



Next ORD No. 4400
Next RESO No. 2415

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees

March 25, 2024

7:00 PM

Village President Nick Cuzzone
Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

When called upon for Public Comments, please approach the microphone and state your name and where you live.
Kindly limit your remarks to three (3) minutes.

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Public Comments on Agenda Items**
- 5. Public Comments on Non-Agenda Items**
- 6. Proclamations**
- 7. Presentation**
- 8. Appointment to Commissions**
- 9. Consent Agenda**
 - a. Bill Listings from the Week of March 11, 2024 for \$579,005.01 and March 18, 2024 for \$42,994.75 for a Total Amount of \$621,999.76.
 - b. Approval of the Minutes of March 11, 2024 Committee of the Whole and Village Board of Trustees Meetings.
 - c. Acceptance of the Minutes from March 2, 2024 Coffee with the Board
- 10. Ordinance for First Reading**
 - a. An Ordinance Authorizing the Disposal of Surplus Personal Property of the Village of Villa Park, Illinois (Fire Engine 80)

This Ordinance authorizes the Village Manager to declare the 1998 E-One Cyclone Fire Engine (Engine 80) as surplus property and authorize the Village Manager to transfer such property to the Northeastern Illinois Public Safety Training Academy

(NIPSTA) in exchange for \$10.00 plus tuition credit valued at approximately \$9,345.00
Staff recommends approval of the resolution.

11. Ordinance for Second Reading

12. Ordinances

13. Resolutions

- a. A Resolution for Proposed Swim Pool Season Pass Rates and Daily Admission Fees for the 2024 Swim Season

This Resolution sets pool pass rates for the 2024 season. Pool pass rates need to be advertised during the month of April 2024, so season passes can go on sale in May 2024. The rates were increased by 12.5% for the 2023 swim season. Staff and the Parks and Recreation Advisory Commission unanimously agree that the season pass rates should remain the same and the Village should continue to offer a family discounted rate, and recommend that the daily admission fees should remain the same as 2023.

- b. Resolution to Select and Approve Auditors for Village of Villa Park

The attached Resolution authorizes the Village President to execute an agreement between the Village and Lauterbach & Amen, LLP, for the furnishing of audit and services in a form approved by the Village Attorney for the contractual calendar year audit term 2023 through 2027. The Resolution further authorizes the Village officials, officers and employees to execute and complete such other instruments necessary to engage the services of Lauterbach & Amen. Staff recommends approval of the Resolution.

- c. Resolution to Amend the Intergovernmental Agreement Between the Village of Villa Park and the Village of Addison and the DuPage High School District 88 to Allow Body Worn Cameras.

This Resolution authorizes the Villa President to execute an Intergovernmental Agreement among the Village of Villa Park, the Village of Addison, and High School District 88 (D88) to provide School Resource Officers (SROs) to Willowbrook and Addison Trail High Schools that extends the current relationship to 2023, and includes language to allow SROs to use body-worn cameras when engaged in law enforcement activities as now required by Illinois Law. All parties are agreed to the terms and staff recommends approval of the Resolution.

- d. Resolution Adopting New Schedule For Regular Meeting Dates of the Village Board of Trustees for the Calendar Year 2024.

This Resolution adopts an amended schedule of meetings for the Board of Trustees for the Village of Villa Park to move the meeting of Monday, May 27 (Memorial Day) to Monday, May 20. Staff recommends approval of the proposed resolution adopting a new schedule for regular Village Board meeting dates for 2024

- e. Resolution Approving the Joint Purchase of Bulk Rock Salt through the State of Illinois Central Management Services Bureau of Strategic Sourcing

The Village annually purchases rock salt through an agreement with the State of Illinois Department of Central Management Services (CMS). This Resolution

authorizes the Village Manager to execute the joint participation agreement and make such purchases as necessary. The State of Illinois generally receives favorable prices because of the large quantity of salt that it purchases. The Village must submit its rock salt request through a contract with the State of Illinois by April 7th, 2024 to be included in the annual bid. Village staff recommends entering into a contract with the State of Illinois for up to 400 tons of bulk rock salt.

- f. Resolution Approving the Joint Purchase of Bulk Rock Salt Through the DuPage County Procurement Services Division

This Resolution authorizes the Village Manager to approve requisition orders for the purchase of rock salt from DuPage County. The Village has purchased rock salt through an agreement with DuPage County Procurement Service Division for the last nine (9) years. DuPage County generally receives favorable prices because of the large quantity of salt that it purchases. Village staff recommends also entering into a contract with DuPage County Procurement Service Division for up to 400 tons of bulk rock salt.

- g. Resolution Approving and Authorizing Certain Agreements with the Villa Park Youth Baseball Association and School District 45 for the Use and Maintenance of Baseball Fields

This Resolution authorizes the Village Manager to enter into an Intergovernmental Agreement (IGA) with School District 45 (D45) and to enter into an Agreement with the Villa Park Youth Baseball Association (VPYBA) that follows largely along the guidelines established in the proposed agreements attached to this resolution. The agreements provide for a detailed division of duties that assure that VPYBA will have baseball fields in the best possible condition, that the Village will receive \$9,000 and preferential access to D45 courts for indoor recreation and have baseball available for Villa Park youths, and D45 will only be responsible for mowing and basic maintenance of their fields and the Village will coordinate scheduling and day-of-game preparation of D45 baseball fields, Staff recommends approval of the resolution.

14. Unfinished Business

15. New Business

- a. Selecting a New Electrical Contractor for Recreation Center For Lions Park

This item is informational only. Village staff will bring an agreement to the April 8 meeting to hire a new contractor for the electrical work at the Recreation Center.

- b. Discussion on Preparing an Ordinance to Amend Chapter 13, Article 18, Special Event Permit Further Defining When a Special Event Permit is Needed - North Avenue car shows

16. Village Commission Reports

- a. Acceptance of the Environmental Concerns Commission Minutes of the January 25, 2024 Meeting.
- b. Acceptance of the Community F.U.N. Commission Minutes of the November 28, 2023 and January 23, 2024 Meetings.

- c. Acceptance of the Environmental Concerns (Bike, Pedestrian & Transit sub-committee) Minutes of the January 25, 2024 Meeting.
- d. Acceptance of the Parks and Recreation Advisory Commission Minutes of the February 13, 2024 Meeting.
- e. Acceptance of the Traffic and Safety Commission Minutes of the February 6, 2024 Meeting.

17. Village Clerk's Report

18. Village Trustees' Report

19. Village President's Report

20. Village Manager's Report

21. Executive Session

22. Adjournment



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Bill Listings from the Week of March 11, 2024 for \$579,005.01 and March 18, 2024 for \$42,994.75 for a Total Amount of \$621,999.76.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



VILLAGE OF VILLA PARK

List of Bills Presented to the Board of Trustees at its Meeting on March 25, 2024

Covering weekly check runs dated for:

March 11, 2024/CY24..... \$105,140.90

1 of 2

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice.Batch = "WF0311 CY2024","WF030124INT","0306 INT CY2024"

Invoice Detail.Type = {<>} "Adjustment"

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.130204 GROUP INSURANCE REC							
13932	GRECO, NANCY	030124	0	INSURANCE REIMBURSEMENT	1,299.10 ✓	1,299.10	03/01/2024
Total 10.130204 GROUP INSURANCE REC:					1,299.10	1,299.10	
10.210508 ESCROW: P. W. PROJECTS							
13934	PRECISION TODAY	216 E HIGHLAND -	0	216 E HIGHLAND - PARKWAY BOND	1,200.00 ✓	.00	
4442	RUSS'S PLUMBING	134 S PRINCETON	0	134 S PRINCETON - BOND	1,200.00 ✓	.00	
Total 10.210508 ESCROW: P. W. PROJECTS:					2,400.00	.00	
10.40001 PROPERTY TAXES							
8534	DUPAGE COUNTY TREASURER	02232024	0	ROAD AND BRIDGE REFUND OVERPAYMENT TAX	1,356.75 ✓	.00	
Total 10.40001 PROPERTY TAXES:					1,356.75	.00	
Total :					5,055.85	1,299.10	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.511.00.211 LEGAL SERVICES							
7835	STORINO RAMELLO & DURKIN	90467	0	LEGAL SERVICES ST CHARLES TIF JAN 2024	1,761.05 ✓	.00	
Total 10.511.00.211 LEGAL SERVICES:					1,761.05	.00	
10.511.00.299 OTHER CONTRACTUAL SERVICES							
13862	CP2 CONSULTING INC	189	0	STRATEGIC PLANNING CONSULTANT SERVICES	8,125.00 ✓	.00	
12965	SUNCOM.TV	3942	0	BOARD MEETINGS & COMMISSION RECORDING	2,975.00 ✓	.00	
Total 10.511.00.299 OTHER CONTRACTUAL SERVICES:					11,100.00	.00	
10.511.00.650 ENVIRONMENTAL CONCERNS COMM							
1049	WAGNER,ROBERT	2232024	0	CCCOA CRAWL REIMBURSEMENT FOR CUPS	120.09 ✓	.00	
Total 10.511.00.650 ENVIRONMENTAL CONCERNS COMM:					120.09	.00	
Total PUBLIC AFFAIRS:					12,981.14	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.512.01.210 TELEPHONE							
12005	SAWYER, BRIAN	feb24	0	USAGE REIMB	24.99 ✓	.00	
12005	SAWYER, BRIAN	feb24	0	PERS DEVICE PHONE REIMB	24.99 ✓	.00	
Total 10.512.01.210 TELEPHONE:					49.98	.00	
10.512.01.270 MAINT OF OFFICE EQUIPMENT							
6150	DELL MARKETING LP	10725582656	0	RUGGED TABLET	2,391.37 ✓	.00	
6150	DELL MARKETING LP	10733825497	0	RUGGED LAPTOP	2,353.57 ✓	.00	
Total 10.512.01.270 MAINT OF OFFICE EQUIPMENT:					4,744.94	.00	
10.512.01.299 OTHER CONTRACTUAL SERVICES							
6849	CURRENT TECHNOLOGIES CORP	733704	0	IT CONSULTANT	3,712.50 ✓	.00	
12773	GRANICUS	177330	0	GRANICUS MODULE FOR FOIA	2,170.56 ✓	.00	
12755	KNO2 LLC	24193	0	MONTHLY LINE AND DOMESTIC PAGES	2.00 ✓	.00	
12005	SAWYER, BRIAN	feb24	0	MILEAGE REIMB; FEB 2024	23.72 ✓	.00	
13857	SRSD CONSULTING LLC	459A0351-0005	0	CONSULTING - LEADERSHIP COACHING FOR FE	1,875.00 ✓	.00	
Total 10.512.01.299 OTHER CONTRACTUAL SERVICES:					7,783.78	.00	
Total MANAGER:					12,578.70	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.513.00.210 TELEPHONE							
9131	SETTLES, JULIE	FEB 2024	0	USAGE REIMBURSEMENT; FEBRUARY 2024	24.99 ✓	.00	
9131	SETTLES, JULIE	FEB 2024	0	PERS PHONE REIMBURSEMENT; FEBRUARY 202	24.99 ✓	.00	
Total 10.513.00.210 TELEPHONE:					49.98	.00	
10.513.00.299 OTHER CONTRACTUAL SERVICES							
11355	AMERICAN PRINTING TECHNOLOGIES	24-VP02	0	PRODUCTION SVCS UTIL BILL RUN#2 2024	208.35 ✓	.00	
Total 10.513.00.299 OTHER CONTRACTUAL SERVICES:					208.35	.00	
10.513.00.317 OFFICE SUPPLIES							
7523	RUNCO OFFICE SUPPLY	933021-0	0	BINDER CLIPS	11.96 ✓	.00	
Total 10.513.00.317 OFFICE SUPPLIES:					11.96	.00	
Total FINANCE:					270.29	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.514.00.270 MAINT OF OFFICE EQUIPMENT							
6269	KONICA MINOLTA BUSINESS	9009802048	0	FEBRUARY COPY CHARGES	53.58 ✓	.00	
11015	KONICA MINOLTA PREMIER FINANCE	523411932	0	FEBRUARY FINANCE CHARGE COPIER	80.00 ✓	.00	
Total 10.514.00.270 MAINT OF OFFICE EQUIPMENT:					133.58	.00	
10.514.00.299 OTHER CONTRACTUAL SERVICES							
13933	STERICYCLE INC	8006483959	0	CED SHRED	1,600.80 ✓	.00	
Total 10.514.00.299 OTHER CONTRACTUAL SERVICES:					1,600.80	.00	
Total COMMUNITY DEVELOPMENT:					1,734.38	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.515.00.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	1,894.58 ✓	.00	
Total 10.515.00.210 TELEPHONE:					1,894.58	.00	
Total CENTRAL SERVICES:					1,894.58	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.516.00.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	0030170051 1/2024	0	21 W PLYMOUTH; 1/8-2/6/24	279.86 ✓	.00	
237	COMMONWEALTH EDISON CO	2698012222 1/2024	0	JACKSON POND; 1/20-2/26/24	25.50 ✓	.00	
237	COMMONWEALTH EDISON CO	9006703009 1/2024	0	SIREN; 1/5-2/5/24	36.23 ✓	.00	
237	COMMONWEALTH EDISON CO	9006734022 1/2024	0	106 S VILLA; 1/8-2/5/24	582.92 ✓	.00	
Total 10.516.00.219 UTILITY - ELECTRIC:					924.51	.00	
10.516.00.299 OTHER CONTRACTUAL SERVICES							
1544	ACITELLI HEATING & PIPING	37788	0	WET WEATHER FACILITY - REPLACED CONTROL	417.08 ✓	.00	
1544	ACITELLI HEATING & PIPING	37865	0	PD SERVICE CALL - REPLACED LEAKING VAV CO	1,277.22 ✓	.00	
8501	JOHNSON CONTROLS SECURITY SOLU	39825417	0	PW WIRELESS ALARM MONITORING	164.36 ✓	.00	
6259	MIDLAND PLUMBING & SEWER	9858	0	VH HYDRO JET 01/30/24	1,200.00 ✓	.00	
6259	MIDLAND PLUMBING & SEWER	9869	0	VH MAIN SEWER LINE 02/16/24	1,200.00 ✓	.00	
4932	SMG SECURITY SYSTEMS INC	172236	0	QTR DEPOT BURGLAR ALARM	127.29 ✓	.00	
4641	TK ELEVATOR CORPORATION	3007748887	0	QTR MAINT,VH ELEVATOR	1,670.07 ✓	.00	
Total 10.516.00.299 OTHER CONTRACTUAL SERVICES:					6,056.02	.00	
Total BUILDINGS & GROUNDS:					6,980.53	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.517.00.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	8000258004 1/2024	0	METRA STN PARK LOT; 1/8-2/6/24	79.31	.00	
Total 10.517.00.219 UTILITY - ELECTRIC:					79.31	.00	
Total COMMUTER PARKING LOT:					79.31	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.518.00.215 SHOP SERVICES							
6430	CINTAS CORPORATION	4185010527	0	FLT UNIFORMS MATS TOWELS	67.87 ✓	.00	
Total 10.518.00.215 SHOP SERVICES:					67.87	.00	
10.518.00.308 ENGINE OIL							
6834	AL WARREN OIL COMPANY INC	W1634821	0	HYDRAULIC OIL 55 GALLON DRUM RANDO HDZ	1,283.15 ✓	.00	
Total 10.518.00.308 ENGINE OIL:					1,283.15	.00	
10.518.00.309 GAS & DIESEL FUEL							
6834	AL WARREN OIL COMPANY INC	W1634337	0	GASOLINE PURCHASE	15,019.25 ✓	.00	
6834	AL WARREN OIL COMPANY INC	W1634338	0	DIESEL FUEL PURCHASE	5,247.83 ✓	.00	
Total 10.518.00.309 GAS & DIESEL FUEL:					20,267.08	.00	
10.518.00.310 MOTOR VEHICLE PARTS & ACCESS							
13651	BRAD MANNING FORD INC	240166	0	PW 76 BELT TENSIONER	141.27 ✓	.00	
Total 10.518.00.310 MOTOR VEHICLE PARTS & ACCESS:					141.27	.00	
Total GARAGE:					21,759.37	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.520.01.202 TRAINING & CONFERENCES							
13931	2ND LAW CONSULTING LLC	181	0	K-9 TRAINING	425.00 ✓	.00	
Total 10.520.01.202 TRAINING & CONFERENCES:					425.00	.00	
10.520.01.299 OTHER CONTRACTUAL SERVICES							
13511	DACRA ADJUDICATION SYSTEM	DT 2024-02-021	0	DACRA PD & CD ADJUDICATION/TICKET PROGRA	1,500.00 ✓	.00	
8501	JOHNSON CONTROLS SECURITY SOLU	39825423	0	PD WIRELESS FIRE ALARM MONITORING	116.10 ✓	.00	
Total 10.520.01.299 OTHER CONTRACTUAL SERVICES:					1,616.10	.00	
10.520.01.401 CAPITAL OUTLAY							
1903	ADDISON, VILLAGE OF	2-28-2024	0	REIMBURSEMENT BAIT CAR-	2,268.00 ✓	.00	
Total 10.520.01.401 CAPITAL OUTLAY:					2,268.00	.00	
10.520.08.299 OTHER CONTRACTUAL SERVICES							
1177	EQUIFAX INFORMATION SVCS LLC	2059247892	0	JAN CREDIT REPORT SERVICES	30.00 ✓	.00	
Total 10.520.08.299 OTHER CONTRACTUAL SERVICES:					30.00	.00	
10.520.09.333 RANGE SUPPLIES							
782	O'HERRON CO INC, RAY	2326496	0	RANGE SUPPLIES/AMMUNITION	3,285.00 ✓	.00	
Total 10.520.09.333 RANGE SUPPLIES:					3,285.00	.00	
10.520.09.399 OTHER SUPPLIES							
782	O'HERRON CO INC, RAY	2327453	0	BRACKETS,SPEAKER, LIGHTS FOR DODGE DUR	339.00 ✓	.00	
782	O'HERRON CO INC, RAY	2327746	0	BRACKETS,SPEAKER, LIGHTS FOR DODGE DUR	570.00 ✓	.00	
Total 10.520.09.399 OTHER SUPPLIES:					909.00	.00	
Total POLICE:					8,533.10	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.525.25.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	0179073093 1/2024	0	889 W NO STREETLIGHTS; 1/8-2/6/24	78.45 ✓	.00	
237	COMMONWEALTH EDISON CO	0969040060 1/2024	0	TRAFFIC SIGNALS; 1/9-2/7/24	773.12 ✓	.00	
237	COMMONWEALTH EDISON CO	3779053023 1/2024	0	STREETLIGHTS 2; 1/5-2/5/24	65.80 ✓	.00	
237	COMMONWEALTH EDISON CO	5763147089 1/2024	0	STREETLIGHTS 1; 1/2-1/31/24	195.42 ✓	.00	
Total 10.525.25.219 UTILITY - ELECTRIC:					1,112.79	.00	
10.525.27.342 ASPHALT MIX							
326	DUPAGE MATERIALS COMPANY LLC.	24803	0	HIGH PERFORMANCE COLD	320.00 ✓	.00	
326	DUPAGE MATERIALS COMPANY LLC.	24813	0	HIGH PERFORMANCE COLD	320.00 ✓	.00	
Total 10.525.27.342 ASPHALT MIX:					640.00	.00	
Total STREET:					1,752.79	.00	
Total CORPORATE FUND:					73,620.04	1,299.10	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
19.520.01.401 DUI TECHNOLOGY CAPITAL OUTLAY							
13566	STOP STICK LTD	0032279-IN	0	STOP STICKS FOR SQUADS #187 & #190	1,054.00 ✓	.00	
13566	STOP STICK LTD	0032441	0	STOP STICK KIT	1,054.00 ✓	.00	
Total 19.520.01.401 DUI TECHNOLOGY CAPITAL OUTLAY:					2,108.00	.00	
Total POLICE:					2,108.00	.00	
Total DUI TECHNOLOGY FUND:					2,108.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
28.502.01.299 OTHER CONTRACTUAL SERVICES							
9855	TESKA ASSOCIATES INC	14027	0	TIF 7 PUBLIC MEETINGS	860.41	.00	
Total 28.502.01.299 OTHER CONTRACTUAL SERVICES:					860.41	.00	
Total GENERAL:					860.41	.00	
Total TIF 4 FUND - ST. CHARLES RD:					860.41	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
35.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	445.63 ✓	.00	
Total 35.502.01.210 TELEPHONE:					445.63	.00	
35.502.01.317 OFFICE SUPPLIES							
1818	GARVEY'S OFFICE PRODUCTS	PINV2537989	0	ICC OFFICE SUPPLIES	234.50 ✓	.00	
Total 35.502.01.317 OFFICE SUPPLIES:					234.50	.00	
35.502.16.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	8668740009 1/2024	0	TENNIS CRTS; 1/4-2/2/24	25.50 ✓	.00	
Total 35.502.16.219 UTILITY - ELECTRIC:					25.50	.00	
35.502.36.299 OTHER CONTRACTUAL SERVICES							
6877	KANTOR, GARY	02.23.24	0	YOUTH CONTRACTED PROGRAM	128.80 ✓	.00	
11877	TUMBLING TIMES INC	34	0	CY24 CONTRACTUAL GYMNASTICS PROGRAMMI	1,734.60 ✓	1,734.60	03/06/2024
Total 35.502.36.299 OTHER CONTRACTUAL SERVICES:					1,863.40	1,734.60	
35.502.36.311 PROGRAM SUPPLIES							
6682	MICHAEL ANTHONY'S PIZZA	139683	0	FEBRUARY BIRTHDAY BINGO LUNCH	329.50 ✓	.00	
13930	THE PARTY CONNECTION ENTERPRISE	04.12.24 DEP	0	DEPOSIT FOR PHOTO BOOTH PRINCESS BALL 0	297.50 ✓	297.50	03/06/2024
13930	THE PARTY CONNECTION ENTERPRISE	05.10.24 DEP	0	DEPOSIT MOM/SON EVENT 05.10.24 PHOTO BOO	297.50 ✓	.00	
Total 35.502.36.311 PROGRAM SUPPLIES:					924.50	297.50	
Total GENERAL:					3,493.53	2,032.10	
Total RECREATION FUND:					3,493.53	2,032.10	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
36.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	80.79 ✓	.00	
Total 36.502.01.210 TELEPHONE:					80.79	.00	
36.502.01.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	9006795007 1/2024	0	ROTARY PARK; 1/5-2/5/24	39.78 ✓	.00	
Total 36.502.01.219 UTILITY - ELECTRIC:					39.78	.00	
Total GENERAL:					120.57	.00	
Total PARKS FUND:					120.57	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
41.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	75.58 ✓	.00	
Total 41.502.01.210 TELEPHONE:					75.58	.00	
41.502.01.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	7748424005 1/2024	0	JEFF POOL; 1/8-2/6/24	526.72 ✓	.00	
Total 41.502.01.219 UTILITY - ELECTRIC:					526.72	.00	
Total GENERAL:					602.30	.00	
Total SWIMMING POOL FUND:					602.30	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
60.502.02.210 TELEPHONE							
6990	MANTELS, KEVIN	PHONEKM202402	0	REIMBURSEMENT FOR PERSONAL PHONE; 2024-	24.99 ✓	.00	
6990	MANTELS, KEVIN	PHONEKM202402	0	REIMBURSEMENT FOR PHONE USAGE; 2024-02	24.99 ✓	.00	
Total 60.502.02.210 TELEPHONE:					49.98	.00	
Total GENERAL:					49.98	.00	
Total STREET IMPROVEMENT FUND:					49.98	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
65.502.02.401 CAPITAL OUTLAY							
782	O'HERRON CO INC, RAY	2327966	0	FIRE DC81 SIREN BRACKET	59.00	.00	
Total 65.502.02.401 CAPITAL OUTLAY:					59.00	.00	
Total GENERAL:					59.00	.00	
Total EQUIPMENT REPLACEMENT FUND:					59.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
67.502.02.402 NON-CAPITAL OUTLAY							
13914	KINSALE CONTRACTING GROUP INC	15997R	0	ASBESTOS ABATEMENT OF BOILER PIPING; VILL	6,900.00	.00	
13914	KINSALE CONTRACTING GROUP INC	15997R	0	AIR CLEARANCE TESTING; VILLAGE HALL 20 S A	950.00	.00	
Total 67.502.02.402 NON-CAPITAL OUTLAY:					7,850.00	.00	
Total GENERAL:					7,850.00	.00	
Total BUILDING IMPROVEMENTS FUND:					7,850.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
68.502.02.292 ENGINEERING SERVICES							
8965	V3 COMPANIES OF ILLINOIS	0124590	0	PERMITTING; MADISON E 0721	1,082.60 ✓	.00	
8965	V3 COMPANIES OF ILLINOIS	0124591	0	PERMITTING; ROOSEVELT W 0113	802.93 ✓	.00	
Total 68.502.02.292 ENGINEERING SERVICES:					1,885.53	.00	
Total GENERAL:					1,885.53	.00	
Total STORMWATER BUYOUT FUND:					1,885.53	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
82.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	54.73 ✓	.00	
Total 82.502.01.210 TELEPHONE:					54.73	.00	
82.502.01.299 OTHER CONTRACTUAL SERVICES							
11355	AMERICAN PRINTING TECHNOLOGIES	24-VP02	0	PRODUCTION SVCS UTIL BILL RUN#2 2024	208.35 ✓	.00	
Total 82.502.01.299 OTHER CONTRACTUAL SERVICES:					208.35	.00	
82.502.02.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	0005158074 1/2024	0	520 N PRINCETON; 1/9-2/7/24	582.46 ✓	.00	
237	COMMONWEALTH EDISON CO	0233060038 1/2024	0	CENTRAL PUMPING STN; 1/9-2/7/24	921.95 ✓	.00	
237	COMMONWEALTH EDISON CO	6152211004 1/2024	0	WTR/SWR; 1/5-2/5/24	238.12 ✓	.00	
237	COMMONWEALTH EDISON CO	6667072019 1/2024	0	WELL #2; 1/5-2/5/24	25.06 ✓	.00	
Total 82.502.02.219 UTILITY - ELECTRIC:					1,767.59	.00	
82.502.02.299 OTHER CONTRACTUAL SERVICES							
9051	C & R DIRECTIONAL BORING INC	5380	0	DIRECT BORING WTR SVCS 240 ASTOR CT.	1,200.00 ✓	.00	
13002	PRECISE MRM LLC	200-1047576	0	AUTOMATIC VEHICLE LOCATION (AVL) MONTHLY	530.00 ✓	.00	
Total 82.502.02.299 OTHER CONTRACTUAL SERVICES:					1,730.00	.00	
Total GENERAL:					3,760.67	.00	
Total WATER SUPPLY FUND:					3,760.67	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
83.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	637274716 3/24	0	PHONE SERVICE; 3/15-4/14/24	54.73 ✓	.00	
Total 83.502.01.210 TELEPHONE:					54.73	.00	
83.502.01.299 OTHER CONTRACTUAL SERVICES							
11355	AMERICAN PRINTING TECHNOLOGIES	24-VP02	0	PRODUCTION SVCS UTIL BILL RUN#2 2024	208.35 ✓	.00	
Total 83.502.01.299 OTHER CONTRACTUAL SERVICES:					208.35	.00	
83.502.02.219 UTILITY - ELECTRIC							
237	COMMONWEALTH EDISON CO	0007134036 1/2024	0	WESTLANDS LIFT STN; 1/9-2/7/24	46.89 ✓	.00	
237	COMMONWEALTH EDISON CO	0063015145 1/2024	0	S VILLA LIFT STN; 1/9-2/7/24	1,344.82 ✓	.00	
237	COMMONWEALTH EDISON CO	0375103058 1/2024	0	RT 83 LIFT STN; 1/9-2/7/24	74.18 ✓	.00	
237	COMMONWEALTH EDISON CO	0474090018 1/2024	0	YALE/RIDGE LIFT STN; 1/9-2/7/24	111.79 ✓	.00	
237	COMMONWEALTH EDISON CO	2251554000 1/2024	0	NORTH & YALE; 1/25-3/1/24	624.54 ✓	.00	
237	COMMONWEALTH EDISON CO	4884025000 1/2024	0	900 N VILLA; 1/25-3/1/24	440.57 ✓	.00	
Total 83.502.02.219 UTILITY - ELECTRIC:					2,642.79	.00	
83.502.02.299 OTHER CONTRACTUAL SERVICES							
13002	PRECISE MRM LLC	200-1047576	0	AUTOMATIC VEHICLE LOCATION (AVL) MONTHLY	530.00 ✓	.00	
Total 83.502.02.299 OTHER CONTRACTUAL SERVICES:					530.00	.00	
83.502.02.302 CHEMICALS							
33	ALEXANDER CHEMICAL CORP	78284	0	WWFTF CHLORINE RENTAL FEES	56.00 ✓	.00	
Total 83.502.02.302 CHEMICALS:					56.00	.00	
83.502.02.401 CAPITAL OUTLAY							
4913	FLOW TECHNICS	000010744	0	REPLACE PUMP #3 AT YALE & RIDGE LS	7,239.00 ✓	.00	
Total 83.502.02.401 CAPITAL OUTLAY:					7,239.00	.00	
Total GENERAL:					10,730.87	.00	
Total WASTEWATER FUND:					10,730.87	.00	
Grand Totals:					105,140.90	3,331.20	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
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	<u>Amount Paid</u>
CORPORATE FUND	
Total CORPORATE FUND:	<u>73,620.04</u>
DUI TECHNOLOGY FUND	
Total DUI TECHNOLOGY FUND:	<u>2,108.00</u>
TIF 4 FUND - ST. CHARLES RD	
Total TIF 4 FUND - ST. CHARLES RD:	<u>860.41</u>
RECREATION FUND	
Total RECREATION FUND:	<u>3,493.53</u>
PARKS FUND	
Total PARKS FUND:	<u>120.57</u>
SWIMMING POOL FUND	
Total SWIMMING POOL FUND:	<u>602.30</u>
STREET IMPROVEMENT FUND	
Total STREET IMPROVEMENT FUND:	<u>49.98</u>
EQUIPMENT REPLACEMENT FUND	
Total EQUIPMENT REPLACEMENT FUND:	<u>59.00</u>
BUILDING IMPROVEMENTS FUND	
Total BUILDING IMPROVEMENTS FUND:	<u>7,850.00</u>
STORMWATER BUYOUT FUND	
Total STORMWATER BUYOUT FUND:	<u>1,885.53</u>
WATER SUPPLY FUND	
Total WATER SUPPLY FUND:	<u>3,760.67</u>

	<u>Amount Paid</u>
WASTEWATER FUND	
Total WASTEWATER FUND:	<u>10,730.87</u>
Grand Totals:	<u><u>105,140.90</u></u>

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE 3/7/24 APPROVED BY Charles Howard
M. H. H.

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Adjustmentid = {IS NULL}

Invoice.Batch = "WF0311 CY2024","WF030124INT","0306 INT CY2024"



VILLAGE OF VILLA PARK

List of Bills Presented to the Board of Trustees at its Meeting on March 25, 2024

Covering weekly check runs dated for:

March 11, 2024/CY23..... \$473,864.11

2 of 2

Report Criteria:
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice.Batch = "WF0311 CY2023"
Invoice.Detail.Type = {<>} "Adjustment"

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.516.00.299 OTHER CONTRACTUAL SERVICES							
40	ALLIED GARAGE DOOR INC	214715	0	42 W HOME SHOP SOUTH DOOR PHOTOEYE RE	404.36	.00	
Total 10.516.00.299 OTHER CONTRACTUAL SERVICES:					404.36	.00	
Total BUILDINGS & GROUNDS:					404.36	.00	
Total CORPORATE FUND:					404.36	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
60.502.03.292 ENGINEERING SERVICES							
13600	PRIMERA ENGINEERS LTD	0058046	0	YALE AVE IMPROVEMENT PROJECT	20,557.55 ✓	.00	
Total 60.502.03.292 ENGINEERING SERVICES:					20,557.55	.00	
60.502.10.292 ENGINEERING SERVICES							
5728	CIVILTECH ENGINEERING INC	3823-02	0	TRI-TRAIL CONNECTOR PHASE 3 ENGINEERING	29,018.88 ✓	.00	
5728	CIVILTECH ENGINEERING INC	3823-03	0	TRI-TRAIL CONNECTOR PHASE 3 ENGINEERING	14,469.72 ✓	.00	
5728	CIVILTECH ENGINEERING INC	3823-04	0	TRI-TRAIL CONNECTOR PHASE 3 ENGINEERING	12,284.30 ✓	.00	
5728	CIVILTECH ENGINEERING INC	53120	0	TRI-TRAIL CONNECTOR PHASE I SUPPLEMENTA	38,658.00 ✓	.00	
5728	CIVILTECH ENGINEERING INC	53387	0	MONTEREY PROJECT PHASE 3 SUPPLEMENTAL	8,306.28 ✓	.00	
5728	CIVILTECH ENGINEERING INC	53491	0	2023 STP APPLICATION PREPARATION	7,600.00 ✓	.00	
5728	CIVILTECH ENGINEERING INC	53509	0	MONTEREY PROJECT PHASE 3 SUPPLEMENTAL	2,593.93 ✓	.00	
Total 60.502.10.292 ENGINEERING SERVICES:					112,931.11	.00	
60.502.10.299 OTHER CONTRACTUAL SERVICES							
13630	BENCHMARK CONSTRUCTION CO	MONTEREY PE 10	0	MONTEREY IMPROVEMENT PROJECT CONSTRU	226,229.82 ✓	.00	
Total 60.502.10.299 OTHER CONTRACTUAL SERVICES:					226,229.82	.00	
Total GENERAL:					359,718.48	.00	
Total STREET IMPROVEMENT FUND:					359,718.48	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
68.502.10.292 ENGINEERING SERVICES							
13600	PRIMERA ENGINEERS LTD	0058046	0	YALE AVE IMPROVEMENT PROJECT	10,007.65 ✓	.00	
Total 68.502.10.292 ENGINEERING SERVICES:					10,007.65	.00	
68.502.10.299 OTHER CONTRACTUAL SERVICES							
13630	BENCHMARK CONSTRUCTION CO	MONTEREY PE 10	0	MONTEREY IMPROVEMENT PROJECT CONSTRU	23,483.31 ✓	.00	
Total 68.502.10.299 OTHER CONTRACTUAL SERVICES:					23,483.31	.00	
Total GENERAL:					33,490.96	.00	
Total STORMWATER BUYOUT FUND:					33,490.96	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
82.502.02.292 ENGINEERING SERVICES							
13600	PRIMERA ENGINEERS LTD	0058046	0	YALE AVE IMPROVEMENT PROJECT	1,191.74 ✓	.00	
Total 82.502.02.292 ENGINEERING SERVICES:					1,191.74	.00	
82.502.02.401 CAPITAL OUTLAY							
13630	BENCHMARK CONSTRUCTION CO	MONTEREY PE 10	0	MONTEREY IMPROVEMENT PROJECT CONSTRU	33,483.31 ✓	.00	
Total 82.502.02.401 CAPITAL OUTLAY:					33,483.31	.00	
Total GENERAL:					34,675.05	.00	
Total WATER SUPPLY FUND:					34,675.05	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
83.502.02.292 ENGINEERING SERVICES							
5728	CIVILTECH ENGINEERING INC	53387	0	MONTEREY PROJECT PHASE 3 SUPPLEMENTAL	8,306.29 ✓	.00	
5728	CIVILTECH ENGINEERING INC	53509	0	MONTEREY PROJECT PHASE 3 SUPPLEMENTAL	2,593.92 ✓	.00	
13600	PRIMERA ENGINEERS LTD	0058046	0	YALE AVE IMPROVEMENT PROJECT	1,191.74 ✓	.00	
Total 83.502.02.292 ENGINEERING SERVICES:					12,091.95	.00	
83.502.02.401 CAPITAL OUTLAY							
13630	BENCHMARK CONSTRUCTION CO	MONTEREY PE 10	0	MONTEREY IMPROVEMENT PROJECT CONSTRU	33,483.31 ✓	.00	
Total 83.502.02.401 CAPITAL OUTLAY:					33,483.31	.00	
Total GENERAL:					45,575.26	.00	
Total WASTEWATER FUND:					45,575.26	.00	
Grand Totals:					473,864.11	.00	

	<u>Amount Paid</u>
CORPORATE FUND	
Total CORPORATE FUND:	<u>404.36</u>
STREET IMPROVEMENT FUND	
Total STREET IMPROVEMENT FUND:	<u>359,718.48</u>
STORMWATER BUYOUT FUND	
Total STORMWATER BUYOUT FUND:	<u>33,490.96</u>
WATER SUPPLY FUND	
Total WATER SUPPLY FUND:	<u>34,675.05</u>
WASTEWATER FUND	
Total WASTEWATER FUND:	<u>45,575.26</u>
Grand Totals:	<u><u>473,864.11</u></u>

