



BOT 1-24-23

FINAL

PACKET





Board of Trustees Meeting
FINAL Agenda
300 PORTWINE ROAD, RIVERWOODS
January 24, 2023
7:30 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - a. Board of Trustees January 10, 2023
5. APPROVAL OF BILLS
 - a. Snow Plowing Services
6. TREASURER'S AND FINANCE COMMITTEE'S REPORT
 - a. Approval of Continuing Finance Consultant Engagement with GovTemps
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. Water Infrastructure Committee Status Report
 - b. Compensation and Benefits Committee Status Report
 - c. Riverwoods Residents Association Revitalization
 - d. Live Streaming Capability Status Report
13. NEW BUSINESS
 - a. Approval of Landscaping Design Services for the Police Department building by Indigo Ecological Design in an amount not to exceed \$5,000
14. OLD BUSINESS
15. VISITORS WISHING TO ADDRESS THE BOARD
16. EXECUTIVE SESSION
 - a. Litigation, Acquisition, Property, and Personnel
17. ESTABLISH TIME AND DATE FOR NEXT MEETING
 - a. February 7, 2023 - 7:30 PM
18. ADJOURNMENT

MINUTES

Village of Riverwoods
Board of Trustees Meeting
January 10, 2023
Draft

Present:

Kris Ford, Mayor
Michael Clayton
Liliya Dikin
Andrew Eastmond
Michael Haber
Henry Hollander
Rick Jamerson

Also Present:

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

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the December 20, 2022 Board of Trustees meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote with Trustee Haber abstaining.

Approval of Bills

Mayor Ford presented the memo from the Finance Consultant Daniela Partipilo that covered activities billed through GovTemps. Activities were those primarily associated with the system transition. The Mayor drew the Board's attention to the GovTemps bills for the Finance Consultant (not the placement fee to GovTemps for the Finance Analyst) which in total exceeded the Board's approved monthly limit for finance consulting services. It was noted that the Finance Consultant is the only consultant with a spending limit. It is expected that during this transition period the limit would again be exceeded.

Trustee Jamerson moved to approve the bills. Trustee Haber seconded the motion. Trustee Jamerson noted the improvements from the software transition but expressed concern about exceeding the spending limit. Trustee Haber requested an amendment to the motion to approve any prior payments to GovTemps to include the bills presented at this meeting. Trustee Jamerson accepted the amendment. Trustee Haber suggested updating the monthly spending limit at the next meeting. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)
NAYS: None (0)

Attorney's Report

Mr. Huvard received comments from Trustee Haber about the Flock Agreement. Mr. Huvard will review the comments.

Engineer's Report

Ms. Smith reported the Deerfield Road water main extension date will be received shortly and she will get the communications out to the appropriate parties. She did a preliminary walk through at Thorntons. The Saunders Rd. water main improvement plans are being finalized.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission met on January 5, 2023 and continued the Public Hearing on the Lexington Homes proposal to February 2, 2023.

ZBA Report

The ZBA has not met.

Police Report

No activity.

New Business

Approval of Ordinance 23-01-01 amending provisions of the Village Code concerning delinquent payment of water supply user charge.

Mr. Huvard made one change to the penalty section to make it easier to cross reference.

Trustee Jamerson moved for Second Reading and Adoption of the Ordinance amending provisions of the Village Code concerning delinquent payment of water supply user charges. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)
NAYS: None (0)

Approval of a Proposal to Purchase and Install Equipment for Live Streaming Audio Visual Capability

Trustee Jamerson met with representatives from Malko Communication Systems about integrating streaming ability with the current Crestron system. He suggested approving Malko's quote in case the method Trustee Dikin is working on doesn't work. Trustee Jamerson is concerned about bringing in an

additional system. Trustee Dikin agreed. She noted the room acoustics are challenging so streaming from a laptop or phone may not be a long-term solution.

Trustee Hollander questioned how to improve the acoustics in Village Hall. Mayor Ford received a message from Malko who will also look into it.

Trustee Jamerson moved to accept the Malko bid as a fallback. Trustee Hollander 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.

Visitors wishing to address the Board

Jill Kaplan asked about the status on the municipal water initiative. Mayor Ford replied that there have been a number of survey responses received and the process of compiling the data has started. Mayor Ford is planning on having a Water Infrastructure Committee meeting in the near future. Ms. Kaplan reminded the Trustees that a vast number of Indian Trail residents wish to keep their wells and are against municipal water. Mayor Ford noted no one will be forced to connect to municipal water.

John Maxson is opposed to bringing municipal water to the Indian Trail neighborhood. He enjoys his well water and doesn't want the increased costs that come with municipal water.

Carol Hincker is also opposed to municipal water and asked about next steps in the Village's process of determining what neighborhoods would be moving forward with the initiative.

Julie Varvaro asked the Village about municipal water four years ago. At that time, she was told there were no plans for municipal water installation so she spent \$7000 to put in a water filtration system. Ms. Varvaro is concerned about her investment in the water filtration system if she is forced to have municipal water.

Jeff Smith expressed concern about the impact of municipal water installation on trees and the entire woodland community.

Mary Oler noted representatives from Lexington met with some Meadowlake residents, who shared a revised proposal to build 59 townhomes. Ms. Oler read the Concerned Citizens of Riverwoods letter that was sent to Lexington last week. Trustee Hollander noted neither the Plan Commission nor the Board have seen revised plans from Lexington. Trustee Jamerson commented that the Trustees already received the Concerned Citizens of Riverwoods letter so it did not have to be read in its entirety.

Committee Reports

Communications – Trustee Dikin shared that she received resident feedback that people appreciated viewing the meeting packet on the website. She noted the website Traffic Report is attached to the minutes.

Building and Utilities/Stormwater – Trustee Jamerson noted the Building Department is working on the BS&A software installation. Ms. Smith noted the Village approved a stormwater survey and will be reaching out the residents impacted by rain events for input.

Woodlands/Ecology – Trustee Eastmond met with Randi Merel from the RPC. They discussed recommendations to the Woodlands cost share program.

Finance/Economic Development – Trustee Clayton believes there are certain circumstances where the Village needs to act beyond the normal scope of its authority. He appealed to the Trustees for their patience and understanding during this time of personnel transition and new software installation.

Adjournment

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

The meeting was adjourned at 8:38 pm

The next regular meeting of the Board of Trustees will take place on January 24, 2023 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachment:
Website Traffic Report

Riverwoods Website Traffic Report

Report Date: Dec. 31, 2022
 Trustee Lilya Dikin

Total website visitors: Jan 1, 2022 - Dec 31, 2022 20,818
 Website visitors Dec 1, 2022 - Dec 31, 2022 2,059

348 Newsletter subscribers

Geographic location of website visitors | Top 10 Countries

Oct 29 - Nov 29, 2022

Country	Users
	3,192
1. United States	2,002 (62.7%)
2. Canada	180 (5.6%)
3. Mexico	28 (0.9%)
4. India	19 (0.6%)
5. Germany	18 (0.6%)
6. Philippines	10 (0.3%)
7. United Kingdom	5 (0.2%)
8. Netherlands	5 (0.2%)
9. Israel	5 (0.2%)
10. Pakistan	4 (0.1%)

Dec 1 - Dec 31, 2022 (last 30 days)

Country	Users
	2,063
1. United States	1,728 (83.8%)
2. Canada	148 (7.2%)
3. Germany	72 (3.5%)
4. France	26 (1.3%)
5. India	16 (0.8%)
6. Philippines	12 (0.6%)
7. Israel	11 (0.5%)
8. Singapore	7 (0.3%)
9. France	5 (0.2%)
10. Fiji	5 (0.2%)

IL Traffic Oct 29 - Nov 29, 2022

Location	Users
	1,485
1. Chicago	322 (21.7%)
2. Deerfield	168 (11.3%)
3. Highland Park	138 (9.3%)
4. Lincolnshire	88 (5.9%)
5. Oakton	68 (4.6%)
6. Rosemead	59 (4.0%)
7. Wheeling	45 (3.0%)
8. Northbrook	39 (2.6%)
9. Winnetka	33 (2.2%)
10. Buffalo Grove	32 (2.2%)

IL Traffic Dec 1 - Dec 31, 2022 (last 30 days)

Location	Users
	922
1. Chicago	308 (33.5%)
2. Deerfield	180 (19.6%)
3. Highland Park	89 (9.7%)
4. Skokie	66 (7.2%)
5. Rosemead	29 (3.1%)
6. Joliet	26 (2.8%)
7. Wheeling	24 (2.6%)
8. Buffalo Grove	16 (1.7%)
9. Winnetka	14 (1.5%)
10. Northbrook	10 (1.1%)

The location reflects the users' physical location during the time he/she accessed the website. If the website is accessed by someone who is physically near the town's border, it's not uncommon for their location to be picked up by the neighboring towns (i.e. Lincolnshire, Deerfield, Bannockburn, etc.)

This report will be presented again in April 2023 to show traffic comparison to 2022 and will be published quarterly thereafter.

Riverwoods Website Traffic Report

Report Date: Dec. 31, 2022
 Trustee: Lilya Dikin

25 Most frequently visited pages

Oct 29- Nov 29, 2022

Dec 1 - Dec 31 (last 30 days)

Rank	Page	Views	Rank	Page	Views
1	Home	1,142	1	Home	2,020
2	Board of Directors	1,004	2	Board of Directors	1,888
3	Community	504	3	Community	1,000
4	History	454	4	History	900
5	News	404	5	News	800
6	Services	354	6	Services	700
7	Events	304	7	Events	600
8	Facilities	254	8	Facilities	500
9	Building Department	204	9	Building Department	400
10	Board of Directors Meeting (Nov. 29, 2022)	154	10	Board of Directors Meeting (Nov. 29, 2022)	300
11	Board of Directors Meeting (Nov. 15, 2022)	104	11	Board of Directors Meeting (Nov. 15, 2022)	200
12	Board of Directors Meeting (Nov. 1, 2022)	54	12	Board of Directors Meeting (Nov. 1, 2022)	100
13	Board of Directors Meeting (Oct. 18, 2022)	44	13	Board of Directors Meeting (Oct. 18, 2022)	90
14	Board of Directors Meeting (Oct. 4, 2022)	34	14	Board of Directors Meeting (Oct. 4, 2022)	80
15	Board of Directors Meeting (Sep. 20, 2022)	24	15	Board of Directors Meeting (Sep. 20, 2022)	70
16	Board of Directors Meeting (Sep. 6, 2022)	14	16	Board of Directors Meeting (Sep. 6, 2022)	60
17	Board of Directors Meeting (Aug. 23, 2022)	4	17	Board of Directors Meeting (Aug. 23, 2022)	50
18	Board of Directors Meeting (Aug. 9, 2022)	4	18	Board of Directors Meeting (Aug. 9, 2022)	40
19	Board of Directors Meeting (Jul. 26, 2022)	4	19	Board of Directors Meeting (Jul. 26, 2022)	30
20	Board of Directors Meeting (Jul. 12, 2022)	4	20	Board of Directors Meeting (Jul. 12, 2022)	20
21	Board of Directors Meeting (Jun. 28, 2022)	4	21	Board of Directors Meeting (Jun. 28, 2022)	10
22	Board of Directors Meeting (Jun. 14, 2022)	4	22	Board of Directors Meeting (Jun. 14, 2022)	10
23	Board of Directors Meeting (May 31, 2022)	4	23	Board of Directors Meeting (May 31, 2022)	10
24	Board of Directors Meeting (May 17, 2022)	4	24	Board of Directors Meeting (May 17, 2022)	10
25	Board of Directors Meeting (May 3, 2022)	4	25	Board of Directors Meeting (May 3, 2022)	10

*** In drilling through more in-depth reports, the majority of these pages were accessed by users who received the electronic newsletter, as these topics/articles were referenced in the newsletter. We have 348 newsletter subscribers to date.

