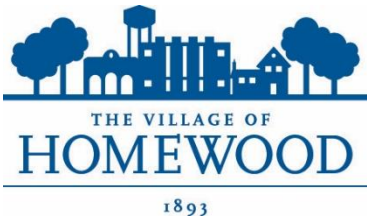


# MEETING AGENDA



## Board of Trustees Meeting - 2/7/23 (rescheduled from 2/14/23)

Village of Homewood

February 07, 2023

Meeting Start Time: 7:00 PM

Village Hall Board Room

2020 Chestnut Road, Homewood, IL

Board Meetings will be held as in-person meetings. In addition to in-person public comment during the meeting, members of the public may submit written comments by email to [comments@homewoodil.gov](mailto: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 24, 2023.
6. Claims List:
  - Consider a motion to approve the Claims List of Tuesday, February 7, 2023 in the amount of \$402,167.93.
7. Hear from the Audience
8. Appointment(s): Consider a motion to approve the appointments of the following:
  - A. Daniel Kluck to the Appearance Commission for a three-year term ending on February 7, 2026.
  - B. Dierdre Robinson to the Senior Advisory Committee for a three-year term ending on February 7, 2026.
  - C. David Needles to the Senior Advisory Committee for a three-year term ending on February 7, 2026.
9. Omnibus Vote: Consider a motion to pass, approve, authorize, accept, or award the following item(s):
  - A. R-3137/Peter Lundstrom/E-COM Public Representative: Pass a resolution appointing Peter Lundstrom as Homewood's Public Representative to E-COM's Board of Directors for a one-year term ending on February 1, 2024.
  - B. Serial Raffle/Queen of Hearts/Marian Catholic High School: Authorize the issuance of a Serial Raffle License to Marian Catholic High School subject to an approved background check, with the following exceptions: 1) Extend the ticket sales timeframe from the 90-day maximum to a

one-year maximum 2) Waive the capped/maximum prize value of \$5,000, or allow an increase of up to \$250,000.

10. General Board Discussion

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

12. Adjourn

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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

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VILLAGE OF HOMEWOOD  
BOARD OF TRUSTEES MEETING  
TUESDAY, JANUARY 24, 2023  
VILLAGE HALL BOARD ROOM

CALL TO ORDER: President Hofeld called the regular meeting of the Board of Trustees to order at 7:00 p.m.

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

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

President Hofeld introduced staff present: Village Manager Napoleon Haney, Village Attorney Chris Cummings, Assistant Village Manager Tyler Hall, Director of Finance Dennis Bubenik, Public Works Director John Schaefer, Police Chief Denise McGrath and Fire Chief Bob Grabowski.

MINUTES: The minutes of the meeting of Jan. 10, 2023, were presented. There were no comments or corrections.

A motion was made by Trustee Roman and seconded by Trustee Belue to approve the minutes as presented.

**Roll Call: AYES—Trustees Belue, Willis, Heiferman and Roman. NAYS –None. Motion carried.**

CLAIMS LIST: The Claims List in the amount of \$494,338.89 was presented. There were no questions from the Trustees.

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

**Roll Call: AYES—Trustees Belue, Willis, Heiferman and Roman. NAYS –None. Motion carried.**

President Hofeld said two items totaled 62 percent of the Claims List: \$224,277.89 to K-5 Construction Co. for street work, and \$81,974 to Thorn Creek Basin Sanitary District.

HEAR FROM THE AUDIENCE: President Hofeld invited anyone in the audience to address the board on any subject not on the agenda. No comments were offered.

OATHS OF OFFICE: Village Clerk Thomas administered the oath of office to Kelly Huscher, the new building division permit clerk; Kenneth Strunk, a new police officer who is returning to Homewood PD where he worked from 2003 to 2014; and Tyler Hall, new assistant village manager.

PRESENTATIONS: A motion was made by Trustee Roman and seconded by Trustee Heiferman to approve a resolution recognizing Kirk Lindstrom upon his retirement for the Homewood Public Works Department.

**Roll Call: AYES—Trustees Belue, Willis, Heiferman and Roman. NAYS –None. Motion carried.**

Public Works Director Schaefer said Lindstrom had worked since 1995 as a building maintenance engineer. He said Lindstrom's knowledge and efforts have saved the Village thousands of dollars in outside repair costs and he appreciated that Lindstrom always made himself available to handle department needs. Lindstrom, who is moving out of the area, said he will miss the people he's worked with and the community.

PRESENTATION: Events Manager Marla Youngblood gave an overview of what's on the calendar for 2023. Activities are planned for every month, including the traditional Farmer's Market, Fall Fest, Artisan Street Fair and Holiday Lights. A few new events are being discussed, including a Touch-a-Truck event in April, and a Chalk-the-Walk event possibly in June.

