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**BOT 11-15-22**

**FINAL**

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**PACKET**





Board of Trustees Meeting  
FINAL Agenda  
300 PORTWINE ROAD, RIVERWOODS IL  
November 15, 2022  
7:30 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - a. Board of Trustees Workshop meeting October 25, 2022
  - b. Board of Trustees meeting November 1, 2022
5. APPROVAL OF BILLS
6. TREASURER'S AND FINANCE COMMITTEE REPORT
7. DIRECTOR OF COMMUNITY SERVICES REPORT
8. CONSULTANTS' REPORTS
  - a. ATTORNEY'S REPORT
  - b. ENGINEER'S REPORT
  - c. ECOLOGIST'S REPORT
9. PLAN COMMISSION REPORT
10. ZONING BOARD OF APPEALS REPORT
11. POLICE REPORT
12. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
  - a. Status Report on Finance Department Staffing
13. VISITORS WISHING TO ADDRESS THE BOARD
14. NEW BUSINESS
  - a. Approval of Alliant Proposal for Property Casualty Insurance Program Effective December 1, 2022 through December 1, 2023
  - b. Approval of a Proposal for Milling of the Deerfield Road Pathway at a Cost Not to Exceed \$4,000
  - c. Approval of a Proposal for Continuation of the Leak Detection Program at a Cost Not to Exceed \$5,500.
15. OLD BUSINESS
16. EXECUTIVE SESSION
  - a. Litigation, Acquisition, Property, and Personnel
17. ESTABLISH TIME AND DATE FOR NEXT MEETING  
December 6, 2022 - 7:30 PM
18. ADJOURNMENT

# MINUTES

Village of Riverwoods  
Finance Workshop  
October 25, 2022  
Draft

Present:

Kris Ford, Mayor  
Michael Clayton (present electronically)  
Liliya Dikin  
Andrew Eastmond (arrived at 5:40 pm)  
Michael Haber  
Henry Hollander  
Rick Jamerson

Also Present:

Katie Bowne, Deputy Village Clerk  
Bruce Huvad, Village Attorney  
Bruce Dayno, Police Chief  
Carissa Smith, Village Engineer

The meeting was called to order at 5:30 pm.

The financial workshop focused on five year financial forecasts by Fund as a basis for budgeting and financial policy decisions.

### **General Fund**

Comparative projections for the fund assuming various police tax levy scenarios were discussed. Line item projections were based on historical trends or State distribution forecasts except that additional expenses in 2023 of \$500,000 were added to allow for new personnel in administration and the building department. Assuming annual levy increases of 5% or less, the Fund was projected to remain at or near breakeven over the forecast horizon.

### **Water Fund**

The Water Fund currently has a \$2 million target balance. New rehabilitation and modernization recommended spending includes replacing existing water mains that are more than 60 years old. There could be a possibility to piggyback on the County roadwork for some of these expenses. The costs of some of these replacements start in 2023. The entire extent of this program along with normal maintenance and operating expenses is projected to fully deplete the Fund balance. Options were discussed for offsetting the program costs including but not limited to rate increases, issuance of debt, Fund transfers, or stretching out the main replacement program.

### **Sewer Fund**

The Sewer Fund balance will remain at or near \$1 million through 2028 making the five-year projection look good. The years 2029 and 2030 were not included in previous forecasts from Gewalt Hamilton. It was noted neither the Water nor Sewer Fund showed any allocated interest, which should be corrected in the future.

## **Capital Fund**

The Capital Fund projection included a complete recapture of capital spending ideas that the Board has discussed in the past. This is intended to be conservative and insure that the Fund has sufficient balances which appears to be the case.

## **TIF Discussion**

The Trustees discussed money in the TIF funds. Funds generated by the TIFs have to be used as part of the TIFs. Any property taxes generated, however, would go into the General Fund.

## **Summary**

In summary, the Village's overall cash position is projected to remain relatively strong even with additional expenses, major projects and capital investments. MFT distributions from the State were projected to be about the same amount as the snow plowing expenses charged to this Fund so MFT was not forecast separately. The Trustees discussed the increase in the police property tax levy and concluded that just slightly less than 5% annually seemed appropriate.

## Adjournment

The meeting was adjourned at 6:35 pm

Respectfully submitted,

Katie Bowne  
Deputy Village Clerk

Transcribed by:  
Jeri Cotton

MINUTES

**FINANCE WORKSHOP**

OCTOBER 2022

VILLAGE OF RIVERWOODS

## EXECUTIVE SUMMARY

- Assuming a 4% annual increase in the police tax levy and using conservative revenue assumptions otherwise, the General Fund operating net income is projected become a slowly growing but modest deficit. This includes an increase in administrative staffing expense.
- There is a major shift in the outlook for the Water Fund. Some of the current mains are 60 years or older and approaching their practical life. GHA has now recommended that the Village should start replacing the oldest mains (circa 1961). The currently proposed replacement schedule uses up the entire Fund reserve.
- There is also a major shift in the outlook for the Sewer Fund. GHA is now recommending a major program in 2029 and 2030 which will deplete the entire fund at that time.
- To be conservative, the Capital Fund projection is a high expenditure scenario. The projection includes a three year stormwater program, sidewalks/pathways net of grants, a Deerfield Rd. landscaping assistance program, Deerfield Rd. intersection improvements, \$275,000 for a nature play area, etc. With these assumptions the current cash balance in the Fund remains positive until 2027.
- Even taking into account all these factors, the Village's cash position remains very strong. To put this into context, the Village could have the ability to replenish or loan funds from the General Fund, if so desired, and still meet the General Fund balance target (12 months of operating expenditures).

# GENERAL FUND – Recommended Scenario

	2019	2020	2021	2022	2022	2023	2024	2025	2026	2027	
General Fund	Actual	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected	Projected	
<b>REVENUE</b>											
Police Property Tax	558,625	529,377	802,880	988,800	988,800	1,028,352	1,069,486	1,112,266	1,162,317	1,214,622	4% each year moving forward
Sales Tax	787,316	520,725	649,521	595,000	669,007	689,077	695,968	702,927	709,957	717,056	3% in 2023, 1% thereafter
Thornton's Sales Tax	-	-	-	-	-	275,000	275,000	275,000	275,000	275,000	
State Income Tax	388,796	409,559	520,641	395,352	626,000	638,520	651,290	664,316	677,603	691,155	2% year over year, State projects 2.5%
Utility Tax - Gas/Elect	374,155	375,614	392,934	350,000	385,000	385,000	385,000	385,000	385,000	385,000	Flat, assumes more appliances offset by efficiency increases
Telecomm Tax (Excise)	289,480	287,768	231,191	214,661	233,503	235,838	238,196	240,578	242,904	245,414	1% year over year, historical rate
Franchise Fees	85,852	85,000	80,525	84,000	81,330	82,144	82,965	83,795	84,633	85,479	1% year over year, historical rate
Hotel Tax	136,882	35,405	60,484	131,328	100,000	102,500	105,063	107,689	110,381	113,141	2.5% inflation
Police Revenue	264,761	294,550	275,333	279,250	290,600	295,100	293,600	293,600	303,600	303,600	2% year over year
Bldng Dept Fees	197,028	246,832	238,493	371,940	300,000	306,000	312,120	318,262	324,730	331,224	Interest now also allocated to Capital Fund
Interest Income	180,657	198,658	11,492	161,700	40,000	40,000	40,000	40,000	40,000	40,000	\$ .02 per gallon starting in 2022
Municipal Motor Fuel Tax	-	-	-	-	-	80,000	80,000	80,000	80,000	80,000	21 and 22 ARPA distributions - \$224K each yr are recorded in Capital Fund
Other*	1,414,514	76,837	67,368	163,925	50,000	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL GF REVENUE</b>	<b>4,678,066</b>	<b>3,060,325</b>	<b>3,330,862</b>	<b>3,735,956</b>	<b>3,764,240</b>	<b>4,207,530</b>	<b>4,278,688</b>	<b>4,353,533</b>	<b>4,446,204</b>	<b>4,531,690</b>	
<b>EXPENSE</b>											
Administration	1,239,359	1,039,232	961,218	1,055,996	995,000	1,395,000	1,436,850	1,479,956	1,524,354	1,570,085	400,000 in 2023 for new positions and 3% each year after
Building	191,630	200,976	138,808	346,497	300,000	320,000	320,000	345,853	356,229	366,916	100,000 in 2023 for new position and 3% each year after
Rd & Bridge/Drainage	146,720	243,538	262,153	45,021	75,000	75,000	75,000	75,000	75,000	75,000	Snow Removal Coded to MFT, not R&B
Woodland	85,231	68,000	21,505	69,000	100,000	68,000	68,000	68,000	68,000	68,000	
Police	2,005,770	2,012,381	1,898,511	2,093,115	2,122,197	2,347,500	2,398,631	2,456,553	2,523,214	2,569,214	
<b>TOTAL GF EXPENSE</b>	<b>3,668,710</b>	<b>3,564,127</b>	<b>3,282,195</b>	<b>3,609,628</b>	<b>3,592,197</b>	<b>4,111,549</b>	<b>4,314,261</b>	<b>4,425,362</b>	<b>4,546,797</b>	<b>4,649,215</b>	
<b>NET GENERAL FUND</b>	<b>1,009,356</b>	<b>(503,802)</b>	<b>48,667</b>	<b>126,328</b>	<b>172,043</b>	<b>(4,019)</b>	<b>(35,573)</b>	<b>(71,829)</b>	<b>(100,593)</b>	<b>(117,524)</b>	
<b>Ref: Constant Levy</b>						<b>(44,071)</b>	<b>(71,712)</b>	<b>(149,410)</b>	<b>(226,850)</b>	<b>(294,668)</b>	
<b>Ref: Constant Rate</b>						<b>(13,907)</b>	<b>(56,041)</b>	<b>(103,606)</b>	<b>(150,007)</b>	<b>(185,856)</b>	

\*Includes replacement tax, administrative hearing revenue, recycling rebate, credit card convenience fees, and reimbursements.