Since the website is still fairly new, this data is still considered fairly "raw," being only a very high level indicator of traffic sources and content searched. It should not be used as a basis for determining content development without reviewing more in-depth reports, which will help eliminate outliers. Quality data takes time to compile and these reports will become more definitive over the course of the next year, as search and content solidifies.

We, the Concerned Citizens of Riverwoods, represent the residents of the Meadowlake subdivision, as well as the 500 residents of Riverwoods who signed petitions challenging the original proposal brought forward by Lexington Homes for the parcel located at 3750 Deerfield Road. Recently, Lexington shared with us an updated proposal for the construction of 59 townhomes on this site. After careful review, we respectfully decline this most recent proposal.

We believe that many Riverwoods residents are receptive to the development of some housing options with more efficient land use. Such development could open the village to more people who would enjoy living here and allow current residents to downsize to lower maintenance homes while remaining in the community. However, we believe development of new housing forms must preserve Riverwoods as a bucolic woodlands community, with space and individuality and the opportunity to interact with nature in our daily lives.

Lexington is asking the village to rezone the parcel in question from O&R1 to 1R, amend the text of Section 9-4A-3 of the zoning ordinance about multifamily housing to allow a Residential Planned Unit Development (RPUD), and then reduce the minimum acreage required for an RPUD from 125 to 8 (6% of 125). This radical change would create exciting opportunities for Lexington. We believe it is a privilege for a developer to build homes in our woodlands preservation community that is unique on the North Shore, with access to excellent schools and recreational opportunities. However, residents throughout the village are concerned that potential developments on small parcels respect the adjacent neighborhoods and unique character of Riverwoods and carefully fulfill the village's stipulations for RPUDs. We are committed to engage with the Plan Commission, Board of Trustees, and Lexington to resolve issues fairly and in keeping with village codes and values.

We propose that the following be considered:

1. Significantly less density. The village states that one purpose of RPUDs is to use land efficiently in order to preserve more open green space for residents, and "the site shall not be so overcrowded as to cause imbalanced relationships of building to open space." The village stipulates that "open areas shall not be unduly isolated from one another by unrelated obstructions such as buildings and paved vehicular areas, but rather be linked by open space corridors of reasonable width," "the required yards along the periphery of the RPUD shall be at least equal in width or depth to those of the directly adjacent zoning district," and that RPUDs should not impair the use, enjoyment and value of other residential properties in the vicinity. It is clear that the density of the most recent proposal precludes the fulfillment of these requirements of spaciousness. A park of a minimum of one acre would provide residents of the proposed development with open space for their daily recreational needs.

We suggest that a maximum of about 4 family units per acre would allow for a balance of buildings and parking areas with open space and landscaping on the site, and it represents a four-fold increase of density from village norms.

Moreover, we are asking that Lexington consider the inclusion of additional forms of housing, including duplexes and particularly private homes, the value of which could make up for any loss of revenue due to the lessening of density, which is our main objective.

2. One of the village's intents in granting RPUD status is to promote nuanced and elegant design, and this intent should guide the design of any parcel size. RPUDs are intended to exhibit "creative and imaginative

design” and “combine and coordinate architectural styles,...building forms and building relationships... in an innovative design.” “Excessively long unbroken building facades shall be avoided.” Instead of the uniform, barracks-like buildings arranged in a grid that are currently proposed, we, and the guidelines for RPUDs, encourage a variety of housing forms, winding roads and the incorporation of woodlands and walkways.

As Lexington targets a market for downsized living, we believe that the incorporation of duplexes and private homes with decks, first floor master suites and adaptability for different life stages would be especially well received by the community. These options would continue the Riverwoods lifestyle of interaction with nature, blend the development into the surrounding neighborhoods, and sustain home values in the vicinity. We have attached images to illustrate sites that conserve natural beauty while still holding a substantial number of units. We believe residents throughout Riverwoods would take kindly to this kind of vision as Lexington might consider other developments in the future.

3. Riverwoods residents cherish trees and oppose Lexington’s request to be relieved of provisions of the Tree and Woodlands Protection Ordinance.

4. Water retention and drainage must not increase the risk of flooding or lake runoff within Meadowlake while including the additional capacity needed to support the proposed development. There are 25 beaches in Meadowlake, and lake owners invest in maintaining the shoreline and the cleanliness of the lakes, which are appreciated for their beauty and used for swimming, boating, and play. It would be an unacceptable impairment of the use and enjoyment of their property and of their property values if the water quality is degraded or the lakeshores are eroded. Increased flooding would be catastrophic for home values in the vicinity.

5. The village states that in creating RPUDs, “through traffic shall be discouraged and the intrusion of automobiles into the privacy of residential environments shall be minimized...” The proposed access road is intended to draw significant traffic from Deerfield Road through the proposed development and alongside Meadowlake into the Shoppes of Riverwoods. Drawing commercial traffic through the development contradicts the village’s guidelines for an RPUD and creates a traffic/noise/pollution nuisance for the adjacent Meadowlake homes. Encroachments of this kind drive wildlife away. Meadowlake installed a gate because commuters were using Chicory Lane as a shortcut to avoid the signal at the corner of Deerfield Road and Milwaukee Avenue. An unplanned use of the proposed access road will likely be as a new and parallel shortcut, further increasing traffic. In keeping with the village’s stipulations, we suggest that commercial and commuter traffic be kept on Deerfield Road and/or Milwaukee Avenue, not drawn closer to residences. And to mitigate further congestion near this busy intersection, we propose that additional signals be installed to facilitate left turns from residential neighborhoods.

6. Lot lines around the perimeter of the development should be set back at minimum of 50,’ the North lot line to be 150.’ These and other RPUD guidelines would protect other Riverwoods residents from intrusion from future developments.

7. Light sources should be shielded and installed in such a way as to minimize their view by Meadowlake residents. Meadowlake homes are predominately ranch or two-stories. We propose that, given the greatly increased density, building heights in the new development be no taller than those in Meadowlake and that care be given to protecting privacy and mitigating light pollution in the placement of upper floor windows. The village requires that RPUDs provide reasonable “visual and acoustical privacy,” and we believe other village neighborhoods will want such consideration in the future.

8. A solid fence of at least 10’ should be installed between the proposed development and Meadowlake. Our lakes create a unique danger and liability issue, and we want to prevent tragedy, but neighbors of future developments might want a more permeable barrier that wildlife could pass through. Following the RPUD guidelines, Lexington should use trees, plants, and berms to enhance perimeter buffers.

We hope that by fulfilling the village's thoughtful requirements for RPUDs and adapting them for this site, we can preserve the unique character of Riverwoods and allow Lexington to move forward in realizing a successful plan for the property. We believe that creating a more beautiful space would allow Lexington to ask a higher unit price from future residents and to be welcome in other parts of the village.

We feel that we are raising fair concerns and offering guidance for resolution of our issues with the most recent proposal. We look forward to a response from Lexington, working with the Plan Commission and Board of Trustees, and to moving forward in positive dialogue, creating a win-win outcome for all involved. We are prepared to proceed with further petitioning of Riverwoods residents if the plans do not change to meet the standards for RPUDs and the nature of the community. We truly hope this won't be necessary and that Lexington's creative team will produce plans we can embrace and commend to our neighbors.

Submitted Respectively.

Concerned Citizens of Riverwoods

Link 9-11-12: RESIDENTIAL PLANNED UNIT DEVELOPMENT:

https://codelibrary.amlegal.com/codes/riverwoodsil/latest/riverwoods_il/0-0-0-6529



BILLS



VILLAGE OF
RIVERWOODS
 ESTD 1959

January 23, 2023

TO: Kris Ford, Mayor
 Village Trustees
 Village Attorney Bruce Huvad

FROM: Daniela Partipilo, Interim Finance Director

RE: Snow Plowing Services from SE Inc.

This memo will clarify the invoicing provided by SE Inc for which the Village has a contract effective November 1, 2021 through April 1, 2024 for snow plowing services. The contract is attached to this memo which details the various services and costs to the Village.

After reviewing the contract terms as compared to the invoices, I found the invoices to be in order and each invoice includes a great amount of detail for the snow occurrences. The detail provided allows the Finance Department to accurately allocate those costs to the various line item and/or fund. Also attached is a sample of a recent invoice that exemplifies the amount of detail.

This accounts payable listing also included in the description the date of the snow occurrence to further show that there is no duplication or overbilling taking place. Each invoice listed includes the account number and the fund it is charged to and is authorized by the department responsible for the contract and further reviewed by me.

Additionally, the software would recognize if the invoice is duplicated which would then trigger research prior to adding it to list for authorization of payment.

Below I have listed in a table how all the invoices for approval as to where they are allocated and in total for the billed service.

Total to be Approved for Payment:		25,339.03
	SSA 126	4,673.50
	Cleaning	1,150.00
	Other	2,010.53
General	Snow Removal/Salting	3,064.00
MFT	Snow Removal/Salting	14,441.00

Total Allocated: 25,339.03

There is no language in the contract that states when salting should occur if there is no need for the plowing of the areas identified in the contract. The language states only

“Customer agrees that Contractor's reasonable determination of the need for, amount and scope of the services provided, shall be binding on customer.”

Based on the above, there are times when no or very little snow accumulation occurs and the contractor applies salting services. Perhaps more precise language should be in the contract and that might reduce the costs.



620 Anthony Trail
Northbrook, Illinois 60062
847-945-5700 Office
847-945-5500 Fax

January 13, 2021

CLIENT:

Village of Riverwoods
300 Portwine Road
Riverwoods, IL 60015
Attn: Russ Kraly

PROPERTY:

Village Hall (parking lots, driveways & sidewalks)
Police and Fire Station
Auxiliary Village Hall Parking Lot

Service Terms & Conditions:

The snow shall be cleared from the following locations within 24 hours after a snowfall;

- Village Hall Parking Lots, Driveways and Sidewalks
- Police Station Driveway, Parking Lots and Sidewalks
- Fire Station Driveway, Parking Lots and Sidewalks
- Auxiliary Village Hall Parking Lot

Commencement of snow management services will vary depending on the time of day the snow begins to fall. SE Inc. ("Contractor") will determine when said services shall begin, unless otherwise stated. Customer agrees that Contractor's reasonable determination of when to begin services shall be binding on customer. Customer agrees that Contractor's reasonable determination of the need for, amount and scope of the services provided, shall be binding on customer. Contractor shall not be held responsible for any injury, damage or suit in law resulting from time of day contractor begins snow management services. Contractor will guarantee customer that Contractor's best judgment will be used in determining when snow management services shall begin.

