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**112123 BOT**

**FINAL**

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**PACKET**





**BOARD OF TRUSTEES**

Final Agenda

300 PORTWINE ROAD  
RIVERWOODS, IL 60015

November 21, 2023

7:30 P.M.

[Riverwoods.gov/streamBOT](http://Riverwoods.gov/streamBOT)

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. Board of Trustees - November 7, 2023
4. TREASURER AND FINANCE REPORT
  - a. Approval of Bills
  - b. Report of the Interim Finance Director
5. DIRECTOR OF COMMUNITY SERVICES REPORT
6. CONSULTANTS' REPORTS
  - a. ATTORNEY'S REPORT
  - b. ENGINEER'S REPORT
    - i. Storm Water Management Presentation
  - c. ECOLOGIST'S REPORT
7. PLAN COMMISSION REPORT
8. ZONING BOARD OF APPEALS REPORT
9. POLICE REPORT
10. FIRE DISTRICT REPORT
11. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
12. NEW BUSINESS
  - a. Approval of the Mayor's Appointment to Fill a Vacancy on the Plan Commission
  - b. Approval of a Contract for the Reconfiguration of Certain Village Hall Offices
  - c. Approval of a Contract for Fencing, and Entrance Work for the Village Hall Play Area
  - d. Approval of a Resolution Adopting an Updated Emergency Operations Plan for the Village of Riverwoods
  - e. Approval of an Ordinance Regarding the Illinois Paid Leave for All Workers Act
13. OLD BUSINESS
14. VISITORS WISHING TO ADDRESS THE BOARD

15. EXECUTIVE SESSION

- a. Litigation, Acquisition, Property, and Personnel

16. ESTABLISH TIME AND DATE FOR NEXT MEETING

- a. Finance Workshop December 5, 2023, 6:00 PM
- b. Board of Trustees Regular Meeting December 5, 2023 , 7:30 PM

17. ADJOURNMENT

# Minutes

Village of Riverwoods  
Board of Trustees Meeting  
November 7, 2023  
Draft

Present:

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

Also Present:

Bruce Huvard, Village Attorney  
Bruce Dayno, Police Chief  
Tom Krueger, Fire Chief  
Stephen Witt, Director of Community Services  
Carissa Smith, Village Engineer  
Tony Vasquez, Finance Director

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the October 17, 2023 Board of Trustees meeting. Trustee Eastmond seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's and Finance Committee Report

Trustee Jamerson moved to approve the bills. Trustee Clayton seconded the motion. Mayor Ford received a request to hold the Teska Associates bill. The motion was amended to exclude the Teska bill. The motion as revised was passed by the following vote:

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

NAYS: None (0)

Update on Utility Billing

Mr. Vasquez audited the revenue received by utility billing and found the commercial water bills have been underbilled for some time. The rate has been corrected and the correct rate will be used going forward. He has also been reviewing processes and procedures that have been in place in the Village, memberships and subscriptions, and efficiencies. Trustee Jamerson asked about the magnitude of the shortage. Mr. Vasquez explained the last increase was in April of 2021 and believes the impact was

approximately \$85,000. Mr. Vasquez does not believe the funds can be recovered due to a clerical error on the part of the Village.

Director of Community Services Report

Mr. Witt noted the Village is monitoring six home businesses. The car dealership and Air BnB seem to have been resolved. However, a new Air BnB has popped up as well as a medical clinic. A resident is doing personal self-awareness and transformation seminars for up to 40 people in their house. A cease-and-desist letter will be issued tomorrow.

There has been some concern on the traffic flow along Portwine. A warrant study needs to be completed in order to get a 4-way stop sign. The cost will be \$14,700 for the 11 intersections. Mr. Witt asked the Board if they want the study to be completed. There have not been any accidents reported in the past five years. After discussion, there was no interest expressed in moving forward with the study.

Engineer's Report

Ms. Smith met with Lake County Public Works on the Saunders Road improvement from West Course to the Baxter property. Construction will start on Monday. The project should end in May 2024.

Village Ecologist

Trustee Hollander would like an accounting of the cost share program since the inception of the program.

Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission is not meeting in November. The next meeting will be December 13, 2023.

ZBA Report

Zoning Board of Appeals Chairperson Sherry Graditor reported the ZBA has not met.

Police Report

The police activity is attached to the end of the minutes. Chief Dayno noted on November 13 and 14, members of the Illinois Law Enforcement Accreditation program will be in Riverwoods for re-accreditation. It is a voluntary process where agencies evaluate their policies and procedures against 264 standards as it pertains to the administration, operations, policy, and training. The department must present evidence they are complying with their own policies as well as the accreditation standards. Comments from residents are welcome but limited to five minutes and can be made on November 14<sup>th</sup>.

Fire Protection District Report

Chief Krueger thanked everyone for their support.

Information Items from the President

Mayor Ford reported that the new Directors are now in place, and we are seeing a remarkable difference in operations.

New Business

Approval of Contract for Reconfiguration of Certain Village Hall Offices

This item has been delayed.

Approval of Snowplowing Contract for 2023/2024 Season

Mr. Witt received three competitive bids but only one contractor has municipal experience. The bids were fairly tight. He recommended entering into a contract with Ender

Trustee Jamerson moved for approval of the snowplowing contract for the 2023/2024 season with the calcium chloride option. Trustee Hollander seconded the motion. After discussion, the motion passed by the following vote:

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

NAYS: None (0)

Approval of a Contract with WRB LLC for Development of a Position Description and Recruiting Program for a Village Clerk

Interim Finance Director Balling explained the Village is considering the appointment of a full-time Village Clerk that would pick up additional tasks as well. He proposes a two-phase program including not only defining the tasks and responsibilities of the position, but the reorganization of the public records in Village Hall as well. The program will need to be in place prior to recruitment.

The recruitment will also have two phases. The first is to determine if there is an internal candidate, someone currently on staff. The second is external recruitment through a search process.

Trustee Clayton noted the Compensation and Benefits Committee supports this proposal stating further that there are statutory requirements for a clerk that have not been captured in past job descriptions.

After discussion, Trustee Jamerson moved to approve the contract with WRB LLC for the development of a position description and recruiting program for a Village Clerk. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Approval of a Fence Installation Contract for the Village Hall Play Area

This item has been delayed.

## Approval of Mayor's Appointments to Fill Vacancies on the Plan Commission and Zoning Board of Appeals

Mayor Ford presented Mike Marshall for appointment to the Plan Commission. Mr Marshall currently sits on the ZBA and volunteers in the community. He would resign his position on the ZBA.

Trustee Jamerson moved to appoint Mike Marshall to the Plan Commission. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Jay Datt indicated a need to step aside from the Plan Commission due to personal commitments. Mayor Ford presented Mr Datt for appointment to the ZBA.

Trustee Clayton moved to appoint Jay Datt to the ZBA. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

## Discussion on the Plan Commission's Report Regarding on Ordinance Amending the Special Use for Colonial Court to Allow Video Gaming

Mr. Huvard reported the Plan Commission voted 3-1 to recommend approval of a special use for Colonial Court to allow video gaming subject to two conditions: control of the access to video game terminals by underage patrons; and submitting a plan to provide sufficient parking in keeping with current Ordinance requirements.

