

# VILLAGE OF HOMEWOOD



**BOARD AGENDA MEMORANDUM**

**DATE OF MEETING: September 10, 2024**

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

**Through:** Napoleon Haney, Village Manager

**From:** Joshua Burman, Director of Public Works

**Topic:** Budget Amendment/Purchase Approval – Tree Reforestation with Donation Funds

## **PURPOSE**

Approve a budget amendment request to allow the James R. Wright donation of \$30,000 to be transferred to the Landscape Maintenance Reforestation line, and approve the purchase and installation of trees throughout the Village boundaries.

## **PROCESS**

James Wright, a lifelong resident of Homewood, dedicated 22 years of service to the Homewood Fire Department and served four years as a Village Board Trustee. He was also an active member of the Homewood Historical Society beginning in 1983, during which he served multiple terms as president. Mr. Wright passed away on March 10, 2023, leaving behind a legacy of love for trees. For the past seven years, he generously donated between \$5,000 and \$10,000 annually to the Village for reforestation initiatives. Following his passing, on September 11, 2023, the Village received a \$30,000 donation from Mr. Wright's estate specifically designated for tree planting. The Village is dedicated to honoring his wish by planting trees throughout Homewood.

Staff evaluated four (4) tree nursery vendors: Acorn Farms, Woody Warehouse Nursery, Kankakee Nursery Company, and Possibility Place Nursery Inc. to find available trees to meet Village site requirements. Acorn Farms is the only vendor able to provide the species diversity that is needed at the best price.

Due to time constraints on the Land and Maintenance team, staff reached out to multiple landscape companies to assist with the installation of the new trees: Beary Landscaping, Clarence Davids & Company, Premier Landscape, C&T Lawn & Landscape, and Rudy's Landscaping.

- Beary Landscaping of Lockport, IL – No Bid
- Clarence Davids & Company of Matteson, IL - \$426 per tree (\$54,528 total)
- Premier Landscape of Lemont, IL – No Bid
- C&T Lawn & Landscape of Lynwood, IL - \$120 per tree (\$15,360 total)
- Rudy's Landscaping of Chicago Heights, IL - \$135 per tree (\$17,280 total)

C&T Lawn & Landscape was the lowest responsible bidder for this work.

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Due to the anticipated cicada emergence in the spring of 2024, Village staff made the decision to postpone planting juvenile trees during fall 2023 and spring 2024, as the cicadas could jeopardize their growth. Village staff will first address the tree requests that residents have presented over the past year, and any remaining trees will be utilized to fill vacant areas and replace trees damaged by the EF-1 tornado this past summer.

## *Sourcing of Funding Incentive*

The donation of \$30,000 was categorized as assigned fund balance in order to reserve the funds until the purchase and installation of the trees could be completed as the donor intended. Assigned fund balance is a self-imposed constraint with the intent to use fund balance for a specific purpose. The process of assigned fund balance is completed annually during the audit process.

## **OUTCOME**

Approval of the budget amendment, purchase, and installation of 128 trees will honor James R. Wright's legacy of his love for trees and his desire to provide for Village-wide reforestation with his generous donation for that purpose.

## **FINANCIAL IMPACT**

- **Funding Source:** General Fund – Assigned Fund Balance
- **Budgeted Amount:** \$19,000
- **Budget Amendment Request:** \$30,000
- **Cost:** \$30,662

## **LEGAL REVIEW**

Not Required

## **RECOMMENDED BOARD ACTION**

Waive competitive bidding; approve a budget amendment of \$30,000 to the General Fund; and, approve the purchase of 128 trees totaling \$15,302 from Acorn Farms of Galena, Ohio and the installation of those trees by C&T Lawn & Landscaping of Lynwood, IL in the amount of \$15,360, for a total of \$30,662.

## **ATTACHMENT(S)**

None