



**041123 BOT
FINAL**

PACKET





riverwoods.gov/botstream
Board of Trustees Meeting
FINAL Agenda
300 PORTWINE RD, RIVERWOODS, IL
April 11, 2023
7:30 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - a. Public Hearing for the Appropriations Ordinance March 21, 2023
 - b. Board of Trustees March 21, 2023
5. TREASURER'S REPORT AND FINANCE DEPARTMENT REPORT
 - a. Approval of Bills
6. DIRECTOR OF COMMUNITY SERVICES REPORT
 - a. Vacant Property Report
 - b. Realtor Inquiries
7. CONSULTANTS' REPORTS
 - a. ATTORNEY'S REPORT
 - b. ENGINEER'S REPORT
 - i. Presentation MS4 Permit Requirements
 - ii. Water Main Project (Chicory)
 - iii. Projects in the Bidding Process
 - c. ECOLOGIST'S REPORT
8. PLAN COMMISSION REPORT
9. ZONING BOARD OF APPEALS REPORT
10. POLICE REPORT
11. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
 - a. Events Update
 - b. Live Streaming Services and Information on Boardroom Acoustic Proposal
12. NEW BUSINESS
 - a. Approval of an Ordinance Authoring the Sale of Surplus Personal Property Owned by the Village of Riverwoods (Waive First Reading, Second Reading and Approval)
 - b. Approval of Ordinance amending Ordinance No. 21-09-19 to revise the amount to be levied to pay interest and principal on \$342,000 Special Service Area No. 35 Special Tax Bonds (Waive First Reading, Second Reading and Approval)
 - c. Approval of Recruitment Services under a Current Agreement with WRB Management Services, LLC
 - d. Approval of a Resolution Dedicating the Community Garden in Shelia Hollander's name

13. OLD BUSINESS
14. VISITORS WISHING TO ADDRESS THE BOARD
15. COMMITTEE REPORTS
 - a. Legal and Police Trustee Haber
 - b. Communications Trustee Dikin
 - c. Building and Utilities/Storm Water Trustee Jamerson
 - d. Woodlands/Ecology Trustee Eastmond
 - e. Land Use and Roads Trustee Hollander
 - f. Finance/Economic Development Trustee Clayton
16. EXECUTIVE SESSION
 - a. Litigation, Acquisition, Property, and Personnel
17. ESTABLISH TIME AND DATE FOR NEXT MEETING
 - a. April 18, 2023 - 7:30 PM
18. ADJOURNMENT

MINUTES

Public Hearing
Village of Riverwoods Appropriation Ordinance
For the fiscal year ending December 31, 2023
March 21, 2023
Draft

Present:

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

Absent:

Rick Jamerson

Also Present:

Bruce Dayno, Police Chief
Bruce Huvad, Village Attorney
Russ Kraly, Director of Community Services
Carissa Smith, Village Engineer
Katie Bowne, Deputy Village Clerk
Hal Roseth, Village Treasurer

The meeting was called to order at 7:30 pm

Presentation of the Appropriations Ordinance

State law requires a Public Hearing before passage of the Appropriations Ordinance, which empowers the Village to spend Village funds. Mr. Huvad provided the background and a general explanation of the contents of the proposed Appropriations Ordinance.

Trustee Dikin moved to close the Public Hearing. Trustee Haber seconded the motion. The motion passed unanimously by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: None (0)

The meeting was adjourned at 7:34 pm

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:

Jeri Cotton

Village of Riverwoods
Board of Trustees Meeting
March 21, 2023
Draft

Present:

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

Absent:

Rick Jamerson

Also Present:

Bruce Dayno, Police Chief
Bruce Huvad, Village Attorney
Russ Kraly, Director of Community Services
Carissa Smith, Village Engineer
Katie Bowne, Deputy Village Clerk
Hal Roseth, Village Treasurer

The meeting was called to order at 7:34 pm

Document Approval

Trustee Haber moved to approve the minutes of the March 7, 2023 Board of Trustees meeting. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote with Trustee Clayton abstaining.

Approval of Bills

Trustee Clayton moved to approve the bills. Trustee Eastmond seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: None (0)

Treasurer and Finance Committee Report

a. Presentation by JP Morgan

Daniele Driscoll, Vice President with JP Morgan, presented an overview of the Village's portfolio.

Key discussion points were:

- 91% of the Village's portfolio matures in less than 1 year which is in line with statutory constraints.
- Continued strategy is to reinvest making opportunistic purchases based on safety and liquidity and in accordance with statutory and policy guidelines.

b. Discussion of the 2023 Budget

The 2022 audit has begun. The Village will look at the impact of the Northbrook water rate increase.

Engineer's Report

Ms. Smith noted the Deerfield Rd. water main extension is complete. The Chicory Rd. extension is scheduled for 3/23/23. The property west of the Meadowlake entrance will be inspected as it is in disrepair.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission met on March 16, 2023. Lexington presented their new plan with 54 units rather than the original 69 units. Several residents had questions. The hearing will continue at the next Plan Commission meeting on April 20, 2023.

ZBA Report

The ZBA has not met.

Police Report

The police activity is attached to the end of the minutes. Chief Dayno reported that on December 22, 2022 the department started investigating a criminal sexual assault with a firearm. On March 9, 2023 the suspect was taken into custody.

Information Items from the President

Mayor Ford reminded the Trustees to complete the Statement of Economic Interest by May 1, 2023.

Visitors wishing to address the Board

There were no visitors wishing to address the Board.

New Business

- a. Approval of the Appropriation Ordinance 23-03-02 for fiscal year ending December 31, 2023

Trustee Clayton moved to waive the First Reading of the Ordinance. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

Trustee Clayton moved for Second Reading and adoption of the Ordinance. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: None (0)

b. Approval of an Ordinance 23-03-03 adopting the 2023 fee schedule

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Trustee Haber moved for Second Reading and adoption of the Ordinance. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: None (0)

c. Approval of rate request from Gewalt Hamilton Associates, Inc for an increase in 2023 hourly rates

Ms. Smith noted Gewalt Hamilton is requesting a uniform rate increase. Ms. Smith noted any work contracted with GHA prior to this request will be billed at the old rate.

Trustee Clayton moved to approve the 2023 hourly rate increase from Gewalt Hamilton Associates. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: None (0)

Old Business

There was no Old Business.

Adjournment

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

The meeting was adjourned at 8:44 pm

The next regular meeting of the Board of Trustees will take place on April 11, 2023 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachment:
Police Report

MINUTES



Riverwoods Police Incident Analysis Report

Summary by Incident Type

2/21/2023

Activity Through February 16th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	11	14
50 PD (7572) (Crash Property Damage)	9	16
50 PI (7571) (Crash Personal Injury)	3	2
50 Priv Prop (7573) (Crash Private Property)	2	1
911 Hang up (7911)	1	2
Ambulance (7021)	33	33
Animal Problem (7245)	4	10
AOA (7001)	20	37
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	1	-
Battery (0400)	1	-
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	20	20
Burglary - Residential (0625)	1	1
Burglary (0600)	-	1
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	1
Construction Comp (7078)	-	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	1
Crim Damage to Prop (1310)	1	-
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1301)	-	-
Crim Trespass to Veh (1300)	-	-
Death Investigation (7231)	-	1
Deceptive Practice (1110)	-	2
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	2	-
DUI (2410)	5	4
Fingerprinting (7039)	-	-
Fire Alarm (0733)	6	5
Fire Call (7024)	5	4
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	-	-
Found Prop. (7156)	-	-
Harassment by Telephone (2825)	-	-
Hold Up Alarm (7083)	1	2
Identity Theft (7198)	-	4
Lock out - Vehicle (7051)	1	2
Lost / Mislaidd Prop (7144)	1	2
Missing Person (7178)	-	1
Noise Comp (7078)	1	2
Notification (7049)	3	-
Other Comp (7079)	5	7
Other Investigation (7199)	-	4

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	-	-
Parking Complaint (7522)	-	1
Premise Exam (7041)	169	271
Public Service (7040)	5	3
Roadway Debris (7250)	4	1
Solicitor (7063)	-	1
Suicide (7211)	-	-
Suspicious Auto (7123)	10	5
Suspicious Person (7123)	-	2
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	1	-
Theft Over \$500 (0815)	-	-
Theft Under \$500 (0825)	-	-
Traffic Complaint (7521)	3	10
Turned in Weapon/Ammo (7160)	-	1
Village Ord. Violation (7500)	1	2
Well Being Check (7045)	3	7
Total:	333	485
Crime Prevention Notices	82	72
Case Reports	20	23
Traffic Stops	213	149
Number of Citations issued	85	53
Number of Persons Issued Citations	53	34