### Major Assumptions:

- No impact from potential developments and population growth. These can be overlaid when developments are further defined.
- Thornton's municipal motor fuel tax and sales tax revenue to begin 1/1/23 in amounts roughly three quarters of their estimates.
- An additional \$500K has been added into administrative expenses to reflect reformulated staffing.
- Cushion for unforeseen circumstances is available in the police property tax levy, the remaining portion of the Thornton's estimate, and the Village's cash



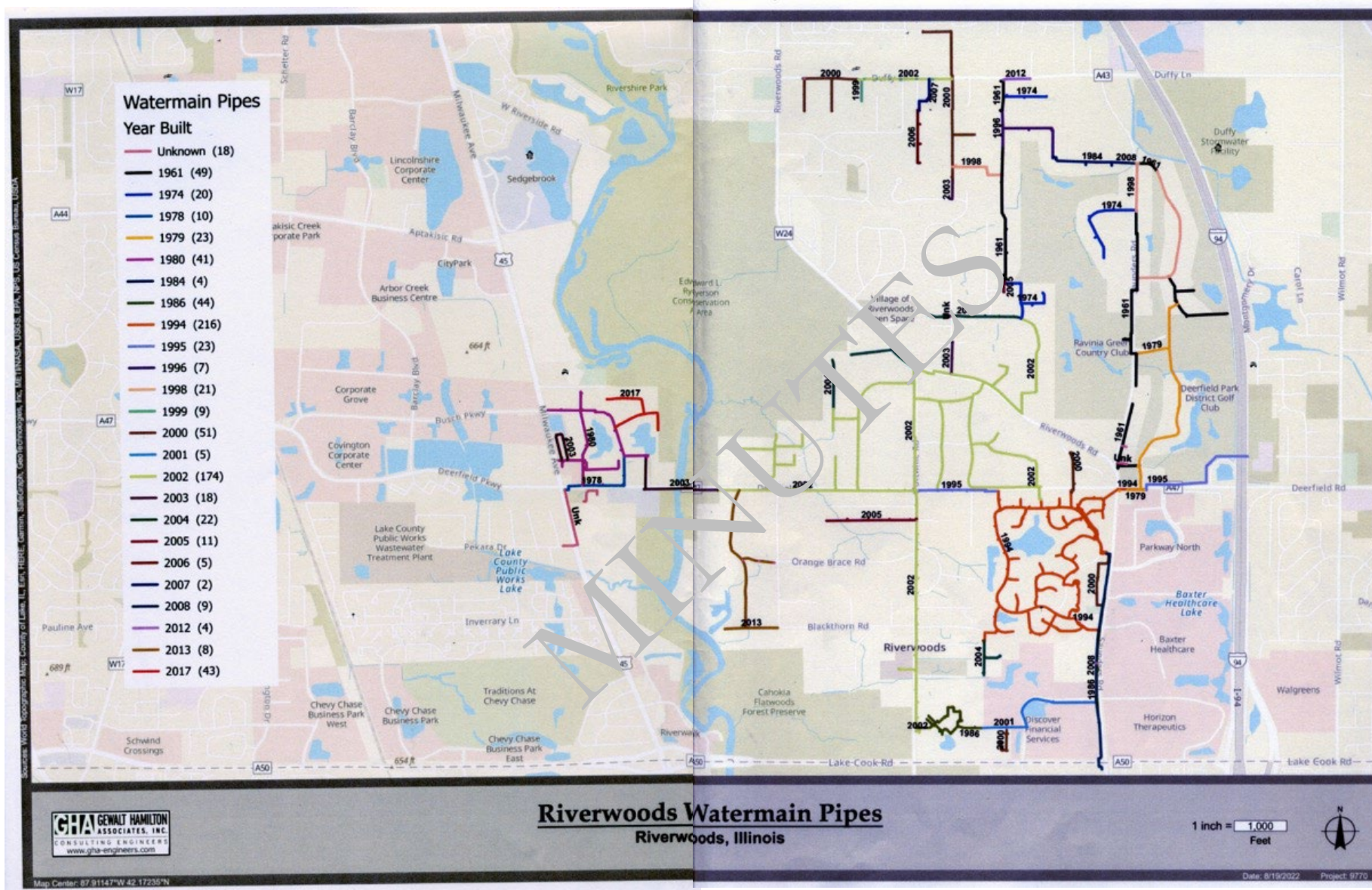
# WATER FUND

<b>WATER FUND</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	\$2MM target balance			
										GHA is has indicated that actually \$1MM should be sufficient
Starting balance	\$2,070,565	\$1,789,406	\$819,924	\$78,988	(\$81,641)	(\$214,610)				
Revenues and Interest Allocation	\$1,132,000	\$1,127,000	\$1,124,000	\$1,124,000	\$1,124,000	\$1,124,000	Assumes any Northbrook cost increase are offset by rate increases			
Expenses	\$1,076,159	\$1,097,682	\$1,119,636	\$1,142,029	\$1,164,869	\$1,188,166	Assumes 2% per year increase plus specific O&M items			
Income/Deficit	\$55,841	\$29,318	\$4,364	(\$18,029)	(\$40,869)	(\$64,166)				
Rehab and Modernization	\$225,000	\$850,000	\$600,000	\$50,000	\$0,000	\$600,000				
Reservoir Rehab and Capital	\$112,000	\$148,800	\$145,300	\$92,600	\$42,100	\$59,300				
<b>Ending balance</b>	<b>\$1,789,406</b>	<b>\$819,924</b>	<b>\$78,988</b>	<b>(\$81,641)</b>	<b>(\$214,610)</b>	<b>(\$938,076)</b>				

Reference: 2021 Projection	\$2,007,234	\$1,975,570	\$1,923,130	\$1,849,256	\$1,763,019
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- These fund balance projections have substantially changed from those presented last year. The Rehab and Modernization spending includes a new GHA recommended program to replace existing mains that are over 60 years old and those which may contain concrete with asbestos content (in anticipation of an IEPA mandate). Hopefully, some of the timing is such that we could “piggyback” on County roadwork. See the water main map on the next page.
- No expenditures have been included in the above projection for extension of water mains to Village areas where Lake Michigan water is not presently available. A small additional main to support Meadowlake reliability and the possible Lexington development is included in 2024.
- Options to address the future fund deficit include stretching out the new program, transferring money from the General Fund to the Water Fund, issuing debt, raising rates, etc.
- The recommendation is to:
  - Undertake the program for 2023 and 2024. The current fund balance is sufficient to cover these two years and this is the possible timing of the County work.
  - During this time, the results of the resident survey on water main extension and the timing on the new developments will be better known.
  - Depending on the scope of work, then consider financing options, including the possibility of issuing debt to cover the main upgrades, the main extensions, and any needed development support.

# WATER MAIN MAP BY AGE





# CAPITAL FUND

High Expenditure Scenario	2022	2023	2024	2025	2026	2027					
<b>CAPITAL FUND</b>											
<b>Infrastructure</b>											
Roads/Bridges	\$165,557	\$1,281,162	\$42,289	\$556,500	\$41,800	\$600,000					
Less: MFT*	\$128,116	\$800,000					MFT expenditure assumes no Federal (STP) participation.				
<b>Net Roads/Bridges</b>	<b>\$37,441</b>	<b>\$481,162</b>	<b>\$42,289</b>	<b>\$556,500</b>	<b>\$41,800</b>	<b>\$600,000</b>					
<b>Drainage</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	Assumes annual drainage improvement program started in 2023				
Sidewalks/Pathways (non-campus)	\$220,000	\$330,000		\$1,020,000			Deerfield path, Riverwoods Rd., Preserve, Portwine (Deerfield Rd. to Village Hall)				
Less: Grant				\$800,000			Assumes 80% federal grant				
<b>Net Sidewalks/Pathways</b>	<b>\$220,000</b>	<b>\$330,000</b>	<b>\$0</b>	<b>\$220,000</b>	<b>\$0</b>	<b>\$0</b>					
<b>Water Tower/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					
<b>Property/Buildings</b>											
<b>Net Campus</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					
<b>Village Hall/Police Station</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>					
<b>Signage</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					
<b>Woodland Management</b>	<b>\$31,237</b>	<b>\$9,847</b>	<b>\$9,847</b>	<b>\$31,237</b>	<b>\$9,847</b>	<b>\$10,000</b>					
<b>Other</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	Intersection improvements and Deerfield Road landscaping program				
<b>Equipment</b>											
<b>Police</b>	<b>\$26,318</b>	<b>\$88,350</b>	<b>\$81,000</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$46,000</b>					
<b>Public Works</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$30,000</b>	e.g. Hydrant maintenance				
<b>Admin Equipment</b>		<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>					
<b>Other</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>					
<b>TOTAL</b>	<b>\$379,996</b>	<b>\$1,764,359</b>	<b>\$718,136</b>	<b>\$1,188,737</b>	<b>\$182,647</b>	<b>\$746,000</b>					
<b>Starting Cash Balance</b>	<b>\$931,128</b>	<b>\$3,893,249</b>	<b>\$2,228,890</b>	<b>\$1,610,754</b>	<b>\$522,017</b>	<b>\$439,370</b>					
<b>ARPA Grant</b>	<b>\$242,117</b>										
<b>Interest Income Allocation</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>					
<b>Transfer from General Fund</b>	<b>\$3,000,000</b>										
<b>Ending Cash Balance</b>	<b>\$3,893,249</b>	<b>\$2,228,890</b>	<b>\$1,610,754</b>	<b>\$522,017</b>	<b>\$439,370</b>	<b>(\$206,630)</b>					

\* - After the MFT fund is exhausted on Saunders, the annual MFT distributions roughly equal snow plowing expense now charged to this fund, so no other MFT fund expenditures have been forecast

# END OF THE YEAR CASH FORECAST

<b>CASH PROJECTION</b>						
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
General Fund Starting Balance*	\$7,151,616	\$7,323,659	\$7,319,640	\$7,284,067	\$7,212,238	\$7,111,645
General Fund Surplus/Deficit	\$172,043	(\$4,019)	(\$35,573)	(\$71,829)	(\$100,593)	(\$117,524)
General Fund Ending Balance	\$7,323,659	\$7,319,640	\$7,284,067	\$7,212,238	\$7,111,645	\$6,994,121
Projected Water Fund Ending Balance	\$1,781,406	\$808,924	\$67,988	(\$92,641)	(\$225,610)	(\$949,076)
Projected Sewer Fund Ending Balance	\$1,781,353	\$1,651,926	\$1,498,831	\$1,323,403	\$1,123,519	\$978,257
Projected Capital Fund Ending Balance	\$3,000,000	\$2,228,890	\$1,610,754	\$522,017	\$439,370	(\$206,630)
<b>Total before MFT, SSA, TIF</b>	<b>\$14,886,667</b>	<b>\$12,009,380</b>	<b>\$10,461,640</b>	<b>\$8,965,017</b>	<b>\$8,448,924</b>	<b>\$6,816,672</b>

The target balance for the General Fund is approximately \$4MM

\*does not include approx. \$900k loan to TIF

## CONCLUSIONS/RECOMMENDATIONS

- The Village's overall cash position projected to remain relatively strong over the forecast period even with staff additions, major sewer and water fund projects, and some major program capital investment.
- The BOT should adopt a 4+% hike in the police tax levy (\$1,028,352 to be collected next year at 4%). A year from now the Board can reevaluate the outlook and the actual revenue from Thorntons and then determine the needed levy strategy to offset any potential future deficits.
- Undertake the water system 2023 and 2024 recommended programs and then reevaluate the Water Fund projection and rate change and financing needs if any.
- Make no changes in sewer rates until the situation with the County clarifies. The Fund is projected to remain well above or at the \$1MM target balance through 2028.
- Proceed with capital programs as scheduled if approved.
- The impacts from potential development projects can be overlaid once the current study is completed.

If the recommendations are adopted, the 2023 data could be used as a foundation for 2023 budgeting.