She told Trustees that she is lining up sponsors for the major events. Surveys show guests to Homewood events are coming not just from the Homewood-Flossmoor community but from surrounding Illinois suburbs and communities in Indiana. Marketing Director Antonia Urbanski said the Village PR office will be working to attract a wide audience.

President Hofeld complimented them both for their fresh ideas. Trustees also thanked them for their efforts.

OMNIBUS VOTE: Consider a motion to pass, approve, authorize, accept, or award these item(s):

- A. M-2238/Fee Schedule Amendments: Pass an ordinance amending the Village of Homewood Fee Schedule to reflect the correct minimum charges for water only and sewer only and renaming the fee for preparing a resolution for Village support of a Cook County property tax incentive.
- B. MC-1074/Removal of Liquor License Limitation Table: Pass an ordinance amending Section 4- 64(c) of the Homewood Municipal Code to remove the table of the number of liquor license limitations by class.
- C. M-2239/Adoption of Liquor License Table: Pass an ordinance adopting a Table of Liquor License Limitations by Class.
- D. Agreement/Municipal Systems LLC, a DACRA Tech company/Software: Authorize the Village President to enter into an agreement with Municipal Systems LLC, a DACRA Tech company of Rosemont, Illinois for citation, adjudication, and collections processing software.
- E. Budget Amendment/Emergency Purchase/Water Main/18316 Western Avenue: Approve a budget amendment in the amount of \$25,000; and, authorize the Village Manager to execute an agreement for access to private property to demolish a garage and concrete pad near a critical sewer line repair and reimburse the property owners of 18316 Western Avenue for their costs of replacement in an amount not to exceed \$25,000.
- F. Annual Report /Appearance Commission: Accept the 2022 Annual Report of the Appearance Commission.
- G. Annual Report/Planning and Zoning Commission: Accept the 2022 Annual Report of the Planning and Zoning Commission.
- H. Annual Report/TREE Committee: Accept the 2022 Annual Report of the TREE Committee.
- I. Annual Report/Beautification Committee: Accept the 2022 Annual Report of the Beautification Committee.

A motion was made by Trustee Heiferman and seconded by Trustee Roman to approve the Omnibus Report as presented.

***Roll Call: AYES—Trustees Belue, Willis, Heiferman and Roman and President Hofeld. NAYS – None. Motion carried.***

GENERAL BOARD DISCUSSION: Trustee Heiferman invited the public to his open discussion at Starbucks on Harwood the first Monday in February. The board also extended an invitation to the public to the first indoor Farmer’s Market on Jan. 28 at the auditorium.

President Hofeld thanked all the residents who volunteer to serve on committees. He appreciates them giving their time to make the Village a better place.

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

***Roll Call: AYES—Trustees Belue, Willis, Heiferman and Roman. NAYS –None. Motion carried.***

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Marilyn Thomas

Village Clerk

Name	Description	DEPARTMENT	Net Invoice Amount
AVALON PETROLEUM COMPAN	FUEL INVENTORY DIESEL	ASSETS	2,256.80
AVALON PETROLEUM COMPAN	VEHICLE MAINT DEPT OIL	PUBLIC WORKS	1,750.10
AVALON PETROLEUM COMPAN	FUEL INVENTORY GASOLINE	ASSETS	4,873.90
Total AVALON PETROLEUM COMPANY:			8,880.80
BATTERIES PLUS	BATTERIES	FIRE DEPARTMENT	36.68
Total BATTERIES PLUS:			36.68
BEAVER RESEARCH COMPANY	OPERATING SUPPLIES - FD	FIRE DEPARTMENT	109.89
Total BEAVER RESEARCH COMPANY:			109.89
BRIGHTLY SOFTWARE INC	SMARTGOV SOFTWARE	PUBLIC WORKS	14,632.38
Total BRIGHTLY SOFTWARE INC:			14,632.38
BRITES TRANSPORATION LTD	SPOIL HAUL OUT	PUBLIC WORKS	6,860.00
Total BRITES TRANSPORATION LTD:			6,860.00
CHEVROLET OF HOMEWOOD	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	420.01
CHEVROLET OF HOMEWOOD	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	348.31
Total CHEVROLET OF HOMEWOOD:			768.32
CITY OF CHICAGO HEIGHTS	WATER PURCHASED 12/1 - 12/31/2022	PUBLIC WORKS	203,067.85
CITY OF CHICAGO HEIGHTS	WATER PURCHASED 12/1 - 12/31/2022	PUBLIC WORKS	114,237.50
Total CITY OF CHICAGO HEIGHTS:			317,305.35
CORE & MAIN LP	WATER MAIN CLAMPS	PUBLIC WORKS	1,238.94
CORE & MAIN LP	WATER MAIN CLAMPS	PUBLIC WORKS	1,343.58
CORE & MAIN LP	WATER MAIN CLAMPS	PUBLIC WORKS	207.85
CORE & MAIN LP	WATER MAIN PARTS	PUBLIC WORKS	831.40
CORE & MAIN LP	WATER METERS	PUBLIC WORKS	1,242.00
CORE & MAIN LP	WATER MAIN PARTS	PUBLIC WORKS	1,415.27
Total CORE & MAIN LP:			6,279.04
DELUXE BUSINESS CHECK	OFFICE SUPPLIES - FIN	MANAGER'S OFFICE	146.82
Total DELUXE BUSINESS CHECK:			146.82
FLEET SAFETY SUPPLY	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	1,198.39
FLEET SAFETY SUPPLY	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	274.24
FLEET SAFETY SUPPLY	VEHICLE PARTS - FD	FIRE DEPARTMENT	351.50
Total FLEET SAFETY SUPPLY:			1,824.13
FORD OF HOMEWOOD	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	26.16
FORD OF HOMEWOOD	ADMIN REPAIR PARTS	PUBLIC WORKS	512.38
FORD OF HOMEWOOD	PARTS RETURN CREDIT	PUBLIC WORKS	292.88-
FORD OF HOMEWOOD	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	127.50
FORD OF HOMEWOOD	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	96.08
FORD OF HOMEWOOD	VEHICLE MAINTENANCE	FIRE DEPARTMENT	120.00