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

POLICE REPORT



Riverwoods Police Incident Analysis Report

Summary by Incident Type

4/11/2023

Activity Through April 6th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	23	29
50 PD (7572) (Crash Property Damage)	17	25
50 PI (7571) (Crash Personal Injury)	7	4
50 Priv Prop (7573) (Crash Private Property)	3	1
911 Hang up (7911)	1	4
Ambulance (7021)	94	62
Animal Problem (7245)	11	19
AOA (7001)	46	63
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	1	-
Battery (0400)	1	-
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	84	47
Burglary - Residential (0625)	3	2
Burglary (0600)	1	1
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	1	1
Construction Comp (7078)	1	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	1
Crim Damage to Prop (1310)	2	-
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	1	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	1
Deceptive Practice (1110)	-	2
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	9	8
DUI (2410)	13	10
Fingerprinting (7039)	6	-
Fire Alarm (0733)	10	11
Fire Call (7024)	14	7
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	-	3
Found Prop. (7156)	1	-
Harassment by Telephone (2825)	-	-
Hold Up Alarm (7083)	8	3
Identity Theft (7198)	1	6
Lock out - Vehicle (7051)	1	2
Lost / Mislaid Prop (7144)	2	2
Missing Person (7178)	1	2
Noise Comp (7078)	5	3
Notification (7049)	7	2
Other Comp (7079)	17	15
Other Investigation (7199)	7	8

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	1	-
Parking Complaint (7522)	1	3
Premise Exam (7041)	522	505
Public Service (7040)	13	11
Roadway Debris (7250)	10	3
Solicitor (7063)	3	1
Suicide (7211)	-	-
Suspicious Auto (7123)	19	17
Suspicious Person (7123)	8	7
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	1	-
Theft Over \$500 (0815)	2	-
Theft Under \$500 (0825)	-	1
Traffic Complaint (7521)	12	14
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	4	3
Well Being Check (7045)	13	9
Total:	1011	922
Crime Prevention Notices	174	151
Case Reports	49	49
Traffic Stops	442	378
Number of Citations issued	178	140
Number of Persons Issued Citations	110	94

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

BILLS



VILLAGE OF
RIVERWOODS
 ESTD 1959

April 06, 2023

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

FROM: Moses Diaz

RE: Council Report for April 11, 2023

Attached are the Invoices for approval at the April 11, 2023 BOT Meeting:

Fund Number	Fund Name	Total	Comments
001	General Fund	104,926.34	
104	MFT	26,010.00	
119	SSA19	0.00	
122	SSA 22	0.00	
126	SSA 26	2,397.50	
128	SSA 28	450.00	
130	SSA 30	90.00	
424	SSA24 DSF	0.00	
430	SSA30 DSF	0.00	
501	Water Fund	38,421.84	
502	Sewer Fund	340.33	
503	TIF #1	2,362.50	
504	TIF #2	8,400.00	
505	Capital Projects Fund	53,356.00	
701	Escrow Fund	0.00	
Total to be approved		236,754.51	

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0505 - ABT ELECTRONICS							
0228301CSVN 00014531	ABT ELECTRONICS DISPLAY MONITOR 001-110-60540	03/28/2023 MDIAZ HARDWARE		470.45 470.45	470.45	Open	N 03/31/2023
Total Vendor 0505 - ABT ELECTRONICS				470.45	470.45		
Vendor 0453 - ACCURATE DOCUMENT DESTRUCTION, INC							
10475150T095 00014555	ACCURATE DOCUMENT DESTRUCTION, INC DOCUMENT SHREDDING 001-110-60511	04/01/2023 MDIAZ DOCUMENT SHREDDING		178.08 178.08	178.08	Open	N 04/05/2023
Total Vendor 0453 - ACCURATE DOCUMENT DESTRUCTION, INC				178.08	178.08		
Vendor 0634 - AZAVAR AUDIT							
156805 00014552	AZAVAR AUDIT MUNICIPAL UTILITY TAX AUDIT PROGRAM 001-101-50360	03/31/2023 MDIAZ MUNICIPAL UTILITY TAX AUDIT PROGRAM		28.06 28.06	28.06	Open	N 04/05/2023
Total Vendor 0634 - AZAVAR AUDIT				28.06	28.06		
Vendor 0320 - B&F CONSTRUCTION CODE SERVICES							
17413 00014527	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, FEB23 001-102-50345	03/28/2023 MDIAZ INSPECTIONS, FEB23		2,866.68 2,866.68	2,866.68	Open	N 03/30/2023
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				2,866.68	2,866.68		
Vendor 0014 - BADGER METER INC							
80123901 00014526	BADGER METER INC WATER METER EXPENSE 501-000-51000	03/29/2023 MDIAZ WATER METER EXPENSE		903.90 903.90	903.90	open	N 03/30/2023
Total Vendor 0014 - BADGER METER INC				903.90	903.90		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

