and existing
under the laws of, and duly authorized to
transact business in, the State of Illinois
pursuant to the Illinois Local Mass
Transit District Act (70 ILCS 3610/1, *et
seq.*), for and in consideration of Ten
Dollars (\$10.00), and other good and
valuable consideration in hand paid, does
hereby **GRANT, BARGAIN SELL
AND CONVEY** to **THE GRANTEE:**

(Above Space for Recorder's Use Only)

VILLAGE OF HOMEWOOD, an Illinois municipal corporation
2020 Chestnut Road
Homewood, Illinois 60430
(Grantee's Name & Address)

the following described Real Estate situated in the County of Cook, in the State of Illinois, to wit:

As set forth in the legal description attached hereto and incorporated herein as Exhibit A

PIN(s): 29-31-305-017-0000, 29-31-306-018-0000, and 29-31-306-019-0000

Address(es): 18041 Park Avenue and 181st & Harwood, Homewood, Illinois 60430

Subject to: General real estate taxes for the year 2021 and subsequent years, covenants, conditions, restrictions, and easements of record, applicable zoning and use restrictions, railroad easements and rights of way, and rights of the public

Together with all the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining.

Grantor covenants as follows: (1) Except as expressly stated herein, the premises are free from all encumbrances made by Grantor; (2) Grantor will warrant and defend the property hereby conveyed against all lawful claims and demands of all persons claiming by, through, or under Grantor, but against no other person.

Dated this 10th day of January, 2022.

CHICAGO SOUTH SUBURBAN MASS TRANSIT DISTRICT
an Illinois municipal corporation

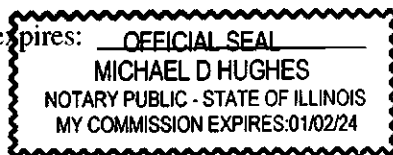
By: Betty DuPar
Betty DuPar, Chairman

Attest: Jack Barton
Jack Barton, Secretary

State of Illinois, County of Cook / ss. I, the undersigned, a Notary Public in and for said County, in the State aforesaid, **DO HEREBY CERTIFY** that **Betty DuPar as Chairman and Jack Barton as Secretary of the CHICAGO SOUTH SUBURBAN MASS TRANSIT DISTRICT, an Illinois municipal corporation**, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as such Chairman and Secretary for and on behalf of said municipal corporation, pursuant to proper authority given them, as their free and voluntary act, and as the free and voluntary act of said municipal corporation, for the uses and purposes therein set forth.

Given under my hand and official seal, this 10th day of January, 2022.

My commission expires:



Michael D. Hughes
 Notary Public

This instrument prepared by:

Michael D. Hughes, General Counsel
 Chicago South Suburban Mass Transit District
 19815 Governors Hwy., Suite 11
 Flossmoor, IL 60422
 708-799-3700

I hereby certify this transaction is exempt pursuant to Paragraph (b), Section 31-45, of the Illinois Real Estate Transfer Tax Law (35 ILCS 200/31-45(b)).

Michael D. Hughes
 Dated: January 10, 2022

After Recording, Mail to:

Village of Homewood
 2020 Chestnut Road
 Homewood, IL 60430

Send subsequent tax bills to:

Village of Homewood
 2020 Chestnut Road
 Homewood, IL 60430

LEGAL DESCRIPTION

CERTAIN PROPERTY FORMING A PORTION OF THE RIGHT-OF-WAY OF THE ILLINOIS CENTRAL GULF RAILROAD COMPANY'S RICHTON DISTRICT, SAID PROPERTY SITUATED IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, HOMewood, COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

PARCEL 1:

