



071823 BOT

FINAL

PACKET





BOARD OF TRUSTEES

FINAL Agenda

300 PORTWINE ROAD

RIVERWOODS, IL 60015

July 18, 2023, 7:30 pm

riverwoods.gov/streamBOT

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - a. Board of Trustees June 20, 2023
5. TREASURER AND FINANCE REPORT
 - a. Approval of Bills
 - b. Presentation of the 2022 Audit
6. DIRECTOR OF COMMUNITY SERVICES REPORT
7. CONSULTANTS' REPORTS
 - a. ATTORNEY'S REPORT
 - b. ENGINEER'S REPORT
 - c. ECOLOGIST'S REPORT
8. PLAN COMMISSION REPORT
9. ZONING BOARD OF APPEALS REPORT
10. POLICE REPORT
11. FIRE DISTRICT REPORT
12. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
13. NEW BUSINESS
 - a. Approval of a Donation to Orphans of the Storm
 - b. Approval of a Proposal from Gewalt Hamilton Associates, Inc. (GHA) for the Rehabilitation of the Demonstration Path in an Amount Not to Exceed \$73,000
 - c. Approval of a Proposal from Gewalt Hamilton Associates, Inc (GHA) for Phase II (Design Phase) Engineering Services for the Surface Transportation Program (STP) Saunders Road Project Not to Exceed \$245,000.00
 - d. Approval of the Purchase of a Police Car in the Amount of \$64,207
 - e. Approval of the Engagement of a Director of Community Service
 - f. Approval of the Acquisition of Expert Consulting Reports Regarding Air Quality, Traffic and Land Use Regarding the Proposed Development of the Baxter Property in the Amount of \$43,310
 - g. Approval of an Ordinance Amending the Village Code Concerning Landscaping Hours of Operation (Waive First Reading, Second Reading and Approval)
 - h. Approval of an Ordinance Amending Provisions of the Riverwoods Zoning Ordinance Regulating Home Occupations (First Reading)

14. OLD BUSINESS

15. VISITORS WISHING TO ADDRESS THE BOARD

16. COMMITTEE REPORTS
 - a. Finance/Economic Development Trustee Clayton
 - b. Communications Trustee Dikin
 - c. Woodlands/Ecology/Legal Trustee Eastmond
 - d. Land Use and Roads Trustee Hollander
 - e. Building and Utilities/Storm Water Trustee Jamerson
 - f. Community Services Trustee Smith

17. EXECUTIVE SESSION
 - a. Litigation, Acquisition, Property, and Personnel

18. ESTABLISH TIME AND DATE FOR NEXT MEETING
 - a. August 1, 2023 - 7:30 PM

19. ADJOURNMENT

MINUTES

Village of Riverwoods
Board of Trustees Meeting
June 20, 2023
Draft

Present:

Kris Ford, Mayor
Michael Clayton
Liliya Dikin-arrived at 6:55 pm
Andrew Eastmond
Henry Hollander
Rick Jamerson
Jeff Smith

Also Present:

Bruce Huvad, Village Attorney
Bruce Dayno, Police Chief
Carissa Smith, Village Engineer
Tom Krueger, Fire Chief
Katie Bowne, Village Clerk

The meeting was called to order at 6:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the June 6, 2023 meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Approval of Bills

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

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

Treasurer and Finance Committee Report

Treasurer Hal Roseth gave a brief synopsis of the Village's portfolio which is well situated for a spike in interest rates. Treasurer Roseth and Daniele Driscoll, J.P. Morgan Vice President, continue to closely monitor the portfolio.

Director of Community Services Report

No report.

Village Attorney Report

Mr. Huvad reported that Bridge Industrial withdrew their petition to be annexed into the Village of Deerfield. Bridge Industrial has requested a meeting with the Lake County planning department but no formal application has been made. Mr. Huvad requested notification if an application is submitted.

The Joint Review Board held their annual meeting on 6/15/23 with the taxing bodies for the two TIF districts. TIF #1 now has a positive balance. TIF #2 has a slight deficit due to legal and consulting expenses.

Engineer's Report

Ms. Smith gave an update on the stormwater study. An analysis of 300 resident surveys is underway and a long-term stormwater action plan is being developed.

The water infrastructure analysis of the Village is expected to be available for Board review at the end of July.

Ecologist's Report

No report.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission will meet on 7/6/23 and continue the short-term rental discussion.

ZBA Report

No report.

Police Report

Police activity is in the packet.

Fire Protection Report

Chief Krueger urged residents to be vigilant with fire pits and barbecue grilling due to the severe drought conditions.

Trustee Hollander asked Chief Krueger for a Knox Box program update. Residents may purchase a Knox Box and the LRFPD will install it for free.

Information Items from the President

A Utility Billing status report meeting with GHA will be held on 6/16/23. The recruiting effort for the Director of Community Services and the Director of Finance position is going well. A further update will be provided at the 7/18/23 BOT meeting.

Visitors wishing to address the Board

There was a brief presentation by the representatives from Lexington Homes.

Hal Franke, attorney for Lexington Homes, introduced Todd Shaffer who is the project civil engineer. Mr. Shaffer presented some potential plan modifications concerning the access entry road as well as the access road parking spaces.

Sharon Dixon, project landscape architect, proposed installation of a three rail fence along the north property line to serve as a barrier from neighbors to the north and not disturb the woodland.

Natalie Viscuso, project consultant architect, presented building design modifications recommending a different color palette, varying window sizes across the façade, and additional roof gables.

Brian Armstrong, attorney for several Meadowlake residents, presented reasons against the Lexington development. He cited the following:

- Development does not align with the Village's comprehensive plan d
- Parcel is not eligible for 1-R zoning and violates Village code
- Even if special use 1-R zoning is granted, multi-family housing is not allowable due to parcel size of 8 acres
- No evidence has been presented that Meadowlake property values will be not be decreased
- Not enough adequate parking for the number of proposed units
- Buildings will be taller than existing Federal Life building and cause light pollution
- Proposed 3 rail fencing will not prevent people from going into Meadowlake
- Design of townhomes is not aesthetically pleasing
- Affordable Housing percentage goal not met
- Building setback violates current code

Hal Franke requested that Brian Armstrong formally identify his clients. Brian Armstrong named several Meadowlake residents but will provide a comprehensive client list to Mr. Huvad later in the week.

The following residents spoke in opposition to the development:

Neil Sinha
Avinash Vaidya
Marcelle LeCompte
Jeffrey Dubnow
Randi Merel (RPC President)
Kruti Jain & Julie Varvaro (RRA Representatives)
Mary Oler
Renee Wishner
Christy Sherman
Bob Pivar
Judy Haley
Lisa Peckler
Marshall Dickler
Matthew Eisenstein
Jay Surrender
Matt Bellagamba
Kristina Averbuch
Noel Bryan

Opposition reasons included: density, traffic, light pollution, barracks-like appearance, lack of parking, lack of suitable barrier into Meadowlake, reduction in property values, lack of recreational space, wildlife preservation, and lack of realistic renderings.

Nicholas Standiford, attorney representing Federal Life, said his clients would very much like to sell as the property no longer serves their needs. Mr. Standiford noted that the proposed development is near a commercial part of Riverwoods and would provide many benefits. He urged the Board to support the project and allow the owner of the Federal Life property to move forward with the sale.

Trustee Hollander stated that the Federal Life property is a transitional property because it is adjacent to both commercial and residential properties. He noted that he is thinking of what is best for the Village and feels that townhomes are a suitable use for the parcel.

Trustee Jamerson still has many issues with the development including bulkiness, lack of adequate parking and emergency services access. He feels that there are alternate uses for the property rather than townhomes.

Trustee Clayton does not support the project because of the increased density, architecture that is not consistent with the natural surroundings and sustainability. Further, the applicant has not demonstrated that continued office use is not feasible.

Trustee Smith stated that the project would have limited benefits to the Village. He cited the increased density, traffic, and stormwater issues as well as a misalignment with the comprehensive plan as why he is not supportive of the development.

Trustee Dikin does not support the development due to the increased density, lack of adequate parking, traffic, and the impact of a multi-family development on the schools and police department.

Trustee Eastmond feels the Federal Life property is simply too small to accommodate a fifty-four unit multi-family development without encroaching on neighboring subdivisions such as Meadowlake. He is also concerned that property values near the development would be adversely affected.

New Business

There was no New Business.

Old Business

Trustee Jamerson moved to deny the request for the Lexington Homes Zoning Application for the rezoning of the Federal Life Property for the reasons given and findings of the Trustees presented above. Trustee Smith seconded the motion.

The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Jamerson, Smith (5)

NAYS: Hollander (1)

Adjournment

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

The meeting was adjourned at 8:52 pm

The next regular meeting of the Board of Trustees will take place on at July 18, 2023 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Village Clerk

Attachment: Police Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

6/20/2023

Activity Through June 15th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	36	46
50 PD (7572) (Crash Property Damage)	35	36
50 PI (7571) (Crash Personal Injury)	12	6
50 Priv Prop (7573) (Crash Private Property)	3	3
911 Hang up (7911)	3	8
Ambulance (7021)	164	114
Animal Problem (7245)	21	29
AOA (7001)	80	112
Armed Robbery (0310)	-	-
Assault (0500)	-	1
Attempt Suicide (7221)	-	1
Battery - Simple (0460)	1	2
Battery (0400)	1	1
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	134	89
Burglary - Residential (0625)	3	2
Burglary (0600)	1	1
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	2	3
Construction Comp (7078)	1	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	6	1
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	1	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	2
Deceptive Practice (1110)	6	3
Domestic Battery (0486)	-	-
Domestic Trouble (7136)	12	10
DUI (2410)	21	27
Fingerprinting (7039)	7	1
Fire Alarm (0733)	22	12
Fire Call (7024)	23	12
Fireworks Complaints (3001)	1	-
Forgery (1120)	-	-
Found Animal (7246)	2	5
Found Prop. (7156)	3	-
Harassment by Telephone (2825)	1	-
Hold Up Alarm (7083)	12	5
Identity Theft (7198)	6	7
Lock out - Vehicle (7051)	6	8
Lost / Mislaid Prop (7144)	2	6
Missing Person (7178)	1	2
Noise Comp (7078)	11	14
Notification (7049)	8	8
Other Comp (7079)	36	26
Other Investigation (7199)	14	10

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	2	-
Parking Complaint (7522)	4	4
Premise Exam (7041)	819	699
Public Service (7040)	27	18
Roadway Debris (7250)	12	9
Solicitor (7063)	10	1
Suicide (7211)	-	-
Suspicious Auto (7123)	29	29
Suspicious Person (7123)	16	12
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	1	-
Theft Over \$500 (0815)	2	-
Theft Under \$500 (0825)	2	2
Traffic Complaint (7521)	26	24
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	11	7
Well Being Check (7045)	27	16
Total:	1689	1140
Crime Prevention Notices	309	254
Case Reports	85	94
Traffic Stops	74	890
Number of Citations issued	401	371
Number of Persons Issued Citations	196	157

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

BILLS



VILLAGE OF
RIVERWOODS
 ESTD 1959

July 14, 2023

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

FROM: Moses Diaz

RE: Council Report for July 18, 2023

Attached are the Invoices for approval at the July 18, 2023 BOT Meeting:

Fund Number	Fund Name	Total	Comments
001	General Fund	230,588.41	
104	MFT	0.00	
119	SSA19	0.00	
122	SSA 22	12,150.00	
125	SSA 25	0.00	
126	SSA 26	0.00	
130	SSA 30	240.00	
424	SSA24 DSF	35,074.06.00	
430	SSA30 DSF	0.00	
501	Water Fund	115,538.91	
502	Sewer Fund	47,655.36	
503	TIF #1	7,087.50	
504	TIF #2	4,870.00	
702	Developer Deposits	0.00	
Total to be approved		453,204.24	

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 06/20/2023 - 07/13/2023

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 0779 - AMERICAN LEGAL PUBLISHING							
26510 00014998	AMERICAN LEGAL PUBLISHING ORDINANCE EDITING, CUT/DRILL, S&H FEE 001-101-50640	06/30/2023 MDIAZ ORDINANCE EDITING, CUT/DRILL, S&H FEE		373.70 373.70	373.70	Open	N 07/10/2023
Total Vendor 0779 - AMERICAN LEGAL PUBLISHING				<u>373.70</u>	<u>373.70</u>		
Vendor 0731 - AMS MECHANICAL SYSTEMS, INC							
28394-01 00015021	AMS MECHANICAL SYSTEMS, INC ANNUAL SPRINKLER SYSTEM INSPECTION 001-110-50120	07/11/2023 MDIAZ ANNUAL SPRINKLER SYSTEM INSPECTION		620.00 620.00	620.00	Open	N 07/12/2023
Total Vendor 0731 - AMS MECHANICAL SYSTEMS, INC				<u>620.00</u>	<u>620.00</u>		
Vendor 0497 - AXON ENTERPRISE, INC.							
INUS164186 00014910	AXON ENTERPRISE, INC. TASER EQUIPMENT 001-110-50070	06/09/2023 MDIAZ TASER EQUIPMENT		805.00 805.00	805.00	Open	N 06/20/2023
Total Vendor 0497 - AXON ENTERPRISE, INC.				<u>805.00</u>	<u>805.00</u>		
Vendor 0634 - AZAVAR AUDIT							
157076 00014992	AZAVAR AUDIT MUNICIPAL UTILITY TAX AUDIT PROGRAM 001-101-50360	06/30/2023 MDIAZ MUNICIPAL UTILITY TAX AUDIT PROGRAM		28.06 28.06	28.06	Open	N 07/10/2023
Total Vendor 0634 - AZAVAR AUDIT				<u>28.06</u>	<u>28.06</u>		
Vendor 0320 - B&F CONSTRUCTION CODE SERVICES							
17738 00014917	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, MAY 23 001-102-50345	06/20/2023 MDIAZ INSPECTIONS, MAY 23		3,913.33 3,913.33	3,913.33	Open	N 06/21/2023
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				<u>3,913.33</u>	<u>3,913.33</u>		

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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							
80131899 00014968	BADGER METER INC WATER METER EXPENSE 501-000-51000	06/29/2023 MDIAZ WATER METERS EXPENSE		907.30 907.30	907.30	Open	N 07/10/2023
Total Vendor 0014 - BADGER METER INC				<u>907.30</u>	<u>907.30</u>		
Vendor 0751 - BAXTER & WOODMAN NATURAL RESOURCES LLC							
0247577 00014953	BAXTER & WOODMAN NATURAL RESOURCES FORESTER SERVICES, JUNE 2023 001-102-50350	06/20/2023 MDIAZ FORESTER SERVICES, JUNE 2023		8,243.20 8,243.20	8,243.20	Open	N 06/28/2023
Total Vendor 0751 - BAXTER & WOODMAN NATURAL RESOURCES LLC				<u>8,243.20</u>	<u>8,243.20</u>		
Vendor 0755 - BEHM ENTERPRISES, INC.							
2882 00014920	BEHM ENTERPRISES, INC. WATER MAIN REPAIR, SLOW LEAK - 2570 PALM 501-000-80202	06/14/2023 MDIAZ WATER MAIN REPAIR, SLOW LEAK		3,960.00 3,960.00	3,960.00	Open	N 06/22/2023
2883 00014921	BEHM ENTERPRISES, INC. FIRE HYDRANT REPAIR - CONGRESSIONAL LANE 501-000-80202	06/19/2023 MDIAZ FIRE HYDRANT REPAIR - CONGRESSIONAL LANE		5,500.00 5,500.00	5,500.00	Open	N 06/22/2023
Total Vendor 0755 - BEHM ENTERPRISES, INC.				<u>9,460.00</u>	<u>9,460.00</u>		
Vendor 0043 - BRUCE DAYNO							
230616XREIMB 00014909	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	06/16/2023 MDIAZ CELL PHONE REIMBURSEMENT		50.00 50.00	50.00	Open	N 06/20/2023
230628XREIMB 00014986	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	06/28/2023 MDIAZ CELL PHONE REIMBURSEMENT		50.00 50.00	50.00	Open	N 07/10/2023
Total Vendor 0043 - BRUCE DAYNO				<u>100.00</u>	<u>100.00</u>		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0043 - BRUCE DAYNO							
Vendor 0020 - CANON SOLUTIONS AMERICA INC							
6004719450 00014973	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	06/29/2023 MDIAZ COPIER MAINTENANCE		59.57 59.57	59.57	Open	N 07/10/2023
6004720289 00014974	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	06/29/2023 MDIAZ COPIER MAINTENANCE		17.47 17.47	17.47	Open	N 07/10/2023
615732 00015020	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-110-60511	07/01/2023 MDIAZ COPIER MAINTENANCE		184.16 184.16	184.16	Open	N 07/12/2023
Total Vendor 0020 - CANON SOLUTIONS AMERICA INC				261.20	261.20		
Vendor 0337 - CANYON CONTRACTING INC							
1756 00014948	CANYON CONTRACTING INC WOODEN BRIDGE & GABION BAKET INSTALL 122-000-50140	06/13/2023 MDIAZ WOODEN BRIDGE & GABION BAKET INSTALL		12,150.00 12,150.00	12,150.00	Open	N 06/22/2023
Total Vendor 0337 - CANYON CONTRACTING INC				12,150.00	12,150.00		
Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP							
230626CMS 00014957	CENTRAL MANAGEMENT SERVICES LGHP HEALTH INSURANCE - COVERAGE FOR JULY 2023 001-101-40100 001-110-40100	06/26/2023 MDIAZ HEALTH INSURANCE-COVERAGE FOR JULY 2023 HEALTH INSURANCE-COVERAGE FOR JULY 2023		14,204.00 1,364.00 12,840.00	14,204.00	Open	N 06/30/2023
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				14,204.00	14,204.00		
Vendor 0026 - CHASE BANK							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0026 - CHASE BANK							
230603CHASECC 00014954	CHASE BANK CREDIT CARD CHARGES	06/03/2023 MDIAZ		6,325.61	6,325.61	Open	N 06/28/2023
	001-101-50120	BUILDING - EQUIPMENT		1,221.10			
	001-101-50551	BOT & VILLAGE MEETING EXPENSE		330.30			
	001-101-50570	ADVERTISING EXPENSE - LEGAL		250.00			
	001-101-50620	TRAVEL & MEETING EXPENSE		310.03			
	001-101-60540	HARDWARE		(134.55)			
	001-101-60541	SOFTWARE		15.93			
	001-101-60542	HARDWARE - MAINTENANCE		1,883.97			
	001-101-60543	SOFTWARE - MAINTENANCE		619.50			
	001-101-90900	MISC. EXPENSE		64.13			
	001-102-50360	BUILDING DIRECTOR - AD		708.00			
	001-110-50070	POLICE OFFICERS EQUIP.		234.96			
	001-110-50510	POSTAGE EXPENSE		164.39			
	001-110-50520	TELEPHONE EXPENSE		0.99			
	001-110-50630	TRAINING EXPENSE		578.00			
	001-110-60510	OFFICE EXPENSE		78.86			
230703SSA24BOND 00015010	CHASE BANK PRINCIPAL & INTEREST BOND PAYMENT, FINAL MDIAZ	07/03/2023 MDIAZ		35,074.06	35,074.06	Open	N 07/11/2023
	424-000-70210	BOND PRINCIPAL		34,689.01			
	424-000-70200	INTEREST ON BONDS		385.05			
230703CHASECC 00015019	CHASE BANK CREDIT CARD CHARGES	07/03/2023 MDIAZ		1,915.12	1,915.12	Open	N 07/11/2023
	001-101-50510	POSTAGE EXPENSE		24.59			
	001-101-50551	BOT & VILLAGE MEETING EXPENSE		49.98			
	001-101-50620	TRAVEL & MEETING EXPENSE		619.99			
	001-101-60543	SOFTWARE - MAINTENANCE		120.00			
	001-110-50510	POSTAGE EXPENSE		69.99			
	001-110-50520	TELEPHONE EXPENSE		0.99			
	001-110-50630	TRAINING EXPENSE		74.99			
	001-110-60510	OFFICE EXPENSE		359.84			
	001-110-50070	POLICE OFFICERS EQUIP.		8.99			
	001-101-60700	VILLAGE EVENTS		585.76			
 Total Vendor 0026 - CHASE BANK				<u>43,314.79</u>	<u>43,314.79</u>		

Vendor 0765 - CHONG, GRYPHON

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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 0765 - CHONG, GRYPHON							
230623GRYPHONCH 00014952	CHONG, GRYPHON A/V - JUNE 06, 20 2023 001-101-50551	06/23/2023 MDIAZ A/V - JUNE 06, 20 2023		100.00 100.00	100.00	Open	N 06/28/2023
Total Vendor 0765 - CHONG, GRYPHON				100.00	100.00		
Vendor 0718 - COMCAST BUSINESS							
175651526 00014907	COMCAST BUSINESS POLICE & VILLAGE HALL TELEPHONE SERVICE 001-101-50520 001-110-50520	06/15/2023 MDIAZ POLICE & VILLAGE HALL TELEPHONE SERVICE POLICE & VILLAGE HALL TELEPHONE SERVICE		770.12 385.06 385.06	770.12	Open	N 06/20/2023
230615COMCASTX7 00014918	COMCAST BUSINESS VILLAGE CABLE, INTERNET, FAX 001-101-50710	06/15/2023 MDIAZ VILLAGE CABLE, INTERNET, FAX		488.54 488.54	488.54	Open	N 06/22/2023
230619COMCASTX1 00014969	COMCAST BUSINESS PHONE, OFF-SITE LIFT STATION - 1805 TRIL 502-000-50710	06/19/2023 MDIAZ PHONE, OFF-SITE LIFT STATION - 1805 TRIL		62.64 62.64	62.64	Open	N 07/10/2023
230624COMCASTX1 00014970	COMCAST BUSINESS INTERNET EXPENSE/CABLE /EMAIL 001-110-50520 001-110-60545	06/24/2023 MDIAZ TELEPHONE EXPENSE INTERNET EXPENSE/CABLE/EMAIL		480.75 60.00 420.75	480.75	Open	N 07/10/2023
230626COMCASTX1 00014971	COMCAST BUSINESS INTERNET 502-000-50710	06/26/2023 MDIAZ INTERNET		215.02 215.02	215.02	Open	N 07/10/2023
230701COMCASTX1 00015015	COMCAST BUSINESS OFF-SITE LIFT STATION - 644 THORNGATE LN 502-000-50520	07/01/2023 MDIAZ OFF-SITE LIFT STATION - 644 THORNGATE LN		62.64 62.64	62.64	Open	N 07/11/2023
Total Vendor 0718 - COMCAST BUSINESS				2,079.71	2,079.71		