POSTED AND UNPOSTED
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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0751 - BAXTER & WOODMAN NATURAL RESOURCES LLC							
0244268 00014493	BAXTER & WOODMAN NATURAL RESOURCES ENGINEERING 001-102-50350	03/17/2023 MDIAZ ENGINEERING		5,747.42 5,747.42	5,747.42	Open	N 03/22/2023
Total Vendor 0751 - BAXTER & WOODMAN NATURAL RESOURCES LLC				<u>5,747.42</u>	<u>5,747.42</u>		
Vendor 0043 - BRUCE DAYNO							
230405XREIMB 00014554	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	04/05/2023 MDIAZ TELEPHONE EXPENSE		50.00 50.00	50.00	Open	N 04/05/2023
Total Vendor 0043 - BRUCE DAYNO				<u>50.00</u>	<u>50.00</u>		
Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP							
230401CMS 00014548	CENTRAL MANAGEMENT SERVICES LGHP HEALTH INSURANCE - COVERAGE FOR APRIL 20 001-101-40100 001-110-40100	03/24/2023 MDIAZ HEALTH INSURANCE-COVERAGE FOR APRIL 2023 HEALTH INSURANCE-COVERAGE FOR APRIL 2023		16,366.00 1,149.00 15,217.00	16,366.00	Open	N 04/04/2023
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				<u>16,366.00</u>	<u>16,366.00</u>		
Vendor 0703 - CENTRAL SQUARE TECHNOLOGIES							
377557 00014510	CENTRAL SQUARE TECHNOLOGIES PAYMENT PROCESSING FEE - CHARGEBACK 001-101-60541	03/16/2023 MDIAZ PAYMENT PROCESSING FEE - CHARGEBACK		53.87 53.87	53.87	Open	N 03/24/2023
Total Vendor 0703 - CENTRAL SQUARE TECHNOLOGIES				<u>53.87</u>	<u>53.87</u>		
Vendor 0029 - CHICAGOLAND PAVING CONTRACTORS, INC							
227701-R2F 00014503	CHICAGOLAND PAVING CONTRACTORS, INC VILLAGE HALL PATHWAY IMPROVEMENTS 001-104-50140	03/21/2023 MDIAZ VILLAGE HALL PATHWAY IMPROVEMENTS		43,890.00 43,890.00	43,890.00	Open	N 03/24/2023
Total Vendor 0029 - CHICAGOLAND PAVING CONTRACTORS, INC				<u>43,890.00</u>	<u>43,890.00</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0029 - CHICAGOLAND PAVING CONTRACTORS, INC							
Vendor 0718 - COMCAST BUSINESS							
230308COMCASTX1							
00014496	COMCAST BUSINESS	03/08/2023		62.59	62.59	Open	N
	PHONE, OFF-SITE LIFT STATION - 4 TIMBERW MDIAZ			62.59			03/22/2023
	502-000-50710	UTILITIES					
230319COMCASTX1							
00014513	COMCAST BUSINESS	03/19/2023		62.59	62.59	Open	N
	PHONE, OFF-SITE LIFT STATION - 1805 TRI MDIAZ			62.59			03/27/2023
	502-000-50710	PHONE, OFF-SITE LIFT STATION - 1805 TRI					
230315COMCASTX7							
00014515	COMCAST BUSINESS	03/15/2023		484.36	484.36	Open	N
	VILLAGE CABLE, INTERNET, FAX			484.36			03/27/2023
	001-101-50710	MDIAZ					
		VILLAGE CABLE, INTERNET, FAX					
230324COMCASTX1							
00014541	COMCAST BUSINESS	03/24/2023		479.29	479.29	Open	N
	INTERNET EXPENSE/CABLE /EMAIL			60.00			04/03/2023
	001-110-50520	MDIAZ					
	001-110-60545	TELEPHONE EXPENSE		419.29			
		INTERNET EXPENSE/CABLE/EMAIL					
230326COMCASTX1							
00014542	COMCAST BUSINESS	03/26/2023		215.15	215.15	Open	N
	INTERNET			215.15			04/03/2023
	502-000-50710	MDIAZ					
		INTERNET					
Total Vendor 0718 - COMCAST BUSINESS				1,303.98	1,303.98		
Vendor 0038 - COMED							
230321COMEDX011							
00014511	COMED	03/21/2023		28.54	28.54	Open	N
	UTILITY EXPENSE - ELECTRIC			28.54			03/27/2023
	501-000-50710	MDIAZ					
		UTILITY EXPENSE - ELECTRIC					
Total Vendor 0038 - COMED				28.54	28.54		
Vendor 0297 - CONRAD POLYGRAPH, INC.							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0297 - CONRAD POLYGRAPH, INC.							
5524 00014540	CONRAD POLYGRAPH, INC. ROBERT SCHOOK POLYGRAPH 001-110-50090	03/30/2023 MDIAZ ROBERT SCHOOK POLYGRAPH		325.00 325.00	325.00	Open	N 04/03/2023
Total Vendor 0297 - CONRAD POLYGRAPH, INC.				<u>325.00</u>	<u>325.00</u>		
Vendor 0041 - DAILY HERALD MEDIA GROUP							
245612 00014512	DAILY HERALD MEDIA GROUP PUBLIC HEARINGS - 4/6 LEXINGTON HEARING 001-101-50570	03/19/2023 MDIAZ ADVERTISING EXPENSE - LEGAL		154.10 154.10	154.10	Open	N 03/27/2023
246344 00014536	DAILY HERALD MEDIA GROUP PUBLIC HEARINGS 001-101-50570	03/27/2023 MDIAZ ADVERTISING EXPENSE - LEGAL		270.50 270.50	270.50	Open	N 04/03/2023
Total Vendor 0041 - DAILY HERALD MEDIA GROUP				<u>424.60</u>	<u>424.60</u>		
Vendor 0276 - DIGITAL CURRENCY SYSTEMS							
QB111419 00014543	DIGITAL CURRENCY SYSTEMS IT CONSULTANT - MONTHLY RETAINER 001-101-50365	04/01/2023 MDIAZ IT CONSULTANT - MONTHLY RETAINER		1,010.57 1,010.57	1,010.57	Open	N 04/03/2023
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				<u>1,010.57</u>	<u>1,010.57</u>		
Vendor 0049 - ERNIE'S WRECKER SERVICE							
247615 00014516	ERNIE'S WRECKER SERVICE 2019 CHEVY TAHOE #60 - OIL CHANGE 001-110-50010	03/20/2023 MDIAZ 2019 CHEVY TAHOE #60 - OIL CHANGE		77.54 77.54	77.54	Open	N 03/27/2023
247656 00014549	ERNIE'S WRECKER SERVICE 2020 DODGE DURANGO -GRAY #64 - PLUG P. 001-110-50010	04/04/2023 MDIAZ AUTO - REPAIRS & MAINTENANCE		36.87 36.87	36.87	Open	N 04/04/2023
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				<u>114.41</u>	<u>114.41</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0049 - ERNIE'S WRECKER SERVICE							
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2402222							
00014501	GARVEY'S OFFICE PRODUCTS	03/23/2023		49.45	49.45	Open	N
	OFFICE SUPPLIES	MDIAZ					03/24/2023
	001-101-60510	OFFICE SUPPLIES		49.45			
PINV2402167							
00014502	GARVEY'S OFFICE PRODUCTS	03/23/2023		161.34	161.34	Open	N
	OFFICE SUPPLIES	MDIAZ					03/24/2023
	001-110-60510	OFFICE SUPPLIES		161.34			
PINV2407328							
00014546	GARVEY'S OFFICE PRODUCTS	04/04/2023		160.58	160.58	Open	N
	OFFICE SUPPLIES	MDIAZ					04/04/2023
	001-101-60510	OFFICE SUPPLIES		160.58			
PINV2407850							
00014551	GARVEY'S OFFICE PRODUCTS	04/05/2023		152.09	152.09	Open	N
	OFFICE SUPPLIES	MDIAZ					04/05/2023
	001-101-60510	OFFICE SUPPLIES		152.09			
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				523.46	523.46		
Vendor 0737 - GOVHR USA LLC							
4146403							
00014500	GOVHR USA LLC	03/16/2023		1,890.00	1,890.00	Open	N
	CONSULTANT	MDIAZ					03/22/2023
	001-101-50360	CONSULTANT		1,890.00			
Total Vendor 0737 - GOVHR USA LLC				1,890.00	1,890.00		
Vendor 0754 - HOWARD SIMON							
12382705							
00014528	HOWARD SIMON	03/30/2023		38.50	38.50	Open	N
	PAYROLL SERVICES, 03/31/2023	MDIAZ					03/30/2023
	001-101-50370	PAYROLL SERVICES, 03/15/2023		38.50			
Total Vendor 0754 - HOWARD SIMON				38.50	38.50		
Vendor 0034 - HUVARD LAW FIRM							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0034 - HUWARD LAW FIRM							
300.504.002.011 00014537	HUWARD LAW FIRM TIF#2 LEXINGTON 504-000-50330	04/03/2023 MDIAZ LEGAL EXPENSE		8,400.00 8,400.00	8,400.00	Open	N 04/03/2023
300.001.027 00014538	HUWARD LAW FIRM LEGAL EXPENSE - GENERAL MATTERS 001-101-50330	04/03/2023 MDIAZ LEGAL EXPENSE		7,920.00 7,920.00	7,920.00	Open	N 04/03/2023
300.503.001.015 00014539	HUWARD LAW FIRM REDEVELOPMENT / JRB COMPLIANCE 503-000-50330	04/03/2023 MDIAZ LEGAL EXPENSE		2,362.50 2,362.50	2,362.50	Open	N 04/03/2023
Total Vendor 0034 - HUWARD LAW FIRM				<u>18,682.50</u>	<u>18,682.50</u>		

Vendor 0089 - JERI COTTON

230331JERICOTTO 00014544	JERI COTTON MEETING MINUTES 111522, 120106202022, 01 001-101-50360	03/31/2023 MDIAZ MEETING MINUTES, 11/2022 - 03/2023		1,088.08 1,088.08	1,088.08	Open	N 04/03/2023
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Total Vendor 0089 - JERI COTTON

1,088.08 1,088.08

Vendor 0093 - JUST TIRES

0000083152 00014556	JUST TIRES 2019 CHEVY TAHOE - TIRE REPLACEMENT 001-110-50010	11/28/2022 MDIAZ 2019 CHEVY TAHOE - TIRE REPLACEMENT		1,127.95 1,127.95	1,127.95	Open	N 12/31/2022
0000083238 00014557	JUST TIRES 2020 DODGE DURANGO - TIRE REPLACEMENT 001-110-50010	11/30/2022 MDIAZ 2020 DODGE DURANGO - TIRE REPLACEMENT		1,279.95 1,279.95	1,279.95	Open	N 12/31/2022
0000083239 00014558	JUST TIRES 2015 CHEVY TAHOE - TIRE REPLACEMENT 001-110-50010	11/30/2022 MDIAZ 2015 CHEVY TAHOE - TIRE REPLACEMENT		1,127.95 1,127.95	1,127.95	Open	N 12/31/2022

Total Vendor 0093 - JUST TIRES

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0093 - JUST TIRES							
				3,535.85	3,535.85		
Vendor 0102 - LAKE COUNTY DIVISION OF TRANSPORTAT							
230403-LCDOT 00014560	LAKE COUNTY DIVISION OF TRANSPORTAT	04/03/2023		1,200.00	1,200.00	Open	N
	SAUNDERS RD WATER MAIN REPLACEMENT - PER MDIAZ			1,200.00			04/06/2023
	501-000-8020 SAUNDERS RD WATER MAIN REPLACEMENT						
Total Vendor 0102 - LAKE COUNTY DIVISION OF TRANSPORTAT				<u>1,200.00</u>	<u>1,200.00</u>		
Vendor 0329 - LAKE COUNTY MUNICIPAL LEAQUE							
230327LCML 00014525	LAKE COUNTY MUNICIPAL LEAQUE	03/27/2023		924.09	924.09	Open	N
	2023-2024 LAKE COUNTY MUNICIPAL LEAGUE M MDIAZ			924.09			03/29/2023
	001-101-50610 MEMBERSHIP/SUBSCRIPTION						
Total Vendor 0329 - LAKE COUNTY MUNICIPAL LEAQUE				<u>924.09</u>	<u>924.09</u>		
Vendor 0120 - MARIO AGUILAR LANDSCAPING							
390, 01 MAR 202 00014495	MARIO AGUILAR LANDSCAPING	03/01/2023		450.00	450.00	Open	N
	SSA 28 SNOW REMOVAL - 02/17/2023 & 03/1 MDIAZ			450.00			03/22/2023
	128-000-50180 SSA 28 SNOW REMOVAL - 2/17 & 3/10 2023						
306, 01 MAR 202 00014532	MARIO AGUILAR LANDSCAPING	03/01/2023		90.00	90.00	Open	N
	SSA 30 SNOW REMOVAL - 03/10/2023 MDIAZ			90.00			03/31/2023
	130-000-50180 SSA 30 SNOW REMOVAL - 03/10/2023						
Total Vendor 0120 - MARIO AGUILAR LANDSCAPING				<u>540.00</u>	<u>540.00</u>		
Vendor 0531 - MELISSA C.WACH							
230401WACH 00014535	MELISSA C.WACH	04/01/2023		5,958.00	5,958.00	Open	N
	MARCH 2023 PROSECUTION LEGAL FEES MDIAZ			5,958.00			04/03/2023
	001-110-50330 MARCH 2023 PROSECUTION LEGAL FEES						
Total Vendor 0531 - MELISSA C.WACH				<u>5,958.00</u>	<u>5,958.00</u>		
Vendor 0125 - MICHAEL P.MURRIN							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0125 - MICHAEL P.MURRIN							
230331MURRIN 00014529	MICHAEL P.MURRIN PLUMBING INSPECTIONS FOR MARCH 2023 001-102-50380	03/31/2023 MDIAZ PLUMBING INSPECTIONS FOR MARCH 2023		210.00 210.00	210.00	Open	N 03/31/2023
Total Vendor 0125 - MICHAEL P.MURRIN				210.00	210.00		
Vendor 0136 - NORTH EAST MULTI-REQIONAL TRAINING							
322596 00014559	NORTH EAST MULTI-REQIONAL TRAINING POLICE TRAINING 001-110-50630	03/28/2023 MDIAZ POLICE TRAINING		1,424.00 1,424.00	1,424.00	Open	N 04/06/2023
Total Vendor 0136 - NORTH EAST MULTI-REQIONAL TRAINING				1,424.00	1,424.00		
Vendor 0149 - P.F.PETTIBONE & CO							
183627 00014517	P.F.PETTIBONE & CO PROPERTY CONTROL FORMS 001-110-60510	03/21/2023 MDIAZ PROPERTY CONTROL FORMS		204.90 204.90	204.90	Open	N 03/27/2023
Total Vendor 0149 - P.F.PETTIBONE & CO				204.90	204.90		
Vendor 0133 - QUADIENNT FINANCE USA, INC.							
230313QUAD 00014494	QUADIENNT FINANCE USA, INC. POSTAGE 001-101-50510	03/13/2023 MDIAZ POSTAGE EXPENSE		500.00 500.00	500.00	Open	N 03/22/2023
Total Vendor 0133 - QUADIENNT FINANCE USA, INC.				500.00	500.00		
Vendor 0165 - RAY O'HERRON CO., INC.							
2258666 00014518	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	03/17/2023 MDIAZ POLICE OFFICERS EQUIP.		215.93 215.93	215.93	Open	N 03/27/2023