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE

3/7/24

APPROVED BY






VILLAGE OF VILLA PARK

List of Bills Presented to the Board of Trustees at its Meeting on March 25, 2024

Covering weekly check runs dated for:

March 18, 2024/CY24.....\$42,994.75

1 of 1

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice.Batch = "0313","0313 INT","WF0318","0318"

Invoice Detail.Type = {<>} "Adjustment"

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
01.110050 UTILITY CASH CLEARING							
12476	UTILITY BILLING REFUNDS	10-04800-01R1	0	FIN CREDIT BAL; 512 N BIERMANN AVE	51.44 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-14530-01R1	0	FIN CREDIT BAL; 127 E VERMONT ST	135.97 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-15290-01R1	0	FIN CREDIT BAL; 404 N FULTON AVE	64.36 ✓	.00	
12476	UTILITY BILLING REFUNDS	12-01550-00R1	0	FIN CREDIT BAL; 621 S HARVARD AVE	41.42 ✓	.00	
12476	UTILITY BILLING REFUNDS	12-14460-08R1	0	FIN CREDIT BAL; 426 S RIVERSIDE DR	105.45 ✓	.00	
12476	UTILITY BILLING REFUNDS	13-00700-06R1	0	FIN CREDIT BAL; 536 S WISCONSIN AVE	96.88 ✓	.00	
12476	UTILITY BILLING REFUNDS	13-02220-01R1	0	FIN CREDIT BAL; 920 S MICHIGAN AVE	169.91 ✓	.00	
12476	UTILITY BILLING REFUNDS	14-00210-02R1	0	FIN CREDIT BAL; 525 E SAINT CHARLES RD	82.92 ✓	.00	
12476	UTILITY BILLING REFUNDS	REISSUE 11-07090-	0	FIN CREDIT BAL; 220 N YALE	108.20 ✓	108.20	03/13/2024
12476	UTILITY BILLING REFUNDS	REISSUE 11-18540-	0	FIN CREDIT BAL; 1040 N PRINCETON	8.31 ✓	8.31	03/13/2024
12476	UTILITY BILLING REFUNDS	REISSUE 12-15340	0	FIN CREDIT BAL; 429 S RIVERSIDE	14.94 ✓	14.94	03/13/2024
12476	UTILITY BILLING REFUNDS	REISSUE 13-01590	0	FIN CREDIT BAL; 808 S HARVARD	136.29 ✓	136.29	03/13/2024
12476	UTILITY BILLING REFUNDS	REISSUE 13-06090	0	FIN CREDIT BAL; 1041 S ARDMORE	39.28 ✓	39.28	03/13/2024
Total 01.110050 UTILITY CASH CLEARING:					1,055.37	307.02	
Total :					1,055.37	307.02	
Total CASH ALLOCATIONS FUND:					1,055.37	307.02	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.43100 BUILDING PERMITS							
6259	MIDLAND PLUMBING & SEWER	PRPL202400154	0	OVER CHARGE ON PERMIT	75.00	.00	
Total 10.43100 BUILDING PERMITS:					75.00	.00	
Total :					75.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.511.00.212 LEGAL SERVICES-POLICE							
13618	DOERING REPORTING INC	2625	0	COURT REPORTER HEARING COURT JAN 2024	750.00 ✓	.00	
13618	DOERING REPORTING INC	2626	0	HEARING COURT FEBRUARY 2024	750.00 ✓	.00	
13618	DOERING REPORTING INC	2627	0	TRANSCRIPT 612 W TERRACE	220.00 ✓	.00	
Total 10.511.00.212 LEGAL SERVICES-POLICE:					1,720.00	.00	
10.511.00.655 PLANNING & ZONING COMMISSION							
5654	PADDOCK PUBLICATIONS	282261	0	PUBLIC NOTICE PZ-23-05	117.30 ✓	.00	
Total 10.511.00.655 PLANNING & ZONING COMMISSION:					117.30	.00	
10.511.00.656 FIRE & POLICE COMMISSION							
11589	CLS BACKGROUND INVESTIGATIONS	12713	0	PRE EMPLOYMENT BACKGROUND INVESTIGATI	2,084.75 ✓	.00	
10577	SHAUGHNESSY, KEVIN W	20240034	0	POLYGRAPH TEST- CANDIDATES	1,000.00 ✓	.00	
Total 10.511.00.656 FIRE & POLICE COMMISSION:					3,084.75	.00	
Total PUBLIC AFFAIRS:					4,922.05	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.514.00.289 INSPECTORS FEES							
13523	CHADA, MICHAEL	FEB 2024	0	FEBRUARY INSPECTIONS	360.00 ✓	.00	
Total 10.514.00.289 INSPECTORS FEES:					360.00	.00	
Total COMMUNITY DEVELOPMENT:					360.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.516.00.299 OTHER CONTRACTUAL SERVICES							
12900	NORATEK SOLUTIONS INC	C40178	0	ANNUAL LICENSE FOR PARKS	1,057.50 ✓	1,057.50	03/13/2024
12597	PRO WINDOW WORKS	150836	0	VH WINDOW GLASS REPLACEMENTS	2,134.00 ✓	2,134.00	03/13/2024
Total 10.516.00.299 OTHER CONTRACTUAL SERVICES:					3,191.50	3,191.50	
Total BUILDINGS & GROUNDS:					3,191.50	3,191.50	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.517.00.299 OTHER CONTRACTUAL SERVICES							
12900	NORATEK SOLUTIONS INC	C40178	0	ANNUAL LICENSE FOR PARKS	1,057.50 ✓	1,057.50	03/13/2024
Total 10.517.00.299 OTHER CONTRACTUAL SERVICES:					1,057.50	1,057.50	
Total COMMUTER PARKING LOT:					1,057.50	1,057.50	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.518.00.215 SHOP SERVICES							
6430	CINTAS CORPORATION	4185724808	0	FLT UNIFORM & TOWELS	54.07 ✓	.00	
Total 10.518.00.215 SHOP SERVICES:					54.07	.00	
10.518.00.310 MOTOR VEHICLE PARTS & ACCESS							
13651	BRAD MANNING FORD INC	240832	0	FIRE C81 HEATER MODE DOOR	32.33 ✓	.00	
13651	BRAD MANNING FORD INC	241011	0	PD 194 STABILIZER LINKS	98.96 ✓	.00	
13651	BRAD MANNING FORD INC	241318	0	FIRE M82 BRAKE BOOSTER	291.45 ✓	.00	
Total 10.518.00.310 MOTOR VEHICLE PARTS & ACCESS:					422.74	.00	
Total GARAGE:					476.81	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.520.01.210 TELEPHONE							
6298	VERIZON WIRELESS	9957091522	0	VERIZON	1,213.52 ✓	.00	
Total 10.520.01.210 TELEPHONE:					1,213.52	.00	
10.520.01.263 POST RETIREMENT BENEFITS							
1713	SUBJECT, DAVID	REISSUE NOV 202	0	POST RETIREMENT BENEFIT; NOV 2023	125.00 ✓	125.00	03/13/2024
Total 10.520.01.263 POST RETIREMENT BENEFITS:					125.00	125.00	
10.520.08.299 OTHER CONTRACTUAL SERVICES							
1704	CRITICAL REACH INC	3625	0	CRITICAL REACH BULLETIN SVC ANN. FEE	560.00 ✓	.00	
13665	T-MOBILE USA (subp)	9551963881	0	T-MOBILE USE (SUBP)	25.00 ✓	.00	
Total 10.520.08.299 OTHER CONTRACTUAL SERVICES:					585.00	.00	
10.520.09.299 OTHER CONTRACTUAL SERVICES							
13851	DELTA SONIC CAR WASH SYSTEMS INC	INV-0013194	0	UNLIMITED BASIC CAR WASHES	104.00 ✓	.00	
13851	DELTA SONIC CAR WASH SYSTEMS INC	INV-0013331	0	UNLIMITED BASIC CAR WASHES	47.97 ✓	.00	
Total 10.520.09.299 OTHER CONTRACTUAL SERVICES:					151.97	.00	
10.520.09.399 OTHER SUPPLIES							
782	O'HERRON CO INC, RAY	2321942-1	0	RANGE SUPPLIES/AMMUNITION	2,257.26 ✓	.00	
782	O'HERRON CO INC, RAY	2323596	0	RANGE SUPPLIES/AMMUNITION	2,030.00 ✓	.00	
782	O'HERRON CO INC, RAY	2328539	0	RANGE SUPPLIES/AMMUNITION	96.00 ✓	.00	
782	O'HERRON CO INC, RAY	2328896	0	RANGE SUPPLIES/AMMUNITION	3,070.00 ✓	.00	
Total 10.520.09.399 OTHER SUPPLIES:					7,453.26	.00	
Total POLICE:					9,528.75	125.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.521.01.202 TRAINING & CONFERENCES							
8093	IFSAP	2024 CONF	0	ANNUAL IFSAP CONF. PRUIZ	475.00 ✓	.00	
Total 10.521.01.202 TRAINING & CONFERENCES:					475.00	.00	
10.521.01.299 OTHER CONTRACTUAL SERVICES							
21	ADDISON ENGRAVING INC	98791	0	RED/WHITE INLETS	16.80 ✓	.00	
Total 10.521.01.299 OTHER CONTRACTUAL SERVICES:					16.80	.00	
10.521.01.303 DUES & PUBLICATIONS							
8093	IFSAP	2024 PR	0	IFSAP ANN. MEMBERS DUES PRUIZ	55.00 ✓	.00	
686	METROPOLITAN FIRE CHIEFS ASSN	2024 SS	0	ANNUAL MEMBERSHIP STAPLETON	50.00 ✓	.00	
686	METROPOLITAN FIRE CHIEFS ASSN	2024BM	0	ANNUAL MEMBERSHIP MITSUKA	50.00 ✓	.00	
Total 10.521.01.303 DUES & PUBLICATIONS:					155.00	.00	
10.521.22.202 TRAINING & CONFERENCES							
523	ILLINOIS FIRE CHIEFS ASSN	7038	0	COMPANY FIRE OFFICER, EASTON	1,350.00 ✓	.00	
49	ROMEOVILLE FIRE ACADEMY, VILLAGE	2024-058	0	INSTRUCTOR 1- FILLIPP	400.00 ✓	.00	
Total 10.521.22.202 TRAINING & CONFERENCES:					1,750.00	.00	
10.521.22.399 OTHER SUPPLIES							
1589	DARLEY & CO, WS	17521838	0	Q SIREN FOR ENGINE	2,442.00 ✓	.00	
1589	DARLEY & CO, WS	17522165	0	STRAP,CHAIN SAW ENGINE	954.55 ✓	.00	
Total 10.521.22.399 OTHER SUPPLIES:					3,396.55	.00	
Total FIRE:					5,793.35	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.525.01.299 OTHER CONTRACTUAL SERVICES							
13744	MURRAY & TRETTEL INC	0324-903	0	WEATHER FORECASTING	300.00 ✓	.00	
Total 10.525.01.299 OTHER CONTRACTUAL SERVICES:					300.00	.00	
10.525.27.342 ASPHALT MIX							
326	DUPAGE MATERIALS COMPANY LLC.	24816	0	HIGH PERFORMANCE COLD	320.00 ✓	.00	
Total 10.525.27.342 ASPHALT MIX:					320.00	.00	
Total STREET:					620.00	.00	
Total CORPORATE FUND:					26,024.96	4,374.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
26.502.01.299 OTHER CONTRACTUAL SERVICES							
13728	AMALGAMATED BANK OF CHICAGO	1857667006	0	TIF 6 DTCC SECURITY POSITIONS REPORT	120.00 ✓	.00	
13728	AMALGAMATED BANK OF CHICAGO	REISSUE 18576680	0	TIF 6 CONTINUING DISCLOSURE FEES 9/1/23-8/3	500.00 ✓	500.00	03/13/2024
Total 26.502.01.299 OTHER CONTRACTUAL SERVICES:					620.00	500.00	
Total GENERAL:					620.00	500.00	
Total TIF 6 FUND-NO ARDMORE/VERMONT:					620.00	500.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
35.44301 BUILDING RENTAL							
13935 GLAU, DON		65569329	0	ICC SECURITY DEPOSIT REFUND	150.00 ✓	.00	
Total 35.44301 BUILDING RENTAL:					150.00	.00	
35.44401 SUMMER PROGRAM REVENUE							
13804 WADINGTON, ALANA		REISSUE 163607	0	ADVENTURE CAMP CANCELLATION	163.00 ✓	163.00	03/13/2024
Total 35.44401 SUMMER PROGRAM REVENUE:					163.00	163.00	
35.44403 FALL/WNTR/SPRG PROGRAM REV							
13765 MAZZA, VICTORIA		REISSUE 156542	0	CLASS CANCELLATION	84.00 ✓	84.00	03/13/2024
Total 35.44403 FALL/WNTR/SPRG PROGRAM REV:					84.00	84.00	
Total :					397.00	247.00	
Total RECREATION FUND:					397.00	247.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
36.502.01.299 OTHER CONTRACTUAL SERVICES							
12900	NORATEK SOLUTIONS INC	C40178	0	ANNUAL LICENSE FOR PARKS	1,057.50 ✓	1,057.50	03/13/2024
Total 36.502.01.299 OTHER CONTRACTUAL SERVICES:					1,057.50	1,057.50	
36.502.02.299 OTHER CONTRACTUAL SERVICES							
12900	NORATEK SOLUTIONS INC	C40178	0	ANNUAL LICENSE FOR PARKS	1,057.50 ✓	1,057.50	03/13/2024
Total 36.502.02.299 OTHER CONTRACTUAL SERVICES:					1,057.50	1,057.50	
Total GENERAL:					2,115.00	2,115.00	
Total PARKS FUND:					2,115.00	2,115.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
50.502.02.299 OTHER CONTRACTUAL SERVICES							
7930	US BANK	7229190	0	ANNUAL ADMIN FEE-SERIES 2015 2/1/24-1/31/25	500.00	.00	
7930	US BANK	7229281	0	ANNUAL ADMIN FEE-SERIES 2018A 2/1/24-1/31/25	500.00	.00	
Total 50.502.02.299 OTHER CONTRACTUAL SERVICES:					1,000.00	.00	
Total GENERAL:					1,000.00	.00	
Total DEBT SERVICE FUND:					1,000.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
60.502.10.292 ENGINEERING SERVICES							
13772	CDM SMITH INC	90200303	0	RAILROAD GRADE SEPARATION FEASIBILITY ST	2,524.17	.00	
Total 60.502.10.292 ENGINEERING SERVICES:					2,524.17	.00	
Total GENERAL:					2,524.17	.00	
Total STREET IMPROVEMENT FUND:					2,524.17	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
65.502.02.401 CAPITAL OUTLAY							
12674	AXON ENTERPRISE INC	INUS231475	0	CAR EQUIPMENT	750.00 ✓	.00	
Total 65.502.02.401 CAPITAL OUTLAY:					750.00	.00	
65.502.02.402 NON-CAPITAL OUTLAY							
4395	CAR REFLECTIONS	24-36	0	EXPLORER- INSTALL STRIPE PKG	975.00 ✓	.00	
Total 65.502.02.402 NON-CAPITAL OUTLAY:					975.00	.00	
Total GENERAL:					1,725.00	.00	
Total EQUIPMENT REPLACEMENT FUND:					1,725.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
68.502.02.292 ENGINEERING SERVICES							
8965	V3 COMPANIES OF ILLINOIS	0124592	0	PERMITTING; VILLA N 0950-1000	1,137.58 ✓	.00	
Total 68.502.02.292 ENGINEERING SERVICES:					1,137.58	.00	
68.502.10.292 ENGINEERING SERVICES							
8965	V3 COMPANIES OF ILLINOIS	0124323	0	JACKSON POND EXPANSION PROJECT PHASE III	1,406.70 ✓	.00	
8965	V3 COMPANIES OF ILLINOIS	0124544	0	JACKSON POND DESIGN ENGINEERING	706.51 ✓	.00	
Total 68.502.10.292 ENGINEERING SERVICES:					2,113.21	.00	
Total GENERAL:					3,250.79	.00	
Total STORMWATER BUYOUT FUND:					3,250.79	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
82.502.01.210 TELEPHONE							
5176	JESSEN, DENNIS	FEBRUARY 2024 C	0	PERS DEVICE PHONE REIMB; FEBRUARY 2024	24.99 ✓	.00	
5176	JESSEN, DENNIS	FEBRUARY 2024 C	0	USAGE REIMBURSEMENT; FEBRUARY 2024	24.99 ✓	.00	
1055	VENCHUS, THOMAS	February 2024 Cell	0	USAGE REIMBURSEMENT; FEBRUARY 2024	24.99 ✓	.00	
1055	VENCHUS, THOMAS	February 2024 Cell	0	PERS DEVICE PHONE REIMB; FEBRUARY 2024	24.99 ✓	.00	
Total 82.502.01.210 TELEPHONE:					99.96	.00	
82.502.01.299 OTHER CONTRACTUAL SERVICES							
13744	MURRAY & TRETTEL INC	0324-903	0	WEATHER FORECASTING	1,237.50 ✓	.00	
Total 82.502.01.299 OTHER CONTRACTUAL SERVICES:					1,237.50	.00	
Total GENERAL:					1,337.46	.00	
Total WATER SUPPLY FUND:					1,337.46	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
83.502.01.292 ENGINEERING SERVICES							
13744	MURRAY & TRETTEL INC	0324-903	0	WEATHER FORECASTING	1,237.50 ✓	.00	
Total 83.502.01.292 ENGINEERING SERVICES:					1,237.50	.00	
83.502.02.299 OTHER CONTRACTUAL SERVICES							
4913	FLOW TECHNICS	INV000010731	0	PULL PUMP #3 YALE & RIDGE LS	265.00 ✓	.00	
Total 83.502.02.299 OTHER CONTRACTUAL SERVICES:					265.00	.00	
83.502.04.292 ENGINEERING SERVICES							
10841	BURKE ENGINEERING LTD, CHRISTOPH	190476	0	WASHINGTON STREET SEWER SEPARATION - P	1,442.50 ✓	.00	
Total 83.502.04.292 ENGINEERING SERVICES:					1,442.50	.00	
Total GENERAL:					2,945.00	.00	
Total WASTEWATER FUND:					2,945.00	.00	
Grand Totals:					42,994.75	7,543.02	

	<u>Amount Paid</u>
CASH ALLOCATIONS FUND	
Total CASH ALLOCATIONS FUND:	<u>1,055.37</u>
CORPORATE FUND	
Total CORPORATE FUND:	<u>26,024.96</u>
TIF 6 FUND-NO ARDMORE/VERMONT	
Total TIF 6 FUND-NO ARDMORE/VERMONT:	<u>620.00</u>
RECREATION FUND	
Total RECREATION FUND:	<u>397.00</u>
PARKS FUND	
Total PARKS FUND:	<u>2,115.00</u>
DEBT SERVICE FUND	
Total DEBT SERVICE FUND:	<u>1,000.00</u>
STREET IMPROVEMENT FUND	
Total STREET IMPROVEMENT FUND:	<u>2,524.17</u>
EQUIPMENT REPLACEMENT FUND	
Total EQUIPMENT REPLACEMENT FUND:	<u>1,725.00</u>
STORMWATER BUYOUT FUND	
Total STORMWATER BUYOUT FUND:	<u>3,250.79</u>
WATER SUPPLY FUND	
Total WATER SUPPLY FUND:	<u>1,337.46</u>
WASTEWATER FUND	
Total WASTEWATER FUND:	<u>2,945.00</u>

	<u>Amount Paid</u>
Grand Totals:	<u>42,994.75</u>

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE 3/13/24 APPROVED BY Charles Lyward
M. H. H. H.

Report Criteria:

Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.Adjustmentid = {IS NULL}
Invoice.Batch = "0313","0313 INT","WF0318","0318"



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Approval of the Minutes of March 11, 2024 Committee of the Whole and Village Board of Trustees Meetings.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees - Committee of the Whole

March 11, 2024

6:00 PM

Village President Nick Cuzzone

Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD IN VILLAGE HALL BY THE PRESIDENT AND
THE BOARD OF TRUSTEES OF THE VILLAGE OF VILLA PARK ON
MARCH 11, 2024**

1. Call to Order – Roll Call.

President Cuzzone called the meeting to order and Clerk Korynecky called the roll.

2. Pledge of Allegiance.

President Cuzzone led the Pledge of Allegiance.

3. Discussion.

3.a. Discussion on Rules of Order and Procedures for the Village Board of Trustees.

The Village Board requested staff to create a draft of specific rules of order and operating procedures. A draft for discussion is presented here. The Board may wish to provide additional direction by consensus which could include bringing back this document with edits in a resolution for Board approval.

Manager Harline reviewed a draft document that addressed Roberts Rules of Order and certain differences that exist in the current practice of the Board. Discussion ensued on the document, section by section. Attorney Wolf provided clarification. Consensus of the Board was to direct staff to explore a code change on the requirements for a special meeting. AVM McVey responded to questions from the Board.

4. Public Comments.

Resident Donna Noxon commented on the 3-minute time limit notification for public speakers.

5. Adjournment.

Motion to adjourn was made by Trustee Alfano and seconded by Trustee Kumar. There were no questions, comments or discussion. Voice roll call passed with all ayes. Motion carried. Meeting adjourned at 7:04 p.m.

Respectfully submitted,

Hosanna Korynecky
Village Clerk



VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees

March 11, 2024

7:00 PM

Village President Nick Cuzzone
Village Clerk Hosanna Korynecky
Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

**MINUTES OF THE FORMAL MEETING HELD IN VILLAGE HALL BY THE PRESIDENT AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF VILLA PARK ON
March 11, 2024**

1. Call to Order – Roll Call.

President Cuzzone called the meeting to order and Clerk Korynecky called the roll.

2. Pledge of Allegiance.

President Cuzzone led the Pledge of Allegiance and said the prayer.

3. Amendments to the Agenda.

4. Public Comments on Agenda Items.

Resident Cheryl Tucker referred to Item 13.a. and asked for Board approval of the resolution.

Resident Beenish Khurshid referred to the fighting at Gaza and requested a cease fire resolution. She also provided the Board with copies of a survey supporting her request with accompanying photos.

Nancy Roberts referred to the fighting at Gaza and asked for a cease fire resolution.

Dan Bailey referred to the fighting at Gaza and asked for a cease fire resolution.

Charlotte Droogan, Lay Community Minister from the Universalist Unitarian Church of Joliet, referred to the fighting at Gaza and asked for a cease fire resolution.

Keith Larson referred to the fighting at Gaza and asked for a permanent cease fire resolution.

Resident Bilal Mujchid referred to the fighting at Gaza and asked for a cease fire resolution.

Enida Abdeen referred to the fighting at Gaza and asked for a cease fire resolution.

Sid Huwazni referred to the fighting at Gaza and asked for a cease fire resolution.

5. Public Comments on Non-Agenda Items

Resident Henry Wagner, 5th grader on safety patrol at Ardmore School, referred to vehicle accidents at School and Yale and asked that the intersection be changed to a 4-way stop.

Resident Katie Wagner expressed her criticism of a recorded phone call she received from Nick Cuzzone in support of candidate Pete DiCianni.

Resident Tom King referred to the Illinois Lead Service Line Replacement and Notification Act and asked the Village to develop and implement a replacement program for lead service lines for residents. He also provided the Board with a copy of his comments.

6. Proclamations.

7. Presentation.

8. Appointment to Commissions.

8.a. Traffic & Safety Commission

Appointment of Tricia Little for a term until 4/30/26.

Motion to approve the appointment was made by Trustee Alfano and seconded by Trustee Kumar. Trustee Alfano thanked Tricia Little for volunteering to serve on the commission. Roll call vote tallied seven (7) ayes made by Trustees Corkery, Patrick, Cordova, Alfano, Kozar, Kumar and President Cuzzone. There were no nays. Motion carried.

9. Consent Agenda.

9.a. Bill Listings from the Week of February 26, 2024 for \$745,095.60 and March 11, 2024 for \$427,257.31 for a Total Amount of \$1,172,352.91.

9.b. Approval of the Minutes of the February 26, 2024 Village Board of Trustees Meeting.

Motion to approve Consent Agenda was made by Trustee Alfano and seconded by Trustee Kozar. There were no questions, comments or discussion. Roll call vote tallied seven (7) ayes made by Trustees Patrick, Kumar, Cordova, Corkery, Alfano, Kozar and President Cuzzone. There were no nays. Motion carried.

10. Ordinance for First Reading.

11. Ordinance for Second Reading.

12. Ordinances.

12.a. An Ordinance of the Village of Villa Park, DuPage County, Illinois, Consenting to the Assignment of a Redevelopment Agreement from Motor Cycle Center, Inc. and GGM Properties Corp. to John Anthony Scheff, Inc. *This ordinance will transfer the rights of the existing redevelopment agreement from Motor Cycle Center, Inc. and GGM Properties Corp. to John Anthony Scheff, Inc. The business operating as Motor Cycle Center will remain at its current location at 443 East St. Charles Road. Staff recommends approval of the ordinance.*

Motion to approve the ordinance was made by Trustee Kumar and seconded by Trustee Patrick. There were no questions, comments or discussion. Roll call vote tallied seven (7) ayes made by Trustees Kozar, Kumar, Alfano, Patrick, Cordova, Corkery and President Cuzzone. There were no nays. Motion carried.

13. Resolutions.

13.a. A Resolution of the Village of Villa Park, DuPage County, Illinois, Authorizing the Execution of an Agreement Between the Village of Villa Park, Illinois, and Upland Design, Ltd. of Plainfield, Illinois, for Professional Construction Administration Services for the Lions Park OSLAD Professional Planning and Grant Development in the Amount of \$105,250.00, Plus Reimbursable Expenses.

This resolution would authorize the Village President to execute an agreement for the retention of Upland Design Ltd. of Plainfield, Illinois, to complete Lions Park design and architectural services including design/development, complete construction documentation, permitting, bidding and construction administration in the amount of \$105,250.00 for the addition of more recreation amenities for Lions Park. The Parks and Recreation Advisory Commission and Village staff recommend adoption of the resolution.

Motion to approve the resolution was made by Trustee Patrick and seconded by Trustee Cordova. Parks and Recreation Director Gola responded to questions from the Board. Maria Blood with Upland Design provided additional information. Roll call vote tallied seven (7) ayes made by Trustees Corkery, Kozar, Alfano, Cordova, Kumar, Patrick and President Cuzzone. There were no nays. Motion carried.

13.b. A Resolution of the Village of Villa Park, DuPage County, Illinois, Authorizing a Software License Agreement with Environmental Systems Research Institute, Inc. (Esri) of Redlands, California, for a Three-Year Term at an Annual Cost Not to Exceed \$29,300.00.

The Village has an existing agreement with Environmental Systems Research Institute, Inc. (or "Esri") of Redlands, California, for GIS software licensing and support. The current agreement between the Village and Esri was approved in March 2021 for a three-year term that is up for renewal on March 30, 2024. Staff recommends authorizing a new software license agreement with Esri for a three-year term at an annual cost not to exceed \$29,300.00.

Motion to approve the resolution was made by Trustee Patrick and seconded by Trustee Alfano. Public Works Director Guerra responded to questions from the Board. Roll call vote tallied seven (7) ayes made by Trustees Kumar, Cordova, Corkery, Kozar, Patrick, Alfano and President Cuzzone. There were no nays. Motion carried.

13.c. A Resolution of the Village of Villa Park, DuPage County, Illinois, Approving a Three-Year Contract with Langton Group of Woodstock, Illinois, for the Landscape Maintenance Program in an Amount of \$97,790.
Staff recommends approval of a landscaping contract with Langton Group in the total amount of \$97,790 (\$31,628 for 2024, \$32,589 for 2025 and \$33,573 for 2026) for three years for the 2024, 2025 and 2026 landscape services. This contract would save the Village \$47,335 in staff salary during the life of the contract. If the Village is not satisfied with the quality of work produced, the contract would be subject to termination.

Motion to approve the resolution was made by Trustee Alfano and seconded by Trustee Corkery. There were no questions, comments or discussion. Roll call vote tallied seven (7) ayes made by Trustees Patrick, Kumar, Kozar, Corkery, Cordova, Alfano and President Cuzzone. There were no nays. Motion carried.

14. Unfinished Business.

15. New Business.

15.a. Discussion of the Gaza Resolution.

Staff has no recommendation.

Discussion ensued on the preparation of the proposed resolution. Trustee Kumar read a drafted resolution from the Board calling for a permanent cease fire in Gaza. President Cuzzone stated that voting on a resolution that has no authority is simply making a political statement and not making policy and it is not appropriate to use the Village government to pick a side in this issue. Motion to approve the resolution was made by Trustee Patrick and seconded by Trustee Alfano. Trustee Alfano referred to the drafted resolution and made a motion to move Item 20 to Item 1 and seconded by Trustee Kumar. Roll call vote tallied seven (7) ayes made by Trustees Patrick, Corkery, Kumar, Kozar, Cordova, Alfano and President Cuzzone. There were no nays. Motion carried. Attorney Wolf provided clarification on the correction of any scrivener's errors identified. Discussion ensued.

Roll call vote on the resolution as amended tallied six (6) ayes made by Trustees Corkery, Cordova, Alfano, Kozar, Kumar and Patrick and one (1) nay by President Cuzzone. Motion carried.

16. Village Commission Reports.

17. Village Clerk's Report.

Clerk Korynecky announced the S.A.L.T. (Seniors and Law Enforcement Together) meeting on Tuesday, March 19 at 11 a.m. at the Iowa Community Center. Lunch will be provided by the Senior Concerns Commission.

18. Village Trustees' Report.

Trustee Patrick thanked everyone who came out tonight. He commended the Fire Department's training in the neighborhood and thanked them for their interaction with the children.

Trustee Cordova reminded residents about Ardmore School's 24K PTA Annual Auction on Friday, March 15 from 7 to 11 p.m. at Allegra Banquets.

Trustee Kozar thanked those who led and organized the cease fire resolution request.

Trustee Alfano thanked everyone who came out tonight. She congratulated Tricia Little for her commission appointment. She also thanked Tom King for his information on the lead service lines.

Trustee Kumar thanked all those who came out tonight.

Trustee Corkery thanked everyone who came out tonight.

19. Village President's Report.

President Cuzzone said electronic recycling is on Saturday, March 16, at Public Works on Home Street from 9 a.m. to 12 p.m. He asked Director Guerra to provide updated information on the lead pipe program. Director Guerra provided information on the process and ongoing program to replace lead pipes.

20. Village Manager's Report.

Manager Harline referred to the upcoming Commissioner Appreciation Event on Friday, April 12, from 7 to 10 p.m. at Sugar Creek Golf Course. He also said the Village will be hosting the Local Government Leadership Academy on April 25 in cooperation with Strategic Government Resources to train future leaders.

21. Executive Session.

22. Adjournment.

Motion to adjourn was made by Trustee Cordova and seconded by Trustee Alfano. Voice vote passed with all ayes. Motion carried. Meeting adjourned at 8:54 p.m.

Respectfully submitted,

Hosanna Korynecky
Village Clerk

Next Meeting Scheduled on March 25, 2024



MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: March 25, 2024
SUBJECT: Acceptance of the Minutes from March 2, 2024 Coffee with the Board

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

MINUTES
Coffee with the Board

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

March 2, 2024

9:00a.m.

Village Board Present: President N. Cuzzone, Trustee C. Alfano, Trustee J. Kozar
Trustee D. Kumar (9:27a.m.)

Attendees: Al Bulhuis, Christine Murphy, John S., Rolf L., Cheryl Tucker, Kevin Lattner, Larry Hebert, Steve DeLaRosa, Marcia DeLaRosa, Joe Neilly, Cathy Neilly, Vicki Flaskamp, Joe Amore, J. DeTomaso, 3 additional attendees.

Executive Assistant to Village Manager, Cheryl Wagner present.

Meeting called to order at 9:00 A.M. President Cuzzone opened the floor.

Discussion Items:

President Cuzzone advised the meeting will be audiotaped. He announced the Trustees present, Trustees Alfano and Kozar and advised the beam signing event is at 10am for the Lions Recreation Center.

Mr. Amore discussed the Grade Separation Project. He said he belongs to the DuPage Railway Safety Council. He discussed the New IDOT Plan 130 which is a 95/5% funding. If the Village can get someone to give the 5% that would be huge. He then discussed the railway crossing rankings in our County and elsewhere outside this area. He discussed crossings at Addison Road and Ardmore Avenue and suggests the Village look at the volume charts so we can plan projects. The data they are using is from 2018 though and I brought that up at the stakeholders meeting. He discussed the process of counting and discussing technology to provide real time information. He suggested we look into the software so we can the information for Grade Separation Project and to have better information. He discussed fire truck at crossing and long lines of cars. President Cuzzone inquired who the information was through (ICC) and Mr. Amore advised it was through IDOT. He discussed the 5% and grant application again and suggested we take another look at it.

The second thing Mr. Amore wanted to discuss was the Grade Separation Project. It was brought up at the meeting that people may not be on this project any longer due to staffing issues because IDOT is down 1000 engineers, and the railroad had a hard time during Covid they slashed their Governmental Affairs. He said during this time the Feds had a 25-million dollar grant on the table and they withdrew the funding because there weren't enough applicants. He said that affects us because we don't have a full-time grant writer.

He next discussed the project at the train station and said it is temporarily suspended. He discussed the sidewalk on Beverly by the new parking lot and said the sidewalk should be extended, because it was there before and was not put back. President Cuzzone advised we have discussed the apron area and is not sure when that will be done, but it's part of the plan.

Mr. Amore advised he emailed all Board Members and Commission Chairs about upgrading our system provide Zoom access for all our Commission meetings, all the meeting like this so all the people don't need to attend in person. It would help people who are hearing impaired. It would allow Trustees and Village Staff to tune into Commission meetings. I deal with the City of Wheaton because they have it set up. The City Clerk, her name I think is Andrea Rosedale and he talked

with her and has her contact information and she will be happy to talk with you folks about the Ordinances that need to be put in... legal...you know, make it OMA and everything else. President Cuzzone explained that it is against the OMA but there is a Bill right now, he said he is unsure if it is a state bill or a house bill. It was originally brought up for Zoom access due to Covid. The only time you could do Zoom access is when it is declared an emergency by the Governor, and since that emergency is done you cannot do Zoom meetings. It was originally done for Zoom but there was a lot of negativity. There is a re-write of that to allow – non-binding to allow Zoom. It's coming up on the floor. There were 1000 bills that were submitted about 2 weeks ago and that may have a chance. The Commissions could have Zoom access, but as far as the Board, that probably will not happen. Mr. Amore advised he gets what the President is saying but they already have it figured out (Wheaton). President Cuzzone advised it is against the OMA. Mr. Amore advised he did not have enough copies but he did bring a copy of their Agenda. It does increase participation. Here's a copy of the picture on the email I sent you about this contact information for Andrea Rosedale. They actually had Commissioners that were out of town that were able to participate. Anybody that wants one of these can have a look. In the long run, I am going to go to our Commission meetings and make presentations so they can advocate for it. Like they (Wheaton) made it work, you guys can make it work. Otherwise, I am sure somebody else has something to say. President Cuzzone thanked Mr. Amore. Trustee Kozar advised his understanding is that Trustees who come in on Zoom are basically treated like public comments, and they cannot make decisions. You cannot vote on something per se. And the Zoom how they have it set up in Wheaton is more to view the meeting and they allow public comments on it which is pretty benign. There is no vote on it, that is my understanding of how they skirt the Illinois law but thinks it is a great idea. Mr. Amore advised there is a moderator, they provide the access and the regulations, what people can say as far as time limits, and they can be sure people don't talk over each other. It is worth looking into. President Cuzzone thanked Mr. Amore.

Mr. Joe Neilly from Monterey Avenue said he has a brand new street. He said thank you for the street and separation and the whole nine yards and we have a whole bunch of brand new trees especially on the east side of Monterey. This year we have an impending cicadas emergence and they're generally not harmful to the trees but we are wondering if the village is actually going to try to do anything to protect their trees on the parkway. The Arboretum is suggesting some type of netting. President Cuzzone said he would check on that and they don't eat the leaves, they lay their eggs on it. He said the Arboretum has some good information on that.

Steve DeLaRosa advised he watched the Village Board Meeting on Monday February 26, and was pleased as punch at all the public comments at the meeting and it was an hour and a half of people getting up to speak on a public issue; and that is a wonderful thing that people in our area actively got involved and engaged and I want to commend our Village members. President Cuzzone thanked Steve.