Vendor 0038 - COMED

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

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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							
230630COMEDX714							
00015024	COMED	06/30/2023		23.25	23.25	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		23.25			
230630COMEDX008							
00015025	COMED	06/30/2023		24.12	24.12	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		24.12			
230630COMEDX109							
00015026	COMED	06/30/2023		43.22	43.22	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		43.22			
230630COMEDX711							
00015027	COMED	06/30/2023		33.78	33.78	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		33.78			
230630COMEDX613							
00015028	COMED	06/30/2023		29.54	29.54	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		29.54			
230630COMEDX300							
00015029	COMED	06/30/2023		59.74	59.74	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	502-000-50710	UTILITY EXPENSE - ELECTRIC		59.74			
230630COMEDX014							
00015030	COMED	06/30/2023		2,208.65	2,208.65	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		2,208.65			
230619COMEDX011							
00015031	COMED	06/19/2023		28.56	28.56	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		28.56			
230630COMEDX214							
00015032	COMED	06/30/2023		187.94	187.94	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					07/12/2023
	001-104-50720	UTILITY EXPENSE - ELECTRIC		187.94			

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Vendor 0038 - COMED							
Total Vendor 0038 - COMED				2,638.80	2,638.80		
Vendor 0041 - DAILY HERALD MEDIA GROUP							
255415							
00014995	DAILY HERALD MEDIA GROUP TREASURER'S REPORT POSTING 001-101-50570	06/26/2023 MDIAZ ADVERTISING EXPENSE - LEGAL		515.20	515.20	Open	N 07/10/2023
Total Vendor 0041 - DAILY HERALD MEDIA GROUP				515.20	515.20		
Vendor 0276 - DIGITAL CURRENCY SYSTEMS							
QB113100							
00014990	DIGITAL CURRENCY SYSTEMS IT CONSULTANT - MONTHLY RETAINER 001-101-50365	07/01/2023 MDIAZ IT CONSULTANT		1,010.57	1,010.57	Open	N 07/10/2023
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				1,010.57	1,010.57		
Vendor 0053 - FOX VALLEY FIRE & SAFETY							
IN00607683							
00014911	FOX VALLEY FIRE & SAFETY ANNUAL INSPECTION FIRE EXTINGUISHER SERV 001-110-50117	06/13/2023 MDIAZ ANNUAL INSPECTION FIRE EXTINGUISHER SCV		125.00	125.00	Open	N 06/20/2023
IN00607684							
00014912	FOX VALLEY FIRE & SAFETY ANNUAL INSPECTION FIRE EXTINGUISHER SERV 001-101-50120	06/13/2023 MDIAZ ANNUAL INSPECTION FIRE EXTINGUISHER SERV		235.40	235.40	Open	N 06/20/2023
IN00607926							
00014915	FOX VALLEY FIRE & SAFETY ANNUAL INSPECTION EMERGENCY/EXIT LIGHT 001-110-50117	06/14/2023 MDIAZ ANNUAL INSPECTION EMERGENCY/EXIT LIGHT		390.00	390.00	Open	N 06/21/2023
IN00611178							
00014966	FOX VALLEY FIRE & SAFETY ANNUAL INSPECTION FIRE ALARM SYSTEM 001-101-50120	06/30/2023 MDIAZ ANNUAL INSPECTION FIRE ALARM SYSTEM		340.00	340.00	Open	N 07/07/2023

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Vendor 0053 - FOX VALLEY FIRE & SAFETY							
IN00608522 00014967	FOX VALLEY FIRE & SAFETY 5-YEAR INTERNAL PIPING COND ASSESS / 3-Y MDIAZ 001-101-50120	06/19/2023		4,464.00	4,464.00	Open	N 07/07/2023
				4,464.00			
Total Vendor 0053 - FOX VALLEY FIRE & SAFETY				<u>5,554.40</u>	<u>5,554.40</u>		
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2437534 00014908	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	06/16/2023		53.37	53.37	Open	N 06/20/2023
				53.37			
PINV2439087 00014914	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	06/21/2023		149.70	149.70	Open	N 06/21/2023
				149.70			
PINV2440821 00014981	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	06/26/2023		45.76	45.76	Open	N 07/10/2023
				45.76			
PINV2440820 00014982	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	06/26/2023		50.95	50.95	Open	N 07/10/2023
				50.95			
PINV2441217 00014983	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	06/27/2023		217.93	217.93	Open	N 07/10/2023
				217.93			
PINV2442592 00014984	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	06/29/2023		26.48	26.48	Open	N 07/10/2023
				26.48			
PINV2445787 00015013	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	07/11/2023		130.49	130.49	Open	N 07/11/2023
				130.49			

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Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2446308							
00015022	GARVEY'S OFFICE PRODUCTS	07/12/2023		133.17	133.17	Open	N
	OFFICE SUPPLIES	MDIAZ					07/12/2023
	001-101-60510	OFFICE SUPPLIES		133.17			
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				<u>807.85</u>	<u>807.85</u>		
Vendor 0057 - GEWALT HAMILTON							
9770.002 - 5							
00015033	GEWALT HAMILTON	06/30/2023		14,561.43	14,561.43	Open	N
	GENERAL VILLAGE ENGINEERING	MDIAZ					07/12/2023
	001-101-50320	GENERAL VILLAGE ENGINEERING		14,561.43			
9770.008 - 8							
00015034	GEWALT HAMILTON	06/30/2023		9,056.50	9,056.50	Open	N
	VILLAGE-WIDE STORMWATER STUDY	MDIAZ					07/12/2023
	001-101-50320	VILLAGE-WIDE STORMWATER STUDY		9,056.50			
9770.004 - 3							
00015035	GEWALT HAMILTON	06/30/2023		1,442.00	1,442.00	Open	N
	FLATWOODS HERITAGE CENTER	MDIAZ					07/12/2023
	001-101-50320	FLATWOODS HERITAGE CENTER		1,442.00			
9770.007 - 1							
00015036	GEWALT HAMILTON	06/30/2023		707.00	707.00	Open	N
	CHUDY S/D	MDIAZ					07/12/2023
	001-101-50320	CHUDY S/D		707.00			
9770.009 - 1							
00015037	GEWALT HAMILTON	06/30/2023		654.00	654.00	Open	N
	BAXTER DEVELOPMENT COORDINATION	MDIAZ					07/12/2023
	001-101-50320	BAXTER DEVELOPMENT COORDINATION		654.00			
9770.150 - 2							
00015038	GEWALT HAMILTON	06/30/2023		438.00	438.00	Open	N
	ROAD PROGRAM	MDIAZ					07/12/2023
	001-104-50320	ROAD PROGRAM		438.00			
9770.345 - 5							
00015039	GEWALT HAMILTON	06/30/2023		651.50	651.50	Open	N
	2022 DEERFIELD ROAD WATER MAIN	MDIAZ					07/13/2023
	501-000-80202	2022 DEERFIELD ROAD WATER MAIN		651.50			

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Vendor 0057 - GEWALT HAMILTON							
9770.347 - 3 00015040	GEWALT HAMILTON WATER INFRASTRUCTURE IMPRV 501-000-50320	06/30/2023 MDIAZ		1,143.00	1,143.00	Open	N 07/13/2023
		WATER INFRASTRUCTURE IMPRV		1,143.00			
9770.348 - 6 00015041	GEWALT HAMILTON SAUNDERS RD WATER MAIN REPLACEMENT 501-000-80202	06/30/2023 MDIAZ		2,710.00	2,710.00	Open	N 07/13/2023
		SAUNDERS RD WATER MAIN REPLACEMENT		2,710.00			
9770.349 - 1 00015042	GEWALT HAMILTON ROAD PATHWAY IMPROVEMENTS PROJECT 001-104-50320	06/30/2023 MDIAZ		312.00	312.00	Open	N 07/13/2023
		ROAD PATHWAY IMPROVEMENTS PROJECT		312.00			
9770.604 - 35 00015043	GEWALT HAMILTON WATER SYSTEM OPERATIONS 501-000-50320	06/30/2023 MDIAZ		8,986.74	8,986.74	Open	N 07/13/2023
		WATER SYSTEM OPERATIONS		8,986.74			
9770.606 - 5 00015044	GEWALT HAMILTON UTILITY BILLING 501-000-50320	06/30/2023 MDIAZ		5,200.93	5,200.93	Open	N 07/13/2023
		UTILITY BILLING		5,200.93			
9770.401 - 2 00015045	GEWALT HAMILTON GENERAL GIS 001-101-50320	06/30/2023 MDIAZ		998.00	998.00	Open	N 07/13/2023
		GENERAL GIS		998.00			
9770.523 - 2 00015046	GEWALT HAMILTON ASSORTED LOT REVIEWS 2023 001-102-50320	06/30/2023 MDIAZ		852.50	852.50	Open	N 07/13/2023
		ASSORTED LOT REVIEWS 2023		852.50			
Total Vendor 0057 - GEWALT HAMILTON				47,713.60	47,713.60		
Vendor 0754 - HOWARD SIMON							
12388087 00014956	HOWARD SIMON PAYROLL SERVICES, 06/30/2023 001-101-50370	06/29/2023 MDIAZ		38.50	38.50	Open	N 06/30/2023
		PAYROLL SERVICES, 06/30/2023		38.50			

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Vendor 0754 - HOWARD SIMON							
12388850 00015048	HOWARD SIMON PAYROLL SERVICES, 07/15/2023 001-101-50370	07/13/2023 MDIAZ PAYROLL SERVICES, 07/15/2023		520.92 520.92	520.92	Open	N 07/13/2023
Total Vendor 0754 - HOWARD SIMON				<u>559.42</u>	<u>559.42</u>		
Vendor 0071 - HT STRENGER							
1920865 00014922	HT STRENGER GRINDER PUMP MAINTENANCE, 3300 502-000-50100	04/01/2023 GREENBRIA MDIAZ GRINDER PUMP MAINTENANCE		660.00 660.00	660.00	Open	N 06/22/2023
1920873 00014923	HT STRENGER GRINDER PUMP MAINTENANCE, 3300 502-000-50100	04/06/2023 GREENBRIA MDIAZ GRINDER PUMP MAINTENANCE		2,146.00 2,146.00	2,146.00	Open	N 06/22/2023
1920925 00014924	HT STRENGER GRINDER PUMP MAINTENANCE, 360 502-000-50100	04/05/2023 PORTWINE R MDIAZ GRINDER PUMP MAINTENANCE		857.00 857.00	857.00	Open	N 06/22/2023
1920949 00014925	HT STRENGER GRINDER PUMP MAINTENANCE, 360 502-000-50100	04/13/2023 PORTWINE R MDIAZ GRINDER PUMP MAINTENANCE		1,652.00 1,652.00	1,652.00	Open	N 06/22/2023
1920983 00014926	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	04/03/2023 MDIAZ GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023
1920984 00014927	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	04/07/2023 MDIAZ GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023
1920986 00014928	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	04/07/2023 MDIAZ GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023

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Vendor 0071 - HT STRENGER							
I920994 00014929	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	04/04/2023 MDIAZ GRINDER PUMP MAINTENANCE		89.00	89.00	Open	N 06/22/2023
I921002 00014930	HT STRENGER GRINDER PUMP MAINTENANCE, 560 502-000-50100	04/11/2023 JUNEBERRY MDIAZ GRINDER PUMP MAINTENANCE		392.00	392.00	Open	N 06/22/2023
I921244 00014931	HT STRENGER GRINDER PUMP MAINTENANCE, 1001 502-000-50100	04/28/2023 BLACKTHOR MDIAZ GRINDER PUMP MAINTENANCE		1,188.00	1,188.00	Open	N 06/22/2023
I920255 00014932	HT STRENGER GRINDER PUMP MAINTENANCE, 2880 502-000-50100	04/21/2023 BLACKTHOR MDIAZ GRINDER PUMP MAINTENANCE		1,608.00	1,608.00	Open	N 06/22/2023
I921049 00014933	HT STRENGER GRINDER PUMP MAINTENANCE, 360 502-000-50100	04/21/2023 PORTWINE R MDIAZ GRINDER PUMP MAINTENANCE		837.00	837.00	Open	N 06/22/2023
I921050 00014934	HT STRENGER GRINDER PUMP MAINTENANCE, 714 502-000-50100	05/15/2023 RINGLAND R MDIAZ GRINDER PUMP MAINTENANCE		1,652.00	1,652.00	Open	N 06/22/2023
I921270 00014935	HT STRENGER GRINDER PUMP MAINTENANCE, 2715 502-000-50100	05/10/2023 DAIQUIRI MDIAZ GRINDER PUMP MAINTENANCE		396.00	396.00	Open	N 06/22/2023
I921371 00014936	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	05/04/2023 MDIAZ GRINDER PUMP MAINTENANCE		873.50	873.50	Open	N 06/22/2023
I921372 00014937	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	05/03/2023 MDIAZ GRINDER PUMP MAINTENANCE		89.00	89.00	Open	N 06/22/2023

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Vendor 0071 - HT STRENGER							
I921396 00014938	HT STRENGER GRINDER PUMP MAINTENANCE, 300 THORNMEADO MDIAZ 502-000-50100	05/15/2023 GRINDER PUMP MAINTENANCE		528.00 528.00	528.00	Open	N 06/22/2023
I921430 00014939	HT STRENGER GRINDER PUMP MAINTENANCE, 2705 GEMINI LA MDIAZ 502-000-50100	05/16/2023 GRINDER PUMP MAINTENANCE		484.00 484.00	484.00	Open	N 06/22/2023
I921453 00014940	HT STRENGER GRINDER PUMP MAINTENANCE, 450 GREENBRIAR MDIAZ 502-000-50100	05/19/2023 GRINDER PUMP MAINTENANCE		1,652.00 1,652.00	1,652.00	Open	N 06/22/2023
I921467 00014941	HT STRENGER GRINDER PUMP MAINTENANCE, VOR MDIAZ 502-000-50100	05/19/2023 GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023
I921468 00014942	HT STRENGER GRINDER PUMP MAINTENANCE, VOR MDIAZ 502-000-50100	05/19/2023 GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023
I921493 00014943	HT STRENGER GRINDER PUMP MAINTENANCE, VOR MDIAZ 502-000-50100	05/31/2023 GRINDER PUMP MAINTENANCE		12,000.00 12,000.00	12,000.00	Open	N 06/22/2023
I921498 00014944	HT STRENGER GRINDER PUMP MAINTENANCE, 2785 GEMINI LA MDIAZ 502-000-50100	05/23/2023 GRINDER PUMP MAINTENANCE		440.00 440.00	440.00	Open	N 06/22/2023
I921581 00014945	HT STRENGER GRINDER PUMP MAINTENANCE, VOR MDIAZ 502-000-50100	05/31/2023 GRINDER PUMP MAINTENANCE		89.00 89.00	89.00	Open	N 06/22/2023
I921582 00014946	HT STRENGER GRINDER PUMP MAINTENANCE, VOR MDIAZ 502-000-50100	05/31/2023 GRINDER PUMP MAINTENANCE		1,721.25 1,721.25	1,721.25	Open	N 06/22/2023

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Vendor 0071 - HT STRENGER							
1921740 00014947	HT STRENGER GRINDER PUMP MAINTENANCE, VOR 502-000-50100	05/31/2023 MDIAZ GRINDER PUMP MAINTENANCE		15,944.00 15,944.00	15,944.00	Open	N 06/22/2023
Total Vendor 0071 - HT STRENGER				<u>45,742.75</u>	<u>45,742.75</u>		
Vendor 0034 - HUWARD LAW FIRM							
300.001.030 00014961	HUWARD LAW FIRM LEGAL EXPENSE - GENERAL MATTERS 001-101-50330	07/06/2023 MDIAZ LEGAL EXPENSE		10,680.00 10,680.00	10,680.00	Open	N 07/07/2023
300.504.002.014 00014962	HUWARD LAW FIRM TIF#2 LEXINGTON 504-000-50330	07/06/2023 MDIAZ LEGAL EXPENSE		2,625.00 2,625.00	2,625.00	Open	N 07/07/2023
300.503.001.016 00014963	HUWARD LAW FIRM REDEVELOPMENT / JRB COMPLIANCE 503-000-50330	07/06/2023 MDIAZ LEGAL EXPENSE		7,087.50 7,087.50	7,087.50	Open	N 07/07/2023
300-001-602 00014964	HUWARD LAW FIRM BRIDGE ZONING 001-101-50330	07/06/2023 MDIAZ LEGAL EXPENSE		9,712.50 9,712.50	9,712.50	Open	N 07/07/2023
Total Vendor 0034 - HUWARD LAW FIRM				<u>30,105.00</u>	<u>30,105.00</u>		
Vendor 0597 - IDEMIA IDENTITY & SECURITY							
159194 00014991	IDEMIA IDENTITY & SECURITY ANNUAL 9/5 MAINTENANCE (FROM JUN 1 2023 001-110-60543	06/29/2023 MDIAZ SOFTWARE - MAINTENANCE		3,240.00 3,240.00	3,240.00	Open	N 07/10/2023
Total Vendor 0597 - IDEMIA IDENTITY & SECURITY				<u>3,240.00</u>	<u>3,240.00</u>		
Vendor 0076 - ILEAS							

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Vendor 0076 - ILEAS							
DUES12480 00014972	ILEAS	07/01/2023		60.00	60.00	Open	N
	ILEAS 2023 ANNUAL MEMBERSHIP DUES (COVER MDIAZ 001-110-50610	ILEAS 2023 ANNUAL MEMBERSHIP DUES		60.00			07/10/2023
Total Vendor 0076 - ILEAS				<u>60.00</u>	<u>60.00</u>		
Vendor 0377 - ILLINOIS ENVIORNMENTAL PROTECTION A							
230629IEPA NPDE 00015017	ILLINOIS ENVIORNMENTAL PROTECTION A	06/29/2023		1,000.00	1,000.00	Open	N
	IEPA PROGRAM - ANNUAL NPDES FEE, JULY 1, MDIAZ 001-102-50360	IEPA PROGRAM - ANNUAL NPDES FEE		1,000.00			07/11/2023
Total Vendor 0377 - ILLINOIS ENVIORNMENTAL PROTECTION A				<u>1,000.00</u>	<u>1,000.00</u>		
Vendor 0093 - JUST TIRES							
0000090801 00014989	JUST TIRES	06/27/2023		281.49	281.49	Open	N
	2020 DODGE DURANGO - TIRE REPLACEMENT MDIAZ 001-110-50010	2020 DODGE DURANGO - TIRE REPLACEMENT		281.49			07/10/2023
Total Vendor 0093 - JUST TIRES				<u>281.49</u>	<u>281.49</u>		
Vendor 0096 - KIESLER'S POLICE SUPPLY INC							
IN217519 00014987	KIESLER'S POLICE SUPPLY INC	06/22/2023		5,423.97	5,423.97	Open	N
	AMMO MDIAZ 001-110-50070	POLICE OFFICERS EQUIP.		5,423.97			07/10/2023
Total Vendor 0096 - KIESLER'S POLICE SUPPLY INC				<u>5,423.97</u>	<u>5,423.97</u>		
Vendor MISC - KRUTI JAIN							
230705KRUTIJAIN 00014999	KRUTI JAIN	07/05/2023		2,000.00	2,000.00	open	N
	COST SHARE REIMBURESEMENT - NATIVE SEEDI MDIAZ 001-106-50860	NATIVE SEEDING & PLANTING		2,000.00			07/10/2023
Total Vendor MISC - KRUTI JAIN				<u>2,000.00</u>	<u>2,000.00</u>		

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Vendor 0105 - LAKE COUNTY PUBLIC WORKS							
230630LAKECOUNT							
00015002	LAKE COUNTY PUBLIC WORKS	06/30/2023		204.16	204.16	Open	N
	SEWER PD, 04/30/2023 - 06/30/2023	MDIAZ					07/10/2023
	001-110-50710	SEWER PD, 04/30/2023 - 06/30/2023		204.16			
230630LAKECOUNT							
00015003	LAKE COUNTY PUBLIC WORKS	06/30/2023		102.08	102.08	Open	N
	SEWER VH, 04/30/2023 - 06/30/2023	MDIAZ					07/10/2023
	001-101-50710	SEWER VH, 04/30/2023 - 06/30/2023		102.08			
Total Vendor 0105 - LAKE COUNTY PUBLIC WORKS				<u>306.24</u>	<u>306.24</u>		
Vendor 0609 - MALKO							
7544							
00014965	MALKO	06/29/2023		5,210.23	5,210.23	Open	N
	NEW CAMERA, BOARD ROOM	MDIAZ					07/07/2023
	001-101-60540	NEW CAMERA, BOARD ROOM		5,210.23			
Total Vendor 0609 - MALKO				<u>5,210.23</u>	<u>5,210.23</u>		
Vendor 0531 - MELISSA C.WACH							
230703WACH							
00014980	MELISSA C.WACH	07/03/2023		5,958.00	5,958.00	Open	N
	JUNE 2023 PROSECUTION LEGAL FEES	MDIAZ					07/10/2023
	001-110-50330	LEGAL EXPENSE		5,958.00			
Total Vendor 0531 - MELISSA C.WACH				<u>5,958.00</u>	<u>5,958.00</u>		
Vendor 0125 - MICHAEL P.MURRIN							
230630MURRIN							
00014988	MICHAEL P.MURRIN	06/30/2023		280.00	280.00	Open	N
	PLUMBING INSPECTIONS FOR JUNE 2023	MDIAZ					07/10/2023
	001-102-50380	PLUMBING INSPECTION FEES		280.00			
Total Vendor 0125 - MICHAEL P.MURRIN				<u>280.00</u>	<u>280.00</u>		
Vendor 0126 - MIDWEST METER INC							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 06/20/2023 - 07/13/2023