Colonial Court was approved with a Special Use Ordinance which has been amended numerous times. This request mirrored the request for a special use to allow video gaming at Shoppes of Riverwoods.

The parking issue was fully discussed noting: the widening of Deerfield Road and the newly identified loss of 25 parking spaces in Colonial Court; the request for connection of the access road to the Federal Life property; and Ordinance requirements for parking considering current and proposed tenants.

Nick Ftikas, attorney for the Brunch Factory, explained the proposal is to use 1000 square feet of the existing Brunch Factory space without increasing the size or capacity of the facility. At that time (Saturday and Sunday), the neighboring properties are not utilizing as much parking. Mr. Ftikas indicated they are working with the neighboring Med Spa property at 1105 Milwaukee to use 18 additional spaces.

Director Witt believes this discussion needs to take the loss of parking on the other properties into account as well. It is a balance between the Ordinance and making the parking functional. Further, he explained the proposed fitness center may have similar peak hours as the Brunch Factory. He suggested both businesses provide their parking studies.

Sam Fakhouri with Gaming Productions asked when the Deerfield Road project will begin. Trustee Hollander explained it would start in Spring 2025. Trustee Jamerson noted the utility construction will likely start in 2024. Mr. Fakhouri suggested that Brunch Factory would lower the capacity of dining room seating to accommodate the addition of the 6 gaming seats if the Village desired.



As part of a project adjacent to Colonial Court, Village asked Teska Associates to look at an access road connecting Colonial Court and offering better access to the center given the Deerfield Road widening. An access road would be expected to improve traffic to the center and therefore the long-term feasibility of the center. The Village has an interest in the success of Colonial Court, and so further asked Teska for ideas to improve parking sufficiency. Trustee Hollander explained the Village does not want a business to fail, and if the parking is insufficient, it is wrong to approve the Special Use.

Trustee Jamerson is concerned about the Plan Commission's comment about putting a barrier up so people can get to the restrooms without entering the gaming area. Trustee Clayton suggested having Director Witt sign off on the changes to the space before the Village signs off on the liquor license. Director Witt explained the current proposed layout is agreeable to him and will be ADA compliant. It meets the Plan Commission's recommendation.

Mayor Ford stated that the parking will be discussed in a focused meeting with the center ownership in order to move the parking issue forward. Trustee Clayton believes the Board should vote on the Special Use subject to the conditions set by the Plan Commission. Trustee Jamerson noted the access road is critical to keep the center afloat.

#### Old Business

There was no Old Business.

#### Visitors wishing to address the Board

Pamela Devaleix requested the direction of the Board regarding Camp Bow Wow (dog daycare, training and boarding) as a Special Use in the Shoppes of Riverwoods. It is a pick-up/drop-off model that would occupy 1/3 of the center (7200 square feet). Ms. Devaleix explained the Shops has a 35 percent vacancy and believes this tenant would benefit the community. She noted this will be strictly an indoor space. Camp Bow Wow is a franchise with 200 locations. They utilize smell neutrality with inground potty systems and work closely with local shelters. Ms. Devaleix believes this is an opportunity to bring more tenants and patrons to the area.

Mr. Huvad explained this is currently not an allowable use at the Shoppes of Riverwoods. It was noted that this use would not be expected to generate tax revenue. There are a lot of services currently in the Shops of Riverwoods that do not generate revenue. Further, the proposed space is currently vacant, and the prior tenant did not generate tax revenue. After discussion, it was the general consensus that this application should go before the Plan Commission.

#### Standing Committee Reports

Woodlands/Ecological/Legal – Trustee Eastmond is working on representation of the Village on the Southwest Mosquito Board. Additionally, he is also working on understanding the effect of HOA participation in the woodlands cost share programs.

Building and Storm Water/Utilities – Trustee Jamerson reported the October permits hit a record and the year-to-date construction value is just over \$21 million which is what was done in the past two years combined.

Community Services – Trustee Smith has held conversations with the RRA regarding communications. There was disappointment voiced that the Village Voice was discontinued. Surrounding Villages put out a monthly pamphlet. Mayor Ford noted the Village Voice was produced by a resident volunteer and electronic communication is the current method being used by publications. Trustee Smith explained they are discussing a more interactive and current Village Voice.

Adjournment

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

The meeting was adjourned at 9:25 pm

The next regular meeting of the Board of Trustees will take place on November 21, 2023 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachment:  
Police Report  
Building Report



# Riverwoods Police Incident Analysis Report Summary by Incident Type 11/7/2023

Activity Through November 2nd of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	69	67
50 PD (7572) (Crash Property Damage)	83	66
50 PI (7571) (Crash Personal Injury)	16	10
50 Priv Prop (7573) (Crash Private Property)	7	7
911 Hang up (7911)	14	13
Ambulance (7021)	317	244
Animal Problem (7245)	34	61
AQA (7001)	134	209
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0460)	1	2
Battery (0400)	3	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	215	182
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	5	6
Construction Comp (7078)	2	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	7	2
Crim Sexual Assault (1563)	1	-
Crim Trespass to Land (1330)	4	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	3
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	19	16
DUI (2410)	38	42
Fingerprinting (7039)	8	11
Fire Alarm (0733)	42	33
Fire Call (7024)	44	22
Fireworks Complaints (3001)	6	8
Forgery (1120)	-	-
Found Animal (7246)	9	9
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	15	13
Identity Theft (7198)	12	12
Lock out - Vehicle (7051)	19	16
Lost / Misaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	20	26
Notification (7049)	13	15
Other Comp (7079)	66	60
Other Investigation (7199)	37	28

<b>Incident Type</b>	<b>2023 YTD</b>	<b>This Time 2022 YTD</b>
Other Trouble (7139)	5	4
Parking Complaint (7522)	20	21
Premise Exam (7041)	1206	1070
Public Service (7040)	50	47
Roadway Debris (7250)	25	15
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	51	50
Suspicious Person (7123)	29	32
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	2	2
Theft Over \$500 (0815)	6	2
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	46	50
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	16
Well Being Check (7045)	54	36
<b>Total:</b>	<b>2821</b>	<b>2578</b>
Crime Prevention Notices	491	459
Case Reports	165	192
Traffic Stops	1326	1647
Number of Citations issued	564	636
Number of Persons Issued Citations	367	443