Name	Description	DEPARTMENT	Net Invoice Amount
FORD OF HOMEWOOD	VEHICLE PARTS - FD	FIRE DEPARTMENT	25.00
Total FORD OF HOMEWOOD:			614.24
HACH CO	WATER SAMPLE SUPPLIES	PUBLIC WORKS	85.90
Total HACH CO:			85.90
HAWKINS, INC	CHLORINE TANK RENTAL	PUBLIC WORKS	190.00
Total HAWKINS, INC:			190.00
HELSEL JEPPEPERSON ELECTRI	ELECTRICAL SUPPLIES	PUBLIC WORKS	245.65
Total HELSEL JEPPEPERSON ELECTRICAL:			245.65
HOMER TREE CARE INC	EMERGENCY TREE REMOVAL	PUBLIC WORKS	2,500.00
HOMER TREE CARE INC	TREE REMOVAL	PUBLIC WORKS	3,500.00
HOMER TREE CARE INC	EMERGENCY TREE REMOVAL	PUBLIC WORKS	1,000.00
Total HOMER TREE CARE INC:			7,000.00
HOMEWOOD DISPOSAL	DUMP CHARGES	PUBLIC WORKS	168.91
Total HOMEWOOD DISPOSAL:			168.91
I OF THE NEEDLE	UHLMAN - JACKET PATCH	FIRE DEPARTMENT	18.00
Total I OF THE NEEDLE:			18.00
IL SECTION AWWA	TRAINING - PW	PUBLIC WORKS	83.00
Total IL SECTION AWWA:			83.00
IRMA	DECEMBER DEDUCTIBLE	POLICE DEPARTMENT	78.10
IRMA	DECEMBER DEDUCTIBLE	PUBLIC WORKS	1,019.06
IRMA	DECEMBER DEDUCTIBLE	MANAGER'S OFFICE	3,352.87
Total IRMA:			4,450.03
LANER MUCHIN LTD	RETAINER/LABOR RELATIONS	MANAGER'S OFFICE	7,498.27
Total LANER MUCHIN LTD:			7,498.27
LOTT #1 INC	PRISONER MEALS	POLICE DEPARTMENT	137.48
Total LOTT #1 INC:			137.48
MEADE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTANENCE	PUBLIC WORKS	1,529.55
MEADE ELECTRIC CO INC	TRAFFIC SIGNAL KNOCKDOWN	PUBLIC WORKS	3,639.00
Total MEADE ELECTRIC CO INC:			5,168.55
METROPOLITAN INDUSTRIES I	WATER PLANT 1 FILL VALVE REPAIRS	PUBLIC WORKS	2,587.50
Total METROPOLITAN INDUSTRIES INC:			2,587.50