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 0126 - MIDWEST METER INC							
0154811-IN 00015011	MIDWEST METER INC 3" E-SERIES HRE-LCD GAL 17" LL 501-000-80210	04/24/2023 MDIAZ		2,986.50	2,986.50	Open	N 07/11/2023
		3" E-SERIES HRE-LCD GAL 17" LL		2,986.50			
0155445-IN 00015012	MIDWEST METER INC 8" MAG METER REMOTE 30' PIT SET 501-000-80210	05/11/2023 MDIAZ		4,896.60	4,896.60	Open	N 07/11/2023
		8" MAG METER REMOTE 30' PIT SET		4,896.60			
Total Vendor 0126 - MIDWEST METER INC				<u>7,883.10</u>	<u>7,883.10</u>		
Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121							
7601320230601 00015014	MOTOROLA SOLUTIONS-STARCOM121 RADIO MAINTENANCE 001-110-50220	07/01/2023 MDIAZ		987.00	987.00	Open	N 07/11/2023
		DISPATCH SERVICES		987.00			
Total Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121				<u>987.00</u>	<u>987.00</u>		
Vendor 0449 - NORTH SHORE GAS							
230615NSGASX066 00014905	NORTH SHORE GAS UTILITIES EXPENSE - GAS 501-000-50710	06/15/2023 MDIAZ		174.17	174.17	Open	N 06/20/2023
		UTILITIES EXPENSE - GAS		174.17			
230615NSGASX191 00014906	NORTH SHORE GAS UTILITIES EXPENSE - GAS 001-101-50710	06/15/2023 MDIAZ		409.01	409.01	Open	N 06/20/2023
		UTILITIES EXPENSE - GAS		409.01			
230620NSGASX191 00014949	NORTH SHORE GAS UTILITIES EXPENSE - GAS 001-101-50710	06/20/2023 MDIAZ		1,249.92	1,249.92	Open	N 06/22/2023
		UTILITIES EXPENSE - GAS		1,249.92			
Total Vendor 0449 - NORTH SHORE GAS				<u>1,833.10</u>	<u>1,833.10</u>		
Vendor 0781 - PINESTONE LAWN & SNOW							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0781 - PINESTONE LAWN & SNOW							
VR845-PB063023							
00015047	PINESTONE LAWN & SNOW	07/10/2023		8,680.99	8,680.99	Open	N
	MISC REPAIRS	MDIAZ					07/13/2023
	001-110-50120	BUILDING - EQUIPMENT		1,503.95			
	001-101-50115	BUILDING - REPAIRS		1,594.24			
	001-101-50110	BUILDING - CLEANING		1,889.70			
	001-101-50130	GROUNDS - VILLAGE PROPERTY		2,973.10			
	001-110-50110	BUILDING - CLEANING		720.00			
Total Vendor 0781 - PINESTONE LAWN & SNOW				8,680.99	8,680.99		
Vendor 0133 - QUADIENT FINANCE USA, INC.							
230612QUAD							
00014916	QUADIENT FINANCE USA, INC.	06/12/2023		500.00	500.00	Open	N
	POSTAGE	MDIAZ					06/21/2023
	001-101-50510	POSTAGE EXPENSE		500.00			
Total Vendor 0133 - QUADIENT FINANCE USA, INC.				500.00	500.00		
Vendor 0776 - RACCOON CLEANING INC							
1016							
00014996	RACCOON CLEANING INC	06/14/2023		650.00	650.00	Open	N
	BUILDING CLEANING, ADMIN - 06 / 14, 17, MDIAZ						07/10/2023
	001-101-50110	BUILDING - CLEANING		650.00			
1017							
00014997	RACCOON CLEANING INC	06/14/2023		500.00	500.00	Open	N
	BUILDING CLEANING, POLICE - 06 / 14, 17, MDIAZ						07/10/2023
	001-110-50110	BUILDING - CLEANING		500.00			
Total Vendor 0776 - RACCOON CLEANING INC				1,150.00	1,150.00		
Vendor 0165 - RAY O'HERRON CO., INC.							
2277875							
00014919	RAY O'HERRON CO., INC.	06/19/2023		133.98	133.98	Open	N
	POLICE OFFICERS EQUIP.	MDIAZ					06/22/2023
	001-110-50070	POLICE OFFICERS EQUIP.		133.98			

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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.							
2275258 00014975	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	06/05/2023 MDIAZ		427.84	427.84	Open	N 07/10/2023
		POLICE OFFICERS EQUIP.		427.84			
2275962 00014976	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	06/08/2023 MDIAZ		879.89	879.89	Open	N 07/10/2023
		POLICE OFFICERS EQUIP.		879.89			
2278373 00014977	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	06/20/2023 MDIAZ		121.21	121.21	Open	N 07/10/2023
		POLICE OFFICERS EQUIP.		121.21			
2278842 00014978	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	06/22/2023 MDIAZ		63.61	63.61	Open	N 07/10/2023
		POLICE OFFICERS EQUIP.		63.61			
2279424 00014979	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	06/26/2023 MDIAZ		69.66	69.66	Open	N 07/10/2023
		POLICE OFFICERS EQUIP.		69.66			
Total Vendor 0165 - RAY O'HERRON CO., INC.				1,696.19	1,696.19		
Vendor 0695 - RGN & SONS LANDSCAPING INC.							
230618RGN 00014903	RGN & SONS LANDSCAPING INC. BURR OAK TRAIL MAINT - APRIL & MAY 2022, MDIAZ 130-000-50360	06/18/2023 MDIAZ		240.00	240.00	Open	N 06/20/2023
		BURR OAK TRAIL MAINT - APRIL & MAY 2022		240.00			
230531RGN 00014994	RGN & SONS LANDSCAPING INC. LANDSCAPING - MAY 2023 001-101-50130	05/31/2023 MDIAZ		5,350.00	5,350.00	Open	N 07/10/2023
		LANDSCAPING - MAY 2023		5,350.00			
Total Vendor 0695 - RGN & SONS LANDSCAPING INC.				5,590.00	5,590.00		
Vendor 0631 - SE INC.							

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POST DATES 06/20/2023 - 07/13/2023

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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 0631 - SE INC.							
23-32549 00014960	SE INC.	06/01/2023		77.00	77.00	Open	N
	COST OF LOCKBOX & INSTALLATION AT THE PO MDIAZ 001-110-50111			77.00			07/07/2023
Total Vendor 0631 - SE INC.				<u>77.00</u>	<u>77.00</u>		
Vendor 0384 - SELDEN FOX, LTD.							
227827 00015001	SELDEN FOX, LTD.	06/21/2023		20,000.00	20,000.00	Open	N
	PROGRESS BILL - AUDIT, YEAR ENDED DECEMB MDIAZ 001-101-50300			20,000.00			07/10/2023
Total Vendor 0384 - SELDEN FOX, LTD.				<u>20,000.00</u>	<u>20,000.00</u>		
Vendor 0189 - TESKA ASSOCIATES INC							
13370 00015004	TESKA ASSOCIATES INC	06/29/2023		2,245.00	2,245.00	Open	N
	LEXINGTON REVIEWS 504-000-50360			2,245.00			07/10/2023
Total Vendor 0189 - TESKA ASSOCIATES INC				<u>2,245.00</u>	<u>2,245.00</u>		
Vendor 0190 - THE BLUE LINE							
45125 00014958	THE BLUE LINE	07/07/2023		397.00	397.00	Open	N
	LATERAL POLICE OFFICER RECRUITMENT LISTI MDIAZ 001-110-50090			397.00			07/07/2023
Total Vendor 0190 - THE BLUE LINE				<u>397.00</u>	<u>397.00</u>		
Vendor 0196 - THOMSON REUTERS - WEST							
848580302 00014985	THOMSON REUTERS - WEST	07/01/2023		273.14	273.14	Open	N
	SOFTWARE SUBSCRIPTION 001-110-60543			273.14			07/10/2023
Total Vendor 0196 - THOMSON REUTERS - WEST				<u>273.14</u>	<u>273.14</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0780 - THORNGATE OWNERS ASSOCIATION							
230710THORNGATE							
00015018	THORNGATE OWNERS ASSOCIATION	07/10/2023		43,310.00	43,310.00	Open	N
	CONSULTANT	MDIAZ					07/11/2023
	001-101-50360	CONSULTANT		43,310.00			
Total Vendor 0780 - THORNGATE OWNERS ASSOCIATION				<u>43,310.00</u>	<u>43,310.00</u>		
Vendor 0778 - UNITED INDUSTRIAL CONSTRUCTION, INC.							
556295 B							
00014993	UNITED INDUSTRIAL CONSTRUCTION, INC	06/28/2023		1,985.00	1,985.00	Open	N
	REPAIRS TO THE CHLORINE ROOM DOOR AT THE MDIAZ						07/10/2023
	001-102-50360	REPAIRS TO THE CHLORINE ROOM DOOR		1,985.00			
Total Vendor 0778 - UNITED INDUSTRIAL CONSTRUCTION, INC.				<u>1,985.00</u>	<u>1,985.00</u>		
Vendor 0667 - USIC LOCATING SERVICES,LLC							
596368							
00015005	USIC LOCATING SERVICES,LLC	06/30/2023		2,822.90	2,822.90	Open	N
	LOCATING SERVICES	MDIAZ					07/10/2023
	501-000-50360	LOCATING SERVICES		1,411.45			
	502-000-50360	LOCATING SERVICES		1,411.45			
Total Vendor 0667 - USIC LOCATING SERVICES,LLC				<u>2,822.90</u>	<u>2,822.90</u>		
Vendor 0206 - VERIZON WIRELESS							
9937405190							
00015016	VERIZON WIRELESS	06/16/2023		767.88	767.88	Open	N
	TELEPHONE EXPENSE	MDIAZ					07/11/2023
	001-101-50520	TELEPHONE EXPENSE		333.83			
	001-110-50520	TELEPHONE EXPENSE		434.05			
Total Vendor 0206 - VERIZON WIRELESS				<u>767.88</u>	<u>767.88</u>		
Vendor MISC - VICTOR VALDEZ							
230712VICTORVAL							
00015023	VICTOR VALDEZ	07/12/2023		4,000.00	4,000.00	Open	N
	COST SHARE REIMBURESEMENT - RAIN GARDEN	MDIAZ					07/12/2023
	001-106-50870	RAIN GARDEN		4,000.00			
Total Vendor MISC - VICTOR VALDEZ				<u>4,000.00</u>	<u>4,000.00</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 06/20/2023 - 07/13/2023

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Vendor MISC - VICTOR VALDEZ							
				4,000.00	4,000.00		
Vendor 0207 - VILLAGE OF DEERFIELD							
542914							
00014913	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	06/09/2023 MDIAZ WATER USAGE		5.80	5.80	Open	N 06/20/2023
				5.80			
545341							
00015006	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	07/10/2023 MDIAZ WATER USAGE		52.20	52.20	Open	N 07/10/2023
				52.20			
545344							
00015007	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	07/10/2023 MDIAZ WATER USAGE		545.20	545.20	Open	N 07/10/2023
				545.20			
545343							
00015008	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	07/10/2023 MDIAZ WATER USAGE		17.40	17.40	Open	N 07/10/2023
				17.40			
545342							
00015009	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	07/10/2023 MDIAZ WATER USAGE		429.20	429.20	Open	N 07/10/2023
				429.20			
Total Vendor 0207 - VILLAGE OF DEERFIELD				<u>1,049.80</u>	<u>1,049.80</u>		
Vendor 0209 - VILLAGE OF NORTHBROOK							
230701NBK							
00015000	VILLAGE OF NORTHBROOK WATER PURCHASE 501-000-50770	07/01/2023 MDIAZ WATER PURCHASE		73,670.92	73,670.92	Open	N 07/10/2023
				73,670.92			
Total Vendor 0209 - VILLAGE OF NORTHBROOK				<u>73,670.92</u>	<u>73,670.92</u>		
Vendor 0764 - WEX BANK							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0764 - WEX BANK							
89877756 00014902	WEX BANK MONTHLY FUEL 001-110-60550	06/15/2023 MDIAZ MONTHLY FUEL		1,313.41	1,313.41	Open	N 06/20/2023
90366776 00014959	WEX BANK MONTHLY FUEL 001-110-60550	07/06/2023 MDIAZ MONTHLY FUEL		1,404.00	1,404.00	Open	N 07/07/2023
Total Vendor 0729 - WEX BANK				<u>2,717.41</u>	<u>2,717.41</u>		
Vendor 0761 - WRB LLC							
2023-10 00014951	WRB LLC CONSULTANT 001-101-50360	06/20/2023 MDIAZ CONSULTANT		16,600.00	16,600.00	Open	N 06/28/2023
Total Vendor 0761 - WRB LLC				<u>16,600.00</u>	<u>16,600.00</u>		
# of Invoices: 144 # Due: 144				Totals:	453,204.24	453,204.24	
# of Credit Memos: 0 # Due: 0				Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					453,204.24	453,204.24	
* 1 Net Invoices have Credits Totalling:					(134.55)		
--- TOTALS BY FUND ---							
	001 GENERAL			230,588.41	230,588.41		
	122 SSA 22 TIMBERS ROAD			12,150.00	12,150.00		
	130 SSA 30 BURR OAK TRAIL			240.00	240.00		
	424 SSA 24			35,074.06	35,074.06		
	501 CONSOLIDATED WATER FUND			115,538.91	115,538.91		
	502 SEWER FUND			47,655.36	47,655.36		
	503 MILWAUKEE/DEERFIELD TIF			7,087.50	7,087.50		
	504 TIF # 2 - FEDERAL LIFE			4,870.00	4,870.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000			222,615.83	222,615.83		
	101 ADMINISTRATION			164,313.79	164,313.79		

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	102 BUILDING DEPARTMENT			16,982.03	16,982.03		
	104 ROAD & BRIDGE & STORM WATER			937.94	937.94		
	106 WOODLAND MANAGEMENT			6,000.00	6,000.00		
	110 POLICE			42,354.65	42,354.65		

Agenda Item 8- Plan Commission Report



July 18, 2023

Report on Proposed Text Amendment Concerning Home Occupations

The Plan Commission held a public hearing on June 1, 2023, and July 6, 2023, to consider amendments to the Zoning Ordinance that initially stemmed from concerns about the short term rental of homes through Internet services, such as Airbnb. Village staff have received complaints and inquiries about the rental of swimming pools on a weekend for parties. These concerns led to an examination of how we regulate home occupations and to the recommendation of the attached draft ordinance revising Section 9-4-1 and adding defined terms to Section 9-2-3.

The Village's response to swimming pool accessory use was that when the Zoning Ordinance regulates home occupations in existing Section 9-4-1, it limits the home occupation to activity occurring entirely within the principal residence. On this basis, we advised inquiries that accessory use of a swimming pool was not a permitted home occupation.

Home occupations deal with certain permitted "business" uses within a residential zoning district – when otherwise, such uses would only be permitted in business districts.

For example, a resident cannot operate a jewelry shop from a house with regular hours and open to the public. That is a business use which belongs in a business district.

However, the Zoning Ordinance has always allowed certain home businesses that would not offend any neighbor, due to the "invisibility" of the business (e.g., private tutoring up to 5 pupils at a time, or businesses that are conducted by telephone or the Internet without a stream of retail customers). But see Section 9-4-1-E limiting professional offices:

Home occupations may include the use of the premises by a physician, surgeon, dentist, lawyer, or other professional person for consultation or emergency treatment, but not for the general practice of his profession.

Today, many lawyers and consultants work from home without planning to receive daily clients onsite. The existing language does not reflect the growth in remote work.

When an absentee owner acquires a house to operate as an Airbnb, that use should be considered a business use.

When a resident allows a friend to stay in a house, without rental, that is not a rental business use.

The Plan Commission considered changes to Section 9-4-1 to clarify those permitted home occupations that can take place in a residential district, and using these definitions, arrived at the concept that certain kinds of rental home use are consistent with a permitted home occupation. The classification below underpins the draft ordinance amending Section 9-4-1:

(1) Residential use in Single Family Districts – under our zoning, the occupancy and use by the primary residents (including renters) who actually reside in the home is permitted by right.

(2) Home Stay Rental use in Single Family Districts – the proposed ordinance would permit rental of a home by someone other than the primary residents (as a permitted home occupation) if the lease is equal to or greater than 4 consecutive weeks.

Basically, any rental of a home in a residential district other than by primary residents is considered a business use, which must meet the requirements for a permitted home occupation.

The Plan Commission examined the regulations which surrounding communities have adopted. Restrictions ranged from allowing Airbnb-type uses for only 60 days a year, or only for a specified number of occupants in a room, or only for a specified number of bedrooms in a house, etc. One neighboring village prohibited all short term rentals of less than 3 months.

The Plan Commission's discussion about adverse fallout from short term rental properties led to the suggestion that if the minimum period of a home stay rental was a least 4 weeks, then many forms of home exchange, home sharing, sabbaticals, etc. could be arranged without intruding on the neighbors in any fashion. There was no suggestion to license or collect taxes from these fairly unintrusive uses.

The draft ordinance provides that a home stay rental shall not be the principal use of a dwelling unit. Therefore, a person or entity cannot purchase a home solely for a short term rental business in the Village's residential districts. The Plan Commission concluded that there was no benefit to the Village as a whole from allowing short term rental businesses to operate in residential areas.

The draft ordinance preserves many exceptions and examples of permitted home occupations and prohibited home occupations from the existing restrictions, but adds clarifications (e.g., for professional offices) and new concepts for home stay rental.

In 2019, the Village adopted an ordinance requiring registration of all rental properties in residential districts. At that time, the Board was interested in developing a useful database for rental properties but that ordinance did not prohibit short term rentals and it has no direct bearing on the proposed revisions to Section 9-4-1 in the draft ordinance.

Respectfully submitted,
Laurie Breitkopf

POLICE REPORT



Riverwoods Police Incident Analysis Report

Summary by Incident Type

7/18/2023

Activity Through July 13th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	42	55
50 PD (7572) (Crash Property Damage)	45	41
50 PI (7571) (Crash Personal Injury)	12	8
50 Priv Prop (7573) (Crash Private Property)	4	3
911 Hang up (7911)	3	11
Ambulance (7021)	187	138
Animal Problem (7245)	25	38
AOA (7001)	94	150
Armed Robbery (0310)	-	-
Assault (0500)	-	1
Attempt Suicide (7221)	-	1
Battery - Simple (0460)	1	2
Battery (0400)	1	1
Burg - From Motor Veh (0760)	-	1
Burglar Alarm (7082)	150	116
Burglary - Residential (0625)	3	2
Burglary (0600)	1	1
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	3	3
Construction Comp (7078)	1	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	6	1
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	1	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	2
Deceptive Practice (1110)	6	3
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	12	11
DUI (2410)	26	30
Fingerprinting (7039)	7	3
Fire Alarm (0733)	25	17
Fire Call (7024)	26	13
Fireworks Complaints (3001)	4	5
Forgery (1120)	-	-
Found Animal (7246)	4	6
Found Prop. (7156)	3	-
Harassment by Telephone (2825)	1	-
Hold Up Alarm (7083)	15	7
Identity Theft (7198)	9	7
Lock out - Vehicle (7051)	8	10
Lost / Mislaid Prop (7144)	2	7
Missing Person (7178)	1	2
Noise Comp (7078)	16	19
Notification (7049)	8	9
Other Comp (7079)	46	36
Other Investigation (7199)	17	15

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	2	2
Parking Complaint (7522)	7	6
Premise Exam (7041)	869	780
Public Service (7040)	35	23
Roadway Debris (7250)	13	9
Solicitor (7063)	12	2
Suicide (7211)	-	-
Suspicious Auto (7123)	34	32
Suspicious Person (7123)	18	16
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	1	-
Theft Over \$500 (0815)	3	-
Theft Under \$500 (0825)	2	2
Traffic Complaint (7521)	31	30
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	14	9
Well Being Check (7045)	35	19
Total:	1894	1711
Crime Prevention Notices	338	308
Case Reports	99	111
Traffic Stops	849	1065
Number of Citations issued	353	428
Number of Persons Issued Citations	226	296

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

NEW BUSINESS



**Village of Riverwoods
Contribution or Donation Request Form**

Date: July 6, 2023

Organization Name: Orphans of the Storm Animal Shelter

Address: 2200 Riverwoods Road Riverwoods, IL 60015

Telephone: 847-287-8031

Email: sandy@orphansofthestorm.org

Contact name: Sandy De Lisle

Amount requested: \$10,000

Organization type:

Government or quasi-government

Illinois not-for-profit corporation; if 501(c)(3) please attach determination

letter Community organization, please describe type

Religious or political affiliation, please describe

Other, please describe _____

Describe the organization's purpose and how funds will be used:

Orphans of the Storm has been a safe haven for homeless dogs and cats in Lake County and beyond since 1928. In that time, we have found loving homes for over 100,000 pets. We are excited to host a 95th Anniversary Gala to celebrate our rich and impactful history and raise funds for our future. Funds will be used to provide loving care for our dogs and cats and make physical improvements to our building.

Describe the organization's association with Riverwoods (office in Riverwoods, employees or volunteers are residents, recipients of service or benefit are residents):

Orphans of the Storm is located in Riverwoods in its original 1928 location. We have staff and volunteers who reside in the Village. Many of our adopters, volunteers, foster caregivers, and donors live here. We also provide company team-building opportunities for our corporate neighbors, including Discover and Baxter.

Describe the service or benefit provided to the Riverwoods community (include details such as the number or percentage of residents who will benefit, whether the benefit is short or long term, whether the service or benefit addresses a particular need or desire of the community, the impact to the community if not funded, or any indirect benefit to the community):

Orphans of the Storm provides many long term benefits to the community, including:

- Orphans is a local volunteer destination with over 400 active volunteers, many of whom reside in Riverwoods. Volunteering benefits the shelter and our animals and the volunteers who have the opportunity to give back. Research shows that volunteering enhances mental health, increasing life satisfaction and leading to lower rates of depression. Additionally, our dog walkers get the benefit of physical exercise to further enhance their health.
- We serve as an approved location for court-ordered community service.
- Since our adoption process went digital in 2019, 1,083 people living in the 60015 area code have adopted a dog or cat from Orphans of the Storm.
- Orphans has contracts with Lake County Animal Control and numerous municipalities, providing animal intake for government agencies in need.
- In the last year, we have provided free and reduced cost microchipping for almost 100 community members' pets.

Describe financial need and/or alternative sources of funding:

Our annual operating budget is \$1.3M, of which the majority is from individual and foundation gifts.

Please indicate if organization has made any prior request to the Village of Riverwoods and if so, when the request was made and outcome of the request:

In years past, the Village has purchased tables for our annual gala.

Please attach a current financial statement of the organization, including audited financials if available. If the organization has previously received a contribution or donation from the Village of Riverwoods, please provide an income and expense statement reflecting the use of the funds received and the financial condition of the organization.

Our audited financials are included with this email. All funds previously donated to Orphans from the Village were used for general operations and are reflected in the audited financials.

Please indicate if anyone in the organization is a Village of Riverwoods employee or member of the Riverwoods Board of Trustees and if so, please identify:

Not applicable

Additional information or documentation for any question may be attached if necessary to provide an adequate response.

**Village of Riverwoods
Contribution and Donation Policy**

Charitable contributions or donations may be made at the discretion of the Village of Riverwoods Board of Trustees.

Qualifications

1. Contributions or donations to religious organizations, political organizations, or to individuals will not be considered.
2. Recipients must have some demonstrated association with the Riverwoods community.

Process for Consideration

1. All recipients are required to complete the attached form for each contribution or donation.
2. Completed applications will be considered by the Mayor and Finance Committee which will make a recommendation to the Board of Trustees.
3. A representative from the organization must appear, if requested, before the Village of Riverwoods Board of Trustees to present the request and answer questions.
4. Requests for contributions or donations will be considered on a case-by-case basis.
5. Contributions and donations are made for one calendar year only.

Criteria Favoring Consideration May Include:

1. The recipient organization provides a direct benefit or complement to a Village of Riverwoods program.
2. The recipient organization provides a service or benefit to the community.
3. The recipient organization addresses a particular need or desire of the community.
4. The recipient organization has an office or base in Riverwoods.
5. The recipient organization has employees or volunteers who are Riverwoods residents.
6. The recipient organization has a financial need which cannot be satisfied by alternative sources.
7. There will be a negative impact to Riverwoods residents if the request is not funded.
8. A high percentage of the funds contributed or donated to the recipient organization directly benefit Riverwoods residents.
9. The recipient organization provides an indirect benefit or value to the community.