Cathy Neilly said thank you to the Board and especially to the Public Works Department about the streets and sidewalks on Monterey. President Cuzzone advised we had a lot of good comments on that project. The Contractors did a great job, and were helpful, and people were happy with the contractors. Mr. Neilly said he liked that he could go out and talk with the resident engineer, Sara. We had an issue with the driveway and it was very nice to talk with her. President Cuzzone said it was good to hear.

Two attendees did not give their name, but advised they were here to talk about what they talked about on Monday at the meeting. They advised they do not know how to get started on a Resolution, and wanted to work with us on it. They advised they want it in a way that we like it and they like it as well. We were hoping you guys could tell us how to navigate it. President Cuzzone advised it will be on the Agenda as a New Business item so it will be up for discussion. There won't be a vote on a Resolution on our next Board Meeting (March 11, 2024), but it will be up for discussion. The Board may or may not give directions on a Resolution on it, but there will be discussion. The attendees advised they wanted to get it started. President Cuzzone advised it will be for discussion before comments on Agenda items, people come and speak and then during the Board discussion we take into account the comments people have brought up. I mean we can discuss it today, that is why we are here to open it up, but it would not be voted on at the March 11 meeting. It will be on the March 11th meeting. The attendee advised they wanted to get it started because a lot of people that have...(inaudible)...to get started and then discuss it at the meeting...Trustee Kozar advised that at 10:00 a.m. President Cuzzone mentioned there is a signing at a new construction project, but a thought that I had because this is a public meeting and after this Coffee with the Board and all the other comments are addressed I would be willing to stay as long as it takes and sit in the Boardroom over there and we can have a bit of dialogue and go through some different thoughts and comments with anybody who wants to stay

and workshop a little bit. I'd be glad to do that. The attendee said yes, we can do that, we did email you a draft Resolution as a starting point, she made some changes and would like to workshop a bit. and wants discussion so they can get what they want and what we want. Trustee Alfano advised it is helpful when it is sent to the entire board so they can prepare for the meeting to have that discussion. The attendee asked if she should re-send it and Trustee Alfano advised that she had the document and it as helpful.

Al Bulthuis inquired about TIF 7. He asked if TIF 4 & 5 money would go to TIF #7. President Cuzzone advised that it has to be closed he believes. The money has to be refunded to the taxing bodies. President Cuzzone advised that he knows North Avenue was bonded money. Al B. discussed and inquired about a TIF that wants to do renovations and such and if there is no money in there is there are way to come up with some money to help those people? He inquired if a TIF can borrow money from their future revenue, otherwise nothing will happen for a long time. President Cuzzone advised he did not know, but with Ovaltine, which started before he was here did that. Discussion ensued about North Avenue TIF. Trustee Kozar advised TIFs can be bonded or Village can put money into the TIF. Trustee Kozar advised that is a good questions and wants an answer from out attorney and Marc McLaughlin. I would like to get some clarity. Discussion ensued. You are saying banks (to attendee), but I was saying the Village could put the money into the TIF. Al B. advised the Village cannot come up with cash. Rolf L. joined in the TIF discussion and asked about TIFs #1, #2 and #3. He asked if North Avenue is under water, where did the money go? He advised it was 10 years of collecting taxes and where did it go? Further discussion ensued about taxes and EAVs. Rolf discussed TIF area #3, the industrial area and balance sheets on TIFs. Trustee Kozar advised that is why he has asked for TIF balance sheets. Discussion on property and real estate areas and TIF areas. Rolf asked how much property Villa Park has bought over the years. President Cuzzone advised we have not bought many. Trustee Alfano advised TIF updates on website have not been done since 2020. An attendee inquired how to get that to happen- timely reporting on TIFs. President Cuzzone advised that is what he has talked with staff about. Trustee Kozar advised, let the Village get the questions or requests and then give them a little time, a couple of meetings to address it, and by a little...he means a month. Trustee Kozar discussed the things he would like to have happen.

Trustee Kumar stated the Economic Development Department is in charge of TIFs. One of the attendees inquired who the Community Development liaison is? President Cuzzone advised he is. Trustee Kumar advised one update per year for TIFs, that is what Trustee Kozar has discussed. She said a COW meeting should be held on what property is "TIF eligible" so people understand what is eligible. Cheryl Tucker advised there is a lot of confusion as to where the money comes from. Trustee Kumar advised an EAV explanation and workshop discussion would what an EAV is would be good. Mr. DeLaRosa asked what an EAV is and President Cuzzone explained the meaning and process. Mr. DeLaRosa asked if property is reassessed each year by the Village. Attendees advised it is York Township that does the assessing.

Al B. inquired what would happen if we have a \$500k project? How do we know how much we will participate? President Cuzzone said it would be a 50/50 split, but if it were something in the millions then it would be different. Trustee Kozar said TIFs come in pre-packaged ideas, some are 50/50 and some with an RDA agreement with different terms, such as you do this and we will do that. Al B. inquired about taxes and Trustee Kozar advised that is what we want the Village to do.

Rolf L. inquired if the evaluation was complete on weed money, where does the money go. President Cuzzone advised that 1/3 goes to the Police pension, 1/3 goes to the Fire Department pension and 1/3 goes to the Lions Recreation Center. Rolf asked if we are putting money in the pensions and then the State is taking care of payment. Trust Kumar advised we need a line item in our financials, it is not clear. Preside Cuzzone advised we do have a line item and it is clear. Al B. advised the Fire pensions are grouped together now and goes to the State. President Cuzzone advised it goes to our Firefighter Fund. Al B. commented there are people that watch over that. Joe DeTomaso commented it is like the lottery money that goes to schools. Trustee Kumar advised all the lottery month does not go to the schools.

Mr. DeLaRosa inquired if the trees can be planted in fall by PWs instead of Spring and Summer.

Vicki F. complained about the website. She feels it is outdated. She said the street projects are not updated on our webpage. She also inquired when her mother's street would be fixed. Iowa Street.

Trustee Kumar advised this is part of the Strategic Plan and the goal is to finish in the next two years.

Vicki F. advised her sister's front yard floods and she hopes they did a better job on Monterey. She said her mother's street is "next time, next time, next time". J. Tomaso commented (inaudible).

Discussion ensued about Wildwood & Villa construction. Discussion on work ongoing and when things will be open to continue work. Trustee Alfano advised May 1st. I have neighbors with no curbs or sidewalks during construction.

Rolf inquired about the couple that was here previously with the sewer replacement. Trustee Kozar advised they got their reimbursement. President Cuzzone advised the same. Rolf said that is good, it was the right thing to do.

Al B. inquired about the Hawthorne project and said the project has been a thorn in our side for a long time. President Cuzzone advised we are working on some things and that is about all he can say at this time.

Meeting adjourned 9:56am.

Respectfully submitted,
President Cuzzone



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: An Ordinance Authorizing the Disposal of Surplus Personal Property of the Village of Villa Park, Illinois (Fire Engine 80)

RECOMMENDED ACTION:

This Ordinance authorizes the Village Manager to declare the 1998 E-One Cyclone Fire Engine (Engine 80) as surplus property and authorize the Village Manager to transfer such property to the Northeastern Illinois Public Safety Training Academy (NIPSTA) in exchange for \$10.00 plus tuition credit valued at approximately \$9,345.00. Staff recommends approval of the resolution.

BACKGROUND:

Engine 80 is a 26-year-old fire engine that has surpassed its useful service life and should be removed from emergency service. The engine has several cracks along the frame rails due to corrosion and the manufacturer has advised that they cannot be repaired and need to be replaced. In 2021, the cost to replace the frame rails was estimated to be between \$50,000 to \$60,000, which is more than what the vehicle is worth. This was one of the deciding factors on why the new Engine 81 was ordered in January 2022. With the purchase and delivery of new Engine 81, the current Engine 81 will be moved to a reserve status and be reassigned as Engine 80 in CAD.

DISCUSSION:

Staff has determined that the most appropriate disposition for this fire engine, taking into account factors such as its current condition, needed repairs and resale value, would be to donate it 'As-Is' to a fire academy that would provide us with a tuition credit. NIPSTA is aware of engine 80's maintenance issues, including the cracked frame rails due to excessive corrosion and have agreed to acquire it 'As-Is'. In exchange for retired Engine 80, NIPSTA is willing to enter into an Intergovernmental Agreement (IGA) with the Village to provide firefighter training valued at \$9,345.00. Staff recommends approval of the ordinance authorizing the Village Manager to declare the private property surplus allowing the Manager to enter into the IGA with NIPSTA.

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS PERSONAL
PROPERTY OF THE VILLAGE OF VILLA PARK, ILLINOIS
(Fire Engine 80)**

WHEREAS, pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the corporate authorities of the Village of Villa Park (the “Village”) are expressly authorized to sell personal property in such manner as they may designate with or without advertising the sale when, in the opinion of a majority of the corporate authorities then holding office, the personal property is no longer necessary or useful to the Village;

WHEREAS, the Village owns certain personal property, designated as Fire Engine 80, described in Exhibit “A,” which exhibit is attached hereto and made part hereof; and

WHEREAS, the corporate authorities of the Village expressly find that Fire Engine 80 of personal property described in Exhibit “A” is no longer necessary to, required for use, or in the best interests of the Village to maintain and further find that it is in the best interest of the Village to dispose of the described item as hereafter set forth;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: **Recitals.** The foregoing recitals are adopted as the corporate findings of the Village of Villa Park as if fully restated herein.

Section 2: **Authorization.** The corporate authorities hereby authorize the Village Manager or designee to dispose of Fire Engine 80 described in Exhibit “A” in any manner or method, with or without the necessity of obtaining competitive bids, to enter into agreement(s) for the sale of said personal property “AS IS” with no warranties of merchantability or fitness for a particular purpose, or agreements to convey and transfer the title and ownership of said personal

property to the purchaser, including the Northeastern Illinois Public Safety Training Academy in exchange for public safety training services, or to dispose of said personal property by trade-in at such price determined by the Village Manager or designee, or donation, and to advertise the sale of such personal property through newspapers, direct mailings or other channels deemed appropriate prior to the date of sale.

Section 3: **Effective Date.** This ordinance shall take effect upon its passage, approval and publication in pamphlet form.

ADOPTED this ____ day of _____ 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____ 2024.

Nick Cuzzone, Village President

Attest:

Hosanna Korynecky, Village Clerk

Published in pamphlet form:

_____, 2024

Exhibit “A”

Item/Description	VIN# or Model# (write “N/A” if not applicable)	Serial # (write “N/A” if not applicable)	Condition	Quantity
1998 E-One Cyclone Fire Engine	#4ENRAAA8XW1008706	N/A	As-Is	1

Surplus Sheet

Location: 20 S. Ardmore Avenue, Villa Park IL 60181

Counted by: Village Manager / Staff

Date: _____



Villa Park Fire Department

Station 81 Headquarters
1440 S. Ardmore, Villa Park, IL 60181
Phone (630) 833-5350
Fax (630) 941-5978

Memorandum

To: **Manager Harline**

From: Steve Stapleton **Fire Chief**
Steve Stapleton

Date: **March 13, 2024**

Subject: **Sale/Donation of Surplus Personal Property – Engine 80**

Recommended Action: Staff recommends approval of the resolution to declare the 1998 E-One Cyclone Fire Engine VIN #4ENRAAA8XW1008706 (Engine 80) as surplus property and authorize the Village Manager to transfer such property to the Northeastern Illinois Public Safety Training Academy (NIPSTA) in exchange for \$10.00 plus tuition credit valued at approximately \$9,345.00

Background: Engine 80 is a 26-year-old fire engine that has surpassed its useful service life and should be removed from emergency service. The engine has several cracks along the frame rails due to corrosion and the manufacturer has advised that they cannot be repaired and need to be replaced. In 2021, the cost to replace the frame rails was estimated to be between \$50,000 to \$60,000, which is more than what the vehicle is worth. This was one of the deciding factors on why the new Engine 81 was ordered in January 2022. With the purchase and delivery of new Engine 81, the current Engine 81 will be moved to a reserve status and be reassigned as Engine 80 in CAD.

Discussion: Staff has determined that the most appropriate disposition for this fire engine, taking into account factors such as its current condition, needed repairs and resale value, would be to donate it 'As-Is' to a fire academy that would provide us with a tuition credit. NIPSTA is aware of engine 80's maintenance issues, including the cracked frame rails due to excessive corrosion and have agreed to acquire it 'As-Is'.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF VILLA PARK
AND THE NORTHEASTERN ILLINOIS PUBLIC SAFETY TRAINING ACADEMY**

(Fire Engine Conveyance)

This Intergovernmental Agreement ("**Agreement**") is entered into on the ____ day of _____, 2024, by and between the Village of Villa Park, a non-home rule and special charter municipal corporation located in DuPage County, Illinois ("**Village**"), and the Northeastern Illinois Public Safety Training Academy ("**NIPSTA**"), an Illinois intergovernmental agency.

WITNESSETH:

WHEREAS, the Village is a duly organized and validly existing non-home rule unit of government created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, NIPSTA is an intergovernmental agency comprised of municipalities, fire protection districts, and other organizations located in the Chicago metropolitan area that have combined energies and resources to create a regional, state-of-the-art public safety training program; and

WHEREAS, the Village desires to convey title and ownership to a certain 1998 E-One Cyclone 2 Pumper VIN 4ENRAAA8XW1008706 (the "**Fire Apparatus**") to NIPSTA for NIPSTA's use in providing public safety training services; and

WHEREAS, in exchange for the conveyance of the Fire Apparatus, NIPSTA will provide the Village with one (1) class credit for the NIPSTA Basic Operations Firefighter Academy (BOF) course and three (3) class credits for NIPSTA Company Fire Officer (CoFO) or a mutually agreed to equivalent class credit(s); and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government "to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance"; and

WHEREAS, Section 5 of the Intergovernmental Cooperation Act (5 ILCS 220/5) authorizes units of local government to contract with other local governments to perform any governmental service, activity or undertaking or to combine, transfer, or exercise any powers, functions, privileges or authority which any of the public agencies entering into the contracts is authorized by law to perform; and

WHEREAS, the Village and NIPSTA desire to enter into this Agreement to set forth the terms and conditions upon which the Village will convey the Fire Apparatus to NIPSTA.

NOW, THEREFORE, in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, NIPSTA and the Village agree as follows.

1. **Incorporation of Recitals.** The above captioned recitals are incorporated herein as if written in full.
2. **Conveyance of Fire Apparatus.** The Village agrees to convey the Fire Apparatus, and all of its appurtenances and accessories, to NIPSTA, subject to the terms and conditions of this Agreement, for public safety training purposes. The Village will execute the Bill of Sale attached hereto as **Exhibit A** conveying the Fire Apparatus to NIPSTA upon the execution of this Agreement.
3. **NIPSTA Academy Credit.** In consideration for the conveyance of the Fire Apparatus, NIPSTA will provide the Village with one (1) class credit for the NIPSTA Basic Operations Firefighter Academy (BOF) course and three (3) class credits for NIPSTA Company Fire Officer (CoFO) course or a mutually agreed to equivalent class credit(s) that are valid until December 31, 2025. The class credit will be provided by NIPSTA at no cost to the Village. The use of the class credits will be determined by the Village in collaboration with NIPSTA and mutually agreed to by both the Village and NIPSTA.
4. **Title to the Fire Apparatus.** Upon the execution of this Agreement and the Bill of Sale attached hereto as **Exhibit A**, the Village will transfer title to the Fire Apparatus to NIPSTA. NIPSTA will then be solely responsible for obtaining any registrations, licenses or permits for the Fire Apparatus.
5. **Insurance.** Upon the execution of this Agreement and the Bill of Sale, NIPSTA will be solely responsible for obtaining any required insurance for the Fire Apparatus.
6. **Indemnification.** NIPSTA shall indemnify and hold harmless the Village and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to reasonable legal fees (attorney and paralegal fees and court costs), arising from or in any way connected with: (i) NIPSTA's use of the Fire Apparatus; (ii) any act, omission, wrongful act or negligence of NIPSTA or any of NIPSTA's contractors or subcontractors, or the partners, directors, officers, agents, volunteers or employees relating in any manner to the Fire Apparatus; and (iii) any accident, injury or damage occurring on, in or in connection with the Fire Apparatus after its conveyance to NIPSTA by the Village.

7. **Waiver & Release of All Claims; Assumption of Risk**. NIPSTA acknowledges and agrees that in consideration for the conveyance of the Fire Apparatus, NIPSTA is expressly assuming the risk and legal liability relating to the use of the Fire Apparatus, and is waiving and releasing all claims against the Village for injuries, damages or loss which NIPSTA might sustain arising out of or in any way connected with NIPSTA's use of the Fire Apparatus.
8. **Choice of Law and Dispute Resolution**. This Agreement shall be construed and interpreted according to the laws of the State of Illinois, and venue for any dispute relating to this Agreement will be in the Circuit Court of Cook County, Illinois.
9. **Approval**. NIPSTA and the Village shall take such steps as are necessary under the law to approve, and to authorize the execution and delivery of, this Agreement.
10. **Complete Agreement and Amendment**. This Agreement memorializes the full and complete understanding of NIPSTA and the Village. This Agreement may be amended at any time by the mutual consent of the parties hereto, expressed in a written instrument executed and delivered with the same formality with which this instrument was executed and delivered.
11. **Severability**. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the effect or force of law, such decision shall not affect the validity of the remaining portions of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective and duly authorized representatives and caused their respective corporate seals to be affixed hereunto. This Agreement shall be in full force and effect as of the date the last of the parties executes this Agreement, which date shall be inserted in the first paragraph of this Agreement.

**For the Northeastern Illinois Public
Safety Training Academy**

By:_____

Name:_____
President of Board of Directors

Date:_____

Attest:

Name:_____
Village Clerk

Date:_____

For the Village of Villa Park

By:_____

Name:_____
Village Manager

Date:_____

Attest:

Name:_____
Village Clerk

Date:_____

Exhibit A

BILL OF SALE

Seller, the Village of Villa Park, an Illinois municipal corporation, in consideration of TEN AND NO/100 DOLLARS (\$10.00), receipt whereof is acknowledged, does sell and convey, assign, transfer, warrant and set over title and ownership to the Northeastern Illinois Public Safety Training Academy (NIPSTA), an Illinois intergovernmental agency, the following personal property:

1998 E-One Cyclone 2 Pumper VIN 4ENRAAA8XW108706

Seller represents and warrants to NIPSTA that Seller is the absolute owner of said personal property, that said personal property is free and clear of all liens, charges and encumbrances, and that Seller has full right, power and authority to sell and convey title and ownership to said personal property and to make this Bill of Sale. All warranties of quality, fitness and merchantability are excluded.

IN WITNESS WHEREOF, Seller has signed and sealed this Bill of Sale at _____, this ____ day of _____, 2024.

By: _____

(Type or Print Name Here)

Its: _____

ATTEST:

By: _____

Name: _____

Its: _____

(SEAL)



MEMORANDUM

TO: Village Board of Trustees

FROM: Gina M. Racanelli - Assistant Director Parks and Recreation

DATE: March 25, 2024

SUBJECT: A Resolution for Proposed Swim Pool Season Pass Rates and Daily Admission Fees for the 2024 Swim Season

RECOMMENDED ACTION:

This Resolution sets pool pass rates for the 2024 season. Pool pass rates need to be advertised during the month of April 2024, so season passes can go on sale in May 2024. The rates were increased by 12.5% for the 2023 swim season. Staff and the Parks and Recreation Advisory Commission unanimously agree that the season pass rates should remain the same and the Village should continue to offer a family discounted rate, and recommend that the daily admission fees should remain the same as 2023.

BACKGROUND:

Prior to the 2023 swim pool season, the Parks & Recreation Department recommended a wage increase for part-time and seasonal staff equaling 25%. While the State of IL was easing into a \$15/hour minimum wage by 2025, the Parks & Recreation Department proposed jumping from the mandated \$13/hour in 2023 to \$15/hour. The increase in wages for seasonal staff was a necessary investment and kept Villa Park competitive with surrounding communities that have public pools. However, the pay increase required the Village to raise pool pass rates to recover some of the increased wage expense. In an effort not to overwhelm the residents, staff recommended a 12.5% increase which was half of the 2023 wage increase.

Additionally, staff recommended a NEW discounted pass price for families of two or more. The family pass incorporated a graduated discount. A family of four that purchased a pass during the early bird time-period, would pay just under the cost for a season pass in 2022. The Park and Recreation Advisory Commission unanimously agreed with both the increases for individual passes and the NEW discounted rate for family passes. A spreadsheet is attached that shows the family rates.

DISCUSSION:

The 2023 increase was a big jump for pass holders. In addition, the weather was not cooperative allowing only 65 swimmable days compared to 85 swimmable days in 2022. The Parks and Recreation Commission along with staff feel that 2024 should not have an increase and are hoping that by holding the rates steady, more patrons will take advantage of the discounted rates for

households of two or more.

A multi-use pass option will again be available for purchase. If a potential pool patron will not use the pool enough to justify purchasing a season pass, a multi-use pass is an attractive option. This allows a patron to save on the daily admission prices without purchasing an individual season pool pass. If patrons have family or friends visiting from out of town or will only use the pool a few times each season, this may be the perfect selection. A multi-use pass does not require the holder to register with a photo.

Staff recommend using the same daily admission rates as in 2022 and 2023.

2024 proposed season pass rates:

	Early Bird Rate May 1-June 21	Regular Season Rate Beginning June 22
Resident age 3-59	\$65	\$89
Non-Resident age 3-59	N/A	\$123
Resident senior age 60+	\$60	\$79
Non-Resident age 60+	N/A	\$114

Family Pass Discounted Rates

	Early Bird	Regular Season
Resident Family of 2	\$127	\$173
Non-Resident Family of 2	N/A*	\$239
Resident Family of 2 (60+)	\$116	\$154
Non-Resident Family of 2 (60+)	N/A*	\$222
Resident Family of 3	\$186	\$253
Non-Resident Family of 3	N/A*	\$349
Resident Family of 4	\$228	\$303
Non-Resident Family of 4	N/A*	\$418
Resident Family of 5	\$261	\$356
Non-Resident Family of 5	N/A*	\$491
Resident Family of 6	\$294	\$400
Non-Resident Family of 6	N/A*	\$552

Resident families that have more than six family members residing at the same address will pay \$25 for each additional family member. Non-resident families that have more than six family members residing at the same address will pay \$32 for each additional family member.

2024 proposed multi-use pass rates:

Resident 10-use pass	\$64 (\$6.40 per visit)
Non-Resident 10-use pass	\$97 (\$9.70 per visit)
Resident 15-use pass	\$89 (\$5.93 per visit)
Non-Resident 15-use pass	\$139 (\$9.26 per visit)

Proposed revenue for pool passes in 2024: \$34,000

Proposed Daily admission fees:

Resident 3 years and up	\$8
Non-resident 3 years and up	\$10

After 6 pm Daily Admission Discount

Resident 3 years and up	\$3
Non-resident 3 years and up	\$5

Proposed revenue for daily admission in 2024: \$43,000

To reduce expenditures, staff would like the continued option to enforce pool closure procedures that include:

If the air temperature falls below 65 degrees.

If there are less than 13 swimmers, after 1:30 pm, and the weather is such (cool, cloudy, etc.) that it will discourage additional swimmers.

Proposed schedule for the 2024 season:

June 1 -September 1

Pool Hours:

Monday -Thursday:	12 noon-8 pm (beginning Wednesday, August 14 when the staff goes back to school, Jefferson Pool be open on Saturday and Sunday only.)
Swim Meet Wednesdays (dates TBA):	12 noon – 5 pm
Friday-Sunday:	12 noon - 7 pm

Special Hours:

12-6 pm Open Swim

July 4 (Independence Day)

September 1 (Last day of the 2024 Pool Season)

Daily Swim Schedule:

Open Swim

Daily: 12-6 pm (Children under 10 must be accompanied by an adult)

Evening Swim

Monday – Thursday: 6-8 pm (Children under 14 must be accompanied by an adult)

Friday – Sunday: 6-7 pm (Children under 14 must be accompanied by an adult)

Pool Rentals:

June 10-August 12

Friday & Saturday (Sunday is reserved for rainouts)

7:15-9:15 pm

R \$315 / NR \$475

Attachments

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE FEES FOR THE
VILLAGE'S SWIMMING POOL FOR 2024**

WHEREAS, the Village of Villa Park is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State;

WHEREAS, Section 17-103, entitled *Swimming Pools* of Chapter 17, entitled *Parks and Recreation* of the Villa Park Municipal Code requires that the swimming pool fees, rules and regulations shall be established by resolution; and

WHEREAS, the Village desires by this resolution to establish the 2024 swimming pool fees for public notice to be given prior to May 1, 2024.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: That the following Village swimming pool fees are hereby established for the 2024 swimming pool season:

Season Pass Rates

	Early Bird Discounted Rate May 1-June 21	Regular Season Rate Beginning June 22
Resident age 3-59	\$65	\$89
Non-Resident age 3-59	N/A*	\$123
Resident senior age 60+	\$60	\$79
Non-Resident age 60+	N/A*	\$114

Family Pass Discount Rates

	Early Bird	Regular Season
Resident Family of 2	\$127	\$173
Non-Resident Family of 2	N/A*	\$239
Resident Family of 2 (60+)	\$116	\$154
Non-Resident Family of 2 (60+)	N/A*	\$222
Resident Family of 3	\$186	\$253
Non-Resident Family of 3	N/A*	\$349
Resident Family of 4	\$228	\$303
Non-Resident Family of 4	N/A*	\$418
Resident Family of 5	\$261	\$356
Non-Resident Family of 5	N/A*	\$491
Resident Family of 6	\$294	\$400
Non-Resident Family of 6	N/A*	\$552

Resident families that have more than six family members residing at the same address will pay \$25 for each additional family member. Non-resident families that have more

Resolution No. _____

than six family members residing at the same address will pay \$32 for each additional family member.

(*Non-residents will not have the option to purchase pool passes at the reduced, early bird rate.)

Multi-use pass rates:

<i>Resident 10-use pass</i>	<i>\$64 (\$6.40 per visit)</i>
<i>Non-Resident 10-use pass</i>	<i>\$97 (\$9.70 per visit)</i>
<i>Resident 15-use pass</i>	<i>\$89 (\$5.93 per visit)</i>
<i>Non-Resident 15-use pass</i>	<i>\$139 (\$9.26 per visit)</i>

Daily admission fees

<i>Resident 3 years and up</i>	<i>\$8</i>
<i>Non-resident 3 years and up</i>	<i>\$10</i>

After 6 pm Daily Admission Discount

<i>Resident 3 years and up</i>	<i>\$3</i>
<i>Non-resident 3 years and up</i>	<i>\$5</i>

Except as amended herein, all other existing fees, rules and regulations shall remain in full force and effect.

Section 2: This resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAINING: _____

VILLAGE OF VILLA PARK

Nick Cuzzone, President
Village of Villa Park

ATTEST:

Hosanna Korynecky, Village Clerk
Village of Villa Park

Published in Pamphlet Form
This _____ day of _____, 2024

Individual and Family Pass Rates for 2023 (and proposed for 2024)

Proposed 2024 Early Bird Rate Through June 21, 2024	Cost per person	Family of 2 (2.5% discount)	Family of 3 (5% discount)	Family of 4 (12.5% discount)	Family of 5 (20% discount)	Family of 6 (25% discount)
Resident age 3-59	\$65	\$127	\$186	\$228	\$261	\$294
Non-resident age 3-59	n/a	n/a	n/a	n/a	n/a	n/a
Resident senior age 60+	\$60	\$116	n/a	n/a	n/a	n/a
Non-resident age 60+	n/a	n/a	n/a	n/a	n/a	n/a
More than 6 members in one family = \$25 additional resident and \$32 non-resident per family member.						
Proposed Regular Season Rate Beginning June 22, 2024	Cost per person	Family of 2 (2.5% discount)	Family of 3 (5% discount)	Family of 4 (12.5% discount)	Family of 5 (20% discount)	Family of 6 (25% discount)
Resident age 3-59	\$89	\$173	\$253	\$303	\$356	\$400
Non-resident age 3-59	\$123	\$239	\$349	\$418	\$491	\$552
Resident senior age 60+	\$79	\$154	n/a	n/a	n/a	n/a
Non-resident age 60+	\$114	\$222	n/a	n/a	n/a	n/a
More than 6 members in one family = \$25 additional resident and \$32 non-resident per family member.						

A family is considered two (2) adults and unlimited number of children under the age of 18-years-old, living at the same address. If your family does not does not match one of the Village of Villa Park's Family Pass descriptions, please contact **Gina M. Racanelli, Assistant Director of Parks, Recreation & Fleet Services at GRacanelli@invillapark.com** .

2024 Season Schedule	Hours
June 1 - September 1 (beginning August 14, Jefferson Pool will be open on Saturday & Sunday only.)	
Monday - Thursday	12 noon - 8 pm
Friday - Sunday	12 noon - 7 pm
Open Swim	12-6p (Children under 10 must be w/adult)
Evening Swim	6-8p (Children under 14 must be w/adult)
Pool Rentals	Fr & Sa 7:15 - 9:15p (Su reserved for rain-outs)
Friday - Sunday	12 noon - 7 pm

2023 Daily admission fees (and proposed 2024 rates)

Resident 3 years and up	\$8
Non-resident 3 years and up	\$10

After 6 pm Daily Admission Discount

Resident 3 years and up	\$3
Non-resident 3 years and up	\$5

2023 proposed Season Schedule	Hours
June 3 - September 3 (beginning August 12, Jefferson Pool will be open on Saturday & Sunday only.)	
Monday - Thursday	12 noon - 8 pm
Friday - Sunday	12 noon - 7 pm
Open Swim	12-6p (Children under 10 must be w/adult)
Evening Swim	6-7p (Children under 14 must be w/adult)
Adult Swim	7-8p
Pool Rentals	Fr & Sa 7:15 - 9:15p (Su reserved for rain-outs)
Friday - Sunday	12 noon - 7 pm



MEMORANDUM

TO: Village Board of Trustees
FROM: Chuck Howard, Finance Director
DATE: March 25, 2024
SUBJECT: Resolution to Select and Approve Auditors for Village of Villa Park

RECOMMENDED ACTION:

The attached Resolution authorizes the Village President to execute an agreement between the Village and Lauterbach & Amen, LLP, for the furnishing of audit and services in a form approved by the Village Attorney for the contractual calendar year audit term 2023 through 2027. The Resolution further authorizes the Village officials, officers and employees to execute and complete such other instruments necessary to engage the services of Lauterbach & Amen. Staff recommends approval of the Resolution.

BACKGROUND:

Four years ago, the Village selected Sikich, LLP, as our audit firm through an RFP process. The fifth year of that agreement would encompass the audit year 2023 as conducted in calendar year 2024. During the first quarter of year 2024 we were informed by Sikich that in recognition of increasing cost and time commitments to the Village of Villa Park engagement, that the final year of the current agreement would involve a significant increase in audit cost to complete. In light of this communication and review of the detailed costs, it was agreed by the Village Manager and Finance Director to engage in a request for proposal for audit services, a period that includes the audit year 2023 through a period ending 2027. A request for proposal was prepared and issued to nine firms who were determined to have the required experience and staffing resulting in a reply from four of these firms, three of which presented detailed proposals and one of which replied as declining to submit a proposal to the request.

DISCUSSION:

We received proposals from four qualified firms. The firms and proposals are summarized below and in the attached spreadsheet of proposed costs.

Lauterbach & Amen

This firm is able to provide a wide range of services to the Village. In fact, they provide audit services for the Villa Park Library and Police Pension Fund, and accounting and actuary service for the Fire Pension Fund. They have a history with the Village as the previous auditor and their proposal is the lowest cost. Lauterbach & Amen's proposed cost is estimated at \$7,800 below the second-highest

cost proposal, and nearly \$20,000 less than the highest cost proposal. We also considered if there was any conflict of interest due to their work with these closely related entities and both parties have concluded that no conflict exists.

Crowe

Crowe is a large national firm and would have access to the largest staffing resources, but their proposal came in as the highest average cost over the five-year contract period. Crowe has a dedicated government services group, however, not having performed this service for the previous Village nor being the contractual auditor for local municipalities, a significant learning curve is anticipated to familiarize the firm with the Village's non-home rule reporting requirements.

Baker Tilly

Baker Tilly does serve as auditors for three of the 24 local municipalities surveyed, and has an established presence in the governmental audit sector. Their staffing would be experienced and appropriate, though the firm's average audit costs over the contractual period exceeded Lauterbach & Amen cost by \$7,800.

For the reasons above, Lauterbach & Amen is the best recommendation for auditors for the contractual calendar year audit term 2023 through 2027. A draft Letter of Engagement is attached and staff is preparing an agreement to further define the relationship between the Village and Lauterbach & Amen.

**A RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE THE EXECUTION
OF A PROFESSIONAL AUDITING SERVICES AGREEMENT BY AND BETWEEN
THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS AND
LAUTERBACH & AMEN, LLP, OF NAPERVILLE, ILLINOIS**

WHEREAS, pursuant to the Illinois Municipal Auditing Law contained in Division 8 of Article 8 of the Illinois Municipal Code (65 ILCS 5/8-8-1 *et seq.*), the Village of Villa Park (the “Village”) is required to have an audit of the funds and accounts of the Village to be made by an accountant or accountants employed by the Village;

WHEREAS, in the opinion of a majority of the Board of Trustees of the Village, it is advisable, necessary and in the public interest that the Village contract for professional auditing services relating to the 2023, 2024, 2025, 2026 and 2027 fiscal year audits (“Services”); and

WHEREAS, Lauterbach & Amen, LLP, desires to provide the Services to the Village and has extensive financial experience with local governments in the State of Illinois; and

WHEREAS, the Village has received an acceptable proposal from Lauterbach & Amen, LLP, for the provisions of the Services; and

WHEREAS, the corporate authorities of the Village believe that, due to its experience and skill set, Lauterbach & Amen, LLP, is uniquely qualified to provide the Services to the Village and find it advisable, necessary and in the public interest to enter into an agreement with Lauterbach & Amen, LLP, to provide the Services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: The proposal submitted by Lauterbach & Amen, LLP, to prepare an audit of the Village’s basic financial statements for 2023, 2024, 2025, 2026 and 2027 fiscal years, at a cost of \$42,100.00 for 2023, \$43,800.00 for 2024, \$45,600.00 for 2025, \$47,400.00 for 2026, and \$49,300.00 for 2027, and in accordance with the Price Structure contained in said proposal, is accepted and approved. A copy of such proposal is attached hereto as Exhibit “A” and made a part hereof.

Section 3: The Village President is hereby authorized and directed to execute and the Village Clerk is hereby authorized and directed to attest on behalf of the Village an agreement

between the Village and Lauterbach & Amen, LLP, for the furnishing of Services in a form approved by the Village Attorney and Village President.

Section 4: The officials, officers, employees and agents of the Village are authorized to take such actions and execute such documents as are necessary to carry out the purpose and intent of this Resolution.

Section 5: This Resolution shall take effect upon its passage and approval in pamphlet form.

PASSED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 2024.

Nick Cuzzone, Village President

Attest:

Hosanna Korynecky, Village Clerk

EXHIBIT “A”

Proposal of Lauterbach & Amen, LLP



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DUE DATE:
March 5, 2024

SERVICE PROPOSAL

AUDIT SERVICES

PREPARED FOR:



FOR THE YEARS ENDING:

December 31, 2023, 2024,
2025, 2026 and 2027

SUBMITTED BY:

Ronald J. Amen, Partner
ramen@lauterbachamen.com

Jamie L. Wilkey, Partner
jwilkey@lauterbachamen.com

668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516

lauterbachamen.com



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March 5, 2024

Village of Villa Park
20 Ardmore Ave.
Villa Park, IL 60181

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

Enclosed in this proposal are details about our practice, our people and our reputation for quality service, as well as an outline of our audit approach and scope of the audit process. L&A is a Firm nearly 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 13 partners share a combined 250+ 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 service firms by emphasizing our core values:

RESPECT

Our firm respects the ideas, contributions, and hard work of our valued clients and team members, fostering an exceptional professional environment.

- L&A provides thoughtful responses to client questions and needs, striving for personalized relationships.
- L&A understands clients' limited time and efficiently plans and conducts audits to ensure quality results.
- L&A accommodates client scheduling needs related to the audit process, meeting or beating deadlines.
- L&A communicates with management throughout the year, including reviewing engagement progress and presenting audit results.
- L&A dedicates the right resources so we can listen, customize our audits, and meet professional expectations.

BALANCE

Our leadership believes in the importance of work-life balance. We believe our team is best equipped to deliver outstanding service to our clients when they embrace a healthy, sustainable, balanced lifestyle.

- L&A cultivates an environment with high communication between team members and leadership, listening and responding to our team.
- L&A embraces a give-back culture shared by our charitable team. We promote volunteering time, resources and talents to deserving nonprofits through fundraisers, donation drives, and more.
- L&A maintains a generous, holistic employment package recognizing that a well-balanced team provides the best client service.