Contractor strives to be careful and cautious when performing these services. Contractor is not responsible for and will not provide, as part of this contract, staking of the property. Staking of the property will be provided at an additional cost and at the written request by the customer. Contractor will not be held responsible for damage to lawn areas, sprinklers, lights, driveways, curbs, roads, sidewalks, blacktop, brick pavers, signage, garbage containers or corrals, any type of plants alongside walks, driveways, roads, such as ground cover, perennials, evergreens, shrubs and trees. Contractor will not be held responsible for any landscape material damage caused by piling snow or melting agents on the premises.

Village of Riverwoods Village Hall, Police Station, Fire Station, Auxiliary Village Hall

Contractor will not be held responsible for natural occurring conditions that may cause melting, drifting or blowing snow after a service is rendered. If additional services are needed due to the natural occurring conditions, Contractor will return to the property at an extra cost per occurrence.

Contractor will not be held responsible for any type of injury sustained on the property due to natural occurring conditions, such as melting, drifting or blowing snow, after a service is rendered.

Contractor will salt the service areas according to our evaluation unless otherwise specified. The property will be monitored for any unsafe conditions.

PRICING

A	Village Hall (Plow)
B	Auxiliary Village Hall (Plow)
C	Police Station (Plow)
D	Fire Station (Plow)
E	
Pricing	2-6" \$150.00 per occurrence / per location
	6.1-10" 220.00 per occurrence / per location
	10.1-14" 320.00 per occurrence / per location

Contract: 2020-2021 2021-2022 2022-2023 2023-2024
 (Please check off the box for the number of years you would like to sign for)

The Prices noted above do not reflect a rate increase. Please note there will be an additional 3% every year.

Contract Dates Beginning November 1st through April 1st

Payment Terms

Monthly payments are due on the 1st of each month. Customer shall pay Contractor for services in accordance with the specified prices and services rendered. Contractor reserves the right to apply a 1.5% (18% per year) finance charge per month to any account with a balance due for fifteen (15) days or more. In cases of delinquent accounts, Contractor reserves the right to place a lien on the property. If legal procedures are taken in cases of overdue accounts, notice of such intended legal action via certified mail providing ten (10) days for cure and satisfaction will be provided. After such notice and failure to then cure, customer hereby agrees to pay all related collection costs including all reasonable attorney fees. All disputed services or billing must be made in writing.

Village of Riverwoods Village Hall, Police Station, Fire Station, Auxiliary Village Hall

Cancellation

If the customer no longer needs the services provided by the Contractor, the customer is obligated to provide a written notice of cancellation 30 days prior to the last date of service. Notice of cancellation and all correspondence shall be via certified mail. The customer must pay the remaining balance on their account.

Additional Terms:

** In an event where there is a salt shortage, Contractor will make every effort to supply the necessary melting agents to perform the services set forth in this contract. In an event where there is a salt shortage Contractor will notify in writing the increased fees for such salt at which time these new fees will be considered a part of this contract.

All invoices are due 30 days from invoice date. No service will be rendered for any property with an invoice outstanding 30 days from the invoice date.

Authorization to perform work as stated:

Russell B. Frey - Director Community Services

Property Owner/Manager (authorized signature required)

Date 1/13/2021

SE Inc.

Date



620 Anthony Trail
Northbrook, Illinois 60062
847-945-5700 Office
847-945-5500 Fax

January 13, 2021

CLIENT:

Village of Riverwoods
300 Portwine Road
Riverwoods, IL 60015
Attn: Russ Kraly

PROPERTY:

Village Roads and Walking Path
Pathways

Service Terms & Conditions:

Plow all roads when snowfall equals or exceeds two (2) inches. This does not include trucking or moving snow piles from or within the Village Properties.

Portwine Road
Whigam Road
Big Oak Lane
Shawnee Trail
Strenger Lane
Maple Place
Dawson Court

Hoffman Lane
Forest Glen Trail
Indian Trail
Cherokee Lane
Farner Court
Rose Terrace
Riverwoods Road

Whigam Lane
Forest Glen Court
Chippewa Pathway
Saunders Road
Calvin Court
Woodland Lane
Saunders Road

Snow plowing services shall begin when snowfall accumulations reach a depth of two (2) inches. During snowfall accumulations of less than four (4) inches, snow plowing services will begin only when snowfall has substantially ceased to avoid re-plowing areas. During snowfalls of less than one (1) inch, salt and calcium chloride applications will be applied to specified areas.

During heavy ongoing snowfall events exceeding four (4) inches in accumulation, roads/lanes and sidewalks shall be plowed as necessary to permit safe access for emergency vehicles.

Commencement of snow management services will vary depending on the time of day the snow begins to fall. SE Inc. ("Contractor") will determine when said services shall begin, unless otherwise stated. Customer agrees that Contractor's reasonable determination of when to begin services shall be binding on customer. Customer agrees that Contractor's reasonable determination of the need for, amount and scope of the services provided, shall be binding on customer. Contractor shall not be held responsible for any injury, damage or suit in law resulting from time of day contractor begins snow

Village of Riverwoods Roads and Pathways 2020-2024

management services. Contractor will guarantee customer that Contractor's best judgment will be used in determining when snow management services shall begin.

Contractor strives to be careful and cautious when performing these services. Contractor is not responsible for and will not provide, as part of this contract, staking of the property. Staking of the property will be provided at an additional cost and at the written request by the customer. Contractor will not be held responsible for damage to lawn areas, sprinklers, lights, driveways, curbs, roads, sidewalks, blacktop, brick pavers, signage, garbage containers or corrals, any type of plants alongside walks, driveways, roads, such as ground cover, perennials, evergreens, shrubs and trees. Contractor will not be held responsible for any landscape material damage caused by piling snow or melting agents on the premises.

Contractor will not be held responsible for natural occurring conditions that may cause melting, drifting or blowing snow after a service is rendered. If additional services are needed due to the natural occurring conditions, Contractor will return to the property at an extra cost per occurrence.

Contractor will salt the service areas according to our evaluation unless otherwise specified. The property will be monitored for any unsafe conditions. Areas to be salted shall be roadways. All other areas will not be considered for salting unless otherwise requested by the Village.,

PRICING

Per Plow Pricing Schedule

(A)	PER PLOW PRICING- Village Roads	
	2" – 6"	\$1,073.50
	6.1" – 10"	\$1,852.50
	10"- 14"	\$2,451.00
	PER PLOW PRICING – Pathways (Riverwoods)	
	2" priced per 2"	\$350.00
	2.1 -4.0"	\$385.00
	4.1-6.0"	\$450.00
	6.1-8.0	\$525.00
(B)	Rock Salt	150.00/ton Main Streets per application per occurrence
		150.00/ton Side Streets per application per occurrence

Contract: 2020-2021 2021-2022 2022-2023 2023-2024
(Please check off the box for the number of years you would like to sign for)

The price noted above do not reflect rate increase

Contract Dates Beginning November 1st.

Payment Terms

Monthly payments are due on the 1st of each month. Customer shall pay Contractor for services in accordance with the specified prices and services rendered. Contractor reserves the right to apply a 1.5% (18% /year) finance charge per month to any account with a balance due for fifteen (15) days or more. In cases of delinquent accounts, Contractor reserves the right to place a lien on the property. If legal procedures are taken in cases of overdue accounts, notice of such intended legal action via certified mail providing ten (10) days for cure and satisfaction will be provided. After such notice and failure to then cure, customer hereby agrees to pay all related collection costs including all reasonable attorney fees. All disputed services or billing must be made in writing.

Cancellation

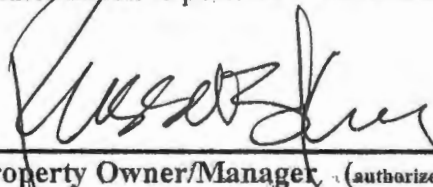
If the customer no longer needs the services provided by the Contractor, the customer is obligated to provide a written notice of cancellation 30 days prior to the last date of service. Notice of cancellation and all correspondence shall be via certified mail. The customer must pay the remaining balance on their account.

Additional Terms:

** In an event where there is a salt shortage, Contractor will make every effort to supply the necessary melting agents to perform the services set forth in this contract. In an event where there is a salt shortage Contractor will notify in writing the increased fees for such salt at which time these new fees will be considered a part of this contract.

All invoices are due 30 days from invoice date. No service will be rendered for any property with an invoice outstanding 30 days from the invoice date.

Authorization to perform work as stated:

 - Director Community Services

Property Owner/Manager (authorized signature required) Date: 1/13/2021

SE Inc.

Date



Invoice

Date	Invoice #
12/26/2022	22-31896

Bill To
Village of Riverwoods 300 Portwine Road. Riverwoods, IL 60015 Atten: Russ Kraly

Property of
Village of Riverwoods 300 Portwine Road. Riverwoods, IL 60015 Atten: Russ Kraly

Please remit payment to:
28430 N. Ballard Dr.
Lake Forest, IL 60045

Due Date	Terms
12/19/2022	

Item	QTY	Description	Rate	Serviced	Amount
Service		<p>Snow Report: December 22, 2022</p> <p>A Strong Winter Storm with Lots of Blowing and Drifting Snow on December 22nd Start: 9:30 AM - 12 PM December 22nd End: 7 - 10 PM December 22nd</p> <p>Snow first began to fall between 9:30 AM - 12 PM December 22nd, with temperatures between 30 - 34 degrees. The snow arrived with a cold front that plummeted temperatures 20 - 30 degrees in just a few hours. Winds also picked up after the cold front, with 20 - 30 mph gusts initially reducing visibility and blowing/drifting the falling snow. Snowfall was mostly light in nature but had a few moderate to heavier bursts. Temperatures reached -5 - 0 degrees across the area by the time the accumulating snow ended, between 7 - 10 PM. Following the conclusion of the accumulating snowfall, wind gusts increased to 30 - 45 mph, leading to significant blowing and drifting snow which complicated removal efforts for multiple days. Temperatures remained between -5 and -10 degrees.</p>			
Police & Fire Ro...	1	Police Station & Fire Station salting - Rock and Calcium per application	150.00	12/22/2022	150.00
Village & Auxili...	1	Village Hall & Auxiliary Village Hall salting - Rock and Calcium application	150.00	12/22/2022	150.00
Riverwoods Roc...	3.5	TRUCK #1 Salting of Main Road - Rock Salt per application	150.00	12/22/2022	525.00
Riverwoods Roc...	3.5	TRUCK #2 Salting of Main Roads - Rock per application	150.00	12/22/2022	525.00