I have read all of the information above and verify that the information provided is true and correct.

Signature: *Sandy De Lisle*

Relationship to organization: Head of Development and Community Outreach

Date: Jul 6, 2023



Auction Donation

Event Details

Join us for an evening of fun, food, & fashion (Roaring Twenties attire optional) as we honor our 95-year history & prepare for our future!

- Savor a 3-course meal & signature cocktails at our "speakeasy."
- Enjoy live jazz music.
- Bid on one-of-a-kind silent and live auction items.

Fundraising Goal: \$200,000

Target Demographic: Orphans of the Storm donors are successful Chicagoland professionals with a median age of 50. With online marketing and targeted advertising, we are also beginning to attract a younger demographic.

Sponsorship Levels and Benefits

- **The Cat's Meow-\$10,000**
 - Presenting sponsor with inclusion in all media releases and interviews as well as verbal recognition by event emcee during the program
 - 2 premium tables of 12 located next to the stage
 - Inclusion on all printed event collateral, including invitations, programs, and signage
 - 2 slides in the slide show projected throughout the event
 - 2 inclusions (provided by you) in the gift bag provided to all attendees
 - 3 posts on the Orphans of the Storm Facebook and Instagram pages, with a combined reach of 40,000 followers

- **The Hot Diggity Dog-\$5,000**
 - 1 premium table of 12
 - Inclusion on all printed signage and in the program and verbal recognition by event emcee during the program
 - 1 slide in the slide show projected during the event
 - 1 inclusion (provided by you) in the gift bag provided to all attendees
 - 2 posts on the Orphans of the Storm Facebook and Instagram pages, with a combined reach of 40,000 followers

- **The Great Gatsby-\$1,000**
 - 1 slide in the slide show projected during the event
 - 1 inclusion (provided by you) in the gift bag provided to all attendees
 - 1 post on the Orphans of the Storm Facebook and Instagram pages, with a combined reach of 40,000 followers

- **The Bee's Knees- \$500**
 - 1 inclusion (provided by you) in the gift bag provided to all attendees

Custom sponsorships are also available!

Our Impact

We have found loving homes for more than 100,000 dogs and cats since 1928.

Sponsorship Response Deadline

- October 1, 2023, final deadline

Auction items are also welcome!

Contact Information

Sandy De Lisle sandy@orphansofthestorm.org

(847) 287-8031



Register Now!

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: S.O'Neal

Telephone Number:
312-886-9580

ORPHANS OF THE STORM
PO Box 31
Deerfield, IL 60015-0031

Refer Reply to: 96-1082

Date: February 16, 1996

RE: EXEMPT STATUS
EIN: 36-6002114

This is in response to the letter dated February 14, 1996, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in August, 1951 granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

If your gross receipts each year are normally \$25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 514 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



Bobby E. Scott
District Director

Agenda Item 13 (b)



CONSULTING ENGINEERS

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

ENGINEER'S OPINION OF PROBABLE COST

2022 Path Improvements
Riverwoods Police Station
Village of Riverwoods, IL
GHA Project #: 9770.001

Date: 4/19/2022

Prepared by: Enrique Sanchez

Checked by: Lucas Deferville

Revised by: Wadee Rafati (06.13.23)

Conceptual EOPC - Police Station (New Path)

ITEM NO	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	VALUE
20101100	Tree Trunk Protection	2.0	EA	\$250.00	\$500.00
20201200	Removal and Disposal of Unsuitable Material	40.0	CY	\$80.00	\$3,200.00
21001000	Geotechnical Fabric For Ground Stabilization	180.0	SY	\$5.00	\$900.00
21101600	Topsoil Furnish and Place, Variable Depth	140.0	SY	\$5.00	\$700.00
25000100	Seeding, Class 1	0.03	AC	\$10,000.00	\$300.00
25000400	Nitrogen Fertilizer Nutrient	5.0	LBS	\$5.00	\$25.00
25000600	Potassium Fertilizer Nutrient	5.0	LBS	\$5.00	\$25.00
25100630	Erosion Control Blanket	140.0	SY	\$5.00	\$700.00
28000400	Perimeter Erosion Barrier	200.0	FT	\$5.00	\$1,000.00
30300001	Aggregate Subgrade Improvement	10.0	CY	\$60.00	\$600.00
35101500	Aggregate Base Course, Type B 8"	180.0	SY	\$150.00	\$27,000.00
44000500	Combination Curb and Gutter Removal	10.0	FT	\$25.00	\$250.00
54262710	Metal Flared End Sections 10"	2.0	EA	\$1,000.00	\$2,000.00
542C0217	Pipe Culverts, Class C, Type 1 12"	15.0	FT	\$150.00	\$2,250.00
60603800	Combination Curb and Gutter, Type B-6.12	10.0	FT	\$50.00	\$500.00
67100100	Mobilization	1.0	LS	\$5,000.00	\$5,000.00
70102620	Traffic Control and Protection, Standard 701501	1.0	LS	\$1,600.00	\$1,600.00
78001110	Paint Pavement Marking - Line 4"	50.0	FT	\$2.00	\$100.00
X0322881	Tree Trimming	2.0	EA	\$200.00	\$400.00
X2010400	Stump Removal Only	1.0	UNIT	\$50.00	\$50.00
-	Aggregate Surface Course, Type B 2", Limestone Screenings	180.0	SY	\$60.00	\$10,800.00
K0026830	Shrub Removal	1.0	EA	\$100.00	\$100.00

SUBTOTAL: \$58,000.00

CONTINGENCY (+/-10%): \$5,800.00

DESIGN & CONSTRUCTION ENGINEERING (+/-15%): \$8,700.50

TOTAL: \$72,500.50

Detailed Description: This conceptual EOPC is based on Field Notes dated April 11, 2022. Police Station, Revised 06.13.23 to reflect bid price estimates for 2023.

*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design Professional Familiar with the Construction Industry. Gewalt-Hamilton Associates, Inc., Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

Agenda Item 13 (c)

June 12, 2023

Ms. Kris Ford
Mayor
Village of Riverwoods
300 Portwine Road
Riverwoods, IL 60015

GHA **GEWALT HAMILTON**
ASSOCIATES, INC.

CONSULTING ENGINEERS

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Re: Proposal for Professional Services
Phase II Engineering
Saunders Road Improvements
GHA Proposal No. 2023.T064

Dear Ms. Ford:

Gewalt Hamilton Associates, Inc. (GHA) is pleased to submit our proposal for professional engineering consulting services with respect to the above referenced project.

The enclosed proposal is for Phase II Engineering Services for the proposed roadway improvements along Saunders Road between Riverwoods Road and Duffy Lane. The Village has secured a commitment for Surface Transportation Program (STP) funding from the Lake County Council of Mayors in the amount of \$1,000,000 for the resurfacing of Saunders Road. Construction of the project is planned for 2025.

Should you have any questions, or if we can be of additional assistance, please feel free to contact GHA.

As Always, we look forward to working with the Village on this project.

Sincerely,
Gewalt Hamilton Associates, Inc.



Matt Turk, PE
Director of Transportation Services
mturk@gha-engineers.com



Mark Cobb, PE
Senior Transportation Engineer
mcobb@gha-engineers.com

Encl.: GHA Proposal No:2023.T064 Riverwoods Saunders Rd PH II scope

CC: Carissa Smith – GHA

Proposal for Professional Engineering Services
Phase II Design
Saunders Road Improvements
Riverwoods, IL
GHA Proposal No.2023.T064

I. Project Understanding

Gewalt Hamilton Associates, Inc. (GHA) will provide Phase II Engineering Services to the Village for the proposed improvements to Saunders Road between Riverwoods Road and Duffy Lane. It is our understanding that the Village anticipates a scope of work that will include pavement widening to provide bike friendly shoulders and pavement resurfacing.

II. Scope of Services

1. Project Administration and Management

GHA will coordinate with all stakeholders throughout the duration of the project. This item also includes project setup, meetings, monthly invoicing, and preparation of status reports. We anticipate that the scope of service will cover those items as well as the following:

a. Project Meetings

- i. GHA will attend an initial kick-off meeting with the Client. GHA will prepare meeting minutes and distribute them to all attendees.
- ii. GHA will attend a Phase II kick-off meeting with the Illinois Department of Transportation (IDOT), Client and other agencies as needed to finalize the project schedule and all project requirements.
- iii. GHA has included in this proposal time for project coordination / review meetings with the Client, review agencies, and utility companies, etc.
- iv. GHA will prepare meeting notes for each meeting and distribute them to all attendees.

b. Project Schedule & Submittals

- i. GHA will prepare a project schedule that outlines key milestones along with the responsible party, and maintain the schedule to ensure the project is progressing in a timely manner.
- ii. GHA will make review submittals to the Client including the following: 75% plans, 90% pre-final plans and special provisions, and 100% final plans and special provisions.
- iii. The submittals will follow the schedule set forth by IDOT for the designated letting date.

- c. Management
 - i. GHA will coordinate with current and proposed sub-consultants as needed to complete the Phase II design requirements.
 - ii. GHA will coordinate with the various utility companies to manage conflicts with the proposed design as needed to complete the Phase II design requirements.
 - 1. GHA will submit preliminary plans to the various utility companies for their review of potential conflicts and to advise them of the overall project schedule. GHA will follow through with each Utility regarding their review comments or arrange a review meeting to discuss plan changes necessary to resolve conflicts if possible.
 - 2. Should relocation be necessary, we will continue the coordination process to ensure the relocation design is completed in a timely manner so as not to impact the letting and construction schedule.
 - iii. GHA is prepared to coordinate and secure all necessary permits for this project including:
 - 1. Lake County Stormwater Management Commission (LCSMC)
 - 2. National Pollutant Discharge Elimination System (NPDES)
 - 3. Army Corps of Engineers (ACOE)
2. Right-of-Way Services
- Right-of-way / easements are required from several parcels as determined during the Phase I engineering. We anticipate that appraisals and negotiations will be necessary for these parcels.
- GHA will prepare the necessary Plat of Highways and Legal Descriptions for the parcels. Santacruz Land Acquisitions will provide the necessary parcel valuations and act as the negotiator on behalf of the Village for the land acquisition.
- The Plat of Highways will be prepared in accordance with IDOT guidelines and will be signed and sealed by an Illinois Professional Land Surveyor.
3. Plans, Special Provisions, and Estimates (P, S, & E)
- a. Plans
 - i. GHA will prepare plan sheets using CAD technology and compose them in accordance with IDOT plan preparation guidelines, which includes all necessary plan sheets reflective of the project scope.
 - b. Special Provisions
 - i. GHA will compile, or if necessary, compose special provisions for the project to ensure project scope is sufficiently detailed. This may include the inclusion of pertinent Supplemental Specification and Recurring Special Provision to the Standard Specifications for Road and Bridge Construction Manual (SSRBC), District specific Special Provisions, Client specified and applicable Provisions, and any applicable sections of the Standard Specifications for Sewer and Water Infrastructure Construction in Illinois.

- c. Engineers Opinion of Probable Cost (EOPC) & Estimate of Time (EOT)
 - i. GHA will use the quantities of work to calculate an Engineer's Estimate of Cost and Time. Estimates will be based on recent bid tab information for projects of similar scope and magnitude.
 - d. Schedule
 - i. The P, S, & E submittals will follow the schedule set forth by IDOT for the designated letting date.
 - e. Bidding
 - i. Since this is anticipated to be a Federal Aid project, IDOT will be responsible for letting the project. Therefore, GHA will provide IDOT with the bid documents, as well as any number of full and/or reduced size copies IDOT requests. We will also submit the final contract plans to the various utility companies.
4. Project Document Quality Management
- a. Quality Control (QC)
 - i. GHA utilizes a variety of quality control procedures throughout its design development to ensure that the completed work is of the highest quality. This includes the use of check sheets, plan and provision reviews, calculation inspections, and workflow gateways.
 - ii. Quality Assurance (QA)
 - 1. The GHA Quality Management System (QMS) sets out the array of process elements to be followed within each of our workflows. The QA processes are random checks to ensure we are consistently complying with and improving on our established standards.

III. Contract Schedule

GHA is prepared to commence services immediately upon receipt of written authorization to proceed. Our understanding is that the Village of Riverwoods anticipates construction to begin in 2025. Therefore, GHA is prepared to complete Phase II engineering plans to be included in the January 2025 IDOT letting.

GHA will make every reasonable effort to meet project milestones and deadlines as identified by the Village. However, GHA is not responsible for delays caused by reviewing agencies or by failure of the Village to provide timely information and direction.

IV. Key Personnel

Mr. Mark Cobb, PE, will serve as the Project Manager. Mr. Cobb is familiar with the proposed improvement project and has prepared numerous similar study documents for municipal and IDOT review and approval. Mr. Cobb will be assisted by additional GHA professional and technical staff as needed.

V. Compensation for Services

GHA proposes to complete the above describe scope for a not-to-exceed fee as outlined below:

Service	Cost
Project Administration and Management	\$24,040.00
Right-of-Way Services	\$35,670.00
Plans, Special Provisions, & Estimates	\$92,914.00
Project Document Quality Management	\$6,288.00
Base Lump Sum Fee	\$158,912.00
Estimated Reimbursable Expenses **	\$81,447.00
Lump Sum + Reimbursables	\$240,359.00

** Reimbursable expenses, including items such as printing, mileage, messenger service, record documents, and other non-technical project related expenses, will be billed to the Client without markup.

For any additional services beyond the scope of services identified above, including preparation and attendance at meetings or Public Hearings, the Client shall pay GHA based on a Time & Material basis, based the GHA hourly rates (Attachment A).

Invoices will be submitted monthly and will detail services performed. This allows the Client to review the status of the work in progress and the charges made.

VI. Services Not Included

The following services are not included in our scope of services. At the request of the Client, GHA can provide these services for an additional fee.

- Performing surveying, mapping, or topographic work beyond that noted in the Scope of Services, including investigations of underground utilities and physical locations of them.
- Review fees or utility locate fees
- Permitting fees
- Additional meetings beyond those identified in the Scope of Services
- Construction phase services

VII. Agreement

The delineated services provided by Gewalt Hamilton Associates, Inc. (GHA) under this Agreement will be performed as reasonably required in accordance with the generally accepted standards for civil engineering and surveying services as reflected in the contract for this project at the time when and the place where the services are performed.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or GHA. GHA's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against GHA because of this Agreement or the performance or nonperformance of services hereunder. In no event shall GHA be liable for any loss of profit or any consequential damages.

GHA, Inc. shall not have control of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for job site safety measures. Such control is the sole responsibility of the Client's contractor.

The Client and GHA agree that all disputes between them arising out of or relating to this Agreement, or the Project shall be submitted to nonbinding mediation in Chicago, Illinois unless the parties mutually agree otherwise.

This Agreement, including all subparts and *Attachment B*, which is attached hereto and incorporated herein as the General Provisions of this Agreement, constitute the entire integrated agreement between the parties which may not be modified without all parties consenting thereto in writing.

VIII. Authorization

If our proposal is acceptable, please sign below indicating your acceptance of this Agreement in its entirety. As always, we look forward to assisting you with this important project.

Gewalt Hamilton Associates, Inc.

Authorized Representative of
Village of Riverwoods



Mark Cobb, PE
Senior Transportation Engineer

Print Name & Title

June 9, 2023

Date

Signature

Date

Enclosures:

- Attachment A = GHA Hourly Rate
- Attachment B = GHA Contract Agreement

Year = **2023**
Rate = **Village**

	Principal	CE VI	CE V	CE IV	CE III	CE II	CE I	LS IV	LS III	LS II	LS I	GISP III	GISP II	GISP I	ENV I	ET V	ET IV	ET III	ET II	ET I	AD I	Total Hours	Fee
	\$174	\$164	\$160	\$155	\$146	\$140	\$127	\$150	\$138	\$122	\$116	\$152	\$132	\$126	\$124	\$156	\$132	\$122	\$118	\$88	\$70		
Scope Items																							
1 Project Administration and Management																							
1. Category Subtotal	0.0	0.0	40.0	46.0	0.0	48.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0	0.0	0.0	0.0	0.0	0.0	8.0	168.0	\$ 24,040
2 Right-of-Way Services																							
2. Category Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	115.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	150.0	0.0	0.0	0.0	275.0	\$ 35,670
3 Plans, Special Provisions, & Estimates																							
3. Category Subtotal	0.0	16.0	13.0	184.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	487.0	0.0	0.0	0.0	702.0	\$ 92,914
4 Product Document Quality Management																							
4. Category Subtotal	0.0	8.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	40.0	\$ 6,288
GRAND TOTALS	0	24	53	246	0	48	2	10	117	0	0	0	0	0	24	16	0	637	0	0	8	1185.00	\$ 158,912

Reimbursable Expenses																						
Reimbursable Expenses																						\$ 5,700.00
Santacruz Land Acquisition Services																						\$ 44,750.00
Huff & Huff PSI																						\$ 30,997.00
																					TOTAL	\$ 81,447

Total Labor + Reimbursables \$ 240,359.00

COMPANY NAME: Gewalt Hamilton Associates, Inc
PTB NUMBER: Riverwoods Saunders Road PH II
TODAY'S DATE: 6/8/2023

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		250	\$0.585	\$146.25
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day		8	\$65.00	\$520.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)		8	\$23.00	\$184.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)		500	\$0.20	\$100.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost		20	\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Title Commitment	Actual cost		5	\$950.00	\$4,750.00
Video Processing for Traffic Counts	Actual cost			\$18.00	\$0.00
Survey monuments	Actual cost			\$25.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$5,700.25

**If other allowable costs are needed and not listed, please add in the above spaces provided.*

LEGEND

W.O. = Work Order

J.S. = Job Specific

**ATTACHMENT A TO GEWALT HAMILTON ASSOCIATES, INC.
PROFESSIONAL SERVICES AGREEMENT**

1. Standard of Care. The services provided by Gewalt Hamilton Associates, Inc., (GHA) under this Agreement will be reasonably performed consistent with the generally accepted standard of care for the Scope of Basic Services called for herein at the time when and the place where the services are provided. GHA will use reasonable care to comply with applicable codes and laws in effect at the time its services are provided.

2. Duration of Proposal. The terms of this Agreement are subject to renegotiation if not accepted within 60 calendar days of the date indicated on this Agreement. Requests for extension beyond 60 calendar days shall be made in writing prior to the expiration date. The fees and terms of this Agreement shall remain in full force and effect for one year from the date of acceptance of this Agreement, and shall be subject to revision at that time, or any time thereafter if GHA gives written notice to the other party at least 60 calendar days prior to the requested date of revision. In the event that the parties fail to agree on the new rates or other revisions, either party may terminate this Agreement as provided for herein.

3. Client Information. Client shall provide GHA will all project criteria and full information for its Scope of Basic Services. GHA may rely, without liability, on the accuracy and completeness of the information Client provides, including that of its other consultants, contractors and subcontractors, without independently verifying that information.

4. Payment. Payments are due within 30 calendar days after a statement is rendered. Statements not paid within 60 calendar days of the end of the calendar month when the statement is rendered will bear interest at the rate of one percent (1.0%) per month until paid. The provision for the payment of interest shall not be construed as authorization to pay late. Failure of the Client to make payments when due shall, in GHA's sole discretion, be cause for suspension of services without breach or termination of this agreement. Upon notification by GHA of suspension of services, Client shall pay in full all outstanding invoices within 7 calendar days. Client's failure to make such payment to GHA shall constitute a material breach of the Agreement and shall be cause for termination by GHA. GHA shall be entitled to reimbursement of all costs actually incurred by GHA in collecting overdue accounts under this Agreement, including, without limitations, attorney's fees and costs. GHA shall have no liability for any claims or damages arising from either suspension or termination of this Agreement due to Client's breach. The Client's obligation to pay for GHA's services is in no way dependent upon the Client's ability to obtain financing, rezoning, payment from a third party, approval of governmental or regulatory agencies or the Client's completion of the project.

5. Instruments of Service. The Client acknowledges GHA's plans and specifications, including field data, notes, calculations, and all documents or electronic data, are instruments of service. GHA shall retain ownership rights over all original documents and instruments of service. All instruments of service provided by GHA shall be reviewed by Client within 10 calendar days of receipt. Any deficiencies, errors, or omissions the Client discovers during this period will be reported to GHA and will be corrected as part of GHA's Basic Services. Failure to provide such notice shall constitute a waiver. The Client shall not reuse or make, or permit to be made, any modifications to the instruments of service without the prior written authorization of GHA. The Client waives all claims against GHA arising from any reuse or modification of the instruments of service not authorized by GHA. The Client agrees, to the fullest extent permitted by law, to defend and indemnify and hold GHA harmless from any liability, damage, or cost, including attorneys' fees, arising from the unauthorized reuse or modification of the instruments of service by any person or entity. The parties agree that if elements of the Scope of Basic Services identified in this Agreement are reduced and/or eliminated by Client, then Client waives, releases and holds GHA harmless from all claims and damages arising from those reduced and/or eliminated services. If GHA's Scope of Basic Services does not include construction administration phase services, Client assumes responsibility for interpretation of the instruments of service and construction observation, and waives all claims against GHA for any act, omission or event connected thereto. Unless included in GHA's Scope of Basic Services, GHA shall not be liable for coordination with of the services of Client's other design professionals.

6. Electronic Files. The Client acknowledges that differences may exist between the electronic files delivered and the printed instruments of service. In the event of a conflict between the signed / sealed printed instruments of service prepared by GHA and the electronic files, the signed / sealed instruments of service shall control. GHA's electronic files shall be prepared in the current software GHA uses and will follow GHA's standard formatting unless the Scope of Basic Services requires otherwise. Client accepts that GHA makes no warranty that its software will be compatible with other systems or software.

7. Applicable Codes. The Client acknowledges that applicable laws, codes and regulations may be subject to various, and possibly contradictory, interpretations. Client accepts that GHA does not warrant or guarantee that the Client's project will comply with interpretations of applicable laws, codes, and regulations as they may be interpreted to the project. Client agrees that GHA shall not be responsible for added project costs, delay damages, or schedule changes arising from unreasonable or unexpected interpretations of the laws, codes, or regulations applied to the project, nor for changes required by the permitting authorities due to changes in the law that became effective after completion of GHA's instruments of service. Client shall compensate GHA for additional fees required to revise the instruments of service to comply with such interpretations. Client shall also compensate GHA for additional fees required to revise the instruments of service if Client changes the project scope after GHA's completes its instruments of service.