3



TEAMWORK

We know that collaboration is the key to success. We foster an environment that encourages teamwork to ensure our clients experience the best service.

- L&A maintains a highly professional team, with extensive local government knowledge. We broaden their knowledge through in-house training, involvement in local government organizations, and formal Continuing Professional Education.
- L&A maintains a program of continuity for multi-year engagements, including minimal audit team rotation to ensure a productive and efficient audit team year over year.
- L&A identifies and communicates opportunities for improved, more efficient financial or procedural operations, recognizing the audit as a team effort.
- L&A continually educates clients and team members on new pronouncements, financial statements, accounting and finance efficiencies, best practices, and complex compliance requirements. We believe a well-educated team is the best approach.

PASSION

We are proud that every member of our team truly believes in the services we provide and the value they bring to our clients.

- L&A provides audit and financial services to over 600 local governments and pension services to over 600 public pension funds annually.
- L&A possesses exclusive local government expertise, evidenced by our exemplary client retention rate for the Certificate of Achievement for Excellence in Financial Reporting. Our passion lands us among the top ten GFOA national firms.
- L&A strives to continually lead the governmental accounting industry, assisting clients in implementing complex new compliance requirements through one-on-one help and extensive training.
- L&A customizes our audit approach focusing on significant client risks, leveraging our government expertise and knowledge of complex issues.
- L&A has formed alliances with industry service providers in HR, tax, IT and legal to provide the highest service levels to clients, within audit independence standards.

L&A currently provides pension services to the Village and we are thrilled to have the opportunity to continue upon our current service offering. We 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

Lauterbach & Amen, LLP (L&A) provides clients with unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

L&A is based in the Chicagoland area, with clients based in nearly all 50 states. Founded in 1997 by Sherry Lauterbach and Ron Amen, L&A 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.

OUR SERVICES



Audit
Services



Actuarial
Services



Client Accounting
& Advisory Services



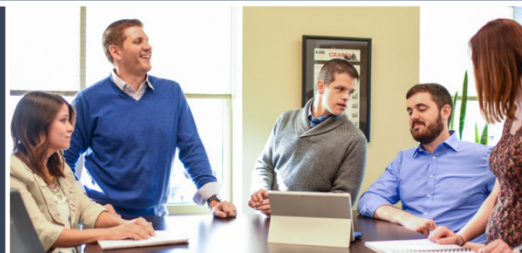
Pension Administration
Services



Tax
Services

OUR TEAM

13 Partners
50+ Managers
140+ Staff



OUR INDUSTRIES

Government
Private Sector
Nonprofit

L&A was once again named among the top 200 largest public accounting firms in Inside Public Accounting's prestigious annual list of leading firms.





FIRM PROFILE

Firm Philosophy

We are fully dedicated to our specialized industries, focusing extensive resources in the governmental and nonprofit sectors. Our comprehensive expertise enables us to help clients proactively anticipate and adapt to changes in their operational landscape. The value of our services extends beyond executing efficient engagements; it encompasses a profound understanding of pivotal issues impacting our clients.

Drawing from our extensive experience in local government, we have successfully served numerous entities, including municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various governmental organizations. A partial list of such entities is provided as references, and we encourage you to reach out to any or all of them for insights into our qualifications and the quality of our service. In addition, we have included current client references to underscore our ongoing commitment and expertise in the industries we serve.

Close Working Relationship with Management

Fostering a continuous and collaborative partnership with management throughout the year is the optimal way to leverage our depth of knowledge for the benefit of our clients. This approach facilitates the prompt resolution of inquiries as they arise, rather than after the fact. By comprehensively understanding each client's activities and maintaining a close working relationship with management, L&A is well-positioned to respond effectively and proactively initiate programs that enhance operational efficiency, leading to a more successful engagement.

We deem it crucial to uphold open lines of communication year-round. To achieve this, we employ both formal means such as meetings and newsletters and informal channels like telephone calls and emails. This ensures that our clients stay informed about relevant changes and recent developments that impact their operations.

An Audit is a People-Oriented Endeavor

The L&A team acknowledges our involvement in a people-centric venture, and our goals and objectives are rooted in this recognition. We endeavor to:

- Cultivate an atmosphere that fosters extensive communication between each client and our team.
- Deliver the utmost level of staff proficiency by engaging in discerning recruitment practices and establishing a work environment conducive to personal growth.
- Attentively listen to our clients, consistently enhancing the quality of our services.
- Contribute to the well-being of our financial, business, professional, and social communities.



FIRM PROFILE

A Strong Commitment to the Industry

We actively engage with the industries we serve through membership, support, and active participation in various professional organizations dedicated to serving the financial and management teams of our clients.



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



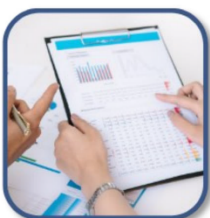
FIRM PROFILE

Our Services



Actuarial Services

Pension planning is a specialized industry demanding an expert actuarial team. Our role is to guide clients through the intricacies of actuarial standards, crafting a funding plan that aligns with the needs of all relevant parties. Additionally, we guarantee that the necessary financial statement disclosures meet reporting requirements.



Audit Services

At L&A, we take pride in delivering high-quality auditing services. Our firm undergoes an independent peer review of our auditing practice, and we have received the highest opinion on our attest services.



Client Accounting and Advisory Services

The dedicated professionals at L&A collaborate closely with clients to address and manage a wide range of responsibilities, including accounting, financial reporting, payroll, IT, and other outsourced or temporary tasks. By tailoring our diverse and skilled professionals to meet the specific needs of each client, we have assisted in controlling costs and enhancing efficiencies of our clients.



Pension Administration Services

L&A is proud of our two-decade commitment to assisting public pension fund trustees in comprehending complex pension codes. We understand the significance of the Board's responsibilities and the challenges it poses, especially when balancing these tasks with the daily responsibilities outside the pension realm.



Tax Services

Navigating the preparation of a tax return can be an overwhelming process, often leaving clients with more questions than answers due to the evolving nature of tax laws. The seasoned professionals at L&A diligently scrutinize and consider every deduction, break, and incentive to provide comprehensive assistance.



FIRM PROFILE

Additional Services and Resources

Sharing 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. With our strong background in government, many of our areas of expertise are complementary of one another.

Client Educational Opportunities

We offer multiple training opportunities throughout the year, on-demand webinars and important newsletter updates to our clients, at no additional cost. Our client trainings cover a variety of relevant topics such as:

- Implementation of GASB pronouncements
- State and local government updates
- Changes to auditing standards
- Understanding of financial statements
- Identification of department efficiencies and best practices
- 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.”

We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Below are some recent examples of previous training webinars that we hosted:



Payroll



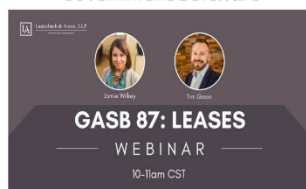
Government Software



Audit Reports



Government Updates



GASB87



Management Software



FIRM PROFILE

Government Expertise Means 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
- Capital asset services to track net book value, depreciation expense and accumulated depreciation





FIRM PROFILE

Quality Assurance

We are dedicated to delivering the utmost quality to our clients at every stage of the engagement. Our Quality Assurance Team plays a crucial role in this commitment by reviewing all deliverables before issuance, offering support for technical inquiries, and scrutinizing documentation and reports to ensure compliance with both professional standards and our Firm's policies. At L&A, our commitment to providing high-quality deliverables is evident in our membership in the Private Companies Practice Section (PCPS) of the Division for CPA Firms within the American Institute of Certified Public Accountants (AICPA). This membership involves subjecting our accounting and auditing practice to quality control reviews, ensuring adherence to the professional standards set by the AICPA.

L&A has undergone no federal or state desk reviews of its audits in the past five years. Additionally, there has been no disciplinary action taken against the firm by state regulatory bodies or professional associations within the same timeframe.

Peer Review

As a requirement for membership in the AICPA, the national organization representing CPAs in public practice, industry, government, and education, our Firm undergoes an independent peer review of our accounting and auditing practice. You can find a copy of our most recent peer review opinion in the Appendix section of this proposal. L&A has received the highest opinion, a "pass," demonstrating our commitment to maintaining the highest standards in our practices.

Independence

All personnel are mandated to promptly report to the Firm any instances of compromised independence concerning any clients. The guidelines for maintaining independence align with the AICPA's Code of Professional Ethics. Furthermore, our adherence extends to compliance with the standards established by the General Accounting Office (GAO). It is important to note that we maintain independence specifically in relation to your engagement.

License to Practice

We confirm that both L&A as a firm and all essential personnel hold valid licenses to practice in the State of Illinois.

Our State of Illinois license number is 066-003655.





FIRM PROFILE

DFK International/USA



Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with local representation in over 40 major markets throughout the United States and 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

In accordance with our firm's quality control document, all relevant staff members must fulfill the AICPA's continuing professional education requirements. Given our specialization in government, the mandated CPE hours for the staff outlined in this proposal are specifically tailored to the government industry, with a particular emphasis on Uniform Guidance/Single Audit continuing professional education as necessitated by our field. Our firm employs a variety of methods, including self-study, in-house training, participation in State Society or AICPA programs, involvement in Government Audit Quality Center programs, and engagement with programs offered by diverse government associations.

While we do not foresee any issues arising throughout the engagement, we will promptly communicate any noteworthy concerns to the relevant representatives of management and/or the governing board. This communication will align with our established standards for addressing such matters.

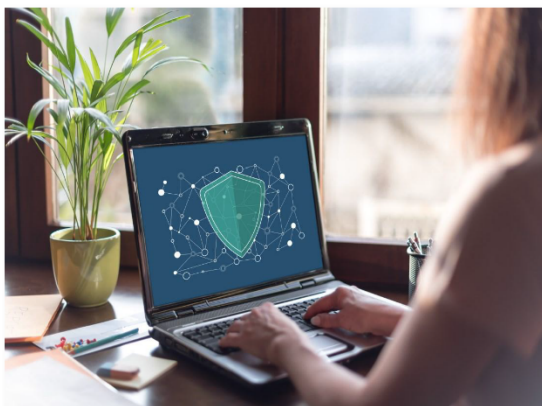
Conclusion

We are excited about the prospect of expanding upon our current services to the Village. Our enthusiasm for the industry is matched by our commitment to delivering a service that goes beyond the mere issuance of deliverables. Our client service approach involves continuous communication throughout the year, an extensive network of resources to address even non-engagement-related queries, and a steadfast commitment to staying updated on industry technical standards and best practices. At L&A, you will be served by partners who are deeply devoted to the industry, supported by a team of over 200 L&A members who share that passion and dedicate all twelve months of the year to working on industry engagements.



SOFTWARE & SECURITY

Cybersecurity



In the face of ever-evolving threats that are increasingly perilous, it is imperative for us to stay ahead of the curve, consistently refining our strategies for information security. In order to meet the distinctive security standards expected by our clients and effectively tackle the dynamic regulatory landscape, L&A has deliberately chosen tools and procedures essential for safeguarding client data and managing security risks throughout the duration of a client project. Various safeguards, such as Multi-Factor Authentication, restricted human access, anti-virus software, and firewalls, have been implemented firm-wide to reduce risks and bolster the security of client data.

L&A Portal Security

L&A has opted for an application for online access to client data that operates through a secure portal hosted at some of the world's most extensive and secure data centers. Employing the industry's cutting-edge security and reliability measures, this system is designed to ensure the safety of your data. The incorporation of built-in redundancy encompasses multiple data locations, internet connections, and power sources, ensuring the continuous operation of our secure portal. Additionally, we employ secure password protection and 256-bit encryption to safeguard your data during its transmission between the data center and your computer.

Disaster Contingency Plans

L&A has formulated recovery plans for our IT infrastructure, encompassing systems, applications, and data. These plans extend to networks, servers, desktops, laptops, wireless devices, and connectivity. Our recovery strategies are designed to preemptively address potential disruptions to one or more of the following system components:

- Hardware (networks, servers, laptops)
- Internet connectivity
- Software applications
- Data and restoration





COMMUNITY INVOLVEMENT

A Culture and Passion for Community Involvement



Our firm is dedicated to both the clients we serve and the communities in which we reside. Our partners and team members are actively involved with numerous deserving nonprofit organizations. We are grateful to have individuals on our team who share our firm's philanthropic ethos, regularly volunteering their time, resources, and talents. In addition to volunteering, L&A organizes various fundraisers and donation drives to support local organizations and neighborhoods. Here is a glimpse of some of our recent community involvement and initiatives:



L&A is honored to collaborate with Working Together Chicago, a nearby nonprofit dedicated to offering development and placement opportunities for individuals with disabilities. The team members introduced to L&A through Working Together Chicago have not only enriched our company culture but have also contributed valuable skills to our projects.





KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

With a wealth of experience spanning more than 35 years, Ron Amen has dedicated his career to serving clients in the governmental sector. He has actively contributed to a wide array of governmental engagements, involving municipalities, park districts, school districts, state and federal government entities, universities, nonprofits, and various other government organizations.

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 overseen a multitude of governmental projects throughout his tenure in public accounting. His diverse assignments have encompassed audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and various other projects, offering a comprehensive overview of his professional background. Leveraging his extensive experience in government affairs, he is frequently tapped as a resource for innovative problem-solving related to local government issues. Serving in a hands-on capacity, he acts as a working partner, maintaining availability and active participation in every phase of the audit process.

Additionally, Ron has played a key role in the management of substantial commercial and nonprofit initiatives. His involvement spans audits, tax preparation, consulting, and strategic planning, addressing the needs of both commercial and nonprofit clients.



668 N. River Road
Naperville, Illinois 60563
630.393.1483
ramen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 21 years of professional accounting experience, 14 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, [REDACTED] districts, libraries, special districts, nonprofits and various other [REDACTED] government.

Educational and Membership Background

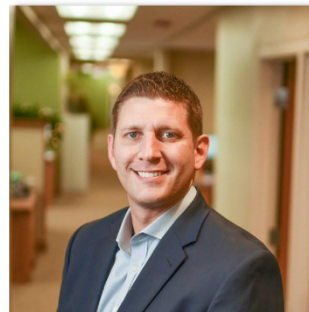
- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)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



668 N. River Road
Naperville, Illinois 60563
630.393.1483
mberan@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Jennifer Martinson, CPA

Audit Partner

Jennifer Martinson has over 13 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- University of Miami
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)

Governmental Accounting and Auditing Experience

Jennifer's experience in the government sector includes both audit and project-based engagements with various municipalities, park districts, libraries, counties, nonprofit entities and pension funds. Additionally, she coordinates training opportunities for these entities to ensure they are responsibly educated on all relevant topics and standards.

Jennifer also plays an active role in the supervision and development of audit procedures and personnel. This role includes the implementation of GASB pronouncements, accounting standards, and other quality control initiatives throughout all engagements, as well as the training of staff involved in these engagements. She is a technical resource to the team and to clients, and works closely with both to identify effective solutions and implement best practices.





KEY ENGAGEMENT PERSONNEL

Melissa Juntunen, CPA

Audit Partner

Melissa Juntunen has over 17 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- DeVry University
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)
- Technical Accounting Review Committee (TARC) Member with IGFOA
- Illinois CPA Society Government Review Committee Member

Governmental Accounting and Auditing Experience

Melissa's experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects.

Currently, Melissa oversees the audit team at L&A. This team works to complete annual financial reports, comptrollers reports, Illinois Department of Insurance reports, TIF compliance reports and Government Finance Officers Association (GFOA) filings for all audit clients of the Firm. Melissa's role includes researching new GASB pronouncements to gain an understanding of the change and how it will affect clients, audit staff, and the audit process, complete technical reviews of the annual financial reports, help train staff on new technical guidance to ensure the proper inclusion into the reports, and help communicate the changes out to clients.



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mjuntunen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

Audit Team Key Personnel

Monika Adamski, Principal



Monika has 14 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika specializes in municipal, state agency, as well as nonprofit audits. She also specializes in internal control assessment for all governmental clients.

Brad Porter, Principal



Brad has 10 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 training, as well as auditing municipalities, park districts, school districts and libraries.

Don Shaw, Principal



Don has 15 years of professional accounting experience, with 9 of those years being 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 submissions.

Joseph Laudont, Manager



Joe has over 3 years of professional accounting experience, all of which are exclusive to the governmental sector. He is a graduate of Grand Valley State University. Joe specializes in new hire training as well as auditing municipalities, libraries, and park districts.

Riley Martin, Manager



Riley has 4 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Loras College and is a Certified Public Accountant. Riley specializes in new staff development and training, as well as auditing municipalities, park districts, libraries, and other governmental entities.



AUDIT APPROACH

Overview

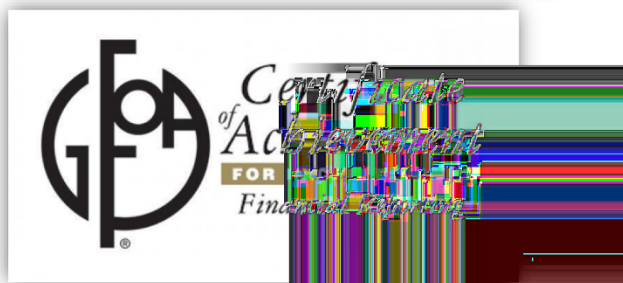
We are prepared to meet or exceed all requirements and expectations of the Village. The Leadership of L&A will be involved in all phases of the audit of the Village as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance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

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. Annually, we assist over 100 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 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 Comprehensive 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

Below is our proposed schedule for your audit phases:

PHASE			TIMING	TOTAL HOURS (EST)
	Phase 1	Planning	1st Yr. Early April/ Sub. Yrs.: Dec.	24 Hours
	Phase 2	Preliminary Fieldwork	1st Yr. Late Apr./ Sub. Yrs. Feb.	40 Hours
	Phase 3	Fieldwork	1st Yr. Late May/ Sub. Yrs. Apr.	197 Hours
	Phase 4	Drafts	1st Yr. June/ Sub. Yrs. May	40 Hours
	Phase 5	Audit Completion	1st Yr. July/ Sub. Yrs. June	24 Hours

Phase 1: Planning



**1st Yr. Early April/
Sub. Yrs. December**

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 a planning meeting with you to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our fieldwork 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 your team.
- Developing a schedule for completing the subsequent phase of the audit.



AUDIT APPROACH

Phase 2: Preliminary Fieldwork



**1st Yr. Late Apr./
Sub. Yrs. Feb.**

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of your operations through a review of various documents and through discussions with your personnel. During this phase, we will engage in 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.

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 the industry, the questionnaires utilized are designed specifically for use on governmental engagements. 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.





AUDIT APPROACH

Phase 3: Fieldwork



**1st Yr. Late May/
Sub. Yrs. Apr.**

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.

At a minimum, management is to provide supporting schedules for the following areas once we commence 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 include examinations of documents for proper approval and review of procedures for compliance with rules, regulations and internal policies.

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



AUDIT APPROACH

Phase 4: Drafts



**1st Yr. June/
Sub. Yrs. May**

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

Phase 5: Audit Completion



**1st Yr. July/
Sub. Yrs. June**

Upon approval of the drafts by the Village, we will deliver final, bound Annual Comprehensive 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.
- Additionally, all reports and communication letters will be provided to the Village in a high-quality PDF format.

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 Comprehensive Financial Report and communication letters with representatives of the Village.



PRICE AND BILLING

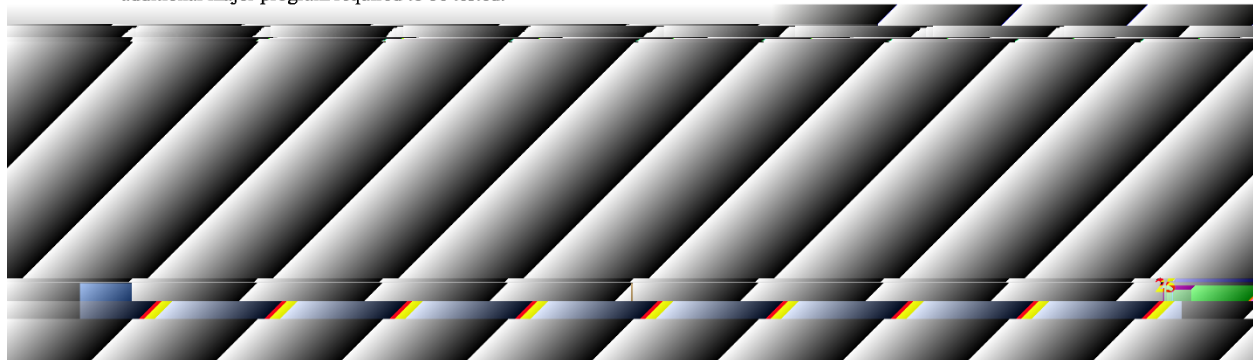
AUDIT SERVICES RFP RESPONSE FORM

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: March 5, 2024

PRICE STRUCTURE

	December 31, 2023	December 31, 2024	December 31, 2025	December 31, 2026	December 31, 2027
Audit and all Associated Work	\$42,100	\$43,800	\$45,600	\$47,400	\$49,300
Single Audit, if Required *	\$5,000	\$5,200	\$5,400	\$5,600	\$5,800
Annual TIF Compliance Opinion (6 TIFs) **	\$9,000	\$9,400	\$9,800	\$10,200	\$10,600

* The Single Audit fee is for the testing of one (1) major program. An additional \$1,500 would be charged for each additional major program required to be tested.





PRICE AND BILLING

HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total
Partner	55	\$210	\$200	\$11,000
Manager	125	\$180	\$170	\$21,250
In-Charge	145	\$140	\$130	\$18,850
	325			\$51,100

In 27 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP.

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 trainings 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 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

Our strongest endorsement comes from satisfied clients. Feel free to reach out to the individuals listed below, who have benefited from our firm's services, to learn about their experiences and the ongoing value our services bring to their organizations. Additional references can be provided upon request.

	Client	Contact
	Village of Glen Ellyn*	Patrick Brankin 630.547.5210 pbrankin@glenellyn.org
	Village of Lombard*	Tim Sexton 630.620.5902 sextont@villageoflombard.org
	City of Warrenville*	Kevin Dahlstrand 630.393.9427 kdahlstrand@warrenville.il.us

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





REFERENCES

L&A is committed to maintaining high standards of quality and service. We encourage you to connect with any of the clients listed below, whom we have had the privilege of serving, to gain insights into their experiences with L&A.

Municipalities, Townships and Counties					
MUNICIPALITIES	East Moline*	Lake Barrington	North Chicago	Skokie*	Woodridge*
Algonquin*	Elburn	Lake Bluff	North Riverside*	Sleepy Hollow	Worth
Amery	Elk Grove Village*	Lake Geneva, WI	Northbrook*	South Barrington	Yorkville*
Antioch*	Elwood*	Lake Villa	Northfield*	South Beloit	COUNTIES
Barrington*	Evanston	Lakemoor	Orland Park	South Elgin*	Henry County
Barrington Hills	Forest Park	Lakewood	Palos Park*	Springfield*	LaSalle County
Bartlett*	Fox River Grove*	Libertyville*	Park Forest*	St. Joseph, MI	TOWNSHIPS
Beach Park*	Frankfort*	Lincolnshire	Park Ridge*	Stickney	Addison Township
Berkeley*	Freeport	Lindenhurst	Paw Paw	Stone Park	Blackberry Township
Bloomington*	Georgetown	Lombard*	Pekin	Streamwood*	Cuba Township
Bonfield	Glen Ellyn*	Lyndon	Peotone	Streator	Cunningham Township
Bradley*	Glencoe*	Machesney Park	Pingree Grove*	Sugar Grove*	Hanover Township
Buffalo Grove*	Glendale, WI	Manhattan*	Plano	Summit	Maine Township
Burlington, WI	Glenview*	Maple Park	Pontiac	Sycamore*	Milton Township
Burnham	Golf	Markham	Poplar Grove	Thornton*	Naperville Township
Burr Ridge*	Grant Park	Melrose Park	Princeton	Timberlane	Northfield Township
Campton Hills	Grayslake	Midlothian	Prophetstown	Tower Lakes	Rutland Township
Carpentersville*	Gurnee*	Minooka	Prospect Heights	Urbana*	Vernon Township
Cary*	Hampshire	Mokena	Quincy	Vernon Hills*	Warren Township
Champaign*	Hanover Park*	Monee	Riverside*	Volo*	Wauconda Township
Cherry Valley	Harvard	Montgomery*	Rock Island*	Warrenville*	Winfield Township
Clinton	Hickory Hills	Morton Grove*	Rockford*	Washington	Zion Township
Collinsville*	Hinckley	Mount Prospect*	Rolling Meadows*	West Chicago*	
Cortland	Homewood	Mundelein*	Rosemont	Westchester	
Country Club Hills	Indian Head Park	Naperville*	Sandwich	Western Springs	
Countryside*	Inverness	New Milford	Savoy	Wheeling	
Dolton	Johnsburg*	Normal*	Schaumburg*	Willowbrook*	
Downers Grove	Kenilworth	Norridge	Schiller Park	Wilmette*	
East Dundee*	Kildeer*	North Aurora*	Shabbona	Wilmington	
East Hazel Crest	La Grange Park	North Barrington	Silvis	Winnetka*	

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

Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other Entities
135+	75+	50+	70+	500+	110+



APPENDIX

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, 2022. 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 on 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

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, 2022 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 29, 2022

PAGE | 2

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crum-Halsted Agency, Inc. 427 N Kirk Road Suite 113 Geneva, IL 60134		CONTACT NAME: Tracey Meicher, CIC, CRIS PHONE (A/C, No, Ext): (630) 443-7300 FAX (A/C, No): (630) 587-9826 E-MAIL ADDRESS: tmeicher@crumhalsted.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Citizens of America	31534
INSURED Lauterbach & Amen, LLP 668 N River Road Suite 100 Naperville, IL 60563		INSURER B: Allmerica Financial Benefit	41840
		INSURER C: The Hanover Insurance Company	22292
		INSURER D: Trisura Specialty Insurance Company	16188
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2023 Standard Cert

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			OBCA886072	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
D	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC			PRODUCTS - COMP/OP AGG \$ 2,000,000			
	☒ OTHER: Cyber Liability		662062801	Aggregate Limit of Insurance \$ 1,000,000			
A	AUTOMOBILE LIABILITY			OBCA886072	3/31/2023	3/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO	☐ SCHEDULED AUTOS	BODILY INJURY (Per person) \$				
	☐ ALL OWNED AUTOS	☐ NON-OWNED AUTOS	BODILY INJURY (Per accident) \$				
	☒ HIRED AUTOS	☒	PROPERTY DAMAGE (Per accident) \$				
A	☒ UMBRELLA LIAB ☒ OCCUR			OBCA886072	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 5,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE		AGGREGATE \$ 5,000,000				
	☐ DED ☐ RETENTION \$		\$				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			W2CA886039	3/31/2023	3/31/2024	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHCA595928	3/31/2023	3/31/2024	Limit per Claim / Aggregate \$5,000,000
C	Crime			LHCD872046	3/31/2023	3/31/2024	Employee Dishonesty \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Evidence of Coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Ted Rosenow, CIC/TM <i>Shonda A. Rosenow</i>

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ACORD 25 (2014/01)
INS025 (201401)

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Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

DUE DATE:

March 5, 2024

SERVICE PROPOSAL AUDIT SERVICES

PREPARED FOR:

FOR THE YEARS ENDING:

December 31, 2023, 2024,
2025, 2026 and 2027



SUBMITTED BY:

Ronald J. Amen, Partner
ramen@lauterbachamen.com

Jamie L. Wilkey, Partner
jwilkey@lauterbachamen.com

668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516



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March 5, 2024

Village of Villa Park
20 Ardmore Ave.
Villa Park, IL 60181

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

Enclosed in this proposal are details about our practice, our people and our reputation for quality service, as well as an outline of our audit approach and scope of the audit process. L&A is a Firm nearly 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 13 partners share a combined 250+ 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 service firms by emphasizing our core values:

RESPECT

Our firm respects the ideas, contributions, and hard work of our valued clients and team members, fostering an exceptional professional environment.

- L&A provides thoughtful responses to client questions and needs, striving for personalized relationships.
- L&A understands clients' limited time and efficiently plans and conducts audits to ensure quality results.
- L&A accommodates client scheduling needs related to the audit process, meeting or beating deadlines.
- L&A communicates with management throughout the year, including reviewing engagement progress and presenting audit results.
- L&A dedicates the right resources so we can listen, customize our audits, and meet professional expectations.

BALANCE

Our leadership believes in the importance of work-life balance. We believe our team is best equipped to deliver outstanding service to our clients when they embrace a healthy, sustainable, balanced lifestyle.

- L&A cultivates an environment with high communication between team members and leadership, listening and responding to our team.
- L&A embraces a give-back culture shared by our charitable team. We promote volunteering time, resources and talents to deserving nonprofits through fundraisers, donation drives, and more.
- L&A maintains a generous, holistic employment package recognizing that a well-balanced team provides the best client service.



TEAMWORK

We know that collaboration is the key to success. We foster an environment that encourages teamwork to ensure our clients experience the best service.

- L&A maintains a highly professional team, with extensive local government knowledge. We broaden their knowledge through in-house training, involvement in local government organizations, and formal Continuing Professional Education.
- L&A maintains a program of continuity for multi-year engagements, including minimal audit team rotation to ensure a productive and efficient audit team year over year.
- L&A identifies and communicates opportunities for improved, more efficient financial or procedural operations, recognizing the audit as a team effort.
- L&A continually educates clients and team members on new pronouncements, financial statements, accounting and finance efficiencies, best practices, and complex compliance requirements. We believe a well-educated team is the best approach.

PASSION

We are proud that every member of our team truly believes in the services we provide and the value they bring to our clients.

- L&A provides audit and financial services to over 600 local governments and pension services to over 600 public pension funds annually.
- L&A possesses exclusive local government expertise, evidenced by our exemplary client retention rate for the Certificate of Achievement for Excellence in Financial Reporting. Our passion lands us among the top ten GFOA national firms.
- L&A strives to continually lead the governmental accounting industry, assisting clients in implementing complex new compliance requirements through one-on-one help and extensive training.
- L&A customizes our audit approach focusing on significant client risks, leveraging our government expertise and knowledge of complex issues.
- L&A has formed alliances with industry service providers in HR, tax, IT and legal to provide the highest service levels to clients, within audit independence standards.

L&A currently provides pension services to the Village and we are thrilled to have the opportunity to expand upon our current service offering. We 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
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630.393.1483

Jamie L. Wilkey
Partner
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630.393.1483



FIRM PROFILE

Lauterbach & Amen, LLP (L&A) provides clients with unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

L&A is based in the Chicagoland area, with clients based in nearly all 50 states. Founded in 1997 by Sherry Lauterbach and Ron Amen, L&A 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.

OUR SERVICES



Audit
Services



Actuarial
Services



Client Accounting
& Advisory Services



Pension Administration
Services



Tax
Services

OUR TEAM

13 Partners
50+ Managers
140+ Staff



OUR INDUSTRIES

Government
Private Sector
Nonprofit



L&A was once again named among the top 200 largest public accounting firms in Inside Public Accounting's prestigious annual list of leading firms.





FIRM PROFILE

Firm Philosophy

We are fully dedicated to our specialized industries, focusing extensive resources in the governmental and nonprofit sectors. Our comprehensive expertise enables us to help clients proactively anticipate and adapt to changes in their operational landscape. The value of our services extends beyond executing efficient engagements; it encompasses a profound understanding of pivotal issues impacting our clients.

Drawing from our extensive experience in local government, we have successfully served numerous entities, including municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various governmental organizations. A partial list of such entities is provided as references, and we encourage you to reach out to any or all of them for insights into our qualifications and the quality of our service. In addition, we have included current client references to underscore our ongoing commitment and expertise in the industries we serve.

Close Working Relationship with Management

Fostering a continuous and collaborative partnership with management throughout the year is the optimal way to leverage our depth of knowledge for the benefit of our clients. This approach facilitates the prompt resolution of inquiries as they arise, rather than after the fact. By comprehensively understanding each client's activities and maintaining a close working relationship with management, L&A is well-positioned to respond effectively and proactively initiate programs that enhance operational efficiency, leading to a more successful engagement.

We deem it crucial to uphold open lines of communication year-round. To achieve this, we employ both formal means such as meetings and newsletters and informal channels like telephone calls and emails. This ensures that our clients stay informed about relevant changes and recent developments that impact their operations.

An Audit is a People-Oriented Endeavor

The L&A team acknowledges our involvement in a people-centric venture, and our goals and objectives are rooted in this recognition. We endeavor to:

- Cultivate an atmosphere that fosters extensive communication between each client and our team.
- Deliver the utmost level of staff proficiency by engaging in discerning recruitment practices and establishing a work environment conducive to personal growth.
- Attentively listen to our clients, consistently enhancing the quality of our services.
- Contribute to the well-being of our financial, business, professional, and social communities.



FIRM PROFILE

A Strong Commitment to the Industry

We actively engage with the industries we serve through membership, support, and active participation in various professional organizations dedicated to serving the financial and management teams of our clients.



FIRM PROFILE

Our Services



Actuarial Services

Pension planning is a specialized industry demanding an expert actuarial team. Our role is to guide clients through the intricacies of actuarial standards, crafting a funding plan that aligns with the needs of all relevant parties. Additionally, we guarantee that the necessary financial statement disclosures meet reporting requirements.



Audit Services

At L&A, we take pride in delivering high-quality auditing services. Our firm undergoes an independent peer review of our auditing practice, and we have received the highest opinion on our attest services.



Client Accounting and Advisory Services

The dedicated professionals at L&A collaborate closely with clients to address and manage a wide range of responsibilities, including accounting, financial reporting, payroll, IT, and other outsourced or temporary tasks. By tailoring our diverse and skilled professionals to meet the specific needs of each client, we have assisted in controlling costs and enhancing efficiencies of our clients.



Pension Administration Services

L&A is proud of our two-decade commitment to assisting public pension fund trustees in comprehending complex pension codes. We understand the significance of the Board's responsibilities and the challenges it poses, especially when balancing these tasks with the daily responsibilities outside the pension realm.



Tax Services

Navigating the preparation of a tax return can be an overwhelming process, often leaving clients with more questions than answers due to the evolving nature of tax laws. The seasoned professionals at L&A diligently scrutinize and consider every deduction, break, and incentive to provide comprehensive assistance.



FIRM PROFILE

Additional Services and Resources

Sharing 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. With our strong background in government, many of our areas of expertise are complementary of one another.

Client Educational Opportunities

We offer multiple training opportunities throughout the year, on-demand webinars and important newsletter updates to our clients, at no additional cost. Our client trainings cover a variety of relevant topics such as:

- Implementation of GASB pronouncements
- State and local government updates
- Changes to auditing standards
- Understanding of financial statements
- Identification of department efficiencies and best practices
- 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.”

We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Below are some recent examples of previous training webinars that we hosted:



Payroll



Government Software



Audit Reports



Government Updates



GASB87



Management Software

FIRM PROFILE

Government Expertise Means 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
- Capital asset services to track net book value, depreciation expense and accumulated depreciation





FIRM PROFILE

Quality Assurance

We are dedicated to delivering the utmost quality to our clients at every stage of the engagement. Our Quality Assurance Team plays a crucial role in this commitment by reviewing all deliverables before issuance, offering support for technical inquiries, and scrutinizing documentation and reports to ensure compliance with both professional standards and our Firm's policies. At L&A, our commitment to providing high-quality deliverables is evident in our membership in the Private Companies Practice Section (PCPS) of the Division for CPA Firms within the American Institute of Certified Public Accountants (AICPA). This membership involves subjecting our accounting and auditing practice to quality control reviews, ensuring adherence to the professional standards set by the AICPA.

L&A has undergone no federal or state desk reviews of its audits in the past five years. Additionally, there has been no disciplinary action taken against the firm by state regulatory bodies or professional associations within the same timeframe.

Peer Review

As a requirement for membership in the AICPA, the national organization representing CPAs in public practice, industry, government, and education, our Firm undergoes an independent peer review of our accounting and auditing practice. You can find a copy of our most recent peer review opinion in the Appendix section of this proposal. L&A has received the highest opinion, a "pass," demonstrating our commitment to maintaining the highest standards in our practices.

Independence

All personnel are mandated to promptly report to the Firm any instances of compromised independence concerning any clients. The guidelines for maintaining independence align with the AICPA's Code of Professional Ethics. Furthermore, our adherence extends to compliance with the standards established by the General Accounting Office (GAO). It is important to note that we maintain independence specifically in relation to your engagement.

License to Practice

We confirm that both L&A as a firm and all essential personnel hold valid licenses to practice in the State of Illinois.

Our State of Illinois license number is 066-003655.