001-101-50180 v#
001-110-50180 PD
104-000-50180 streets

Total
Balance Due

Phone #	For questions regarding your bill	E-mail
847-945-5700	alex@se-inc.com	beth@se-inc.com



Invoice

Date	Invoice #
12/26/2022	22-31896

Bill To
Village of Riverwoods 300 Portwine Road. Riverwoods, IL 60015 Atten: Russ Kraly

Property of
Village of Riverwoods 300 Portwine Road. Riverwoods, IL 60015 Atten: Russ Kraly

Please remit payment to:
28430 N. Ballard Dr.
Lake Forest, IL 60045

Due Date	Terms
12/19/2022	

Item	QTY	Description	Rate	Serviced	Amount
Fire Station	1	Plowing of Fire & Police Station Per location/ Per occurrence	150.00	12/22/2022	150.00
Village Hall Plo...	1	Village & Auxillary Hall Plowing Priced Per location / Per Occurrence	150.00	12/22/2022	150.00
Riverwoods Roads	1	2"-6" Snow Plowing of Main Streets	1,073.50	12/22/2022	1,073.50
Riverwoods Roads	1	2"-6" Snow Plowing of Side Streets	1,073.50	12/22/2022	1,073.50
Riverwoods Roads	1	2"-6" Snow Plowing of Main Streets	1,073.50	12/22/2022	1,073.50
Riverwoods Roads	1	2"-6" Snow Plowing of Main Streets	1,073.50	12/22/2022	1,073.50
		December 23, 2022			
		Cleanup because of snow blowing from high winds & salting because of a drastic drop in temperature			
Riverwoods Roads	0.5	2"-6" Snow Plowing of Main Streets	1,073.50	12/23/2022	536.75
Riverwoods Roads	0.5	2"-6" Snow Plowing of Side Streets	1,073.50	12/23/2022	536.75
Riverwoods Plo...	0.5	Plowing of Fire & Police Station Per location/ Per occurrence	150.00	12/23/2022	75.00
Village Hall Plo...	0.5	Village Hall Plowing Priced Per location / Per Occurrence	150.00	12/23/2022	75.00
Police & Fire Ro...	1	Police Station & Fire Station salting - Rock and Calcium per application	150.00	12/23/2022	150.00
Riverwoods Plo...	1	Village Hall & Auxiliary Village Hall salting - Rock and Calcium application	150.00	12/23/2022	150.00
Riverwoods Roc...	4	TRUCK #1 Salting of Main Road - Rock Salt per application	150.00	12/23/2022	600.00
Riverwoods Roc...	4	TRUCK #2 Salting of Main Roads - Rock per application	150.00	12/23/2022	600.00

Total \$8,667.50

Phone #	For questions regarding your bill	E-mail
847-945-5700	alex@se-inc.com	beth@se-inc.com

Balance Due \$8,667.50



VILLAGE OF
RIVERWOODS
 ESTD 1959

January 6, 2023

TO: Kris Ford, Mayor
 Village Trustees
 Village Attorney Bruce Huvad

FROM: Daniela Partipilo

RE: January 24, 2023 Council Report

Attached is the Council Report for January 24. Please note the following:

Fund Number	Fund Name	Total	Comments
'001	General Fund	100,154.98	
104	MFT	14,841.00	
122	SSA 22	0.00	
126	SSA 26	4,637.50	
128	SSA 28	0.00	
130	SSA 30	800.00	
501	Water Fund	2,209.03	
502	Sewer Fund	469.11	
503	TIF #1	0.00	
504	TIF #2	0.00	
505	Capital Projects Fund	0.00	
701	Escrow Fund	0.00	
Total to be approved		123,111.62	

Please note that there are quite a few invoices dated in December but received in January. Most are from SE Inc. for snow plowing services during the past month. Because the Village is on a modified accrual basis, they were also posted in December to eliminate audit journal entries.

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0711 - AA SERVICE CO. HEATING AND COOLING							
89365255 00014157	AA SERVICE CO. HEATING AND COOLING CMA MAINT AGREEMENT (RENEWAL) 001-101-50114	01/04/2023 MDIAZ BUILLDING - HEATING/COOLING - MAINTENANC		2,192.00 2,192.00	2,192.00	Open	N 01/17/2023
89361899 00014158	AA SERVICE CO. HEATING AND COOLING CMA MAINT AGREEMENT (RENEWAL) 001-110-50111	01/04/2023 MDIAZ BUILLDING - HEATING/COOLING - MAINTENANC		1,100.00 1,100.00	1,100.00	Open	N 01/17/2023
Total Vendor 0711 - AA SERVICE CO. HEATING AND COOLING				<u>3,292.00</u>	<u>3,292.00</u>		
Vendor 0007 - AMERICAN TAXI DISPATCH, INC.							
205268N 00014142	AMERICAN TAXI DISPATCH, INC. 8 SENIOR/DISABLED TAXI VOUCHERS 001-101-50600	01/04/2023 MDIAZ 8 SENIOR/DISABLED TAXI VOUCHERS		44.00 44.00	44.00	Open	N 01/10/2023
Total Vendor 0007 - AMERICAN TAXI DISPATCH, INC.				<u>44.00</u>	<u>44.00</u>		
Vendor 0497 - AXON INTERPRISE, INC.							
INUS130671 00014168	AXON INTERPRISE, INC. TASER INSTRUCTOR 001-110-50630	01/13/2023 MDIAZ TASER INSTRUCTOR		495.00 495.00	495.00	Open	N 01/17/2023
Total Vendor 0497 - AXON INTERPRISE, INC.				<u>495.00</u>	<u>495.00</u>		
Vendor 0320 - B&F CONSTRUCTION CODE SERVICES							
17134 00014189	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, DEC-22 001-102-50345	01/16/2023 MDIAZ INSPECTIONS, DEC-22		1,939.98 1,939.98	1,939.98	Open	N 01/19/2023
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				<u>1,939.98</u>	<u>1,939.98</u>		
Vendor 0014 - BADGER METER INC							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0014 - BADGER METER INC							
80116202 00014147	BADGER METER INC WATER METER EXPENSE 501-000-60543	12/29/2022 MDIAZ WATER METERS EXPENSE		903.05 903.05	903.05	Open	N 12/31/2022
Total Vendor 0014 - BADGER METER INC				<u>903.05</u>	<u>903.05</u>		
Vendor 0043 - BRUCE DAYNO							
230117XREIMB 00014154	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	01/17/2023 MDIAZ TELEPHONE EXPENSE		50.00 50.00	50.00	Open	N 01/17/2023
Total Vendor 0043 - BRUCE DAYNO				<u>50.00</u>	<u>50.00</u>		
Vendor 0020 - CANON SOLUTIONS AMERICA INC							
602694 00014145	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-110-60511	01/01/2023 MDIAZ OFFICE EQUIPMENT - MAINTENANCE & REPAIRS		131.96 131.96	131.96	Open	N 01/11/2023
6002891308 00014149	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	12/29/2022 MDIAZ COPIER MAINTENANCE		15.19 15.19	15.19	Open	N 12/31/2022
6002889669 00014150	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	12/29/2022 MDIAZ COPIER MAINTENANCE		29.37 29.37	29.37	Open	N 12/31/2022
Total Vendor 0020 - CANON SOLUTIONS AMERICA INC				<u>176.52</u>	<u>176.52</u>		
Vendor 0026 - CHASE BANK							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED

OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0026 - CHASE BANK							
230103CHASECC 00014185	CHASE BANK CREDIT CARD CHARGES	01/04/2023 MDIAZ		3,835.21	3,835.21	Open	N 12/31/2022
	001-101-50115	BUILDING - REPAIRS		189.00			
	001-101-50319	CREDIT CARD CHARGES & FEES		89.63			
	001-101-50551	VILLAGE MEETING EXPENSE		134.60			
	001-101-50620	MEETING EXPENSE		201.61			
	001-101-60510	OFFICE SUPPLIES		9.05			
	001-101-60540	OFFICE EQUIPMENT		1,225.70			
	001-101-60543	SOFTWARE		135.93			
	001-101-60700	VILLAGE EVENTS		1,261.80			
	001-101-90900	MISC. EXPENSE		20.98			
	001-110-50070	POLICE		96.74			
	001-110-50110	CLEANING		169.99			
	001-110-50510	POSTAGE EXPENSE		67.99			
	001-110-50520	TELEPHONE EXPENSE		0.99			
	001-110-50620	MEETING EXPENSE		231.20			
Total Vendor 0026 - CHASE BANK				3,835.21	3,835.21		
Vendor UB REFUND - CHRISTOPHER COMPISI							
01/06/2023 00014140	CHRISTOPHER COMPISI UB refund for account: 08-256 502-000-20110	01/06/2023 DPARTIPILO ACCOUNTS PAYABLE	01/06/2023	54.00	54.00	open	N 01/06/2023
Total Vendor UB REFUND - CHRISTOPHER COMPISI				54.00	54.00		
Vendor 0718 - COMCAST BUSINESS							
230108COMCASTX1 00014173	COMCAST BUSINESS PHONE, OFF-SITE LIFT STATION - 4 502-000-50710	01/08/2023 MDIAZ UTILITIES		62.59	62.59	Open	N 01/17/2023
230101COMCASTX1 00014174	COMCAST BUSINESS OFF-SITE LIFT STATION - 644 THORNGATE LN 502-000-50520	01/01/2023 MDIAZ TELEPHONE EXPENSE		62.59	62.59	open	N 01/17/2023
Total Vendor 0718 - COMCAST BUSINESS				125.18	125.18		
Vendor 0038 - COMED							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED

OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0038 - COMED							
230105COMEDX711							
00014178	COMED	01/05/2023		69.33	69.33	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		69.33			
230105COMEDX008							
00014179	COMED	01/05/2023		47.72	47.72	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		47.72			
230105COMEDX613							
00014180	COMED	01/05/2023		30.75	30.75	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		30.75			
230105COMEDX714							
00014181	COMED	01/05/2023		23.22	23.22	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		23.22			
230104COMEDX214							
00014182	COMED	01/04/2023		179.51	179.51	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	001-104-50720	STREET LIGHTING		179.51			
230105COMEDX014							
00014183	COMED	01/05/2023		1,252.01	1,252.01	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		1,252.01			
230105COMEDX300							
00014184	COMED	01/05/2023		60.80	60.80	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					01/17/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		60.80			
Total Vendor 0038 - COMED				<u>1,663.34</u>	<u>1,663.34</u>		
Vendor 0637 - CWKK CRIMEDEX							
8AC71D80-0004							
00014163	CWKK CRIMEDEX	01/05/2023		79.00	79.00	Open	N
	SUBSCRIPTION	MDIAZ					01/17/2023
	001-110-60543	SUBSCRIPTION		79.00			
Total Vendor 0637 - CWKK CRIMEDEX							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0637 - CWKK CRIMEDEX							
				79.00	79.00		
Vendor 0276 - DIGITAL CURRENCY SYSTEMS							
QB109901							
00014169	DIGITAL CURRENCY SYSTEMS	01/12/2023		136.50	136.50	Open	N
	LABOR-REMOTE SETUP - HARDWARE	MDIAZ					01/17/2023
	001-101-60542	HARDWARE - MAINTENANCE		136.50			
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				136.50	136.50		
Vendor 0049 - ERNIE'S WRECKER SERVICE							
247353							
00014148	ERNIE'S WRECKER SERVICE	01/06/2023		523.53	523.53	Open	N
	VEHICLE REPAIR - 2020 DURANGO	MDIAZ					01/11/2023
	001-110-50010	VEHICLE REPAIR - 2020 DURANGO		523.53			
247361							
00014151	ERNIE'S WRECKER SERVICE	01/11/2023		270.76	270.76	Open	N
	OIL CHANGE - 2014 TAHOE	MDIAZ					01/17/2023
	001-110-50010	OIL CHANGE - 2014 TAHOE		270.76			
E173127							
00014165	ERNIE'S WRECKER SERVICE	12/09/2022		125.00	125.00	Open	N
	DODGE DURANGO - TOW	MDIAZ					12/31/2022
	001-110-50010	DODGE DURANGO - TOW		125.00			
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				919.29	919.29		
Vendor UB REFUND - EUGENE REZNIK							
01/06/2023							
00014138	EUGENE REZNIK	01/06/2023	01/06/2023	54.00	54.00	Open	N
	UB refund for account: 08-489	DPARTIPILO					01/06/2023
	502-000-20110	ACCOUNTS PAYABLE		54.00			
Total Vendor UB REFUND - EUGENE REZNIK				54.00	54.00		
Vendor 0638 - FRONTLINE PUBLIC SAFETY SOLUTIONS							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0638 - FRONTLINE PUBLIC SAFETY SOLUTIONS							
FL82668 00014146	FRONTLINE PUBLIC SAFETY SOLUTIONS SOFTWARE RENEWAL (ANNUAL) 001-110-60543	02/23/2023 MDIAZ SOFTWARE RENEWAL (ANNUAL)		1,056.19 1,056.19	1,056.19	Open	N 01/11/2023
Total Vendor 0638 - FRONTLINE PUBLIC SAFETY SOLUTIONS				<u>1,056.19</u>	<u>1,056.19</u>		
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2367234 00014160	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	01/09/2023 MDIAZ OFFICE EXPENSE		82.70 82.70	82.70	Open	N 01/17/2023
PINV2369520 00014170	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	01/12/2023 MDIAZ OFFICE EXPENSE		74.52 74.52	74.52	Open	N 01/17/2023
CM199511 00014171	GARVEY'S OFFICE PRODUCTS CREDIT MEMO 001-101-60510	01/13/2023 MDIAZ OFFICE EXPENSE		(16.24) (16.24)	(16.24)	Open	N 01/17/2023
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				<u>140.98</u>	<u>140.98</u>		
Vendor 0737 - GOVHR USA LLC							
4107357 00014210	GOVHR USA LLC CONSULTANT 001-101-50360	01/05/2023 MDIAZ CONSULTANT		7,210.00 7,210.00	7,210.00	Open	N 01/20/2023
Total Vendor 0737 - GOVHR USA LLC				<u>7,210.00</u>	<u>7,210.00</u>		
Vendor 0643 - IACP							
0257685 00014164	IACP MEMBERSHIP DUES 001-110-50610	01/19/2023 MDIAZ MEMBERSHIP/SUBSCRIPTION		190.00 190.00	190.00	Open	N 12/31/2022
Total Vendor 0643 - IACP				<u>190.00</u>	<u>190.00</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0643 - IACP							
Vendor 0472 - ILLINOIS ASSOC OF PROPERTY AND EVID							
58188							
00014186	ILLINOIS ASSOC OF PROPERTY AND EVID	01/09/2023		35.00	35.00	Open	N
	MEMBERSHIP DUES - 2023	MDIAZ					01/18/2023
	001-110-50610	MEMBERSHIP DUES - 2023		35.00			
Total Vendor 0472 - ILLINOIS ASSOC OF PROPERTY AND EVID				35.00	35.00		
Vendor 0651 - IPSAN							
0046921							
00014144	IPSAN	12/01/2022		432.00	432.00	Open	N
	1/1/23 THRU 06/30/23	MDIAZ					12/31/2022
	001-110-60543	BULLET LEADS APP		432.00			
0046666							
00014187	IPSAN	12/01/2021		432.00	432.00	Open	N
	1/1/22 THRU 06/30/22	MDIAZ					12/31/2022
	001-110-60543	BULLET LEADS APP		432.00			
Total Vendor 0651 - IPSAN				864.00	864.00		
Vendor 0670 - JOHN VENTRELLA							
230111JOHNV							
00014175	JOHN VENTRELLA	01/11/2023		203.96	203.96	Open	N
	OUTER VEST CARRIER REIMBURSEMENT	MDIAZ					01/17/2023
	001-110-50070	POLICE OFFICERS EQUIP.		203.96			
Total Vendor 0670 - JOHN VENTRELLA				203.96	203.96		
Vendor 0092 - JULIE INC							
2023-1523							
00014172	JULIE INC	01/06/2023		1,102.62	1,102.62	Open	N
	2023 ANNUAL ASSESSMENT - JULIE	MDIAZ					01/17/2023
	001-102-50360	2023 ANNUAL ASSESSMENT - JULIE		1,102.62			
Total Vendor 0092 - JULIE INC				1,102.62	1,102.62		
Vendor 0096 - KIESLER'S POLICE SUPPLY INC							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0096 - KIESLER'S POLICE SUPPLY INC							
IN205583 00014155	KIESLER'S POLICE SUPPLY INC AMMO 001-110-50070	01/09/2023 MDIAZ		543.56	543.56	Open	N 01/17/2023
		POLICE OFFICERS EQUIP.		543.56			
IN205540 00014156	KIESLER'S POLICE SUPPLY INC AMMO 001-110-50070	01/09/2023 MDIAZ		590.27	590.27	Open	N 01/17/2023
		POLICE OFFICERS EQUIP.		590.27			
Total Vendor 0096 - KIESLER'S POLICE SUPPLY INC				<u>1,133.83</u>	<u>1,133.83</u>		
Vendor 0105 - LAKE COUNTY PUBLIC WORKS							
221231XSWRPD 00014166	LAKE COUNTY PUBLIC WORKS SEWER PD 001-110-50710	12/31/2022 MDIAZ		198.24	198.24	Open	N 12/31/2022
		SEWER PD, 10/31/22-12/31/22		198.24			
Total Vendor 0105 - LAKE COUNTY PUBLIC WORKS				<u>198.24</u>	<u>198.24</u>		
Vendor 0727 - LINCOLNSHIRE-RIVERWOODS FIRE PROTEC							
11447 00014199	LINCOLNSHIRE-RIVERWOODS FIRE PROTEC FIRE ALARM MODIFICATIONS 001-102-50341	01/11/2023 MDIAZ		372.00	372.00	Open	N 01/19/2023
		FIRE DEPARTMENT EXPENSE		372.00			
11432 00014200	LINCOLNSHIRE-RIVERWOODS FIRE PROTEC SPRINKLER MODIFICATIONS 001-102-50341	12/19/2022 MDIAZ		372.00	372.00	Open	N 12/31/2022
		FIRE DEPARTMENT EXPENSE		372.00			
11343 00014201	LINCOLNSHIRE-RIVERWOODS FIRE PROTEC SPRINKLER SYSTEM 001-102-50341	09/01/2022 MDIAZ		905.00	905.00	Open	N 12/31/2022
		FIRE DEPARTMENT EXPENSE		905.00			
Total Vendor 0727 - LINCOLNSHIRE-RIVERWOODS FIRE PROTEC				<u>1,649.00</u>	<u>1,649.00</u>		
Vendor 0120 - MARIO AGUILAR LANDSCAPING							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED

OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0120 - MARIO AGUILAR LANDSCAPING							
306 DEC 2022							
00014161	MARIO AGUILAR LANDSCAPING	12/01/2022		90.00	90.00	Open	N
	SNOW PLOW - DECEMBER 2022, SSA #30	MDIAZ					12/31/2022
	130-000-50360	SNOW PLOW - DECEMBER 2022, SSA30		90.00			
Total Vendor 0120 - MARIO AGUILAR LANDSCAPING				90.00	90.00		
Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121							
7072120221201							
00014176	MOTOROLA SOLUTIONS-STARCOM121	01/01/2023		282.00	282.00	Open	N
	RADIO MAINTENANCE	MDIAZ					01/17/2023
	001-110-50020	RADIO MAINTENANCE		282.00			
Total Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121				282.00	282.00		
Vendor 0145 - NSSRA							
739							
00014143	NSSRA	01/03/2023		22,293.08	22,293.08	Open	N
	1ST INSTALLMENT 2023 MEMBER AGENCY CONTR	MDIAZ					01/10/2023
	001-101-60650	1ST INSTALLMENT 2023 MEMBER AGENCY CONTR		22,293.08			
Total Vendor 0145 - NSSRA				22,293.08	22,293.08		
Vendor 0147 - O'HERRON CO., INC							
2242003							
00014152	O'HERRON CO., INC	12/28/2022		1,232.99	1,232.99	Open	N
	POLICE OFFICERS EQUIP.	MDIAZ					12/31/2022
	001-110-50070	POLICE OFFICERS EQUIP.		1,232.99			
2242005							
00014153	O'HERRON CO., INC	12/28/2011		1,261.98	1,261.98	Open	N
	POLICE OFFICERS EQUIP.	MDIAZ					12/31/2022
	001-110-50070	POLICE OFFICERS EQUIP.		1,261.98			
2239517							
00014159	O'HERRON CO., INC	12/15/2022		4,200.00	4,200.00	Open	N
	AMMUNITION	MDIAZ					12/31/2022
	001-110-50070	AMMUNITION		4,200.00			
Total Vendor 0147 - O'HERRON CO., INC				6,694.97	6,694.97		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0147 - O'HERRON CO.,INC							
Vendor 0148 - ORPHANS OF THE STORM							
221201ORPHANS-2							
00014177	ORPHANS OF THE STORM	12/01/2022		100.00	100.00	open	N
	ANIMAL CONTROL		MDIAZ				12/31/2022
	001-110-50230		ANIMAL CONTROL	100.00			
Total Vendor 0148 - ORPHANS OF THE STORM				100.00	100.00		
Vendor 0695 - RGN & SONS LANDSCAPING INC.							
230103RGN							
00014188	RGN & SONS LANDSCAPING INC.	01/03/2023		710.00	710.00	open	N
	BURR OAK TRAIL MAINT - 2022 SEASON		MDIAZ				01/18/2023
	130-000-50360		BURR OAK TRAIL MAINT - 2022 SEASON	710.00			
Total Vendor 0695 - RGN & SONS LANDSCAPING INC.				710.00	710.00		
Vendor UB REFUND - RONALD SILVER							
01/06/2023							
00014139	RONALD SILVER	01/06/2023	01/06/2023	58.08	58.08	open	N
	UB refund for account: 08-323		DPARTIPILO				01/06/2023
	502-000-20110		ACCOUNTS PAYABLE	58.08			
Total Vendor UB REFUND - RONALD SILVER				58.08	58.08		
Vendor 0631 - SE INC.							
22-31987							
00014190	SE INC.	01/09/2023		1,650.00	1,650.00	Open	N
	SNOW REMOVAL 010623		MDIAZ				01/19/2023
	001-101-50180		SNOW REMOVAL 010623	150.00			
	001-110-50180		SNOW REMOVAL 010623	150.00			
	104-000-50180		SNOW REMOVAL 010623	1,350.00			
22-31986							
00014191	SE INC.	01/06/2023		1,200.00	1,200.00	Open	N
	SNOW REMOVAL 010523		MDIAZ				01/19/2023
	001-101-50180		SNOW REMOVAL 010523	150.00			
	001-110-50180		SNOW REMOVAL 010523	150.00			
	104-000-50180		SNOW REMOVAL 010523	900.00			