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

**Village of Riverwoods  
Building Permits Issued  
For Date From 10/01/23 to 10/31/23**

Issued	Permit Number	Address	Type	Value	Permit Fee	Plan Review	Inspection	Other Fee	Total Fee
10/2/2023	PB12550	764 BUNKER CT	Reroof	148,942.00					
10/2/2023	PB12554	2560 THORNGATE LANE	Water and Sewer Repair	6,500.00					
10/2/2023	PB12556	676 MASTERS LN	Reroof	17,250.00					
10/2/2023	PB12568	714 INTERLOCHEN CT	Reroof	40,193.22					
10/3/2023	PB12509	330 THORNMEADOW RD	Res - Windows/Doors	16,838.00					
10/3/2023	PB12559	454 PEBBLE BEACH LANE	Reroof	3,245.00					
10/3/2023	PB12563	470 MUIRFIELD LN	Res - Windows/Doors	12,337.00					
10/3/2023	PB12569	2715 EDGEWOOD LN	Reroof	67,600.00					
10/3/2023	PB12570	1868 CLENDENIN LN	Reroof	35,810.25					
10/3/2023	PB12571	1005 HIAWATHA LN	Reroof	49,256.00					
10/4/2023	PB12542	1081 WHIGAM RD	Reroof	37,670.00					
10/4/2023	PB12561	3100 SCOTCH LN	Reroof	32,338.20					
10/5/2023	PB12541	2560 RIVERWOODS RD	Fence	6,900.00					
10/5/2023	PB12573	3 BURR OAK TRL	Reroof	31,301.25					
10/5/2023	PB12574	2955 ARROWWOOD TRL	Reroof	61,985.00					
10/10/2023	PB12564	2190 WOODLAND LN	Reroof	27,000.00					
10/10/2023	PB12575	1469 SAUNDERS RD	Reroof	55,922.00					
10/10/2023	PB12579	130 PINE TREE LN	Reroof	33,500.00					
10/10/2023	PB12580	7 BANE BERRY LN	Reroof	129,551.60					
10/11/2023	PB12572	2280 DUFFY LN	Res - Windows/Doors	7,611.00					
10/11/2023	PB12577	2292 CONGRESSIONAL LN	Reroof	24,755.00					
10/11/2023	PB12581	440 MUIRFIELD LN	Miscellaneous	8980					
10/12/2023	PB12576	1709 E COURSE DR	Reroof	16,600.00					
10/12/2023	PB12582	2 WOODLAND LANE	Reroof	32,000.00					
10/12/2023	PB12583	1733 ROBINWOOD LN	Reroof	44,000.00					
10/12/2023	PB12585	7 KINGSWOOD COURT	Reroof	16,396.00					
10/12/2023	PB12586	1 FOXTAIL CT	Reroof	37,000.00					
10/12/2023	PB12587	1050 WHIGAM RD	Reroof	43,000.00					
10/12/2023	PB12588	2320 DUFFY LN	Reroof	12,000.00					
10/16/2023	PB12584	1650 CLENDENIN LN	Reroof	15,000.00					
10/17/2023	PB12578	1500 SHAWNEE TRL	Reroof	20,975.00					
10/17/2023	PB12589	2600 LAKE COOK RD	Reroof	156,000.00					
10/17/2023	PB12590	2750 EDGEWOOD LN	Reroof	45,113.87					
10/17/2023	PB12597	1340 KENILWOOD LN	Reroof	26,885.00					
10/18/2023	PB12593	1755 SAUNDERS RD	Reroof	19,900.00					
10/18/2023	PB12595	21 CHICORY LN	Reroof	272,350.36					
10/19/2023	PB12594	1423 SHAWNEE TRL	Reroof	35,453.60					
10/19/2023	PB12598	11 CHERRYWOOD LN	Reroof	30,000.00					
10/19/2023	PB12599	2245 W COURSE DR	Reroof	63,402.83					
10/24/2023	PB12601	6 JULIE LN	Reroof	80,068.00					
10/26/2023	PB12333	2302 CONGRESSIONAL LN	deck	24,934.34					
10/26/2023	PB12591	466 SOMERSET HILLS CT	Reroof	40,893.00					



Issued	Permit Number	Address	Type	Value	Permit Fee	Plan Review	Inspection	Other Fee	Total Fee
10/26/2023	PB12600	4 WINDLAKE TER	Reroof	21,890.00					
10/26/2023	PB12602	1776 CLENDENIN LN	Reroof	12,600.00					
10/26/2023	PB12603	990 HAWATHA LN	Reroof	249,909.80					
10/26/2023	PB12604	1385 INDIAN TRAIL DR	Reroof	45,413.66					
10/27/2023	PB12606	2339 MASTERS LN	Reroof	24,600.00					
10/27/2023	PB12610	2344 GLEN EAGLES LN	Deck	40,000.00					
10/31/2023	PB12607	2493 SHOAL CREEK CT	Reroof	200,675.50					
10/31/2023	PB12609	2755 EDGEWOOD LN	Deck	18,900.00					
10/31/2023	PB12611	2580 DEERFIELD RD	Fence	7,000.00					
10/31/2023	PB12612	2690 EDGEWOOD CT	Reroof	30,336.60					
10/31/2023	PB12613	2560 DEERFIELD ROAD	Reroof	12,000.00					
10/31/2023	PB12614	2970 DUFFY LN	Reroof	39,000.00					
<b>Total Permits</b>	<b>54</b>			<b>\$2,589,783.08</b>	<b>\$5,516.50</b>	<b>\$5,400.00</b>	<b>\$8,400.00</b>	<b>\$0.00</b>	<b>\$19,316.50</b>
<b>Oct, 2022</b>	<b>20</b>			<b>\$67,456.90</b>	<b>\$7,739.15</b>	<b>\$4,560.00</b>	<b>\$2,320.00</b>	<b>\$0.00</b>	<b>\$10,059.15</b>
<b>YTD 2021</b>	<b>295</b>			<b>\$8,855,864.49</b>	<b>\$128,552.25</b>	<b>\$47,240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,792.25</b>
<b>YTD 2022</b>	<b>228</b>			<b>\$13,045,348.70</b>	<b>\$148,514.50</b>	<b>\$100,775.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$249,289.50</b>
<b>YTD 2023</b>	<b>500</b>			<b>\$21,011,507.81</b>	<b>\$121,726.61</b>	<b>\$53,193.00</b>	<b>\$84,103.75</b>	<b>\$0.00</b>	<b>\$258,112.36</b>
<b>Inspections</b>	<b>141</b>								

# Bills

4. TREASURER AND FINANCE REPORT

a. Approval of Bills



November 17, 2023

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

FROM: Moses Diaz

RE: Council Report for November 21, 2023

Attached are the Invoices for approval at the November 21, 2023 BOT Meeting:

Fund Number	Fund Name	Total	Comments
001	General Fund	80,265.21	
119	SSA 19	0.00	
121	SSA 21	0.00	
122	SSA 22	0.00	
125	SSA 25	0.00	
126	SSA 26	0.00	
128	SSA 28	0.00	
129	SSA 29	0.00	
130	SSA 30	601.00	
501	Water Fund	20,591.08	
502	Sewer Fund	126.96	
503	TIF #1	2,423.50	
504	TIF #2	9,117.50	
505	CAPITAL PROJECT FUND	1,842.50	
<b>Total to be approved</b>		<b>114,967.75</b>	