Village of Riverwoods  
Board of Trustees Meeting  
November 1, 2022  
Draft

Present:

Kris Ford, Mayor  
Michael Clayton (present electronically)  
Liliya Dikin  
Andrew Eastmond  
Michael Haber  
Henry Hollander  
Rick Jamerson

Also Present:

Bruce Huvard, Village Attorney  
Katie Bowne, Deputy Village Clerk  
Russ Kraly, Director of Community Services  
Carissa Smith, Village Attorney

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the October 25, 2022 Board of Trustees meeting. Trustee Haber seconded the motion. There was a minor update to the minutes. The motion passed unanimously on a voice vote.

Approval of Bills

Trustee Jamerson moved to approve the bills. Trustee Haber seconded the motion. There were a couple questions from the Trustees. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Treasurer and Finance Committee Report

Village Attorney Report

Mr. Huvard spoke with Thorntons about the transformer as ComEd said they will not get a transformer until the property is ready. Trustee Jamerson noted Thorntons took the Riverwoods sign down during construction.

### Engineer's Report

Ms. Smith received a price for milling the Deerfield Road path. The cost will be \$3500. A contract for approval will be presented at the next Board meeting.

### Plan Commission Report

Ch. Breitkopf reported the Plan Commission will meet on November 10, 2022 to continue the hearing on the Lexington Homes project. The hearing's focus will be on the buffer between the Federal Life property and Meadowlake.

Trustee Dikin has been monitoring the social media site NextDoor. Residents would like more information about the potential Federal Life property development. Trustee Dikin asked if the Village could post information on the website. Mr. Huvard will work with Katie Bowne to have the documents posted before the next Plan Commission meeting.

Christy Sherman, Meadowlake resident, asked if they would be talking about stormwater at the upcoming hearing. Mr. Huvard explained the Village is generating discussion points based on the Lexington materials received. Based on the comments and concerns about the buffer as well as conditions for granting a special use ordinance, the Village decided to discuss the buffer at the 11/10/22 meeting. Ch. Breitkopf noted if more information comes in, the Plan Commission will discuss it.

Larry Robbins, Meadowlake resident, believes what is on NextDoor is just a fraction of the angst people are feeling. It is a quality of life issue for those who live in Meadowlake. Mr. Robbins urged the Plan Commission and Trustees to look for another type of development.

### ZBA Report

Ch. Graditor reported the ZBA has not met.

### Police Report

The police activity is attached to the end of the minutes. Mayor Ford noted the insurance renewal is coming up and the Village has received good news regarding our cyber security insurance. She thanked Officer Tyunaitis for passing out candy to Thorngate trick-or-treaters.

### Information Items from the President

Mayor Ford thanked Deputy Clerk Bowne and Village staff for their hard work on the Halloween event.

### Visitors wishing to address the Board

Ms. Sherman invited the Trustees to tour Meadowlake. Some people in the Village believe the lakes are retention ponds; however, the lakes and ecosystem are owned and maintained by Meadowlake residents. People cannot swim in retention ponds. In 2004, Lake County performed a study that reviewed the lakes and aquatic ecosystem. Ms. Sherman wants to ensure the Trustees have the ability to walk the



property. Trustee Eastmond will work with Ms. Sherman to coordinate a tour. Trustee Hollander asked if the Lexington development would affect the lakes. Ms. Sherman explained it affects the forestry and wildlife. She noted the residents also maintain the shore life as it is a living ecosystem. Ms. Sherman expressed concern about new residents with children that will want to swim in the lakes as it is a safety issue.

David Oler expressed concern about the trust between the residents and the elected officials. Several years ago, Board meetings were packed with residents concerned about having a 24-hour gas station and McDonald's next to the nursing home. Residents were concerned about traffic and quality of life. The Village purchased the property and residents thought it would be open space. Instead, a large storage facility was built. People live in Riverwoods because of the attractiveness and nature preservation. Building more than 60 townhomes will affect the serenity of the neighborhood. Many trees will come down. Utilities will have to be added. Riverwoods has an architectural heritage with beautiful homes on a minimum of one acre lots. The proposed high-density, three-story townhomes will set a precedent that the zoning codes are no longer needed. The proposed development will affect the home values. Homes are a major investment and source of joy. Mr. Oler asked the Trustees to respect the residents and their investment in Riverwoods as well as uphold the Village codes and standards.

Sheryl Rue-Borden noted the meetings are not being streamed live. Many residents are snowbirds and others are concerned about Covid. She believes the meetings need to be streamed live for transparency. Trustee Dikin is working on streaming the meetings live.

Mike Marshall asked about extending water connection to residents on wells. He asked if the well survey report could be available for review. Mayor Ford noted the information on individual wells is confidential and only summary information is available. Ten wells were tested in various areas in the Village.

Mr. Marshall asked if a survey would be sent out. Mayor Ford explained a survey will be sent out to determine whether there is interest in connecting to municipal water. She hopes the survey will be available by the end of the month.

Ms. Sherman asked if areas with wells have fire hydrants. Trustee Haber explained if they do not have water mains then they do not have fire hydrants. Trustee Hollander noted some residents have wells but have decided not to connect to municipal water.

Trustee Haber asked Ms. Sherman why only 22 pages of the 2004 Lake County report was distributed. The response was that the last 23 pages have other, non-relevant information to the lake versus retention pond issue.

David Vose asked about the wells that were tested. He noted the press release was vague saying 1/3 of those wells require additional testing. Mr. Vose believes if a neighbor has bacteria issues, he may also have bacteria issues. He asked what type of bacteria was in the wells and if those properties have sewers. Mr. Vose asked about maintaining hydrants if the roads become privately maintained by road SSAs. He questioned spending \$20,000+ when equipment is not readily available. Mayor Ford asked Mr. Vose to send an email with his questions so the Village could properly answer them. Trustee

Hollander noted the well owner is responsible for maintenance of their well and the aquifer is typically not the issue.

### New Business

#### Confirmation and Approval of the Appointment of the Village Ecologist

Mayor Ford noted Steve Zimmerman moved to a new employer and the Village followed him. He will have greater support from his new employer. Trustee Jamerson was assured the price was the same.

Trustee Haber moved to approve the appointment of the Village Ecologist. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

### Old Business

There was no Old Business.

### Committee Reports

Communications – Trustee Dikin discussed streaming meetings. She provided the website traffic report and the majority of visitors are from the North Shore. Trustee Dikin noted the Village will be launching an electronic newsletter that will be emailed to subscribers on a weekly basis.

Trustee Dikin asked why the entire Village packet is not posted on the Village website. Mayor Ford explained the information changes frequently before the meeting. Ms. Sherman believes understanding what is in the agenda is important. Residents can submit questions ahead of time if they know what will be discussed. She believes this will help the Village be more transparent. Mayor Ford noted the agenda is posted the Friday before the meeting. If the packet is needed, there will have to be a strict deadline for getting information to the Village. Trustee Haber noted Riverwoods is a small Village that does not have the depth of personnel to do those things. The Trustees have been diligent in keeping taxes down and are cautious about spending money. The Village does not have multiple levels of personnel. We are doing the best we can with a small, dedicated staff.

Trustee Dikin would like to work with the Plan Commission on a diagram of the process for projects.

Trustee Jamerson believes live streaming is a good idea, but expressed concern about two-way communication. He does not believe many suburbs allow two-way communication. Ms. Rue-Borden believes if two-way communication is not allowed, residents will have to submit information prior to the meeting. Trustee Haber noted many times, residents submit information to be read into the record at a meeting.

Building and Utilities/Storm Water – Trustee Jamerson noted the construction value is up over the past two years. Last year was mostly commercial and this year is mostly residential. The building report is attached to the minutes.

Woodlands/Ecology – Trustee Eastmond reached out to the Village Forester about tracking oak trees. Other communities are working with the Arboretum and are treating public oak trees. Trustee Eastmond asked if the Village would like to add this to the cost-sharing programs. Trustee Jamerson noted the program is still in its infancy and would like additional information. Trustee Eastmond believes everyone has a different approach on how to treat this.

### Adjournment

There being no further business to discuss, Trustee Jamerson moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 8:40 pm

The next regular meeting of the Board of Trustees will take place on November 15, 2022 at 7:30 pm.

Respectfully submitted,

Katie Bowne  
Deputy Village Clerk

Transcribed by:  
Jeri Cotton

Attachment:  
Building Report

MINUTES

**Village of Riverwoods  
Building Permits Issued  
For Date From 10/1/2022 To 10/31/2022**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
10/3/2022	12071	423 Shadow Creek Ln	Residential	Roof	\$14,674.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
10/3/2022	12072	1805 Trillium Ln	Residential	Furnace	\$5,739.00	\$400.00	\$80.00	\$0.00	\$0.00	\$0.00	\$480.00
10/3/2022	12073	14 Chicory Ln	Residential	Windows	\$8,899.00	\$200.00	\$80.00	\$0.00	\$0.00	\$0.00	\$280.00
10/7/2022	12074	1240 Studio Ln	Residential	Sewer Repair &	\$7,500.00	\$400.00	\$240.00	\$0.00	\$0.00	\$0.00	\$640.00
10/12/2022	12075	2500 West Course Dr	Residential	Driveway	\$8,000.00	\$225.00	\$160.00	\$0.00	\$0.00	\$0.00	\$385.00
10/12/2022	12076	592 Eagle Ct	Residential	Windows	\$9,564.00	\$143.46	\$80.00	\$0.00	\$0.00	\$0.00	\$223.46
10/12/2022	12077	2930 Riverwoods Ct	Residential	Roof	\$0.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
10/12/2022	12078	2386 Spyglass Hill Ct	Residential	Roof	\$23,300.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
10/13/2022	12079	1049 Oakhurst Ln	Residential	Sanitary Sewer Repair	\$5,323.63	\$200.00	\$80.00	\$0.00	\$0.00	\$0.00	\$280.00
10/13/2022	12080	2840 Forest Glen Trf	Residential	Radon Mitigation	\$3,959.00	\$100.00	\$80.00	\$0.00	\$0.00	\$0.00	\$180.00
10/13/2022	12081	1400 Saunders Rd	Residential	Demolition	\$0.00	\$200.00	\$80.00	\$0.00	\$0.00	\$0.00	\$280.00
10/18/2022	12082	1055 Milwaukee Ave	Commercial	Irrigation Sprinkler	\$20,470.00	\$300.00	\$160.00	\$0.00	\$0.00	\$0.00	\$460.00
10/20/2022	12083	31 Chicory Ln	Residential	Windows	\$24,046.00	\$360.69	\$80.00	\$0.00	\$0.00	\$0.00	\$440.69
10/20/2022	12084	775 Thornmeadow Rd	Residential	Water Connection	\$5,450.00	\$23,700.00	\$160.00	\$0.00	\$0.00	\$0.00	\$23,860.00
10/20/2022	12085	3194 Duffy Ln	Residential	Roof	\$113,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
10/20/2022	12086	656 Masters Ln	Residential	Repair Concrete	\$36,798.00	\$250.00	\$80.00	\$0.00	\$0.00	\$0.00	\$330.00
10/21/2022	12087	1360 Indian Trail Dr	Residential	Roof	\$129,778.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
10/25/2022	12088	3 Woodland Ct	Residential	Windows & Siding	\$99,000.00	\$550.00	\$80.00	\$0.00	\$0.00	\$0.00	\$630.00
10/27/2022	12089	2501 Riverwoods Rd	Residential	Generator	\$5,645.00	\$250.00	\$80.00	\$0.00	\$0.00	\$0.00	\$330.00
10/28/2022	12090	556 Thorngate Ln	Residential	Roof	\$153,415.27	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00	\$360.00
<b>Total Permits:</b>	<b>20</b>				<b>\$674,560.90</b>	<b>\$28,479.15</b>	<b>\$2,480.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,959.15</b>
<b>Oct 2021</b>	<b>30</b>				<b>\$2,383,497.19</b>	<b>\$43,804.24</b>	<b>\$3,360.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$47,564.24</b>
<b>YTD 2020</b>	<b>230</b>				<b>\$7,112,499.24</b>	<b>\$67,276.15</b>	<b>\$13,910.00</b>	<b>\$0.00</b>	<b>\$630.00</b>	<b>\$29,409.00</b>	<b>\$111,225.15</b>
<b>YTD 2021</b>	<b>295</b>				<b>\$8,855,864.49</b>	<b>\$128,552.25</b>	<b>\$44,240.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$173,192.25</b>
<b>YTD 2022</b>	<b>228</b>				<b>\$13,045,348.70</b>	<b>\$169,254.50</b>	<b>\$100,535.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$269,789.50</b>
<b>Inspections</b>	<b>46</b>										
<b>Code Enforcement Actions:</b>	<b>0</b>										