Name	Description	DEPARTMENT	Net Invoice Amount
MONARCH AUTO SUPPLY	WATER DEPT REPAIR PARTS	PUBLIC WORKS	58.74
MONARCH AUTO SUPPLY	VEHICLE MAINT OPERATING SUPPLIES	PUBLIC WORKS	128.94
MONARCH AUTO SUPPLY	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	29.46
MONARCH AUTO SUPPLY	POLICE DEPT REPAIR PARTS	PUBLIC WORKS	134.80
Total MONARCH AUTO SUPPLY:			351.94
REFRIGIWEAR PARENT LLC	SAFETY VESTS	PUBLIC WORKS	1,059.79
Total REFRIGIWEAR PARENT LLC:			1,059.79
RELIANCE SAFETY LANE & SE	VEHICLE SAFETY INSPECTION - PW	PUBLIC WORKS	62.50
Total RELIANCE SAFETY LANE & SERVICE:			62.50
SHEPLEY MOTOR EXPRESS	STONE	PUBLIC WORKS	4,241.27
Total SHEPLEY MOTOR EXPRESS:			4,241.27
SHOREWOOD HOME AND AUT	L&M DEPT REPAIR PARTS	PUBLIC WORKS	350.45
Total SHOREWOOD HOME AND AUTO INC:			350.45
SPEER FINANCIAL INC	APRIL 30, 2022 AUDIT TABLES	MANAGER'S OFFICE	250.00
Total SPEER FINANCIAL INC:			250.00
SSERT	MEMBERSHIP DUES	POLICE DEPARTMENT	2,000.00
Total SSERT:			2,000.00
SUBURBAN LABORATORIES IN	WATER SAMPLES	PUBLIC WORKS	150.00
SUBURBAN LABORATORIES IN	WATER SAMPLES	PUBLIC WORKS	330.00
Total SUBURBAN LABORATORIES INC:			480.00
TRL TIRE SERVICE	PUBLIC WORKS TIRES	PUBLIC WORKS	911.98
Total TRL TIRE SERVICE:			911.98
UNDERGROUND PIPE & VALVE	SERVICE LINE FITTINGS	PUBLIC WORKS	1,225.00
Total UNDERGROUND PIPE & VALVE CO:			1,225.00
VERIZON CONNECT NWF INC.	NETWORK FLEET GPS PLOW TRUCKS	PUBLIC WORKS	249.47
Total VERIZON CONNECT NWF INC.:			249.47
WAREHOUSE DIRECT OFFICE	OFFICE SUPPLIES/DISPOSABLES	MANAGER'S OFFICE	211.26
WAREHOUSE DIRECT OFFICE	OFFICE SUPPLIES - CREDIT	FIRE DEPARTMENT	26.89
Total WAREHOUSE DIRECT OFFICE PDTS:			184.37
WATERLY LLC	WATER SOFTWARE	PUBLIC WORKS	5,000.00
Total WATERLY LLC:			5,000.00



Name	Description	DEPARTMENT	Net Invoice Amount
WEST SIDE TRACTOR SALES	WATER DEPT REPAIR PARTS	PUBLIC WORKS	235.97
Total WEST SIDE TRACTOR SALES:			235.97
WEX BANK	POLICE DEPT FUEL HSI	PUBLIC WORKS	474.25
Total WEX BANK:			474.25
Grand Totals:			402,167.93

Dated: \_\_\_\_\_

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



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING:** February 7, 2023

**To:** Village President and Board of Trustees

**From:** Napoleon Haney, Village Manager

**Topic:** Appointment of a Public Representative to the E-COM 911 Board of Directors

**PURPOSE**

The Village of Homewood desires to appoint a “Public Representative” to the Combined 911 Emergency Dispatch (E-COM) Board of Directors.

**PROCESS**

The Village of Homewood is a member of the Intergovernmental Combined Dispatch and Communication System called E-COM. This consolidated emergency dispatch agency is overseen by a board of directors consisting of members from each of the nine (9) participating member communities. Per the intergovernmental agreement, one (1) public representative shall be appointed by the Mayor of a participating municipality on a rotating basis. The public representative serves a one (1) year term as a voting member of the board of directors. It is Homewood’s rotation to select and appoint a Public Representative.

**OUTCOME**

The President and Board of Trustees has identified a Homewood resident, Peter Lundstrom, to serve a one (1) year term - from February 1, 2023 to February 1, 2024 as Homewood’s appointed Public Representative to E-COM’s Board of Directors.

**FINANCIAL IMPACT**

- **Funding Source:** No Financial Impact
- **Budgeted Amount:** N/A
- **Cost:** \$0

**LEGAL REVIEW**

Completed

**RECOMMENDED BOARD ACTION**

Approve a resolution appointing Peter Lundstrom to serve a one (1) year term - from February 1, 2023 to February 1, 2024 as Homewood’s appointed Public Representative to E-COM’s Board of Directors.

# VILLAGE OF HOMEWOOD

Item 9. A.