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0165 - RAY O'HERRON CO., INC.							
2259365 00014519	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	03/21/2023 MDIAZ POLICE OFFICERS EQUIP.		1,321.98 1,321.98	1,321.98	Open	N 03/27/2023
Total Vendor 0165 - RAY O'HERRON CO., INC.				<u>1,537.91</u>	<u>1,537.91</u>		
Vendor 0631 - SE INC.							
23-32184 00014497	SE INC. SNOW REMOVAL 021623 104-000-50180	02/17/2023 MDIAZ SNOW REMOVAL 021623		6,394.00 6,394.00	6,394.00	Open	N 03/22/2023
23-32264 00014498	SE INC. SNOW REMOVAL 021723 104-000-50180	02/20/2023 MDIAZ SNOW REMOVAL 021723		4,097.00 4,097.00	4,097.00	Open	N 03/22/2023
23-32304 00014504	SE INC. SNOW REMOVAL 031323 104-000-50180	03/16/2023 MDIAZ SNOW REMOVAL 031323		1,650.00 1,650.00	1,650.00	Open	N 03/24/2023
23-32303 00014505	SE INC. SNOW REMOVAL 031223 104-000-50180	03/16/2023 MDIAZ SNOW REMOVAL 031223		1,650.00 1,650.00	1,650.00	Open	N 03/24/2023
23-32302 00014506	SE INC. SNOW REMOVAL 031123 104-000-50180	03/15/2023 MDIAZ SNOW REMOVAL 031123		1,650.00 1,650.00	1,650.00	Open	N 03/24/2023
23-32292 00014507	SE INC. SNOW REMOVAL 0309101123 104-000-50180	03/14/2023 MDIAZ SNOW REMOVAL 0309101123		4,097.00 4,097.00	4,097.00	Open	N 03/24/2023
23-32291 00014508	SE INC. SNOW REMOVAL 03091023 104-000-50180	03/13/2023 MDIAZ SNOW REMOVAL 03091023		5,597.00 5,597.00	5,597.00	Open	N 03/24/2023

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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.							
23-32305 00014509	SE INC. SNOW REMOVAL 0309101123 - PATHWAYS PLOWI MDIAZ 104-000-50180	03/13/2023		875.00	875.00	Open	N 03/24/2023
				875.00			
23-32350 00014520	SE INC. BUILDING CLEANING - APRIL 2023 001-101-50110 001-110-50110	04/01/2023		1,150.00	1,150.00	Open	N 03/27/2023
				750.00			
				400.00			
23-32280 00014522	SE INC. SSA 26 SNOW REMOVAL - 03091023 126-000-50180	03/14/2023		1,242.50	1,242.50	Open	N 03/28/2023
				1,242.50			
23-32311 00014523	SE INC. SSA 26 SNOW REMOVAL - 03111223 126-000-50180	03/15/2023		770.00	770.00	Open	N 03/28/2023
				770.00			
23-32281 00014524	SE INC. SSA 26 SNOW REMOVAL - 031323 126-000-50180	03/16/2023		385.00	385.00	Open	N 03/28/2023
				385.00			
23-32321 00014533	SE INC. PATCH & PAINT WALLS AT POLICE STATION 001-110-50120	03/20/2023		905.98	905.98	Open	N 03/31/2023
				905.98			
23-32366 00014534	SE INC. HANG 3, WHITE BOARDS AT POLICE STATION 001-110-50120	03/29/2023		166.50	166.50	Open	N 03/31/2023
				166.50			
Total Vendor 0631 - SE INC.				30,629.98	30,629.98		
Vendor 0183 - SUPERIOR INDUSTRIAL SUPPLY INC							
187581 00014514	SUPERIOR INDUSTRIAL SUPPLY INC COPY PAPER 001-101-60510	03/14/2023		165.00	165.00	Open	N 03/27/2023
				165.00			

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0183 - SUPERIOR INDUSTRIAL SUPPLY INC							
Total Vendor 0183 - SUPERIOR INDUSTRIAL SUPPLY INC				165.00	165.00		
Vendor 0762 - TEAM REIL INC.							
23708							
00014530	TEAM REIL INC.	03/30/2023		53,356.00	53,356.00	Open	N
	SITE WORK, SURFACING & COMBINATION PLAYG MDIAZ						03/31/2023
	505-000-90520	SURFACING & COMBINATION PLAYGROUND EQUIP		53,356.00			
Total Vendor 0762 - TEAM REIL INC.				53,356.00	53,356.00		
Vendor 0628 - THE ORGANIC GARDNER							
INV-3471							
00014499	THE ORGANIC GARDNER	03/08/2023		2,100.00	2,100.00	Open	N
	GARDEN PREPARATION & EDUCATIONAL VISITS MDIAZ						03/22/2023
	001-101-50130	GARDEN PREPARATION & EDUCATIONAL VISITS		2,100.00			
Total Vendor 0628 - THE ORGANIC GARDNER				2,100.00	2,100.00		
Vendor 0195 - THOMPSON ELEVATOR INSPECTION							
23-0903							
00014550	THOMPSON ELEVATOR INSPECTION	04/04/2023		43.00	43.00	Open	N
	ELEVATOR INSPECTIONS	MDIAZ					04/04/2023
	001-102-50340	ELEVATOR INSPECTIONS		43.00			
Total Vendor 0195 - THOMPSON ELEVATOR INSPECTION				43.00	43.00		
Vendor 0196 - THOMSON REUTERS - WEST							
848095426							
00014553	THOMSON REUTERS - WEST	04/01/2023		273.14	273.14	Open	N
	SOFTWARE SUBSCRIPTION	MDIAZ					04/05/2023
	001-110-60543	SOFTWARE - MAINTENANCE		273.14			
Total Vendor 0196 - THOMSON REUTERS - WEST				273.14	273.14		
Vendor 0667 - USIC LOCATING SERVICES,LLC							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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 0667 - USIC LOCATING SERVICES,LLC							
576905 00014545	USIC LOCATING SERVICES,LLC LOCATING SERVICES 001-102-50360	03/31/2023 MDIAZ LOCATING SERVICES		1,211.63 1,211.63	1,211.63	Open	N 04/04/2023
Total Vendor 0667 - USIC LOCATING SERVICES,LLC				<u>1,211.63</u>	<u>1,211.63</u>		
Vendor 0206 - VERIZON WIRELESS							
9930260878 00014521	VERIZON WIRELESS TELEPHONE EXPENSE 001-101-50520 001-110-50520	03/16/2023 MDIAZ TELEPHONE EXPENSE TELEPHONE EXPENSE		667.51 233.17 434.34	667.51	Open	N 03/27/2023
Total Vendor 0206 - VERIZON WIRELESS				<u>667.51</u>	<u>667.51</u>		
Vendor 0209 - VILLAGE OF NORTHBROOK							
230404NBK 00014547	VILLAGE OF NORTHBROOK WATER PURCHASE 501-000-50770	04/04/2023 MDIAZ WATER PURCHASE		36,289.40 36,289.40	36,289.40	Open	N 04/04/2023
Total Vendor 0209 - VILLAGE OF NORTHBROOK				<u>36,289.40</u>	<u>36,289.40</u>		
# of Invoices: 68 # Due: 68 # of Credit Memos: 0 # Due: 0 Net of Invoices and Credit Memos:				Totals: 236,754.51 Totals: 0.00 236,754.51	236,754.51 0.00 236,754.51		
--- TOTALS BY FUND ---							
	001 GENERAL			104,926.34	104,926.34		
	104 MFT			26,010.00	26,010.00		
	126 SSA 26 ROAD MAINT.			2,397.50	2,397.50		
	128 SSA 28 ROAD MAINT.			450.00	450.00		
	130 SSA 30 BURR OAK TRAIL			90.00	90.00		
	501 CONSOLIDATED WATER FUND			38,421.84	38,421.84		
	502 SEWER FUND			340.33	340.33		
	503 MILWAUKEE/DEERFIELD TIF			2,362.50	2,362.50		
	504 TIF # 2 - FEDERAL LIFE			8,400.00	8,400.00		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/31/2022 - 04/06/2023