# BILLS

**Village of Riverwoods  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>26</b>	<b>Badger Meter Inc, P.O.Box 88223, Milwaukee, WI, 53288-0223</b>										
		80111429	10/28/22	Meter Services October 2022	11/16/22	\$912.40	\$912.40	501-0000-90900	Misc.Expense	\$32,070.72	(\$299,917.58)
							<b>\$912.40</b>				
<b>40</b>	<b>Canon Solutions America Inc, 15004 Collections Center Drive, Chicago, IL, 60693-0150</b>										
		6002240998	10/29/22	Copie Maintenance	11/16/22	\$23.21	\$23.21	001-0101-60511	Office Equipment - Maint	\$2,500.00	\$24.53
		6002242778	10/29/22	Copier Maintenance	11/16/22	\$15.19	\$15.19	001-0101-60511	Office Equipment - Maint	\$2,500.00	\$24.53
							<b>\$38.40</b>				
<b>62</b>	<b>Huvar Law Firm, 450 Drexel Avenue, Glencoe, IL, 60022</b>										
		300.001.022	11/01/22	Misc. Legal Consulting	11/16/22	\$9,720.00	\$9,720.00	001-0101-50330	Legal Expense	\$175,000.00	\$70,528.00
		300.503.001.010	11/01/22	JRB Compliance	11/16/22	\$5,512.50	\$5,512.50	503-0000-50330	Legal Expense	\$40,000.00	(\$56,951.84)
		300.504.002.006	11/01/22	Lexington TIF #2	11/16/22	\$11,025.00	\$11,025.00	504-0000-50330	Legal Expense	\$40,000.00	(\$33,797.70)
							<b>\$26,257.50</b>				
<b>63</b>	<b>Comcast Cable -, P.O.Box 70219, Philadelphia, PA, 19176-0219</b>										
		x1010 10.19.22	10/19/22	Sewer Lift Connection	11/16/22	\$111.13	\$111.13	502-0000-90900	Misc.Expense	\$46,307.40	(\$85,246.56)
							<b>\$111.13</b>				
<b>67</b>	<b>COMED, PO Box 6111, Carol Stream, IL, 60197-6111</b>										
		x2144 10.31.22	10/31/22	Street Lighting	11/16/22	\$172.11	\$172.11	001-0104-50720	Street Lighting	\$0.00	(\$7,999.20)
							<b>\$172.11</b>				
<b>109</b>	<b>Garvey's Office Products, P.O.Box 5678, Carol Stream, IL, 60197-5678</b>										
		PINV2340680	11/02/22	Notebooks	11/16/22	\$8.30	\$8.30	001-0110-60510	Office Expense	\$6,500.00	(\$7.08)
							<b>\$8.30</b>				
<b>122</b>	<b>Halloran &amp; Yauch Inc, 28322 Ballard Drive, Lake Forest, IL, 60045</b>										
		29540	11/01/22	Drinking Fountain Maintenance	11/16/22	\$150.00	\$150.00	001-0101-50130	Grounds - Village Propert	\$40,000.00	(\$28,095.77)
		29541	11/01/22	Drinking Fountain Maintenance	11/16/22	\$150.00	\$150.00	001-0101-50130	Grounds - Village Propert	\$40,000.00	(\$28,095.77)
							<b>\$300.00</b>				
<b>219</b>	<b>Michael P.Murrin, 1724 Harding Rd., Northfield, IL, 60093</b>										
		2022.10	11/01/22	5 Inspections	11/16/22	\$350.00	\$350.00	001-0102-50380	Plumbing Inspection Fee	\$20,000.00	\$15,800.00
							<b>\$350.00</b>				
<b>255</b>	<b>O'Herron Co.,Inc, 3549 North Vermillion St., Danville, IL, 61834-1070</b>										
		2230580	11/01/22	Clip on Tie	11/16/22	\$11.71	\$11.71	001-0110-50070	Police Officers Equip.	\$42,000.00	\$11,955.95
		2230679	11/02/22	Police Boots	11/16/22	\$141.87	\$141.87	001-0110-50070	Police Officers Equip.	\$42,000.00	\$11,955.95
		2231182	11/03/22	Vest Carrier, Patch, Police Star	11/16/22	\$742.56	\$742.56	001-0110-50070	Police Officers Equip.	\$42,000.00	\$11,955.95
							<b>\$896.14</b>				
<b>257</b>	<b>Orphans Of The Storm, PO Box 31, Deerfield, IL, 60015</b>										
		2022.10	11/01/22	1 cat delivered to OoTS	11/16/22	\$100.00	\$100.00	001-0110-50230	Animal Control	\$1,000.00	(\$45.00)
							<b>\$100.00</b>				



**Village of Riverwoods  
Council Approval Report  
(Council Approval Report)**

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
2023MUNI216	10/17/22	FY 2023 Local Contribution	11/16/22	\$136.99	\$136.99	001-0101-90900	Misc.Expense	\$8,000.00	\$4,148.07	
					<b>\$136.99</b>					
<b>678</b>	<b>Porter Lee Corp, 1901 Wright Blvd, Schaumburg, IL, 60193</b>									
27673	11/01/22	BEAST Evidence System subscription	11/16/22	\$709.00	\$709.00	001-0110-60543	Software - Maintenance	\$11,500.00	\$4,528.92	
					<b>\$709.00</b>					
<b>748</b>	<b>Melissa C.Wach, 222 N.Martin Luther King Jr. Ave, Waukegan, IL, 60085</b>									
2022.10	11/02/22	DUI Prosecution- October 2022	11/16/22	\$5,958.00	\$5,958.00	001-0110-50330	Legal Expense	\$35,000.00	(\$31,166.50)	
					<b>\$5,958.00</b>					
<b>861</b>	<b>Azavar Audit, 55 E Jackson Blved, Suite 2100, Chicago, IL, 60604</b>									
156333	10/19/22	Contingency Payments	11/16/22	\$31.81	\$31.81	001-0101-50360	Other Prof.Services	\$10,000.00	(\$52,589.19)	
156334	10/19/22	Contingency Payments	11/16/22	\$28.06	\$28.06	001-0101-50360	Other Prof.Services	\$10,000.00	(\$52,589.19)	
					<b>\$59.87</b>					
<b>937</b>	<b>RGN &amp; Sons Landscaping Inc., 996 Half Day Rd., Highland Park, IL, 60035</b>									
2022.09	10/01/22	Landscaping Maintenance Sept 2022	11/16/22	\$6,200.00	\$6,200.00	001-0101-50130	Grounds - Village Propert	\$40,000.00	(\$28,095.77)	
2022.10	11/01/22	Lanscaping Maintenance October 2022	11/16/22	\$4,910.00	\$4,910.00	001-0101-50130	Grounds - Village Propert	\$40,000.00	(\$28,095.77)	
3 Burr Oak 9.30.22	09/30/22	Burr Oak Trail Maintenance	11/16/22	\$860.00	\$860.00	130-0000-90900	Misc.Expense	\$0.00	(\$9,088.12)	
					<b>\$11,970.00</b>					
<b>Resource Environmental Solutions LLC, 6575 West Loop South, STE 300, Bellaire, TX, 77401</b>										
IN32541	11/04/22	Ecologist/Forester Consult	11/16/22	\$442.04	\$442.04	001-0106-50810	Ecologist/Forester Consul	\$10,000.00	(\$9,773.96)	
					<b>\$442.04</b>					
<b>954</b>	<b>AA Service Co. Heating and Cooling, 550 Anthony Trail, Northbrook, IL, 60062</b>									
84575115	11/07/22	Heater Blower Repair	11/16/22	\$272.25	\$272.25	001-0101-50114	Buillding - Heating/Coolin	\$0.00	(\$18,267.25)	
					<b>\$272.25</b>					
<b>976</b>	<b>WEX BANK, PO Box 5727, Carol Stream, IL, 60197-5727</b>									
84890139	11/06/22	Gasoline	11/16/22	\$1,631.29	\$1,631.29	001-0110-60550	Gasoline	\$35,000.00	\$5,398.05	
					<b>\$1,631.29</b>					
<b>985</b>	<b>GovHR USA LLC, PO Box 75343, Chicago, IL, 60675-5343</b>									
4057595	10/13/22	Financial Consulting	11/16/22	\$4,725.00	\$4,725.00	001-0101-50360	Other Prof.Services	\$10,000.00	(\$52,589.19)	
4066232	10/27/22	Financial Consulting	11/16/22	\$4,410.00	\$4,410.00	001-0101-50360	Other Prof.Services	\$10,000.00	(\$52,589.19)	
					<b>\$9,135.00</b>					
<b>990</b>	<b>Treasurer- County of Lake, 600 W Winchester Rd, Libertyville, IL, 60048-1381</b>									
FACPR-063344-2	09/01/22	Permit and Inspection Fee	11/16/22	\$1,200.00	\$1,200.00	502-0000-90900	Misc.Expense	\$46,307.40	(\$85,246.56)	
					<b>\$1,200.00</b>					
<b>993</b>	<b>Illinois Homicide Investigators Association, PO Box 1122, Plainfield, IL, 60544</b>									
2022A157	11/01/22	ILHIA Conference Registration Fees	11/16/22	\$500.00	\$500.00	001-0110-50630	Training Expense	\$9,000.00	\$300.71	



**Village of Riverwoods  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$500.00</b>					
<b>994</b>	<b>Prate Roofing &amp; Installations, LLC, 368 W Liberty St, STE F, Wauconda, IL, 60084</b>											
T23896	10/31/22	Plywood Roof Repairs	11/16/22	\$6,825.00	\$6,825.00	001-0101-50115	Building - Repairs	\$3,000.00	(\$16,134.95)			
							<b>\$6,825.00</b>					
<b>Total Bills To Pay:</b>							<b>\$165,306.19</b>					



VILLAGE OF RIVERWOODS  
COUNCIL REPORT  
11.16.2022

<b>Checks</b>		<u>\$ 165,306.19</u>	<b>165,306.19</b>
<b>ACH Payments</b>			
ComEd	x0142	\$ 705.27	
	x0118		
	x3002	54.10	
	x7145	23.06	
	x6136	26.39	
	x7113	58.63	
	x0085	47.09	
Comcast Business	x1861		
	x1176	58.15	
	x1128	453.94	
	x7836		
	x1226	204.65	
	x1010		
Superfleet			
Chase Credit Card			
USPS Postage			
Central Management Services			
			<u>1,631.28</u>
<b>Total payments to be approved</b>			<b>\$ 166,937.47</b>

## **Finance and Treasurer's Report – Finance**

Following are the financial reports for ten months of FY2022. Some highlights include:

### **General Fund**

- The YTD gain in Operating Net Income was \$535,052 which is up almost \$262k compared to last years YTD gain. Additionally, we are up \$429,779 in YTD Net Income compared to the YTD Budgeted Net Income.
- Revenue is \$567,379 above the YTD budget and Expenditures are also \$137,600 above YTD budget.
- Administration revenues exceeded YTD budget by \$439,697 and Police revenues exceeded YTD budget by \$159,995. All other departments are generally in line with their expected YTD budget. Notable is the State Income Tax revenue that is being reported in the Administrative Department. Income Tax revenue is almost \$150k over the annual budget.