FROM THE POINT WHERE THE WESTERN EXTENSION OF THE CENTERLINE OF 60 FOOT WIDE RIDGE ROAD (MAIN STREET) INTERSECTS THE WEST LINE OF 50 FOOT WIDE HARWOOD AVENUE, RUN NORTHERLY ALONG SAID WEST LINE 47.5 FEET TO A PROPERTY CORNER AND THE POINT OF BEGINNING; THENCE WESTERLY PARALLEL WITH SAID CENTERLINE OF RIDGE ROAD EXTENDED 51 FEET MORE OR LESS TO A LINE PARALLEL AND/OR CONCENTRIC WITH AND 15 FEET NORMALLY DISTANT EASTERLY FROM THE CENTERLINE OF GRANTOR'S EASTERNMOST TRACK; THENCE NORTHERLY ALONG SAID PARALLEL AND/OR CONCENTRIC LINE 700 FEET MORE OR LESS TO THE WESTERN EXTENSION OF THE NORTH LINE OF 60 FOOT WIDE ELM STREET; THENCE EASTERLY ALONG SAID NORTH LINE OF ELM STREET EXTENDED 51 FEET MORE OR LESS TO THE AFORESAID WEST LINE OF HARWOOD AVENUE; THENCE SOUTHERLY ALONG SAID WEST LINE 700 FEET MORE OR LESS TO RETURN TO THE POINT OF BEGINNING.

PARCEL 2:

FROM THE POINT WHERE THE EASTERN EXTENSION OF THE SOUTH LINE 60 FOOT WIDE RIDGE ROAD (MAIN STREET) INTERSECTS THE EAST LINE OF DEDICATED PARK AVENUE, RUN SOUTHERLY ALONG SAID EAST LINE 10 FEET TO THE POINT OF BEGINNING; THENCE EASTERLY PARALLEL WITH SAID SOUTH LINE OF RIDGE ROAD EXTENDED 60 FEET MORE OR LESS TO THE CURB BETWEEN A PAVED PARKING AREA AND A BRICK WALKWAY; THENCE SOUTHEASTERLY ALONG SAID CURB 30 FEET MORE OR LESS TO A LINE PARALLEL WITH AND 25 FEET NORMALLY DISTANT WESTERLY FROM THE CENTERLINE OF GRANTOR'S WESTERNMOST TRACK; THENCE SOUTHERLY ALONG SAID PARALLEL LINE 330 FEET MORE OR LESS TO A LINE THAT EXTENDS EASTERLY AND WESTERLY PARALLEL WITH AND 20 FEET NORMALLY DISTANT NORTHERLY FROM THE NORTH FACE OF GRANTOR'S EXISTING MASONRY "TIE STATION" BUILDING; THENCE WESTERLY ALONG THE LAST SAID PARALLEL LINE 85 FEET MORE OR LESS TO THE AFORESAID EAST LINE OF PARK AVENUE; THENCE NORTHERLY ALONG SAID EAST LINE 360 FEET MORE OR LESS TO RETURN TO THE POINT OF BEGINNING.

PARCEL 3:

BEGIN AT THE POINT WHERE A LINE THAT EXTENDS EASTERLY AND WESTERLY PARALLEL WITH AND 10 FEET NORMALLY DISTANT SOUTHERLY FROM THE

SOUTH FACE OF GRANTOR'S EXISTING MASONRY "TIE STATION" BUILDING INTERSECTS THE EAST LINE OF DEDICATED PARK AVENUE AND RUN EASTERLY ALONG SAID PARALLEL LINE 85 FEET MORE OR LESS TO A LINE PARALLEL AND/OR CONCENTRIC WITH AND 25 FEET NORMALLY DISTANT WESTERLY FROM THE CENTERLINE OF GRANTOR'S WESTERNMOST TRACK; THENCE SOUTHERLY ALONG SAID PARALLEL AND/OR CONCENTRIC LINE 1100 FEET MORE OR LESS TO A LINE THAT EXTENDS EASTERLY AND WESTERLY PARALLEL WITH AND 90 FEET NORMALLY DISTANT NORTHERLY FROM THE NORTH FACE OF GRANTOR'S EXISTING MASONRY "INTERLOCKING TOWER"; THENCE WESTERLY ALONG THE LAST SAID PARALLEL LINE 47 FEET MORE OR LESS TO THE AFORESAID EAST LINE OF PARK AVENUE; THENCE NORTHERLY ALONG SAID EAST LINE 1105 FEET MORE OR LESS TO RETURN TO THE POINT OF BEGINNING.

PLAT ACT AFFIDAVIT

State of Illinois

} SS.