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

POST DATES 11/06/2023 - 11/18/2023

POSTED AND UNPOSTED

OPEN AND PAID

**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0453 - ACCURATE DOCUMENT DESTRUCTION, INC</b>							
11581369T095 00015542	ACCURATE DOCUMENT DESTRUCTION, INC DOCUMENT SHREDDING 001-110-60511	11/01/2023 MDIAZ DOCUMENT SHREDDING		176.96 176.96	176.96	Open	N 11/07/2023
Total Vendor 0453 - ACCURATE DOCUMENT DESTRUCTION, INC				<u>176.96</u>	<u>176.96</u>		
<b>Vendor 0748 - ALLIANT INSURANCE SERVICES INC</b>							
2467814 00015562	ALLIANT INSURANCE SERVICES INC CYBER SECURITY LIABILITY INS 001-101-40111	10/30/2023 MDIAZ CYBER SECURITY LIABILITY		2,803.00 2,803.00	2,803.00	Open	N 11/13/2023
Total Vendor 0748 - ALLIANT INSURANCE SERVICES INC				<u>2,803.00</u>	<u>2,803.00</u>		
<b>Vendor 0790 - ALPHA PAINTWORKS INC</b>							
110323 00015539	ALPHA PAINTWORKS INC HYDRANT PAINTING - 140 HYDRANTS 501-000-50360	11/03/2023 MDIAZ HYDRANT PAINTING - 140 HYDRANTS		13,440.00 13,440.00	13,440.00	Open	N 11/07/2023
Total Vendor 0790 - ALPHA PAINTWORKS INC				<u>13,440.00</u>	<u>13,440.00</u>		
<b>Vendor 0043 - BRUCE DAYNO</b>							
231023XREIMB 00015571	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	10/23/2023 MDIAZ CELL PHONE REIMBURSEMENT		50.00 50.00	50.00	Open	N 11/15/2023
Total Vendor 0043 - BRUCE DAYNO				<u>50.00</u>	<u>50.00</u>		
<b>Vendor 0372 - CAIS, LLC</b>							
5498217 00015563	CAIS, LLC WORKERS COMP INSURANCE, POLICY# 130-000-50360	11/01/2023 MDIAZ WORKERS COMP INSURANCE		601.00 601.00	601.00	open	N 11/13/2023
Total Vendor 0372 - CAIS, LLC				<u>601.00</u>	<u>601.00</u>		



**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

POST DATES 11/06/2023 - 11/18/2023

POSTED AND UNPOSTED

OPEN AND PAID

**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0020 - CANON SOLUTIONS AMERICA INC</b>							
6005976423 00015532	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	10/29/2023 MDIAZ COPIER MAINTENANCE		117.83 117.83	117.83	Open	N 11/06/2023
6005977129 00015533	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	10/29/2023 MDIAZ COPIER MAINTENANCE		17.47 17.47	17.47	Open	N 11/06/2023
625598 00015576	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-110-60511	11/01/2023 MDIAZ COPIER MAINTENANCE		185.27 185.27	185.27	Open	N 11/16/2023
Total Vendor 0020 - CANON SOLUTIONS AMERICA INC				<u>320.57</u>	<u>320.57</u>		
<b>Vendor 0026 - CHASE BANK</b>							
231103CHASECC 00015564	CHASE BANK CREDIT CARD CHARGES 001-101-50620 001-110-60510 001-101-60510 001-110-50630 001-101-60543 001-110-50510 001-110-50520 001-000-10280 001-101-60700 001-101-50551	11/03/2023 MDIAZ TRAVEL & MEETING EXPENSE OFFICE EXPENSE OFFICE EXPENSE TRAINING EXPENSE SOFTWARE - MAINTENANCE POSTAGE EXPENSE TELEPHONE EXPENSE CHASE CHECKING VILLAGE EVENTS BOT & VILLAGE MEETING EXPENSE		2,344.98 162.78 55.00 609.54 487.99 120.00 69.99 0.99 522.97 193.33 122.39	2,344.98	Open	N 11/13/2023
Total Vendor 0026 - CHASE BANK				<u>2,344.98</u>	<u>2,344.98</u>		
<b>Vendor 0031 - CHRISTOPHER B. BURKE</b>							
185080 00015568	CHRISTOPHER B. BURKE WETLAND REVIEW, 1400 SAUNDERS ROAD, 06/2 MDIAZ 001-101-50360	08/03/2023 MDIAZ WETLAND REVIEW, 1400 SAUNDERS ROAD		2,137.50 2,137.50	2,137.50	Open	N 11/14/2023

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

POST DATES 11/06/2023 - 11/18/2023

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0031 - CHRISTOPHER B.BURKE</b>							
186120 00015569	CHRISTOPHER B.BURKE WETLAND REVIEW, 1400 SAUNDERS ROAD, 07/3 MDIAZ 001-101-50360	09/18/2023 WETLAND REVIEW, 1400 SAUNDERS ROAD		933.02 933.02	933.02	Open	N 11/14/2023
Total Vendor 0031 - CHRISTOPHER B.BURKE				<u>3,070.52</u>	<u>3,070.52</u>		
<b>Vendor 0718 - COMCAST BUSINESS</b>							
231101COMCASTX1 00015561	COMCAST BUSINESS OFF-SITE LIFT STATION - 644 THORNGATE LN MDIAZ 502-000-50520	11/01/2023 OFF-SITE LIFT STATION - 644 THORNGATE LN		63.48 63.48	63.48	Open	N 11/13/2023
187552582 00015578	COMCAST BUSINESS POLICE & VILLAGE HALL TELEPHONE SERVICE MDIAZ 001-101-50520 001-110-50520	11/15/2023 VILLAGE HALL TELEPHONE SERVICE POLICE TELEPHONE SERVICE		1,118.95 559.48 559.47	1,118.95	Open	N 11/17/2023
231108COMCASTX1 00015579	COMCAST BUSINESS PHONE, OFF-SITE LIFT STATION - 4 TIMBERW MDIAZ 502-000-50710	11/08/2023 PHONE, OFF-SITE LIFT STATION - 4 TIMBERW		63.48 63.48	63.48	Open	N 11/17/2023
Total Vendor 0718 - COMCAST BUSINESS				<u>1,245.91</u>	<u>1,245.91</u>		
<b>Vendor 0049 - ERNIE'S WRECKER SERVICE</b>							
248311 00015553	ERNIE'S WRECKER SERVICE 2020 DODGE DURANGO #64 - STRUTS, CONTROL MDIAZ 001-110-50010	11/08/2023 2020 DODGE DURANGO #64 - SUSPENSION		3,713.00 3,713.00	3,713.00	Open	N 11/09/2023
248342 00015554	ERNIE'S WRECKER SERVICE 2021 DODGE DURANGO #65 - PLUG 001-110-50010	11/09/2023 MDIAZ 2021 DODGE DURANGO #65 - PLUG		22.40 22.40	22.40	Open	N 11/09/2023
248353 00015566	ERNIE'S WRECKER SERVICE 2021 DODGE DURANGO #65 - CALIPER BOLT MDIAZ 001-110-50010	11/13/2023 2021 DODGE DURANGO #65 - CALIPER BOLT		107.04 107.04	107.04	Open	N 11/14/2023