### **Change in Cash**

- Overall cash decreased by \$42,727 driven primarily by an increase in the General Fund and TIF 2 Fund activity.
- The General Fund received \$104,150 in Property Tax disbursements throughout October.
- Total cash remains very strong totaling \$15,462,522 at month's end.

### **Miscellaneous**

- The FY21 Treasurer's Report has been completed and is ready for filing by the Village Clerk
- The FY21 Audit has been filed with the Comptroller's Office

**Village of Riverwoods**  
**Summary of Revenues and Expenses**  
**For Period Ended October 31, 2022 (83% of fiscal year) - Unaudited**

	October	Budget MTD	Prior MTD	Actual YTD	Budget YTD	Prior YTD	Annual Budget	Variance to Budget
<b>General Fund</b>								
<b>Revenues</b>								
Administration	\$251,864	\$170,622	\$183,779	\$2,145,919	1,706,222	1,653,575	2,047,466	98,453
Building	18,149	\$30,995	35,355	288,297	309,950	149,608	371,940	(83,643)
Road and Bridge	2,794	\$1,667	3,643	25,456	16,667	22,234	20,000	5,456
Woodland	231	\$2,375	1,075	4,301	23,750	44,525	28,500	(24,199)
Police	128,340	\$105,671	119,714	1,216,703	1,056,708	1,097,692	1,268,050	(51,347)
Total Revenue	401,378	311,330	343,566	3,680,676	3,113,297	2,967,634	3,735,956	(55,280)
<b>Expenditures</b>								
Administration	92,030	\$88,000	81,109	936,221	879,997	794,652	1,055,996	(119,775)
Building	1,449	\$28,875	13,764	250,253	288,747	114,643	346,497	(96,243)
Road and Bridge	10,427	\$1,518	15,155	122,398	15,184	189,281	18,221	104,177
Drainage	-	\$2,233	-	2,173	22,333	12,708	26,800	(24,627)
Woodland	7,123	\$5,750	2,000	91,080	57,500	34,864	69,000	22,080
Police	195,883	\$174,426	104,786	1,743,498	1,744,263	1,547,843	2,093,115	(349,617)
Total Expenditures	306,911	300,802	216,814	3,145,624	3,008,024	2,693,991	3,609,628	(464,004)
Operating Net Income/(Loss)	94,466	10,527	126,752	535,052	105,273	273,643	126,328	408,724
<b>Transfers</b>								
Net Income/(Loss)	-	-	-	3,000,000	-	1,000,000	3,000,000	-
Net Income/(Loss)	94,466	10,527	126,752	(2,464,948)	105,273	(726,357)	(2,873,672)	408,724
<b>Motor Fuel Tax Fund - Fund 104</b>								
Revenues	53,745	\$8,375	11,696	203,084	83,750	209,924	100,500	102,584
Expenditures	-	-	-	123,968	-	80,999	-	123,968
Net Income/(Loss)	53,745	8,375	11,696	79,116	83,750	128,925	100,500	(21,384)
<b>Water Fund - Fund 501</b>								
Revenues	116,691	\$93,500	43,723	906,573	935,000	838,649	1,122,000	(215,427)
Expenditures	144,877	\$102,651	97,200	1,196,855	1,026,510	1,041,194	1,231,812	(34,957)
Net Income/(Loss)	(28,186)	(9,151)	(53,477)	(290,282)	(91,510)	(202,545)	(109,812)	(180,470)
<b>Sewer Fund - Fund 502</b>								
Revenues	30,013	\$38,583	23,828	417,486	385,833	474,634	463,000	(45,514)
Expenditures	9,397	\$41,886	51,285	181,891	418,857	272,566	502,629	(320,738)
Net Income/(Loss)	20,616	(3,302)	(27,457)	235,595	(33,024)	202,068	(39,629)	275,224
<b>Capital Project Fund - Fund 505</b>								
Revenues	-	\$270,176	-	3,209,592	2,701,764	1,242,117	3,242,117	(32,525)
Expenditures	501	\$70,284	-	930	702,843	109,734	843,412	(842,482)
Net Income/(Loss)	(501)	199,892	-	3,208,662	1,998,921	1,132,383	2,398,705	809,957
Remaining Balance								

\*YTD budget amounts are now adjusted to incorporate expected month to month variations for ADM, POL, WTR & SWR revenue and WTR expense

**END OF MONTH CHANGE IN CASH BALANCES**

<b>Fund</b>	<b>Fund #</b>	<b>Sep-22</b>	<b>Oct-22</b>	<b>Change</b>
<b>General</b>	<b>001</b>	\$ 4,546,603	\$ 4,475,326	\$ (71,278)
<b>MFT</b>	<b>104</b>	\$ 938,373	\$ 994,581	\$ 56,208
<b>Water</b>	<b>501</b>	\$ 1,938,457	\$ 1,930,125	\$ (8,332)
<b>Sewer</b>	<b>502</b>	\$ 2,102,458	\$ 2,105,513	\$ 3,055
<b>TIF 1</b>	<b>503</b>	\$ 1,407,178	\$ 1,402,421	\$ (4,757)
<b>TIF 2</b>	<b>504</b>	\$ (23,639)	\$ (40,620)	\$ (16,981)
<b>Capital</b>	<b>505</b>	\$ 4,595,820	\$ 4,595,176	\$ (644)
<b>Total</b>		<b>15,505,249</b>	<b>15,462,522</b>	<b>(42,727)</b>

# POLICE REPORT



# Riverwoods Police Incident Analysis Report

## Summary by Incident Type

11/15/2022



Activity is Through November 10th of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	68	71	48
50 PD (7572) (Crash Property Damage)	68	59	48
50 PI (7571) (Crash Personal Injury)	10	7	11
50 Priv Prop (7573) (Crash Private Property)	7	7	4
911 Hang up (7911)	13	18	25
Ambulance (7021)	252	176	137
Animal Problem (7245)	62	68	55
AOA (7001)	212	177	194
Armed Robbery (0310)	-	-	-
Assault (0500)	1	1	-
Attempt Suicide (7221)	1	-	-
Battery - Simple (0460)	2	1	-
Battery (0400)	3	1	-
Burg - From Motor Veh (0760)	2	-	4
Burglar Alarm (7082)	188	168	175
Burglary - Residential (0625)	4	6	5
Burglary (0600)	2	1	2
Cell 911 (7912)	1	-	1
Child Seat Inspect (7042)	6	4	1
Construction Comp (7078)	-	1	3
Controlled Substance (2000)	-	-	1
Credit Card Fraud (1150)	2	2	2
Crim Damage to Prop (1310)	2	2	3
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1330)	-	-	-
Crim Trespass to Veh (1360)	-	-	-
Death Investigation (7231)	3	1	2
Deceptive Practice (1110)	5	7	6
Domestic Battery (0486)	-	2	2
Domestic Trouble (7130)	17	12	9
DUI (2410)	42	55	36
Fingerprinting (7039)	12	6	4
Fire Alarm (0733)	34	39	34
Fire Call (7024)	23	31	35
Fireworks Complaints (3001)	8	2	3
Forgery (1120)	-	-	1
Found Animal (7246)	9	15	9
Found Prop. (7156)	2	3	5
Harassment by Telephone (2825)	1	3	4
Hold Up Alarm (7083)	14	23	19
Identity Theft (7198)	13	47	41
Lock out - Vehicle (7051)	16	21	18
Lost / Mislaid Prop (7144)	9	5	5
Missing Person (7178)	2	2	5
Noise Comp (7078)	26	35	22
Notification (7049)	15	16	18
Other Comp (7079)	61	52	42
Other Investigation (7199)	30	31	25

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	4	5	1
Parking Complaint (7522)	22	15	7
Premise Exam (7041)	1090	1146	520
Public Service (7040)	49	34	57
Roadway Debris (7250)	18	52	23
Solicitor (7063)	8	8	12
Suicide (7211)	-	-	-
Suspicious Auto (7123)	51	42	60
Suspicious Person (7123)	32	24	29
Telephone Threat (2820)	-	1	1
Theft from Motor Veh (0710)	2	-	-
Theft of Motor Veh (0910)	2	-	1
Theft Over \$500 (0815)	2	5	1
Theft Under \$500 (0825)	4	7	6
Traffic Complaint (7521)	51	51	43
Turned in Weapon/Ammo (7160)	1	-	2
Village Ord. Violation (7500)	18	21	24
Well Being Check (7045)	36	37	44
<b>Total:</b>	<b>2638</b>	<b>2626</b>	<b>1896</b>
Crime Prevention Notices	462	473	507
Case Reports	193	239	209
Traffic Stops	1693	2203	1260
Number of Citations issued	652	750	528
Number of Persons Issued Citations	453	514	375

13 houses are currently on the Vacation Watch list and are checked regularly.



# Lake County Underage Drinking and Drug Prevention Task Force News Release



November 14, 2022

Contacts:

Bill Gentes - Executive Director, Lake County Underage Drinking and Drug Prevention Task Force  
[wgentes@drugfreelakecounty.org](mailto:wgentes@drugfreelakecounty.org)

Steve Husak – Chairman, Lake County Underage Drinking and Drug Prevention Task Force –  
[steve.husak@lakezurich.org](mailto:steve.husak@lakezurich.org)

## **ALCOHOL SALES COMPLIANCE CHECKS – FALL 2022**

The high school football season brings memorable events for young people including homecoming games and related dances and parties. Unfortunately, with these events also come concerns about underage drinking.

Throughout the fall season, businesses throughout Lake County saw teens entering their stores attempting to purchase alcohol. This was part of a county-wide effort to continue promoting positive practices by stores and restaurants that sell alcohol. Law enforcement agencies worked with local groups and young adults to see if they could purchase alcohol with identification that showed they were under 21.