County of Cook

Chicago South Suburban Mass Transit District, being duly sworn on oath, states that it resides at 19815 Governors Hwy., Suite 11, Flossmoor, IL 60422. That the attached deed is not in violation of 765 ILCS 205/1 for one of the following reasons:

1. Said Act is not applicable as the grantors own no adjoining property to the premises described in said deed;
- OR -
the conveyance falls in one of the following exemptions as shown by Amended Act which became effective July 17, 1959.
2. The division or subdivision of the land into parcels or tracts of five acres or more in size which does not involve any new streets or easements of access.
3. The divisions of lots or blocks of less than one acre in any recorded subdivision which does not involve any new streets or easements of access.
4. The sale or exchange or parcels of land between owners of adjoining and contiguous land.
5. The conveyance of parcels of land or interests therein for use as right of way for railroads or other public utility facilities, which does not involve any new streets or easements of access.
6. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.
- ⑦ The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
8. Conveyances made to correct descriptions in prior conveyances.
9. The sale or exchange of parcels or tracts of land existing on the date of the amendatory Act into no more than two parts and not involving any new streets or easements of access.
10. The sale of a single lot of less than 5.0 acres from a larger tract when a survey is made by an Illinois registered surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land. Amended by P.A. 80-318, 1 eff. October 1, 1977.

CIRCLE THE NUMBER ABOVE WHICH IS APPLICABLE TO THE ATTACHED DEED.

Affiant further state that it makes this affidavit for the purpose of inducing the Clerk's Office of Cook County Illinois, to accept the attached deed for recording.

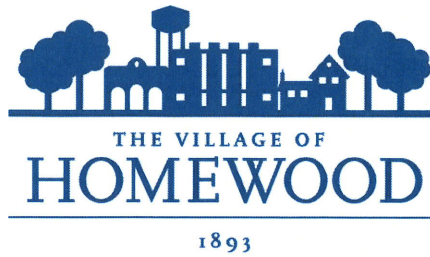
Jack Barton
~~Jack Barton, Secretary~~
 Chicago South Suburban Mass Transit District

SUBSCRIBED and SWORN to before me

this 10th day of January, 2021

Michael D Hughes





From the Desk of Mayor Rich Hofeld

January 21, 2022

Village Hall

2020 Chestnut Road
Homewood, IL 60430
Phone 708-798-3000
Fax 708-798-4680

Village Manager's Office

Phone 708-206-3377
Fax 708-206-3496

**Community Development
and Building Department**

Phone 708-206-3385
Fax 708-206-3947

Finance Department

Phone 708-798-3000
Fax 708-798-4680

Fire Department

17950 Dixie Highway
Homewood, IL 60430
Phone 708-206-3400
Fax 708-206-3498

Police Department

17950 Dixie Highway
Homewood, IL 60430
Phone 708-206-3420
Fax 708-206-3497

Public Works Department

17755 Ashland Avenue
Homewood, IL 60430
Phone 708-206-3470
Fax 708-206-3499

Village Board:

Enclosed is the contract for Village Manager, Napoleon Haney. Both Chris Cummings and I have reviewed it and it is comparable to that of our previous Village Manager. I recommend passage of this employment agreement.

Richard Hofeld
Village President



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 25, 2022

To: Village President and Board of Trustees

From: Napoleon Haney, Village Manager

Topic: Village Manager Employment Agreement

PURPOSE

Since March 28, 1953, pursuant to 65 ILCS 5/5-1-1, the Village of Homewood operates under the Managerial Form of Government. Under this form of government, a Village Manager shall be appointed by the President and Board of Trustees, voting jointly, and shall be the administrative head of the village government.

PROCESS

Napoleon Haney joined the Village of Homewood in August of 2017 as Assistant Village Manager. He has served in executive level positions for the Village of Robbins, IL; Village of Park Forest, IL; City of Reno, NV, and the Village of Orland Park, IL. A United States Marine Corps Veteran, Napoleon served in Saudi Arabia during Operation Desert Shield. He earned a Bachelor's Degree in Political Science from Norfolk State University (HBCU) and a Master's Degree in Public Administration from Bowling Green State University, Bowling Green, OH and a Lean Six Sigma Certification (Green Belt) from Northern Illinois University - College of Engineering and Technology.