FIRM PROFILE

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

In accordance with our firm's quality control document, all relevant staff members must fulfill the AICPA's continuing professional education requirements. Given our specialization in government, the mandated CPE hours for the staff outlined in this proposal are specifically tailored to the government industry, with a particular emphasis on Uniform Guidance/Single Audit continuing professional education as necessitated by our field. Our firm employs a variety of methods, including self-study, in-house training, participation in State Society or AICPA programs, involvement in Government Audit Quality Center programs, and engagement with programs offered by diverse government associations.

While we do not foresee any issues arising throughout the engagement, we will promptly communicate any noteworthy concerns to the relevant representatives of management and/or the governing board. This communication will align with our established standards for addressing such matters.

Conclusion

We are excited about the prospect of expanding upon our current services to the Village. Our enthusiasm for the industry is matched by our commitment to delivering a service that goes beyond the mere issuance of deliverables. Our client service approach involves continuous communication throughout the year, an extensive network of resources to address even non-engagement-related queries, and a steadfast commitment to staying updated on industry technical standards and best practices. At L&A, you will be served by partners who are deeply devoted to the industry, supported by a team of over 200 L&A members who share that passion and dedicate all twelve months of the year to working on industry engagements.

SOFTWARE & SECURITY

Cybersecurity



In the face of ever-evolving threats that are increasingly perilous, it is imperative for us to stay ahead of the curve, consistently refining our strategies for information security. In order to meet the distinctive security standards expected by our clients and effectively tackle the dynamic regulatory landscape, L&A has deliberately chosen tools and procedures essential for safeguarding client data and managing security risks throughout the duration of a client project. Various safeguards, such as Multi-Factor Authentication, restricted human access, anti-virus software, and firewalls, have been implemented firm-wide to reduce risks and bolster the security of client data.

L&A Portal Security

L&A has opted for an application for online access to client data that operates through a secure portal hosted at some of the world's most extensive and secure data centers. Employing the industry's cutting-edge security and reliability measures, this system is designed to ensure the safety of your data. The incorporation of built-in redundancy encompasses multiple data locations, internet connections, and power sources, ensuring the continuous operation of our secure portal. Additionally, we employ secure password protection and 256-bit encryption to safeguard your data during its transmission between the data center and your computer.

Disaster Contingency Plans

L&A has formulated recovery plans for our IT infrastructure, encompassing systems, applications, and data. These plans extend to networks, servers, desktops, laptops, wireless devices, and connectivity. Our recovery strategies are designed to preemptively address potential disruptions to one or more of the following system components:

- Hardware (networks, servers, laptops)
- Internet connectivity
- Software applications
- Data and restoration



COMMUNITY INVOLVEMENT

A Culture and Passion for Community Involvement



Our firm is dedicated to both the clients we serve and the communities in which we reside. Our partners and team members are actively involved with numerous deserving nonprofit organizations. We are grateful to have individuals on our team who share our firm's philanthropic ethos, regularly volunteering their time, resources, and talents. In addition to volunteering, L&A organizes various fundraisers and donation drives to support local organizations and neighborhoods. Here is a glimpse of some of our recent community involvement and initiatives:



L&A is honored to collaborate with Working Together Chicago, a nearby nonprofit dedicated to offering development and placement opportunities for individuals with disabilities. The team members introduced to L&A through Working Together Chicago have not only enriched our company culture but have also contributed valuable skills to our projects.





KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

With a wealth of experience spanning more than 35 years, Ron Amen has dedicated his career to serving clients in the governmental sector. He has actively contributed to a wide array of governmental engagements, involving municipalities, park districts, school districts, state and federal government entities, universities, nonprofits, and various other government organizations.



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



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Governmental Accounting and Auditing Experience

Ron has overseen a multitude of governmental projects throughout his tenure in public accounting. His diverse assignments have encompassed audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and various other projects, offering a comprehensive overview of his professional background. Leveraging his extensive experience in government affairs, he is frequently tapped as a resource for innovative problem-solving related to local government issues. Serving in a hands-on capacity, he acts as a working partner, maintaining availability and active participation in every phase of the audit process.

Additionally, Ron has played a key role in the management of substantial commercial and nonprofit initiatives. His involvement spans audits, tax preparation, consulting, and strategic planning, addressing the needs of both commercial and nonprofit clients.



KEY ENGAGEMENT PERSONNEL

Matt R. Beran, CPA

Operations Partner

Matt Beran has over 21 years of professional accounting experience, 14 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.



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KEY ENGAGEMENT PERSONNEL

Jennifer Martinson, CPA

Audit Partner

Jennifer Martinson has over 13 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- University of Miami
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)

Governmental Accounting and Auditing Experience

Jennifer's experience in the government sector includes both audit and project-based engagements with various municipalities, park districts, libraries, counties, nonprofit entities and pension funds. Additionally, she coordinates training opportunities for these entities to ensure they are responsibly educated on all relevant topics and standards.

Jennifer also plays an active role in the supervision and development of audit procedures and personnel. This role includes the implementation of GASB pronouncements, accounting standards, and other quality control initiatives throughout all engagements, as well as the training of staff involved in these engagements. She is a technical resource to the team and to clients, and works closely with both to identify effective solutions and implement best practices.



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KEY ENGAGEMENT PERSONNEL

Melissa Juntunen, CPA

Audit Partner

Melissa Juntunen has over 17 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

Educational and Membership Background

- DeVry University
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)
- Technical Accounting Review Committee (TARC) Member with IGFOA
- Illinois CPA Society Government Review Committee Member

Governmental Accounting and Auditing Experience

Melissa's experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects.

Currently, Melissa oversees the audit team at L&A. This team works to complete annual financial reports, comptrollers reports, Illinois Department of Insurance reports, TIF compliance reports and Government Finance Officers Association (GFOA) filings for all audit clients of the Firm. Melissa's role includes researching new GASB pronouncements to gain an understanding of the change and how it will affect clients, audit staff, and the audit process, complete technical reviews of the annual financial reports, help train staff on new technical guidance to ensure the proper inclusion into the reports, and help communicate the changes out to clients.



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KEY ENGAGEMENT PERSONNEL

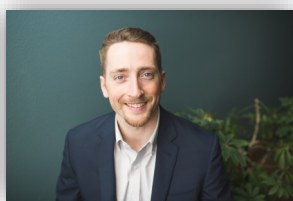
Audit Team Key Personnel

Monika Adamski, Principal



Monika has 14 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika specializes in municipal, state agency, as well as nonprofit audits. She also specializes in internal control assessment for all governmental clients.

Brad Porter, Principal



Brad has 10 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 training, as well as auditing municipalities, park districts, school districts and libraries.

Don Shaw, Principal



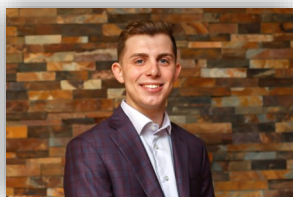
Don has 15 years of professional accounting experience, with 9 of those years being exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submissions.

Joseph Laudont, Manager



Joe has over 3 years of professional accounting experience, all of which are exclusive to the governmental sector. He is a graduate of Grand Valley State University. Joe specializes in new hire training as well as auditing municipalities, libraries, and park districts.

Riley Martin, Manager



Riley has 4 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Loras College and is a Certified Public Accountant. Riley specializes in new staff development and training, as well as auditing municipalities, park districts, libraries, and other governmental entities.

AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the Village. The Leadership 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.

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. Annually, we assist over 100 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 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 Comprehensive 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

Below is our proposed schedule for your audit phases:

PHASE			TIMING	TOTAL HOURS (EST)
	Phase 1	Planning	1st Yr. Early April/ Sub. Yrs.: Dec.	24 Hours
	Phase 2	Preliminary Fieldwork	1st Yr. Late Apr./ Sub. Yrs. Feb.	40 Hours
	Phase 3	Fieldwork	1st Yr. Late May/ Sub. Yrs. Apr.	197 Hours
	Phase 4	Drafts	1st Yr. June/ Sub. Yrs. May	40 Hours
	Phase 5	Audit Completion	1st Yr. July/ Sub. Yrs. June	24 Hours

Phase 1: Planning



**1st Yr. Early April/
Sub. Yrs. December**

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 a planning meeting with you to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our fieldwork 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 your team.
- Developing a schedule for completing the subsequent phase of the audit.

AUDIT APPROACH

Phase 2: Preliminary Fieldwork



**1st Yr. Late Apr./
Sub. Yrs. Feb.**

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of your operations through a review of various documents and through discussions with your personnel. During this phase, we will engage in 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.

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 the industry, the questionnaires utilized are designed specifically for use on governmental engagements. 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.





AUDIT APPROACH

Phase 3: Fieldwork



**1st Yr. Late May/
Sub. Yrs. Apr.**

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.

At a minimum, management is to provide supporting schedules for the following areas once we commence 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 include examinations of documents for proper approval and review of procedures for compliance with rules, regulations and internal policies.

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

AUDIT APPROACH

Phase 4: Drafts



**1st Yr. June/
Sub. Yrs. May**

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

Phase 5: Audit Completion



**1st Yr. July/
Sub. Yrs. June**

Upon approval of the drafts by the Village, we will deliver final, bound Annual Comprehensive 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.
- Additionally, all reports and communication letters will be provided to the Village in a high-quality PDF format.

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 Comprehensive Financial Report and communication letters with representatives of the Village.



PRICE AND BILLING

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:	March 5, 2024

PRICE STRUCTURE

	December 31, 2023	December 31, 2024	December 31, 2025	December 31, 2026	December 31, 2027
Audit and all Associated Work	\$42,100	\$43,800	\$45,600	\$47,400	\$49,300
Single Audit, if Required *	\$5,000	\$5,200	\$5,400	\$5,600	\$5,800
Annual TIF Compliance Opinon (6 TIFs) **	\$9,000	\$9,400	\$9,800	\$10,200	\$10,600

* The Single Audit fee is for the testing of one (1) major program. An additional \$1,500 would be charged for each additional major program required to be tested.

** Any additional TIFs requiring a compliance opinion in the future will be an additional \$1,500 per TIF.



PRICE AND BILLING

HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total
Partner	55	\$210	\$200	\$11,000
Manager	125	\$180	\$170	\$21,250
In-Charge	145	\$140	\$130	\$18,850
	325			\$51,100

In 27 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP.

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 trainings 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 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

Our strongest endorsement comes from satisfied clients. Feel free to reach out to the individuals listed below, who have benefited from our firm's services, to learn about their experiences and the ongoing value our services bring to their organizations. Additional references can be provided upon request.

	Client	Contact
	Village of Glen Ellyn*	Patrick Brankin 630.547.5210 pbrankin@glenellyn.org
	Village of Lombard*	Tim Sexton 630.620.5902 sextont@villageoflombard.org
	City of Warrenville*	Kevin Dahlstrand 630.393.9427 kdahlstrand@warrenville.il.us

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



Municipalities
135+



Park Districts
75+



School Districts
50+



Libraries
70+



Pension Funds
500+



Other Entities
110+



REFERENCES

L&A is committed to maintaining high standards of quality and service. We encourage you to connect with any of the clients listed below, whom we have had the privilege of serving, to gain insights into their experiences with L&A.

Municipalities, Townships and Counties

MUNICIPALITIES	East Moline*	Lake Barrington	North Chicago	Skokie*	Woodridge*
Algonquin*	Elburn	Lake Bluff	North Riverside*	Sleepy Hollow	Worth
Amery	Elk Grove Village*	Lake Geneva, WI	Northbrook*	South Barrington	Yorkville*
Antioch*	Elwood*	Lake Villa	Northfield*	South Beloit	COUNTIES
Barrington*	Evanston	Lakemoor	Orland Park	South Elgin*	Henry County
Barrington Hills	Forest Park	Lakewood	Palos Park*	Springfield*	LaSalle County
Bartlett*	Fox River Grove*	Libertyville*	Park Forest*	St. Joseph, MI	TOWNSHIPS
Beach Park*	Frankfort*	Lincolnshire	Park Ridge*	Stickney	Addison Township
Berkeley*	Freeport	Lindenhurst	Paw Paw	Stone Park	Blackberry Township
Bloomington*	Georgetown	Lombard*	Pekin	Streamwood*	Cuba Township
Bonfield	Glen Ellyn*	Lyndon	Peotone	Streator	Cunningham Township
Bradley*	Glencoe*	Machesney Park	Pingree Grove*	Sugar Grove*	Hanover Township
Buffalo Grove*	Glendale, WI	Manhattan*	Plano	Summit	Maine Township
Burlington, WI	Glenview*	Maple Park	Pontiac	Sycamore*	Milton Township
Burnham	Golf	Markham	Poplar Grove	Thornton*	Naperville Township
Burr Ridge*	Grant Park	Melrose Park	Princeton	Timberlane	Northfield Township
Campton Hills	Grayslake	Midlothian	Prophetstown	Tower Lakes	Rutland Township
Carpentersville*	Gurnee*	Minooka	Prospect Heights	Urbana*	Vernon Township
Cary*	Hampshire	Mokena	Quincy	Vernon Hills*	Warren Township
Champaign*	Hanover Park*	Monee	Riverside*	Volo*	Wauconda Township
Cherry Valley	Harvard	Montgomery*	Rock Island*	Warrenville*	Winfield Township
Clinton	Hickory Hills	Morton Grove*	Rockford*	Washington	Zion Township
Collinsville*	Hinckley	Mount Prospect*	Rolling Meadows*	West Chicago*	
Cortland	Homewood	Mundelein*	Rosemont	Westchester	
Country Club Hills	Indian Head Park	Naperville*	Sandwich	Western Springs	
Countryside*	Inverness	New Milford	Savoy	Wheeling	
Dolton	Johnsburg*	Normal*	Schaumburg*	Willowbrook*	
Downers Grove	Kenilworth	Norridge	Schiller Park	Wilmette*	
East Dundee*	Kildeer*	North Aurora*	Shabbona	Wilmington	
East Hazel Crest	La Grange Park	North Barrington	Silvis	Winnetka*	

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



Municipalities
135+



Park Districts
75+



School Districts
50+



Libraries
70+



Pension Funds
500+



Other Entities
110+



APPENDIX

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, 2022. 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 on 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

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, 2022 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*.

A stylized, handwritten signature in blue ink that reads 'Ellin & Tucker'.

ELLIN & TUCKER

Certified Public Accountants

Baltimore, Maryland

December 29, 2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Tracey Meicher, CIC, CRIS
Crum-Halsted Agency, Inc.	PHONE (A/C, No. Ext): (630) 443-7300
427 N Kirk Road	FAX (A/C, No): (630) 587-9826
Suite 113	E-MAIL ADDRESS: tmeicher@crumhalsted.com
Geneva, IL 60134	INSURER(S) AFFORDING COVERAGE
	INSURER A: Citizens of America
	INSURER B: Allmerica Financial Benefit
	INSURER C: The Hanover Insurance Company
	INSURER D: Trisura Specialty Insurance Company
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 2023 Standard Cert REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			OBCA886072	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Aggregate Limit of Insurance \$ 1,000,000
D	☒ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Cyber Liability			662062801	3/31/2023	3/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			OBCA886072	3/31/2023	3/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			OBCA886072	3/31/2023	3/31/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	W2CA886039	3/31/2023	3/31/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHCA595928	3/31/2023	3/31/2024	Limit per Claim / Aggregate \$5,000,000
C	Crime			LHCD872046	3/31/2023	3/31/2024	Employee Dishonesty \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Ted Rosenow, CIC/TM

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**VILLAGE OF VILLA PARK
CONTRACTOR'S CERTIFICATION**

The assurances hereinafter made by the Contractor (the "Contractor") are each a material representation of fact upon which reliance is placed by the Village of Villa Park in entering into the contract with the Contractor. The Village of Villa Park may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the contract.

I, Ronald Amen, hereby certify that I am the Managing Partner of Lauterbach & Amen, LLP, and as such, hereby represent and warrant to the Village of Villa Park, a municipal corporation, that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

SECTION 1:

1. Not delinquent in the payment of taxes to the Illinois Department of Employment Security or the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
2. Not barred from contracting as a result of a violation of either Section 33E-3 (bid-rigging) or 33E-4 (bid-totaling) of the Criminal Code of 2012 (720 ILCS 5/33E-3 and 5/33E-4);
3. Not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

SECTION 2:

In addition, the Contractor hereby represents and warrants to the Village of Villa Park, as a condition of any agreement with the Village of Villa Park, that the Contractor is under no legal prohibition on contracting with the Village of Villa Park, has no known conflicts of interest and further specifically certifies that:

1. The Contractor is not delinquent in any obligation to the Illinois Department of Employment Security;
2. The Contractor maintains and will maintain a drug-free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) by:
 - A. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition;
 - (3) Notifying the employee that, as a condition of employment on this Contract, the employee will:
 - a. Abide by the terms of the statement;

b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

B. Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The Contractor's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance program;
- (4) The penalties that may be imposed upon employees for drug violations;

C. Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;

D. Notifying the Village of Villa Park within ten (10) days after receiving notice under Section, 2, Paragraph 2.A.(3)b from an employee or otherwise receiving actual notice of such conviction;

E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

F. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place; and

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

3. The Contractor provides equal employment opportunities in accordance with the Illinois Human Rights Act (775 ILCS 580/1 *et seq.*) and is in compliance with 775 ILCS 5/2-105(A)(4) requiring a written sexual harassment policy.

4. The Contractor at the time it submitted a Proposal on this contract, had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for an Illinois Department of Human Rights pre-qualification number on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210.

5. No Village of Villa Park officer, spouse or dependent child of a Village of Villa Park officer, agent on behalf of any Village of Villa Park officer or trust in which a Village of Villa Park officer, the spouse or dependent child of a Village of Villa Park officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village of Villa Park officer, spouse or dependent child of a Village of Villa Park officer, agent on behalf of any Village of Villa Park officer or trust in which a Village of Villa Park officer, the spouse or dependent child of a Village of Villa Park officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village of Villa Park officer, spouse or dependent child of a Village of Villa Park officer, agent on behalf of any Village of Villa Park officer or trust in which a Village of Villa Park officer, the spouse or dependent child of a Village of Villa Park officer or a beneficiary is a holder of less than one percent (1%) of the Contractor, the Contractor has disclosed to the Village of Villa Park in writing the name(s) of the holder of such interest.

6. No officer or employee of Village of Villa Park has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Article III of the Code of Ordinances, Village of Villa Park, Illinois adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act.

7. The Contractor has not given to any officer or employee of the Village of Villa Park any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Article III of the Code of Ordinances, Village of Villa Park, Illinois adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act.

8. In compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 *et seq.*), the Contractor is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

9. Neither the Contractor nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Supplier and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

If any certification made by the Contractor changes or any term or condition on which a certification is based changes, which then renders the certification to be no longer valid, the Contractor shall so notify the Village of Villa Park in writing within seven (7) days.

Dated: March 19, 2024
August, 20

Contractor:

Lauterbach & Amen, LLP

By:

[Signature]

Ronald Amen, Managing Partner
(Name of Owner or Officer) (Title or Office)

STATE OF ILLINOIS)
) ss.
COUNTY OF DuPage)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that

Ronald Amen known to me to be the Managing Partner
(Name of Owner or Officer) (Title or Office)
Lauterbach & Amen, LLP, appeared before me this day in person and, being first
(Name of Contractor)

duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: March 19, 2024
August, 20

[Signature]
Notary Public



Crowe						
	2023	2024	2025	2026	2027	5 year average
ACFR	\$ 62,500.00	\$ 63,750.00	\$ 65,000.00	\$ 66,300.00	\$ 67,600.00	\$ 65,030.00
TIF 2-6	\$ 10,000.00	\$ 10,200.00	\$ 10,400.00	\$ 10,600.00	\$ 10,800.00	\$ 10,400.00
Annual total	\$ 72,500.00	\$ 73,950.00	\$ 75,400.00	\$ 76,900.00	\$ 78,400.00	\$ 75,430.00
Single Audit	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 3,700.00

b-a
\$ (12,910.00)

Lauterbach and Amen						
	2023	2024	2025	2026	2027	5 year average
ACFR	\$ 42,100.00	\$ 43,800.00	\$ 45,600.00	\$ 47,400.00	\$ 49,300.00	\$ 45,640.00
TIF 2-6	\$ 9,000.00	\$ 9,400.00	\$ 9,800.00	\$ 10,200.00	\$ 10,600.00	\$ 9,800.00
Annual total	\$ 51,100.00	\$ 53,200.00	\$ 55,400.00	\$ 57,600.00	\$ 59,900.00	\$ 55,440.00
Single Audit	\$ 5,000.00	\$ 5,200.00	\$ 5,400.00	\$ 5,600.00	\$ 5,800.00	\$ 5,400.00
Difference in annual total	\$ (21,400.00)	\$ (20,750.00)	\$ (20,000.00)	\$ (19,300.00)	\$ (18,500.00)	\$ (19,990.00)
Percent difference	-30%	-28%	-27%	-25%	-24%	-27%

next lowest
c-b
\$ (7,080.00)

2nd lowest
c-a
\$ (19,990.00)

Baker Tilly						
	2023	2024	2025	2026	2027	5 year average
ACFR	\$ 51,500.00	\$ 54,100.00	\$ 56,800.00	\$ 59,600.00	\$ 62,600.00	\$ 56,920.00
TIF 2-6	\$ 5,000.00	\$ 5,300.00	\$ 5,600.00	\$ 5,900.00	\$ 6,200.00	\$ 5,600.00
Annual total	\$ 56,500.00	\$ 59,400.00	\$ 62,400.00	\$ 65,500.00	\$ 68,800.00	\$ 62,520.00
Single Audit	\$ 7,500.00	\$ 7,900.00	\$ 8,300.00	\$ 8,700.00	\$ 9,100.00	\$ 8,300.00
Difference in annual total	\$ (16,000.00)	\$ (14,550.00)	\$ (13,000.00)	\$ (11,400.00)	\$ (9,600.00)	\$ (12,910.00)
Percent difference	-22%	-20%	-17%	-15%	-12%	-17%

Miller Cooper						
	2015	2016	2017	2018	2019	5 year average
ACFR	DECLINED TO SUBMIT					
TIF 2-6						
Annual total	\$	-				
Single Audit	DECLINED TO SUBMIT					
Difference in annual total						
Percent difference	0%	0%	0%	0%	0%	0%



March 21, 2024

Honorable President
Members of the Board of Trustees
Village of Villa Park
Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Villa Park, Illinois for the years ended December 31, 2023, December 31, 2024, December 31, 2025, December 31, 2026, and December 31, 2027.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, 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 December 31, 2023, December 31, 2024, December 31, 2025, December 31, 2026, and December 31, 2027. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America (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 GAAP and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, GASB-required pension reporting and GASB-required other post-employment 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 we 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 fund statements, individual fund statements, budgetary comparison schedules and other information as supplemental schedules.

Audit Scope and Objectives - Continued

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.

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 or noncompliance 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, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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.

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, if applicable, 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.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Village and its environment, including the system of internal control, 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 risks of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, 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 judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, and required audit adjustments, if any, 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 those services; and accept responsibility for them.

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 with the oversight of those charged with governance.

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 Village 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 (GAAP). 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.

Engagement Administration, Fees, and Other

Our fees for the years ended December 31, 2023, December 31, 2024, December 31, 2025, December 31, 2026, and December 31, 2027 audits will be:

Services Provided	Calendar Year 12/31/2023	Calendar Year 12/31/2024	Calendar Year 12/31/2025	Calendar Year 12/31/2026	Calendar Year 12/31/2027
• ACFR (Audit Report)	\$42,100 Annual	\$43,800 Annual	\$45,600 Annual	\$47,400 Annual	\$49,300 Annual
• Single Audit, if Required*	\$5,000 Annual	\$5,200 Annual	\$5,400 Annual	\$5,600 Annual	\$5,800 Annual
• Annual TIF Compliance**	\$9,000 Annual	\$9,400 Annual	\$9,800 Annual	\$10,200 Annual	\$10,600 Annual
Annual Total Costs of Services	<u>\$56,100</u>	<u>\$58,400</u>	<u>\$60,800</u>	<u>\$63,200</u>	<u>\$65,700</u>

* The Single Audit fee is for the testing of one (1) major program. An additional \$1,500 would be charged for each additional major program required to be tested.

** Any additional TIFs requiring a compliance opinion in the future will be an additional \$1,500 per TIF.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Lauterbach & Amen's client portal is used solely as a method of exchanging information and is not intended to store the Village's information. At the end of the engagement, we will provide the Village with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

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. 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 Villa Park, 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 Villa Park, Illinois.

By: _____

Title: _____



MEMORANDUM

TO: Village Board of Trustees

FROM: Matthew Harline, Village Manager

DATE: March 25, 2024

SUBJECT: Resolution to Amend the Intergovernmental Agreement Between the Village of Villa Park and the Village of Addison and the DuPage High School District 88 to Allow Body Worn Cameras.

RECOMMENDED ACTION:

This Resolution authorizes the Villa President to execute an Intergovernmental Agreement among the Village of Villa Park, the Village of Addison, and High School District 88 (D88) to provide School Resource Officers (SROs) to Willowbrook and Addison Trail High Schools that extends the current relationship to 2023, and includes language to allow SROs to use body-worn cameras when engaged in law enforcement activities as now required by Illinois Law. All parties are agreed to the terms and staff recommends approval of the Resolution.

BACKGROUND:

The Village of Villa Park has had a long and very positive relationship with D88 in the SRO program going back well over 20 years. This extension of the agreement merely extends that and adds necessary language to comply with new requirements under the SAFE-T Act passed in 2021. The current agreement was extended in September 2022, and does not expire until 2025, but since the change in Illinois law necessitates an amendment to the IGA, it is an auspicious time to extend the agreement.

DISCUSSION:

The change in Illinois law in 2021 requires body-worn cameras (BWCs) to be worn in most cases by law enforcement officers on active duty. However, the use of BWCs during regular SRO duties is not desirable. The amended language makes clear that BWCs will not be used when they are not allowed by school policy, and that BWCs will be used when they are required.

This IGA has included the Village of Addison in at least the last two iterations. Village staff has checked with D** and the Village of Addison staff and all parties would like to see the IGA extended to 2030.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF ADDISON,
THE VILLAGE OF VILLA PARK, AND DUPAGE HIGH SCHOOL DISTRICT 88
FOR SCHOOL RESOURCE OFFICER SERVICES**

WHEREAS, the Village of Addison (“Addison”), the Village of Villa Park (“Villa Park”)(collectively “Villages”) and the Board of Education of DuPage High School District 88 (“District”) are units of local government as defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), and have found it to be in their mutual best interests to work together to provide school resource officers to the District, as set forth hereinafter; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law; and,

WHEREAS, the Villages and the District previously entered into an agreement on September 6, 2022, and agree that an update to that agreement and the continuation of the School Resource Officer Program which would place a school resource officer within certain school located in the District, as described the Intergovernmental Agreement, attached hereto, is in the best interests of the District and the Villages; and

WHEREAS, in the opinion of the majority of the corporate authorities of the Village of Villa Park, it is advisable, necessary and in the public interest that Villa Park enter into an Intergovernmental Agreement with Addison and the District regarding the provision of school resource officer services to schools within the District.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Resolution No. _____

Section 2: That the *Intergovernmental Agreement between the Village of Addison, the Village of Villa Park, and DuPage High School District 88 for School Resource Officer Services* (“Agreement”), attached hereto as Exhibit “A”, and incorporated herein, is hereby approved and the Village President is hereby authorized to execute same on behalf of the Village of Villa Park, with such changes therein as may be approved by the Village President and Village Attorney, the execution thereof to constitute conclusive evidence of the approval of such changes, if any.

Section 3: This Resolution shall be in full force and effect from and after its passage and approval in accordance with law.

PASSED AND APPROVED THIS ____ DAY OF _____, 2024.

VILLAGE OF VILLA PARK

Nick Cuzzzone, Village President

ATTEST:

Hosanna Korynecky, Village Clerk

ADOPTED this ____ DAY OF _____, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

Resolution No. _____

EXHIBIT A

**Intergovernmental Agreement between the Village of Addison, the Village of Villa Park,
and DuPage High School District 88 for School Resource Officer Services**

Resolution No. _____

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF ADDISON
THE VILLAGE OF VILLA PARK,
AND DUPAGE HIGH SCHOOL DISTRICT 88
FOR SCHOOL RESOURCE OFFICER SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into as of _____, 2024 (the "*Effective Date*") between the Village of Addison ("*Addison*"), an Illinois municipal corporation, the Village of Villa Park ("*Villa Park*"), an Illinois municipal corporation, (collectively the "*Villages*"), and the Board of Education of DuPage High School District 88, an Illinois school district (the "*District*").

WITNESSETH:

WHEREAS, the Villages and the District are units of local government as defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), and have found it to be in their mutual best interests to work together to provide school resource officers to the District, as set forth hereinafter; and,

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law; and,

WHEREAS, the Villages and the District, agree that the continuation of the School Resource Officer Program as described in this Agreement is in the best interests of the District and the Villages; and

WHEREAS, the District operates schools within the territorial limits of both Addison and Villa Park and desires to have the services of a sworn police officer available who will act as a School Resource Officer (an "*SRO*") at the Addison Trail High School Campus ("*ATHS*") and the Willowbrook High School Campus ("*WHS*") which are administered by the District; and

WHEREAS, the Villages are willing to assign a sworn police officer to serve as an SRO at ATHS and WHS under the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration set forth in this Agreement, the receipt and sufficiency whereof are herein acknowledged, the parties hereto agree as follows:

1. Mission and Objectives. The Mission Statement and SRO Program Objectives are described in Exhibit A, attached to and by this reference incorporated into this Agreement.
2. Village of Addison to Assign SRO. The Village of Addison will assign one (1) sworn police officer to act as a SRO for ATHS under the terms of this Agreement. Upon written agreement of the Village of Addison and the District, the Village of Addison may provide additional sworn police officers to the District pursuant to the terms of this Agreement.
3. Village of Villa Park to Assign SRO. The Village of Villa Park will assign one

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(1) sworn police officer to act as a SRO for WHS under the terms of this Agreement. Upon written agreement of the Village of Villa Park and the District, the Village of Villa Park may provide additional sworn police officers to the District pursuant to the terms of this Agreement.

4. Term of Agreement. This Agreement shall be in full force and effect beginning on the first day of student attendance in August 2024 and ending on June 30, 2025 ("Term"), and shall remain in full force and effect thereafter for succeeding one year terms through June 2030 on the last day of student attendance ("Extended Term"), unless terminated as provided for herein.

5. Termination. Any party may terminate this Agreement at any time during the Term and any Extended Term by providing the other parties with sixty (60) days prior written notice of termination.

6. Notice. All notices desired or required to be given hereunder shall be given in writing and sent via first class mail to:

Village of Addison	Village of Villa Park	DuPage High School District 88
Attn: Village Manager Superintendent	Attn: Village Manager	Attn:
Copy to: Director of Police	Copy to: Chief of Police	Copy to: Chief Financial Officer
3 Friendship Plaza	20 S. Ardmore Avenue	2 Friendship Plaza
Addison, Illinois 60101	Villa Park, Illinois 60181	Addison, Illinois 60101

7. Assignment of SRO to ATHS; Hours. Beginning in August 2024 on the first day students are in attendance in the District, and continuing for each day of student attendance until the last day of student attendance in the District, a Village of Addison police officer selected by the Village as provided in this Agreement will be assigned by the Director of Police or the Director's designee (collectively the "Chief of Police") to serve as an SRO at ATHS ~~during school days when school is in session and at after-school hours events~~ as agreed to between the Village of Addison and the District on a case by case basis. The hours the SRO will serve for each regular school day at ATHS are estimated to be 8.00 hours ("*Regular Hours*"). Hours served longer than 8.00 Regular Hours will be deemed overtime hours ("*Overtime*"). Changes to the Regular Hours will be determined jointly by the Superintendent or the Superintendent's designee (collectively the "*Superintendent*") and the Chief of Police. On days the SRO is not reporting to ATHS, the SRO will report to the Addison Police Department.

8. Assignment of SRO to WHS; Hours. Beginning in August 2024 on the first day students are in attendance in the District, and continuing for each day of student attendance until the last day of student attendance in the District, a Village of Villa Park police officer selected by the Village as provided in this Agreement will be assigned by the Chief of Police or the Chief's designee (collectively the "Chief of Police") to serve as an SRO at WHS during school days when school is in session and at after-school-hours events as agreed to between the Village of Villa Park and the District on a case by case basis. The hours the SRO

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will serve for each regular school day at WHS are estimated to be 8.00 hours ("*Regular Hours*"). Hours served longer than 8.00 Regular Hours will be deemed overtime hours ("*Overtime*"). Changes to the Regular Hours will be determined jointly by the Superintendent or the Superintendent's designee (collectively the "*Superintendent*") and the Chief of Police. On days the SRO is not reporting to WHS, the SRO will report to the Villa Park Police Department.

9. Duties of SRO. The duties of the SRO will be established and assigned in accordance with the objectives set forth as the "Police Resource Officer - General Guidelines" attached to and by this reference incorporated into this Agreement as Exhibit B. The SRO also will perform other duties at AHS or WHS consistent with the objectives set forth in Exhibit B and that are assigned by their Village's Chief of Police and the Superintendent, acting jointly. Other general standards may be determined by the parties.

10. Specialized Training. The SRO will receive specialized training to work with youth at a school site and comply with Public Act 100-0984 for SRO beginning January 1, 2021. Although the SRO will consult and coordinate with the school administration, the SRO functions as a police officer and will carry out his or her duties and responsibilities accordingly. The SRO will not act as a school disciplinarian, which is the responsibility of the school administration.

11. SRO Reporting. The SRO will report to their respective Village's Chief of Police and to the Superintendent. The Addison Police Department Chief of Police must approve any directives from AHS officials that are contrary to Addison Police Department policy. The Villa Park Police Department Chief of Police must approve any directives from WHS officials that are contrary to Villa Park Police Department policy.

12. Issue Resolution. All issues that cannot be resolved or answered between the SRO and District officials will be submitted to the Superintendent and the SRO's Chief of Police for resolution.

13. Selection of SRO. Each Village's Chief of Police will collaborate with the Superintendent to select, assign, replace, and/or reassign the SRO. When selecting a new SRO, the Chief of Police will submit names to the Superintendent of suitable officers and their qualifications for consideration as a SRO. The Chief of Police will make the final selection of the SRO, in consultation with the Superintendent. The Chief of Police will not appoint a person as a SRO to whom the Superintendent objects for good reason. If the Chief of Police decides to reassign the SRO to the Police Department, then the Chief of Police will endeavor to provide written notice to the Superintendent not less than thirty (30) days prior to the reassignment. The notice period may be shorter in the case of exigent circumstances. The Chief of Police and the Superintendent will collaborate during the notice period about candidates to replace the reassigned SRO.

Candidates for a SRO must be in good standing with the Village and have the following qualifications: (1) certification from the Illinois Law Enforcement Training and Standards Board, (2) completion of a 40-hour basic SRO training class, (3) good oral, written, and interpersonal skills, including public speaking, (4) knowledge of and experience in matters involving cultural diversity, and (5) an affinity for young people and the ability to be calm, patient, approachable, self-directed, and collaborative. A candidate may be assigned as the

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SRO without having the 40-hour basic SRO training class requirement so long as the candidate commits to completing that class promptly after the assignment.

14. Resolution of Dissatisfaction; Change in SRO. If at any time the District is dissatisfied with the performance of a SRO, then the District and the SRO's Village will meet to resolve the dissatisfaction. If the dissatisfaction cannot be resolved, then the parties will meet to discuss a replacement SRO to be appointed by the Village.

15. SRO is Village Employee. The SRO at all times will be an employee of their Village and not in any way an employee or representative of the District. Each Village has the power and authority to hire, discharge, and discipline their own SRO, in its discretion. Each Village is responsible for making necessary tax and other withholdings from the SRO's pay, and for making all necessary tax and other employment-related payments and filings. Each Village shall also maintain payroll, attendance and performance evaluation records of the SRO. The SRO shall be covered by their Village's worker's compensation insurance.

16. School District Records. The parties agree that all student, personnel, medical, and District-related business records generated by District employees or students are the property of the District. The parties agree to comply with all State of Illinois and federal laws, including without limitation the Illinois Juvenile Court Act of 1987, the Illinois School Student Records Act, the federal Family Educational Rights and Privacy Act, HIPAA, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Illinois Personnel Records Review Act, and all rules and regulations governing the release of student, personnel, and medical records. To the extent the SRO has access to student records to perform the SRO's duties, the SRO must not divulge any of those records to any person or entity who is not a party to this Agreement without the District's consent or as permitted or required by law. The parties agree that all records generated by the SRO regarding the performance of services under this Agreement are reports of a law enforcement professional and are not student records. The confidentiality provisions of this Section 16 will continue in full force and effect regardless of the termination of this Agreement.