**ATTACHMENT(S)**  
Resolution

**Resolution - 3137**

**A RESOLUTION OF THE GOVERNING BODY OF THE VILLAGE OF HOMEWOOD  
APPOINTING PETER LUNDSTROM AS HOMEWOOD’S PUBLIC REPRESENTATIVE TO  
E-COM’S BOARD OF DIRECTORS**

**WHEREAS**, the E-COM Joint Emergency Combined Dispatch and Communication Systems was established via Article VII, Section 10 of the 1970 Constitution of the State of Illinois, the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the Emergency Telephone System (50 ILCS 750/1 et seq.), and

**WHEREAS**, the Village of Homewood is a participating municipality in the E-COM Joint Emergency Combined Dispatch System. The Intergovernmental Combined Dispatch and Communication System Agreement establishes that a public representative shall be appointed by the Mayor or President of a Participating Municipality on a rotating basis to serve as a voting member of E-COM’s Board of Directors, and

**WHEREAS**, the President and Board of Trustees desire to have Peter Lundstrom appointed as Homewood’s Public Representative to E-COM’s Board of Directors to serve a term of one (1) year from February 1, 2023 to February 1, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Homewood, Cook County, Illinois as follows:

*Section 1.* That Peter Lundstrom is appointed as the Village of Homewood Public Representative to the E-COM Board of Directors.

*Section 2.* This Resolution shall be effective from and after its passage and approval, and until it is amended or repealed, or until February 1, 2024.

PASSED this 7th day of February 2023.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Richard Hofeld, President  
Village of Homewood  
Cook County, Illinois

ATTESTED:

\_\_\_\_\_  
Marilyn Thomas, Village Clerk  
Village of Homewood  
Cook County, Illinois



## BOARD AGENDA MEMORANDUM

DATE OF MEETING: February 7, 2023

**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Dennis Bubenik, Director of Finance

**Topic:** Serial Raffle License

### PURPOSE

Marian Catholic High School has applied for a Serial Raffle License to hold a Queen of Hearts raffle at Rudy's at Balagio located at 17501 Dixie Highway. Since they are requesting exceptions to the requirements, this requires Board approval.

### PROCESS

Attached is an application from Marian Catholic High School for a serial raffle license. They propose selling raffle tickets for \$5.00 each. The drawings for this 50/50 Queen of Hearts raffle will be held weekly beginning February 23, 2023 and end no later than February 22, 2024. Drawings will be held at Rudy's at Balagio located at 17501 Dixie Highway. Marian Catholic High School also requests the following exceptions:

1. Extension of ticket sales timeframe from the 90-day maximum to a 1-year maximum
2. Waive the capped/maximum prize value of \$5,000, or allow an increase up to \$250,000

### OUTCOME

Issuing this serial raffle license will potentially draw more customers to a local restaurant and provide another entertainment option for visitors.

### FINANCIAL IMPACT

- **Funding Source:** No Financial Impact

### LEGAL REVIEW

Not Required

### RECOMMENDED BOARD ACTION

Authorize the issuance of a Serial Raffle License to Marian Catholic High School subject to an approved background check, with the following exceptions:

- 1) Extend the ticket sales timeframe from the 90-day maximum to a 1-year maximum
- 2) Waive the capped/maximum prize value of \$5,000, or allow an increase up to \$250,000

## VILLAGE OF HOMEWOOD

Item 9. B.



### ATTACHMENT(S)

- Raffle application
- Letter requesting exceptions
- Raffle procedures
- Letter of permission from Balagio



VILLAGE OF HOMEWOOD  
2020 Chestnut Road  
Homewood, IL 60430  
(708) 798-3000

Item 9. B.

**MULTIPLE/SERIAL RAFFLE LICENSE APPLICATION**

This license was prepared pursuant to  
Illinois P.A. 81-1365 passed on August 5, 1980

**I. GENERAL INFORMATION**

A. Name of Organization Marian Catholic High School  
Address 700 Ashland Ave, Chicago Heights, IL 60411  
Telephone 8 (Colleen Peabody)

(Please attach a statement attesting to the not-for-profit charter of your organization signed by the presiding officer and secretary of your organization.)

B. Type of Organization (Circle one)

Religious  Charitable  Labor   
Fraternal  Educational  Veteran   
Business

C. Has the organization been in existence for a minimum of five continuous years?

Yes  No

If no, is the organization affiliated with and chartered by another organization that has been in existence for a minimum of five continuous years? \_\_\_\_\_

D. What are the objectives of the organization and how long has your organization been pursuing them? Founded in 1958 to provide a Catholic,

coeducational, & college preparatory high school education  
to students in the South Suburbs.