OUTCOME

Upon approval of the attached employment agreement, the Village Manager will serve according to the terms outlined in the employment agreement.

FINANCIAL IMPACT

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

LEGAL REVIEW

Completed by Village Attorney



RECOMMENDED BOARD ACTION

Authorize the Village President to approve an employment agreement between the Village of Homewood and Napoleon Haney of Homewood, IL to serve as Village Manager for the term specified within the employment agreement.

ATTACHMENT(S)

- Summary of Agreement Terms
- Employment Agreement

Village Manager Contract – Key Points

1. Annual salary \$156,959.00
2. Village contributes \$100.00 per month to deferred comp.
3. If manager opts out of health insurance coverage, \$3,250.00.
4. Term life insurance = \$100,000.00.
5. 20 vacation days credited now, then 20 days annually.
Cannot accrue more than 40 days.
6. 10 sick days credited now, then accrues 1 per month.
Cannot accrue more than 40 days.
7. \$500 monthly vehicle allowance.
8. Termination for cause – no severance.
Termination without cause – 6 months base salary, but no vehicle allowance or deferred comp.

This Agreement is dated this January 25, 2022, between the Village of Homewood (“Village”) and **Napoleon Haney** (“Manager”).

IT IS HEREBY AGREED BETWEEN THE PARTIES as follows:

SECTION 1: Employment; Term.

The Village agrees to employ Napoleon Haney as its full-time Village Manager effective December 17, 2021, (the “effective date”) for a term ending May 15, 2025. Napoleon Haney accepts such appointment and agrees to perform all duties of Village Manager as prescribed by law, Ordinance, or direction of the Village corporate authorities, and in a manner consistent with the International City Manager Association (ICMA) Code of Ethics.

SECTION 2: Salary and Benefits.

The Village agrees to provide the Manager with salary and benefits as set forth herein-below:

A. **Salary.** Manager’s annual base salary shall be \$156,959.00 per year. The Village also will contribute \$100.00 per month to the Village’s ICMA 457 plan. If the Manager declines to participate in the Village’s group health insurance plan, he will receive an annual stipend of \$3,250.00, prorated monthly. Manager shall receive the same cost of living increase approved by the Village Board for other nonunion employees. Any merit-based salary increase shall be at the Village Board’s discretion.

B. **Insurance; Holidays; Other Benefits.** Except as provided for in this Agreement, the Manager will receive all holidays, health insurance, and similar benefits as provided to regular full-time nonunion employees of the Village, as those benefits may change from time to time. The Village also will provide the Manager with \$100,000 term life insurance coverage.

C. **Vacation.** The Village shall perform a one-time credit to the Manager's vacation leave bank for twenty (20) days of vacation time at the execution of this agreement. Thereafter, the Manager shall receive his normal vacation allowance of twenty (20) days on his anniversary date ("effective date") consistent with the Village Personnel Manual. The Manager may carry over a maximum of twenty (20) days per year, for a maximum not to exceed forty (40) days.

D. **Sick Leave; FMLA Advancement.** The Village shall perform a one-time credit to the Manager's sick leave bank for ten (10) days of sick time at the execution of this agreement. Thereafter, the Manager shall accumulate sick leave at a rate of one (1) day per month. The Manager may accumulate a maximum of forty (40) days of sick leave. The Manager shall be entitled to FMLA benefits immediately upon his commencement of employment.

E. **Vehicle Allowance.** The Village agrees to pay to the Manager, in addition to other salary and benefits herein provided, \$500.00 per month as a vehicle allowance for business use of the Manager's personal vehicle.

F. **Professional Development.** Subject to budget limitations set by the Village Board, the Village will pay for or reimburse Manager for professional association dues and ordinary and reasonable expenses relating to Manager's attendance at local, state, and national meetings of professional associations such as the ICMA and the Illinois City/County Management Association. In conjunction with the annual budget-making process, Manager will advise the Village of those meetings he anticipates attending during the next fiscal year and the anticipated costs related thereto. The Village Board will thereafter approve such meeting requests, subject to budget limitations. The Village will pay Manager's dues to local, civic and fraternal organizations, as approved by the Village Board of Trustees.