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0631 - SE INC.							
22-31894 00014192	SE INC. SNOW REMOVAL 121522	12/16/2022 MDIAZ		1,650.00	1,650.00	Open	N 12/31/2022
	001-101-50180	SNOW REMOVAL 121522		150.00			
	001-110-50180	SNOW REMOVAL 121522		150.00			
	104-000-50180	SNOW REMOVAL 121522		1,350.00			
22-31940 00014193	SE INC. SNOW REMOVAL 122622	12/26/2022 MDIAZ		2,873.50	2,873.50	Open	N 12/31/2022
	001-101-50180	SNOW REMOVAL 122622		225.00			
	001-110-50180	SNOW REMOVAL 122622		225.00			
	104-000-50180	SNOW REMOVAL 122622		2,423.50			
22-31895 00014194	SE INC. SNOW REMOVAL 121622-121722	12/19/2022 MDIAZ		1,500.00	1,500.00	Open	N 12/31/2022
	001-101-50180	SNOW REMOVAL 121622-121722		150.00			
	001-110-50180	SNOW REMOVAL 121622-121722		150.00			
	104-000-50180	SNOW REMOVAL 121622-121722		1,200.00			
22-31896 00014195	SE INC. SNOW REMOVAL 122222	12/26/2022 MDIAZ		8,667.50	8,667.50	Open	N 12/31/2022
	001-101-50180	SNOW REMOVAL 122222		525.00			
	001-110-50180	SNOW REMOVAL 122222		525.00			
	104-000-50180	SNOW REMOVAL 122222		7,617.50			
22-31961 00014196	SE INC. WATER HEATER REPLACEMENT	01/04/2023 MDIAZ		1,489.78	1,489.78	Open	N 01/19/2023
	001-101-50115	WATER HEATER REPLACEMENT		1,489.78			
22-31927 00014197	SE INC. BUILDING CLEANING - JANUARY 2023	01/01/2023 MDIAZ		1,150.00	1,150.00	open	N 01/19/2023
	001-101-50110	BUILDING - CLEANING		750.00			
	001-110-50110	BUILDING - CLEANING		400.00			
22-32002 00014198	SE INC. REMOVAL TREE WHIGAM RD & WHIGAM LANE	01/11/2023 MDIAZ		520.75	520.75	open	N 01/19/2023
	001-102-50351	REMOVAL TREE WHIGAM RD & WHIGAM LANE		520.75			

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED
OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0631 - SE INC.							
22-31974 00014202	SE INC. SNOW REMOVAL 010523 126-000-50180	01/06/2023 MDIAZ SNOW REMOVAL 010523		385.00 385.00	385.00	Open	N 01/19/2023
22-31995 00014203	SE INC. SNOW REMOVAL 010623 126-000-50180	01/06/2023 MDIAZ SNOW REMOVAL 010623		385.00 385.00	385.00	Open	N 01/19/2023
22-31736 00014204	SE INC. SNOW REMOVAL 111622 126-000-50180	11/15/2022 MDIAZ SNOW REMOVAL 111622		1,085.00 1,085.00	1,085.00	Open	N 12/31/2022
22-31751 00014205	SE INC. SNOW REMOVAL 111722 126-000-50180	11/18/2022 MDIAZ SNOW REMOVAL 111722		385.00 385.00	385.00	Open	N 12/31/2022
22-31842 00014206	SE INC. SNOW REMOVAL 120922 126-000-50180	12/12/2022 MDIAZ SNOW REMOVAL 120922		385.00 385.00	385.00	Open	N 12/31/2022
22-31843 00014207	SE INC. SNOW REMOVAL 121522 126-000-50180	12/16/2022 MDIAZ SNOW REMOVAL 121522		385.00 385.00	385.00	Open	N 12/31/2022
22-31863 00014208	SE INC. SNOW REMOVAL 121622-121722 126-000-50180	12/17/2022 MDIAZ SNOW REMOVAL 121622-121722		385.00 385.00	385.00	Open	N 12/31/2022
22-31884 00014209	SE INC. SNOW REMOVAL 122222 126-000-50180	12/23/2022 MDIAZ SNOW REMOVAL 122222		1,242.50 1,242.50	1,242.50	Open	N 12/31/2022
Total Vendor 0631 - SE INC.					<u>25,339.03</u>	<u>25,339.03</u>	

Vendor 0190 - THE BLUE LINE

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 01/20/2023

POSTED AND UNPOSTED

OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0190 - THE BLUE LINE							
44267 00014167	THE BLUE LINE PART-TIME POLICE OFFICER RECRUITMENT LIS MDIAZ 001-110-50090	01/05/2023		397.00	397.00	Open	N 01/17/2023
				397.00			
Total Vendor 0190 - THE BLUE LINE				<u>397.00</u>	<u>397.00</u>		
Vendor 0207 - VILLAGE OF DEERFIELD							
44552 00014162	VILLAGE OF DEERFIELD DISPATCH SERVICES - 4TH QUARTER 2022 MDIAZ 001-110-50220	01/02/2023		37,989.00	37,989.00	Open	N 01/17/2023
				37,989.00			
Total Vendor 0207 - VILLAGE OF DEERFIELD				<u>37,989.00</u>	<u>37,989.00</u>		

# of Invoices:	71	# Due: 71	Totals:	121,520.29	121,520.29
# of Credit Memos:	1	# Due: 1	Totals:	(16.24)	(16.24)
Net of Invoices and Credit Memos:				121,504.05	121,504.05

--- TOTALS BY FUND ---

001 GENERAL	98,547.41	98,547.41
104 MFT	14,841.00	14,841.00
126 SSA 26 ROAD MAINT.	4,637.50	4,637.50
130 SSA 30 BURR OAK TRAIL	800.00	800.00
501 CONSOLIDATED WATER FUND	2,209.03	2,209.03
502 SEWER FUND	469.11	469.11

--- TOTALS BY DEPT/ACTIVITY ---

000	22,956.64	22,956.64
101 ADMINISTRATION	38,844.68	38,844.68
102 BUILDING DEPARTMENT	5,212.35	5,212.35
104 ROAD & BRIDGE & STORM WATER	179.51	179.51
110 POLICE	54,310.87	54,310.87

POLICE REPORT



Riverwoods Police Incident Analysis Report

Summary by Incident Type

1/24/2023

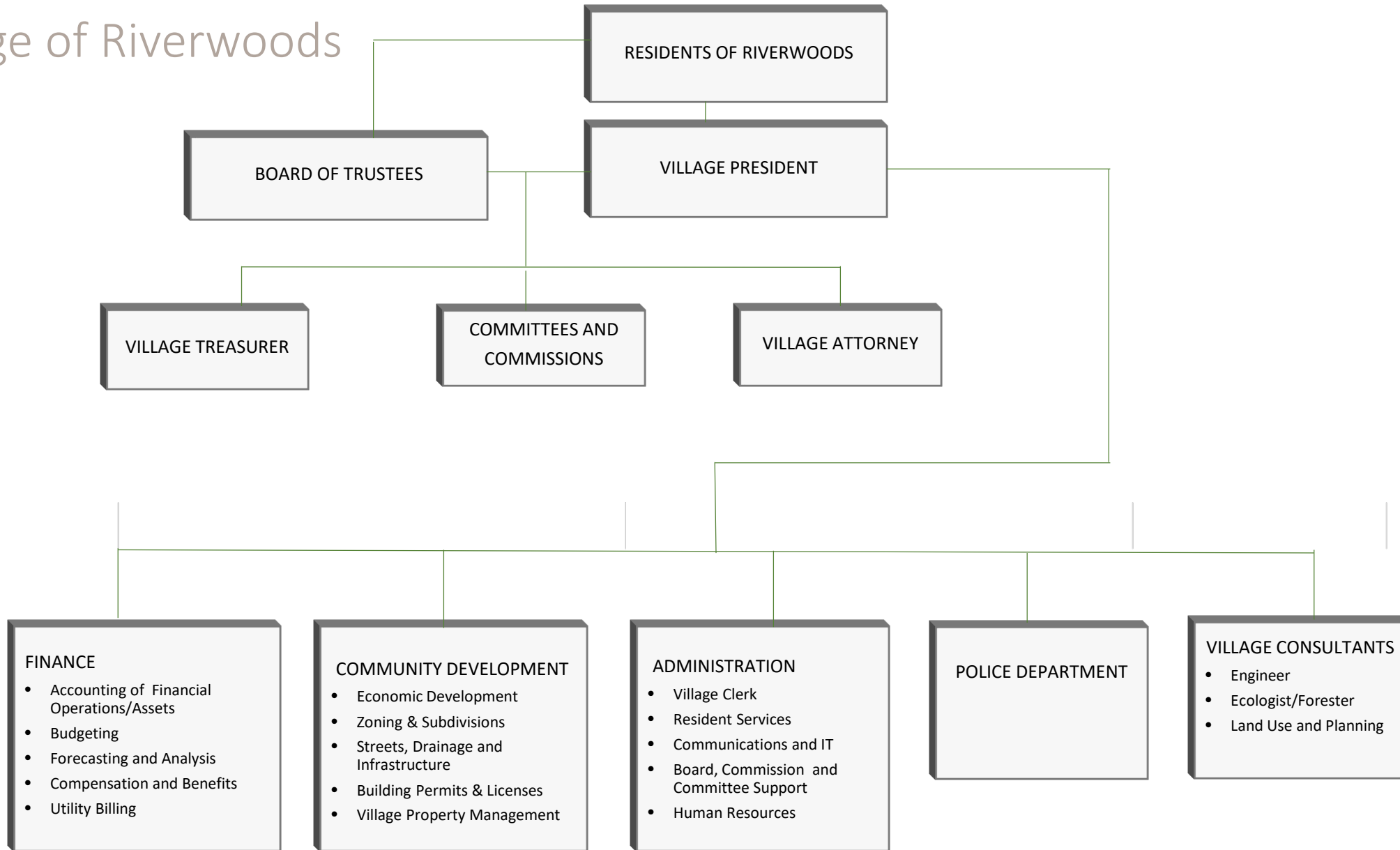
Activity Through January 19th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	4	4
50 PD (7572) (Crash Property Damage)	2	10
50 PI (7571) (Crash Personal Injury)	1	1
50 Priv Prop (7573) (Crash Private Property)	1	-
911 Hang up (7911)	1	2
Ambulance (7021)	15	21
Animal Problem (7245)	2	3
AOA (7001)	11	15
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	1	-
Battery (0400)	1	-
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	8	10
Burglary - Residential (0625)	1	-
Burglary (0600)	-	-
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	-
Construction Comp (7078)	-	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	1
Crim Damage to Prop (1310)	-	-
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	-	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	-	-
Deceptive Practice (1110)	-	-
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	1	-
DUI (2410)	2	1
Fingerprinting (7039)	-	-
Fire Alarm (0733)	2	3
Fire Call (7024)	4	-
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	-	-
Found Prop. (7156)	-	-
Harassment by Telephone (2825)	-	-
Hold Up Alarm (7083)	1	1
Identity Theft (7198)	-	3
Lock out - Vehicle (7051)	-	-
Lost / Mislaid Prop (7144)	-	1
Missing Person (7178)	-	1
Noise Comp (7078)	-	1
Notification (7049)	1	-
Other Comp (7079)	1	3
Other Investigation (7199)	-	2