17. Compensation. The District will compensate each Village for the services of their SRO as follows:

- (a) On or about January 15 and June 15 each year, each Village will send the District a detailed invoice for sixty percent (60%) of all employment costs incurred by the Village for the assigned SRO, including without limitation salary and benefits and overtime costs (to be paid at one hundred percent (100%) as provided in (c) below), incurred during the previous time period. The District will pay that invoice within thirty (30) days after receipt of the invoice. The District and each Village may implement a different invoice and payment schedule from time to time upon written agreement of the District and the Village.
- (b) As used in this Agreement salary and benefits shall include the following:
 - (1) Base salary of the School Resource Officers;
 - (2) Contributions by the Village on account of the School Resource Officers to the Social Security and pension benefits plan for said Officers;

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- (3) Cost of medical insurance provided by the Village for said Officers;
- (4) Cost of any dental insurance provided by the Village for said Officers;
- (5) Cost of any life insurance provided by the Village for said Officers;
- (6) Cost of Worker's Compensation coverage for said Officers.
- (7) Cost of any Medicare insurance premiums made on account of said Officers;
- (8) Cost of the uniform allowance furnished by the Village for said Officers;
and
- (9) Vacation and Sick Time.

Each Village will provide the District with a detailed estimate of the annual salary, fringe benefits, and other expenses of employment of the SROs for each District Fiscal Year (July 1 – June 30) by no later than the preceding June 1.

- (c) Overtime. The District agrees that the cost incurred by the Village for Overtime work performed by a SRO for the District (pursuant to paragraphs (d) and (e) below) shall be reimbursed completely by the District. The District agrees and understands that this cost shall be at the rate of 1-1/2 times the hourly salary of the SRO ("*Overtime Rate*").
- (d) SRO Investigations. It is recognized and acknowledged by the District that there are circumstances when the SRO becomes involved in investigations that begin while on school grounds and that result in his leaving school grounds to further the investigations, including, but not limited to: follow-up investigations at the officer's Police Department; contacting and interviewing witnesses, suspects, or victims at locations other than on school grounds; and providing in-court testimony. The District agrees that any such time away from the school grounds shall be included as part of the officer's SRO assignment. When in the judgment and discretion of the SRO and the Superintendent, the nature of the investigation that began on school grounds requires that the SRO work beyond their Regular Hours, the District agrees that the cost incurred by the Village for the Overtime work performed by the SRO shall be reimbursed completely by the District at the Overtime Rate.
- (e) Hire-back rates. Any Overtime work incurred by an SRO as the result of a hire-back (i.e. special duty at an athletic event or tournament) outside the SRO's Regular Hours, shall be reimbursed completely by the District at the Overtime Rate. The Village will provide the District with said rates for each Fiscal Year (July 1 – June 30) by the preceding June 30.
- (f) Each Village and the District may reconcile any invoice and payment as necessary to reflect full payment of the SRO employment costs. In addition, if the SRO changes during the school year, then the Village will re-invoice the District based on the actual salary and benefits of the newly assigned SRO.
- (g) The District may request documentation from each Village regarding the salary and benefits computation of overtime paid of the SRO.

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- (h) The District and the Villages will meet each year prior to June 1 regarding the compensation the District will pay to the Villages for the following school year. That amount will be memorialized in writing signed by the Village Manager or their designee and the District's Board of Education Superintendent or their designee.
- (i) The District will not be responsible for compensating the Village for the services of the SRO during a temporary reassignment from the school of more than three (3) days.

18. Temporary Reassignment of SRO. The Villages may at any time temporarily reassign the SRO from their assigned District post if the Chief of Police determines there is a Police Department staffing shortage, whether because of an emergency or other circumstance and for whatever period of time. The Village will provide the District with as much advance notice of the reassignment as practicable. If the SRO is absent for any other reason, the Village will make its best efforts to provide a substitute for the SRO.

19. Insurance. Each party shall keep in force at all times during the term of this Agreement, Commercial General Liability Insurance, on an occurrence basis, with limits of not less than \$3,000,000 per occurrence and in the aggregate. The Villages shall also keep the following insurance in force at all times during the term of this Agreement: Law Enforcement Liability Insurance, on an occurrence basis, with limits of not less than \$5,000,000 per occurrence and in the aggregate; and, Workers' Compensation Coverage, including Occupational Disease and Employer's Liability Insurance, in statutory amounts and coverages as required by law, with Employer's Liability of not less than \$500,000 for bodily injury by accident per accident, and not less than \$500,000 per employee for bodily injury by disease. Each party may satisfy the insurance obligations under this Paragraph by utilizing excess or umbrella insurance. For the purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. Each Village shall name the District's indemnitees (as defined in paragraph 20) as additional insureds on all insurance required hereunder. The District shall name the Village's indemnitees (as defined in paragraph 21) as additional insureds on all insurance required hereunder. To the fullest extent permitted by each insurance policy and without invalidating any coverage thereunder, the parties waive any right of subrogation that they or any of their agents may have against any of the other party's indemnitees. If requested by a party, the other party will provide a certificate of insurance coverage.

20. Indemnification Villages to District.

- (a) To the fullest extent permitted by law, Villa Park ("*Indemnitor*") agrees to indemnify, defend, and hold harmless the District and its elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful

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or negligent act or omission of the Indemnitor including its elected officials, officers, employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

(b) To the fullest extent permitted by law, Addison ("*Indemnitor*") agrees to indemnify, defend, and hold harmless the District and its elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful or negligent act or omission of the Indemnitor including its elected officials, officers, employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

21. Indemnification District to Villages. To the fullest extent permitted by law, the District agrees to indemnify, defend, and hold harmless the Villages and their elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful or negligent act or omission of the Indemnitor including its elected officials, officers, employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

22. Evaluations of SRO Program. The District and the Villages will conduct an evaluation of the SRO program annually at the end of each school year and by written agreement adjust the program as appropriate.

23. Disclaimer of Relationship. Nothing contained in this Agreement, nor any act of the Villages or the District, shall be deemed or construed by any of the parties hereto or by third-persons, to create any relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Villages or the District respectively.

24. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and applicable federal law. Venue shall only be proper in a court of competent jurisdiction located within the County of DuPage, Illinois.

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25. Compliance with All Laws. The Villages and District shall at all times observe and comply with the laws, ordinances, regulations and codes of federal, state, county and other applicable government agencies, which may in any manner affect the performance of this Agreement.

26. Waiver of Breach. If any party waives a breach of any provision of this Agreement by another party, that waiver will not operate or be construed as a waiver of any subsequent breach by any party or prevent any party from enforcing such provisions.

27. Merger Clause, Amendment. This Agreement sets forth the entire understanding of the parties relative to the subject hereof and supersedes any and all prior agreements, express or implied, oral or written. No amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

IN WITNESS WHEREOF, the Villages and the District each has caused this Agreement to be signed by its duly authorized representatives as of the Effective Date.

VILLAGE OF ADDISON

Mayor

ATTEST:

Village Clerk

VILLAGE OF VILLA PARK

Village President

ATTEST:

Resolution No. _____

Village Clerk

DUPAGE HIGH SCHOOL DISTRICT NO. 88

President, Board of Education

ATTEST:

Secretary, Board of Education

Resolution No. _____

EXHIBIT A

MISSION STATEMENT - SCHOOL RESOURCE OFFICER PROGRAM

Through education and enforcement and by cooperative efforts with the school staff, the students, the parents, the courts, the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the schools with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

POLICE DEPARTMENT SCHOOL RESOURCE OFFICER PROGRAM OBJECTIVES

1. Friendly contact between the Police Department and the community's youth.
2. Assistance and information sharing concerning problems and issues affecting the schools and students.
3. Education of children regarding the role of laws, courts, and Police in society.
4. Protection and education of children involving molestation, involvement with older law violators, and other harmful influences.
5. Investigation of cases involving juveniles and use of effective alternatives to court whenever possible.
6. Prevention of crime or delinquent behavior by juveniles within the SROs' areas of assignment.
7. Effective problem solving and liaison with neighborhoods surrounding the schools, which are affected negatively by the conduct of students.

School Resource Officers are:

- encouraged to act and work as a school official when requested, and to work as a team with other school officials for the betterment of students and the school and neighborhood environment as a whole and encouraged to work extra-curricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention and crime detection.
- to investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in the schools.
- expected to keep the school principal or their designee informed about law enforcement action which occurs on school property and/or which may involve a student. This, of course, will occur consistent with the laws of the State of Illinois.
- to be involved in school discipline. When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School

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District responsibility, and the SRO will take students violating the code of conduct to the principal where school discipline can be meted out.

- governed by the rules, policies, shifts, schedules, procedures and practices of the Addison and Villa Park Police Department and the Villages of Addison and Villa Park, under the supervision of an assigned Sergeant;
- police officers are not school teachers, school administrators, nor school counselors. The officers will assist teachers with classroom presentations on relative topics when requested and able. They will also work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate.

EXHIBIT B

SCHOOL RESOURCE OFFICER – GENERAL GUIDELINES

- A. **General:** The School Resource Officer positions are held by sworn police officers. The purpose of the position is as follows:
1. Provide the Police Department and the Resource Officer's assigned School with a direct line of communication and resource for dealing with problems of mutual concern.
 2. Provide direct assistance and counseling to the students attending ATHS and WHS.
 3. Provide instruction as requested to students about drug and substance abuse, or other agreed upon curriculum.
- The School Resource Officer shall maintain a delicate balance between the aspects of social service counseling and law enforcement principles. Uppermost in the School Resource Officer's mind should be the fact that youthful offenders should not be handled as criminals, but first as individuals in need of counseling.
- B. **Duties:** The School Resource Officer's functions may vary, but generally the Officer's duties shall be as follows: The School Resource Officer shall be governed by the Police Department's Rules and Regulations and shall adhere to said Rules. In addition, the School Resource Officer shall adhere to the policies and procedures of District 88. If a conflict arises, such conflict shall be rectified through the Police Department and School District Administrative Offices.
- C. **Duty Hours:** One School Resource Officer shall report to the assigned school on normal school days at 0730 hours. Any additional officer(s) shall report to their assigned school at the time determined by the District. The job description and assignment call for occasional attendance at extracurricular activities. Scheduling for said assignments shall be accomplished in advance, and any overtime compensation shall be paid in accordance with the Agreement between the Village and the District.
- D. **Position Responsibilities:** The School Resource Officer shall be responsible for the proper handling of all law enforcement tasks that may occur at ATHS or WHS. The tasks shall include (but not limited to):
1. student counseling;
 2. building security;
 3. law enforcement;
 4. reporting processing;
 5. parking and traffic enforcement;
 6. youth-police relations;

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7. special details;
 8. policy development.
- E. Communications: The School Resource Officer shall inform both the school administration and the Police Department of their whereabouts, if their duties preclude their being at their assigned school in the District. The District shall obtain and maintain such radio equipment to be able to contact the SRO at any time when the SRO is in the building or school grounds
- F. Duty Station: The District shall provide administrative services, basic office equipment, and office space for the School Resource Officer. The Resource Officer shall remain on school property unless his/her official duties dictate leaving same. If a School Resource Officer shall leave his/her duty station, the High School Administration shall be properly informed by radio or phone.
- G. Personal Demeanor: The School Resource Officer shall, at all times, present a professional image. Business attire including Village approved attire for a police officer such as a uniform or other approved attire by the Chief of Police shall be maintained during the normal work hours. The School Resource Officer shall be in an armed position.
- H. Vacations: The School Resource Officer shall schedule their vacations during non-school periods.
- I. Non-School Period Duty Assignments: The School Resource Officer shall report to the Police Department for duty assignments during non-school periods. Duty assignments during said periods will be made in consideration of the needs of the Police Department by the Chief of Police.
- J. Body Worn Cameras: The School Resource Officer may be equipped with a Body Worn Camera ("BWC") while on District property. The School Resource Officer shall utilize their BWC on District property in accordance with federal and state law, including but not limited to the Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10-1, *et seq.*) (the "Act"), and Village policies regarding the use of BWCs.

The Parties agree that the School Resource Officer is performing a "Community Caretaking Function" while on District property unless the School Resource Officer begins to engage in "Law Enforcement-Related Encounters or Activities" while on duty. As such, the School Resource Officer's BWC shall not record during the school day unless and until the School Resource Officer begins to perform "Law Enforcement-related Encounters or Activities." Notwithstanding the above, the School Resource Officer shall comply with all requirements of the Act. *See* 50 ILCS 706/10-20.

Any such film or video taken by and kept in the possession of the School Resource Officer may be considered law enforcement records under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g and 34 C.F.R. §99.8) and the Illinois School Student Records Act (105 ILCS 10/2(d)). As such, the recording is not considered an educational or school student record. Any copy of such film or video, if permitted by law to be provided to and

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then maintained by the District may become an educational record of the District depending on its use of and/or maintenance by the District.

Upon Execution of the Agreement, the Village shall provide the District with a written policy regarding the use of body cameras adopted in accordance with the Act, including, but not limited to, the Village's policy for when a BWC will be turned on while an officer is on duty in the school and the expectations of privacy of the District's students, invitees, and employees. The District and the Village shall determine appropriate procedures for flagging recordings related to incidents on District property for retention by the Village and for access by the District as otherwise allowed by law. Any copy of such film or video recorded by the School Resource Officer on their BWC, if permitted by law to be provided to the District, may become an educational record.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF ADDISON
THE VILLAGE OF VILLA PARK,
AND DUPAGE HIGH SCHOOL DISTRICT 88
FOR SCHOOL RESOURCE OFFICER SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into as of _____, 2024 (the "*Effective Date*") between the Village of Addison ("*Addison*"), an Illinois municipal corporation, the Village of Villa Park ("*Villa Park*"), an Illinois municipal corporation, (collectively the "*Villages*"), and the Board of Education of DuPage High School District 88, an Illinois school district (the "*District*").

WITNESSETH:

WHEREAS, the Villages and the District are units of local government as defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), and have found it to be in their mutual best interests to work together to provide school resource officers to the District, as set forth hereinafter; and,

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law; and,

WHEREAS, the Villages and the District, agree that the continuation of the School Resource Officer Program as described in this Agreement is in the best interests of the District and the Villages; and

WHEREAS, the District operates schools within the territorial limits of both Addison and Villa Park and desires to have the services of a sworn police officer available who will act as a School Resource Officer (an "*SRO*") at the Addison Trail High School Campus ("*ATHS*") and the Willowbrook High School Campus ("*WHS*") which are administered by the District; and

WHEREAS, the Villages are willing to assign a sworn police officer to serve as an SRO at ATHS and WHS under the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration set forth in this Agreement, the receipt and sufficiency whereof are herein acknowledged, the parties hereto agree as follows:

1. Mission and Objectives. The Mission Statement and SRO Program Objectives are described in Exhibit A, attached to and by this reference incorporated into this Agreement.
2. Village of Addison to Assign SRO. The Village of Addison will assign one (1) sworn police officer to act as a SRO for ATHS under the terms of this Agreement. Upon written agreement of the Village of Addison and the District, the Village of Addison may provide additional sworn police officers to the District pursuant to the terms of this Agreement.
3. Village of Villa Park to Assign SRO. The Village of Villa Park will assign one

(1) sworn police officer to act as a SRO for WHS under the terms of this Agreement. Upon written agreement of the Village of Villa Park and the District, the Village of Villa Park may provide additional sworn police officers to the District pursuant to the terms of this Agreement.

4. Term of Agreement. This Agreement shall be in full force and effect beginning on the first day of student attendance in August 2024 and ending on June 30, 2025 ("Term"), and shall remain in full force and effect thereafter for succeeding one year terms through June 2030 on the last day of student attendance ("Extended Term"), unless terminated as provided for herein.

5. Termination. Any party may terminate this Agreement at any time during the Term and any Extended Term by providing the other parties with sixty (60) days prior written notice of termination.

6. Notice. All notices desired or required to be given hereunder shall be given in writing and sent via first class mail to:

Village of Addison	Village of Villa Park	DuPage High School District 88
Attn: Village Manager	Attn: Village Manager	Attn: Superintendent
Copy to: Director of Police	Copy to: Chief of Police	Copy to: Chief Financial Officer
3 Friendship Plaza	20 S. Ardmore Avenue	2 Friendship Plaza
Addison, Illinois 60101	Villa Park, Illinois 60181	Addison, Illinois 60101

7. Assignment of SRO to ATHS; Hours. Beginning in August 2024 on the first day students are in attendance in the District, and continuing for each day of student attendance until the last day of student attendance in the District, a Village of Addison police officer selected by the Village as provided in this Agreement will be assigned by the Director of Police or the Director's designee (collectively the "Chief of Police") to serve as an SRO at ATHS during school days when school is in session and at after-school-hours events as agreed to between the Village of Addison and the District on a case by case basis. The hours the SRO will serve for each regular school day at ATHS are estimated to be 8.00 hours ("*Regular Hours*"). Hours served longer than 8.00 Regular Hours will be deemed overtime hours ("*Overtime*"). Changes to the Regular Hours will be determined jointly by the Superintendent or the Superintendent's designee (collectively the "*Superintendent*") and the Chief of Police. On days the SRO is not reporting to ATHS, the SRO will report to the Addison Police Department.

8. Assignment of SRO to WHS; Hours. Beginning in August 2024 on the first day students are in attendance in the District, and continuing for each day of student attendance until the last day of student attendance in the District, a Village of Villa Park police officer selected by the Village as provided in this Agreement will be assigned by the Chief of Police or the Chief's designee (collectively the "Chief of Police") to serve as an SRO at WHS during school days when school is in session and at after-school-hours events as agreed to between the Village of Villa Park and the District on a case by case basis. The hours the SRO will serve for each regular school day at WHS are estimated to be 8.00 hours ("*Regular*")

Hours"). Hours served longer than 8.00 Regular Hours will be deemed overtime hours (*"Overtime"*). Changes to the Regular Hours will be determined jointly by the Superintendent or the Superintendent's designee (collectively the *"Superintendent"*) and the Chief of Police. On days the SRO is not reporting to WHS, the SRO will report to the Villa Park Police Department.

9. Duties of SRO. The duties of the SRO will be established and assigned in accordance with the objectives set forth as the "Police Resource Officer - General Guidelines" attached to and by this reference incorporated into this Agreement as Exhibit B. The SRO also will perform other duties at ATHS or WHS consistent with the objectives set forth in Exhibit B and that are assigned by their Village's Chief of Police and the Superintendent, acting jointly. Other general standards may be determined by the parties.

10. Specialized Training. The SRO will receive specialized training to work with youth at a school site and comply with Public Act 100-0984 for SRO beginning January 1, 2021. Although the SRO will consult and coordinate with the school administration, the SRO functions as a police officer and will carry out his or her duties and responsibilities accordingly. The SRO will not act as a school disciplinarian, which is the responsibility of the school administration.

11. SRO Reporting. The SRO will report to their respective Village's Chief of Police and to the Superintendent. The Addison Police Department Chief of Police must approve any directives from ATHS officials that are contrary to Addison Police Department policy. The Villa Park Police Department Chief of Police must approve any directives from WHS officials that are contrary to Villa Park Police Department policy.

12. Issue Resolution. All issues that cannot be resolved or answered between the SRO and District officials will be submitted to the Superintendent and the SRO's Chief of Police for resolution.

13. Selection of SRO. Each Village's Chief of Police will collaborate with the Superintendent to select, assign, replace, and/or reassign the SRO. When selecting a new SRO, the Chief of Police will submit names to the Superintendent of suitable officers and their qualifications for consideration as a SRO. The Chief of Police will make the final selection of the SRO, in consultation with the Superintendent. The Chief of Police will not appoint a person as a SRO to whom the Superintendent objects for good reason. If the Chief of Police decides to reassign the SRO to the Police Department, then the Chief of Police will endeavor to provide written notice to the Superintendent not less than thirty (30) days prior to the reassignment. The notice period may be shorter in the case of exigent circumstances. The Chief of Police and the Superintendent will collaborate during the notice period about candidates to replace the reassigned SRO.

Candidates for a SRO must be in good standing with the Village and have the following qualifications: (1) certification from the Illinois Law Enforcement Training and Standards Board, (2) completion of a 40-hour basic SRO training class, (3) good oral, written, and interpersonal skills, including public speaking, (4) knowledge of and experience in matters involving cultural diversity, and (5) an affinity for young people and the ability to be calm, patient, approachable, self-directed, and collaborative. A candidate may be assigned as the SRO without having the 40-hour basic SRO training class requirement so long as the candidate

commits to completing that class promptly after the assignment.

14. Resolution of Dissatisfaction; Change in SRO. If at any time the District is dissatisfied with the performance of a SRO, then the District and the SRO's Village will meet to resolve the dissatisfaction. If the dissatisfaction cannot be resolved, then the parties will meet to discuss a replacement SRO to be appointed by the Village.

15. SRO is Village Employee. The SRO at all times will be an employee of their Village and not in any way an employee or representative of the District. Each Village has the power and authority to hire, discharge, and discipline their own SRO, in its discretion. Each Village is responsible for making necessary tax and other withholdings from the SRO's pay, and for making all necessary tax and other employment-related payments and filings. Each Village shall also maintain payroll, attendance and performance evaluation records of the SRO. The SRO shall be covered by their Village's worker's compensation insurance.

16. School District Records. The parties agree that all student, personnel, medical, and District-related business records generated by District employees or students are the property of the District. The parties agree to comply with all State of Illinois and federal laws, including without limitation the Illinois Juvenile Court Act of 1987, the Illinois School Student Records Act, the federal Family Educational Rights and Privacy Act, HIPAA, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Illinois Personnel Records Review Act, and all rules and regulations governing the release of student, personnel, and medical records. To the extent the SRO has access to student records to perform the SRO's duties, the SRO must not divulge any of those records to any person or entity who is not a party to this Agreement without the District's consent or as permitted or required by law. The parties agree that all records generated by the SRO regarding the performance of services under this Agreement are reports of a law enforcement professional and are not student records. The confidentiality provisions of this Section 16 will continue in full force and effect regardless of the termination of this Agreement.

17. Compensation. The District will compensate each Village for the services of their SRO as follows:

- (a) On or about January 15 and June 15 each year, each Village will send the District a detailed invoice for sixty percent (60%) of all employment costs incurred by the Village for the assigned SRO, including without limitation salary and benefits and overtime costs (to be paid at one hundred percent (100%) as provided in (c) below), incurred during the previous time period. The District will pay that invoice within thirty (30) days after receipt of the invoice. The District and each Village may implement a different invoice and payment schedule from time to time upon written agreement of the District and the Village.
- (b) As used in this Agreement salary and benefits shall include the following:
 - (1) Base salary of the School Resource Officers;
 - (2) Contributions by the Village on account of the School Resource Officers to the Social Security and pension benefits plan for said Officers;
 - (3) Cost of medical insurance provided by the Village for said Officers;

- (4) Cost of any dental insurance provided by the Village for said Officers;
- (5) Cost of any life insurance provided by the Village for said Officers;
- (6) Cost of Worker's Compensation coverage for said Officers.
- (7) Cost of any Medicare insurance premiums made on account of said Officers;
- (8) Cost of the uniform allowance furnished by the Village for said Officers;
and
- (9) Vacation and Sick Time.

Each Village will provide the District with a detailed estimate of the annual salary, fringe benefits, and other expenses of employment of the SROs for each District Fiscal Year (July 1 – June 30) by no later than the preceding June 1.

- (c) Overtime. The District agrees that the cost incurred by the Village for Overtime work performed by a SRO for the District (pursuant to paragraphs (d) and (e) below) shall be reimbursed completely by the District. The District agrees and understands that this cost shall be at the rate of 1-1/2 times the hourly salary of the SRO (*"Overtime Rate"*).
- (d) SRO Investigations. It is recognized and acknowledged by the District that there are circumstances when the SRO becomes involved in investigations that begin while on school grounds and that result in his leaving school grounds to further the investigations, including, but not limited to: follow-up investigations at the officer's Police Department; contacting and interviewing witnesses, suspects, or victims at locations other than on school grounds; and providing in-court testimony. The District agrees that any such time away from the school grounds shall be included as part of the officer's SRO assignment. When in the judgment and discretion of the SRO and the Superintendent, the nature of the investigation that began on school grounds requires that the SRO work beyond their Regular Hours, the District agrees that the cost incurred by the Village for the Overtime work performed by the SRO shall be reimbursed completely by the District at the Overtime Rate.
- (e) Hire-back rates. Any Overtime work incurred by an SRO as the result of a hire-back (i.e. special duty at an athletic event or tournament) outside the SRO's Regular Hours, shall be reimbursed completely by the District at the Overtime Rate. The Village will provide the District with said rates for each Fiscal Year (July 1 – June 30) by the preceding June 30.
- (f) Each Village and the District may reconcile any invoice and payment as necessary to reflect full payment of the SRO employment costs. In addition, if the SRO changes during the school year, then the Village will re-invoice the District based on the actual salary and benefits of the newly assigned SRO.
- (g) The District may request documentation from each Village regarding the salary and benefits computation of overtime paid of the SRO.
- (h) The District and the Villages will meet each year prior to June 1 regarding the

compensation the District will pay to the Villages for the following school year. That amount will be memorialized in writing signed by the Village Manager or their designee and the District's Board of Education Superintendent or their designee.

- (i) The District will not be responsible for compensating the Village for the services of the SRO during a temporary reassignment from the school of more than three (3) days.

18. Temporary Reassignment of SRO. The Villages may at any time temporarily reassign the SRO from their assigned District post if the Chief of Police determines there is a Police Department staffing shortage, whether because of an emergency or other circumstance and for whatever period of time. The Village will provide the District with as much advance notice of the reassignment as practicable. If the SRO is absent for any other reason, the Village will make its best efforts to provide a substitute for the SRO.

19. Insurance. Each party shall keep in force at all times during the term of this Agreement, Commercial General Liability Insurance, on an occurrence basis, with limits of not less than \$3,000,000 per occurrence and in the aggregate. The Villages shall also keep the following insurance in force at all times during the term of this Agreement: Law Enforcement Liability Insurance, on an occurrence basis, with limits of not less than \$5,000,000 per occurrence and in the aggregate; and, Workers' Compensation Coverage, including Occupational Disease and Employer's Liability Insurance, in statutory amounts and coverages as required by law, with Employer's Liability of not less than \$500,000 for bodily injury by accident per accident, and not less than \$500,000 per employee for bodily injury by disease. Each party may satisfy the insurance obligations under this Paragraph by utilizing excess or umbrella insurance. For the purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. Each Village shall name the District's indemnitees (as defined in paragraph 20) as additional insureds on all insurance required hereunder. The District shall name the Village's indemnitees (as defined in paragraph 21) as additional insureds on all insurance required hereunder. To the fullest extent permitted by each insurance policy and without invalidating any coverage thereunder, the parties waive any right of subrogation that they or any of their agents may have against any of the other party's indemnitees. If requested by a party, the other party will provide a certificate of insurance coverage.

20. Indemnification Villages to District.

- (a) To the fullest extent permitted by law, Villa Park ("*Indemnitor*") agrees to indemnify, defend, and hold harmless the District and its elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful or negligent act or omission of the Indemnitor including its elected officials, officers,

employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

(b) To the fullest extent permitted by law, Addison ("*Indemnitor*") agrees to indemnify, defend, and hold harmless the District and its elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful or negligent act or omission of the Indemnitor including its elected officials, officers, employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

21. Indemnification District to Villages. To the fullest extent permitted by law, the District agrees to indemnify, defend, and hold harmless the Villages and their elected officials, officers, employees, and agents, and their successors and assigns, in their individual and official capacities (collectively the "*Indemnitees*"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation reasonable attorneys' fees and litigation costs, incurred by any of the Indemnitees for injuries to persons or for damage, destruction, or theft of property arising out of any activity of the Indemnitor including its elected officials, officers, employees, and agents, but only to the extent caused in whole or in part by a wrongful or negligent act or omission of the Indemnitor including its elected officials, officers, employees, or agents. Nothing in this provision or in this Agreement may be applied or deemed to be a waiver of the defenses available to either party under the Illinois Local Government and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

22. Evaluations of SRO Program. The District and the Villages will conduct an evaluation of the SRO program annually at the end of each school year and by written agreement adjust the program as appropriate.

23. Disclaimer of Relationship. Nothing contained in this Agreement, nor any act of the Villages or the District, shall be deemed or construed by any of the parties hereto or by third-persons, to create any relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Villages or the District respectively.

24. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and applicable federal law. Venue shall only be proper in a court of competent jurisdiction located within the County of DuPage, Illinois.

25. Compliance with All Laws. The Villages and District shall at all times observe and comply with the laws, ordinances, regulations and codes of federal, state, county and other applicable government agencies, which may in any manner affect the performance of this Agreement.

26. Waiver of Breach. If any party waives a breach of any provision of this Agreement by another party, that waiver will not operate or be construed as a waiver of any subsequent breach by any party or prevent any party from enforcing such provisions.

27. Merger Clause, Amendment. This Agreement sets forth the entire understanding of the parties relative to the subject hereof and supersedes any and all prior agreements, express or implied, oral or written. No amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

IN WITNESS WHEREOF, the Villages and the District each has caused this Agreement to be signed by its duly authorized representatives as of the Effective Date.

VILLAGE OF ADDISON

Mayor

ATTEST:

Village Clerk

VILLAGE OF VILLA PARK

Village President

ATTEST:

Village Clerk

DUPAGE HIGH SCHOOL DISTRICT NO. 88

President, Board of Education

ATTEST:

Secretary, Board of Education

EXHIBIT A

MISSION STATEMENT - SCHOOL RESOURCE OFFICER PROGRAM

Through education and enforcement and by cooperative efforts with the school staff, the students, the parents, the courts, the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the schools with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

POLICE DEPARTMENT SCHOOL RESOURCE OFFICER PROGRAM OBJECTIVES

1. Friendly contact between the Police Department and the community's youth.
2. Assistance and information sharing concerning problems and issues affecting the schools and students.
3. Education of children regarding the role of laws, courts, and Police in society.
4. Protection and education of children involving molestation, involvement with older law violators, and other harmful influences.
5. Investigation of cases involving juveniles and use of effective alternatives to court whenever possible.
6. Prevention of crime or delinquent behavior by juveniles within the SROs' areas of assignment.
7. Effective problem solving and liaison with neighborhoods surrounding the schools, which are affected negatively by the conduct of students.

School Resource Officers are:

- encouraged to act and work as a school official when requested, and to work as a team with other school officials for the betterment of students and the school and neighborhood environment as a whole and encouraged to work extra-curricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention and crime detection.
- to investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in the schools.
- expected to keep the school principal or their designee informed about law enforcement action which occurs on school property and/or which may involve a student. This, of course, will occur consistent with the laws of the State of Illinois.
- to be involved in school discipline. When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School

District responsibility, and the SRO will take students violating the code of conduct to the principal where school discipline can be meted out.

- governed by the rules, policies, shifts, schedules, procedures and practices of the Addison and Villa Park Police Department and the Villages of Addison and Villa Park, under the supervision of an assigned Sergeant;
- police officers are not school teachers, school administrators, nor school counselors. The officers will assist teachers with classroom presentations on relative topics when requested and able. They will also work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate.

EXHIBIT B

SCHOOL RESOURCE OFFICER – GENERAL GUIDELINES

- A. **General:** The School Resource Officer positions are held by sworn police officers. The purpose of the position is as follows:
1. Provide the Police Department and the Resource Officer's assigned School with a direct line of communication and resource for dealing with problems of mutual concern.
 2. Provide direct assistance and counseling to the students attending ATHS and WHS.
 3. Provide instruction as requested to students about drug and substance abuse, or other agreed upon curriculum.
- The School Resource Officer shall maintain a delicate balance between the aspects of social service counseling and law enforcement principles. Uppermost in the School Resource Officer's mind should be the fact that youthful offenders should not be handled as criminals, but first as individuals in need of counseling.
- B. **Duties:** The School Resource Officer's functions may vary, but generally the Officer's duties shall be as follows: The School Resource Officer shall be governed by the Police Department's Rules and Regulations and shall adhere to said Rules. In addition, the School Resource Officer shall adhere to the policies and procedures of District 88. If a conflict arises, such conflict shall be rectified through the Police Department and School District Administrative Offices.
- C. **Duty Hours:** One School Resource Officer shall report to the assigned school on normal school days at 0730 hours. Any additional officer(s) shall report to their assigned school at the time determined by the District. The job description and assignment call for occasional attendance at extracurricular activities. Scheduling for said assignments shall be accomplished in advance, and any overtime compensation shall be paid in accordance with the Agreement between the Village and the District.
- D. **Position Responsibilities:** The School Resource Officer shall be responsible for the proper handling of all law enforcement tasks that may occur at ATHS or WHS. The tasks shall include (but not limited to):
1. student counseling;
 2. building security;
 3. law enforcement;
 4. reporting processing;
 5. parking and traffic enforcement;
 6. youth-police relations;

7. special details;
 8. policy development.
- E. Communications: The School Resource Officer shall inform both the school administration and the Police Department of their whereabouts, if their duties preclude their being at their assigned school in the District. The District shall obtain and maintain such radio equipment to be able to contact the SRO at any time when the SRO is in the building or school grounds
- F. Duty Station: The District shall provide administrative services, basic office equipment, and office space for the School Resource Officer. The Resource Officer shall remain on school property unless his/her official duties dictate leaving same. If a School Resource Officer shall leave his/her duty station, the High School Administration shall be properly informed by radio or phone.
- G. Personal Demeanor: The School Resource Officer shall, at all times, present a professional image. Business attire including Village approved attire for a police officer such as a uniform or other approved attire by the Chief of Police shall be maintained during the normal work hours. The School Resource Officer shall be an armed position.
- H. Vacations: The School Resource Officer shall schedule their vacations during non-school periods.
- I. Non-School Period Duty Assignments: The School Resource Officer shall report to the Police Department for duty assignments during non-school periods. Duty assignments during said periods will be made in consideration of the needs of the Police Department by the Chief of Police.
- J. Body Worn Cameras: The School Resource Officer may be equipped with a Body Worn Camera (“BWC”) while on District property. The School Resource Officer shall utilize their BWC on District property in accordance with federal and state law, including but not limited to the Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10-1, *et seq.*)(the “Act”), and Village policies regarding the use of BWCs.

The Parties agree that the School Resource Officer is performing a “Community Caretaking Function” while on District property unless the School Resource Officer begins to engage in “Law Enforcement-Related Encounters or Activities” while on duty. As such, the School Resource Officer’s BWC shall not record during the school day unless and until the School Resource Officer begins to perform “Law Enforcement-related Encounters or Activities.” Notwithstanding the above, the School Resource Officer shall comply with all requirements of the Act. See 50 ILCS 706/10-20.

Any such film or video taken by and kept in the possession of the School Resource Officer may be considered law enforcement records under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g and 34 C.F.R. §99.8) and the Illinois School Student Records Act (105 ILCS 10/2(d)). As such, the recording is not considered an educational or school student record. Any copy of such film or video, if permitted by law to be provided to and

then maintained by the District may become an educational record of the District depending on its use of and/or maintenance by the District.

Upon Execution of the Agreement, the Village shall provide the District with a written policy regarding the use of body cameras adopted in accordance with the Act, including, but not limited to, the Village's policy for when a BWC will be turned on while an officer is on duty in the school and the expectations of privacy of the District's students, invitees, and employees. The District and the Village shall determine appropriate procedures for flagging recordings related to incidents on District property for retention by the Village and for access by the District as otherwise allowed by law. Any copy of such film or video recorded by the School Resource Officer on their BWC, if permitted by law to be provided to the District, may become an educational record.



MEMORANDUM

TO: Village Board of Trustees
FROM: Matthew Harline, Village Manager
DATE: March 25, 2024
SUBJECT: Resolution Adopting New Schedule For Regular Meeting Dates of the Village Board of Trustees for the Calendar Year 2024.

RECOMMENDED ACTION:

This Resolution adopts an amended schedule of meetings for the Board of Trustees for the Village of Villa Park to move the meeting of Monday, May 27 (Memorial Day) to Monday, May 20. Staff recommends approval of the proposed resolution adopting a new schedule for regular Village Board meeting dates for 2024.

BACKGROUND:

The Illinois Open Meetings Act requires that public bodies publish notice of regular meeting schedules at the start of each year. Section 2-401 of the Villa Park Municipal Code establishes the regular meetings of the Board of Trustees shall be held on the second and fourth Mondays of each month at 7:00pm in Village Hall.

DISCUSSION:

The Open Meetings Act requires that every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar year. The Villa Park Municipal Code establishes the regular meeting dates of the Board of Trustees for the second and fourth Monday of each month. On October 23, 2023, the Board of Trustees adopted Resolution 2396 to set the schedule of meetings for the year. This year the fourth Monday in May falls on May 27, which is Memorial Day. This Resolution changes the previous calendar meeting date of May 27 to May 20.