G. **Liability Insurance and Indemnification.** The Village agrees to indemnify and protect Manager against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits when damages are sought against Manager for negligent or wrongful acts alleged to have been committed by him within the scope of his employment or under the direction of the Village.

H. **Outside Employment.** Manager shall engage in no outside employment activity, either as an independent contractor or as an employee, without the prior written consent of the Village Board.

SECTION 3: Performance Evaluations; Salary Reviews.

The Village agrees to provide Manager with a formal performance evaluation on or about the first week of April each year. Manager will notify the Village in writing of the requirements of this provision approximately 60-days before the evaluation is due. At each such evaluation, the Village will review and consider increasing Manager's base salary and modifying other provisions of this Agreement.

SECTION 4: Residency.

Manager shall be and remain a resident of the Village of Homewood.

SECTION 5: Termination of Employment.

A. Manager may voluntarily terminate this Agreement at any time upon thirty (30) days' written notice to the Village President and Board of Trustees. In such event, Manager shall not be entitled to severance pay.

B. The Village President and Board of Trustees may terminate this Agreement for just cause. For purposes of this Agreement, "just cause" includes any act, omission of duty, or conduct of the Manager of a serious nature, that brings substantial discredit or injury to the Village's

reputation; any willful or serious failure of the Manager to comply with the Village's laws and ordinances; and any material breach of this Agreement. The Manager's continuous absence from work due to illness or injury for six (6) consecutive months or more also shall constitute just cause. Before such termination, the Village will provide the Manager written notice of charges and a pre-termination hearing before the President and Board of Trustees no sooner than 10 days after the notice. At the hearing, the Manager may be represented by an attorney of his choosing and at the Manager's expense. The Village Board's decision following the hearing shall be final.

C. The Manager shall serve at the Village Board's pleasure. For purposes of this Agreement, a termination without cause shall occur when:

1. The corporate authorities vote to terminate Manager's employment without providing written notice and charges alleging "just cause" as defined in Section 5B above.
2. The corporate authorities decline to renew or extend the Manager's employment agreement at the termination of this Agreement.
3. If the Village or the Legislature amends any provisions of the municipal code and/or enabling legislation regarding the role, powers, duties, authority, or responsibilities of Manager's position that substantially changes the Village's form of government, the Manager may declare such action a termination without cause.
4. If the Village reduces the Manager's base salary, compensation, or any other financial benefit, at a rate higher than the average reduction in compensation of all department heads, the Manager may declare such action by the Village a termination without cause.

SECTION 6: Severance.

If the Manager's employment is terminated without cause, the Manager shall be entitled to:

- A. Six (6) months of Manager's annual base salary;
- B. Payment for up to forty (40) days of unused sick leave, if a similar benefit is offered to retiring Village employees at that time;
- C. Payment for all accrued vacation days;
- D. The Manager shall be eligible to continue existing health and life insurance coverage for up to 18 months after termination at the same rate existing in the termination date;
- E. No auto allowance or deferred compensation contributions will be paid after the termination date.

SECTION 7: Modification.

The parties may modify this Agreement from time to time in writing through the execution of a separate agreement or through the execution of a rider or other amendatory document.

SECTION 8: Notices; Severability; Interpretation.

A. Notices contemplated by this Agreement shall be in writing, and either personally delivered or sent through a nationally recognized private carrier (FedEx, UPS). In the case of Manager, notices shall be delivered/sent to his residential address. In the case of the Village, notices shall be delivered/sent to the Village President at Village, with a copy to the village attorney, at his office address.

B. If any portion of this Agreement is held invalid for any reason by any court of competent jurisdiction, such findings shall not affect the validity of the remaining portions of this Agreement.



**VILLAGE MANAGER EMPLOYMENT AGREEMENT
(BETWEEN THE VILLAGE OF HOMEWOOD AND NAPOLEON HANEY)**

Item 8. G.

C. This is the complete agreement between the parties and shall be interpreted in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, we have set our hands and seals on the date first written above.

VILLAGE OF HOMEWOOD

By: _____
Richard A. Hofeld, Village President

With: _____
Napoleon Haney, Village Manager

*Approved by the Village of Homewood Board of Trustees
at its January 25, 2022 Regular Meeting.*