**II. RAFFLE BACKGROUND INFORMATION**

A. Person responsible for conducting the raffle

Name Colleen Peabody  
Address 8  
City \_\_\_\_\_ State IL  
Telephone number 8

B. Where will the raffle drawing(s) be held? Rudy's at Balagio  
17501 Dixie Hwy

C. Are the premises where the raffle drawing(s) will be held owned by your organization?  
Yes  No

D. On what date(s) and at what times will the raffle drawing(s) be held? Attach a list if necessary. Thursdays at 7:30pm starting  
2/23/23 until the Queen of Hearts is drawn.

E. At what location(s) will the raffle chances be sold?  
Rudy's at Balagio, Balagio, & Marian Catholic HS

F. By whom will raffle chances (tickets) be sold? Please list names and addresses.

- Mike Taylor, <sup>8</sup>
- Carol Swanson, <sup>8</sup>
- Beth Fleming, <sup>8</sup>

G. Between what dates will raffle chances (tickets) be sold?  
2/15/23 until the Queen of Hearts is drawn  
(The maximum period is 90 days)

H. What will be the price for each raffle chance (ticket)? \$5  
(The maximum price charged for each raffle chance (ticket) cannot exceed \$10.00)

I. What is the aggregate retail value of all prizes? TBD based on when the Queen of Hearts is drawn  
(The total aggregate retail value of all prizes in each raffle cannot exceed \$5,000; the value of any single prize in each raffle cannot exceed \$1,000 without approval of the Board of Trustees)

J. Please list each prize to be awarded and its retail value. Attach a list if necessary.

<u>Prize</u>	<u>Retail Value</u>
<u>If your ticket is drawn -</u>	<u>\$100</u>
<u>If your ticket reveals an ace -</u>	<u>\$250</u>
<u>If your ticket reveals a joker -</u>	<u>\$500</u>
<u>If your ticket reveals the Queen of Hearts -</u>	<u>half the jackpot</u>

\* Full rules attached <sup>2</sup> \*



III. PROCEEDS OF THE RAFFLE

A. Where will be proceeds of the raffle go? Marian Catholic HS

B. How will the proceeds be used? Athletic or other needs  
as decided by leadership of the Booster  
Club.

Each organization licensed to conduct multiple raffles shall report quarterly to its membership and to the village its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required in this article. Such multiple or serial raffle license reports shall be filed with the village no later than 30 days after each three-month period of the license term. All financial records for the raffle are to be kept separate and only the person authorized to conduct the raffle is to prepare and maintain the records.

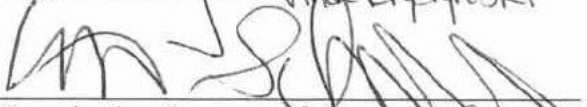
IV. OTHER INFORMATION

- A. If a waiver of the fidelity bond is being requested, the process of obtaining a raffle license will be longer. This action requires Village Board approval. Village Board meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month.
- B. No person participating in the management or operation of the raffle is to receive remuneration for his or her services.
- C. No person under the age of 18 may participate in the management or operation of the raffle.
- D. No person under the age of 18 may be sold a raffle chance (ticket).
- E. A person under 18 may be within the area where the raffle drawing takes place only when accompanied by his or her parent or guardian.
- F. The Village requires that your organization post a bond with the Village of Homewood within one week after the license application is approved in an amount equal to the aggregate retail value of all prizes and merchandise to be awarded. The bond shall provide that notice be given in writing to the Village not less than 30 days prior to its cancellation. The bond will be released when the Village receives the financial statement referenced in section III (c). This bond requirement may be waived by the Village under certain conditions.
- G. A determination to approve or deny this application will be made within 30 days of the application is received by the Village.
- H. A license fee of \$100.00 must be paid to the Village within one week after the license application is approved.

V. AFFIDAVIT

Under penalties of perjury, I hereby certify that:

- A. The organization to whom the requested license is to be issued is of a not-for-profit character.
- B. No person participating in the management or organization of the raffle: 1) has been convicted of a felony; 2) has been a professional gambler or gambling promoter; or 3) has been determined to be of bad moral character.
- C. No firm or corporation participating in the management or organization of the raffle shall have an employee or person with a proprietary, equitable or credit interest in the company and who has been convicted of a felony, has been a professional gambler or gambling promoter or has been determined to be of bad moral character.
- D. No organization participating in the management or organization of the raffle has an officer, director or employee, whether compensated or not, who has been convicted of a felony, has been a professional gambler or gambling promoter, or has been determined to be of bad moral character.
- E. There are no willful misrepresentations or falsifications of the above statements, answers and attachments. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be rejected or, if already issued, my license will be subject to revocation.
- F. The raffle will be conducted in accordance with all requirements and conditions as set forth in Chapter 6 of the Homewood Municipal Code.