RESOLUTION NO.

**A RESOLUTION AMENDING THE SCHEDULE FOR REGULAR
MEETING DATES OF THE VILLAGE BOARD OF TRUSTEES FOR
THE CALENDAR YEAR 2024**

WHEREAS, the Village of Villa Park (the “*Village*”) is a duly organized and validly existing non-home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, in accordance with the Open Meetings Act (5 ILCS 120/2.01), the Village adopted its schedule of regular dates, times, and places of the meetings of the President and Board of Trustees of the Village for the 2024 calendar year; and

WHEREAS, the President and Board of Trustees desire to amend the regular scheduled meeting dates to be held in May of 2024, due to the Memorial Day holiday.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: That the *Village of Villa Park Village Board Meeting Dates*, as amended and attached hereto and made a part hereof as Exhibit A, shall be the schedule of the regular meetings of the Village Board for 2024.

Section 2: That this resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____th day of _____, 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this ____th day of _____, 2024.

Village President

Attest: _____
Village Clerk

Exhibit A
2024 Regular Board Meeting Dates (AMENDED)



Village of Villa Park

2024 Village Board Meeting Dates

<u>January</u>	<u>February</u>	<u>March</u>
January 8	February 12	March 11
January 22	February 26	March 25
<u>April</u>	<u>May</u>	<u>June</u>
April 8	May 13	June 10
April 22	May 20	June 24
<u>July</u>	<u>August</u>	<u>September</u>
July 8	August 12	September 9
July 22	August 26	September 23
<u>October</u>	<u>November</u>	<u>December</u>
October 14	November 11	December 9
October 28	November 25	December 16



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Resolution Approving the Joint Purchase of Bulk Rock Salt through the State of Illinois Central Management Services Bureau of Strategic Sourcing

RECOMMENDED ACTION:

The Village annually purchases rock salt through an agreement with the State of Illinois Department of Central Management Services (CMS). This Resolution authorizes the Village Manager to execute the joint participation agreement and make such purchases as necessary. The State of Illinois generally receives favorable prices because of the large quantity of salt that it purchases. The Village must submit its rock salt request through a contract with the State of Illinois by April 7th, 2024 to be included in the annual bid. Village staff recommends entering into a contract with the State of Illinois for up to 400 tons of bulk rock salt.

BACKGROUND:

The Public Works Department uses rock salt to effectively treat Village Streets during winter snow and ice events to ensure safe road conditions for the motoring public. On average, the Village utilizes approximately 500 to 700 tons of salt per winter season and the Village strives to keep a minimum of one (1) year's supply of rock salt in reserve.

Last year, more than 530 agencies entered into a purchase agreement with the State for over 600,000 tons of rock salt. The State generally receives favorable prices due to the large quantity of salt purchased. The State will solicit bids for bulk rock salt for the 2024-2025 winter season. The State typically has two (2) options for purchasing rock salt. Option #1 states the Village shall commit to accepting a minimum of 80% of its contract amount and a maximum of 120% of its contract amount. Option #2 states the Village shall commit to accepting a minimum of 100% of its contract amount and a maximum of 120% of its contract amount. If the Village were to elect to go out to bid on its own for bulk rock salt, the price would likely be substantially higher.

To ensure the Village can adequately purchase rock salt, the Village staff will also propose the purchase of up to 400 tons of bulk rock salt with DuPage County through their joint purchasing program. This will allow the Village some flexibility in the procurement of salt during the winter months in case there is an issue with a supplier for delivery or if the Village does not receive a bid on the State contract.

DISCUSSION:

The Village must submit its rock salt request through a contract with the State of Illinois by April 7th to be included in the annual bid. This bid has allowed the Village to receive favorable pricing over the past several years. Village staff recommends entering into a contract with the State of Illinois for up to 400 tons of bulk rock salt. The Village has a total budget of \$120,000 in the Street Maintenance Budget 10.525.27.341 for the purchase of rock salt.

RESOLUTION NO. _____

**Resolution of the Village of Villa Park, DuPage County, Illinois, Approving the
Joint Purchase of Bulk Rock Salt through the State of Illinois Central
Management Services Bureau of Strategic Sourcing**

WHEREAS, the Village of Villa Park, DuPage County, Illinois (the "Village") is a duly organized and validly existing non home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and

WHEREAS, Section 2-220(b) of the Villa Park Municipal Code permits the procurement from a federal, state or local governmental unit or agency thereof of materials, supplies, commodities or equipment without conforming with the competitive bidding requirements of Chapter 2, Article II, Division 2 of the Villa Park Municipal Code; and

WHEREAS, the State of Illinois Department of Central Management Services, Bureau of Strategic Sourcing, requires that governmental units desiring to participate in the joint purchase of bulk rock salt for the 2024/2025 winter season submit a Joint Purchasing Requisition; and

WHEREAS, the President and Board of Trustees of the Village have determined that it is in the best interests of the citizens of the Village to submit an order for the purchase of up to 400 tons of bulk rock salt through the State of Illinois Central Management Services Bureau of Strategic Sourcing.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: That the joint purchase of up to 400 tons of bulk rock salt through the State of Illinois Central Management Services Bureau of Strategic Sourcing is hereby approved, and the Village Manager is hereby authorized to execute the joint participation agreement on behalf of the Village.

Section 2: This resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ day of _____, 2024

Village President

Attest: _____
Village Clerk



MEMORANDUM

TO: Village Board of Trustees
FROM: Mike Guerra, Director
DATE: March 25, 2024
SUBJECT: Resolution Approving the Joint Purchase of Bulk Rock Salt Through the DuPage County Procurement Services Division

RECOMMENDED ACTION:

This Resolution authorizes the Village Manager to approve requisition orders for the purchase of rock salt from DuPage County. The Village has purchased rock salt through an agreement with DuPage County Procurement Service Division for the last nine (9) years. DuPage County generally receives favorable prices because of the large quantity of salt that it purchases. Village staff recommends also entering into a contract with DuPage County Procurement Service Division for up to 400 tons of bulk rock salt.

BACKGROUND:

The Public Works Department uses rock salt to effectively treat Village Streets during winter snow and ice events to ensure safe road conditions for the motoring public. On average, the Village utilizes approximately 500 to 700 tons of salt per winter season and the Village strives to keep a minimum of one (1) year's supply of rock salt in reserve.

Last year, 36 agencies entered into a purchase agreement with the DuPage County Procurement Service Division for over 74,000 tons of rock salt. The county generally receives favorable prices due to the large quantity of salt purchased. The county has a single option for purchasing rock salt. It states the Village shall commit to accepting 80% of its contract requirement and cannot exceed 130% of the contract amount. If the Village were to elect to go out to bid on its own for bulk rock salt, the price would likely be substantially higher.

Village staff will also propose to purchase up to 400 tons of bulk rock salt with the State of Illinois Department of Central Management Services (CMS) through their joint purchasing program. This will allow the Village some flexibility in the procurement of salt during the winter months in case there is an issue with a supplier for delivery or if the Village does not receive a bid on the County contract.

DISCUSSION:

The Village must submit its rock salt request to DuPage County to be included in the annual bid. This bid has allowed the Village to receive favorable pricing over the past nine years and the

Village expects similar pricing this year. Village staff recommends entering into a contract with DuPage County for up to 400 tons of bulk rock salt. The Village has a total budget of \$120,000 in the Street Maintenance Budget 10.525.27.341 for the purchase of rock salt.

RESOLUTION NO. _____

**Resolution of the Village of Villa Park, DuPage County, Illinois, Approving the
Joint Purchase of Bulk Rock Salt through the DuPage County Procurement
Services Division**

WHEREAS, the Village of Villa Park, DuPage County, Illinois (the "Village") is a duly organized and validly existing non home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and

WHEREAS, Section 2-220(b) of the Villa Park Municipal Code permits the procurement from a federal, state or local governmental unit or agency thereof of materials, supplies, commodities or equipment without conforming with the competitive bidding requirements of Chapter 2, Article II, Division 2 of the Villa Park Municipal Code; and

WHEREAS, DuPage County's Procurement Services Division requires that governmental units desiring to participate in the joint purchase of bulk rock salt for the 2024/2025 winter season submit a Joint Purchasing Requisition request; and

WHEREAS, the President and Board of Trustees of the Village have determined that it is in the best interests of the citizens of the Village to submit an order for the purchase of up to 400 tons of bulk rock salt through the DuPage County Procurement Services Division.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: That the joint purchase of up to 400 tons of bulk rock salt through the DuPage County Procurement Services Division is hereby approved, and the Village Manager is hereby authorized to execute the order requisition on behalf of the Village.

Section 2: This resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 2024

Village President

Attest: _____
Village Clerk



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Resolution Approving and Authorizing Certain Agreements with the Villa Park Youth Baseball Association and School District 45 for the Use and Maintenance of Baseball Fields

RECOMMENDED ACTION:

This Resolution authorizes the Village Manager to enter into an Intergovernmental Agreement (IGA) with School District 45 (D45) and to enter into an Agreement with the Villa Park Youth Baseball Association (VPYBA) that follows largely along the guidelines established in the proposed agreements attached to this resolution. The agreements provide for a detailed division of duties that assure that VPYBA will have baseball fields in the best possible condition, that the Village will receive \$9,000 and preferential access to D45 courts for indoor recreation and have baseball available for Villa Park youths, and D45 will only be responsible for mowing and basic maintenance of their fields and the Village will coordinate scheduling and day-of-game preparation of D45 baseball fields. Staff recommends approval of the resolution.

BACKGROUND:

Village staff met with staff from Villa Park School District #45 (D45) and representatives of Villa Park Youth Baseball Association, Inc. (VPYBA) on Monday, March 4 to come up with the best strategy to provide the best possible youth baseball program for the community, while covering liability and coordination concerns. D45 has expressed interest in negotiating a new Intergovernmental Agreement (IGA) with the Village alone to provide the coordination of day-of-game field preparation and scheduling while they will do the mowing and basic field maintenance. The Village will provide the mowing and basic field maintenance on Village-owned fields and provide backup for VPYBA who will perform the specialized maintenance on all fields on the day of games.

DISCUSSION:

In 2017 the last of three 10-year IGAs expired between D45 and the Village to provide baseball field maintenance for VPYBA. Negotiations on terms for a new IGA did not produce a new agreement until last year. During the old IGA era, the Village and VPYBA also had an agreement, and the Village maintained the fields for an amount of money that was set at \$10,000 for many years and increased to \$15,000 last year. Unfortunately, the new IGA approved by the D45 and Village Boards was designed to be signed by all three parties (the Village, D45, and VPYBA) and VPYBA balked.

This year we met again, and I believe that we have agreed to this breakdown of duties:

Village Fields (Twin Lakes, Franklin, Lions, Highridge)

Village Maintenance of Village Fields

- Weekly raking and grading of fields
- Mowing and weed control
- Fencing maintenance and repairs
- Dugout maintenance and repairs
- Supply trash cans and trash/litter collection
- Inspections, maintenance, and repairs of all Village structures and equipment
- Home plate and base peg replacements
- Installation of Infield Mix as needed
- Turf care
- Emergency assistance to VPYB on a per-hour basis for VPYB tasks

Village Maintenance of SD45 Fields

- Weekly raking and grading of fields
- Scheduling of field usage based on VPYB schedule submission
- Emergency assistance to VPYB on a per-hour basis for VPYB tasks

VPYB Game Preps (on Village and SD45 Fields)

- Game day prep of all fields by use of hand raking and/or use of small, motorized equipment
- As needed use of turface, clay, and other approved field care/prep materials
- Chalking of infield foul lines
- Painting of outfield foul lines in the grass

SD45 Fields (Jefferson 1, 2, 3, 4 and Jackson 1, 2)

SD45 Maintenance of SD45 Fields

- Mowing and weed control
- Fencing maintenance and repairs
- Dugout maintenance and repairs
- Supply trash cans and trash/litter collection
- Inspections, maintenance, and repairs of all SD45 structures and equipment
- Home plate and base peg replacements
- Install of Infield Mix as needed
- Turf care

District 45

- Gets - baseball fields and associated areas maintained by the Village of Villa Park Parks and Rec Department as described above in "Village Maintenance of SD45 Fields"
- Gives - free facility rentals with priority scheduling requesting from 6pm to 10pm Monday to Thursday (with the Village out of the building no later than 10pm) to the Village Villa Park Parks and Rec Department

Village of Villa Park Parks and Rec Department

- Gets - free facility rentals with priority scheduling from 6pm to 10pm Monday to Thursday (with the Village out of the building no later than 10pm) at D45 schools and covers all expenses from VPYB/a for use of fields as described above in "Baseball Field Prep and Maintenance Items"; and \$9,000 from VPYBA
- Gives - baseball field maintenance handled by the Village of Villa Park Parks and Rec Department and responsible for scheduling VPYBA baseball field usage

Not included in the IGA:

- Villa Park Youth Baseball -

Gets - field rental at no cost and basic field maintenance from the Village Villa Park Parks and Rec

Department

Gives - game day field prep as described above in "VPYBA Game Preps" and \$9,000 to the Village
Villa Park Parks and Rec Department

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF
CERTAIN AGREEMENTS WITH THE VILLA PARK YOUTH BASEBALL
ASSOCIATION AND SCHOOL DISTRICT 45 REGARDING THE USE AND
MAINTENANCE OF BASEBALL FIELDS**

WHEREAS, the Village of Villa Park (the “Village”) desires to promote participation in sporting activities, including baseball and softball, and has agreed to maintain certain baseball facilities owned by the Village for the Villa Park Youth Baseball Association (the “Baseball Association”) for the spring, summer and fall seasons of 2024, in return for payment from the Baseball Association; and

WHEREAS, the Baseball Association is in need of additional space to hold practices and games during the spring, summer and fall seasons of 2024 and Villa Park School District No 45, DuPage County, Illinois (“School District”), owns and maintains certain baseball fields and desires to allow the Baseball Association use of its fields; and

WHEREAS, the Village agrees to provide certain maintenance to the infield areas of the School District’s fields for the Baseball Association in return for payment from the Baseball Association and a reduction of the rental fees charged by the School District for the Village’s use of its gymnasiums for other Village programs; and

WHEREAS, in the opinion of the majority of the corporate authorities of the Village of Villa Park, it is advisable, necessary and in the public interest that Villa Park enter into certain agreements with the Baseball Association and the School District regarding the maintenance and use of the Baseball Facilities during the spring, summer and fall seasons of 2024.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: That the *Agreement Between the Village of Villa Park and Villa Park Youth Baseball Association*, is hereby approved in substantially the form as attached hereto as “Exhibit A” and incorporated herein, and the Village Manager is hereby authorized to execute same on behalf of the Village of Villa Park, the execution thereof to constitute conclusive evidence of the approval of such changes, if any.

Section 3: That the *Intergovernmental Agreement By and Between Villa Park School District 45 and the Village of Villa Park*, is hereby approved in substantially the form as attached hereto as “Exhibit B” and incorporated herein, and the Village Manager is hereby authorized to execute same on behalf of the Village of Villa Park, the execution thereof to constitute conclusive evidence of the approval of such changes, if any.

Section 3: This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED AND APPROVED THIS ____ DAY OF _____, 2024.

VILLAGE OF VILLA PARK

Nick Cuzzone, Village President

ATTEST:

Hosanna Korynecky, Village Clerk

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAINING: _____

EXHIBIT A

Agreement Between the Village of Villa Park and Villa Park Youth Baseball Association

**AGREEMENT BETWEEN
THE VILLAGE OF VILLA PARK
AND
THE VILLA PARK YOUTH BASEBALL ASSOCIATION, INC.**

THIS AGREEMENT (herein known as "Agreement") is made as of _____, 2024, between the Village of Villa Park, an Illinois municipal corporation "Village", and the Villa Park Youth Baseball Association, Inc. ("Baseball Association"), and is subject to the following terms and conditions.

1. The Village is the owner of certain baseball fields within the Village of Villa Park and agrees to allow the Baseball Association to practice and schedule baseball games, based on field availability as determined by the Village, at Lions Park, Franklin Park and Twin Lakes Park ("Village Fields"), as needed, beginning April 1, 2024, ending October 31, 2024.
2. In order to coordinate and allow for the Baseball Association's use of the Village Fields, the Baseball Association shall submit the following information to the Village by April 1, 2024:
 - A complete field request schedule.
 - A complete schedule of games, practice dates and times by field.
 - The field priorities for maintenance during inclement weather.
 - A Certificate of Insurance naming the Village as additional insured, in accordance with the requirements set forth herein.
3. Following the Baseball Association's submission of the required information set forth in paragraph 2 above, the Village will issue written notice to the Baseball Association regarding the dates and times approved for the Baseball Association's use of the Village Fields. The Baseball Association and its coaches, trainers, employees, members and participants ("Baseball Association Users") shall have the exclusive right to use the Baseball Facilities during those dates and times approved by the Village. The Baseball Association Users shall use the Village Fields solely for the purpose of team practices and games for the Baseball Association's baseball and softball teams. The Baseball Association Users shall also have the non-exclusive right to use other areas of the Village Fields, including but not limited to the parking lot.
4. The Village shall be responsible for maintaining the infield areas of the Village Fields to prepare for the Baseball Association's games during the time allowed for the Baseball Association's use of the Village Fields. The Village would continue to do routine maintenance on Village owned fields, including mowing, repair of fences, weeding, and weekly turning over, raking, grading, dragging of the infields and preventative maintenance of the ground area of the infield in between games, as needed, due to field conditions caused by inclement weather. The Baseball Association would be responsible for the game day preparation of the Village Fields. The Village shall also have no obligation surrounding the adding of infield mix to the infield areas of the Village Fields or the installation of bases, plates and pitching rubbers, striping of the infields and painting of the outfield foul-line for the Baseball Association's games.
5. The Association agrees to make a payment to the Village in the amount \$9,000.00, split in two payments with the first payment of \$4,500.00 to be paid on or before May 15, 2024 and the second payment of \$4,500.00 to be paid on or before August 15, 2024.

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obligations thereunder, and the execution, delivery and performance of this Agreement shall not, nor shall the observance or performance of any of the matters and things herein set forth, violate or contravene any provision of law or of the charter or by-laws of either such party or of any indenture or other agreement of or affecting either party. All necessary and appropriate action has been taken on the part of each party to authorize the execution and delivery of this Agreement. This Agreement is the valid and binding Agreement of each party in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Village of Villa Park:

Villa Park Youth Baseball Association, Inc.:

Matthew Harline, Village Manager

Michael Bruschuk, President

EXHIBIT B

**Intergovernmental Agreement By and Between Villa Park School District 45
and the Village of Villa Park**

INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN
VILLA PARK SCHOOL DISTRICT 45 AND THE VILLAGE OF VILLA PARK

This Agreement (the "Agreement") is made and entered into this ____th day of ____ 2024, by and between Villa Park School District 45, DuPage County, Illinois (hereinafter the "School District"), and the Village of Villa Park, DuPage, Illinois (hereinafter the "Village") (collectively, the "Parties") to provide for the access and use of the School District's facilities to increase accessibility and encourage athletics and recreation for the Villa Park community.

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, intergovernmental cooperation is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* ("the Act"); and

WHEREAS, the School District owns and maintains certain baseball facilities on land that it owns at Jackson Middle School, 301 W. Jackson Street, Villa Park, Illinois and Jefferson Middle School, 255 W. Vermont Street, Village Park, Illinois (hereinafter the "Baseball Facilities"); and

WHEREAS, the Villa Park Youth Baseball Association ("Association") is in need of additional space to hold practices and games for baseball and softball teams during the spring, summer and fall seasons; and

WHEREAS, the Village agrees to provide certain maintenance to the infield areas of the Baseball Facilities and other activities included to prepare the infields for games for the Association in return for a reduction of the rental fees charged by the School District for the Village's use of the School District's gymnasiums for other Village programs; and,

WHEREAS, School District and the Village desire to promote participation in sporting activities, including baseball and softball, and thereby desire to enter into this Agreement in order to increase accessibility and encourage athletics and recreation for the Villa Park community.

NOW THEREFORE, in exchange for good and valuable considerations, present and future, the sufficiency of which is acknowledged by the Parties, the School District and the Village agree as follows:

1. **Authority.** The parties have entered into this Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*
2. **Term.** This Agreement shall be in full force and effect from the date the last of the Parties executed this Agreement and shall continue until October 31, 2024, unless terminated earlier for default pursuant to the terms of Paragraph 10.
3. **Village's Maintenance of the Baseball Facilities.** The Village shall be responsible for maintaining the infield areas of the Baseball Facilities to prepare for the Association's games during the time allowed for the Association's use of the Baseball Facilities as provided in Section 2, in a reasonable

manner consistent with the School District's maintenance prior to the entry of this Agreement. The Village's maintenance duties include but are not limited to preparing the Baseball Facilities on game days, consisting of turning over, raking, grading, dragging of the infields and preventative maintenance of the ground area of the infield in between games, as needed, due to field conditions caused by inclement weather. The Village shall have no responsibility for the striping of the infields and painting of the outfield foul-line for the Association's games or the removal of trash from the Baseball Facilities following the Association's use of the Baseball Facilities. The Village shall perform such maintenance at its own expense and the School District shall have no obligation for the maintenance duties as set forth in this paragraph. The Parties acknowledge that the Village's maintenance obligations are for purposes of preparing the infields of the Baseball Facilities for games of the Association only and not for the Association's practices. It is also understood that the Village shall have no obligation to maintain or inspect the outfields or dugout areas of the Baseball Facilities or any other School District structures on, around or within the Baseball Facilities, including, but not limited to, fencing, bleachers, base pegs, plates, pitching rubbers. The Village shall also have no obligation surrounding the adding of infield mix to the infield areas of the Baseball Facilities and shall have no obligation surrounding the maintenance or supplying of trash receptacles, or the removal of weeds on or surrounding the Baseball Facilities.

4. **School District's Maintenance of the Baseball Facilities.** The School District shall be responsible for the mowing and maintenance of all grass areas of the Baseball Facilities during the allowed time for the Association's use of the Baseball Facilities as provided in Section 2, in a reasonable manner consistent with the School District's maintenance prior to the entry of this Agreement. The School District's maintenance duties shall also include weed removal, maintaining the parking areas and snow removal, and other maintenance involved in the provision of access and use of the Baseball Facilities. The School District shall perform such maintenance at its own expense and the Village shall have no obligation for the maintenance duties as set forth in this paragraph.

5. **Compensation.** As consideration for this Agreement, the School District will allow the Village use of its gymnasiums for other Village programs, at a time convenient to the Village and agreed by the School District. To the extent there is a scheduling conflict between the School District and the Village with respect to the Village's use of the gymnasium, the School District's use shall have priority over the Village's use, but the Village's use shall have priority over other third party users. The School District is currently reassessing its facility use fees including those that would normally be charged to the Village. In the event the School District charges the Village facility use or rental fees during the Term of this Agreement, the School District shall provide a credit to the Village in the amount of five thousand and 00/100 (\$5,000.00), against any rental fees charged by the School District to the Village for the Village's use of the School District's gymnasiums for other Village programs.

6. **Submissions and Notices.** Any notices required or permitted hereunder shall be considered as duly made if delivered by mail, express package or delivery service, facsimile or hand delivery to the Party for which it is intended at the following address:

To School District

Villa Park School District 45
c/o Dr. Anthony Palmisano, Superintendent
255 W. Vermont Street
Villa Park, IL 60181

To Park District

Village of Villa Park
c/o Matthew Harline, Village Manager
20 S. Ardmore Avenue
Villa Park, IL 60181

7. **Indemnity.** To the fullest extent permitted by law, each Party agrees to mutually indemnify, defend, and hold harmless the other parties and their respective board members, officers, officials, employees, and agents from all claims, causes of action, damages, whether to person (including death) or property, costs (including reasonable attorneys' fees), and losses (collectively "Loss") to the extent the Loss arises out of any breach of this Agreement or the negligent acts or omissions of the indemnifying Party, but shall not be required to indemnify or hold harmless the other Party for the alleged acts or omissions of the other Party. The Parties agree to preserve any immunities available to the School District or the Village under Illinois law and nothing in this Agreement shall be construed to waive or diminish the School District or the Village's protections under the Illinois Local Governmental and Local Governmental Employees Tort Immunity Act. This section will survive the termination or expiration of this Agreement.

8. **Insurance.** The Parties shall keep in force, to the satisfaction of the other Parties, at all times relevant hereto, general liability, and bodily injury insurance in the amount of \$2,000,000 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000 for each occurrence and aggregate total. All Parties shall maintain workers' compensation as required by statute and employer's liability insurance. All Parties agree that before this Agreement becomes effective, they shall furnish a Certificate of Insurance for the insurance coverage required herein, naming the other Parties as an additional insureds. All Parties shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto owned by the insured Party, including hired and non-owned autos.

9. **Warranty.** The School District and the Village hereby warrant that each is free to enter into this Agreement and to grant the rights herein granted and, as appropriate, to render the compensation and/or services herein described.

10. **Termination.**

- a. If any Party at any time during the period of this Agreement shall fail to follow any material term herein specified, or fail to observe or perform any of the covenants, agreements or obligations hereunder, any of the non-defaulting Parties may terminate this Agreement if such default is not cured within thirty (30) days after the defaulting Party shall have received written notice specifying in reasonable detail the nature of such default; provided, however, that if such default cannot reasonably be cured within thirty (30) days, then the defaulting Party shall have so much time as is reasonably necessary to effect such remedy providing the defaulting Party proceeds in good faith and with diligence and continuity to remedy the default. This provision does not eliminate the Village's rights under Section 5(c) of this Agreement regarding the Village's immediate relief of its maintenance obligations for failure to receive payment or credit from the Association and/or the School District respectively.

- b. Failure to terminate this Agreement pursuant to this section shall not affect or constitute a waiver of any remedies the non-defaulting Party would have been entitled to demand in the absence of this section, whether by way of damages, termination or otherwise. Termination of this Agreement for whatever reason shall be without prejudice to the rights and liabilities of either Party to the other in respect of any matter arising under this Agreement.
11. **Waiver.** The failure of either Party at any time or times to demand strict performance by the other of any of the terms, covenants or conditions set forth herein shall not be construed as a continuing waiver or relinquishment thereof and each may at any time demand strict and complete performance by the other of said terms, covenants and conditions.
12. **Binding Effect.** This Agreement shall bind and inure to the benefit of the Parties, including their successors and assigns
13. **Force Majeure.** If the performance by any Party of any obligation set forth in this Agreement is prevented by cause or causes beyond the control of any Party (an event of force majeure), such occurrence shall be considered a valid excuse for non-performance or delay in the performance of the obligations hereunder.
14. **Limitation of Liability.** Under no circumstances shall any Party be liable to the other Parties or any other person or entity for special, incidental, consequential or indirect damages (excluding attorneys' fees described in Section 7 of this Agreement), loss of good will or business profits, or any and all other commercial damages or loss, or exemplary damages. Nothing in this section shall limit, reduce, or otherwise modify the Parties' duties to indemnify under Section 7.
15. **Entire Agreement.** This writing represents the sole and entire Agreement between the Parties, and supersedes all prior negotiations, representations, agreements, arrangements or understandings, either oral or written, between or among the Parties, relating to the subject matter of this writing and may not be changed or modified except by a writing signed by the Party or Parties to be charged thereby.
16. **No Joint Venture/Tenancy.** No provision of this Agreement, or act of either Party under this Agreement, shall be construed as creating the relationship of principal and agent, or as creating a partnership, joint venture, or other enterprise, or render either party liable for any of the debts or obligations of the other party, except under any indemnity provisions of this Agreement.
17. **Governing Law and Venue.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois. Any dispute regarding this Agreement shall only be brought in a court of competent jurisdiction in DuPage County, Illinois. Each Party hereby irrevocably submits to the exclusive jurisdiction of any such court for purposes of any action arising out of this Agreement.
18. **Disputes and Attorneys' Fees.** It is the intent of the Parties to attempt in good faith to resolve any dispute first through negotiation. If legal action is brought by either Party to interpret or enforce any provisions of this Agreement, the prevailing party in any such legal action shall, in addition to any other relief the Court may award, be entitled to an award of reasonable attorney's fees and court

costs.

19. **Execution and Delivery Required.** This instrument shall not be considered to be a binding agreement unless and until signed by all Parties noted at the appropriate place at the conclusion of this instrument. Acceptance of the offer made herein is expressly limited to the terms of the offer. An electronic version of this Agreement, if executed and delivered by each party, shall be binding upon the Parties.

20. **No Third-Party Beneficiary.** Nothing in this Agreement is intended, nor shall it be interpreted, to create any rights or remedies to and in any third party. No claim as a third-party beneficiary under this Agreement by any person shall be made, or be valid, against the Village, the School District, or the Association.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

DUPAGE SCHOOL DISTRICT NO. 45

VILLAGE OF VILLA PARK

Dr. Anthony Palmisano, Superintendent

Nick Cuzzone, Village President

ATTEST:

ATTEST:

Secretary, Board of Education

Hosanna Korynecky, Village Clerk



MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: March 25, 2024
SUBJECT: Selecting a New Electrical Contractor for Recreation Center For Lions Park

RECOMMENDED ACTION:

This item is informational only. Village staff will bring an agreement to the April 8 meeting to hire a new contractor for the electrical work at the Recreation Center.

BACKGROUND:

On August 28, 2023 the Board of Trustees approved 25 resolutions to authorize the signing of agreements with the various contractors needed to construct the Recreation Center at Lions Park. Valley Electrical Contractors, Inc. (Valley Electrical) won the bid for \$1,614,000 and the Board passed Resolution 2374 to award them the bid for the electrical work from the ComEd connection to the light fixtures. This month Valley Electrical ceased operations. We met with WB Olson, Valley Electrical's owner Tom Cook, and the Old Republic Surety Company and they are cooperating with us to hand over the contract to the next lowest bidder, J. Hamilton Electric has expressed interested in taking over the contract for the same bid, minus the small amount of work and product that Valley Electrical has expended.

The Village awaits a formal declaration of default, at which point the Village can formally assign the contract to J. Hamilton Electric. Several details need to be sorted out, but it was at a phase in the project where only about 10% of the total expenses and work by the original contractor had been completed, so it is an easier transition than if it had been further along. The performance bond was in place and it will cover additional expenses incurred by the transition from one firm to the other. J. Hamilton's bid was only about \$50,000 more than Valley Electrical's bid.

DISCUSSION:

The default of Valley Electrical, while a setback, should not be a big setback due to the timing and availability of the second lowest bidder - J. Hamilton. If we can get a contract approved at the April 8 meeting there may be a week or less of a set back.



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Discussion on Preparing an Ordinance to Amend Chapter 13, Article 18, Special Event Permit Further Defining When a Special Event Permit is Needed - North Avenue car shows

RECOMMENDED ACTION:

Village staff seeks direction on addressing the safety and nuisance concerns with ad hoc car shows that occur around and at Strat's restaurant at 231 E North Avenue.

BACKGROUND:

The problem with ad hoc or pop-up car shows at Strat's has been occurring for many years. In 2016, Ordinance 3912 was passed that defined new nuisance violations related to parking in lots accessible to the public where vehicles were attending events on other properties and did not have the permission of the owner of the parking lot, revving their engines, sudden acceleration or braking, drinking alcohol or several other nuisance behaviors. In the summer of 2020 the issue was discussed again with summons being issued and eventually the attached agreement was executed between the Village and the owner of Strats. One of the suggestions was to make the requirements for Special Events permits cover these events.

Over the last few weekends, the car shows have started up again and neighboring residents, businesses and commercial property owners have all expressed their displeasure with the current situation.

DISCUSSION:

Strat's restaurant at 231 E North Avenue has frequently been the site of "car shows" where social media sites advertise the location, give a time and date. These advertisements are not officially coordinated in any way that we can demonstrate with Strat's or its owners. However, Strat's does not request any permits for special events (as Wildfire Harley-Davidson does, nor have they been providing adequate security. The events involve cars that will drive at excessive rates of speed, "peel out" of the parking lot at Strat's, rev engines and run modified exhaust systems creating excessive noise, fill up parking lots along North Avenue, Hill Street and other local streets, and engage in drag racing when there isn't a heavy police presence.

The neighboring property owners find trash and occasionally damaged property on their lots. People,

many younger than 21, line up along North Avenue or in the median with their phones out to record any thing that interests them, and cars back up on North Avenue as far back as Ardmore to the west. The situation is hazardous and a nuisance.

Staff is once again looking at ordinances that would address these events by requiring compensation to the Village for the extra police presence necessary, and keeping cars out of the parking lots where property owners do not want them. We hope to have an ordinance ready by April 8, and may ask for a waiver of the first reading. In the meantime, we will work with the owner of Strat's to see if we can have a peaceful and safe summer on North Avenue.

Settlement Agreement and Release

This Settlement Agreement ("Agreement") is entered into and effective as of October 21, 2020 memorializing the terms of the settlement reached by and between the parties. The parties to this Agreement are Village of Villa Park ("Village") and Efrastratios Matsas, owner, and Strat's Restaurant (collectively "Strat's").

WHEREAS the parties wish to enter into this Agreement in order to resolve any potential disputes arising out of the citations issued to Strat's and the Notice to Abate served on Strat's attached hereto as Exhibits A and B respectively;

WHEREAS, the Village has the authority to issue citations for alleged ordinance violations and to seek the abatement of nuisances at Strat's;

WHEREAS, in consideration for this Agreement and promises contained therein and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Strat's

1. That during the Covid restrictions set by the State of Illinois and/or DuPage County involving occupancy and crowd size, Strat's agrees that only every other parking space be available for occupancy. Should the current occupancy or crowd size level become more restrictive, Strat's will comply with those restrictions.
2. Further, Strat's agrees that the drive thru lane will always be left open and not used for parking at any time.
3. Strat's agrees that the parking lot will be maintained to indicate clearly marked parking spaces and the drive thru lane. Strat's will place signage or other indication that parking is allowed only in marked parking spaces.
4. Strat's will limit the number of people on the property at any one time to comport with the current Covid restrictions. Further, Strat's agrees to limit the number of people and cars on the property once the restrictions are lifted. Strat's and the Village will meet and confer to determine what a reasonable number will be once the restrictions are lifted.
5. Strat's will place signs on its property prohibiting loitering, prohibiting parking on the grass and parkway, prohibiting parking in neighboring business lots, no excessive engine noise, no loud music, and no reckless driving/tire squealing.
6. Strat's agrees that a snow fence or similar device restricting access to the property will be placed around the business as depicted in the map attached hereto as Exhibit C on Fridays and Saturdays starting on March 1st of each year and continuing until November 30th of each year (the "relevant time period"). Strat's further agrees that should the levels of crowds and vehicle traffic that forms the basis for the Notice to Abate start to occur on days other than Friday and Saturday during the relevant time period, that Strat's will erect the snow fence or similar device restricting access to the property on those days as well.
7. Strat's will have a minimum of four (4) uniformed trained security guards working

at the restaurant on Friday and Saturday nights beginning on March 1st of each year until November 30th of each year to control the number of patrons and vehicles on the property at any one time. On all other nights, Strat's will have two (2) uniformed trained security guards working at the restaurant to control the number of patrons and vehicles on the property at any one time. Villa Park Police will provide assistance to security for patrons unwilling to leave the premises if instructed to do so by arresting them for trespassing and a representative of Strat's agrees that they will appear at any and all court proceedings necessary to prosecute the trespasser.

8. Strat's will pay the sum of \$2,000.00 total for the violations set forth in citations VP - 50180, VP- 50181, VP-50182, VP-50183, VP-50185, VP-50186 and VP-50188.

II. Villa Park

In consideration for this Agreement as set forth in Section I, the Village agrees to the following:

1. That the Notice to Abate will be entered and continued until June 3, 2021 for status on compliance. If there is a breach of this Agreement the Notice to Abate will be set for hearing, at a date and time convenient with the Village, with notice sent to Strat's.
2. If there is compliance with all the terms set forth above in Section I, the Village will dismiss the Notice to Abate at the November 4, 2021 court date.
3. That citations S551, S552, S553, S554 and S555 are continued until November 4, 2021. Should there be compliance with all the terms set forth above in Section I, the Village will dismiss citations S551, S552, S553, S554 and S555 at the November 4, 2021 court date. If there is a breach of this Agreement then the citations will be set for hearing, at a date and time convenient for the Village, with notice provided to Strat's.

III. Breach

By entering into this Agreement Strat's agrees to abide by its terms and all ordinances of the Village of Villa Park that apply to him and his business. Should this Agreement be violated the Village can set for hearing the stayed citations and the Notice to Abate. Further, nothing in this Agreement prohibits the Village from issuing citations or taking any other available enforcement action to address violations of the Village's ordinances, this Agreement, or the law. In addition, the Village can seek any and all fines, fees and cost permitted by its ordinances or State law.