“Consistency from community to community and monitoring underage drinking issues will help us be successful in addressing this problem and saving lives. Our desire is to see 100% compliance, but it is refreshing to see the majority of businesses realize the seriousness of this issue and did not sell alcohol to the underage participants.” commented Steve Husak, Chairman of the Lake County Underage Drinking and Drug Prevention Task Force.

Sale of alcohol to a person under 21 years of age is illegal under local and State laws and is a Class A misdemeanor punishable by up to a year in jail, fine, or probation.

Liquor compliance checks are part of an initiative by the Lake County Underage Drinking and Drug Prevention Task Force which was formed to combine the efforts of the Lake County Chiefs of Police Association and the Lake County After School Coalition in the prevention of underage consumption of alcohol. This group is made up of a diverse group of citizens including community members, parents, school officials, law enforcement personnel, and other professionals interested in preventing underage drinking.

# Lake County Underage Drinking and Drug Prevention Task Force News Release

November 14, 2022



Police departments that participated in the recent compliance checks include:

<i><b>Department</b></i>	<i><b>Checks</b></i>	<i><b>Violations</b></i>
Deerfield	10	0
Kildeer	11	1
Gurnee	14	4
Lake County Sheriff	54	6
Lake Zurich	18	2
Lincolnshire	18	4
Mundelein	23	3
Riverwoods	2	2
<hr/> Total	150	22

# # #

# NEW BUSINESS

## Village of Riverwoods

2022 – 2023

### Property and Liability Insurance Proposal

Presented by:

Cathy Juricic Easley, CPCU  
First Vice President, Account Executive – Lead

Megan Jolly  
Account Executive

Alliant Insurance Services, Inc.  
353 North Clark Street  
Chicago, IL 60654  
O 312 595 6200  
F 312 595 7163

CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

Thank you for the opportunity to present our renewal proposal for the Village of Riverwood's property casualty insurance program effective December 1, 2022 to December 1, 2023. This year, the insurance market continues to experience hard market conditions overall bearing increased renewal rates. Carriers continue to experience loss costs increasing higher and faster with inflation, ongoing catastrophic property losses, and growing nuclear verdicts. While we work with the carriers on each individual insured, the market remains in an upward trend. With ICRMT providing a renewal projection of 5% or less over the expiring premium, and ICRMT's extensive services, together we determined our renewal strategy to secure ICRMT's renewal terms in order to lock-in this minimal cost increase.

We are pleased to present ICRMT's renewal **as promised with a 5% increase over last year's premium** which, with **increased payroll and property values calculates to a substantial rate decrease to the renewal insurance program**. As part of their program services, ICRMT performed property appraisals in Fall of 2021 and increased the insured property values by 38% in the expiring policy term at no additional cost to the Village. Additionally for this renewal, ICRMT increased building values 7% due to current inflation/market trends driving increased costs of construction materials and labor. To keep the program within 5%, ICRMT's proposal reflects a **premium reduction on the workers compensation** even with the slight increase in estimated payrolls. To maintain the most competitive program, ICRMT changed reinsurers for this renewal which resulted in some small form updates. Notably, the Equipment Breakdown water damage sublimit was previously included in the limit but is now sublimited to \$500,000 and property values are subject to a 125% margin clause.

The most challenging segment of the insurance market is cyber liability. ICRMT continues to offer cyber liability within their program, but with the reinsurance changes, some coverage parts are severely pared-down and come with higher renewal premiums. The most notable coverage restriction is the Cyber Extortion limit is reduced from a \$1,000,000 limit to a \$250,000 limit. Understanding cyber extortion is a large exposure for municipalities, we approached the market to secure cyber coverage including a full \$1,000,000 limit for Cyber Extortion and are pleased to have this with a quotation from CFC Lloyd's of London. **CFC is quoting the full \$1,000,000 policy limit, including cyber extortion, with the expiring \$5,000 deductible at a highly competitive premium, flat to expiring.** Since cyber policies do not have a standard ISO form, the insuring agreements and definitions can vary between carriers. We have provided a side-by-side comparison of the expiring program to the CFC option.

We are very pleased that with the CFC Cyber option and the remaining coverages with ICRMT, the renewal program **result is a flat premium renewal.**

With the current environment of law enforcement liability, including recent nuclear verdicts, we've requested pricing from ICRMT for \$10,000,000 umbrella excess liability limit options for the Village to consider. ICRMT offered the increase in limits from the current \$7,000,000 umbrella excess limit to \$10,000,000 for \$3,597 additional premium. **Including this increase in coverage, the Village's overall renewal would still result in under 5% increase from the expiring premium.**

It is important to note that the Village continues to significantly utilize the loss control services provided by ICRMT. **This great renewal is a result of the Village's pro-active work to maintain comprehensive coverage and mitigate losses.** Most notably, the security and cyber loss controls the Village has implemented allowed us to secure the alternate option for the cyber coverages this year which we are, unfortunately, not seeing with all our insureds.

Following is a schedule of the risk management services that are available to the Village and included in the program with no additional premium charges.

ICRMT Services & Direct Value

IPMG Risk Management:

<ul style="list-style-type: none"> <li>• Online Training Portal</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Seminars</li> </ul>
<ul style="list-style-type: none"> <li>• WC – Risk management implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Law Enforcement Training through Public Agency Training Council, PATC Used by over 2000 Law Enforcement Officers in Illinois</li> </ul>
<ul style="list-style-type: none"> <li>• Road &amp; Jail Policies and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Officer Training               <ul style="list-style-type: none"> <li>○ Web based training</li> <li>○ Regional Training</li> <li>○ Legal updates from Supreme Court and 7<sup>th</sup> Circuit</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Property Appraisals – every 3-4 years</li> </ul>	<ul style="list-style-type: none"> <li>• Open Door Legal - Unlimited access, allowing legal advice, opinions, severance package work etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Employee Handbook, legal review</li> </ul>	

Once again, we thank you for this opportunity to present this proposal for the renewal of your property/casualty insurance program. We look forward to the opportunity to continue to service the insurance needs of the Village of Riverwoods.

# Village of Riverwoods

Insurance Proposal

## Premium Summary

	ICRMT Fixed Cost Program Renewal 12/1/2021 to 12/1/2022	ICRMT & CFC Cyber Option Fixed Cost Program Renewal 12/1/2022 to 12/1/2023
<b>Workers' Compensation</b>	<b>\$53,780</b>	<b>\$49,005</b>
Estimated Payroll	\$1,642,170	\$1,644,616
<b>Package</b>	<b>\$47,828</b>	<b>\$54,093</b>
General Liability - Incl EB Liab	\$5,597	\$6,057
Law Enforcement	\$11,751	\$14,346
Public Officials Liability / EPL	\$4,654	\$2,976
	<b>ICRMT Beazley Cyber</b>	<b>CFC Lloyd's Cyber</b>
Cyber Liability	\$4,000	\$4,000
Commercial Auto	\$6,861	\$7,115
Average Auto Rate	\$980	\$1,016
# Vehicles	7	7
Property	\$13,665	\$18,166
Average Property Rate	0.12361	0.12150
Total Insured Values	\$11,054,979	\$14,952,001
Equipment Breakdown	Included	Included
Inland Marine	\$549	\$432
Average IM Rate	0.00313	0.00355
Scheduled Equipment Values	\$175,317	\$121,776
Crime/Public Officials Bonds	\$750	\$1,000
Crime Limit	\$1,000,000	\$1,000,000
Violent Event Response	Included	Included
<b>Excess Liability - \$7 Million Limit</b>	<b>\$21,498</b>	<b>\$21,056</b>
<b>Estimated Annual Premium SubTotal</b>	<b>\$123,105</b>	<b>\$124,153</b>
		Option to increase
<b>Option Excess Liability - \$10 Million</b>		<b>\$3,597 Additional Premium</b>
<b>Total Estimated Annual Premium With \$10M XLS</b>		<b>\$127,750</b>
Public Officials' Bonds 17 positions, \$33,000 Total Bond Value	Included	Included
<b>Important Coverage Items:</b>		
Flood	\$5,000,000 limit All Locations	\$5,000,000 limit All Locations
Equipment Breakdown	\$11,054,979	\$14,952,001
Sexual Abuse & Molestation Coverage (SAM)	\$1,000,000 occ / agg Limit Claims Made Retro date 1/1/17	\$1,000,000 occ / agg Limit Claims Made Retro date 1/1/17
Waiver of Subrogation	Blanket - Included	Blanket - Included
Loss Control / Policy Review Services	Included	Included
Cyber Liability	Beazley Includes Cyber Extortion in \$1,000,000 policy Limit	CFC Includes \$1,000,000 Cyber Extortion

# Village of Riverwoods

Insurance Proposal

## Market Responses

Carrier	Coverage	Response
ICRMT	Package Including Workers' Compensation	Quoted Renewal Package at \$71,149 Cyber Liability at \$9,350 and Work Comp at \$49,005 \$10,000,000 Umbrella option for \$3,597 AP
CFC Lloyds Of London	Cyber Liability	Quoted \$4,000
Node Insurance	Cyber Liability	Quoted \$9,106 - Includes \$500,000 Ransomware sublimit
AXIS	Cyber Liability	Declined due to Class of Business



# Cyber Liability

## CLAIMS-MADE AND REPORTED COVERAGE

Coverage Description	12/1/21-22	12/1/22-23
	ICRMT 1123 12-21 Beazley Coverage A XV	CFC Underwriters at Lloyd's A+ XV
<b>Premium</b>	<b>\$4,000</b>	<b>\$3,355</b>
Wholesale Broker Fee	N/A	\$525
Surplus Lines Taxes & Fees	N/A	\$120
Total Premium	\$4,000	\$4,000
<b>Maximum Policy Aggregate</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
Retroactive Date	12/1/2020	Full Prior Acts
Deductible	\$5,000	\$5,000
Waiting Period (Business Interruption)		8 hours
Defense	Inside the Limit	Inside the Limit
Breach Response	\$1,000,000 (Beazley Vendor) \$500,000 (Non-Beazley Vendor)	System Damage and Rectification Costs - \$1,000,000
Business Interruption Resulting from Security Breach	Included	Included in Income Loss & Extra Expense - \$1,000,000
Business Interruption Resulting from System Failure	\$500,000	Included in Income Loss & Extra Expense - \$1,000,000
Dependent Business Loss Resulting from Dependent Security Breach	\$750,000	Not Included
Dependent Business Loss Resulting from Dependent System Failure	\$100,000	Dependent Business Interruption - \$1,000,000
System Failure		Included in Business Income
Dependent System Failure		Included in Business Income
Cyber Extortion Loss	Included	\$1,000,000
Data Recovery Costs	Included	System Damage and Rectification Costs - \$1,000,000
Data & Network Liability	Included	Network Security Liability - \$1,000,000
Regulatory Defense & Penalties	Included	\$1,000,000
Payment Card Liabilities & Costs	Included	PCI Fines, Penalties and Assessments - \$1,000,000
Media Liability	Included	Defamation - \$1,000,000 Intellectual Property Rights Infringement - \$1,000,000
Fraudulent Instruction	\$75,000	Included in Funds Transfer Fraud - \$250,000
Funds Transfer Fraud	\$75,000	\$250,000
Telephone Fraud	\$75,000	\$250,000
Criminal Reward	\$25,000	None
Reputation Loss	\$50,000	Consequential Reputation Harm - \$1,000,000
Claims Preparation Costs for Reputation Loss Only Claims	\$50,000	Court Attendance Costs - \$100,000
Computer Hardware Replacement	\$75,000	Hardware Replacement Costs \$1,000,000
Invoice Manipulation	\$100,000	Push Payment Fraud - \$50,000