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
	505 CAPITAL PROJECT FUND			53,356.00	53,356.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000			131,828.17	131,828.17		
	101 ADMINISTRATION			19,121.42	19,121.42		
	102 BUILDING DEPARTMENT			10,078.73	10,078.73		
	104 ROAD & BRIDGE & STORM WATER			43,890.00	43,890.00		
	110 POLICE			31,836.19	31,836.19		



RIVERWOODS MS4 YEAR 20 GEWALT HAMILTON ASSOCIATES

Karolina Cho

Gewalt Hamilton Associates

Environmental Consultant

NATIONAL POLLUTANT DISCHARGE DETECTION AND ELIMINATION (NPDES)

- **Illicit discharge detection and elimination (IDDE)**
- **Pollution prevention/good housekeeping for municipal operations**





OUTFALLS

INSPECTION FORM

Section 1: Background Data

Date: June 20, 2022	Time: 15:31
Inspector(s): CC	
Previous 72 hours Precipitation:	Outfall ID: MS4 Outfalls: RIV-2

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (in.)	SUBMERGED
Storm Sewer (Closed Pipe)	RCP	Circular	Single	24	In Water: No With Sediment: No
Open drainage (swale/ditch)				Depth: Top Width: Bottom Width:	

Section 3: Physical Indicators

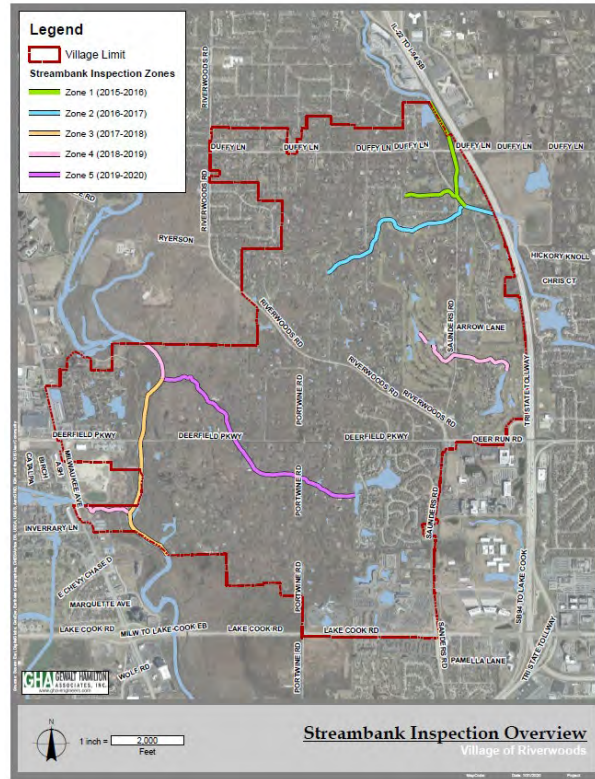
INDICATOR	DESCRIPTION	COMMENTS
Outfall Damage	None	
Deposits/Stains	Flow Line	
Abnormal Vegetation	None	
Poor pool quality	None	
Pipe algae/growth	Brown	
Do physical indicators suggest an illicit discharge is present (Y/N): No		
Flow Present?	No	If No, Skip to Section 5 and Close Illicit Discharge Investigation
Flow Description		

Section 4: Physical Indicators (Flowing Outfalls Only)

INDICATOR	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)
Odor		
Color		
Turbidity	See severity	
Floatables - Does Not Include Trash!!		
Do physical indicators (flowing) suggest an illicit discharge is present (Y/N):		

Section 5: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repair)

None



STREAMBANKS AND BASINS

General Storm Water Permit for Small Municipal Separate Storm Sewer Systems (MS4)

2021 MS4 Permit Renewal Notice: The MS4 Permit is in the process of being reissued. Until this permit is reissued you will continue to operate under the expiring MS4 permit. The timeframe for the renewal will most likely occur by March 2023. If you have not submitted an NOI for Renewal, please do so as soon as possible. Please note we have new Renewal & Waiver NOIs.

STORM WATER PERMITS

Industrial

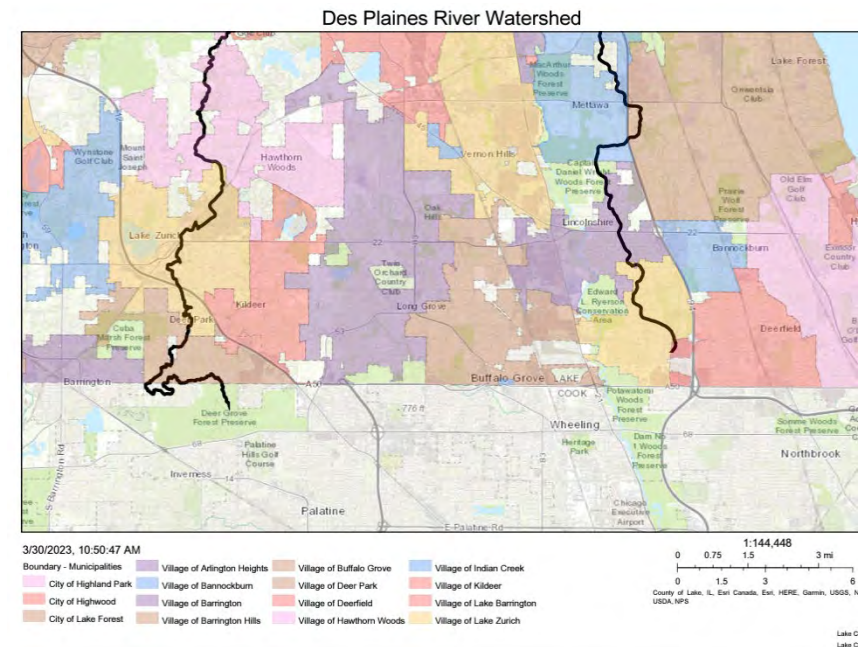
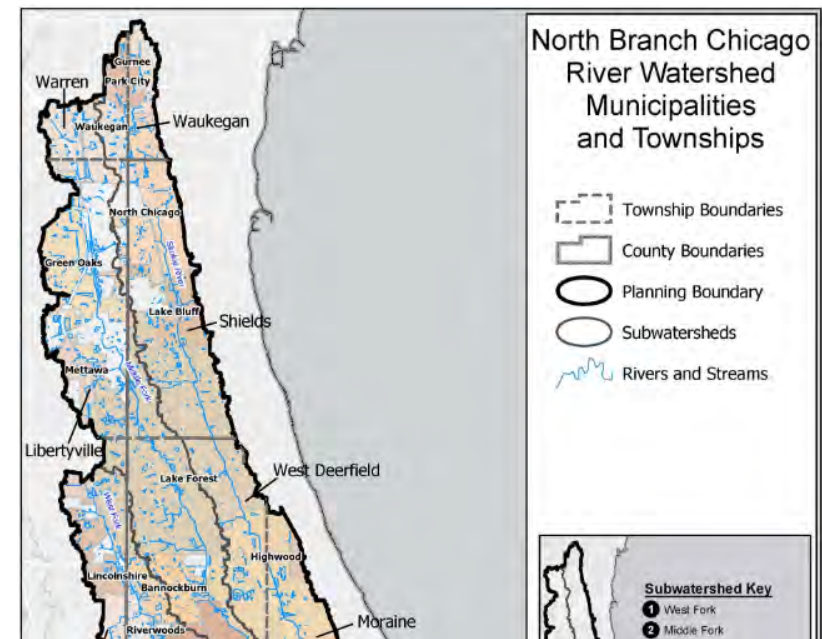
Construction

MS4

ILR40 PERMIT UPDATE

MS4 WITHIN THE VILLAGE OF RIVERWOODS

- North Branch of the Chicago River Watershed Workgroup
- <https://www.nbwwil.org/>
- Des Plaines River Watershed Workgroup
- <https://www.drww.org/>



NEW BUSINESS

ORDINANCE NO. 23-04-04

**AN ORDINANCE AUTHORIZING THE SALE OF SURPLUS PERSONAL
PROPERTY OWNED BY THE VILLAGE OF RIVERWOODS**

WHEREAS, the Village of Riverwoods (the "Village") is a home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village owns an automobile that has been used by its police department (the "Vehicle"), various items of property that had been used by the Village which are no longer necessary or useful to the Village, and various items of unclaimed property for which there are circumstances supporting a reasonable belief that such property was abandoned, lost or stolen or otherwise illegally possessed, which has been in the Police Department's possession for over 6 months (the Vehicle and all such surplus items, collectively, the "Surplus Property"). The Vehicle is described and has the vehicle identification number shown below:

1-Police Vehicle: 2014 Chevy Tahoe, VIN 1GNSK2E0XER172344

Other items of Surplus Property include:

1-silver colored bracelet

1-46" Panasonic Viera LCD TV, model #TH-46PZ80U

1-LG 42" model LK450 LCD television Serial #LG830110620

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF RIVERWOODS, ILLINOIS:**

SECTION ONE: Pursuant to Section 11-76-4 of the Illinois Municipal Code and the Law Enforcement Disposition of Property Act, the President and Board of Trustees of the Village hereby (a) adopt the foregoing recitals and find that the Surplus Property is no longer necessary or useful to the Village and that it is in the best interest of the Village to dispose of the Surplus Property and (b) authorize and direct the Police Chief to enter into a consignment agreement with Obenauf Auction Service, Inc., to authorize the sale of the Surplus Property at the Vehicle & Equipment Consignment Auction to be conducted by Obenauf Auction Service, Inc., 810 Magna Drive, Street, Round Lake, IL 60073.