 Organization President <i>Vincent Krzycki</i>	Feb. 1, 2023 Date
 Organization Secretary <i>CEO, Vincent Krzycki</i>	1/31/23 Date
 Authorized Person Conducting Raffle <i>Colleen Reardon, VP Advancement</i>	1/30/23 Date



# MARIAN CATHOLIC High School

January 30, 2023

Village of Homewood Board of Trustees:

Marian Catholic High School is applying to hold a Queen of Hearts raffle at Rudy's at Balagio in Homewood, Illinois, starting February 23, 2023. As part of that application, Marian Catholic respectfully requests two (2) waivers to the Village of Homewood's current raffle ordinance:

1. Marian Catholic respectfully requests to sell raffle tickets for up to one (1) year, beyond the normal ninety (90) day maximum. Though unlikely, should the Queen of Hearts raffle take longer than a year to complete, Marian Catholic will wait until a new waiver request is approved by the Village of Homewood Board of Trustees before continuing raffle sales.
2. Marian Catholic respectfully requests to increase the maximum payout amount to \$250,000, the amount currently covered by Marian Catholic's employee dishonesty insurance. Though unlikely, should the Queen of Hearts jackpot exceed \$500,000 and the payout (half the jackpot) \$250,000, Marian Catholic will wait until a new waiver request is approved by the Village of Homewood Board of Trustees before continuing raffle sales.

Please refer to the full game rules attached to the application for more details on ticket sales and payouts. Once the Queen of Hearts is revealed, the game has ended. Marian Catholic will submit a new application to the Village of Homewood each time the school wishes to start a new game.

Thank you for your time and consideration of this waiver request. Any questions can be directed to myself at [cpeabody@marianchs.com](mailto:cpeabody@marianchs.com) or<sup>8</sup>

Respectfully,

Colleen Peabody  
Vice President for Advancement  
Marian Catholic High School

**MARIAN CATHOLIC HIGH SCHOOL  
QUEEN OF HEARTS RAFFLE RULES PROCEDURES**

**ALL PROCEEDS BENEFIT MARIAN CATHOLIC HIGH SCHOOL**

**RULES**

“The Queen of Hearts” is a progressive raffle. A deck of 54 playing cards, including two jokers, are placed randomly face down on a mounting board. The back of each card is numbered one (1) through fifty-four (54) and sealed to the board. Marian Catholic High School purchases the sealed board from a third-party gaming company and does not know the location of the Queen of Hearts.

Tickets are sold for \$5 each. Individuals may purchase as many tickets as they wish. All ticket purchases must be paid in cash. Tickets can be purchased immediately after the prior drawing and up to fifteen (15) minutes prior to the next drawing.

There can be only one individual’s name per ticket. Individuals must write their name, telephone number, AND the playing card number they are requesting (1 to 54) on their raffle ticket. Any person purchasing a ticket and/or claiming a jackpot must be 18 years or older and provide proof of their age.

Purchased tickets are placed in a tumbler and are mixed in public view. Each week, one ticket is pulled publicly from the tumbler by a member of the Queen of Hearts Committee or an individual designated by the Queen of Hearts Committee.

A member of the Queen of Hearts Committee will check the ticket to ensure it contains a legible name and playing card number. If both are legible, the committee person will match the playing card number on the ticket to the playing card on the board and will reveal the corresponding playing card to the public.

The ticket will be thrown away and a new ticket will be drawn from the tumbler if: the name or contact information is illegible; a nickname, abbreviation, family name, or group name is used; or a mailing label is used.

If the ticket is pulled and the playing card number is missing or is illegible, the first available number on the board will be selected. If the playing card number was already revealed, the next available playing card number on the board will be selected (i.e. if 7 is on the ticket, and playing card number 7 was already revealed, playing card number 8 would be selected if available).

Once a playing card is revealed, a member of the Queen of Hearts Committee will turn the selected playing card face up and secure it to the board. If the Queen of Hearts is not selected, the game and the jackpot will rollover to the next week. After the drawing, all tickets for that week’s drawing will be destroyed and will not be used again.

The Queen of Hearts board will be permanently displayed at Rudy's at Balagio at 17501 Dixie Highway in Homewood, Illinois, for the duration of the game.

The jackpot will continue to accumulate weekly until the Queen of Hearts playing card is revealed on the board. The jackpot, based on ticket sales, will be updated the day after the drawing and posted each week on the Marian Catholic Facebook page.