Coverage Description	12/1/21-22 ICRMT 1123 12-21 Beazley Coverage A XV	12/1/22-23 CFC Underwriters at Lloyd's A+ XV
Cryptojacking	\$25,000	Unauthorized Use of Computer Resources - \$250,000
Cyber Deception	Included under Crime - Social Engineering \$50,000	Included in Funds Transfer Fraud - \$250,000
Subjectivities:		<ol style="list-style-type: none"> <li>1. Satisfactory confirmation that you have downloaded &amp; registered CFC incident response mobile app</li> <li>2. Signed version of application within 30 days of inception date</li> <li>3. Name, position, email and telephone for designated contact to receive security related alerts and targeted threat intelligence - due within 14 days of binding</li> </ol>
	<b>See Policy for full list of Exclusions</b>	<b>See Policy for full list of Exclusions</b>

# VILLAGE OF RIVERWOODS – ICRMT DECEMBER 1, 2022-2023



\$10M occ/\$10M agg Total ICRMT Umbrella OPTION (\$3,597 AP)		\$10M occ/\$10M agg OPTION ICRMT	\$10M occ/\$10M agg OPTION ICRMT
\$7M occ/\$7M agg Excess Limit		\$7M occ	\$7M occ
Illinois Counties Risk Management Trust (ICRMT)		Excess Limit ICRMT	Excess Limit ICRMT
\$3M Agg \$1M Occ	\$3M Agg \$1M Occ	\$1M Occ	\$1M Agg \$1M Occ
\$1M SAM sublimit ICRMT	ICRMT	APD Actual Cash Value \$1,000 ded ICRMT	ICRMT
\$1,000 Ded \$2,500 SAM Ded	\$5,000 Ded	No Ded.	\$2,500 Ded.

General Liability & Sexual Abuse

Law Enforcement Liability

Automobile Liability

Public Officials & EPL & Employee Benefits

Claims Made  
01/01/2017

WC Statutory (unlimited)
EL \$2,500,000
ICRMT

Workers Compensation Employers Liability

Building & Contents Limit \$15,114,001
Business Income \$1,000,000
Inland Marine
Scheduled Items \$121,776
Flood + Earthquake \$5M Occ Limit \$250M Program Agg \$50,000 ded
ICRMT
\$2,500 Ded \$1,000 Inl Mar Ded

Property/ Equipment Breakdown

\$1M ICRMT
\$1,000 Ded.

Crime

\$1M CFC
\$5,000 Ded

Cyber Liability  
---  
Claims Made Full Prior Acts

\$500,000 ICRMT
\$1,000 Ded

Violent Event Response

### Highlights

- Property – Building Appraisals – every 3 years
- Sexual Abuse \$1,000,000 limit
- Sewer Backup/Failure to supply – included in GL
- Auto Phys Dmg – vehicles added without addl premium
- Violent Event Response \$500,000 limit
- Dedicated claims and risk control – St Charles, IL

Defense Inside Limit

All coverages and exclusions are not included on this page. Please refer to policy for all applicable terms and conditions. Additional limits and/or changes may be available after review and acceptance by insurer. Chart is not to scale.

**Agenda item 14 b**  
**Maneval Construction Company, Inc.**

Gewalt Hamilton and Assoc  
625 Forest Edge Drive  
Vernon Hills IL 60061

11/3/22

Project : Village of Riverwoods  
Deerfield Pathway Improvements

Attn : Wade Rafati

Re: Grind Areas of Trip Hazard approx. 120 Sf

Dear Wade

The following is an AUP to Grind Trip Hazards as Requested

**AUP**

Grind Trip Hazards (approx. 120 sf) = Lump sum \$3,500.00

Please Issue an Official Change order here if this is acceptable

Thank You

  
Ed Litchfield

Accepted

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# Agenda Item 14 c



November 15, 2022

Mayor Kristine Ford and Board of Trustees  
Village of Riverwoods  
300 Portwine Road  
Riverwoods, Illinois 60015

625 Forest Edge Drive, Vernon Hills, IL 60061  
TEL 847.478.9700 ■ FAX 847.478.9701

[www.gha-engineers.com](http://www.gha-engineers.com)

Re: Leak Detection  
Bid Results and Recommendation

Dear Mayor Ford and Trustees:

The IDNR regulates public water loss through their Water Conservation and Efficiency Program. Based on the latest annual Lake Michigan water report provided to the IDNR, The Village of Riverwoods exceeds the 8% "non-revenue" water loss allowance, equating to a measurable loss of revenue to the Village. "Non-revenue" water is the difference between water purchased and water sold.

The Village of Riverwoods is required to address the water loss within their system. Among the potential contributors to this difference (e.g. accounting errors, metering inaccuracies, poor tracking of fire flows and other unmetered usage), system leaks can be the largest cause and most straightforward to resolve once identified.

On Thursday, August 11, 2022, our office solicited the attached proposal from M.E. Simpson Company Inc (MES). to perform water system leak detection services on 50% of the Village's water mains, as outlined in the attached map.

**We recommend that the Board authorize M.E. Simpson Company, Inc. to perform water system leak detection services in an amount not to exceed \$5,500.**

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,  
Gewalt Hamilton Associates, Inc.

A handwritten signature in black ink, appearing to read 'Carissa Smith', is written over a light blue horizontal line.

Carissa Smith, P.E.  
Village Engineer

encl: MES Proposal and System Map



August 11, 2022

Mr. Jean Scher  
Operations Superintendent  
Gewalt Hamilton Associates, Inc  
1350 Turret Drive  
Machesney Park, IL 61115

**RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM LEAK SURVEY**

Dear Mr. Scher,

M.E. Simpson Co., Inc. is pleased to present Gewalt Hamilton Associates, Inc our proposal for a Water Distribution System Leak Detection Survey Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly-educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that **"the water is always safe to drink"**.

Thank you for your consideration and this opportunity to acquaint you with our Water Distribution System Leak Detection Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

Carlos Covarrubias  
Regional Manager

**Carlos Covarrubias**  
Regional Manager

3406 Enterprise Avenue  
Valparaiso, IN 46383

800.255.1521 P  
888.531.2444 F

Carlos.Covarrubias@mesimpson.com

# SCOPE OF WORK

## Water Distribution System Leak Survey

The Field Scope of Service for the Leak Survey is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to survey the water distribution system areas selected by the city. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team working on the survey at all times.**

- ◆ Work in an orderly and **safe** manner to insure protection of the local residents, Utility employees, and the Field Staff so that no **avoidable** accidents occur.
- ◆ All Field Staff will have readily observable identification badges worn while in the field.
- ◆ The leak detection equipment to be used will be that which was described in the “Equipment to be used” section.
- ◆ Initially listen to **all fire hydrants, all accessible main line valves**, and when necessary, selected service connections in the entire distribution system by making physical contact with the valve, hydrant, pipe, or B-box. (Listening points that are not accessible will be given to the Utility and when corrected they will be listened to.)
- ◆ Listening points of contact will be: valves, hydrants, service valves or meter settings. The preference of listening points in order as follows; direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings.
- ◆ Specific listening distances will be determined by pipe material. Metallic type pipes; no greater than 500’ between listening points. Non-Metallic AC/Concrete type pipes; no greater than 300’ between listening points. Non-Metallic PVC/HDPE type pipes; no greater than 150’ between listening points.
- ◆ A “suspected leak” log shall be maintained indicating all areas where suspected leak noise was heard. This log will be reviewed when the Project Team is verifying the suspected leak area for confirmation of the actual existence of a leak. This log will be a part of the periodic reports turned into the Utility regardless of an actual leak located in the area or not, with an explanation of the noise source.
- ◆ When leak noise has been detected and or suspected, the Project Team will verify the suspected area a second time to confirm the noise. At least four hours will pass between the initial listening of the area before a second listen and confirmation is attempted.
- ◆ The Project Team will line locate the water main and service lines in the immediate area so the correct pipe distances can be input into the leak correlator and also so that the Water Utility will have an idea of where the water main is located prior to excavation. Non-metallic pipe locations will be “interpolated” as best that can be identified, given the line location of metallic services, Utility knowledge of the area, or other information regarding the actual location of the main.

- ◆ The Project Team will use “State of the Art” Electronic Leak Correlators to determine if a leak is present and use the same equipment to pinpoint the leak.
- ◆ For PVC water mains only the Echologics LeakFinder-ST w/hydrophones leak correlator or Fluid Conservation Systems (FCS) TriCorr Touch leak correlator, will be used for correlations because of the ability for these correlators to be able to analyze the particular sound frequencies inherent to PVC pipe.
- ◆ The leak location will be marked in the field (on the surface) using environmentally formulated Precautionary Blue paint.
- ◆ The Project Team will document all leak locations with a diagram indicating the location of the leak. Other information related to that correlation will be included as part of the field sheet such as the filters used for the correlation, line locations, distances between sensors, etc.
- ◆ The locations of leaks requiring immediate attention (immediate threat to life, injury or traffic) will be turned in as quickly as possible to facilitate the repair process.
- ◆ The Project Team will report daily or per request of the Utility, to assigned Utility Professional and go over the progress of the previous day, as well as cover what will be surveyed the current day.
- ◆ It may be necessary to conduct parts of the Leak Survey during “off hours” such as at night. This may be required in areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and traffic volume may affect the ability of the Project Team to be able to safely access main line valves in the middle of the street. The Project Team will give 24-hour advanced notice of intent to survey a particular area that may require after hours surveying or nighttime surveying. This is so the Utility can plan for the area to be surveyed, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.
- ◆ As a part of the leak program, mapping discrepancies found, distribution assets found in disrepair will be noted and turned into the utility.
- ◆ Leaks verified on the customer’s side of a service shut-off will not be located beyond the shut-off. If a leak appears to be on the Customers’ side, the Utility will be notified first, then the customer notified and permission granted prior to the water being shut off even for short periods of time where possible and as time allows, as well as the ability for the customer to respond.
- ◆ If the Utility requests leak locations beyond the service shut off on the customer’s side of the service line, this will result in an additional charge to the leak survey based on an hourly rate and this service must be agreed upon between the Utility and M.E. Simpson Co., Inc. prior to the start of the survey.
- ◆ Valves and hydrants will not be operated without Utility permission. Valves and hydrants that break during this type of operation are the sole responsibility of the Utility. M.E. Simpson Co., Inc. cannot be responsible for valves and hydrants that break due to pre-existing conditions.