IV. Hold Harmless

As provided by Illinois law, Strat's hereby promises and covenants to forever keep harmless, indemnify, and defend, at its sole cost and expense, the Village, its officers, employees, volunteers and agents from and against any and all claims, damages, loss, costs, expense, suits, actions, liabilities and expense (including reasonable attorneys' and paralegals' fees) for personal injury, property damage or death by whomsoever sustained, arising out of or in connection with the implementation of the measures as set forth in Section I above.

V. Attorneys' Fees

The parties agree and understand that each party shall bear its own attorneys' fees and expenses that it may incur, or has incurred, in connection with the negotiation, review and execution of this Agreement.

VI. Binding on Successors and Assigns

This Agreement is binding upon and for the benefit of Strat's and its successors and assigns.

VII. Negotiation

This Agreement is the product of arms-length negotiations and contains all the terms and conditions agreed upon by the parties regarding the subject matter hereof. This Agreement shall be deemed jointly negotiated and drafted. The headings, titles, and captions contained in this Agreement are merely for reference and do not define, limit, extend, or describe the scope of this Agreement or any provision herein. For purposes of this Agreement, unless the context requires otherwise, the singular number shall include the plural, and vice versa; the masculine gender shall include the feminine and neuter genders; the feminine gender shall include the masculine and neuter genders; and the neuter gender shall include the masculine and feminine genders.

VIII. Severability

If any provision or portion of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

IX. Entire Agreement

This Agreement sets forth the entire agreement and understanding between the Village and Strat's with respect to the subject matter hereof and supersedes all prior contracts, agreements, arrangements, communications, promises, discussions, negotiations, representations and warranties between the parties, whether oral or written, except as otherwise reserved herein. In the event that there are any inconsistencies between the terms of this Agreement and any other agreement, the terms of this Agreement shall constitute an amendment to, and shall supersede for all purposes, the relevant provision of that document, unless otherwise reserved herein.

X. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties hereby irrevocably submit to the jurisdiction Circuit Court of DuPage County, Illinois, in any action or proceeding brought to enforce or otherwise arising out of or relating to this Agreement and irrevocably waive to the fullest extent permitted by law any objection which either of them may now or hereafter have to the laying of venue in any such action or proceeding in any such forum in DuPage County, Illinois, and hereby further irrevocably waive any claim that any such forum is an inconvenient forum.

XI. Counter Parts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be deemed one Agreement. Signatures by facsimile are sufficient for execution of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Village of Villa Park
Restaurant

By: Phil Keckler, Jr.

Dated: 10-21-2020

Efrastratios Matsas, owner Strat's

By: Efrastratios Matsas

Dated: 10/20/20



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Acceptance of the Environmental Concerns Commission Minutes of the January 25, 2024 Meeting.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

VILLAGE OF VILLA PARK
Village Hall, Committee of the Whole Room
20 S. Ardmore Avenue
Villa Park, IL 60181

Environmental Concerns Commission

January 25, 2024

7:00 PM

Chairperson: Robert Wagner

Commissioners: Joe Amore, Marianne Greco, Sandra Hill, Ellen Jurkonis, Tamara Lambert-Wasilewski and Allan Leishman

1. **Call to Order - Roll Call** – The meeting was called to order by Chairman Wagner at 7:12 p.m. A quorum was reached with a roll call vote finding Chairman Wagner and Commissioners, Leishman, Amore, Hill, and Jurkonis in attendance. Commissioners Lambert-Wasilewski and Greco were excused. Also in attendance were Daniel Rafac from the Villa Park Public Library and Vassili Voskresenski, Senior Civil Engineer from the Public Works Department.
2. **Public Comments on Agenda Items** - none
3. **Amendments to the Agenda** – Commissioner Hill moved to place a presentation by Daniel Rafac on the New Business portion of the agenda to discuss the promotion of environmental programs at the Villa Park Public Library. The motion was seconded by Commissioner Leishman and it passed.
4. **Consent Agenda**
 - a. Approval of Minutes meeting held on November 16, 2023 – After the typo error on the agenda was corrected, a motion to approve the minutes of the November 16, 2024 meeting was made by Commissioner Leishman and seconded by Commissioner Hill. The minutes were approved.
5. **Business**

Daniel Rafac from the Villa Park Public Library shared the efforts of the VPPL to present environmental programming and he welcomes ideas from the ECC on appropriate topics and resources. Several ideas were shared and joint efforts will continue.

- a. **Report of the Bike, Pedestrian and Transit Subcommittee** – Chairman Leishman reported on the BPTS meeting which included the attendance of Tom Marcucci from Pace, the Golden Shovel Award progress, and other items.
- b. **Recap of Joyful Traditions** – Chairman Wagner suggested a thank you note to North School's K-Kids for their decorations and to the Chamber of Commerce for their efforts on this event. Commissioner Jurkonis volunteered to write those and reported that a call to the Chamber indicated their plans to recycle and reuse the lights from the Joyful Traditions trees.
- c. **Discussion of Green Champion Award** – Chairman Wagner stated that the applications will be evaluated at the March 22nd ECC meeting. Commissioner Jurkonis presented a nomination for Kevin Goss of the Sugar Creek Golf Course.
- d. **Update on Metropolitan Mayors Caucus CROCUS program** – Chairman Wagner spoke to Robyn Grange of the MMC about the CROCUS program indicating the willingness of Villa Park to be included in the program. Information will be sent to Villa Park for consideration of inclusion and members suggested possible significant data collection locations including a school and the railroad tracks.
- e. **Discussion of Village's No-Mow may Policy**- Commissioner Leishman encouraged the ECC to begin planning for this year's No-Mow May event. Chairman Wagner has spoken with Mark McLaughlin from Community Development and he will be invited to the February ECC meeting to discuss the issues of No-Mow May and possible changes and additions in the event. Chairman Wagner suggested contacting Dave Gorman from Lombard about their program.
- f. **SB85 – Illinois Container Deposit Bill** – Chairman Wagner reported that this bill is in the General Assembly and he will put this on the February agenda for updates.
- g. **Communication/ Community Outreach** - After Mr. Voskresenski shared that Mr. Pisano, Villa Park Communication Specialist, has resigned, discussion included how this would affect the ECC postings. Commissioner Leishman will contact Susan McVey to learn what process will be used to include the postings and he volunteered to monitor the postings for possible response to residents. Chairman Wagner learned that Batteries Plus collects more than just batteries for recycling and he will email the list of items to the members. Commissioner Amore began a discussion on the accessibility of commission meetings. Zoom meetings and the Open Meetings policy were mentioned. Commissioner Leishman will have a conversation with Manager Harline about this. Postings for the month will include:
 - Feb. 5 – World Pulse Day – Leishman
 - Feb. 12 – Battery Recycling - Wagner
 - Feb. 19 – Safe Sidewalk De-icing – Amore
 - Feb. 26 – Car Idling – Jurkonis
 - March 4 – Green Champion Award reminder – Jurkonis
- h. **Purchase of Compostable Cups for Cocoa Crawl (Sandy)** – After a discussion about the use of other environmental options for the cups, Commissioner Amore will research possibilities. It was agreed this discussion should take place earlier next year but currently this is the best option for the February event. A motion by Commissioner Leishman seconded by Commissioner Jurkonis for a purchase not to exceed \$125 of 8-ounce cups was passed.

- i. **Potential Polystyrene Collection Program (Joe)** – Commissioner Amore shared that after some further investigation, he doesn't think the Village should move forward on the program because of the complexity of the collections. He added that residents use current recycling events, that DART strongly be encouraged to participate in the Spring Sweep, and that he will continue to collect member's items which he will take to the Western Springs collection.
- j. **Planning for 2024 Spring Sweep** – Chairman Wagner invited members to a meeting on January 31, 2024 from 10 – 11:30 at the Village Hall to start organization of the May 18th event. He offered to discuss DART's inclusion at that meeting.

6. Public Comments on Non-Agenda Items - none

- 7. Commissioner Comments** – Commissioner Leishman mentioned an advocacy group for the concerns about the Metra shortfall. Commissioner Amore wishes to thank the Village for placing the recycling bins at Joyful Traditions and he wondered who initiated that reality. Commissioner Jurkonis asked that an agenda item be included about the purchase of recycling boxes in the Village for holiday lights. She also reported on the help for SCARCE and the schools with the plastic bag recycling indicating that about 100 pounds have already been given to Jefferson and 100 pounds to Ardmore. This help will continue.
- 8. Chairman Comments** – Commissioner Wagner shared the news of the resignation of Tamara Lambert-Wasilewski from the ECC and the need for a new commissioner. He talked briefly about the River Prairie Group and the removal of the Graue dam which will affect Salt Creek wildlife.
- 9. Village Board Liaison Comments – Public Works Director Mike Guerra - none**
- 10. Village Staff Comments** – Mr. Voskresenski reported on updates on the Jackson Retention and Lufkin projects.
- 11. Adjournment** –A motion to adjourn was made by Commissioner Leishman and seconded by Commissioner Amore. The meeting was adjourned at 8:55 pm.

Respectfully submitted,

Ellen Jurkonis, ECC Commissioner

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Acceptance of the Community F.U.N. Commission Minutes of the November 28, 2023 and January 23, 2024 Meetings.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

F.U.N. Commission Meeting minutes from Tuesday, November 28, 2023 held at the Village Hall, Committee of the Whole Room, 20 S. Ardmore Avenue, Villa Park, IL 60181.

1. Call to Order: 5:36 pm Roll Call: Leslie Allison-Seei, Mary Brunner-Hintze, Eliza Diederich, Kathy Halloran, Carla Graf and Junior Commissioner Azana Jackson
2. Public Comments on Agenda Items – none
3. Amendments to the Agenda – none
4. Approval of Minutes – minutes were approved from October 24, 2023 meeting. Eliza motioned and Carla seconded.

5. Business

5a. Discussion re: Christmas Tree decorating for Joyful Traditions event. Friday, December 1, meet at our tree at 6:30 pm to decorate. Joyful Traditions is Saturday, December 2 from 4pm – 7pm.

5b. Discussion re: Holiday Decoration contest details. Contest will start December 1 and end December 19. The categories are Traditional and Most Jolly. Nominations via Facebook and at the Library. Eliza will make a submission box for the Library and Azana will check the box. Each commissioner will vote for top 4 houses in each category after the drive around on December 19. The F.U.N. Commission is not meeting on December 26.

5c. Begin discussion re: 2024 event ideas/plans.

1. 2024 is the 17 year cicada. At Kites n' Kicks make an origami cicada as a craft activity
2. Skate Park – have an event there
3. F.U.N...raiser for the Clock Tower with theme of Back to the Future. The library has movie licenses. Turn the Clock back...fall back...give your hour to the clock.
4. 5 K
5. Battle of the Bands

6. Public Comments on Non-Agenda Items. Kim Jackson commented that someone saw the awards we give out and thought they were cute.

7. Commissioner Comments – none

8. Chairman Comments – Mix up positions, possibly a co-chair.

9. Village Board Liaison Comments – Trustee Alfano. At the November 13 Village Board Meeting, Trustee Patrick gave a report that he wanted to make Villa Park a Halloween Destination...pumpkin walk...scarecrow event. It was noted that Ace Hardware co-sponsored the Village scarecrow competition event.

10. Village Staff Comments – Gina Racanelli noted there were updated forms for reimbursements.

11. Adjournment – 6:57 pm. Eliza made motion and Carla seconded

Respectfully submitted,

Kathy Halloran
F.U.N. Commission Secretary

F.U.N. Commission meeting minutes from Tuesday, January 23rd 2024 held at Village Hall, Committee of the Whole Room, 20 S Ardmore Ave, Villa Park IL 60181

1) Call to order 5:35pm Roll call; Leslie Allison-Seei, Carla Graf, Eliza Diederich, Dave Samples, Junior commissioner Azana Jackson, Staff Liaison Gina Rancanelli, Mary Brunne-Hintze and Trustee Cari Alfano

2) Public comments on agenda items None

3) Amendments to the agenda – none

4) Approval of minutes- minutes were approved from the December meeting. Mary motioned and Carla seconded.

5) Trustee Patrick in attendance. He thanked the FUN commission for the mental health care package.

He would like to make VP a Halloween destination town where people come from all over to visit and celebrate Halloween. Family friendly. Ardmore ave did scarecrows. FUN commission is an asset to the community even getting the youth involved with civic engagement with the jr commissioner position.

Have people preorder scarecrows at the autumn jubilee. Add VP history or scary stories to the Halloween/ autumn events. Myths and local urban legends. Human library where we have people dressed up telling ghost stories. Leslie suggested a haunted trail but not too scary. Maybe the Great Western Trail. Gina and trustee Patrick working to find out who owns/ is responsible for the GWT. Carla suggested a light parade down the prairie path.

Mary suggested fundraising to fix the clock but will look into this for a 2025 event.

5A) Commission positions and responsibilities. Calender to Donnie and Cheryl (Leslie will handle)

Co chair person- Carla Graf.

Secretary Kathy

Treasurer responsibilities- Leslie and Carla

Dave- Video and DJ

Azana- Ambassador for the FUN commission

5B) 2024 Calendar events

Find Lucky March 1st- March 18th, Prairie path cleanup and cicada info event April 27th, May 18th Spring sweep and recycling event, Kites and kicks June 9th, October 12th Autumn Jubilee.

Make sure Rotary Park tri trail is finished by the time Kites and Kicks rolls around. Also check on Twin Lakes to hold the event. Brewfest is Oct 5th, Sept 28th and 29th Cystic Fibrosis Foundation has an event.

Oct 19th not available.

Per Cheryl FUN commission chamber of commerce membership was renewed.

Businesses for Find Lucky- Charlys Subs, Windy City Curling, British swim school, Old Globe, Jay Loren Salon. Do videos and photos of businesses.

Send Gina links of items that need to be purchased. Receipts go to Carla.

Amazon fresh we can get waters and snacks for events.

Cicada Day tie in with Prairie Path cleanup.

Science engagement info. Cari reaching out to science depts at the schools to help with the cicada event. Dan Hebreard and Tina Tyson Dunn of the DuPage county forest preserve district 2.

Social media cicada photo contest

Scarecrows on the prairie path. Ace Hardware are cosponsors of the Village scarecrows so Gina requesting if we do something please don't repeat and do scarecrows. Do ghosts or skeletons instead.

Landscape and beautification will be the week of Mother's Day. Leslie will include all members of the commission. Azana interested in helping plant flowers.

Bob Wagner has the recycling event buttoned down. No need for FUN commission volunteers.

Football coach help with recycling event.

Two planters by Walgreens find a better place for them. Cari will reach out to the scouts to help water. Gina will reach out to Brian to help water hard to get planters.

Sidewalk chalk event will again be rolled in with Kites and Kicks.

For Kites and Kicks find food trucks with no minimums. Check with Kona Ice.

5C) Table marketing ideas for next meeting.

6) Public comments on non agenda items – See Trustee Patrick's notes above. Needed to take son to basketball so we started with him.

7) Commissioner comments- Mary mission statement she worked with Kathy on we will add to next month's agenda. Eliza will email Donnie and Cheryl to update village website with the correct start time to our meetings.

8) Chairperson's comments- Leslie is thrilled for Carla to be co chair. She feels they will get twice as much done.

9) Village board liaison comments- Trustee Alfano expresses gratitude to Gina and commissioners. One person to mainstream agendas online. Need to get Cheryl the agenda as early as possible. CC Cari and Gina on agendas.

10) Village staff comments- Any reimbursements? Leslie- yes pizza.

11) Motion to adjourn Azanna motioned 8:06PM Eliza seconded.

Submitted by Eliza Diederich



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Acceptance of the Environmental Concerns (Bike, Pedestrian & Transit sub-committee) Minutes of the January 25, 2024 Meeting.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

Village of Villa Park
Minutes
Bike, Pedestrian & Transit Advisory Sub-Committee
of the Environmental Concerns Commission
January 25, 2024

Approved 2/22/24

1. **Call to Order - Roll Call:** The meeting was called to order at 6:06
Recording started.

Present: Alan Leishman, Marianne Greco, Robert Wagner, Joe Amore
Absent: None
Others Present: Thomas Marcucci, Board Member, PACE

2. **Public Comments:** Mr. Marcucci expressed praise for how well Villa Park is doing. He commented that the Village looks nice and the business districts appear to be thriving.
3. **Amendments to the Agenda:** None
4. **Approval of Minutes:** RW motioned to approve the minutes of 11/16/23, 2nd JA. Unanimous approval. RW motioned to approve the minutes of 12/16/23, 2nd JA. Unanimous approval.
5. **Business:**
 - a. **Pace Usage in Villa Park:** Tom Marcucci, Pace Board of Directors.
Mr. Marcucci was asked to attend our meeting and to talk about ways Villa Park could increase ridership on PACE.

He thanked us for inviting him. Then started by mentioning the seriousness of the RTA “Fiscal Cliff” in the operating budget. In his opinion the Plan of Action for Regional Transit (PART) published by CMAP does not really do much to do address the fiscal cliff. The plan’s main recommendation was to consolidate the PACE, CTA and METRA boards. He feels the boards are working together well and that consolidation will do little address the fiscal and other problems.

While we do want to increase ridership, it’s his opinion that even if the number of riders doubled, it would not solve the transit system’s fiscal shortfall.

He briefly talked of recovery ratio (the percentage of operating expenses paid for by fare collection) and how PACE was initially expected to have a lower ratio than CTA. He noted that instead of getting better, the recovery ratio has gone down since PACE was created.

He mentioned that most communities are making ridership a low priority. He also talked of one option, reducing the time between buses, but didn’t seem to think that was feasible any time soon.

PACE used to print detailed pamphlets of schedules and routes, but even with those it was hard to distribute effectively.

He did say that PACE does press releases when a route is changed. He also noted that transit public meetings are not well attended. And when they are, some people objected to the route changes because it made them feel like they were living in an urban environment.

He then spoke of Ride DuPage, an on-demand ride service that covers all of DuPage County and other similar programs. Information is available on the PACE website.

PACE does have a lot to offer, and one of the most important things we can do is get the word out about it.

He briefly mentioned that train feeder routes (buses that drop off at train stations) are expensive because of the short routes and quick turn-around. They are low revenue, and got even lower after COVID. He suggested that Metra wanted feeder routes so they wouldn't have to subsidize parking lots.

There has been an uptick in ridership on buses and trains in the last 8 weeks to about 70% of pre-COVID usage.

He feels that social media is great way to get the information out. And putting flyers and brochures in all the public places: libraries, colleges, high school, community centers, any "newcomers clubs" or welcome packs.

Ask PACE to be at public events to provide information. Ask their Community Relations Representative, Chris Rose for publicity support. The committee mentioned the value of adding PACE information to Brewfest publicity.

JA – asked about getting service to the train station again. Mr. Marcucci doesn't feel that service will improve until we are well past the fiscal cliff and the consolidation is resolved.

There was some discussion of employers subsidizing bus routes, but he's never seen one last more than 2-3 years. Today, there are very few.

Chris Rose and Melinda Metzker the executive director, can develop digital ads, for municipalities to use freely.

JA asked about getting ads on the digital signs on the buses before BrewFest. Probably not, because that is for route information and announcements. But we could make cardboard ads to put in the buses.

RW mentioned the Bus Tracker tool. He also said he knew nothing about Ride DuPage until just recently.

The discussion concluded that educating the public about PACE's existing breadth of services is an important step.

It was also noted that electric buses have been ordered. The price of the buses went way up after they were ordered and so did cost of installing the charging stations.

- b. **North School Walk/Roll to School Day:** RW contacted Fred Leinweber, Assistant Principal at North School and is waiting for a response.
- c. **Bike Month (May 2024):** RW proposed screening the Anthill Films' "The Engine Inside." They are charging \$200, but we may be able to ask for donations to offset that cost. They are picky about the

quality of the viewing experience and want to ensure it will be adequate before giving permission to screen. MG started a list of other movies that would be fun.

- d. **Metra Station Winter Access:** JA noted that the door is malfunctioning, allow people access 24/7. MG noted an earlier complaint that people were leaving trash and using it as a restroom. That has not been happening recently. RW asked when the train station will get a ticket machine. So far, there is no answer. It was noted that phone apps are increasing in usage.
- e. **Ride DuPage Program:** RW told us about the ride program in DuPage County. Residents can order a ride anywhere in DuPage County at no cost. There are some income restrictions, but not for seniors. They'll even provide an assistant if you physically need it. See the ridedupage.org website.
- f. **Golden Shovel Update:** MG noted that the details have been finalized, but that the online application form needs some corrections. AL thinks we will not be able to make changes ourselves; that the village staff will have to do it. Also, we do need access to results directly so we can effectively administer the program. RW noted that snow clearing along St. Charles Ave is terrible. JA walked to Coffee with the Board recently after a snowfall, and saw that only 2 business had clear sidewalks. Village Hall was not even cleared. AL stated that generally the VP public building sidewalks are clear.

AL is distributing fliers about the program to businesses and kiosks.

- g. **DRSC Update:** JA told us that a major source of grant money for grade crossing improvements was recently withdrawn because there were so few applicants. He feels this is a very good reason to hire a grantwriter. JA brought up the Barrington student who was killed by a train. JA noted that there were no pedestrian gates at that intersection, but all of VP crossings have pedestrian gates and audio warnings when another train is coming.
- h. **Community Outreach:** RW told us that the Active Transportation Alliance has declared 2024 the "Year of the Bus." JA noted that the Wheaton bike commission meetings are broadcast and that they have a special room set up with all the tech for the commission. JA mentioned a couple that walks and bikes everywhere, but her hearing impairment makes the meetings difficult. He feels meetings should be closed captioned to improve attendance. AL wonders if we can allow the public to video conference (Zoom) into our meetings. RW is not sure if that is allowed. MG speculated that it could be set up as a broadcast so it's not a zoom "meeting." This could then easily be auto captioned.

6. **Commissioner, Village Board Liaison, and Village Staff Comments:** JA Happy New Year. MG: Ditto. RW: None. AL: Attended a recent Active Transportation Alliance "Street Team" training. The primary focus was the transit fiscal cliff. But, they also addressed traffic safety and some environmental initiatives. It was noted that the Illinois Environmental Council's priority is Bike and Pedestrian safety.

7. **Adjournment:** RW motioned to adjourn. 2nd MG. The meeting was adjourned at 7:10.



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Acceptance of the Parks and Recreation Advisory Commission Minutes of the February 13, 2024 Meeting.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

MINUTES OF PARKS & RECREATION ADVISORY COMMISSION
February 13, 2024
ROOM 11 AT THE IOWA COMMUNITY CENTER
338 N. IOWA AVE, VILLA PARK ILLINOIS

COMMISSIONERS: S. Bousum, S. Collentine, C. Murphy, D. Noxon, M. Storino, C. Tucker, R. Pazar
PARKS & RECREATION LIASON: Director G. Gola **VILLAGE BOARD LIAISON:** J. Cordova
COMMISSION CHAIRPERSON: S. Bousum **COMMISSION VICE-CHAIR:** C. Tucker
SECRETARY: M. Storino **RECORDER OF MINUTES:** Y. Clark

- 1) **CALL TO ORDER:** Chair Bousum called meeting to order at 7:05pm.
ROLL CALL: S. Bousum, D. Noxon, C. Murphy, M. Storino, C. Tucker.
- 2) **PUBLIC COMMENTS ON AGENDA ITEMS:** N/A
- 3) **AMENDMENTS TO THE AGENDA:** N/A
- 4) **APPROVAL OF MINUTES:**
Motion for the approval of the December 12, 2023, meeting minutes was made by Comm. Murphy and second by Comm. Noxon. Acclamation vote was taken with all ayes.
- 5) **DEPARTMENT STAFF UPDATES:**
 - a) ***Recreation Division- Director Gola:***

AQUATICS, ATHLETICS AND FITNESS

- Basketball: Conquer the Court final games at Willowbrook Saturday 3/9
- Spring Youth Soccer: 29 registered, games begin 4/13

ADULT & SENIORS

- 12 adult and senior programs in January
- 234 registered
- Kudos to Janet and staff!

EARLY CHILDHOOD

- Exploring Toddler: Returned with 7 participants
- Preschool registration for 2024-2025 began February 5th
- 2 new programs: Little Artists, Little Chefs

EVENT UPDATES

- Egg Hunt: Saturday 3/23 at 10am. 8 registered as of 2/13
- Princess Ball: Friday 4/12, 6-8pm at Elm West, 11 participants registered so far.
- Discover Dance: Recital at Jefferson 3/16, rehearsal scheduled for 3/15.
- Summer Brochure: Summer concert line up ready!
- Summer Concerts: At Cortesi Park on Thursdays at 6:30-8:30pm in June and August; At the Gazebo on Wednesdays in July.

Printed Brochures are available at Iowa Community Center, Village Hall and at the Library, as well as available online.

Summer Concerts Line Up:

Thursday, June 6, 2024 Petty Cash
Thursday, June 13, 2024 Murley Music
Thursday, June 20, 2024 Chicago's Own Piano Man Band

Thursday, June 27, 2024 Electric Brew
 Thursday, August 1, 2024 Johnny Russler & The Beach Bum Band
 Thursday, August 8, 2024 Nashville Electric Co
 Thursday, August 15, 2024 Flat Cats
 Thursday, August 22, 2024 Strung Out
 Thursday, August 29, 2024 Howard and the White Boys

b) Parks, Buildings & Grounds Division- Superintendent Brian Roche:

- Current/Completed Park and Facility Projects
 - Facility Assessments
 - Kluber has provided a draft of the facility assessment. Meeting early March to discuss, then they will provide us with a final facility assessment. Facilities included were Village Hall, Police Department, Public Works, Old Fire Station, Parks/PW Garage, Water, Fleet, Chamber w/ structural, Museum, Fire Station 81 & 82.
 - The Fire Department: Discussed their concerns as they grow as a department, their current facilities may not be adequate. In early stages of working with Kluber to perform space planning for both fire stations to develop plans to potentially make the needed improvements.
 - Public Works/CDED Office Facility
 - Improvements to the public entry area at 11 W Home Ave, including: removing some old floor base, cleaning up the brick walls, painted the stair metal, front counter, and door frames, and installed new LED lighting, which is much better and brighter. Staff were able to reduce the fixture count from 11 to 8, making it brighter and much nicer!
 - New flooring was installed by contractor, including stairs with safety treads.
 - New entry doors were ordered in 2023 and we hope to see them installed in the coming weeks.
 - We are currently in the process of making improvements to the 4 restrooms in the building, improvements include flooring, sinks and vanities, mirrors, led lighting, dispensers, ceiling fans, wall repairs and painting, new base, and a good cleaning.
 - Police Department
 - Improvements to the main level at Police, including repainting main hallway and door frames.
 - New flooring was installed by contractor.
 - Staff are looking into new LED lighting for the PD as well.
 - Fire Stations
 - Improvements at Station 81: Kitchen and day room were painted, installed new led lights and fans. Painted the hallway and added new led lights, and painted the Chiefs office.
 - Fire Station 81 is receiving 4 new swing doors this week into next
 - Fire Station 82 is receiving new overhead doors today and tomorrow
 - Parks Winter Work
 - Each winter season the Parks department works through a list of routine maintenance and improvements to equipment and various park items. Staff have completed winter service on mowing equipment. Trash cans and picnic tables have been brought in and cleaned up and repaired and painted. Other summer use equipment has been serviced, staff have done cleaning and organizing of shops and tools, cleaning of vehicles, etc.

- Upcoming Projects
 - After we are done at PW/CDED in the restrooms, we will be moving into VH to complete improvements to their break room, some soffit repairs are needed before work begins in the break room, hoping to begin at VH next week.
 - We hope to be done with VH in early to mid-March, then move to begin preparing parks and grounds for spring/summer.

c) Director's Report- Director Gola:

Beam Signing on Saturday March 2, 2024, 10am-12pm: WB Olson will paint a beam white, and residents will be invited to come sign the beam. It will be used in the construction of the building.

OSLAD Grant at Lions Park: Villa Park was awarded \$600,000 matching grant for the Lions Park Project. Hopefully the project will begin in the late summer to early fall. Projected to be completed by Spring of 2025.

Going forward, the agenda will list Unfinished Business and New Business, if anyone needs to add to the agenda, please submit by Wednesday before the meeting.

Recently asked:

- Is the grant money for Lions or Lufkin? We were recently awarded a \$600,000 grant for Lions Park, we had previously been granted a \$400,000 for Lufkin Park.
- Can the grant be used for a pool or something else? No, the grant can only be spent on what was submitted on the application. In this case, the recently awarded grant's application was submitted for Lions Park.
- More information on the pool: New liner will be installed at the pool this year as the shell is deteriorating. The liner should add about 10 more years of life for the pool, to begin the process of planning for the future of the pool.
- Is there a next park project the commission can focus on? We have 3 big projects happening at the moment, Lufkin Park, Lions Rec Center and Lions Park, these projects will take us through the end of 2025.
- High Level Promotions Company: Received some proposals for naming rights, but none were approved. Other offers for sponsorship have been received, some contracts to be presented to the board soon.
- New Rec Center Fees: Recreation will present research and propose fees within the next few months.

6) BUSINESS:

- a) Lufkin Park: Innovation Landscaping began in the Fall, installing the playground and ninja course, and foundation for the bathroom. They have not worked over the last few weeks, but they are starting again this week as the weather is favorable. They'll do the band shell as well as the sanitary line and utilities. In April, the bathroom building materials will be delivered, spray pad, sensory garden, pier overlook, and finish by installing the walking path. We hope to be completed by the Summer of 2024.

- b) Lions Recreation Center: The steel is going up, it will be about 6 weeks to complete detailing/welding. Precast panels will be installed; they can do 14 panels a day, they have about 52 total. Some construction time was lost due to the snow. There are monthly updates posted on our website.

7) **PUBLIC COMMENTS ON NON-AGENDA ITEMS:** Trustee Cordova: Community of the Whole Meeting focused on Strategic Planning from survey results which covered many of the topics discussed today.

8) **COMMISSIONER COMMENTS:**

- Comm. Murphy: Nothing, thank you.
- Comm. Storino: Good meeting!
- Vice Chair Tucker: Excited that we will be able to see these projects completed in 2024. Excited to see the final products!
- Comm. Noxon: Nothing, thank you.

9) **CHAIRPERSON COMMENTS:** *No comment, thank you.*

10) **VILLAGE STAFF COMMENTS:**

- Superintendent Brian Roche: Nothing, thank you!
- Director Gola: A lot of things happening and excited for the amenities that will add to the quality of life for the Residents of Villa Park.

11) **ADJOURNMENT:** Chair Bousum called for meeting to adjourn at 8:01pm. Comm. Noxon made motion and was second by Vice Chair Tucker. Acclamation vote was taken with all ayes.

NEXT MEETING: March 12, 2024.



MEMORANDUM

TO: Village Board of Trustees

FROM:

DATE: March 25, 2024

SUBJECT: Acceptance of the Traffic and Safety Commission Minutes of the February 6, 2024 Meeting.

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

VILLAGE OF VILLA PARK

Village Hall, Board Chambers

20 South Ardmore Avenue

Villa Park, Illinois 60181

Traffic and Safety Commission

February 6, 2024

8:00 PM

Chairperson J. Pienkos

Commissioners Jack Cuthbertson, Joey DeTomaso, Vicki Flaskamp, Edward McMurray,
Carl Timmerman, Karen Timmerman, and Bob Wagner

MINUTES OF THE MEETING HELD IN VILLAGE HALL BY THE TRAFFIC AND SAFETY COMMISSION OF THE VILLAGE OF VILLA PARK ON FEBRUARY 6, 2024

1. Call to Order.

Chairperson Pienkos called the meeting to order at 8:00 p.m.

2. Roll Call.

Ex-Officio Mantels called the roll.

PRESENT: Cuthbertson, DeTomaso, McMurray, Pienkos, C. Timmerman, K. Timmerman,
Wagner.

ABSENT: Flaskamp.

Staff Present: Kevin Mantels, Assistant Village Engineer.

Board Present: None.

Others Present: None.

3. Amendments to the Agenda.

None.

4. Public Comments on Agenda Items.

None.

5. Public Comments on Non-Agenda Items.

None.

6. Presentations.

6a. Report of the Bike, Pedestrian, and Transit Subcommittee.

Commissioner Wagner gave a report of the Bike, Pedestrian, and Transit Subcommittee. Commissioner Wagner mentioned that the last meeting of the subcommittee was on 01/25/2024. The meeting included a presentation by Tom Marcucci, former Mayor of the City of Elmhurst and current DuPage County representative on the Pace Board of Directors. Presentation topics included funding shortfalls for public transit, reduced ridership due to COVID, and options for reducing the shortfalls. Mr. Marcucci also mentioned a program called Ride DuPage, in which senior citizens and other qualifying individuals can use Pace

ride services and assistance in DuPage County at no cost. Aside from the presentation, topics discussed at the BPT meeting included the subcommittee's coordination of a Walk / Roll to School Day with North Elementary School on Wednesday, 05/08/2024; planning for bike month in May; the Gold Shovel Program; and an update from the most recent meeting of the DuPage Rail Safety Council.

7. Approval of Minutes.

7a. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on November 7, 2023.

Motion to approve the minutes of the Traffic and Safety Commission meeting held on November 7, 2023, was made by Commissioner K. Timmerman and seconded by Commissioner C. Timmerman. Voice vote passed with all ayes.

Motion carried.

Minutes approved.

7b. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on January 2, 2024.

Motion to approve the minutes of the Traffic and Safety Commission meeting held on January 2, 2024, was made by Commissioner Wagner and seconded by Commissioner DeTomaso. Voice vote passed with all ayes.

Motion carried.

Minutes approved.

8. Old Business.

None.

9. New Business.

None.

New item(s).

Commissioners discussed concerns received from a resident regarding several topics, including snow plowing operations during the most recent winter weather event that resulted in the blocking of the public sidewalk on the west side of Villa Avenue in front of strip mall at the southwest corner of Villa and St. Charles; and the lack of north-south bicycle routes in the village. Some commissioners noted that they had received similar concerns from members of the public. Ex-Officio Mantels responded that there were several potential improvement projects that were currently at some stage of development and that were expected to include bicycle and pedestrian amenities, including: Villa Avenue from Wildwood to IL 64, which was currently under design; Ardmore Avenue from Madison Street to St. Charles Road, which had been awarded federal STP funding; Ardmore Avenue from St. Charles Road to IL 64, which had been awarded federal STP funding; and Ardmore Avenue from IL 38 to Madison Street, which was expected to be awarded federal STP funding. Ex-Officio Mantels also mentioned that the village had recently completed a Railroad Grade Separation Feasibility Study and had applied for external funding for preliminary Phase I engineering of potential future grade separation projects. Those potential projects would be extremely costly and take many years to complete, but if implemented, they could potentially provide for one or more grade-separated bicycle and pedestrian routes across the railroad.

10. Commissioner Comments.

Commissioner DeTomaso had no report or recommendations.

Commissioner Wagner had no report or recommendations.

Commissioner Cuthbertson mentioned that at the entrance into the frontage road for the North Avenue Townhomes, motorists were no longer obeying the "No Parking Here to Corner" signs that had been installed. Ex-Officio Mantels responded that he would advise the Police Department of the issue. Commissioner Cuthbertson also mentioned that at the Canadian National Railroad crossing at Addison Road, the concrete foundations and poles supporting the train lights and gates were still in need of attention. He noted that as the foundations continued to deteriorate and the poles continued to lean further and further, the railroad would simply adjust them but not address the underlying issues. Ex-Officio Mantels responded that staff would reach out to the Canadian National Railroad again.

Commissioner McMurray had no report or recommendations.

Commissioner K. Timmerman mentioned that early voting for the primary election would begin in March. She also noted that DuPage County voters could vote at any polling place, and that citizens could be registered to vote at polling places on election day.

Commissioner C. Timmerman had no report or recommendations.

11. Chairperson Comments.

Chairperson Pienkos mentioned that the previous Thursday, he had been driving on Addison Road at Vermont and witnessed another motorist disregard the stop signs and drive through the intersection at approximately 45 mph. Chairperson Pienkos also noted that one of the flashing stop signs at Addison and Sunset was not working. Ex-Officio Mantels responded that staff was aware of the issue, that an order of new flashing stop signs had recently been received, and that staff planned to replace the non-working flashing stop sign as soon as staff was able.

12. Village Board Liaison Comments.

None.

13. Village Staff Comments.

Ex-Officio Mantels had no report or recommendations.

14. Adjournment.

Motion to adjourn was made by Commissioner C. Timmerman and seconded by Commissioner K. Timmerman. Voice vote passed with all ayes.

Motion carried.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Kevin L. Mantels
Assistant Village Engineer

Next Meeting is scheduled for March 5, 2024.