The first drawing will take place on February 23, 2023, at 7:30 p.m. at Rudy's at Balagio. Only one ticket will be drawn each week. Winner need not be present. Thereafter, the drawing will be each Thursday at 7:30 p.m. at Rudy's at Balagio (unless otherwise posted). When the drawing falls on a holiday, we will freeze the drawing (but not sales) until the following Thursday.

If the ticket holder does not select the Queen of Hearts, they will receive \$100 for their ticket being drawn whether or not they are present. If her or his ticket reveals a joker or ace, the amount will be increased to \$500 or \$250, respectively.

The ticket holder who reveals the Queen of Hearts is the winner. The raffle is over, and the winner will receive a check in the amount of one half of the jackpot less applicable taxes and fees. Marian Catholic High School shall retain the remaining one half of the jackpot.

The winner is responsible for any and all taxes and fees. The winner must confirm their identity and social security number by completing and signing an IRS Form W-2G. In addition, if the prize is greater than \$5,000, IRS requires a withholding of 24% of the winnings less the amount of the wager (\$5). Winnings will not be distributed until the W-2G has been completed, signed, and returned to a Queen of Hearts committee member. If a player is unwilling or unable to complete, sign, and return the W-2G within ten (10) days of the drawing, 100% of the prize money will revert to Marian Catholic High School.

A winner cannot donate the prize to another person, group, organization, etc. without first taking ownership of the prize, which means the appropriate W-2G must be issued to the person whose name appears on the winning ticket and the appropriate withholding taken.

Tickets will be available for purchase during normal business hours at Balagio, Rudy's at Balagio, and at Marian Catholic High School. On the evening of a drawing, no person may enter the line to purchase tickets after 7:00 p.m. Ticket sales will end at 7:15 p.m. prior to the drawing.

Minimum guaranteed jackpot payout is \$5,000.

If individuals do not agree with the rules of this game, there is no obligation to play. The Marian Catholic High School Queen of Hearts Committee reserves the right to amend these rules as needed prior to any week's drawing. Such amendments will be communicated on the Marian Catholic Facebook page.

Marian Catholic's Queen of Hearts committee members are not eligible to enter the raffle. The Queen of Hearts committee members are defined as:

- Marian Catholic Executive Committee
  - Vince Krydynski, President
  - Steve Tortorello, Principal
  - Colleen Peabody, Vice President of Advancement
  - Linda Hansen, Vice President of Ministry & Mission
  - Curt Schubert, Chief Financial Officer
- Mike Taylor, Associate Athletic Director
- Carol Swanson, Director of Development & Alumni Relations
- Beth Fleming, Spartan Shop Manager
- Mary Harrison, Business Manager

The family members of the above individuals will be allowed to participate, as long they are legally allowed to participate (i.e. over the age of 18).

## **PROCEDURES**

### **Cash Collections and Deposit**

Every evening on the drawing date two (2) committee members and/or other designated representatives will do a cash collection and raffle tickets reconciliation. The Marian Catholic Reconciliation Sheet will be used to do this reconciliation. A deposit ticket will be created and the cash collection will be deposited no later than the next business day at Old Second Bank.

In the event that the amount of cash collected by Balagio and Rudy's at Balagio exceeds \$5,000 prior to the weekly collection, they will be instructed to immediately notify a committee member. On this day, two (2) committee members and/or other designated representatives will do a cash collection and raffle ticket reconciliation and will deposit the money collected into Old Second Bank that day.

All reconciliations must be completed by at least two (2) persons.

### **Security**

For security purposes, whenever there is a pick-up of a cash collection that is or could potentially be more than \$5,000, the Business Manager, committee member, and/or other designated representative will be accompanied by either one or more security guards or another designated Marian Catholic representative.

### **Payment of Raffle Winnings**

A committee member and/or designated representative will require all winners to complete an IRS Form W-2G. This form has the name, address, and social security number of the winner. All

winnings will be paid by check payable to the winner. The Business Manager will cut this check and ensure that it gets to the winner within ten (10) business days.

If the winnings are more than \$5,000, Marian Catholic is required to withhold federal tax equal to 24% of the winnings.

**Revenue and Expenditures Accounting**

All revenue and expenditures related to the Queen of Hearts will be recorded in the natural revenue or expense classifications under the Queen of Hearts Project Code 2600.

**Use of Net Proceeds**

All of the net proceeds of the Queen of Hearts Raffle will be used for current or future year's athletic needs as determined by Marian Catholic's leadership and Booster Club.







2/2/23

To Village of Homewood

Rudy's/ Balagio is pleased to welcome back Marian Queen of Hearts. Please let me know if you have any questions.

Thanks

Michael Galderio

A handwritten signature in black ink, appearing to read "Michael Galderio", is written below the printed name.