- ◆ The Utility is encouraged to dig up and repair the leaks located as soon as possible so that the area may be re-surveyed while the Project Team is still working on the survey in that general geographical location to ensure no other leaks are present in that area.

## Equipment List

- ◆ FCS **S30** Gutermann **AquaScope** electronically enhanced listening device.
- ◆ Echologics **LeakFinder-ST w/hydrophones**; FCS **AC Digital**, **TriCorr Touch** or Vivax-Metrotech **HL6000X** leak correlator systems.
- ◆ **RADIO Detection** Line Locators.
- ◆ **Chicago Tape**, **Fisher M-Scope** or **Schonstedt** magnetic locators.
- ◆ **All necessary valve keys and hand tools**
- ◆ Truck mounted arrow board/signage and warning lights.
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes.

## Quality Control and Accuracy of Leak Locations

The level of accuracy of leak detection is a matter of taking in all the above considerations and applying those considerations to each individual potential leak location as it is being evaluated. Any statement made as to the level of accuracy of leak locations must be considered based on the individual conditions of each leak.

Locating leaks on a distribution system can be very challenging. It is not a perfect science. Pipes and fittings can leak for a variety of reasons (age, poor installation, material failures, bad soils, etc.), and the ability to locate leaks is dependent on the stated variables listed in the “Project Approach”. By employing a strict methodology in the field for conducting a leak survey, these variables can be accounted for and mitigated. The depth of experience of the Project Team is extremely important to maintaining the ability to have accurate locations of leaks. Additionally, crews work as Two-Person Teams in the field, double checking the progress of the work as the survey progresses. The systematic procedure for leak confirmation has been stated in the Scope of Field Service and is restated here.

“Suspected leak areas are always listened to a second time, preferably at a different time of day than originally listened to. The mains and services will be line located to ensure correct pipe distances are used for the correlations. Correlations may need to be performed several times with several configurations to insure all the possible scenarios have been covered. Sewer manholes may need to be opened and flows observed. If there is any doubt as to the existence of a leak, the area may be checked and correlated at different times to rule out water usage or other factors. The progress of the survey will be monitored by the use of daily logs and a progression map with suspected leak noise indications marked and possible leak locations will be maintained. Field leak location forms will be turned into the Utility according to the agreed schedule. The Project Team will follow up on leak locations by monitoring the repair schedule of the Utility. That way in case a potential leak location is wrong, the Project Team can return to the site and determine why the leak location was incorrect, and correct it. This means maintaining a good level of communication between the Project Team in the field, and the Utility.

As a matter of Quality Control for leaks in the field, our Correlators, FCS TriCorr Touch and Echologics LeakFinder-ST have the distinct ability to be able to detect and pinpoint more than one leak in the same relative area, thus allowing better leak coverage and insuring that one leak is not “masking” another leak in the same area. The use of progress reports and meetings will allow for open discussions of problems encountered so solutions can be examined.”

## Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the Leak Survey is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for detecting and locating leaks on the Water System.

## Final Reports, Documentations & Communications

### ***M.E. Simpson Co, Inc. will perform the following:***

- ◆ Project Team will **meet daily** with assigned Utility personnel to go over areas of survey for prior workday and plan current day and area to survey.
- ◆ The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A **24-hour toll-free 800 number** is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- ◆ **Diagram all leak locations**, date of location, and classify according to severity and an estimate of loss.
- ◆ **The Project Manager will** meet with the Utility regularly for a progress report.
- ◆ **Prepare a progress report** at monthly intervals for the Utility if requested.
- ◆ Develop a **Leak Survey log** of activity which will also have confirmed leaks listed and this list will be turned in weekly (in Excel format). The list will also be included with the final report that will include the following;
  1. Mechanical deficiencies discovered
  2. Mapping errors on the water atlas
  3. Type of monitored appurtenances
  4. Location of same for leaks discovered
  5. Total estimated loss

Effective communication...  
accurate documentation...  
**Insuring the success for  
the leak survey**

- ◆ **Prepare the final report** at the completion of the project which will include all leak location reports with drawings, total of estimated water loss, total pipe distance investigated, a description of the area surveyed, and other problems found in the system during the course of the survey that need the attention of the Water Utility. The leak summary will list leak types such as main leaks, service line leaks, valve leaks, or hydrant leaks.

A cost benefit analysis of the survey based on the “cost to produce” water will also be included that describes the financial impact to the Utility for water loss. Recommendations for system maintenance will be a part of this report based on field observations made during the survey.

**This final report shall be made available for submission to the Utility within thirty (30) working days of the completion of the fieldwork.**

### Assumptions & Services Provided by the Utility

- ◆ The Utility will furnish all maps in an electronic format or paper atlases (two copies), and records necessary to properly conduct the survey.
- ◆ The Utility will assist as necessary to clean out service valves, meter pits and valve-boxes needed for listening.
- ◆ The Utility will provide a Primary Contact Person and/or secondary contact person for the Field Staff to report to on a periodic basis. This person shall act as the official liaison for the duration of the Leak Survey. This person shall have a working knowledge of the water system and will be helpful in attempting to locate particularly hard-to-find water valves for listening and for general information about the water system. *This person will not need to assist the Project Team on a full-time basis,* but only on an “as needed” basis.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.
- ◆ The Utility will assist, if needed, to locate all nonmetallic pipe within the service area. This would include all Concrete Cylinder pipe, Asbestos Cement Pipe, PVC pipe and HDPE pipe.
- ◆ We will encourage the immediate digging of major leaks (main breaks) so that if there are problems with the leak location, the problems can be corrected while the Project Team is close by and can verify the site.

## PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



**Safety** is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.**

While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

### ***M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.***

The use of a "one-person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- ◆ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- ◆ Any listening points located in a "confined space" such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- ◆ We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in First Responder First Aid & CPR.
- ◆ We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Illinois Department of Transportation (per MUTCD).**
  - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date (for 2021) for all project personnel.

## INVESTMENT

A commitment to improving and maximizing Village of Riverwood water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our “Proposal” for a Water Distribution System Leak Detection program for Gewalt Hamilton Association, Inc. M.E. Simpson Co., Inc. will perform our leak detection services on approximately **27.8** miles of watermain within Village of Riverwood’s water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

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### **2022 Leak Survey**

Water Distribution System Leak Survey Program Fee at <b>\$245.00</b> per mile for metallic pipe (approx. <b>14.8</b> miles)	<b>\$3,626.00**</b>
Water Distribution System Leak Survey Program Fee at <b>\$445.00</b> per mile for non-metallic pipe (approx. <b>13.5</b> miles)	<b>\$6,007.00**</b>
<b>Option 1 - Entire Village Leak Survey Program Fee</b>	<b><u>\$9,633.00**</u></b>
<b>Option 2 - ½ Village Leak Survey Program Fee</b>	<b><u>\$4,618.75**</u></b>

**\*\*** Any water main surveyed in addition to the above **27.8** original miles of watermain will be surveyed at the rate of **\$245.00** per mile of pipe for metallic pipe and **\$445.00** per mile of pipe for non-metallic pipe.

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We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

**Owner**

**Service Provider**

M.E. Simpson Company, Inc.

By: \_\_\_\_\_

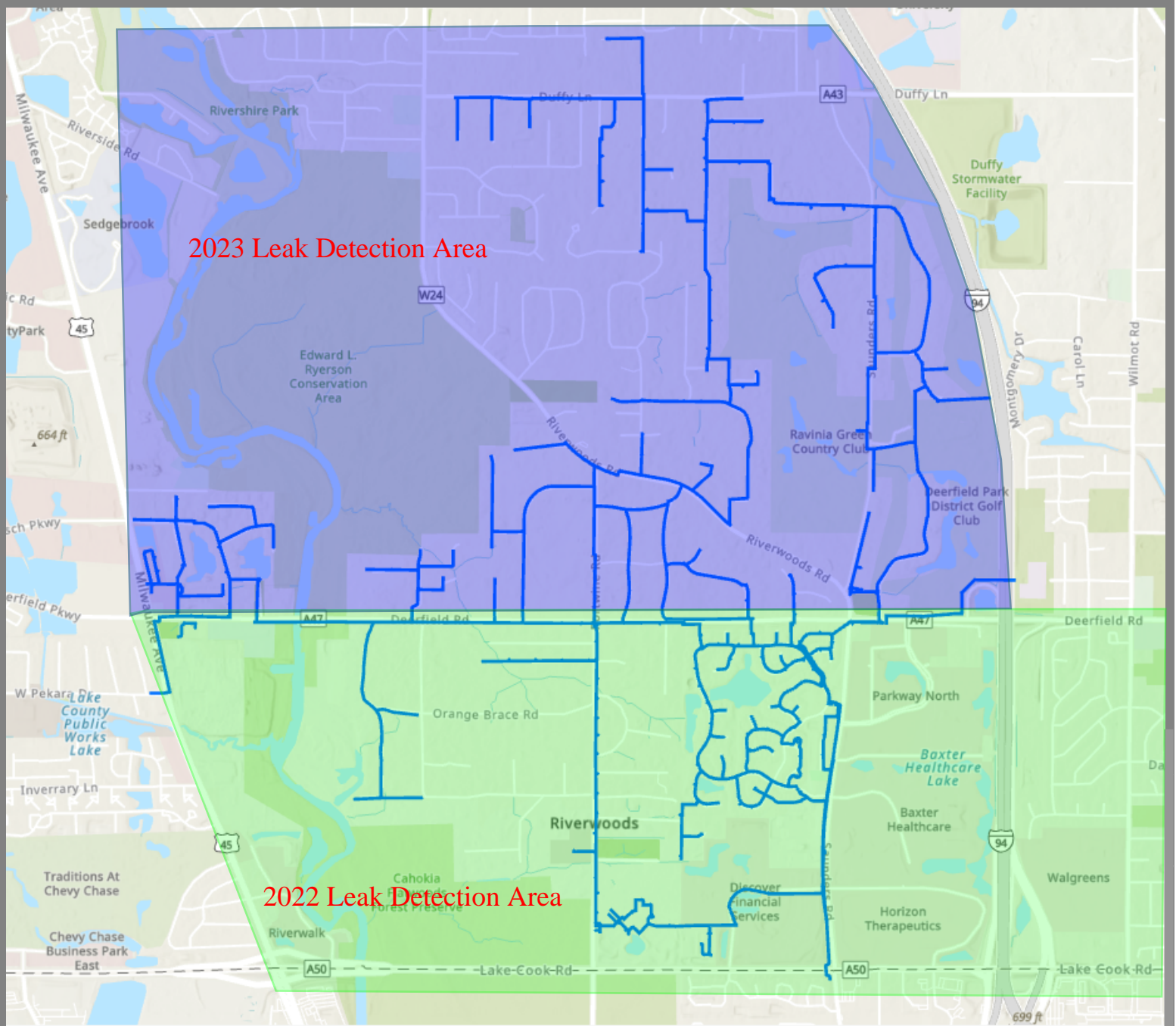
By: \_\_\_\_\_

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Title: \_\_\_\_\_



Source:



Scale: None

### Legend

——— 2022/2023 Leak Detection

## Leak Detection Map

Village of Riverwoods

# OLD BUSINESS