

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2020-090

AN ORDINANCE AMMENDING ORDINANCE 2020-058 AUTHORIZING APPROVAL OF
EXPENDITURES TO LAUTERBACH & AMEN, LLP FOR ACCOUNTING AND
FINANCIAL OVERSIGHT SERVICES TO BE PERFORMED DURING FISCAL YEAR
2020/2021 IN AN AMOUNT NOT TO EXCEED \$534,100

THE 11th DAY OF AUGUST 2020

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
12th Day of August 2020

VILLAGE OF VERNON HILLS
ORDINANCE 2020-090

AN ORDINANCE AMMENDING ORDINANCE 2020-058 AUTHORIZING APPROVAL OF EXPENDITURES TO LAUTERBACH & AMEN, LLP FOR ACCOUNTING AND FINANCIAL OVERSIGHT SERVICES TO BE PERFORMED DURING FISCAL YEAR 2020/2021 IN AN AMOUNT NOT TO EXCEED \$534,100

WHEREAS, the Village of Vernon Hills, County of Lake, State of Illinois (*"the Village"*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

WHEREAS, the Village Board approved Ordinance 2020-058 April 21, 2020, which authorized a contract with Lauterbach & Amen, LLP (L&A) to provide full financial services; and

WHEREAS, expenditures over \$25,000 require Board of Trustees approval.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: AUTHORIZATION & RELEASE OF PAYMENT: The Village Manager is hereby authorized to approve payments to Lauterbach & Amen, LLP in an amount not to exceed \$534,100 and to authorize the Finance Director to make payments to Lauterbach & Amen LLP upon Board approval of the Invoice Approval Report listing the specific monthly payment.

SECTION 2: EFFECTIVE DATE: This Ordinance shall be in full force and effect from its passage and approval.

SECTION 3: ORDINANCE NUMBER: This Ordinance shall be known as Ordinance Number 2020-090.

Dated the 11th day of August 2020

Adopted by roll call votes as follows:

AYES: 5 – Takaoka, Oppenheim, Marquardt, Schultz, Koch

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Byrne

PASSED: 08/11/2020
APPROVED: 08/11/2020
ATTEST: 08/12/2020




Roger L. Byrne, Village President

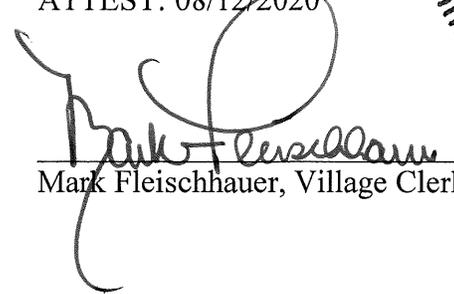

Mark Fleischhauer, Village Clerk

EXHIBIT A
Letter of Understanding



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

www.lauterbachamen.com

August 4, 2020

The Honorable Village President
Members of the Board of Trustees
Village of Vernon Hills, Illinois

We are pleased to confirm our understanding of services we are to provide for the Village of Vernon Hills.

It is our understanding that Lauterbach & Amen, LLP will provide services to replace the Village's Administrative Level 3 Payroll Clerk. These services are added to the original contract previously agreed to between the Village and Lauterbach & Amen, LLP effective September 15, 2018 to provide all accounting staff and personnel sufficient to the Village, including but not limited to the positions of Finance Director, Assistant Finance Director, and such other staff as is reasonably necessary to accomplish all accounting and financial tasks required for day to day Village operations as outlined in the original contract. The scope of services to replace the Village's Administrative Level 3 Payroll Clerk are outlined in Exhibit A attached. Such assistance will be arranged between the Village and Lauterbach & Amen, LLP and will be billed at a rate of \$4,167 per month starting August 17, 2020. This agreement is in addition to the original contract of \$39,167 per month for finance department services. The original contract for the finance department will be subject to a cost of living adjustment on November 1, 2020, and the entire contract will have a 2.5% increase each year starting on May 1, 2021 unless there is a change in services provided. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 60 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

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.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

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

By: _____

Title: _____

Mark Flusellan
Village Manager



EXHIBIT A- SCOPE OF SERVICES

Services are generally described as accounts payable and utility billing services. Below is a list of tasks that include, but are not limited to the following:

- A. Review all incoming invoices and routes them to the proper department for review
- B. Prepare and run all accounts payable payments
- C. Positive-Pay file creation and upload
- D. Invoice filing and storage
- E. Petty cash operations and reconciliation
- F. Review and reconciliation of front desk cash receipts
- G. Complete projects assigned by the Finance Director

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

CERTIFICATE

I, MARK FLEISCHHAUER, CERTIFY THAT I AM THE DULY APPOINTED AND ACTING VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS. I FURTHER CERTIFY THAT ON AUGUST 11, 2020, THE CORPORATE AUTHORITIES OF SUCH MUNICIPALITY PASSED AND APPROVED ORDINANCE NO. 2020-090 – AN ORDINANCE AMMENDING ORDINANCE 2020-058 AUTHORIZING APPROVAL OF EXPENDITURES TO LAUTERBACH & AMEN, LLP FOR ACCOUNTING AND FINANCIAL OVERSIGHT SERVICES TO BE PERFORMED DURING FISCAL YEAR 2020/2021 IN AN AMOUNT NOT TO EXCEED \$534,100.

THE PAMPHLET FOR ORDINANCE NO. 2020-090 INCLUDING THE ORDINANCE AND A COVER SHEET THEREOF, WAS PREPARED, AND A COPY DATED AUGUST 12, 2020 AND CONTINUING FOR AT LEAST TEN DAYS THEREAFTER. COPIES OF SUCH ORDINANCE WERE ALSO AVAILABLE FOR PUBLIC INSPECTION UPON REQUEST IN THE OFFICE OF THE VILLAGE CLERK.

DATED IN VERNON HILLS, ILLINOIS, THIS 26TH DAY OF AUGUST 2020.



Mark Fleischhauer
Village Clerk



AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, MARK FLEISCHHAUER, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2020-090 – AN ORDINANCE AMMENDING ORDINANCE 2020-058 AUTHORIZING APPROVAL OF EXPENDITURES TO LAUTERBACH & AMEN, LLP FOR ACCOUNTING AND FINANCIAL OVERSIGHT SERVICES TO BE PERFORMED DURING FISCAL YEAR 2020/2021 IN AN AMOUNT NOT TO EXCEED \$534,100 TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM AUGUST 12, 2020 TO AUGUST 26, 2020.



Mark Fleischhauer
Village Clerk

SUBSCRIBED AND SWORN TO BEFORE
THIS 26th DAY OF AUGUST 2020



Notary Public