SECTION TWO: The Police Chief is hereby authorized and directed to sign the certificate of title for the Vehicle and to authorize and conclude the sale of the Vehicle and other Surplus Property at the Auction to the highest bidders in accordance with the terms and conditions of such consignment agreement, all as the Police Chief shall find necessary or advisable in implementing the provisions of this Ordinance.

SECTION THREE: If items of Surplus Property are not disposed of through the Auction, the Police Chief is further authorized and directed to sell or exchange such items of Surplus Property for such cash payment as the Police Chief is able to obtain in a negotiated transaction, made with or without advertising, all as the Police Chief shall find necessary or advisable in implementing the provisions of this Ordinance.

SECTION FOUR: This Ordinance shall be in full force and effect from after its passage, approval and publication in the manner provided by law.

AYES:

NAYS:

PASSED & APPROVED this 11th day of April 2023.

Village President

Attest:

Village Clerk

12. New Business

b. Approval of Ordinance amending Ordinance No. 21-09-19 to revise the amount to be levied to pay interest and principal on \$342,000 Special Service Area No. 35 Special Tax Bonds

Background

The proposed ordinance adjusts the tax levy schedule in the original bond ordinance for SSA 35 (Clendenin), to align with the debt service needs going forward after applying a portion of the surplus bond proceeds.

The total bond payments due for repayment of the Bonds with interest over the 10-year life of the Bonds will total \$404,883.64. The Bonds were issued in 2021 at an interest rate of 3.10%.

The final project construction costs were \$253,116.63. Legal and engineering were approx. \$15,500 for a total of \$268,500.

The Village borrowed \$342,000, so there was a resulting bond surplus of about \$73,500. The existing ordinance has allowed the Village to apply \$48,283 of the surplus.

The revised bond levy will result in annual taxes of approx. \$1,094 per house starting in 2024, which is the amount that was initially communicated to residents. The residents will have gotten a good deal of relief in the first two years.

The revised levy schedule has been reviewed and approved by Northside Community Bank, which holds the Bonds.

Bruce Huvad, Village Attorney

ORDINANCE NO. 23-04-05

AN ORDINANCE amending Ordinance No. 21-09-19 to revise the amount to be levied to pay interest and principal on \$342,000 Special Service Area No. 35 Special Tax Bonds, Series 2021 of the Village of Riverwoods, Lake County, Illinois.

WHEREAS, the President and Board of Trustees of the Village (the “*Corporate Authorities*”) on the 14th day of September, 2021, adopted Ordinance No. 21-09-19, entitled:

AN ORDINANCE providing for the issue of \$342,000 Special Service Area No. 35 Special Tax Bonds, Series 2021 of the Village of Riverwoods, Lake County, Illinois, and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds (the “*Bond Ordinance*”); and

WHEREAS, under the Bond Ordinance, the Corporate Authorities are authorized to levy a direct annual tax against all of the taxable property included in Village of Riverwoods Special Service Area No. 35 sufficient to pay the principal of and interest on the bonds authorized and issued pursuant to the Bond Ordinance (the “*Bonds*”); and

WHEREAS, the Corporate Authorities have determined and do hereby determine that the schedule of tax levies set forth in the Bond Ordinance should be revised as set forth herein after taking into account surplus remaining from Project (as defined in the Bond Ordinance); and

WHEREAS, the adoption of this Ordinance has been approved by the owners of 100% in aggregate principal amount of the Bonds issued pursuant to Bond Ordinance.

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Riverwoods, Lake County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Ordinance are full, true and correct and do incorporate them into this Ordinance by this reference.

Section 2. Revised Tax Levy.

The tax levy table set forth in Section 9 of the Bond Ordinance is hereby restated for tax levy years 2023 through 2030 in its entirety to read as follows:

<u>Levy Year</u>	<u>A Tax Sufficient To Produce The Sum of:</u>
2023	40,500.00
2024	40,500.00
2025	40,500.00
2026	40,500.00
2027	40,500.00
2028	40,500.00
2029	40,500.00
2030	40,500.00

Such tax shall be computed, extended and collected in accordance with the Special Tax Roll established pursuant to the Establishing Ordinance.

The Village covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the Village will take no action or fail to take any action which in any way would adversely affect the ability of the Village to levy and collect the foregoing tax levy, and that the Village and its officers will comply with all present and future applicable laws imposing any duty on the Village and its officers in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and in accordance with the Special Tax Roll and deposited in the Bond Fund established to pay the principal of and interest on the Bonds; provided, however, that except as hereinafter provided, whenever other funds (including the proceeds of bonds issued to refund the Bonds) are made available for the purpose of paying any principal of or interest on the Bonds at maturity or in the event that any Bonds which by their terms are callable for redemption prior to maturity have been so called and payment made or provided for, including principal, interest and the applicable premium, so as to enable the abatement of taxes levied for the same, the Corporate Authorities shall, by ordinance, direct the deposit of such funds into the appropriate account of the Bond Fund or into a proper escrow account created solely for such purpose, and further, in and by such ordinance, shall direct the abatement of the taxes by the amount so deposited, and proper notification of such abatement shall be filed with the County Clerk of The County of Lake, Illinois, in a timely manner to effect such abatement.”

Section 3. Filing of Bond Ordinance.

Forthwith as soon as this Ordinance becomes effective, the Village Clerk be and is hereby directed to file a copy of this Ordinance with the County Clerk of the County of Lake, Illinois, and it shall be the duty of said County Clerk annually and in and for the years 2023 through 2030 to extend the tax in accordance with the Special Tax Roll for collection on the tax books against all

of the taxable property within the Area in addition to other taxes levied in each of said years, respectively, in and by said Village, and when collected, the taxes hereby levied shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 4. Publication.

Promptly and forthwith after the adoption and approval hereof, the Village Clerk shall cause this Ordinance to be published in pamphlet form.

Section 5. Repealer and Effective Date.

All ordinances, resolutions and orders, or parts thereof, in conflict herewith, shall be and the same are hereby repealed, and this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

Adopted: April 11, 2023

AYES:

NAYS:

ABSENT:

Approved: April 11, 2023.

President

Attest:

Village Clerk

12. New Business

c. Approval of Recruitment Services under a Current Agreement with WRB Management Services LLC

Background

At a previous Board meeting, the Mayor laid out a functional breakdown of Village operations as a precursor to revising the overall organization structure. The four major functional areas are finance, community services, administration, and police. These functions can be viewed as departments with one or more employees, all supported or augmented by the Village Attorney, Village Treasurer, our Consultants, and other Commissions and Committees.

The Compensation and Benefits Committee met to discuss staffing priorities within this context. At this time, it was concluded that the first step should be recruitment of a Finance Director and a Director of Community Services.

Discussion

The job descriptions for both positions were reviewed by the Committee. The positions of both the Finance Director and the Director of Community Services have been previously approved by the Board.

Broadly, the Finance Director would be responsible for accounting, budgeting, forecasting, and billing. Reporting to the Finance Director would be the Finance Analyst (Moses Diaz), and GHA as it pertains to utility billing.

The Director of Community Services would be responsible for building services, public works, property management and planning and development, as well as providing support for the Plan Commission and appropriate Committees upon request. Building services (building and zoning, including plan reviews, inspections, building ordinance and code violations) would be emphasized in the search since GHA and other Village consultants can provide substantial support in the other areas. The Building Services Coordinator (Vivian Hofeld) would report to the Director. Some areas may or may not be outsourced depending on the specific qualifications of the candidate.

Our management consultant (Bill Balling of WRB Management Services LLC) has advised that either of the two individuals who would fill these positions may have skills that carry over into Village administration and that we should wait to completely define and determine qualifications for a Village Administrator (or some such position) until these two positions have been filled.

The current agreement for professional services with WRB focuses on Phase 1A Financial/Organizational services, but provides for Phase 1B Executive Recruitment for a single individual. Fees for Phase 1B are \$27,000 plus a reimbursable expense budget of \$5,000 (based on cost). Phase 3, optional services, envisions recruitment of a Director of Community Services. Fees for Phase 3 are also \$27,000 plus a reimbursable budget of \$5,000 (based on cost).