8. Utilities and Soils. When the instruments of service include information pertaining to the location of underground utility facilities or soils, such information represents only the opinion of the engineer as to the possible locations. This information may be obtained from visible surface evidence, utility company records or soil borings performed by others, and is not represented to be the exact location or nature of these utilities or soils in the field. Client agrees that GHA may reasonably rely on the accuracy and completeness of information furnished by third parties respecting utilities, underground conditions and soils without performing any independent verification. Contractor is solely responsible for utility locations, their markings in the field and their placement on the plans based on information they provided. Client agrees GHA is not liable for damages resulting from utility conflicts, mistaken utility locates, unfavorable soils, and concealed or unforeseen conditions, including but not limited to added construction costs and/or project delays. If the Client wishes to obtain the services of a contractor to provide test holes and exact utility locations, GHA may incorporate that information into the design and reasonably rely upon it. If not included in the Scope of Basic Services, such work will be compensated as additional services.

9. Opinion of Probable Construction Costs. GHA's Scope of Basic Services may include the preparation of an opinion of probable construction costs. Client acknowledges that GHA has no control over the costs of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable costs, shall be made on the basis of experience and qualifications applied to the project scope contemplated by this Agreement as well as information provided by Client (the accuracy and completeness of which GHA may rely upon), and represent GHA's reasonable judgment. Client accepts that GHA does not guarantee or warrant that proposals, bids, or the actual construction costs will not vary from opinions of probable cost prepared for the Client. GHA shall not be liable for cost differentials between the bid and/or actual costs and GHA's opinion of probable construction costs. Client agrees it shall employ an independent cost estimator if, based on its sole determination, it wants more certainty respecting construction costs.

10. Contractor's Work. Client agrees that GHA does not have control or charge of and is not responsible for construction means, methods, techniques, sequences or procedures, or for site or worker safety measures and programs including enforcement of Federal, State and local safety requirements, in connection with construction work performed by the Client or the Client's construction contractors. GHA is not responsible for the supervision and coordination of Client's construction contractors, subcontractors, materialmen, fabricators, erectors, operators, suppliers, or any of their employees, agents and representatives of such workers, or responsible for any machinery, construction equipment, or tools used and employed by contractors and subcontractors. GHA has no authority or right to stop the work. GHA may not direct or instruct the construction work in any regard. In no event shall GHA be liable for the acts or omissions of Client's construction contractors, subcontractors, materialmen, fabricators, erectors, operators or suppliers, or any persons or entities performing any of the work, or for failure of any of them to carry out their work as called for by the Construction Documents. The Client agrees that the Contractor is solely responsible for jobsite and worker safety and warrants that this intent shall be included in the Client's agreement with all prime contractors. The Client agrees that GHA and GHA's personnel and consultants (if any) shall be defended/indemnified by the Contractor for all claims asserted against GHA which arise out of the Contractor's or its subcontractors' negligence, errors or omissions in the performance of their work, and shall also be named as an additional insured on the Contractor's and subcontractors' general liability insurance policy. Client warrants that this intent shall be included in the Client's agreement with all prime contractors. If the responsible prime contractor's agreement fails to comply with the Client's intent, then the Client agrees to assume the duty to defend and indemnify GHA for claims arising out of the Contractor's or subcontractors' negligence, errors or omissions in the performance of their work.

11. Contractor Submittals. Shop drawing and submittal reviews by GHA shall apply only to the items in the submissions that concern GHA's scope of Basic Services and only for the purpose of assessing if, upon successful incorporation in the project, they are generally consistent with the GHA's Instruments of Service. Client agrees that the Contractor is solely responsible for the submissions and for compliance with the Instruments of Service. Owner agrees that GHA's review and action in relation to the submissions does not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to jobsite or worker safety. GHA's consideration of a component does not constitute acceptance of an assembled item.

12. Hazardous Materials. Client agrees that GHA has no responsibility or liability for any hazardous or toxic materials, contaminants or pollutants.

13. Record Drawings. If required by the Scope of Basic Services, record drawings will be prepared which may include unverified information compiled and furnished by others, the accuracy and completeness of which GHA may reasonably rely upon. Client accepts that GHA shall not verify the information provided to it and agrees GHA will not be responsible for any errors or omissions in the record drawings due to incorrect or incomplete information furnished by others to GHA.

14. Disputes. Client agrees to limit GHA's total aggregate liability to the Client for GHA's alleged acts, errors or omissions to \$50,000 or the amount of GHA's paid fees for its services on the project, whichever is greater. GHA's liability to Client shall be limited to twelve months from the last invoice submitted to Client by GHA, regardless of payment by Client. GHA makes no guarantees or warranties, either expressed or implied, including any warranty of habitability or fitness for a particular purpose. The parties agree to waive all claims against the other for any and all consequential damages, including attorneys' fees. The parties agree to waive against each other all rights and claims otherwise covered by property insurance, by builder's risk insurance or by all risk insurance, including but not limited to subrogation rights regardless of whether the claims arise during or post-construction and regardless of final payment to GHA.

All disputes arising out of or relating to this Agreement shall first be negotiated between the parties. If unresolved, the dispute shall be submitted to mediation as a condition precedent to litigation. Mediation shall take place in Chicago, Illinois unless the Client and GHA mutually agree otherwise. The fees and costs of the mediator shall be apportioned equally between the parties. If mediation is unsuccessful, litigation shall be the form of dispute resolution and shall be filed in the jurisdiction where the project was pending. The controlling law shall be the law of the jurisdiction where the project was located. Client agrees that all causes of action under this Agreement shall be deemed to have accrued and all statutory limitations periods shall commence no later than the date of GHA's services being substantially completed. Client agrees that any claim against GHA arising out of this Agreement shall be asserted only against the entity and not against GHA's owners, officers, directors, shareholders, or employees, none of whom shall bear any liability and may not be subject to any claim.

15. Miscellaneous. Either Client or GHA may terminate this Agreement without penalty at any time with or without cause by giving the other party ten (10) calendar days prior written notice. The Client shall, within thirty (30) calendar days of termination pay GHA for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions of this Agreement. Client shall not assign this Agreement without GHA's prior written consent. There are no third-party beneficiaries to this Agreement.

GHA PROFESSIONAL SERVICES HOURLY RATE GUIDE:
2023

The following rates will remain in effect until December 31, 2023, at which time they are subject to an annual increase:

PRINCIPAL	\$ 174.00
CIVIL ENGINEER VI	\$ 164.00
CIVIL ENGINEER V	\$ 160.00
CIVIL ENGINEER IV	\$ 155.00
CIVIL ENGINEER III	\$ 146.00
CIVIL ENGINEER II	\$ 140.00
CIVIL ENGINEER I	\$ 127.00
LAND SURVEYOR IV	\$ 150.00
LAND SURVEYOR III	\$ 138.00
LAND SURVEYOR II	\$ 122.00
LAND SURVEYOR I	\$ 116.00
GIS PROFESSIONAL III	\$ 152.00
GIS PROFESSIONAL II	\$ 132.00
GIS PROFESSIONAL I	\$ 126.00
ENVIRONMENTAL CONS. I	\$ 124.00
ENGINEERING TECHNICIAN V	\$ 156.00
ENGINEERING TECHNICIAN IV	\$ 132.00
ENGINEERING TECHNICIAN III	\$ 122.00
ENGINEERING TECHNICIAN II	\$ 118.00
ENGINEERING TECHNICIAN I	\$ 88.00
ACCOUNTING II	\$ 148.00
ACCOUNTING I	\$ 102.00
ADMINISTRATIVE I	\$ 70.00

Services provided under this Agreement will be billed according to the rates in effect at the time services are rendered.



A Subsidiary of GZA

GEOTECHNICAL

ENVIRONMENTAL

ECOLOGICAL

WATER

CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.huffnhuff.com
www.gza.com



May 1, 2023

Mr. Mark Cobb, P.E.
Senior Transportation Engineer
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, Illinois 60061

via email: mcobb@gha-engineers.com

**Re: Phase II Environmental Services – PSI and CCDD
Saunders Road, Riverwoods, Lake County, Illinois
Proposal No. 81.P013026.24**

Dear Mr. Cobb:

Huff & Huff, Inc., a subsidiary of GZA, Inc. (H&H/GZA) is pleased to submit this proposal to Gewalt Hamilton Associates, Inc., (Client) to conduct a Preliminary Site Investigation (PSI) including LPC-663 Form documentation for consideration of final disposition of spoils at a Clean construction and Demolition Debris (CCDD) or uncontaminated soil fill operation (USFO) facility for the proposed Saunders Road Reconstruction Project. The proposed Project Corridor extends along Saunders Road from Riverwoods Road to Duffy Lane in the Village of Riverwoods, Lake County, Illinois.

Client has provided a copy of the preliminary plan and profile (P&P) figures (Exhibit 2.2, 13-sheets) that serves the basis of our understanding of the project limits. We also have direct knowledge of the project from coordinating with Client on the Phase I portion of the project when we completed a Preliminary Environmental Site Assessment (PESA), dated May 24, 2021, which documented the presence of three potentially impacted properties (PIPs) and/or sites containing recognized environmental conditions (RECs) adjacent to the project corridor.

We understand the scope of improvements includes minor widening for consistent shoulders with resurfacing including construction of hot mix asphalt (HMA) and aggregate shoulders and associated driveway apron paving. In addition, drainage improvements are proposed with culvert replacements with maximum depth of construction of 10-feet below ground surface (bgs). This proposal presents our project approach, the scope of services, cost, and schedule for completing the project.

1. SCOPE OF SERVICES

Task 1: Preliminary Site Investigation (PSI) with LPC663 CCDD Documentation

A. Soil Borings and Soil Sampling

It is anticipated that up to two (2) days of field effort will be required with up to sixteen (16) soil borings completed, assumed with the aid of a drilling (GeoProbe) subcontractor and traffic control services for work completed along Saunders Road. The borings will be advanced and soil samples collected for laboratory analysis to address sites identified as RECs/PIPs and for full project coverage of non-REC/PIP for soil disposal considerations, specifically at locations identified for proposed excavation. The depths of the soil borings are dependent upon design details to account for depths of proposed disturbance. Currently it is estimated that fourteen (14) of the borings associated with shoulder widening and driveway apron/driveway culverts will be advanced to 5-feet below ground surface (bgs). Two (2) borings associated with the



dual culverts below the roadway (~ Station 64+00 to 64+30) will be advanced to a depth of 10-feet below ground surface. Samples will be collected in 2- to 5-foot intervals for field screening and select samples prepared for laboratory analysis as discussed below. In addition, two (2) hand auger sampling locations are included for the drainage ditch associated with the dual culvert installation cited above, under assumption that work in this area will include disturbance and possible disposal of the sediments encountered to accommodate the culvert installation.

B. Analytical

A total of sixteen (16) soil boring locations are proposed and we anticipate analyzing one (1) sample in each of the sixteen (16) borings, plus the two (2) sediment samples for a total of up to eighteen (18) samples to be analyzed for the contaminants of concern (COCs) per IDOT protocol, which include:

- 22 Total metals (Target Analyte List (TAL) minus Aluminum)
- SPLP/TCLP Metals (8 RCRA and Be, Co, Cu, Fe, Mn, Ni, and Zn)
- Volatile organic compounds (VOCs)
- Semi-volatile organic compounds (SVOCs)
- Soil pH

C. PSI Report Preparation

A report summarizing the results of the soil and sediment sample collection activities and analytical results will be prepared. This document will present information pertinent for the bidding documents regarding conditions of soils tested, handling and final disposition considerations.

D. CCDD (LPC-Form) Documentation and CCDD Facility Coordination

The soil sample results will be compared to the Maximum Allowable Concentrations (MACs) associated with CCDD facility acceptance, including the soil pH range of 6.25 to 9.0. If results achieve the MAC values, GZA will prepare the LPC-663 document that will be signed/stamped by the GZA. Any locations that do not achieve the MACs (including soil pH range) will be identified as exclusion zones, not acceptable for CCDD facility disposal. GZA will coordinate with at least three CCDD facilities to seek a review and if acceptable, provide pre-authorization letters for inclusion in the bidding documents, including Thelen Sand & Gravel.

Task 2 – QA/QC

Time under this task includes QA/QC time for the PESA report as described above.

Task 3 – Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, document production and other in-house management activities. Time under this task also includes completing a health and safety plan for all requested tasks within this scope.

2. PROJECT COSTS

The project costs for the proposed tasks are included on the attached spreadsheets.



3. LEVEL OF EFFORT AND SCHEDULE

PESA work will commence within 5 business days of project approval, with a target completion date of five weeks from the date of approval. Please let us know if you require an expedited schedule.

4. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

CONDITIONS OF ENGAGEMENT

The conditions of engagement are proposed to be in accordance with the AGREEMENT between Gewalt Hamilton Associates, Inc., 625 Forest Edge Drive, Vernon Hills, Illinois 60061 (“GHA”) and Huff & Huff, Inc. A subsidiary of GZA GeoEnvironmental located at 915 Harger Road, suite 330 Oak Brook, IL 60523 (“SUBCONSULTANT”) dated May 15, 2015. The terms and conditions of the AGREEMENT will be reproduced by GHA and incorporated with each specific assigned work order.

ACCEPTANCE

Upon issuance, both parties will execute the project specific Subconsultant Work Order consistent with the terms and conditions of the AGREEMENT.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,

Huff & Huff, Inc.

Jeremy J. Reynolds
Associate Principal
Attachments: Cost Plus Fixed Fee Spreadsheets

Village of Riverwoods

Saunders Road Phase II PS/CCDD - North Area

Legend

- Culverts (Driveways and 1 Road Crossing Area)
- Identified Sites - De Minimis
- Identified Sites - No Status
- Identified Sites - PIP
- Proposed Soil Boring Location
- Saunders Road
- Shoulder HMA&Ag Shoulder



Village of Riverwoods

Saunders Road Phase II PSI/CCDD - South Area

Legend

-  Culverts (Driveways and 1 Road Crossing Area)
-  Identified Sites - De Minimis
-  Identified Sites - No Status
-  Identified Sites - PIP
-  Proposed Soil Boring Location
-  Saunders Road
-  Shoulder HMA&Ag Shoulder





Local Public Agency Village of Riverwoods	County Lake	Section Number 21-00020-00-RS
Prime Consultant (Firm) Name Gewalt Hamilton Associates, Inc.	Prepared By JJR	Date 5/1/2023
Consultant / Subconsultant Name Huff & Huff, Inc. / GZA, Inc.	Job Number TBD	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Phase II PSI/CCDD

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	
START DATE	6/1/2023		
RAISE DATE	3/1/2024		
END DATE	5/31/2024		

OVERHEAD RATE	190.00%
COMPLEXITY FACTOR	0
% OF RAISE	2.00%

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2023	3/1/2024	9	75.00%
1	3/2/2024	6/1/2024	3	25.50%

The total escalation = 0.50%

Local Public Agency	County	Section Number
Village of Riverwoods	Lake	21-00020-00-RS
Consultant / Subconsultant Name		Job Number
Huff & Huff, Inc. / GZA, Inc.		TBD

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	0.50%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Associate Principal III	\$78.95	\$79.34
Associate Principal II	\$72.15	\$72.51
Associate Principal I	\$68.96	\$69.30
Senior Consultant II	\$78.93	\$79.32
Senior Consultant I	\$43.23	\$43.45
Senior Project Manager III	\$68.98	\$69.32
Senior Project Manager II	\$57.05	\$57.34
Senior Project Manager I	\$53.92	\$54.19
Senior Landscape Architect	\$59.54	\$59.84
Senior Planning PM	\$56.62	\$56.90
Senior Technical Specialist I	\$55.05	\$55.33
Senior Scientist PM II	\$57.08	\$57.37
Senior Technical Scientist	\$54.50	\$54.77
Scientist PM II	\$50.19	\$50.44
Scientist PM I	\$42.33	\$42.54
Assistant PM Scientist	\$37.61	\$37.80
Environmental Engineer PM II	\$49.99	\$50.24
Environmental Engineer PM I	\$45.00	\$45.23
Geotechnical Engineer PM I	\$48.28	\$48.52
Assistant PM Engineer I	\$44.19	\$44.41
Engineer II	\$30.25	\$30.40
Engineer I	\$33.35	\$33.52
Scientist S1	\$31.72	\$31.88
Technical Graphics Technician	\$25.96	\$26.09
Administrative Manager	\$48.89	\$49.13
Senior Administrative Assistant	\$34.50	\$34.67
Lead Word Processor	\$42.39	\$42.60

Local Public Agency Village of Riverwoods	County Lake	Section Number 21-00020-00-RS
Consultant / Subconsultant Name Huff & Huff, Inc. / GZA, Inc.		Job Number TBD

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total	Contribution to Prime Consultant
Total	0.00	0.00

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency
 Village of Riverwoods

County
 Lake

Section Number
 21-00020-00-RS

Consultant / Subconsultant Name
 Huff & Huff, Inc. / GZA, Inc.

Job Number
 TBD

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	180	\$0.66	\$117.90
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost	3	\$6.80	\$20.40
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)		\$4,500.00	\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	18	\$740.00	\$13,320.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Driller (Quote)	Actual Cost		\$4,500.00	\$0.00
PID (day)	Daily Rate	2	\$50.00	\$100.00
GPS (day)	Daily Rate	1	\$100.00	\$100.00
Field Kit (expendible materials)	Daily Rate	2	\$30.00	\$60.00
TOTAL DIRECT COSTS:				\$13,718.30

Local Public Agency

Village of Riverwoods

County

Lake

Section Number

21-00020-00-RS

Consultant / Subconsultant Name

Huff & Huff, Inc. / GZA, Inc.

Job Number

TBD

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **190.00%**

COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Task 1: PSI/CCDD	13,718	64	2,135	4,056	704	9,000	15,895	51.28%
Task 2: QAQC	0	4	280	533	93	0	906	2.92%
Task 3: Project Management	0	3	148	281	49	0	478	1.54%
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$13,718.30						\$13,718.30	44.26%
TOTALS		71	2,563	4,870	846	9,000	30,997	100.00%

7,433

Local Public Agency

Village of Riverwoods

County

Lake

Section Number

21-00020-00-RS

Consultant / Subconsultant Name

Huff & Huff, Inc. / GZA, Inc.

Job Number

TBD

**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Task 1: PSI/CCDD			Task 2: QAQC			Task 3: Project Management								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal III	79.34	0.0																	
Associate Principal II	72.51	2.0	2.82%	2.04				1	25.00%	18.13	1	33.33%	24.17						
Associate Principal I	69.30	3.0	4.23%	2.93				3	75.00%	51.98									
Senior Consultant II	79.32	0.0																	
Senior Consultant I	43.45	0.0																	
Senior Project Manager III	69.32	0.0																	
Senior Project Manager II	57.34	0.0																	
Senior Project Manager I	54.19	0.0																	
Senior Landscape Architect	59.84	0.0																	
Senior Planning PM	56.90	0.0																	
Senior Technical Specialist I	55.33	0.0																	
Senior Scientist PM II	57.37	0.0																	
Senior Technical Scientist	54.77	0.0																	
Scientist PM II	50.44	0.0																	
Scientist PM I	42.54	0.0																	
Assistant PM Scientist	37.80	8.0	11.27%	4.26	6	9.38%	3.54				2	66.67%	25.20						
Environmental Engineer PM II	50.24	0.0																	
Environmental Engineer PM I	45.23	0.0																	
Geotechnical Engineer PM I	48.52	0.0																	
Assistant PM Engineer I	44.41	0.0																	
Engineer II	30.40	0.0																	
Engineer I	33.52	52.0	73.24%	24.55	52	81.25%	27.23												
Scientist S1	31.88	0.0																	
Technical Graphics Technician	26.09	5.0	7.04%	1.84	5	7.81%	2.04												
Administrative Manager	49.13	0.0																	
Senior Administrative Assistant	34.67	1.0	1.41%	0.49	1	1.56%	0.54												
Lead Word Processor	42.60	0.0																	
TOTALS		71.0	100%	\$36.10	64.0	100.00%	\$33.36	4.0	100%	\$70.11	3.0	100%	\$49.37	0.0	0%	\$0.00	0.0	0%	\$0.00

HUFF & HUFF, INC.
SUMMARY OF DIRECT COSTS

Project: GHA Saunders Rd Ph 2

						<u>DIRECT</u>
Task 1 - PSI/CCDD						
Trips	60 miles	x	3	x	\$ 0.655	= \$ 117.90
Tolls			3	x	\$ 6.80	= \$ 20.40
Field Kit	1 day	x	2	x	\$ 30.00	= \$ 60.00
PID	1 day	x	2	x	\$ 50.00	= \$ 100.00
GPS	1 day	x	1	x	\$ 100.00	= \$ 100.00
IDOT Protocol samples						
VOCs+5035 Kits						
SVOCs						
22 Total Metals						
15 TCLP Metals						
15 SPLP Metals						
pH						
Subtotal/sample	1 ea	x	18	x	\$ 740.00	= \$ 13,320.00
Task Total						\$ 13,718.30
 Task 2 - QAQC						
Task Total						\$ -
 Task 3 - Project Management						
Task Total						\$ -
 GRAND TOTAL						\$ 13,718.30

HUFF & HUFF, INC.
SUMMARY OF SERVICES BY OTHERS
 Project: GHA Saunders Rd Ph 2

OUTSIDE

Task 1 - PSI/CCDD

Driller (Quote)	1 x	\$ 4,500.00	=	\$ 4,500.00
Traffic Control flaggers (day)	2 x	\$ 2,250.00	=	\$ 4,500.00
		Task Total		\$ 9,000.00

Task 2 - QAQC

_____	0 x	\$ -	=	\$ -
		Task Total		\$ -

Task 3 - Project Management

_____	0 x	\$ -	=	\$ -
		Task Total		\$ -

GRAND TOTAL \$ 9,000.00

PROPOSAL FOR LAND ACQUISITION SERVICES

Village of Riverwoods

Gewalt Hamilton Associates, Inc.



**Saunders Road
from Riverwoods Road to
Duffy Lane**

**Santacruz Land
Acquisitions**

222 Northfield Road · Suite 201
Northfield, IL 60093
www.santacruz-associates.com

Contact:
Javier Steve Santacruz
847-868-9620
javier@santacruz-associates.com

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EXECUTIVE SUMMARY

Having extensive experience with right of way projects, we understand the importance of keeping on schedule. On-time lettings gives the Village of Riverwoods, the Local Public Agency (“LPA”) the best use of its resources and strengthens the efficiencies in the implementation of its roadway improvement program. To achieve your goals, it is critical that your land acquisition consultant understands the importance and addresses three critical issues in your acquisition of right of way:

- Deliver the right of way on-time to meet the letting
- Manage the acquisition risks, including the cost of condemnation litigation
- Compliance with land acquisition policies and procedures and FWHA policies that effect the certification and funding of your project.

CRITICAL ISSUE 1: DELIVER THE RIGHT-OF-WAY ON-TIME TO MEET LETTING

Delivery of right of way on-time keeps the project on its letting schedule. We understand that nothing is more important to the LPA. Santacruz Land Acquisitions knows delays can impact the project budget, cause scheduling conflicts with potential contractors and affect other economic factors which govern the delivery of the overall infrastructure improvement program for the LPA.