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<b>Vendor 0049 - ERNIE'S WRECKER SERVICE</b>							
248362 00015577	ERNIE'S WRECKER SERVICE 2019 CHEVY TAHOE #60 - OIL CHANGE 001-110-50010	11/15/2023 MDIAZ 2019 CHEVY TAHOE #60 - OIL CHANGE		77.54 77.54	77.54	Open	N 11/16/2023
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				<u>3,919.98</u>	<u>3,919.98</u>		
<b>Vendor 0056 - GARVEY'S OFFICE PRODUCTS</b>							
PINV2494324 00015538	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/07/2023 MDIAZ OFFICE SUPPLIES		218.04 218.04	218.04	Open	N 11/07/2023
PINV2496326 00015556	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/10/2023 MDIAZ OFFICE SUPPLIES		85.96 85.96	85.96	Open	N 11/13/2023
PINV2499139 00015581	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/17/2023 MDIAZ OFFICE SUPPLIES		18.69 18.69	18.69	Open	N 11/17/2023
PINV2499305 00015582	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/17/2023 MDIAZ OFFICE SUPPLIES		73.33 73.33	73.33	Open	N 11/17/2023
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				<u>396.02</u>	<u>396.02</u>		
<b>Vendor 0488 - HENRY HOLLANDER</b>							
231116HENRYHOLL 00015574	HENRY HOLLANDER CELL PHONE REIMBURSEMENT, HENRY 001-101-50520	11/16/2023 HOLLANDE MDIAZ TELEPHONE EXPENSE		50.00 50.00	50.00	Open	N 11/16/2023
Total Vendor 0488 - HENRY HOLLANDER				<u>50.00</u>	<u>50.00</u>		
<b>Vendor 0754 - HOWARD SIMON</b>							

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<b>Vendor 0754 - HOWARD SIMON</b>							
12396073 00015570	HOWARD SIMON PAYROLL SERVICES, 11/15/2023 001-101-50370	11/14/2023 MDIAZ		455.00	455.00	Open	N 11/14/2023
		PAYROLL SERVICES, 10/31/2023		455.00			
Total Vendor 0754 - HOWARD SIMON				<u>455.00</u>	<u>455.00</u>		
<b>Vendor 0034 - HUVARD LAW FIRM</b>							
300.503.001.017 00015534	HUVARD LAW FIRM REDEVELOPMENT / JRB COMPLIANCE 503-000-50330	11/04/2023 MDIAZ		2,362.50	2,362.50	Open	N 11/06/2023
		LEGAL EXPENSE		2,362.50			
300.504.001.006 00015535	HUVARD LAW FIRM TIF#2 - COLONIAL COURT, FEDRAL LIFE, SHO 504-000-50330	11/04/2023 MDIAZ		1,575.00	1,575.00	Open	N 11/06/2023
		LEGAL EXPENSE		1,575.00			
300.001.034 00015536	HUVARD LAW FIRM LEGAL EXPENSE - GENERAL MATTERS 001-101-50330	11/04/2023 MDIAZ		6,360.00	6,360.00	Open	N 11/06/2023
		LEGAL EXPENSE		6,360.00			
Total Vendor 0034 - HUVARD LAW FIRM				<u>10,297.50</u>	<u>10,297.50</u>		
<b>Vendor 0770 - KEMPERLESNIK</b>							
41495 00015549	KEMPERLESNIK PUBLIC RELATIONS 001-101-50360	11/08/2023 MDIAZ		6,500.00	6,500.00	Open	N 11/09/2023
		PUBLIC RELATIONS		6,500.00			
Total Vendor 0770 - KEMPERLESNIK				<u>6,500.00</u>	<u>6,500.00</u>		
<b>Vendor 0772 - KLOEPFER CONSTRUCTION, INC.</b>							
5901 00015540	KLOEPFER CONSTRUCTION, INC. WATER MAIN REPAIR - 140 PINE TREE LANE 501-000-80202	11/06/2023 MDIAZ		7,022.50	7,022.50	Open	N 11/07/2023
		WATER MAINS		7,022.50			
Total Vendor 0772 - KLOEPFER CONSTRUCTION, INC.				<u>7,022.50</u>	<u>7,022.50</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/06/2023 - 11/18/2023

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0772 - KLOEPFER CONSTRUCTION, INC.</b>							
<b>Vendor 0777 - LAKE COUNTY CLERK</b>							
RCPT# 2023-0004							
00015550	LAKE COUNTY CLERK	10/18/2023		61.00	61.00	Open	N
	RECORDING - WATERMAIN EASEMENT AGREEMENT MDIAZ						11/09/2023
	503-000-90900	RECORDING-WATERMAIN EASEMENT AGREEMENT		61.00			
RCPT# 2023-0004							
00015551	LAKE COUNTY CLERK	10/25/2023		135.00	135.00	Open	N
	RECORDING - PLAT OF SURVEY, 1400 SAUNDER MDIAZ						11/09/2023
	001-102-90900	RECORDING-PLAT OF SURVEY, 1400 SAUNDERS		135.00			
Total Vendor 0777 - LAKE COUNTY CLERK				196.00	196.00		
<b>Vendor 0122 - MERGENTHALER PLUMBING</b>							
23-10245							
00015543	MERGENTHALER PLUMBING	10/28/2023		348.00	348.00	Open	N
	REPAIR INTERNAL REPAIR KIT IN SLOAN FLUS MDIAZ						11/07/2023
	001-110-50120	BUILDING - EQUIPMENT		348.00			
Total Vendor 0122 - MERGENTHALER PLUMBING				348.00	348.00		
<b>Vendor 0123 - METROPOLITAN MAYORS CAUCUS</b>							
2023-226							
00015567	METROPOLITAN MAYORS CAUCUS	06/30/2023		170.55	170.55	Open	N
	MEMBERSHIP DUES / 2022-2023 CAUCUS DUES MDIAZ						11/14/2023
	001-101-50610	MEMBERSHIP DUES / 2022-2023 CAUCUS DUES		170.55			
Total Vendor 0123 - METROPOLITAN MAYORS CAUCUS				170.55	170.55		
<b>Vendor 0614 - MICHAEL CLAYTON</b>							
230919MICHAELCL							
00015548	MICHAEL CLAYTON	09/19/2023		124.29	124.29	Open	N
	MEETING EXPENSE - REIMBURSEMENT MDIAZ						11/09/2023
	001-101-50620	MEETING EXPENSE - REIMBURSEMENT		124.29			
Total Vendor 0614 - MICHAEL CLAYTON				124.29	124.29		
<b>Vendor 0791 - MPC COMMUNICATIONS &amp; LIGHTING, INC.</b>							