Recommendation

The Committee recommends approval of Phase 1B (recruiting of the Finance Director) and Phase 3 (recruiting of a Director of Community Services) as defined in the existing agreement.

Committee Members

Kris Ford, Mayor

Mike Clayton, Trustee

Bruce Dayno, Chief of Police

Bruce Huvard, Village Attorney



TO: Mayor Ford and Board of Trustees

FROM: William Balling, Managing Director, WRBLLC

SUBJECT: Authorization to proceed with Executive Recruitment for two positions

DATE: March 28, 2023

Mayor Ford and Trustees,

I am seeking your support and authorization to proceed with the Executive Recruitment phases 1B and 3 of the engagement agreement between the Village and WRB for two positions in the Village of Riverwoods, that of Director of Finance and Director of Community Services. Phase 1A services in the finance department are currently underway. Phase 1A is heavily focused on the responsibilities and structure of the financial services of the Village. That effort will proceed uninterrupted to its full conclusion. WRB efforts include correcting the financial books and updating to current time reports of the Village to align to the last published audit; providing guidance, support, and direction to the staff accountant and the Village on financial matters; functioning as Interim Director of Finance; examining the operating system and structure of the tasks of the finance department; and working closely with our auditors whose onsite engagement began March 27. I have also observed operations and prior reports on the role and responsibilities of the unfilled Director of Finance position. It is my recommendation that we conduct a recruitment with the objective of hiring a full time permanent Director of Finance as our best solution to staffing going forward.

The second recruitment, which is proposed to be undertaken concurrently, addresses replacing the vacancy created by the 7/1/23 retirement of Mr. Russ Kraly. Russ has been a valuable asset to the Village serving in the position of

Director of Community Services. My recommendation is that we recruit for a permanent full-time position.

The WRB approach to executive recruitment has been both efficient and responsive to client needs. WRB regularly uses two consultants to complete executive recruitments. This is particularly important to Riverwoods due to its size and desire for an adaptive and multi-skilled leadership core to support Village activities. Careful consideration will be given to identify candidates who support the overall values of the Village and its unique development objectives, and who have a clear understanding of the operational objectives where highly skilled consultants in engineering, planning, code enforcement, and payroll processing are deployed regularly. This will require both an understanding of this operating structure and a track record on integrating an energized consulting cadre into core municipal operations, while maintaining high productivity and favorable outcomes.

Regularly, the WRB team works with a municipal screening team to provide input and track the progress of the recruitment as well as being available to participate in interviews of semi-finalist candidates. Two consultants will be participating in this recruitment. My understanding is that the Riverwoods Compensation and Benefits Committee will support the recruitment effort as a part of the screening team and following interviews. The WRB recruitment methodology will include:

- a. WRB to work with the screening team to confirm position expectations and respond to the WRB recommendations related to compensation.
- b. WRB to prepare the recruitment brochure, the advertising piece for solicitation, and launch the search.
- c. WRB to conduct and advertise appropriately to solicit and identify qualified candidates and provide initial screening for consideration.
- d. WRB to conduct the first preliminary background screening and reference screening and identify candidates for interview, and notify screening team.
- e. WRB to conduct interview screening with the objective to identify 3-5 candidates for an in person interview.

- f. WRB to work with the Riverwoods Police Department for a second background screening.
- g. WRB to schedule and participate with an in person or Zoom, (if out of state), interviews of semi-finalists with the intent of prioritizing semi-finalist candidate pool.
- h. WRB to assist the Riverwoods team in conducting semi-finalist interviews and determine finalist candidates. The screening team and WRB to present their recommendation(s)to the Village Board held in Executive session .
- i. WRB and Mayor work concurrently to prepare and present offer of employment and WRB will finalize through offer of employment letter.
- j. Candidate selected and hired.

Under Section 4. of the Riverwoods-WRB, LLC engagement Agreement, the recruitments are priced as a fixed fee at \$27,000 per position plus expenses at actual cost. WRB greatly appreciates the opportunity to serve as your Executive Recruiter for these positions and looks forward to a successful recruitment for you.

PRESENTED /DATE

ACCEPTED/DATE

WILLIAM BALLING
MANAGING DIRECTOR

KRISTINE FORD
MAYOR

Finance Director

(Exempt)

Job Title: Finance Director

Department: Administration

General Purpose and Function: The Finance Director oversees the financial operations of the Village including cash management, financial reporting, financial planning, and the development of the Village appropriations for Board of Trustee approval. Specific responsibilities include maintaining the central accounting system and financial controls, the timely and accurate management of accounts receivables and payables, monthly bank reconciliations, the annual audit process, disbursements/deposits, payroll-related and bond transactions; the preparation and presentation of budget reports, appropriate ordinance information, financial projections and other financial management information, external reporting to regulatory agencies, and, in general, providing financial information to the Mayor and the Board of Trustees as required.

Supervision Received: Reports to the Mayor

Supervision Exercised: Finance Analyst

Essential Duties and Responsibilities:

- Oversee the review and reconciliation of all accounts receivable from governmental entities, agreements with commercial entities, residents, and other sources with appropriate entries in the General Ledger.
- Oversee and ensure the reconciliation all bank accounts, and maintenance of records on a daily basis.
- Oversee the review and reconciliation of all accounts payable including the preparation of bills for approval by the appropriate department heads and reporting to the Board of Trustees.
- Review and approve final processing and recording of approved bill payments including resolving questions or issues, preparing checks or other payment process, and sending out payments.
- Approve payment arrangements and payment plans with private and commercial residents, where appropriate.
- Oversee the administration of any deposit accounts tracking disbursements and receipts and preparing a reconciliation, where requested.
- Oversee the administration of any performance bonds tracking deposits, and preparing reconciliation and authorized refunds.
- Review and approve the production of month end close reports including

the reconciliation of all bank accounts, reconciliation of tax revenues with municipal and state allocation records, current statement of cash investments, and total expenses paid during the month

- Oversee and approve the production of monthly summary revenue and expense reports by Fund and a statement of cash position.
- Oversee, review and approve the preparation of the Special Service Areas account records including receipts and disbursements for debt service, assessments, road projects and maintenance expenses.
- Oversee, review and approve the preparation of the journal entries from the payroll register as reported from the payroll service (Howard Simon Payroll Services)
- Oversee the preparation of a monthly report for health insurance, and submit any employer-sponsored retirement plan reports and payments to include IMRF and 457 Plan as reported from the payroll register for each payroll or as required.
- Direct the preparation of periodic budget status reports.
- Oversee, review and approve information and work with Auditors for annual audit and MFT audit.
- Prepare long run financial forecasts that are the foundation for the annual budget process and the formulation of Village operating and capital investment policies
- Prepare the annual budget and appropriations for Board of Trustee approval.
- Work with the Village Attorney on the annual tax levy recommendation.
- Complete any external reporting required for oversight authorities such as needed for TIFs and grants.
- With the assistance of the Treasurer, prepare reports on the financial position of the Village by integrating the records of the investment account with the financial records of the Village.
- Participate with the Treasurer in the periodic review of the investments held by the Village.

Perform other related duties as assigned.

Work Environment

The work environment typifies a general small office where individuals are expected to work closely together and assist where and when needed.

Tools and Equipment

Equipment to be used: personal computers, copy and scanning machines, fax machines, calculators, telephone systems, bank deposit machines.

Required Minimum Qualifications

- Must possess a Bachelor degree in finance or accounting or equivalent work experience in an accounting/finance department
- Must be conversant with GASB principles and application
- Minimum 10 years of work experience in an office environment specifically in a financial or accounting department
- Knowledge and experience in the preparation of revenue/expenses reports, fund accounting, budget preparation, financial projections, capital improvement plans, and general government accounting functions for municipalities
- Experience in managing and training support staff in general ledger maintenance, payroll activities and other bookkeeping and financial records management
- Excellent computer skills with a wide variety of software including Microsoft Office, Adobe Acrobat and Excel
- Excellent oral and written skills
- Detail oriented with skills in managing and maintaining data
- Experience working in a team environment
- Independent judgment balanced with acceptance of alternative ideas
- Customer service skills

Additional Desired Requirements

- Municipal government experience working specifically in accounting/finance
- Familiarity with accounting software systems
- Additional professional certifications and/or formal education

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Director of Community Services

(Exempt)

Job Title: Director of Community Services

General Purpose and Function:

The Director of Community Services is a multi-faceted position responsible for the management of personnel, building or planning documents, and financial records of four separate, but interrelated, functions focused on the real capital assets within, or proposed to, the Village those being residential, commercial and public buildings and land, as well as any other related duties as assigned by the Mayor. The four functional areas are:

- Building Services;
- Planning and Development;
- Public Works; and
- Public Property Management.