Santacruz Land Acquisitions (“**Santacruz**”) will work with the staff for the LPA and/or, Gewalt Hamilton Associates, Inc., Engineer for the LPA, (“Consultant”) to develop a land acquisition plan for the reconstruction of Saunders Road from Riverwoods Road to Duffy Lane (the “Project”) to assure that the goals are met.

Our solution is to assemble a team of industry leading right-of-way professionals that have years of experience working on land acquisition projects with the understanding of what needs to be done to complete an acquisition on time.

CRITICAL ISSUE 2: MANAGE THE RIGHT-OF-WAY PROCESS & RISKS

With over twenty-five years working on land acquisition projects, Santacruz Land Acquisitions understands the workload associated with this project and the level of performance the LPA is seeking with this engagement. As such, we have assembled a team of professionals with vast experience in delivering right-of-way services for IDOT, the Tollway and other such agencies on various infrastructure projects.

Equally important as the scheduled letting is the acquisition budget for the Project. Our team will suggest ways to minimize impacts and reduce costs in challenging acquisitions. We will also work with the LPA to minimize the condemnation referrals that impact the budget for this Project. At the same, our team will quickly identify parcels in the very beginning of the process that have title issues that can only be resolved through condemnation so that the team can develop strategies on moving the land acquisition process forward.

Your land acquisition consultant needs to have knowledge of the legal requirements necessary to position an agency for a successful acquisition of the right-of-way.

Our solution is to compile extensive experience in law, real estate and civil engineering which gives us the ability to recognize issues and resolve them before they create bigger problems. Santacruz has over 25 years of providing right-of-way services including managing land acquisition projects of various sizes.

CRITICAL ISSUE 3: COMPLIANCE WITH GOVERNMENT REGULATIONS

All land acquisition services must be performed in accordance with the Uniform Relocation Assistance and Real Property Act. In addition, we are familiar with IDOT's land acquisition guidelines, policies and procedures.

Our solution is to apply our team's extensive collective decades of experience complying with federal and state laws and maximizing the team's knowledge of the land acquisition policies of IDOT.

ADDITIONAL COMPONENT OF OUR PROPOSAL: BEP UTILIZATION

Santacruz is a BEP with Central Management Services, a DBE with IDOT and an MBE with Cook County and the City of Chicago.

WHY SANTACRUZ LAND ACQUISITIONS?

As you review our proposal, you will see that the team that Santacruz Land Acquisitions has assembled is versatile, experienced and qualified to deliver the full scope of the land acquisition needs for the LPA. What sets apart our team is:

- Years of successful on-time delivery of right of way land acquisition services to various other agencies
- Diverse set of real estate acquisition disciplines including backgrounds in law and civil engineering
- Extensive experience with complex valuations and acquisitions
- Title review experience, including familiarity with all types of recorded documents affecting real estate and knowledge on how to the clear title
- Experience in reviewing plats and legal descriptions, as well as an ability to review and understand roadway construction plans
- Expertise with the Uniform Relocation Assistance and Real Property Act of 1970, as amended (Uniform Act), Illinois Eminent Domain Act (735 ILCS 30), IDOT Land Acquisition Guidelines.
- Familiarity with IDOT policies and procedures related to land acquisition and appraisals.

SUMMARY

With a long history of successful delivery of a variety of right of way projects on-time, within budget and to our client's satisfaction, we look forward to the opportunity to assist the LPA with its land acquisition needs.

COMPENSATION

Santacruz shall be entitled to the compensation as shown on the attached schedule. Our cost proposal, based on **five (5)** projected parcels of right-of-way, is as follows:

<u>APPRAISALS:</u>	\$16,000.00.
<u>REVIEW APPRAISALS:</u>	\$8,000.00.
<u>NEGOTIATIONS:</u>	\$16,000.00.

As directed, **Santacruz** shall invoice the LPA or Consultant for any fees and charges related to the acquisitions including, without limitation, (i) the cost of the later date title commitments, (ii) the cost of title insurance policies obtained on the parcels to be acquired, (iii) the cost of recording any necessary documents to complete the conveyance and obtain clear title, (iv) lender's fees related to the processing of any partial releases needed to provide clear title, and (v) land trustee processing fees. **Santacruz** shall include **\$750.00** per parcel for these charges. **Santacruz** shall pay any such fees and charges in excess of the **\$750.00** per parcel allowance for which Santacruz Land Acquisitions shall be entitled to additional compensation in the amount of any such payments pursuant to a separate work order issued.

If requested by LPA or Consultant, **Santacruz** shall prepare a project estimate for the anticipated R/W acquisitions costs and potential damages caused by the takings. Should such services be requested, they shall be provided at a cost of **\$200.00** per parcel.

Based on the projected total number of parcels of right-of-way to be acquired for the Project, the land acquisition negotiation services provided herein are offered at a cost not to exceed **\$44,750.00** as follows (per the pricing schedule in Exhibit 3.a.):

Land Acquisition Services	\$40,000.00
Estimated Direct Billable Expenses	\$3,750.00
Project Estimation Services (opt.)	\$1,000.00

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TECHNICAL APPROACH

Santacruz shall provide Right-of-Way Acquisition Services including, but not limited to:

- Project Management
- Appraisals
- Acquisition negotiations and settlements

In addition, as may be required in order to complete the processing of any parcel and subject to the approval in advance by the LPA, **Santacruz** can also provide specialty engineering reports and relocation assistance of displaced property owners. All services shall be performed at the direction of the LPA and in accordance with the policies and procedures of IDOT, as applicable, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”), as amended (49 CFR Part 24), the Illinois Eminent Domain Act (735 ILCS 30) (“Eminent Domain Act”), and the Illinois Code of Civil Procedure (“Code of Civil Procedure”).

Santacruz Land Acquisitions agrees to perform the services as set forth herein. **This process has been the roadmap to many successful right-of-way projects. This Road Map will help us help you keep your project on schedule.**

LAND ACQUISITION CRITICAL PATH STEPS – “OUR ROAD MAP”

Task 1: Notice to Proceed

Our services start after authorization to proceed from the LPA and IDOT (as may be necessary).

Task 2: Kick-off Meeting

Santacruz will meet with the LPA and/or Consultant to discuss the Project, identify issues and develop any necessary strategies to assure the timely completion of the Project.

Task 3: Delivery and Review of Project Information

The LPA or Consultant will provide **Santacruz** with plats of highway, legal descriptions, the most recent title commitments and any other pertinent information regarding the property owner for each parcel assigned for acquisition. In addition, the LPA or Consultant will also provide **Santacruz** with a set of project plans, including, (i) plan and profile, (ii) drainage and utilities, (iii) pavement markings and (iv) cross sections.

Task 4: Introductory Notice to Owners

The appraiser will notify the property owner of the proposed taking and will invite the property owner to be present during the inspection by the appraiser.

Task 5: Appraisal

The appraiser shall make a detailed inspection of the properties and make such investigations and studies as are consistent with industry standard and necessary to derive sound conclusions for the preparation of appraisal reports. All appraisal work shall be completed within eight to ten weeks after commencement.

The Appraiser shall assist in analyzing and responding to valuation information provided by a property owner in support of a counter-offer.

As necessitated by a change of ownership, a revision to the right of way or for condemnation purposes, **Santacruz** will furnish and deliver updated or revised appraisals. Such requests may be pursuant to a separate work order.

Task 6: Review Appraisal

All appraisals will be reviewed by the review appraiser assuring that all items affecting the value of the property have been considered in the appraisal.

As necessitated by a change of ownership, a revision to the right of way or for condemnation purposes, **Santacruz** will furnish and deliver updated or revised reviews. Such requests may be pursuant to a separate work order.

Task 7: Negotiation and Acquisition

Santacruz shall commence negotiations after approval by the LPA of the appraisals and the amount of just compensation to be offered to the property owner.

Before contacting the property owner, **Santacruz** will prepare and send the introductory letter to the property owner on the LPA's letterhead.

Santacruz will present the property owner with an offer package, which shall contain the Offer to Purchase and other documents to assist the property owner with reviewing the right-of-way request.

Santacruz will make all reasonable efforts to complete the acquisition of the right-of-way from the property owner.

Santacruz will not have any authority to determine administrative settlements. **Santacruz** will consult with the LPA for approval of any counter offers and upon acceptance by the LPA of any such counter-offer, **Santacruz** will prepare the necessary documentation for administrative settlement.

Santacruz will review the title commitment provided for each parcel to determine the liens and encumbrances that will need to be addressed in order to complete the acquisition process for the LPA.

If, during its discussions with the property owner, errors in the plans are discovered or the property owner requests design changes, **Santacruz** will immediately notify LPA or Consultant with this information. At any time during negotiations for situations involving design changes, errors in plans or for any other reason, if requested by LPA or Consultant, **Santacruz** will cease negotiations on certain parcels until corrected information or further instruction is provided to **Santacruz**.

Upon successful negotiations with the property owner, **Santacruz** will prepare all necessary conveyance documents in order to complete the acquisition and obtain title approval for the property. **Santacruz** will submit the completed parcel file with original conveyance documents, any documents necessary for title clearance, the Negotiator's Log documenting all negotiation activities, copies of all correspondence with the property owner, title commitments, plats, and all

other documentation as required by the LPA and IDOT (as necessary).

Task 7: Project Management

Santacruz Land Acquisitions shall appoint a Project Manager for this project. The Project Manager will provide proposed project time-line with milestones on delivery. The Project Manager will coordinate all deliverables, keep project on schedule and maintain the channels of communication with the LPA.

The Project Manager will attend project kick-off meetings and project status meetings. In addition, when needed, the Project Manager will review construction plans and provide comments.

The Project Manager shall provide QA/QC oversight for this contract. Santacruz Land Acquisitions has a very strong commitment to QA/QC for all its projects. In addition to monthly status reports prepared for our clients in which we review the progress of each parcel, Santacruz Land Acquisitions meets on a bi-weekly basis with its production team to assure that projects are on schedule and proceeding to letting.

The paralegal team at Santacruz Land Acquisitions reviews every title commitment to alert the negotiator of title concerns and to prepare for title clearance. Also, all conveyance documents prepared by the paralegals are reviewed by the head paralegal and/or the negotiator. Finally, all final packages of settled or condemned parcels are compiled using QA/QC checklist and reviewed by the Project Manager to assure proper completion.

Condemnation Support

Santacruz understands that appearances in court and/or pretrial conferences, which may include depositions, and preparation for litigation or pre-trial conferences may be required by the LPA so that it may complete the acquisition of the property through condemnation.

In the event, after making every reasonable effort to contact and negotiate with a property owner,

Santacruz is unable to obtain a settlement for the acquisition of the right-of-way, **Santacruz** shall refer the parcel to the LPA for acquisition by condemnation.

In such case, at the request of the LPA or its trial counsel, the Appraiser assigned to appraise the parcel shall make any such appearances or complete such preparation work in order to assist with this process. In addition, at the request of the LPA or its trial counsel, the Negotiator assigned to negotiate the parcel shall make any such appearances or complete such preparation work in order to assist with this process. Such requests for trial appearances or condemnation support will be pursuant to a separate work order.

PERSONNEL

The experience and talent of the right of way professionals that make up the team for **Santacruz** will, to a large extent, be the basis for the success of keeping this Project on-time and within budget. **Santacruz** brings over twenty-five years of right of way acquisition experience. Santacruz has worked on thousands of acquisition parcels for ISTHA, IDOT, Cook, Kane, Lake, and Will Counties. We have also worked for numerous township and municipalities. **Santacruz** has years of experience handling some of the most complex land acquisition transactions.

The **Santacruz** staff includes two negotiators and two paralegals with years of experience in acquiring a variety of right-of-way parcels.

PRIOR EXPERIENCE

Santacruz Land Acquisitions was founded in 1992 and has grown to be one of the most dependable right-of-way negotiation firms in Illinois. **Santacruz** has been providing comprehensive right-of-way solutions, including negotiation activities and the coordination of the valuations of parcels for various public agencies.

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EXHIBITS

- a. Pricing Schedule
- b. BEP Certification
- c. Team Resumes

Compensation for Services

Appraisal Services (per parcel)

Appraisals	\$3,200.00
Revision to appraisal due to change in ROW or plans ¹	\$1,500.00 - \$3,200.00

Review Appraisal Services (per parcel)

Review Appraisals	\$1,600.00
Revision to review appraisal due to change in ROW or plans ¹	\$900.00 - \$1,600.00

Negotiation Services (per parcel)

Negotiation and acquisition services for Right of Way including, without limitation, documentation of conveyance of property interest	\$3,200.00
Additional negotiations due to change in ownership or plans ¹	\$1,900.00 - \$3,200.00

R/W Estimation Services (optional) (per parcel)

Development of budget for R/W acquisition costs	\$200.00
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Witness Services (if applicable)

Rate for each ½ day in pretrial conference or in court for Negotiator ¹	\$1,000.00
Rate for each ½ day in pretrial conference or in court for Appraiser ¹	\$1,000.00
Hourly rate for consultation not otherwise specifically provided for herein	\$250.00

Title Services (if applicable)

Later date commitment – In addition to actual recording costs + Administrative fee	\$25.00
Title insurance policies – In addition to actual recording costs + Administrative fee	\$25.00
Recording of Documents – In addition to actual recording costs + Administrative fee	\$25.00
Copies of recorded documents – In addition to actual copying costs & research fees + Administrative fee	\$25.00

¹ May requires supplemental work order.

BEP CERTIFICATION



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

April 15, 2022

CERTIFIED-RETURN RECEIPT REQUESTED

Mr. J. Steve Santacruz
Santacruz Associates, Ltd.,
dba Santacruz Land Acquisitions
222 Northfield Rd., Ste. 201
Northfield, IL 60093

Dear Mr. Santacruz:

The Illinois Department of Transportation (IDOT) has approved the *No Change Affidavit* for Santacruz Associates, Ltd., dba Santacruz Land Acquisitions and determined that the firm continues to meet DBE eligibility standards to perform work towards DBE goals.

To remain certified and in good standing, you must annually submit a *No Change Affidavit*. Your firm's next affidavit is due on **May 1, 2023**. IDOT will send an affidavit form 60 days prior to that date.

Should the submitted information change, you are required to notify IDOT's Bureau of Small Business Enterprises within 30 days of the change.

Note: Pursuant to 49 CFR Part 26.83(i), whenever there is a change in circumstances affecting your firm's eligibility status, your firm must provide written notification to IDOT within 30 days of the occurrence of the change. If you fail to make timely notification, it may result in the loss of your firm's certification.

If you have any questions, please contact the Bureau of Small Business Enterprises at (217) 782-5490.

Sincerely,

A handwritten signature in blue ink that reads "Tony L. Day" with a small "88" written below it.

Tony L. Day
DBE Certification Section Manager
Bureau of Small Business Enterprises



Illinois Department of Transportation

Santacruz Associates, Ltd.

is hereby certified as a

Disadvantaged Business Enterprise

This certificate is valid under current firm ownership and operational control only and supercedes any authorization or listing previously issued.

Handwritten signature of Ann L. Schneider in black ink.

Ann L. Schneider
Acting Secretary
Illinois Department of Transportation

Handwritten signature of Carol Lyle in black ink.

Carol Lyle
Bureau Chief
Bureau of Small Business Enterprises

Effective the 26th day of July 2011



OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

118 N Clark Street • Chicago, Illinois 60602 • (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

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17th District

December 5, 2014

Mr. J. Steve Santacruz, President
Santacruz Associates, Ltd.
2650 Valor Drive
Glenview, IL 60026

Dear Mr. Santacruz,

Cook County Board President Toni Preckwinkle and City of Chicago Mayor Rahm Emanuel have launched a reciprocal Minority and Women Business Enterprise initiative. This initiative will allow your business to be certified by either the County or City, and have that certification apply to both agencies. This combined effort by the County and City will lessen the financial burden and streamline the certification process by providing a “one stop shop” for MBE/WBEs interested in participating in County and City procurement opportunities.

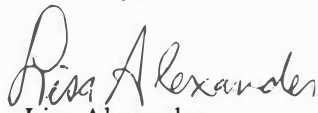
Santacruz Associates, Ltd. is currently certified by the City of Chicago as a **MBE**.

This letter is to notify you that your designated Host Agency will be the City of Chicago and your M/WBE certification will be recognized for Cook County contracts, provided that your status with the City of Chicago’s M/WBE Program remains in good standing. As such, you will no longer be required to submit your annual No Change Affidavit to Cook County Government.

Please note that if you are currently certified with the City of Chicago in a *non-construction* area i.e., professional services or goods, the County Code requires that you do not exceed 1.) the S.B.A. Size Standards and, 2.) Personal Net Worth standards of approximately \$2MM. If you are a non-construction firm and wish to participate as an MBE/WBE in an upcoming County contract, you must submit an affidavit regarding your Size and Personal Net Worth at the time of the bid. You can download the affidavit from www.cookcountyil.gov/contractcompliance.

If you have further questions and/or comments, please contact Lisa Alexander at 312-603-5513.

Sincerely,


Lisa Alexander
Deputy Director



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

MAY 03 2019

J. Steve Santacruz
Santacruz Associates, Ltd. dba Santacruz Land Acquisition
222 Northfield Rd., Suite 201
Northfield, IL 60093

Dear Mr. Santacruz:

We are pleased to inform you that **Santacruz Associates, Ltd. dba Santacruz Land Acquisition** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **1/15/2024**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **1/15/2020, 1/15/2021, 1/15/2022, and 1/15/2023**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **1/15/2024**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **11/15/2023**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):

531390- Consultants, Real Estate (Except Appraisers), Offices

Your firm's participation on City contracts will be credited only toward **MBE** goals in your area(s) of specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Shannon E. Andrews
Chief Procurement Officer

SEA/fn



February 26, 2020

Certification Term Expires: February 26, 2021

J. Steve Santacruz
Santacruz Associates, Ltd. DBA Santacruz Land Acquisitions
Suite 201
Suite 206
Northfield, IL 60093

Re: Minority Business Enterprise (MBE)

Dear J. Steve Santacruz:

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Minority Business Enterprise (MBE) under the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities

This certification is in effect with the State of Illinois until the date specified above. Please note that you have been granted certification under the Recognition Application because you are certified with one of our partner organizations and, as such, must recertify each year.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP through email to update your certification as a condition of continued certification. It is your responsibility to ensure that the contact email address listed in the system is accurate and up to date and that the email account is checked regularly so that you do not miss any important notifications. In addition, should any changes occur in ownership and/or control of the business, in the business' certification status with the partner organization, or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm

Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 95883: REAL ESTATE MANAGEMENT SERVICES, INCLUDING LISTING, SALES AND BROKER SERVICES

Your firm will only show up in the database of BEP-certified vendors the NIGP codes listed above, so PLEASE REVIEW THE LIST CAREFULLY TO ENSURE THAT ALL RELEVANT NIGP CODES ARE INCLUDED.

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on www.opportunities.illinois.gov and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,

Carlos Gutiérrez
Certification Manager
Business Enterprise Program

TEAM RESUMES

Javier Steve Santacruz

Mr. Santacruz has spent his career as a real estate professional working as a controller for VMS Realty Partners and general counsel of Continental Offices. He has extensive experience in lease negotiation, property management, debt restructuring, acquisitions/dispositions and the development of real estate investment vehicles.

For the past twenty years, Mr. Santacruz has been providing right-of-way services for a variety of governmental agencies. He has assisted on planning of right-of-way during plan development stages, as well as worked as a right-of-way agent in the acquisition and facilitation of right-of-way necessary for the completion of a project. He has extensive experience working with the Illinois Department of Transportation and the Illinois State Toll Highway Authority gaining a thorough understanding of the policies and procedures of those agencies in meeting their right-of-way requirements. Representative project experience includes:

- O'Hare Modernization Program, O'Hare Airport expansion for the City of Chicago – Right-of-Way Agent. Completed the acquisition or referral for condemnation of over 300 parcels in a seven month period. Coordinated the acquisition process with relocation agents assigned to provide relocation benefits to displaced property owners under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- Washington Street in Lake County, Illinois, Lake County Division of Transportation – Right-of-way Agent. Engaged to provide negotiation/acquisition and appraisal services for 135 parcels over a 2.5 mile corridor. Project involved roadway widening and a grade separation of METRA rails from the roadway.
- Grand Avenue Grade Separation, Grand Avenue Railroad Relocation Authority, Franklin Park, Illinois – Right-of-way Agent. Provided negotiation services and facilitated acquisition of over eighty parcels of right-of-way necessary to complete a rail-road grade separation along Grand Avenue in Franklin Park involving the Soo Line Railroad, CP Rail Systems, Wisconsin Central and Indiana Harbor Belt Railroad.
- I57 and I294 Interchange, Illinois State Toll Highway Authority – Right-of-Way Agent. Engaged to provide a combination of negotiation/acquisition and appraisal services for over one hundred parcels for the construction of an interchange connecting two major interstates.

Role:

*President/Project Manager
Right of Way Consultant*

Years of Experience: 25+

Education:

*Juris Doctorate
DePaul University Law, 2015
B. S. in Accounting
DePaul University, 1983*

Professional Credentials:

*International Right
of Way Association*

Jonathan Abplanalp

Mr. Abplanalp is in his eighth year providing right-of-way services for a variety of governmental agencies. He has worked as a right-of-way agent in the acquisition and facilitation of right-of-way necessary for the completion of a project. Prior to becoming an IDOT-approved Fee Negotiator, Mr. Abplanalp worked for Santacruz Land Acquisitions as a Right of Way Administrative Assistant. Representative project experience includes:

- Weiland Road in Lake County, Illinois, Lake County Division of Transportation – Right-of-way Agent. Assisted in negotiation of 48 parcels over a two-mile corridor. Project involved several relocations of residences.
- IL 31 in Carpentersville, Illinois, Village of Carpentersville – Right- of-way Agent. Assisted in negotiation of 40 parcels for major intersection reconfiguration. Project involved two relocations of businesses.
- Ohio Street at BNSF Railway Crossing in Aurora for City of Aurora – Right-of-Way Agent. Engaged to provide negotiation/acquisition services for 14 parcels. Project involved a grade separation of railroad from the roadway.
- Washington Street in Lake County, Illinois, Lake County Division of Transportation – Right-of-way Agent. Assisted in negotiation of 135 parcels over a 2.5 mile corridor. Project involved roadway widening and a grade separation of METRA rails from the roadway.
- Lake Cook Road in Lake County & Cook County, IL – Right-of-way Agent. Assisted in negotiation and facilitated acquisition of 48 parcels of right-of-way for major reconstruction of Lake Cook Road. Parcels were acquired on behalf of Lake County, Cook County, and the Illinois Department of Transportation.
- IL 72 at Big Timber Road in Kane County for Illinois Department of Transportation – Right-of-way Agent. Provided negotiation services and facilitated acquisition of eight parcels of right-of-way necessary for the reconstruction of intersection of IL 72 and Big Timber Road.
- Plum Grove Road in Schaumburg, IL for Village of Schaumburg – Right-of-way Agent. Provided negotiation services and facilitated acquisition of 25 parcels of right-of-way necessary to reconstruct 2 sections of Plum Grove Road. One section included the installation of a roundabout.
- National Parkway in Schaumburg, IL for Village of Schaumburg – Right-of-way Agent. Provided negotiation services and facilitated acquisition of 17 parcels of right-of-way necessary to reconstruct National/State Parkway. Project consisted of reduced traffic lanes and the addition of a bike lane.