**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
<b>Vendor 0791 - MPC COMMUNICATIONS &amp; LIGHTING, INC.</b>							
23-1266 00015544	MPC COMMUNICATIONS & LIGHTING, INC. 2019 CHEVY TAHOE #67 - MODIFICATIONS 505-000-90520	10/27/2023 MDIAZ		1,842.50	1,842.50	Open	N 11/07/2023
		2019 CHEVY TAHOE #67 - MODIFICATIONS		1,842.50			
Total Vendor 0791 - MPC COMMUNICATIONS & LIGHTING, INC.				<u>1,842.50</u>	<u>1,842.50</u>		
<b>Vendor 0131 - NAPA AUTO PARTS</b>							
6871-202786 00015565	NAPA AUTO PARTS AUTO PARTS - WAHSER FLUID & WASHER FLUID 001-110-50010	11/11/2023 MDIAZ		32.93	32.93	Open	N 11/14/2023
		AUTO - REPAIRS & MAINTENANCE		32.93			
Total Vendor 0131 - NAPA AUTO PARTS				<u>32.93</u>	<u>32.93</u>		
<b>Vendor 0449 - NORTH SHORE GAS</b>							
231110NSGASX191 00015559	NORTH SHORE GAS UTILITIES EXPENSE - GAS 001-101-50710	11/10/2023 MDIAZ		209.79	209.79	Open	N 11/13/2023
		UTILITIES EXPENSE - GAS		209.79			
231110NSGASX066 00015560	NORTH SHORE GAS UTILITIES EXPENSE - GAS 501-000-50710	11/10/2023 MDIAZ		70.58	70.58	Open	N 11/13/2023
		UTILITIES EXPENSE - GAS		70.58			
Total Vendor 0449 - NORTH SHORE GAS				<u>280.37</u>	<u>280.37</u>		
<b>Vendor 0781 - PINESTONE LAWN &amp; SNOW</b>							
VR845-PB103123 00015573	PINESTONE LAWN & SNOW ROOT CUTTING PLAYGROUND / REMOVAL OF FAL 001-101-50130	11/06/2023 MDIAZ		2,600.80	2,600.80	Open	N 11/15/2023
		GROUND - VILLAGE PROPERTY		732.00			
		TREE REMOVAL HEALTH & SAFETY		1,450.00			
		BUILDING - CLEANING		418.80			
Total Vendor 0781 - PINESTONE LAWN & SNOW				<u>2,600.80</u>	<u>2,600.80</u>		
<b>Vendor 0474 - PORTER LEE CORP</b>							



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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0190 - THE BLUE LINE</b>							
45126							
00015552	THE BLUE LINE	07/07/2023		397.00	397.00	Open	N
	PART-TIME POLICE OFFICER RECRUITMENT LIS MDIAZ						11/09/2023
	001-110-50090	PART-TIME POLICE OFFICER RECRUITMENT		397.00			
Total Vendor 0190 - THE BLUE LINE				<u>397.00</u>	<u>397.00</u>		
<b>Vendor 0196 - THOMSON REUTERS - WEST</b>							
849052730							
00015545	THOMSON REUTERS - WEST	10/01/2023		273.14	273.14	Open	N
	SOFTWARE SUBSCRIPTION	MDIAZ					11/07/2023
	001-110-60543	SOFTWARE SUBSCRIPTION		273.14			
849218639							
00015546	THOMSON REUTERS - WEST	11/01/2023		273.14	273.14	Open	N
	SOFTWARE SUBSCRIPTION	MDIAZ					11/07/2023
	001-110-60543	SOFTWARE SUBSCRIPTION		273.14			
Total Vendor 0196 - THOMSON REUTERS - WEST				<u>546.28</u>	<u>546.28</u>		
<b>Vendor 0207 - VILLAGE OF DEERFIELD</b>							
554665							
00015557	VILLAGE OF DEERFIELD	11/10/2023		52.20	52.20	Open	N
	WATER USAGE	MDIAZ					11/13/2023
	501-000-50750	WATER USAGE		52.20			
554664							
00015558	VILLAGE OF DEERFIELD	11/10/2023		5.80	5.80	Open	N
	WATER USAGE	MDIAZ					11/13/2023
	501-000-50750	WATER USAGE		5.80			
Total Vendor 0207 - VILLAGE OF DEERFIELD				<u>58.00</u>	<u>58.00</u>		
<b>Vendor MISC - VIVIAN HOFELD</b>							
231112VIVIANHOF							
00015572	VIVIAN HOFELD	11/12/2023		11.13	11.13	Open	N
	EVENT SUPPLIES - REIMBURSEMENT	MDIAZ					11/15/2023
	001-101-60700	EVENT SUPPLIES - REIMBURSEMENT		11.13			
Total Vendor MISC - VIVIAN HOFELD				<u>11.13</u>	<u>11.13</u>		



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<b>Vendor MISC - VIVIAN HOFELD</b>							
<b>Vendor 0729 - WEX BANK</b>							
93009709							
00015537	WEX BANK	11/06/2023		1,367.80	1,367.80	Open	N
	MONTHLY FUEL		MDIAZ				11/07/2023
	001-110-60550	MONTHLY FUEL		1,367.80			
Total Vendor 0729 - WEX BANK				1,367.80	1,367.80		
<b>Vendor 0764 - WEX BANK</b>							
93162006							
00015580	WEX BANK	11/15/2023		1,415.66	1,415.66	Open	N
	MONTHLY FUEL		MDIAZ				11/17/2023
	001-110-60550	MONTHLY FUEL		1,415.66			
Total Vendor 0764 - WEX BANK				1,415.66	1,415.66		
# of Invoices: 52 # Due: 51				Totals:	114,967.75	70,969.75	
# of Credit Memos: 0 # Due: 0				Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					114,967.75	70,969.75	
* 1 Net Invoices have Credits Totalling:					(33.90)		
--- TOTALS BY FUND ---							
	001 GENERAL			80,265.21	36,267.21		
	130 SSA 30 BURR OAK TRAIL			601.00	601.00		
	501 CONSOLIDATED WATER FUND			20,591.08	20,591.08		
	502 SEWER FUND			126.96	126.96		
	503 MILWAUKEE/DEERFIELD TIF			2,423.50	2,423.50		
	504 TIF # 2 - FEDERAL LIFE			9,117.50	9,117.50		
	505 CAPITAL PROJECT FUND			1,842.50	1,842.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	000			35,225.51	35,225.51		
	101 ADMINISTRATION			23,251.16	23,251.16		
	102 BUILDING DEPARTMENT			1,585.00	1,585.00		
	110 POLICE			54,906.08	10,908.08		

## 4. TREASURER AND FINANCE REPORT

### b. Report of the Interim Finance Director

**TO:** Mayor Kris Ford

**FROM:** Bill Balling, Managing Director WRB,LLC Consulting and Management Services

**SUBJECT:** Wrap Up Memo regarding two recruitments and Interim Finance Director Services

**DATE:** November 16, 2023

Mayor Ford,

This memorandum summarizes the tasks accomplished for the two completed recruitments for Director of Community Services and Finance Director as well as the services provided by WRB,LLC as Interim Finance Director. My Associate Adriane Johnson and I worked jointly on both recruitments. Overall I am very pleased with the two appointments of Steve Witt and Tony Vasquez to Director positions. You have already observed the contribution that both of these individuals have made to our operations. Both of these recruitments produced an initial competitive candidate pool for your consideration and we met our objectives for both with their unique and broad experiences within the Chicago metropolitan area, and substantial academic achievements for each selected candidate. The Village also stayed within our salary objectives for both positions. Here are some of the additional highlights:

1. The use of the Compensation and Benefits Committee as your screening Committee worked very well in efficiently and fairly screening the candidates selected for interview and conducting the interviews. By design the interview questions were the same for each candidate which normalized the responses but that format was somewhat restrictive in “getting to know the candidates”. Fortunately the information meetings with staff and officials , once the appointments were made, initially with Steve then with Tony filled the information gap for both Village staff and Officials . Both individuals are comfortable and highly productive with their new assignments.
2. Onboarding was a bit of a challenge particularly in describing and enrolling in our Village benefits programs. For health insurance, and because we have few employees the Village purchases its coverage through the Illinois

Department of Central Management Services which runs a pooled health insurance purchasing cooperative. There was some difficulty navigating through the multiple plans available for our new hires including the 457 program. Fortunately no funding gaps impacting the Village or the new hires have been incurred. Also Russ Kraly was a welcome addition to both appointees' orientation by providing a guided tour of our neighborhoods and environmental assets in and near the Village. Spatially we are a unique community and both appointees welcomed the opportunity to participate in Russ's windshield tour of the Village. We also had the opportunity to include Moses Diaz in the orientation tour.