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	-	-
Parking Complaint (7522)	-	-
Premise Exam (7041)	66	135
Public Service (7040)	3	2
Roadway Debris (7250)	3	-
Solicitor (7063)	-	-
Suicide (7211)	-	-
Suspicious Auto (7123)	6	1
Suspicious Person (7123)	-	2
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0910)	1	-
Theft Over \$500 (0815)	-	-
Theft Under \$500 (0825)	-	-
Traffic Complaint (7521)	2	5
Turned in Weapon/Ammo (7160)	-	1
Village Ord. Violation (7500)	-	1
Well Being Check (7045)	2	4
Total:	143	234
Crime Prevention Notices	35	42
Case Reports	7	11
Traffic Stops	90	23
Number of Citations issued	35	19
Number of Persons Issued Citations	22	10

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

Village of Riverwoods



NEW BUSINESS



December 16, 2022

Kristine Ford
Mayor | Village President
Village of Riverwoods
300 Portwine Rd.
Riverwoods, IL 60015

Re: Riverwoods Police Station Formal Landscape Design

Dear Kris,

Thank you for the opportunity to provide formal landscape design services for the Riverwoods Police Station. For your review, we have enclosed our scope of work based on our understanding of your request for services.

We are confident you will find that Indigo Ecological Design provides exceptional expertise, service, and value, and we look forward to working with you on this project. Please call with any questions regarding this proposal and supporting documents.

Once reviewed and signed, please return this Agreement according to the instructions on the signature page.

Sincerely,

Stacey Libra
m: 810-923-6582
slibra@indigoecological.com

Jenna Andresen
m: 515-460-5628
jandresen@indigoecological.com

PROJECT UNDERSTANDING

We understand that formal landscape around the Riverwoods Police Station (Figure 1 below) has been noted in the past by the Village Ecologist and multiple Riverwoods staff as generally unkept and in some areas, plants have not survived. The Village is looking for a licensed Landscape Architect (LA) to design various formal areas around the police station to improve aesthetics.



Figure 1: Project area

We also understand that:

- The formal landscape plan must comply with all Village of Riverwoods requirements.
- The goal is to hire a contractor to install the new landscape in 2023.
- The Village will provide Indigo with all available base map data including building footprint and paved areas.

SCOPE OF SERVICES

Indigo will develop a formal landscape plan for the areas generally highlighted in green in Figure 1 and other areas determined after a site visit with the Village Ecologist. Indigo will work with the Village Ecologist for background, input and review throughout the process. The goal is to use a majorly native plant palette, but to select species well-suited for formal planting beds which have a more compact form and provide multiple seasons of interest, similar to the landscape at Riverwoods Village Hall. Indigo will have an onsite kick-off meeting with Village and Police Department staff to discuss desires for the proposed plans and another meeting to review the draft plan once it is developed. The working design and final product will be presented as a color CAD drawing with a plant list, details, and specifications to be used for bidding and construction. Indigo will also produce an Opinion of Probable Cost (OPC) for the

proposed installation and short-term maintenance to establish plant material and meet any applicable Performance Standards.

FEE

The Village shall compensate Indigo Ecological Design for the services described above and in accordance with the attached Standard Terms and Conditions for a lump sum fee of **\$4,350**.

Fees include reimbursable expenses.

SCHEDULE

The Project Team is prepared to execute and complete services outlined in this proposal as determined with the Client.

ADDITIONAL SERVICES

Requests for additional services or staff will be documented by Indigo (if given verbally), and the work commence upon Client approval of an estimated fee for that effort in accordance with the attached Rate Sheet.

Optional Services- Indigo Ecological Design is available to present the final formal landscape plan and OPC at a Riverwoods Board Meeting if requested for a lump sum fee of **\$1,200**. Indigo can also assist the Village with selection of a qualified contractor and provide construction observation of the installation for a lump sum fee of **\$3,300**.

ATTACHMENTS

Please find attached:

- Standard Terms and Conditions
- Indigo Rate Sheet

Signature on Next Page

ACCEPTANCE:

In signing below, each party agrees to abide by all terms and conditions presented in this Agreement and the defined contents. Work will begin upon receipt of the applicable deposit and this signed authorization.

****PLEASE SIGN AND RETURN to Indigo Ecological Design, LLC. An executed contract containing both signatures will be returned to you. This Agreement is not binding upon Indigo Ecological Design until executed by an officer of Indigo Ecological Design.**

Indigo Ecological Design, LLC

Signature:	Date:
Name:	
Title:	
P.O. Box 26	
Algonquin, IL 60102	
Phone:	
Email:	

Client:

Signature:	Date:
Name:	
Title:	
Company:	
Address:	
City, State, Zip:	
Phone:	
Email:	

Billing Address:

<input type="checkbox"/> Mark if same as above.
Company:
Name:
Title:
Address:
City, State, Zip:
Phone:
Email:

NOTES:

1. This Agreement summarizes the information contained in the proposal and is necessary for acceptance of the contract. Along with the attached documents, including the Standard Terms and Conditions, this summary and signature page will define and govern the contract.
2. This Agreement may be executed in one or more counterparts (transmitted by facsimile or PDF electronic transmission), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Standard Terms and Conditions

1. **Term and Termination.** These Terms and Conditions apply to the attached agreement and any subsequent agreements or changes to existing agreements for services between Indigo Ecological Design, LLC (hereafter Indigo) and the Client as defined in the agreement. Together these documents and any attachments constitute the Agreement.

1.1. **Termination.** Either party may terminate this Agreement, in whole or in part, at any time upon no less than fifteen (15) days written notice to the other party. In addition, Indigo shall have the right to suspend its provision of Services in the event Client defaults in timely payment for Services.

1.2. **Payment Upon Termination.** In the event of termination, all previous unpaid invoices submitted by INDIGO to Client will be due and payable. Indigo will also be paid, under the terms of the Agreement, for any and all work performed and/or completed, and expenses incurred between the time period covered by the most recent invoice and the date of termination. Additionally, Indigo will be reimbursed on a time-and-expenses basis at Indigo's standard rates for all reasonable termination expenses including: the cost of completing analyses, records, and reports necessary to document job status at the time of termination.

1.3. **Transition Period.** In the event that this Agreement is terminated by either party, Client may require Indigo to continue any or all activities as described in the Agreement to allow for a reasonable transition period. This work would be conducted under the terms of this Agreement, which will remain in force until the transition period is completed.

2. **Invoicing and Payment.**

2.1. **Invoicing/Payment Term.** Indigo shall invoice Client for Services performed on a periodic basis, usually monthly. Upon receipt of an invoice from Indigo, Client shall have thirty (30) days from the date of the invoice to pay the amount due, or to notify Indigo in writing of a bona fide dispute asserted in good faith as to one or more of the invoiced items. Unless otherwise provided, all Services, equipment, and materials furnished by Indigo shall be at the rates specified in Indigo's Rate Schedule, attached hereto as **Exhibit A** and incorporated by reference herein. The Indigo Rate Schedule may be modified by Indigo by written notice to Client. Deposits paid according to the terms above will be applied to the final invoices under this Agreement.

2.2. **Taxes.** All charges are net of any applicable taxes (except income and payroll taxes). Any additional costs due to applicable taxes will be reimbursed by Client. Sales tax, if applicable, will be added upon invoicing.

2.3. **Currency.** All fees are stipulated in U.S. Dollars and must be paid to Indigo in U.S. Dollars.

2.4. **Method.** Payments to Indigo shall be made via Automated Clearing House (ACH) to Indigo's bank account using the information below. Please include invoice number(s) in remittance correspondence. If unable to make payments via ACH, checks made payable to "Indigo Ecological Design, LLC" can be mailed to P.O. Box 26, Algonquin, IL 60102. Please indicate the Indigo invoice number(s) in check memo.

Bank Name:	Chase Bank
Bank Address:	1350 E. Algonquin Rd., Algonquin, IL 60102
Routing Number:	071000013
Checking Account Number:	855656036

3. **Liens.** Indigo reserves the right to place or file liens on the Client's property if payment for work or Services performed is not made in a timely fashion, subject to compliance with applicable laws. Advance notices of lien rights with respect to an applicable project may be provided as an attachment to this Agreement.

4. **Confidentiality.**

4.1. **Definition and Exceptions.** For purposes of this Agreement, information shall be considered confidential if it is of a type generally understood to be confidential, or if the disclosing party specifically notifies the recipient party in writing, whether by labeling materials reflecting such information as "CONFIDENTIAL" or otherwise unambiguously informing the recipient party (hereinafter, "Confidential Information"). Such Confidential Information includes, but

is not limited to, research, product plans, products, services, customers, markets, ideas, concepts, discoveries, techniques, specifications, methodologies, models, flow charts, data, software, developments, inventions, processes, designs, drawings, marketing plans, sales information, and financial information, and any information that constitutes a trade secret under the Uniform Trade Secrets Act or similar laws. Notwithstanding the foregoing, Confidential Information shall not include information that (i) is already known to the recipient as shown by written records in its possession at the time such information is received; (ii) is already part of the public domain at the time of disclosure, or subsequently becomes part of the public domain through no fault of the recipient; (iii) is obtained on a non-confidential basis from a third party who lawfully disclosed the same to the recipient; or, (iv) is independently developed by an employee or consultant of the recipient who had no knowledge of or access to the information.