Role:

*Vice-President/
Right of Way Consultant*

Years of Experience: 10+

Education:

*B. S. in Architectural Studies
University of Illinois, 2011*

Professional Credentials:

*International Right
of Way Association*

Dylan Santacruz

Mr. Santacruz recently joined Santacruz Land Acquisitions after graduating from Miami University in 2021. In two months, he completed all of the requirements for a right-of-way negotiator outlined by the International Right of Way Association (IRWA).

Representative project experience includes:

- Wood Street in Dixmoor and Harvey, Illinois. Illinois Department of Transportation – Right-of-way Agent in Training. Assisted in negotiation of 55 parcels for this project.
- IL 47 in Kane County, Illinois, – Illinois Department of Transportation – Right-of-way Agent in Training. Assisted in negotiation of over 45 parcels for extensive roadway reconstruction.

Role:

Right of Way Consultant

Years of Experience: 0+

Education:

*B. S. in Business Analytics
Miami University (OH), 2021*

Professional Credentials:

*International Right
of Way Association*

Agenda Item 13 (d)

APPROVAL FOR THE PURCHASE OF A REPLACEMENT POLICE DEPARTMENT SQUAD SUV AND RELATED EQUIPMENT

ISSUE: Approve the purchase from Sutton Ford, 21315 Central Av, Matteson, IL for \$44,565 for a 2023 Police Interceptor **Ford Explorer Non-Hybrid** and \$18,000 to Lund Industries for related vehicle stripping, equipment, and installation, totaling \$62,565.

Approve the possible subsequent purchase from Highland Park Ford, 1333 Park Ave, Highland Park, IL for \$46,207 for a 2023 Police Interceptor **Ford Explorer Hybrid** and \$18,000 to Lund Industries for related vehicle stripping, equipment, and installation, totaling \$64,207.

Recommendation: Approve

Background:

The Village Board previously approved the replacement of a 2019 Chevrolet Tahoe in the fleet in 2023, which was included in the proposed 2023 police budget proposal. The approval was for a 2023 Police Interceptor **Ford Explorer Hybrid** from Highland Park Ford for \$46,207 and to pay \$18,000 to Lund Industries for related vehicle stripping, equipment, and installation, totaling \$64,207.

The Police Interceptor **Ford Explorer Hybrid** was ordered in mid-2022 but has yet to arrive. Several area police departments that also ordered the Hybrid had their orders canceled by Ford. Inquiries to Ford disclosed our order has yet to be canceled, but Ford could not tell us when the car will be delivered, nor could Ford guarantee the order would not be canceled due to production being behind.

The State of Illinois Joint Purchasing Master Contract for the 2023 Police Interceptor **Ford Explorer Non-Hybrid** was awarded to Sutton Chevrolet in Matteson, IL, for the low base price bid of \$39,424. With the needed options, the total is \$44,565.

The Police Department is requesting authorization to order the **in-stock** Police Interceptor 2023 **Ford Explorer Non-Hybrid** SUV from Sutton Ford for \$44,565 and to pay Lund Industries up to an additional \$18,000 for related stripping from the old car, new equipment, and installation for a total of \$62,565.

The Police Department is further requesting authorization to additionally purchase the original **Ford Explorer Hybrid** from Highland Park Ford for \$46,207 and to pay \$18,000 to Lund Industries for related vehicle stripping from the old car, new equipment, and installation, totaling \$64,207, should the vehicle arrive in 2023, making unnecessary a future request to purchase a squad car in 2024.

ATTACHED DOCUMENTS:

State of Illinois Joint Purchasing Master Contract bid
Sutton Ford Quote

RESPONSIBILITY: Chief



**COMMERCIAL
& FLEET**

DATE Thursday, June 22, 2023


**BILL AND
TITLE TO:** VILLAGE OF RIVERWOODS

ADDRESS PAYMENT TO:
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443
E-mail BHALL@SUTTONFORD.COM
Phone 708-720-8035
Contact BRITTANY HALL

INVOICE # TBD
TERMS COD
ORDERING FIN TBD

YEAR	MAKE	MODEL DISCRIPTION		COLOR	STOCK NO.
2023	FORD	POLICE INTERCEPTOR UTILITY		BLACK	S00576
VIN NUMBER		1FM5K8AC2PGB12142			
QTY	Commodity Information		MSRP DISCOUNT	MSRP	TOTAL COST
1	POLICE INTERCEPTOR UTILITY				\$ 44,565.00
				SUBTOTAL	\$ 44,565.00
				STATE SALES TAX	N/A
				COUNTY TAX	N/A
				CITY TAX	N/A
				COUNTY WHEEL TAX	N/A
MSO				LICENSE, TRANSFER, TITLE	N/A
				TOTAL	\$ 44,565.00

ACCEPTED BY: _____
PURCHASER'S SIGNATURE
DATE 6/22/2023

ACCEPTED BY: 
DEALER OR HIS AUTHORIZED REPRESENTATIVE
DATE 6/22/2023

ORIGINAL INVOICE



Master Blanket Purchase Order 22-416CMS-BOSS4-P-41049

Header Information

Purchase Order Number:	22-416CMS-BOSS4-P-41049	Release Number:	0	Short Description:	JPMC Police Pursuit SUVs and SSVs
Status:	3PS - Sent	Purchaser:	Anthony Hamilton	Receipt Method:	Quantity
Fiscal Year:	2022	PO Type:	Blanket	Minor Status:	
Organization:	CMS - Central Management Services				
Department:	BOSS41610 - Strategic Sourcing	Location:	AG001 - Strategic Sourcing	Type Code:	Competitive Sealed Bidding
Alternate ID:	9100001454	Entered Date:	09/01/2022 05:16:30 PM		
Days ARO:	120	Retainage %:	0.00%	Discount %:	0.00%
Release Type:	Direct Release				
Contact Instructions:	anthony.hamilton@illinois.gov	Tax Rate:		Actual Cost:	\$0.00
Print Format:					
Is this a Small Business Set Aside Procurement?:	No				
Date Contract Executed:	09/08/2022				
Master Contract?:	Yes				
Original/ Old Contract/PO Number:					
Incoterm Key:					
Incoterm Location (City):					
Release Begin Date:					
Release End Date:					
Is there a BEP/VBP Participation Goal? :	No				

Agency Attachments: [P-41049 JPMC Police Pursuit SUVs and SSVs Contract Executed 220908 Redacted.pdf](#)
[P-41049 JPMC Police Pursuit and Special Vehicles Pricing Package-Sutton Ford Inc-1.pdf](#)
[2023MY Mach-E PL315 Price list-Destination.pdf](#)

Vendor Attachments:

Primary Vendor Information & PO Terms

Vendor:	V00005659 - Sutton Ford, Inc. Kyle Mohrbach 21315 Central Ave Matteson, IL 60443 US Email: kmohrbach@suttonford.com Phone: (708)720-8013 FAX: (708)390-4129	Payment Terms: NA	Shipping Method:
		Shipping Terms:	Freight Terms:

PO

Acknowledgements:	Document	Notifications	Acknowledged Date/Time
	Purchase Order	Emailed to kmohrbach@suttonford.com at 09/08/2022 03:05:57 PM	
	Change Order 2	Emailed to kmohrbach@suttonford.com at 10/20/2022 12:32:34 PM	

Master Blanket/Contract Vendor Distributor List

Vendor ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
V00005659	Sutton Ford, Inc.	Email	Active

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 09/08/2022 **Master Blanket/Contract End Date:** 09/07/2027
Cooperative Purchasing Allowed: Yes

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
ALL ORG - Organization Umbrella Master Control	AGY - Agency Umbrella Master Control	\$0.00	\$11,362,708.28	\$0.00

Additional NIGP Code:

Print Sequence # 2.0, Item # 2: 2023 Ford Mustang Mach-E Premium eAWD with Extended Range Battery. Range 3PS Fully Charged: 277 miles Lithium ION Battery: 91 combined city/highway MPGe - 97 city 84 highway ///Battery Capacity 91 kWh///Electric fuel economy combined Sent 37 kWh per 100 miles /// 0-60 PMH in 4.8 seconds///Horsepower 346//Torque 428 lb.-ft/// 19" aluminum wheels, spotlight, noise suppression straps, pursuit rated tires, secure idle, cloth/vinyl seats, and third row seating unavailable /// Police Pursuit Sport Utility Vehicle (PPV SUV), Standard, 4-Door, Electric /// Basic unit to include all standard equipment, no deletions: Not rated as police pursuit; Electric engine with Level 1 and Level 2 charger; Automatic transmission with overdrive; Heavy duty steel wheels to be equipped with pursuit rated all season black wall tires and hubcaps, tires must meet all Federal MVSS requirements for pursuit vehicles and be marked with "DOT" Compliance symbol; Full-size spare tire, wheel and tire service kit; 4-Wheel anti lock disc brakes; Regenerative braking system; Power windows and door locks; Air conditioning and heat climate control in front and rear; AM/FM radio, clock and Bluetooth capability; Cruise control and tilt steering wheel; Driver and front passenger air bags; minimum side curtain air bags for rear; Intermittent wipers for front windshield and rear liftgate; Tinted glass; Defroster on rear liftgate window; Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; Day/Night rear view mirror and heated, foldaway power exterior mirrors; Column or panel mounted shifter; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key fobs for each vehicle; Heavy duty vinyl rubber flooring; Automatic interior dome light disabled; Additional L.E.D. Dome light with special On/Off switch at the base and mounted to the ceiling, not more that 12 inches to the rear of the base of the inside rearview mirror; Dome light switches to be activated on front and rear doors (may be dealer installed); Steering wheel programmable buttons; 100 Watt siren/speaker, wired and mounted behind grill; Pre-drilled front corner lamp modules; Front headlamp lighting solution with front pocket warning lights that simulate the Wig/Wag system; Tail lamps with flashing L.E.D. lighting solution that simulates the Wig/Wag system; daytime running lights with On/Off switch; Noise suppression ground straps; Rear view camera in center stack; Ignition switch override; Secure idle; Interior color of gray or black.

NIGP Code: 071-80

SUV Type Vehicles, Including Carryalls

Req # / Item #: 22-416CMS-BOSS4-R-100385 / 47

Bid # / Bid Item #: **22-416CMS-BOSS4-B-27256 / 47**

Quote # / Quote Item #: **Q00054005 / 47**

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$67,896.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:

Make: Packaging:

Additional NIGP Code:

Print Sequence # 3.0, Item # 3: PPV Standard SUV Option Level 3/Fast charger.

3PS - Sent

NIGP Code: 071-80

SUV Type Vehicles, Including Carryalls

Req # / Item #: 22-416CMS-BOSS4-R-100385 / 48

Bid # / Bid Item #: **22-416CMS-BOSS4-B-27256** / 48

Quote # / Quote Item #: **Q00054005** / 48

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$11,500.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Additional NIGP Code:

Print Sequence # 4.0, Item # 4: Order Cut-off was 9/9/22 for 2023MY. Ford Explorer Police Utility Interceptor FFV, 3PS
 MPG: 17 city/23 highway, 3.3L V6 (AWD) /// Police Pursuit Sport Utility Vehicle - Sent
 (PPV SUV), Standard, 4-Door, Flex Fuel V6 Engine, All Wheel Drive /// Basic unit to include all standard equipment, no deletions: Automatic transmission with
 overdrive; Engine oil cooler; Heavy duty steel wheels to be equipped with pursuit rated all season black wall tires and hubcaps, tires must meet all Federal MVSS requirements for pursuit vehicles and be marked with "DOT" Compliance symbol; Full-size spare tire, wheel and tire service kit; 4-Wheel anti lock disc brakes; Power windows and door locks; Air conditioning and heat climate control in front and rear; AM/FM radio, clock and bluetooth capability; Cruise control and tilt steering wheel; Steering wheel programmable buttons; Driver and front passenger air bags; minimum side curtain air bags for rear; Intermittent wipers front windshield rear liftgate; Tinted glass; Defroster on rear liftgate window; Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; Day/Night rear view mirror and heated, foldaway power exterior mirrors; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key sets for each vehicle; Heavy duty vinyl rubber flooring; Automatic interior dome light disabled; Additional L.E.D. Dome light with special On/Off switch at the base and mounted to the ceiling, not more that 12 inches to the rear of the base of the inside rearview mirror; Dome light switches to be activated on front and rear doors (may be dealer installed); 100 Watt siren/speaker, wired and mounted behind grill; Pre-drilled front corner lamp modules; 170 (minimum) AMP alternator; 720 (minimum) CCA battery with auxiliary battery; Front headlamp lighting solution with front pocket warning lights that simulate the Wig/Wag system; Tail lamps with flashing L.E.D. lighting solution that simulates the Wig/Wag system; daytime running lights with On/Off switch; Noise suppression ground straps; Rear view camera in center stack; Ignition switch override; Secure idle; Each vehicle individually keyed; Interior color of gray or black.

NIGP Code: 071-80

SUV Type Vehicles, Including Carryalls

Req # / Item #: 22-416CMS-BOSS4-R-100385 / 49

Bid # / Bid Item #: **22-416CMS-BOSS4-B-27256** / 49Quote # / Quote Item #: **Q00054005** / 49

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$39,923.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Additional NIGP Code:

Print Sequence # 5.0, Item # 5: Order Cut-off was 9/9/22 for 2023MY. Ford Explorer Police Utility EcoBoost, 3.0L 3PS V6 (AWD), MPG: 17 city/22 highway /// Police Pursuit Sport Utility Vehicle (PPV - SUV), Standard, 4-Door, Eco Boost Engine, All Wheel Drive /// Basic unit to include Sent all standard equipment, no deletions: Automatic transmission with overdrive; Engine oil cooler; Heavy duty steel wheels to be equipped with pursuit rated all season black wall tires and hubcaps, tires must meet all Federal MVSS requirements for pursuit vehicles and be marked with "DOT" Compliance symbol; Full-size spare tire, wheel and tire service kit; 4-Wheel anti lock disc brakes; Power windows and door locks; Air conditioning and heat climate control in front and rear; AM/FM radio, clock and bluetooth capability; Cruise control and tilt steering wheel; Driver and front passenger air bags; minimum side curtain air bags for rear; Intermittent wipers front windshield and on rear liftgate; Tinted glass; Defroster on rear liftgate window; Steering wheel programmable buttons; Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; Day/Night rear view mirror and heated, foldaway power exterior mirrors; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key sets for each vehicle; Heavy duty vinyl rubber flooring; Automatic interior dome light disabled; Additional L.E.D. Dome light with special On/Off switch at the base and mounted to the ceiling, not more that 12 inches to the rear of the base of the inside rearview mirror; Dome light switches to be activated on front and rear doors (may be dealer installed); 100 Watt siren/speaker, wired and mounted behind grill; Pre-drilled front corner lamp modules; 170 (minimum) AMP alternator; 720 (minimum) CCA battery with auxiliary battery; Front headlamp lighting solution with front pocket warning lights that simulate the Wig/Wag system; Tail lamps with flashing L.E.D. lighting solution that simulates the Wig/Wag system; daytime running lights with On/Off switch; Noise suppression ground straps; Rear view camera in center stack; Ignition switch override; Secure idle; Each vehicle individually keyed; Interior color of gray or black.

NIGP Code: 071-80

SUV Type Vehicles, Including Carryalls

Req # / Item #: 22-416CMS-BOSS4-R-100385 / 50

Bid # / Bid Item #: **22-416CMS-BOSS4-B-27256** / 50Quote # / Quote Item #: **Q00054005** / 50

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$43,301.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Additional NIGP

Code:

1-5 of 213

1 2 3 4 5 6 7 8 9 10

Exit

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ILLINOIS_ILI_AWS_PROD_BUYSPEED_2_bso

Agenda Item 13 (e)

TO: President Ford and Board of Trustees

FROM: Bill Balling

SUBJECT: Appointment of Mr. Stephen Witt as Director of Community Services

DATE: July 12, 2023

Mayor and Board of Trustees,

I am very pleased to recommend the appointment of Mr. Stephen Witt as the Village of Riverwoods new Director of Community Services, a full time position replacing Mr. Russ Kraly who is retiring. Stephen was selected from a competitive field of candidates based on the feedback and assessment from multiple interviews under the auspices of the Village's Compensation Committee and the assessment by myself and associate Adriane Johnson from WRB,LLC Management Services. Both the position description and pay range have been previously approved by the Board of Trustees and Stephen's offer of employment fits within the compensation range and meets and in several instances exceeds the position requirements we advertised.

The process of hiring involves the appointment of Stephen to the position by Mayor Ford with concurrence of that appointment by the Board of Trustees which is scheduled to take place at our meeting scheduled July 18, 2023. Following proper notice by Stephen to his current employer his first day in position will be Monday August 21, 2023.

The recruitment process itself involved professional advertising and reviewing of the respondents who expressed an interest in the position, which was followed by a screening of candidates and first round interviews by myself and Ms. Johnson. This work resulted in a ranking of candidates who were meeting or exceeding the Village's expectations. That was followed by a presentation and discussion with the Compensation Committee and direct in person interviews with six candidates with a final ranking producing two semi-finalists. At that point the Mayor requested input from the Land Use Trustee and the Building Trustee to get their assessment. The final step included a coffee for staff to introduce the candidate for fit and impressions. The completion of the background verification is proceeding well and I anticipate no issues surfacing which would alter the recommendation to hire.

I appreciate the efforts of the selection team and the time invested in this process. I anticipate Stephen to be a strong and capable addition to the staff.



RIVERWOODS

July 11, 2023

Barbara Raff, President
Board of Directors
Thorngate Owners Association

Re: Consultants Studies

Dear Barbara:

The Village Board will be voting at their July 18 meeting to approve payment for the costs of the following third party reports that were originally commissioned by the Thorngate Owners Association in connection with the proposed development by Bridge Industrial, in the total amount shown below:

Okrent Kisiel (land use report)	Total invoiced and paid:	\$ 32,960
John Nawn (traffic memo)	Total invoiced and paid:	\$ 7,350
Dan Horton (air quality memo)	Total invoiced and paid:	\$ 3,000
Total:		\$43,310

The reports provided a very useful critique of the plans. Please let this letter confirm that you have obtained the consent of each of the consultants to the acquisition of their respective reports by the Village and that they have indicated their availability to continue working with us in the future as we consider any proposal that Bridge Industrial submits to Lake County for the same site.

The Village greatly appreciates the effort undertaken by Thorngate Owners Association in obtaining these reports and in coordinating the opposition to the industrial distribution center use. The Board continues to harbor concerns about the adverse impact this type of development would have upon all our residents.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kristine L. Ford', is written over the typed name.

Kristine L. Ford
Village President
Village of Riverwoods

ORDINANCE NO. 23-07-09

AN ORDINANCE AMENDING THE VILLAGE CODE CONCERNING
LANDSCAPING HOURS OF OPERATION

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

WHEREAS, the Village Code contains an exception to the permitted hours for construction activity with respect to any person self-performing work on such owner's premises and not for compensation; and

WHEREAS, the President and Board of Trustees find that applying the same exception to the operation of landscaping equipment is in the best interests of the Village.

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

SECTION ONE: The statements and findings contained in the preamble to this Ordinance are found to be true and correct, and are hereby adopted as part of this ordinance.

SECTION TWO: The last sentence of subsection 5-1A-10-N of the Riverwoods Village Code is hereby amended by adding the language as indicated below:

N. Landscape Work:

The use of landscaping equipment, such as lawn mowers, soil aerator, backhoe, saws, leaf blower or power fan, whether powered by electrical engine or internal combustion engine, anywhere in the village except between the hours of seven o'clock (7:00) A.M. and seven o'clock (7:00) P.M. on weekdays, other than Saturday, and except between the hours of eight thirty o'clock (8:30) A.M. and five o'clock (5:00) P.M. on Saturday. Notwithstanding the foregoing, the use of landscaping equipment on golf courses is allowed seven days per week, from one-half-hour before sunrise or five o'clock (5:00) A.M., whichever is later, until seven thirty o'clock (7:30) P.M. or sunset, whichever is earlier. In all cases, the engine from gas powered equipment must be equipped with a muffler device to deaden noise. Nothing in this section shall be construed to prevent any landscape work necessary to prevent injury to persons or property at any time. *[add Alt A or B]*

Alt A

An owner may perform landscaping work such owner's premises and not for compensation in accordance with the foregoing hourly restrictions and may perform such work on Sundays between the hours of eight thirty o'clock (8:30) A.M. and five o'clock (5:00) P.M.

Alt B

This section shall not apply to an owner performing landscaping work on such owner's premises and not for compensation.

SECTION THREE: All ordinances, resolutions, motions or orders in conflict herewith be, and the same hereby are, repealed to the extent of such conflict, and this Ordinance shall be in full force and effect immediately from and after its passage, approval and publication in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 18th day of July, 2023.

Village President

Attest:

Village Clerk

ORDINANCE NO. 23-07-10

**AN ORDINANCE AMENDING PROVISIONS OF THE RIVERWOODS
ZONING ORDINANCE REGULATING HOME OCCUPATIONS**

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, at the direction of the President and Board of Trustees of the Village (the “Village Board”), the Plan Commission of the Village (the “Plan Commission”) held a public hearing on June 1, 2023 and July 6, 2023, to consider an amendment to the provisions of the Riverwoods Zoning Ordinance regulating home occupations; and

WHEREAS, notice of the public hearing to be held on the question of adopting the proposed text amendment was provided by publication May 12, 2023, in *Lake County Daily Herald*, a newspaper of general circulation in the Village; and

WHEREAS, the public hearing was held pursuant to such public notice and conforming in all respects, in both manner and form, with applicable legal requirements; and

WHEREAS, the Plan Commission, after considering the testimony and evidence presented at the hearing, transmitted its report to the Village Board and recommended approval of the proposed amendments to the Riverwoods Zoning Ordinance regulating home occupations; and

WHEREAS, the Village Board finds that amending the Riverwoods Zoning Ordinance in the manner provided below will protect the health, safety and welfare of the residents of the Village and serve the best interests of the Village.