3. Both Steve and Tony have adapted well to their new assignments. Steve has been pursuing a fuller understanding of the services and issues facing our consulting teams and will take a strong coordination role in managing those resources. Steve has also taken on assignments to ensure the use of properties in residential areas are conforming to the zoning standards in effect in Riverwoods. He has taken on a direct owner contact inspection program to ensure that non-residential uses and activities not violate the Ordinances of the Village, and when identified, Steve has taken direct action to abate unauthorized and non-permitted activities for the benefit of adjacent property owners and the protection of the value of properties throughout the Village. Tony has launched a significant review of revenue analysis, utility billing and collections, and capital utility planning issues. He is already providing a welcome perspective on the utility capital investments the Village has prioritized as well as developed a plan of action for increased utility collections.

I am also pleased to report on the successful coordination and support of the Interim Finance Director team in providing guidance on key financial issues needed during the recruitment process. My Associate Hannah Sullivan and I shared in the responsibilities and worked through a Finance Team consisting of Moses Diaz, the Village Financial Analyst /Accountant, Trustee Michael Clayton, Hannah Sullivan, and me. The full Team met Wednesday evenings to review financial issues and approaching deadlines, required assignments including coordination and completion of the annual audit and project coordination which produced a smooth transition to the Village permanent Finance Director.

Tony joined the Finance Team upon his arrival. I am pleased to report that no financial anomalies occurred during the Interim Director engagement and I particularly want to call out the contributions of Moses Diaz and my Associate Hanna Sullivan in support of the transition to the permanent Finance Director. Their attention to detail in support of Village financial practices and objectives was remarkable. The Village now has the benefit of a highly qualified and responsive permanent Finance Department to advance your policy goals.

In conducting the recruitment of two concurrent recruitments simultaneously, one operational area that should have greater attention relates to human resources tasks and issues. A more organized and uniform approach to HR issues including the Village performance evaluation practices and developing and maintaining a more uniform compensation system which meets the compensation goals of the Village Board as well staying relevant in the public employment market. There is also room for improvement in the administration of the Village group health insurance program, and a need for periodic review and update of the employee policies and procedures. I discussed my observations on Human Resources administration, with the Compensation and Benefits Committee who has asked me to prepare a program outline on how HR services can be addressed contractually and cost effectively through outsourcing these services. I expect to present an HR program to the Committee and Board in December. I will prepare a suggested work plan of tasks and deliverables to protect the Village and our workforce including periodic HR consulting services to serve as a resource for leadership and workers alike.

The WRB Team members appreciate the opportunity to serve Riverwoods in these multiple capacities. The Village Board has sound vision on policy issues and a capable staff under your leadership. Thank you for the opportunity to serve.

# Police Report



# Riverwoods Police Incident Analysis Report

## Summary by Incident Type

11/21/2023

Activity Through November 16th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	76	70
50 PD (7572) (Crash Property Damage)	87	71
50 PI (7571) (Crash Personal Injury)	17	10
50 Priv Prop (7573) (Crash Private Property)	7	7
911 Hang up (7911)	16	13
Ambulance (7021)	333	256
Animal Problem (7245)	37	62
AOA (7001)	144	216
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0460)	1	2
Battery (0400)	3	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	226	191
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	5	7
Construction Comp (7078)	2	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	8	2
Crim Sexual Assault (1563)	1	-
Crim Trespass to Land (1330)	4	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	3
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	20	17
DUI (2410)	39	43
Fingerprinting (7039)	8	12
Fire Alarm (0733)	43	35
Fire Call (7024)	46	25
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	9	9
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	14
Identity Theft (7198)	12	13
Lock out - Vehicle (7051)	20	16
Lost / Mislaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	26
Notification (7049)	13	15
Other Comp (7079)	67	62
Other Investigation (7199)	37	31

<b>Incident Type</b>	<b>2023 YTD</b>	<b>This Time 2022 YTD</b>
Other Trouble (7139)	5	4
Parking Complaint (7522)	21	22
Premise Exam (7041)	1256	1111
Public Service (7040)	53	49
Roadway Debris (7250)	27	18
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	55	52
Suspicious Person (7123)	29	32
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	2	2
Theft Over \$500 (0815)	6	2
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	47	52
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	19
Well Being Check (7045)	57	36
<b>Total:</b>	<b>2951</b>	<b>2685</b>
Crime Prevention Notices	500	474
Case Reports	167	195
Traffic Stops	1424	1731
Number of Citations issued	607	668
Number of Persons Issued Citations	399	466

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

# New Business



12. NEW BUSINESS

c. Approval of a Contract for Fencing, and Entrance Work for the Village Hall Play Area



# EQUIPMENT QUOTATION

17421 Marengo Rd. Union, IL 60180  
 Ph: 888-GET-REIL Fax: 815-923-4303



Quote No	Quote Date
167950	11/17/2023

Salesperson
Mike Cederlund

Bill To:	Site Location:
Village of Riverwoods 300 Portwine Rd.  Riverwoods, IL 60015  Contact: <u>Kris Ford</u> Phone: <u>(847) 945-3990</u> Fax: <u>(847) 945-4059</u> Email: <u>kford@riverwoods.gov</u>	Scope of Work Cedar Fence

**Notes:**

Description	Qty	Rate/Unit	Amount
Cedar Split Rail Fence (Posts Spaced 10' Apart) <i>**Does not include permitting, restoration, tree protection. Layout to be confirmed before work starts.</i>	175.00	48.00	8,400.00

Subtotal: 8,400.00

Sales Tax (If Applicable) 0.00

**Quote Total: \$ 8,400.00**

Due to the volatile manufacturing market, the above equipment prices are only valid for 7 days

**Lead Times are now extended due to manufacturing delays**

Unless otherwise specified the above prices do not include installation or Sales Tax.

**TERMS: For those who have established credit with us**  
 Terms are full payment within 30 days, no retainage, from the date of shipment. Should payment not be received within 30 days, we agree to pay 1 1/2% per month interest on the unpaid balance.

**For those who do not have established credit at time of order,**  
 Orders under \$3,000 require payment in full at time of order, all other orders will be 50% down payment with order and balance prior to shipping.

Should the payment not be received within the above terms, we agree to pay all attorneys' fees and other collection costs, which the seller may incur to insure that this account, including any accrued interest is collected in full.