In support of those functions, the Director is expected to:

- On a daily basis, be responsive to resident requests and inquiries;
- On a bi-monthly basis, attend Board of Trustees meetings to respond to questions and requests, and prepare reports as appropriate coordinating with the Village Attorney and Village Engineer and others, if required;
- On a monthly basis, attend Plan Commission meetings to respond to questions and requests, and prepare reports as appropriate coordinating with the Village Attorney and Village Engineer, and others, if required;
- Periodically, attend Zoning Board of Appeals meetings preparing agendas, reports and recommended actions in coordination with the Village Attorney and Village Engineer, and others, if required;
- Attend Committee meetings, when requested by the Mayor as issues arise, preparing appropriate materials as requested; and
- At the direction of the Mayor, manage and coordinate any special projects on behalf of the Village including projects in cooperation with civic organizations.

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Supervisor: Reports to the Mayor

Supervision Exercised: Directly supervises the Building Services Coordinator, outside or contracted service providers or consultants including, but not limited to, inspectors, commercial plan reviewers, property managers, civil engineers, land planners, and environmental preservation specialists or other maintenance personnel and service contractors.

Essential Functions, Duties and Responsibilities:

Building Services

Supervise and coordinate all building and zoning activities for residential and commercial properties, including plan reviews, inspections, and building ordinance and code enforcement.

- Manage and supervise the activities of the Building Services area.
- Provide review, training, supervision and back-up for the Building Services Coordinator.
- Provide a plan review for all non-over-the-counter permit applications including a plan review of all architectural aspects and a schedule of inspections, as well as overseeing and resolving conflicts for reviews and recommendations by consultants, coordinate any project status meetings, and prepare any appropriate status reports to the Mayor and the Village Board.
- Assess, review, and approve fees, and release of deposits, for each project as they relate to permits, licenses, escrows, refundable bonds and deposits, and letters of credit.
- Create and provide annual update of the Village fee schedule as it pertains to all Building Services activities.
- Review and revise all Building Services reports including annual and quarterly reporting of matters such as, but not limited to, revenue and sources, building or construction projects in the Village, outstanding violations, and any matters requiring further legal action.
- Provide regular review of all Village building ordinances, Village zoning ordinances and published codes and make recommendations for any appropriate updates to the Mayor and the Village Board.
- Work with the Village Attorney when there is a change in zoning or a Special Use on a property to post the proper sign in a timely manner.
- Serve as a liaison to the public and communicate with residents and their agents regarding Village ordinance and code requirements, water connections, sewer connections, wells, flood plains, including solving or making recommendations for resolutions of any problems that may arise.
- Provide customer service to all residents and their agents by responding to building or public services inquiries and taking appropriate actions or making appropriate referrals.
- Provide or supervise code enforcement including monitoring resident activities and complaints, investigations, and take appropriate

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enforcement actions including those related to registry of vacant residences.

- Make and provide appropriate recommendations for keeping the public generally informed about Village ordinance and code requirements, including updates.
- Prepare annual budget recommendations.
- Respond to all FOIA requests relating to Building Services or public works.
- Provide for a system of maintaining all records of construction activity, commercial projects and public facilities.
- Act as the Village's inspector when necessary, supervise all inspectors for plumbing, electrical and HVAC, and coordinate all other inspections performed by the Village Engineer, Village Ecologist, Village Forester or Fire Department.
- Work with the Building Services Coordinator for all required inspections and scheduling of inspections.
- Provide reporting and documentations of all inspections and any necessary follow up, including recommendations for any additional fees.

Planning and Development

Serve as the primary staff contact and coordinator for all planning, development and zoning proposals to ensure the proposals received are consistent with Village planning objectives and assure that the public is notified on all proper and appropriate participation opportunities to comment on planning and development proposals.

- Communicate with clarity the development objectives, standards, and infrastructure of the Village of Riverwoods to applicants and property owners.
- Organize and participate in pre-application meetings and applications for consideration of new and repurposed properties, Comprehensive Plan review meetings, and reviews of zoning codes which meetings may include planning consultants and other specialists.
- Ensure public review meetings are conducted according to legal procedures established by Village ordinance and State law.
- Coordinate with the Village consulting team to prepare a thorough and professional review of planning, development and zoning proposals to ensure conformance with applicable laws and practices within the Village.
- Prepare and distribute to the Plan Commission and Village Board proper documentation in support of the Village Attorney to ensure clear and accurate representation and documentation of planning, development and zoning proposals.
- Support the Village Attorney on any specific requests to finalize agreements and documentations as needed.

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Public Works

Supervise and coordinate Village public works primarily municipal water, storm water management, sewer and roads, and relationships with other utilities.

- Coordinate with Village consultants for services to the Village including water, sewer, roads, and drainage.
- Coordinate and monitor services provided by other governmental bodies including the fire protection district, county and state agencies.
- Monitor and approve payment of any outside services not otherwise provided including electric, gas, telephone, cable, and well services.
- Contact entities, monitor, and approve payment of any other services needed on a case-by-case basis such as signage, roadway clean up, tree removal, snow plowing and other temporary, necessary services.
- Propose any appropriate announcements or information to residents, including responding to any inquiries, regarding projects where the public should be informed.
- Report to the Mayor and the Village Board any projects or interruptions of service, and make recommendations for improvements or mitigations.

Public Property Management

Supervise and manage all Village-owned buildings, including surrounding grounds, properties, including mechanical systems and equipment with the exception of the Police Department vehicles and equipment specifically required and used by the Police Department.

- Review and evaluate all elements of the facility's mechanical systems, interior and exterior envelope to create capital improvement and preventative maintenance plans.
- Oversee maintenance of all elements of the physical infrastructure of the building, including the upkeep, repair and replacement of all facility systems. Maintain records of work that has been completed.
- Manage contractual services for maintenance activities including budgeting, soliciting quotations, scheduling, ensuring that work is completed in a "workman like manner" and that work meets the provision of the contract and the approval of invoices within the budgetary constraints approved by the Village Board.
- Respond to priority maintenance requests in a timely manner. Troubleshoot failure and determine actions required for resolution.
- Schedule and coordinate repairs as required.
- Perform periodic inspections of facilities to ensure that maintenance is not required. Perform minor maintenance as needed. Document and coordinate repairs of deficiencies found.
- Perform visual "drive by" inspections every other month between the months of March and November of Village-owned and maintained right of ways to identify and remediate hazardous conditions. Respond to resident's concerns related to issues within said right of ways.

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- Perform monthly inspection between the months of March and November of Village-owned and maintained parks and open spaces. Ensure contractual maintenance is being completed. Respond to resident's concerns related to issues within said parks and open spaces.

Work Environment:

The work environment typifies a general small office environment where individuals are expected to work closely together as a team, and assist where and when needed.

Tools and Equipment:

Equipment to be used: personal computers, copy and scanning machines, fax machines, calculators, telephone systems, electronic building locking systems, specialized building construction equipment and measurement tools.

Desired/Expected Minimum Qualifications:

- Four-year degree in Public Administration, Planning, Construction Management or similar degree
- Minimum 3 years of work experience in public works and construction projects
- Ability to act as a general inspector for architectural matters
- General knowledge of Village ordinances and codes, specifically the National Electric Code, Illinois State Plumbing Code, Residential Building Code, Commercial Code, Illinois Accessibility Code, Energy Conservation Code, International Mechanical Code, Fuel Gas Code, International Property Maintenance Code, and general knowledge of Fire codes
- Certification as required by the International Code Council, minimum 1 & 2 Family Building Inspector (or obtained within the first 12 months of employment)
- Attend ICC monthly meetings and yearly training sessions to keep current with new codes or changes to codes.
- Experience managing and coordinating projects.
- Customer services skills
- Have and maintain a valid driver's license
- Basic computer skills, with working knowledge of office software, particularly Excel
- Oral and written communication skills
- General Human Resources knowledge or skill
- Experience managing and motivating others

Additional professional certifications and/or formal education is desired.

VILLAGE OF RIVERWOODS

RESOLUTION NO. 23-04-01

**A RESOLUTION NAMING
THE SHEILA HOLLANDER MEMORIAL COMMUNITY GARDEN**

WHEREAS, Sheila Hollander as a long-time resident of the Village advocated tirelessly for the preservation of the woodland environment of the Village; and

WHEREAS, for many years Sheila organized the volunteers who procured plant material and hosted the Village's annual native plant sale to residents to support the regeneration of woodlands in the Village; and

WHEREAS, Sheila persuaded the Village to establish a community garden and devoted herself to site selection, design of the improvements, marshalling financial support and managing the annual lottery of garden plots to interested residents; and

WHEREAS, throughout her life, Sheila volunteered her time and worked tirelessly in the Village to foster appreciation for nature, and in her last year, she was recognized as the Riverwoods Citizen of the Year; and

WHEREAS, the community garden would not exist but for Sheila's dedicated service to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVERWOODS, as follows:

1. The community garden shall henceforth be named the "**SHEILA HOLLANDER MEMORIAL COMMUNITY GARDEN**" and a suitable plaque shall be maintained at the garden to so indicate the name.

2. This Resolution shall take effect immediately upon its passage.

ADOPTED BY ROLL CALL VOTE THIS 11th day of APRIL, 2023.

AYES:

NAYS:

Village President

ATTEST:

Village Clerk

OLD BUSINESS

COMMITTEE
REPORTS