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

SECTION ONE: The statements and findings contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: Section 9-2-3 of the Riverwoods Zoning Ordinance is hereby amended by restating the definition of “Home Occupation” in its entirety and by adding new definitions for “Home Stay Rental” and “Primary Residents”, to read as follows:

HOME OCCUPATION: Any gainful occupation engaged in by occupant of a dwelling unit at or from the dwelling unit, lot, or accessory building. Home occupations shall include home stay rentals when permitted by this title.

HOME STAY RENTAL: The rental use of a dwelling unit by persons other than the primary residents, provided the term of rental occupancy must be equal to or greater than four (4) consecutive weeks to constitute a home stay rental.

PRIMARY RESIDENTS: The member or members of a household that reside in a dwelling unit as a single household and for whom the dwelling unit serves as a primary or secondary place of residence to which they return on a regular basis.

SECTION TWO: Section 9-4-1 of the Riverwoods Zoning Ordinance is hereby restated in its entirety to read as follows:

9-4-1: HOME OCCUPATIONS: Subject to the restrictions set forth in this section, certain home occupations are permitted in a dwelling unit provided such use is incidental and secondary to the residential occupancy thereof by the primary residents. The rental use of a dwelling unit by primary residents is a permitted principal use in the residential districts and not a home occupation use. The intent of this section is to provide peace, quiet and domestic tranquility in all residential neighborhoods within the village, to preserve the essential residential character of the dwelling unit and surrounding neighborhoods and to prevent nuisances, fire hazards, excessive noise, light and traffic, and other effects that may result from business or commercial uses being conducted in residential districts.

- A. Permitted home occupations which involve private tutoring or other types of instruction to a group of persons not to exceed five (5) in the aggregate shall be permitted, provided they are conducted in a manner not to constitute a nuisance or hazard to neighboring persons or property.
- B. Every occupant of a dwelling unit, as a permitted home occupation, shall have the right to (i) maintain a personal professional library, (ii) keep personal business records or accounts therein, (iii) handle personal business or professional calls or correspondence therefrom, or (iv) designate the premises as the registered office of the owner's businesses, provided that the conduct of a home occupation which involves the routine attendance of patients, clients, customers, subcontractors, or employees at the property shall not be permitted.
- C. Home stay rental (satisfying the minimum 4-week occupancy term) shall be a permitted home occupation, provided it is conducted in compliance with the following restrictions and other applicable provisions of this code:
 - 1. Home stay rental shall not be the principal use of a dwelling unit.
 - 2. The use of accessory buildings, swimming pools, playing courts or other amenities of the dwelling unit solely by the persons authorized to occupy the home as a home stay rental shall be considered part of the home stay rental use.
 - 3. All vehicles used by occupiers or guests of the home stay rental must be parked overnight on improved surfaces on the property and may not be parked on any street or right-of-way.

4. All garbage and refuse must be stored inside, and may not be placed outdoors on the property, except on the designated day for garbage and refuse collection.

D. Without limiting other provisions of this section, permitted home occupations shall not include the following uses, which are deemed unlawful business uses in the residential districts:

1. Any wholesale or retail business, unless conducted entirely by mail or telephone and does not involve in-person sale, receipt or delivery of merchandise on the premises.

2. Any manufacturing business.

3. A service establishment of any kind operating on or from the premises.

4. A medical clinic or hospital.

5. A barbershop or beauty shop.

6. A stable or dog kennel open to the public.

7. A restaurant.

8. A veterinary or animal hospital.

9. The repair, bodywork or painting of any automobile, trailer, truck or other vehicle when such activity is conducted as a business.

10. Any activity that produces noxious matter, or is a public hazard or nuisance.

11. Any rental use of a dwelling unit, other than by the primary residents thereof, if such rental use does not constitute a home stay rental; provided that the temporary use of a dwelling unit by the selling party pursuant to a post-closing agreement executed in conjunction with a contract to sell the dwelling unit shall be allowed.

12. Any rental use of accessory buildings, swimming pools, playing courts or other amenities of a dwelling unit by other than the primary residents, unless such rental accessory use is by the occupants of the home stay rental.

E. The following operational restrictions shall apply to permitted home occupations.

1. Permitted home occupations shall be conducted within the dwelling unit or within an accessory building on the property, provided this restriction shall not bar the accessory use of swimming pools, playing courts or other amenities of the dwelling unit when the use thereof is by the occupants of the home stay rental.

2. There shall be no direct retail sales of merchandise, other than by personal invitation or appointment.

3. All storage of goods, materials, products or merchandise used or sold in conjunction with a home occupation shall be wholly within the principal building or accessory building containing the home occupation. There shall be no exterior storage of equipment or materials used in such home occupations.

4. Permitted home occupations shall not include the use of any mechanical equipment except that which is usual for purely domestic or hobby purposes or which does not produce noise, electrical or magnetic interference, vibration, heat, glare, emissions, odor, intense light, or radiation outside the principal dwelling that is greater or more frequent than that of typical equipment used in connection with residential occupancy.

5. Permitted home occupations shall not include exterior display or exterior signs except as are permitted by the sign regulations for residence districts.

6. The repair, bodywork or painting of any automobile, trailer, truck or other vehicle (other than for operable vehicles privately owned by and registered in the name of the owner of the property on which said vehicles are located) shall be considered a business use and is not allowed in any residential district. Parking of commercial vehicles outside of a garage, whether or not used in a permitted home occupation, shall be subject to the provisions of section 9-4-4 of this chapter.

SECTION THREE: This Ordinance shall be in full force and effect from and after its adoption, approval and publication, as provided by law.

ADOPTED this ___ day of _____ 2023, pursuant to a roll call vote as follows:

AYES:

NAYS:

APPROVED by me this ___ day of _____ 2023.

Village President

Attest:

Village Clerk

OLD BUSINESS

COMMITTEE REPORTS

**Village of Riverwoods
Building Permits Issued
For Date From 06/01/23 to 06/30/23**

<u>Issued</u>	<u>Permit Number</u>	<u>Address</u>	<u>Type</u>	<u>Value</u>	<u>Permit Fee</u>	<u>Plan Review</u>	<u>Inspection</u>	<u>Other Fee</u>	<u>Total Fee</u>
6/1/2023	PB12245	433 CASTLE PINES LN	Reroof	31,600.00					
6/1/2023	PB12246	2850 HOFFMAN LN	Reroof	50,650.00					
6/1/2023	PB23-0009	4 BIG OAK LN	Garage Sale	0					
6/1/2023	PB23-0010	474 WHITE OAK LN	Garage Sale	0					
6/2/2023	PB12244	2222 W COURSE DR	Reroof	22,050.00					
6/2/2023	PB12247	2417 PEBBLE BEACH LN	Driveway	0					
6/2/2023	PB12249	1830 SAUNDERS RD	Reroof	33,998.00					
6/6/2023	PB12220	2655 CRESTWOOD LN	Fence	3,200.00					
6/7/2023	PB12248	2411 SHADOW CREEK LN	Driveway	3,200.00					
6/7/2023	PB12250	2240 CONGRESSIONAL LN	Reroof	17,590.00					
6/7/2023	PB12251	2265 SAUNDERS RD	Reroof	62,257.30					
6/7/2023	PB12252	1873 CLENDENIN LN	Fence	11,799.00					
6/7/2023	PB12253	2220 WOODLAND LN	Reroof	19,000.00					
6/7/2023	PB12254	2293 GLEN EAGLES LN	Reroof	6,009.62					
6/7/2023	PB23-0011	3223 BLACKTHORN RD	Garage Sale	0					
6/8/2023	PB12256	3035 BLACKTHORN RD	Reroof	57,306.89					
6/8/2023	PB12257	1900 CLENDENIN LN	Reroof	16,100.00					
6/8/2023	PB12258	1606 E COURSE DR	Reroof	20,431.04					
6/9/2023	PB12259	2301 W COURSE DRIVE	Reroof	120,505.00					
6/9/2023	PB23-0012	1379 KENILWOOD LANE	Garage Sale	0					
6/9/2023	PB23-0013	3080 SCOTCH LN	Garage Sale	0					
6/12/2023	PB12255	2605 CRESTWOOD LANE	Reroof	20,000.00					
6/12/2023	PB12261	2645 CRESTWOOD LN	Reroof	21,000.00					
6/12/2023	PB12274	1801 CLENDENIN LN	Reroof	217,634.77					
6/12/2023	PB12275	1312 WOODLAND LN	Reroof	16,542.84					
6/12/2023	PB12276	2377 PEBBLE BEACH LANE	Reroof	23,000.00					
6/12/2023	PB12277	2387 PEBBLE BEACH LN	Reroof	23,070.00					
6/12/2023	PB12278	2299 CONGRESSIONAL LN	Reroof	35,600.00					
6/12/2023	PB12279	1783 CLENDENIN LN	Reroof	40,036.00					
6/12/2023	PB12281	2400 FOREST GLEN TRL	Reroof	29,935.00					
6/12/2023	PB12282	8 KINGSWOOD CT	Reroof	23,800.00					
6/12/2023	PB23-0014	2460 FOREST GLEN TRL	Garage Sale	0					
6/12/2023	PB23-0015	1071 OAKHURST LN	Garage Sale	0					
6/13/2023	PB12260	2281 CONGRESSIONAL LN	Res - Windows/Doors	24,598.47					
6/13/2023	PB12262	1405 INDIAN TRAIL DR	Reroof	39,488.85					
6/13/2023	PB12264	1331 BLACKHEATH LN	Fence	20,000.00					
6/13/2023	PB12266	2313 GLEN EAGLES LN	Reroof	25,996.00					
6/13/2023	PB12267	785 TOUR CT	Reroof	22,092.25					
6/13/2023	PB12268	668 LONG COVE CT	Reroof	31,235.17					
6/13/2023	PB12269	784 BUNKER CT	Reroof	61,435.10					
6/13/2023	PB12270	1068 OAKHURST LN	Reroof	39,783.70					
6/13/2023	PB12271	1302 WOODLAND LN	Reroof	91,084.73					
6/13/2023	PB12272	2620 CRESTWOOD LN	Reroof	22,331.03					
6/13/2023	PB12280	453 CASTLE PINES LN	Reroof	22,801.00					
6/13/2023	PB23-0016	420 PORTWINE RD	Garage Sale	0					
6/13/2023	PB23-0017	560 THORNMEADOW RD	Garage Sale	0					
6/13/2023	PB23-0018	2785 GEMINI LANE	Garage Sale	0					
6/13/2023	PB23-0019	2680 GEMINI LN	Garage Sale	0					
6/13/2023	PB23-0020	2800 HOFFMAN LANE	Garage Sale	0					
6/14/2023	PB12283	1953 MAPLE PL	Reroof	31,526.35					

6/14/2023	PB12284	2625 CRESTWOOD LN	Reroof	42,462.37
6/14/2023	PB12285	2580 DEERFIELD RD	Res - Windows/Doors	6,282.44
6/14/2023	PB23-0021	2627 GEMINI LN	Garage Sale	0
6/15/2023	PB12265	1826 CLENDENIN LANE	Fence	9,662.00
6/15/2023	PB12287	2316 CONGRESSIONAL LN	Reroof	25,700.00
6/16/2023	PB12288	750 TIMBER TRL	Reroof	27,000.00
6/16/2023	PB12289	1360 BLACKHEATH LN	Reroof	34,136.37
6/16/2023	PB23-0022	895 HOFFMAN LN	Garage Sale	0
6/20/2023	PB12221	2905 DUFFY LANE	Garage	75,000.00
6/20/2023	PB12290	2378 PEBBLE BEACH LN	Reroof	23,962.00
6/20/2023	PB12291	2575 FOREST GLEN TRAIL	Reroof	45,868.94
6/21/2023	PB12286	1347 WOODLAND CT	Reroof	38,569.00
6/21/2023	PB12294	880 HIAWATHA LN	Reroof	101,000.00
6/21/2023	PB12295	2280 CONGRESSIONAL LN	Reroof	25,328.91
6/21/2023	PB12296	1080 WHIGAM RD	Reroof	29,840.00
6/21/2023	PB12297	845 HIAWATHA LN	Reroof	19,546.14
6/22/2023	PB12207	1705 SAUNDERS RD	Driveway	17,000.00
6/22/2023	PB12298	3085 BLACKTHORN RD	Reroof	60,000.00
6/26/2023	PB12299	1574 E COURSE DR	Reroof	22,991.00
6/26/2023	PB12300	364 SHADOW CREEK LN	Reroof	25,825.39
6/26/2023	PB12301	1477 SHAWNEE TRL	Reroof	11,200.00
6/26/2023	PB12305	3185 DUFFY LANE	Driveway & Walkway	19,000.00
6/26/2023	PB12306	2359 MASTERS LN	Water and Sewer Repair	6,000.00
6/26/2023	PB12308	764 BUNKER CT	Deck	18,500.00
6/26/2023	PB12310	788 WILD DUNES CT	Reroof	120,105.00
6/26/2023	PB12311	1475 INDIAN TRAIL	Reroof	202,938.00
6/26/2023	PB23-0023	1523 SHAWNEE TRAIL	Garage Sale	0
6/27/2023	PB12292	2520 THORNGATE LN	Reroof	41,546.00
6/27/2023	PB12293	340 PORTWINE ROAD	Reroof	21,250.00
6/27/2023	PB12309	860 HIAWATHA LN	Reroof	66,042.00
6/27/2023	PB12312	521 MUIRFIELD LN	Reroof	36,580.00
6/27/2023	PB12313	495 SOMERSET HILLS COURT	Reroof	36,600.00
6/27/2023	PB12314	1335 WOODLAND LN	Reroof	39,370.00
6/28/2023	PB12319	1045 PORTWINE RD	Reroof	25,373.90
6/28/2023	PB12320	10 JULIE LN	Reroof	39,963.00
6/28/2023	PB12322	1780 ROBINWOOD LN	Reroof	34,504.00
6/28/2023	PB12323	1 WOODLAND LN	Reroof	19,448.00
6/28/2023	PB12324	2665 SUNSET TRL	Reroof	78,903.00
6/29/2023	PB12315	1441 BLACKHEATH LN	Reroof	22,843.00
6/29/2023	PB12317	645 JUNE BERRY RD	Fence	5,542.00
6/29/2023	PB12318	1300 WOODLAND LN	Driveway	20,150.00
6/29/2023	PB12321	7 FOXTAIL CT	Reroof	127,067.00
6/29/2023	PB12325	1500 BRAE BURN CT	Demolition	14,920.00
6/29/2023	PB12326	20 BIG OAK LN	Patio	14,000.00
6/29/2023	PB12327	880 PORTWINE RD	Walkway	2,000.00

Total Permits	95	\$3,012,707.57	\$10,376.00	\$8,000.00	\$13,060.00	\$0.00	\$31,436.00
Jun, 2022	26	\$554,235.78	\$7,263.00	\$5,020.00	\$0.00	\$0.00	\$12,283.00
YTD 2021	161	\$4,122,570.91	\$51,824.16	\$23,840.00	\$0.00	\$0.00	\$75,664.16
YTD 2022	135	\$5,219,960.60	\$99,327.62	\$25,571.00	\$0.00	\$0.00	\$124,898.62
YTD 2023	215	\$6,832,204.83	\$38,385.11	\$21,076.00	\$33,543.75	\$0.00	\$93,004.86
Inspections	93						

Geographic location of website visitors | Top 10 Countries

Jan 1- July 17, 2023 (Inception to date)

June 17 - July 17 (last 30 days)

Country ?	Users ? ↓	New Users ?
	36,548 % of Total: 100.00% (36,548)	36,479 % of Total: 100.04% (36,464)
1. United States	32,666 (89.52%)	32,692 (89.62%)
2. Canada	2,165 (5.93%)	2,161 (5.92%)
3. India	316 (0.87%)	314 (0.86%)
4. Philippines	123 (0.34%)	118 (0.32%)
5. Germany	118 (0.32%)	118 (0.32%)
6. Ukraine	114 (0.31%)	114 (0.31%)
7. United Kingdom	93 (0.25%)	90 (0.25%)
8. South Africa	88 (0.24%)	88 (0.24%)
9. Pakistan	75 (0.21%)	75 (0.21%)
10. Netherlands	71 (0.19%)	70 (0.19%)

Country ?	Users ? ↓	New Users ?
	2,052 % of Total: 100.00% (2,052)	1,805 % of Total: 100.06% (1,804)
1. United States	1,960 (95.38%)	1,712 (94.85%)
2. Canada	44 (2.14%)	44 (2.44%)
3. India	16 (0.78%)	15 (0.83%)
4. Philippines	12 (0.58%)	12 (0.66%)
5. Pakistan	4 (0.19%)	4 (0.22%)
6. (not set)	4 (0.19%)	4 (0.22%)
7. United Kingdom	3 (0.15%)	3 (0.17%)
8. Australia	2 (0.10%)	2 (0.11%)
9. Indonesia	2 (0.10%)	1 (0.06%)
10. Bolivia	1 (0.05%)	1 (0.06%)

U.S. last 30 days

Region ?	Users ? ↓	New Users ?
	1,960 % of Total: 95.52% (2,052)	1,712 % of Total: 94.90% (1,804)
1. Illinois	1,041 (47.84%)	811 (47.37%)
2. (not set)	193 (8.87%)	192 (11.21%)
3. Texas	130 (5.97%)	86 (5.02%)
4. Wisconsin	77 (3.54%)	59 (3.45%)
5. Missouri	50 (2.30%)	42 (2.45%)
6. New York	49 (2.25%)	42 (2.45%)
7. Oklahoma	49 (2.25%)	30 (1.75%)
8. Iowa	48 (2.21%)	36 (2.10%)
9. Kansas	40 (1.84%)	27 (1.58%)
10. Minnesota	39 (1.79%)	30 (1.75%)

IL Traffic last 30 days

City ?	Users ? ↓	New Users ?
	1,041 % of Total: 50.73% (2,052)	811 % of Total: 44.96% (1,804)
1. Chicago	370 (33.51%)	294 (36.25%)
2. Highland Park	127 (11.50%)	84 (10.36%)
3. Deerfield	81 (7.34%)	52 (6.41%)
4. Riverwoods	45 (4.08%)	29 (3.58%)
5. Waukegan	41 (3.71%)	30 (3.70%)
6. Northbrook	32 (2.90%)	24 (2.96%)
7. Lincolnshire	28 (2.54%)	20 (2.47%)
8. Winnetka	22 (1.99%)	18 (2.22%)
9. (not set)	20 (1.81%)	13 (1.60%)
10. Buffalo Grove	15 (1.36%)	10 (1.23%)

While the majority of traffic is from within the United States, the location of the website user reflects the users' physical location during the time he/she accessed the website. Users can be accessing the page from work, the gym or other areas, especially on their mobile devices. 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 January 2023 to show traffic comparison to 2022, and then will be published quarterly.

25 Most frequently visited pages

Jan 1- July 17, 2023 (Inception to date)

last 30 days

Jan 1- July 17, 2023 (Inception to date)		last 30 days	
	135,552 % of Total: 100.00% (135,552)	Page Title	Pageviews 6,721 % of Total: 100.00% (6,721)
1. Riverwoods, Illinois Home Page Riverwoods Illinois	30,701 (22.65%)	1. Riverwoods, Illinois Home Page Riverwoods Illinois	1,427 (21.23%)
2. Calendar Riverwoods Illinois	6,541 (4.83%)	2. Calendar Riverwoods Illinois	344 (5.12%)
3. Search Riverwoods Illinois	5,830 (4.30%)	3. Search Riverwoods Illinois	336 (5.00%)
4. Meetings Riverwoods Illinois	5,062 (3.73%)	4. Meetings Riverwoods Illinois	263 (3.91%)
5. News Riverwoods Illinois	3,178 (2.34%)	5. Board of Trustees Regular Meeting June 20, 2023 - 6:30 pm Riverwoods Illinois	207 (3.08%)
6. Building Department Riverwoods Illinois	3,066 (2.26%)	6. Lexington Homes Riverwoods Reserve Project Riverwoods Illinois	193 (2.87%)
7. Contact Us Riverwoods Illinois	2,974 (2.19%)	7. Building Department Riverwoods Illinois	144 (2.14%)
8. Police Department Riverwoods Illinois	2,953 (2.18%)	8. Lexington Development Voted Down at 6/20/23 BOT Meeting Riverwoods Illinois	129 (1.92%)
9. Board of Trustees Regular Meeting Riverwoods Illinois	2,548 (1.88%)	9. Job Openings Riverwoods Illinois	128 (1.90%)
10. Your Email Subscriptions Riverwoods Illinois	2,294 (1.69%)	10. Building Permit Application Riverwoods Illinois	124 (1.84%)
11. Job Openings Riverwoods Illinois	2,271 (1.68%)	11. News Riverwoods Illinois	123 (1.83%)
12. Forms, Permits, and Applications Riverwoods Illinois	2,158 (1.59%)	12. Community Garage Sale hosted by Riverwoods Preservation Council and Village of Riverwoods 300 Portwine Rd Saturday, June 24, 2023 9am-3pm Riverwoods Illinois	118 (1.76%)
13. Dashboard Riverwoods Illinois	2,101 (1.55%)	13. Contact Us Riverwoods Illinois	113 (1.68%)
14. Elected Officials Riverwoods Illinois	1,956 (1.44%)	14. Police Department Riverwoods Illinois	107 (1.59%)
15. Lexington Homes Riverwoods Reserve Project Riverwoods Illinois	1,815 (1.34%)	15. Forms, Permits, and Applications Riverwoods Illinois	82 (1.22%)
16. Access Denied / User log in Riverwoods Illinois	1,563 (1.15%)	16. Elected Officials Riverwoods Illinois	78 (1.16%)
17. Building Permit Application Riverwoods Illinois	1,549 (1.14%)	17. Access Denied / User log in Riverwoods Illinois	77 (1.15%)
18. Government Riverwoods Illinois	1,537 (1.13%)	18. Government Riverwoods Illinois	73 (1.09%)
19. Residents & Community Riverwoods Illinois	1,441 (1.06%)	19. Riverwoods Illinois	73 (1.09%)
20. Trees & Woodlands Ecology Riverwoods Illinois	1,427 (1.05%)	20. Dashboard Riverwoods Illinois	68 (1.01%)
21. Public Safety Riverwoods Illinois	1,357 (1.00%)	21. Permits & Applications Riverwoods Illinois	67 (1.00%)
22. New Residents Riverwoods Illinois	1,337 (0.99%)	22. Water Quality Consumer Confidence Report Riverwoods Illinois	66 (0.98%)
23. Board of Trustees Riverwoods Illinois	1,206 (0.89%)	23. Utilities & Services Riverwoods Illinois	64 (0.95%)
24. Tree Removal Permit Application Riverwoods Illinois	1,173 (0.87%)	24. Board of Trustees Riverwoods Illinois	60 (0.89%)
25. Ecological Cost Share Programs Riverwoods Illinois	1,126 (0.83%)	25. Area 4th of July Events Riverwoods Illinois	58 (0.86%)

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.

The Village’s Electronic Newsletter has 480 subscribers to date.