Accepted by:

\_\_\_\_\_





1001

320

300

Portwine Rd

PROPOSED 175'  
CEDAR SPLIT  
RAIL FENCE.  
LOCATED  
BETWEEN  
TREES AND  
PLAY AREA



12. NEW BUSINESS

d. Approval of a Resolution Adopting an Updated Emergency Operations Plan for the Village of Riverwoods

A RESOLUTION ORDINANCE ADOPTING AN UPDATED EMERGENCY OPERATIONS PLAN FOR THE VILLAGE OF RIVERWOODS

Issue: The Riverwoods Emergency Operations Plan (EOP) is Reviewed biennially by the Lake County Emergency Management Agency (Lake County EMA). This year Lake County EMA required several changes to the EOP due to new Federal and State requirements.

Recommendation: Approval of the Resolution Ordinance.

Background: The Village of Riverwoods Emergency Operations Plan is a manual of procedures as well as a resource reference for all local governmental agency officials. The Plan's purpose is to inform Village officials of established departmental procedures in responding to emergencies; to provide emergency response guidelines for Village departments not ordinarily involved in emergency operations; to document the legal authority of Village officials responding to emergencies; and to provide a list of agencies, equipment, and contact people, together with their locations and phone numbers, for reference in an emergency.

New requirements provided by Lake County EMA necessitated substantive changes to all Annexes in the EOP. Contact information has also been updated. A Record of Changes is provided on page 6 of the EOP.

Documents attached: Updated EOP, Lake County EMA Approval of the Riverwoods EOP

Responsibility: Chief Dayno, Attorney Huvad

**RESOLUTION NO. 23-11-\_\_**

**A RESOLUTION ORDINANCE ADOPTING AN UPDATED EMERGENCY OPERATIONS PLAN FOR THE VILLAGE OF RIVERWOODS**

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

**WHEREAS**, the Village attempts to develop contingency plans for potential or real emergencies that require local coordination of Village departments in order to prevent or minimize the loss of life or property damage, recognizing that it is not possible to foresee or prepare for all the contingencies of all possible emergency/disaster situations; and

**WHEREAS**, the Village has adopted the Village of Riverwoods Emergency Operations Plan, last revised November 6, 2019, which is an all-hazards document that establishes emergency management activities for the Village following the principles of the Illinois Emergency Management Agency, the National Incident Management Systems and the National Response Plan; and

**WHEREAS**, the Chief of Police has presented to the President and Board of Trustees of the Village an updated Village of Riverwoods Emergency Operation Plan, dated November 3, 2023; and

**WHEREAS**, the President and Board of Trustees of the Village have determined that adopting the latest version of the Riverwoods Emergency Operation Plan will promote the health, safety and welfare of the residents of the Village and serve the best interests of the Village.

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

**SECTION ONE:** This Resolution is made pursuant to and in accordance with the Village’s home rule powers. The preceding “whereas” clauses are hereby made a part of this Resolution and the facts and findings contained therein are hereby adopted as part of this Resolution.

**SECTION TWO:** The Village hereby approves the Riverwoods Emergency Operations Plan, as revised through November 3, 2023, and in the form presented to the Village Board and hereby directs the Village President and Village Clerk to deliver an authenticated copy of the plan to the Lake County Emergency Management Agency.

**SECTION THREE:** This Resolution supersedes all parts of ordinances adopted prior hereto which are in conflict herewith, to the extent of such conflict.

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

**AYES:**

**NAYS:**

**PASSED & APPROVED** this 21st day of November, 2023.

\_\_\_\_\_  
Village President

Attest:

\_\_\_\_\_  
Village Clerk



November 3, 2023

Chief Bruce Dayno  
845 Saunders Rd.  
Riverwoods, IL. 60015

Dear Chief Dayno,

Thank you for submitting the Village of Riverwoods Emergency Operation Plan. I am pleased to inform you that the plan has been reviewed and is found to meet all requirements and provisions required by Illinois 29 ILCS Part 301 Political Subdivision Emergency Services and Disaster Agencies, Subpart B: Emergency Operations Plan Requirements. The plan is approved on the 3<sup>rd</sup> day of November 2023.

This plan is subject to a biennial update and approval by Nov 3<sup>rd</sup>, 2025. Please notify Lake County Emergency Management if you make any substantive changes to this plan prior to the official update. Feel free to contact the main office at 847-377-7100 or [lcema@lakecountyil.gov](mailto:lcema@lakecountyil.gov) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Eder", written in a cursive style.

Daniel Eder  
Manager  
Lake County Emergency Management Agency

LAKE COUNTY EMERGENCY MANAGEMENT AGENCY, 1303 N. MILWAUKEE AVE,  
LIBERTYVILLE, ILLINOIS, 60048  
847-377-7100  
[LCEMA@LAKECOUNTYIL.GOV](mailto:LCEMA@LAKECOUNTYIL.GOV)

12. NEW BUSINESS

e. Approval of an Ordinance Regarding the Illinois Paid Leave for All Workers Act

**ORDINANCE NO. 23-11-\_\_**

**AN ORDINANCE REGARDING  
THE ILLINOIS PAID LEAVE FOR ALL WORKERS ACT**

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**WHEREAS**, the Village of Riverwoods (the “Village”) is a Home Rule municipality pursuant to Article VII, Section 6(a) of the Illinois Constitution and, by extension, may exercise any power or perform any function pertaining to its government and affairs; and

**WHEREAS**, the State of Illinois has passed the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the “Act”), effective January 1, 2024, which requires employers like the Village to provide certain paid leave to some of its employees; and

**WHEREAS**, the Act will modify the scope of benefits provided to some of the Village’s employees, including the circumstances under which paid leave benefits can be used; and

**WHEREAS**, the Act did not make the necessary appropriations or include statutory language exempting the Act from the Illinois State Mandates Act; and

**WHEREAS**, the Act does not include any express limitation on the Village’s home rule authority as required by Article VII, Section 6 of the Illinois Constitution; and

**WHEREAS**, the Village has determined that applying the Act to its own employees on January 1, 2024 will negatively impact the Village and place an undue financial and operational burden on the Village’s ability to provide uninterrupted services to its residents; and

**WHEREAS**, the Village recognizes the importance of paid leave and currently provides reasonable paid leave benefits to its employees; and

**WHEREAS**, the Village also deems it necessary to exercise its home rule authority in order to maintain the current level of employee leave benefits before the Act takes effect on January 1, 2024, and to retain authority to adjust its policies with respect to the level of employee leave benefits as needed in the future to support the Village’s ability to provide uninterrupted services to its residents.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Riverwoods, Illinois, as follows:

**SECTION ONE:** The preceding “whereas” clauses are hereby made a part of this Ordinance and the facts and findings contained therein are hereby adopted as part of this Ordinance.

**SECTION TWO:** Pursuant to the Village’s home rule authority under the Illinois Constitution, the Village hereby declares that it is exempt from following the provisions of the Illinois Paid Leave for All Workers Act for its own employees.

**SECTION THREE:** All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

**SECTION FOUR:** If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

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

**AYES:**

**NAYS:**

**PASSED & APPROVED** this 21st day of November, 2023.

\_\_\_\_\_  
Village President

Attest:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_ day of November, 2023.