- 4.2. **Nondisclosure of Confidential Information.** During the term of this Agreement and for a period of three (3) years following termination, each party agrees to keep Confidential Information provided to such party by the other party in strict confidence and not to use any such Confidential Information other than in connection with the transactions contemplated by this Agreement, without the prior written consent of the other party. In addition, each party agrees not to misappropriate or threaten to misappropriate any trade secret information received, or any part thereof, for as long as such information remains a trade secret. Notwithstanding the foregoing, this Agreement shall not apply to the extent that information is subpoenaed or otherwise required by law to be disclosed by the recipient party, provided the recipient party shall use its best efforts to inform the disclosing party of any demand for such disclosure as soon as such demand is made, in order to allow the disclosing party the opportunity to seek protective relief.
- 4.3. **Use of Project Information.** Client agrees that Indigo may use Client's name and a general description of projects as a reference for other prospective clients, provided that no Confidential Information is disclosed.

5. **Ownership of Work Product.**

- 5.1. **Work Product.** All drawings, specifications and other documents and electronic data furnished by Indigo to Client under this Agreement ("Work Product") are deemed to be Instruments of Service, and Indigo shall retain the ownership and property interest therein, including the copyrights thereto.
- 5.2. **Client's Limited License.** Upon Client's payment in full for all work performed under this Agreement, Indigo shall grant Client a limited license to use the Work Product in connection with Client's occupancy or possession of the applicable project, and the drawings, specifications and other documents prepared by Indigo for the project may be retained by Client. Client may make changes, additions, and deletions to the applicable project design, in whole or in part, conditioned on Client's express understanding that such use of the Work Product is at Client's sole risk and without liability or legal exposure to Indigo.
- 5.3. **Use.** Any documents generated by Indigo are for the exclusive use of Client. Any use by third parties or use beyond the intended purpose of the document will be at the sole risk of Client unless otherwise agreed upon by Indigo in writing. If Client uses the design materials on any project other than the Project for which it was developed (a "Subsequent Use"), Client agrees that it shall do so at its sole risk and without liability or legal exposure to Indigo. Client further agrees that it shall defend, indemnify and hold harmless Indigo from and against any and all claims, damages, liabilities, losses and expenses, including reasonable attorney's fees, arising out of or resulting from such Subsequent Use.

6. **Insurance.**

- 6.1. **Coverage.** At all times during the term of this Agreement, Indigo shall, at its own expense, maintain insurance coverage of the kind and in the minimum amounts listed in **Exhibit B**.
- 6.2. **Waiver of Subrogation.** To the extent possible, any of the parties' insurance policies provided under the provisions of this Agreement, or which may be used in relation to this Agreement, shall contain waivers of subrogation in favor of the other party, by endorsement or otherwise, it being the intent of the parties that the insurance policies shall protect both parties. The parties release each other from liability covered by the insurance for which subrogation is waived.

- 6.3. **Additional Coverage.** Upon advance written notice, Indigo shall provide additional amounts or kinds of insurance as may reasonably be deemed necessary by Client in connection with the ongoing nature of operations and changes in exposure, but only to the extent the insurance is commercially available, and provided Client pays the cost of said coverage.
- 6.4. **Notice of Cancellation.** The above-required insurance shall be maintained by Indigo during the term of this Agreement, and shall not be canceled, altered, or amended by indigo without thirty (30) days advance written notice to Client.
7. **Limitation of Liability.** With respect to any claim covered pursuant to the terms and conditions of Indigo's liability insurance policies carried pursuant to this Agreement, Client agrees that Indigo's total liability for acts, omissions, or damages, shall not exceed the available limits of coverage as set forth in such insurance policies.

Notwithstanding any other term of this Agreement to the contrary, in no event shall Indigo, (or its employees, agents, successors, or assigns) be liable to Client or any third party claiming through Client for indirect, special, incidental, consequential, exemplary, or punitive damages of any nature (including damages for loss of revenue, profits, business interruption, loss of business information, loss of capital, loss of technology, loss of data, increased costs of operation, litigation costs and the like) whether based upon a claim or action in contract, tort (including negligence), or any other legal or equitable theory, in connection with the supply, use or performance of the Services provided by Indigo to Client, regardless of whether Indigo has been advised of the possibility of such damages or such damages were reasonable foreseeable.

8. **Indemnification.**

- 8.1. **Indigo's Indemnification of Client.** To the fullest extent permitted by law, Indigo shall indemnify and hold harmless the Client, its officers, directors, employees or agents, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of work on a project subject to this Agreement, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) but only to the extent caused by the negligent acts or omissions of Indigo, its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused by a party indemnified hereunder.
 - 8.2. **Client's Indemnification of Indigo.** To the fullest extent permitted by law, Client shall indemnify and hold harmless INDIGO, its officers, directors, employees or agents, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of work on a project subject to this Agreement, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Client, its subcontractors (other than Indigo), anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused by a party indemnified hereunder.
9. **Independent Entities.** Client and Indigo are independent entities, and nothing in this Agreement or otherwise shall be deemed or construed to create any other relationship, including one of employment, joint venture, or agency.

10. **Dispute Resolution.**

- 10.1. **Direct Discussion.** If a dispute arises out of or relates to this Agreement or its breach, the parties shall use good faith efforts to settle the dispute through direct negotiation.
- 10.2. **Project Status During Dispute.** If the dispute does not result in the termination of the Agreement, INDIGO shall continue providing Services during all dispute resolution proceedings. Client shall continue to make payments in accordance with this Agreement, except with respect to amounts in dispute in accordance with Section 2.
- 10.3. **Mediation.** If the dispute cannot be settled through direct negotiation, except with respect to a matter involving payment of an invoice, the parties shall engage in mediation prior to entering into litigation and shall endeavor to resolve the dispute through the involvement of a neutral mediator. The Construction Industry Mediation Rules of

the American Arbitration Association shall govern this process unless otherwise agreed. The costs of any mediation proceeding shall be shared equally by the parties. No legal action will be filed until mediation has concluded.

11. **Standard of Care.** All Services provided by Indigo shall be performed by appropriately qualified personnel, properly licensed whenever required, and shall meet all standards of industry skill, care and judgment ordinarily expected in the locality where the Services are provided.

12. **Time for Performance.**
 - 12.1. Indigo's Services will be performed according to the schedule specified in the Letter Agreement or related Attachments approved by Client and Indigo and incorporated into this Agreement.

 - 12.2. If the Services to be performed by Indigo are interrupted, disrupted, suspended, or delayed for any reason beyond the reasonable control of Indigo, the schedule of work and the date for completion will be adjusted accordingly. Indigo will be compensated for all reasonable increased costs resulting from such interruption, disruption, suspension, or delay.

13. **Miscellaneous.**
 - 13.1. **Entire Agreement.** This Agreement and any Attachments which are or may be made a part thereof, constitute the entire agreement between the parties regarding the subject matter thereof, and all agreements, representations, promises, inducements, statements and understandings, made prior to or contemporaneous with this Agreement, written or oral, are superseded by this Agreement. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of the parties hereto. No other act, document, usage or custom shall be deemed to modify this Agreement.

 - 13.2. **Governing Law and Jurisdiction.** This Agreement shall be deemed to be an Agreement made under the laws of the State of Illinois, and for all purposes it, plus any related or supplemental exhibits, schedules, documents, or notices, shall be construed in accordance with and governed by the laws of such state. Both parties agree that the federal and state courts located in Illinois are an appropriate venue for any dispute between the parties, and both parties hereby submit to the jurisdiction of such courts. **CLIENT AND INDIGO WAIVE ANY RIGHT TO A JURY TRIAL REGARDING ANY DISPUTE BETWEEN THE PARTIES.**

 - 13.3. **Construction / Headings.** This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing the instrument to be drafted. The various headings in this Agreement are inserted for convenience only and shall not affect the meaning or interpretation of this Agreement or any section or provision hereof.

 - 13.4. **Force Majeure.** Notwithstanding anything contained in this Agreement to the contrary, if either party is prevented from performing any of its obligations hereunder by laws, orders, regulations or directions of any government having jurisdiction over the parties hereto, or any department, agency, corporation or court thereof, or by war, act of public enemies, strikes or other labor disturbances, fires, floods, acts of God, or any causes of like or different kind beyond the reasonable control of either party, then such party shall be excused from any failure to perform any such obligation to the extent such failure is caused by any such law, order, regulation, direction or contingency.

 - 13.5. **Severability.** Each provision contained herein is severable from the Agreement and if one or more provisions are declared invalid, the remaining provisions shall nevertheless remain in full force and effect.

 - 13.6. **Notices.** All notices pursuant to this Agreement shall be in writing and shall be given by certified mail or personal delivery (including overnight mail by private carrier) to the address set forth on the signature page to this Agreement, or to such other address as may be subsequently provided by written notice given in accordance with this section. Such notices shall be deemed given when delivered (including by overnight mail by private carrier) or, if by mail, effective when deposited in the U.S. Mail certified with return receipt requested, postage prepaid.

 - 13.7. **Attorneys' Fees.** In the event either party shall be the prevailing party in any suit for damages for breach of this Agreement, including nonpayment of invoices, or to enforce this Agreement, or to enjoin the other party from

violating this Agreement, such party shall be entitled to recover as part of its damages its reasonable legal costs and related expenses, including attorneys' fees, in connection with bringing and maintaining any such action.

- 13.8. Successors and Assignees. This Agreement will be binding on Indigo and Client, and their successors, trustees, legal representatives, and assigns. Neither party may assign or transfer any rights, responsibilities, or interest in this Agreement without the written consent of the other party and any attempt to do so without such consent may be void, provided, however, in the case of an assignment by Indigo to an affiliate controlled by or under the common control of Indigo, Client's consent will not be unreasonably withheld. Nothing in this section will prevent Indigo from employing subcontractors or subconsultants to assist in the performance of Services under this Agreement.
- 13.9. Waiver. The failure of either party in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in this Agreement, or the waiver by either party of any breach of the terms or conditions of this Agreement, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.
- 13.10. Survival. All obligations of Client regarding amounts owed to Indigo and all limitations of liability and disclaimers and restrictions of warranty shall survive termination of this Agreement.
- 13.11. Exhibits and Attachments. All Exhibits and Attachments are incorporated and made part of this Agreement for all purposes.
- 13.12. Counterparts / Signatures. This Agreement may be executed in one or more counterparts (transmitted by facsimile or PDF electronic transmission), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

EXHIBIT A

RATE SCHEDULE

PROFESSIONAL TITLE	RATE
Senior Landscape Architect/Planner	\$ 100.00 – 180.00/hour
Landscape Architect	\$ 90.00 – 120.00/hour
Clerical	\$ 60.00/hour

EXPENSES

Travel	
Automobile Travel	\$ 0.625/mile*
Public Transportation	Cost
Subsistence and Lodging	Cost
Subconsultants	Cost
Outside Printing Costs	Cost
Specialty Mailing Services	Cost
Miscellaneous	Cost

*Mileage rates are subject to change based on Federal Governmental Standards.

OLD BUSINESS